

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, NOVEMBER 19, 2007
8:30 A.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

APPROVE MINUTES OF NOVEMBER 5, 2007 REGULAR SESSION

1. CONSENT AGENDA
 - A. Tax Releases and Refunds
 - B. Budget Amendments
 - C. Application for Lottery Project
2. HEALTH DEPARTMENT FEES: Wanda Sandelé, Health Director
3. FY 2006-2007 AUDIT REPORT: Lou Cannon, McGladrey and Pullen
4. COUNTY ATTORNEY'S REPORT: Jim Sugg
5. COUNTY MANAGER'S REPORT: Harold Blizzard
6. COMMISSIONERS' REPORTS

RECESS TO CONVENE WATER BOARD

7. WORK SESSION

**AGENDA
CRAVEN COUNTY WATER
BOARD OF DIRECTORS
MONDAY, NOVEMBER 19, 2007**

ROLL CALL

APPROVE MINUTES OF SEPTEMBER 17, 2007 REGULAR SESSION

1. BUDGET AMENDMENT AND ORDINANCE UPDATE
2. WATER BOARD CONSERVATION PLAN WORK SESSION:
Rusty Hayes, Water Superintendent

ADJOURN TO RECONVENE REGULAR SESSION FOR WORK SESSION

CONSENT AGENDA

A. TAX RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, submitted the routine requests for tax releases and refunds contained in Attachment #1.A. for the Board's approval.

B. BUDGET AMENDMENTS

Craven County Finance Officer, Rick Hemphill, submitted the following budget amendments for the Board's approval.

Amendments:

Environmental Health – Food Services – Budget \$ 10,200 from Course fees to cover the cost of the course (Contract \$ 7,480., supplies 720. and Travel/Training \$ 2000.)

Schools Debt Service – Fund 275 – Budget Lottery proceeds to cover cost of Principal and Interest on Debt for Schools Projects (August 07 Borrowing).

C. APPLICATION FOR LOTTERY PROJECT

The Chairman should be authorized to sign the application, contained in Attachment #1.C., which allows the County to draw down the lottery funds. The project designated for the lottery funds is the debt service (recent COP's) for Creekside Elementary, the renovations at Grover C. Fields and J.T. Barber and the new bus garage. The amount shown on the application, \$1,914,146, represents the debt service for these items for fiscal 2008. There is currently \$918,168 in the County's account available to be drawn down. This represents the first four quarterly distributions made by the State. The Board of Education is expected to approve the project at their November 15th meeting.

HEALTH DEPARTMENT FEES

At its meeting of November 5, 2007, the Board of Health recommended changes to fees for certain services in the Health Department. The fee adjustments are necessary to maintain the requirement that charges be equal to or higher than Medicaid rate to assure full payment by DMA. Attachment # 2 shows the current rate for the service, the newly instituted Medicaid rate and the proposed rate to use as the new posted charges.

In addition, prior to the passage of the Well Construction Ordinance which requires a \$200 fee be paid for a permit, the Well Repair Permit was issued at no charge. The “repair” does require the Environmental Health Specialist to visit the site and do an evaluation identical to that for the new construction. The nature of wells in this area inevitably means that the “repair” is a new well. This repair permit, priced the same as for a new, not replacement, well, will eliminate the necessity of the property owner returning to the Health Department for a Well Construction Permit. The current system always results in a delay during which the homeowner has no water.

Agenda Date: November 19, 2007
Presenter: Lou Cannon
Agenda Item No. 3

FY 2006-2007 AUDIT REPORT

Lou Cannon of McGladrey & Pullen will present the annual audit report for the year ended on June 30, 2007.

Agenda Date: November 19, 2007
Presenter: Jim Sugg
Agenda Item No. 4

COUNTY ATTORNEY'S REPORT

COUNTY MANAGER'S REPORT

GIS Department Reorganization

In the early 1990's, Tax Mapping was formed within the Tax Office to support what has now become known as GIS (Geographic Information Systems). For years this structure has served well as the focus of GIS was solely on the building of tax parcel lines in digital form.

