

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA**  
**MONDAY, JUNE 20, 2016 – TIME: 4:00 P.M.**  
**COMMISSIONERS' MEETING ROOM, LENOIR COUNTY COURTHOUSE**  
**130 S. QUEEN ST., KINSTON, N.C.**

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

**PUBLIC INFORMATION**

None

**PUBLIC COMMENTS**

Scheduled:

Non-Scheduled:

**CONSENT AGENDA: 10 Min.**

**ACTION**

- |    |  |      |
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| 1. | Approval of Minutes: Regular Board Meeting: June 6, 2016.                                  | King |
| 2. | Budget Ordinance Amendment: General Fund: Health: Environmental Health: \$1,404. Increase. | Huff |

**END OF CONSENT AGENDA**

**BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS: 40 Min.**

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|----|---|---------|
| 3. | Resolution to Support the Lenoir County Transportation Committee Priority Ranking Submission to the Eastern Carolina Rural Planning Organization.   | Whaley  |
| 4. | A. Resolution Approving FY 16-17 Position and Pay Classification Plan.<br>B. Resolution Approving the Amended Lenoir County Personnel Policies and Procedures.  | Hall    |
| 5. | A. Resolution Approving Expenditure for Lease of Copiers/Wide Format Scanner: COECO: Not to Exceed \$9,500.<br>B. Resolution Approving Indexing Services Contract for FY 2016-17: Cott Systems: \$27,000.   | Rich    |
| 6. | A. Resolution Authorizing Lenoir County Cooperative Extension to Continue the Lease of Twelve (12) Mac Computers: \$4,555.<br>B. Resolution Approving Grounds Maintenance Contract: Charles Hughes Construction, LLC.: \$6,000.<br>C. Resolution Authorizing Agreement with USDA Animal and Plant Health Inspection Service (APHIS) Wildlife Services Division: \$17,800. and Contract for Participation in the Beaver Management Assistance Program: \$4,000 (total \$21,800.)<br>D. Resolution Authorizing Contract with Eastpointe Human Services to Operate the Evidence Based Youth Prevention Program: \$32,973.93. | Kelly   |
| 7. | Resolution Authorizing FY 16-17 Service Contracts and Purchase Orders: Tax Department General Fund and Revaluation Fund: \$96,317.  | Parrish |
| 8. | Resolution Authorizing FY 16-17 Issuance of Blanket Purchase Orders: Transit Department: \$130,650.   | Greene  |

9. Resolution Authorizing FY 16-17 Service Contracts and Purchase Orders: Court Facility/Public Buildings Department: \$183,641. Harper
10. A Resolution Authorizing the MIS Director to Execute a Contract for OneSEARCH Software License from NEXGEN Digital Document Solutions: \$19,000. Bryan  
 B. Resolution Authorizing the Issuance of Blanket Purchase Orders for Yearly Software/Hardware Maintenance: \$272,070.
11. A. Budget Ordinance Amendment: General Fund: Health: (General Admin-Grant) \$5,000. Increase. Huff  
 B. Resolution Approving Content of Transit Van Ad Requested by Lenoir County Health Department to Promote Proper Handling of Prescription Medications.  
 C. Resolution Authorizing FY 16-17 Blanket Purchase Orders for Clinics and Services. \$662,988.
12. A. Resolution Declaring Property as Surplus and Authorizing the Sale of the Surplus Property by Auction. Chestnutt  
 B. Resolution Authorizing the Issuance of FY 16-17 Blanket Purchase Orders for Non-Departmental Purchases: \$106,000.  
 C. Resolution Approving/Authorizing Execution of FY 16-17 Insurance Policies with WA Moore Company, Inc., and Discovery Insurance Company: \$\_\_\_\_.  
 D. Budget Ordinance Amendment: Process Funds: \$9,900.  
 E. Budget Ordinance Amendment: Fire Departments (Fund 50-62) \$92,400.  
 F. Budget Ordinance Amendment: General Fund: Process Funds: \$120,000. Increase.  
 G. Budget Ordinance Amendment: General Fund: Revenues/Insurance Fund: \$608,500.
13. A. Resolution Authorizing Purchase of Equipment, Services and/or Supplies: Sheriff's Department: \$527,530. Ingram  
 B. Resolution Authorizing Purchase of Equipment, Services and/or Supplies: Detention Center: \$1,016,458.
14. A. Resolution Authorizing FY16-17 Service Contracts and Purchase Orders: Emergency Services: Emergency Management Division: \$35,486. Dail  
 B. Resolution Authorizing FY16-17 Service Contracts and Purchase Orders: Emergency Services: Communications Division: \$280,057.  
 C. Resolution Authorizing FY16-17 Service Contracts and Purchase Order: Emergency Services: Communications Division: Emergency Telephone Fund: \$350,432.  
 D. Resolution Authorizing FY16-17 Service Contracts and Purchase Orders: Emergency Services: EMS Division: \$574,975.  
 E. Resolution Authorizing Lease Purchase Agreement for L2 P25 Core: Motorola: \$614,283.  
 F. Resolution Authorizing FY16-17 Lease Payment on L2 P25 Core: Emergency Services: E911 Grant Fund: \$198,530.44.
15. A. Resolution Authorizing FY16-17 Service Contracts and Purchase Orders: Department of Social Services: \$1,532,891. Moore  
 B. Resolution Approving Provider Agreements for Subsidized Day Care: \$2,143,438.

**APPOINTMENTS: 5 Min.**

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

**OTHER ITEMS 10 Min.**

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

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA**  
**MONDAY, JUNE 20, 2016 – TIME: 4:00 P.M.**  
**COMMISSIONERS' MEETING ROOM, LENOIR COUNTY COURTHOUSE**  
**130 S. QUEEN ST., KINSTON, N.C.**

**Summary of Actions Taken at the June 6, 2016 Meeting**

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| 1.  | Approval of Minutes: Regular Board Meeting: May 16, 2016.<br>Budget Work Session: May 16, 2016.  | Approved |
| 2.  | Budget Ordinance Amendment: General Fund: JCPC Parenting Matters: \$2,140.   | Approved |
| 3.  | Fiscal Year 2016-2017 Lenoir County Submitted Budget.  | Approved |
| 4.  | Resolution Approving Purchase Order for Fast Forward Signs for Placement and Removal of Mobile Advertisements: \$4,000.  | Approved |
| 5.  | Budget Ordinance Amendment: Process Funds: \$10,000. Increase.   | Approved |
| 6.  | Budget Ordinance Amendment: Trust and Agency Fund: Finance/Extension-Family Caregiver: \$5,000. Increase.  | Approved |
| 7.  | Resolution Approving Contract with Johnny Stroud Painting for Removal and Repainting of Walls in Lobby, Auditorium and Kitchen of the Lenoir County Cooperative Extension Facility: \$6,150.   | Approved |
| 8.  | Resolution Authorizing Lenoir County Health Department to Execute Purchase Order Contract for TSI, Inc.: \$12,347.60 (includes shipping) for an 8038 PortaCount Pro + Respirator Fit Tester and a Five Year Warranty Contract: \$4,590. Totaling: \$16,937.60. | Approved |
| 9.  | Resolution Authorizing Approval and Execution of Lease Agreement: Lease Period of July 1, 2016 through June 30, 2017: \$62,500.  | Approved |
| 10. | Resolution Approving Mr. Wiley Dawson to the Lenoir County ABC Board, and Ms. June Cummings to the Lenoir County Department of Social Services Board.  | Approved |

**MINUTES**

**LENOIR COUNTY BOARD OF COMMISSIONERS**

**June 6, 2016**

The Lenoir County Board of Commissioners met in open session at 9:00 a.m. on Monday, June 6, 2016, in the Board of Commissioners' Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

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

Members Absent: None

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

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

Mr. Hill asked for a moment of silence for the 72<sup>nd</sup> Anniversary of D-Day (WWII) and for the passing of boxing legend Muhammad Ali.

**PUBLIC INFORMATION:**

Sheriff Ingram stated he would like to address the Board regarding a post on Facebook dated May 23, 2016. He acknowledged the detention officers in the audience who took the time to show up for this meeting on their day off because they had concerns regarding comments from the Facebook post. He shared the importance of a Detention Officer's position. Sheriff Ingram referenced the post that stated: "Lenoir County was staffed 30-40% higher than other counties our size". Sheriff Ingram shared several statistics from other counties. The eight (8) counties mentioned are running under totally different circumstances, such as Columbus County who has 8 employees per shift and only have 192 beds, Duplin County 7 employees on day shift 4 on night shift, and have 96 beds, Edgecombe county 12 employees 167 beds, Granville county 5 employees 85 beds, Lee County 5 employees 126 beds, Sampson County 9 employees 252 beds, Stanley County 9 employees 133 beds, Craven County 9 full-time 6 part-time 15 total employees 292 beds, Pitt County 33 officers 475 beds, Lenoir County 14 employees 285 beds. According to numbers, Lenoir County is in line with where we should be. We are working with the number of people that this Board approved. We are in a position where we cannot safely and adequately run this facility with less than the number of employees we have. Another comment stated that we should be able to operate with less because we have a state of the art facility.

While we have a new facility, it is certainly not a state of the art facility, and I encourage anyone that has not yet toured the facility to do so.

Ms. Sutton asked where did such comments originate. Sheriff Ingram replied they were quoted from Commissioner Daughety, from his Facebook page on May 23<sup>rd</sup> at 7:14 p.m. Sheriff Ingram stated the real concern was Commissioner Daughety said the reason he had concerns was “when we compared the other eight similar size communities to ours we were staffing at 30-40% higher than those other counties”, and I did not want that to be the concern with the rest of the Board. Sheriff Ingram stated as he mentioned earlier we are operating with the number of staff that this Board approved prior to him taking office. He has not added nor deleted any numbers. Ms. Sutton stated she wanted Sheriff Ingram and the officers to know that is not her perspective, and she has toured the jail, and we know just how time-consuming those positions are, and she applauds everyone one because she knows there are not many people who would work for that rate of pay, and she appreciates the work the officers do. Mr. Hill stated not defending one or the other, but in the context of the discussion which was brought up about staffing, they did not look at all of the details such as number of beds, etc. During the budget meeting, there were questions that arose regarding staff. At that point in time during the discussion, we looked at raw numbers and did not have the details that Sheriff Ingram brought to our attention today. There is action in this budget that supports this as we will continue to monitor the situation. Sheriff Ingram stated in the future they will be getting back with the Board because when you talk about facilities, we do have a nice facility, but there are still other things that need to be done. I don’t want this Board to think that everything is great and they spent all the money there is to be spent. In essence, the county got what they paid for just like with anything else. For example, when you purchase a car you can get the base model or fully loaded, and I would contend that our jail is the base model. However, at some point, there will be things that we will have to address.

Mr. Daughety stated since he seems to be the subject of this discussion, one must understand his job as a County Commissioner is to look out for the taxpayer. Not having the information which Sheriff Ingram provided today, as a County Commissioner looking at the broad numbers and not having visited the jail, he did have concerns. What was stated in the post was the truth. When it was looked at on the surface without having visited the jail, without knowing other information, there were concerns. As with any person who has concerns, I called and requested a meeting with the sheriff to tour the jail to address my concerns. Commissioner Daughety stated after the tour, his questions were answered and he no longer had any concerns. On the surface if the roles were reversed you would have asked the same questions “why are we staffing at 30% more than the other counties?”. Once Captain Dawson gave the tour and provided the explanations, he had a greater understanding of the current situation. Mr. Daughety stated he will always raise concerns about things that are questionable on the surface until he can get in and investigate and find out more information. Sheriff Ingram stated he had no problem with Mr. Daughety questioning, his only concern was the manner and the context of the post on the 23<sup>rd</sup>, and 2-3 days later several things on Facebook regarding what the sheriff had done. Mr. Hill thanked Sheriff Ingram for the information.

## **PUBLIC COMMENTS:**

Ms. Susan Moore, DSS Director, stated the month of June is Elder Abuse Awareness month and they are encouraging people in the community to help make it safer for our elderly and the disabled. The elder abuse awareness walk will take place on Wednesday, June 15<sup>th</sup> at 11:00 a.m. at the Veterans Home on Hull Road in Kinston. All ages are welcome and lunch will be provided. The walk is being sponsored by the Lenoir County Council of Ageing, Veterans Home, and Lenoir County DSS. Please come out and help us spread awareness of the fact of elder abuse in our community and share in with the walk.

## **CONSENT AGENDA:**

1. Approval of Minutes: Regular Board Meeting: May 16, 2016.  
Budget Work Session: May 16, 2016.
2. Budget Ordinance Amendment: General Fund: JCPC Parenting Matters: \$2,140.  
Increase.

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

Item No. 3 was a Public Hearing Regarding the FY16-17 Budget. Ms. Brown made a motion to go into the Public Hearing with a second by Ms. Sutton. No one from the public wished to comment on the FY16-17 Submitted Budget and Budget Ordinance.

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

Ms. Brown made a motion with a second by Ms. Sutton to approve the FY16-17 Budget. Mr. Hill asked if there was any discussion.

Mr. Rouse asked Mr. Jarman if he had the information he requested during the budget work session regarding county matched programs. Mr. Jarman replied he requested the information from an outside company that handles the county indirect cost study. They stated they would have to get back with him to give a price as to what it would cost and how long it would take to retrieve such information. They stated it was an unusual request and needed time to break it down at a countywide level, but would get the information as soon as they possibly could. Mr. Rouse stated this should be something the department head should be able to identify within their departments and something they should be able handle. Mr. Jarman replied the answer to the question is much more involved than realized. It might be simpler for some of the departments than others, but if we are going to answer, we need to answer thoroughly so it doesn't cause concerns, also that we are not putting information out that is not 100% accurate. Mr. Daughety asked for clarification on the conversation. Mr. Rouse replied he requested information regarding county matched programs that are necessarily mandated to see if there are any potential savings.

Mr. Jarman stated during that time staff was very busy with budget preparation along with other things and did not have the time to do a complete study which is why we requested it from another company that does our cost allocation work. The company did mention that the request was pretty involved and he had to go to someone higher up to see what it would take to grant the request and to be accurate as well. It was also suggested in the last conversation with Mr. Rouse that we take the last complete fiscal year that we already finished and break it down and that is what we have asked for. Mr. Hill stated a great explanation is listed on page 33 of the budget under the history section. It mentioned how revenues are difficult to budget from year to year. Grantee agencies, such as the State and Federal governments often tie funding to a certain match or reduce the level of funding in the subsequent years in hopes that local governments will assume funding of the program. Social Services and health make up a large part of the category of this discussion. Mr. Hill stated although he understood Mr. Rouse question it is a question that should be addressed throughout the year, also at this point in time it would not impact the budget itself. Mr. Daughety stated it would be good information to know because the things that will add to the budget are what we need to watch closely. Mr. Rouse stated again it needs to be addressed. Mr. Jarman stated this Board approves all of the budget amendments, but sometimes there might be additional funding coming in and sometimes funding is reduced and we cut programs. They cut the funding and we cut the programs. It happens a lot during the year. Mr. Hill stated it also impacts your sales and property tax and in ways that are hard to reach. If we are going to get that information we need to get all of the information because the impact of just saying we are matching this may grow your budget in one regard, but it can also reduce it on the sales and property tax side, so we need to know that information as well. This request is a very complicated task and doesn't necessarily work in multiples of seven. Mr. Davis stated he feels very comfortable in the manner in which the budget was presented and would like to commend County Administration for all of the hard work they did in preparing this budget and that they did a fantastic job. Ms. Sutton stated she was glad they were able to do something for the employees this year and is glad we are back on track. Ms. Brown stated all she heard this weekend was the county might get an increase.

Mr. Hill stated #1 we did not raise the property tax, #2 we have some increased revenues, sales and property taxes. We were able to do something for our employees, we were able to address the issue of some employee salaries and looking at all employees and the dollars that were placed in certification training for highly qualified law enforcement which is a very crucial piece of this budget. My concerns with this budget are very similar with Mr. Rouse and Mr. Daughety in reference to wanting to see property taxes go down. However, we all know one of the ways to get property tax to go down is growth, what we do with economic development, transportation, and infrastructure in cooperation with the city in some of the projects they are doing is very important if we are going to drive this train in another direction. Mr. Daughety stated this is a different kind of budget because there are two variables unknown in this budget that we had no control over which is unusual. One is we still don't know an exact figure from the legislative change last year, and we don't know how that will affect us, and the other is the revaluation next year. To the taxpayer, he said in his heart he would love to see property taxes reduced because that is what he is about. On the other hand this budget shows us being very responsible. We were able to give county employees a raise in this budget and able to make some adjustments in the detention center, and add merit pay in the sheriff's office. In our discussions, questions have been asked, can we do this, and it is sustainable.

If there was not a revaluation in the picture and we knew what the potential sales tax revenue would do for us it would be different. Hopefully, within the next 24 months we can take a serious look at where we are fiscally and try to figure out if we could do something to generate a tax base. Mr. Hill stated it might take another year before we get the revenue in and take action. We had this same conversation last year to bring in the sales tax and reduce funding and return a penny back to the citizens. That did not go through for various reasons, the schools and other things. Yet this is very important and with the overlap year will we know what the revenues are going to look like. It may take 24 months to get there, but I think if we keep our eyes on the prize and keep looking at the things we are looking at, and also keep looking at ways to keep our employees in a competitive situation with salaries. Mr. Hill asked if there was any other discussion. Mr. Best stated Sheriff Ingram has done a great job with this budget compared to other counties around us. Overall, the positives outweigh the negatives based on the amount of money he was given to work with. I am well pleased with the budget. Ms. Brown stated this is a good budget. A word to the general public, they should be aware of where and how you spend your money in other counties, because that makes their tax rate stabilize, and not be as high as ours, and when you spend your tax dollars in Lenoir County those tax dollars stay here.

Upon a motion by Ms. Brown and a second by Ms. Sutton, the FY16-17 Budget was approved with one dissenting vote from Mr. Rouse.

Mr. Jarman commended the Board for the way they approached this budget and the matters before them and asking questions. The chairman alluded to the fund balance. We stressed that we needed to have a strong fund balance so that we did not have to take a quick reaction to a change that could affect us one way or the other and continue to look at it conservatively. He commended all the department heads and all employees. He stated it's important for this Board to recognize how each department head understands how they feel about the tax rate. They work extremely hard to keep the cost of doing the business as low as possible with the highest quality of service so they can take care of staff. I think we are all working for the same thing although sometimes in discussion it does not sound like it. They are trying to accomplish the same thing and they work very hard and I sit in the middle and see both groups working hard. Again, I commend both groups getting to this point and I think you are approaching it the right way for the future. If we don't know what's coming in we don't go and spend extra money we try to remain conservative. If we think it going to be a tight year we still don't make unnecessary cuts until we see what we have to do. The staff will do whatever is necessary. Thanks again.

#### **BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS:**

Item No. 4 was a Resolution Approving Purchase Order for Fast Forward Signs for Placement and Removal of Mobile Advertisements: \$4,000. Ms. Angie Greene, Transit Director, stated Lenoir County Transportation began operations in October 1994 to provide transportation to the citizens of Lenoir County. The Lenoir County Transportation Program is a partnership between the North Carolina Department of Transportation/Public Transportation Division (DOT/PTD) and Lenoir County Government. In July of 2007, Lenoir County Transit chose to market advertisements to allow all revenues to be allocated to the Transit System. In doing so, there are costs associated with the removal and placement of each advertisement.

Fast Forward Signs provides services to Lenoir County Transit for placement and removal of advertisements. Lenoir County Transit is requesting approval by the Lenoir County Board of Commissioners for a purchase order for \$4,000 to Fast Forward Signs to cover the costs associated with the placement and removal of mobile advertisements. Upon a motion by Mr. Davis and a second by Mr. Best, Item No. 4 was unanimously approved. Ms. Greene stated one of her part-time scheduling and dispatch Mr. Shawn Howard was a recipient of one of the NC Public Transportation Association Annual conference scholarships. He was awarded this based on an essay he had to submit explaining the services that we provide in Lenoir County and also his interest in furthering his career in the transportation industry. Mr. Howard has obtained his bachelors and masters degrees in public administration and he desires to stay in Lenoir County and eventually get a full-time position with Lenoir County Transit.

Item No. 5 was Budget Ordinance Amendment: Process Funds: \$10,000. Increase. Ms. Tracy Chestnutt, Finance Officer, stated the purpose of this amendment is to appropriate funds for the AG Venture Grant received by Lenoir County Cooperative Extension for the purpose of purchasing livestock scales. Upon a motion by Mr. Daughety and a second by Mr. Best, Item No. 5 was unanimously approved.

Item No. 6 was a Budget Ordinance Amendment: Trust and Agency Fund: Finance/Extension-Family Caregiver: \$5,000. Increase. Ms. Tammy Kelly, Cooperative Extension Director, stated this amendment in the amount of \$5,000 discretionary funds was awarded to purchase supplies and materials to families with children age's birth to kindergarten to purchase curriculum kits, age appropriate books, toys, storage containers, etc. for each age group. Also, to be able to purchase shelving for playgroup room for storage and other needed supplies and materials related to the program. Upon a motion by Mr. Daughety and a second by Mr. Best, Item No. 6 was unanimously approved.

Item No. 7 was a Resolution Approving a contract with Johnny Stroud Painting Contractor, for wallpaper removal and repainting of walls in the lobby, auditorium, and kitchen of the Lenoir County Cooperative Extension Facility. Ms. Tammy Kelly, Cooperative Extension Director, stated the Cooperative Extension Facility was renovated in 1999 following Hurricane Floyd. Since that time the wallpaper has been removed from the lobby and it has been repainted. The lobby, kitchen, and auditorium have not been upgraded and the wallpaper installed in 1999 has begun to peel. We have made attempts in the past to have the paper re-glued; however, it no longer will stay on the wall. Three bids were obtained for the project and the lowest bid is reflected in this quote from Johnny Stroud Painting Contractor. Johnny Stroud Painting Contractor will successfully complete the wallpaper removal and re-painting of the lobby, auditorium, and kitchen. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 7 was unanimously approved.

