

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, MARCH 18, 2013
8:30 A.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF MARCH 4, 2013 REGULAR SESSION

1. PUBLIC HEARINGS
 - A. Debt Refunding: Rick Hemphill, Assistant County Manager, Finance/Administration
 - B. National Flood Insurance Rate Maps: Jason Frederick, Planner II
2. NC OPERATION MEDICINE CABINET INITIATIVE: Tanya Roberts, Project Coordinator
3. PROPOSED REDISTRICTING PLAN

DEPARTMENTAL MATTERS

4. FINANCE: Rick Hemphill, Assistant County Manager, Finance/Administration
 - A. Audit Contract
 - B. Budget Amendment
5. PLANNING: Don Baumgardner, Planning Director
 - A. Subdivision for Approva
 - B. Road Addition Request
 - C. Tall Structures Ordinance
6. TAX: Ronnie Antry, Tax Administrator
Releases and Refunds
7. SOCIAL SERVICES: Alfreda Stout, Assistant Social Services Director
Budget Amendments
8. HEALTH: Scott Harrelson, Health Director
Budget Amendment

9. HERB STOUT AWARD PRESENTATION: Tim Johnson, Director,
Center for Geographic Information and Analysis
10. APPOINTMENTS
 - A. Pending
 - B. Upcoming
11. COUNTY ATTORNEY'S REPORT: Jim Hicks
12. COUNTY MANAGER'S REPORT: Jack Veit
13. COMMISSIONERS' REPORTS

Agenda Date: March 18, 2013

Presenters: Rick Hemphill, Jason Frederick

Agenda Item No. 1

Board Action Required: Yes

PUBLIC HEARINGS

A. DEBT REFUNDING

The Board will need to go into a public hearing to hear comments on the refunding of a portion of the 2007 Certificates of Participation with SunTrust (STING) in an amount not to exceed \$35,000,000. Collateral for the loan will remain as the Judicial Center and Creekside Elementary School. Savings to the County will be over \$2 million over the term of the bonds through 2027.

After the Public Hearing the Board will be asked to pass a resolution, contained in Attachment #1.A., approving and authorizing the execution and delivery of a supplemental agreement to the County's installment purchase contract and related documents in connection therewith. The only change since the previous meeting is that Regions Bank will serve as escrow agent and trustee rather than Wells Fargo Bank.

Board Action: Pass resolution and execute the agreement

B. NATIONAL FLOOD INSURANCE RATE MAPS

A public hearing will be held on March 18th, 2013 at 8:30 am. The purpose of the public hearing is to receive input from citizens regarding the proposed changes in the National Flood Insurance Program Flood Insurance Rate Maps. The reason for the changes is due to Lenoir County updating their Flood Insurance Rate Maps and some of their map panels overlapping into Craven County. When the updated map panels overlap into an adjoining county, that county must recognize those map changes and reflect those changes in their Flood Damage Prevention Ordinance.

Board Action: Adopt updated Flood Maps and ordinance amendments

Agenda Date: March 18, 2013

Presenter: Tanya Roberts

Agenda Item No. 2

Board Action Required: No

NC OPERATION MEDICINE CABINET INITIATIVE

North Carolina Operation Medicine Cabinet is a collaborative effort among a very diverse group of stakeholders from across the state all working toward a collaborative goal - ensuring the proper and safe disposal of medications. Currently, there is no statewide policy to hold individuals, organizations and corporations responsible for how pharmaceuticals are disposed of. We operate on the premise that most people want to keep all our kids, communities and waters safe and many simply need the guidelines for how to affect this socially responsible effort.

Our initiative brings together many partners that otherwise would seem unlikely to collaborate. Some of those at the table include: law enforcement, hospice, water management, river keepers, substance abuse prevention educators and advocates, medical personnel, veterinarian medicine, funeral home director, and many others. What is common is the consistent issue of medication disposal and a sincere interest in having answers for others and a means to be conscientious and contribute to the solution.

As it stands now, many communities hold bi-annual take back events to provide a way for the individual to safely dispose of their expired and unwanted medications. For these events, individuals can bring their medications and simply hand them to a law enforcement officer who then takes possession of the items. They are collected for a set time and only touched by law enforcement to preserve the chain of custody issue. This insures the individual that the medications will be safely and properly disposed of and not deposited in the landfills or introduced into our water system.

The take back events are held in conjunction with the NC Safe Kids recognition of Poison Prevention Week in March and the DEA event each the fall. The number of dosage units turned in has consistently grown to a total of 7.7 million dosage units collected this last spring. Organizations handling medications also need to have a way to properly and safely remove expired medications from their settings and ensure that the pharmaceuticals do not end up in the landfills or in our water system. The installation of permanent, locked drop boxes assists as well, providing a permanent location for people to drop off their medications at their convenience.

To be successful, policy must be complemented with funding. There is a nominal cost for the take back events and even for the permanent drop boxes, with many of the hosting law enforcement agencies assuming the cost. The challenge is in the ongoing incineration fees. Incineration is the only acceptable means for total destruction with limited environmental impact and the expense can be prohibitive. I can provide an update for drop boxes in our county at this meeting.

