

LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
MONDAY, May 18, 2015 – TIME: 5:00 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

None

PUBLIC COMMENTS

Edwin Jones

CONSENT AGENDA: 10 Min.

ACTION

- | | | |
|----|--|-------|
| 1. | Budget Ordinance Amendment: General Fund: Process Funds: \$1,773.25. Increase. | Kelly |
| 2. | Budget Ordinance Amendment: General Fund: Tobacco Trust Fund: Process Funds: \$2,120.20. Increase. | Kelly |

END OF CONSENT AGENDA

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS/PROCLAMATIONS: 40 Mins.

- | | | |
|----|---|--------|
| 3. | Resolution Approving Bid Proposal for Auction of Donated Property: East Carolina Auction Company. | Harper |
| 4. | Proclamation: Mental Health Awareness Month. | |
| 5. | Resolution Approving Revision #2 FY2014-2015 Lenoir County Home and Community Care Block Grant Funding Plan. | Moore |
| 6. | Proclamation: Emergency Medical Services Week. | Dail |
| 7. | Resolution Approving and Execution of Debris Monitoring and Recovery Services Contract to Tetra Tech, Inc. | Dail |
| 8. | Resolution Approving the Adoption of the 2015 Neuse River Basin Regional Hazard Mitigation Plan. | Dail |
| 9. | Resolution Approving the Purchase of a 2004 Ford E-450 Wheeled Coach Ambulance to Select Custom Apparatus: \$35,000.00. | Dail |

APPOINTMENTS: 5 Min

- | | | |
|-----|---|-------|
| 10. | Resolution Approving Citizens to Boards, Commissions, Etc. 5 Min | Board |
|-----|---|-------|

OTHER ITEMS

- | | | |
|-----|---|-------|
| 11. | Items from County Manager/Commissioners Comments/County Attorney/Closed Session (if necessary) | Board |
|-----|---|-------|

LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
MONDAY, MAY 04, 2015 – TIME: 9:00 A.M.
COMMISSIONERS' MEETING ROOM, LENOIR COUNTY COURTHOUSE
130 S. QUEEN ST., KINSTON, N.C.

Summary of Actions Taken at the May 04, 2015 Meeting

- | | | |
|-----|--|----------------------|
| 1. | Approval of Minutes: Regular Board Meeting: April 20, 2015.
Budget Work Session: April 20, 2015. | Approved
Approved |
| 2. | Resolution Approving the Releases and Refunds to the Individuals Listed Herein. | Approved |
| 3. | Proclamation: Older Americans Month. | Approved |
| 4. | Proclamation: Foster Care Month. | Approved |
| 5. | Proclamation: Honoring Social Services Employees. | Approved |
| 6. | Resolution Declaring Property as Surplus and Authorizing the Sale of Surplus Property by Auction. | Approved |
| 7. | Resolution Approving Repair of Roof: Curtis Construction. | Approved |
| 8. | Resolution Approving the Lease of the Interactive Voice Response Module: Trip Master Enterprise Edition Software. | Approved |
| 9. | Budget Ordinance Amendment: Federally Seized Property: Sheriff Federally Seized Property. \$5,000.00. | Approved |
| 10. | Budget Ordinance Amendment: Federally Seized Property: Sheriff Federally Seized Property. \$25,000.00. | Approved |
| 11. | Resolution Approving Lenoir County Personnel Policies and Procedures. | Approved |
| 12. | Resolution Approving Eastern Carolina Workforce Development Area Consortium Agreement and Appointing Chief Elected Official. | Approved |

BUDGET ORDINANCE AMENDMENT: GENERAL FUND:PROCESS FUNDS: \$1,773.25 INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2014 - 2015

Appropriations

Budget Amendment # _____

Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL FUND		PROCESS FUNDS		VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES		
Account # and Title	Amount	Account # and Title	Amount		
<u>INCREASE</u>		<u>INCREASE</u>			
10-3329-3624 Senior Health Ins Information Program	1,773.25	10-4201-6034 COOP EXT - SHIIP GRANT	1,773.25		
Total	1,773.25	Total	1,773.25		

Reason and Justification for Request:

To appropriate the revenue and expenditure budget amounts for the Senior Health Insurance Information Program (SHIIP). Funds were received from the State on 4/27/2015.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Jimmy D. Kelly</i>	4-30-15	<i>Martha H. Martin</i>	5/4/2015
Budget Officer Approval	Date		
<i>MW Jarman</i>	5/5/15		
Board Approval (When Applicable)	Date	Date of Minutes	

