

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
MONDAY, JUNE 15, 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

Scheduled:

Non-Scheduled:

CONSENT AGENDA: 10 Min.

ACTION

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| 1. | Approval of Minutes: Regular Board Meeting: May 4, 2015.
Regular Board Meeting: May 18, 2015.
Budget Work Session: May 18, 2015.
Special Called Meeting: May 28, 2015.
Regular Board Meeting: June 1, 2015. | King |
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| 2. | Budget Ordinance Amendment: Solid Waste Fund: Finance/Landfill: \$901.00.
Increase | Miller |
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END OF CONSENT AGENDA

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS: 40 Min.

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| 3. | Budget Ordinance Amendment: General Fund: Sheriff/Civil Process Department:
\$6,459.00. Increase. | Ingram |
| 4. | Budget Ordinance Amendment: Finance/Sheriff's Department: \$4,032.00. Increase. | Martin |
| 5. | Budget Ordinance Amendment: General Fund: Finance/Process Funds: \$15,827.00.
Increase. | Martin |
| 6. | Budget Ordinance Amendment: General Fund Debt Service: \$115,385.00. Increase. | Martin |
| 7. | Resolution Approving FY 15-16 Position and Pay Classification Plan. | Hall/Martin |
| 8. | A. Resolution Approving Lease Agreement: NC State University: \$4,500.00.
Increase.
B. Resolution Approving Grounds Maintenance Contract: Charles Hughes Construction,
LLC.: \$6,000.00. | Kelly |
| 9. | A Resolution Approving Expenditure for Lease of Copiers/Wide Format Scanner:
COECO: Not to Exceed \$9,500.00.
B. Resolution Approving Indexing Services Contract for FY 2015-16: Cott Systems:
\$26,500.00. | Rich |
| 10. | Resolution Authorizing FY 15-16 Service Contracts and Purchase Orders for Court
Facility/Public Buildings Department. \$183,119.00. | Wiggins |

11. A. Resolution Authorizing the Issuance of Blanket Purchase Orders to the Following Companies for Yearly Software/Hardware Maintenance: \$221,093. Bryan
 B. Resolution Approving the Installation of a Fiber Connection between the Lenoir County Courthouse and the EOC/911 Building Located at 200 Rhodes Avenue in the Amount of \$49,437.
12. A. Resolution Authorizing the Issuance of Blanket Purchase Orders to the Following Companies for Fiscal Year 2015-2016 in the amount of \$127,800. Harper
 B. Resolution Declaring Property as Surplus and Authorizing the Sale of the Surplus Property by Auction.
 C. Resolution Approving Lenoir County Transit System Safety Program Plan.
13. A. Resolution Authorizing FY15-16 Service Contracts and Purchase Orders: Emergency Services: Emergency Management Division: \$36,453. Dail
 B. Resolution Authorizing FY15-16 Service Contracts and Purchase Orders: Emergency Services: Communications Division: \$141,840.
 C. Resolution Authorizing FY15-16 Service Contracts and Purchase Orders: Emergency Services: Communications Division: Emergency Telephone Fund: \$379,173.
 D. Resolution Authorizing FY15-16 Service Contracts and Purchase Orders: Emergency Services: EMS Division: \$582,817.
 E. Resolution Approving a Memorandum of Agreement between North Carolina Department of Health and Human Services, Division of Health Service Regulation and Lenoir County Emergency Services.
 F. Resolution Approving Fireworks Show for the Deep Run Independence Day Committee for June 27, 2015 at 9:00pm.
14. Resolution Approving FY15-16 Blanket Purchase Orders for Clinic and Services in the amount of \$891,701. Huff
15. A. Resolution Approving Presentation of Badge and Service Weapon to Retiring Major James Ward. Ingram
 B. Resolution Approving Purchase of Equipment, Services and/or Supplies for FY 15-16: \$467,910.
 C. Resolution Approving Purchase of Equipment, Services and/or Supplies for FY 15-16: \$1,006,643.
 D. Resolution Approving Purchase Order to B& G Electronics: \$35,000.
16. A. Resolution Authorizing FY15-16 Service Contracts and Purchase Orders for Department of Social Services: \$1,683,678. Moore
 B. Resolution Approving Provider Agreements for Subsidized Day Care: \$2,633,308.
 C. Resolution Approving the FY15-16 Lenoir County Home and Community Care Block Grant Funding Plan.

APPOINTMENTS: 5 Min.

17. Resolution Approving Citizens to Boards, Commissions, Etc. **5 Min.**

OTHER ITEMS: 10 Min.

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

LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
MONDAY, JUNE 01, 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 June 01, 2015 Meeting

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| 1. | Budget Ordinance Amendment: General Fund: Process Funds: Health: Immunizations: \$674.00. Increase | Approved |
| 2. | Budget Ordinance Amendment: School Capital Fund School Building: \$1,650.00. Increase. | Approved |
| 3. | Fiscal Year 2015-2016 Lenoir County Submitted Budget. | Approved |
| 4. | Proclamation: Vulnerable Adult and Elder Abuse Awareness Month. | Approved |
| 5. | Resolution Declaring Property as Surplus and Authorizing the Sale of Surplus. | Approved |
| 6. | Budget Ordinance Amendment: Vehicle Replacement Fund: Vehicle Replacement: \$35,000.00. Increase. | Approved |
| 7. | Resolution Approving Additional Lenoir Community College Current Expense Funding: \$75,000.00. | Approved |
| 8. | Budget Ordinance Amendment: General Fund Community College: \$75,000.00. Increase. | Approved |

MINUTES

LENOIR COUNTY BOARD OF COMMISSIONERS

May 04, 2015

The Lenoir County Board of Commissioners met in open session at 9:00 a.m. on Monday, May 04, 2015, 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, Vice-Chairman Jackie Brown and Commissioners, Roland Best, Mac Daughety, Reuben Davis, Eric Rouse and Linda Rouse Sutton.

Members Absent: None

Also present were: Michael W. Jarman, County Manager, Martha Martin, Finance Officer, Vickie F. King, Clerk to the Board, Attorney Robert Griffin, members of the general public and news media.

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

PUBLIC INFORMATION:

Dr. Brantley Briley, President LCC, stated, over the last eleven years we have presented the college budget in a number of different ways. We've presented the request based on square footage and we compared it to other community colleges in the region based on funding per square foot, we have also presented it based on a full time equivalent (FTE) enrollment. The Lenoir County manager, who I think is doing a great job, presents his figures as a percentage of allocations as compared to the total county budget. I've come to the conclusion that we can make these figures do about what we want them to as with most everything. What I would like to share with you is not talking about figures because the Lenoir County budget has always been a concern for us. In the past three years our Vice President of Finance, Debra Sutton, along with some of our board members have spent a lot of time trying to make the Lenoir County budget work. It has turned into almost a battle just trying to make ends meet with this Lenoir County budget. Of course NC G.S.115d talks about the state funds and the local government funds, etc. It appears that we are kind of set up for perfect storm now and I know you have heard this before from others but I will say it again the State of NC is not funding what they once funded. We realize county government is responsible for operating the facilities but on occasion the state would say we are going to let you move a percentage of your equipment state dollars to renovation projects which is a county function but they are no longer allowing that.

In 2000 when the bond was passed Lenoir Community College received \$13 million dollars. We have been very careful with it, but that money is totally depleted and that fund balance is now zero. Now our buildings are aging, the Bullock building is over 50 years old, the Administration building, the library and the Business Technology building are approaching 50 years old. I don't have to tell you the older the building gets it does not matter how much you keep it up there are things that will go wrong. We are continuing to grow as we house the Early College High School which has 168 high school students. High School students are an expensive commodity with lots of wear and tear, lots of paper towels, lots of everything you can imagine associated with an early college high school. Currently we have 3,622 curriculum students and continuing education students that number changes every hour. This year we have 430 graduates receiving 583 awards, and separate from the early college high school students from our county schools. We are teaching 518 of them and that is separate from the early college high school. We have never had a better relationship than we do today with the Lenoir County Public Schools. It is just a beautiful partnership. The numbers are projected and we are tickled to death right now we have 518 counting high school students taking our classes and that number is projected to increase next year by 100, the following year by 100 and the following year by 300 students and that is something everybody in this room should be extremely proud of. When our High School student graduates many of them have under their belt not only their high school diploma but they have accumulated and are well on their way to an associates degree on top of that. What a savings for the parents because tuition is no charge, books are no charge, it is just something that I believe every parent student should take advantage of. It's expensive to be a community college is the message. We try to be great community citizens. We hosted a very successful job fair which we do every year. This year the job fair was over the top fantastically successful. We are hosting Relay for Life and of course we host NC Works which is part of the workforce solutions so we are trying to be everything to everyone. Our budget from 2012-2013 to 2014-2015, three years, has increased cumulatively 1.12% that's 1.12% over a three year period and the battle is becoming almost impossible. This is my message, you say you support us and we believe you do. We would like to see that in the funding of the college, so we have asked for a fairly, relatively significant increase in current expense and capital. When you see the request please keep in mind we are serving the entire community and we are increasing our partnership with the local high school, our buildings are getting older, the general cost go up just like they do for everybody, and we want to serve our community in an excellent manner, but it's getting tough. Any consideration you can give the college on this coming years budget would be greatly appreciated. As I have said many times, appropriations to Lenoir Community College should be viewed as an investment in the future, more than an expenditure. I believe if we could invest more in the college there might would be less needs for other services that the county supports. Any questions?

Rod Evans, LCC Trustee, stated, on the 15th of this month I will complete being in business in Lenoir County for 40 years. During that time we had to invest in our employees, I think the best way to do that is through education on many different levels. We hear people talk about the big factories that have come here to support the community, but there are many small businesses like mine that employ 12-15 people that use the education system at Lenoir Community College every year. I have an operations manager that started with me 25 years ago that got her start at Lenoir Community College, I have a vice president of marketing that was a fork lift driver at four or five nice factories here, used the community college and has succeeded tremendously. So my message is that education is truly an investment and as I look at everybody coming in today I don't think I saw anybody here that doesn't grow through education. It's a continuing process and I would like to say that is what we are trying to do in supporting our community through growth but funding has become difficult. I like to remind you that this is an investment. I personally had to invest in, and I hope the commissioner s choose to invest in us as well because it would be a great investment.

Mr. Hill thanked Dr. Briley and everyone present from Lenoir Community College for the presentation. We will take your information into consideration as we move toward our budget session.

Mr. Jarman stated, he has had several conversations with Dr. Briley and he will look at you and state he does not always get the comfort he likes so this is to make him feel a little bit better, because he does not think the board is fully informed on one thing. We did a contract with them for them to maintain a lot of their HVACs equipment but they are in the same situation we are. They have some chillers, and equipment that is very old and we have asked them to bandage it and we are still putting bandage on them and he is nervous that the board is not aware that Lenoir Community College can show up one day needing funding to replace a broken unit. So I wanted to remind the board that Lenoir Community College like us has some 30 to 40 year old chillers that are not covered under the other contract and if we have an emergency situation we will have to deal with it.

Roger Dail stated, the Board requested at their last session that members of North Lenoir Volunteer Fire Department come before the Board to discuss their proposal for a tax increase. He stated George Smith, President, Brian Wade, Fire Chief and Franklin Floyd, Treasurer were present to make a presentation.

Franklin Floyd stated he wished to thank the commissioners for their support over the past 50 years. Mr. Floyd gave a Power Point presentation to the Board. He explained the map of the district stating the light yellow represented the North Lenoir fire district and the blue areas indicated hydrant locations with a 1,000 ft. halo. Mr. Floyd stated they were very proud to have a 5/9 rating from the N.C. rating system. He stated a protection rating of 5 was assigned within the blue area and outside the blue was assigned a 9. Mr. Floyd briefly described how the ratings are derived by the OEMS.

Mr. Floyd stated according to a survey done by the Fire Marshall there was an average 31% savings in insurance cost in a 5 area versus a 9. He stated, residents he had spoken with in the community were seeing a 25-30% savings being located in the 5 protection area. He shared the department's plan for putting in new fire hydrants and stated they would not be adding any water lines or changing any infrastructure. Mr. Floyd stated this will boost the coverage area to over 85% where now it is 60%. He stated once they get above 85% it will give them the ability to change the rating structure and apply for a straight across the board rating.

Mr. Floyd stated in the past an estimated \$7500.00 had been allocated per hydrant for a total of over ½ million dollars for 67 hydrants and this amount could not be absorbed in their current budget. He stated dividing the annual difference into a monthly amount came to \$1.57 per month for the average residential homeowner, \$3.63 for small business and approximately \$10.00 for an average to large farm.

Mr. Floyd discussed how this would impact the fire department. He stated Volunteer Firemen were a "dying breed". He stated a minimum of four personnel were needed to establish a water supply in a hydrant district and this was not counting the firemen inside, on the line, on the roof, the commander or the safety officer. Mr. Floyd stated how he was a 15 year veteran of NLVFD and about the only thing he hadn't seen change is the pay.

He stated their average truck holds about 1,000 gallons of water but they vary between 750-1250. Mr. Floyd stated the City of Kinston had hydrants between every other block but the difference was they have fire and water under the same roof and North Lenoir Water Corporation and North Lenoir Volunteer Fire Department are two separate forces working together to provide that same service.

Mr. Rouse asked if adding pumper truck would accomplish the same thing and Mr. Floyd stated it would not. He stated they would still have to maintain a certain number of trucks in the station.

Mr. Rouse asked if there had been any response from the citizens within the 5 rating and if he was planning to have a hearing. Mr. Floyd stated they had not scheduled a hearing at this time.

Mr. Rouse stated he thought it may be a "hard sell" to the 60% in the 5 area and Mr. Floyd stated it would benefit not only the 60% but the entire area. He stated if you wanted to pinpoint one area, the 60/40 and the insurance, the 40% would get the larger immediate payback. Mr. Floyd stated looking at the long term liability, the fire departments safer operations make it a good investment with minimum requirements per property per person.

Mr. Roger Dail stated the ISO system is setup with points as Mr. Floyd had explained and uses two methods. The tanker method, which requires more people to operate, and the hydrant method. He stated the hydrant method if 85% of the district is covered then the entire district can have the same rating.

Mr. Daughety asked who would be maintaining the hydrants once installed.

Mr. Floyd stated once installed they would become the property of North Lenoir Water and they would contract with them. He stated the fire department will not have any maintenance costs.

Mr. Daughety asked if there would be a significant impact on the commercial property in the district as it relates to the industrial park if the ISO rating is improved. Mr. Floyd stated he thought so.

Mr. Rouse stated he thought this pitch was to bring the entire district to a 5 rating by adding the hydrants. Mr. Floyd stated this will bring the rating to a 5 and has the potential to bring the entire district lower in the future.

Mr. Daughety stated he spoke to a couple of board members from North Lenoir to find out how they were doing their due diligence and to make sure they were following the process since their board had approved this. He stated he had spoken with Roger Dail as well as other chiefs in the community. Mr. Daughety stated everyone he spoke with had a good understanding of the project and supported it. He stated two years ago the Board had taken the Fire Department's general fund money because they had their own fire tax and ability to raise funds for their department. He stated since that time, this was the first time the Board had been approached with a request such as this. Mr. Daughety stated he thought this was a good project and it should be a "no brainer".

Mr. Rouse stated Mr. Daughety had brought out some good points but he wanted to talk about the money. He asked if the cost of the hydrants included material, labor, engineering cost and all the cost associated.

Mr. Floyd stated that it was provided for North Lenoir based off projects completed in the past.

Mr. Rouse asked if he had any estimates on material costs, labor or engineering costs.

Mr. Floyd stated he has rough numbers from the initial meeting but would have to commit money to get firm numbers. He stated the fire department felt they would be wasting tax payer's money if they were to pursue this prior to funding.

Mr. Hill stated he appreciated the well-done presentation and he thought it was a great project. He stated what both commissioners said was true and he thought it would be appropriate to take this as a presentation item today and take it to the May 18th budget discussion meeting. Mr. Hill commended Mr. Floyd on his presentation.

Mr. Jarman stated a comment was made regarding an entity that has the ability to tax. He stated he knew it wasn't meant that way and he wanted the public to understand the board's philosophy.

Mr. Jarman stated the philosophy is the user of the service pays for the service if it can be directed that way and that has been the focus of the board, whether it is landfill fees, planning, inspections or a fire department. Mr. Jarman stated the general fund money is not going in the individuals' pockets and is not just tied to taxing ability it's tied to the fees and other things.

Ms. Sutton stated NLVFD had done a great job and it was a great presentation.

PUBLIC COMMENTS:

None Scheduled

CONSENT AGENDA:

1. Approval of Minutes: Regular Board Meeting: April 20, 2015.
Budget Work Session: April 20, 2015.
2. Resolution Approving Releases and Refunds.

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

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS:

Item No. 3 was a Proclamation: Older Americans Month. Ms. Mineko Holloway, Council on Aging Director, read the proclamation. Upon a motion by Mr. Davis and a second by Ms. Brown, item No 3 was unanimously approved.

Item No. 4 was a Proclamation: Foster Care Month. Ms. Sutton read the proclamation. Upon a motion by Ms. Sutton and a second by Ms. Brown, item No 4 was unanimously approved.

Item No. 5 was a Proclamation: Honoring Social Services Employees. Ms. Brown read the proclamation. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 5 was unanimously approved.

Item No. 6 was a Resolution Declaring Property as Surplus and Authorizing the Sale of the Surplus Property by Auction. Ms. Martha Martin, Finance Director, stated, the County has a small inventory of various vehicles that have outlived their useful life. These vehicles are no longer of use to any County Department and there are no plans to put them back into service. We are requesting the approval of the Board to sell the vehicles by auction on GovDeals.com. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 6 was unanimously approved.

Item No. 7 was a Resolution Approving Repair of Roof by Curtis Construction. Ms. Martha Martin, Finance Director, stated, the Administration Building on Queen Street is owned by the County. The building is fully occupied by the Tax Department, the Register of Deeds, Environmental Health, Economic Development, and Planning and Inspections. She stated the roof had developed a number of leaks and Mr. Wiggins had received a quote from Curtis Construction Company, Inc. to make the necessary repairs in the amount of \$3650. Upon a motion by Mr. Davis and a second by Mr. Daughety, Item No. 7 was unanimously approved.

Item No. 8 was a Resolution to Authorize the Transit Director or his designee to execute all paperwork on behalf of Lenoir County to add the Interactive Voice Response Module to the current lease of the Community Transportation Services Trip Master Enterprise Edition scheduling software for one (1) year at a cost of \$6,500: \$5,000 to purchase the software and the remaining \$1,500 to cover the monthly service fees for one year. Mr. Chris Harper, Transit Director, stated, approval of this Resolution will authorize Lenoir County Transit to purchase the interactive voice response module. This is the third and final part of the scheduling software system. He stated this system calls each passenger at approximately 6:30 pm that is scheduled for the following day and also calls approximately 30 minutes prior to pick up time, which makes it very beneficial. In his brief tenure as Transit Director he has learned that “no shows” encumber time, labor, gas for a vehicle and the trip costs the department approximately \$16.50. He stated there is a potential savings of over \$200-\$300 a day by using this system. Mr. Harper stated the passengers had been overwhelming positive in their response to receiving the reminders because they know they can call the next morning and cancel if the need should arise. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 8 was unanimously approved.

Item No. 9 was a Budget Ordinance Amendment: State Controlled Substance: Sheriff State Controlled Substance: Ms. Martha Martin, Finance Director, stated, Sheriff Ingram asked her to present this in his absence. She stated the budget amendment is to appropriate funds from the state controlled substance fund to cover the costs of miscellaneous expenditures. Upon a motion by Ms. Brown and a second by Mr. Rouse, Item No. 9 was unanimously approved.

Item No. 10 was a Budget Ordinance Amendment: Federally Seized Property: Sheriff Federally Seized Property. Ms. Martha Martin, Finance Director, stated, Sheriff Ingram asked her to present this in his absence. She stated the budget amendment is to appropriate funds from the Federally Seized Property fund to cover the cost of purchasing miscellaneous items for the Sheriff's Department. Upon a motion by Mr. Davis and a second by Ms. Sutton, Item No. 10 was unanimously approved.

Item No. 11 was a Resolution to approve the Lenoir County Personnel Policies. Ms. April Martin, Human Resources Technician, stated, the personnel policies are the rules that govern how to deal with personnel related issues. She stated they not only inform employees of the county's policies and expectations, but also provide guidelines for decision making.

Ms. Martin stated a well-developed personnel policy is a valuable communication tool which can also help reduce exposure to litigation. She stated Lenoir County's Personnel Policies Book had not been updated, nor any amendments included since its' inception in 2004. Ms. Martin stated revisions began in 2011 once the centralized Human Resources Department was developed. She stated a draft copy was reviewed by County Administration and all Department Heads to provide suggestions and/or input.

Ms. Lashanda Hall, Human Resources Technician stated, there are three areas covered in the Personnel Policies and Procedures which are employer expectations, employee expectations and administrative issues. She gave a brief description of each. Ms. Hall stated the goal of Human Resources and County Administration is to develop clearly written policies and procedures as well as to comply with Federal and State laws governing Public Employment practices. She stated the policy will be accessible to all county employees on the website. She stated this is a working document which will be brought before the Board with any amendments. Upon a motion by Mr. Davis and a second by Mr. Best, Item No. 11 was unanimously approved.

Mr. Jarman stated, a lot of effort has gone into this revision since inception of the centralized HR Department. He stated it had been written and rewritten due to differing opinions. Mr. Jarman stated consistency was needed and the employees needed to be able to easily access what was expected. He stated in the past information had to be printed for new employees and now the information could be easily accessed online from their desk. Mr. Jarman stated Federal and State guideline links were also available pertaining to the policies. He also confirmed Ms. Hall's comment regarding this being a working document and as changes are made it would be brought before the Board for approval. Mr. Jarman commended the HR Department on a job well done.

Several Board Members commended the Human Resources Department on all their hard work.

Item No. 12 was a Resolution approving Eastern Carolina Workforce Development Area Consortium Agreement and Appointing Chief Elected Official. Mr. Best introduced Mr. Bob Kehres, with Eastern Carolina Work Force Development and read the Resolution. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 12 was unanimously approved.

Mr. Jarman stated as a point of clarification to note the way the resolution was worded. He stated normally it would read A and B but this one is grouped together. Mr. Jarman advised the Board to be aware they are approving both, by signing, authorizing both the chairman to sign and authorization of the agreement.

Item No. 13 was a Resolution approving appointments of citizens to boards, commissions, etc. Chairman Hill stated, this was 1st appearance so no action is required at this time.

CURRENT VACANCIES: Lenoir County Health Board – (1) Optometrist, (1) Member, Equalization & Review (1), Lenoir County Parks & Recreation (1).

Item No. 14 was items from the County Manager, Mike Jarman. Mr. Jarman stated he had a couple of items. He stated the May 18th meeting will be at 2:00 pm instead of 3:00 pm in order to give the Board more time. Mr. Jarman reminded the Board of their previous request for the breakdown of the line item budget and justification for the changes. He stated due to the size of the document it is no longer being printed and he will send a line in an email today to make that information available to the Board. Mr. Jarman stated he is planning to submit the budget next Monday or Tuesday so it would be available about a week in advance of the May 18th meeting. He stated he would like to thank Ms. Martin, Ms. King, Mr. Harper and Mr. Hollowell for all their hard work. Mr. Jarman stated the public hearing is scheduled for June 1st.

Mr. Hill stated he thought the extra time on May 18th was a good idea.

Mr. Rouse stated he spoke with Representative John Bell on Friday concerning paving the parking lot at Wooding Middle School. He stated he also spoke with David Rouzer and John Bell about securing funds for the bleacher situation at South Lenoir. Mr. Rouse stated they told him they would look into it but nothing was promised.

Ms. Sutton stated the BBQ Festival appeared to be a great success and she had heard nothing but positive comments. She commended all involved.

Mr. Hill stated it was a well-attended event and that type of activity is needed for the benefit of our community.

Mr. Jarman stated there had been comments about the number of visitors from out of town that were in attendance and Mr. Rouse said he had been told there were approximately 40,000 people that attended.

Mr. Hill and Mr. Best comments on how well the Board had been received on the tour of the schools.

Meeting Adjourned at 10:22 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Vickie F. King". The signature is written in a cursive, flowing style.

Vickie F. King
Clerk to the Board

MINUTES
LENOIR COUNTY BOARD OF COMMISSIONERS
BUDGET PLANNING WORK SESSION
ADMINISTRATION BUILDING CONFERENCE ROOM
MAY 18, 2015

The Lenoir County Board of Commissioners began their scheduled Budget Work Session on Monday, May 18, 2014 at 2:00 p.m., at the Administration Building Conference Room, 101 North Queen Street, Kinston, NC.

Members present included: Chairman Craig Hill; Vice Chairman; Jackie Brown and Commissioners; Roland Best, J. Mac Daughety, Reuben Davis, Eric Rouse, and Linda Rouse-Sutton

Members Absent: None

Also present were: Michael W. Jarman, County Manager; Martha Martin, Finance Officer; Vickie F. King, Clerk to the Board; Department Managers; Roger Dail, EMS; Chris Harper, Transit; Susan Moore, DSS; Tracy Chestnutt, DSS; Mike Wiggins, Maintenance; Bill Ellis, Parks & Recreation; and Media

Mr. Hill welcomed everyone to the budget work session and turned the meeting over to Mr. Jarman.

Mr. Jarman stated, we will go ahead and take a look at where we are with our numbers this year. Our general fund and all funds in the budget that was submitted to you are in balance. The projected general fund amount being \$66,694,918. When you look at last years numbers you see it's an increase of \$1,240,068. This is a 1.9% increase. One of the things we had to work to offset is that .75% of that 1.9% increase was what we had to do to meet the rising cost of our health insurance. To start we will look at the major increases. Health insurance, \$494,148; financial software, \$375,000; election cost, \$130,000; MIS Server Farm, \$110,000; and the Medicaid Reimbursement of \$100,500 from the Health Department we had to reimburse. Joey has called them several times to see if they would go ahead and take the check so we would not have to put it in the budget. Mr. Jarman explained the increases with general departments \$940,789, public assistance, Health \$128,438 and DSS \$545,751, and other county departments \$330,927.

The decrease in transfers of \$705,837 comes from some of our economic development improvement projects that we normally would fund to pay incentives.

We have money in the assigned fund balance and we committed up front to spend the assigned fund balance to cover that to try and keep this increase down. Mr. Jarman reviewed the summary of expenditures for each department and explained the reason for the increases or decreases. For County Administration we are not going to replace the assistant county manager position with the same position. We are going to need some help, I'm not sure what we will call this position, whether it will be a special project person or what. We don't have the exact title yet but we will need some help. Tommy did a lot of work so we have to be able to cover the position in some way. Chris Harper has been helping with several of the things Tommy did. We will structure it a little different than it has been in the past. The \$15,000 contracted services are Tommy helping with budget next year. Tommy and Martha both do a lot of work on the budget and we put contract service monies in to cover moving forward. Next year we have a little room in case we need to bring Tommy back during budget season to help someone with some of the forms and things he has done. The next one on the list is Finance which is up 35%. The reason is Martha Martin will be retiring in December. Martha has done a great job and it is just as hard to describe what she does with the numbers. Between Martha and Tommy we are losing a huge amount of financial knowledge and it does put us in a bit of a burden, and a learning curve. So this area is up because we have 30 days vacation that Martha will get paid for and a new finance person. Our goal would be to have someone in place by the end of October so they can work November and December with Martha. There will be a two month overlap in salaries. We also have extra training so whoever comes on board we can do whatever we need to get their certifications. We also have some contract services monies so that at significant times, such as budget and audit maybe the new person would like to see what the individual in the past did, so we are trying to make sure that training will be available. For those that might not know the search for financial people is difficult. We have several municipalities and counties without and the search is difficult. You are going to have to work and pay to get the right person in here. It's a critical position. Tommy and Martha can take a calculator and a notebook and keep everything going. We don't want to put a new person so this is why a new financial system is so important. You have heard me state that succession planning is important. You will hear that several times in this budget. We have 2 other department heads that will be leaving in this same time frame. I would really like to get the right person on board and the new software in place to get this transition handled in the best way for Lenoir County's future.

Mr. Hill stated, the new software will also allow the county to generate computerized reports, payroll, automate several areas and this is not something unexpected, it is needed. Currently we are using green screen software and I don't know anybody anywhere that is still using that type software.

Ms. Sutton stated, if she was looking for a position that would be one of the first things I would look at and if they had it they would be off the list.

Mr. Jarman stated, our current software was designed for municipalities and they converted it to work for us. With all of the key people that will be leaving, although we have good staff still in place, we need to do some automation and put things in the right perspective to leave it in someone else hands.

The reason for the increase in Human Resources is because when we went from four people to two the remaining two people received increased responsibilities and duties. Our personnel policy says after someone has been doing new duties for six months we need to correct their salaries. These employees have had new responsibilities for over a year. The Tax department is another area we are trying to update because our tax software is old technology. Software is the reason for the increase in tax. In buildings and grounds we had a 0.40% decrease and we hope we can maintain that but you never know what's going to happen in that area. We try not to spend the money and roll it over from year to year. With that being said Mike Wiggins will be retiring in December along with Martha. Register of Deeds was a 7% increase. There was a request to take a part time position and made it full time. We did not do that but we did increase the hours. The issue we dealt with regarding elected officials salary had to be adjusted also. Funding in the amount of \$50,000 is in the MIS budget to run cable to the 911 center. We currently use microwave and we don't have any redundancy. We have been lucky but we need to fix that problem. The Sheriff's budget is up 4.73% with the addition of two School Resource Officers. Those were positions added last year and the school system reimburses us. The budget also increased due to the purchase of two cars for LaGrange which LaGrange pays for. The next big item in his department is overtime. The Sheriff came to us and his request was for 4 additional deputies one for each shift. Sheriff Ingram said if he can get \$60,000 more overtime he could move the existing staff around and would not have to add someone every shift. So the \$60,000 keeps us from having to add four people as well as four cars and all the benefits. The jail has a 4% increase, \$75,000 is insurance. The other big increase was house arrest and monitoring was moved to the jail budget. Emergency Management is down because we have not funded a technician position. Thomas Bottoms retired and Roger is not filing that position. Emergency Medical is up 3%. A large part of is due to vehicle maintenance. There is funding in the budget for a new position. That position is a community paramedic which has been in place for two years. Roger utilized an existing supervisory position for 2 years as the community paramedic. In the Medical Examiner line we show no change but the state is considering changing that law. Instead of \$40,000 it could possibly be more than double that amount. Economic Development was up 4%, due to a color copier and added insurance.

Mr. Jarman reviewed the summary of expenditures for general fund public assistance, and general fund other than county departments. He stated, with the Health Department the county cost did go up. Last year was a really good year with keeping cost down. With DSS the budget is up, there are five positions included. Once I complete the summary of expenditures I will review authorized positions.

He briefly explained the summary of expenditures increases with non departmental. There was not a lot of major changes. Recreation was up 5%. You heard discussion in the past about the insurance cost increasing. We had part time salaries that had to be corrected, employees we reimburse the city for, insurance cost has gone up, and changes to what the officials get paid. Everything that changed in recreation was tied to salaries, benefits, and insurance. Mr. Jarman reviewed the percentages for FY15-16 general fund appropriations chart. With the Lenoir County Public Schools comprising 14.8%, if we add the capital and the debt service they would be 23.4% of our budget. Then with Lenoir Community College at 3.4%, you are looking at 27% of your budget for education. The other area that appears high is public assistance 21.9%, but is only 6.3% county funds. So it may be 21% of our budget but it's not that strong on county funds.

Mr. Jarman reviewed the Summary of Revenues General Fund categories, with Property Taxes; Sales Tax; Sales, services, other revenues; intergovernmental revenues; and appropriated fund balance.

Mr. Jarman shared information regarding new positions that are in the budget with Emergency Medical Services adding one and DSS adding five positions. One of the positions needed is an assistant director. Susan Moore has 37 years and could decide to retire at any point. If you are looking at your succession planning and you get someone in here they have time to work with Susan. This doesn't guarantee they will be the next director it just guarantees when Susan decides to go, and the DSS Board is in the process of searching, you will have someone in place that can keep your office going. Another new position that is needed is a Foster Care Link person, someone working with foster care children 13-21 years of age to help prepare them for adulthood, college entry, basic skills or to move on with their life. These are needed positions and Susan can address them in more detail. Two positions, currently with the energy program, we have been contracting with the Salvation Army. They need to have access to online services and the state will not allow that to happen with a contract labor so we are moving those positions back in house. The last position is for a paralegal. Our attorneys volume of work has increased greatly so we need more help. I would like to give Susan some kudos for working with us to get two attorneys on staff. The amount we are spending on attorneys has been reduced drastically. This paralegal will be working with them to continue that service. The abolished positions we have talked about, Roger Dail's technician position and in Health we have abolished one position. This happened last year when the Health Department had a janitorial staff person retire. We used a contract service to provide that service.

Mr. Jarman reviewed the summary of authorized positions and stated, they are all the same until you get to the sheriff's department. That departments number has increased from 70 to 72 due to the two SRO's that were added last year which are reflected in our totals now.

Emergency Management reflects the 1 technician position that was abolished, the community paramedic that we are keeping and filling of the supervisor position which has been vacant for a while. With the authorized positions we see the largest number of employees is in DSS, Sheriff/Jail, and Emergency Services, followed by the Health Department and all other departments.

