

**MINUTES**  
**LENOIR COUNTY BOARD OF COMMISSIONERS**  
**March 5, 2012**

The Lenoir County Board of Commissioners met in open session at 9:00 a.m. on Monday, March 5, 2012 in the Board of Commissioners Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

Members present: Chairman George Graham, Vice-Chairman Reuben Davis and Commissioners, Jackie Brown, Mac Daughety, Eric Rouse, and Linda Rouse Sutton.

Members Absent: Tommy Pharo

Also present were: Michael Jarman, County Manager, Tommy Hollowell, Assistant County Manager, Martha Martin, Finance Officer, Robert Griffin, County Attorney, April L. Banks, Clerk to the Board, and members of the general public and news media.

Chairman Graham called the meeting to order at approximately 9:00 a.m. Ms. Brown offered the invocation and Mr. Graham led the audience in the pledge of allegiance.

Mr. Graham stated Mr. Pharo is attending the National Association of Counties Legislative Conference. Upon a motion by Ms. Brown and a second by Ms. Sutton, the Board unanimously approved to excuse Mr. Pharo from the meeting.

**PUBLIC INFORMATION**

Mr. Graham recognized Ms. Kareen Windley, Chairwoman of Kinston Alumnae Delta Sigma Theta, and fellow soror Marilyn Fields in the audience. Ms. Windley stated they have both been a part of the Sorority for over 50 years and now serve the public with the other members of the alumnae. They attended the meeting to see what was going on in Lenoir County.

The Lenoir County Sheriff's Office Community Crime Reduction Team (CCRT) recently began a Neighborhood Watch Program. They hope to reduce crime and increase public cooperation with the Sheriff's Office. Lieutenant Chris Cahoon stated they are traveling to areas of high crime to make contact with the citizens. Information received has led the CCRT to initiate search warrants which then led to arrests. Neighborhood Watch programs in Lenoir County are being created and making progress.

- Eason Road Neighborhood – Approximately 20 members – Watch helped to solve felony larceny.
- Jackson Heights – Approximately 70 members
- Castle Oaks – Approximately 100 members – CCRT has worked to reduce speeding complaints by residents.
- Pinevilla Street – Approximately 15 members

Ms. Sutton asked Lt. Cahoon to provide more information about Nimbus. Lt. Cahoon stated Nimbus is an online crime mapping tool on the County website. You can input an address and see the types of crimes happening around the County. The system can also be set up to send e-mail alerts if a crime happens in a particular area. Each neighborhood Community Watch group will have a liaison who will communicate with the CCRT. Mr. Rouse and Mr. Daughety have helped inform the citizens about the Community Watch program. Mr. Daughety attended the first Community Watch meeting and commended the Sheriff along with the CCRT for their efforts. This is a way for the Sheriff's Office to be proactive in trying to prevent crime. Mr. Daughety encouraged local citizens to contact CCRT to schedule a Kickoff Meeting to begin a Community Watch in their neighborhood.

Contact information for the CCRT is:

- Lt. Chris Cahoon 286-3851
- Sgt. Ryan Dawson 560-2584
- Deputy Walt Howard 286-3854

Ms. Brown asked if they were correlating with the City to establish Community Watch programs around Kinston. Lt. Cahoon stated the City has their own Community Watch program, but the CCRT does complete home inspections for safety hazards in the City. Mr. Rouse asked if any new areas were going to set up a program. Sgt. Dawson stated they have been in contact with Castle Road and Spring Branch Road neighborhoods. Ms. Sutton stated several citizens have expressed their appreciation regarding the program. Mr. Daughety stated the latest Community Watch meeting he attended provided important information about what a person could do legally as far as self-defense during a break-in. Mr. Davis asked should citizens contact them directly or initiate contact with 911. Lt. Cahoon stated if it is not an emergency they can contact one of the members. Ms. Sutton thanked Sheriff Smith and Major Chris Hill for creating the program. Mr. Graham commended the group and asked if they have posters or signs. Lt. Cahoon stated signs are being made by the Department of Corrections, but only established Community Watch programs will receive signs.