Item No. 8 was a Resolution Authorizing Lenoir County Health Department to Execute a Purchase Order Contract for TSI, Inc., :\$12,347.60 (includes shipping) for an 8038 PortaCount Pro + Respirator Fit Tester and a Five Year Warranty Contract: \$4,590. totaling: \$16,937.60. Mr. Joey Huff, Health Director, stated The Board is asked to grant permission to the Lenoir County Health Department to execute a purchase order for TSI, Inc. for the amount of \$16,937.60.

This order is placed under GSA Schedule number 142-GS07F-0428U State/local Disaster Recovery under the authority of the GSA Disaster Purchasing Program. The products and services purchased will be used in preparation or response to disaster or recovery from a major disaster declared by the President, or recovery from terrorism, nuclear, biological, chemical or radiological attack. The additional funding was made available for the Health Department from the Ebola Funds to plan and facilitate Personal Protective Equipment (PPE) training for staff and partners for responding to EVD (Ebola Virus Disease) by May 31, 2016. This action is necessary to focus on its response system including risk communication, training, and response materials and because of that quick response system; public health plans that are coordinated within their public health authority are able to function effectively. Mr. Huff stated each employee must be personally fitted for the M95 mask because it is a protective tool. It must be fitted twice, once for odor and once for taste. This special device has a sensor that will detect the odor and the air to make sure the air is ok. It is expensive but it works. Upon a motion by Mr. Davis and a second by Mr. Best, Item No. 8 was unanimously approved.

Item No. 9 was a Resolution Authorizing Approval and Execution of Lease Agreement: Eastpointe: \$62,500 for Lease Period of July 1, 2016, through June 30, 2017. Mr. Mike Jarman, County Manager, stated the Board is requested to authorize approval of a lease agreement for the Lenoir County Mental Health Building located at 2901 N. Herritage Street in Kinston, N.C., between Lenoir County and Eastpointe and authorize the County Manager or his designee to execute the agreement. Eastpointe provides mental health services to the citizens of Lenoir and a host of other Counties. Eastpointe wishes to continue to lease the Lenoir County owned Mental Health Facility located at 2901 N. Herritage Street in Kinston, N.C. so as to offer a central location for service providers who serve the citizens of Lenoir County. Lenoir County owns the land and building located at 2901 N. Herritage Street, Kinston, N.C. that has been the home for mental health services in Lenoir County for a number of years. Eastpointe provides mental health services to the citizens of Lenoir County. In an effort to provide a central location for service providers who offer mental health services to the citizens of Lenoir County, Eastpointe wishes to continue to lease the mental health facility from the County of Lenoir. Approval of this lease agreement will provide Eastpointe with a well-known, established location to offer their services to the citizens of Lenoir County and assure the County that the building will only be used as a mental health facility for years to come. We have leased the mental health building that is owned by Lenoir County out by the hospital we leased at \$100,000 a year for several years to Eastpointe and they have service providers in that building. We had multi-year leases however, this is a one-year lease and it is not at \$100,000 it's at \$62,500 and as we discussed during the budget the reason the amount was lower is because Eastpointe has agreed to move about 60 of their employees back to areas of the building that was vacant, so we will have Eastpointe employees and those jobs coming back to our community. Basically they are filling up two wings of that building having the same service providers that were in there Eastpointe also will be renting one of our, not the county but another building in the county, for additional employees and to date they have spent over \$50,000 no more than if we would have kept it at the \$100,000. The reason for the one-year lease is because they were having the capital expenditure and Eastpointe will as it's scheduled now will merge with another provider called Trillium and we don't know exactly where that will go.

We will have to adjust the cost and several factors after this and it is better to do it on a one year lease to accommodate where we are in the scheme of things. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 9 was unanimously approved.

Item No. 10 was a Resolution Approving Citizens to Boards, Commissions, Etc. Upon a motion by Ms. Brown and a second by Ms. Sutton Item No. 10, was unanimously approved to appoint Mr. Wiley Dawson to the Lenoir County ABC Board, and Ms. June Cummings to the Lenoir County Department of Social Services Board. Since it was the first appearance for others no action was needed at this time.

Item No. 11 was items from County Manager Mike Jarman. Mr. Jarman stated he did not have anything other than the inspections and permit reports included.

Mr. Hill asked if any of the commissioners had anything to report.

Mr. Davis shared condolences and information on the passing of a Greene County resident by the name of Jim Ray Hart who was a well-known baseball player. He stated he wished the Kinston Free Press would have done a nice article on his accomplishments.

Mr. Rouse stated there is an issue in the old Rivermont area with people dumping trash and all sorts of things on the property. He and Mr. Pope have been working together and came up with an idea. Most of the roads in that area are abandoned with the exception of two houses on the very back side. He shared information from a map he had available. Mr. Rouse stated the rest of the area is devoid of infrastructure and is filling up with trash. He stated they were thinking about going to the beginnings of each of the roads that county owns, cutting across the ditch, pushing up the asphalt, and isolate it off and the only road in and out would be to the houses located back there. In talking with DOT they would be tickled for the county to take over and abandon the roads and power. The only road that would need to be maintained is the one access to the homes. Mr. Jarman asked if they have looked for all the landowners in that area. Mr. Jarman stated it is a good idea because the county has had issues with dumping for years. Mr. Dail has patrolled the area and we had our Landfill Department to clean it up several times, and we have had cameras set up. As we move forward, and if we can gate certain roads, we may have to provide access to those landowners and there are some issues we will have to work through, but the overall idea of cleaning it up is a good idea. Mr. Ellis stated the City of Kinston received a grant and tried to purchase a lot of that property for a park and most of it is tied up by family estates. We spent a lot of time researching for family members and everything that could be easily purchased has been purchased.

Ms. Brown shared information regarding Kinston's 1<sup>st</sup> Annual Funk Day activities and tribute to Maceo Parker.

Ms. Sutton shared information regarding former Pink Hill Mayor Ethro Hill that recently passed, and an event at Rochelle Middle School she attended.

Mr. Hill shared information regarding Lenoir Memorial Hospital having signed negotiations with UNC Systems. In a recent meeting they shared a lot of good and detailed information. The partnership is moving along well for the first 90 days. They are looking at services and ways to keep our health system alive which is a positive move for our community.

Mr. Best shared information from the County Assembly day he recently attended.

Meeting Adjourned at 10:11 a.m.

Respectfully submitted,

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

Vickie F. King  
Clerk to the Board

BUDGET ORDINANCE AMENDMENT:

GENERAL FUND:

HEALTH:

(Environmental Health)

Increase to Budget \$1404.00

Item No. 2



LENOIR COUNTY, NORTH CAROLINA

BUDGET AMENDMENT REQUEST

FY 2015 - 2016  
Appropriations

Budget Amendment # \_\_\_\_\_

Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL		HEALTH		VARIOUS	
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>			<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>		
Account # and Title		Amount	Account # and Title		Amount
<u>Increase</u>			<u>Increase</u>		
10-3518-3301	Food & Lodging	1,404.00	10-5180-3110	Travel	\$ 1,404.00
Total		\$ 1,404.00	Total		\$ 1,404.00

**Reason and Justification for Request:**

Increase to Food and Lodging revenues for current budget year.

Department Head Approval \_\_\_\_\_ Date 6/14/16

Finance Officer Approval Judy Chestnut \_\_\_\_\_ Date 6/14/16

Budget Officer Approval Jerry Boy \_\_\_\_\_ Date 6/14/16

Board Approval (When Applicable) \_\_\_\_\_ Date \_\_\_\_\_ Date of Minutes \_\_\_\_\_

**RESOLUTION TO SUPPORT THE LENOIR COUNTY TRANSPORTATION  
COMMITTEE PRIORITY RANKING SUBMISSION TO THE EASTERN  
CAROLINA RURAL PLANNING ORGANIZATION**

**WHEREAS**, the Lenoir County Transportation Committee was created in an effort to organize the County's citizens, cities, towns, and leaders into one unified voice, to make requests to the North Carolina Department of Transportation and Rural Planning Organization effective, and to develop a comprehensive transportation improvement program for Lenoir County, and

**WHEREAS**, the Lenoir County Transportation Committee has deemed the Kinston Bypass project (SPOT ID H090128-B, TIP R-2553), from NC 148/ CF Harvey Parkway to US 70 East of NC 58, with construction of a freeway on a new location, to be Lenoir County's top priority, and

**WHEREAS**, the Lenoir County Transportation Committee has deemed the US 70 project (SPOT ID H150962), converting grade intersection at Jim Sutton Road/Willie Measley Road to an interchange, to be Lenoir County's second priority, and

**WHEREAS**, the Lenoir County Transportation Committee has deemed the US 70 project (SPOT ID H090128-AB, TIP R-2553), from West of SR 1522/Albert Suggs Road to NC 148/CF Harvey Parkway, with freeway upgrade, to be Lenoir County's third priority, and

**WHEREAS**, the Lenoir County Transportation Committee has deemed the US 70 project (SPOT ID H090128-AA, TIP R-2553), from the Existing Freeway near LaGrange to SR 1522/Albert Suggs Road, with freeway upgrade, to be Lenoir County's fourth priority, and

**WHEREAS**, the Lenoir County Transportation Committee has deemed the US 70 project (SPOT ID H090128-CA, TIP R-2553), from US 70 East of NC 58 to East of SR 1002/Wyse Fork Road, with freeway upgrade, to be Lenoir County's fifth priority, and

**WHEREAS**, the Lenoir County Transportation Committee has deemed the US 258 project (SPOT ID H111202-B), from SR 1101/Browntown Road to SR 2010/CF Harvey Parkway, with widening to multi-lanes on the existing location, to be Lenoir County's sixth priority, and

**WHEREAS**, the Lenoir County Transportation Committee has attached their recommended priority rankings to this resolution, and

**WHEREAS**, the Eastern Carolina Rural Planning Organization (RPO), is the official state - designated transportation planning organization for Duplin, Greene, Lenoir and Wayne Counties. RPO's are responsible for assisting the North Carolina Department of Transportation with creating long-range multi-modal transportation plans and prioritizing projects for the North Carolina Department of Transportation.

**NOW THEREFORE, BE IT RESOLVED**, by the Lenoir County Board of Commissioners, upon recommendation by the Lenoir County Transportation Committee, as outlined in this resolution, do hereby request these rankings be submitted to the Eastern Carolina Rural Planning Organization this the 20<sup>th</sup> day of June, in the year of our Lord, two thousand sixteen.

\_\_\_\_\_  
Craig Hill, Chairman  
Lenoir County Board of Commissioners

Attest: \_\_\_\_\_  
Clerk to the Board

**INTRODUCED BY:** Michael Jarman, County Manager **DATE:** 06/20/16 **ITEM NO.** 4A

**RESOLUTION:** Approving FY 16-17 Position and Pay Classification Plan.

**SUBJECT AREA:** Personnel

**ACTION REQUESTED:** The Board is requested to approve the attached FY 16-17 Position and Pay Classification Plan, effective July 1, 2016, 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:

<b>Department/Division</b>	<b>Classifications Added</b>
Buildings and Grounds	Facility Maintenance Manager I
Buildings and Grounds	Maintenance Mechanic V

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval.

MWJ  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the FY 16-17 Position and Pay Classification Plan, as attached and incorporated into this resolution by reference, is approved, effective July 1, 2016.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Hill \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_

Davis \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Craig Hill, Chairman

06/20/16  
Date

\_\_\_\_\_  
ATTEST

06/20/16  
Date

**LENOIR COUNTY  
PAY AND POSITION CLASSIFICATION PLAN  
EFFECTIVE JULY, 2016**

DEPARTMENT CLASSIFICATION	EXEMPT NON-EXEMP*	SALARY GRADE	SALARY RANGE	
			Minimum	Maximum
<b>BOARD OF COMMISSIONERS</b>				
Administrative Secretary/Clk to the Board	Non-Exempt	67	31,426	55,454
<b>BOARD OF ELECTIONS</b>				
Director of Elections	Exempt	72	39,539	69,770
Supervisor of Elections	Non-exempt	61	23,853	42,092
Deputy-Supervisor of Elections	Non-exempt	59	21,763	38,403
Poll Worker	Non-exempt	52	15,780	27,845
<b>BUILDINGS AND GROUNDS</b>				
Maintenance Coordinator *** Facility Maintenance Manager I	Exempt	65 72	39,539	69,770
Maintenance Worker I	Non-exempt	56	18,962	33,461
Maintenance Worker II	Non-exempt	58	20,785	36,678
Maintenance Mechanic *** Maintenance Mechanic V	Non-exempt	64 67	31,426	55,454
<b>COUNTY MANAGER</b>				
County Manager	Exempt	88	82,443	145,480
Assistant County Manager	Exempt	80	57,092	100,745
Special Projects Officer	Exempt	76	47,511	83,839
<b>MANAGEMENT INFORMATION SYSTEMS</b>				
MIS Director	Exempt	80	57,092	100,745
MIS Assistant Director	Exempt	74	43,342	76,481
MIS Network Administrator	Exempt	72	39,539	69,770
GIS Coordinator	Non-exempt	72	39,539	69,770
MIS Technician I	Non-exempt	67	31,426	55,454
MIS Technician II	Non-exempt	68	32,903	58,061
MIS Support Services Manager	Non-exempt	69	34,449	60,789
<b>PLANNING &amp; INSPECTIONS</b>				
Chief Building Inspector	Exempt	72	39,539	69,770
Building Inspector-Level III	Non-exempt	70	36,068	63,646
Building Inspector-Level II	Non-exempt	68	32,903	58,061
Building Inspector-Level I	Non-exempt	66	30,016	52,967
Building Permit Technician	Non-exempt	60	22,784	40,205
Planning Specialist ***	Non-exempt	68	32,903	58,061
<b>EMERGENCY SERVICES</b>				
Emergency Services Director	Exempt	78	52,082	91,904
Deputy Director of Emergency Services	Exempt	70	36,068	63,646
EMS Commander	Non-exempt	68	*	32,903
EMS Training Officer	Non-exempt	68		32,903
Emergency Services Planner	Non-exempt	68		32,903
Non-Emergency Transport Supervisor	Non-exempt	62		24,978
EMT-Basic	Non-exempt	62	*	24,978
EMT-Intermediate	Non-exempt	64	*	27,379
EMT-Medic	Non-exempt	66	*	30,016
EMT-Intermediate-Captain	Non-exempt	64	*	27,379

**EMERGENCY SERVICES Cont.**

EMT-Paramedic-Captain	Non-exempt	66	*	30,016	52,967
E-911 Technician	Non-exempt	64		27,379	48,314
Fire Marshall	Non-exempt	68		32,903	58,061
Telecommunicator I	Non-Exempt	61	*	23,853	42,092
Telecommunicator II	Non-exempt	62	*	24,978	44,076
Telecommunicator III	Non-Exempt	63	*	26,151	46,146
Telecommunications- Commander	Non-exempt	65	*	28,666	50,584
Telecommunications Trainer	Non-exempt	65		28,666	50,584
Telecommunications Operations Manager ***	Non-exempt	68		32,903	58,061
Transportation Commander	Non-exempt	62		24,978	44,076
Transportation Coordinator	Non-exempt	62		24,978	44,076
Secretary IV	Non-exempt	61		23,853	42,092
Administrative Assistant I	Non-exempt	63		26,151	46,146
Accounting Clerk IV	Non-exempt	59		21,763	38,403
Vehicle Operator II	Non-exempt	59		21,763	38,403

**FINANCE**

Finance Officer	Exempt	77		49,745	87,781
Accounting Specialist I	Non-exempt	67		31,426	55,454
Accounting Specialist II	Non-exempt	69		34,449	60,789

**HUMAN RESOURCE DEPARTMENT**

Human Resource Director	Exempt	80		57,092	100,745
HR Analyst II ***	Exempt	72		39,539	69,770
Personnel Technician II	Non-exempt	66		30,016	52,967
Personnel Technician III	Non-exempt	68		32,903	58,061
HR Payroll Clerk V	Non-exempt	61		23,853	42,092

**ECONOMIC DEVELOPMENT**

Economic Development Director	Exempt	80		57,092	100,745
Executive Assistant I	Non-exempt	64		27,379	48,314
Executive Assistant II	Non-exempt	66		30,016	52,967
Administrative Assistant II	Non-exempt	65		28,666	50,584
Economic Development Specialist	Non-exempt	66		30,016	52,967
Tourism Coordinator ***	Non-exempt	70		36,068	63,646

**DETENTION CENTER**

Detention Officer I	Non-exempt	63		26,151	46,146
Detention Officer II	Non-exempt	64		27,379	48,314
Detention Center Corporal	Non-exempt	65		28,666	50,584
Detention Center Sergeant	Non-exempt	66		30,016	52,967
Detention Center Lieutenant	Non-exempt	68		32,903	58,061
Detention Center Captain	Non-exempt	71		37,764	66,639
Compliance Officer	Non-exempt	65		28,666	50,584
Jail Cook	Non-exempt	57		19,852	35,030

**SHERIFF**

Sheriff	Exempt	81		59,774	105,479
Administrative Assistant II	Non-exempt	65		28,666	50,584
Chief Deputy	Exempt	74		43,342	76,481
Deputy Sheriff Major	Exempt	72		39,539	69,770
Deputy Sheriff Captain	Non-exempt	71		37,764	66,639
Deputy Sheriff Sergeant	Non-exempt	67		31,426	55,454
Deputy Sheriff Lieutenant	Non-exempt	69		34,449	60,789
Deputy Sheriff Corporal	Non-exempt	66		30,016	52,967
Deputy Sheriff I	Non-exempt	64	*	27,379	48,314
Deputy Sheriff II	Non-exempt	65		28,666	50,584

**SHERIFF Cont.**

Security Officer	Non-exempt	57	19,852	35,030
Deputy Sheriff Detective	Non-exempt	68	32,903	58,061
Deputy Sheriff Detective Sergeant	Non-exempt	69	34,449	60,789
Deputy Sheriff Detective Lieutenant	Non-exempt	70	36,068	63,646
Deputy Sheriff Detective Captain	Non-exempt	71	37,764	66,639
Processing Assistant IV	Non-exempt	59	21,763	38,403
Processing Assistant V	Non-exempt	61	23,853	42,092

**SOLID WASTE**

Solid Waste Director	Exempt	72	39,539	69,770
Administrative Assistant III	Non-exempt	67	31,426	55,454
Heavy Equipment Mechanic	Non-exempt	65	28,666	50,584
Landfill Manager ***	Non-exempt	65	28,666	50,584
Heavy Equipment Operator I	Non-exempt	60	22,784	40,205
Heavy Equipment Operator II	Non-exempt	61	23,853	42,092
Utility Worker	Non-exempt	57	19,852	35,030
Scale House Operator	Non-exempt	57	19,852	35,030
Vehicle Operator II	Non-exempt	59	21,763	38,403
Site Attendants	Non-exempt	55	18,110	31,956
Maintenance Worker I	Non-exempt	56	18,962	33,461

**REGISTER OF DEEDS**

Register of Deeds	Exempt	75	45,378	80,075
Assistant Register of Deeds	Non-exempt	63	26,151	46,146
Deputy Register of Deeds I	Non-exempt	60	22,784	40,205

**SOIL CONSERVATION**

District Cost Share Technician II	Non-exempt	67	31,426	55,454
District Cost Share Technician I	Non-exempt	65	28,666	50,584
District Administrative Specialist	Non-exempt	69	34,449	60,789

**TAX**

Tax Administrator	Exempt	78	52,082	91,904
Tax Collector	Exempt	72	39,539	69,770
Assistant Tax Administrator	Exempt	72	39,539	69,770
Tax Analyst	Non-exempt	64	27,379	48,314
Tax Collections Supervisor	Non-exempt	67	31,426	55,454
Land Records Specialist	Non-exempt	67	31,426	55,454
Tax Appraisal Technician	Non-exempt	61	23,853	42,092
Tax Appraiser I	Non-exempt	65	28,666	50,584
Tax Appraiser II	Non-exempt	67	31,426	55,454
Tax Appraiser III	Non-exempt	69	34,449	60,789
Tax Appraiser Supervisor	Non-exempt	70	36,068	63,646
Tax Assistant I	Non-exempt	60	22,784	40,205
Tax Assistant II	Non-exempt	61	23,853	42,092
Tax Assistant III	Non-exempt	62	24,978	44,076

**TRANSPORTATION**

Director of Transit	Exempt	72	39,539	69,770
Safety Officer	Non-exempt	63	26,151	46,146
Operations Supervisor	Non-exempt	64	27,379	48,314
Administrative Assistant I	Non-exempt	63	26,151	46,146
Administrative Assistant III	Non-exempt	67	31,426	55,454
Dispatcher	Non-exempt	60	22,784	40,205
Vehicle Operator I	Non-exempt	57	19,852	35,030

**COOPERATIVE EXTENSION**

Community Coordinator	Non-Exempt	58	20,785	36,678
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Housekeeper	Non-Exempt	54	17,297	30,523
Parent Educator	Non-Exempt	61	23,853	42,092
Parent Educator Coordinator	Non-Exempt	63	26,151	46,146
Secretary IV	Non-Exempt	61	23,853	42,092