Mr. Jarman stated, pertaining to the budget as it relates to salaries and benefits there are no changes, however if you look at the cost of living adjustment (COLA) increase at 2% it is \$379,000, 2.5% it is \$474,000 and at 3% it is \$569,000. He shared salary increase information from July 2001 to present. Lenoir County has a good benefit package which is similar to plans of other local government units, and no changes are recommended at this time. Local governments and private employers are experiencing a geometric increase in health insurance cost. As a result of these increases we had to increase both the employer and employee contribution this year.

Mr. Jarman shared information regarding the Lenoir County Public School's request. The cost of this increase is \$494,148. A history of funding from FY2005-2016 was presented. He briefly reviewed ADM information from the North Carolina Department of Public Instruction website or the years 1997 to the fifth month of 2015. Capacity information for elementary, middle and high school students was presented. The public schools have requested \$9.9 million this year in the current operating expense which is the same as we have been doing for several years. They asked for an additional \$400,000 to accelerate the 1 on 1 initiative instead of implementing it over three years. They want to move it forward and implement it over two years. We have had some discussions with the school board regarding doing it over a three period. The two boards talked about the quarter cent sales tax and utilizing the funds for this purpose. They are asking for additional \$300,000 for the 1 on 1 project and \$100,000 for driver's education. We get for additional capital expenditures every year in addition to what we spend on debt service. This year's request was for activity buses, maintenance, vehicles, Southwood Elementary School cafeteria roof, Rochelle Middle School HVAC, Kinston High School gym roof and South Lenoir High School refurbished bleachers. The school tours were a good thing because you were able to see a lot of the items requested. What is budgeted in the current budget that you have is the \$9.9 million. The other request of \$400,000 was not included in this budget. We requested a list of their vehicles and I have not had time to review it fully. The only thing we took off the list that we did not recommend was the \$60,000 for maintenance vehicles. I think what we are doing concerning meetings, more open dialog and requesting additional information is getting us to the point where we can work with them like we do our departments. We skipped a couple of years with the ambulances because we could make it another year without one and we need to be able to do that with their vehicles. Our working relationship needs to get to that point. Your responsibility as a Board of Commissioners lies more toward the facilities and capital. Over the past ten years we have increased our funding but mainly on the capital side. There are several things you might want to talk about to keep the facilities as efficient as possible.

Mr. Hill asked, if anyone would like to start the discussion with what they saw during the tours of the school facilities and other locations.

Ms. Brown asked why most of the schools in our district lack male administration?

Mr. Jarman stated, that is a valid concern but that is a Board of Education conversation.

Mr. Daughety stated, it would be nice to see the percentage of population versus capacity for each school that would be a better figure to look.

Mr. Jarman stated, we requested that information but we did not get it.

Mr. Hill stated, he took the liberty to go through a listing of things. Just food for thought for today, and I will give you a chance to think on it. I would like to read what I have. As we reviewed the schools request for additional dollars let me remind you that the \$100,000 request for drivers education has been a function of the state. The current state budget is projecting \$400 million maybe as high as \$600 million in surplus. The school system has four ways of getting money, either the state provides, we provide, or from federal or from grants. While I understand the schools need \$100,000 for driver's education I would be cautious in this environment that we jump in to fill that \$100,000 request. With this still going on in the budget session if we do this we can fully expect that we will begin to harbor more responsibility. I will caution against that. While I went out on the limb early and have supported the role out of technology in our school system I worked, along with all of you, to try and open some dialog with LCPS. I was surprised by the request to see them wanting to move this project up a year forward than we originally expected. As you recall our discussion with the school system was we needed additional revenue the third year of the project and after that it would continue to roll over. Our discussion centered around the need to have the quarter cent sales tax as a means to acquire the additional revenue. They were requesting the \$300,000 in the third year but it would also be in every year thereafter. While moving the project forward may be what the school system would like to do, it does not take into consideration the internal needs the county has and our employees have and internal needs of the county at large. There seems to be a disconnect of the nexus between the LCPS Board budget we provide and our total budget as we make decisions. It runs counter of the ability to do the long range planning we tried to develop when we sat down with them two years ago. We had a good meeting. We sat down this year and talked about it and in the fall and we had no indication they would speed this project up during the course of the year. Our first notification came in late April early May of this year. The budget in front of us does not include the \$100,000 request or \$300,000 request to accelerate the roll out the middle and high school. I am not sure the section on the school budget as it is should be adopted now.

That's just my opinion. I hope each of you read the article in the local Free Press May 7th by the LCPS Public Information Officer. If you look at the amount of dollars we spend and how it has increased I would say we have been a very good partner with our local schools in reference to our ability to pay and our tax base. Based on those numbers and based on the numbers of school enrollment as well as the cost we look at across the board. We certainly do have a financial stake in public education and have stepped up according to our ability to pay for service over the past several years and as evidenced by the numbers on the slides we seen here today. With increased spending while the enrollment is down by over 1,000 students. Most of you in here as commissioners have toured the class rooms and saw firsthand and heard the needs of the schools. You also saw how many of the classrooms spaces that are being heated and cooled everyday that were vacant or either being used for storage or office spaces where all the lights in the classrooms were being used by one or two people. You saw a staff development center and preschool center at Teachers Memorial that most of us and the public thought would be closed with the opening of Northeast Elementary school. I am a strong supporter of public education and made a career in that area, I just think our schools need to better utilize our facilities. I would throw this recommendation out for food for thought. My recommendation is to reduce the county schools current budget by \$390,000 from the 990,000 and return those funds to the citizens of Lenoir County in a 1cent reduction of the property tax rate. Then I recommend we place a quarter cent sales tax on the ballot in front of the citizens to establish capital for education which would include LCPS and LCC. Also to use some of those dollars to reduce our current debt or further reduce the tax rate. I know this recommendation might not be a popular thing to say but I do think we all see the need for better utilization of current facilities. It also gives some relief to our citizens on the property tax and could possibly establish a revenue stream to assist in our Pre K through community college with current and future needs. It could be used to reduce our debt and balancing the future on something that is pending down the road the loss of the revenue from the sale of the hospital. Again, that's just food for thought. I know that is an unprecedented place to be, but we seen some unusual things at our schools and we are not the only county looking at these things. I saw recently where in Carteret County, Croatan High School requested they add classrooms and the commissioners are saying we have space at other high schools. We have several other counties with the same issues as well, some on growth and some on reduction. The budget works both ways. I know cost goes up and cost very seldom goes down but enrollment is going down and we are not using our capacity very well. We can't tell them what to do but we can point out where we are with this budget. I just pointed out where we are at this point and I do that with a heavy heart.

Ms. Brown stated, she was told by one school board member that all the commissioners had to do was give them the money and they could not tell them what to do with the money.

Ms. Sutton, stated this is a big discussion and a hot topic and the NCACC has had many discussions on this topic.

Ms. Brown stated, this is one of the main topics in the meetings with the education steering committee how the dollars are being spent.

Mr. Hill stated, it's a tough dilemma for the school system to be in and for us to be in.

Ms. Sutton stated, they are also talking about K-8, so there has to be some planning and money somewhere to fit the vision.

Mr. Hill stated, I do not want to get into details about what they do with the dollars we give them. I want to look at where we are at and with the numbers and what we saw firsthand we need to look at where we are at.

Mr. Rouse stated, looking at the numbers since 1997 it's a big drop about 1,500 that's basically two schools on the average capacity when you look at the figures on the slide.

Mr. Hill stated, inside that capacity there are 600 students that are transferred in the district which make it a little bit difficult. That's the privilege of the board as to how they operate. It puts us in a quandary establishing facilities in the right place when they make decisions. Are they fully utilizing the facilities? Nobody wants to talk about it. It's a tough subject that needs to be discussed.

Mr. Davis stated, what surprises me as much as anything else and I should have already been aware of it was the schools transfer policy seems to be very liberal and I don't know how that works.

Ms. Sutton stated, when I was on the board we allowed transfers until it affected the capacity of the school and we stopped it.

Mr. Daughety stated, I agree and disagree with you. I went in every school there were a lot of things I observed that brings questions. When you and I were looking at Kinston High school and Teachers Memorial. When you look at the excess capacity Kinston High that building appears to be grossly underutilized. And you look at Teachers its more Pre-K, storage, and staff development. You look at a lot of those items and you can move them into with its excess capacity. I also look at the line that runs across the street from Kinston High school that could be adjusted and provide relief to North Lenoir. We got a lot of schools that in my personal opinion like Frink, Woodington and Southwood that at some point they will need to be replaced within the next few years. The point I'm making is that there could be better utilization with the existing facilities and I see that and I agree with you there and I hope that they take this under consideration. Sometimes it's good to have someone on the outside take a fresh look at what you are doing and those suggestionshow it might can help. I also look at the declining attendance numbers and I've said since I've been on this board and I firmly believe this the only way Lenoir County is going to get better is we improve our transportation and education system here. It's not a bad system but we have a lot of improving to do to make these schools attractive.

I look at some of the diversity issues in schools and say maybe we are creating some of those issues ourselves by where our school system is. Some of those folks are choosing home school, private schools and so I asked the same questions that legislators, and principals around the state are asking what could we be doing better. I look at the declining rolls and I ask is it because we are losing population or because our schools need changes and changes are on the way. I look at the impact that I've seen in schools with the 1 on 1 technology and I think that is something that will go a ways in helping us attract young parents and their children back in schools because we are modernizing where we have been way behind. Even the town of Whiteville has had the 1 to 1 program for 7 or 8 years. We are that far behind. It is my understanding the reason they are bumping it ahead is because they struck a deal and were getting a significant savings. I think if we can the money it would not be a bad idea to roll out the 1 to 1 project and get it in all of our schools and begin to attract students back to the school system.

Mr. Hill stated, I am not against the roll out, but I think the timing is bad. Just because they struck a deal does not mean it fits in our budget. Secondly it's not the same deal that was presented to us earlier because that consisted of lap tops at the high schools and this does not. It's a whole different deal and it just put us in a bad place. He has already said if we don't do anything he has the ability to put Phase Two in as it is. It gives us time to get it out there on the ballot and let the public decide with the quarter cent sale tax if they want to put the capital in that area. I am not against what is happening there because I think you are correct in modernizing our schools and getting the technology we need. I just know there is a connection between the budgets we just can't come up in May and suddenly change a three year plan. We will have the other agreement facing us again and it will be very difficult for me to stand in front of this group and support another three year lease when I'm not sure what the next step will be. That's what has gotten me to the issue. I don't think that money is the only way we can improve schools. A better use of our current monies that we are doing and facilities. I want to stay out of the instructional side as much as my heart wants me to go there. As a County Commissioners it's about facilities and staying in the right lane and sometimes I have crossed that but I discussed it with the superintendant when I did and we have moved forward.

Ms. Brown stated, at the LCPS Board meeting they mentioned getting a deal with Apple and it would not cost them as much as it was at first. That is why they are able to do the middle and high schools at the beginning of the 2015-2016 school year.

Mr. Jarman stated, boards across the state are looking at the same issues. You have the Board of County Commissioners saying we know we need more capacity but we are not going to spend any money to build additional capacity until you fill up the schools we have. You have other counties in situations like we are in who feel they are funding to many schools and are closing schools. Those are some of the efficiencies you have to look at.

We will have a public hearing June 1, 2015 during the regular meeting at 9:00am.

Mr. Jarman shared Lenoir Community College operating and capital figures from 2012-2015 along with percent changes.

Mr. Jarman shared outside agencies requested vs. recommended for FY2015-2016.

Mr. Jarman stated the projected FY2015-2016 expenditures are \$66,694,918, revenues \$63,841,126 and fund balance appropriated \$2,853,792. The revenues include \$1,200,000 from the Public School Capital Fund Fund Balance Article 40 and 42 sales tax. Mr. Jarman ended the presentation with projected fund balance usage and historical adjustment figures. Mr. Jarman shared information regarding the general fund analysis to show how it will affect us over a multi-year period.

Mr. Jarman asked if there were any comments or discussions?

Ms. Sutton stated, I would like the board to rethink the East Carolina Council situation because everything is going more regional and I would hate to see us miss out on some great opportunities. I think we are one of the few counties that are not a member anymore. I know there are some opportunities because it's connected to a lot of other things.

Mr. Rouse stated, at the \$1,703.00, \$140.00 a month I would recommend us getting back in. At the time it was right for us to pull out but now honestly speaking at that price it's a service.

Mr. Jarman stated, the numbers have changed and the cost is much more reasonable at \$1,703.00 even if the benefit is going to smaller municipalities around you it will still benefit our county. I don't have a problem with it.

Mr. Hill stated, maybe by us and other counties dropping out it caused them to reduce the price, if so that was a good thing.

Mr. Daughety made a motion with a second by Ms. Sutton to put the East Carolina Council back in the budget at \$1,703.00.

Mr. Hill asked the clerk to call to question.

Mr. Jarman asked if there were any other changes. If not I will leave the budget as it is.

Mr. Hill asked if we will meet again before we have a public hearing?

Mr. Jarman stated, the next meeting will be June 1, 2015.

Mr. Hill stated, he would like the opportunity to go through the budget one more time and we might need to meet one more time before the public hearing.

Mr. Jarman stated, I am fine with another meeting, I need to know if you need more information or you want everyone to just show up?

Mr. Hill stated, he would like for the board to have more time to think about what everyone said regarding the school budget. To leave it or decrease it. The meeting was set for May 28th at 3:00 p.m.

Mr. Rouse asked, if the board could get a copy of the power point?

Mr. Jarman replied, I will send a copy of the power point to the Commissioners this week. Our next meeting will be Thursday, May 28, 2015 at 3:00 p.m. in the Commissioners room.

Recessed at 4:06 p.m.

A handwritten signature in black ink that reads "Vickie F. King". The signature is written in a cursive, flowing style.

Respectfully submitted,

Vickie F. King

Clerk to the Board

MINUTES

LENOIR COUNTY BOARD OF COMMISSIONERS

May 18, 2015

The Lenoir County Board of Commissioners met in open session at 5:00 p.m. on Monday, May 18, 2015, 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, Vice-Chairman Jackie Brown and Commissioners, Roland Best, Mac Daughety, Reuben Davis, Eric Rouse and Linda Rouse Sutton.

Members Absent: None

Also present were: Michael W. Jarman, County Manager, Martha Martin, Finance Officer, Vickie F. King, Clerk to the Board, Attorney Robert Griffin, members of the general public and news media.

Chairman Hill called the meeting to order at approximately 5:00 p.m. Ms. Brown offered the Invocation and Mr. Daughety led the audience in the Pledge of Allegiance.

PUBLIC INFORMATION:

None

PUBLIC COMMENTS:

Edwin Jones stated, on May 2, 2015 his organization held their 2nd annual motorcycle/bike ride fundraiser. The proceeds from the event went towards scholarships for high school students. He thanked the Sheriff's department for their help with and contribution to the event. The fundraiser was a big success because of the support and coordination of Lenoir County. This year we had an increase of over 35%. Next year the event will take place on May 7, 2016.

CONSENT AGENDA:

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

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

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS:

Item No. 3 was a Resolution Approving Bid Proposal for Auction of donated Property: East Carolina Auction Company. Chris Harper, Transit Director, stated, 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. After a thorough review of four proposals, East Carolina Auction Company was deemed to be the most suitable and competitively priced in fee structure. Upon a motion by Mr. Davis and a second by Ms. Sutton, item No 3 was unanimously approved.

Item No. 4 was a Proclamation: Mental Health Awareness Month. Mr. Best read the proclamation. Upon a motion by Ms. Brown and a second by Ms. Sutton, item No 4 was unanimously approved.

Item No. 5 was a Resolution Approving Revision #2 FY2014-2015 Lenoir County Home and Community Care Block Grant Funding Plan. Susan Moore, DSS Director, stated, 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. The block grant gives County Commissioner's maximum discretion in deciding how aging funds will be administered and budgeted in the 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. DSS is the lead agency on Aging in Lenoir County. Upon a motion by Ms. Brown and a second by Mr. Best, Item No. 5 was unanimously approved.

Item No. 6 was a Proclamation: Emergency Medical Services Week. Jamie Hardee, Commander Lenoir County EMS, read the proclamation. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 6 was unanimously approved.

Roger Dail, stated, Jamie Hardee was selected as the EMS Division Employee of the Year.

Ms. Sutton commended EMS Department for their dedication and hard work.

Mr. Hill acknowledged Ms. Hardee for being employee of the year. We appreciate your services. Thanks for all you do. I hope folks watching will appreciate your services as well.

Item No. 7 was a Resolution Approving Execution of Debris Monitoring and Recovery Services Contract to Tetra Tech, Inc. Roger Dail, EMS Director, stated, 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. 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 True North Emergency Management, LLC and Tetra Tech, Inc. Staff determined that Tetra Tech, Inc. was the most qualified of the contractors submitting proposals. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 7 was unanimously approved.

Item No. 8 was a Resolution Approving the Adoption of the 2015 Neuse River Basin Regional Hazard Mitigation Plan. Roger Dail, EMS Director, stated, 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 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. Every county had to write a plan after Hurricane Floyd in 1999, the plan had to be updated so this is from that plan. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 8 was unanimously approved.

Item No. 9 was a Resolution Approving the Purchase of a 2004 E-450 Wheeled Coach Ambulance to Select Custom Apparatus. Roger Dail, EMS Director, stated, the goal of the Lenoir County Emergency Services Department 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. I 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 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. This will ease the pressure on our fleet. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 9 was unanimously approved.

Item No. 10 was a Resolution approving appointments of citizens to boards, commissions, etc. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 10, was unanimously approved for William S. Harvey, II appointment to the Lenoir County Board of Health, Valerie Williams, appointment to Lenoir County Transit and Earl Heath, to Lenoir Community College Board of Trustees.

CURRENT VACANCIES: Lenoir County Health Board – (1) Optometrist, (1) Member, Equalization & Review (1), Lenoir County Parks & Recreation (1).

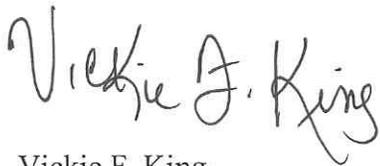
Item No. 11 was items from the County Manager, Mike Jarman. Mr. Jarman stated, at this time I have a couple of items, as a reminder the special meeting will be Thursday, May 28, 2015 at 3:00 p.m. Our public hearing is scheduled for Monday, June 1, 2015 during the regular Commissioners meeting.

Mr. Hill read a letter he received from an out of town citizen regarding the good work and deed of Commissioner Reuben Davis.

Mr. Hill congratulated Parrott baseball and softball team for winning their championship games.

Meeting Adjourned at 5:29 p.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 printed name and title.

Vickie F. King
Clerk to the Board

MINUTES
LENOIR COUNTY BOARD OF COMMISSIONERS
SPECIAL CALLED MEETING
May 28, 2015

The Lenoir County Board of Commissioners' met in a special called meeting at 3:00 p.m. on Thursday, May 28, 2015 in the Board of Commissioners' Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen Street, Kinston, NC.

Members present: Chairman Craig Hill, Vice Chair Jackie Brown, Roland Best, Mac Daughety, Reuben Davis, Eric Rouse and Linda Rouse-Sutton.

Also present were: Michael W. Jarman, County Manager, Martha Martin, Finance Officer, Vickie F. King, Clerk to the Board, Lashanda Hall, Human Resource Technician, members of the general public and news media.

Chairman Hill called the meeting to order at approximately 3:00 p.m. Ms. Brown offered the invocation and Mr. Best led the audience in the pledge of allegiance.

Mr. Hill thanked everyone from the school system and the public for being present today. As we begin our budget discussions today I would like to thank each of our commissioners for the time you have spent reviewing the budget. I would also like to thank our department heads, outside agencies and our other governmental agencies for the prep work they have done in submitting their budget requests. I commend our financial staff and administrative team for the tremendous amount of time and effort you have given in your attempt to bring to us a comprehensive budget that will serve the needs of our citizens, support our employees, and that can be addressed within the limited resources of our tax base. Budget discussions are difficult at the very least, because all requests cannot be funded. Parties in the budget process whether they are internal departments, outside agencies, or other governmental agencies like our schools and community college request cannot always be filled. Often the "inter-connectiveness" of all these requests are not considered as requests are made. I commend each of our commissioners for the open dialogue you have had throughout the budget process, and for the attention you have given our attempts to link our year to year budgets with our long range financial objectives and goals. I also commend each of you for the difference of opinion you have been willing to express and the civil nature that we have been able to agree to disagree.

During our last budget discussions one of the major topics of conversation was the funding of our public schools. I would be remissed as the chair of this elected board if I did not respond to the recent guest columns in our local press from both the public information officer of Lenoir County Schools and the Superintendent of Lenoir County Schools regarding request and budget discussions. The first column on May 8th entitled, "With the County's Help, Schools can take a Giant Step Toward the Future" written by the public information officer, appeared to be an attempt to get citizens to force the speed in which the current Ipad project is being implemented up by a year. Ahead of a collective agreement that had previously been agreed upon by our collective boards and dual administrative teams.

While I understand the value of the Ipad project and have expressed my support of it and understand the roll out and savings expressed in the article. I also know that implementing this \$300,000 increase without a new revenue stream (via the ¼ cent sales tax) coupled with the planned internal software rollouts and employee insurance changes would place us in a position to increase a property tax that we've are looking at ways to reduce and begin to take us away from our long range fiscal stability plans for this county. Also let me make it clear this is not a onetime allotment request but an allotment request that will roll over each year. While at the same time we are attempting to pay down the debt services that have been negatively impacted by reduction in the reimbursement from the state lottery funds.

The second article on May 24th, written by Lenoir County Superintendent entitled "Commissioners Disappointing Ideas on Education Less Money, Fewer Schools" was even more disappointing. It simply was a gross oversimplification, of an extended discussion on a significant portion of the County's budget. When we are discussing an item from another government agency that is projected to consume over 23% of our total budget, I hope the citizens would expect us to spend adequate time and discuss all aspects of that request, and would not deem the outcome of that discussion as irresponsible but indeed would be viewed as doing our due diligence.

What was the most disappointing part of the article was the Superintendent's assumptions that he stated regarding the closure of North Lenoir High School and the assumption that I lead that charge. At no time, during the proceedings of this board, either in closed session or open, has the discussion of closing North Lenoir been the topic of conversation. This appears to be very self serving and I view it as an attempt to divide and conquer as he has currently faced the fire of concerned citizens within the City of Kinston.

How convenient to use me as a former Principal of Kinston High School to inflame the citizens of the Northern portion of the county to divert attention and provide a counterbalance. The truth of the matter is, I have always been an advocate for the county school system to be a truly merged system. Our county and the city of Kinston is divided primarily by our high school and middle school attendance lines and they have not been adjusted since the city and county schools merged in 1992. Very little if any has changed since our school system was integrated back in 1971 with these attendance lines. My only guess is the conversation regarding closing North Lenoir High School came from a conversation that I had with the Superintendent on April 8, 2014, when I shared with him my concerns regarding the age of Frink Middle school and the drop in the number of high school students. In that conversation I stated that I felt that one of the ways to accomplish true merger would be to close Frink, move it to the current North Lenoir site, and merge North Lenoir, South Lenoir, and Kinston High School into two schools. Actually, close Kinston High site as an official school, open North Lenoir at the current Kinston High School location and add additional spaces to balance the population with South Lenoir. The net effect of that would be two high schools, North and South Lenoir. In that conversation he indicated to me that three high schools, two high schools, and the possibility of one high school had been discussed in their previous summer retreats.

Allegations of school closings could have also come from a February 19th Legislative Meeting, when the superintendent gave me the floor and I took the liberty to talk about the need to have one united system. Maybe it came from the February 24th meeting. Where I apologized to him for using the wrong format to discuss a united school format. The superintendent knows and we know as a board of commissioners that we cannot close a school. We fully understand that the scope of that authority lies in the powers of the school board. We also know that the decision to adjust attendance lines is also the authority of the school board. While the superintendent has clearly indicated he believes we have overstepped our authority in our discussions, I would state just the opposite.

The primarily focus of our discussions focused on the request on facility needs and the current efficient or lack of efficient usage of the facilities that our citizens have provided from their hard earned tax dollars. Our conversation was driven by a desire to see our County School system fully utilize the current facilities provided before adding additional mobile units to existing facilities or before asking for revenue to add additions to existing sites or additional new schools or additional capital needs.

We attempted to have collaborative conversations with the Local Board in a joint meeting on March 9, 2015, but our request for information was only partially filled. We requested items that would have lead to a discussion on facility needs and facility usage. We only received items on needs and the meeting ended without any critical dialogue on current facility use. After the meeting, Commissioner Rouse asked a top member of the superintendent staff why we did not receive the information on school capacity? The reply he received was the information on capacity was ready but the instructions from the superintendent was not to share it because it would change the tone of the joint meeting. It was not until the end of April that the information we request was shared and we were told of the request to move the Ipad project forward.

We have commended the school board and the leadership team for their work on Ipads, STEM Certification, Reading Programs, Career Pathways and we do honor their authority to do what they believe is best for the students of this county. We have been a strong partner based on our ability to pay with our school system and over the past decade and have increased spending significantly for public schools while the number of students in our system has reduced significantly. My hope is that our budget discussions focused on facility needs, capital needs and facility usage will be honored and given the respect it is due rather than be distorted in a knee jerk response in media with a grossly overstated, simplified, and inaccurate statement designed to divert attention away from the critical conversations we need to have to build a progressive and comprehensive budget.

Now I open the floor to our commissioners to discuss any aspect of the budget before we move it to our June 1st public hearing meeting. Are their specific items in the budget that you would like for the County Manager to clarify and if so where would you like to begin. Are there any changes anyone would like to request in our budget prior to it being submitted for Public Hearing on June 1st?

Upon a motion by Mr. Daughety and a second by Ms. Brown, Mr. Davis was excused from the meeting. Common Consent.

Mr. Rouse stated, I think we need to lower the tax rate because I think we have the means with the surplus we achieved last year to at least take a penny off property tax rate. There could possibly be some other areas we can look at and seriously consider because it would be nice to give back to the citizens of Lenoir County.

Mr. Hill asked, are you referring to giving back the surplus or tax rate? Remember the discussion we had about long range goals and planning? That would take us in a different direction from where we are heading in reference to our goals and objectives. I would like to see a tax rate reduction as well. I made a motion at the last meeting for two reasons, one I think we have taken a hard look at our schools and facilities, how they are being used and I made the recommendation. I will stand behind that recommendation. Reduce that budget by \$394,000 which is a penny on the property taxes and couple that with a quarter cent sales tax to be placed on the ballot. The reason behind that is twofold, the ¼ cent sales tax has been put in front of the voters on two different occasions and one of the issues that they have is the property tax is too high. You add the sales tax on without reducing the property tax you can't get it through. We have toured the schools and reviewed the information that the school has shared with us. We understand its absolute difficult to put a number on it, but we know there are a lot of vacancies within the facilities. I put in front of you last week as food for thought. This is a difficult recommendation that I am not ready to make as I want to hear from the rest of you little bit more. My proposed recommendation is to reduce the county school current budget by \$394,000 and return the funds to the citizens of Lenoir County in a one cent reduction (property tax rate). I also recommend placing the quarter cent sales tax on the ballots for the citizens to establish capital for education both of Lenoir County Schools and Lenoir Community College. This would also give us additional revenue that we can use to reduce the debt or possibly reduce property tax by an additional amount. At some point in time we will have to establish that. I am not making this recommendation to force you into anything, it's just that we went through many buildings and we saw heat, lights and air in many empty spaces not to mention storage rooms. Woodington, Southeast, Kinston High, Rochelle, and North Lenoir had a tremendous amount of space. I think we were all surprised by the utilization of Teachers Memorial being a facility converted to staff development and book storage, because we were under the assumption with the opening of Northeast it would be closed.

Mr. Jarman shared the 2014-2015 elementary, middle and high school capacity and enrollment numbers via Powerpoint.

Mr. Hill stated, there is obviously always a need for some capacity space in our buildings. The question that's in front of us is how much is too much and when should there be a response? That is not our call on the decision that are made but it is what we have to face when doing the inter-connectivity of our total budget and the request from the school system.

Mr. Jarman shared information regarding the totals for the capacity and actual enrollment numbers. If you add all of the enrollment you will come up with 9,119 and you see a difference and it is because of the 200 students located at the Early College at Lenoir Community College. There are 68 students at the Learning Academy so that leaves 8,851 students occupying the school buildings.

Mr. Rouse asked, did we ever receive the cost numbers on what it cost to operate each school?

Mr. Jarman replied, he has never requested that specific information so that would not be a fault of the school.

Mr. Hill stated, the second part of what I wanted to say is the issue for the additional request of \$300,000 to be included in our budget this year. It is not to say that the Ipad project will not be funded by us at some point. However, we were simply caught unprepared for that amount to be in this budget. After our initial conversation, about the \$300,000 the request was made it would come in the third year. Prior to the third year we would need to put the quarter cent sales tax on the ballot to get the additional revenue. If we choose today to leave our tax rate as it is, to continue working for our long range goals, the options that we have would be not to fund the financial software that we've put off for almost 15 years, or tell our employees we will have to double, triple or quadruple the amount you will pay for insurance. There is a give and take to keep the budget within a certain limited space and that is the challenge for us this year. We had two of our major long range plans for this year to kick in and with this being a third item it has caught us unprepared.

If we can get the quarter cent sales tax approved rather there's a cut made or whether we remain the same if we can get the sales tax out there and the citizens will pass it. Then, in the third year we have the ability to do the things we said we would try to do. That's the rub it's not that we are anti-Ipads or anti-trying to get the roll out done. It's pretty simple, how far can we extend our budget and how much stretch can we take since we are already dipping in the fund balance \$2.8 million?

Mr. Jarman stated, the \$2.8 million was general fund. We also went into the school capital account another \$1.2 million and that's the one I continue to warn you about with the loss of Average Daily Membership Funds and Lottery Funds. We need to designate a revenue stream where we can start putting some money up for school capital for the public schools and for Lenoir Community College. Looking at the schools, we have addressed elementary schools. We know we will have future capital need and middle schools and high schools will need to be addressed.

Mr. Hill stated, there is a way to get all of this done. I just don't know if it will be at the speed the school system will like to see it happen, nor at the speed we would like to see the schools look at a more efficient use of their facilities.

Mr. Rouse stated, we made an agreement being a three year plan, and we are now in the second year at 100% funding. It concerns me because you make plans and work for the plan to move forward that is why we set up a budget.

Mr. Hill stated, I understand that most districts across the state get special pricing for Ipad projects. If you bundle enough Ipads together you will get a special price from Apple. Each system will be unique depending upon the number of items purchased. I don't want to get into that side of it. I'm just simply saying if the school system wants to move this forward and we are able to get the 1/4 cent sales tax on the ballot, whether we reduce the budget or leave it the same. We will have some capital there set aside to do what we said we would do in the future. We will also have some ability to move forward. But, the real issues are if we just drop if off the property tax off the top and reduce our fund balance then we start going into a whole different spiral that we need to be. I just don't think that is acceptable.

Mr. Rouse stated, I agree and it would help if the quarter cent sales tax passed and I think you would have to make some assurances like we said in the past many times that there would be a reduction in property rate.

Ms. Brown stated, it is easy for us to say let's put the ¼ cent sales tax on the ballot which is fine. I have no objection to that, but we've done that twice before and we had some board members to talk against putting that sales tax on the ballot. Until we get to the point where can educate the general public about the tax and what you will do with it if it passes. If you look at it and give a penny back off the property tax we know how much it will bring in, then the 1/4 cent sales tax is the fairest tax there is because everybody pays not just property owners. I think we just need to educate the general public.

Mr. Hill stated, the action we would take today in our current budget right now there is no additional money, it's the same as we had in last year budget for schools, the \$9.9 million. We have not made a motion to change at this time. There are one of two things, leave it like it is and put the quarter cents sales tax on the ballot or do we cut the budget based on what we see? Do we have enough information to do that or do we change the budget and vote the Ipads in? If we do that, we know the question is where the revenue will come from? The revenue at this point in time would be the fund balance and that would take us into a much deeper hole than where we would like to go. That's the challenge we are facing. It's not that we don't want to do what's best for the children that is not it.

We are faced with the "inter-connectivity" of our budget and we don't have the ability. Like stated in one of the articles, if the school system can find \$1.4 million can't the county Commissioners find \$300,000? It sounds pretty easy on the surface but the difference is 65-70% of our budget is mandated exactly where it has to go. We don't have the flexibility in our budget that the school system has in theirs. An example is how they funded the current Ipad projects with some of their Title 1 funds they converted them and they were very creative. I respect what they have done.

They were able to change their service delivery to students for a more futuristic approach. They have put an extremely valuable tool in front our students in some ways levels the playing field in reference to their ability to access information. Although it doesn't necessarily level the playing field in every area, but their ability to access information and interact with a piece of technology levels that playing field. We would like for everybody to understand whatever we do today just only gets us to the June 1st Public Hearing. Today do we move the budget as is or open the floor to do something different where do we go from here?

Ms. Brown asked, if we take the money from the fund balance, will that drop us down to our 8%?

Mr. Jarman replied, in your budget philosophy you adopted a goal to reach 20% and we are not at 20% and you will be going in the opposite direction. You are at 18% and that is because we had a good year last fiscal year and we had been at 14-15% for a while.

Mr. Hill stated, remember that last year was a good year based on the fact we had the change in the way the vehicles taxes were done.

Mr. Daughety stated, I understand and I hear what you are saying that we can't afford to give them \$300,000, but we want to take away the \$392,000. I assume because we can't afford to give them \$392,000 and turn around and give the property tax, then we will turn around and raise the sales tax. It doesn't make good sense to me. I said this in the last budget session and I will say it again because it just doesn't seem to be registering. We are a Tier 1 County and the only way we will get better in our county and better for our people is to improve the infrastructure and the education system.

