

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
MONDAY, SEPTEMBER 21, 2015 – TIME: 5:00 P.M.
COMMISSIONERS' MEETING ROOM, LENOIR COUNTY COURTHOUSE
130 S. QUEEN ST., KINSTON, N.C.**

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

PUBLIC INFORMATION

None

PUBLIC COMMENTS

Scheduled: None

Non-Scheduled:

CONSENT AGENDA: 10 Min.

ACTION

1. Approval of Minutes: Regular Board Meeting: September 8, 2015.

King

END OF CONSENT AGENDA

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS: 40 Min.

2. Resolution Approving the Amended FY 15-16 Position and Pay Classification Plan.

Hall

3. Resolution Approving Contract with ECM Solutions for ACA Reporting not to Exceed \$5,000.

Hall

4. Resolution Authorizing Replacement of Split System Heat Pump at the Lenoir County Board of Elections' Meeting Room: Tyson Electrical, Heating & Air Conditioning, Inc.: \$9,858.

Wiggins

5. Resolution Authorizing Acceptance of a North Carolina Governor's Crime Commission Grant in the Amount of \$15,000.

Ingram

6. Resolution Approving Purchase Order for Capital Ford: \$30,087.

Ingram

7. Resolution of Support for Option 4: Landscaped Median in Regards to the Queen Street Redesign Project in Kinston, Lenoir County, NC.

Rouse

8. Resolution Approving Bond Order Authorizing the Issuance of General Obligation Refunding Bonds in the amount of \$26,100,000.

Harper

9. Budget Ordinance Amendment: Capital Improvements Fund: Economic Development: \$181,250: Increase.

Martin

APPOINTMENTS: 5 Min.

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

OTHER ITEMS: 10 Min.

11. **Items from County Manager/County Attorney/Commissioners Public Comments/Closed Session (if necessary).** Board
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LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
MONDAY, SEPTEMBER 21, 2015 – TIME: 5:00 P.M.
COMMISSIONERS' MEETING ROOM, LENOIR COUNTY COURTHOUSE
130 S. QUEEN ST., KINSTON, N.C.

Summary of Actions Taken at the September 08, 2015 Meeting

- | | | |
|-----|---|----------|
| 1. | Approval of Minutes: Regular Board Meeting: August 08, 2015. | Approved |
| 2. | Resolution Approving Releases and Refunds to the Individuals Listed Herein. | Approved |
| 3. | Proclamation Honoring Alcohol and Drug Addiction Recover Month. | Approved |
| 4. | Resolution Approving the Amended FY 15-16 Position and Pay Classification Plan. | Approved |
| 5. | Resolution Approving Purchase of Virus Software: Polar Sales: \$3,089. | Approved |
| 6. | Resolution Authorizing Emergency Purchase of parts for D6 Dozer: \$9,653.10. | Approved |
| 7. | Resolution Approving Shared Costs for Resurfacing of the Kinston/Lenoir County Public Library Parking Lot: \$15,066. | Approved |
| 8. | Resolution making a Preliminary Determination to Refinance a Portion of Lenoir County's 2008 School Bonds. | Approved |
| 9. | Resolution Requesting the Approval to expend Aid to County State Grant Funds to Purchase a Replacement Vehicle for the Animal Control Program. | Approved |
| 10. | A. Resolution Approving Purchase of MS SQL Service License: \$18,140.
B. Budget Ordinance Amendment: General Fund: None-Departmental: \$10,000.
Increase. | Approved |
| 11. | Resolution Approving Economic Development Grant Agreement: Associated Materials, LLC: \$130,000. | Approved |

MINUTES

LENOIR COUNTY BOARD OF COMMISSIONERS

September 8, 2015

The Lenoir County Board of Commissioners met in open session at 9:00 a.m. on Tuesday, September 8, 2015, in the Board of Commissioners' Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

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

Members Absent: Linda Rouse Sutton

Also present were: Michael W. Jarman, County Manager, Martha Martin, Finance Officer, Vickie F. King, Clerk to the Board, County Attorney Robert Griffin, Chris Harper, Special Projects Officer, 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. Daughety led the audience in the Pledge of Allegiance.

A motion was made by Ms. Brown and a second by Mr. Rouse, to excuse Commissioner Linda Rouse Sutton from the meeting.

PUBLIC INFORMATION:

Victor Kosinski, Disabled Veterans Outreach Program Specialist, thanked the Board for the opportunity to speak. Mr. Kosinski stated the Amvets 9/11 Memorial Ceremony will be held at 10:00 am Friday, September 11, 2015 at Pearson Park. The ceremony will honor Emergency Services personnel, individuals who have served, or are currently serving in any organized emergency services, or were killed during the September 2001 attack on America. I hope this year's 911 celebration will be another successful event. We would like to encourage the public to join us in remembrance of that day in our Nation's history. Mr. Kosinski asked the Commissioners to come out and witness a real patriotic event that will make one proud to be an American.

Mr. Kosinski stated the 2015 Lenoir County Veterans Fair will take place Friday, September 18, 2015 from 9:00 am until Noon at the Vernon Park Mall. Different vendors will be onsite providing valuable information to veterans and family members. As of today there will be a total of thirty-six (36) vendors on site. Mr. Kosinski asked the Commissioners to help spread the news regarding the upcoming event. Mr. Kosinski thanked the Board for the opportunity to discuss the fair and stated any veteran can benefit from the event.

Mr. Hill stated he appreciates the efforts and the help Mr. Kosinski is doing for our veterans, and we will continue to publicize this event. Mr. Hill encouraged all to support both functions if possible.

PUBLIC COMMENTS:

Eric Cantu stated there are almost 5,000 veterans in Lenoir County and at last count veterans spend over \$40 million in Lenoir County annually. This year the Lenoir County Fair Board has asked that veterans be represented at the fair all week. On Thursday, September 24th in honor of all veterans the Lenoir County Fair Board will present Rockie Lynne. Mr. Lynne is a U.S. Army 82nd Airborne Trooper as well as a gifted musical artist. We believe this will bring over 2,000 veterans to the event. The Vietnam Veterans of America are proud to be able to bring to North Carolina and the Kinston area the live performance of Rockie Lynne. On behalf of the veterans I would like to say we appreciate all you do for us. I would like to end by asking you to partner and support this event (live performance of Rockie Lynne) especially since this is our 50th anniversary.

Mr. Hill stated on behalf of the Lenoir County Board of County Commissioners we appreciate all that you are doing in representing our veterans.

CONSENT AGENDA:

1. Approval of Minutes: Regular Board Meeting: August 17, 2015.
2. Releases and Refunds to the Individuals Listed Herein.

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

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS:

Item No. 3 was a Proclamation in recognition of National Alcohol and Drug Addiction Recovery Month. Mr. Jarman stated the Proclamation came to our office from Connie Price, Eastpointe Board Clerk. Mr. Best read the Proclamation. Upon a motion by Ms. Brown and a second by Mr. Davis, Item No. 3 was unanimously approved. Common Consent

Ms. Brown mentioned Courtney Boyette, who is affiliated with Eastpointe, will sponsor an ice cream social at the Gate in Kinston on Tuesday, September 15th from 4:00 pm – 6:00 pm in observance of Alcohol and Drug Addiction Recovery Month.

Item No. 4 was a Resolution approving the amended FY15-16 position and pay classification plan. Mike Jarman, County Manager, stated our Human Resources staff is attending training today so he would present the resolution. The position and pay classification plan resolution before you is one we bring to you each year in June. The Human Resources Department proposed and received approval effective July 1, 2015 for Deputy Director position but under two different classifications. In order to stay in compliance with the State Office of Human Resources, we are requesting approval for the addition of the Human Services Deputy Director classification. The role has existed informally in several local settings but has never been formally adopted in the Lenoir County plan. Upon a motion by Mr. Davis and a second by Ms. Brown, Item No. 4 was unanimously approved. Called to Question

Item No. 5 was a Resolution approving the purchase of virus software from Polar Sales. Blanca Faasii, Assistant MIS Director, stated the county has an excellent history with Command Com protecting our desktop units at exceptional price.

The \$3,089 will cover the cost of maintenance for the next three (3) years. Upon a motion by Ms. Brown and a second by Mr. Best, Item No. 5 was unanimously approved. Common Consent

Item No. 6 was a Resolution approving emergency purchase of parts for the D6 Dozer at the landfill. Tom Miller, Solid Waste Director, stated the landfill is constantly moving dirt all over the landfill. Our mechanic checked, evaluated and determined the undercarriage needed to be replaced. We received two quotes from vendors, Gregory Poole Equipment Company, \$14,902.19 and Road Machinery, \$9,653.10. Upon a motion by Ms. Brown and a second by Mr. Best, Item No. 6 was unanimously approved in the amount of \$9,653.10 to Road Machinery. Called to Question

Mr. Rouse stated he thought we had to get at least three bids unless it was under a certain amount. What is the specified amount needed in order not to receive three bids?

Mr. Jarman replied he thinks it's between \$25,000 and \$30,000 but he will check on the exact dollar amount and advise the Board.

Item No. 7 was a Resolution approving shared costs for resurfacing of the Kinston/Lenoir County Public Library Parking Lot. Chris Harper, Special Projects Officer, stated a request was made in the FY 2014-2015 budget to replace the parking lot and it was not funded. However, in 2015-2016 budget the amount was approved for \$17,000. The City of Kinston is also sharing this cost in the amount of \$15,966. At this time we are asking for your approval with the resurfacing of the Kinston/Lenoir County Public Library parking lot. Upon a motion by Ms. Brown and a second by Mr. Best, Item No. 7 was unanimously approved. Called to Question

Item No. 8 was a Resolution making a preliminary determination to refinance a portion of Lenoir County's 2008 School Bonds. Chris Harper, Special Projects Officer, read the resolution. Upon a motion by Mr. Daughety and a second by Mr. Best, Item No. 8 was unanimously approved. Common Consent

Mr. Rouse asked what are the projections?

Mr. Harper replied at this point we are looking at two different avenues, if you go on the bond market there is one option, but the thing is when you put this out for bond it's subject to the prices on the bond market on that day. We spoke with Davenport (investment firm) and there is one other company we are looking at. We are considering requesting proposals from banks. This is a good option because they can put a rate on this and we can pick and choose or pull back if you don't like the rate they are giving. In the bond market once you put the bond issuance out there it is subject to whatever it is that day, there is no ability to retract. Right now we are considering the RFP's with the banks to see what kind of rates we can get and then we will know exactly what our savings will be. I can't tell you exact projections. They gave us a projection but I really don't feel comfortable quoting you an amount.

Mr. Jarman stated it was in the \$70,000 a year range for the savings, but don't hold us to receiving that. You remember how it was the last time. We started this thinking we would save one amount and we went through a whole lot of work and didn't save that amount. But, it was a savings to the tax payers. This is a good idea but we need to explore things further. There will be a lot of work involved trying to get \$70,000 a year. If we save \$900,000 or a \$1 million savings it is very much worth it.

