

# CRAVEN COUNTY

## Fiscal Year 2017 Budget Amendments

### Budget Amendments for February 20, 2017

#### *Budget Amendment – Health Department*

Commissioner Liner moved to approve the following budget amendment, as presented, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

#### *Health/Risk Reduction/Refugee*

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-6704-348-47-00 State Grant	\$2,239.00	101-6704-440-32-08 Medical Supplies	\$ 315.00
		101-6704-440-40-00 Contract Services	\$1,924.00
TOTAL	\$2,239.00	TOTAL	\$2,239.00

**Justification:** Additional state funding awarded to CCHD because the number of refugees has exceeded expectations. Funds will be used to purchase parasitology cans (Medical supplies) and language interpretation as needed through TeleLanguage.

#### **DEPARTMENTAL MATTERS: PLANNING**

Planning Director, Don Baumgardner, advised the Board that the Craven County Planning Department was notified by the North Carolina Department of Public Safety, Division of Emergency Management that Craven County has been awarded a grant to elevate six (6) repetitive flood loss structures. The addresses are as follows:

1. 105 Pilot Place – Town of River Bend
2. 110 Sailors Court – Town of River Bend
3. 302 South Street – City of New Bern
4. 505 Pughtown Road – Craven County
5. 1317 B Street – Town of Bridgeton
6. 1414 Brices Creek Road – Craven County

The grant is funded 90% by federal grant share and the remaining 10% will be the responsibility of the homeowner. The homeowner will be required to submit their 10% contribution before construction begins.

It was noted that the grant is coming out of premiums paid for flood insurance.

Commissioner McCabe moved to approve the following budget amendment and budget ordinance, seconded by Commissioner Sampson and unanimously carried in a roll call vote.

***Planning***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
287-0000-335-42-00 Owner Contribution	\$ 81,572.00	287-4032-430-76-38 elevation	\$815,721.00
287-0000-348-89-01 NCDEM State Grant	\$734,149.00		
<b>TOTAL</b>	<b>\$815,721.00</b>	<b>TOTAL</b>	<b>\$815,721.00</b>

**Justification:** Budget amendment needed to accept and expend grant funds awarded for Flood Mitigation Assistance (FMA) PJ-04-NC-2015-010. Project is proposed to elevate six residential structures.

**Ordinance:**

Flood Mitigation Assistance  
FMA-PJ-04-NC-2015-010  
Fund 287

This ordinance is hereby approved in the following amount of expenditure of the Flood Mitigation Assistance (FMA) PJ-04-NC-2015-010.

Expenditures:

Elevation	\$	815,721.00
<b>TOTAL</b>	<b>\$</b>	<b>815,721.00</b>

The following revenue is hereby estimated for the Flood Mitigation Assistance (FMA) PJ-04-NC-2015-010.

Revenues:

10% Owner Contribution	\$	81,572.00
NCDPS/Emergency Management Grant	\$	734,149.00
<b>TOTAL</b>	<b>\$</b>	<b>815,721.00</b>

This ordinance is hereby approved this 20<sup>th</sup> day of February, 2017.

**DEPARTMENTAL MATTERS: HEALTH**

*New State Funding (Funneled through Pitt County) for Minority Diabetes Prevention Program*

Deputy Human Services Director, Jennifer Blackmon, announced that Craven County has partnered with Pitt County to provide an evidenced-based diabetes prevention program. The Craven County Health Department will offer community screenings and diabetes programs which are designed to empower individuals to make realistic and achievable lifestyle changes.

She requested approval of the following budget amendment for various activities of the programs. Pitt County will reimburse Craven County for employee’s hours related directly to this program.

Commissioner Sampson moved to approve the following budget amendment, as requested, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

***Health/Risk Reduction***

101-6700-369-37-00	\$10,000.00	101-6700-440-10-02	\$2,700.00
Fees/Pitt County		F/T Salary	
101-6700-357-86-00	\$ 250.00	101-6700-440-15-15	\$ 400.00
Service Fees		Dues/Subscription	
		101-6700-440-24-00	\$ 400.00
		Meeting Expenses	
		101-6700-440-25-02	\$ 150.00
		Mileage Reimbursement	
		101-6700-440-32-40	\$6,800.00
		Other Supplies	
TOTAL	\$10,250.00	TOTAL	\$10,450.00

**Justification:** Craven County has partnered with Pitt County to provide an evidence-based diabetes prevention program. CCHD will offer community screenings and diabetes programs which are designed to empower to make realistic and achievable lifestyle changes. Pitt County will reimburse Craven County for employee’s hours related directly to this program. The Health Department must subscribe to a data subscription service database in order to tract participant and program data. Cooking tutorials/meeting expenses are expected and mileage reimbursement for any after hours/weekend travel. Remaining will go to Other Supplies to purchase all materials/necessary items to provide these classes.

*Updated Havelock Budget Proposal*

Craven County Health Director, Scott Harrelson, presented the following budget amendment to cover the start-up expenses for the vacant building, which will be used for the satellite primary clinic location in Havelock, and is in the process of being remodeled.

Mr. Harrelson stated that April 17 is the target date for beginning operations. Although there is a grant provision that allows the County to apply for an extension, Mr. Harrelson stated that he would like to avoid that necessity. County Manager, Jack Veit, stated that the lease includes provisions for penalties if the building is not ready by the date needed. Commissioner McCabe moved to approve the following budget amendment, seconded by Commissioner Liner and unanimously carried in a roll call vote.

***Health/Adult Primary Havelock***

101-6616-352-09-00 \$ 500.00 1 <sup>st</sup> party payments	101-6616-440-10-02 F/T Salaries	\$63,390.00
101+6616-353-11-00 \$ 1,000.00 Insurance – 3 <sup>rd</sup> party	101-6616-440-11-01 FICA	\$ 4,849.00
101-6616-370-05-00 \$ 2,000.00 Medicaid – Adult Primary	101-6616-440-11-02 Retirement	\$ 4,628.00
101-6616-371-05-00 \$ 500.00 Medicare – Adult Primary	101-6616-440-11-03 401K	\$ 2,659.00
101-6616-377-43-00 \$125,000.00 FQHC – Adult Primary	101-6616-440-11-04 W/Comp	\$ 1,336.00
101-0000-399-01-00 \$ 41,000.00 Current Year Fund Balance	101-6616-440-11-06 Health	\$ 9,332.00
	101-6616-440-11-07 Dental	\$ 707.00
	101-6616-440-11-08 Disability	\$ 50.00
	101-6616-440-11-09 Life	\$ 29.00
	101-6616-440-15-15 Dues/Subscriptions	\$ 1,439.00