**HEALTH**

Local Health Director II	Exempt	81	59,774	105,479
Public Health Physician I	Exempt	89	86,318	152,317
Accounting Clerk IV	Non-exempt	59	21,763	38,403
Accounting Technician II	Non-exempt	61	23,853	42,092
Accounting Technician III	Non-exempt	63	26,151	46,146
Administrative Assistant I	Non-exempt	63	26,151	46,146
Administrative Officer I ***	Non-exempt	67	31,426	55,454
Animal Control Officer I	Non-exempt	59	21,763	38,403
Animal Control Officer II	Non-exempt	61	23,853	42,092
Animal Control Supervisor I	Non-exempt	64	27,379	48,314
Community Health Assistant	Non-exempt	54	17,297	30,523
Environmental Health Specialist	Non-exempt	68	32,903	58,061
Environmental Health Supervisor	Exempt	71	37,764	66,639
Foreign Language Interpreter I	Non-exempt	60	22,784	40,205
Foreign Language Interpreter II	Non-exempt	63	26,151	46,146
Housekeeper	Non-exempt	54	17,297	30,523
Medical Lab Technician II	Non-exempt	64	27,379	48,314
Medical Lab Technologist I	Non-exempt	68	32,903	58,061
Nutritionist II	Non-exempt	66	30,016	52,967
Nutritionist Program Director I	Exempt	70	36,068	63,646
Office Work Unit Supervisor	Non-exempt	61	23,853	42,092
Patient Relations Representative	Non-exempt	59	21,763	38,403
Physician Extender II	Exempt	81	59,774	105,479
Practical Nurse II	Non-exempt	62	24,978	44,076
Processing Assistant III	Non-exempt	57	19,852	35,030
Processing Assistant IV	Non-exempt	59	21,763	38,403
Processing Assistant V	Non-exempt	61	23,853	42,092
Public Health Educator I	Non-exempt	63	26,151	46,146
Public Health Educator II	Non-exempt	67	31,426	55,454
Public Health Nurse Trainee	Non-exempt	70	*	36,067
Public Health Nurse I	Non-exempt	70	36,068	63,646
Public Health Nurse II	Non-exempt	72	39,539	69,770
Public Health Nurse III	Non-exempt	73	41,397	73,050
Public Health Nursing Director I	Exempt	77	49,745	87,781
Public Health Nursing Supervisor I ***	Non-exempt	74	43,342	76,481
Public Health Nursing Supervisor II ***	Non-exempt	76	47,511	83,839
Social Worker II	Non-exempt	67	31,426	55,454

**SOCIAL SERVICES**

Attorney I	Exempt	78	52,082	91,904
Attorney II	Exempt	81	59,774	105,479
Co. Social Services Director	Exempt	81	59,774	105,479
Accounting Specialist I	Non-exempt	67	31,426	55,454
Accounting Specialist II	Non-exempt	69	34,449	60,789
Accounting Technician I	Non-exempt	59	21,763	38,403
Accounting Technician II	Non-exempt	61	23,853	42,092
Administrative Assistant I	Non-exempt	63	26,151	46,146
Administrative Assistant II	Non-exempt	65	28,666	50,584
Administrative Officer I ***	Non-exempt	67	31,426	55,454
Administrative Officer II ***	Non-exempt	70	36,068	63,646
Administrative Officer III ***	Non-exempt	72	39,539	69,770
Child Support Agent I	Non-exempt	63	26,151	46,146
Child Support Agent II	Non-exempt	65	28,666	50,584
Child Support Supervisor I ***	Non-exempt	67	31,426	55,454
Child Support Supervisor II ***	Non-exempt	68	32,903	58,061
Child Support Supervisor III	Exempt	69	34,449	60,789
County Social Services Business Officer I	Exempt	72	39,539	69,770
County Social Services Program Administrator I	Exempt	72	39,539	69,770
County Social Services Program Administrator II	Exempt	74	43,342	76,481
Foreign Language Interpreter I	Non-exempt	60	22,784	40,205
Foreign Language Interpreter II	Non-exempt	63	26,151	46,146

Human Resource Placement Specialist	Non-exempt	65	28,666	50,584
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**SOCIAL SERVICES Cont.**

Income Maintenance Administrator I	Exempt	74	43,342	76,481	
Income Maintenance Caseworker I	Non-exempt	63	26,151	46,146	
Income Maintenance Caseworker II	Non-exempt	65	28,666	50,584	
Income Maintenance Caseworker III	Non-exempt	67	31,426	55,454	
Income Maintenance Investigator II	Non-exempt	67	31,426	55,454	
Income Maintenance Supervisor II ***	Non-exempt	69	34,449	60,789	
Income Maintenance Supervisor III ***	Non-exempt	71	37,764	66,639	
Income Maintenance Technician	Non-exempt	59	21,763	38,403	
Lead Child Support Agent	Non-exempt	66	30,016	52,967	
Lead Worker V	Non-exempt	62	24,978	44,076	
Office Assist II	Non-exempt	54	17,297	30,523	
Office Assist III	Non-exempt	57	19,852	35,030	
Office Assist IV	Non-exempt	59	21,763	38,403	
Office Assist V	Non-exempt	61	23,853	42,092	
Office Work Unit Supervisor	Non-exempt	61	23,853	42,092	
Paralegal I	Non-exempt	67	31,426	55,454	
Personnel Technician I	Non-exempt	63	26,151	46,146	
Personnel Technician II	Non-exempt	66	30,016	52,967	
Personnel Technician III	Non-exempt	68	32,903	58,061	
Processing Assist II	Non-exempt	54	17,297	30,523	
Processing Assistant III	Non-exempt	57	19,852	35,030	
Processing Assistant IV	Non-exempt	59	21,763	38,403	
Processing Assistant V	Non-exempt	61	23,853	42,092	
Social Worker Trainee	Non-exempt	63	26,150	46,146	
Social Worker I	Non-exempt	63	26,151	46,146	
Social Worker I-Child Welfare	Non-exempt	63	*	26,151	46,146
Social Worker II	Non-exempt	67	31,426	55,454	
Social Worker II-Child Welfare	Non-exempt	67	*	31,426	55,454
Social Worker III	Non-exempt	69	34,449	60,789	
Social Worker III-Child Welfare	Non-exempt	69	*	34,449	60,789
Social Worker Program Administrator I	Exempt	75	45,378	80,075	
Social Worker Program Manager-Child Welfare	Exempt	74	*	43,342	76,481
Social Worker Supervisor II ***	Non-exempt	70	36,068	63,646	
Social Worker Supervisor III ***	Non-exempt	73	41,397	73,050	
Social Worker Supervisor III-Child Welfare ***	Non-exempt	73	*	41,397	73,050
Social Worker-Investigative/Assessment & Treatment	Non-exempt	71	*	37,764	66,639
Staff Developmental Specialist I ***	Non-exempt	70	36,068	63,646	
Staff Developmental Specialist II ***	Non-exempt	72	39,539	69,770	
Staff Developmental Specialist III ***	Non-exempt	74	43,342	76,481	

**BOARD OF COMMISSIONERS**

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

**BOARD OF ELECTIONS**

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

**COURT FACILITY**

Jury Commission	\$10.00 Per hr.
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**SOCIAL SERVICES**

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

~~Strikethrough~~ means deleted or inactive classification

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 06/20/16 **ITEM NO.** 4B

**RESOLUTION:** Resolution Approving the Amended Lenoir County Personnel Policies and Procedures.

**SUBJECT AREA:** Administrative

**ACTION REQUESTED:** The Board is requested to approve the amended Lenoir County Personnel Policies and Procedures.

**HISTORY/BACKGROUND:** A personnel policy is a preplanned course of action establishing a guide to work toward acceptable outcomes and objectives. Personnel policies are the rules that govern how to deal with a human resources or personnel related situation. They are guidelines to decision making that help keep the system as fair and unbiased as possible. They outline worker conduct within a broad framework that reflects the intentions and goals of an organization. County Administration approved Lenoir County's first "Personnel Policies" on March 15, 2004. The Policies were patterned after personnel policies from Granville and Catawba Counties, along with Lenoir County policies adopted over several years. County Administration updated those policies and procedures and the Board approved Lenoir County Personnel Policy and Procedures manual on April 20, 2015.

**EVALUATION:** The Lenoir County Personnel Policy has been established to provide employees of Lenoir County with consistent regulations and guidelines related to matters of general County operations, employee practices and procedures, employee responsibilities, and employee benefits. Lenoir County's Personnel Policies and Procedures cover three areas: employer expectations, employee expectations and administrative issues. Some of the employer expectations covered in this policy includes attendance, time off, job requirements and drug policies. Employee expectations include compensation, salary, benefits, Equal Opportunity Employment and grievance procedures. Administrative issues include any changes and updates to the policies as a whole. The goal of Human Resources and County Administration is to develop clearly written policies and procedures that are documented, updated accordingly, and provide structure to the entire County and assists in the day-to-day decision-making processes of each department. When originally presented to the Board in April, 2015, Human Resources notified the Board, the manual would be a "working" document, and would be presented to them with any new procedure and policy updates.

Some of these updates are as follows and are attached:

- Separation and Retirement Credit Update – Article V; Page 22-23
- Updating Drug Testing Policy – Article VII; Page 42-43
- Addition of Volunteering Policy – Article VII; Page 61
- Inclusion of Workers Compensation Information on additional pages
- Grammar and other minor editing issues were also addressed



Notification by another employee, friend or relative is not acceptable, except in emergency situations where the employee is physically unable to provide the notice. The employee's Department Head may require a statement from the employee's physician at any time indicating that the employee was unable to report for work. Statements will be required for absences in excess of three (3) consecutive scheduled workdays. In that event, an employee will also be required to have his or her physician complete the Certification of Health Care Provider for Employee's Serious Health Condition (WH-380-E) form and such leave may be designated by the County as Family Medical Leave. At the expiration of an authorized sick leave absence, the Department Head may require a physician's statement confirming that the employee is able to resume his or her regular duties and responsibilities.

When sick leave has been exhausted, annual leave may be used to supplement sick leave. When all leave has been exhausted, leave without pay (LW/OP) may be available as set forth in this Article.

#### **D. Transfer and Reinstatement of Sick Leave:**

A former employee who is re-employed by the County within one year from the date of separation shall be credited with previous service and the balance of sick leave at the time of separation, except when the employee has previously retired under the North Carolina Local Government Employees Retirement System (LGERS). If the employee returns to regular full-time employment with the County from retirement under the LGERS, sick leave will begin with a zero balance.

Any former employee of an agency which is a member of the North Carolina Local Government Employees Retirement System or the North Carolina Teachers and State Employees Retirement System or other systems under the Department of State Treasurer, who is employed by Lenoir County within 12 months of the termination with the former agency, shall be eligible to transfer unlimited credit of accrued sick leave as long as contributions to the North Carolina Local Retirement System have not been withdrawn. A written request for transfer of sick leave must be made to the Human Resources Director within 30 days of employment with Lenoir County. Proper documentation as determined by the Human Resources Director verifying accumulated sick leave hours must be received with the request. Employees who have withdrawn contributions from the North Carolina Local Government Employees Retirement System may not be credited with County service.

#### **E. Separation and Retirement Credit:**

At the time of retirement, employees who are members of the North Carolina Local Government Employees Retirement System are allowed one (1) month of retirement credit for each twenty (20) days of accrued sick leave. One additional month is credited for any part of twenty days' unused sick leave left over. There is no maximum number of days that may be credited. Unless transferred to another covered entity, all unused sick leave is lost upon separation of employment, except when separation is due to retirement.

Unused sick leave, including eligible sick leave converted from excess vacation, can be converted to additional retirement service credit at the time of your retirement if all of the following conditions are met:

- Your sick leave was earned under a duly adopted sick leave policy
- You would receive full salary when using the sick leave if absent from work because of illness
- You have not, and will not, receive any compensation for this sick leave
- Your last day of service with your last participating LGRS/TSERS employer is within 5 years before your LGRS/TSERS effective date of retirement.

## **Section 6. Family and Medical Leave Policy:**

The Federal Family and Medical Leave Act (FMLA or the Act) took effect on August 5, 1993 with amendments effective January 16, 2009 and October 28, 2009. The Act is intended to balance the demands of the workplace with the needs of families by allowing leave for certain medical reasons. Sick leave and annual leave shall run concurrently with any leave taken pursuant to the provisions of the Family and Medical Leave Act (FMLA). An employee must exhaust all available sick leave, and compensatory time prior to taking unpaid Family Medical Leave.

### **A. Basic Family Medical Leave Entitlement:**

The FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's spouse, son daughter or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job; or
- For qualifying Military Exigencies as follows:

Eligible employees whose spouse, son, daughter or parent is on covered active duty or status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

### **B. Special Family Medical Leave Entitlement:**

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

- A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes Family Medical Leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

### **Prescription Medication Use:**

Employees using medications prescribed by a physician that have stated side effects with the potential to significantly affect or impair work performance, shall be responsible for notifying their Supervisor of such potential. An employee need not give the Supervisor specific medical information, but the employee should inform their Supervisor of the potential impact of any medication on job performance to allow the Supervisor to evaluate and determine the appropriate course of action.

Supervisors shall monitor employee behavior and assess possible warning signs indicating that the employee's work performance, while under the influence of prescribed medication is impaired or is causing an unsafe work environment for the employee, his or her coworkers, or the public. If there is cause for serious concern with regard to the employee's behavior or performance, the employee shall be advised to take a leave of absence using accrued sick, annual, or compensatory leave, if applicable, or leave without pay if all paid leave has been exhausted pursuant to any applicable County policy for all time away from work, until such time the employee can safely return to work.

### **Applicant Testing:**

Applicants selected for employment will be provided with written notification of the County's drug testing policy and the testing provisions of this program. A pre-employment drug test may be conducted on all applicants offered positions with Lenoir County. Applicants may be formally notified in an offer letter that their employment with Lenoir County will be contingent upon negative test results.

Applicants scheduled for a pre-employment drug test will be asked to sign a consent form authorizing a drug test and permitting release of the test results to County officials with a need to know. A job applicant who refuses to consent to a drug test will be denied employment.

The County Manager may waive pre-employment drug testing in cases of temporary employment or part-time employment except for person(s) required to have a Commercial Driver's License (CDL), or for persons performing transit-related or safety-sensitive functions.

### **Current Employee Testing:**

Department Heads who have reasonable suspicion (as defined herein) that an employee in his/her department is using or under the influence of drugs, is authorized to schedule a drug test and require the employee to cooperate fully with testing personnel.

Before a drug test is administered, the Department Head shall ask the employee to sign a consent form authorizing the test and permitting release of test results to County officials with a need to know. The consent form shall also set forth the following information:

- (a) The procedure for confirming an initial positive test result;
- (b) The consequences of a positive test result;
- (c) The right of an employee to explain a positive drug test result and the applicable appeal procedures and
- (d) The consequences of refusing to undergo a drug test.

An employee who refuses to consent to a drug test, when reasonable suspicion of drug use has been identified and documented, will be recommended for, and is subject to, dismissal.

An employee must submit to a drug test following an on-the-job accident or other occurrence that involves one or more of the following events: 1.) a citation under state and local law for a moving traffic violation arising from the accident is given; 2.) evidence of impairment is witnessed; 3.) substantial damage to vehicles or other property in excess of \$5,000, or; 4.) immediate emergency care away from the scene is given. An employee may also be tested after a series of minor on-the-job accidents or injuries as determined by the Department Head.

Personnel exempt from this provision are Law Enforcement Officers, Emergency Service Personnel, Fire, Highway and Street professionals.

**The Test:**

Tests will be made in accordance with Article 20 of Chapter 95 of the North Carolina General Statutes and other applicable laws. A urine, breath, and/or blood test will be used to determine the presence of drugs. A certified toxicologist of the approved laboratory will determine the content level of each substance needed to determine whether an employee has consumed or is under the influence of a drug. All personnel involved with the sample collection, transporting and testing, will maintain a strict chain of custody.

If a test result is positive, the Human Resources Director and/or Department Head will notify the employee or applicant in writing. The letter of notification shall identify the particular substance found. Such an applicant or employee shall have the right to request a retest as provided by N. C. General Statute Section 95-232(f), as amended.

**Consequence of a Positive Test Result:**

An applicant shall be denied employment if his/her drug test is positive. An employee who has a positive drug test result will be subject to disciplinary action up to and including dismissal.

**Use of Results in Criminal Action:**

No test results of the County's drug testing program may be used as evidence in a criminal action against the employee or job applicant except by order of a court of competent jurisdiction or otherwise as required by law.

**Notification of Conviction:**

Employees shall notify his or her Supervisor of any charge or conviction for being in violation of any criminal drug statute no later than two days after being charged or convicted with a drug violation. The County may place an employee who has been charged with violating a crime involving drugs on Investigation with Pay until such time as pertinent details have been researched. Department Heads will research the circumstances and make a decision based upon available facts.

**Additional Standards:**

All applicants for and all employees in positions subject to the provisions of the North Carolina Criminal Justice Training and Standards Council will be subject to the drug testing policies and procedures of the Council.

Various federal laws require drug testing of certain safety sensitive employees who must meet CDL requirements or who operate or maintain transit vehicles purchased with federal funding. A copy of relevant federal laws will be maintained in the Lenoir County Human Resources Department. Such tests will be conducted in accordance with federal guidelines and will include the following:

The policy of Lenoir County is that no employee may engage in conduct that falls under the definition of unlawful workplace harassment. All employees have the right to work in an environment free from unlawful workplace harassment and retaliation. Lenoir County will investigate all complaints made by employees and will take appropriate remedial or disciplinary action up to and including dismissal of offenders.

1. Unlawful Workplace Harassment is unwelcome or unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color or handicapping condition as defined by G.S. 168A-3 that creates a hostile work environment or circumstances involving quid pro quo.
2. Hostile Work Environment is one that a reasonable person would find hostile or abusive and one that the particular person who is the object of the harassment perceives to be hostile or abusive. Hostile work environment is determined by looking at all of the circumstances, including the frequency of the allegedly harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee's work performance.
3. Quid Pro Quo harassment consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
4. Retaliation is adverse treatment which occurs because of opposition to unlawful workplace harassment.

Any employee, who perceives harassment, must submit a written complaint containing specific information to their Department Head. Department Heads shall investigate; take appropriate corrective and remedial action and address in writing within 60 days of receiving the complaint. In cases where the complainant is a General County Employee, the Department Head will report findings to the County Manager and the Human Resources Director. Findings may include disciplinary action up to and including dismissal.

### **Section 30. Outside Employment Policy:**

The work of the County shall take precedence over other occupational interests of employees. Violation of this policy or conflicting outside employment will be grounds for disciplinary action up to and including dismissal.

County employees shall obtain advance approval for outside employment of any nature. Requests for permission to engage in outside employment shall be submitted in writing to the Department Head for approval, prior to engaging in or accepting work. Once the outside employment request is approved, the employee shall submit an annual request to the Department Head for review and to ensure the outside employment does not cause any Department disruption.

Outside employment for Department Heads is discouraged. In the case of Department Heads, who are subject to the State Personnel Act, requests for permission to engage in outside employment shall be submitted in writing to the Department Head's governing Board of Directors for consideration. If approved by the Department Head's governing board, notification shall be provided to the County Manager's and the Human Resources Director. All other Department Heads shall submit their requests for permission to the County Manager.

### **Section 31. Volunteering Policy:**

An employee shall be prohibited from volunteering to serve or do work for an entity funded wholly or in part by Lenoir County when such work is similar to or the same as the work or services provided by such employee in a paid status by Lenoir County. The County shall withhold funding, in whole or part, from any entity which violates this policy, willingly or unwillingly. Employees who violate this policy will be subject to appropriate disciplinary action.

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE** 06/20/16 **ITEM NO.** 5A

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

**SUBJECT AREA:** Purchase/Bids

**ACTION REQUESTED:** The Board is requested to authorize the expenditure of up to \$9,500.00 for the leasing of two copiers and wide format scanner and authorize 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.

MW  
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 further resolved, the Register of Deeds is authorized to execute the agreement on behalf of the County.

Funding Source: Line Item # 100-41800-435200

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Hill \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_  
Davis \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Craig Hill, Chairman

06/20/16  
Date

\_\_\_\_\_  
ATTEST                      Date

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE** 06/20/16 **ITEM NO.** **5B**

**RESOLUTION:** Approval of Indexing Services Contract for FY 2016-17: Cott Systems: \$27,000.

**SUBJECT AREA:** Purchase/Bids

**ACTION REQUESTED:** The Board is requested to approve an Indexing Services Contract with Cott Systems for FY 16-17 in the amount not to exceed \$27,000 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** 06/20/16 **ITEM NO.** 6A

**RESOLUTION:** Authorizing Lenoir County Cooperative Extension to continue the lease of twelve (12) Mac Computers: \$4,555.

**SUBJECT AREA:** Administrative/Equipment Rental

**ACTION REQUESTED:** The Board is requested to authorize Lenoir County Cooperative Extension's participation in the North Carolina Cooperative Extension/North Carolina State University Mac Computer Lease program. The three-year lease total will be \$4,500.

**HISTORY/BACKGROUND:** North Carolina Cooperative Extension converted to the Mac Computer lease System approximately 9 years ago 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 \$4,555 our agency will install 12 new hard drives and one Mac laptop. This amount includes installation, training, University technical support and any potential repairs. This lease is 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.



**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE** 06/20/16 **ITEM NO.** 6B

**RESOLUTION:** Approving Grounds Maintenance Contract: Charles Hughes Construction, LLC.:\$6,000.

**SUBJECT AREA:** Purchase/Bids

**ACTION REQUESTED:** The Board is requested to authorize Lenoir County Cooperative Extension to enter into a 1 year contract with Charles Hughes Construction LLC. for \$500 per 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 ten 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 10 years.



**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 06/20/16 **ITEM NO.** 6C

**RESOLUTION:** Authorizing Agreement with USDA Animal and Plant Health Inspection Service (APHIS), Wildlife Services Division: \$17,800 and Contract for participation in the Beaver Management Assistance Program: \$4,000 (total \$21,800).

**SUBJECT AREA:** Administrative

**ACTION REQUESTED:** The Board is requested to approve agreement with the USDA Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS) Division, for the purpose of participating in the NC Wildlife Resources Commission Beaver Management Assistance Program and additional services contract, for the period of September 2016-October 2017, in the amount of \$21,800.

**HISTORY/BACKGROUND:** The BMAP was created by State legislative action in 1992 with the express purpose of helping manage ever increasing damage caused by beaver on private and public lands. Lenoir County residents, landowners, and businesses have experienced problems associated with beaver activity. The NC Cooperative Extension in Lenoir County was contacted to develop a program designed to assist with the management of this problem. Lenoir County joined BMAP in 1997 and has continued to reap benefits from this program. Through the BMAP, Lenoir County receives approximately one-third of a work-year for a \$4,000 participation fee. In addition to the participation fee, the County also contributes an additional \$17,800 towards the Wildlife professional.