Mr. Rouse asked were there any fees associated with the refinancing?

Mr. Jarman replied there will be some fees as we get into it however, before we incur any fees we will make you well aware of the fees.

Item No. 9 was a Resolution requesting the approval to expend Aid to County state grant funds to purchase a replacement vehicle for the Animal Control program. Joey Huff, Health Director, stated the Animal Control program currently has two vehicles with over 408,000 miles combined. Bids for a new vehicle were sought from three vendors, Wynn Odom Ford, Inc., Sale Ford, Inc., and Capital Ford Wilmington. Two vendors, Capital Ford Wilmington, and Wynn Odom Ford each submitted a quote. The purchase of this replacement vehicle is within the approved FY15-16 budget and is identified as a capital improvement request. We will hand down the old vehicle to the Maintenance Department. Upon a motion by Mr. Davis and a second by Mr. Brown, Item No 9 was unanimously approved. Common Consent

Item No. 10A was a Resolution approving the purchase of MS SQL Server license. Blanca Faasii, Assistant MIS Director, stated the Commissioners approved the purchase of new software from Munis for Financials, Payroll, Human Resources and Fixed Assets on July 20, 2015. At that time MIS planned to use current SQL software license for database access with Munis. However, since the approval of the software, Microsoft has modified its licensing structure, which will now require the county to purchase SQL license for the servers upon which Munis will be installed. Upon a motion by Ms. Brown and a second by Mr. Daughety, Item No. 10A was unanimously approved. Common Consent

Item No. 10B was a Budget Ordinance Amendment: General Fund: Non-Departmental: \$10,000. Increase. Martha Martin, Finance Director, stated this budget amendment is to appropriate funds to cover the cost of purchasing the SQL Server license to run the new financial management software from Munis. There was some money left in this expenditure line, but not enough to cover the entire expense. Upon a motion by Mr. Davis and a second by Mr. Daughety, Item No. 10B was unanimously approved. Common Consent

Item No. 11 was a Resolution approving Economic Development grant agreement with Associated Materials, LLC. Mark Pope, Economic Development Director, stated after the announcement last week Associated Materials, LLC will be adding seventy-two (72) new jobs with a capital investment of \$4,500,000 over the next five (5) years. The average wage is \$32,222 a year with benefits. The salaries range from \$29,500 up to \$56,500 per year. The incentive grant is performance-based and will be distributed based upon the actual goals achieved and prorated if those goals are not met. Their performance will be reported to the Board on an annual basis. Mr. Pope read the Resolution. Upon a motion by Mr. Daughety and a second by Mr. Davis, Item No 11 was unanimously approved. Called to Question

Item No.12 was a Resolution Approving Citizens to Boards, Commissions, Etc. Since this is the first appearance no action is needed at this time.

Item No. 13 was items from the County Manager, Mike Jarman. Mr. Jarman stated the first item is from Eastern Carolina Council regarding the appointment of a Lenoir County Commissioner to the Executive Committee.

Mr. Best agreed to serve on the Executive Board.

Mr. Hill thanked Mr. Best for agreeing to serve on the Eastern Carolina Council Executive Committee.

Mr. Jarman stated the Permit/Inspections Report is self explanatory unless there are some questions.

Mr. Jarman stated currently our county staff has a lot going on. Chris spoke about the refinancing of the bonds, several departments are involved in software upgrades, with DSS going into the next phase with Northwoods software. The Tax Department has new software going into place along with the preliminary work for the new re-evaluation that goes into effect in 2017. The Finance Department is dealing with Munis implementing Finance and Human Resource software. The finance software is very intense as we are trying to make everything fit because there is a lot of work involved.

We talked about succession planning because we realize we have a lot of capable leadership within our organization. Now we are in the process of working with our leaders to create some type of training classes and programs to have meetings and try to help grow the leadership we have within. Tracy Chestnutt our Business Officer with DSS will be replacing Martha Martin as our Finance Officer, and we are delighted to have her on board.

Mr. Hill stated for many years in the area of technology we have been behind. I think it was good for us and very important that we made these massive moves. Although the finance package will take about a year or so for complete implementation it will bring very positive changes.

Mr. Jarman stated the staff is very appreciative of the Board for approving the new software items and we will get there with improved technology.

Mr. Hill stated it is a very critical time for first responders and we will keep the Sheriff's Department in our prayers. We are in support with what they are doing and we appreciate and honor them.

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

Upon a motion by Ms. Brown and a second by Mr. Davis, a closed session was entered into at approximately 9:45 a. m. with the following cited: Number Five (5): To establish, or instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price or other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

CLOSED SESSION

Upon a motion by Ms. Brown and a second by Mr. Davis and unanimous approval, the Board moved out of closed session at approximately 10:07 a.m. The meeting re-convened in open session at approximately 10:09 a.m.

Mr. Hill stated we are back in open session. The Board went into closed session to discuss a potential business matter.

Bill Ellis, Parks and Recreation Director, asked the Commissioners to approve the purchase of the Old Salt Wood Products property located adjacent to Grainger Stadium. The Committee of 100 has committed \$120,000 towards the purchase of the property. I am asking Lenoir County to commit \$15,000 towards the purchase and up to \$35,000 for demolition and to waive landfill fees not to exceed a total amount of \$50,000.

Attorney Griffin asked, whose name will be on the title of the property?

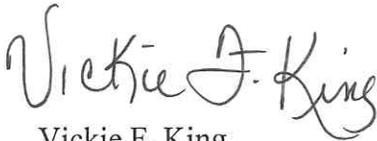
Mr. Ellis replied the legal title of the property will go to the City of Kinston.

Upon a motion by Mr. Rouse and a second by Mr. Daughety, the Board agreed to approve \$15,000 towards the purchase of the Old Salt Wood Products property and up to \$35,000 for demolition and to waive landfill fees not to exceed a total amount of \$50,000. Called to Question

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

Meeting Adjourned at 10:10 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.

Vickie F. King

Clerk to the Board

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 09/21/15 **ITEM NO.** 2

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

SUBJECT AREA: Personnel

ACTION REQUESTED: The Board is requested to approve the attached Amended FY 15-16 Position and Pay Classification Plan, which was approved as of September 8, 2015.

HISTORY / BACKGROUND: The Human Resources Department proposed and received approval of the 15-16 Position and Pay Classification Plan effective July 1, 2015. In order to stay in compliance with the Office of State Human Resources, HR is requesting approval for the addition of the County Social Services Program Administrator I classification and the removal of the Human Services Deputy Director classification.

EVALUATION: The Program Administrator role has been identified as a professional level position, which will assume responsibility for working directly with the Director in the overall management of the Lenoir County Department of Social Services. The County Social Services Program Administrator I will work extensively with all agency divisions to evaluate effectiveness and efficiency and for continuous quality improvement. The addition of this classification also helps the County with succession planning, which is of great importance to County Administration.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

mwj
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the FY 15-16 Amended Position and Pay Classification Plan, as attached and incorporated into this resolution by reference, is approved, **AND BE IT FURTHER RESOLVED** that the addition of the Classification of County Social Services Program Administrator I and the removal of the Human Services Deputy Director classification is therefore approved.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Hill _____ Brown _____ Best _____ Daughety _____

Davis _____ Rouse _____ Sutton _____

Craig Hill, Chairman 09/21/15
Date

ATTEST 09/21/15
Date

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

DEPARTMENT CLASSIFICATION	EXEMPT NON-EXEMP	SALARY GRADE	SALARY RANGE	
			Minimum	Maximum
BOARD OF COMMISSIONERS				
Administrative Secretary/Clk to the Board	Non-Exempt	67	31,269	55,178
BOARD OF ELECTIONS				
Director of Elections	Exempt	72	39,342	69,423
Supervisor of Elections	Non-exempt	59	21,654	38,211
Deputy-Supervisor of Elections	Non-exempt	59	21,654	38,211
Poll Worker	Non-exempt	52	15,701	27,706
BUILDINGS AND GROUNDS				
Maintenance Coordinator	Exempt	65	28,523	50,333
Maintenance Worker I	Non-exempt	56	18,868	33,295
Maintenance Worker II	Non-exempt	58	20,682	36,496
Maintenance Mechanic	Non-exempt	61	23,735	41,882
COUNTY MANAGER				
County Manager	Exempt	88	82,033	144,756
Assistant County Manager	Exempt	80	56,808	100,244
MANAGEMENT INFORMATION SYSTEMS				
MIS Director	Exempt	80	56,808	100,244
MIS Assistant Director	Exempt	74	43,126	76,101
MIS Network Administrator	Exempt	72	39,342	69,423
GIS Coordinator	Non-exempt	72	39,342	69,423
MIS Technician I	Non-exempt	67	31,269	55,178
MIS Technician II	Non-exempt	68	32,739	57,772
MIS Support Services Manager	Non-exempt	69	34,278	60,487
PLANNING & INSPECTIONS				
Chief Building Inspector	Exempt	72	39,342	69,423
Building Inspector-Level III	Non-exempt	70	35,889	63,329
Building Inspector-Level II	Non-exempt	68	32,739	57,772
Building Inspector-Level I	Non-exempt	66	29,867	52,703
Building Permit Technician	Non-exempt	60	22,671	40,005
Planning Specialist	Exempt	68	32,739	57,772
EMERGENCY SERVICES				
Emergency Services Director	Exempt	78	51,823	91,447
Deputy Director of Emergency Services	Exempt	70	35,889	63,329
EMS Commander	Non-exempt	68	* 32,739	57,772
EMS Training Officer	Non-exempt	68	32,739	57,772
Emergency Services Planner	Non-exempt	68	32,739	57,772
Non-Emergency Transport Supervisor	Non-exempt	62	24,854	43,857
EMT-Basic	Non-exempt	62	* 24,854	43,857
EMT-Intermediate	Non-exempt	64	* 27,243	48,074
EMT-Medic	Non-exempt	66	* 29,867	52,703
EMT-Intermediate-Captain	Non-exempt	64	* 27,243	48,074

EMERGENCY SERVICES Cont.