Mr. Graham stated when the bonds were passed for new schools; recreation programs at Contentnea were displaced. There is now a new Savannah-Contentnea School and the former Contentnea School was purchased by private owners. The new school does not have lighting installed on the ball fields for night games; therefore, recreation activities were still being held at the old Contentnea School. The owners would rent the facility to Kinston-Lenoir Parks and Recreation on a yearly basis, but due to budget strains, the money to rent the facility may not be available. Ms. Paula Shreves, a member of the Contentnea Recreation Association, addressed the Board. She thanked the Board for their time. Ms. Shreves stated she appreciates the top notch new school built in her area four (4) years ago, but they aren't able to utilize the ball field after dark because there are no lights. She stated there are three (3) potential options: Have lights installed at the new school, be approved funding to continue to rent the old school at a reduced rate of \$6,000 per year, or to not have baseball. Ms. Shreves stated there are many underprivileged children in the Contentnea area. Coaches have to pick up many of the team members for practice. Parks & Recreation has mentioned the ability to play at alternate lighted fields around the County, but she fears they may be too far for some of the team members to travel. She is asking for assistance. The past season a team won the District, State, and Southeast regionals. Nine (9) out of the twelve (12) members were from Contentnea.

Ms. Joyce Grant, a member of the group who established the Contentnea program, stated the baseball program in the area needs to continue. Ms. Grant appreciates the Board and the Recreation department for their assistance. She stated the new field needs lighting and a permanent refreshment center. The fathers of the team members met in the past and donated a trailer to be utilized as a refreshment center. They eventually made enough to build a permanent center and the Eagle Scouts completed a project to install fencing at the old Contentnea School. Ms. Grant stated the funds would be best utilized by improving the new field. She appreciates the support of the Board.

Mr. Mark Jones, a parent and coach of the baseball team, would like to see an agreement reached. He stated there are many kids in the area inspired by baseball and he would appreciate any assistance from the Board. Mr. Graham stated Contentnea is in his district and he is gravely concerned about the problem. The Board will do what needs to be done. Bill Ellis, Kinston-Lenoir Parks & Recreation Director, stated the two (2) private owners rented the old Contentnea School at a fair rate and have done a great job. The rent amount was not budgeted separately, but in the department's regular budget because he felt it was important. The upcoming rent is not able to be funded unless the Board approves the department to increase their budget. A suitable field equipped with lights is available for the team to use, but they would have to travel to Kinston and some children may have difficulty doing so due to the distance. Mr. Ellis stated fields are constructed by Parks & Recreation for the school systems.

Savannah-Contentnea School already has the panel box and wiring completed. Estimated cost to finish the lighting system is \$20,000-\$25,000. The exact price would not be known until the project is bid out to vendors. The lighting will take approximately two to three weeks to complete and baseball games start the beginning of May. Mr. Ellis stated he needs guidance on whether to hold sign-ups or try-outs for the season. Mr. Rouse asked if all that needed to be done were the actual lights. Mr. Ellis replied the project is typically \$30,000-\$40,000, but since some of the equipment has already been installed, it decreases the cost. Mr. Rouse asked if the Contentnea Recreation Association would be willing to assist in funding the lights. Ms. Shreves stated it is a consensus of the Association to contribute funds estimated at \$5,000. Mr. Rouse stated the Moss Hill Ruritan Club was leased by the Parks & Recreation Commission for approximately \$1 per year with estimated maintenance costs at \$8,000 to the County. Mr. Rouse asked if something similar could be done. Mr. Daughety stated the motivation to obtain the Moss Hill Ruritan Club was that it was a polling site and people in the area would have to travel to vote. In the last election, there was no place on that end of the County in which to do early voting. If Moss Hill is deprived of a polling location, the early election turnout would be affected. Mr. Ellis stated lighting the new ball field location would be the best expenditure of funds. Ms. Sutton stated she is also in favor of lighting the new field. The team should have a permanent place to call their home field. Working parents may have to travel twice the distance to attend games. Mr. Ellis stated he would need two (2) weeks to obtain pricing and return at the March 19, 2012 meeting to ask for approval. He will proceed with sign-ups and try-outs. Mr. Graham recommended to table the request until pricing is obtained and all of the Board members are present. Mr. Daughety stated it is a difficult question because everyone wants to provide adequate facilities for the children of the County. Mr. Ellis stated Parks & Recreation has never installed lights on elementary and middle schools; the County school system has always been responsible. Ms. Sutton stated they shouldn't be denied services available to others. Mr. Jarman stated Mr. Ellis requested funding for lighting for several years, but in order to keep the budget low, his request was denied. Mr. Davis stated he is not in favor of leasing the old field because the pricing of the lease would be equal to the pricing of the light installation after three (3) years. Ms. Brown stated she would like to see some improvements at Holloway Center. Mr. Ellis stated he has plans to work on upgrades and repairs in the City budget. Upon a motion by Mr. Daughety and a second by Ms. Brown, the Board unanimously agreed to table the discussion.