101-6616-440-15-26 Pharmacy	\$ 605.00
101-6616-440-20-00 Postage	\$ 50.00
101-6616-440-21-00 Rents	\$20,000.00
101-6616-440-22-00 Telephone	\$ 800.00
101-6616-440-23-00 Utilities	\$ 1,500.00
101-6616-440-24-00 Meeting Expenses	\$ 200.00
101-6616-440-25-02 Mileage Reimbursement	\$ 100.00
101-6616-440-26-01 Building/Grounds	\$ 7,000.00
101-6616-440-27-00 Advertising	\$ 3,500.00
101-6616-440-31-11 Gasoline	\$ 100.00
101-6616-440-32-01 Office Supplies	\$ 1,000.00
101-6616-440-32-05 Prescription Drugs	\$ 1,000.00
101-6616-440-32-06 Non-Prescription Drugs	\$ 200.00
101-6616-440-32-07 Janitorial Supplies	\$ 2,005.00
101-6616-440-32-08 Medical Supplies	\$3,960.00

		101-6616-440-32-40	\$11,011.00
		Other Supplies	
		101-6616-440-32-42	\$ 2,500.00
		Lab Supplies	
		101-6616-440-40-00	\$ 4,000.00
		Contract Services	
		101-6616-440-73-21	\$22,050.00
		C/O \$500-\$4,9999	
TOTAL	\$170,000.00	TOTAL	\$170,000.00

**Justification:** On January 3, the Board of Commissioner's approved to go forward with satellite location in Havelock. This Budget Amendment will cover the start-up expenses for the vacant building that is in the process of being remodeled.

***Health/Child Health Havelock***

101-5816-352-10-00	\$ 200.00	101-5816-440-10-01	\$81,579.00
1 <sup>st</sup> Party payments		F/T Salaries	
101-5816-353-04-00	\$ 500.00	101-5816-440-10-03	\$ 360.00
Insurance – 3 <sup>rd</sup> Party		Merit	
101-5816-370-11-00	\$ 1,027.00	101-5816-440-11-01	\$ 6,241.00
Title XIX – Child Health		FICA	
101-5816-370-18-00	\$ 1,440.00	101-5816-440-11-02	\$ 6,105.00
Title XIX – EPSDT		Retirement	
101-5816-377-43-00	\$145,833.00	101-5816-440-11-03	\$ 3,386.00
FQHC – Child Health		401K	
101-0000-399-01-00	\$ 41,000.00	101-5816-440-11-04	\$ 1,346.00
Current Year Fund Balance		W/Comp	
		101-5816-440-11-06	\$ 9,738.00
		Health	
		101-5816-440-11-07	\$ 738.00
		Dental	
		101-5816-440-11-08	\$ 52.00
		Disability	

101-5816-440-11-09 Life	\$ 31.00
101-5816-440-20-00 Postage	\$ 50.00
101-5816-440-22-00 Telephone	\$ 800.00
101-5816-440-23-00 Utilities	\$ 1,500.00
101-5816-440-24-00 Meeting Expenses	\$ 200.00
101-5816-440-25-02 Mileage Reimbursement	\$ 100.00
101-5816-440-26-01 Building/Grounds	\$ 500.00
101-5816-440-27-00 Advertising	\$ 2,500.00
101-5816-440-31-11 Gasoline	\$ 100.00
101-5816-440-32-01 Office Supplies	\$ 1,000.00
101-5816-440-32-05 Prescription Drugs	\$ 3,000.00
101-5816-440-32-06 Non-Prescription Drugs	\$ 200.00
101-5816-440-32-07 Janitorial Supplies	\$ 2,000.00
101-5816-440-32-08 Medical Supplies	\$ 3,000.00
101-5816-440-32-40 Other Supplies	\$12,424.00

		101-5816-440-32-42	\$ 2,500.00
		Lab Supplies	
		101-5816-440-40-00	\$11,500.00
		Contract Services	
		101-5816-440-73-01	\$ 6,600.00
		Over \$5,000	
		101-5816-440-73-21	\$32,450.00
		C/O \$500-\$4,999	
TOTAL	\$190,000.00	TOTAL	\$190,000.00

**Justification:** On January 3, the Board of Commissioner's approved to go forward with satellite location in Havelock. This Budget Amendment will cover the start-up expenses for the vacant building this is in the process of being remodeled.

**DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENT FOR TOWNSHIP #9 FIRE AND RESCUE**

Craig Warren, Finance Director, presented the following budget amendment for the Board's approval. Commissioner McCabe moved for its approval, as presented, seconded by Commissioner Sampson and unanimously carried in a roll call vote.

***Fire Department – No. 9 TWP***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
249-0000-399-01-00	\$14,999.00	249-2900-410-96-80	\$14,999.00
Fb App/FD Cur Year		App Pay to District	
TOTAL	\$14,999.00	TOTAL	\$14,999.00

**Justification:** Request from No. 9 Township Fire 7 Rescue for the amount of Fiscal 2016's annual distribution withheld on the County's books in reserve. Funds will be used to replace rescue boat.

***Budget Amendments for February 6, 2017***

***Health Department Budget Amendment***

Commissioner Tyson moved to approve the following budget amendment, as requested, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

***Health/Maternity***



<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-5700-349-14-00 State Funding	\$3,400.00	101-5700-440-32-08 Medical Supplies	\$2,350.00
		101-5700-440-73-21 C/O \$500-\$4,999	\$1,050.00
<b>TOTAL</b>	<b>\$3,400.00</b>	<b>TOTAL</b>	<b>\$3,400.00</b>

**Justification:** One-time additional Health Mothers, Healthy Children (HMHC) Title V funding has been awarded to CCHD. These funds will be used to purchase two Doppler Units (used to hear fetal heartbeats) at a cost of \$525 each and other medical supplies for the maternity clinic.