EMT-Paramedic-Captain	Non-exempt	66	*	29,867	52,703
E-911 Technician	Non-exempt	64		27,243	48,074
Fire Marshall	Non-exempt	68		32,739	57,772
Telecommunicator I	Non-Exempt	61	*	23,735	41,882
Telecommunicator II	Non-exempt	62	*	24,854	43,857
Telecommunicator III	Non-Exempt	63	*	26,021	45,917
Telecommunications- Commander	Non-exempt	65	*	28,523	50,333
Telecommunications Trainer	Non-exempt	65		28,523	50,333
Telecommunications Operations Manager	Exempt	68		32,739	57,772
Transportation Commander	Non-exempt	62		24,854	43,857
Transportation Coordinator	Non-exempt	62		24,854	43,857
Secretary IV	Non-exempt	61		23,735	41,882
Administrative Assistant I	Non-exempt	63		26,021	45,917
Accounting Clerk IV	Non-exempt	59		21,654	38,211
Vehicle Operator II	Non-exempt	59		21,654	38,211
Vehicle Operator II	Non-exempt	59		21,654	38,211

FINANCE

Finance Officer	Exempt	77		49,498	87,344
Accounting Specialist I	Non-exempt	67		31,269	55,178
Accounting Specialist II	Non-exempt	69		34,278	60,487

HUMAN RESOURCE DEPARTMENT

Human Resource Director	Exempt	80		56,808	100,244
HR Analyst II	Non-exempt	72		39,342	69,423
Personnel Technician II	Non-exempt	66		29,867	52,703
Personnel Technician III	Non-exempt	68		32,739	57,772
HR Payroll Clerk V	Non-exempt	61		23,735	41,882

ECONOMIC DEVELOPMENT

Economic Development Director	Exempt	80		56,808	100,244
Executive Assistant I	Non-exempt	64		27,243	48,074
Executive Assistant II	Non-exempt	66		29,867	52,703
Administrative Assistant II	Non-exempt	65		28,523	50,333
Economic Development Specialist	Non-exempt	66		29,867	52,703
Tourism Coordinator	Exempt	70		35,889	63,329

DETENTION CENTER

Detention Officer I	Non-exempt	63		26,021	45,917
Detention Officer II	Non-exempt	64		27,243	48,074
Detention Center Corporal	Non-exempt	65		28,523	50,333
Detention Center Sergeant	Non-exempt	66		29,867	52,703
Detention Center Lieutenant	Non-exempt	68		32,739	57,772
Detention Center Captain	Non-exempt	71		37,576	66,308
Compliance Officer	Non-exempt	65		28,523	50,333
Jail Cook	Non-exempt	57		19,753	34,856

SHERIFF

Sheriff	Exempt	81		59,477	104,954
Administrative Assistant- I **	Non-exempt	65		28,523	50,333
Chief Deputy	Exempt	74		43,126	76,101
Deputy Sheriff Major	Exempt	72		39,342	69,423
Deputy Sheriff Captain	Non-exempt	71		37,576	66,308
Deputy Sheriff Sergeant	Non-exempt	67		31,269	55,178
Deputy Sheriff Lieutenant	Non-exempt	69		34,278	60,487
Deputy Sheriff Corporal	Non-exempt	66		29,867	52,703
Deputy Sheriff I	Non-exempt	64	*	27,243	48,074
Deputy Sheriff II	Non-exempt	65		28,523	50,333

SHERIFF Cont.

Security Officer	Non-exempt	57	19,753	34,856
Deputy Sheriff Detective	Non-exempt	68	32,739	57,772
Deputy Sheriff Detective Sergeant	Non-exempt	69	34,278	60,487
Deputy Sheriff Detective Lieutenant	Non-exempt	70	35,889	63,329
Deputy Sheriff Detective Captain	Non-exempt	71	37,576	66,308
Processing Assistant IV	Non-exempt	59	21,654	38,211
Telecommunicator I	Non-exempt	61	23,735	41,882
Processing Assistant V	Non-exempt	61	23,735	41,882

SOLID WASTE

Solid Waste Director	Exempt	72	39,342	69,423
Heavy Equipment Mechanic	Non-exempt	65	28,523	50,333
Landfill Manager	Exempt	65	28,523	50,333
Heavy Equipment Operator I	Non-exempt	60	22,671	40,005
Heavy Equipment Operator II	Non-exempt	61	23,735	41,882
Utility Worker	Non-exempt	57	19,753	34,856
Scale House Operator	Non-exempt	57	19,753	34,856
Vehicle Operator II	Non-exempt	59	21,654	38,211
Site Attendants	Non-exempt	55	18,019	31,797
Maintenance Worker I	Non-exempt	56	18,868	33,295

REGISTER OF DEEDS

Register of Deeds	Exempt	75	45,153	79,677
Assistant Register of Deeds	Non-exempt	63	26,021	45,917
Deputy Register of Deeds I	Non-exempt	60	22,671	40,005

SOIL CONSERVATION

District Cost Share Technician II	Non-exempt	67	31,269	55,178
District Cost Share Technician I	Non-exempt	65	28,523	50,333

TAX

Tax Administrator	Exempt	78	51,823	91,447
Tax Collector	Exempt	72	39,342	69,423
Assistant Tax Administrator	Exempt	72	39,342	69,423
Tax Analyst	Non-exempt	64	27,243	48,074
Tax Collections Supervisor	Non-exempt	67	31,269	55,178
Land Records Specialist	Non-exempt	67	31,269	55,178
Tax Appraisal Technician	Non-exempt	61	23,735	41,882
Tax Appraiser I	Non-exempt	65	28,523	50,333
Tax Appraiser II	Non-exempt	67	31,269	55,178
Tax Appraiser III	Non-exempt	69	34,278	60,487
Tax Appraiser Supervisor	Non-exempt	70	35,889	63,329
Tax Assistant I	Non-exempt	60	22,671	40,005
Tax Assistant II	Non-exempt	61	23,735	41,882
Tax Assistant III	Non-exempt	62	24,854	43,857

TRANSPORTATION PROGRAM ADM.

Director of Transit	Exempt	72	39,342	69,423
Safety Officer	Non-exempt	63	26,021	45,917
Operations Manager	Non-exempt	64	27,243	48,074
Administrative Assistant I	Non-exempt	63	26,021	45,917
Administrative Assistant III	Non-exempt	67	31,269	55,178
Dispatcher	Non-exempt	60	22,671	40,005
Vehicle Operator I	Non-exempt	57	19,753	34,856

COOPERATIVE EXTENSION

Community Coordinator	Non-Exempt	58	20,682	36,496
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Housekeeper	Non-Exempt	54	17,211	30,371
Parent Educator	Non-Exempt	61	23,735	41,882
Parent Educator Coordinator	Non-Exempt	63	26,021	45,917
Secretary IV	Non-Exempt	61	23,735	41,882
HEALTH				
Local Health Director II	Exempt	81	59,477	104,954
Public Health Physician I	Exempt	89	85,888	151,559
Accounting Clerk IV	Non-exempt	59	21,654	38,211
Accounting Technician II	Non-exempt	61	23,735	41,882
Accounting Technician III	Non-exempt	63	26,021	45,917
Administrative Assistant I **	Non-exempt	63	26,021	45,917
Administrative Officer I	Exempt	67	31,269	55,178
Animal Control Officer I	Non-exempt	59	21,654	38,211
Animal Control Officer II	Non-exempt	61	23,735	41,882
Animal Control Supervisor I **	Non-exempt	64	27,243	48,074
Community Health Assistant	Non-exempt	54	17,211	30,371
Environmental Health Specialist	Non-exempt	68	32,739	57,772
Environmental Health Supervisor	Exempt	71	37,576	66,308
Foreign Language Interpreter I	Non-exempt	60	22,671	40,005
Foreign Language Interpreter II **	Non-exempt	63	26,021	45,917
Housekeeper	Non-exempt	54	17,211	30,371
Medical Lab Technician II	Non-exempt	64	27,423	48,074
Medical Lab Technologist I	Non-exempt	68	32,097	56,639
Nutritionist II	Non-exempt	66	29,867	52,703
Nutritionist Program Director I	Exempt	70	35,889	63,329
Office Work Unit Supervisor	Non-exempt	61	23,735	41,882
Patient Relations Representative	Non-exempt	59	21,654	38,211
Physician Extender II	Exempt	81	59,477	104,954
Practical Nurse II	Non-exempt	62	24,854	43,857
Processing Assistant III	Non-exempt	57	19,753	34,856
Processing Assistant IV	Non-exempt	59	21,654	38,211
Processing Assistant V **	Non-exempt	61	23,735	41,882
Public Health Educator I	Non-exempt	63	26,021	45,917
Public Health Educator II	Non-exempt	67	31,269	55,178
Public Health Nurse Trainee	Non-exempt	70	35,888	
Public Health Nurse I	Non-exempt	70	35,889	63,329
Public Health Nurse II	Non-exempt	72	39,342	69,423
Public Health Nurse III	Non-exempt	73	41,191	72,686
Public Health Nursing Director I	Exempt	77	49,498	87,344
Public Health Nursing Supervisor I	Exempt	74	43,126	76,101
Public Health Nursing Supervisor II	Exempt	76	47,275	83,421
Social Worker II	Non-exempt	67	31,269	55,178
SOCIAL SERVICES				
Attorney I	Exempt	78	51,823	91,447
Attorney II	Exempt	81	59,477	104,954
Co. Social Services Director	Exempt	81	59,477	104,954
Human Services Deputy Director**	Exempt	75	45,152	79,677
Accounting Specialist I	Non-exempt	67	31,269	55,178
Accounting Specialist II	Non-exempt	69	34,278	60,487
Accounting Technician I	Non-exempt	59	21,654	38,211
Accounting Technician II	Non-exempt	61	23,735	41,882
Administrative Assistant I	Non-exempt	63	26,021	45,917
Administrative Assistant II	Non-exempt	65	28,523	50,333
Administrative Officer I	Exempt	67	31,269	55,178
Administrative Officer II	Exempt	70	35,889	63,329
Administrative Officer III	Exempt	72	39,342	69,423
Child Support Agent I	Non-exempt	63	26,021	45,917
Child Support Agent II	Non-exempt	65	28,523	50,333
Child Support Supervisor I	Exempt	67	31,269	55,178
Child Support Supervisor II	Exempt	68	32,739	57,772
Child Support Supervisor III	Exempt	69	34,278	60,487
County Social Services Business Officer I	Exempt	72	39,342	69,423
County Social Services Program Administrator I **	Exempt	72	39,342	69,423
County Social Services Program Administrator II	Exempt	74	43,126	76,101
Foreign Language Interpreter I	Non-exempt	60	22,671	40,005

Foreign Language Interpreter II	Non-exempt	63	26,021	45,917
Human Resource Placement Specialist	Non-exempt	65	28,523	50,333
Income Maintenance Administrator I	Exempt	74	43,126	76,101
Income Maintenance Caseworker I	Non-exempt	63	26,021	45,917
Income Maintenance Caseworker II	Non-exempt	65	28,523	50,333
Income Maintenance Caseworker III	Non-exempt	67	31,269	55,178
Income Maintenance Investigator II	Non-exempt	67	31,269	55,178
Income Maintenance Supervisor II	Exempt	69	34,278	60,487
Income Maintenance Supervisor III	Exempt	71	37,576	66,308
Income Maintenance Technician	Non-exempt	59	21,654	38,211
Lead Child Support Agent	Non-exempt	66	29,867	52,703

SOCIAL SERVICES Cont.