### **ITEMS FROM THE COUNTY MANAGER**

Mr. Jarman referred to Mr. Daughety to provide the update on Branchwood. Two citizens from the area addressed the Board at the previous meeting with concerns. Mr. Daughety stated he spoke with Department of Transportation (DOT) regarding the issue. He was advised DOT thinks there is work to be done and some possible re-routing. The problem should be fixed in two (2) weeks. DOT repaired a small hole in the road before the meeting was over on February 20, 2012. Ms. Brown stated she contacted DOT due to issues on Martin Luther King Jr. Blvd. After resurfacing, the road seems to be in worse shape. She received a call and was informed the resurfacing was temporary and the pipes under would have to be redone and repaved. Ms. Sutton informed the Board she received calls about the County offices being closed for road repairs. The County is not anticipating any closures.

Mr. Jarman stated the Board received an e-mail from Mr. Daughety containing a link to a news clip about illegal dumping. This is not related to the issue discussed previously about drop-off sites. Illegal dumping has been occurring since the flood buyout program. Mr. Roger Dail, Director of EMS/Communications, and Mr. Tom Miller, Solid Waste Director are working together for a solution. Some roads are being monitored or blocked off completely. The Sheriff's Office is also conducting patrols to catch those illegally dumping debris. Due to the economy and Hurricane Irene, people are avoiding the Landfill due to roofing and other debris being heavy. Mr. Daughety inquired would the idea

of a potential satellite landfill be entertained. Mr. Jarman stated it was suggested for someone to contact AI Hill at Onslow Container Company and he would be happy to contact him if no one had done so.

The County received a bid in the amount of \$900 for a vacant lot at 311 E. Caswell Street in Kinston. A previous bid for \$800 was declined. The bid was placed by a neighbor of the property. He has been maintaining the property ensuring the grass is cut. Mr. Jarman recommended the Board to accept the bid. Upon a motion by Ms. Sutton and a second by Mr. Rouse, the Board unanimously approved to accept the bid.

### **ITEMS FROM THE COMMISSIONERS**

Mr. Rouse recognized Representative Stephen LaRoque from the audience to speak. Rep. LaRoque stated legislation has been filed with DOT in Greenville regarding the US 70 East median project. The concrete median would do great harm to businesses in that area. Some of the business owners contacted him about their concerns. Rep. LaRoque, Russell Rhodes, President of Neuse Sport Shop, and Marshall King, owner of Neuse Sport Shop met with other owners to find out what could be done to stop the project. Mr. King researched medians and their impact on Florida roadways in the past. He presented video to Rep. LaRoque and Bobby Lewis, Chief of Staff for Chief Operating Officer Jim Trogdon of NCDOT. Mr. Lewis and Mr. Rhodes met about a week and a half prior. They determined a paint scheme would be more suitable than the concrete median and would not cause harm to the businesses on US 70 East. Ultimately, the group decided no action would be taken on the paint scheme either. Mr. LaRoque stated he believes the Board was misled when Mr. Rhodes was removed as Chairman of the Transportation Committee and replaced by Mr. Daughety whom he called "somebody rubber stamping DOT's ideas". Mr. Graham stated Rep. LaRoque was out of order and advised him typically when legislation is drafted affecting the County, the County officials were informed and given the opportunity to support the bill. Mr. Rouse stated he is happy the median issue has been resolved, but Mr. Rhodes was removed in an unfashionable manner. Mr. Rouse stated the Board at least owes Mr. Rhodes an apology and should send a letter to Rep. Wainwright thanking him for his assistance with the median project issues. Ms. Brown stated Rep. Wainwright should be visiting on Wednesday and a face-to-face thank you would be better than a letter. Mr. Graham stated anytime there was a proposed legislation, the local Board of Commissioners would act and send the request to the legislator. The request would then be presented to the State for feedback. Mr. Graham thanked Rep. LaRoque for coming. Mr. Daughety stated Mr. Rhodes was removed from the Transportation Committee due to conflict of interest and the Board was provided information and documentation. After a brief exchange between Commissioner Rouse and Commissioner Daughety, Mr. Graham called for a five (5) minute recess for reorganization.