### **Budget Amendments for January 17, 2017**

#### *Budget Amendment for Road Sign*

Commissioner Tyson moved to approve the following budget amendment, as requested, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

#### *Commissioners*

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-0000-399-01-00 Fund Balance	\$750.00	101-0101-400-32-40 Other Supplies	\$750.00
<b>TOTAL</b>	<b>\$750.00</b>	<b>TOTAL</b>	<b>\$750.00</b>

**Justification:** Funds will be used to purchase/install County sign off of old Hwy. 70 in the Dover area.

### **Budget Amendments for January 3, 2017**

#### **CARTS – REQUEST OF PERIOD OF PERFORMANCE EXTENSION TO PURCHASE VEHICLES APPROVED IN FY 2016 BUDGET**

Transportation Director, Kelly Walker, advised the Board that three replacement vehicles for exclusive use in urbanized areas that were approved for FY 2015-2016 were not replaced during

FY 2015-2016 due to the timing of when the state contract was available for procurement of vehicles. The Urbanized Area Formula Program grant covers 85% of the cost of purchasing accessible vehicles for urban areas and is still open and available for use in purchasing these vehicles. When originally budgeted in FY 2015-2016, CARTS was prepared to cover the 15% local match.

Since that time, CARTS has been awarded a state urban match grant from the North Carolina Department of Transportation (NCDOT) which will cover 7% of the local match, leaving CARTS responsible for only 8% of that 15% local match requirement. CARTS plans to use the proceeds from the sale of the vehicles being replaced to meet the 8% local match. The contract period of performance for that state urban match grant expired December 31, 2016; however, NCDOT has instructed CARTS to submit a request for a period of performance extension for their state urban match grant program.

Commissioner Tyson moved for approval to submit a period of performance extension request to NCDOT to extend the contract date, and to approve a budget amendment that will allow CARTS to purchase the vehicles in FY 2016-2017, seconded by Commissioner Liner and unanimously carried in a roll vote.

***CARTS Administration***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-7004-377-53-07 Formula Funds	\$154,132.00	101-7003-450-73-01 Over \$5,000	\$181,332.00
101-7004-348-96-00 State Grant/Urban Ma	\$12,693.00		
101-7004-335-05-00 Section 18 Veh	\$14,507.00		
<b>TOTAL</b>	<b>\$181,332.00</b>	<b>TOTAL</b>	<b>\$181,322.00</b>

**Justification:** Line item #101-7003-450.73.01, Capital Outlay over \$5,000 had an unencumbered balance of \$181,948 at the end of FY2016. The vehicles were not replaced during FY2015-2016 due to the timing of when the state contract was available for procurement of vehicles. The Urbanized Are Formula Program grant (5307), covers 85% of the cost of purchasing accessible vehicles for urban areas. CARTS has been awarded a state urban match grant from the North Carolina Department of Transportation (NCDOT) which will cover 7% of the local match, leaving CARTS responsible for only 8%. CARTS plans to use the proceeds from the sale of the vehicles being replaced to meet the 8% local match. NCDOT has instructed the department to submit a request for a period of performance extension for their state urban match grant program. If they are unable to approve this, CARTS has identified the full share of the match from existing funds.

## **Budget Amendments for December 19, 2016**

### *Health Department Budget Amendment*

The following budget amendment was approved in a roll call vote by motion of Commissioner McCabe and a second by Commissioner Dacey, with one (1) “Nay” vote by Commissioner Liner.

### ***Health/Family Planning***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-6400-349-12-00 State Funding	\$2,649.00	101-6400-440-32-05 Prescription Drugs	\$2,649.00
<b>TOTAL</b>	<b>\$2,649.00</b>	<b>TOTAL</b>	<b>\$2,649.00</b>

**Justification:** Craven County Health Department was recently awarded a one-time additional Healthy Mothers, Healthy Children (HMHC) Title V funding to assist with the purchase of contraceptives and medical supplies in the Family Planning Clinic. CCHD will use this funding to purchase additional contraceptives.

### *DSS Budget Amendment – Family Caregiver*

The Board was requested to approve the following budget amendment for approval of a Family Caregiver Title III-E for Fiscal Year 2016-2017. There is no local match required for this funding. Commissioner McCabe moved to approve the budget amendment, seconded by Commissioner Dacey, and carried in a roll call vote, with one (1) “Nay” vote by Commissioner Liner.

### ***Senior 7295/Adult Serv 7221***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-7221-349-22-00 Service Staff Overhead	\$9,750.00	101-7295-450-39-42 Family Caregiver Res	\$2,595.00
101-7295-337-01-01 Family Caregiver	\$1,112.00		
101-0000-399-00-01 Fund Balance	\$(8,267.00)		
<b>TOTAL</b>	<b>\$2,595.00</b>	<b>TOTAL</b>	<b>\$2,595.00</b>

**Justification:** Request for approval of Family Caregiver Title III-E for Fiscal Year 2016-2017. There is not local match required for Family Caregiver Title III-E funding. Total allocation awarded is \$17,738. Originally anticipated funding budgeted was \$15,143, but due to an error only \$6,876 (in Senior Services) was budgeted in revenue, therefore, an additional \$2,595 in expenditures and \$10,862 in revenue is requested to be added to the budget. Funding is proposed as follows: In Home Services, incontinence supplies for adults, support and educational meetings to include: Memory Café, Grandparents Support Group, Early Onset Alzheimer’s Support Group, and Powerful Tools Training for Caregivers.

*DSS Budget Amendment – Senior Center*

The Board was requested to approve the following budget amendment (\$357 reduction) adjusting line items to reflect actual Senior Center General Purpose allocation received from the Division of Aging for Fiscal Year 16-17. Funding is 75% Fed/State with a 25% required County match for DSS. The Budget amendment was approved in a roll call vote by motion of Commissioner McCabe and a second by Commissioner Dacey, with one (1) “Nay” vote by Commissioner Liner.

***DSS Senior 7295***

101-7295-349-63-00	\$(268.00)	101-7295-450-23-00	\$(357.00)
General Purpose			
101-0000-399-01-00	\$( 89.00)		
Fund Balance			
<b>TOTAL</b>	<b>\$(357.00)</b>	<b>TOTAL</b>	<b>\$(357.00)</b>

**Justification:** Amending budget to reflect correct original allocation for Senior General Purpose funds from Area Agency on Aging. There is a 25% County match.

Commissioner Liner explained that his “Nay” vote was in objection to the budget amendment for the Health Department.

**DEPARTMENTAL MATTERS: SOCIAL SERVICES**

*Budget Amendment – Child Welfare*

Deputy Director, Alfreda Stout, presented the following budget amendment in the amount of \$96,000 for additional funding in order to meet the need for foster care room and board payments for the rest of the fiscal year. Also, additional funds are needed for other foster care needs (clothing, transportation, emergency needs). Funding is needed for court-ordered psychological evaluations and drug screenings. Additional contractual staff is needed due to current caseloads already meeting and/or exceeding state mandates. There is approximately 50% revenue available for the portion of funds in the Foster Care IV B line item that will be utilized on room and board.