Lead Worker V	Non-exempt	62	24,854	43,857	
Office Assist II	Non-exempt	54	17,211	30,371	
Office Assist III	Non-exempt	57	19,753	34,856	
Office Assist IV	Non-exempt	59	21,654	38,211	
Office Assist V	Non-exempt	61	23,735	41,882	
Office Work Unit Supervisor	Non-exempt	61	23,735	41,882	
Personnel Technician I	Non-exempt	63	26,021	45,917	
Personnel Technician II	Non-exempt	66	29,867	52,703	
Personnel Technician III	Non-exempt	68	32,739	57,772	
Processing Assist II	Non-exempt	54	17,211	30,371	
Processing Assistant III	Non-exempt	57	19,753	34,856	
Processing Assistant IV	Non-exempt	59	21,654	38,211	
Processing Assistant V	Non-exempt	61	23,735	41,882	
Social Worker Trainee	Non-exempt	63	26,020	-	
Social Worker I	Non-exempt	63	26,021	45,917	
Social Worker I-Child Welfare	Non-exempt	63	*	26,021	45,917
Social Worker II	Non-exempt	67	31,269	55,178	
Social Worker II-Child Welfare	Non-exempt	67	*	31,269	55,178
Social Worker III	Non-exempt	69	34,278	60,487	
Social Worker III-Child Welfare	Non-exempt	69	*	34,278	60,487
Social Worker Program Administrator I	Exempt	75	45,153	79,677	
Social Worker Program Manager-Child Welfare	Exempt	74	*	43,126	76,101
Social Worker Supervisor II	Exempt	70	35,889	63,329	
Social Worker Supervisor III	Exempt	73	41,191	72,686	
Social Worker Supervisor III-Child Welfare	Exempt	73	*	41,191	72,686
Social Worker-Investigative/Assessment & Treatment	Non-exempt	71	*	37,576	66,308
Staff Developmental Specialist I	Exempt	70	35,889	63,329	
Staff Developmental Specialist II	Exempt	72	39,342	69,423	
Staff Developmental Specialist III	Exempt	74	43,126	76,101	

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:** 9/21/15 **ITEM NO.:** 3

RESOLUTION: Approve Contract with ECM Solutions for ACA Reporting Not to Exceed \$5,000.

SUBJECT AREA: Purchases / Bids

ACTION REQUESTED: The Board is requested to approve a contract with ECM Solutions for the purpose of the Affordable Care Act reporting for calendar year 2015 in an amount not to exceed \$5,000.

HISTORY / BACKGROUND: The enactment of the Affordable Care Act has placed a huge burden on businesses and government entities regarding health insurance. With the mandated reporting requirement associated with providing health care, there is a vast amount of data to be compiled. The current payroll software the County uses does not support any type of ACA reporting and the information is currently being compiled on a huge spreadsheet. Although this information is stored on a spreadsheet, the reporting has to be formatted to be printed on standardized IRS forms. Human Resources staff contacted several different companies about the cost of formatting and reporting the information, and quotes came in from \$5,000 to \$25,000+. Whenever the recently approved software is implemented, the County will be able to do its own reporting.

EVALUATION: Human Resources staff has approached several different vendors about the formatting and reporting of ACA information for calendar year 2015. The following prices have been received thus far:

Equifax	\$25,000+
First Advantage	\$23,500
ECM Solutions	\$ 5,000

MANAGER'S RECOMMENDATION:

Respectfully Request Approval

MWJ
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the contract with ECM Solutions for ACA reporting in an amount not to exceed \$5,000. be approved.

AMENDMENTS:

MOVED _____ **SECOND** _____

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

YEA VOTES: Hill _____ Brown _____ Best _____ Daughety _____

Davis _____ Rouse _____ Sutton _____

Craig Hill, Chairman

9/21/15

Date

Attest

Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 9/21/15 **ITEM NO.** 4

RESOLUTION: Authorizing Replacement of Split System Heat Pump at the Lenoir County Board of Elections' Meeting Room: Tyson Electrical, Heating & Air Conditioning, Inc.: \$9,858.00.

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: The Board is requested to authorize the replacement of a split system heat pump at the Lenoir County Board of Elections' Meeting Room by Tyson Electrical, Heating & Air Conditioning, Inc., of Kinston, N.C., in the amount of \$9,858.00.

HISTORY/BACKGROUND: The HVAC unit that heats and cools the Lenoir County Board of Elections' Meeting Room in the county owned Multi-Purpose Building is over 30 years old. The existing heat pump is a 5 ton unit that originally heated and cooled the elections' meeting room. The current unit does not cycle properly to control moisture levels in the elections' meeting room. As a result, the meeting room is extremely damp and mildew and mold are becoming a possibility. The area has a very musty, damp smell that is even in the carpet and ceiling tiles. County Maintenance requested proposals for solutions from HVAC contractors. The solution to the problem is to replace the old 5 ton unit with a new more efficient split system heat pump with a variable speed air handler to control the moisture and humidity in the large meeting room. Tyson Electrical, Heating & Air Conditioning, Inc., of Kinston, N.C., provided the County with the best price to replace the old 5 ton system and all associated ductwork.

EVALUATION: The original 5 ton heat pump that heats and cools the Board of Elections' meeting room is not operating properly. The unit is over 30 years old and does not cycle properly. This causes the unit to not run as much as needed to remove the proper amount of moisture from the air. Buildup of mildew and mold are becoming a possibility and the meeting room is damp and musty. The odor is now in the carpet and ceiling tiles. County Maintenance recommends the acceptance of a proposal from Tyson Electrical, Heating & Air Conditioning, Inc., to replace the unit with a new energy efficient 5 ton split heat pump with a variable speed air handler to control the moisture and humidity and replace associated duct work.

Approval of this resolution will allow for the encumbrance of funds and payment to the contractor upon completion of the replacement. The following is a list of bids received:

Ed Phillips, Inc.	\$17,750.00
Stallings Plumbing, Heating & Air Conditioning Co., Inc.	\$12,230.00
Tyson Electrical, Heating & Air Conditioning, Inc.	\$ 9,858.00

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.



RESOLUTION: NOW THEREFORE BE IT RESOLVED that the Lenoir County Board of Commissioners authorizes Tyson Electrical, Heating & Air Conditioning, Inc., of Kinston, N.C., to replace a split system heat pump at the Lenoir County Board of Elections' Meeting Room in the amount of \$9,858.

Funding Source: Capital Improvements Fund
 Re-roofing - HVAC 40-4935-5800

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 09/21/15 ITEM NO. 5

RESOLUTION: Authorizing Acceptance of a North Carolina Governor's Crime Commission Grant in the Amount of \$15,000.00.

SUBJECT AREA: Administrative

ACTION REQUESTED: The Board is requested to authorize acceptance of a North Carolina Governor's Crime Commission Grant in the Amount of \$15,000.00 to be executed and managed by Sheriff Ronnie Ingram or his designee representing the Lenoir County Sheriff's Office and County of Lenoir. These dollars will support the overtime funds provided to the Sheriff's Office to assist with manpower shortages, emergency incident situations and extra personnel in high crime areas.

HISTORY / BACKGROUND: The Lenoir County Sheriff's Office has had manpower issues due to minimum staffing needs, transports and other emergency situations. The Sheriff requested additional personnel in the FY 2013-14 and FY 2014-15 budgets to assist, but the request were not approved. In assisting the Sheriff's Office, the County Manager and Board of Commissioners allotted additional overtime funding to bring in additional personnel as needed. In an effort to aid the County and its citizens, the Sheriff's Office applied for and has been awarded a one-time \$15,000.00 grant by the North Carolina Governor's Crime Commission that requires no matching funds to be used for overtime.

EVALUATION: The Crime Commission Grant requires no matching money and will assist the Sheriff with assuring adequate personnel are available as needed.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

mwj
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that Lenoir County Sheriff's Office be authorized to accept a North Carolina Governor's Crime Commission Grant in the Amount of \$15,000.00 to be executed and managed by Sheriff Ronnie Ingram or his designee.

AMENDMENTS

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

Craig Hill, Chairman

Date

Attest

Date



North Carolina Department of Public Safety

Governor's Crime Commission

Pat McCrory, Governor
Frank L Perry, Secretary

Christopher E. Swecker, Chair
L. David Huffman, Executive Director

August 18, 2015

Major Ryan Dawson, Project Director
County of Lenoir
130 South Queen Street, Post Office Box 3289
Kinston, North Carolina 28501-3289

SUBJECT: Project Name: 2015 - Lenoir County - Crime Reduction Initiative
Project Number: PROJ011247
Implementing Agency: County of Lenoir

Dear Major Dawson:

Congratulations on receipt of your recent grant award from the Governor's Crime Commission. Attached you will find the Governor's Crime Commission's grant award checklist, your grant award document, and special conditions documents.

This grant award does not become effective until it has been signed by the **Authorizing Official** and **Project Director** listed above and is returned to the Governor's Crime Commission. The signed grant award must be returned within thirty days of the date the award is mailed. You will be authorized to make expenditures under the grant or receive reimbursement once we have received the original signed grant award. Extensions beyond this thirty day period can only be authorized, in writing, by the Governor's Crime Commission.

This grant award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of any audit or site-visit findings, and match requirements. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate. To assist you, attached is a checklist of what you need to do in order for your Grants Management Specialist to receive your file. Any incomplete items will cause a delay in this process.

As always, please contact our office if you have any questions or need additional assistance.
Best wishes to you for successful program outcomes!

Cordially,

L. David Huffman
Executive Director



MAILING ADDRESS:
4234 Mail Service Center
Raleigh, NC 27699-4234
www.ncgccd.org
www.ncdps.gov

OFFICE LOCATION:
1201 Front St.
Raleigh, NC 27609
Telephone: (919) 733-4564
Fax: (919) 733-4625



STATE OF NORTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
GOVERNOR'S CRIME COMMISSION
1201 Front Street, Suite 200
Raleigh, NC 27609
Telephone: (919) 733-4564 Fax: (919) 733-4625
http://www.ncgccd.org

GRANT AWARD

Applicant: County of Lenoir
Project Name: 2015 - Lenoir County - Crime Reduction Initiative
Authorizing Official: Michael Jarman
County Manager
Implementing Agency: Lenoir County Sheriff's Office
Address: P. O. Box 3289 130 S. Queen Street
Kinston, North Carolina 28501-0000
Project Director: Ryan Dawson
Major
Vendor Number: 566000314
Project Number: PROJ011247
Account Manager: Tonisha Lockley

Grant Period: 07/01/2015 - 06/30/2016

Budgets

Period	Personnel	Contractual	Travel	Supplies	Equipment	Total
Year 1	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
Grant Budget Total						\$15,000.00

Source	Federal Grant #	CFDA #	% Funding	Federal Award
2014::Byrne Justice Assistance Grants	2014-DJ-BX-1148	16.738	100%	\$15,000.00

In accordance with the laws and regulations of the United States and the State Of North Carolina, and on the basis of the grantee's application, the Department of Public Safety hereby awards to the foregoing grantee an award in the amount above.