**EVALUATION:** During the 12-month period June 30, 2015 through June 30, 2016, beaver damage problems were resolved at 28 sites throughout the county. Thirteen (13) were private landowners and businesses; the remaining 15 sites were Department of Transportation (DOT) sites. Private landowners also benefit from these DOT sites since the damage caused usually impacts surrounding private property. Twenty (20) beaver dams were removed using hand tools and 25 were removed using explosives. Only beaver and their impoundment's causing damage were removed. The intent of the program is not to eradicate beavers in Lenoir County but to lessen the damage they cause. Lenoir County received approximately one-third of a work-year through the BMAP \$4,000 participation fee. In addition to the participation fee, the county also contributes an additional \$17,800. BMAP activities in Lenoir County prevented the loss of, or damage to \$262,141 in resources. Total resources saved includes, (\$52,050 in timber, \$140,700 in roads/bridges, \$9,391 in crops/pasture and \$60,000 to general properties). Comparing Lenoir County expenditures to savings, the estimated cost-benefit ratio was a favorable 1 to 11.36, in other words, for every \$1.00 spent, over \$12.02 in resources was saved.



**INTRODUCED BY:** Michael W. Jarman, County Manager DATE: 06/20/16 ITEM NO. **6D**

**RESOLUTION:** Authorizing Contract with Eastpointe Human Services to Operate the Evidence Based Youth Prevention Program: \$32,973.93.

**SUBJECT AREA:** Administrative

**ACTION REQUESTED:** The Board is requested to approve a contract with Eastpointe Human Services, for the purpose of operating the evidence based youth prevention program for the period of July 1, 2016 to June 30, 2017, in the amount of \$32,973.93. The program will be a component of the Lenoir County 4-H Program.

**HISTORY/BACKGROUND:** These dollars support the 4-H Prevention Program, including the Coordinator for the Program. The program is designed to educate elementary, middle and high school age youth. Some of the target topics include Risky Lifestyle Choices, Goal Setting, Character Building, Positive Self Esteem, Substance Abuse Prevention and Education, Team Building, Bullying and other 4-H related curriculum. The 4-H Prevention Program also works with afterschool programs, Kennedy Home, Early College, Dobbs Youth Detention Center and Sampson Suspension School. The program hosts many events such as Red Ribbon Week, Great American Smoke Out, Prom Promises, Kick Butts Day, Students Against Destructive Decisions and a Impaired Driving Simulation Experience. 4-H Prevention serves the populations throughout Lenoir County. This program is in its 9<sup>th</sup> year of operation.

**EVALUATION:** Students and program participants are given a pre-test and a post-test to determine knowledge gained and behavior changed as a result of program efforts. Some topics that are covered by the testing procedure include; youth reporting being better educated in the areas of Substance Abuse Prevention, youth reporting in post-test having a better plan for a career path and a reduction in incidence of youth being referred to court.



**AGREEMENT BETWEEN**  
**EASTPOINTE HUMAN SERVICES**  
**AND**  
**COUNTY OF LENOIR**  
**Prevention Program FY 16-17**

Eastpointe Human Services, hereinafter referred to as the LME, agrees to provide to the County of Lenoir, hereinafter referred to as the Prevention Site, Prevention monies for the purpose of management and implementation of an approved evidenced based prevention program for the Prevention Program.

I. It is hereby agreed that the County of Lenoir shall accept the authority and responsibility for operation of the Prevention Program in the following manner.

A. GENERAL RESPONSIBILITIES

1. The Prevention Site will provide the necessary supervision of the program including the management and employment of staff needed to operate the program.
2. The Prevention Site will assure that funds are being utilized to provide quality services.
3. The Prevention Site, in accordance with federal guidelines, will maintain a smoke free environment.
4. The Prevention Site will submit to the Wayne County Cooperative Extension Director data for the Semi-Annual report by January 5<sup>th</sup> (due to the Division on January 15<sup>th</sup>) and for the Year End Performance Report (PR) on July 5<sup>th</sup> (due to the Division on July 15<sup>th</sup>) each year the program is funded. Data will describe project activities, accomplishments, outcomes, and evaluation. Failure to furnish this data could result in a delay of payments to the Prevention Site. The Wayne County Cooperative Extension Director will forward this information to the LME.
5. The Prevention Site will submit monthly Financial Status Reports to the Wayne County Cooperative Extension Director to request reimbursement for funds expended by the 10<sup>th</sup> day of the month following the end of the month being reported. Failure to furnish this data could result in a delay of payments to the Prevention Site. The format for the Financial Status Report will be provided by the LME. The Wayne County Cooperative Extension Director will forward the monthly Financial Status Reports to the LME. The LME will make payment to the County of Lenoir.
6. The Prevention Site will observe fund balance policy as dictated in the fund balance policy set out by the LME, if applicable.
7. The Prevention Site shall make available to the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services and to the LME its program of accounting and client records for audit purposes. A copy of the independent audit, if required, shall be forwarded to the Office of the State Auditor at 300 North Salisbury Street; Raleigh, NC 27603-5903.
8. The Prevention Site agrees to carry liability insurance which will hold the LME harmless of any claim for damages arising out of the performance of services by the Prevention Site.
9. The LME and Prevention Site, in accordance with North Carolina General Statute 122C-146, shall prepare fee schedules for services and shall make every reasonable effort to

collect appropriate reimbursement for costs in providing these services from individuals or entities able to pay, including insurance and third-party payment, except for individuals subject to the terms of P.L. 99-457. However, no individual may be refused services because of an inability to pay. All funds collected from fees shall be used for fiscal operation or capital improvements of the program. The LME and the Prevention Site agree that the participants in the program shall not be charged a fee for these services.

10. The Prevention Site agrees to submit subrecipient monitoring reports that may be required in the format to be provided by the LME by the due date requested.

## B. CLIENT RECORDS AND CONFIDENTIALITY

1. The Prevention Site agrees to maintain a project record for all clients enrolled in their program as set forth by the Early Intervention Team.
2. The Prevention Site agrees to adhere to confidentiality regulations as set forth by the Early Intervention Team.
3. The Prevention Site agrees to adhere to policies pertaining to Protection from Abuse, Neglect, or Exploitation.
4. The Prevention Site agrees to a review of their client records by the LME's Client Records Manager or designee.
5. The Prevention Site will ensure that all Clients Rights Rules applicable to the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services are adhered to.
6. The Prevention Site is subject to review by the LME's Client Rights Committee and may be requested to submit periodic reports as set forth in the LME's Client Rights Policies/Procedures.
7. The Prevention Site shall provide the LME data about individual clients for research and study. Such data may be further transmitted to the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services for research and study.
8. The Prevention Site shall maintain for a period of five (5) years from the date of service, client records and accounting records in accordance with generally accepted accounting principles and any other records as necessary to disclose fully the extent of services provided and billed under the Prevention Program. If the Prevention Site is required to submit annual cost reports, then records shall include invoices, checks, ledgers, contracts, personnel records, worksheets, schedules, etc. Such records are subject to audit and review by Federal and State representatives. Client's records shall be accessible for review for the purpose of monitoring services rendered, financial audits of third party payors, research and evaluation.

## II. It is hereby agreed that the LME will provide the following:

- A. On a quarterly basis, the LME contact will conduct an on-site visit to monitor the various aspects of the program and to ensure that project specific objectives are being met.
- B. The LME shall provide consultation to the Prevention Site as needed, not only in the development of the educational program, but also in the area of financial and client record responsibilities. The Clinical Director shall be responsible for sending copies of drafts, pertinent rules, regulations, and other information necessary to the operations of the services provided by the Prevention Site.
- C. The LME will prepare and submit the Semi-Annual Report on January 15<sup>th</sup> and the Year End Performance Report (PR) on July 15<sup>th</sup> to Lee Lewis, with the Early Intervention Team, each

year the program is funded. Data will describe project activities, accomplishments, outcomes, and evaluation.

- D. The LME may be asked to submit a special report by the Department of Education and/or SAMSHA for evaluation purposes. The Prevention Site may be requested to furnish data relating to this report.
- E. The LME will reimburse the Prevention Site in accordance with prompt pay provisions upon the receipt on a timely, accurate Financial Status Report.

### III. GENERAL PROVISIONS

- A. Length of Agreement: July 1, 2016 through June 30, 2017.
- B. This Agreement will not exceed the amount of \$ **32,973.93** for the fiscal year 2016-2017.
- C. Method of Payment: The Prevention Site will submit a monthly Financial Status Report by the **10<sup>th</sup>** day of the month following the end of the month being reported to request reimbursement for expenditures. The LME will reimburse the Prevention Site in accordance with prompt pay provisions upon the receipt on a timely, accurate Financial Status Report.
- D. This Agreement may be terminated at any time upon mutual consent of both parties or thirty (30) days after one of the contracting parties gives notice of termination. This Agreement may be terminated immediately with cause upon written notice to the other party. The cause shall be documented in writing to the other party detailing the grounds for termination. The LME may terminate the Agreement immediately if State and local funds granted for the program are revoked or terminated by the funding agencies in a manner beyond the control of the LME.
- E. It is understood that should The Prevention Site for any reason be unable to operate the program as set out above, a final accounting of all receipts and expenditures will be made. In addition, all equipment purchased under this agreement and money on hand in the Prevention Site account dispensed under this Agreement will become the property of the LME and will remain in the Substance Abuse program of the LME.
- F. Any disagreements that occur while the Agreement is in effect, shall be presented to the LME's Clinical Director. If the disagreement cannot be resolved at this level, the LME's Clinical Director will contact the LME's Area Director for a disposition. The Prevention Site has the right to appeal any decision to the Area Board of the LME.
- G. Budget revisions, if applicable, shall be prepared by the LME and the Prevention Site in accordance with the guidelines set forth by the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services.

### IV. APPROVAL OF AUTHORIZED OFFICIALS

LME Mailing Address:  
PO Box 369  
Beulaville, NC 28518

CONTRACTOR Mailing Address:  
1791 Highway 11-55  
Kinston, NC 28504  
Telephone:  
Tax ID#: 56-6000314

\_\_\_\_\_  
Sarah Stroud, CEO  
Eastpointe Human Services

\_\_\_\_\_  
Michael W. Jarman  
Lenoir County Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

This instrument has been pre-audited in the manner required by the North Carolina Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Catherine Dalton, Chief of Business Operations  
Eastpointe Human Services

Date: \_\_\_\_\_



**Corporate Office:**  
514 East Main Street  
Post Office Box 369  
Beulaville, N.C. 28518  
Administration: 800-513-4002  
Access to Care: 800-913-6109

Kenneth E. Jones, CEO

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June 1, 2016

TO: Michael W. Jarman, [mjarman@co.lenoir.nc.us](mailto:mjarman@co.lenoir.nc.us)  
Lenoir County Manager  
1791 Highway 11-55  
Kinston, NC 28504

FROM: Contracts Department, Eastpointe Human Services

RE: FY16-17 LENOIR COUNTY 4H PREVENTION PROGRAM CONTRACT

Enclosed please find your contract for the fiscal year 2016-2017 covering the period 7/1/2016-6/30/2017, your funding has been maintained from the previous year at \$32,973.93. This contract is for services provided under the Integrated Payment and Reporting System (IPRS) or State funded services only.

You are receiving your contract this year using DocuSign. Once you have placed your electronic signature on the contract it will automatically be returned to Eastpointe for signature. Once that is completed you will automatically receive an executed copy of your contract.

If you have any questions, please contact me at [dmurphy@eastpointe.net](mailto:dmurphy@eastpointe.net) or 252-407-2448.

Dennis Murphy, MBA, CGCIO  
Contract Manager  
Eastpointe Human Services  
500 Nash Medical Arts Mall  
Rocky Mount, NC 27804

Enclosures

*Managing Behavioral Healthcare for the Citizens of Bladen, Columbus, Duplin, Edgecombe, Greene, Lenoir, Nash, Robeson, Sampson, Scotland, Wayne, and Wilson Counties*

An Equal Opportunity/Affirmative Action Employer



[www.eastpointe.net](http://www.eastpointe.net)

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 6/20/16 **ITEM NO.** 7

**RESOLUTION:** Authorizing FY 16-17 Service Contracts and Purchase Orders: Tax Department General Fund and Revaluation Fund: \$96,317.

**SUBJECT AREA:** Purchases/Bids

**ACTION REQUESTED:** The Board is requested to authorize the Tax Administrator to execute the following FY 16-17 Service Contracts and Purchase Orders.

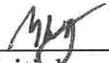
Pearson Appraisal Ser.	Conversion/Revaluation services	41410-469000	\$40,000.
Pictometry	Aerial images/support	41410-469000	\$12,817.
SouthData	Printing/mailling abstracts & bills	41400-469000	\$27,500.
SouthData	Printing and mailing notices of value	41410-469000	\$16,000.

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

**EVALUATION:** All of these businesses and their services were brought before the Board of Commissioners by the Tax Department in FY 15-16 and approval of this resolution will allow encumbrance of funds approved in the FY 16-17 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 Tax Administrator is authorized to execute the above listed service contracts and purchase orders for FY 16-17.

**AMENDMENTS:**

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_ **UNANIMOUS** \_\_\_\_\_

**Yea Votes:** Hill \_\_\_ Brown \_\_\_ Best \_\_\_ Daughety \_\_\_ Davis \_\_\_

Rouse \_\_\_ Sutton \_\_\_

\_\_\_\_\_  
**Craig Hill, Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

**RESOLUTION:** Authorizing FY 16-17 Issuance of Blanket Purchase Orders: Transit Department: \$130,650.

**SUBJECT AREA:** Financial

**ACTION REQUESTED:** The Board is requested to authorize the issuance of blanket purchase orders for Fiscal Year 2016-2017 for the following: Office Supplies 220-45100-426000, Computer Software 220-45100-429100, Installing and Removing Mobile Advertising 220-45100-419901, Safety Vests for Drivers 220-45100-421200, Promotional Items for Festivals, Fairs, and Events 220-45100-437100, Drug and Alcohol Testing 220-45100-423810, Washing and Cleaning Inside of Vans 220-45100-435300, Lift Repairs 220-45100-435300, Tires and Repairs 220-45100-435300 and Maintenance-Communications/Miscellaneous 220-45100-449911, Maintenance of Fire Extinguishers 220-45100-435300, NCDOT required vehicle signage 220-45100-451000, Building supplies 220-45100-435000, Maintenance and Installation of Surveillance Equipment 220-45100-435300, and purchasing Automotive Supplies 220-45100-435300.

Squires Auto Generator & Starter Service – Vehicle Repairs/Maintenance	35,000
Corporate Resources – Office Supplies	5,000
Corporate Resources – Marketing Expenses	1,500
CTS Software – Software Contract	13,000
Beard’s Service Center - Vehicle Repairs/Maintenance	25,000
Leave it to Deaver Auto Detailing – Cleaning/Washing Eighteen (18) LCT Vehicles	12,000
Grant’s Service Company – Braun Wheelchair Lift Repairs	5,500
Kinston Auto Parts - Oil/Replacement Parts/Maintenance	5,000
Kinston Fire Extinguisher – Maintenance of Fire Extinguishers	200
Joe Jones Tire Co -Tire Replacement/Maintenance	10,000
Fast Forward Signs - Installation and Removal of Mobile Advertisements	2,750
Fast Forward Signs - NCDOT required vehicle markings	500
Lion’s Industries – Safety Vests for Vehicle Operators	800
Coastal Connections Marketing – Promotional Items for Festival, Fairs and Events	1,500
CustomInk – Promotional Items for Festivals, Fairs and Events	1,000
Absolute Assurance Drug Testing – Drug & Alcohol Testing, Medical Review Officer Services, Random Selecting, and Training	1,750
FastMed Urgent Care – Drug and Alcohol Testing	1,800
Gately Communications - Repairs/Maintenance and Installation of radios	2,000
Everhart Consulting Unlimited, Inc. - Surveillance camera installation/repair	3,000
Kinston Wheel Alignment - Front End alignment and repair	1,500
Crown Screening - after-hours drug and alcohol screening	500
Lester’s Hardware – cleaning supplies and misc. items for building	1,000
When to Work-Employee Scheduling Software	350
<b>Total</b>	<b>\$ 130,650</b>

**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 maintenance of surveillance equipment, promotional items for festivals, fairs, and events, drug & alcohol testing and for purchases of needed items, for the Fiscal Year 2016-2017.

**EVALUATION:** These Blanket Purchase Orders for Fiscal Year 2016-2017 will allow Lenoir County Transit to operate more efficiently by having the Purchase Orders in place when the need for service or equipment from one of the companies arises.

**MANAGER'S RECOMMENDATION:**

Respectfully Recommend Approval.

AWP  
**INITIALS**

**RESOLUTION: NOW, THEREFORE BE IT RESOLVED** By the Lenoir County Board of Commissioners that the County execute purchase orders totaling \$130,650 to the companies listed for Fiscal Year 2016-2017 for vehicle repairs & maintenance, tire replacement and maintenance, maintenance and installation of radios, and surveillance cameras, office supplies, vehicle cleaning, lift repairs & service, installing and removing mobile advertising, promotional items, vests, drug/alcohol testing, for purchases of needed items and scheduling software.

**AMENDMENTS**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

YEA VOTES: Hill \_\_\_\_\_ Brown \_\_\_\_\_ Daughety \_\_\_\_\_ Davis \_\_\_\_\_  
Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
**Craig Hill, Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**ATTEST**

\_\_\_\_\_  
**Date**

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 6/20/16 **ITEM NO.** 9

**RESOLUTION:** Authorizing FY16-17 Service Contracts and Purchase Orders: Court Facility/Public Buildings Department: \$183,641.

**SUBJECT AREA:** Purchases/Bids

**ACTION REQUESTED:** The Board is requested to authorize the execution of FY16-17 Service Contracts and Purchase Orders.

A&B Cleaning Serv.	\$79,842
Atlantic Coastal	\$ 2,000
Beards Service Center	\$ 3,000
Big Blue	\$ 2,500
Blizzard Bldg. Supply	\$ 1,000
Brame Specialty Co.	\$12,400
City of Kinston	\$30,000
Down East Protection	\$ 5,929
Ed Phillips, Inc.	\$ 5,000
Fast Forward Signs	\$ 2,000
Heath Electric	\$ 4,000
Lester's Hardware	\$ 5,000
Lowe's	\$ 3,500
National Air Filters	\$ 2,500
Southern Elevator	\$10,020
State Electric	\$ 8,000
United Refrigeration	\$ 4,000
Wheeler Exter.	\$ 2,950

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

A & B Cleaning Serv. \$79,842: 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.

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

Beard's Service Center \$3,000: Repair and maintenance of Maintenance Dept. vehicles.

Big Blue \$2,500: Miscellaneous supplies, tools, and equipment

Blizzard's Bldg. Supply \$1,000: Miscellaneous building supplies

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

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

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

Fast Forward Signs \$2,000: Miscellaneous signs and decals.  
Heath Electric \$4,000: Provide routine and emergency electrical repairs.  
Lester's Hardware \$5,000: Miscellaneous supplies, tools, and equipment  
Lowe's of Kinston/Greenville \$3,500: Miscellaneous maintenance needs not available through local vendors. Lowe's of Greenville is an established account that has been used in the past; with an account at the Kinston Lowe's, the Greenville location will be used only as a back-up.  
National Air Filters: \$2,500: Specialized and general HVAC filters  
Southern Elevator \$10,020: 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.  
State Electric \$8,000: Miscellaneous electrical needs for all departments  
United Refrigeration \$4,000: Specialized HVAC parts & supplies (local)  
Wheeler Extermination \$2,950: Pest control of County buildings.

**EVALUATION:** Approval of this resolution will allow the encumbrance of funds approved in the FY16-17 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 listed purchase orders for FY16-17: \$183,641.

**AMENDMENTS:**

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_ **UNANIMOUS**

**Yea Votes:** Hill \_\_\_ Brown \_\_\_ Best \_\_\_ Daughety \_\_\_ Davis \_\_\_  
 Rouse \_\_\_ Sutton \_\_\_

\_\_\_\_\_  
**Craig Hill, Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
 Attest

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 Date

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 06/20/16 **ITEM NO. 10A**

**RESOLUTION:** Authorizing the MIS Director to Execute a Contract for OneSEARCH Software License from NEXGEN Digital Document Solutions: \$19,000.

**SUBJECT AREA:** Purchases/Bids

**ACTION REQUESTED:** The Board is requested to authorize the MIS Director to execute a contract to purchase OneSearch software license from NEXGEN Digital Document Solutions for \$19,000 including the advanced search option and Smart Phone option from Account number 100-42100-438001 – Contract Services/Computer.

**HISTORY/BACKGROUND:** In the past, we have utilized many disparate companies and services to piece together our online presence with our tax department software, our vital records software, our GIS software and our online bill pay, etc. By utilizing OneSearch, we will be able to have a single site where you can inquire and branch out into all of the data the county has available.

**EVALUATION:** We have researched and found that this particular company is already being utilized in over 12 counties where OneTax and COTT vital records software are being used. They are also familiar with front ending the Sturgis Bill pay site as well as our ConnectGIS site. This will also allow for advanced searching and access by Smart Phone as well.

**MANAGER'S RECOMMENDATION:**

Respectfully Recommend Approval.

  
\_\_\_\_\_  
**INITIALS**

**RESOLUTION: NOW, THEREFORE BE IT RESOLVED** By the Lenoir County Board of Commissioners do authorize the MIS Director to execute a contract to purchase OneSEARCH software license from NEXGEN Digital Document Solutions for \$19,000 including the advanced search option and Smart Phone option from Account number 100-42100-438001 – Contract Services/Computer.