Finance Office - Copy

Department - Copy

Administration - Copy

BUDGET ORDINANCE AMENDMENT: GENERAL FUND:TOBACCO TRUST FUND. PROCESS FUNDS: \$2120.20. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2014 - 2015
 Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL FUND		PROCESS FUNDS		VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES		Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES			
Account # and Title	Amount	Account # and Title	Amount		
<u>INCREASE</u>		<u>INCREASE</u>			
10-3329-3630 GRANT-COOP EXT-TOBACCO TRUST FUND GF	2,120.20	10-4201-6040 COOP EXT-TOBACCO TRUST FUND G	2,120.20		
Total	2,120.20	Total	2,120.20		
Reason and Justification for Request: Budget amendment to appropriate funds for the tobacco trust fund grant for Cooperative Extension. Cooperative Extension received one check on 4/8/15 in the amount of \$2120.20. These funds are to be used for improvements at the Kinston-Lenoir County Farmer's Market and Annex.					
Department Head Approval		Date	Finance Officer Approval		Date
<i>Jammy D. Kelly</i>		5/8/15	<i>Martina H. Martin</i>		5/8/2015
Budget Officer Approval		Date			
<i>Michael Williams</i>		5/9/15			
Board Approval (When Applicable)		Date	Date of Minutes		

Finance Office - Copy

Department - Copy

Administration - Copy

INTRODUCED BY: Michael W. Jarman, County Manager **DATE** 5/18/16 **ITEM NO.** _____

RESOLUTION: Approve Bid Proposal for Auction of Donated Property: East Carolina Auction Company.

SUBJECT AREA: Purchases / Bids

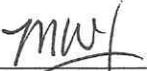
ACTION REQUESTED: Authorize the acceptance of the bid from East Carolina Auction Company to auction the property donated by Mary Temple Murriel Living Trust (Parcel #45703437340 and Parcel #452704504846).

HISTORY / BACKGROUND: The Lenoir County Board of Commissioners was notified during the February 3, 2014 meeting that Lenoir County had received two (2) donated parcels of property from the trust of Mary Temple. The donation included stipulations that the property should either be developed for parks and recreation use or sold to create scholarships for students at Kinston High School. The property was deemed to have minimal parks and recreation value and a request for proposal was mailed to local vendors and posted on the Lenoir County website seeking competitive bids to auction this donated property.

EVALUATION: Lenoir County received four (4) bid proposals to auction the donated property referenced above. After a thorough review of all four (4) proposals, East Carolina Auction Company was deemed to be the most suitable and competitively priced in fee structure.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.


Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that Lenoir County accept the bid from East Carolina Auction Company to auction the donated property from the Mary Temple Murriel Living Trust.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

Craig Hill, Chairman

Date

ATTEST

Date

PROCLAMATION

Mental Health Awareness Month

WHEREAS, mental health is essential to everyone's overall physical health and emotional well-being; and

WHEREAS, all Americans experience times of difficulty and stress in their lives; and

WHEREAS, prevention is an effective way to reduce the burden of mental health conditions; and

WHEREAS, there is a strong body of research that supports specific tools that all Americans can use to better handle challenges, and protect their health and well-being; and

WHEREAS, mental health conditions are real and prevalent in our nation; and

WHEREAS, with early and effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, healthcare provider, organization and citizens shares the burden of mental health problems and has a responsibility to promote mental wellness and support prevention efforts; and

WHEREAS, Eastpointe Human Services has observed May as "**Mental Health Month**" to raise awareness and understanding of mental illness and mental health.

NOW, THEREFORE, BE IT RESOLVED that the Lenoir County Board of Commissioners do hereby proclaim May 2015 Mental Health Month in the County of Lenoir. As County Commissioners we also call upon all citizens, government agencies, public and private institutions, businesses and schools to recommit our community to increasing awareness and understanding of mental illness and the need for appropriate and accessible services for all people with mental illness.

So proclaimed this the 18th day of May, 2015.

Craig Hill, Chairman

Date

Clerk to the Board

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** May 18, 2015 **ITEM NO.**

RESOLUTION: Approval of Revision #2 to the FY 2014-2015 Lenoir County Home and Community Care Block Grant Funding Plan.