This grant is subject to the conditions listed in the approved grant application as well as all applicable rules, regulations and conditions, as may be described by the Department of Public Safety. Special conditions are attached to this award.

This grant shall become effective, as of the start date of the grant period listed, once this original grant award has been properly executed on behalf of the grantee and returned to the Governor's Crime Commission, attention of the Grants Management Director. The grant award must be returned within 30 days of the date the award is mailed from the Governor's Crime Commission. No alterations of any kind may be made on the grant award.

Authorizing Official

Signature of Authorizing Official Date
Michael Jarman, County Manager
Name and Title of Authorizing Official

Governor's Crime Commission



Signature of Director Date
L. David Huffman, Executive Director
Name and Title of Director

Project Director



Signature of Project Director Date
Ryan Dawson, Major
Name and Title of Project Director

This award is subject to the attached conditions, which must be signed by both the authorizing official and the project director, and returned along with this Grant Award. No alterations of any kind may be made on this grant award.



DEPARTMENT OF PUBLIC SAFETY
GOVERNOR'S CRIME COMMISSION
1201 FRONT STREET
RALEIGH, NORTH CAROLINA 27609

AWARD CONTINUATION SHEET

GRANT

- 1 -

CRIMINAL JUSTICE SYSTEM IMPROVEMENT COMMITTEE
GRANT AWARD
SPECIAL CONDITIONS
BYRNE JUSTICE ASSISTANCE GRANT FUNDING

SUBRECIPIENT: County of Lenoir
DUNS NUMBER: 042789748
PROJECT NAME: 2015 - Lenoir County - Crime Reduction Initiative
PROJECT NUMBER: PROJ011247

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide and the current edition of Governor's Crime Commission Grant Award Packet.

The OJP Financial Guide can be viewed online at: www.ojp.usdoj.gov/financialguide

2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.

3. This recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.

4. The recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.

5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for Recovery Act funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Recovery Act funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

Mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

NC Governor's Crime Commission
1201 Front Street
AND Raleigh, NC 27609

e-mail: (your Grants Mgmt. specialist)

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4999

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

6. The recipient agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the recipient agrees to first

Authorizing Official: _____
Michael Jarman

Project Director: Ryan Dawson
Ryan Dawson



DEPARTMENT OF PUBLIC SAFETY
GOVERNOR'S CRIME COMMISSION
1201 FRONT STREET
RALEIGH, NORTH CAROLINA 27609

AWARD CONTINUATION SHEET

GRANT

- 2 -

determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA.

The recipient understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by the special condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; and
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <http://www.ojp.usdoj.gov/BJA/resource/nepa.html> for programs relating to methamphetamine laboratory operations.

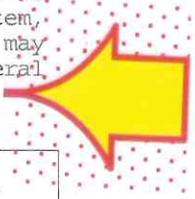
Application of the Special Condition to Grantee's Existing Programs or Activities: For any of the grantee's or its subgrantees' existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

7. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

8. To support public safety and justice information sharing, OJP requires the grantee to use the National Information Exchange Model (NIEM) specifications and guidelines for this particular grant. Recipient shall publish and make available without restriction all schemas generated as a result of this grant to the component registry as specified in the guidelines. For more information on compliance with this special condition, visit <http://www.niem.gov/implementationguide.php>.

9. The recipient agrees to comply with all reporting, data collection and evaluation requirements, as prescribed by law and detailed by the BJA in program guidance for the Justice Assistance Grant (JAG) Program. Compliance with these requirements will be monitored by BJA.

10. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.



Authorizing Official: _____ Michael Jarman	Project Director: <u>Ryan Dawson</u> Ryan Dawson
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DEPARTMENT OF PUBLIC SAFETY
 GOVERNOR'S CRIME COMMISSION
 1201 FRONT STREET
 RALEIGH, NORTH CAROLINA 27609

AWARD CONTINUATION SHEET

GRANT

- 3 -

11. The recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <http://www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046>

12. The recipient agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith-Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm

13. The recipient acknowledges that all programs funded through subawards, whether at the state or local levels, must conform to the grant program requirements as stated in BJA program guidance.

14. The recipient agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

15. The recipient agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.

16. The recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.

17. The recipient agrees that within 120 days of award, for any law enforcement task force funded with these funds, the task force commander, agency executive, task force officers, and other task force members of equivalent rank, will complete required on-line (internet-based) task force training to be provided free of charge through BJA's Center for Task Force Integrity and Leadership. This training will address task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. Additional information will be provided by BJA regarding the required training and access methods via BJA's website and the Center for Task Force Integrity and Leadership (www.ctfli.org).

18. The recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP and the Governor's Crime Commission.

19. **Certified Assurances (Non-Discrimination Requirements)**

Authorizing Official: _____ Michael Jarman	Project Director: <u>Ryan Dawson</u> Ryan Dawson
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DEPARTMENT OF PUBLIC SAFETY
GOVERNOR'S CRIME COMMISSION
1201 FRONT STREET
RALEIGH, NORTH CAROLINA 27609

AWARD CONTINUATION SHEET

GRANT

Applicants must assure and certify that they will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include those of the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d), the Victims of Crime Act (42 U.S.C. § 10604(e)), the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)), the Civil Rights Act of 1964 (42 U.S.C. § 2000d), the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34), the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86), and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07). Applicants should also see Exec. Order 13,279 (Equal Protection of the Laws for Faith-Based and Community Organizations).

In the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, age, national origin, sex, or disability against a recipient of Federal funds, or any subgrantee or contractor of that recipient, a copy of such findings must be forwarded immediately to both the Governor's Crime Commission and the federal Office for Civil Rights.

Complaints alleging or containing reference to discrimination on the basis of race, color, religion, age, national origin, sex, or disability by a recipient of federal funds or by any subgrantee or contractor of that recipient shall be reported to the Discrimination Complaint Coordinator of the Governor's Crime Commission. Complaints of this type may be reported to the federal Office for Civil Rights, though such reporting ~~as~~ not relieve the reporter of the duty to also report to the Discrimination Complaint Coordinator of the Governor's Crime Commission.

In accord with federal civil rights laws, all recipients and subrecipients must refrain from retaliation against any individuals who take action or participate in action to secure rights protected by such laws.

All recipients and subrecipients must take reasonable steps to provide meaningful access to programs and activities for persons who may be LEP (Limited English Proficient).

All recipients and their subrecipients must also provide the Office for Civil Rights with an Equal Employment Opportunity Plan, if required to maintain one, where the award is \$500,000 or more.

The Recipient further agrees to post in a conspicuous place, available to all employees and applicants for employment, notices setting forth the provisions of the EEO, as shown in the provided Department of Labor Regulations found at 41 CFR Part 60.

20. The recipient agrees promptly to provide, upon request, financial or programmatic-related documentation related to this award, including documentation of expenditures and achievements.

21. The recipient understands that it is subject to additional financial and programmatic on-site monitoring, which may be on short notice, and agrees that it will cooperate with any such monitoring.

22. The recipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

23. The recipient assures and certifies that it has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of the project cost) to ensure proper planning, management, and completion of the project described in this application.

24. The recipient agrees to establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

Authorizing Official: _____
Michael Jarman

Project Director: Ryan Dawson
Ryan Dawson



DEPARTMENT OF PUBLIC SAFETY
GOVERNOR'S CRIME COMMISSION
1201 FRONT STREET
RALEIGH, NORTH CAROLINA 27609

AWARD CONTINUATION SHEET

GRANT

- 5 -

25. The recipient agrees to give the Governor's Crime Commission or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

26. The recipient agrees that all contracts must be approved by the Governor's Crime Commission grants management director prior to execution. Any funds incurred will be in violation of the contract if they are incurred prior to approval. Any rate over \$450/day must be justified in writing to the Governor's Crime Commission. All sole source contracts in excess of \$100,000 must receive prior approval from the Bureau of Justice Assistance.

27. Positions created must be new and increase the agency staff by the number of positions requested.

28. Agencies whose grants include confidential/buy money funds must comply with the confidential fund requirements as described in the current edition of the OJP Financial Guide, Chapter 8 and sign a Confidential Funds Certification to abide by the federal guidelines, prior to any use of confidential/buy money funds.

29. Any Mobile Data Terminal, or 800 MegaHertz Voice, based project or program must have the ability to be connected to the North Carolina Highway Patrol's 800 MegaHertz Voice and Data Networks and applicants must have the ability to share data with other agencies.

➤ Compliance with these general conditions is to ensure that criminal justice agencies continue to build an integrated statewide network to tie all public safety agencies together.

30. The recipient acknowledges that failure to submit programmatic or financial reports in a timely manner will result in the termination of this grant. Upon termination, all outstanding reimbursements will be forfeited by the recipient.

31. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency (GCC) determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.

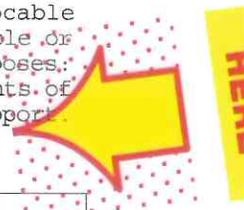
32. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the U.S. Department of Justice encourages recipients and subrecipients to adopt and enforce policies barring employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

33. The recipient agrees to comply with applicable requirements to report first tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ffata.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own operate in his or her name).

34. The recipient acknowledges that both the Office of Justice Programs and the Governor's Crime Commission reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal and State purposes: (1) the copyright in any work developed under an award or subaward; and (2) any rights of copyright to which a recipient or subrecipient purchases ownership with Federal support.

Authorizing Official: _____
Michael Jarman

Project Director: Ryan Dawson
Ryan Dawson





DEPARTMENT OF PUBLIC SAFETY
 GOVERNOR'S CRIME COMMISSION
 1201 FRONT STREET
 RALEIGH, NORTH CAROLINA 27609

AWARD CONTINUATION SHEET

GRANT

The recipient acknowledges that both the Office of Justice Programs and the Governor's Crime Commission has the right to: (1) obtain, reproduce, publish, or otherwise use the data first produced under an award or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

It is the responsibility of the recipient (and of each subrecipient, if applicable) to ensure that this condition is included in any subaward and/or contract under this award.

37. All requests to transfer funds from a Personnel line item to any other budget category will be subject to a high degree of scrutiny and justification.

The recipient further agrees that ALL personnel (including subrecipient personnel) whose activities are to be charged to this award will maintain timesheets to document hours worked for activities related to this award and non-award-related activities.

38. All recipients are required to maintain an active registration with the Central Contractor Registration (CCR) database.