We can jiggle the money all we want. If we don't do what it takes to attract better jobs, more jobs and higher paying jobs for our people so we can versify this tax burden and actually give the property tax owners long term relief all we are doing is playing the shell game. This is the time we need to be looking at our schools and doing everything we can to improve what we are doing in the school system. If we are going to improve our workforce we must start with the schools by committing to doing what we need to do and help the school system out. We need to sit down with school system and work out a 3 to 5 year plan and figure out how to best utilize the capacity. To me investing in the school is investing in economic development. If Mark Pope came to us today and said I have the potential of a new plant coming here with 500 jobs this board will look in our funds and find \$300,000. Economic development creates jobs and improve tax burden for our people.

We can't be a maintenance community. We just can't just sit here and maintain. We did that in the 50's and 60's and we paid a huge price. We have to step back and think very seriously about how to work in partnership and the same goes for the Board of Education. They need to work in partnership with us but we have to improve the change for our kids to get better. When we toured the schools I noticed how they were using the 1 on 1 technology and career pathways. This will help our kids to be better career prepared when they graduate.

Look at the close kinship with the college and the schools. We are making some of the best strides to improve work force development with the 1 on 1 technology because we are already behind other communities. My niece chairs the Board of Education in Columbus County in Whiteville and they had Ipads ten years ago and they are very comparable to Lenoir County. I hear what you are saying and nobody as you know from my four years has been a bigger proponent in giving money back to property tax owners. I voted against every property tax, I made my point very clear and it still remains the same. I will not vote to increase property taxes. But at the same time, I don't want to reduce property taxes at the expense of funding what could be a potential long-term improvement in property taxes by improving our schools. You will probably take issue with what I said but that's fine I had to say what I think is the issue.

Mr. Hill stated, I am glad you said that because there are many points that you've spoken that I agree with. But when we are asked to sacrifice within the confines of our budget and we walk through and see this issues of these facilities, these are not new issues. They have been going on year after year and have progressively got more space. If you our look at the census data and follow the transfers and the new initiatives they create more capacity and they are greater initiatives. You have more spaces that are used and heated. So the question becomes who move faster the quickest and how do we justify. I am having a difficult time. As much as I would like to say give them the \$300,000 and that's what my heart would say from a educator back-ground, but from my standpoint where is the change coming from?

Mr. Daughety stated, I would agree with the necessity that we sit down with the Board of Education and take a hard look at facilities which is something you can't change overnight. But, we are not just denying the \$300,000 we would be denying the \$300,000 and taking away \$392,000.

Mr. Hill stated, in a year from now we may very well replacing it with a capital item that might be larger than that depending on what we have to do. Our community needs to know that we are serious about working together facilitating and change. No action or just continue as we've been going doesn't give us the platform to have a critical conversation. If the answer is always yes, we will continue to spiral in that direction. I agree with you, that we need to create the best education that we can. We are talking about the facility side, bricks and mortar. I don't go home at night and raise the windows in my house and turn the air condition on and just let it run. I don't cool my attic with air conditioning when I am using it for storage. I don't turn the lights on in the attic if I am not using it. Those are the things that we saw along with a lot of spaces and classroom spaces are premium cost spaces if I am not using it.

Mr. Daughety stated, I'd like to see our Chairman, Vice Chairman, maybe the County Manager, Superintendent, Chairman of the Board of Education sit down and work out a plan. Let's come up with a three to five year long range plan and then come back to our boards and work on these issues.

Ms. Sutton stated, as you all know I served on the Board of Education for ten years. The first major issue was getting air conditions in the schools for our kids. I have also sat out there and wanted technology for our schools. We went to visit different schools in other states and really saw the benefits of having technology. I was a person out front and wanting technology when others members did not. What I am saying is I don't think anybody had anymore dedication to education than I have. I went through the merger, and there were a lot of things that should have been done at that time but we were only given six months to get it accomplished. So I have been through all sorts of things and have sat out there on that end. But at the same time being in this position now I not only have to look at that aspect but I have to look at long range from the County.

I serve as a liaison for LCC Board of Trustees and their pleas to me have been firm and they had very creditable concerns and needs. They have worked a lot with work force development and with our new business that come in, so it's hard to look at them and say we just can't do it. I was also very disappointed with some of the comments that were made. This board at no time has tried to say that they are school board members because we know what role they are in. They are the ones to make decisions as to school closures. At no point in time did this board have gone on in that direction. I also was disappointed that the information was put out there as a plea to parents with incorrect information.

As Craig said unless there was a closed session I was not in, school closures were never mentioned. It disappoints me when people put something like that in the news paper. People respect that person and take what they said as being true, that was very disrespectful. We had the problems with the facilities for years and years and nobody seems want to take it on and start addressing it. Now County Commissioners have been given the position to approve all capital outlay. I personally don't think it should be, but the legislature has decided differently. Since we've been given that responsibility we have to make sure we do the best we can for all the citizens of Lenoir County. At the same time if we are decreasing our enrollment we still have older buildings with roof problems, boiler problems, air conditioners, and other issues that we never been able to keep up with.

I feel like it's at a time we need to sit down and some long range plans are made because we can't keep going like we are going. Decisions must be made because this is not fair to the citizens and the students. We still have a temporary metal building at Woodington that was put up when I was on the Board of Education that was supposed to be temporary. My loyalty lies not only to education at the school system but to Lenoir Community College and the citizens of this county and so on. I think in order to get the sales tax passed, which is the fairest tax, we must have something to sell it to. I'd like to see some more planning and working together. I was also disappointed because we had an Ipad project agreement. The agreement as to how the Ipads would roll out parents and students are excited and I am excited. I wish we could give every one of them Ipads but there again a plea to the parents to make us look like we did not want the children to have Ipads. This is very disappointing.

It's not that I'm against or delay our improvement, rather it's for air conditions or Ipads we have to consider our fund balance. If we have a bad hurricane or flood like we had before there is a lot of stuff that has to be paid for. So that's what my decision will be based on, it's not that I am against children having Ipads or delay our improvement.

What I am saying is I have sat in both positions Commissioner and School Board and had the same arguments. We all feel like ours is the highest need and that is the way it is, so my obligation is whatever is best for the tax payers.

Mr. Jarman stated, I think the Board of Education and the Board of Commissioners understand but for the sake of the viewing public and to make sure it gets quoted. Several things have been mentioned about meeting again and meeting further to discuss plans. We need to do that and we've started that process and we've met more times and we need to meet more times. As you are getting together planning, the public needs to know your responsibility as the board. They need to know that you are looking out for their money and it's the responsibility of the Board of Education to decide, justify, agree or adjust accordingly. I don't want the public to think that the Commissioners are going to get together to discuss school closure or other matters pertaining to that because you have enough on your plate without that.

Mr. Hill stated, I would like to take this opportunity to put in the form of a motion that we reduce the \$9.9 million that is currently in the budget by \$197,000 and we drop the property tax by ½ cent to the citizens and we place the quarter cent sales tax on the ballot.

Mr. Daughety stated, since we are talking about cutting the schools budget and we allowed every other department the opportunity to speak why not give them the same opportunity since they are present?

Mr. Hill stated, this is not the public hearing, this is a conversation between County Commissioners. We have proper times for public to speak and if we open the door for them to present we will open the door for the Lenoir Community College, SPCA and everyone else to present at this time.

Mr. Jarman stated, I have met with and had conversations with Lenoir Community College because they wanted to come to this meeting. You have a procedure, LCC has presented their budget and the schools had the opportunity to present their budget and we have had meetings with them. Everyone who wants to present is allowed that opportunity. Once we submit a budget if you open it back up then every year everybody that did not get what they want will be coming back to you. I don't think that would be setting up a good precedence. Its designed and structured in a way that you allow anybody to opportunity to present their information gathered, and you put the budget together and then you put it out there for public hearing and allow them to come back and provide additional information. Plus, I already told the college that was not the purpose of this meeting.

Mr. Hill stated, I would like to take this opportunity to put in the form of a motion that we reduce the \$9.9 million that is currently in the budget for the schools by \$197,000 and we reduce ½ cent property tax to the citizens and we place the quarter cent sales tax on the ballot.

Mr. Best asked, if the sales tax does not pass what would happen?

Mr. Hill replied, for the time we have to deal with the budget that's in front of us then your next move would be property tax or increased sales tax or growth.

Mr. Jarman stated, if you decided to put it on the ballot you would be looking at November and it will cost you some extra money because it's just municipal elections. There are a lot of conversations that the Governor and the state are going to put a bond referendum to cause you to do that. With that being said if you put it on the ballot in November and it passes the very first available date you could collect revenue from it would be April 1, 2016. It will not impact the current budget year it would prepare you for future years.

Upon a motion by Mr. Hill and a second by Ms. Rouse-Sutton a request to cut the current \$9.9 million budget to the schools request by \$197,000 was placed on the floor.

Call to question: Daughety no, Best yes, Hill yes, Brown yes, Rouse-Sutton yes, Rouse no.

Mr. Rouse asked, if it passes is there any way to tie the quarter cent to the tax rate and earmark it to say this is what we want to do?

Mr. Hill replied, if there was a way to do that he would only earmark a penny of it.

Mr. Jarman stated, two points to that questions, if the 1/4 cent tax goes in you are taking less of the burden off of the property tax side, so that does. Yes, you can earmark it where but you will have to be careful in earmarking because if you tell the citizens you are going to do something you need to do it. But, what if you tell them you are going to reduce it 2% and the general assembly gives you a mandate that cost you the equivalent of 3 cent you will be making some serious cuts. You have to be careful how you make promises and you don't know what you might get.

Mr. Rouse stated, it's been defeated twice and it's not going to pass without some correlation between it and property tax.

Mr. Rouse asked, since we just approved this motion can we come back and make another motion that affects the same rate or we're locked in to this?

Mr. Jarman stated, I think we would have to rescind the first motion but the County attorney is not here and I am not sure. You already have a motion that locks in the purpose of the quarter cent. You might be able to amend it but I am not sure.

Mr. Hill asked if there were any further questions before we go into the public hearing?

Upon a motion by Mr. Hill and a second by Ms. Brown, the meeting adjourned.

The meeting adjourned at 4:17 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Vickie F. King". The letters are fluid and connected, with a prominent initial 'V' and 'K'.

Vickie F. King
Clerk to the Board

MINUTES

LENOIR COUNTY BOARD OF COMMISSIONERS

June 01, 2015

The Lenoir County Board of Commissioners met in open session at 9:00 a.m. on Monday, June 01, 2015, 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, Vice-Chairman Jackie Brown and Commissioners, Roland Best, Mac Daughety, Reuben Davis, Eric Rouse and Linda Rouse Sutton.

Members Absent: None

Also present were: Michael W. Jarman, County Manager, Martha Martin, Finance Officer, Vickie F. King, Clerk to the Board, Attorney Robert Griffin, Lashanda Hall, Human Resource Technician, members of the general public and news media.

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

Mr. Hill thanked everyone for their time and attention that all of you have given the matters in front of us today including the School Board and the school Administrative staff. I appreciate everybody being here and we are certainly glad to see you. We have been through some difficult times and I think we will emerge on the other side. Again, we are excited about having you here and look forward to hearing what you have to say.

Mr. Hill asked for a motion to add to the agenda the Lenoir County Schools Budget Amendment Proposal prior to the public hearing.

Upon a motion by Ms. Brown and a second by Ms. Sutton, the Lenoir County Schools Budget Amendment Proposal was placed on the agenda before the public hearing was unanimously approved.

Mr. Hill asked if anyone was present to speak on anything other than the budget ordinance?

No one responded.

PUBLIC INFORMATION:

None

PUBLIC COMMENTS:

Mr. Jimmy Rouse was scheduled to appear but will reschedule.

CONSENT AGENDA:

1. Budget Ordinance Amendment: General Fund: Health: Immunizations: \$674.00. Increase.
2. Budget Ordinance Amendment: School Capital Fund School Building: \$1,650.00.

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

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS:

Mr. Hill stated, over the last few months the Commissioners have attempted to work our way through the ever changing budget process. As we have attempted to examine in detail the school boards requests, we have found ourselves at odds over our ability to pay for the accelerated Ipad project request and how to balance that request with the issues we have examined with Schools facility needs and usage. At times, as a Board of Commissioners, in an attempt to do our due diligence have found ourselves in discussions that have alienated the school board and have lead to some misinterpretation of our intentions and poor communication between our boards. As the board chair I will shoulder the responsibility for that and will work diligently to improve those communications. Since our last meeting I am happy to report that the Chairman of the Lenoir County School Board, Mr. Jon Sargeant and I have been able to sit down and discuss the issues. We have struggled through issues and would like bring our joint resolution to the Board at this time. In doing so I would also like to thank the leadership team of Lenoir County Schools and our Lenoir County Leadership Team for assisting us as we reached out to each other with this compromise. Mr. Sargeant and I have pledged to continue to keep the dialogue and communication open and clear between our boards moving forward.

I would like to place in the form of a motion that we eliminate the cut of \$197,000 to the 2015-2016 Lenoir County Schools Current Expense budget, remove the ½ cent reduction in property tax, and take the ¼ cent sales tax out of the budget process altogether. Thus restoring the budget to the previous year's amount of \$9.9 million.

Upon a motion by Mr. Hill and a second by Ms. Sutton the 2015-2016 Lenoir County School current expense budget was restored.

Call to Question:

Mr. Rouse yes Ms. Sutton yes, Ms. Brown yes, Mr. Hill yes, Mr. Davis yes, Mr. Best yes, Mr. Daughety yes:

The 2015-2016 Lenoir County School current expense budget restoration was unanimously approved.

Mr. Hill stated, I would like the public to know that we will continue exploring the ¼ cent sales tax in our next meetings as a way to finance the continuation of the Ipad rollout and a way to reduce property tax in the 2016-2017 budget and beyond.

At this time I would like to ask the Chairman of Lenoir County Schools, Mr. Jon Sargeant come to the podium for a few remarks from Lenoir County Public Schools.

Mr. Sargeant stated, I want to especially thank your commissioners for reconsidering their decision to reduce our school funding for next year. As you know, our school system is 2 years into a process to substantially improve our schools. Especially in light of the budget cuts we have received from the state over the last six years, every dollar we receive is critical toward reaching our goals.

I also want the public to understand that the situation that we have been dealing with is new for both our boards. Up until 2009-2010, the state of North Carolina allocated funds to the schools thru the ADM public school building capital fund which came directly to the schools for capital needs. The county still approved those projects, but the funds came from the ADM fund. The State made the decision about 5 years ago to stop giving us those funds. The last of the ADM capital fund balance was used last year. From this point forward we are having to rely more on the county to help us maintain our facilities. This change requires our boards to work together in a way that we haven't before. I certainly understand now that the commissioners are more interested in how we manage our facilities. Unfortunately, in the process of trying to determine how to deal with this new situation, we have created quite a mess.

I personally want to apologize to the people of Lenoir County for what you have seen going on between the Board of Education and the County Commissioners over the last several weeks. For the last several weeks our two boards have not been communicating with each other the way we need to be, and I accept my part of the responsibility for that lack of communication. With the cooperation of our Superintendent, Dr. Steven Mazingo, County Manager, Mr. Mike Jarman, Mr. Hill and I have discussed these issues. We are working to insure better communication between our boards in the future. However, due to decreased state capital funding, we still have some very difficult decisions facing Lenoir County and our schools.

With our limited resources, we must look closely at how we use our facilities. While these decisions concerning the use of our facilities will ultimately be made by the Board of Education based on what is best for our children, we plan to work with our Commissioners to make the best decisions for Lenoir County.

I wish to acknowledge that we did submit a request for additional funds to expand our one to one technology project to the high schools. This was a year ahead of the schedule.

Therefore, I understand the county's reluctance to fund that request a year early. We were here a year before we said we were going to need that funding (Ipad). However, thru our negotiations with Apple we have been able to negotiate a savings of approximately \$700k per year over the estimate that we previously discussed with the Commissioners. In light of these savings to our system we can't afford not to do it. We plan to move forward with our plans next year with or without the additional funding from the county.

However, I want the Commissioners to understand that to sustain this project for the future, we will need additional county funding in the following year. This project will provide our students with the latest technology, up to date resources and differentiated learning opportunities. We believe this project is essential to the success of our school system. We are willing to finance the entire project ourselves to start, but we will need your help to sustain this program.

For the last two years as chairman of the Board of Education, I have been proud that we had such a good relationship with our County Commissioners. You don't see that kind of relationship in other counties around our state. But like any relationship, we will have disagreements and differences of opinion. It is how we choose to resolve those disagreements that will define what kind of county we are. It will also determine what we can accomplish for Lenoir County. Today, it is time to put the last couple of weeks behind us and move forward.

Mr. Hill thanked everyone and stated I look forward to our renewed relationship as we move forward.

Upon a motion by Ms. Brown and a second by Ms. Sutton, the Board moved into the Public Hearing regarding the Budget Ordinance.

Mr. Jarman asked Ms. Martin to hand out copies of the Budget Ordinance. Mr. Jarman stated, this is the budget ordinance that was submitted to the board on May 26, 2015. The one Budget Ordinance located in your agenda packet contains changes back to the original \$9.9 million funding to the schools, and the 83 1/2 cent tax rate. This board had several preliminary meetings to let us know the policies and wishes you had for county staff incorporated into the budget. We did choose the line item request for every department along with their justification together. This information was on the website and available to you on April 27, 2015. We delivered the submitted budget to the commissioners on May 6, 2015. We had a full presentation that we spent close to three hours going over topics during our May 18th budget work session which lead to further discussions and the May 28th meeting.

The budget you have submitted before shows the general funds are in balance and your general fund is at \$66,694,918 which represents a 1.9% increase. We do show \$2,853,792 fund balance appropriated to balance this budget and that has been our practice in the past. We were conservative on the revenues and we worked hard to keep the expenditures down because we typically do not use any of the fund balance.

Because of the changes in the government accounting standards if we do use some of the fund balance it will be assigned fund balance for specific purposes. We can put it in your saving account to either pay an economic development project or to pay a certain debt. We do not go into the unassigned, because if we do, we will have to make some serious corrections. There's been a lot of discussion about this budget as you have heard and at this time I will turn it over to the public hearing for comments.

Public Comments

Mr. Hill advised the speakers of the time limit of 3 minutes to talk.

Mr. Vernon Foster stated, I want to congratulate the Board of Commissioners and the Board of Education. I'm excited, you guys worked some things out and is going to move forward in a positive manner. I will throw an extra wrench in. Some of you know what I do for a living and I have done it for 31 years is a property manager. I deal with people who come to Kinston/Lenoir County people who laterally move within our community as well as coming in. I've seen some trends that have been worrisome and I think you have too. There was a study done by the NC Department of Commerce in 2007 and the title of the study was NC Commission Work Force Development January 2007. I will email you a copy of the pdf format for your viewing purposes. It talks about the poor job performance in the coastal plain and the mountain region as opposed to Charlotte Mecklenburg and the Triangle area and that is because of lack of technological job as well as importation. I see the job of the Board of Education as well as all other elected officials to put our citizens in a better position and a lot of that will come through education. When companies come to Kinston Lenoir County one of the things they look at is schools and opportunities. How many of them have actually brought houses here as opposed to going to Craven, Wayne or Pitt County and that has to change. With the \$9.9 million allocation given to the schools I believe for three years running would be correct.

Mr. Jarman stated, it's closer to five years and that's just for current expense it doesn't include capital or debt services.

Mr. Foster said at any rate the revaluation is on us for the most part. The values are not flat, they are down. I'm glad to pay 83 1/2 cents on the 100 value or whatever it is. In fact, I'll even pay a higher tax if it would help our schools out. I don't have a problem with it and I'm a Democrat. I appreciate your time. Thanks again for getting this thing back in the right direction.

Virginia Wade stated, I too want to thank the School Board and the County Commissioners. I emailed everybody my letter this weekend. I would like to apologize to Commissioner Davis, because I put in the letter that you voted against our budget and you weren't here to vote. I would like to talk to you about the future of our children because I am vested in this community. I have a child in the fourth grade and I will have another child that will be going through 12 years of school in public schools here. It is a proven fact that education and children's education is the more they are educated the more likely they are to succeed.

If we can get them in a community that they want to come back to. Right now we have a lot of people leaving, not wanting to come back, because of a lot of different things. If we can get our education system and community back up to where it is I think we can improve and get people coming back here.

It's very important to me to show our teachers and education system and our children that we care about their future and we care about how to make them grow and become better citizens. To know that you guys care about them by showing them and now giving them back the money you originally said you would not give them. You are showing them and the rest of the people who are looking for a place to relocate that this is a good place to come. We are on the up and up with the 1 on 1 on technology and are only a few in the state that are trying to do this. I encourage you to continue to put our children first because they are our future.

Angela Foster, stated, I would like to express my sincere gratitude to Eric Rouse and Mac Daughety for your vote on May 28, 2015. I was prepared to fight you all, but I do want to thank you for coming together for the betterment of our children. Our children are the future and without education they have no future. I was not opposed to the \$300,000 if the Board could not afford it but I was opposed to the cut. We cannot go on if we keep cutting what we have. Again I want to thank you all for coming to an agreement so we would not have to fight this battle. I have not slept since Thursday night. I can't tell you how many miles I have put on my vehicle getting petitions and signatures ready. I have been inner-city south and north of the river. Just so you know I'm prepared to do it again but I don't want to. It is my desire that everyone work together for a common cause. We are one community and we should act as one community. Thank you and the last thing I would like to leave you with because I feel like I need to say this to all boards "Do Not Tread on the Future of Our Children".

Donna Vincent stated, I would like to thank the boards for the positive dialog in the past couple of days. I'm here as a parent who supports every school not just the north side where I go. I want to reiterate that the County Commissioners do not have the ability to close a school. I know that has been a huge concern for a lot of folks. They do have the ability to cut at such a great length that we would not have the opportunity or other alternatives other than to close schools. That is something the public, the county, tax payers should be equally involved in. This is not a decision that we want the Board of Education or the County Commissioners suggesting or making for us. I also would be willing to pay a higher tax. I have three children and their education and health are my utmost concern as I want to see their even better than mine. I think I speak for all parents when I say that and I encourage you all to continue this positive dialog and make sure no ones personal feelings comes before our children's future.

Commissioner Davis apologized for being absent at the special called meeting, He stated, I would have had to close my place of business or either miss this meeting, so I choose after almost 60 years in business to remain open and miss the meeting and again, I apologize for that.

Upon a motion by Ms. Brown and a second by Ms. Sutton, the board voted unanimously to move out of the Public Hearing.

Mr. Rouse addressed the tax increase that North Lenoir Fire department proposed. He stated, I've been in contact with and I have requested information regarding their initial presentation and how they arrived at their numbers. I am currently waiting to receive it so I can send to David Rouzer and John Bell. There seems to be potential possibility and David Rouzer feels like we can get some money from DENHR to help fund this project.

John Bell has already helped me out with Woodington Middle School parking issue and he thinks there might be a potential to help us with this project. If either one of them come through then it would make their request doubled. I would recommend and make a motion that we table the increase in their budget at this time until we can get that information and get it back.

Mr. Rouse made a motion to table the increase for the North Lenoir Volunteer Fire Department with a second by Mr. Davis.

Mr. Davis stated, I think that the citizens in Falling Creek Township are in favor of the project and it is very much needed. To get additional funding outside of taxpayer dollars is going to be very difficult. If we don't table it and try to get the grants and other possible funding before we go forward with this.

Mr. Hill stated, the ability to table it and get information or funding to it will not happen inside the budget window we have. That's the issue and the second issue is we made statements in reference to how we were going to work with our volunteer fire departments boards. I feel strongly that if the volunteer fire department boards bring us a request that is a good project for the community we ought to respond. While I understand that's your crunch and that's not an absolute dollar and it won't arrive in time to pass our budget so that's my discussion.

Ms. Sutton agreed with Mr. Hill, I understand where Eric is coming from, I agree to disagree. We did in good faith when the money was taken from the budget. We said that we would allow them to have jurisdiction over their area and trust them to make decisions. So I think this is one of the first examples that we need to have faith in them and let them be allowed to do that.

Mr. Hill stated, we have a motion on the floor by Mr. Rouse and a second by Mr. Davis, to table the North Lenoir Volunteer Fire Department project.

Call to Question:

Mr. Rouse yes, Ms. Sutton no, Ms. Brown no, Mr. Hill no, Mr. Davis yes, Mr. Best no, Mr. Daughety no

Mr. Jarman stated, the tax rate increase to the North Lenoir Volunteer Fire Department is included in the budget that was submitted at this time. Mr. Jarman stated, once you have the public hearing you can vote on the budget any time, unless you have a motivating reason to hold off. That is the boards call, but you can't hold off past June 30, 2015.

Ms. Sutton made a motion to approve the budget as presented, we had numerous discussions on it and I think we have gone over everything enough times. We had time to research and to look into everything that was in it and I feel good about it. So I will make a motion to approve the budget with a second by Ms. Brown.

Mr. Hill stated, as difficult as parts of the budget has been I'd like to describe why we arrived there and after all of these difficult discussions and grid lock we worked our way through it. We've come to a point where we have a budget that strengths: there has no property tax in or sales tax increase in it; for this year it provides sound support for education both for the local schools and the Lenoir Community College; It protects employees insurance benefits in an extremely volatile and uncertain market; it provides additional hourly resources for our law enforcement; it solves long term issues with our financial software that we been working on for over fifteen years; it provides support for new employees to transition in strategically critical positions that will be open during the course of the year; it maintains a strong balance and protects the long term goals and objectives of the board; and it provides fiscal responsibility. It does have some weakness; we don't have any raises for our employees for this year, and the issue with the fire tax is the other issue. So at this time if there is no other discussion I will call for a vote on the budget.

Upon a motion by Ms. Sutton and a second by Ms. Brown, to approve the 2015-2016 budget.

Call to question.

Mr. Rouse no, Ms. Sutton yes, Ms. Brown yes, Mr. Hill yes, Mr. Davis yes, Mr. Best yes, Mr. Daughety yes

The budget was approved in favor with one dissenting vote from Mr. Rouse.

Item No. 3 was Public Hearing/Lenoir County Budget Ordinance Introduction and Public Hearing: Fiscal Year 2015-2016 Lenoir County Submitted Budget. Upon a motion by Ms. Sutton and a second by Ms. Brown, item No 3 was approved with one dissenting vote by Mr. Rouse.

Mr. Hill stated, for those that were present for the public hearing if you would like to stay for the meeting you are certainly welcome to do so. If you would like to take a moment to step out and leave before we move into our other items on the agenda.

Mr. Hill stated, at this time we would like to resume our June 1, 2016 meeting. Again, I would like to thank everyone that was here today and I didn't get a chance to personally thank a couple of people that were in the room that I meant to thank. I wanted to make sure they were mentioned because they were very much engaged when we did our school tours and have been involved with us throughout this process. I would like to thank Assistant Superintendent, Diane Lynch, Executive Director of Operations, Brent Williams, and Cecil Outlaw, Director of Maintenance. The job they do every day is amazing and what they do with our facilities. We know we have some more issues but those folks were very instrumental in providing us information and taking us on the tours.

At this time we will move forward and we have a proclamation

Item No. 4 was a Proclamation: Vulnerable Adult and Elder Abuse Awareness Month. Susan Moore, DSS Director, stated, elder abuse awareness occurs between mother's day and father's day. Between July of 2014 and April 2015 we had 141 reports in our county to DSS of abuse, neglect, or exploitation of seniors and disabled adults. Of those 141 reports, 78 resulted in evaluations and the others were either screened out or referred to law enforcements services. Of the 78 evaluations the majority was due to self neglect, not by another person and 4 included exploitation by a caregiver. Lenoir County is holding an elder abuse awareness walk Monday June 15, 2015 at 11:00am at the Veterans Home on Hull Road in Kinston, all ages are welcomed to come and walk with us and lunch will be provided. Ms. Moore read the proclamation. Upon a motion by Ms. Sutton and a second by Mr. Best, item No 4 was unanimously approved.

Item No. 5 was a Resolution Declaring Property as Surplus and Authorizing the Sale of the Surplus Property by auction. Martha Martin, Finance Director, stated, the County has acquired various properties over a period of time mainly through tax foreclosures. Some of these properties have structures on them and some are vacant lots. The properties add no value to the operations of the County. The sale of these properties will return them to private owners and add them once again to the tax scrolls. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 5 was unanimously approved.

Item No. 6 was a Budget Ordinance Amendment: Vehicle Replacement Fund: Vehicle Replacement: \$35,000.00. Increase. Martha Martin, Finance Director, stated, this budget amendment is to appropriate fund balance from the vehicle replacement fund to cover the cost of purchasing a used 2004 Ford E-450 ambulance from Select Custom Apparatus. Upon a motion by Mr. Davis and a second by Mr. Best, Item No. 6 was unanimously approved.

Item No. 7A was a Resolution Approving additional Lenoir Community College Current Expense Funding: \$75,000.00. Mike Jarman, County Manager, stated, after our budget presentation a lot of the information became public and that's when discussions started with the school board. Our liaison with Lenoir Community College, Ms. Sutton received several questions about no increase in the funding.

Dr. Briley telephoned me and Ms. Martin and I had a meeting with him and Debra Sutton VP of Financial services. We went over items like we should have always been doing with every department. Went line item by line item, we even reviewed previous years. In FY 11-12, 13-14 there were no increases given to the college. At the college there are about seventeen (17) employees that perform maintenance and facility type work which is a responsibility of the commissioners. These employees are like the situation we have with the recreation department, where there are city employees but we send funding over there for nine (9) people we have funding out here for these employees on LCC payroll but they are our responsibility. When we went back and looked at the insurance increase we looked at all of the situations they had faced and did the percentages over the years and what prompted this there at a situation right now where they are \$62,000 short in their county funding. We met and had discussions and we saw some areas where maybe some different funding other than county funding could be used. We agreed to meet further and have other meetings set up so we would not change the budget as it was submitted to you with no increase. This is the reason this request is before you and we want you to consider. Because of the way the deficit is and has been done there is a shortage but we are not changing the future budget at this point because there are other things that we could work out.

Now I am going to step out in an area that might get a little uncomfortable and I don't mean for it to. Part of my reason is we had comments and we didn't immediately come to discuss them with the school board and it ran wild. Someone sent me part of a social medial text from Mac Daughety yesterday and I would like to read it and then I would like some discussion. It says" you need to know come this Monday on the agenda for the Lenoir County Commissioners is an request to increase the funding by \$75,000 to LCC. Again, double talk, folks this has to lead one to believe that what is happening here is nothing but pure and simple politics and good ole boy government of you do what I want or I'll get even with you or your department even if it goes into the expense of the children". Mr. Jarman stated, if there is something political or something that I am not aware of this board should have discussion on it before you vote on this additional funding that I am recommending. I just like some open healthy discussion because I don't want us to have something festering like what just passed.

Mr. Daughety stated, I hope now that we've approved the budget we can move on from that and we restored the funding to education so as it relates to this being in the 2014-2015 budget that's different matters.

Ms. Sutton stated, they needed to hear what you're referring to and why you would make those statements?

Ms. Brown stated, I need to know.

Mr. Daughety stated, it was simple, just what I said. If you at this point were going back and continue the dialog about previous budget we approved and we restored the fund for education and the truth of the matter is if you had not restored the funds for education and you had then approved the money for the LCC then that would have been a double standard and that is my personal opinion.

Ms. Sutton stated, that is not what you said and I would like more detail about why you said what you said about the good ole boys I think the public needs to know and we as your fellow commissioners need to know what specifics and why you said that? I think the community college is owed that.

Ms. Brown asked, who are the good ole boys?

Mr. Daughety stated, I just said all that I am going to say on the matter.

Ms. Sutton said but you will leave here and get on Facebook and say a whole lot.

Mr. Hill stated, we had a positive meeting the situation on Facebook is a place where anybody can hide and be invisible and say whatever they want. As public officials sometimes we have to take what comes at us and know that where the truth really lies. Like I said before and I will say it again I have tried to do my work in the board room where it's suppose to be. I've tried not to go in that direction. I've addressed commissioner Daughety on some issues regarding Facebook and I could go there but I'm not. We will have a private conversation when the appropriate time is correct to address issues that have been said about me particularly in our recent dialog.

Today is a day for us to all get to a point where we can be as big as we can be. I understand the questions that the manager posed because we need to stop jabbing swords at each other in the public media. We've all been guilty of that at some point in time. We have some that have repeatedly done it but we just need to stop it. I hope that this is a lesson learned in our recent budget discussion with the schools. Work in the board room and private meetings need to stay one on one because conversations are just general conversations about general ideas. The real work that has to be done has to be done in an open public setting that you can hear every detail and all the minutes are kept. I have done my business and that's the way I will continue to do my business and when I have issues with someone I will address that on a one on one basis.

Mr. Jarman stated, I want to make sure everybody understands and give the community college credit. When they brought out the issue we met and they justified the \$62,000 current shortage that could grow by the end of the year. Hence the \$75,000, they agreed that we needed to discuss the additional funding source for the line items. They agreed not to impact the next years budget. We are having that open dialog and the community college financial status and we are on the same page.

Ms. Sutton stated, that was the one reason I wanted to address Mr. Daughety's comment. Serving as liaison I felt like the statements he made I would be questioned in regards to them. That's what I wanted clarification for so I can go back and have to face conversations and get them answers because I could not based on what was said. I commend them on pleading their case. They drilled me thoroughly but in a very respectful manner. There were some questions that I couldn't answer but I got them the information because that is my job. I just want to tell them how much I appreciate them acting as professional as they did. I did not want a sore thumb with them and to think I had anything to do with it.