SUBJECT AREA: Financial

ACTION REQUESTED: The Board is requested to approve the revised FY 2014-2015 Lenoir County Home and Community Care Block Grant funding plan in the amount of \$ 536,454.

HISTORY/BACKGROUND: The Home and Community Care Block Grant began July 1, 1992. It is comprised of funding for in-home and community based services, currently available through the Division of Aging, as well as a portion of funding targeted for in-home and community based services previously administered by the North Carolina Division of Social Services. Funds from the Older Americans Act constitute approximately 45% of Home and Community Care Block Grant funding and are intended to develop and enhance comprehensive and coordinated community based systems of services, opportunities, and protections for older adults. Future funds appropriated by the General Assembly for this purpose will also be included in the Home and Community Care Block Grant. Area Agencies on Aging will fund county programs on aging through grant agreements with Boards of County Commissioners and community service providers.

Home and Community Care Block Grant funds provide services to the elderly population of Lenoir County by providing meals, Level I, II and III in-home care services, operation of local senior centers, adult day care services and transportation. These grant funds are utilized by DSS and the local Council on Aging to provide senior services. The majority of the funds, \$402,341 are used by the Lenoir County Council on Aging.

The block grant gives County Commissioner's maximum discretion in deciding how aging funds will be administered and budgeted in their County. By endorsing a local Funding Plan, Boards of County Commissioners will define the services to be provided, determine funding levels for services, and identify the community service providers to be involved with providing Home and Community Care Block Grant services.

EVALUATION: Home and Community Care Block Grant funds provide essential services such as meals, in-home aide care, operation of local senior centers, adult day care services and transportation to the elderly population of Lenoir County. HCCBG funds are 90% Federal and State funds and require a 10% County match. The purpose of this request is to reallocate funds within the Council on Aging's budget and does not reflect an increase or decrease of state and county funding compared to the original budget request. Lenoir County DSS is not requesting a revision to the agency HCCBG budget at this time.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval

MW

INITIALS

RESOLUTION: NOW, THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the FY2014-2015 Lenoir County Home and Community Care Block Grant Funding Plan in the amount of \$536,454 is approved.

AMENDMENTS:

MOVED _____ **SECONDED** _____

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

Yea Votes: Hill _____ Brown _____ Best _____ Daughety _____ Davis _____
Rouse _____ Sutton _____

Craig Hill, Chairman

Date

Attest

Date

EMERGENCY MEDICAL SERVICES WEEK

2015

PROCLAMATION

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consist of emergency physicians, emergency nurses, emergency medical technicians, paramedics, medical dispatchers, firefighters, educators, administrators, and others; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; and

NOW, THEREFORE, WE, THE BOARD OF COMMISSIONERS OF LENOIR COUNTY, NC, do hereby proclaim May 17 - 23, 2015, as “**EMERGENCY MEDICAL SERVICES WEEK**” in Lenoir County and urge our citizens to acknowledge the contributions of these loyal public servants and encourage the community to observe this week with appropriate programs, ceremonies, and activities.

Date

By: Craig Hill, Chairman, Lenoir County Board of Commissioners

Date

Attested by: Clerk, Lenoir County Board of Commissioners

INTRODUCED BY: Michael W. Jarman, County Manager **DATE** 05/18/ 2015 **ITEM NO.** _____

RESOLUTION: Approval and Execution of Debris Monitoring and Recovery Services Contract: Tetra Tech, Inc.

SUBJECT AREA: Administrative

ACTION REQUESTED: The Board is requested to approve and authorize the Lenoir County Emergency Services Director to execute a Debris Monitoring and Recovery Contract to Tetra Tech, Inc.

HISTORY / BACKGROUND: In accordance with FEMA Sections 403 (Essential Assistance) and 407 (Debris Removal) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (hereafter, the Stafford Act), 42 U.S.C. 5121-5206, and implementing regulations at 44 CFR Part 206; FEMA Recovery Strategy Memo RS-2007-2 VII. Strategy: B. Pre-Event Preparation and Planning Section; 1. State and Local; **(b) State and local governments are encouraged and expected to establish pre-event contracts and/or arrangements with local or regional debris removal contractors, to assure the immediate availability of coordinated debris removal support following a debris-producing incident.**

When a disaster event occurs that produces large amounts of debris, effective coordination is required between the Public Assistance applicant, State of North Carolina, and FEMA to ensure that debris removal operations are efficient, effective, and eligible for FEMA Public Assistance grant funding. Eligible Public Assistance applicants are encouraged to monitor debris removal operations and document eligible quantities and reasonable expenses to ensure that the work qualifies for Public Assistance grant funding. Failure to do so properly may jeopardize this funding.