39. The recipient understands that the awarding of this grant in no way assures or implies continuation of funding beyond the project duration indicated on the grant award. If a continuation application is approved, funds available under the current grant and corresponding cash matching funds must be expended or obligated and documented prior to the implementation of the continuation grant and expenditure of new funds.

40. The recipient must follow the most recently released (June 2012) OJP conference cost policies and procedures. The new guidelines establish perimeters for which grantees may expend funds for conferences and meetings.

41. Registration with the System for Award Management and Universal Identifier Requirements.

The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor governmentwide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non profit organization that he or she may own or operate in his or her name).

Authorizing Official: _____ Michael Jarman	Project Director: <u>Ryan Dawson</u> Ryan Dawson
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U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address: County of Lenoir, P.O. Box 3289, Kinston, NC 28502

2015 - Lenoir County - Crime Reduction

56 6000314

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

Michael W. Jarman, County Manager

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: <div style="text-align: center; font-size: 2em; font-family: cursive;">N/A</div> Co _____	
Congressional District, if known: _____	6. Federal Department/Agency: _____	
6. Federal Department/Agency: _____	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): _____	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): _____	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

INSTRUCTIONS

Completing the Certification Form

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). *See* 28 C.F.R. pt. 42, subpt. E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEOP requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEOP requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEOP requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEOP requirements, please consult your grant award document, your program manager, or the OCR.

Recipients should complete *either* Section A *or* Section B *or* Section C, not all three.

Section A

The regulations exempt some recipients from all of the EEOP requirements. Your organization may claim an exemption from all of the EEOP requirements if it meets any of the following criteria: it is a nonprofit organization, an educational institution, a medical institution, or an Indian tribe; *or* it received an award under \$25,000; *or* it has less than fifty employees. To claim the complete exemption from the EEOP requirements, complete Section A.

Section B

Although the regulations require some recipients to create, maintain on file, and implement an EEOP, the regulations allow some recipients to forego submitting the EEOP to the OCR for review. Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business; *and* (2) have fifty or more employees; *and* (3) have received a single grant award of \$25,000 or more, but less than \$500,000, may claim the limited exemption from the submission requirement by completing Section B. In completing Section B, the recipient should note that the EEOP on file has been prepared within twenty-four months of the date of the most recent grant award.

Section C

Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, *and* (2) have fifty or more employees, *and* (3) have received a single grant award of \$500,000 or more, must prepare, maintain on file, *submit to the OCR for review*, and implement an EEOP. Recipients that have submitted an EEOP Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

Submission Process

If a recipient receives multiple awards subject to the Safe Streets Act, the recipient should complete a Certification Form for each grant. Recipients should download the online Certification Form, have the appropriate official sign it, electronically scan the signed document, and then send the signed document to the following e-mail address: EEOPForms@usdoj.gov. *The document must have the following title: EEOP Certification.* If you have questions about completing or submitting the Certification Form, please contact the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, DC 20531 (Telephone: (202) 307-0690 and TTY: (202) 307-2027).

Public Reporting Burden Statement

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.

Governor's Crime Commission Grant Award Checklist

PLEASE MAKE SURE YOU HAVE COMPLETED ALL OF THE FOLLOWING BEFORE MAILING THE GRANT AWARD BACK TO THE GOVERNOR'S CRIME COMMISSION:

- Read Grant Award and Special Conditions carefully as compliance with the standard and special grant conditions are necessary to maintain funding for this project.
- Authorizing Official must sign **both** the Grant Award (grey sheet) **and** the Special Conditions (**all pages**).
- Project Director must sign **both** the Grant Award (grey sheet) **and** the Special Conditions (**all pages**).
- If the name of either the Authorizing Official or the Project Director has changed, do not mark through the pre-printed name. First, the Organizational Administrator must access the project in GEMS and update the name(s) as instructed during the Program Development Workshops and in the 2014 GEMS Project Management Training Guide. Once the information has been updated, then contact the Grant Management Director and request that a new award be issued. Writing on the Grant Award will render it null and void.
- Mail the **original** Grant Award (grey sheet) **and** Special Conditions back to GCC.
- Complete and return the Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (enclosed).
- Complete and Return to GCC **and** the Office for Civil Rights the EEOP Certification Form (enclosed). The address of the Office for Civil Rights is on the form.

This form is to be signed by the Authorizing Official of the Applicant Agency. If the Implementing Agency is **not** a part of the Applicant Agency, then a separate EEOP Certification form must be submitted for the Implementing Agency and signed by the Project Director.

- ^{*New} Enclose adopted Whistle Blower Policy (**all subrecipients**).
- **Attention! For Non-Governmental Applicant Agencies only:**
 1. Enclose Board approved Conflict of Interest Policy
 2. Enclose State Grant Certification - No Overdue Tax Debt
(available on GCC website, www.ncgccd.org, select Grant Management, then Forms)
 3. Enclose grantees web URL (if the agency has one)
 4. Enclose brief agency description – NO MORE than 500 characters – (tell what the agency does, not what the grant is for)

Once completed, all documents should be mailed to the Governor's Crime Commission, to the attention of Kimberly P. Williams, GCC Assistant Director.

INTRODUCED BY: Michael W. Jarman, County Manager DATE 09/21/15 ITEM NO. 6

RESOLUTION: Approve Purchase Order for Capital Ford: \$30,087.

SUBJECT AREA: Purchases / Bids

ACTION REQUESTED: The Board is requested to authorize the Sheriff to execute a Purchase Order in the amount of \$30,087 to Capital Ford for the purchase of one (1) 2016 Ford F-150 Pickup Truck.

HISTORY / BACKGROUND: The Lenoir County Sheriff's Office currently uses fleet vehicles to patrol the county and carry out their normal daily duties. One of the responsibilities of the investigations division is the Crime Scene Unit. This detective is required to carry numerous pieces of specialized equipment. Additionally, the detective is required to collect numerous pieces of evidence and provide a means of transportation to the Sheriff's Office and other locations. The Sheriff has chosen to use a pickup truck equipped with a bed shell to be the vehicle for the crime scene detective. The cost of this vehicle was included in the approved fiscal year budget for the Sheriff's Office.

EVALUATION: The Sheriff intends to purchase one (1) 2016 Ford F-150 pickup truck from Capital Ford which is the provider of these vehicles through the state contract. The cost of the vehicle is \$30,087.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

mw
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Sheriff is permitted to execute a purchase order with Capital Ford for the purchase of one (1) 2016 Ford F-150 Pickup Truck in the amount of \$30,087.

Funding Account #: 14-4200-5400

\$ 30,087.00

AMENDMENTS

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

Craig Hill, Chairman

Date

Attest

Date

RESOLUTION OF SUPPORT FOR OPTION 4: LANDSCAPED MEDIAN IN REGARDS TO THE QUEEN STREET REDESIGN PROJECT IN KINSTON, LENOIR COUNTY, NC

WHEREAS, the City of Kinston presented potential street cross-sections for the Queen Street Design Project; and

WHEREAS, Option 4: Landscaped Median was the preferred design selected for North and South Queen Street by the Lenoir County Transportation Committee; and

WHEREAS, the Lenoir County Transportation Committee determined Option 4: Landscaped Median provided additional parking for the Downtown Kinston area; and

WHEREAS, the Lenoir County Transportation Committee determined Option 4: Landscaped Median would detour tractor trailer traffic on Queen Street; and

WHEREAS, the Lenoir County Transportation Committee determined Option 4: Landscaped Median would provide a safety buffer for pedestrians crossing Queen Street; and

WHEREAS, the Lenoir County Transportation Committee determined Option 4: Landscaped Median would provide an aesthetically pleasing, shaded canopy for Queen Street; and

WHEREAS, the Lenoir County Transportation Committee determined Option 4: Landscaped Median for North and South Queen Street would provide continuity for Downtown Kinston; and

NOW, THEREFORE, BE IT RESOLVED that the Lenoir County Transportation Committee and the Lenoir County Board of Commissioners support Option 4: Landscaped Median in regards to the Queen Street Redesign Project in Kinston, Lenoir County, North Carolina.

Craig Hill, Chairman
Lenoir County Board of Commissioners

ATTEST:

Date: _____

Clerk to the Board

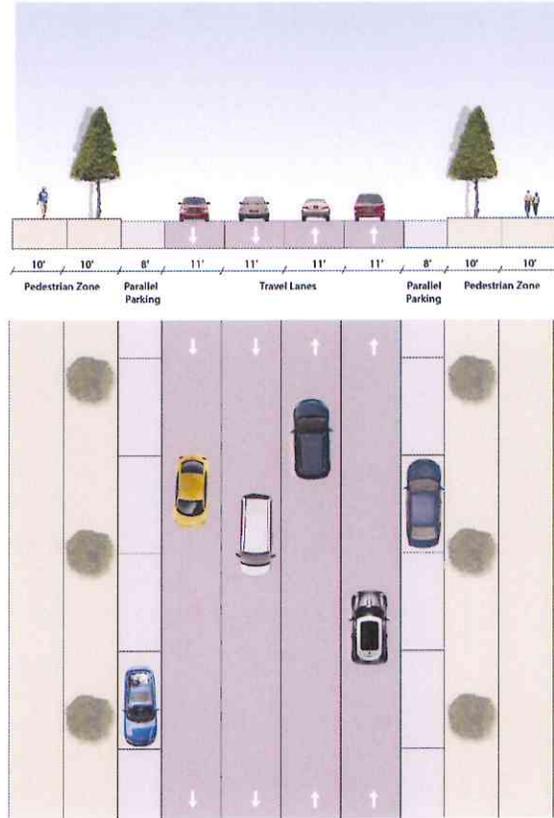
North Queen Street: Potential Street Cross-Sections



Study Area



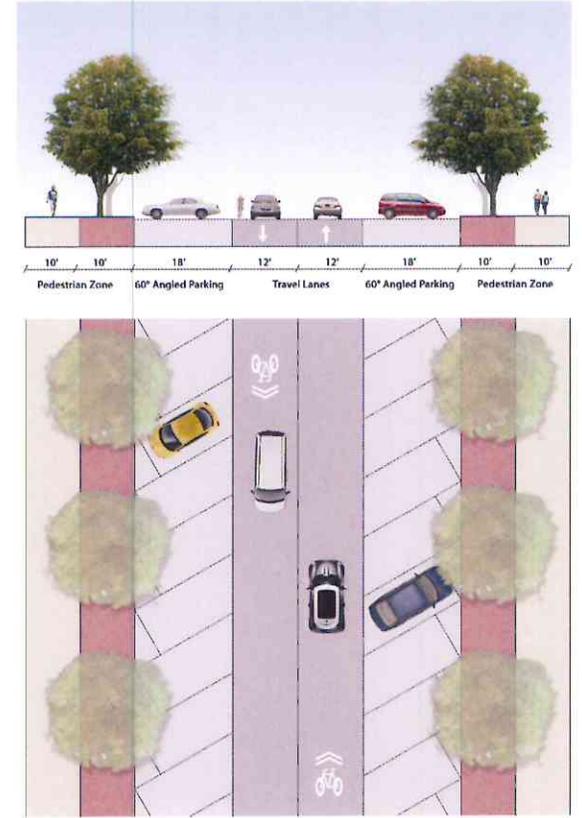
Option 1: Existing Street Configuration



Votes:



Option 2: Angled Parking



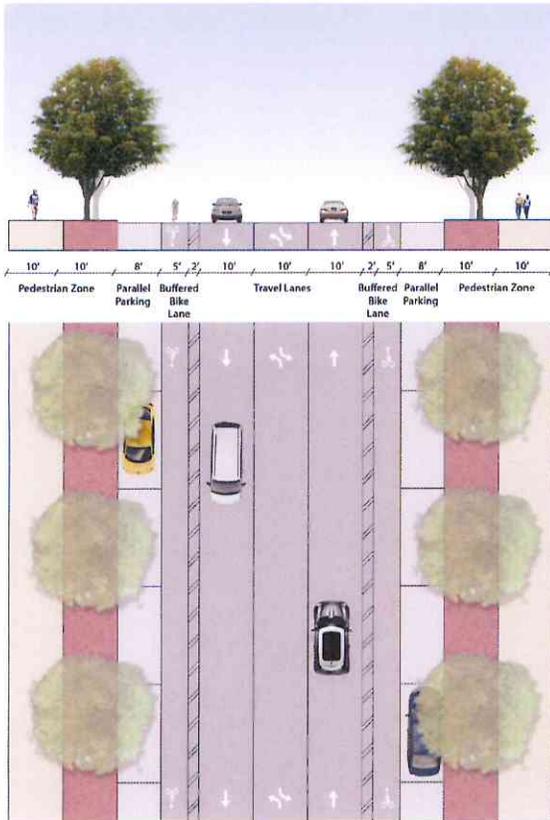
Votes:



North Queen Street: Potential Street Cross-Sections



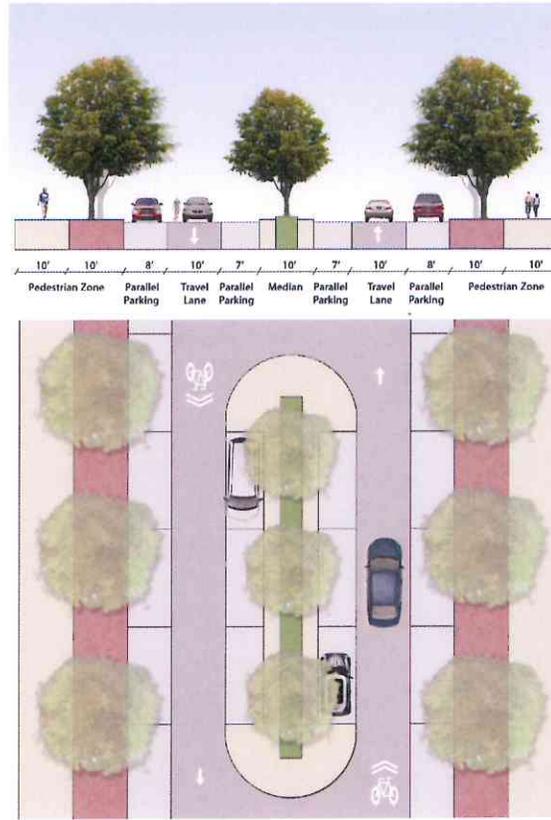
Option 3: Buffered Bike Lane



Votes:



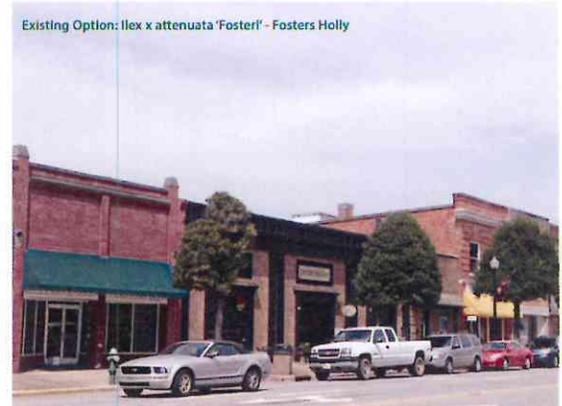
Option 4: Landscaped Median



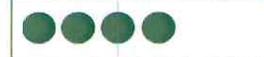
Votes:



Street Tree Options:



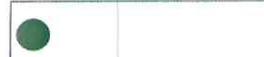
Ulmus parvifolia - Lacebark Elm



Acer rubrum - Red Maple



Pistacia chinensis - Chinese Pistache



Acer buergerianum - Trident Maple



**Resolution Approving Bond Order Authorizing the Issuance of
General Obligation Refunding Bonds in the amount of \$26,100,000**

WHEREAS –

Lenoir County has determined that refinancing a portion of the County's outstanding general obligation bonds could provide savings to the County. The County has applied to the North Carolina Local Government Commission for its approval of the issuance of County bonds to carry out such a refinancing, and the LGC has accepted the County's application.

BE IT ORDERED by the Board of Commissioners of Lenoir County, North Carolina, as follows:

1. There are hereby ordered to be issued general obligation refunding bonds of the County to provide for the refinancing of a portion of the County's outstanding general obligation bonds, including the payment of related financing costs. In particular, the bonds to be refunded may include all or any portion of the County's General Obligation School Bonds, Series 2008.
2. The maximum aggregate principal amount of the bonds issued for such purpose will be \$26,100,000.
3. Taxes will be levied in an amount sufficient to pay the principal of and interest on the bonds so issued.
4. A sworn statement of debt prepared by the County's Finance Officer has been filed with the Clerk of the Board of Commissioners and is available for public inspection.
5. This Bond Order takes effect immediately.

Craig Hill, Chairman

Date

BUDGET ORDINANCE AMENDMENT: CAPITAL IMPROVEMENTS FUND: ECONOMIC DEVELOPMENT: \$181,250. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2015 - 2016
 Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
CAPITAL IMPROVEMENTS		ECONOMIC DEVELOPMENT		VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES		
Account # and Title	Amount	Account # and Title	Amount		
<u>INCREASE</u>		<u>INCREASE</u>			
40-3991-9910 FUND BALANCE APPROPRIATED	181,250.00	40-4920-5862 DUPONT-SORONA-COUNTY	181,250.00		
Total	181,250.00	Total	181,250.00		

Reason and Justification for Request:
 TO BUDGET FOR THE FY2015-2016 INCENTIVE PAYMENT FOR DUPONT-SORONA PROJECT. WHENEVER THE FY15-16 BUDGET WAS BEING COMPILED, THE FUNDING FOR THIS PROJECT AND ANOTHER WERE NOT BUDGETED IN ORDER TO USE EXISTING FUND BALANCE IN FUND 40 WITHOUT REQUIRING ADDITIONAL GENERAL FUND MONEY.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	<i>9/15/2015</i>	<i>Martha H. Martin</i>	<i>9/15/2015</i>

Budget Officer Approval	Date
<i>MW Jarman</i>	<i>9/15/15</i>

Board Approval (When Applicable)	Date	Date of Minutes

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 09/21/15 **ITEM NO.:** 10

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>
Eastpointe Board of Directors	Emily Moore 2nd Appearance	2017
Lenoir County Transit Advisory	Joey Huff 2nd Appearance	2018
Lenoir Memorial Hospital	William Harvey, III (primary) Nicholas Harvey, II (alternate) 2nd Appearance	2019

CURRENT VACANCIES:

Lenoir County Health Board - (1) Optometrist

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

Jury Commission, Eastpointe Board of Directors

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>
Eastpointe Board of Directors	Emily Moore 2nd Appearance	2017
Lenoir County Transit Advisory	Joey Huff 2nd Appearance	2018
Lenoir Memorial Hospital	William Harvey, III (primary) Nicholas Harvey, II (alternate) 2nd Appearance	2019

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Hill _____ Brown _____ Best _____ Daughety _____

Davis _____ Rouse _____ Sutton _____

Craig Hill, Chairman

09/21/15
Date

ATTEST

09/21/15
Date

RECEIVED

AUG 20 2015

**LENOIR COUNTY
MANAGER'S OFFICE**

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

TO: Mike Jarman
Lenoir County Manager

FROM: Ken Jones
Eastpointe CEO

DATE: August 20, 2015

RE: Reappointment of Representative to Eastpointe Board of Directors

Emily Moore serves as Lenoir County's representative to the Eastpointe Board of Directors. Her current two year term has expired. Ms. Moore has contributed valuable experience to our Board and according to our By-Laws she is eligible for another two year term.

Please forward your reappointment letter for Ms. Moore to continue serving as Lenoir County's representative to our Goldsboro office, addressed to:

Connie W. Price
Eastpointe Board Clerk
Eastpointe Human Services
100 South James Street
Goldsboro, N.C. 27530.

In the event you decide to appoint another representative to the Eastpointe Board, please note that the new appointee will be required to fill the same criteria category as Ms. Moore, which is "*Family Member of Consumer with Mental Illness*".

If you have any questions concerning this request, please give me or my Assistant Connie Price a call at 919-587-0378 or 910-290-2518. Thank you.