Ms. Brown stated, as for social media is concerned I think we as adults as individuals we need to be very careful as to what we post because we don't know who is looking and that is a cause for great concern.

Item No. 7B was a Budget Ordinance Amendment: General Fund Community College: \$75,000.00. Increase. Mike Jarman, County Manager, stated, this amendment is to appropriate additional funds for Lenoir Community College. In fiscal years 2011-2012 and 2013-2014, there were no increases to the appropriation to LCC. (With the increase in their salaries County funded positions, increase in health insurance and liability insurance and the increase in retirement rates, additional funds are necessary).

Mr. Rouse asked if what has happened with LCC is when we had the increases in the past and since these were county employees they did not receive those increases and the college made up for it out of their budget?

Mr. Jarman replied, they received their increases but they received them from the college. If their cost to insure them for health insurance, if the retirement went up, if there was a raise given to county employees, so they did the same for them as for other county employees. The insurance is different because it is state and the retirement is a greater percentage than we have to pay so we don't compensate them for the 401K because that's in their retirement. So the answer is yes the college had to pay for that out of other sources and the reality of it is they are employees we are responsible for and we did not do it.

Mr. Rouse asked, Mr. Jarman to elaborate on the further funds that might be available?

Mr. Jarman replied, I have not had a lot of discussion with them but the area that comes into play the general statues for county responsibility says to fund a "watchman". If you look in Webster Dictionary for the definition of watchman that somebody is like a night watchman that keep an eye on the buildings at night. We are currently participating in funding the whole security contract. The maximum amount the college can participate in that is \$120,000 and there are some other needs that they have. With those issues up for discussion we need to work with them and move forward to resolve it.

Mr. Rouse asked, how does this impact the budget moving forward because you said it does not but obviously the \$75,000?

Mr. Hill replied, it has no impact on this year upcoming budget.

Mr. Jarman stated, the short fall we are facing now we think some changes internally like with that money not coming from a different source might off set that to get through the year. But we still need to look at making sure we are covering those employees. Moving forward we will make sure that those elements of the line item budget are specifically discussed and we make sure we cover it.

Mr. Rouse stated, what it all boils down to is it was a county responsibility and we were not funding it to the detriment of the college.

Mr. Jarman replied, yes, on the employees side. Also, there are some items that we will discuss later to see if there are some different ways to share the responsibilities, but for this shortfall we did not fund those employees.

Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 7A & B was unanimously approved.

Mr. Hill stated, in regards to Lenoir Community College and the watchman term, they have made some adjustments in that law but that might be a law that we need to get in front of our legislature folks regarding the terminology and how it changed. Because when the community college systems started that's what they had was a watchman. With all of the issues you have with security and all of those types things getting more clarity in that law might not be a bad idea.

Mr. Jarman stated, with that said that's not just a windfall for us because the issue is as we discuss personnel they have some other personnel out there. Some of what they are doing may very well be our responsibility hence we need to have a lot of internal meetings to discuss it. We need to see exactly what the job descriptions are and see what the people are doing. At the same time that would take some pressure off of us, but there might be some that put some pressure on us. So I don't want you to think I'm saying we have extra money from where they are at because as we look into these items there are some that could go the other way. This is why we need to have more face to face conversations to work through this issue. We need to truly understand we have budget discussions with the schools and everybody in the past but not to the extent we did with our departments because we didn't want the outside agencies to feel we were micromanaging as the conversations was shared about the schools. Now everybody understands for you to be responsible to the tax payers we have to take it to that level although it has caused some work but we are having some good discussions to get to the right point.

Resolution Approving the Lenoir County Work First Block Grant Plan for SFY2016-2019. Susan Moore, DSS Director, stated, in September she brought to the commissioners a resolution requesting approval of the Lenoir County Work First Block Grant Plan. It has taken NC Department of Health and Human Services Division of Social Services this long to review the information. The Division of Social Services requested that we make changes to the plan and resubmit the revised plan by June 8, 2015. These changes were made by the Work First Management team on May 21, 2015 and approved by the Lenoir County Board of Social Services on May 28, 2015. Upon a motion by Ms. Brown and a second by Ms. Sutton, the Lenoir County Work First Block Grant Plan revision was unanimously approved.

Item No. 8 was a Resolution approving appointments of citizens to boards, commissions, etc. No appointments at this time therefore no action is required.

CURRENT VACANCIES: Lenoir County Health Board – (1) Optometrist, (1) Member, Equalization & Review (1), Lenoir County Parks & Recreation (1).

Item No. 9 was items from the County Manager, Mike Jarman. Mr. Jarman stated, this board asked us to look at a public comment policy and rules. Chris Harper has been assisting with this and has done a lot of work to get it together. I will ask him to present to you the policy that we have and at that point once he presents it you can take it and review it and if you want to make any changes you can let us know and then we can put it on the agenda at a later time for adoption.

Chris Harper stated, at the request of this board I have compiled a public comment policy. The public comment is required by N.C. G.S. 153A-52.1 public comment period during regular meetings and a copy of that statute is attached as attachment #1. In the statute itself it says a public comment period must be available at least one meeting and I put it in the policy that this board will observe public comments at both of their meetings if necessary. Public involvement is where an individual or group can come make a brief statement to the board of commissioners regarding issues or can make statements. This policy before you today gives this board process, structure, guidelines and procedures. It requires a group or individuals to sign up on a list provided as attachment #2. I brought this before you today for you to review and or approve or make comments or make improvements. If there is any part of this that you would like to ask questions about I'd be happy to address it.

Mr. Hill asked if anybody had any questions?

Upon a motion by Mr. Rouse and a second by Ms. Sutton, the Lenoir County Board of Commissioners Public Comment Policy Rules and Procedures was unanimously approved.

Mr. Hill stated, I appreciate Mr. Harper's work on this and being involved in a variety of public meetings. Throughout the last thirty years this is something that we really had needed and it will provide a balanced approach to how we listen to all citizens on all matters and I appreciate the work you've done on getting this together.

Mr. Rouse stated, on the last page in the agenda is a update from DOT regarding TIP Projects, Non-TIP Projects and Resurfacing. With the TIP projects you have bridges 42 and 43 over the Neuse River on US 70 Business awarded to Thalle Construction Company and the utility work starting with the road closure tentatively set for July 6, 2015. NC 11 construct 21 left turn lanes at existing median openings from Highland Avenue to North of Odham Road, scheduled date is some in the month of June 2015. The Kinston Riverwalk, multi-use path from downtown through Pearson Park to the Power plant design is complete and awaiting R/R approval for ROW with a anticipated date of June 2015. In regards to Non-TIP projects Smithfield Way plans are to extend road from SR 1548 Hill Farm Road to US 258, the state forces to complete box culvert and grade work and the paving will be done by Barnhill Contracting Company. Hill Farm Road extending the existing turn lane on SR 1548 Hill Farm Road past Kinston FD Station 3 to 465 ft north of SR 2021 Smithfield Way was awarded to Barnhill Contracting Company with an estimated completion date of December 2015.

Resurfacing items are NC 55 from NC 11 to the Craven County line contract was awarded to Barnhill Contracting Company, the paving is complete and the shoulder work will start soon. In the Castle Oaks Sub-divison roads resurface and reconstruction of shoulders was awarded to Barnhill Contracting Company with a estimated completion date of November 2015. Secondary Roads was awarded to Barnhill Contracting Company with a completion date of November 2015. SR 1116 Jonestown Road from NC 11 to US 258, widen and resurface, Sr 1578 Airport Road from 2 land section to NC 58, mill and resurface, and SR 1569 Carey Road from US 70 business Vernon Avenue to SR 1571 Plaza Blvd, mill and resurface.

Mr. Hill made a motion to move into closed session.

CLOSED SESSION

Upon a motion by Ms. Brown and a second by Ms. Sutton a closed session was entered into at approximately 10:13 a. m. with the following cited: Number Four (4):

To discuss matters relating to the location or expansion of industries or other businesses in the area served by Lenoir County.

Upon a motion by Ms. Brown and a second by Ms. Sutton and unanimous approval, the Board moved out of closed session at approximately 10:35 a.m. The meeting re-convened in open session at approximately 10:36 a.m.

Mr. Hill stated, we are back in open session. The board went into closed session to discuss a potential industry in Lenoir County. No action was taken. Mr. Hill asked if there were any additional comments? There were none.

Upon a motion made by Mr. Hill and a second by Ms. Brown, the meeting was adjourned.

Meeting Adjourned at 10:36 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Vickie F. King". The letters are fluid and connected, with a prominent initial "V".

Vickie F. King

Clerk to the Board

BUDGET ORDINANCE AMENDMENT: SOLID WASTE FUND:FINANCE/ LANDFILL: \$901. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2014 - 2015
 Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
SOLID WASTE		FINANCE/LANDFILL		VARIOUS	
Check One Box New Appropriation: <input type="checkbox"/> <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <input checked="" type="checkbox"/> REVENUES			Check One Box New Appropriation: <input checked="" type="checkbox"/> <input type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <input checked="" type="checkbox"/> EXPENDITURES		
Account # and Title		Amount	Account # and Title		Amount
<u>INCREASE</u>			<u>INCREASE</u>		
66-3842-8500	INSURANCE-MISCELLANEOUS	901.00	66-4720-3530	MAINT/REPAIRS-VEHICLES	901.00
Total		901.00	Total		901.00

Reason and Justification for Request:
 BUDGET AMENDMENT TO APPROPRIATE INSURANCE PROCEEDS RECEIVED ON 6/09/2015 IN THE AMOUNT OF \$901.15 FROM CONTINENTAL CASUALTY INSURANCE COMPANY (CNA) AS A RESULT OF AN ACCIDENT ON 4/15/2015 WHENEVER A DRIVER REAR ENDED ONE OF THE LANDFILL'S TRUCKS ON HWY 70.

Department Head Approval	Date	Finance Officer Approval	Date
	6-9-15		6/9/2015

Budget Officer Approval	Date

Board Approval (When Applicable)	Date	Date of Minutes

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: SHERIFF/CIVIL PROCESS DEPARTMENT: \$6,459. 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		SHERIFF DEPARTMENT / CONCEALED WEAPONS		VARIOUS	
Check One Box New Appropriation: <input type="checkbox"/> Line Item Transfer: <input type="checkbox"/>			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/>		
REVENUES			EXPENDITURES		
Account # and Title	Amount	Account # and Title			Amount
<u>INCREASE</u>			<u>INCREASE</u>		
10-3991-9910	FUND BALANCE APPROPRIATED	6,459.00	10-4312-1210	SALARIES & WAGES	6,000.00
			10-4312-1810	FICA - EMPLOYER	372.00
			10-4312-1811	MEDICARE - EMPLOYER	87.00
Total		6,459.00	Total		6,459.00

Reason and Justification for Request:
 BUDGET AMENDMENT TO APPROPRIATE FUNDS FROM THE CONCEALED WEAPON PERMITTING AND RENEWALS. BASED UPON GS 14-415-19, \$35 FROM EACH CONCEALED CARRY PERMIT AND EACH CONCEALED CARRY RENEWAL ARE TO BE USED BY THE SHERIFF'S DEPARTMENT TO ADMINISTER THIS ARTICLE AND ANY OTHER LAW ENFORCEMENT PURPOSE. THE COMMISSIONERS APPROVED THE HIRING OF A PART-TIME CLERK TO HELP WITH THESE DUTIES ON MARCH 3, 2014-ITEM #9, THIS BUDGET AMENDMENT APPROPRIATES ADDITIONAL FUNDS FOR THE SALARY AND BENEFITS OF THE PART-TIME CLERK.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Kennie T. Engvall</i>	<i>6/8/15</i>	<i>Martha H. Martin</i>	<i>6/9/2015</i>
Budget Officer Approval	Date		

Board Approval (When Applicable)	Date	Date of Minutes
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BUDGET ORDINANCE AMENDMENT: FINANCE/SHERIFF'S DEPARTMENT: \$4,032. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2014 - 2015
Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND GENERAL FUND	DEPARTMENT FINANCE/SHERIFF DEPARTMENT	LINE ITEM DESCRIPTION 10-3842-8500 INSURANCE - MISCELLANEOUS 10-4310-3530 VEHICLES REPAIR/MAINTENANCE	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <p style="text-align: center;">REVENUES</p>		Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <p style="text-align: center;">EXPENDITURES</p>	
Account # and Title Amount INCREASE 10-3842-8500 INSURANCE-MISCELLANEOUS 4,032.00		Account # and Title Amount INCREASE 10-4310-3530 VEHICLES REPAIR/MAINTENANCE 4,032.00	
Total 4,032.00		Total 4,032.00	
Reason and Justification for Request: TO BUDGET INSURANCE PROCEEDS RECEIVED FROMARGONAUT GREAT CENTRAL INSURANCE COMPANY ON 6/09/2015 IN THE AMOUNT OF \$4,031.93. THIS IS PAYMENT FOR DAMAGES RECEIVED TO A SHERIFF'S VEHICLE ON 5/10/15 WHENEVER THE A DEPUTY HIT A DEER.			
Department Head Approval Date <i>Martha H. Martin</i> 6/9/2015		Finance Officer Approval Date <i>Martha H. Martin</i> 6/9/2015	
Budget Officer Approval Date			
Board Approval (When Applicable) Date		Date of Minutes	

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: FINANCE/PROCESS FUNDS: \$15827. 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		FINANCE/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>		
10-3329-8920	EMPG SUPPLEMENTAL GRANT	15,827.00	10-4201-6403	EMPG SUPPLEMENTAL	15,827.00
Total		15,827.00	Total		15,827.00

Reason and Justification for Request:
 BUDGET AMENDMENT TO APPROPRIATE FUNDS RECEIVED FROM STATE OF NC DEPT. OF PUBLIC SAFETY ON 6/5/2015, IN THE AMOUNT OF \$15,826.59. THESE FUNDS WILL BE USED TO OFFSET THE COST OF TRAINING, PURCHASE OF EOC SUPPLIES AND UPGRADES TO TECHNOLOGY.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	<i>6/5/2015</i>	<i>Martha H. Martin</i>	<i>6/5/2015</i>

Budget Officer Approval _____ Date _____

Board Approval (When Applicable) _____ Date _____ Date of Minutes _____

BUDGET ORDINANCE AMENDMENT: GENERAL FUND
 DEBT SERVICE: \$115,385. 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		DEBT SERVICE		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
INCREASE			INCREASE		
10-3991-9910	FUND BALANCE APPROPRIATED	115,385.00	10-9100-7114	EASTERN REGION LOAN-SEWER	115,385.00
Total		115,385.00	Total		115,385.00

Reason and Justification for Request:

BUDGET AMENDMENT TO APPROPRIATE FUNDS TO COVER THE DEBT SERVICE PAYMENT ON THE EASTERN REGION LOAN FOR THE SMITHFIELD SEWER EXTENSION. WHENEVER THE BUDGET WAS ADOPTED IN FY13-14 FOR FY14-15, THE INTEREST FREE LOAN FROM THE EASTERN REGION HAD NOT BEEN FINALIZED. IT WAS APPROVED JUST PRIOR TO THE END OF FY13-14, THEREFORE, THE FUNDS NEED TO BE APPROPRIATED FOR MAKING THIS FISCAL YEAR'S PAYMENT.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	<i>6/5/2015</i>	<i>Martha H. Martin</i>	<i>6/5/2015</i>

Budget Officer Approval	Date

Board Approval (When Applicable)	Date	Date of Minutes

INTRODUCED BY: Michael Jarman, County Manager DATE: 06/15/15 ITEM NO. 7

RESOLUTION: Approving FY 15-16 Position and Pay Classification Plan

SUBJECT AREA: Personnel

ACTION REQUESTED: The Board is requested to approve the attached FY 15-16 Position and Pay Classification Plan, effective July 1, 2015, as the officially adopted Position and Pay Classification Plan for Lenoir County.

HISTORY / BACKGROUND: The Human Resources Department has proposed a Pay and Position Classification Plan that promotes uniform and consistent pay and classification practices for all Lenoir County employees. The plan complies with the State Human Resources Act and the County Personnel Policy requirements and is presented in a format most commonly used by local units of Government. The Plan includes all of the position classifications that may be used in the new Fiscal Year.

Recommended amendments or revisions to the Plan may be presented to the County Manager and the Governing Board as needed throughout the year.

EVALUATION: Listed below are changes to the Plan:

Department/Division	Classifications Added
County Administration	Special Projects Officer
Department of Social Services	Paralegal I
Lenoir County Health Department	Animal Control Supervisor I
Soil & Water Conservation	District Administrative Specialist

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the FY 15-16 Position and Pay Classification Plan, as attached and incorporated into this resolution by reference, is approved, effective July 1, 2015.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Hill _____ Brown _____ Best _____ Daughety _____

Davis _____ Rouse _____ Sutton _____

Craig Hill, Chairman 06/15/15
Date

ATTEST 06/15/15
Date

**LENOIR COUNTY
PAY AND POSITION CLASSIFICATION PLAN
EFFECTIVE JULY, 2015
ALPHABETICAL LISTING**

CLASSIFICATION	EXEMPT NON-EXEMP*	SALARY GRADE	SALARY RANGE	
			Minimum	Maximum
A				
Accounting Clerk IV	Non-exempt	59	21,655	38,211
Accounting Specialist I	Non-exempt	67	31,269	55,178
Accounting Specialist II	Non-exempt	69	34,278	60,487
Accounting Technician I	Non-exempt	59	21,655	38,211
Accounting Technician II	Non-exempt	61	23,734	41,882
Accounting Technician III	Non-exempt	63	26,021	45,916
Administrative Assistant I	Non-exempt	63	26,021	45,916
Administrative Assistant II	Non-exempt	65	28,523	50,333
Administrative Assistant III	Non-exempt	67	31,269	55,178
Administrative Officer I	Exempt	67	31,269	55,178
Administrative Officer II	Exempt	70	35,889	63,330
Administrative Officer III	Exempt	72	39,342	69,423
Administrative Secretary/Clk to the Board	Non-Exempt	67	31,269	55,178
Animal Control Officer I	Non-exempt	59	21,655	38,211
Animal Control Officer II	Non-exempt	61	23,734	41,882
Animal Control Supervisor I **	Non-Exempt	64	27,243	48,074
Assistant County Manager	Exempt	80	56,808	100,244
Assistant Register of Deeds	Non-exempt	63	26,021	45,916
Assistant Tax Administrator	Exempt	72	39,342	69,423
Attorney I	Exempt	78	51,822	91,447
Attorney II	Exempt	81	59,477	104,954
B				
Building Inspector-Level I	Non-exempt	66	29,867	52,703
Building Inspector-Level II	Non-exempt	68	32,739	57,772
Building Inspector-Level III	Non-exempt	70	35,889	63,330
Building Permit Technician	Non-exempt	60	22,671	40,005
C				
Chief Building Inspector	Exempt	72	39,342	69,423
Chief Deputy	Exempt	74	43,127	76,101
Child Support Agent I	Non-exempt	63	26,021	45,916
Child Support Agent II	Non-exempt	65	28,523	50,333
Child Support Supervisor I	Exempt	67	31,269	55,178
Child Support Supervisor II	Exempt	68	32,739	57,772
Child Support Supervisor III	Exempt	69	34,278	60,487
Co. Social Services Director	Exempt	81	59,477	104,954
Community Coordinator	Non-exempt	58	20,683	36,496
Community Health Assistant	Non-exempt	54	18,019	31,797
Compliance Officer	Non-exempt	65	28,523	50,333
County Manager	Exempt	88	82,032	144,756
County Social Services Business Officer I	Exempt	72	39,342	69,423

County Social Services Program Administrator II	Exempt	74	43,127	76,101
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D

Deputy Director of Emergency Services	Exempt	70	35,889	63,330
Deputy Register of Deeds I	Non-exempt	60	22,671	40,005
Deputy Sheriff Captain	Non-exempt	71	37,577	66,307
Deputy Sheriff Corporal	Non-exempt	66	29,867	52,703
Deputy Sheriff Detective Captain	Non-exempt	71	37,577	66,307
Deputy Sheriff Detective Lieutenant	Non-exempt	70	35,889	63,330
Deputy Sheriff Sergeant	Non-exempt	67	31,269	55,178
Deputy Sheriff Detective Sergeant	Non-exempt	69	34,278	60,487
Deputy Sheriff Detective	Non-exempt	68	32,739	57,772
Deputy Sheriff I	Non-exempt	64	27,243	48,074
Deputy Sheriff II	Non-exempt	65	28,523	50,333
Deputy Sheriff Lieutenant	Non-exempt	69	34,278	60,487
Deputy Sheriff Major	Exempt	72	39,342	69,423
Deputy-Supervisor of Elections	Non-exempt	59	21,655	38,211
Detention Center Captain	Non-exempt	71	37,577	66,307
Detention Center Corporal	Non-exempt	65	28,523	50,333
Detention Center Lieutenant	Non-exempt	68	32,739	57,772
Detention Center Sergeant	Non-exempt	66	29,867	52,703
Detention Officer I	Non-exempt	63	26,021	45,916
Detention Officer II	Non-exempt	64	27,243	48,074
Director of Transit	Exempt	72	39,342	69,423
Director of Elections	Exempt	72	39,342	69,423
Dispatcher	Non-exempt	60	22,671	40,005
District Administrative Specialist **	Non-exempt	69	34,278	60,487
District Cost Share Technician I	Non-exempt	65	28,523	50,333
District Cost Share Technician II	Non-exempt	67	31,269	55,178

E

E-911 Technician	Non-exempt	64	27,243	48,074
Economic Development Specialist	Non-exempt	66	29,867	52,703
Economic Development Director	Exempt	80	56,808	100,244
Emergency Services Director	Exempt	78	51,822	91,447
Emergency Services Planner	Non-exempt	68	32,739	57,772
EMS Commander	Non-exempt	68	32,739	57,772
EMS Training Officer	Non-exempt	68	32,739	57,772
EMT-Basic	Non-exempt	62	24,853	43,857
EMT-Intermediate	Non-exempt	64	27,243	48,074
EMT-Intermediate-Captain	Non-exempt	64	27,243	48,074
EMT-Medic	Non-exempt	66	29,867	52,703
EMT-Paramedic-Captain	Non-exempt	66	29,867	52,703
Environmental Health Specialist	Non-exempt	68	32,739	57,772
Environmental Health Supervisor	Exempt	71	37,577	66,307
Executive Assistant I	Non-exempt	64	27,243	48,074
Executive Assistant II	Non-exempt	66	29,867	52,703

F

Farmers Market Manager	Non-Exempt	67	31,269	55,178
Finance Officer	Exempt	77	49,498	87,344
Fire Marshall	Non-Exempt	68	32,739	57,772

Foreign Language Interpreter I	Non-exempt	60	22,671	40,005
Foreign Language Interpreter II	Non-exempt	63	26,021	45,916

G

GIS Coordinator	Non-exempt	72	39,342	69,423
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H

Heavy Equipment Mechanic	Non-exempt	65	28,523	50,333
Heavy Equipment Operator I	Non-exempt	60	22,671	40,005
Heavy Equipment Operator II	Non-exempt	61	23,734	41,882
Housekeeper	Non-exempt	54	17,211	30,372
HR Analyst II	Non-exempt	72	39,342	69,423
HR Payroll Clerk V	Non-exempt	61	23,734	41,882
Human Resource Director	Exempt	80	56,808	100,244
Human Resource Placement Specialist	Non-exempt	65	28,523	50,333

I

Income Maintenance Administrator I	Exempt	74	43,127	76,101
Income Maintenance Caseworker I	Non-exempt	63	26,021	45,916
Income Maintenance Caseworker II	Non-exempt	65	28,523	50,333
Income Maintenance Caseworker III	Non-exempt	67	31,269	55,178
Income Maintenance Investigator II	Non-exempt	67	31,269	55,178
Income Maintenance Supervisor II	Exempt	69	34,278	60,487
Income Maintenance Supervisor III	Exempt	71	37,577	66,307
Income Maintenance Technician	Non-exempt	59	21,655	38,211

J

Jail Cook	Non-exempt	57	19,753	34,856
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L

Land Records Specialist	Non-exempt	67	31,269	55,178
Landfill Manager	Exempt	65	28,523	50,333
Lead Child Support Agent	Non-exempt	66	29,867	52,703
Lead Worker V	Non-exempt	62	24,853	43,857
Local Health Director II	Exempt	81	59,477	104,954

M

Maintenance Coordinator	Exempt	65	28,523	50,333
Maintenance Mechanic	Non-exempt	61	23,734	41,882
Maintenance Worker I	Non-exempt	56	18,868	33,295
Maintenance Worker II	Non-exempt	58	20,683	36,496
Medical Lab Technician II	Non-exempt	64	27,243	48,074
Medical Lab Technologist I	Non-exempt	68	32,739	57,772
MIS Assistant Director	Exempt	74	43,127	76,101
MIS Director	Exempt	80	56,808	100,244
MIS Network Administrator	Exempt	72	39,342	69,423
MIS Support Services Manager	Non-exempt	69	34,278	60,487
MIS Technician I	Non-exempt	67	31,269	55,178
MIS Technician II	Non-exempt	68	32,739	57,772

N

Non-Emergency Transport Supervisor	Non-exempt	62	24,853	43,857
Nutritionist II	Non-exempt	66	29,867	52,703
Nutritionist Program Director I	Exempt	70	35,889	63,330

O

Office Assist II	Non-exempt	54	17,211	30,372
Office Assist III	Non-exempt	57	19,753	34,856
Office Assist IV	Non-exempt	59	21,655	38,211
Office Assist V	Non-exempt	61	23,734	41,882
Office Work Unit Supervisor	Non-exempt	61	23,734	41,882
Operations Manager Supervisor ***	Non-exempt	64	27,243	48,074

P

Paralegal I **	Non-exempt	67	31,269	55,178
Parent Educator	Non-Exempt	61	23,734	41,882
Parent Educator Coordinator	Non-exempt	63	26,021	45,916
Patient Relations Representative	Non-exempt	59	21,655	38,211
Personnel Technician I	Non-exempt	63	26,021	45,916
Personnel Technician II	Non-exempt	66	29,867	52,703
Personnel Technician III	Non-exempt	68	32,739	57,772
Physician Extender II	Exempt	81	59,477	104,954
Planning Specialist	Exempt	68	32,739	55,178
Poll Worker	Non-exempt	52	15,701	27,706
Practical Nurse II	Non-exempt	62	24,366	42,997
Processing Assist II	Non-exempt	54	17,211	30,372
Processing Assistant III	Non-exempt	57	19,753	34,856
Processing Assistant IV	Non-exempt	59	21,655	38,211
Processing Assistant V	Non-exempt	61	23,734	41,882
Program Assistant	Non-Exempt	63	26,021	45,916
Public Health Educator I	Non-exempt	63	26,021	45,916
Public Health Educator II	Non-exempt	67	31,269	55,178
Public Health Nurse Trainee	Non-Exempt	70	35,888	0
Public Health Nurse I	Non-exempt	70	35,889	63,330
Public Health Nurse II	Non-exempt	72	39,342	69,423
Public Health Nurse III	Non-exempt	73	41,191	72,686
Public Health Nursing Director I	Exempt	77	49,498	87,344
Public Health Nursing Supervisor I	Exempt	74	43,127	76,101
Public Health Nursing Supervisor II	Exempt	76	47,275	83,422
Public Health Physician I	Exempt	89	85,888	151,559

R

Register of Deeds	Exempt	75	45,152	79,677
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S

Safety Officer	Non-exempt	63	26,021	45,916
Scale House Operator	Non-exempt	57	19,753	34,856

Secretary I	Non-Exempt	57	19,753	34,856	
Secretary IV	Non-exempt	61	23,734	41,882	
Security Officer	Non-exempt	57	19,753	34,856	
Sheriff	Exempt	81	59,477	104,954	
Site Attendants	Non-exempt	55	18,019	31,797	
Social Services Program Administrator II	Exempt	74	43,127	76,101	
Social Worker Trainee	Non-exempt	63	*	26,020	0
Social Worker I	Non-exempt	63	*	26,021	45,916
Social Worker I-Child Welfare	Non-exempt	63	*	26,021	45,916
Social Worker II	Non-exempt	67	*	31,269	55,178
Social Worker II-Child Welfare	Non-exempt	67	*	31,269	55,178
Social Worker III	Non-exempt	69	*	34,278	60,487
Social Worker III-Child Welfare	Non-exempt	69	*	34,278	60,487
Social Worker Program Administrator I	Exempt	75	*	45,152	79,677
Social Worker Program Manager-Child Welfare	Exempt	74	*	43,127	76,101
Social Worker Supervisor II	Exempt	70		35,889	63,330
Social Worker Supervisor III	Exempt	73		41,191	72,686
Social Worker Supervisor III-Child Welfare	Exempt	73	*	41,191	72,686
Social Worker-Invest/Assessment & Treatment	Non-exempt	71	*	37,577	66,307
Solid Waste Director	Exempt	72		39,342	69,423
Special Projects Officer **	Exempt	76		47,275	83,421
Staff Developmental Specialist I	Exempt	70		35,889	63,330
Staff Developmental Specialist II	Exempt	72		39,342	69,423
Staff Developmental Specialist III	Exempt	74		43,127	76,101
Supervisor of Elections ***	Non-exempt	61		23,734	41,882

T

Tax Administrator	Exempt	78		51,822	91,447
Tax Analyst	Non-exempt	64		27,243	48,074
Tax Appraiser I	Non-exempt	65		28,523	50,333
Tax Appraiser II	Non-exempt	67		31,269	55,178
Tax Appraiser III	Non-exempt	69		34,278	60,487
Tax Appraiser Supervisor	Non-exempt	70		35,889	63,330
Tax Appraisal Technician	Non-exempt	61		23,734	41,882
Tax Assistant I	Non-exempt	60		22,671	40,005
Tax Assistant II	Non-exempt	61		23,734	41,882
Tax Assistant III	Non-exempt	62		24,853	43,857
Tax Collections Supervisor	Non-exempt	67		31,269	55,178
Tax Collector	Exempt	72		39,342	69,423
Telecommunications Commander	Non-exempt	65	*	28,523	50,333
Telecommunications Operations Manager	Exempt	68		32,739	57,772
Telecommunications Trainer	Non-exempt	65		28,523	50,333
Telecommunicator I	Non-Exempt	61	*	23,734	41,882
Telecommunicator II	Non-exempt	62	*	28,119	43,857
Telecommunicator III	Non-Exempt	63	*	26,021	45,916
Tourism Coordinator	Exempt	70		35,889	63,330
Transportation Commander	Non-exempt	62		24,853	43,857
Transportation Coordinator	Non-exempt	62		24,853	43,857

U

Utility Worker	Non-exempt	57	19,753	34,856
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V

Vehicle Operator I	Non-exempt	57	19,753	34,856
Vehicle Operator II	Non-exempt	59	21,655	38,211

Commissioner-Chairman			\$ 18,615	
Commissioner			\$ 14,850	

Bd of Elections-Chairman			\$3,920/Annual	
Bd of Elections			\$2,953/Annual	

Jury Commission			\$10.00 Per hr.	
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Bd of Social Services-Chairman			\$150 Per Mtg.	
Bd of Social Services			\$100 Per Mtg.	

Note:

* Special Entry or Beginning Salary Rates

** New Classification

*** Amended, Revised or Corrected

INTRODUCED BY: Michael W. Jarman, County Manager DATE 06-15-2015 ITEM NO. 8A

RESOLUTION: Approve Lease Agreement: NC State University: \$4,500.00.

SUBJECT AREA: Purchase/Bids

ACTION REQUESTED: The Board is requested to approve a three year lease agreement with North Carolina State University in the amount of \$4,500.00 and authorize the Lenoir County Cooperative Extension Director to execute the agreement on behalf of the County.

HISTORY / BACKGROUND: North Carolina Cooperative Extension converted to the Mac Computer lease System in 2007. As a result the Lenoir County Center of North Carolina Cooperative Extension converted and began participating in the program. This appears to be the most cost effective method to keep our Computer System aligned with the University's as well as to keep our systems current and up to date. This program involves a three year lease. For the amount \$4,500.00 our agency will install 13 new Mac Minis and one Mac laptop. This amount includes installation, training, University technical support and any potential repair. This lease renewable every three years.

EVALUATION: The Mac Lease program with North Carolina Cooperative Extension/North Carolina State University keeps our agency aligned with our parent agency and educational institution in the most cost effective manner.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that Lenoir County Cooperative Extension be authorized to participate in the North Carolina Cooperative Extension/ North Carolina State University Mac Computer Lease program. The three year lease will be \$4,500.00.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

Craig Hill, Chairman

Date

ATTEST

Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE** 06-15-2015 **ITEM NO.** 8B

RESOLUTION: Approval of Grounds Maintenance Contract: Charles Hughes Construction, LLC.:\$6,000.00.

SUBJECT AREA: Purchase/Bids

ACTION REQUESTED: The Board is requested to authorize Lenoir County Cooperative Extension to enter into a 1year contract with Charles Hughes Construction LLC. for \$500.00/month for 12 months to provide grounds maintenance for the Cooperative Extension Building grounds and Livestock Arena grounds and to allow Tammy Kelly, Extension Director to execute the contract.

HISTORY / BACKGROUND: Charles Hughes Construction LLC has provided service for all of Lenoir County Cooperative Extension grounds maintenance for the past nine years. We have been very pleased with this service and wish to continue to extend a contract for the upcoming year. Contract fees remain the same as in the previous year. This year we have added to the contract the grounds surrounding the Livestock Arena.