On March 29, 2015, the Lenoir County Emergency Services Department formally advertised, issued and distributed the Debris Monitoring and Recovery Services (RFP) #15-001 ; and on April 30, 2015 two (2) responses were received from the following contractors: True North Emergency Management, LLC and Tetra Tech, Inc.

EVALUATION: On May 6, 2015, the evaluation of all proposals was completed. The evaluation was based on qualifications/experience, operational plan for the County, resources/availability, past performance, subject matter knowledge, and presentation of the proposal. Staff determined that Tetra Tech, Inc. was the most qualified of the contractors submitting proposals. (All companies that submitted pricing schedules were within standard guidelines.)

Contracting services with Tetra Tech, Inc. for Debris Monitoring and Recovery Services would be effective for a Three (3) year period and would only be activated in the case of a need for debris monitoring and recovery services in Lenoir County. Situations for such activation include, but are not limited to, natural and man-made disasters requiring the removal of mass debris. At the end of the three (3) year period, Lenoir County may choose to extend the contract or repeat the request for proposal process.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

mwj
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that a contract for Debris Monitoring and Recovery Services be awarded to Tetra Tech, Inc., and be it furthered resolved, the Lenoir County Emergency Services Director is authorized to execute the contract on behalf of the County.

AMENDMENTS:

MOVED _____ **SECOND** _____

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

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

Craig Hill, Chairman 05/18/2015
Date

Attest 05/18/2015
Date

INTRODUCED BY: Michael W. Jarman, County Manager DATE: 05/18/2015 ITEM NO.: _____

RESOLUTION: Approval to Adopt the 2015 Neuse River Basin Regional Hazard Mitigation Plan.

SUBJECT AREA: Administrative

ACTION REQUESTED: The Board is requested to approve the adoption of the 2015 Neuse River Basic Regional Hazard Mitigation Plan.

HISTORY/BACKGROUND: The citizens and property within Lenoir County are subject to the effects of natural and man-made hazard events that pose threats to lives and cause damage to property and, with the knowledge and experience that certain areas of the county are particularly vulnerable to flooding, high winds, and severe winter weather, Lenoir County desires to seek ways in which to mitigate the impact of identified hazard risks.

The Legislature of the State of North Carolina has in Part 6 of Article 1A of Chapter 143; Parts 3 and 4 of Article 18 of Chapter 153A; and Article 6 of Chapter 153A of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designated to promote the public health, safety, and general welfare of its citizenry; in Part 6 of Article 1A of Chapter 166A of the North Carolina General Statutes, stated in Item 19.41(b)(2): "For a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency pursuant to the Disaster Mitigation Act of 2002, P.I. 106-390, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act.

Section 322 of the Federal Disaster Mitigation Act of 2000 states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five year cycle.

EVALUATION: Lenoir County has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the said plan as required under regulations at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management. The approval by the Board of Commissioners will allow the fulfillment of this obligation in order that the County will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County.

The Emergency Services Director shall be vested with the responsibility, authority, and the means to assure that the Hazard Mitigation Plan is reviewed annually and every five years as specified in the Plan to assure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Lenoir County Board of Commissioners for consideration.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval

MW
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners adopt the Neuse River Basin Regional Hazard Mitigation Plan and be it furthered resolved, the Lenoir County Emergency Services Director is authorized to act behalf of the County regarding the Plan.

AMENDMENTS:

MOVED _____ **SECOND** _____

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

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

Craig Hill, Chairman

05/18/2015
Date

Attest

05/18/2015
Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 05/18/2015 **ITEM NO.:** _____

RESOLUTION: Approve the Purchase of a 2004 Ford E-450 Wheeled Coach Ambulance: Select Custom Apparatus: \$35,000.00.

SUBJECT AREA: Purchases//Bids

ACTION REQUESTED: The Board is requested to approve the purchase of a 2004 Ford E-450 Wheeled Coach Ambulance from Select Custom Apparatus in the amount of \$35,000.00.