As time progressed, GIS has grown into a county-wide service with requests coming from many different County departments. Tax purposes first and foremost, but others like Planning, Environmental Health, Water, Elections, EMS and Sheriff realize there are benefits of being able to tap into GIS services at the county-wide level. The public has grown to expect the ability to view, search and print GIS information by use of the internet.

In reviewing requests and watching the demand for these services increase, we feel a movement of management and reporting responsibility should be shifted to the Information Technology Department (IT), which will best suit the County in the long run. As IT deals with automation requests from all County Departments and agencies, the IT Department has a working knowledge of departmental information flow, how that information is shared and used by other departments and what resources are required to deliver those requests. IT also deals with allocation of automation equipment, network services, software, personnel and internet resources on a daily basis. GIS is heavily dependant on computers, software, network resources and the internet.

Aligning GIS with IT places a powerful tool at the county-wide level within a department that deals with county-wide issues and services on a daily basis. It also allows GIS to be included at the onset of any discussions in future software selections or changes for the County as opposed to being an afterthought or mentioning at a later time. As new software is acquired for the County, GIS will be a major component.

All parties realize Craven County depends on accurate and timely tax parcel line information for any of these services to benefit others. That commitment to perform this critical task will remain top priority in the future.

Assuming the Board is agreeable to moving GIS management from the Tax Department to the IT Department, the Board will need to authorize moving the GIS budget from the 0804 Tax Department to the 0404 IT Department.

Additionally, during the FY '08 budget development process, the Board approved a new GIS Technician position that would be critical to expanding services and the aforementioned reorganization. In the interim, staff has determined this position should be reclassified for the following reasons:

- It is desired that this position will assist the GIS Administrator in more technical aspects of developing GIS programs and applications for the county than was thought previously
- Being more technical in nature, and in time, the position will assume technical responsibilities in the absence of the GIS Administrator.
- With plans to upgrade the present GIS hardware and software in the immediate future, it is requested that a more highly skilled position be sought which could produce benefits to our GIS operation quickly.
- Surveys of other governmental agencies similar in size and some non-governmental entities revealed our current position title was somewhat lower in salary
- With a more county-wide approach being planned for GIS, it is strongly believed that more technical abilities will be called for as opposed to abilities currently being employed and utilized

Therefore it is requested that the Board reclassify the position of GIS Technician to GIS Application Developer. This reclassification will change the salary grade from a 64 (\$31,381 – 51,356) to a 68 (\$37,857 – 61,953).

Agenda Date: November 19, 2007

Presenter: _____

Agenda Item No. 6

COMMISSIONERS' REPORTS

Agenda Date: November 19, 2007
Presenter: Joan Harrell
Agenda Item No. 7

WORK SESSION

Compensation and Labor Market Study

The Board will hear the results of the Compensation and Labor Market Study (Shown as Attachment #7) as presented by Joan Harrell, Human Resources Director.

Agenda Date: November 19, 2007

Presenter: _____

Agenda Item No. W/S #1

BUDGET AMENDMENT AND ORDINANCE UPDATE

Craven County Finance Officer, Rick Hemphill, submitted the following budget amendment and ordinance update for the Board's approval.

WATER: NWC – Roads Project – Close Fund 415 resulting in a residual fund balance to Water Operations of \$ 12,776.82

Water Ordinances: Close out NWC Roads Project

Agenda Date: November 19, 2007
Presenters: Rusty Hayes, Linda Staunch
Agenda Item No. W/S #2

WATER BOARD CONSERVATION PLAN WORK SESSION

Rusty Hayes, Water Superintendent, and Linda Staunch, consultant, will present the proposed Water Conservation Plan for the Board's consideration. The proposed plan has been included as Attachment #8 for the Board's review prior to the presentation.