EVALUATION: Charles Hughes Construction LLC has provided quality lawn care and landscape maintenance for Lenoir County Cooperative Extension Building for the past 9 years.

INTRODUCED BY: Michael W. Jarman, County Manager **DATE** 06/15/15 **ITEM NO.** 9A

RESOLUTION: Approving Expenditure for Lease of Copiers/Wide Format Scanner: COECO:
Not to exceed \$9,500.

SUBJECT AREA: Purchase/Bids

ACTION REQUESTED: Approval of a Resolution authorizing the expenditure of up to \$9,500.00 for the leasing of two copiers and wide format scanner and authorize the Register of Deeds to execute the agreement on behalf of the County.

HISTORY / BACKGROUND: NC General Statutes require the Registry to be able to furnish copies to the general public. A copier has been used in the office of the Register of Deeds in excess of forty years to allow the public, attorneys, and office staff to make the necessary copies needed for everyday work requirements. This lease agreement is on a cost-per-copy basis; therefore, if the amount actually spent is less than \$9,500.00, the purchase order will be reduced.

EVALUATION: Approval of this resolution will allow the Registry to continue providing copies. The public pays a fee for requested copies. COECO has provided the Register of Deeds with excellent service when leasing, purchasing or repairing any equipment obtained from them. Approval of this resolution will allow for the encumbrance of funds and eventual payment to the vendor.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that a lease agreement with COECO for two copiers and a wide format scanner in the amount not to exceed \$9,500.00 be approved **AND BE IT FUTHER RESOLVED**, the Register of Deeds is authorized to execute the agreement on behalf of the County.

Funding Source: Line Item # 10-4180-3520

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

Craig Hill, Chairman 06/15/15
Lenoir County Board of Commissioners Date

ATTEST Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE** 06/15/15 **ITEM NO.** 9B

RESOLUTION: Approval of Indexing Services Contract for FY 2015-16: Cott Systems: \$26,500.

SUBJECT AREA: Purchase/Bids

ACTION REQUESTED: Approval of an Indexing Services Contract with Cott Systems for FY 15-16 in the amount not to exceed \$26,500 and authorize the Register of Deeds to execute the agreement on behalf of the County.

HISTORY / BACKGROUND: Indexing of real estate documents, marriages, births, delayed births, deaths, maps, and DD214's in the Registry has been an ongoing service since the mid 70's. Indexing allows the Registry to have many records on a computer for easy accessibility.

EVALUATION: Approval for this resolution will allow the office of Register of Deeds to continue providing an index of vital and real estate records on the computer. COTT Systems has provided the Register of Deeds with the highest level of support and service for many years. Approval of this resolution will provide for the encumbrance of the funds and eventual payment to the vendor.

INTRODUCED BY: Michael W. Jarman, County Manager DATE: 6/15/15 ITEM NO. 10

RESOLUTION: Authorizing FY15-16 Service Contracts and Purchase Orders for Court Facility / Public Buildings Department: \$183,119.

Brame Specialty Co.	\$12,400	Atlantic Coastal	\$2,000
Brinson Home Repair	\$ 5,000	Blizzard Bldg. Supply	\$1,000
City of Kinston	\$30,000	Fast Forward Signs	\$2,000
Ed Phillips, Inc.	\$ 5,000	Heath Electric	\$4,000
Elevator Service	\$10,020	Wheeler Exterminating	\$2,928
Janitorial Services	\$79,842	Down East Protection	\$5,929
Lowes	\$ 5,000	McCalls	\$2,500
Mayer Electric	\$ 8,000	D & L Supply	\$2,500
National Air Filters	\$ 2,500	United Refrigeration	\$2,500

SUBJECT AREA: Purchases / Bids

ACTION REQUESTED: The Board is requested to authorize the execution of FY15-16 Service Contracts and Purchase Orders.

HISTORY/BACKGROUND: All purchase orders in the amount of \$2,500 and greater require approval by the Board of Commissioners:

Brame Specialty Co. \$12,400: The County is responsible for paper supplies including bathroom supplies for all County buildings.

Brinson Home Repair \$5,000: Miscellaneous emergency repairs / renovations / minor construction for the Courthouse and other County buildings.

City of Kinston \$30,000: The City of Kinston's Parks and Recreation Dept. provides grounds maintenance for the Courthouse, EMS, Health, Resource Development Building, Social Services, MIS, Wachovia Building, and Hannibal Bldg.

Ed Phillips, Inc. \$5,000: Provides preventative maintenance service and on-call emergency maintenance services for the Courthouse HVAC systems on an "as needed basis," which results in significant savings when compared to a preventative maintenance service contract.

Elevator Service \$10,020: Southern Elevator currently provides preventative maintenance and on-call emergency maintenance services for the four elevators located at the Lenoir County Courthouse and the elevators located at the Wachovia Building and Health Department.

Janitorial Services \$79,842: A & B Cleaning Services currently provides janitorial services for the cleaning maintenance of the Courthouse, the offices located on the second floor of the Courthouse Annex Building adjacent to the Courthouse, the Hannibal Building, the Wachovia Building at 101 N. Queen St., 911 Communications, Courthouse Square, the Resource Development Building, and New Jail (Administrative & Magistrates' Offices). D.S.S. has a separate 1-year contract.

Lowes of Kinston/Greenville \$5,000: Miscellaneous maintenance needs not available through local vendors. Lowes of Greenville is an established that has been used in the past; with an account at the Kinston Lowes, the Greenville location will be used only as a back up.

Mayer Electric \$8,000: Miscellaneous electrical needs on the State Contract not available through local vendors.

Atlantic Coastal \$2,000: Specialized plumbing supplies for jail.

Blizzard Building Supply \$1,000: Miscellaneous building supplies.

Fast Forward Signs \$2,000: Miscellaneous signs and decals.

Heath Electric \$4,000: Provide routine and emergency electrical repairs.

Wheeler Extermination \$2,928: Pest control of County buildings.

Down East Protection \$5,929: Routine maintenance and monitoring of Courthouse.

McCalls Supply \$2,500: Specialized HVAC parts & supplies

D & L Parts Co. \$2,500: Specialized HVAC parts & supplies

United Refrigeration \$2,500: Specialized HVAC parts & supplies (local)

National Air Filters: \$2,500: Specialized & general HVAC filters

EVALUATION: Approval of this resolution will allow the encumbrance of funds approved in the FY15-16 budget and the eventual payment for services as billed.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the County executes the following purchase orders for FY15-16:

Brame Specialty Co.:	\$12,400	1041603500 \$4,700; 1042603500 \$4,700; 1043323500 \$3,000
Brinson Home Repair:	\$5,000	1041603500 \$2,500; 1042603500 \$2,500
City of Kinston:	\$30,000	1041603500 \$10,369; 1042603500 \$10,369; 1053103500 \$3,356 1043323500 \$5,906
Ed Phillips, Inc.:	\$5,000	1041603500 \$2,500; 1042603500 \$2,500
Southern Elevator	\$10,020	1041606910 \$6,780; 1042606910 \$3,240 Monthly Service
A&B Cleaning	\$79,842	1041603500 \$23,442; 1042603500 \$56,400
Lowe's	\$5,000	1041603500 \$2,500; 1042603500 \$2,500
Mayer Electric	\$8,000	1041603500 \$4,000 1042603500 \$4,000
Atlantic Coastal	\$2,000	1041603500 \$1,000; 1042603500 \$1,000
Bilzard Bldg. Supply	\$1,000	1041603500 \$500; 1042603500 \$500
Fast Forward Signs	\$2,000	1041603500 \$1,000; 1042603500 \$1,000
Electric	\$4,000	1041603500 \$2,000; 1042603500 \$2,000
Wheeler Ext	\$2,928	1041603500 \$1,464; 1042603500 \$1,464
Down East Protection	\$5,929	1041603500 \$5,929
McCalls Supply	\$2,500	1041603500 \$1,250; 1042603500 \$1,250
D & L Parts	\$2,500	1041603500 \$1,250; 1042603500 \$1,250
United Refrigeration	\$2,500	1041603500 \$1,250; 1042603500 \$1,250
National Air Filters	\$2,500	1041603500 \$1,250; 1042603500 \$1,250

AMENDMENTS:

MOVED _____ **SECONDED** _____

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

Yea Votes: Hill ___ Brown ___ Best ___ Daughety ___ Davis ___

Rouse ___ Sutton ___

Craig Hill, Chairman

Date

Attest

Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 06/15/15 **ITEM NO:** 11A

RESOLUTION: Authorizing The Issuance Of Blanket Purchase Orders to the Following Companies for Yearly Software/Hardware Maintenance: \$ 221,093.

Software Maintenance / Visions Software	25000
Software Maintenance / Logics Software	16000
Software/Hardware Maintenance / Bormuth - Associates, Inc.	26000
Software Maintenance / ESRI	8600
Software Maintenance / Cloud Sherpahs	31000
Software Maintenance / Jolly Giant Software	1500
Communications Service / Centurylink	33540
Software Maintenance / System Commander Software / Jury	3600
AFIS Livescan Fingerprinting	7000
Minisoft software maintenance	350
Connect GIS	3600
Morphotrax for Jail Security	9926
Firepower Virus/Internet software from NWN	15200
TEAM-ia Support Contract on VMWARE and Networker	20000
Carolina Software/Software Maintenance	1500
Total	202,816

SUBJECT AREA: Purchases / Bids

ACTION REQUESTED: Approval of a Resolution authorizing the issuance of blanket purchase orders for yearly software/hardware maintenance out of account 10-4210-3800 – Contracted Services.

HISTORY/BACKGROUND: Lenoir County has many software maintenance obligations that allow for all of the County’s services to continue. These maintenance contracts allow for us to get upgrades, place calls for service, allow use of the software, etc.

EVALUATION: Without these service contracts, any software/hardware malfunction or failure would cause that service to no longer be available to anyone in the County, and would place us in the position of not having anyone to call to gain access and repair the application.

MANAGER'S RECOMMENDATION:

Respectfully Recommend Approval.

Initials

RESOLUTION: NOW, THEREFORE BE IT RESOLVED By the Lenoir County Board of Commissioners that the County execute 15 purchase orders totaling \$202,816 to the companies listed above for yearly recurring software/hardware maintenance costs.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

Yea Votes Hill _____ Brown _____ Best _____ Daughety _____

Davis _____ Rouse _____ Sutton _____

Craig Hill, Chairman

Date

Attest

Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE** 6-15-2015 **ITEM NO.** 11B

RESOLUTION: Approve the Installation of a Fiber Connection between the Lenoir County Courthouse and the EOC/911 Building Located at 200 Rhodes Ave in the Amount of \$49,437.

SUBJECT AREA: Purchase / Bids

ACTION REQUESTED: Authorize the Director of MIS to execute all paperwork on behalf of Lenoir County to initiate the installation of the fiber between Courthouse and EMS/911 building including payment to East Coast Power and Lighting in the amount of \$49,437 with budgeted funding from account 10-4210-3800 Contracted Services.

HISTORY / BACKGROUND: Lenoir County currently utilizes fiber connections to all of our locations via fiber except for EMS/911 center which utilizes a line of site wireless connection. While the fiber connections allow for gigabyte connections, the line of site only allow for 200 MB. This was fine in the past, but with the installation of shared voice infrastructure, and the plans for locating the County's server farm backup as well as the redundant backup unit at the EMS/911 center, this speed will no longer suffice.

EVALUATION: Installation of this fiber will allow for the county to locate new backup server farm as well as the redundant backup unit at the EMS/911 center which is staffed 24/7 for security as well as 24/7 power. In the event of a failure or disaster in the courthouse basement where our server is housed currently, the county would suffer minimal downtime and basically not have to worry about continuation of services. East Coast Power and Lighting submitted the lowest bid out of the two responding bidders.

RESOLUTION: Authorizing the Issuance of Blanket Purchase Orders to The Following Companies for Fiscal Year 2015-2016 in the amount of \$127,800.

Squires Auto and Generator Service – Vehicle Repairs/Maintenance	30,000
Corporate Resources – Office Supplies	3,800
CTS Software – Software Contract	14,000
Beard’s Service Center - Vehicle Repairs/Maintenance	30,000
Gardner’s Detailing – Cleaning and Washing Vans - Eighteen (18) Vehicles	11,700
Grant’s Service Company – Braun Wheelchair Lift Repairs	5,500
Kinston Auto Parts - Oil/Replacement Parts/Maintenance	6,800
Joe Jones Tire Co -Tire Replacement/Maintenance	10,000
Fast Forward – Install & Remove Mobile Ads & NCDOT required vehicle markings	1,500
Lion’s Industries – Safety Vests for thirty-five (35) Drivers	800
Coastal Connections Marketing – Promotional Items for Festival, Fairs, and Events	4,000
Absolute Assurance Drug Testing – Drug & Alcohol Testing, Medical Review Officer Services, Random Selecting, and Training	1,000
FastMed Urgent Care – Drug and Alcohol Testing	1,500
Gately Communications - Repairs/Maintenance and Installation of radios	3,000
Michael Everheart - Surveillance camera installation/repair	3,000
Kinston Wheel Alignment - Front End alignment and repair	1,200
Total	\$ 127,800

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: Approve the issuance of blanket purchase orders for Fiscal Year 2015-2016 for the following: Office Supplies 22-4510-2600, Software 22-4510-2910, Installing and Removing Mobile Advertising 22-4510-1990, Safety Vests for Drivers 22-4510-2120, Promotional Items for Festivals, Fairs, and Events 22-4510-3700, Drug and Alcohol Testing 22-4510-2380, Washing and Cleaning Inside of Vans 22-4510-3530, Lift Repairs 22-4510-3530, Tires and Repairs 22-4510-3530 and Maintenance-Communications/Miscellaneous 22-4510-4991.

HISTORY/BACKGROUND: Beginning March 10, 2008, Lenoir County Transit began Operations in-house. Lenoir County Transit will utilize these various companies for vehicle repairs, office supplies, washing and cleaning the inside of the vans, certified Braun lift repair service, installing & removing mobile advertising, installing and removing surveillance equipment, promotional items for festivals, fairs, and events, drug & alcohol testing, for the Fiscal Year 2015-2016.

EVALUATION: These Blanket Purchase Orders for Fiscal Year 2015-2016 will allow Lenoir County Transit to operate more efficiently by having the Purchase Orders in place when the need for the service of one of the companies arises.

INTRODUCED BY: Michael W. Jarman, County Manager DATE: 06/15/15 ITEM NO.: 12B

RESOLUTION: Declaring Property as Surplus and Authorizing the Sale of the Surplus Property by Auction.

SUBJECT AREA: Administrative

ACTION REQUESTED: The Board is requested to declare property as surplus and authorize the sale of the surplus property by auction.

HISTORY/BACKGROUND: The Transit Department has one (1) van which has outlived its useful life. The vehicle is no longer of use to any County Department and there are no plans to put it back into service.

EVALUATION: In accordance with procedures set forth in G.S. 153A-176, County Administration is requesting the approval of the Board to sell the following vehicles by auction on GovDeals.com within the next 120 days. Proceeds resulting from the sale of this vans less expenses, will be appropriated to the Transportation Fund.

	<u>Vehicle</u>	<u>Serial Numbers</u>	<u>Mileage</u>
1.	2009 Ford E-350	1FTDS3EL0ADA22641	166,550 Est.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that property listed in this resolution be declared as surplus and authorize County Administration to sell the property at auction on GovDeals.com.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

Yea Votes: Hill ___ Brown ___ Best ___ Daughety ___

Davis ___ Rouse ___ Sutton ___

Chairman

Date

Attest

Date

INTRODUCED BY: Michael W. Jarman, County Manager DATE: 06/15/15 ITEM NO. 12c

RESOLUTION: Approve Lenoir County Transit System Safety Program Plan.

SUBJECT AREA: Administrative

ACTION REQUESTED: The Board is requested to approve the Lenoir County Transit System Safety Program Plan.

HISTORY/BACKGROUND: The Lenoir County Board of Commissioners adopted a System Safety Program Plan for Lenoir County Transit on April 5, 2010 and approved an update to the SSPP on March 5, 2012. The plan is required by the North Carolina Department of Transportation, Public Transportation Division to ensure operational compliance. Since the 2012 update, NCDOT has made additional requirements to this plan in five (5) core areas, including, Driver/Employee Training, Safety Data Acquisition/Analysis, Drug and Alcohol Abuse Programs, Vehicle Maintenance, and Security.

EVALUATION: To meet NCDOT requirements and to improve the usefulness of the SSPP, Lenoir County Transit updated all of the five (5) core areas mentioned above. Employee training has been standardized statewide and additional vehicle maintenance must now be tracked. Additionally, thorough safety and security measures must be in place and the updated SSP addresses each core area. LCT requests that the Board formally approve the new SSPP, superseding the old plan, in order to maintain a System Safety Program Plan that is in compliance with NCDOT-PTD requirements.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Board approves the Lenoir County Transit System Safety Program Plan effective immediately.

AMENDMENTS

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

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

Craig Hill, Chairman 06/15/15
Date

ATTEST 06/15/15
Date

LENOIR COUNTY

TRANSIT

SYSTEM SAFETY

PROGRAM PLAN

**APPROVED BY:
LENOIR COUNTY BOARD OF COMMISSIONERS
JUNE 15, 2015**

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GENERAL SYSTEM SAFETY PLAN MANAGEMENT
DESCRIPTIONS OF ELEMENTS

1. POLICY STATEMENT AND AUTHORITY FOR SYSTEM SAFETY PROGRAM PLAN

- A. Effective October 2012, Moving Ahead for Progress in the 21st Century (MAP-21) mandated requirements for all public transportation to develop and implement a safety plan. As defined by MAP-21 public transportation is regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income.
- B. North Carolina Board of Transportation 2003 Resolution established the requirement for each transit system to develop and implement a System Safety Program Plan (SSPP).
- C. Establish the SSPP as an operating document that has been prepared for and approved by the transit system top management, chief executive officer or the governing board.
- D. The authority statement in the SSPP should define, as clearly as possible, the following:
 - 1. The authority for establishment and implementation of the SSPP
 - 2. How that authority has been delegated through the organization
- E. The SSPP must adequately address the SIX CORE ELEMENTS

2. DESCRIPTION OF PURPOSE FOR SYSTEM SAFETY PROGRAM PLAN

- A. Address the intent of the *SSPP* and define why it is being written.
- B. Establish the safety philosophy of the whole organization and provide a means of implementation.
- C. A *SSPP* could be implemented for the following reasons:
 - To establish a safety program on a system wide basis.
 - To provide a medium through which a system can display its commitment to safety.
 - To provide a framework for the implementation of safety policies and the achievement of related goals and objectives.
 - To satisfy federal and state requirements.
 - To meet accepted industry standards and audit provisions.
 - To satisfy self-insurance or insurance carrier provisions.
- D. The relationship of system safety to system operations should be defined.
- E. All departments involved must have a clear definition of their individual responsibilities relative to the scope of the *SSPP*.
- F. This section should also contain system safety definitions applicable to the operating systems.

3. CLEARLY STATED GOALS FOR VEHICLE SAFETY MANAGEMENT PROGRAM

- A. The overall goal of a *SSPP* is to identify, eliminate, minimize and control safety hazards and their attendant risks by establishing requirements, lines of authority, levels of responsibility and accountability, along with methods of documentation for the organization.
- B. These goals should be system-specific, tailored to the individual needs of the system, as well as being:
 - 1. Long term - the goal must have broad and continuing relevance.
 - 2. Meaningful - they must not be so broad as to be meaningless; desired results must be identified.
 - 3. Realizable - any goal that meets the first two criteria but cannot be attained is meaningless.
- C. Example:
 - 1. A goal might be to establish a high level of safety comparable to other transit systems in the U.S.
 - 2. Identify, eliminate, minimize, and/or control all safety hazards
 - 3. Provide appropriate action and measures to obtain necessary safety-related agreements, permits and approvals from outside agencies, where applicable.

4. IDENTIFIABLE AND ATTAINABLE OBJECTIVES

- A. Objectives are the working elements of the *SSPP*, the means by which the identified goals are achieved.
 - 1. Must be quantifiable and meaningful.
 - 2. Met through the implementation of policies.
- B. Policies are central to the *SSPP* and must be established by top management.
 - 1. They set the framework for guiding the safety program, on a relatively long-term basis.
 - 2. Policies are measurable.
 - 3. Policies are methods for reaching a specified objective.

C. Example:

The establishment of a safety program incorporating public, patron, employee, and property safety including fire protection, loss prevention and life safety requirements.

- **Policies depend on the goals defined by the transit system and its safety philosophy.**

5. SYSTEM DESCRIPTION/ORGANIZATIONAL STRUCTURE

A. System Description

- 1. Briefly describe the system's characteristics. The information should be sufficient to allow non-technical person and those not employed in transit to understand the system and its basic operation.
- 2. Components that should be included in the system description:
 - a. History
 - b. Scope of service
 - c. Physical features
 - d. Operations
 - e. Maintenance
 - f. System Modifications

B. Organizational Structure

- 1. Organizational diagrams showing the title of each position.
- 2. Diagram showing the structure of the system safety unit identifying the key positions.
- 3. Diagrams showing the relationships and lines of communication between the system safety unit and other departments in the organization.
- 4. Describe the relationship of the transit system to local political jurisdictions.

SYSTEM SAFETY PROGRAM PLAN

Program Description:

The System Safety Program Plan (SSPP) was developed utilizing established guidance listed in the procedural manuals of the North Carolina Department of Transportation Standard Operating Procedure SSPP-001 and the State Management Plan. The SSPP consists of and addresses the required six (6) core elements:

1. Driver/Employee Selection
2. Driver/Employee Training
3. Safety Data Acquisition Analysis
4. Drug, Alcohol and Abuse Program
5. Vehicle Maintenance
6. Security

Lenoir County Transit's number one priority is adherence to policies and procedures of the core elements. All of the elements listed are equal in importance and the policies and procedures must be met. The compliance will ensure that Lenoir County Transit meets all Federal Transportation Administration (FTA) and North Carolina Department of Transportation Public Transportation Division (NCDOT/PTD) policies and regulations.

Driver/Employee Selection Element:

Fair hiring practices are used to select employees. Each potential employee will complete a written application. The Director and/or designee shall interview each potential employee using a structured interview process.

Driver/Employee Training Element:

The minimum requirements for vehicle operator training are Defensive Driving, Americans with Disabilities Act, Bloodborne Pathogens and Emergency Procedures for Vehicle Operators. In addition to the minimum requirements the follow actions must be completed:

1. The training must be completed annually
2. The training material must be on file for review by NCDOT/PTD
3. Records of each individual trained must be retained on file for five (5) years
4. Each driver must have an annual driver's performance evaluation to provide refresher training, assess skills, techniques, knowledge, etc...

Safety Data Acquisition Analysis Element:

The goal of the Safety Program is the reduction of accidents and injuries to transit customers, employees and the general public. Safety is a shared responsibility between system management and employees. It is the policy of Lenoir County Transit to provide a place of employment that is free from recognized hazards that could result in death or serious injury to employees, customers, or the general public. It is the responsibility of each employee to report all incidents or unsafe conditions to their supervisor. Supervisors must immediately take necessary corrective action to prevent unsafe conditions.

Prohibited behaviors are behaviors that are in violation of the System Safety Policy. Such behaviors include behaviors that threaten the safety of employees, customers and the general public. Other unacceptable behaviors include those that result in damage to system, employee and public and/or private property. An employee who intentionally violates the safety policy and procedures will be subject to appropriate disciplinary action, as determined by the findings of an investigation. Such discipline may include a warning, demotion, suspension or immediate dismissal. In addition, such actions may cause the employee to be held legally liable under State or Federal Law.

Drug Alcohol and Abuse Program Element:

The goal is to provide a safe, healthy and productive drug-free work environment for all employees. A person being under the influence of a drug or alcohol while on the job poses serious safety and health risk to the user, co-workers, passengers, and the communities located in the transit system service area. Lenoir County Transit

has established a policy of a drug-free work environment. A standard of zero tolerance is in place for the use of alcohol, illegal substances, or the misuse of prescription medications during work hours or the presence of these substances in the body during work hours regardless of when consumed. Random drug tests will be administered.

Vehicle Maintenance Element:

The goal is to ensure each vehicle and wheelchair lift is properly maintained to maximize the service life, maintain reliability, mitigate high maintenance costs and sustain proper safety and mechanical condition. To accomplish this goal we will at a minimum adhere to the vehicle manufacturer's maintenance/service manual requirements and the wheelchair lift service manual requirements.

Security Element:

The overall purpose of the Security Program is to optimize -- within the constraints of time, cost, and operational effectiveness -- the level of protection afforded to vehicles, equipment, facilities, passengers, employees, volunteers and contractors, and any other individuals who come into contact with the system both during normal operations and under emergency conditions.

The security of passengers and employees is paramount to promoting the objectives of FTA and NCDOT. We will take all reasonable and prudent actions to minimize the risk associated with intentional acts against passengers, employees and equipment/facilities. To further this objective, we have developed security plans and procedures and emergency response plans and procedures. The plans have been coordinated with local law enforcement, emergency services and with other regional transit providers, which addresses the conduct of exercises in support of their emergency plans, and assessment of critical assets and measures to protect these assets.

The SSPP will be updated as changes occur. An annual review is required to ensure all information is current. The annual review must be adopted by the board and certified by NCDOT/PTD.

This operational policy was adopted by the Lenoir County Board of Commissioners

Date _____ Month _____ Year _____

System Director (Signature) _____

County Commissioners Chairman (Signature) _____

RESOLUTION FOR APPROVAL OF REQUIREMENT FOR COMMUNITY TRANSPORTATION
SYSTEMS TO IMPLEMENT SYSTEM SAFETY PROGRAM PLANS

WHEREAS, the Federal Transit Administration's strategic safety goal is to promote the public health and safety by working toward the elimination of transportation related deaths, injuries and property damage;

WHEREAS, the Federal Transit Administration and the National Transportation Safety Board require the reporting of certain transportation related accidents;

WHEREAS, the vision for public transportation services in North includes the provision of safe, affordable transportation choices, statewide to those who have travel options and to those whose options are limited;

WHEREAS, the development and implementation of System Safety Program Plans by Community Transportation systems is a fundamental step toward these goals;

WHEREAS, the North Carolina Department of Transportation, Public Transportation Division recognizes the safety implications of the development of System Safety Program Plans and provides training and technical assistance to transit systems to assist in the development and implementation of their System Safety Program Plans;

WHEREAS, rural transit systems receiving federal and state funds are not currently required to have a System Safety Program Plan;

WHEREAS, the Public Transportation Division, in an effort to promote safe public transportation services recommends requiring that each rural transit system in the state that receives federal and/or state funds must have an approved System Safety Program Plan which includes provision for local system safety data collection and reporting;

WHEREAS, the Transit, Rail and Ferry Committee has concurred in this recommendation.

THEREFORE BE IT RESOLVED AS FOLLOWS:

That the North Carolina Board of Transportation approves the recommended requirement that each Community Transportation System that receives federal and/or state funds must have an approved System Safety Program Plan which includes provision for local system safety data collection and reporting.

Annual Management Review

The System Safety Plan should reflect the changing needs of the system safety program. As a transit system evolves and operates, it must consistently monitor the system safety program and adjust the Safety Plan accordingly.

To ensure that this occurs, the transit management staff should prepare an annual report that assesses the adequacy and effectiveness of all phases of the System Safety Plan. The annual report should be submitted to the local Transportation Board and a copy submitted to NCDOT/PTD Safety and Training Unit.

Report topics include:

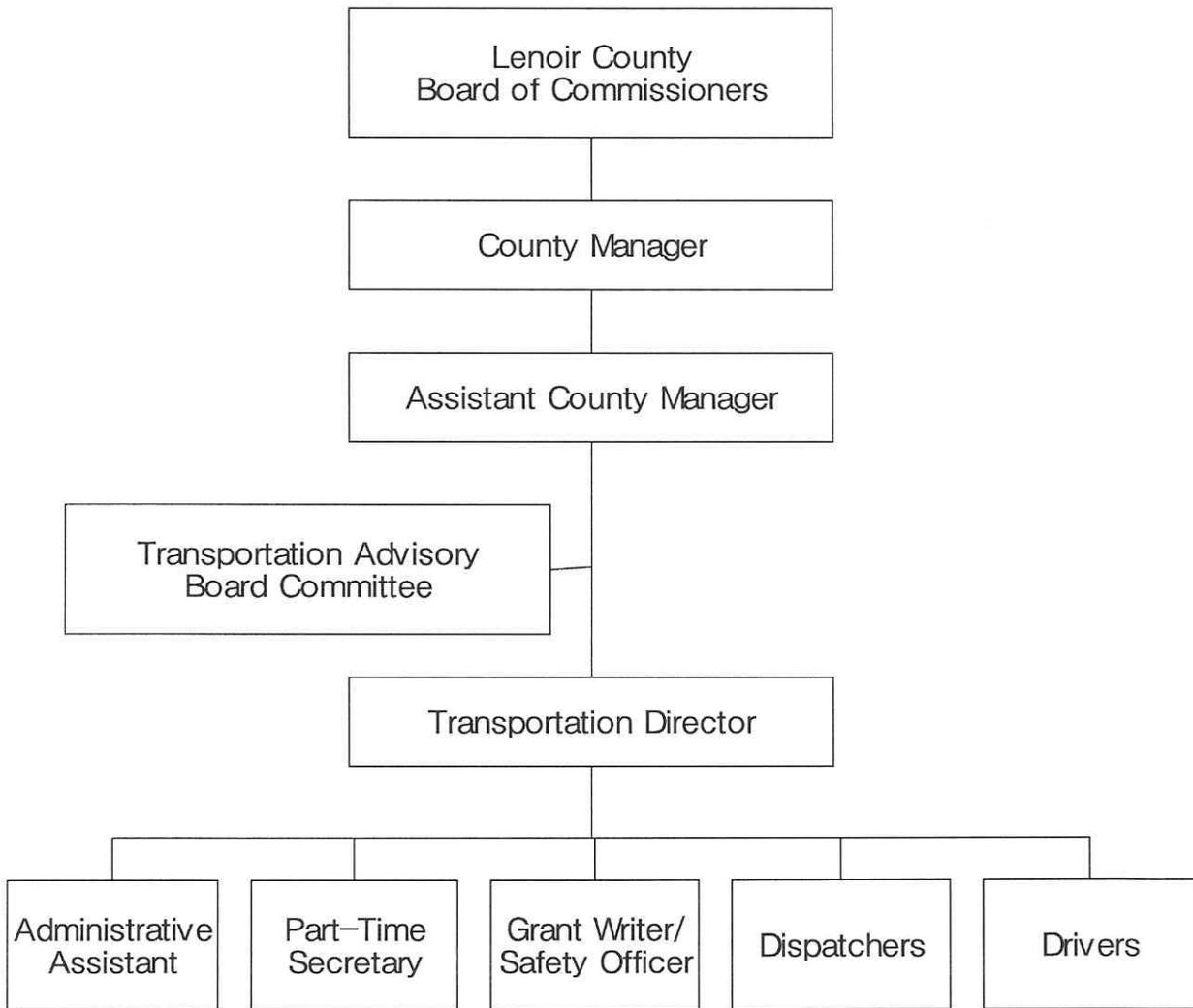
- ❖ Results of incident investigations and analysis
- ❖ Identification of possible hazardous conditions
- ❖ Results of inspections
- ❖ Established plans for handling future incidents
- ❖ Recommendations for Safety Plan revisions
- ❖ Analysis of departmental involvement in the administration of the Safety Plan

Members of the Safety Review Committee, as well as system managers, are jointly responsible for maintaining and updating System Safety Plan. The local Transportation Advisory Board must approve the required revisions.

SAFETY POLICY AND PROCEDURE REVISION INDEX

Policy/Procedure Name	SPP#	Revision #	Date	Description
SSPP Revision	1	1	Mar. 2015	Complete Revision
Policy/Procedure Name	SPP#	Revision #	Date	Description
Policy/Procedure Name	SPP#	Revision #	Date	Description
Policy/Procedure Name	SPP#	Revision #	Date	Description
Policy/Procedure Name	SPP#	Revision #	Date	Description
Policy/Procedure Name	SPP#	Revision #	Date	Description
Policy/Procedure Name	SPP#	Revision #	Date	Description

ORGANIZATIONAL STRUCTURE
LENOIR COUNTY TRANSIT
2011



MISSION STATEMENT

Lenoir County Transit is a Community Transportation System providing transit services to the residents of Lenoir County by way of Human Service Agencies and Rural General Public. We provide agency sponsored and Rural General Public demand response and subscription trips to medical appointments, employment, education, shopping and anywhere else a passenger needs to go in Lenoir County. With the support of the Lenoir County Board of Commissioners and the North Carolina Department of Transportation/ Public Transportation Division, LCT will continue to bring ever improving public transportation services to our community.

SYSTEM DESCRIPTION

Lenoir County Transit (LCT) is a consolidated transportation system operating in Lenoir County, NC. LCT offers subscription route and demand/response transportation by agreement with the following human service organization:

- Lenoir County Council on Aging
- Lenoir County Department of Social Services
- Lenoir County Health Department
- North Carolina Division of Vocational Rehabilitation

Rural General Public (RGP) service is available on all of our routes when space is available. RGP services are also available in the towns of LaGrange, Pink Hill and City of Kinston. All service is accessible to persons with disabilities.

The vehicle fleet of LCT consists of ten (10) LTVs, all of which have lifts, and eight (8) lift equipped vans.