HISTORY / BACKGROUND: The Lenoir County Emergency Services Department (EMS) maintains a fleet of twelve (12) ambulances. Due to budget constraints in recent years, the Department has not been able to replace aging ambulances on a regular basis. In FY09-10, two (2) units were replaced. In FY10-11, no units were replaced. In FY11-12, two (2) boxes were remounted on new chassis. In FY12-13, no units were replaced. In FY13-14, one (1) box was remounted on a chassis and one (1) used ambulance was purchased. In July 2013, one (1) ambulance was taken out of service due to a compromise in the structural integrity of the unit. This unit was not replaced, leaving our existing fleet at eleven (11) ambulances. For the current fiscal year, \$140,000.00 was budgeted for the replacement of one (1) unit; however, as a cost saving measure, we chose to remount two (2) boxes on to a new chassis. At this time, due to two (2) ambulances having multiple costly repair issues, the need to replace the unit taken out of service in 2013 has become critical in nature. The Lenoir County EMS Director was able to locate a used ambulance at Select Custom Apparatus. The unit is a 2004 Ford E-450 Wheeled Coach Ambulance, which is the same type as several other units in the fleet. The unit has 66,953 miles on the odometer. After negotiations with Select Custom Apparatus, the selling price was agreed upon at \$35,000, which includes new paint and reflective striping. By purchasing this used unit, the EMS Director is able to provide the EMS Division with an additional spare ambulance to allow for a continuum of operation when a front line ambulance is out of service for maintenance and/or repair. Additional funds may be needed to achieve this goal.

EVALUATION: The goal of the Lenoir County Emergency Services Department (EMS) is to maintain a fleet of twelve (12) ambulances. This is an aging fleet of ambulances with approximately one-half (1/2) of the units in the fleet 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 was able to locate a used 2004 Ford E-450 Wheeled Coach Ambulance with mileage of 66.953 and negotiated a purchase price of \$35,000.00. The used 2004 unit can be placed into service by the first of June and will allow the Department to replace a unit that has been out of service since July 2013.

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 of a 2004 Ford E-450 Wheeled Coach Ambulance from Select Custom Apparatus in the amount of \$35,000.00 is approved.

AMENDMENTS:

MOVED _____ **SECOND** _____

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

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

Craig Hill, Chairman

05/18/2015
Date

Attest

05/18/2015
Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 05/18/15 **ITEM NO.:** _____

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>
Board of Health	William S. Harvey, III 2nd Appearance	2018
Lenoir County Transit	Valerie Williams 2nd Appearance	2018
Lenoir Community College	Earl Heath 2nd Appearance	2019

CURRENT VACANCIES:

Lenoir County Health Board - (1) Optometrist

Lenoir County Equalization and Review Board - (1)

Kinston Parks and Recreation Board – (1) Southwood/Contentnea Districts

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>
Board of Health	William S. Harvey, III 2nd Appearance	2018
Lenoir County Transit	Valerie Williams 2nd Appearance	2018
Lenoir Community College	Earl Heath 2nd Appearance	2019

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

Craig Hill, Chairman

05/18/15
Date

ATTEST 05/18/15
Date

2nd Appearance

RECEIVED

APPLICATION FOR APPOINTMENT

to

LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

APR 17 2015

LENOIR COUNTY MANAGER'S OFFICE

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:

Board of Health

(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: William S Harvey III DDS

Address: 1005 Harvey Cir

City/State/Zip: Kinston NC 28501

Telephone: (Home) (252) 875 7762 (Work) (252) 527 5333

Occupation: Dentist

Business Address: 801 Plaza Blvd

Age: (Optional): 39

Number hours available per month for this position: _____

Training: previously served

Business and Civic Experience/Skills: many boards include this ~

Other County Boards/Committees/Commissions presently serving on: Kinston arts council
NC Dental Society 5th District

Expiration date of Term: _____

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)
- Contentnea (Contentnea Ruitan Building)
- Falling Creek (Banks Elementary School Gym)
- 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 (GTP Ed & Training CTR.)
- 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.

Signature of Applicant

Date 4/15/15

APPLICATION FOR APPOINTMENT

2nd Appearance

RECEIVED

to

LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

APR 27 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.

County's advisory
MANAGER'S OFFICE

Advisory Board/Committee/Commission interested in:

(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: Valerie Williams
Address: 2708 Fairfax Rd
City/State/Zip: Kinston NC 28504
Telephone: (Home) 252-522-4918 (Work) 252-559-6832
Occupation: Program Manager
Business Address: 130 W King St Kinston NC 28501
Age: (Optional): _____
Number hours available per month for this position: 3 hrs
Training: _____
Business and Civic Experience/Skills: _____

Other County Boards/Committees/Commissions presently serving on: _____

Expiration date of Term: _____

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)
- Contentnea (Contentnea Ruitan Building)
- Falling Creek (Banks Elementary School Gym)
- 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 (GTP Ed & Training CTR.)
- Woodington (Woodington Middle School)

First PH Church

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.