### **CONSENT AGENDA**

Upon a motion by Ms. Brown and a second by Mr. Davis, the Board unanimously approved the following Consent Agenda:

3. Approval of Minutes: Regular Board Meeting: February 20, 2012 Banks/Jarman
4. Resolution Approving the Releases and Refunds to the Individuals Listed Herein Parrish
5. Budget Ordinance Amendment: General Fund: Finance/Non-Departmental/Emergency Management: \$1,216. Increase Martin

### **BUDGET ORDINACE/RESOLUTIONS**

Item No. 6 was a Resolution Authorizing Emergency Replacement of 4 Ton Gas Pack at the Department of Social Services Building: Ed Phillip's, Inc.: \$4,749. One of the heating and air conditioning units on top of the Lenoir County Social Services (DSS) Building has ceased to function. Lenoir County Maintenance contacted Ed Phillips, Inc., to examine the unit to see if it could be repaired

or need to be replaced. The unit was installed in 1989 and it was determined installing a new unit would be most cost effective. The cost to install a new 4 ton, 3-phase, R-410 Carrier Gas Pack and a non-programmable digital thermostat is \$4,749. The cost includes a one (1) year warranty on parts and labor, a five (5) year warranty on the compressor, a 10 year warranty on the heat exchanger, and the use of a crane to change out the units. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 6 was unanimously approved.

Item No. 7 was a Budget Ordinance Amendment: General Fund: DSS: \$10,412 Increase. The line item adjustments are to reflect approval on contract amendment for Adult Day Care on September 6, 2011, Item 11A. This amendment reflects actual allocation received from the State for Adult Daycare funds. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 7 was unanimously approved.

Item No. 8 was a Resolution Approving Acceptance and Execution of Contract for Independent Audit Services: Pittard, Perry & Crone, Inc., LaGrange, NC. On May 2, 2011, the Board accepted a proposal from the certified public accounting firm of Pittard, Perry, & Crone, Inc. of LaGrange, NC to conduct the annual financial audit of Lenoir County for a three (3) year period as follows: FY 2010-11 at a cost of \$41,800; FY 2011-12 at a cost of \$43,100; and FY 2012-13 at a cost of \$44,400. The proposal represented the lowest cost to the County of all proposals submitted. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 8 was unanimously approved.

Item No. 9 was a Resolution Approving the Lenoir County Transit System Safety Program Plan (SSPP). The Lenoir County Board of Commissioners adopted a System Safety Program Plan for Lenoir County Transit on April 5, 2010. The plan is required by the NCDOT Public Transportation Division to ensure operational compliance in six (6) core areas including Driver/Employee Selection, Driver/Employee Training, Safety Data Acquisitions/Analysis, Drug and Alcohol Abuse Programs, Vehicle Maintenance, and Security. Since adoption, NCDOT has made additional requirements to this plan. Transit recently began use of new software for vehicle maintenance tracking, updated training requirements and tracking procedures, and received Board approval on a new Drug and Alcohol Policy on October 17, 2011. Transit requests the Board formally approve the new SSPP, superseding the old plan, in order to maintain a SSPP in compliance with NCDOT requirements. Upon a motion by Mr. Daughety and a second by Ms. Brown, item No. 9 was unanimously approved.

Ms. Brown asked Joey Bryan, Transit Director if the Assistant Director position had been filled. Mr. Bryan stated they will begin conducting interviews today. Mr. Daughety asked Mr. Bryan if they had been provided any information on the grant application Transit received approval on at the prior Board Meeting. Mr. Bryan stated they were awarded the grant and sent in the first reimbursement request for \$55,000 about three (3) weeks ago. Transit was only approved for approximately \$33,000 in reimbursements. The department needs guidance on either reducing services or obtaining funding from the County. Mr. Daughety asked since the department was low on funding, should they wait to fill the vacancy. Mr. Bryan stated the position has already been funded. The expenses are increasing due to increased riders. In 2004-2005, an estimated 44,000 citizens utilized the Lenoir County Transit. Last year the riders increased to 95,000. This year an estimated 110,000 people will utilize the Transit system. Even though there is an increase in riders, the department is operating with the same amount of staff. Gas costs have increased and there are 18 vans in service from about 2:30 a.m. to 7 p.m. Four (4) vans are used to transport patients to dialysis on Saturday mornings. Fares have been increased also to try and cover the excess expenditures. Mr. Jarman advised the Board the County added additional funds for Transit last year. Some routes have been cut and fares increased. There is a loss of \$100,000 and at the current rate, Transit will not break even. Mr. Rouse asked how much fares will have to be increased to help offset expenses. Mr. Bryan stated there are various factors and it's difficult to estimate. Mr. Graham asked Mr. Bryan if he had any options or ideas on reduction. Mr. Bryan stated possibly trips to

Greenville and Goldsboro can be reduced and also Saturday operations. Susan Moore, DSS Director stated their clients travel to Greenville and Goldsboro frequently for doctor visits via Transit. If Transit no longer traveled out of the County, DSS would have to find another mode of transportation for the patients. Mr. Bryan estimated the operating cost per mile to be \$1.72. Mr. Daughety asked him to have proposals and recommendations on options for sustainability. Mr. Graham reminded the Board to take into consideration the citizens who rely on Transit to get to Lenoir Community College, Spirit, Sanderson Farms, and Smithfield. By evaluating the service, funding may be able to be justified.