Service Area

LCT serves all of Lenoir County including the municipalities within its borders. Lenoir County is a rural county encompassing 400 square miles in the eastern part of North Carolina. The ridership of LCT is comprised of the clients and consumers of the participating organizations along with the General Public. LCT provides demand response and subscription transportation throughout Lenoir County to the General Public along with agency sponsored passengers. LCT also provides transportation to Pitt County for medical appointments for passengers sponsored by a core agency.

Days and Hours of Service

LCT is closed for the following holidays:

- Thanksgiving
- Christmas Day

On remaining holidays, only Dialysis routes are run:

- Independence Day
- Labor Day
- Day After Thanksgiving
- Christmas Eve
- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day

Normal office hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday.

DRIVER AND EMPLOYEE SELECTION

Background

In an effort to ensure that the most competent and safe drivers are employed at LCT, minimum qualifications have been established. These minimum qualifications are located in the LCT Operator Handbook. The Director or his designee will have the responsibility to make the final recommendation to hire any new LCT employee(s).

Application

Each potential employee shall complete a written Lenoir County employment application. Successful applications will include an application and interview process, verification of driving record for the previous five (5) years, a criminal background investigation, and pre-employment drug testing.

Interviews

The Director or his designee will be responsible for interviewing each potential employee. Pre-determined interview questions will be used for each group of interviews to assure consistency in the interview process.

Job Descriptions

Job descriptions for positions within Lenoir County Transit are kept on file in the LCT office. Job description reviews are conducted by the Director or his designee on an annual basis, or as jobs change, are added or are deleted.

Driver Requirements

Driver requirements are included in the job description. They are also listed in the Operator Handbook.

DRIVER – EMPLOYEE TRAINING



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

May 23, 2014

MEMORANDUM

TO: Community Transportation Systems

FROM: Debbie Collins, Director
Public Transportation Division *dgc*

SUBJECT: Policy Guidance for Minimum Training Standards for Community and Human Service Transportation System Vehicle Operators

The mission of the North Carolina Department of Transportation is “*Connecting people and places in North Carolina - safely and efficiently, with accountability and environmental sensitivity.*” Community Transportation systems must meet all federal and state guidelines, regulations and laws regarding the safe transportation of their passengers. The Minimum Training Standards for Community and Human Service Transportation System Vehicle Operators are to be implemented by local systems as part of the effort toward meeting those requirements. This memorandum supersedes the memorandum dated October 1, 2011, same subject.

Please contact your regional safety and security specialist if you have any questions concerning this policy.

SOURCE DOCUMENTS

1. Federal Transit Administration (FTA) Circular 9040.1F “Non-Urbanized Area Formula Program Guidance and Grant Application Instructions” effective April 1, 2007, Section X (see 49 U.S.C. Chapter 53 - Section 5329: Investigation of Safety Hazards)
2. 29 CFR 1910.1030(g)(2)-Bloodborne pathogens-Information and Training
3. 49 CFR 655.14-Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations-Education and Training Programs
4. 49 CFR 37.173-Americans with Disabilities Act-Training requirements
5. NCGS Statute 95 and Department of Labor Guidance

Attachment: Minimum Training Standards for Community and Human Service Transportation System Vehicle Operators

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION
1550 MAIL SERVICE CENTER
RALEIGH, NC 27699-1550

TELEPHONE: 919-707-4670
FAX: 919-733-1391
WWW.NCDOT.GOV/NCTRANSIT

LOCATION:
TRANSPORTATION BUILDING
1 SOUTH WILMINGTON STREET
RALEIGH, NC

**Minimum Training Standards for Community and Human Service
Transportation System Vehicle Operators**

- **Defensive Driving**
 - Shall include all vehicle operators, including any employees that operate the vehicles in revenue service or carry passengers for any other trip purpose;
 - Initial training must be a certified program, or curriculum must be equal to an existing certified program.
 - *Training must be completed upon hire and annually.*

- **Americans with Disabilities Act (ADA)**
 - Shall include at a minimum the following training (for further guidance refer to 49 CFR Part 37—Transportation Services for Individuals with Disabilities (ADA))
 - Sensitivity training
 - Passenger assistance
 - Wheelchair handling
 - Wheelchair securement (passenger and mobility)
 - Wheelchair lift inspection
 - Wheelchair lift operation (normal and emergency)
 - ADA requires training all personnel to “**proficiency**”, which is defined as **expert performance**.
 - *Training must be completed upon hire and annually.*

- **Bloodborne Pathogens**
 - Shall follow the Occupational Safety and Health Administration guidelines for the training as listed in Standard 29 CFR 1910.1030(g)(2)
 - The OSHA Standard spells out the content of the training.
 - *Training must be completed upon hire and annually.*

- **Emergency Procedures**
 - Shall include all procedures required to report or react to an emergency by transit system staff:
 - Communication and notification procedures
 - Accident/Incident reporting procedures
 - Passenger handling procedures
 - Vehicle and facility evacuation procedures
 - Driver and passenger security training
 - Emergency evacuation procedures and training
 - Emergency equipment usage
 - First aid (drivers must be trained in first aid to include use of kit)
 - Bloodborne Pathogens (drivers must be trained in bloodborne pathogens to include use of kit and transit system specific engineering controls to minimize driver exposure, cleanup procedures and waste disposal)
 - Emergency triangles (drivers must be trained to properly setup equipment)
 - Fire extinguishers (drivers must be trained to properly inspect and use equipment)
 - Web cutter (drivers must be trained to properly use equipment)
 - Participation in local or regional Emergency Management drills is strongly encouraged.
 - *Training must be completed upon hire and annually.*

- **Ride Check – Driver Evaluations**
 - Newly hired drivers must have a Ride Check – Driver Evaluation before being allowed to operate a transit vehicle unsupervised in revenue service.
 - All drivers must have an annual evaluation to assess the driver’s performance of techniques, skills and knowledge gained through training of each of the above categories.
 - Remedial training will be provided as needed in addition to the required annual training.
 - *Training must be completed upon hire and annually.*
- **Illegal Drug Use**
 - Shall include all training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.
 - *This shall be done upon hire. (Required under 49 CFR 655.14)*
- **General**
 - **All new hires must complete all of the minimum training requirements before operating a transit vehicle unsupervised in revenue service.**
 - *Reflective vest will be worn by drivers when performing job functions.*
 - *Drivers that are not meeting proficiency, expert performance level, must be given remedial training until they are proficient.*
 - *Refresher (annual) training must be completed annually (within 1-year of last training date).*
 - All of the training materials and documentation must be on file for review by the NCDOT/PTD. Materials shall include but not be limited to course outline (may be included in instructor’s manual), instructor’s manual, sample student manual (if one is used), handouts and copy of Power Point slides if used in lieu of instructor’s manual.
 - Records of qualifications and training performed (for each individual trained) must be kept on file for a minimum of five (5) years. Records shall include proof of attendance (roster or certificate of completion, if provided), date of the course, and type of instruction delivery (instructor led, self-instruction, etc.), name and certification (if applicable) of instructor.
- **Minimum Training Standards Reporting Procedures**
 - Grantees must submit the following information to the Safety and Security Unit.
 - Number of employees who received training by category/type
 - A spreadsheet will be provided by the Safety and Security Unit for the purposes of reporting training.
 - The report must be submitted no later than the fifteenth (15) day of the month following the end of the quarter (Dates due: January 15, April 15, July 15, and, October 15).
 - Submit reports by e-mail to the Safety and Security Specialist assigned to your area and courtesy copy to safetyptd@ncdot.gov.

TRAINING STATEMENT

Lenoir County Transit's Safety and Training Officer (and various other trainers) will provide required training to drivers and staff. The Training Officer will follow all guidelines and procedures as instructed by North Carolina Department of Transportation (NCDOT). All LCT drivers are required to receive the minimum training as required by NCDOT/PTD. All other employees will receive that training determined necessary to safely perform job functions. In addition, any training required by other authorities will be provided and documented. An electronic record of all training due dates and completion dates will be maintained.

Training Program for Drivers and Other Safety Sensitive Employees

Training material for new employees are located in the Safety/Training Office. Training materials are provided in several formats and are maintained in separate files by subject. The training materials are designed to meet or exceed minimum training requirements set forth by the NCDOT/PTD. Certain training must be completed prior to the beginning of revenue service. Those trainings are identified by the minimum training standards. Lesson plans and training material references are on file for safety training. An annual training schedule is maintained in order to assure that all minimum training requirements are covered on an ongoing basis. A listing of the minimum training requirements, as issued by the NCDOT/PTD via memo dated May 14, 2014, is included in this section. Additional safety training is performed as deemed necessary by Lenoir County, the LCT Director and/or the LCT Safety and Training Officer. A lesson plan is developed for each safety training session.

Schedule for Refresher Training Courses

The schedule for refresher training courses is developed on a calendar year basis and includes the minimum training requirements as issued by the NCDOT/PTD as well as other refresher training courses deemed important by Lenoir County, the LCT Director and/or the LCT Safety and Training Officer.

Employee Training Records

LCT will maintain training records for each employee. Training records will contain verification of the type of training done as well as an ongoing list of the type of training done and date completed.

Remedial Training

Remedial training will be given to any employee who:

- Is found to be "at fault" in an accident while driving a LCT vehicle. (Defensive Driving)
- Is issued a citation while driving a LCT vehicle. (Defensive Driving)
- Receives a "POOR" mark on more than 5% of check points during an evaluation. (Defensive Driving)
- Is involved in any incident related to improper wheelchair securement. (Wheelchair Securement)
- Fails to notify Dispatch of an incident or accident at the first opportunity. (Emergency Procedures)

Remedial training may also be required at the discretion of the Director, Assistant Director, or Safety Officer due to observed sub-standard performance.

Reporting

LCT will report all training and employee development to NCDOT/PTD on a quarterly basis. This information is also reported to the LCT Advisory Board.

JOB EVALUATION

Job evaluations will be done for all LCT employees.

- *Frequency:* Each *Lenoir County Transit* System employee will have a job evaluation annually, on or near the employee's hire date. New drivers will have a Driver Evaluation prior to operating a vehicle unsupervised in revenue service and an annual job evaluation and Driver Evaluation. Special performance evaluations are subject to determination by competent authority, such as the Director or his designee.
- *Responsibility:* Each *Lenoir County Transit* System employee will be evaluated by his or her immediate supervisor or higher authority, as appropriate.
- *Documentation Required:* Each *Lenoir County Transit* System employee will receive a completed evaluation sheet for special performance evaluations, and it will be personally reviewed with him/her by the immediate supervisor or higher authority. Both the supervisor and the employee will sign and date the evaluation sheet in the appropriate places. The employee may attach comments to explain or clarify any points made in the evaluation. It will then be filed in the subject employee's personnel record in a confidential manner. (See Driver Ride Check Evaluation form, etc.)

Evaluation results may be the basis for promotion, salary actions, demotions, suspensions, dismissals, and other such actions.

All written Driver Evaluations are maintained in a secure manner along with employee training records.

Safety Data Acquisition/Analysis

SAFETY DATA ACQUISITION/ANALYSIS DESCRIPTION OF ELEMENT

Understanding safety data is an important step toward allocating important (and often scarce) resources to implement safety program elements. Safety data relative to transit provider operations can be used to determine safety trends in system operation. The data include information gathered from within the system on safety-related events such as passenger injuries or claims, employee injuries, accidents, incidents, and preventability. Driver reports (sometimes called logs) can be an important source of safety problems, such as dangerous stop locations, problems with vehicle equipment, safety problems with the route, and other issues. The data is useful in a formal hazard identification and resolution process to help identify hazards before they cause accidents. The data may also help improve system performance, not only in respect to safety, but also in overall delivery of service to the riding public. In addition, trend analyses of safety data can help determine the effectiveness of safety initiatives that have been implemented.

- A. One of the most important services the safety unit provides for the transit organization is the collection, maintenance, and distribution of safety data relative to system operation.
 - Includes information gathered from within the system on various operating events relative to safety.
- B. Analysis of this system specific data can be used to determine trends and patterns in system operation.
- C. Used as part of the Hazard Resolution Process, data collection and analysis can be used to identify hazards before they cause accidents.
 - This is done by techniques such as trend analysis and thus become a vital component of efforts to improve system performance, not only in respect to safety but also in overall delivery of service to the riding public.
- D. The responsibilities for providing, receiving, processing and analyzing data should be listed here and can be general or specific, based on the needs of the transit system.

SAFETY PLAN PURPOSE

A System Safety Plan has many beneficial purposes for your employees and passengers. A plan provides:

- A documented approach to accomplishing a system safety program.
- A means of providing safety policies and procedures to drivers, vehicle maintenance, office and facility personnel.
- A way to reduce accidents and injuries through preventative measures.

SAFETY OBJECTIVES

In the transit environment, when properly applied, system safety:

1. Ensures safety is addressed during system planning, design and construction
2. Provide analysis tools and methodologies to promote safe system operation through the identification of safety hazards and the implementation of technology, procedures, training, and safety devices to resolve these hazards

TRANSIT SYSTEM SAFETY PHILOSOPHY **NCDOT Safety Philosophy Statements**

A Safety Philosophy is part of the North Carolina Department of Transportation (NCDOT) mission. North Carolina public transit systems can uphold this mission by acknowledging and implementing the NCDOT safety philosophy statements shown below:

- ❖ All accidents and injuries can be prevented.
- ❖ Management/supervisors are responsible, and will be held accountable, for preventing injuries and occupational illnesses.
- ❖ Occupational safety and health is part of every employee's total job performance.
- ❖ Working safely is a condition of employment.
- ❖ All workplace hazards can be safeguarded.
- ❖ Training employees to work safely is essential and is the responsibility of management/supervision.
- ❖ Preventing personal injuries and accidents is good business.

SAFETY GOALS

As a public transportation provider in North Carolina, transit systems should utilize and uphold statewide safety goals. These goals include:

- ❖ Instilling a safety attitude and a safe work place/customer service environment
- ❖ Establishing a commitment to safety
- ❖ Developing and maintaining a comprehensive, structured safety program
- ❖ Developing and maintaining safety standards and procedures
- ❖ Providing formalized safety training
- ❖ Reducing accident and injury rates
- ❖ Selecting equipment that promotes and enhances safety
- ❖ Safeguarding hazards
- ❖ Making necessary changes in the system to uphold safety
- ❖ Establishing an incentive/reward program that rewards safe employee practices
- ❖ Increasing employee safety awareness
- ❖ Applying new research and development in safety efforts
- ❖ Meet NCDOT/PTD minimum training standard

Creates a proactive transit safety culture that supports employee safety and safe system operation through motivated compliance with agency rules and procedures and the appropriate use and operation of equipment

SAFETY FUNCTIONS ACTION PLAN

This plan lists the actions a system can use in developing and carrying out a safety and emergency response program. When all aspects are implemented, the action plan can help a system to address emergency and fire prevention requirements that will protect people, property and the environment.

Functions of Safety/Training Officer

- Provide training to all employees for their roles in all safety and emergency plans.
- Conduct annual drills to exercise the emergency response plans.
- Ensure personnel are trained in the proper procedures for chemical handling.
- Ensure that personnel are properly trained to carry out safety and emergency plans.
- If smoking is permitted, designated smoking areas are established.
- Conduct all other actions required in the system safety plan to implement, develop and maintain an effective Emergency Response Plan.

SAFETY RESPONSIBILITIES – SPECIFIC POSITIONS

Under the Director there is:

- A thorough and effective Accident Investigation to include reporting and recording procedure, and a written report on actions taken to prevent recurrence of accidents, including action taken against individual violators of safety rules and practices.
- A training program for employees and supervisory personnel directly related to avoiding a possible injury or illness in the area of assigned operations.
- A periodic audit of all premises, equipment, and, materials so that recommendations can be developed to obtain compliance with established standards.
- A communications system established and maintained to ensure that all personnel responsible for safety matters are kept abreast of new standards or procedures published by the Department of Labor.
- Specific goals established for the safety program, with progress toward those goals measured on a monthly basis. Copies of monthly progress reports are forwarded to the Administrator/Director.

The steps to achieving the safety policy are accomplished through:

- A Safety Officer
- Employee Training and Supervision
- Employee Safety Meetings
- Accident Investigation
- Departmental Self-Inspection

Responsibility

The Director is directly responsible for all safety efforts in the organization. Enthusiasm and faith in the safety program must be such as to maintain the interest and support of all employees. The specific accident prevention duties include the following:

- Active participation and direction in the planning of details for accident prevention which will bring the best results for all employees.
- Participating directly and/or indirectly in safety activities as may be required to maintain the enthusiasm and interest of all concerned.
- Providing a safe and healthful work place.
- Demonstrated support of the program through personal participation and through approval of necessary expenditures for such items as personal protective equipment and expenditures for safety training materials.
- Continuing review of the effectiveness of accident prevention efforts with necessary follow-up and bolstering of efforts when required.
- Directing that any flagrant disregard of safety rules and regulations by employees be grounds for dismissal as outlined in Personnel Policy.

The Safety Officer will implement and administer the safety program.

- Ensure maintenance of records as necessary to comply with laws and objectives of the safety program. These records should include:
 - Copy of Report of Injury, Illness or Accident
 - Accident Investigation Reports
 - Required OSHA forms
 - Safety Program status reports
- Assist and consult in developing safe work methods, accident investigations, training, and other technical assistance.
- Analyze accident reports and investigations as needed.
- Promote “safety awareness” in all employees through stimulating educational training programs.
- Compliance with all OSHA, state and local laws, and established safety standards.
- Recommend immediate corrective action in cases of unsafe operations.
- Submit a copy of Accident/Incident Reports to NCDOT/PTD Safety & Training Unit

Employees, in developing keen “safety awareness” are assigned the following responsibilities:

- To abide by the safety rules and regulations of the organization.
- To regard the safety of fellow workers at all times.
- To report any unsafe condition to the Safety Officer.
- To contribute ideas and suggestions for improving the safety of conditions or procedures to the Safety Officer
- To use individual knowledge and influence to prevent accidents.
- To attend safety training sessions.
- To report accidents and injuries immediately.

RELATIONSHIP BETWEEN SYSTEM SAFETY AND SYSTEM OPERATIONS

Management of Unsafe Conditions

- Eliminate hazards by removing the practice that is causing the hazard through appropriate means.
- Train personnel on steps to take when confronted by a hazardous condition and provide procedures to safely avoid the hazard.
- Provide and ensure the use of personal protective equipment to shield employees from the hazard.

At no time should safety practices be set aside to get the job done faster and cheaper. The price paid for such indiscretion may greatly exceed the anticipated gain from the action.

Designated Safety Official

The Safety Officer is the individual who is directly responsible for implementing the System Safety Program. It is the basic responsibility of the Safety Officer to plan and conduct safe operations. **It is also the duty and responsibility of the Safety Officer to fully orient and instruct all employees in safe practices and procedures.** He or she is expected to be in charge of collecting and disseminating safety data. The Safety Officer is specifically charged with the following responsibilities for the System Safety Program:

- Have full knowledge of all standard and emergency operating procedures;
- Perform safety audits of operations;
- Ensure that employees make safety a primary concern when on the job;
- Actively investigate all incidents and accidents;
- Prohibit unsafe conduct and conditions;
- Listen and act upon any safety concerns raised by employees; and
- Report to management any safety concerns or possible hazards.

Employees

It is the responsibility of each employee of the Transit System to abide by all rules and regulations and to comply with all laws pertaining to safety and health in the workplace. Safety becomes a shared responsibility between management and the employee, and working safely is a condition of employment.

Employees are required to identify, report and correct unsafe conduct and conditions. Under (OSHA) 29 CFR part 1910; employees have the right to report any unsafe working conditions without being subjected to any retaliation whatsoever. Each employee must be an integral part of the SYSTEM SAFETY PROGRAM.

All transit employees are required to attend safety meetings. Safety meetings involve employees in the Safety Program and are very useful ways of training employees. Safety meetings are used to present information, discuss problems and new ideas and discuss recent accidents and injuries. Safety meetings and commitment shall include, but shall not be limited to, the following:

1. Wearing the prescribed uniform and safety shoes as required.
2. Reporting promptly and in writing all injuries and illnesses associated with the jobs.
3. Reporting, no matter how slight, all fires, accidental damage to property, hazardous material spills and other emergency occurrences.
4. Working under the influence of alcohol or illegal drugs is specifically forbidden. Use of prescription drugs, which may affect your alertness or work abilities, shall be reported to your supervisor (49 CFR parts 40, 653, and 654).
5. Taking care not to abuse equipment, so it will be in usable condition for as long as possible, as well as ensure they are in the best possible condition while being used.

HAZARD IDENTIFICATION AND ANALYSIS METHODOLOGY

Hazard Assessment Matrix

One way to conduct hazard assessments is to use a “**Hazard Assessment Matrix**”. The Matrix condenses “hazard assessment” into a chart and prioritizes those hazards that are evaluated. Two hazard severity categories are used to designate the magnitude of the “worst case” potential effects of the hazard are as follows:

- **Category I – Critical**
Hazard can result in severe injuries or death to passengers, employees, or others who encounter the Transportation System and/or cause major property damage.
- **Category II – Marginal**
Hazard can result in minor injury or negligible property damage.

After hazards are assessed for their potential severity, they can be examined to determine the probability that they may lead to an accident. As an increase in knowledge about safety is established through the course of the System Safety Program, prior accident information will be factored into the probability analysis if it is appropriate to do so.

- A Frequent**
The hazard is likely to cause an accident on a recurrent basis.
- B Remote**
An accident is unlikely but possible during the life of the hazard.

HAZARD ASSESSMENT MATRIX		
Frequency of Occurrence	Hazard Categories	
	Critical I	Marginal II
A Frequent	I A	II A
B Remote	I B	II B

Hazard Risk Index	
I A	Unacceptable or Undesirable (Management Decision Necessary)
II A, I B	Acceptable with Management Review
II B	Acceptable without Management Review

Hazard Analysis

Date of Hazard Analysis: _____

Hazard Risk Index

IA

II A, I B

II B

Criteria

***Unacceptable or Undesirable
(Management Decision Necessary)***

Acceptable with Management Review

Acceptable without Management Review

Prepared By: _____ Date: _____

SAFETY TERMS AND DEFINITIONS

ACCIDENT

An unforeseen event or occurrence that results in death, injury, or property damage – *System Safety Program Training Participant's Guide*

An incident involving a moving vehicle. Includes collisions with another vehicle, object or person (except suicides) and derailment/left roadway. This also includes Personal Casualties incidents on the vehicle and entering/exiting the vehicle. – *Federal Transit Administration (FTA) - Safety Management Information Statistics (1999 SAMIS Annual Report)(2000)* <http://transit-safety.volpe.dot.gov/publications/default.asp>

Occurrence in a sequence of events that produces unintended injury, death or property damage. Accident refers to the event, not the result of the event. – *National Safety Council (NSC), National Safety Council Statistics Glossary [online](Research & Statistics, 25 July 2000[15 March 2002]);* <http://www.nsc.org/lrs/glossary.htm>

HAZARD

Any real or potential condition that can cause injury, death or damage to or loss of equipment or property

- theoretical condition
- identified before an incident actually occurs

FTA - Implementation Guidelines for State Safety Oversight of Rail Fixed Guideway Systems (1996) <http://transit-safety.volpe.dot.gov/publications/default.asp>

INCIDENT

An unforeseen event or occurrence which does not necessarily result in death, injury, contact or property damage - *FTA - Implementation Guidelines for State Safety Oversight of Rail Fixed Guideway Systems (1996)*

<http://transit-safety.volpe.dot.gov/publications/default.asp>

Collisions, personal casualties, derailments/left roadway, fires, and property damage greater than \$1,000 associated with transit agency revenue vehicles and all transit facilities - *FTA - Safety Management Information Statistics (1993 SAMIS Annual Report) (1995)* <http://transit-safety.volpe.dot.gov/publications/default.asp>

RISK

Probability of an accident multiplied by the consequences of an accident (often in \$) - *System Safety Program Training Participant's Guide*

Exposure or probable likelihood of a hazard (accident, crisis, emergency or disaster) occurring at a system. Risk is measured in terms of impact and vulnerability - *FTA - Critical Incident Management Guidelines (1998)*

<http://transit-safety.volpe.dot.gov/publications/default.asp>

SAFETY

Freedom from those conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment – *Military Standard 882-D*

Freedom from danger - *FTA - Implementation Guidelines for State Safety Oversight of Rail Fixed Guideway Systems (1996)*

<http://transit-safety.volpe.dot.gov/publications/default.asp>

SECURITY

Precautions taken to guard against crime, attack, sabotage, espionage, etc. – *The Learning Network, Inc., A-Z Dictionary [online](2000-2002[15 March 2002])* <http://www.infoplease.com>

Freedom from intentional danger - *FTA - Implementation Guidelines for State Safety Oversight of Rail Fixed Guideway Systems (1996)*

<http://transit-safety.volpe.dot.gov/publications/default.asp>

SYSTEM SECURITY

All activities associated with providing security to transit patrons and securing transit property including supervision and clerical support. Includes patrolling revenue vehicles and passenger facilities during revenue operations; patrolling and controlling access to yards, buildings and structures; monitoring security devices; and, reporting security breaches – *US Department of Transportation, Bureau of Transportation Statistics, Transportation Expressions [online](1996[15 March 2002])* <http://www.bts.gov/btsprod/expr/expsearch.html>

SAFETY POLICY

Policy Description:

Safety is the number one priority of *Lenoir County Transit*. In support of that goal, the primary importance of the System Safety Program Plan policies and procedures is the reduction of accidents and injuries to transit customers, employees and the general public. Safety is a shared responsibility between system management and employees.

It is the policy of *Lenoir County Transit* to provide a place of employment that is free from recognized hazards that could result in death or serious injury to employees, customers or the general public.

It is the responsibility of each employee to report all incidents or unsafe conditions to their supervisor. Supervisors must immediately take necessary corrective action to prevent unsafe conditions.

It is also the policy of *Lenoir County Transit* to require that safety training and the use of safe protective equipment and procedures are adhered to at all times. Individual employees are expected to perform their duties in a safe and responsible manner, as safe work behavior is a condition of employment.

Prohibited behaviors are behaviors that are in violation of the System Safety Program Plan. Such behaviors include behaviors that threaten the safety of employees, customers and the general public. Other unacceptable behaviors include those that result in damage to system, employee or public property.

An employee who intentionally violates safety policy and procedures will be subject to appropriate disciplinary action, as determined by the findings of an investigation. Such discipline may include warnings, demotion, suspension or immediate dismissal. In addition, such actions may cause the employee to be held legally liable under State or Federal Law.

This operational policy was adopted by the *Lenoir County Board of Commissioners*.

Date _____

Month _____

Year _____

(Signature) _____
System Director

(Signature) _____
Chairman, Lenoir County Board of Commissioners

POTENTIAL WORK SITE HAZARDS IDENTIFICATION

- A. The designated Supervisor at EACH Employee work site shall identify at least ANNUALLY any potential Occupational Safety or Health Hazards at that work site.
1. Any time a new substance, process, procedure, or piece of equipment is introduced and presents a potential hazard or a hazard is identified during a Safety Inspection, an updated Identification must be completed IMMEDIATELY.
- B. A copy of the completed Hazards Identification shall be posted at the work site and must be reviewed with any new employee assigned to that work site BEFORE the new employee begins to work and will be recorded in the employee's training record.

A copy of the completed Hazards Identification must also be forwarded to the applicable Program Manager/Director and Safety Officer for review action and for file for follow-up inspections.

HAZARDS IDENTIFICATION

Work Site Name _____

Location _____

Potential Hazards	Employee Action to be Followed
1.	
2.	
3.	
4.	
5.	

Completed by: _____

Inspector

Date

REVIEW ACTION

- A. _____ No remediation action possible
 B. _____ Remediation to be done

Hazard	Action	Schedule	Responsibility
1.			
2.			
3.			
4.			
5.			

C. Comments: _____

By: _____
Assistant/Director Date

Safety Officer Date

Follow-up Abatement Action

Hazard	Abatement Action Completed	Date	Completed By
1.			
2.			
3.			

Submitted by: _____
Position Date

Reviewed by: _____
Position Date

Safety Officer Date

Comments: _____

Reference Documents:

The following documents are located in: T/SSPP/SSPPdocs:

Emer Action Plan

Fire Prevention Plan

Hazard Assessment Log

Hazard Identification and Analysis Methodology

Potential Work Site Hazards Identification

Radio 10-33 Emergency

Transit Bldg Plan

Vehicle Evacuation Plan

Drug and Alcohol Abuse Program

DRUG AND ALCOHOL OVERVIEW

Purpose

To establish guidelines that ensures a safe, healthy and productive drug-free work environment for the employees of the Agency.

Scope

This policy affects and applies to all Agency employees.

Overview

Being under the influence of a drug or alcohol while on the job poses serious safety and health risks to the user and to co-workers. Therefore, the Agency has established the following policy to ensure a drug-free work environment:

Lenoir County Transit has zero tolerance for the use of alcohol, illegal substances, or the misuse of prescription medications during work hours or the presence of these substances in the body during work hours regardless of when consumed.

Drug and alcohol tests may be administered pre-employment, re-entry, post-accident, for causes or by random selection.

A positive test result is any amount of alcohol or illegal substance as revealed by the test. The medical Review Officer will make the final decision as to a positive or negative test result. A positive test result will result in immediate termination.

Alternate types of tests may be conducted when two or more tests within twelve months are found to be inclusive or a situation warrants such tests.

Failure to submit to a drug/alcohol test when requested or leaving the test site without completing the test is grounds for immediate termination. Other behaviors will be considered a refusal; tampering with the specimen or not reporting for a drug test without a valid reason immediately following an accident.

An ongoing drug free awareness program to inform employees has been established and begins with their initial agency orientation then continues on an annual basis.

All employees will receive 1 hour of substance abuse awareness education. All supervisory personnel will receive 1 hour of substance abuse awareness education and 1 hour of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse as presented by a Substance Abuse Professional

Each employee will sign a statement of understanding that, as a condition of employment under grants providing funding for his/her position, the employee will abide by the terms of the drug free workplace statement and notify Lenoir County Transit in writing of his/her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such a conviction.

An employee may voluntarily come forward and ask for rehabilitation counseling. He/she would be suspended without pay until a Substance Abuse Professional could certify that the employee is fit to return to duty. Any employee with a substance abuse problem is encouraged to seek help.

Whenever the Drug and Alcohol Policy is changed or revised, all employees will be briefed on the policy with emphasis on any changes. All training will be properly documented in the employee's training records.

Administration

The Director will administer this policy. A signed copy of the current Drug and Alcohol Policy will be located in the Safety and Training Office.

Drug and Alcohol Program

“*Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations*,” as implemented by 49 CFR Part 655 (August 2001), as amended, and to be read in conjunction with 49 CFR Part 40, requires all subrecipients receiving Federal Transit Administration funds under Capital Grant, Urbanized Area Formula Grant, or Non-Urbanized Area Formula Grant Programs to have a drug and alcohol testing program in place for all safety sensitive employees.

In addition, the U.S. Department of Transportation has issued 49 CFR Part 40, "*Procedures for Transportation Workplace Drug and Alcohol Testing Programs*," which prescribes testing methods to be followed.

Certification must be signed by the subrecipient's governing board or other authorized individual or body in compliance with the above. Failure to certify compliance with the drug and alcohol rules will result in jeopardizing federal funding from FTA. In addition, an FTA grant recipient is subject to criminal sanctions and fines for false statements or misrepresentation under Section 1001 of Title 18 of the U.S. Code.

Drug and Alcohol Regulations

NCDOT subrecipients of specific Federal Transit Administration (FTA) funding must establish and maintain a Drug and Alcohol Testing Program in accordance with 49 CFR §655, and in consonance with 49 CFR Part 40.

To ensure compliance with FTA Drug and Alcohol Testing Program requirements public transportation providers must:

- Establish an anti-drug use and alcohol misuse program as outlined in 49 CFR § 655.11-12;
- Establish an education and training program for all covered employees as outlined in 49 CFR § 655.14;
- Establish and provide written notice to every covered employee, of the employer’s anti-drug and alcohol misuse program policy, in accordance with 49 CFR § 655.15 -17;
- Establish a program that provides testing for prohibited drugs as outlined in 49 CFR § 655.21;
- Establish a program that provides testing for alcohol as outlined in 49 CFR § 655.31-35, and in conjunction with 49 CFR Part 40;
- Comply with the testing requirements as detailed in 49 CFR § 655.41-62;

- Maintain in a secure location, with controlled access, all records of its anti-drug and alcohol misuse program as detailed in 49 CFR § 655.71, and in accordance with records disclosure instructions provided in 49 CFR § 655.73; and
- Annually prepare, maintain, and electronically complete and submit a Drug and Alcohol Management Information System (DAMIS) Report reflecting the results of its anti-drug and alcohol misuse testing programs performed for the previous calendar year. Transit agencies complete this report electronically. The NCDOT/PTD will provide DAMIS Report preparation instructions, along with a transit agency user ID# and Password to all FTA Section 5311 *subrecipients*, upon receipt from FTA.