Valerie Williams
Signature of Applicant

4-22-15
Date

2nd Appearance

OFFICE OF THE PRESIDENT

RECEIVED

April 23, 2015

APR 28 2015

LENOIR COUNTY
MANAGER'S OFFICE

Mr. Craig Hill, Chairperson
Lenoir County Board of Commissioners
2804 Westbrook Drive
Kinston, NC 28504

Dear Mr. Hill:

Mr. Earl Heath was appointed to our Board of Trustees by the Lenoir County Commissioners. His term is due to expire on June 30, 2015.

Mr. Heath is a good trustee and faithful member of our Board. We would be pleased if he is reappointed for a four-year term.

Please contact me if you need additional information.

Sincerely,



Brantley Briley, Ed.D.
President

BB/lkw

cc: Mr. Grady Bethel, LCC Board Chair
Mr. Mike Jarman, Lenoir County Manager
Mr. Earl Heath

TO: Chairman and Members of the Board
FROM: Mike Jarman, County Manager
DATE: May 18, 2015
SUBJECT: Items from County Manager

1. Financial Performance Summary
2. Inspections & Permit Reports

LENOIR COUNTY
FINANCIAL PERFORMANCE SUMMARY - 2014-15
APRIL 30, 2015

EXPENDITURES

83.33%

DESCRIPTION	BUDGET FOR YEAR	EXPENDITURES TO DATE	ENCUMBRANCE	UNENCUMBERED BALANCE	% EXPEND/ENCUMBR
GENERAL FUND:					
Governing Body	218,993	180,373	0	38,620	82.4%
County Manager	308,143	269,492	0	38,651	87.5%
Finance	228,064	184,614	0	43,450	80.9%
Human Resources	167,503	103,106	0	64,397	61.6%
Tax Office	747,255	600,738	366	146,151	80.4%
Legal	62,500	28,377		34,123	45.4%
Court Facility	593,861	290,815	21,939	281,107	52.7%
Elections	333,075	230,823	6,323	95,929	71.2%
Register of Deeds	254,774	198,471	11,014	45,289	82.2%
Non-Departmental	1,793,664	1,414,386	0	379,278	78.9%
Process Funds	1,059,276	829,101	198	229,977	78.3%
Outside Agencies	187,500	80,754		106,746	43.1%
Management Info Systems	946,052	762,353	51,867	131,832	86.1%
Public Buildings	598,021	458,152	50,662	89,207	85.1%
Sheriff	4,694,880	3,614,695	65,068	1,015,117	78.4%
Sheriff - Civil Process	215,081	73,401	570	141,110	34.4%
Sheriff - Concealed Weapon	18,583	19,854	0	-1,271	106.8%
Central Communications	1,339,755	1,077,103	11,417	251,235	81.2%
Jail	3,912,382	3,225,844	90,311	596,227	84.8%
Emergency Management	427,405	325,889	15,301	86,215	79.8%
Emergency Medical Services	3,974,597	3,211,208	104,362	659,027	83.4%
Non-Emergency Services	1,232	1,230	0	2	
Fire Protection	58,000	56,000	0	2,000	96.6%
Inspections	223,650	181,238	898	41,514	81.4%
Medical Examiner	40,000	15,800		24,200	39.5%
Economic Development	266,703	209,511	0	57,192	78.6%
Veterans Service Office	33,241	16,025	0	17,216	48.2%
Cooperative Extension	372,260	256,040	5,693	110,527	70.3%
JCPC - Parenting Matters	28,194	17,708		10,486	62.8%
Cooperative Ext-Grants	203,768	74,769	449	128,550	0.0%
Soil Conservation	123,509	97,857		25,652	79.2%
Health Department	4,190,576	3,045,680	96,599	1,048,297	75.0%
BioTerrorism - Health	33,664	20,541	0	13,123	61.0%
M. Health Department	245,715	204,763		40,952	83.3%
Public Assistance (DSS)	14,611,600	10,779,430	309,729	3,522,441	75.9%
Education	9,900,000	8,250,000		1,650,000	83.3%
Community College	2,260,000	1,883,333		376,667	83.3%
Cultural	740,500	617,083		123,417	83.3%
Recreation	855,530	641,648		213,882	75.0%
Debt Service	7,791,888	7,907,272		-115,384	101.5%
Transfer to Other Funds	3,150,473	0		3,150,473	0.0%
Contingency	11,524	0		11,524	0.0%
TOTAL GENERAL	67,223,391	51,455,477	842,766	14,925,148	77.8%
OTHER FUNDS:					
Employee Insurance Fund	4,149,700	2,956,082		1,193,618	71.2%
Vehicle Replacement Fund	500,410	391,302	63,992	45,116	0.0%
Fed Seized Property Fund	87,021	37,222	42,542	7,257	91.7%
State Controlled Substance Fund	40,980	40,923	1,650	-1,593	103.9%
School Capital Fund	3,456,674	3,456,672	0	2	100.0%
Transportation Fund	1,590,041	980,085	119,101	490,855	69.1%
Scrap Tire Disposal Fund	170,000	83,728		86,272	49.3%
Emergency Telephone Fund	1,143,977	823,435	4,328	316,214	72.4%
Revaluation Fund	55,604	45,953	375	9,276	83.3%
Automation-Preservation Fund	21,900	0	0	21,900	0.0%
MSW Landfill-Debt Service	0			0	
Capital Improvements Fund	6,247,925	3,965,830	3,969	2,278,126	63.5%
Fire Districts	1,297,550	1,275,475	0	22,075	98.3%
Solid Waste Management	3,149,994	1,864,737	42,309	1,242,948	60.5%
Trust & Agency Fund					
Family & Caregiver-Smart Start	59,018	37,588	0	21,430	63.7%
TOTAL OTHER FUNDS	21,970,794	15,959,032	278,266	5,733,496	73.9%
GRAND TOTAL	89,194,185	67,414,509	1,121,032	20,658,644	76.8%