Item No. 10 was a Resolution Authorizing FY 11-12 Purchase for One (1) 2012 Ford Expedition on State Contract from Capital Ford in Raleigh, NC in the Amount of \$27,350. The EMS Commanders are based out of the main EMS Station located on 2404 North Queen Street in Kinston. As Shift Commanders, they are required to provide any necessary assistance to all EMS personnel stationed throughout Lenoir County; therefore, they respond to multiple calls during each shift, with the majority of those calls being driven emergency traffic-lights and siren. As a result, the EMS Commanders put a lot of wear on their vehicles, not only responding to calls for service/assistance, but also in the general performance of their duties, i.e.: completing rounds, delivering supplies, checking on stations and personnel throughout the County. The EMS Commander's vehicle is a 2008 Ford Expedition, with a current mileage of 134,749. Mr. Rouse stated he routinely utilizes vehicles in his fleet in excess of 200,000 miles. Mr. Jarman stated Commander Vehicles are the first responders. Although they don't have the ability to transport the injured, they are able to administer care until an ambulance arrives. He reminded the Board in the upcoming budget, to keep things tight, some items will be cut until the following year. Mr. Daughety stated it is important to keep the Commander Vehicles functioning. Mr. Dail stated all department managers understand the financial strains of the County and try to keep costs down. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 10 was approved with a 5 to 1 vote with Mr. Rouse dissenting.

Item No. 11 was a Resolution to Approve an Interlocal Agreement for E-911 Consolidation with Jones County. Over the past year, Lenoir and Jones County officials have been discussing the feasibility of merging the Jones County E-911 center with Lenoir County's E-911 center. The merger would also involve an upgrade of both Counties' radio systems and expansion of the primary Public Safety Answering Points (PSAP) Center in Lenoir County and the remodel and expansion of a redundant center in Jones County. Both Counties agree that any consolidation is contingent upon the availability of grant funding for the entire project from the State E-911 Fund. The L.R. Kimball Company was selected to provide consulting services, grant writing, expertise, and technical advice for the project. To be eligible for grant consideration an Interlocal Agreement is a requirement of the E-911 Board. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 11 was unanimously approved.

Item No. 12 was a Budget Ordinance Amendment: Various Funds Finance: \$1,163,430. Increase. This amendment is to adjust budgeted revenue and expenditures to more accurately reflect actual revenues and expenditures for seven (7) months of FY 11-12. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 12 was unanimously approved.

### APPOINTMENTS

Item No. 13 was a Resolution Approving Citizens to Boards, Commissions, Etc. Upon a motion by Ms. Brown and a second by Ms. Sutton, the following second appearances were approved.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Community Advisory Committee – Nursing Home/Adult Care Home 2 <sup>nd</sup> Appearance	Mallie B. Stocks	February 2014

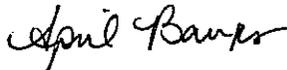
**CURRENT VACANCIES**

Lenoir County Health Board – (1) Veterinarian, (1) Optometrist, (2) Public Members  
Lenoir County Planning Board – Districts One (1)  
CJPP – Three (3) Vacancies  
Kinston Board of Adjustment – Two (2) ETJ Members; (1) Primary – (1) Alternate

Mr. Graham stated there may be a misconception due to the discussions about how it will be a tough budget year. The County is financially sound and there is a good management team in place. He is confident the County will have a strong budget with no tax increases.

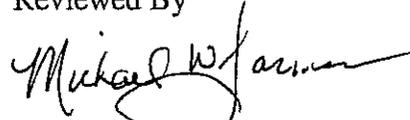
Upon a motion by Mr. Graham and a second by Mr. Davis, the meeting recessed at 10:50 a.m. to the Budget Work Session in the Administration Conference Room.

Respectfully submitted,



April L. Banks  
Clerk to the Board

Reviewed By



Michael W. Jarman  
County Manager

**MINUTES**  
**LENOIR COUNTY BOARD OF COMMISSIONERS BUDGET WORK SESSION**

March 5, 2012

The Lenoir County Board of Commissioners began their scheduled Budget Work Session on Monday, March 5, 2012 at 11:05 a.m., at the Administration Building Conference Room, 101 North Queen St., Kinston, NC.