**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:** 06/20/16 **ITEM NO:** 10B

**RESOLUTION:** Authorizing the Issuance of Blanket Purchase Orders for Yearly Software/Hardware Maintenance: \$272,070.

**SUBJECT AREA:** Purchases/Bids

**ACTION REQUESTED:** The Board is requested to authorize the issuance of blanket purchase orders for yearly software/hardware maintenance in the amount of \$272,070 out of account 100-42100-438001 – Contracted Services.

Software Maintenance / Visions Software	25000
Software Maintenance / Logics Software	17000
Software/Hardware Maintenance / Onetax	40000
Software Support Munis	41000
Software Maintenance / ESRI	8600
Software Maintenance / Cloud Sherpahs	37000
Software Maintenance / Jolly Giant Software	1500
Communications Service / Centurylink	33520
Software Maintenance / System Commander Jury	4550
AFIS Livescan Fingerprinting	7000
Minisoft software maintenance	2100
Connect GIS	3600
Morphotrax for Jail Security	20000
Authentium virus software	4000
Monthly Web Hosting for One Search	5100
Firepower Virus/Internet software from NWN	7200
TEAM-ia Support Contract on VMWARE and Networker	13400
Carolina Software/Software Maintenance – landfill	1500
Total	272,070

**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 18 purchase orders totaling \$272,070 to the companies listed 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

BUDGET ORDINANCE AMENDMENT:

GENERAL FUND:

HEALTH:

(General Admin-Grant)

Increase to Budget \$5,000.00

Item No. 11A



LENOIR COUNTY, NORTH CAROLINA

BUDGET AMENDMENT REQUEST

FY 2015 - 2016  
Appropriations

Budget Amendment # \_\_\_\_\_

Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION
GENERAL	HEALTH	VARIOUS
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>		<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>
Account # and Title	Amount	Account # and Title Amount
<u>Increase</u> 10-3515-3303 Project Lazarus Grant	5,000.00	<u>Increase</u> 10-5110-6302 Project Lazarus Grant 5,000.00
Total	\$ 5,000.00	Total \$ 5,000.00

**Reason and Justification for Request:**  
 Approved grant to monitor prescription drug abuse, accidental poisonings, and overdose issues throughout our region.

Department Head Approval	Date	Finance Officer Approval	Date
<i>[Signature]</i>	5/13/16	<i>Raeey Chestnut</i>	6/11/16
Budget Officer Approval	Date		
<i>[Signature]</i>	6/14/16		
Board Approval ( When Applicable)	Date	Date of Minutes	

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 06/20/16 **ITEM NO.** 11B

**RESOLUTION:** Resolution Approving Content of Transit Van Ad Requested by Lenoir County Health Department to Promote Proper Handling of Prescription Medications.

**SUBJECT AREA:** Administrative

**ACTION REQUESTED:** : The Board is requested to approve the content of an ad to be placed on two Lenoir County Transit vans at the request of Lenoir County Health Department promoting the safe handling of prescription medications.

**HISTORY/BACKGROUND:** The NC Injury and Violence Prevention Branch within the NC Division of Public Health reported for the period 2004-2012, a total of 231 Lenoir County residents were hospitalized due to unintentional medication and drug poisonings. The number of hospitalizations increased for each year since 2007 during the reporting period, increasing from 17 in 2007 to 37 in 2012. The branch also reported a total of 80 county resident fatalities caused by poisonings for the period 1999-2013, of which 52 (65.0%) were caused by unintentional medication and drug poisonings and 29 (36.25%) deaths were due to prescription opioid poisonings, and 16 (20%) of these fatalities occurred in 2011.

The Lenoir County Health Department has received a grant from the Lazarus Project in the amount of \$5000 for the purpose of increasing awareness of unintentional prescription medication overdose. The health department has entered into an advertising contract with Lenoir County Transit to place public service ads on two transit vans for 12 months.

**EVALUATION:** Board of County Commissioners must review and approve ad content before placement on the transit vans.





Prescription Medications:  
Take Correctly, Store Securely,  
Dispose Properly, Never Share<sup>TM</sup>

For more information about prescription drug misuse,  
contact Project Lazarus at 336.667.8100 [www.projectlazarus.org](http://www.projectlazarus.org)

This public service announcement is brought to you by  
Project Lazarus and the Lenoir County Alliance for a Healthy Community

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE** 6/20/2016 **ITEM NO.** 11C

**RESOLUTION:** Authorizing FY16-17 Blanket Purchase Orders for Clinics and Services: \$662,988.

A & B Cleaning Services	100-51100-421100	30,584.00
Advanced Imaging	100-51100-432110	15,000.00
AID TO COUNTY	100-51100-463010	134,540.00
Brame (Paper Supplies)	100-51100-421100	9,100.00
Calloway (Condoms)- \$4,900.00		
FP	100-51500-423901	1,400.00
MAT	100-51500-423920	500.00
STD/HIV	100-51500-423940	2,500.00
Primary Care	100-51500-423950	500.00
Cardinal Pharmaceutial- \$20,250.00		
FP-Pills/Depo	100-51500-423901	18,000.00
MAT-Vitamins	100-51500-423920	300.00
STD/HIV-Doxycycline/ Ceftriaxone/Azithromycin/ Gentamicin	100-51500-423940	1,950.00
CITY OF KINSTON \$29,900.00		
General	100-51100-433100	28,700.00
WIC	100-51670-433100	1,200.00
Corporate Resources –Office Supplies		10,500.00
General	100-51100-426000	10,000.00
WIC	100-51670-426000	500.00
DHHS (State Lab)-		11,500.00
Child Health	100-51620-423900	500.00
AH-Abn Pap	100-51500-423960	500.00
Family Planning	100-51500-423901	2,000.00
Immunizations	100-51140-423900	1,000.00
Maternity	100-51500-429200	2,500.00
Primary Care	100-51500-429500	1,000.00
STD/HIV	100-51500-429400	2,000.00
TB	100-51500-419320	2,000.00
Eastern Radiology BCCCP	100-51500-419310	2,890.00
Five Oaks- Animal Storage/Euth/Vac.	100-51820-423912	3,000.00
G.E. Capital – Copier Lease	100-51100-435201	4,525.00
Glaxo Smith Kline-Boostrix, Engerix B	100-51500-423910	7,000.00
Hemocue- Lab Supplies		3,185.00
Family Planning	100-51500-423901	1,585.00
Maternity	100-51500-423920	1,000.00
Primary Care	100-51500-423950	100.00
STD/HIV	100-51500-423940	1,000.00
Henry Schein-Medical Supplies		20,480.00
Adult Health –Abn Pap	100-51500-423960	200.00
Child Health	100-51620-423900	500.00
Family Planning	100-51500-423901	6,000.00
Maternity	100-51500-423920	6,000.00

Primary Care	100-51500-423950	1,000.00
STD/HIV	100-51500-423940	3,000.00
TB	100-51500-419320	500.00
Vaccine-Fluzone	100-51500-423910	3,280.00
HIS Online Electronic Records	100-51100-469000	14,754.00
JOM – Birth Control Pills - FP	100-51500-423901	4,000.00
Lenoir County School Nurse	100-51620-469013	30,000.00
Lenoir Physician Network- TB	100-51500-419320	2500.00
Lenoir Surgical – BCCCP	100-51500-419310	2,890.00
Lenoir Memorial Hospital- U/S Mat	100-51500-423920	4,150.00
Dr. Meeker – Dental- Child Health	100-51620-469013	8,000.00
Merck –Vaccines- MMR/Zostavax	100-51500-423910	6,000.00
Northside Animal Hospital – Storage Animals/Euth/Vac.	100-51820-423912	2,500.00
Paragard – IUDs Family Planning	100-51500-423900	3,400.00
Pathology Associates –BCCCP	100-51500-419310	2,890.00
Pharmacist- Rob Bizzell	100-51500-423800	9,000.00
Professional School Nurse Grant	100-51100-419100	150,000.00
Realo Drug(Drugs) \$3,700.00		
Adult Health- Abn. Pap	100-51500-423960	100.00
Child Health	100-51620-423900	100.00
Family Planning	100-51500-423901	500.00
Maternity	100-51500-423920	500.00
Primary Care	100-51500-423950	1,500.00
STD/HIV	100-51500-423940	500.00
TB	100-51500-419320	500.00
Riverbank Animal Hospital- Storage Animals/Euth/Vac.	100-51820-423912	4,500.00
Sanofi Pasteur – Vaccines- Immunizations-Dtap	100-51140-423900	500.00
TB – Tubersol	100-51500-419320	2,150.00
Vaccines- Rabies/Fluzone/ Tenivac/Menactra	100-51500-423910	7,250.00
Solstas – Outside Labs		17,300.00
Adult Health-Abn. Pap	100-51500-423960	100.00
Child Health	100-51620-423900	200.00
Family Planning	100-51500-423901	7,000.00
Maternity	100-51500-423920	2,000.00
Primary Care	100-51500-423950	2,000.00
STD/HIV	100-51500-423940	4,000.00
TB	100-51500-419320	2,000.00
Staples – Office Supplies		7,900.00
General	100-51100-426000	7,000.00
WIC	100-51670-426000	900.00
The Snowden Company – Liability Insurance	100-51500-445410	8,500.00
United States Postal Service \$6750.00		
General	100-51100-432500	5,000.00



**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 06/20/2016 **ITEM NO.** 12A

**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 through the negotiated offer and upset bid process in accordance with procedures set forth in NC General Statute 160A-269.

**HISTORY/BACKGROUND:** 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. These properties add no value to the operations of the County.

**EVALUATION:** The County owns various properties that are of no useful value to the County. In accordance with procedures set forth in N.C. General Statute 160A-269, County Administration is requesting the approval of the Board to sell the following listed properties through the negotiated offer and upset bid process. The sale of these properties will return them to private owners and add them once again to the tax scrolls.

Tax Department Record Number

Property Description

Vacant Lot-PIN#4568-01-3584-33  
Home and Lot-PIN#452-15-6373-14

Off Ash Lane, Grifton  
804 E Gordon St., Kinston



**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 6/20/16 **ITEM NO.:** 12B

**RESOLUTION:** Authorizing the Issuance of FY 16-17 Blanket Purchase Orders for Non-Departmental Purchases: \$106,000.

Vendor	Amount	Budgetary Line
Tyler Technologies	\$100,000	42000-451000
Maximus	\$1,000	42000-419110
	\$5,000	42000-419150

**SUBJECT AREA:** Purchases/Bids

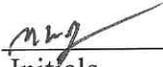
**ACTION REQUESTED:** The Board is requested to authorize the issuance of FY 16-17 blanket purchase orders for Non-Departmental purchases in the amount of \$106,000.

**HISTORY/BACKGROUND:** The Non-Departmental budgetary department accounts for expenditures that are not directly tied to a specific department and oversight for this department is provided by the finance office. This department includes insurance, audit fees, bank fees. Purchases over \$2,500 require board approval. This department also includes purchases for financial software and the annual indirect cost plan.

**EVALUATION:** The FY 16-17 Non-Departmental budget includes purchases for completion of the financial software project which includes implementation of the HR Management/Payroll software project scheduled for January 1, 2017. This department budget also includes the required annual indirect cost plan services for DSS and the annual Medicaid reimbursement report for Emergency Management. Authorization of the requested purchase orders ensures completion of the financial software implementation which began in FY 15-16 and essential indirect cost reporting services.

**MANAGER'S RECOMMENDATION:**

Respectfully Request Approval

  
\_\_\_\_\_  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners the County Finance is authorized to issue FY 16-17 blanket purchase orders for Non-Departmental purchases in the amount of \$106,000.

**AMENDMENTS:**

**MOVED** \_\_\_\_\_ **SECOND** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_ **UNANIMOUS** \_\_\_\_\_

**YEA VOTES:** Hill \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_

Davis \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Craig Hill, Chairman

6/20/16  
Date

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

# ITEM NO. 12C

The Corrected Resolution  
Approving/Authorizing  
Execution of FY16-17  
Insurance Policies with WA  
Moore Company, Inc., and  
Discovery Insurance Company  
Will Be Provided to You  
Monday, June 20, 2016

**INTRODUCED BY:** Michael W. Jarman, County Manager DATE 06/20/16 ITEM NO. **12C**

**RESOLUTION:** Approving/Authorizing Execution of FY16-17 Insurance Policies with WA Moore Company, Inc., and Discovery Insurance Co.: \$646,875.

**SUBJECT AREA:** Administrative

**ACTION REQUESTED:** To award insurance contracts for auto, property, crime, general, and professional liability to WA Moore Company, Inc. for \$455,244 and for workers compensation third party administration to Discovery Insurance Co. for \$33,000 and for EMS liability, equipment, auto, and \$10 million excess liability to WA Moore Company, Inc. for \$69,752 and for excess workers compensation to WA Moore Company, Inc. for \$91,154.

**HISTORY/BACKGROUND:** This current fiscal year will be the fourteenth in which the County contracted out all of the above-referenced insurance policies to local agents. In the past, part of the insurance coverage was taken through local agents and part was through the NCACC/NC Risk Management Pool. Administration recommends we continue with the local companies. For FY16-17, the County increased coverage on buildings by 7.0%, maintained auto liability deductible at \$5,000 due to recent poor claims history, experienced premium increase for excess workers compensation stop-loss policy, experienced increase in law enforcement liability, maintained deductible on property coverage at \$10,000 to minimize premium increase, and once again contracted with Discovery Insurance to handle compliance with mandated Medicare Secondary Payer reporting requirements. The JT Sutton Insurance Agency merged with WA Moore Company, Inc., on May 1, 2007; therefore, coverage previously provided by JT Sutton on auto, property, crime, general liability, and professional liability is now provided by WA Moore Company, Inc. Administration is recommending continuation of insurance coverage on County properties with WA Moore Company, Inc. for FY15-16.

**Note:** Administration did not bid this out because of the positive prior years' experience with these firms. These firms are independent agents and **bid our insurance needs with several companies** to obtain the best renewal quote for the County. There are only a limited number of underwriters that write insurance for units of government. Also, for EMS, there really is only one underwriter – VFIS (Volunteer Firemans' Insurance Services) which offers vehicle, general liability, and equipment coverages. The County is **self-insured** on workers compensation, although we contract with Discovery Insurance Company to handle claims and we pay for excess coverage for claims exceeding \$600,000. W.A. Moore evaluated premiums to determine the possibility of being fully insured for worker's compensation; however, based on their analysis, the County is still benefiting from being self insured for this coverage.

**EVALUATION:** A comparison of premiums was made between FY14-15, FY15-16, and FY16-17.

Coverage	Agent/Company	FY14-15	FY15-16	FY16-17	% Chng
1. Auto, Property, Crime, General, and Professional Liability	J. T. Sutton Insurance Co./ WA Moore	\$469,261	\$453,606	TBD	TBD
2. Workers Comp. Admin.	Discovery Insurance Co.	\$34,000	\$33,000	\$33,000	0%
3. EMS-vehicles, general liability, equipment	WA Moore-VFIS	\$84,829	\$73,926	\$69,752	-5.6%
4. Excess Workers Comp.	WA Moore	\$79,049	\$88,974	\$91,154	2.45%
	<b>Total</b>	<b>\$667,139</b>	<b>\$648,876</b>	<b>?</b>	<b>?</b>

**MANAGER'S RECOMMENDATION:** Respectfully recommend approval.

  
Initials

**Note:** VFIS will continue to cover property and liability for the EMS division. Insurance agents have recommended keeping this coverage separate from other County operations. Funds are appropriated in FY16-17 to pay for this coverage.

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that insurance policies, as recommended and incorporated by reference within this resolution, be awarded to: W.A. Moore Company, Inc. for auto, property, crime, general and professional liability: Discovery Insurance Company for workers compensation third party administration: W.A Moore Company, Inc. for EMS liability, equipment, auto and \$10 million excess liability: WA Moore Company, Inc. for excess workers compensation, and **be it further resolved** that the County Manager or his designee are authorized to execute contracts ensuring these policies are effective on behalf of Lenoir County for FY16-17.

Discovery	Workers Comp Administration	\$33,000
WA Moore	Vehicles, PEP Liability, Buildings Commercial Liability, Commercial umbrella	\$TBD
WA Moore	Excess Worker's Compensation	\$91,154
WA Moore	EMS	<u>\$69,657</u>
	<b>Total</b>	<b>\$646,875</b>

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Hill \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_

Davis \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Craig Hill, Chairman

06/20/16

\_\_\_\_\_  
ATTEST

06/20/16  
Date

BUDGET AMENDMENT-PROCESS FUNDS  
BUDGET AMENDMENT-\$9,900



LENOIR COUNTY, NORTH CAROLINA  
BUDGET AMENDMENT REQUEST

FY 2015 - 2016  
Appropriations

Budget Amendment # \_\_\_\_\_  
Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION	
GENERAL FUND	FINANCE/PROCESS FUNDS	STRUCTURED DAY	
<b>Check One Box</b> New Appropriation: <input type="checkbox"/> Line Item Transfer: <input checked="" type="checkbox"/>		<b>Check One Box</b> New Appropriation: <input type="checkbox"/> Line Item Transfer: <input checked="" type="checkbox"/>	
<b>REVENUES</b>		<b>EXPENDITURES</b>	
Account # and Title	Amount	Account # and Title	Amount
<u>INCREASE</u>		<u>INCREASE</u>	
10-3402-3610 GRANT-JCPC STRUCTURED DAY	9,900.00	10-4201-6346 JCPC STRUCTURED DAY	9,900.00
<b>Total</b>		<b>Total</b>	
9,900.00		9,900.00	
<b>Reason and Justification for Request:</b>			
THE PURPOSE OF THIS AMENDMENT IS TO APPROPRIATE FUNDS RECEIVED BY THE LENOIR COUNTY JCPC STRUCTURED DAY PROGRAM TO PURCHASE A VAN.  100% STATE FUNDS			
Department Head Approval		Finance Officer Approval	
<i>Leacy Chestnut</i> Date 6/13/2016		<i>Leacy Chestnut</i> Date 6/13/2016	
Budget Officer Approval		Date	
<i>Joy R. Boye</i> Date 6-14-16			
Board Approval ( When Applicable)		Date of Minutes	

BUDGET AMENDMENT-FIRE DEPARTMENTS (FUND 50-62)  
BUDGET AMENDMENT-\$92,400



LENOIR COUNTY, NORTH CAROLINA  
BUDGET AMENDMENT REQUEST

FY 2015 - 2016  
Appropriations

Budget Amendment # \_\_\_\_\_  
Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION	
GENERAL FUND	FINANCE/FIRE DEPARTMENTS	VARIOUS	
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>		<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>	
Account # and Title		Account # and Title	
Amount		Amount	
<u>INCREASE</u>		<u>INCREASE</u>	
50-3215-1200	2015 TAX LEVY	20,000.00	
50-3215-1200	2015 VEHICLE TAXES-NCVTS	10,400.00	
51-3215-1100	2015 TAX LEVY	10,000.00	
51-3215-1200	2015 VEHICLE TAXES-NCVTS	2,600.00	
52-3215-1100	2015 TAX LEVY	8,000.00	
52-3215-1200	2015 VEHICLE TAXES-NCVTS	2,800.00	
53-3215-1100	2015 TAX LEVY	2,000.00	
53-3215-1200	2015 VEHICLE TAXES-NCVTS	2,600.00	
54-3215-1100	2015 TAX LEVY	1,000.00	
54-3215-1200	2015 VEHICLE TAXES-NCVTS	400.00	
55-3215-1100	2015 TAX LEVY	9,000.00	
55-3215-1200	2015 VEHICLE TAXES-NCVTS	1,400.00	
<b>Total</b>		<b>Total</b>	
CONTINUED ON PAGE 2		CONTINUED ON PAGE 2	
<b>Reason and Justification for Request:</b>			
THE PURPOSE OF THIS AMENDMENT IS TO REVISE FY 15-16 FIRE DEPARTMENT REVENUES AND EXPENDITURES (FUNDS 50-62) TO REFLECT ANTICIPATED YEAR END RECEIPTS			
(CONTINUED ON PAGE 2)			
Department Head Approval		Finance Officer Approval	
Date		Date	
6/14/2016		6/14/2016	
Budget Officer Approval			
Date			
Board Approval ( When Applicable)		Date of Minutes	
Date			

BUDGET AMENDMENT-FIRE DEPARTMENTS (FUND 50-62)  
BUDGET AMENDMENT-\$



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2015 - 2016  
Appropriations

Budget Amendment # \_\_\_\_\_  
Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL FUND		FINANCE/FIRE DEPARTMENTS		VARIOUS	
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>			<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>		
Account # and Title	Amount	Account # and Title	Amount		
<b>INCREASE</b>		<b>INCREASE</b>			
56-3215-1200 2015 TAX LEVY	2,000.00	56-4340-4990 VEHICLE TAXES-NCVTS	2,000.00		
56-3215-1200 2015 VEHICLE TAXES-NCVTS	2,500.00	56-4340-4999 NCVTS COLLECTION COSTS	400.00		
		56-4340-6990 CONTR SER-NORTH LENOIR	2,000.00		
		56-4340-4700 BAD DEBT EXPENSE	100.00		
57-3215-1100 2015 TAX LEVY	2,000.00	57-4340-4990 VEHICLE TAXES-NCVTS	1,500.00		
57-3215-1200 2015 VEHICLE TAXES-NCVTS	1,900.00	57-4340-4999 NCVTS COLLECTION COSTS	400.00		
		57-4340-6990 CONTR SER-NORTH LENOIR	2,000.00		
58-3215-1100 2015 TAX LEVY	3,000.00	58-4340-4990 VEHICLE TAXES-NCVTS	1,500.00		
58-3215-1200 2015 VEHICLE TAXES-NCVTS	1,900.00	58-4340-4999 NCVTS COLLECTION COSTS	400.00		
		58-4340-6990 CONTR SER-NORTH LENOIR	3,000.00		
59-3215-1100 2015 TAX LEVY	3,000.00	59-4340-4990 VEHICLE TAXES-NCVTS	1,000.00		
59-3215-1200 2015 VEHICLE TAXES-NCVTS	1,100.00	59-4340-4999 NCVTS COLLECTION COSTS	100.00		
		59-4340-6990 CONTR SER-NORTH LENOIR	3,000.00		
60-3215-1100 2015 TAX LEVY	1,500.00	60-4340-4990 VEHICLE TAXES-NCVTS	1,000.00		
60-3215-1200 2015 VEHICLE TAXES-NCVTS	1,100.00	60-4340-4999 NCVTS COLLECTION COSTS	100.00		
		60-4340-6990 CONTR SER-NORTH LENOIR	1,500.00		
62-3215-1100 2015 TAX LEVY	2,000.00	62-4340-4990 VEHICLE TAXES-NCVTS	100.00		
62-3215-1200 2015 VEHICLE TAXES-NCVTS	200.00	62-4340-4999 NCVTS COLLECTION COSTS	100.00		
		62-4340-6990 CONTR SER-NORTH LENOIR	2,000.00		
<b>Total</b>	<b>92,400.00</b>	<b>Total</b>	<b>92,400.00</b>		

**Reason and Justification for Request:**

THE PURPOSE OF THIS AMENDMENT IS TO REVISE FY 15-16 FIRE DEPARTMENT REVENUES AND EXPENDITURES (FUNDS 50-62) TO REFLECT ANTICIPATED YEAR END RECEIPTS

(CONTINUED ON PAGE 2)

Department Head Approval	Date	Finance Officer Approval	Date
<i>Leacy Chestnutt</i>	6/14/2016	<i>Leacy Chestnutt</i>	6/14/2016

Budget Officer Approval	Date
<i>Joy R. Dye</i>	6/14/16

Board Approval (When Applicable)	Date	Date of Minutes
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BUDGET ORDINANCE AMENDMENT: GENERAL FUND: PROCESS FUNDS: \$120,000. INCREASE



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2016 - 2017  
 Appropriations

Budget Amendment # \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL		FINANCE/PROCESS FUNDS		VARIOUS	
<b>Check One Box</b> New Appropriation: <input type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>			<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>		
Account # and Title		Amount	Account # and Title		Amount
<u>INCREASE</u>			<u>INCREASE</u>		
40040-340037	GRANT-8TH JUDICIAL DISTR COMMUN INTERV PF	120,000.00	42010-463630	8TH JUDICIAL DISTR COMMUN INTERV GRANT	120,000.00
Total		120,000.00	Total		120,000.00

**Reason and Justification for Request:**  
 BUDGET AMENDMENT TO SET UP FUNDS FROM THE NC DEPT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION (DJJDP). THIS GRANT WAS PREVIOUSLY AWARDED IN NOVEMBER AND WOULD ROLL FORWARD INTO THE NEXT FISCAL YEAR, BUT IT IS NOW BEING AWARDED BASED ON THE COUNTY'S FISCAL YEAR. THESE FUNDS ARE TO COVER THE THREE COUNTY REGION OF THE 8TH JUDICIAL DISTRICIT (WAYNE, GREENE & LENOIR) CLIENTS.