LENOIR COUNTY
FINANCIAL PERFORMANCE SUMMARY-2014-15
APRIL 30, 2015

REVENUES

83.33%

DESCRIPTION	BUDGET FOR YEAR	REVENUES TO DATE	REMAINING BALANCE	% REC'D
GENERAL FUND:				
Health Department	2,126,303	1,489,541	636,762	70.05%
Public Assistance (DSS)	10,436,338	6,945,694	3,490,644	66.55%
Property Taxes	33,929,781	33,687,114	242,667	99.28%
Sales Taxes	6,150,000	3,718,692	2,431,308	60.47%
Other General	14,580,969	9,366,925	5,214,044	64.24%
TOTAL GENERAL	67,223,391	55,207,966	12,015,425	82.13%
OTHER FUNDS:				
Employee Insurance	4,149,700	3,040,949	1,108,751	73.28%
Vehicle Replacement	500,410	5,896	494,514	0.00%
Fed Seized Property	87,021	43,467	43,554	49.95%
State Controlled Substance	40,980	2,792	38,188	6.81%
School Capital Fund	3,456,674	1,270,997	2,185,677	36.77%
Transportation Fund	1,590,041	1,128,153	461,888	70.95%
Scrap Tire Disposal	170,000	37,325	132,675	21.96%
Emergency Telephone	1,143,977	257,452	886,525	22.50%
Revaluation Fund	55,604	0	55,604	0.00%
Automation-Preservation Fnd	21,900	16,268	5,632	74.28%
MSW Landfill-Debt Service	0	11	-11	
Capital Improve Fund	6,247,925	1,171,300	5,076,625	18.75%
Fire Districts	1,297,550	1,287,947	9,603	99.26%
Solid Waste Management	3,149,994	2,166,787	983,207	68.79%
Trust and Agency Fund:				
Smart Start Program	59,018	34,285	24,733	58.09%
TOTAL OTHER FUNDS	21,970,794	10,463,629	11,507,165	47.63%
GRAND TOTAL	89,194,185	65,671,595	23,522,590	73.63%

Project Based Revenues:	BUDGET	TO DATE	REMAINING	% REC
CAPITAL PROJECTS FUND	29,399,574	28,595,317	804,257	97.26%
CDBG RELATED PROJECTS	755,000	224,589	530,411	29.75%
Total Project Based	30,154,574	28,819,906	1,334,668	

* **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	28,618,156	0	781,418
CDBG RELATED PROJECTS	755,000	216,676	0	538,324
Total Project Based	30,154,574	28,834,832	0	1,319,742