Members present included: Chairman George Graham, Vice-Chairman Reuben Davis and Commissioners, Jackie Brown, J. Mac Daughety, Eric Rouse and Linda Rouse Sutton.

Members absent: Tommy Pharo

Also present were: Michael W. Jarman, County Manager, Tommy Hollowell, Assistant County Manager, Martha Martin, Finance Office, Major Chris Hill, Lenoir County Sheriff's Office Chief of Administration, Archie Bruton, Lenoir County Chief Jailer, Sheriff Billy Smith, Roger Dail, Emergency Services, Mike Wiggins, Maintenance Director, Mark Pope, Economic Development Director, Susan Moore, Social Services Director, Jack Jones, HR Director, and April Banks, Clerk to the Board.

Mr. Graham welcomed the Board members to the Budget Work Session.

Mr. Jarman thanked the Sheriff's Office stating they have done an excellent job keeping costs low and minimizing the number of inmates in custody. Electronic monitoring was used for all eligible inmates. The maximum capacity in the jail is 121 inmates per day. In 2011, there was only one (1) day out of the entire year in which the inmate count was under 121. The Sheriff's Office saved the County between \$1.5 million to \$2 million.

**MONTHLY INMATE CAPACITY**

	No. In-House	No. at Capacity (121 x days in month)		No. OVER Capacity	No. Outside Lenoir County	Total	Cost (Days x 50)
January	4363	3751	0	612	0	612	\$ 30,600.00
February	3782	3388	0	394	0	394	\$ 19,700.00
March	4279	3751	0	528	0	528	\$ 26,400.00
April	4064	3630	427	434	427	861	\$ 43,050.00
May	4109	3751	551	358	551	909	\$ 45,450.00
June	4062	3630	320	432	320	752	\$ 37,600.00
July	4286	3751	1009	535	1009	1544	\$ 77,200.00
August	4207	3751	703	456	703	1159	\$ 57,950.00
September	4219	3630	1164	589	1164	1753	\$ 87,650.00
October	4021	3751	563	270	563	833	\$ 41,650.00
November	4358	3630	498	728	498	1226	\$ 61,300.00
December	4327	3751	594	576	594	1170	\$ 58,500.00
<b>Total</b>						<b>11741</b>	<b>\$ 587,050.00</b>

\*Electronic Monitoring (House Arrest) numbers have been removed - all that could be on EM were.

Sheriff Smith stated Brennan Consultants examined the new jail facility and determined the jail would need an additional 40 detention officers. After a meeting with the consultants, it was agreed the jail could be staffed with an additional minimum of 21 detention officers. They took into consideration the control area on the first floor where the officers bring the detainees in to be processed. Three (3) officers will be needed and there will need to be additional employees for core operations and relief personnel. First floor operations will require at least 13 staff members. Female inmates and misdemeanants will remain in the old jail. The new facility will have 200 beds.

The State requires a 30 day training period for jailers. Lenoir Community College (LCC) is in the process of restarting a Jailer Certification Program. Finding 21 qualified employees for the jail may take some time. They have to meet certain criteria, pass a drug screen, stress test, and complete the course to obtain certification. The training period also allows them to familiarize themselves with the new facility so they feel comfortable carrying out their duties. Staff numbers will be adjusted as needed, but inmate safety will not be compromised. There will be checkpoints in the new facility to ensure jailers are making their rounds and checking on the inmates. Each pod can house up to 48 inmates. The plan is to have an onsite commissary. This is a benefit to the inmates and a source of revenue for the County. A new contractor will be utilized for phone use. This will also be a revenue source for the County. Key staff of the Sheriff's Office have meet with Federal, State, and other County officials to see if the outside entities would be willing to allow Lenoir County to house their inmates in over capacity situations. There is a possibility of the food services being contracted out if they agree to the condition of keeping the two (2) food service personnel on staff currently.

Mr. Graham stated having a few additional employees may be warranted so as to not sacrifice safety, security, and food distribution. These personnel can be used in case another staff member has an emergency, is sick, or if they lose their certification. He asked if the food quality and/or quantity would decrease. Sheriff Smith stated it will still be institutional food but nothing else will change. Equipment to keep food at necessary temperatures has been put in place. The kitchen in the new jail is large and trustees would be allowed to work in there. A jailer would have to check on them every 30 minutes. Mr. Daughety stated when a new facility is built, it is usually more modern and efficient which typically equates to a reduction of staff. He is concerned about the increase of staff and also if there will be space to house other agencies inmates as a source of revenue. Sheriff Smith stated they are reducing staff in the downstairs jail from four (4) to two (2). The additional two (2) will work in the new facility. There is an increased safety level due to the additional employees. Mr. Graham stated the North Carolina General Assembly has mandated jail facilities to the County. The inmates have to be treated in a safe and humane manner. Mr. Jarman stated the jail, like the Sheriff's Office and EMS, is a service and may not break even. It is a service required and provided to the citizens.