Department Head Approval <i>Lacey Christoff</i>	Date 6/14/2016	Finance Officer Approval <i>Lacey Christoff</i>	Date 6/14/2016
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Budget Officer Approval <i>Joy L. Boy</i>	Date 6/14/16
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Board Approval ( When Applicable)	Date	Date of Minutes
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**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2015 - 2016  
 Appropriations

Budget Amendment # \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Distribution - Finance Office:

<b>FUND</b>	<b>DEPARTMENT</b>	<b>LINE ITEM DESCRIPTION</b>	
GENERAL FUND	FINANCE/GENERAL/INSURANCE FUND	VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/>		Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/>	
<b>REVENUES</b>		<b>EXPENDITURES</b>	
Account # and Title	Amount	Account # and Title	Amount
<u>INCREASE</u>		<u>INCREASE</u>	
10-3215-1100 2015 TAX LEFY	200,000.00		
10-3232-1103 LOCAL OPT SLS TAX-1/2% AR 44	500.00		
10-3260-1100 TAX-MOTOR VEHICLE RENTALS	5,000.00		
10-3320-3100 JAIL FEES	7,000.00		
10-3320-3101 ARREST FEES	95,000.00		
10-3322-3100 BEER & WINE TAXES	4,900.00		
10-3328-3125 GRANT-HIDTA/OCDETF	4,500.00		
10-3328-3126 GRANT-ICE	7,000.00		
10-3329-2111 REBATE-RZEDB-JAIL PROJ	5,800.00		
10-3329-3619 SNAP PROCEEDS	700.00		
10-3329-3624 GRANT-COOP EXT-SHIP	1,510.00		
10-3329-8901 GRANT-REIMB-EMERGENCY MGT	17,806.00		
10-3329-8903 GRANT-REIMB-VETERANS OFFICE	507.00		
10-3329-8905 REIMBURSE-ELECTIONS-CITY OF KIN	649.00		
10-3418-4101 REAL ESTATE TRANSFER FEES	40,000.00		
10-3418-41025 ROD-FLOODPLAIN MAPPING FEES	500.00		
10-3431-4110 SHFFEES-CONC WEA APP-STATE	8,500.00		
10-3431-4111 SHF FEES-CONC WEA APP-COUNTY	4,200.00		
10-3432-2101 SHERIFF-MISDEMEANANT CONFINEME	20,000.00		
10-3432-2103 SHERIFF-FEDERAL PRISONERS	500.00		
10-3437-3100 EMS-MEDICAID REIMBURSEMENT	24,265.00		
10-3437-3105 JLECC REIMB-JONES COUNTY	20,000.00		
10-3437-4101 EMS-NON EMERGENCY TRANSP	5,000.00		
<b>Total</b>	<b>CONTINUED ON PAGE 2</b>	<b>Total</b>	<b>CONTINUED ON PAGE 2</b>
<b>Reason and Justification for Request:</b>			
The purpose of this amendment is to revise General Fund (10) and Insurance Fund (11) revenues and expenditures to reflect actual YTD receipts A portion of the revenues is requested to transfer revenues to the Insurance Fund to continue to replace the deficit in the Insurance fund from FY 14-15 and cover expenditures for FY 15-16. (CONTINUED ON PAGE 2)			
Department Head Approval		Finance Officer Approval	
Date 6/16/2016		Date 6/16/2016	
Budget Officer Approval		Date	
Board Approval ( When Applicable)		Date of Minutes	

BUDGET AMENDMENT-GENERAL FUND REVENUES/INSURANCE FUND  
BUDGET AMENDMENT-\$608,500



LENOIR COUNTY, NORTH CAROLINA  
BUDGET AMENDMENT REQUEST

FY 2015 - 2016  
Appropriations

Budget Amendment # \_\_\_\_\_  
Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL FUND		FINANCE/GENERAL/INSURANCE FUND		VARIOUS	
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>			<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>		
Account # and Title	Amount	Account # and Title	Amount		
<u>INCREASE</u>		<u>INCREASE</u>			
10-3437-4102	EMS-DEBT SETOFF PAYMENTS 130,000.00	10-9800-8505	TRANSFER TO INSURANCE FUNC 500,000.00		
10-3437-4105	REIMB-SCHOOLS-EMS@BALLGAM 5,000.00				
10-3437-4108	COMMUNITY MEDIC 450.00				
10-3452-4100	REIMB FROM TRANSP VEH INS 400.00	<u>INCREASE-FUND 11</u>			
10-3519-3300	MEDICAID REIMBURSEMENT-PRIOR YI 275,310.00	11-4200-1830	CLAIMS PAID HEALTH INSURANC 108,500.00		
<u>DECREASE</u>					
10-3991-9910	FUND BALANCE APPROPRIATED -384,997.00				
<u>INCREASE-FUND 11</u>					
11-3987-9800	DEDUCTIONS HEALTH INSURANCI 100,000.00				
11-3987-9804	REFUNDS 8,500.00				
11-3987-9802	TRANSFER FROM THE GENERAL FUNI 500,000.00				
<u>DECREASE-FUND 11</u>					
11-3991-9910	FUND BALANCE APPROPRIATED -500,000.00				
Total	608,500.00	Total	608,500.00		

**Reason and Justification for Request:**

The purpose of this amendment is to revise General Fund (10) and Insurance Fund (11) revenues and expenditures to reflect actual YTD receipts. A portion of the revenues is requested to transfer revenues to the Insurance Fund to continue to replace the deficit in the Insurance fund from FY 14-15 and cover expenditures for FY 15-16.  
(CONTINUED ON PAGE 2)

Department Head Approval <i>Leacy Chestnutt</i>	Date 6/16/2016	Finance Officer Approval <i>Leacy Chestnutt</i>	Date 6/16/2016
Budget Officer Approval <i>Cheryl B...</i>	Date 6/16/16		
Board Approval (When Applicable)	Date	Date of Minutes	

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 6/20/16 **ITEM NO.** 13A

**RESOLUTION:** Authorizing Purchase of Equipment, Services and/or Supplies: Sheriff's Department:  
\$ 527,530.

<b>VENDOR:</b>	<b>AMOUNT:</b>	<b>FUNDING ACCOUNT#:</b>
American Uniforms	\$50,000.00	43100-421200
Corporate Resources	\$3,000.00	43100-426000
Forms and Supply	\$3,000.00	43100-426000
Lawmen's Inc. (Supplies)	\$3,000.00	43100-429000
Petsense	\$2,500.00	43100-429000
Lawmen's Inc. (Ammunition)	\$18,000.00	43100-439500
Gately Communications	\$2,500.00	43100-432900
B&G Electronics	\$59,000.00	43100-432900
Fast Forward Signs	\$4,000.00	43100-435300
Public Safety Center	\$3,100.00	43100-432900
Blacks Tire	\$18,000.00	43100-435300
Bobby's Transmission	\$4,000.00	43100-435300
Brittain's Garage	\$20,000.00	43100-435300
Garriss Body Shop	\$9,000.00	43100-435300
Kinston Wheel Alignment	\$4,000.00	43100-435300
Kinston Radiator	\$5,000.00	43100-435300
Fred Moody and Son's Garage	\$17,000.00	43100-435300
Lawmen's Inc (Nightvision)	\$7,500.00	43100-459990
AFIX	\$6,326.00	43100-469000
ASAP Sysems	\$2,500.00	43100-469000
L3 Mobile Vision	\$3,983.00	43100-469000
Cellebrite	\$3,100.00	43100-469000
Law Enforcement Associates	\$2,895.00	43100-469000
Ilderton Dodge, LLC	\$198,896.00	42070-454000
Capital Ford	\$56,730.00	42070-454000
Dell, Inc.	\$15,000.00	43160-459990
National Law Enforcement Supply	\$5,000.00	43170-429000
Greene Jones Lenoir LEA	\$2,500.00	43100-433000

**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 the past years and desires 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 2016-2017 Fiscal Year.



**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 06/20/16 **ITEM NO.** 13B

**RESOLUTION:** Authorizing Purchase of Equipment, Services and/or Supplies: Detention Center: \$1,016,458.

<b>VENDOR:</b>	<b>AMOUNT:</b>	<b>FUNDING ACCOUNT#:</b>
ABL Management	\$322,113.00	43200-42200
American Uniforms	\$38,000.00	43200-42120
Bob Barker	\$22,000.00	43200-42110
Brame	\$33,000.00	43200-42110
CharmTex	\$7,500.00	43200-42110
Corporate Resources	\$2,500.00	43200-42110
Ecolab Inc.	\$10,000.00	43200-42110
Southern Health Partners	\$415,000.00	43200-43990
Brady (HVAC Service)	\$5,501.00	43100-46900
City of Kinston (Sewer)	\$3,000.00	43100-46900
Siemens HVAC Controls	\$7,512.00	43200-46900
Simplex Grinnell (Controls)	\$36,840.00	43200-46900
Schindler Elevator (Maint. Contract)	\$5,988.00	43200-46900
Envirocon (Fire Control Systems)	\$27,682.00	43200-46900
Gs Company (Jail Doors)	\$11,436.00	43200-46900
Reliant Management (House Arrest)	\$65,000.00	43200-46900
Gregory Poole Power (Generator)	\$3,386.00	43200-46900

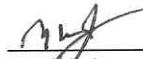
**SUBJECT AREA:** Purchases/Bids

**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 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 2016 – 2017 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.

**AMENDMENTS**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

YEA VOTES: Hill \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_  
Davis \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Craig Hill, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
Date

**RESOLUTION:** Authorizing FY16-17 Service Contracts and Purchase Orders: Emergency Services: Emergency Management Division: \$35,486.

**SUBJECT AREA:** Purchases/Bids

**ACTION REQUESTED:** The Board is requested to authorize the Emergency Services Director to execute the following FY16-17 Service Contracts and Purchase Orders: Emergency Management Division: in the amount of \$35,486.

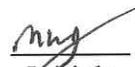
Fast Forward Signs and NC Department of Corrections	Road Signs – Fast Forward Signs Associated Hardware – NC Department of Corrections	100-43300-435900	\$10,000.00
Pope's Automotive	Tires	100-43300-425000	\$5,000.00
Daughety Office	Copier Maintenance	100-43300-439902	\$2,500.00
SafeAir Breathing Air System	Air System for Fire Departments	100-43300-439902	\$2,500.00
Dell	Computer Lease	100-43300-471000	\$5,641.00
De Lage Landen Public Finance LLC	Administrative Telephone System Lease	100-43300-471000	\$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 FY16-17 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 FY16-17: Emergency Management Division: in the amount of \$35,486.

**AMENDMENTS:**

**MOVED** \_\_\_\_\_ **SECOND** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_ **UNANIMOUS** \_\_\_\_\_

**YEA VOTES:** Hill \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_  
Davis \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Craig Hill, Chairman

06/20/16  
Date

\_\_\_\_\_  
Attest

06/20/16  
Date

**RESOLUTION:** Authorizing FY16-17 Service Contracts and Purchase Orders: Emergency Services: Communications Division: \$280,057.

**SUBJECT AREA:** Purchases/Bids

**ACTION REQUESTED:** The Board is requested to authorize the Emergency Services Director to execute the following FY16-17 Service Contracts and Purchase Orders: Communications Division: in the amount of \$280,057.

Rouse Towers LLC	Radio Tower Lease – Hugo Site	100-43150-469000	\$9,000.00
Trenton Tower LLC	Radio Tower Lease – WSFL, Jones Co.	100-43150-469000	\$32,782.00
Gately Communications	Radio Management & Maintenance (Analog system) includes Hugo UPS battery replacement	100-43150-469000	\$26,331.00
Motorola	Maintenance & Monitoring (Digital)	100-43150-469000	\$150,000.00
Cummins Atlantic	Generator Maintenance	100-43150-469000	\$9,672.00
Price Communications	Radio Tower Maintenance	100-43150-469000	\$3,037.00
Wheeler Exterminator	Pest/Termite Control at Tower Sites	100-43150-469000	\$2,500.00
Emeducators	EMD/EFD/EPD QA/QI Outsourcing	100-43150-469000	\$18,000.00
American Uniforms; Municipal Emergency Services, Inc.; Express Yourself	Uniforms for Communications Staff	100-43150-421200	\$3,356.00
DCI/SBI	DCI/Ominixx Equipment Rental	100-43150-434900	\$4,800.00
CenturyLink	CISCO Administrative Phone System Maintenance	100-43150-432100	\$15,078.00
CenturyLink	CISCO Administrative Phone System Extended Warranty	100-43150-432100	\$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 FY16-17 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 FY16-17: Communications Division: in the amount of \$280,057.00.

**AMENDMENTS:**

**MOVED** \_\_\_\_\_ **SECOND** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_ **UNANIMOUS** \_\_\_\_\_

**YEA VOTES:** Hill \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_  
Davis \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Craig Hill, Chairman                      06/20/16  
Date

\_\_\_\_\_  
Attest                      06/20/16  
Date

**RESOLUTION:** Authorizing FY16-17 Service Contracts and Purchase Orders: Emergency Services: Communications Division: Emergency Telephone Fund: \$350,432.

**SUBJECT AREA:** Purchases/Bids

**ACTION REQUESTED:** The Board is requested to authorize the Emergency Services Director to execute the following FY16-17 Service Contracts and Purchase Orders: Communications Division: Emergency Telephone Fund: in the amount of \$350,432.

Motorola	Purchase 2 NICE Voice Loggers	240-43310-451000	\$67,028.00
TriTech (VisionAir)	2 CAD Software Licenses	240-43310-451000	\$37,675.00
Priority Dispatch	2 ProQA Software Licenses	240-43310-451000	\$27,410.00
Gately / Eaton Furniture	2 Furniture Workstations	240-43310-451000	\$38,000.00
Motorola	NICE Recorder Maintenance (July-November)	240-43310-469000	\$8,977.00
TriTech (VisionAir)	CAD Maintenance	240-43310-469000	\$33,616.00
CenturyLink	911 Telephone Maintenance	240-43310-469000	\$48,219.00
Priority Dispatch	Protocol Maintenance	240-43310-469000	\$15,594.00
VMWare	Computer Equipment Support	240-43310-469000	\$45,033.00
Geographic Technologies Group	Mapping Software Maintenance	240-43310-469000	\$5,880.00
NAED/IAED	EMD/EFD/EPD/ETC Certifications/Recertifications	240-43310-439500	\$9,000.00
Jones County	GIS Services	240-43310-432100	\$14,000.00

**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 FY16-17 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 FY16-17: Communications Division: Emergency Telephone Fund: in the amount of \$350,432.

**AMENDMENTS:**

**MOVED** \_\_\_\_\_ **SECOND** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_ **UNANIMOUS** \_\_\_\_\_

**YEA VOTES:** Hill \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_  
Davis \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Craig Hill, Chairman 06/20/16  
Date

\_\_\_\_\_  
Attest 06/20/16  
Date

**RESOLUTION:** Authorizing FY16-17 Service Contracts and Purchase Orders: Emergency Services: EMS Division: \$574,975.

**SUBJECT AREA:** Purchases/Bids

**ACTION REQUESTED:** The Board is requested to authorize the Emergency Services Director to execute the following FY16-17 Service Contracts and Purchase Orders: EMS Division: in the amount of \$574,975.

Apollo MD	Medical Director's Contract	100-43320-469002	\$29,000.00
AlSCO	Linen Maintenance	100-43320-469002	\$21,208.00
EMS Management & Consultants	EMS Billing Management	100-43320-469010	\$160,000.00
Boundtree Medical; Arrow; ZOLL Medical; Southeastern Emergency Equipment; Henry Schein/Matrix Medical; Best Value Pharmacy; Machine Welding & Supplies; Med Logistics; Airgas; McKesson; Hopkins; BioMedical Alternatives	Medical Supplies	100-43320-423900	\$140,000.00
Pope Automotive; Select Custom Apparatus; West Chatham Warning	Vehicle Maintenance	100-43320-435300	\$100,000.00
Pope Automotive	Tires	100-43320-425000	\$13,000.00
PLM Equipment Services dba EMSAR	Stretcher Repair and Maintenance	100-43320-435200	\$6,500.00
American Uniform; Municipal Emergency Services, Inc.; Express Yourself	Employee Uniforms	100-43320-421200	\$20,000.00
B&G Electronics and Communications; Gately Communications	Lights and Sirens for the Administrative Vehicles	100-43320-432900	\$5,100.00
KS StateBank (Kansas State Bank)	ZOLL Cardiac Monitors – Lease	100-43320-471000	\$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 FY16-17 budget and the eventual payment of services as billed.

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval.

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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 FY16-17: EMS Division: in the amount of \$574,975.

**AMENDMENTS:**

**MOVED** \_\_\_\_\_ **SECOND** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_ **UNANIMOUS** \_\_\_\_\_

**YEA VOTES:** Hill \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_  
Davis \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Craig Hill, Chairman                      06/20/16  
Date

\_\_\_\_\_  
Attest                      06/20/16  
Date

**RESOLUTION:** Authorizing Lease Purchase Agreement for L2 P25 Core: Motorola: \$614,283.

**SUBJECT AREA:** Financial

**ACTION REQUESTED:** The Board is requested to approve a lease purchase agreement with Motorola Solutions for an L2 P25 Core at an annual lease amount of \$122,856.60 for five years, totaling \$614,283.

**HISTORY/BACKGROUND:** For the past two years, Lenoir and Jones County officials have been discussing and implementing a merger of the Jones County E-911 Center with the Lenoir County E-911 Center. As part of the merger, an upgraded radio system is needed to enable and enhance communications with responders in both Lenoir and Jones Counties. In order to try to save money, two- (2) options have been considered: a partnership with a neighboring county to share the cost of a P25 Core; and, a lease/purchase option for Jones/Lenoir to own its own P25 Core.

**EVALUATION:** In negotiations with Onslow County, it was determined that Jones/Lenoir would be billed per subscribers on the system, with that cost increasing with the addition of new subscribers. This option would be impossible in determining budgetary costs as subscribers may increase throughout a fiscal year. With the option of Jones/Lenoir purchasing its own core, there would be an annual cost for five years and upon the completion of the lease terms, Jones/Lenoir will be the owners of the Core.

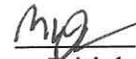
A breakdown of the options is listed below.

	<b>JLECC</b>	<b>ONLOW</b>
Number of payments	5	Recurring
Annual Payment	\$122,856.60	\$109.00 per subscriber
Payment Mode	Annual / Advance	Annual
Market Rate	3.23%	N/A
Rate Factor	0.219791	N/A
Total Payment	\$614,283.00	\$90,000.00
First Payment Date	July 2016	Execution of Agreement

This lease purchase agreement was previously approved by the Board of Commissioners on February 2, 2015, Item #7. An initial bulk payment will be made with the balance of monies from the E911 grant awarded by the NC911 Board.

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval.