Commissioner Liner asked in the policy changes are state or federal. Ms. Stout responded that they are generated by the State, and that the State had failed a federal audit, which could impact funding.

Commissioner Jones moved to approve the budget amendment with \$91,000 coming from Fund Balance, seconded by Commissioner Liner and unanimously carried in a roll call vote.

***DSS 7231 TANF/7201 Admin***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-7231-349-31-00 Foster Care IV-B Stat	\$ 5,000.00	101-7201-450-40-50 Contractual Employee	\$55,000.00
		101-7231-450-39-32 Child Welfare Case Management	\$20,000.00
101-0000-399-01-00 Fund Balance	\$91,000.00	101-7231-450-39-21 Foster Care IV B	\$21,000.00
<b>TOTAL</b>	<b>\$96,000.00</b>	<b>TOTAL</b>	<b>\$96,000.00</b>

**Justification:** Additional funding required in order to meet the need for Foster Care room and board payments for the rest of the fiscal year. Also, additional funds needed for other foster care needs (clothing, transportation, emergency needs). An additional \$20,000 is needed for court-ordered psychological evaluations and drug screenings. Additional contractual staff is needed due to current caseload meeting and/or exceeding state mandates. There is approximately 50% revenue available for the portion of funds in the Foster Care IV B line item that will be utilized on room and board.

***Budget Amendment – Crisis Intervention and Low Income Energy***

Ms. Stout presented the following budget amendment requesting to adjust allocations to reflect actual Federal funding received for both the Crisis Intervention Program (CIP) and also the Low Income Energy Assistance Program (LIEAP) by reducing each by \$16,313, for a total reduction of \$32,626. Funds are 100% Federal, there is no County match.

Commissioner McCabe moved to approve the following budget amendment, as presented, seconded by Commissioner Dacey and unanimously carried in a roll call vote.

***Mandated 7291***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
-----------------	---------------	---------------------	---------------

101-7291-349-32-00	\$(32,626.00)	101-7291-450-23-04	\$(16,313.00)
CIP, NCNG, CP&L		Energy CIP	
		101-7291-450-23-07	\$(16,313.00)
		LIEAP	
TOTAL	\$(32,626.00)	TOTAL	\$(32,626.00)

**Justification:** Adjusting line item to reflect actual funding received for Crisis Intervention Program (CIP) and Low Income Energy Assistance Program (LIEAP). There is no County match. Funds are 100% Federal.  
 Current budget in HTE is the state estimate for the year of \$385,149 for each program. The actual funding authorizations result in a total allocation of \$368,836 for each program.

## **Budget Amendments for December 5, 2016**

### ***Emergency Services***

Commissioner McCabe moved to approve the following budget amendment, seconded by Commissioner Sampson and unanimously carried in a roll call vote.

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-2303-349-01- State Grant	\$2,000.00	101-2303-410-32-40 Other Supplies	\$2,000.00
TOTAL	\$2,000.00	TOTAL	\$2,000.00

**Justification:** 2016 Tier II Grant for the LEPC (Local Emergency Planning Committee). Grant is to purchase terrain mapping software for planning, training and responding to Hazardous Material Incidents.

Commissioner Liner moved to approve the release of the remainder of the total budgeted for Highway 70 Association (additional \$12,500), seconded by Commissioner McCabe and unanimously carried in a roll call vote.

### ***Commissioners***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-0000-399-01-00 Fund Balance Current Year	\$12,500.00	101-0101-400-15-16 Membership Fees	\$12,500.00

TOTAL	\$12,500.00	TOTAL	\$12,500.00
-------	-------------	-------	-------------

**Justification:** Continue remaining annual membership fees to Hwy. 17 Association. Board approved half (\$12,500) of original \$25,000 request with adoption of FY 2017 budget.

## **Budget Amendments for November 21, 2016**

### **COMMISSIONERS' REPORTS**

*Chairman Liner* reported on a luncheon he recently attended with veterans at the National Guard Armory and that he spoke to the Veterans Council that evening. Mr. Veit announced that the Veterans Office will move into its new location on December 5 and a ribbon cutting will be held on December 19. The Slocum Creek Park ribbon cutting was held last week. He announced that Havelock Trillium playground is now open. He requested to increase the Human Resources budget \$2,400 for recognition of employees who served outside their normal hours and duties during Hurricane Matthew, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

#### ***Human Resources***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-0000-399-01-00 Fund Balance	\$2,400.00	101-0301-400-11-10 Employee Appreciation	\$2,400.00
TOTAL	\$2,400.00	TOTAL	\$2,400.00

**Justification:** Employee appreciation for staff who worked Hurricane Matthew, during storm and through recovery efforts. Lunch to be provided.

## **Budget Amendments for November 7, 2016**

### **INFORMATION TECHNOLOGY**

Dennis Holton, Information Technology Director, presented a request on behalf of Craven County Schools for additional fiber allocations in the Havelock area to meet expanded needs at those schools. It was determined by the schools, City of Havelock and Craven County Information Technology Department, this need cannot be met due to the limitation of a 1.5 mile section of 48 strand fiber, from Catawba Road to the new bridge at Slocum Creek. There is 144

and 96 strand fiber available on each side of this 48 strand section.

This section of fiber was originally installed by the City of Havelock prior to the County fiber project in 2007. The City of Havelock granted use of its excess fiber along this section to the County, schools, college and library. Presently there is 100% utilization of this 48-strand section.

The solution is to replace this 48 strand fiber with a 144 strand fiber and splice into the 144 & 96 strand on either end, thereby eliminating the bottleneck. A price quote of \$37,500 was received to provide a turn-key solution over a weekend/holiday. As this will adversely affect many Craven County partners a weekend/holiday work schedule must be utilized.

The request was not delayed until the upcoming 2017-2018 budget cycle because the schools' need is immediate.

Wayne Beasley and Franz Altman from the Board of Education were also present to address any questions from the Commissioners. Chairman Liner clarified that additional fiber allocation would benefit more than just the affected schools, including the County and community college. County Manager, Jack Veit, thanked the City of Havelock for allowing use of their fiber for nine years.

Commissioner Mark moved to approve the request from the Board of Education to enhance the fiber network and approve the following budget amendment not to exceed \$37,500 from Fund Balance, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

***Information Technology***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-0000-399-01-00 Fund Balance	\$37,500.00	101-0401-400-73-02 Capital Outlay – Other	\$37,500.00
<b>TOTAL</b>	<b>\$37,500.00</b>	<b>TOTAL</b>	<b>\$37,500.00</b>

**Justification:** To replace an existing section of 48 strand fiber in the Havelock area with 144 strand fiber enhancing the County's fiber infrastructure. This will provide additional capacity needed to meet the growing demand of the school system in that area of the County.