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

APPLICATION FOR APPOINTMENT to LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

AUG 31 2015

LENOIR COUNTY MANAGER'S OFFICE

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

Advisory Board/Committee/Commission interested in:

Eastpointe MCO

(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: Emily H. Moore
Address: 3505 Lake View Trail
City/State/Zip: Kinston, NC, 28504
Telephone: (Home) 252-522-2391 (Work)
Occupation: Retired
Business Address:
Age: (Optional):
Number hours available per month for this position: 200%
Training: Social worker N.C. Municipal Assn.
Business and Civic Experience/Skills: Int. woman parent of 2, member of Lenoir Co. United Way, Women's Forum of N.C., Rotary, Elder of Presbyterian Church, Community Hospital Volunteer
Other County Boards/Committees/Commissions presently serving on: None at this time -
Past Chairman of The Commission for MHDDSA's, Salem College Alumnae President
Expiration date of Term:

Circle your voting precinct

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

CERTIFICATION

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

Signature of Applicant: Emily H. Moore

Date: 8-26-15

2nd Appearance

RECEIVED

APPLICATION FOR APPOINTMENT to LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS 31 2015

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

LENOIR COUNTY MANAGER'S OFFICE

Advisory Board/Committee/Commission interested in:

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

Name: Joey Huff
Address: 2904 Camoget Dr
City/State/Zip: Kinston NC
Telephone: (Home) (Work) 526-4212
Occupation: Local Health Director
Business Address: Lenoir Co Health Dept PO Box 3381 - Kinston 28502
Age: (Optional): 58
Number hours available per month for this position: 1
Training: previous membership on board
Business and Civic Experience/Skills:

Other County Boards/Committees/Commissions presently serving on: SARE, Alliance

Expiration date of Term:

Circle your voting precinct

- K-1 (Carver Courts Recreation Center)
K-2 (Old Plummer Daniel's Building)
K-3 (Fairfield Recreation Center)
K-4 (Northwest Elementary School)
K-5 (Spillman Baptist Church)
K-6 (Teachers Memorial School)
K-7 (Emma Webb Recreation Center)
K-8 (Holloway Recreation Center)
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Trent 2 (Moss Hill Ruitan Building)
Vance (GTP Ed & Training CTR.)
Woodington (Woodington Middle School)

CERTIFICATION

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

Signature of Applicant

Date



RECEIVED

AUG 31 2015

**LENOIR COUNTY
MANAGER'S OFFICE**

August 25, 2015

Mr. Craig Hill, Chairman
Lenoir County Board of Commissioners
PO Box 3289
Kinston, NC 28502

Dear Mr. Hill:

The Lenoir Memorial Hospital Board of Directors met last evening and approved the following nominees for consideration by the Lenoir County Commissioners for appointment to our Board of Directors:

- William Harvey, III, DDS – primary
- Nicholas Harvey, II – alternate

Dr. Harvey is being nominated to fill the board seat held by Mr. Skip Greene, whose term expires in January of 2019.

I am enclosing copies of justifications for the above nominees in compliance with the "Guidelines for Selection of Nominees" (copy attached).

If we can provide additional information, please let us know.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gary E. Black".

Gary E. Black, FACHE
President and CEO

GEB:dl

2nd Appearance

RECEIVED

AUG 31 2015

WILLIAM S. HARVEY, III, D.D.S.

LENOIR COUNTY
MANAGER'S OFFICE

William S. Harvey, III, DDS was born and raised in Kinston. He graduated from Parrott Academy, received his undergraduate degree from UNC- Chapel Hill, and received his DDS from the UNC School of Dentistry. He is married to Kristy Harvey and they reside at 1005 Harvey Circle in Kinston.

Dr. Harvey is a practicing dentist with Harvey and Associates Family Dentistry in Kinston.

Dr. Harvey is actively involved with the Lenoir County Dental Society, is currently president-elect of the NC Dental Society 5th District, and is a member of the American Dental Association. He is a member of the Noon Rotary Club, and serves as a board member of the Lenoir Committee of 100, the Community Council for the Arts, and the Lenoir County Health Department. He and his family attend St. Mary's Episcopal Church.

2nd Appearance

RECEIVED

AUG 31 2015

LENOIR COUNTY
MANAGER'S OFFICE

NICHOLAS E. HARVEY, II

Nicholas E. Harvey, II was born in Charlotte, North Carolina. Mr. Harvey received a Bachelor of Arts in Education from North Carolina Agricultural and Technical State University, and a Master of School Administration and Curriculum & Instruction from East Carolina University. Mr. Harvey has been the principal of the Lenoir County Early College High School in Kinston since June of 2013. Prior to that, he was the principal of Rochelle Middle School.

Mr. Harvey is married to Erin M. Harvey, who is currently College Liaison for Pitt Community College. They reside at 1002 N. Queen Street, Kinston, NC, and have one son, Nicholas E. Harvey III.

Mr. Harvey is an active in community services. He is a member of the Noon Rotary Club, the United Way Board of Directors, the Gate Board of Directors, NC Council of the Arts Grant Review Panelist, NC Association of Principals and Assistant Principals, the Lenoir County Chamber of Commerce Board, and the Lenoir County Human Relation Council.

TO: Chairman and Members of the Board
FROM: Mike Jarman, County Manager
DATE: September 21, 2015
SUBJECT: Items from County Manager

1. Financial Performance Summary

LENOIR COUNTY
FINANCIAL PERFORMANCE SUMMARY-2015-16
AUGUST 31, 2015

REVENUES

16.67%

DESCRIPTION	BUDGET FOR YEAR	REVENUES TO DATE	REMAINING BALANCE	% REC'D
GENERAL FUND:				
Health Department	1,810,730	197,519	1,613,211	10.91%
Public Assistance (DSS)	10,411,961	826,184	9,585,777	7.93%
Property Taxes	34,865,438	2,376,396	32,489,042	6.82%
Sales Taxes	6,250,000	599,750	5,650,250	9.60%
Other General	13,957,263	4,100,270	9,856,993	29.38%
TOTAL GENERAL	67,295,392	8,100,119	59,195,273	12.04%
OTHER FUNDS:				
Employee Insurance	4,754,360	783,902	3,970,458	16.49%
Vehicle Replacement	450,000	0	450,000	0.00%
Fed Seized Property	70,000	0	70,000	0.00%
State Controlled Substance	25,000	1,715	23,285	6.86%
School Capital Fund	3,217,343	179,266	3,038,077	5.57%
Transportation Fund	1,246,692	139,814	1,106,878	11.21%
Scrap Tire Disposal	170,000	20,026	149,974	11.78%
Emergency Telephone	534,124	44,510	489,614	8.33%
Revaluation Fund	74,144	0	74,144	0.00%
Automation-Preservation Fnd	19,025	3,718	15,307	19.54%
MSW Landfill-Debt Service	0	2	-2	
Capital Improve Fund	4,364,965	0	4,364,965	0.00%
Fire Districts	1,457,424	105,163	1,352,261	7.22%
Solid Waste Management	3,112,839	239,327	2,873,512	7.69%
Trust and Agency Fund:				
Smart Start Program	59,018	0	59,018	0.00%
TOTAL OTHER FUNDS	19,554,934	1,517,443	18,037,491	7.76%
GRAND TOTAL	86,850,326	9,617,562	77,232,764	11.07%

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

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

Project Based Expenditures:	BUDGET	EXPENDED TO DATE	ENCUMBERED	REMAINING
CAPITAL PROJECTS FUND	29,399,574	28,905,793	60,000	433,781
CDBG RELATED PROJECTS	755,000	216,676	0	538,324
Total Project Based	30,154,574	29,122,469	60,000	972,105

* **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
AUGUST 31, 2015

EXPENDITURES

16.67%

DESCRIPTION	BUDGET FOR YEAR	EXPENDITURES TO DATE	ENCUMBRANCE	UNENCUMBERED BALANCE	% EXPEND/ENCUMBR
GENERAL FUND:					
Governing Body	218,700	60,599	0	158,101	27.7%
County Manager	283,476	35,683	0	247,793	12.6%
Finance	297,817	38,800	0	259,017	13.0%
Human Resources	174,913	23,262	0	151,651	13.3%
Tax Office	787,865	125,439	4,095	658,331	16.4%
Legal	62,500	3,750		58,750	6.0%
Court Facility	568,852	55,190	60,699	452,963	20.4%
Elections	465,327	57,894	61,759	345,674	25.7%
Register of Deeds	274,855	47,367	32,260	195,228	29.0%
Non-Departmental	1,995,850	675,190	365,390	955,270	52.1%
Process Funds	945,161	103,669	520	840,972	11.0%
Outside Agencies	129,500	8,386		121,114	6.5%
Management Info Systems	1,091,125	321,441	176,492	593,192	45.6%
Public Buildings	588,079	61,862	89,892	436,325	25.8%
Sheriff	4,772,221	711,056	247,046	3,814,119	20.1%
Sheriff - Civil Process	275,246	10,695	14,925	249,626	9.3%
Sheriff - Concealed Weapon	21,590	2,983	0	18,607	13.8%
Central Communications	1,407,428	244,311	92,008	1,071,109	23.9%
Jail	4,071,693	671,189	869,931	2,530,573	37.8%
Emergency Management	373,913	54,510	34,858	284,545	23.9%
Emergency Medical Services	4,070,568	705,756	417,823	2,946,989	27.6%
Inspections	225,707	34,917	0	190,790	15.5%
Medical Examiner	40,000	8,560		31,440	21.4%
Economic Development	277,459	42,824	0	234,635	15.4%
Veterans Service Office	33,241	3,240	500	29,501	11.3%
Cooperative Extension	379,358	35,805	18,154	325,399	14.2%
JCPC - Parenting Matters	29,914	7,537	0	22,377	25.2%
Cooperative Ext-Grants	141,855	6,578	0	135,277	0.0%
Soil Conservation	121,076	17,893		103,183	14.8%
Health Department	4,360,303	592,832	356,409	3,411,062	21.8%
BioTerrorism - Health	53,664	4,879	0	48,785	9.1%
M. Health Department	245,715	40,952		204,763	16.7%
Public Assistance (DSS)	14,606,770	1,739,049	679,018	12,188,703	16.6%
Education	9,900,000	1,650,000		8,250,000	16.7%
Community College	2,260,000	376,667		1,883,333	16.7%
Cultural	740,500	123,417		617,083	16.7%
Recreation	899,000	149,833		749,167	16.7%
Debt Service	7,704,785	1,037,100		6,667,685	13.5%
Transfer to Other Funds	2,349,366	0		2,349,366	0.0%
Contingency	50,000	0		50,000	0.0%
TOTAL GENERAL	67,295,392	9,891,115	3,521,779	53,882,498	19.9%
OTHER FUNDS:					
Employee Insurance Fund	4,754,360	413,946		4,340,414	8.7%
Vehicle Replacement Fund	450,000	0	359,873	90,127	0.0%
Fed Seized Property Fund	70,000	550	17,064	52,386	25.2%
State Controlled Substance Fund	25,000	4,169	831	20,000	20.0%
School Capital Fund	3,217,343	2,700,000	0	517,343	83.9%
Transportation Fund	1,246,692	124,608	115,943	1,006,141	19.3%
Scrap Tire Disposal Fund	170,000	14,263		155,737	8.4%
Emergency Telephone Fund	534,124	126,445	230,853	176,826	66.9%
Revaluation Fund	74,144	8,905	0	65,239	12.0%
Automation-Preservation Fund	19,025	0	0	19,025	0.0%
MSW Landfill-Debt Service	0			0	
Capital Improvements Fund	4,364,965	50,973	2,450	4,311,542	1.2%
Fire Districts	1,457,424	17,125	0	1,440,299	1.2%
Solid Waste Management	3,112,839	328,828	80,604	2,703,407	13.2%
Trust & Agency Fund					
Family & Caregiver-Smart Start	59,018	3,939	0	55,079	6.7%
TOTAL OTHER FUNDS	19,554,934	3,793,751	807,618	14,953,565	23.5%
GRAND TOTAL	86,850,326	13,684,866	4,329,397	68,836,063	20.7%