To ensure NCDOT subrecipient compliance with FTA mandated Drug and Alcohol Testing Program and the Drug-Free Workplace requirements, the NCDOT:

- Periodically reviews each transit agency's Drug and Alcohol Program Policy for compliance;
- Conduct on-site visits to review all aspects of each transit agency's Drug and Alcohol Program that cannot be accomplished via desktop audit, such as compliance with program management requirements, records maintenance and storage review, ensuring that all applicable Drug and Alcohol Program regulations are readily available, reviewing documentation of employee training, collector compliance with regulations, and reviewing any other program compliance requirements;
- Provide technical assistance in all matters pertaining to transit agency Drug and Alcohol Program management as requested, or deemed to be appropriate;
- Provide employee/supervisor training, such as "Reasonable Suspicion Referral for Supervisors" and other program related training as available/required;
- Monitor transit agency Drug and Alcohol program management activities via accessing and reviewing the 3rd Party Administrator (TPA) Website;
- Monitor collection sites for compliance with FTA Drug and Alcohol Testing Program requirements;
- Coordinate efforts that would eventually allow individual transit agencies to review their Drug and Alcohol Testing Program activities via accessing the current TPA website;
- Collect, compile, and review all data necessary to validate each transit agency's Drug and Alcohol Management Information System (DAMIS) Report. Each transit agency prepares this report electronically. The NCDOT reviews each report and then electronically forwards the data to FTA prior to March 15 of each year.

Drug-Free Workplace Act

The Drug-Free Workplace Act of 1988, as well as Section 44-107-30, S.C. Code of Laws (1976), as amended, requires all grantees receiving grants from any state agency to certify they will maintain a drug-free workplace.

Reference Documents:

The following documents are located in: T/SSPP/SSPPdocs:

Current Policy signed

LCT Acknowledge Emp drug test policy

LCT Authorization to Release Drug and Alcohol

VEHICLE MAINTENANCE

April 17, 2007

TO: Community Transportation Systems
FROM: NCDOT/PTD
SUBJECT: Maintenance Plan

Recipients must keep Federally-funded equipment and facilities in good operating order.

Recipients must have a written maintenance plan. The maintenance plan should identify the goals and objectives of a maintenance program, which may include vehicle life, frequency of road calls, maintenance costs compared to total operating costs, etc. The maintenance program should also establish the means by which such goals and objectives will be obtained.

At a minimum, the plan should designate the specific goals and objectives of the program for preventive maintenance inspections, servicing, washing, defect reporting, maintenance-related mechanical failures, warranty recovery, vehicle service life, and vehicle records. The program must address the particular maintenance cycles for each capital item.

Recipients must have records showing when periodic maintenance inspections have been conducted on vehicles and equipment. Include information showing that the periodic maintenance program meets at least minimum requirements of the manufacturer.

Maintenance of ADA elements may be incorporated in the regular maintenance plan or addressed separately. At a minimum, the grantee must demonstrate that such features as lifts, elevators, ramps, securement devices, signage, and communications equipment are maintained and operational. The recipient is required to develop a system of maintenance checks for lifts on non-rail vehicles to ensure proper operation. Additionally, a recipient is required to remove an accessible van with an inoperable lift from service before the next day, unless no spare vehicles are available to replace that vehicle. When a vehicle with an inoperable lift is operated, the vehicle must not be in service for more than five days.

Recipients must keep written maintenance plans and checklist systems, as well as maintenance records for accessible equipment.

Recipients are required to maintain systems for recording warranty claims and enforcement of such claims. Recipients should have written warranty recovery procedures. The warranty recovery system should include warranty records and annual summaries of warranty claims submitted.

Federally funded equipment needs to be maintained whether operated directly by a recipient or by a third-party contractor. When a recipient has contracted out a portion of its operation, a maintenance plan for Federally-funded equipment should be in existence and be treated similarly to a recipient-operated service. In those cases, the third-party contractor must have in place a system to monitor the maintenance of federally funded equipment.

PREVENTIVE MAINTENANCE STANDARDS

All vehicles, wheelchair lifts and associated equipment, system owned or operating under contract with the system is placed on a comprehensive preventive maintenance program for the purpose of increasing safety and reducing operational costs.

The Preventive Maintenance Plan should consist of:

- Making preventive maintenance arrangements
- Conducting a pre-/post trip inspection course for driver
- Completing a corresponding inspection checklist
- Maintaining a combined Public Transportation Management System (PTMS), and a comprehensive maintenance record on file for each vehicle
- Completing statistical reporting
- Reporting common problems
- Utilizing manufacturers Preventive Maintenance Guidelines Manual
- Keeping all maintenance records for the life of the vehicle to include three (3) years after the disposition

*Note: The Preventive Maintenance Program has been developed for the purpose of safety and vehicle use longevity. The guidelines are not designed to interfere with or violate the Manufacturer's Warranty Maintenance Schedule.

Maintenance Records

LCT will retain all records pertaining to maintenance, service, warranty and other documents as required for vehicles and wheelchair lifts. The records should be maintained for at least the life of the vehicle which includes three (3) years after the vehicle's disposition.

Maintenance Records Include:

- AssetWorks Fleet Management Program documentation
- Documents showing vehicle identity
- Documents showing vehicle and wheelchair lift completed maintenance and inspection dates.
- Documents showing mileage
- Documents showing maintenance contractors' names and addresses
- Vehicle Accident Reports. A copy of any accident/incident report is required to be sent to NCDOT within 48 hours of occurrence of event shall be maintained in the vehicle record.
- A copy of the document notifying NCDOT of a fatal accident by the close of business or the end of the working day
- A copy of the document notifying NCDOT within 24 hours of a fatal death that occurs within 30 days as a result of an accident
- Documents showing completion of the driver's daily Pre/Post Inspection Checklists, (maintain the previous 5-years. Ref:49 CFR18.42)
- An annual PTMS inspection will be performed on each vehicle. The inspection document will be maintained with the vehicle maintenance records.

ANNUAL PTMS INSPECTION

Form must be completed and maintained with vehicle maintenance records.

Date: _____

Vehicle: _____

Wheelchair Lift Cycle Reading: _____

Odometer Reading: _____

Inspector: _____

Inspection Key

For Each Item

OK =OK

"X" = Adjusted

"0"= Repairs Are Necessary

For Each "0" Give an Explanation

Body

- ___ Check windshield and other glass for cracks/damage
- ___ Check wheels for cracks/damage
- ___ Interior and exterior decals, signs, numbers (ex: railroad crossing, no turn on red, etc...)
- ___ Body damage
- ___ Destination signs for proper operation (Front, Rear, Back)
- ___ General physical condition of the vehicle
- ___ System name completely spelled out and condition
- ___ Sign identifying the vehicle as "Available for Public Use" if required

ONBOARD SAFETY EQUIPMENT

The following items have been placed in all vehicles:

Seat Belts - An adjustable driver's restraining belt that complies with FMVSS 209 (Seat Belt Assemblies) and FMVSS 210 (Seat Belt Anchorages) regulations

Fire Extinguisher - Include a fully-charged dry chemical or carbon dioxide fire extinguisher that has at least a 1A:BC rating and bears the Underwriter's Laboratory, Inc. label. The extinguisher should be accessible and must be securely mounted in a visible place or a clearly marked compartment.

Red Reflector - Vehicles should be equipped with three (3) portable red reflector warning devices in compliance with North Carolina Statutes. The triangle case must be mounted to the vehicle.

Web Cutter - Must be visible and easily accessible by the vehicle driver.

Bloodborne Pathogen Kit - Kit includes disposable gloves for your hands, absorbent powder for clean up, approved bags & containers for proper disposal, dust pan, disinfectant towelettes for immediate hand cleaning)

First Aid Kit - As equipped when delivered to LCT and replenished as needed.

PREVENTATIVE MAINTENANCE SCHEDULE

LCT utilizes ASSET WORKS, designed by NC State University Institute for Transportation Research and Education. All records and descriptions of services are within this program. All maintenance follows the manufacturer's recommendations for preventative maintenance. A copy of the LCT Preventative Maintenance plan is located in the dispatch office.

WHEELCHAIR LIFT PREVENTATIVE MAINTENANCE SCHEDULE

LCT adheres to at least the minimum requirements and recommendations set forth by the manufacturer. Preventative maintenance on lift equipment is performed twice monthly and at the 750 cycle count.

VEHICLE INSPECTIONS

Pre/Post-trip inspections are crucial to the success of the LCT Preventative Maintenance Program. Each driver will inspect his or her vehicle before leaving the parking area by completing the Driver Vehicle Inspection Report. Each driver will also complete an inspection when parking the vehicle at the end of the service day for that vehicle. The completed checklist should be submitted to the LCT office the next time the driver is in the office after completion of the form so that necessary maintenance can be noted and scheduled accordingly. Drivers are to notify the LCT office immediately of any concerns involving the safe operation of the vehicle. Drivers must sign each checklist for each vehicle used that day. Directions for completing a Driver Vehicle Inspection Report are located in the LCT Driver Handbook. Copies of Driver Vehicle Inspection Reports are found in the dispatch office.

Reference Documents:

The following documents are located in: T/SSPP/SSPPdocs:

LCTVehPrevMaintPlan March 2015

Lift Maintenance plus Extinguisher

Pretrip-Posttrip Form

SECURITY

Purpose

The overall purpose of Lenoir County's Security Program is to optimize -- within the constraints of time, cost, and operational effectiveness -- the level of protection afforded to Lenoir County Transit's passengers, employees, volunteers and contractors, and any other individuals who come into contact with the system, both during normal operations and under emergency conditions.

The Security of passengers and employees is paramount to promoting the objectives of the FTA, NCDOT and their partner organizations in developing a Security Program. LCT will take all reasonable and prudent actions to minimize the risk associated with intentional acts against passengers, employees and equipment/facilities. To further this objective, LCT has developed Security plans and procedures and emergency response plans and procedures. The plans include coordination with local law enforcement and with other regional transit providers, the conduct of exercises for their emergency plans, and assessment of critical assets and measures to protect these assets.

Goals

The Security Program provides LCT with a Security and emergency preparedness capability that will:

1. The Security Program's number one goal is the protection and safety of system employees, passengers, vehicles and equipment.
2. Ensure that Security and emergency preparedness are addressed during all phases of system operation, including the hiring and training of agency personnel; the procurement and maintenance of agency equipment; the development agency policies, rules, and procedures; and coordination with local public safety and community emergency planning agencies
3. Promote analysis tools and methodologies to encourage safe system operation through the identification, evaluation and resolution of threats and vulnerabilities, and the on-going assessment of agency capabilities and readiness
4. Create a culture that supports employee safety and Security and safe system operation (during normal and emergency conditions) through motivated compliance with agency rules and procedures and the appropriate use and operation of equipment

Objectives

In this new environment, every threat cannot be identified and resolved, but LCT can take steps to be more aware, to better protect passengers, employees, facilities and equipment, and to stand ready to support community needs in response to a major event. To this end, our Security Program has five objectives:

1. Achieve a level of Security performance and emergency readiness that meets or exceeds the operating experience of similarly-sized agencies around the nation
2. Increase and strengthen community involvement and participation in the safety and Security of our system
3. Develop and implement a vulnerability assessment program, and based on the results of this program, establish a course of action for improving physical Security measures and emergency response capabilities
4. Expand our training program for employees, volunteers and contractors to address Security awareness and emergency management issues
5. Enhance our coordination with NCDOT/PTD regarding Security and emergency preparedness issues.

FTA'S TOP 20 SECURITY PROGRAM ACTION ITEMS FOR TRANSIT AGENCIES

The following Action items identify the most important elements that transit agencies should incorporate into their System Security Program Plans. These top twenty (20) items are based on good Security practices identified through FTA's Security Assessments and Technical Assistance provided to the largest transit agencies. Specific information on these elements may be found in FTA's *Transit System Security Program Planning Guide*. FTA is working with transit agencies to encourage them to incorporate these practices into their programs.

Management and Accountability

1. Written Security program and emergency management plans are established.
2. The Security plan is updated to reflect anti-terrorist measures and any current conditions.
3. The Security plan is an integrated system Security program, including regional coordination with other agencies, Security design criteria in procurements and organizational charts for incident command and management systems.
4. The Security plan is signed, endorsed and approved by top management.
5. The Security program is assigned to a senior level manager.
6. Security responsibilities are defined and delegated from management through to the front line employees.
7. All employees are held accountable for security issues under their control.

Security Problem Identification

8. A threat and vulnerability assessment resolution process is established and used.
9. Security sensitive intelligence information sharing is improved by joining InfracGuard, the FBI Regional Task Force and the Surface Transportation Intelligence Sharing & Analysis Center (SAC); Security information is reported through the National Transit Database (NTD).

Employee Selection

10. Background investigations are conducted on all new front-line operations and maintenance employees (i.e., criminal history, and motor vehicle records).
11. Criteria for background investigations are established.

Training

12. Security orientation or awareness materials are provided to all front-line employees.
13. Ongoing training programs on safety, Security and emergency procedures by work area are provided.
14. Public awareness materials are developed and distributed on a system wide basis.

Audits and Drills

15. Periodic audits of Security policies and procedures are conducted.
16. Tabletop and functional drills are least once annually and full-scale exercises, coordinated with regional emergency response providers, are performed to coincide with Lenoir County Emergency Management exercises..

Document Control

17. Access to documents of Security critical systems and facilities are controlled.
18. Access to Security sensitive documents is controlled.

Access Control

19. Background investigations are conducted on contractors or others who require access to Security critical facilities, and ID badges are used for all visitors, employees and contractors to control access to key critical facilities.

Homeland Security

20. Protocols have been established to respond to the Office of Homeland Security communications regarding terrorism threats.

Responsibilities:

LCT hopes to ensure that, if confronted with a Security event or major emergency, LCT personnel will respond effectively, using good judgment, ensuring due diligence, and building on best practices, identified in drills, training, rules and procedures.

This level of proficiency requires the establishment of formal mechanisms to be used by all LCT personnel to identify Security threats and vulnerabilities associated with LCT's operations, and to develop controls to eliminate or minimize them. The Security Program also requires LCT's process for:

1. Coordinating with local law enforcement and other public safety agencies to manage response to an incident that occurs on a transit vehicle or affects transit operations, and
2. Identifying a process for integrating LCT's resources and capabilities into the community response effort to support management of a major event affecting the community.

LCT's management expects all employees, volunteers and contractors, especially those working directly with passengers, to support the Security Program.

Security Emergency Program

Responsibilities

All Personnel

LCT personnel must understand and adopt their specific roles and responsibilities thereby increasing their own personal safety and the safety of their passengers, during normal operations and in emergency conditions.

To ensure the success of the Security Program, the following functions must be performed by LCT personnel:

1. Immediately reporting all suspicious activity, no matter how insignificant it may seem, to the Director or his/her designee;
2. Immediately reporting all security incidents
3. Using proper judgment when managing disruptive passengers and potentially volatile situations
4. Participation in all security and emergency preparedness training, including drills and exercises
5. Becoming familiar with, and operating within, all security and emergency preparedness procedures for the assigned work activity
6. Notifying Director or his/her designee when a physical or mental condition, or required medications or therapies, may impair the ability to perform security or emergency preparedness functions
7. Accurately completing "Employee Statements" on appropriate reports

Director

Under the authority of LCT and the Lenoir County Board of Commissioners, the Director or designee has the overall authority to develop and execute the agency's Security Program. Ultimate accountability for implementation of the Security Program rests with LCT's Director.

The Director has the responsibility for overseeing the Security Program on a daily basis. The Director will be the direct liaison with the agency's operators and dispatchers, regarding the program. The Director will also serve as LCT's primary contact with public agencies. To the extent that liaison is necessary with state and federal agencies, the Director will serve as the lead liaison for the agency. In addition, the Director or designee is responsible for the following specific activities:

1. Ensuring that sufficient resources and attention are devoted to the Security Program, including:
 - Development of standard operating procedures related to employee security duties
 - Development and enforcement of safety and security regulations;
 - Development of emergency operating procedures to maximize transit system response effectiveness and minimize system interruptions during emergencies and security incidents;
 - Provision of proper training and equipment to employees to allow an effective response to security incidents and emergencies;
2. Development of an effective notification and reporting system for security incidents and emergencies;
3. Designating a Point of Contact (POC) to manage the Security Program;
4. Communicating security and emergency preparedness as top priorities to all employees;
5. Developing relations with outside organizations that contribute to the SEPP Program, including local public safety and emergency planning agencies;
6. Ensuring all pre-employment screening processes are carried out effectively;

7. Ensuring that employees who are subject to disciplinary action will not become a risk to LCT facilities, systems, passengers, employees or other assets;
8. Educating employees on employee ID policy and procedure;
9. Ensuring the proper operation of security equipment such as the vehicle camera system.

Security Program Point of Contact (POC)

To ensure coordinated development and implementation of the Security Program, the Director has designated the Safety/Training Officer as the Security and Emergency Preparedness Point of Contact (POC) for development and implementation of the Security Program. The POC, who reports directly to the Director, has been granted the authority to utilize LCT resources to develop the Security Program and Plan, to monitor its implementation, and to ensure attainment of security and emergency preparedness goals and objectives.

In managing this Program, the POC will:

1. Be responsible for successfully administering the Security Program and establishing, monitoring, and reporting on the system's security and emergency preparedness objectives
2. Review current agency safety, security and emergency policies, procedures, and plans, and identify needed improvements
3. Develop and implement plans for addressing identified improvements
4. Coordinate with local public safety agencies, local community emergency planning agencies, and local human services agencies to address Security and emergency preparedness; including participation in formal meetings and committees
5. Develop, publish, and enforce reasonable procedures pertinent to agency activities for security and emergency preparedness
6. Provide adequate driver training and continuing instruction for all employees (and volunteers and contractors) regarding security and emergency preparedness
7. Review new agency purchases to identify security related impacts
8. Ensure performance of at least one emergency exercise annually

All Staff

All staff are responsible for communicating the transit agency's security policies to all employees, volunteers and contractors. For this reason, supervisors must have full knowledge of all security rules and policies. Supervisors must communicate those policies to LCT drivers in a manner that encourages them to incorporate security practices into their everyday work. The specific responsibilities of staff members include the following.

1. Having full knowledge of all standard and emergency operating procedures.
2. Ensuring that drivers make security and emergency preparedness a primary concern when on the job.
3. Cooperating fully with the Security Program regarding any accident investigations as well as listening and acting upon any security concerns raised by the drivers.
4. Immediately reporting security concerns to the Director or Safety Officer

In addition, when supporting response to an incident, staff members are expected to:

1. Provide leadership and direction to employees during Security incidents;
2. Handle minor non-threatening rule violations;
3. Defuse minor arguments;

4. Determine when to call for assistance;
5. Make decisions regarding the continuance of operations;
6. Respond to fare disputes and service complaints;
7. Respond to security related calls with police officers when required, rendering assistance with crowd control, victim/witness information gathering, and general on-scene assistance;
8. Complete necessary security related reports;
9. Take photographs of damage and injuries;
10. Coordinate with all outside agencies at incident scenes

Drivers

In addition to the general responsibilities identified for ALL PERSONNEL, drivers (including volunteers and contractors) are responsible for exercising maximum care and good judgment in identifying and reporting suspicious activities, in managing security incidents, and in responding to emergencies. Each driver will:

1. Take charge of a security incident at the scene until the arrival of supervisory or emergency personnel
2. Assure the safety of all passengers, up to and including assisting and/or removing all passengers from the vehicle, in the event of a serious accident.
3. Collect fares in accordance with agency policy (if applicable)
4. Attempt to handle minor non-threatening rule violations
5. Respond verbally to complaints
6. Attempt to defuse minor arguments
7. Determine when to call for assistance
8. Maintain control of the vehicle
9. Report all security incidents to agency dispatch
10. Complete all necessary security related reports
11. Support community emergency response activities as directed by LCT policies and procedures

Other Personnel

Other personnel who support LCT also have responsibilities for the Security Program.

Dispatchers are expected to:

- Inform the Director and/or Safety Officer immediately of any security event
- Receive calls for assistance
- Dispatch staff members and emergency response personnel
- Coordinate with law enforcement and emergency medical service communications centers
- Establish on-scene communication
- Complete any required Security related reports
- Provide direction to on-scene personnel
- Report vandalism
- Report threats and vulnerabilities of vehicle storage facilities
- Provide priority response to safety and Security critical items such as lighting

Security Briefings

If it is necessary to conduct a security briefing, the dispatchers will contact all drivers by two-way radio and advise them of the situation.

The dispatcher will:

- Monitor vehicle locations and movement patterns.
- Use appropriate radio-dispatching procedures according to the Federal Communication Commission Guidelines.
- Transmits information to drivers regarding cancellations, deviations, or changes in the schedule, safety issues and/or security issues.
- Transmits to driver any emergency situations that arise during the operational hours.
- Notify Director or designee as soon as the situation requires.
- Send a security message via tablet computer to all drivers in the fleet.

Reference Documents:

Lenoir County Emergency Operations Plan: <http://www.lenoircountyemergencyservices.com/lc-eop.php>

The following documents are located in: T/SSPP/SSPPdocs:

Facility Shutdown

Hurricane Emergency Checklist

Bomb Threat Checklist

Security Incident Reporting form

Security Plan

Workplace Security Assessment Form

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 06/15/15 **ITEM NO:** 13A

RESOLUTION: Authorizing FY15-16 Service Contracts and Purchase Orders: Emergency Services: Emergency Management Division: \$36,453.00

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: The Board is requested to authorize the Emergency Services Director to execute the following FY15-16 Service Contracts and Purchase Orders: Emergency Management Division: in the amount of \$36,453.00.

Fast Forward Signs and NC Department of Corrections	Road Signs – Fast Forward Signs Associated Hardware – NC Department of Corrections	10-4330-3590	\$10,000.00
CopyPro	Lease/Maintenance Agreement	10-4330-3990	\$7,200.00
SafeAir Breathing Air System	Air System for Fire Departments	10-4330-3990	\$3,767.00
Dell	Computer Lease	10-4330-7100	\$5,641.00
De Lage Landen Public Finance LLC	Administrative Telephone System Lease	10-4330-7100	\$9,845.00

HISTORY/BACKGROUND: All purchase orders in the amount of \$2,500 or greater require the approval by the Board of Commissioners. Maintenance contracts and service contracts allow us to receive upgrades and place calls for service at no additional cost to the County.

EVALUATION: Approval of this resolution will allow encumbrance of funds approved in the FY15-16 budget and the eventual payment of services as billed.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

Initials

RESOLUTION: NOW THEREFORE, BE IT RESOLVED by the Lenoir County Board of Commissioners that the Emergency Services Director is authorized to execute the above listed service contracts and purchase orders for FY15-16: Emergency Management Division: in the amount of \$36,453.00.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

Craig Hill, Chairman 06/15/15
Date

Attest 06/15/15
Date

RESOLUTION: Authorizing FY15-16 Service Contracts and Purchase Orders for: Emergency Services: Communications Division: \$141,840.00

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: The Board is requested to authorize the Emergency Services Director to execute the following FY15-16 Service Contracts and Purchase Orders: Communications Division: in the amount of \$141,840.00.

Rouse Towers LLC	Radio Tower Lease – Hugo Site	10-4315-6900	\$9,000.00
Trenton Tower LLC	Radio Tower Lease – WSFL, Jones Co.	10-4315-6900	\$31,827.00
Gately Communications	Radio Management & Maintenance	10-4315-6900	\$41,225.00
Cummins Atlantic	Generator Maintenance	10-4315-6900	\$9,672.00
Price Communications	Radio Tower Maintenance	10-4315-6900	\$3,037.00
Wheeler Exterminator	Pest/Termite Control at Tower Sites	10-4315-6900	\$2,500.00
Emeducators	EMD/EFD/EPD QA/QI Outsourcing	10-4315-6900	\$20,000.00
DCI/SBI	DCI/Ominixx Equipment Rental	10-4315-4390	\$4,000.00
CenturyLink	CISCO Administrative Phone System Maintenance	10-4315-3210	\$15,078.00
CenturyLink	CISCO Administrative Phone System Extended Warranty	10-4315-3210	\$5,501.00

HISTORY/BACKGROUND: All purchase orders in the amount of \$2,500 or greater require the approval by the Board of Commissioners. Maintenance contracts allow us to receive upgrades and place calls for service at no additional cost to the County.

EVALUATION: Approval of this resolution will allow encumbrance of funds approved in the FY14-15 budget and the eventual payment of services as billed.

INTRODUCED BY: Michael W. Jarman, County Manager DATE: 06/15/15 ITEM NO: 13C

RESOLUTION: Authorizing FY15-16 Service Contracts and Purchase Orders for: Emergency Services: Communications Division: Emergency Telephone Fund: \$379,173.00

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: The Board is requested to authorize the Emergency Services Director to execute the following FY15-16 Service Contracts and Purchase Orders: Communications Division: Emergency Telephone Fund: in the amount of \$379,173.00.

Motorola	NICE Recorder	24-4320-6900	\$21,322.00
TriTech (VisionAir)	CAD Maintenance	24-4320-6900	\$30,456.00
CenturyLink	911 Telephone Maintenance	24-4320-6900	\$48,279.00
Priority Dispatch	Protocol Maintenance	24-4320-6900	\$15,594.00
NAED/IAED	EMD/EFD/EPD/ETC Certifications and Recertifications	24-4320-3950	\$5,000.00
TriTech (VisionAir)	CAD Software License	24-4320-5100	\$16,895.00
Evans Consoles	Heavy Duty Chairs for 911	24-4320-5100	\$14,000.00
Geographic Technologies Group	New Mapping Solution	24-4320-5100	\$34,000.00
DeLage Landen Public Finance	CAD Equipment Lease	24-4320-7100	\$143,637.00
Jones County	GIS Services	24-4320-6900	\$15,000.00
Capital Reserve		24-4320-5810	\$49,990.00

HISTORY/BACKGROUND: All purchase orders in the amount of \$2,500 or greater require the approval by the Board of Commissioners. Maintenance contracts allow us to receive upgrades and place calls for service at no additional cost to the County.

EVALUATION: Approval of this resolution will allow encumbrance of funds approved in the FY14-15 budget and the eventual payment of services as billed.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

Initials

RESOLUTION: NOW THEREFORE, BE IT RESOLVED by the Lenoir County Board of Commissioners that: the Emergency Services Director is authorized to execute the above listed service contracts and purchase orders for FY15-16: Communications Division: Emergency Telephone Fund: in the amount of \$379,173.00.

AMENDMENTS:

MOVED _____ **SECOND** _____

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

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

Craig Hill, Chairman 06/15/15
Date

Attest 06/15/15
Date

INTRODUCED BY: Michael W. Jarman, County Manager DATE: 06/15/15 ITEM NO: 13D

RESOLUTION: Authorizing FY15-16 Service Contracts and Purchase Orders for: Emergency Services: EMS Division: \$582,817.00

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: The Board is requested to authorize the Emergency Services Director to execute the following FY15-16 Service Contracts and Purchase Orders: EMS Division: in the amount of \$582,817.00.

Apollo MD	Medical Director's Contract	10-4332-6900	\$27,000.00
AlSCO	Linen Maintenance	10-4332-6900	\$19,150.00
EMS Management & Consultants	EMS Billing Management	10-4332-6901	\$160,000.00
Boundtree Medical; Arrow; ZOLL Medical; Southeastern Emergency Equipment; Henry Schein/Matrix Medical; Best Value Pharmacy; Machine Welding & Supplies; Med Logistics; Airgas	Medical Supplies	10-4332-2390	\$140,000.00
Pope Automotive; Select Custom Apparatus; West Chatham Warning	Vehicle Maintenance	10-4332-3530	\$130,000.00
Howard's Tire & Auto Outlet	Tires	10-4332-2500	\$5,000.00
PLM Equipment Services dba EMSAR	Stretcher Repair and Maintenance	10-4332-3520	\$4,500.00
Century Uniforms and Uniforms Plus	Employee Uniforms	10-4332-2120	\$17,000.00
B&G Electronics and Communications; Gately Communications	Lights and Sirens for the Community Paramedic Vehicle	10-4332-3290	\$4,980.00
KS StateBank (Kansas State Bank)	ZOLL Cardiac Monitors - Lease	10-4332-7100	\$80,167.00

HISTORY/BACKGROUND: All purchase orders in the amount of \$2,500 or greater require the approval by the Board of Commissioners. Maintenance contracts allow us to receive upgrades and place calls for service at no additional cost to the County.

EVALUATION: Approval of this resolution will allow encumbrance of funds approved in the FY14-15 budget and the eventual payment of services as billed.

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 06/15/2015 **ITEM:** 13E

RESOLUTION: Approving a Memorandum of Agreement between North Carolina Department of Health and Human Services, Division of Health Service Regulation and Lenoir County Emergency Services.

SUBJECT AREA: Administrative

ACTION REQUESTED: The Board is requested to approve a Memorandum of Agreement between North Carolina Department of Health and Human Services, Division of Health Service Regulation and Lenoir County Emergency Services.

HISTORY/BACKGROUND: In 2011, Lenoir County Emergency Services received hazard materials decontamination equipment, including a trailer, from Lenoir Memorial Hospital. Lenoir Memorial Hospital received this equipment through a Health Resources and Services Administration Grant many years prior to 2011. Lenoir County Emergency Services trained 14 employees with the knowledge to deploy this equipment. With this equipment and training Lenoir County Emergency Services became recognized regionally as part of the State Medical Assistance Team. Part of this recognition allowed Emergency Services to update, replace, and add equipment that was needed.

EVALUATION: In March 2015, Lenoir County Emergency Services was approached by the North Carolina Department of Health and Human Services, Division of Health Service Regulation to become recognized at the state level as a State Medical Assistance Team Type III. This will allow Lenoir County to request more equipment and expand its role and capabilities in the event of any natural and man-made disasters or special events. This equipment will be able to be utilized locally as well. The Memorandum of Agreement is for three (3) years and may be terminated with thirty (30) days' written notice or immediately upon notice of cause.

MANAGER’S RECOMMENDATION:

Respectfully recommend approval.

Initials

RESOLUTION: NOW THEREFORE, BE IT RESOLVED by the Lenoir County Board of Commissioners that a Memorandum of Agreement between North Carolina Department of Health and Human Services, Division of Health Service Regulation and Lenoir County Emergency Services is approved.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

Craig Hill, Chairman 06/15/15
Date

ATTEST 06/15/15
DATE

INTRODUCED BY: Michael W. Jarman, County Manager **DATE** 06/15/2015 **ITEM NO.** 13F

RESOLUTION: Approval of a Fireworks Show for the Deep Run Independence Day Committee for June 27, 2015 at 9:00pm

SUBJECT AREA: Legal

ACTION REQUESTED: Request that the board approve the fireworks display to be held in the Deep Run Community by the Deep Run Independence Day Committee for their annual Independence Day Celebration June 27, 2015. Fireworks show will be performed by Class A Services and Storage, Inc.

HISTORY / BACKGROUND: Per The North Carolina fire Code 2012 edition and North Carolina General Statue 14-410, the County Commissioners must grant permission of firework displays before a permit can be issued. The Deep Run Committee has hired Class A Services and Storage, Inc. to handle all fireworks behind Deep Run Water Corporation. The Fire Marshal Office will ensure all fire codes are met.

EVALUATION: The Fire Marshal's Office has reviewed all required documentation and a representative from the Fire Marshal's Office will be at the event to ensure compliance with the fire code. It is recommended that the Commissioners approve this fireworks show

RESOLUTION: Approve FY15-16 Blanket Purchase Orders for Clinics and Services

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: Approval of FY 15-16 blanket purchase orders to utilize funds as requested to support Health Department services:

Advanced Imaging (Storage/Imaging Inactive Charts)	10-5110-3211	6,150.00
Aid to County Admin	10-5110-6906	134,540.00
Brame (Janitorial Supplies)	10-5110-3501	9,100.00
Calloway (Condoms)		4,900.00
FP	10-5150-2390	1,400.00
MAT	10-5150-2392	500.00
STD/HIV	10-5150-2394	2,500.00
Primary Care	10-5150-2395	500.00
Cardinal Pharmaceutial-		\$16,300.00
FP-Pills/Depo	10-5150-2390	16,000.00
MAT-Vitamins	10-5150-2392	300.00
Dell Financial Services Lease		\$1500.00
EH	10-5180-3520	1,500.00
Henry Schein Medical –Medical Supplies \$20,800.00		
Immun	10-5114-2390	1,000.00
TB	10-5150-1932	500.00
FP	10-5150-2390	9,000.00
Mat	10-5150-2392	6,000.00
STD/HIV	10-5150-2394	3,000.00
Primary Care	10-5150-2395	1,000.00
Adult Hlth	10-5150-2396	200.00
Child Hlth	10-5162-2390	100.00
Cells Phones/Telephones/ITs		37,625.00
ADMIN	10-5110-3210	25,000.00
Adult Hlth	10-5150-3210	700.00
WIC	10-5167-3210	700.00
PCM	10-5170-3210	1,500.00
CC4C	10-5171-3210	1,225.00
EH	10-5180-3210	2,500.00
A/C	10-5182-3210	5,000.00
BT	10-5190-3210	1,000.00
City of Kinston		
Utilities/Natural Gas		33,500.00
Admin	10-5110-3300	32,000.00
WIC	10-5167-3300	1,500.00
Community Project		5,700.00
Kinston Dental	10-5162-6901	5,700.00
Corporate		18,000.00
ADMIN	10-5110-2600	15,000.00
WIC	10-5167-2600	3,000.00
Daughety's Office(Copiers)		
ADMIN	10-5110-3520	4,091.00
DHHS (Lab State)		17,100.00
Immun	10-5114-2390	1,000.00
TB	10-5150-1932	2,000.00
FP	10-5150-2390	8,000.00
MAT	10-5150-2392	2,500.00
STD/HIV	10-5150-2394	2,000.00
Primary Care	10-5150-2395	1,000.00
Adult Health	10-5150-2396	500.00
Child Health	10-5162-2390	100.00
DHHS –HIS Online Electronic		
Health Records	10-5110-4410	14,754.00

HEMOCUE		\$3,970.00
FP	10-5150-2390	1,785.00
MAT	10-5150-2392	1,585.00
STD/HIV	10-5150-2394	500.00
Primary Care	10-5150-2395	100.00
DR. King	10-5150-1930	38,000.00
Drake Janitorial	10-5110-3501	30,306.00
Garrison Enterprises	10-5180-5100	7,500.00
Glaxo Smith Kline	10-5150-2391	7,000.00
FP	10-5150-2390	8,000.00
Lenoir Memorial Hospital	10-5150-2392	4,150.00
Merck	10-5150-2391	6,000.00
Medicaid Payback`	10-5110-6905	100,155.00
Pharmacy		9,200.00
Child Health	10-5162-2380	900.00
Adult Health	10-5150-2380	8,300.00
Positive parenting Program	10-5110-6902	129,000.00
US Postal Service		7460.00
ADMIN	10-5110-3250	6,300.00
WIC	10-5167-3250	600.00
PCM	10-5170-3250	510.00
CC4C	10-5171-3250	50.00
Professional Liability Insurance	10-5150-4541	9,400.00
Professional Service Audit	10-5110-1910	6,400.00
Professional School Nurse Grant	10-5110-6901	150,000.00
Realo Drugs		4,100.00
TB	10-5150-1932	500.00
FP	10-5150-2390	1,000.00
MAT	10-5150-2392	500.00
STD/HIV	10-5150-2394	500.00
PRIMARY CARE	10-5150-2395	1,500.00
CHILD HEALTH	10-5162-2390	100.00
Sanofi Pasteur		9900.00
IMMUN (T-DAP)	10-5114-2390	500.00
TB (Tubersol)PPD	10-5150-1932	2,150.00
ADULT HEALTH(RABIES/FLU)	10-5150-2391	7,250.00
Solostas (OUTSIDE LABS)		13,100.00
TB	10-5150-1932	2,000.00
FP	10-5150-2390	5,000.00
MAT	10-5150-2392	3,000.00
STD	10-5150-2394	1,000.00
PRIMARY CARE	10-5150-2395	2,000.00
CHILD HEALTH	10-5162-2390	100.00
Staples		6,000.00
ADMIN	10-5110-2600	5,000.00
WIC	10-5167-2600	1,000.00
Theracom FP	10-5150-2390	8,000.00
Vet Storage		10,000.00
FIVE OAKS	10-5182-2391	4,500.00
RIVERBANK	10-5182-2391	4,500.00
NORTHSIDE	10-5182-2391	1,000.00
GRAND TOTAL:		\$891,701.00

HISTORY / BACKGROUND: The Health Department utilizes various vendors and suppliers for medical supplies, office supplies, and contracted services. Blanket purchase orders are utilized to simplify purchasing during the fiscal year.