Major Hill stated the highest number of inmates housed in 2011 on one day was 185. The new jail has more than 185 beds, based on data from 2011; the new jail will have extra capacity. Sheriff Smith stated Mr. Daughety made comments about planning for the future. The new detention facility was planned and researched thoroughly. Mr. Rouse asked will anything be done to the jail on the third floor in the Courthouse. Sheriff Smith stated it will be maintained as a reserve, but will not be staffed. There is a possibility for it to be rented out or used for weekenders. The cost per inmate per day is \$47 and the cost to feed an inmate is \$1.32 per meal. Mr. Rouse asked if the revenues can be applied to the jail debt. Mr. Jarman stated it cannot be paid early but the money can be put into a fund balance specifically for future use of the debt service.

Mr. Davis asked who incurs the cost for inmates with medical issues. Sheriff Smith stated if the County houses an inmate requiring medical treatment, the County where they came from will incur the cost. Mr. Rouse inquired as to the average time inmates are held in County jail. Sheriff Smith stated sometimes two (2) to four (4) years. The new facility should be available for occupancy in August 2012.

**Lenoir County  
Detention Facility**

281 Beds

21 New Employees

2012-2013 Jail Budget

**Recommended Personnel**

Brennan consultants examined the new facility and determined that the jail would need an additional **40** detention officers.

After a meeting with the consultants it was agreed that the jail could be staffed with an additional minimum of **21** detention officers.

**Jail Employees**

Current number of employees: 37

Proposed increase of employees: 21

Total number of employees: 58

**Inmate to Officer Ratio**

137 inmates and 37 employees  
3.7 inmates per employee

281 inmates and 58 employees  
4.8 inmates per employee

**Salaries & Benefits**

2011-2012 Budget: \$1,642,483 (37 employees)

2012-2013 Budget: \$2,457,318 (58 employees)

Increased Salary & Benefits: \$ 814,835

**Operating Costs**

2011-2012 Budget: \$625,000

2012-2013 Budget: \$987,577

Increased Operating Costs: \$362,577

### Budget Comparison

2011-2012		2012-2013	
Salaries & Wages	\$1,130,967	Salaries & Wages	\$1,605,151
Overtime	\$75,000	Overtime	\$37,430
Salaries & Wages- PT	\$0	Salaries & Wages- PT	\$27,500
Bonuses	\$8,019	Bonuses	\$17,561
Longevity	\$10,126	Longevity	\$9,919
FICA	\$72,795	FICA	\$106,492
Medicare	\$17,025	Medicare	\$74,999
Retirement	\$81,491	Retirement	\$110,017
Group Insurance	\$238,261	Group Insurance	\$374,274
401K	\$58,305	401K	\$85,575
Departmental Supplies	\$47,000	Departmental Supplies	\$95,496
Uniforms	\$9,000	Uniforms	\$16,570
Food & Provisions	\$190,000	Food & Provisions	\$406,607
Immunizations	\$500	Immunizations	\$1,000
Medical Attn & Drugs	\$5,000	Medical Attn & Drugs	\$5,000
Maintenance/Repair	\$15,000	Maintenance/Repair	\$35,000
Employee Training	\$3,500	Employee Training	\$10,254
Contracted Serv. Medical	\$300,000	Contracted Serv. Medical	\$347,700
Medical Safekeeping	\$35,000	Medical Safekeeping	\$35,000

### Budget Comparison

Total 2011-2012 Fiscal Jail Budget	Total 2012-2013 Fiscal Jail Budget
\$ 2,267,483	\$ 3,444,895

Budget Increase of:

\$1,177,412

### Average Daily Population (ADP)

Pre-Population Control	Post-Population Control
156 Inmates	137 Inmates

### Bed Space Allocation

Down Stairs Jail-	85 beds
New Jail-	196 beds
Total Beds: 281	

### Inmate Beds

Average number of inmates:	156
Reserved-Inmate capacity fluctuations:	29
Total dedicated bed's for local confinement:	185
Total number of beds in jail system:	281
Excluding (4) bed's in trustee housing:	92