  
Initials

**RESOLUTION: NOW THEREFORE, BE IT RESOLVED** by the Lenoir County Board of Commissioners that lease purchase agreement with Motorola Solutions for an L2 P25 Core be approved at an annual lease amount of \$122,856.60 for five years, totaling \$614,283.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_  
UNANIMOUS \_\_\_\_\_

**YEA VOTES:** Hill \_\_\_ Brown \_\_\_ Best \_\_\_ Daughety \_\_\_  
Davis \_\_\_ Rouse \_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Craig Hill, Chairman 06/20/16  
Date

\_\_\_\_\_  
ATTEST 06/20/16  
DATE

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 06/20/16 **ITEM NO:** **14F**

**RESOLUTION:** Authorizing FY16-17 Lease Payment on L2 P25 Core: Emergency Services: E911 Grant Fund: \$198,530.44.

**SUBJECT AREA:** Purchases/Bids

**ACTION REQUESTED:** The Board is requested to authorize the Emergency Services Director to execute the following FY16-17 Service Contracts and Purchase Orders: Communications Division: in the amount of \$198,530.44.

Motorola	L2 P25 Core Lease Payment	430-43260-451001	\$198,530.44
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**HISTORY/BACKGROUND:** All purchase orders in the amount of \$2,500 or greater require the approval by the Board of Commissioners. This payment is for a lease to own agreement with Motorola for the L2 P25 Core for the 800MHz digital radio system, with the monies encumbered from the balance of funds from the NC911 Board grant.

**EVALUATION:** Approval of this resolution will allow encumbrance of funds approved in the FY16-17 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.

**AMENDMENTS:**

**MOVED** \_\_\_\_\_ **SECOND** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_ **UNANIMOUS** \_\_\_\_\_

**YEA VOTES:** Hill \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_  
Davis \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Craig Hill, Chairman

06/20/16  
Date

\_\_\_\_\_  
Attest

06/20/16  
Date

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 6/20/16 **ITEM NO.** 15A

**RESOLUTION:** Authorizing FY16-17 Service Contracts and Purchase Orders: Department of Social Services: \$1,532,891.

**SUBJECT AREA:** Purchases/Bids

**ACTION REQUESTED:** The Board is requested to authorize the Department of Social Services Director to execute the following FY16-17 Service Contracts and Purchase Orders in the amount of \$1,532,891.

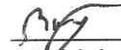
Staples	Office Supplies	53100-426000	\$8,000
Corporate Resources	Office Supplies	53100-426000	\$15,000
Office Depot	Office Supplies	53100-426000	\$40,000
USPS	Postage	53100-432500	\$15,000
City of Kinston	Lawn Service	53100-435000	\$3,500
Drake Janitorial	Janitorial Service	53100-435000	\$32,800
Floors & Courts	Janitorial Supplies	53100-435000	\$5,000
Daughety's Office	Copier service & toners	53100-435200	\$40,000
Coeco	Alchemy Maintenance	53100-435200	\$34,000
GE Capital	Copier leasing	53100-435200	\$21,168
Freedom ENC	Advertising – employment	53100-437000	\$10,000
Vanguard	Temporary Employees	53100-439300	\$30,000
Mega Force Staffing	Temporary Employees	53100-439300	\$70,000
BLR	Employee Training	53100-439501	\$3,106
Dell	Computer lease	53100-471000	\$58,000
Information Inc	Daysheet Program & Maint	53100-426000	\$3,050
Interim Health Care	In Home Services	53210-449700	\$252,661
		53300-449700	
		53320-440101	
Enterprise, At Home Transport, James Ingram, Anthony's Taxi, Health Start Medical Transportation	Medicaid Transportation	53520-449714	\$582,000
Div of Services for the Blind	Social Worker for the Blind	53560-449707	\$7,521
Lenoir County Sheriff Dept.	Deputy	53610-449708	\$51,755
Northwoods	Software and Support	53100-426500	\$97,652
One Source	Software and Support	53100-426500	\$29,519
Lexis Nexis	Software and Support	53100-426500	\$12,000
Team IA	Software and Support	53100-426500	\$42,475
Network Fleet Solutions	Software and Support	53100-426500	\$3,600
Office Depot	Janitorial Supplies	53100-421100	\$8,000
Super Shred	Maint/Repair Buildings	53100-435000	\$8,000
East Coast Electric	Maint/Repair Buildings	53100-435000	\$5,000
Heritage Auto	Maint/Repair Vehicles	53100-435300	\$8,000
NCCorels	Software and Support	10-5310-2650	\$7,604
Fluent Language	Professional Services-Interpret.	53100-419800	\$4,500
Smith & Blizzard-Child Welfare	Professional Services Legal	53100-419200	\$10,000
Secure Email-Virtue	Software and Support	53100-426500	\$9,900
Leave it to Deaver Mobile Auto Detailing	Maint/Repair Vehicles	53100-435300	\$4,080

**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 FY16-17 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 listed service contracts and purchase orders for FY16-17 in the amount of \$1,533,891.

**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:** 6/20/16 **ITEM NO.** 15B

**RESOLUTION:** Approving Provider Agreements for Subsidized Day Care:  
\$2,143,438.

**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, 2016 through June 30, 2017:

A to Z Child Care	Little People's Daycare
ABC - 123 Academy	Little People's Daycare 2
Amazing Giants	Little Saints Day Care
Bright Beginning Christian Center Inc.	Lora's Child Care Home
Cheryl's Country Kids Childcare	Memorable Moments FCCH
	Miss Charlie's Child Care I
Children's Castle Childcare	Miss Charlie's Child Care II
Children's World Learning Center	New Beginning Learning Center
Country Kids, Inc.	New Beginning Christian Child Care Center
	New Beginnings Child Care II
Deep Run Child Care Center	New Beginning Home Child Care
Doris' Little Darlings	New Life Child Care
ECHSA Childcare Center	New Season Community Development Center
Farmer N Dell Learning Center	Precious Angels Day Care
Little Sunshines Learning Center	Precious Resources Daycare
Happy Days Day Care Center	Rainbow Daycare
HB Sugg Community Daycare	Sandi's Childcare
Jacobs Little Giants	Small World Day Care Center
Joyful Beginnings	Sonshine Christian Child Care
Julia Smith (Kidz R Us Child Care Center)	Our Children Childcare
Kid City Child Care	Possessing the Keys of the Kingdom Daycare I & II
Kids Incorporated Learning Center	The Joy In Caring Child Care
KIDS OF JOY	Tots of Blessings Daycare
Kinston Child Care Center	The Right Place Childcare Center
Kindercare Learning Center (Greenville)	Woodland Preschool & Childcare
Kindercare Learning Center (Goldsboro)	
Lil Tots Development Center	
Little Lambs Learning Academy	
Linda's Family Childcare	
Little Footprints Christian Childcare Home	

**HISTORY/BACKGROUND:** Child Care funding in Lenoir County and the State of North Carolina has expanded enormously since 1990 when the allocation for Lenoir Count was only \$219,000. For fiscal year 2016-2017, Lenoir County's allocation for Child Care Developmental Funds is nearly 2.2 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, 2016 through June 30, 2017: \$ 2,143,438.

**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:** 06/20/16 **ITEM NO.:** 16

**RESOLUTION:** Approving Citizens to Boards, Commissions, Etc.

**SUBJECT AREA:** Boards and Commissions

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

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

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

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Lenoir Community College Board of Trustees	Jim Hardison <b>2<sup>nd</sup> Appearance</b>	June 2020
Eastern Carolina Workforce Development	Dr. Brantley Briley Bruce Parson Mark Pope <b>2<sup>nd</sup> Appearance</b>	June 2018 June 2018 June 2018
LC Nursing Home & Adult Care	Nell Smith Jane Phillips Pat Humphreys <b>2<sup>nd</sup> Appearance</b>	June 2019 June 2019 June 2019

**CURRENT VACANCIES:**

**Lenoir County Health Board - (1) Optometrist**  
**Lenoir County Planning & Inspections Districts 5, 6 and Alternate #1**  
**Lenoir County ABC Board (1)**

**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>
Lenoir Community College Board of Trustees	Jim Hardison <b>2<sup>nd</sup> Appearance</b>	June 2020
Eastern Carolina Workforce Development	Dr. Brantley Briley Bruce Parson Mark Pope <b>2<sup>nd</sup> Appearance</b>	June 2018 June 2018 June 2018
LC Nursing Home & Adult Care	Nell Smith Jane Phillips Pat Humphreys <b>2<sup>nd</sup> Appearance</b>	June 2019 June 2019 June 2019

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Hill \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_

Davis \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Craig Hill, Chairman

06/20/16  
Date

\_\_\_\_\_  
ATTEST

06/20/16  
Date



2nd Appearance

PO Box 188, Kinston, NC 28502-0188 • Telephone 252.527.6223 • www.lenoircc.edu

OFFICE OF THE PRESIDENT

**RECEIVED**

April 21, 2016

**APR 27 2016**

**LENOIR COUNTY  
MANAGER'S OFFICE**

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

Dear Mr. Hill:

Mr. Jim Hardison was appointed to our Board of Trustees by the Lenoir County Commissioners. His term is due to expire on June 30, 2016.

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

Please contact me if you need additional information.

Sincerely,

Brantley Briley, Ed.D.  
President

BB/lkw

cc: Mr. Grady Bethel, LCC Board Chair  
Mr. Mike Jarman, Lenoir County Manager  
Mr. Jim Hardison



2nd Appearance

RECEIVED

MAY 25 2016

May 23, 2016

LENOIR COUNTY  
MANAGER'S OFFICE

Mr. Roland Best, Chairman  
Lenoir County Board of Commissioners  
1909 Northview Drive  
Kinston, NC 28502

Dear Mr. Best:

As you are aware, chief elected officials continue to have a central role in the administration of workforce investment activities. Specifically, chief elected officials are responsible for appointing members to the local Workforce Development Board to represent their counties' workforce needs.

**We are requesting that the Lenoir County Board of Commissioners reappoint the following individuals to the Eastern Carolina Workforce Development Board:**

- Dr. Brantley Briley, President, Lenoir Community College, representing Adult Basic Education
- Mr. Bruce Parson, Owner, Blind Shop, representing Small Business.

**Additionally, we are requesting that the Lenoir County Board of Commissioners appoint:**

- Mr. Mark Pope, Lenoir County Economic Developer, representing Economic Development.

These appointments are for a two-year term beginning July 1, 2016, and expiring June 30, 2018.

Please feel free to call me at (252) 636-6901 if you have any questions. Thank you for your continued support.

Sincerely,

Tammy Childers  
Executive Director

cc: Mr. Michael Jarman, County Manager  
Dr. Brantley Briley, Lenoir Community College  
Bruce Parson, Blind Shop  
Mark Pope, Lenoir County Economic Development

RECEIVED

2nd Appearance

APPLICATION FOR APPOINTMENT RECEIVED

MAY 18 2016

to LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS 2016

LENOIR COUNTY MANAGER'S OFFICE

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:

Nursing Home Adult Care Committee

(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: Nell Harper Smith
Address: 452 Smith GRAY ROAD
City/State/Zip: SEVEN SPRINGS, N.C. 28578
Telephone: (Home) 252-569-4641 (Work) Retired FARM OWNER
Occupation:
Business Address: SAME
Age: (Optional):
Number hours available per month for this position: 12 hours
Training: SERVE ON BOARD REGISTER NURSE - Retired
Business and Civic Experience/Skills:

Other County Boards/Committees/Commissions presently serving on:

Expiration date of Term:

Circle your voting precinct

- K-1 (Carver Courts Recreation Center)
K-2 (Gordon Street Christian Church)
K-3 (Fairfield Recreation Center)
K-4 (Northwest Elementary School)
K-5 (Spillman Baptist Church)
K-6 (Teachers Memorial School)
K-7 (Emma Webb Recreation Center)
K-9 (First Pentecostal Holiness Church)
Contentnea (Hugo Volunteer Fire Station)
Falling Creek (Banks Elementary School Gym)
Institute (Institute Methodist Church)
Moseley Hall (LaGrange Volunteer Fire Station)
Neuse (Cooperative Extension Office)
Pink Hill 1 (Bethel Baptist Church)
Pink Hill 2 (Pink Hill Rescue Station)
Sand Hill (Sand Hill VF Department)
Southwest (Southwood VF Department)
K-8 (Holloway Recreation Center)
Trent 1 (Deep Run VF Department)
Trent 2 (Moss Hill Ruritan Building)
Vance (Grace Fellowship Church)
Woodington (Woodington Middle School)

CERTIFICATION

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

Nell H. Smith
Signature of Applicant

Date 5-9-16

RECEIVED

2nd Appearance

APPLICATION FOR APPOINTMENT

to

MAY 18 2016 LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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:

Nursing Home / Adult care

(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: Jane Phillip

Address: 1603 west Road

City/State/Zip: Kinston, NC.

Telephone: (Home) 252-522-0540 (Work) 252-468-1424

Occupation: PT Kinston Chamber of Commerce

Business Address: 301 N. Queen St.

Age (Optional): 76

Number hours available per month for this position: 12 Hrs.

Training: Been on board for 12 yrs.

Business and Civic Experience/Skills: Retired Ins. Agent - Been a caregiver

Other County Boards/Committees/Commissions presently serving on: \_\_\_\_\_

Expiration date of Term: \_\_\_\_\_

Circle your voting precinct

- |  |  |
|--|--|
| K-1 (Carver Courts Recreation Center)                          | Moseley Hall (LaGrange Volunteer Fire Station) |
| K-2 (Gordon Street Christian Church)                           | Neuse (Cooperative Extension Office)           |
| K-3 (Fairfield Recreation Center)                              | Pink Hill 1 (Bethel Baptist Church)            |
| K-4 (Northwest Elementary School)                              | Pink Hill 2 (Pink Hill Rescue Station)         |
| <input checked="" type="radio"/> K-5 (Spillman Baptist Church) | Sand Hill (Sand Hill VF Department)            |
| K-6 (Teachers Memorial School)                                 | Southwest (Southwood VF Department)            |
| K-7 (Emma Webb Recreation Center)                              | K-8 (Holloway Recreation Center)               |
| K-9 (First Pentecostal Holiness Church)                        | Trent 1 (Deep Run VF Department)               |
| Contentnea (Hugo Volunteer Fire Station)                       | Trent 2 (Moss Hill Ruritan Building)           |
| Falling Creek (Banks Elementary School Gym)                    | Vance (Grace Fellowship Church)                |
| Institute (Institute Methodist Church)                         | Woodington (Woodington Middle School)          |

CERTIFICATION

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

Jane Phillip  
Signature of Applicant

5-9-16  
Date

RECEIVED

APPLICATION FOR APPOINTMENT

to

MAY 18 2016 LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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:

Nursing Home - Adult Care Committee

(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: Pat Humphreys

Address: 843 Westminster Lane

City/State/Zip: Kinston N.C. 28501

Telephone: (Home) 252-522-0051 (Work) cell 560-1506

Occupation: retired

Business Address: - -

Age: (Optional): \_\_\_\_\_

Number hours available per month for this position: 12 hrs.

Training: \_\_\_\_\_

Business and Civic Experience/Skills: Activity director in an assisted living facility.

Other County Boards/Committees/Commissions presently serving on: \_\_\_\_\_

Expiration date of Term: \_\_\_\_\_

Circle your voting precinct

- |   |  |
|---|--|
| K-1 (Carver Courts Recreation Center)       | Moseley Hall (LaGrange Volunteer Fire Station) |
| K-2 (Gordon Street Christian Church)        | Neuse (Cooperative Extension Office)           |
| K-3 (Fairfield Recreation Center)           | Pink Hill 1 (Bethel Baptist Church)            |
| K-4 (Northwest Elementary School)           | Pink Hill 2 (Pink Hill Rescue Station)         |
| <u>K-5 (Spillman Baptist Church)</u>        | Sand Hill (Sand Hill VF Department)            |
| K-6 (Teachers Memorial School)              | Southwest (Southwood VF Department)            |
| K-7 (Emma Webb Recreation Center)           | K-8 (Holloway Recreation Center)               |
| K-9 (First Pentecostal Holiness Church)     | Trent 1 (Deep Run VF Department)               |
| Contentnea (Hugo Volunteer Fire Station)    | Trent 2 (Moss Hill Ruritan Building)           |
| Falling Creek (Banks Elementary School Gym) | Vance (Grace Fellowship Church)                |
| Institute (Institute Methodist Church)      | Woodington (Woodington Middle School)          |

CERTIFICATION

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

Patricia M. Humphreys  
Signature of Applicant

May 9, 2016  
Date

**Item No. 17**

**TO: Chairman and Members of the Board**

**FROM: Mike Jarman, County Manager** 

**DATE: June 20, 2016**

**SUBJECT: Items from County Manager**

1. Financial Performance Summary
2. Inspections & Transit Summary
3. Inspections & Permit Report

**LENOIR COUNTY**  
**FINANCIAL PERFORMANCE SUMMARY - 2015-16**  
**MONTH ENDING APRIL 30, 2016**

**EXPENDITURES**

**83.33%**

DESCRIPTION	BUDGET FOR YEAR	EXPENDITURES TO DATE	ENCUMBRANCE	UNENCUMBERED BALANCE	% EXPEND/ENCUMBR
<b>GENERAL FUND:</b>					
Governing Body	218,700.00	180,878.02	-	37,821.98	82.7%
County Manager	283,476.00	213,609.03	-	69,866.97	75.4%
Finance	297,817.00	226,437.06	239.00	71,140.94	76.1%
Human Resources	174,913.00	118,755.36	-	56,157.64	67.9%
Tax Office	787,865.00	612,843.59	1,608.34	173,413.07	78.0%
Legal	62,500.00	21,880.02	-	40,619.98	35.0%
Court Facility	568,852.00	364,203.95	12,928.68	191,719.37	66.3%
Elections	465,327.00	268,153.14	27,017.48	170,156.38	63.4%
Register of Deeds	274,855.00	211,572.14	12,678.87	50,603.99	81.6%
Non-Departmental	2,010,850.00	1,606,732.48	129,431.52	274,686.00	86.3%
Process Funds	948,683.46	734,666.10	740.00	213,277.36	77.5%
Outside Agencies	129,500.00	73,023.85	-	56,476.15	56.4%
Management Info Systems	1,091,125.00	903,601.28	42,373.57	145,150.15	86.7%
Public Buildings	588,079.00	453,555.19	37,393.41	97,130.40	83.5%
Sheriff	4,774,141.20	3,628,559.35	64,441.89	1,081,139.96	77.4%
Sheriff - Civil Process	275,246.00	75,029.36	15,695.41	184,521.23	33.0%
Sheriff - Concealed Weapon	21,589.72	13,264.51	-	8,325.21	61.4%
Central Communications	1,415,156.00	1,134,264.23	15,991.16	264,900.61	81.3%
Jail	4,071,693.00	3,371,696.84	166,542.67	533,453.49	86.9%
Emergency Management	373,913.00	278,495.38	12,918.85	82,498.77	77.9%
Emergency Medical Services	4,038,568.00	3,233,221.64	167,582.94	637,763.42	84.2%
Inspections	225,707.00	180,320.45	710.84	44,675.71	80.2%
Medical Examiner	40,000.00	46,080.00	-	(6,080.00)	115.2%
Economic Development	277,459.00	222,329.55	500.00	54,629.45	80.3%
Veterans Service Office	33,241.00	17,664.33	500.00	15,076.67	54.6%
Cooperative Extension	379,358.00	264,858.50	4,545.26	109,954.24	71.0%
JCPC - Parenting Matters	29,913.96	25,171.06	-	4,742.90	84.1%
Cooperative Ext-Grants	141,854.55	55,760.96	1,293.69	84,799.90	0.0%
Soil Conservation	121,076.00	89,075.95	-	32,000.05	73.6%
Health Department	4,483,244.35	3,217,351.58	89,905.32	1,175,987.45	73.8%
BioTerrorism - Health	53,664.00	23,332.42	-	30,331.58	43.5%
M. Health Department	245,715.00	204,762.50	-	40,952.50	83.3%
Public Assistance (DSS)	14,664,520.14	10,628,501.63	164,041.74	3,871,976.77	73.6%
Education	9,900,000.00	8,250,000.00	-	1,650,000.00	83.3%
Community College	2,260,000.00	1,883,333.40	-	376,666.60	83.3%
Cultural	740,500.00	617,083.30	-	123,416.70	83.3%
Recreation	914,434.00	764,600.04	-	149,833.96	83.6%
Debt Service	7,799,941.00	7,728,760.33	-	71,180.67	99.1%
Transfer to Other Funds	2,381,366.00	0.00	-	2,381,366.00	0.0%
Contingency	50,000.00	0.00	-	50,000.00	0.0%
<b>TOTAL GENERAL</b>	<b>67,614,843.38</b>	<b>51,943,428.52</b>	<b>969,080.64</b>	<b>14,702,334.22</b>	<b>78.26%</b>
<b>OTHER FUNDS:</b>					
Employee Insurance Fund	4,754,360.00	3,112,928.52	0.00	1,641,431.48	65.5%
Vehicle Replacement Fund	482,000.00	395,530.25	85,425.25	1,044.50	99.8%
Fed Seized Property Fund	70,000.00	39,688.23	5,989.55	24,322.22	65.3%
State Controlled Substance Fund	25,000.00	4,193.35	3,054.36	17,752.29	29.0%
School Capital Fund	3,217,343.00	3,208,500.30	0.00	8,842.70	99.7%
Transportation Fund	1,250,173.00	705,026.67	168,184.39	376,961.94	69.8%
Scrap Tire Disposal Fund	170,000.00	89,104.78	0.00	80,895.22	52.4%
Emergency Telephone Fund	534,124.00	450,129.00	5,557.88	78,437.12	85.3%
Revaluation Fund	74,144.00	60,844.52	199.00	13,100.48	82.3%
Automation-Preservation Fund	19,025.00	0.00	0.00	19,025.00	0.0%
MSW Landfill-Debt Service	0.00			0.00	
Capital Improvements Fund	4,583,715.00	2,245,983.93	123,732.68	2,213,998.39	51.7%
Fire Districts	1,457,424.00	1,378,824.50	0.00	78,599.50	94.6%
Solid Waste Management	3,437,839.00	2,024,861.60	418,208.53	994,768.87	71.1%
Trust & Agency Fund					
Family & Caregiver-Smart Sta	61,153.23	39,794.93	0.00	21,358.30	65.1%
<b>TOTAL OTHER FUNDS</b>	<b>20,136,300.23</b>	<b>13,755,410.58</b>	<b>810,351.64</b>	<b>5,570,538.01</b>	<b>72.3%</b>
<b>GRAND TOTAL</b>	<b>87,751,143.61</b>	<b>65,698,839.10</b>	<b>1,779,432.28</b>	<b>20,272,872.23</b>	<b>76.9%</b>