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



**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**

APRIL 2015

PERMITS ISSUED: 133

PERMITS VALUE: \$ 8,131,340

PERMIT FEES: \$ 20,722

SINGLE FAMILY DWELLINGS: 2

MOBILE HOMES: 15

COMMERCIAL: 3

ADDITIONS: 7

ELECTRICAL: 41

PLUMBING: 18

MECHANICAL: 35

OTHER: 12

TOTAL INSPECTIONS: 221

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

Printed: 04-30-2015

	[Designated period: 04/01/15 to 04/30/15]				[Prior period: 04/01/14 to 04/30/14]				
	Code	Prms	Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units
NEW RES. HOUSEKEEPING - LENOIR COUNTY									
* Single Family Houses Detached	101B	1	180,000.00	448.00	1	2	270,000.00	869.00	2
* 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	1	33,600.00	100.00	1	1	10,000.00	.00	1
* Prkng Garages (Blds & Open Decked)	321B		.00	.00	0	0	.00	.00	0
* 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	1	6,716,244.00	10,683.00	1	0	.00	.00	0
* Schools & Other Educational	326B		.00	.00	0	0	.00	.00	0
* Stores & Customer Services	327B		.00	.00	0	1	743,000.00	2,164.00	1
* Other Non-Residential Bldgs	328B		.00	.00	0	0	.00	.00	0
* Structures Other than Buildings ...	329B		.00	.00	0	0	.00	.00	0
ADDITIONS, ALTERATIONS, & CONVERSION									
* Residential	434B	3	86,000.00	150.00	3	4	65,995.00	200.00	4
* Non-Residential & Non-Housekeeping	437B	1	2,700.00	50.00	1	0	.00	.00	0
* Adds of Res. CP/Garages (Atch/Detc)	438B	4	45,600.00	450.00	4	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		11	7,064,144.00	11,881.00	11	8	1,088,995.00	3,233.00	8

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

Printed: 04-30-2015

	[Designated period: 04/01/15 to 04/30/15]				[Prior period: 04/01/14 to 04/30/14]				
	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	0	.00	.00	0
ELECT./PLUMB/HEAT/A/C/INS/TEMP POLE:									
*ELECTRICAL	800B	41	123,382.00	2,703.00	40	35	105,700.00	1,939.00	34
*PLUMBING	810B	18	28,180.00	900.00	18	14	18,750.00	650.00	14
*HEATING/ AIR CONDITIONING	820B	35	129,700.00	2,073.00	34	41	174,950.00	2,300.00	40
*INSULATION	830B	1	2,900.00	50.00	1	4	3,137.00	200.00	4
*TEMPORARY POLE	840B		.00	.00	0	1	750.00	50.00	1
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	10	36,900.00	1,115.00	10	4	5,840.00	355.00	4
*FIRE PROTECTION SPRINKLER SYSTEM	966B		.00	.00	0	0	.00	.00	0
*MOVING DWELLING ONLY	970B		.00	.00	0	0	.00	.00	0
*SIGN	980B	1	8,661.25	200.00	1	0	.00	.00	0
*FIREWORKS	985B		.00	.00	0	0	.00	.00	0
*SWIMMING POOL	990B		.00	.00	0	1	37,898.00	100.00	1
*TANKS	995B		.00	.00	0	0	.00	.00	0
MOBILE HOMES									
*SINGLE WIDE MOBILE HOME	700B	15	717,472.70	1,500.00	14	10	150,566.00	1,000.00	10
*DOUBLE WIDE MOBILE HOME	710B		.00	.00	0	4	230,636.00	500.00	4
*MODULR HOME	720B	1	20,000.00	300.00	1	1	89,000.00	290.00	1
TOTALS FOR PERMITS ABOVE (incl. pg 1)		133	8,131,339.95	20,722.00	130	123	1,906,222.00	10,617.00	121
Totals of other permits in the period			.00	.00	0	0	.00	.00	0
TOTAL FOR ALL PERMITS IN THE PERIOD		133	8,131,339.95	20,722.00	130	123	1,906,222.00	10,617.00	121

This Report was printed on Thursday, April 30, 2015

Lenoir County

Item Totals for Inspector ID

DB 1
 GO 109
 VW 110
 VW/DB 1

 221 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
221	200	175	25	21	19	2	27
	%INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS REQUIRED
	90	88	12	10	90	10	12