**FINANCE – BUDGET AMENDMENTS**

Craig Warren, Finance Director, presented the following budget amendments for the Board's approval.

***E911***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
-----------------	---------------	---------------------	---------------



222-0000-399-01-00	\$47,000.00	222-2501-410-40-00	\$47,000.00
Fund Balance		Contractual Services	
<b>TOTAL</b>	<b>\$47,000.00</b>	<b>TOTAL</b>	<b>\$47,000.00</b>

**Justification:** To budget implementation cost of Emergency Medical Dispatch certification program in the Emergency Telephone System fund. This was approved during the annual budget process; however, the amount of funding that was E911 eligible was unknown at the time.

Commissioner Sampson moved to approve the budget amendment, as requested, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

***Vanceboro Rescue Squad***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-0000-399-01-00	\$25,000.00	101-2829-410-33-20	\$25,000.00
Fund Balance Current Year		Vanceboro Grant Match	
<b>TOTAL</b>	<b>\$25,000.00</b>	<b>TOTAL</b>	<b>\$25,000.00</b>

**Justification:** During the January 18, 2016 meeting, the Board approved a 50% matching grant awarded to Vanceboro Rescue Squad by the NC Dept of Insurance. Vanceboro Rescue Squad submitted receipts to the NC Dept of Insurance and received their \$25,000 portion in May 2016. Vanceboro Rescue Squad is now providing the county with the necessary back-up to receive the County match. The money rolled into fund balance and must be appropriated to fulfill this grant agreement.

Commissioner Mark moved to approve the budget amendment, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

**Budget Amendments for October 17, 2016**

*Equipment Purchase with Excess Revenues*

Scott Harrelson, Health Director, requested to utilize \$82,370 of revenues earned to purchase much needed items for the Health Department. This surplus is attributed to the fact that in the past fiscal year the department budgeted \$2,671,457 and only used \$1,942,816.

***Health/Misc Depts***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-0000-399-01-00	\$82,370.00	101-3133-420-73-01	\$ 7,085.00

Current Year Fund Balance		C/Outlay over \$5,000	
		101-3134-7420-32-40	\$ 430.00
		Other Supplies	
		101-3134-420-73-21	\$ 2,920.00
		C/Outlay \$500-\$4,999	
		101-5001-440-32-40	\$ 2,940.00
		Other Supplies	
		101-5001-440-73-02	\$37,692.00
		Other Improvements	
		101-5001-440-73-21	\$ 3,328.00
		C/Outlay \$500-\$4,999	
		101-5200-440-32-40	\$ 1,455.00
		Other Supplies	
		101-5200-440-73-21	\$ 8,370.00
		C/Outlay \$500-\$4,999	
		101-6400-440-32-40	\$ 600.00
		Other Supplies	
		101-6400-440-73-21	\$ 6,750.00
		C/Outlay \$500-\$4,999	
		101-6612-440-40-00	\$10,800.00
		Contract Services	
TOTAL	\$82,370.00	TOTAL	\$82,370.00

**Justification:** The Health Department would like to utilize \$82,370.00 of the revenues earned from last fiscal year to purchase much needed items.

Commissioner McCabe moved to approve the budget amendment, as presented, seconded by Commissioner Jones and unanimously carried.

### **Budget Amendments for October 3, 2016**

**SOLID WASTE – AWARD OF ENGINEERING SERVICES AGREEMENT RELATED TO RELOCATION OF HICKMAN HILL CONVENIENCE SITE**

Assistant County Manager, Gene Hodges, reported that a site was identified, analyzed and purchased by Craven County for the future location of the Hickman Hill Solid Waste Convenience Site. This site, with an address of 7240 E US 70 Highway (parcel number 6-025-002), is located approximately .5 mile north of the exiting site on Highway 70, which is being relocated due to construction of the Havelock by-pass. On August 30, a Request for Qualifications (RFQ) was issued and sent to four engineering firms located in Craven County. Three proposals were received, with Avolis Engineering, PA being rated the highest based on their qualifications and response to the RFQ, and a fee of \$23,685.00 was negotiated.

The Board of Commissioners was requested to approve a budget amendment of \$23,685.00 to proceed with contracting with Avolis Engineering, PA to perform engineering work related to the development of the new Solid Waste Convenience Site, from the Capital Reserve Fund.

Mr. Hodges and County Attorney, Jim Hicks, explained in response to Commissioner Tyson’s questions, that cost cannot legally be considered as a factor in analyzing these types of engineering contracts. Cost must be negotiated only after qualifications are established.

Commissioner Sampson moved to approve the following budget amendment, as requested, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

***Solid Waste***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-3235-366-07-00 From Capital Reserve	\$23,685.00	101-3235-420-73-02 Other Improvements	\$23,685.00
371-0000-399-01-00 Fund Balance	\$23,685.00	371-0571-400-97-01 To General Fund	\$23,685.00
<b>Journal Entry</b>			
101-0000-101-00-00 Cash	\$23,685.00	101-3235-366-07-00 From Capital Reserve	\$23,685.00
371-0571-400-97-01 To General Fund	\$23,685.00	371-0000-101-00-00 Cash	\$23,685.00
<b>TOTAL</b>	<b>\$94,740.00</b>	<b>TOTAL</b>	<b>\$94,740.00</b>

**Justification:** In preparation for the new US 70 convenience center, funds are needed to cover the cost of engineering design services.

**SOCIAL SERVICES – BUDGET AMENDMENTS**

Alfreda Stout, Deputy Social Services Director, presented the following budget amendments for the Board's approval.

***DSS TANF 7231***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-7231-349-28-00 CPS Staff & Overhead	\$7,200.00	101-7231-450-39-30 Special Appropriation	\$9,665.00
101-7231-399-08-00 Carryover Balance	\$2,465.00		
<b>TOTAL</b>	<b>\$9,665.00</b>	<b>TOTAL</b>	<b>\$9,665.00</b>

**Justification:** Funds received from the special appropriation fund (7,200) and also rolling forward the difference in the balance remaining from last fiscal year and the amount estimated for the budget (balance remaining at the end of the fiscal year was \$22,465, estimated it would be \$20,000 for the line item at budget time. Roll forward is \$2,465). Funds are awarded by the State based on the number of adoptions that are finalized, and are given to DSS to use in the adoption program. There is no County match and unspent funds are to be rolled forward to the next fiscal year.