**LENOIR COUNTY**  
**FINANCIAL PERFORMANCE SUMMARY - 2015-16**

**REVENUES**

**MONTH ENDING APRIL 30, 2016**

**83.33%**

DESCRIPTION	BUDGET FOR YEAR	REVENUES TO DATE	REMAINING BALANCE	% REC'D
<b>GENERAL FUND:</b>				
Health Department	1,923,473.00	1,725,044.88	198,428.12	89.68%
Public Assistance (DSS)	10,467,757.00	6,848,335.09	3,619,421.91	65.42%
Property Taxes	34,865,438.00	33,502,223.88	1,363,214.12	96.09%
Sales Taxes	6,250,000.00	3,714,445.66	2,535,554.34	59.43%
Other General	14,108,175.38	9,716,629.89	4,391,545.49	68.87%
<b>TOTAL GENERAL</b>	<b>67,614,843.38</b>	<b>55,506,679.40</b>	<b>12,108,163.98</b>	<b>82.09%</b>
<b>OTHER FUNDS:</b>				
Employee Insurance	4,754,360.00	3,657,304.75	1,097,055.25	76.93%
Vehicle Replacement	482,000.00	-	482,000.00	0.00%
Fed Seized Property	70,000.00	41,973.16	28,026.84	59.96%
State Controlled Substance	25,000.00	3,928.70	21,071.30	15.71%
School Capital Fund	3,217,343.00	1,216,916.01	2,000,426.99	37.82%
Transportation Fund	1,250,173.00	981,789.20	268,383.80	78.53%
Scrap Tire Disposal	170,000.00	39,600.45	130,399.55	23.29%
Emergency Telephone	534,124.00	400,592.79	133,531.21	75.00%
Revaluation Fund	74,144.00	-	74,144.00	0.00%
Automation-Preservation Fnd	19,025.00	17,514.84	1,510.16	92.06%
MSW Landfill-Debt Service	-	11.18	(11.18)	
Capital Improve Fund	4,583,715.00	37,500.00	4,546,215.00	0.82%
Fire Districts	1,457,424.00	1,388,981.40	68,442.60	95.30%
Solid Waste Management	3,437,839.00	2,256,457.09	1,181,381.91	65.64%
Trust and Agency Fund:				
Smart Start Program	61,153.23	32,019.42	29,133.81	52.36%
<b>TOTAL OTHER FUNDS</b>	<b>20,136,300.23</b>	<b>10,074,588.99</b>	<b>10,061,711.24</b>	<b>50.03%</b>
<b>GRAND TOTAL</b>	<b>87,751,143.61</b>	<b>65,581,268.39</b>	<b>22,169,875.22</b>	<b>74.74%</b>

Project Based Revenues:	BUDGET	TO DATE	REMAINING	% REC
<b>CAPITAL PROJECTS FUND</b>	<b>29,399,574.00</b>	<b>28,915,594.89</b>	<b>483,979.11</b>	<b>98.35%</b>
<b>CDBG RELATED PROJECTS</b>	<b>755,000.00</b>	<b>236,676.08</b>	<b>518,323.92</b>	<b>31.35%</b>
<b>Total Project Based</b>	<b>30,154,574.00</b>	<b>29,152,270.97</b>	<b>1,002,303.03</b>	

\* **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
<b>CAPITAL PROJECTS FUND</b>	<b>29,399,574.00</b>	<b>29,050,771.62</b>	<b>12,378.28</b>	<b>336,424</b>
<b>CDBG RELATED PROJECTS</b>	<b>755,000.00</b>	<b>216,676.08</b>	<b>0.00</b>	<b>538,324</b>
<b>Total Project Based</b>	<b>30,154,574.00</b>	<b>29,267,447.70</b>	<b>12,378.28</b>	<b>874,748</b>

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

**LENOIR COUNTY**  
**FINANCIAL PERFORMANCE SUMMARY - 2015-16**  
**MONTH ENDING MAY**

**EXPENDITURES**

**31, 2016**

**91.63%**

DESCRIPTION	BUDGET FOR YEAR	EXPENDITURES TO DATE	ENCUMBRANCE	UNENCUMBERED BALANCE	% EXPEND/ENCUMBR
<b>GENERAL FUND:</b>					
Governing Body	218,700.00	194,596.18	-	24,103.82	89.0%
County Manager	283,476.00	229,304.37	-	54,171.63	80.9%
Finance	297,817.00	247,231.63	239.00	50,346.37	83.1%
Human Resources	174,913.00	130,106.77	-	44,806.23	74.4%
Tax Office	787,865.00	668,632.82	1,428.39	117,803.79	85.0%
Legal	62,500.00	23,823.76	-	38,676.24	38.1%
Court Facility	568,852.00	410,117.78	10,013.96	148,720.26	73.9%
Elections	465,327.00	289,880.67	24,042.19	151,404.14	67.5%
Register of Deeds	274,855.00	231,479.74	9,876.00	33,499.26	87.8%
Non-Departmental	2,010,850.00	1,649,858.13	124,245.38	236,746.49	88.2%
Process Funds	948,683.46	800,379.27	740.00	147,564.19	84.4%
Outside Agencies	129,500.00	83,600.29	-	45,899.71	64.6%
Management Info Systems	1,091,125.00	960,136.80	39,035.49	91,952.71	91.6%
Public Buildings	588,079.00	504,816.54	31,477.69	51,784.77	91.2%
Sheriff	4,774,141.20	3,975,309.55	114,507.10	684,324.55	85.7%
Sheriff - Civil Process	275,246.00	80,382.84	15,695.41	179,167.75	34.9%
Sheriff - Concealed Weapon	21,589.72	13,264.51	-	8,325.21	61.4%
Central Communications	1,415,156.00	1,220,275.06	12,893.95	181,986.99	87.1%
Jail	4,071,693.00	3,719,796.24	88,698.09	263,198.67	93.5%
Emergency Management	373,913.00	304,779.47	10,506.04	58,627.49	84.3%
Emergency Medical Services	4,038,568.00	3,543,177.43	113,618.12	381,772.45	90.5%
Inspections	225,707.00	200,361.08	517.52	24,828.40	89.0%
Medical Examiner	40,000.00	51,180.00	-	(11,180.00)	128.0%
Economic Development	277,459.00	244,253.40	500.00	32,705.60	88.2%
Veterans Service Office	33,241.00	19,829.53	500.00	12,911.47	61.2%
Cooperative Extension	379,358.00	286,972.59	4,042.20	88,343.21	76.7%
JCPC - Parenting Matters	29,913.96	27,482.67	-	2,431.29	91.9%
Cooperative Ext-Grants	141,854.55	64,032.94	749.70	77,071.91	0.0%
Soil Conservation	121,076.00	97,921.16	-	23,154.84	80.9%
Health Department	4,538,397.35	3,584,534.33	65,879.67	887,983.35	80.4%
BioTerrorism - Health	53,664.00	42,772.46	-	10,891.54	79.7%
M. Health Department	245,715.00	225,238.75	-	20,476.25	91.7%
Public Assistance (DSS)	14,664,520.14	11,632,417.68	135,475.95	2,896,626.51	80.2%
Education	9,900,000.00	9,075,000.00	-	825,000.00	91.7%
Community College	2,260,000.00	2,071,666.74	-	188,333.26	91.7%
Cultural	740,500.00	678,791.63	-	61,708.37	91.7%
Recreation	914,434.00	839,516.70	-	74,917.30	91.8%
Debt Service	7,799,941.00	7,728,760.33	-	71,180.67	99.1%
Transfer to Other Funds	2,381,366.00	0.00	-	2,381,366.00	0.0%
Contingency	50,000.00	0.00	-	50,000.00	0.0%
<b>TOTAL GENERAL</b>	<b>67,669,996.38</b>	<b>56,151,681.84</b>	<b>804,681.85</b>	<b>10,713,632.69</b>	<b>84.17%</b>
<b>OTHER FUNDS:</b>					
Employee Insurance Fund	4,754,360.00	3,492,046.91	0.00	1,262,313.09	73.4%
Vehicle Replacement Fund	482,000.00	395,530.25	85,425.25	1,044.50	99.8%
Fed Seized Property Fund	70,000.00	43,723.23	2,019.35	24,257.42	65.3%
State Controlled Substance Fund	25,000.00	5,511.27	833.50	18,655.23	25.4%
School Capital Fund	3,217,343.00	3,208,500.30	0.00	8,842.70	99.7%
Transportation Fund	1,250,173.00	782,656.99	191,708.25	275,807.76	77.9%
Scrap Tire Disposal Fund	170,000.00	97,383.47	0.00	72,616.53	57.3%
Emergency Telephone Fund	534,124.00	464,402.68	5,557.88	64,163.44	88.0%
Revaluation Fund	74,144.00	65,800.94	0.00	8,343.06	88.7%
Automation-Preservation Fund	19,025.00	0.00	0.00	19,025.00	0.0%
Capital Improvements Fund	4,583,715.00	2,271,421.08	119,803.28	2,192,490.64	52.2%
Fire Districts	1,457,424.00	1,401,088.48	0.00	56,335.52	96.1%
Solid Waste Management	3,437,839.00	2,284,967.66	409,817.20	743,054.14	78.4%
Trust & Agency Fund					
Family & Caregiver-Smart Sta	61,153.23	44,457.22	0.00	16,696.01	72.7%
<b>TOTAL OTHER FUNDS</b>	<b>20,136,300.23</b>	<b>14,557,490.48</b>	<b>815,164.71</b>	<b>4,763,645.04</b>	<b>76.3%</b>
<b>GRAND TOTAL</b>	<b>87,806,296.61</b>	<b>70,709,172.32</b>	<b>1,619,846.56</b>	<b>15,477,277.73</b>	<b>82.4%</b>

**LENOIR COUNTY**  
**FINANCIAL PERFORMANCE SUMMARY - 2015-16**

**REVENUES**

**MONTH ENDING MAY**

**91.63%**

**31, 2016**

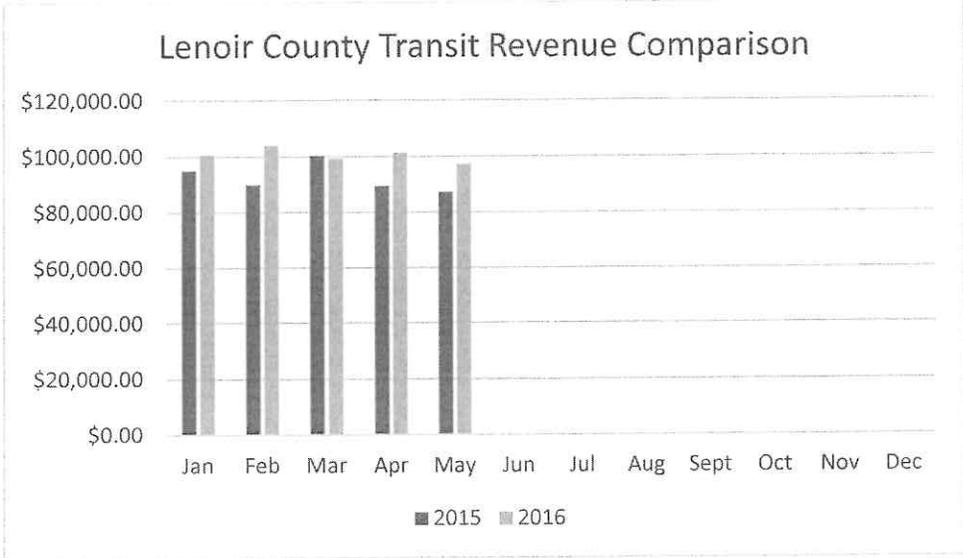
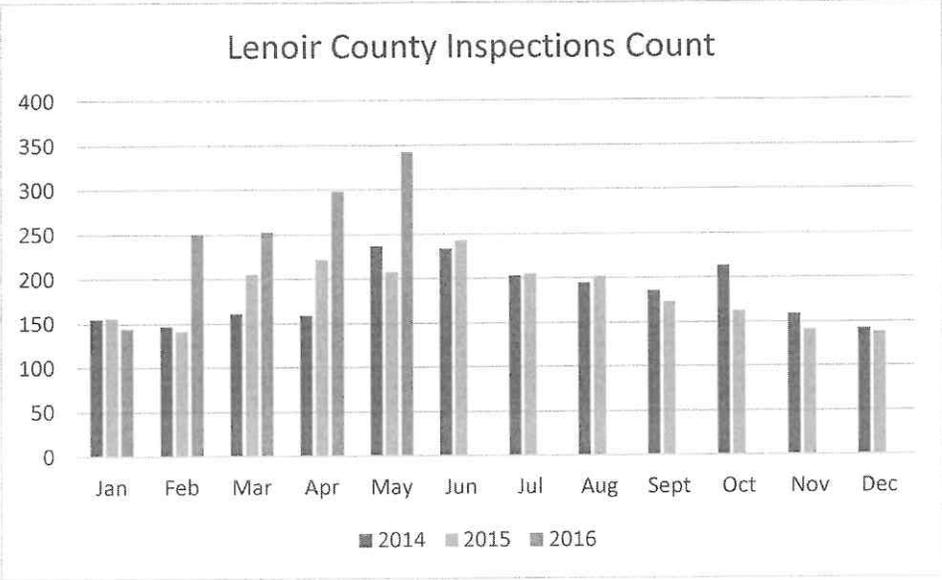
<b>DESCRIPTION</b>	<b>BUDGET FOR YEAR</b>	<b>REVENUES TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% REC'D</b>
<b>GENERAL FUND:</b>				
Health Department	1,978,626.00	1,866,647.60	111,978.40	94.34%
Public Assistance (DSS)	10,467,757.00	7,597,167.73	2,870,589.27	72.58%
Property Taxes	34,865,438.00	34,040,554.99	824,883.01	97.63%
Sales Taxes	6,250,000.00	4,187,163.20	2,062,836.80	66.99%
Other General	14,108,175.38	10,299,511.23	3,808,664.15	73.00%
<b>TOTAL GENERAL</b>	<b>67,669,996.38</b>	<b>57,991,044.75</b>	<b>9,678,951.63</b>	<b>85.70%</b>
<b>OTHER FUNDS:</b>				
Employee Insurance	4,754,360.00	4,028,498.94	725,861.06	84.73%
Vehicle Replacement	482,000.00	-	482,000.00	0.00%
Fed Seized Property	70,000.00	41,973.16	28,026.84	59.96%
State Controlled Substance	25,000.00	6,675.44	18,324.56	26.70%
School Capital Fund	3,217,343.00	1,370,924.70	1,846,418.30	42.61%
Transportation Fund	1,250,173.00	1,030,175.65	219,997.35	82.40%
Scrap Tire Disposal	170,000.00	57,891.57	112,108.43	34.05%
Emergency Telephone	534,124.00	445,103.10	89,020.90	83.33%
Revaluation Fund	74,144.00	-	74,144.00	0.00%
Automation-Preservation Fnd	19,025.00	19,328.39	(303.39)	101.59%
MSW Landfill-Debt Service	-	12.32	(12.32)	
Capital Improve Fund	4,583,715.00	37,500.00	4,546,215.00	0.82%
Fire Districts	1,457,424.00	1,422,901.95	34,522.05	97.63%
Solid Waste Management	3,437,839.00	2,380,068.64	1,057,770.36	69.23%
Trust and Agency Fund:				
Smart Start Program	61,153.23	39,943.93	21,209.30	65.32%
<b>TOTAL OTHER FUNDS</b>	<b>20,136,300.23</b>	<b>10,880,997.79</b>	<b>9,255,302.44</b>	<b>54.04%</b>
<b>GRAND TOTAL</b>	<b>87,806,296.61</b>	<b>68,872,042.54</b>	<b>18,934,254.07</b>	<b>78.44%</b>

<b>Project Based Revenues:</b>	<b>BUDGET</b>	<b>TO DATE</b>	<b>REMAINING</b>	<b>% REC</b>
<b>CAPITAL PROJECTS FUND</b>	<b>29,399,574.00</b>	<b>28,915,594.89</b>	<b>483,979.11</b>	<b>98.35%</b>
<b>CDBG RELATED PROJECTS</b>	<b>755,000.00</b>	<b>236,676.08</b>	<b>518,323.92</b>	<b>31.35%</b>
<b>Total Project Based</b>	<b>30,154,574.00</b>	<b>29,152,270.97</b>	<b>1,002,303.03</b>	

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

<b>Project Based Expenditures:</b>	<b>BUDGET</b>	<b>EXPENDED TO DATE</b>	<b>ENCUMBERED</b>	<b>REMAINING</b>
<b>CAPITAL PROJECTS FUND</b>	<b>29,399,574.00</b>	<b>29,055,062.90</b>	<b>8,087.00</b>	<b>336,424</b>
<b>CDBG RELATED PROJECTS</b>	<b>755,000.00</b>	<b>216,676.08</b>	<b>0.00</b>	<b>538,324</b>
<b>Total Project Based</b>	<b>30,154,574.00</b>	<b>29,271,738.98</b>	<b>8,087.00</b>	<b>874,748</b>

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



# Lenoir County Transit

## Monthly Statistics

Month of May 2016

**Days of Service** 26

<b>Passenger Trips</b>	<b>Total</b>
Ambulatory Passengers	5129
Non Ambulatory Passengers	542
<b>Total Passenger Trips</b>	<b>5828</b>

<b>Purpose of Trips</b>	
Medical (including Dialysis)	2511
Education	654
Employment	1292
Other	1371
	<b>5828</b>

<b>Revenue</b>	<b>Total</b>
Invoice Revenue	88,404.75
RGP Ticket Sales	1,222.00
EDTAP Ticket Fares	832.00
Fares Collected by Vehicle Operators	6,621.00
<b>Total Monthly Revenue</b>	<b>97,079.75</b>

### Explanation of Purpose of Trips:

Medical: riders being taken to medical appointments; to doctor's appointments, dialysis, etc.

Education: riders being taken to LCC for classes

Employment: riders being taken back and forth to work

Other: riders being taken to day care, for financial services, human services, legal appointments, nutrition, pharmacy, recreation, shopping and social outings

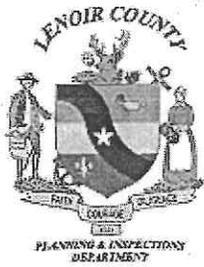
### Explanation of Revenue Terms:

Invoice Revenue: Rides billed by Transit to DSS, Work First, Council on Aging, ECU, and Vocational Rehab

RGP Ticket Sales: Rural General Public

EDTAP Ticket fares: Elderly Disabled Transportation Assistance Program

Fares Collected by Vehicle Operators: Cash collected by drivers for riders who have not purchased tickets in advance



**LENOIR COUNTY  
PLANNING & INSPECTIONS DEPARTMENT**

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



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**LENOIR COUNTY INSPECTIONS  
PERMIT/INSPECTION REPORT**

**MAY 2016**

**PERMITS ISSUED: 149**

**PERMITS VALUE: \$ 1,572,444**

**PERMIT FEES: \$ 11,045**

**SINGLE FAMILY DWELLINGS: 2**

**MOBILE HOMES: 9**

**COMMERCIAL: 0**

**ADDITIONS: 3**

**ELECTRICAL: 50**

**PLUMBING: 21**

**MECHANICAL: 39**

**OTHER: 25**

**TOTAL INSPECTIONS: 342**

## Item No. 18

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

1. Transportation Updates – Commissioner Rouse

# Lenoir County

June 2016

## TIP Projects

**B-4565:** Bridges #42 and #43 over Neuse River on US 70 Business (Queen St.). Awarded to Thalle Construction Co., Inc. Project approximately 65% complete.

- Overflow bridge Stage 1 is complete. Stage 2 underway.

- Neuse River bridge deck pours on-going. All pours complete by end of June.

**W-5202K NC 11** Add additional left turn lanes from Mewborn Ave to north of Odham Rd and remove 2 crossovers, Let date June 22, 2016, available August 1, 2016 with a completion date of July 1, 2017

**W-5601ES NC 11** Upgrade guardrail end units at various locations, awarded to Reynolds Fence & Guardrail, available June 20, 2016 with a completion date of September 30, 2016.

## Resurfacing

**US 258** Resurface from 300 ft South of SR 1342 (Will Baker Rd) to US 70. Awarded to Barnhill Contracting Co. Available May 2, 2016 with a completion date of September 30, 2016. Estimated start date early July, though may begin late June.

**NC 148** Resurface from 2215 ft West of SR 1575 (Poole Rd) to NC 58. Awarded to Barnhill Contracting Co. Available July 1, 2016 with a completion date of November 1, 2016. To be done after completion of US 258.

**US 70** Resurface from Bear Creek bridge to Mt Vernon Park Dr (excluding NC 148 interchange). Awarded to Barnhill Contracting Co. Available July 1, 2016 with a completion date of December 1, 2016. To be done after completion of NC 148.

**Secondary Roads** Awarded to S.T. Wooten Corp. Available July 1, 2016 with a completion date of October 15, 2016. Estimated start date early July.

SR 1152 Smith-Grady Rd, resurface from NC 11 to NC 55

SR 1546 Banks School Rd, resurface from US 70 to 100 ft East of Eastwood Dr

Please contact Jeff Cabaniss at [jcabaniss@ncdot.gov](mailto:jcabaniss@ncdot.gov) or 252-439-2836 if you have any questions or comments.