EVALUATION: The Health Department utilizes various vendors and suppliers for medical supplies, office supplies, and contracted services. Blanket purchase orders are utilized to simplify purchasing during the fiscal year. This action is necessary to provide sufficient accounting of expenditures for FY 15-16.

INTRODUCED BY: Michael W. Jarman, County Manager DATE 6/15/2015 ITEM NO. 15A

RESOLUTION: Approve Presentation of Badge and Service Weapon to Retiring Major James H. Ward

SUBJECT AREA: Personnel

ACTION REQUESTED: The Board is requested to authorize the Sheriff to present to retiring Major James H. Ward, his Lenoir County Sheriff's Office badge and Glock .45 caliber service weapon pursuant to state law and past county practices.

HISTORY/BACKGROUND: Major James H. Ward began his law enforcement career as a dispatch with the Lenoir County Sheriff's Office in 1984. Major Ward became a law enforcement officer and was sworn in on March 10, 1986. North Carolina retirement rules state that an officer must have 30 years of credible service or be age 55 with at least 15 years of credible service to retire. Major James Ward has served Lenoir County and its citizens receiving 30 years of credible service at his retirement, which will be effective June 30, 2015.

North Carolina General Statute 20-187.2 provides for the presentation of an officer's badge upon his retirement and also provides for the governing body, in its discretion, to present the retiring officer with his service weapon after he receives a handgun permit. Major Ward has obtained a pistol purchase permit to allow legal transfer of this firearm.

A number of law enforcement officers retire each year in various state and local jurisdictions within North Carolina. In these instances, the officers have been presented with their badge and service weapon.

EVALUATION: In keeping with the North Carolina General Statutes and local government practices, it is recommended that Major James Ward be presented with his badge and Glock 21, .45 caliber service weapon (serial number NMA040).

INTRODUCED BY: Michael W. Jarman, County Manager DATE 06/15/15 ITEM NO. 15B

RESOLUTION: Approve Purchase of Equipment, Services and/or Supplies: \$ 467,910

VENDOR:	AMOUNT:	FUNDING ACCOUNT#:
American Uniforms	\$40,000.00	10-4310-2120
Century Uniforms	\$3,000.00	10-4310-2120
Corporate Resources	\$3,000.00	10-4310-2600
Forms and Supply	\$3,000.00	10-4310-2600
Lawmen's Inc. (Supplies)	\$4,000.00	10-4310-2900
Petsense	\$2,500.00	10-4310-2900
Lawmen's Inc. (Ammunition)	\$29,000.00	10-4310-3950
Gately Communications	\$2,500.00	10-4310-3290
B&G Electronics	\$35,000.00	10-4310-3290
Fast Forward Signs	\$4,000.00	10-4310-3530
Lights and Sirens East	\$2,500.00	10-4310-3290
Public Safety Center	\$3,000.00	10-4310-3290
Blacks Tire	\$18,000.00	10-4310-3530
Bobby's Transmission	\$4,000.00	10-4310-3530
Brittain's Garage	\$20,000.00	10-4310-3530
Garriss Body Shop	\$9,000.00	10-4310-3530
Kinston Wheel Alignment	\$7,000.00	10-4310-3530
Kinston Radiator	\$3,500.00	10-4310-3530
Parrish Exxon	\$3,000.00	10-4310-3530
Mickey's Batteries	\$2,500.00	10-4310-3530
Moody and Son's Garage	\$17,000.00	10-4310-3530
AFIX	\$6,326.00	10-4310-6900
L3 Mobile Vision	\$8,493.00	10-4310-6900
Cellebrite	\$3,000.00	10-4310-6900
Law Enforcement Associates	\$2,895.00	10-4310-6900
Ilderton Dodge, LLC	\$118,895.00	14-4200-5100
Bobby Murray Chevrolet	\$81,301.00	14-4200-5100
Southern Police Canine	\$14,000.00	15-4316-5100
Dell, Inc.	\$15,000.00	15-4310-3970
National Law Enforcement Supply	\$5,000.00	16-4317-2900

SUBJECT AREA: Purchases / Bids

ACTION REQUESTED: The Board is requested to authorize the Sheriff to execute a purchase orders with the above referenced vendors to provide equipment and/or services and supplies for the operation and maintenance of the Lenoir County Sheriff's Office.

HISTORY/BACKGROUND: The Sheriff's Office has been very pleased with the equipment, services and/or supplies offered by the above listed vendors in past years and desires to continue with them during this fiscal year. The Sheriff respectfully request that he be permitted to execute blanket purchase orders with the listed vendors for the 2015-2016 fiscal year.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Lenoir County Sheriff is authorized to execute blanket purchase orders with the below listed vendors:

VENDOR:	AMOUNT:	FUNDING ACCOUNT#:
American Uniforms	\$40,000.00	10-4310-2120
Century Uniforms	\$3,000.00	10-4310-2120
Corporate Resources	\$3,000.00	10-4310-2600
Forms and Supply	\$3,000.00	10-4310-2600
Lawmen's Inc. (Supplies)	\$4,000.00	10-4310-2900
Petsense	\$2,500.00	10-4310-2900
Lawmen's Inc. (Ammunition)	\$29,000.00	10-4310-3950
Gately Communications	\$2,500.00	10-4310-3290
B&G Electronics	\$35,000.00	10-4310-3290
Fast Forward Signs	\$4,000.00	10-4310-3530
Lights and Sirens East	\$2,500.00	10-4310-3290
Public Safety Center	\$3,000.00	10-4310-3290
Blacks Tire	\$18,000.00	10-4310-3530
Bobby's Transmission	\$4,000.00	10-4310-3530
Brittain's Garage	\$20,000.00	10-4310-3530
Garriss Body Shop	\$9,000.00	10-4310-3530
Kinston Wheel Alignment	\$7,000.00	10-4310-3530
Kinston Radiator	\$3,500.00	10-4310-3530
Parrish Exxon	\$3,000.00	10-4310-3530
Mickey's Batteries	\$2,500.00	10-4310-3530
Moody and Son's Garage	\$17,000.00	10-4310-3530
AFIX	\$6,326.00	10-4310-6900
L3 Mobile Vision	\$8,493.00	10-4310-6900
Cellebrite	\$3,000.00	10-4310-6900
Law Enforcement Associates	\$2,895.00	10-4310-6900
Ilderton Dodge, LLC	\$118,895.00	14-4200-5100
Bobby Murray Chevrolet	\$81,301.00	14-4200-5100
Southern Police Canine	\$14,000.00	15-4316-5100
Dell, Inc.	\$15,000.00	15-4310-3970
National Law Enforcement Supply	\$5,000.00	16-4317-2900

AMENDMENTS

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

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

Craig Hill, Chairman

Date

ATTEST

Date

INTRODUCED BY: Michael W. Jarman, County Manager DATE 061515 ITEM NO. 150

RESOLUTION: Approve Purchase of Equipment, Services and/or Supplies: \$1,006,643

VENDOR:	AMOUNT:	FUNDING ACCOUNT#:
ABL Management	\$322,113.00	10-4320-2200
American Uniforms	\$29,000.00	10-4320-2120
Bob Barker	\$22,000.00	10-4320-2110
Brame	\$33,000.00	10-4320-2110
CharmTex	\$7,500.00	10-4320-2110
Corporate Resources	\$2,500.00	10-4320-2110
Ecolab Inc.	\$10,000.00	10-4320-2110
Southern Health Partners	\$415,000.00	10-4320-3990
Brady (HVAC Service)	\$5,501.00	10-4310-6900
City of Kinston (Sewer)	\$3,000.00	10-4310-6900
Siemens HVAC Controls	\$7,081.00	10-4320-6900
Simplex Grinnell (Controls)	\$36,840.00	10-4320-6900
Schindler Elevator (Maint. Contract)	\$5,604.00	10-4320-6900
Envirocon (Fire Control Systems)	\$27,682.00	10-4320-6900
Gs Company (Jail Doors)	\$11,436.00	10-4320-6900
Reliant Management (House Arrest)	\$65,000.00	10-4320-6900
Gregory Poole Power (Generator)	\$3,386.00	10-4320-6900

SUBJECT AREA: Purchases / Bids

ACTION REQUESTED: The Board is requested to authorize the Sheriff to execute purchase orders with the above referenced vendors to provide equipment and/or services and supplies for the operation and maintenance of the Lenoir County Sheriff's Detention Center.

HISTORY/BACKGROUND: The Sheriff's Office Detention Center has been very pleased with the equipment, services and/or supplies offered by the above listed vendors in past years and wishes to continue with them during this fiscal year. The Sheriff respectfully requests that he be permitted to execute blanket purchase orders with the listed vendors for the 2015 – 2016 fiscal year.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Lenoir County Sheriff through the Detention Center is authorized to execute blanket purchase orders with the below listed vendors:

VENDOR:	AMOUNT:	FUNDING ACCOUNT#:
ABL Management	\$322,113.00	10-4320-2200
American Uniforms	\$29,000.00	10-4320-2120
Bob Barker	\$22,000.00	10-4320-2110
Brame	\$33,000.00	10-4320-2110
CharmTex	\$7,500.00	10-4320-2110
Corporate Resources	\$2,500.00	10-4320-2110
Ecolab Inc.	\$10,000.00	10-4320-2110
Southern Health Partners	\$415,000.00	10-4320-3990
Brady (HVAC Service)	\$5,501.00	10-4310-6900
City of Kinston (Sewer)	\$3,000.00	10-4310-6900
Siemens HVAC Controls	\$7,081.00	10-4320-6900
Simplex Grinnell (Controls)	\$36,840.00	10-4320-6900
Schindler Elevator (Maint. Contract)	\$5,604.00	10-4320-6900
Envirocon (Fire Control Systems)	\$27,682.00	10-4320-6900
Gs Company (Jail Doors)	\$11,436.00	10-4320-6900
Reliant Management (House Arrest)	\$65,000.00	10-4320-6900
Gregory Poole Power (Generator)	\$3,386.00	10-4320-6900

AMENDMENTS

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

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

Craig Hill, Chairman

Date

ATTEST

Date

INTRODUCED BY: Michael W. Jarman, County Manager DATE 6/15/2015 ITEM NO. 150

RESOLUTION: Approve Purchase Order to B&G Electronics: \$35,000.00

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: The Board is requested to authorize Sheriff Ingram to execute a Purchase Order in the amount of \$35,000.00 to B&G Electronics for the purchase and installation of patrol vehicle equipment for 10 vehicles.

HISTORY/BACKGROUND: The Sheriff's Office utilizes Dodge Chargers as patrol vehicles. The vehicles must have numerous pieces of equipment including protective dividers, electronics and emergency warning equipment installed on the vehicle. This year the Sheriff's Office had 10 vehicles that required the normal equipment which was installed by B&G Electronics. This purchase order will include the purchase of the equipment and the installation of equipment into the vehicles. This was a budgeted expense for the 2014-15 fiscal year.

EVALUATION: The Sheriff's Office utilizes B&G Electronics for the purchase and installation of required equipment for the fleet of patrol vehicles. This year, the Sheriff's Office acquired 10 vehicles that had new equipment and installation.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Sheriff is authorized to execute a purchase order in the amount of \$17,994.25 to Lawmen's Inc. for the purchase of (15) fifteen "X26P" Taser units, (15) fifteen batteries, (40) forty taser holsters, one case of taser cartridges and one dataport download kit.

Funding Account #: 10-4310-3290 \$35,000.00

AMENDMENTS

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

Craig Hill, Chairman Date

ATTEST

Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 6/15/15 **ITEM NO.** 16A

RESOLUTION: Authorizing FY15-16 Service Contracts and Purchase Orders for Department of Social Services: \$1,683,678

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: The Board is requested to authorize the Department of Social Services Director to execute the following FY15-16 Service Contracts and Purchase Orders in the amount of \$1,683,678.

Staples	Office Supplies	10-5310-2600	\$8,000
Corporate Resources	Office Supplies	10-5310-2600	\$15,000
Office Depot	Office Supplies	10-5310-2600	\$40,000
USPS	Postage	10-5310-3250	\$36,000
City of Kinston	Lawn Service	10-5310-3500	\$3,500
Drake Janitorial	Janitorial Service	10-5310-3500	\$32,000
Floors & Courts	Janitorial Supplies	10-5310-3500	\$5,000
Daughety's Office	Copier lease, service & toners	10-5310-3520	\$40,000
Coeco	Alchemy Maintenance	10-5310-3520	\$34,000
Freedom ENC	Advertising – employment	10-5310-3700	\$10,000
VanGuard	Temporary Employees	10-5310-3930	\$30,000
Mega Force Staffing	Temporary Employees	10-5310-3930	\$100,000
BLR	Employee Training	10-5310-3950	\$3,106
Dell	Computer lease	10-5310-7100	\$58,000
Information Inc	Daysheet Program & Maint	10-5310-2650	\$3,050
Interim Health Care	In Home Services	10-5321-4972 10-5330-4970 10-5332-4010	\$260,908
Enterprise, R & W Transport, James Ingram, All About U Transportation & Anthony's Taxi	Medicaid Transportation	10-5352-4971	\$582,000
Div of Services for the Blind	Social Worker for the blind	10-5356-4970	\$7,400
Lenoir County Sheriff Dept.	Deputy	10-5361-4970	\$55,000
Northwoods	Software and Support	10-5310-2650	\$250,239
One Source	Software and Support	10-5310-2650	\$60,200
Lexis Nexis	Software and Support	10-5310-2650	\$9,600
Team IA	Software and Support	10-5310-2650	\$7,175
Office Depot	Janitorial Supplies	10-5310-3500	\$8,000
Super Shred	Maint/Repair Buildings	10-5310-3500	\$8,000
East Coast Electric	Maint/Repair Buildings	10-5310-3500	\$5,000
Heritage Auto	Maint/Repair Vehicles	10-5310-3530	\$8,000
Fluent Language	Professional Services-Interpret.	10-5310-1980	\$4,500

HISTORY/BACKGROUND: All purchase orders in the amount of \$2,500 or greater require the approval by the Board of Commissioners.

EVALUATION: Approval of this resolution will allow encumbrance of funds approved in the FY15-16 budget and the eventual payment of services as billed.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

Initials

RESOLUTION: NOW THEREFORE, BE IT RESOLVED by the Lenoir County Board of Commissioners that: the Department of Social Services Director is authorized to execute the above listed service contracts and purchase orders for FY15-16 in the amount of \$1,683,678.

AMENDMENTS:

MOVED _____ **SECONDED** _____

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

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

Craig Hill, Chairman

Date

Attest

Date

INTRODUCED BY: Michael W. Jarman, County Manager DATE: 6/15/15 ITEM NO. 16 B

RESOLUTION: Approving Provider Agreements for Subsidized Day Care:
\$2,633,308

SUBJECT AREA: Financial

ACTION REQUESTED:

The Board is requested to authorize contracting with the following current listing of individual child care providers and child care centers (list is subject to change monthly) to provide subsidized child day care in Lenoir County effective July 1, 2015 through June 30, 2016:

A to Z Child Care	Little Buck Swamp Academy
ABC - 123 Academy	Linda's Family Childcare
Amazing Giants	Little Footprints Christian Childcare Home
BRIGHT BEGINNINGS CHRISTIAN CENTER INC	
Charlie's Angels Child Care Center	Little People's Day Care
Cheryl's Country Kids Childcare	LITTLE PEOPLE'S DAY CARE 2
Children's Castle Childcare	Little Saints Day Care
Children's Village Academy Day Camp & After School Program	Lora's Child Care Home
Country Kids, Inc.	Memorable Moments FCCH
Deep Run Child Care Center	Miss Charlie's Child Care I
Discovery Land, Inc. Child Care Center	Miss Charlie's Child Care II
Doris' Little Darlings	New Beginning Christian Child Care Center
Farmer N Dell Learning Center	New Beginnings Child Care II
Grainger-Hill Head Start	New Beginning Home Child Care
Happy Days Day Care Center	New Life Child Care
HB Sugg Community Daycare	New Season Community Development Center
Highland Center Head Start	Precious Angels Day Care
Jacobs Little Giants	Precious Resources Daycare
Joyful Beginnings	RAINBOW CHILDCARE
Julia Smith (Kidz R Us Child Care Center)	Sandi's Childcare
Kid City Child Care	Small World Day Care Center
Kids Incorporated Learning Center	Sonshine Christian Child Care
KIDS OF JOY	Sycamore Chapel's Tender Touch Child Care
KING TIGER ACADEMY INC	Teacher's Memorial Pre-School
Kinston Child Care Center	Tina's University for Tots
Lil Tots Development Center	The Joy In Caring Child Care
Out Reach Child Care	The Learning Ranch
Little Lambs Learning Academy	Tots of Blessings Daycare
Kindercare Learning Center (Greenville)	Watch Me Grow
Kindercare Learning Center (Goldsboro)	

HISTORY/BACKGROUND:

Child Care funding in Lenoir County and the State of North Carolina has expanded enormously since 1990 when the allocation for Lenoir County was only \$219,000. For fiscal year 2015-2016, Lenoir County's allocation for Child Care Developmental Funds is nearly 2.7 million in state and federal dollars. In order to receive payments from DSS providers must abide by state and federal regulations.

EVALUATION: This will be a one year agreement, renewable with modification annually, subject to acceptable performance of the individual provider. The staff will not bring back before the Commissioners any changes to the list of providers.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval

INITIALS

RESOLUTION: NOW, THEREFORE BE IT RESOLVED that

the Lenoir County Board of Commissioners authorize contracting with the current list of individual child care providers and child care centers (list is subject to change monthly) to provide subsidized child day care in Lenoir County effective July 1, 2015 through June 30, 2016: \$ 2,633,308

AMENDMENTS:

MOVED _____ **SECONDED** _____

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

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

Rouse _____ Sutton _____

Craig Hill, Chairman

Date

Attest

Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 06/15/15 **ITEM NO.** 16C

RESOLUTION: Approval of the FY 2015-2016 Lenoir County Home and Community Care Block Grant Funding Plan.

SUBJECT AREA: Financial

ACTION REQUESTED: The Board is requested to approve the revised FY 2015-2016 Lenoir County Home and Community Care Block Grant funding plan in the amount of \$ 538,259.

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, \$403,694 are used by the Lenoir County Council on Aging.

The block grant gives County Commissioners 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 resolution is to approve the FY 2015-2016 Home Care Community Block Grant funding plan.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval

INITIALS

RESOLUTION: NOW, THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the FY 2015-2016 Lenoir County Home and Community Care Block Grant Funding Plan in the amount of \$538,259 is approved

AMENDMENTS:

MOVED _____ **SECONDED** _____

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

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

Craig Hill, Chairman

Date

Attest

Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 06/15/15 **ITEM NO.:** 17

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 Equalization and Review	E. Randolph Smith	2018

CURRENT VACANCIES:

Lenoir County Health Board - (1) Optometrist

Lenoir County Equalization and Review Board - (1)

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

Jury Commission

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

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>

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

Craig Hill, Chairman

06/15/15
Date

ATTEST 06/15/15
Date

APPLICATION FOR APPOINTMENT **RECEIVED**
 to
 LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

JUN 4 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 Equalization and Review

(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: E. Randolph Smith (Randy)
 Address: 496 P.A. Nobles Store Rd.
 City/State/Zip: Deep Run, NC 28525
 Telephone: (Home) _____ (Work) Cell - (252) 560-3096
 Occupation: Farmer
 Business Address: same
 Age: (Optional): _____
 Number hours available per month for this position: As needed
 Training: _____
 Business and Civic Experience/Skills: _____

Other County Boards/Committees/Commissions presently serving on: LCC Bd of Trustees
Lenoir County Farm Bureau, Lenoir County Soil & Water
 Expiration date of Term: 2018

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) | <u>Woodington (Woodington Middle School)</u> |

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.

E. Randolph Smith
 Signature of Applicant

4/29/15
 Date

TO: Chairman and Members of the Board
FROM: Mike Jarman, County Manager
DATE: June 15, 2015
SUBJECT: Items from County Manager

1. Financial Performance Summary
2. Inspections & Permit Reports

LENOIR COUNTY
FINANCIAL PERFORMANCE SUMMARY-2014-15
MAY 31, 2015

REVENUES

91.67%

DESCRIPTION	BUDGET FOR YEAR	REVENUES TO DATE	REMAINING BALANCE	% REC'D
GENERAL FUND:				
Health Department	2,126,303	1,593,647	532,656	74.95%
Public Assistance (DSS)	10,436,338	7,805,344	2,630,994	74.79%
Property Taxes	33,929,781	34,210,014	-280,233	100.83%
Sales Taxes	6,150,000	4,150,452	1,999,548	67.49%
Other General	14,580,969	10,013,931	4,567,038	68.68%
TOTAL GENERAL	67,223,391	57,773,388	9,450,003	85.94%
OTHER FUNDS:				
Employee Insurance	4,149,700	3,347,953	801,747	80.68%
Vehicle Replacement	500,410	47,653	452,757	0.00%
Fed Seized Property	112,021	44,852	67,169	40.04%
State Controlled Substance	45,980	3,193	42,787	6.94%
School Capital Fund	3,456,674	1,417,867	2,038,807	41.02%
Transportation Fund	1,590,041	1,195,026	395,015	75.16%
Scrap Tire Disposal	170,000	54,591	115,409	32.11%
Emergency Telephone	1,143,977	286,058	857,919	25.01%
Revaluation Fund	55,604	0	55,604	0.00%
Automation-Preservation Fnd	21,900	17,995	3,905	82.17%
MSW Landfill-Debt Service	0	13	-13	
Capital Improve Fund	6,247,925	1,171,300	5,076,625	18.75%
Fire Districts	1,297,550	1,321,839	-24,289	101.87%
Solid Waste Management	3,149,994	2,286,292	863,702	72.58%
Trust and Agency Fund:				
Smart Start Program	59,018	34,285	24,733	58.09%
TOTAL OTHER FUNDS	22,000,794	11,228,917	10,771,877	51.04%
GRAND TOTAL	89,224,185	69,002,305	20,221,880	77.34%

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
FINANCIAL PERFORMANCE SUMMARY - 2014-15
MAY 31, 2015

EXPENDITURES

91.67%

DESCRIPTION	BUDGET FOR YEAR	EXPENDITURES TO DATE	ENCUMBRANCE	UNENCUMBERED BALANCE	% EXPEND/ENCUMBR
GENERAL FUND:					
Governing Body	218,993	194,333	0	24,660	88.7%
County Manager	308,143	283,379	0	24,764	92.0%
Finance	228,064	202,940	0	25,124	89.0%
Human Resources	167,503	113,254	0	54,249	67.6%
Tax Office	747,255	660,375	221	86,659	88.4%
Legal	62,500	31,107		31,393	49.8%
Court Facility	593,861	314,683	20,130	259,048	56.4%
Elections	333,075	245,354	5,990	81,731	75.5%
Register of Deeds	254,774	216,293	9,422	29,059	88.6%
Non-Departmental	1,793,664	1,467,214	0	326,450	81.8%
Process Funds	1,059,276	884,218	1,884	173,174	83.7%
Outside Agencies	187,500	95,218		92,282	50.8%
Management Info Systems	946,052	814,938	49,126	81,988	91.3%
Public Buildings	598,021	495,691	49,306	53,024	91.1%
Sheriff	4,694,880	3,992,755	46,860	655,265	86.0%
Sheriff - Civil Process	215,081	78,638	570	135,873	36.8%
Sheriff - Concealed Weapon	18,583	21,613	0	-3,030	116.3%
Central Communications	1,339,755	1,179,004	11,231	149,520	88.8%
Jail	3,912,382	3,610,064	31,434	270,884	93.1%
Emergency Management	427,405	350,912	13,998	62,495	85.4%
Emergency Medical Services	3,974,597	3,519,098	76,473	379,026	90.5%
Non-Emergency Services	1,232	1,230	0	2	
Fire Protection	58,000	56,000	0	2,000	96.6%
Inspections	223,650	199,300	0	24,350	89.1%
Medical Examiner	40,000	17,450		22,550	43.6%
Economic Development	266,703	229,590	0	37,113	86.1%
Veterans Service Office	33,241	18,085	0	15,156	54.4%
Cooperative Extension	372,260	283,831	3,430	84,999	77.2%
JCPC - Parenting Matters	28,194	21,003		7,191	74.5%
Cooperative Ext-Grants	203,768	82,708	161	120,899	0.0%
Soil Conservation	123,509	108,415		15,094	87.8%
Health Department	4,190,576	3,403,294	77,122	710,160	83.1%
BioTerrorism - Health	33,664	22,757	0	10,907	67.6%
M. Health Department	245,715	225,239		20,476	91.7%
Public Assistance (DSS)	14,611,600	11,784,777	223,428	2,603,395	82.2%
Education	9,900,000	9,075,000		825,000	91.7%
Community College	2,260,000	2,071,667		188,333	91.7%
Cultural	740,500	678,792		61,708	91.7%
Recreation	855,530	784,236		71,294	91.7%
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	55,741,727	620,786	10,860,878	83.8%
OTHER FUNDS:					
Employee Insurance Fund	4,149,700	3,277,023		872,677	79.0%
Vehicle Replacement Fund	500,410	391,302	98,992	10,116	0.0%
Fed Seized Property Fund	112,021	66,849	15,806	29,366	73.8%
State Controlled Substance Fund	45,980	42,325	1,650	2,005	95.6%
School Capital Fund	3,456,674	3,458,322	0	-1,648	100.0%
Transportation Fund	1,590,041	1,055,001	110,788	424,252	73.3%
Scrap Tire Disposal Fund	170,000	93,367		76,633	54.9%
Emergency Telephone Fund	1,143,977	854,814	2,636	286,527	75.0%
Revaluation Fund	55,604	50,343	375	4,886	91.2%
Automation-Preservation Fund	21,900	0	0	21,900	0.0%
MSW Landfill-Debt Service	0			0	
Capital Improvements Fund	6,247,925	3,966,386	7,619	2,273,920	63.6%
Fire Districts	1,297,550	1,296,437	0	1,113	99.9%
Solid Waste Management	3,149,994	2,084,639	37,233	1,028,122	67.4%
Trust & Agency Fund					
Family & Caregiver-Smart Start	59,018	41,705	0	17,313	70.7%
TOTAL OTHER FUNDS	22,000,794	16,678,513	275,099	5,047,182	77.1%
GRAND TOTAL	89,224,185	72,420,240	895,885	15,908,060	82.2%



**LENOIR COUNTY
PLANNING & INSPECTIONS DEPARTMENT**

PO BOX 3289
101 NORTH QUEEN STREET
KINSTON, NC 28502
PHONE: 252-559-2260
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**LENOIR COUNTY INSPECTIONS
PERMIT/INSPECTION REPORT**

MAY 2015

PERMITS ISSUED: 156

PERMITS VALUE: \$ 44,322,169

PERMIT FEES: \$ 24,490

SINGLE FAMILY DWELLINGS: 6

MOBILE HOMES: 9

COMMERCIAL: 5

ADDITIONS: 10

ELECTRICAL: 47

PLUMBING: 18

MECHANICAL: 38

OTHER: 23

TOTAL INSPECTIONS: 205

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

Printed: 05-31-2015

	[Designated period: 05/01/15 to 05/30/15]					[Prior period: 05/01/14 to 05/30/14]				
	Code	Prms	Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units	
NEW RES. HOUSEKPKING - LENOIR COUNTY										
* Single Family Houses Detached	101B	5	970,155.00	2,655.00	5	0	.00	.00	0	
* 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	1	5,000.00	50.00	1	
* Industrial	320B	3	42,317,196.00	11,412.00	3	0	.00	.00	0	
* Prkng Garages (Blds & Open Decked)	321B		.00	.00	0	1	25,000.00	101.00	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		.00	.00	0	0	.00	.00	0	
* Schools & Other Educational	326B		.00	.00	0	0	.00	.00	0	
* Stores & Customer Services	327B	1	5,000.00	50.00	1	0	.00	.00	0	
* Other Non-Residential Bldgs	328B		.00	.00	0	4	180,000.00	1,306.00	4	
* Structures Other than Buildings ...	329B		.00	.00	0	2	65,000.00	550.00	2	
ADDITIONS, ALTERATIONS, & CONVERSION										
* Residential	434B	8	147,000.00	518.00	8	5	43,100.00	490.00	4	
* Non-Residential & Non-Housekeeping	437B	1	5,000.00	50.00	1	0	.00	.00	0	
* Adds of Res. CP/Garages(Atch/Detc)	438B	2	58,500.00	190.00	2	1	15,000.00	123.00	1	
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		20	43,502,851.00	14,875.00	20	14	333,100.00	2,620.00	12	

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

Printed: 05-31-2015

	[Designated period: 05/01/15 to 05/30/15]				[Prior period: 05/01/14 to 05/30/14]				
	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	47	109,000.00	3,242.00	47	53	56,200.00	2,932.00	52
*PLUMBING	810B	18	27,700.00	1,103.00	18	22	47,600.00	1,384.00	22
*HEATING/ AIR CONDITIONING	820B	38	313,218.00	2,268.00	38	43	157,850.00	2,434.00	38
*INSULATION	830B	8	19,650.00	419.00	8	2	2,627.00	100.00	2
*TEMPORARY POLE	840B	2	1,500.00	100.00	2	2	1,500.00	100.00	2
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	11	9,250.00	735.00	11	4	750.00	250.00	4
*FIRE PROTECTION SPRINKLER SYSTEM	966B		.00	.00	0	1	32,000.00	426.00	1
*MOVING DWELLING ONLY	970B		.00	.00	0	0	.00	.00	0
*SIGN	980B	2	6,000.00	500.00	2	2	8,400.00	300.00	2
*FIREWORKS	985B		.00	.00	0	0	.00	.00	0
*SWIMMING POOL	990B		.00	.00	0	2	65,000.00	150.00	2
*TANKS	995B		.00	.00	0	0	.00	.00	0
MOBILE HOMES									
*SINGLE WIDE MOBILE HOME	700B	7	76,000.00	700.00	7	3	72,670.00	300.00	3
*DOUBLE WIDE MOBILE HOME	710B	2	107,000.00	250.00	2	4	78,500.00	500.00	4
*MODULR HOME	720B	1	150,000.00	298.00	1	2	279,000.00	626.00	2

TOTALS FOR PERMITS ABOVE (incl. pg 1)		156	44,322,169.00	24,490.00	156	154	1,135,197.00	12,122.00	146
Totals of other permits in the period			.00	.00	0	2	3,500.00	100.00	1

TOTAL FOR ALL PERMITS IN THE PERIOD		156	44,322,169.00	24,490.00	156	156	1,138,697.00	12,222.00	147

This Report was printed on Sunday, May 31, 2015

Lenoir County

Item Totals for Inspector ID

GO 85
 VW 118
 VW/DB 2

 205 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
205	195	173	22	10	7	3	25
	%INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS REQUIRED
	95	89	11	5	70	30	12