Commissioner Sampson moved to approve the budget amendment, as presented, seconded by Commissioner Mark and unanimously carried in a roll call vote.

***DSS/Senior 7211 & 7295***

101-7295-377-26-00 HCCBG Congregate	\$(1,660.00)	101-7295-450-40-00 Contractual Services	\$(12,777.00)
101-0000-399-00-01 Fund Balance	\$( 184.00)		
101-7295-377-28-00 HCCBG Home Delivered	\$(9,840.00)		
101-0000-399-00-01 Fund Balance	\$(1,093.00)		
101-7221-349-79-00 HCCBG Care Management	\$(17,467.00)	101-7221-450-40-00 Contractual Services	\$(17,467.00)
101-7002-348-04-00	\$ 435.00	101-7001-450-31-01	\$ 435.00

Transport Grant		Reg Veh Exp	
101-7004-348-04-00	\$ 3,918.00	101-7003-450-31-01	\$ 3,918.00
Transport Grant		Transport Grant	
TOTAL	\$(25,891.00)	TOTAL	\$(25,891.00)

**Justification:** Adjusting line items to align with reduction in fund awarded for the Home & Community Care Block Grant (HCCBG) from the Division of Aging for Fiscal Year 16-17. Funding is 90% Fed/State with a 10% required County match for DSS.

Commissioner Mark moved to approve the budget amendment, as presented, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

### **Budget Amendments for September 19, 2016**

#### ***Fire Departments***

The Board was requested to approve the following budget amendment to cover shortage of Fire Department's Worker's Compensation line item for VFIS Invoice dated August 2, 2016 in the amount of \$88,972.50. Commissioner Sampson moved for its approval, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

#### ***Fire Department – Multiple***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
240-0000-399-00-00 Rhems	\$325.00	240-2900-410-11-04 Workers Comp	\$325.00
241-0000-399-00-00 Vanceboro	\$ 65.00	241-2900-410-11-04 Workers Comp	\$ 65.00
244-0000-399-00-00 Ft. Barnwell	\$325.00	244-2903-410-11-04 Workers Comp	\$325.00
248-0000-399-00-00 West of New Bern	\$390.00	248-2900-410-11-04 Workers Comp	\$390.00
249-0000-399-00-00 No. 9 TWP	\$325.00	249-2900-410-11-04 Workers Comp	\$325.00
TOTAL	\$1,430.00	TOTAL	\$1,430.00

**Justification:** To cover shortage of fire departments workers compensation line item for VFIS invoice dated 8/2/16 in the amount of \$88,972.50.

***Cove City Rescue Squads***

The Board was requested to approve the following budget amendment to cover current and future transport services provided by Cove City Rescue. Commissioner Sampson moved to approve the following budget, as requested, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

***Cove City Rescue Squads***

101-2830-357-53-01	\$2,656.00	101-2830-410-41-25	\$2,656.00
Jail ambulance transp		Jail ambulance transpt	
TOTAL	\$2,656.00	TOTAL	\$2,656.00

**Justification:** Cove City Rescue transports inmates to and from hospital and jail when New Bern/Craven is unavailable. Jail is responsible for these costs. Need budget to cover current and future transport services provided by Cove City Rescue (\$332 per trip).

***DSS Correct Title III D Funding Received***

The Board was requested to approve the following budget amendment to reflect the correct original allocation for Title III D Health Promotion funds from the Area Agency on Aging. Commissioner Sampson moved to approve the following budget amendment, as requested, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

***DSS Senior 7295***

101-7295-377-55-00	\$(374.00)	101-7295-450-39-37	\$(415.00)
Title III D		Health Prom Title IIID	
101-0000-399-01-00	\$( 41.00)		
Fund Balance			
TOTAL	\$(415.00)	TOTAL	\$(415.00)

**Justification:** Amending budget to reflect correct original allocation for Title III D Health Promotion funds from Area Agency on Aging. There is a 10% County match.

***DSS – Rollover Unspent Donation Funds***

The Board was requested to approve the following budget amendment to roll forward from the prior fiscal year unspent funds donated to the Senior Program and Meals Program. Commissioner Sampson moved to approve the budget amendment, as requested, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

***DSS 7295 Senior***

101-0000-399-01-00	\$4,805.00	101-7295-450-32-29	\$1,468.00
Fund Balance		Donations – Meals	
		101-7295-450-32-31	\$3,337.00
		Donations – Senior	
<b>TOTAL</b>	<b>\$4,805.00</b>	<b>TOTAL</b>	<b>\$4,805.00</b>

**Justification:** Roll forward unspent funds donated to the Senior Program and Meals Program in Fiscal Year 2015-2016.

## **Budget Amendments for September 16, 2016 Work Session**

### **COURTHOUSE SECURITY**

Assistant County Manager, Gene Hodges, presented options for enhancing security at the courthouse, resulting from a study prompted by a request of the Chief Superior Court Judge. Options, along with associated costs, were as follows:

<b><u>Item</u></b>	<b><u>Cost Estimate</u></b>
Relocate Metal Detector from Superior Courtroom Entrance	\$ 4,000
Door Control Installation	\$37,000
Swinging Doors Change out	\$ 1,000
Door Controls for Swinging Doors Broad St. and Craven St.	\$ 2,000
Exit Door Hardware	
<b>Subtotal</b>	<b>\$48,200</b>
Camera System Upgrade (This item could be included in the FY2017-2018 Budget)	\$63,000
<b>Grand Total</b>	<b>\$111,200</b>

Commissioner Dacey asked if the decision is not to use Law Enforcement Associates to review the security. Mr. Veit responded that they indicated that what the County is asking is not what they have done. They typically do new facilities. In addition, such requests must come from the Sheriff.

Commissioner Dacey moved to allocate \$48,200 from fund balance, seconded by Commissioner Jones and unanimously carried in a roll call vote.

### ***Court Facilities***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
-----------------	---------------	---------------------	---------------

101-0000-399-01-00	\$48,200.00	101-1301-400-73-02	\$48,200.00
Fund Balance Appropriation		C/O Other Improvements	
<b>TOTAL</b>	<b>\$48,200.00</b>	<b>TOTAL</b>	<b>\$48,200.00</b>

**Justification:** Funds needed to provide for courthouse security enhancements as recommended by staff.

**Budget Amendments for September 6, 2016**

**EMERGENCY SERVICES – DEPARTMENT OF INSURANCE (DOI) FIRE DEPARTMENT MATCH**

Brandon Stallings, Assistant Chief, Little Swift Creek Volunteer Fire Department (VFD) and Greg Milligan, Chief, Ft. Barnwell (VFD), requested that the County match grants received from the Department of Insurance by their respective departments.