Revenue Potential

*State Misdemeanant Program*  
Pays \$40 per day per inmate

On average LC has 74 inmates serving an average of 115 days each per year

74 inmates x 115 days x \$40 =  
**\$340,400**

Revenue Potential

*State Misdemeanant Program*  
10 Total Beds Dedicated to Outside Inmates

10 inmates x \$40 per day x 365 days=

**\$146,000**

Total all beds dedicated to this program:  
28

Revenue Potential

*Federal Inmate Program*

10 Beds Dedicated

10 inmates x \$55 x 365 days=

**\$200,750**

Revenue Potential

*Outside County Inmates*  
54 beds dedicated to this program

Low: 30 inmates x \$50 x 365 days=  
**\$547,500**

High: 54 inmates x \$50 x 365 days=  
**\$985,500**

Total Projected Revenue  
"Lower End Estimation"

State Misdemeanant Program:	\$ 486,400
Federal Inmate Program:	\$ 200,750
Outside County Inmates:	\$ 547,500
Total Potential Revenue:	<b>\$ 1,234,650</b>

Total Projected Revenue  
"Upper End Estimation"

State Misdemeanant Program: 28 beds	\$ 486,400
Federal Inmate Program: 10 beds	\$ 200,750
Outside County Inmates: 54 beds	\$ 985,500
Total Beds Dedicated: 92 beds	
Total Potential Revenue:	<b>\$ 1,672,650</b>

**Inmate Phone Service**

2011 Inmate Phone Commissions  
\$38,444.81

2012-2013 Inmate Phone Commissions  
Estimated

**\$77,450.85**

**Inmate Commissary**

2011 Inmate Commissary Commissions

\$10,475.17

2012-2013 Inmate Commissary Commissions  
Estimate

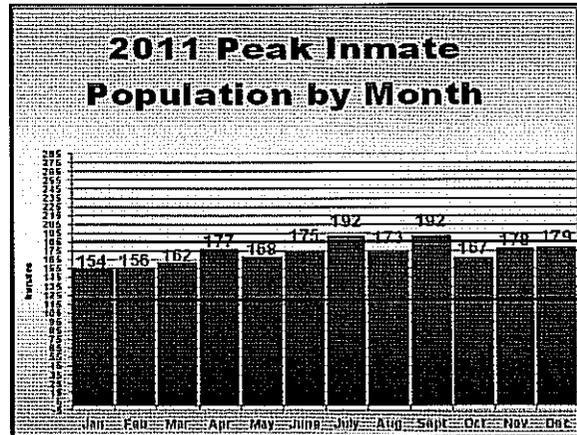
**\$21,103.26**

**Proposed Budget / Revenue**

Increase in Jail Budget		Revenue
\$1,177,412	(lower estimation)	\$ 1,234,650
	(upper estimation)	\$ 1,672,650
	Inmate Phone Sys.	\$ 77,450
	Inmate Commissary	\$ 21,103

*Potential Profit:  
(excluding electrical, water, sewage costs)*

**\$155,791 (lower)                      \$593,791 (upper)**



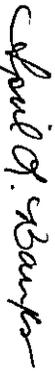
ADJOURNMENT

Sheriff Smith stated Brennan Consultants has been a pleasure to work with and everyone has worked together. There will be a day for the citizens and the officials to tour the new facility before it opens; the exact date is to be determined. Mr. Graham asked Mr. Rouse if the masonic lodge was still planning on doing a cornerstone for the new facility. Mr. Rouse stated he will follow up with them. Mr. Graham thanked the Sheriff and Major Hill for sharing the information. Sheriff Smith stated he will check the status on the Jailer Certification program at LCC. He would also like to have some direction as soon as possible so he can move forward with advertising the positions and staffing the vacancies with qualified candidates. The sooner employees are hired, the sooner they can be ready to take on inmates. Major Hill stated they will be meeting with the federal government regarding housing some of their inmates the following day. Mr. Rouse stated he would like to do a walk-thru as soon as possible. Mr. Jarman stated he will coordinate with Brennan and get back with the Commissioners on a date.

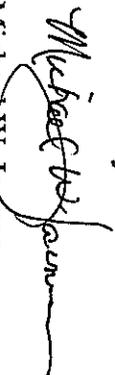
Upon a motion by Mr. Graham and a second by Mr. Davis, the Board concluded the meeting at 12:28 p.m.

Respectfully submitted,

Reviewed By



April L. Banks  
Clerk to the Board



Michael W. Jarman  
County Manager