Chief Milligan stated that a 50/50 match was included in their budget request. The grant amount for Ft. Barnwell is \$49,750 with \$24,875 being the County’s match. Commissioner Jones moved to approve the County’s match, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

Assistant Chief Stallings stated that the grant amount for Little Swift Creek is \$20,999.27, with \$10,499.63 being the County’s match. Commissioner McCabe moved to approve the County’s match, seconded by Commissioner Mark and unanimously carried in a roll call vote.

***Fire/Special Service Districts***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
243-0000-366-01-00	\$10,500.00	243-2900-410-96-99	\$10,500.00
From General Fund		Little Swift Creek Match	
244-0000-366-01-00	\$24,871.00	244-2903-410-96-99	\$24,871.00
From General Fund		Ft. Barnwell Match	
101-0000-399-01-00	\$35,371.00	101-0567-410-97-83	\$35,371.00
Current Year Fund Balance		VFD Grant Match	
<b>TOTAL</b>	<b>\$35,371.00</b>	<b>TOTAL</b>	<b>\$35,371.00</b>

**Justification:** To budget Craven County’s 50% matching portion of fire grants awarded to certain VFDs. Little Swift Creek has been awarded funding up to \$10,499.63 and Ft. Barnwell has been awarded up to \$24,870.25.



## HEALTH

### *Zika Virus Plan*

Scott Harrelson, Health Director, and Ray Silverthorne, Environmental Health Director, presented a plan to initiate an education and surveillance based program to address the arrival of the Zika virus into our area. The program will attempt to utilize existing manpower in the system to educate the general public on ways to address imported cases of Zika brought in from the traveling public and how to decrease the possibility of local transmission through native mosquito species. The budgetary requirements are estimated to remain less than \$10,000 and should include:

Stereo optics with gooseneck light sources	\$6,500.00
Supplies	\$2,000.00
Training	<u>\$1,000.00</u>
	\$9,500.00

The department is currently engaged in surveillance of travel related cases, of which there are two, and both of which are pregnancies. The goal is to keep these patients from being bitten by local mosquitos.

Commissioner Jones moved to approve the following budget amendment, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

### *Health/BT Preparedness/Response*

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-5010-348-00-00 State Funding	\$6,100.00	101-5010-440-25-00 Training	\$1,000.00
101-0000-399-01-00 Current Year Fund Balance	\$3,400.00	101-5010-440-32-40 Other Supplies	\$2,000.00
		101-5010-440-73-21 Capital Outlay \$500-\$4,999	\$6,500.00
TOTAL	\$9,500.00	TOTAL	\$9,500.00

**Justification:** This is a proposal to initiate an education and surveillance based program to address the arrival of Zika virus into our area. Funds will be used to purchase (2) clinical microscopes, educational supplies, and training expenses.

## *Budget Amendments for August 15, 2016*

**ADMINISTRATION - HARLOWE COMMUNITY RECREATION AREA PICNIC SHELTER REPAIRS**

Gene Hodges, Assistant County Manager, advised the Board that in the FY2016-2017 Budget, the Craven County Board of Commissioners approved \$10,000 for repairs related to the Harlowe Community Recreation Area and Picnic Shelter. This budget number was based on estimates provided by Craven County Maintenance personnel. The County has received three prices for the picnic shelter repairs that range from \$10,800 to \$13,173.

In addition, the costs for a load of sand to be applied in the playground area (\$350) and paint to re-stripe the lines on the basketball court (\$106) would need to be added to these prices to complete this project. By accepting the lowest price from Coastal Craftsmen and the sand and paint prices, this total project budget is \$11,256. Staff recommends adding \$2,000 to this project so that Coastal Craftsmen can be authorized to proceed with the shelter repairs.

Commissioner Sampson moved to approve the budget amendment to add \$2,000 to complete the Harlowe Community Recreation area and picnic shelter, seconded by Commissioner McCabe.

Commissioner Dacey moved to amend the motion and change the requested amount from \$2,000 to \$1,894 to reflect a reduction in the cost of paint to re-stripe the lines on the basketball court. Commissioner Tyson seconded the motion. Commissioner Dacey stated that there is a private party willing to donate \$106 for the paint.

Chairman Linder inquired why the budget amendment is for \$2,000 when the project is only \$1,256 above what has already been obligated.

County Manager, Jack Veit, responded that the shelter is in very bad shape and there may be hidden issues once repairs begin that could result in additional funding. All the funds will not be spent unless absolutely necessary.

In a roll call vote, the amendment to the motion carried unanimously.

In a roll call vote, the amended motion carried with five (5) "Ayes", there being two (2) "Nays" from Commissioners Dacey and Mark.

***Special Appropriations***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-0000-399-01-00 Fund Balance Appropriation	\$1,894.00	101-0190-450-96-89 Harlowe Community Center	\$1,894.00
<b>TOTAL</b>	<b>\$1,894.00</b>	<b>TOTAL</b>	<b>\$1,894.00</b>

**Justification:** FY 17 budget contained an appropriation of \$10,000 for repairs to the Harlowe Community recreation center and picnic shelter. The actual cost will be greater than estimated. Need to budget an additional \$1,894 to complete project.

## **Budget Amendments for August 1, 2016**

### **RECREATION**

#### *Budget Amendment – Inclusive Playground at Creekside*

Eddie Games, Recreation & Parks Director, presented the following budget amendment requesting to move the funds from the FY16 budget (\$367,774) to this year’s budget to complete the inclusive playground at Creekside Park. This project was started this spring and is scheduled to be completed by mid-August. Commissioner McCabe moved to approve the following budget amendment, as requested, seconded by Commissioner Jones and unanimously carried in a roll call vote.

#### *Recreation & Parks*

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-0000-399-01-00 Fund Balance Approp CY	\$ 14,416.00	101-8001-460-73-02 C/O Other Improvements	\$ 14,416.00
101-8001-346-11-00 Tillium Grant	\$353,358.00	101-8001-460-73-02 Other Improvements	\$353,358.00
<b>TOTAL</b>	<b>\$367,774.00</b>	<b>TOTAL</b>	<b>\$367,774.00</b>

**Justification:** These funds need to be carried over from FY 16 to complete the inclusive playground at Creekside Park.

#### *Budget Amendment – Miscellaneous Donation for Dugout Top*

Mr. Games presented the following budget amendment requesting to move \$1,310 collected last fiscal year to purchase dugout tops for the adult baseball field at Creekside Park. These funds were given to the department as a memorial donation by family and friends in memory of Bob McCunn who played in the adult baseball league. This money will purchase one top and there are funds available in this year’s budget to purchase the second. Commissioner Mark moved to approve the following budget amendment, as requested, seconded by Commissioner Sampson and unanimously carried in a roll call vote.

***Recreation & Parks***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-0000-399-01-00 Fund Balance Approp CY	\$1,310.00	101-8001-460-73-21 C/O 500-\$4,999	\$1,310.00
<b>TOTAL</b>	<b>\$1,310.00</b>	<b>TOTAL</b>	<b>\$1,310.00</b>

**Justification:** These funds were collected as memorial donations for Robert McCunn to purchase dugout tops on the adult baseball field at Creekside Park. The donations were collected in FY 16 which would purchase one top and the department budgeted the fund in this year's budget to purchase the second top.

**SHERIFF**

***Budget Amendment***

Jesse Pittman, Administrative Captain, presented a budget amendment requesting to carryover grant funds from FY 15-16 to allow for payment of items purchased under the grant description which were on order in FY 15-16 but not received and invoiced until after July 1<sup>st</sup>. Commissioner McCabe moved to approve the following budget amendment, as requested, seconded by Commissioner Mark and unanimously carried in a roll call vote.

***Sheriffs***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
101-2022-377-04-00 Bureau of Justice Assistance	\$9,976.22	101-2022-410-32-40 Grants/Other Supplies	\$9,976.22
<b>TOTAL</b>	<b>\$9,976.00</b>	<b>TOTAL</b>	<b>\$9,976.00</b>

**Justification:** This budget amendment will allow for the payment of equipment ordered last FY that did not arrive until after the cut off for FY15-16. These are carryover funds from the 2015-2016 grant. The department now has all the equipment and invoices will be closing out the grant in October 2016.

**FINANCE**

Craig Warren, Finance Director, presented the following budget amendment for the Board's approval.

***Volunteer Fire Dept.***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
242-0000-301-01-00 Property tax current year	\$36,553.00	242-2900-410-99-80 Special appropriation – pay to district	\$36,553.00
<b>TOTAL</b>	<b>\$36,553.00</b>	<b>TOTAL</b>	<b>\$36,553.00</b>

**Justification:** Correct budget oversight. County to provide fire protection services to the Town of Bridgeton by adding the town to Tri Community Fire District coverage area. Need to budget estimated property tax revenue generated for this additional service area into special appropriation for Tri Community Fire District

Commissioner Mark moved to approve the budget amendment, as recommended, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

***Budget Amendments for July 5, 2016***

**ANIMAL SHELTER EXPANSION PROJECT**

Assistant County Manager, Gene Hodges reported on results of a request for bids for the expansion of the Animal Shelter which went out on May 4, 2016. A mandatory pre-bid meeting was held on May 17, 2016 for any firms that were interested in bidding on this project. There were six interested firms that attended that meeting. The bid closing date was June 7, 2016 and five firms submitted bids, as follows:

<b>Contractor</b>	<b>Subs Listed</b>	<b>Bid Bond</b>	<b>Base Bid</b>	<b>Low Bid</b>
DanCo Builders, Inc.	x	x	\$1,037,000	\$1,037,000
Primus Contracting, Inc.	x	x	\$1,125,980	
L.A. Downey & Son, Inc.	x	x	\$1,203,983	
Thomas Simpson Const.	x	x	\$1,282,316	
Group III Mgt., Inc.	x	x	\$1,293,000	
Bruin Builders LLC			No Bid	

The lowest bidder was Danco Builders, Inc. with a bid of \$1,037,000. After working with DanCo to identify potential savings in the project, the construction cost was lowered to

\$996,000. With a 10% contingency budget and contractual services budget related to architectural and engineering services, the proposed project budget is \$1,276,518. He reminded the Board that this project currently has a budget of \$500,000 of which \$143,671 has been expended for initial design work and required improvements in the existing structure. It was the recommendation from staff that the Board accept the bids, approve the Animal Shelter Project ordinance, approve a budget amendment in the amount of \$1,246,518, and award the contract to DanCo Builders, Inc. in the amount not to exceed \$996,000.

Mr. Hodges stated that all funds will be coming from capital reserve; not from Fund Balance. The expansion will triple the size of kennel space and will be utilized by Pamlico County, New Bern and other municipalities, except Havelock, and Cherry Point. Non-County users pay proportionately. Commissioner Tyson asked how far out is the expansion is expected to serve. Population growth is difficult to project due to animals that must be held for the courts. Chairman Liner asked if the additional space, which will provide for enhanced opportunities for adoption, will result in a policy change for the length of time owners can expect animals to be kept. The Board was advised that a better way for owners to ensure that they get their animals back is to have them chipped. Anyone can have their animal chipped for \$10 as a convenience provided by animal services.

Commissioner McCabe moved to accept the bids, approve the following Animal Shelter Project ordinance and budget amendment in the amount of \$1,246, 518, and to award the contract to DanCo Builders, Inc. in the amount not to exceed \$996,000, seconded by Commissioner Mark and unanimously carried in a roll call vote.

***Animal Control***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
390-0000-366-07-00 From Capital Reserve	\$776,518.00	390-2610-420-40-00 Contractual	\$ 34,660.00
		390-2610-420-76-01 Construction	\$691,858.00
		390-2610-420-76-59 Contingency	\$ 50,000.00
371-0000-399-01-00 Fund Balance	\$1,246,518.00	371-0571-420-97-70 Animal Shelter Project	\$1,246,518.00
<b>TOTAL</b>	<b>\$2,023,036.00</b>	<b>TOTAL</b>	<b>\$2,023,036.00</b>

**Justification:** Need to budget additional funds for the expansion of the Animal Shelter. Bids for project came in higher than originally estimated.

**Animal Shelter Project  
Fund 390**

This ordinance is hereby approved in the following amounts for expenditures to the Animal Shelter Project.

Expenditures:

Contractual	\$	84,660.00
Construction	\$	996,000.00
Construction – other than general contractor	\$	95,858.00
Contingency	\$	100,000.00
TOTAL	\$	1,276,518.00

The following revenues are hereby estimated for the Animal Shelter Project.

Revenue:

From Capital Reserve	\$	1,276,518.00
TOTAL	\$	1,276,518.00

This ordinance is hereby approved this 5<sup>th</sup> day of July, 2016.