The goal is to get unused medications out of homes where they can be misdirected and misused and abused. The presence of medications, especially pain medications, creates a safety concern given the rise in thefts; many look for vulnerable people with a high likelihood of medications in their home (older people, veterans, and the very ill). Part of our recommendations will also be to ensure that physicians prescribe only the therapeutic dosage needed, pharmacists utilize the Controlled Substance Reporting System, patients request only what is needed for treatment purposes and people all become aware of and act on ways to safely secure medications in the home and utilize take back events and permanent lock boxes for disposal.

To help make our kids, communities and our waters safer, it will take a concerted effort from a number of entities to create policy and encourage the implementation of meaningful measures to properly dispose of medications. Communication with a variety of groups and in a number of methods will help ensure the message is out there, received and followed through on. This is why there is such a rich conglomeration of interested people. This is an issue we can address and resolve.

Previously, I have spoken before the City of New Bern Aldermen and other groups engaging them in the NC Operation Medicine Cabinet initiative. The purpose of speaking to municipalities and commissioners is that the work we do directly impacts all citizens.

Board Action: Receive Information

Agenda Date: March 18, 2013

Presenter: _____

Agenda Item No. 3

Board Action Required: Yes

PROPOSED REDISTRICTING PLAN

At the Board's last meeting, a public hearing was held concerning proposed maps for Commissioners' Districts. The Board discussed the proposed plan but did not vote. Attachment # 3 is the recommended timeline for the process which was provided by the consulting attorney.

Board Action: Consider voting to adopt a map

Agenda Date: March 18, 2013

Presenter: Rick Hemphill

Agenda Item No. 4

Board Action Required: Yes

DEPARTMENTAL MATTERS: FINANCE

A. AUDIT CONTRACT

McGladrey & Pullen has submitted an arrangement letter and the annual audit contract (Attachment # 4.A) for the June 30, 2013 audit for an amount of \$64,550. This is the amount agreed upon for the third year of a three year agreement.

Board Action: The Board will need to authorize the Chairman, County Manager, and Finance Officer to sign the agreement.

B. BUDGET AMENDMENT

Mr. Hemphill will present the following budget amendment for the Board's approval.

Amendments: Recreation –At a prior meeting, the Board approved acceptance of a donation from Carolyn Whitehurst. This donation was for the naming rights of the gazebo at the Latham-Whitehurst Nature Park. We need to budget the \$ 6,000 donation in order to purchase signage.

Tax Collections – Need to budget \$ 8,180 revenue for Property Tax to cover Tax Management Associates, Inc. invoices.

Board Action: A roll call vote is needed to approve budget amendments.

Agenda Date: March 18, 2013

Presenter: Don Baumgardner

Agenda Item No. 5

Board Action Required: Yes

DEPARTMENTAL MATTERS: PLANNING

A. SUBDIVISION FOR APPROVAL

Craven County Planning Director, Don Baumgardner, will present the following subdivision for the Board's approval.

Timothy G. Longley and wife Kay Longley - Final

- Property is owned by William T. McDaniel and surveyed by Gaskins Land Surveying, P.A.
- Property is located within Twp 9, off of NC Highway 55 West
- Parcel ID 9-026-033
- Subdivision contains 1 lot on 3.45 Acres
- Lots proposed to be served by County Water and an individual septic system

Board Action: Approve subdivision as presented

B. ROAD ADDITION REQUEST

The road addition resolution that appears as Attachment # 5.B. requests the Board of Commissioners to approve Neptune Court in Twp. 5 to be turned over to the State of North Carolina for maintenance. A map of the location is also included in the attachment. The standard SR2 road addition resolution, once passed, will be forwarded to NCDOT for their final consideration and acceptance of the road to the State Maintenance System.

Board Action: A vote by the Board of Commissioners is needed to approve the standard SR2 Road Addition Resolution.

C. TALL STRUCTURES ORDINANCE

At the Board's last meeting, a public hearing was held concerning a proposed Tall Structures Ordinance. A vote was taken; however, the absence of Commissioner McCabe necessitated a second vote. During the discussion several questions were raised, and staff was directed to seek additional input from industries that will be affected by the ordinance.

Board Action: Further discussion and a second vote if the Board so chooses. A majority vote would carry the action.

Agenda Date: March 18, 2013

Presenter: Ronnie Antry

Agenda Item No. 6

Board Action Required: Yes

DEPARTMENTAL MATTERS: TAX

Craven County Tax Administrator, Ronnie Antry, will present the routine requests for tax releases and refunds contained in Attachment #6 for the Board's approval.

Board Action: A roll call vote is needed to approve releases and refunds.

Agenda Date: March 18, 2013

Presenter: Alfreda Stout

Agenda Item No. 7

Board Action Required: Yes

DEPARTMENTAL MATTERS: SOCIAL SERVICES

Assistant Social Services Director, Alfreda Stout, will present budget amendments for the Board's approval, as follows:

- Additional Family Caregiver Funds given from the Division of Aging to be used for Adult Services In Home Program. Funds are 100% reimbursed (no county match required).
- Roll forward unspent funds donated to the Senior Program and Meals Program in Fiscal Year 2011-2012.
- Increasing line items due to anticipated donations for current fiscal year.
- Additional funding authorizations for Share the Warmth. There is no county match. Funds are 100% state.

Attachment #7 contains additional details concerning the requested budget amendments.

Board Action: A roll call vote will be needed to approve the budget amendments.

Agenda Date: March 18, 2013

Presenter: Scott Harrelson

Agenda Item No. 8

Board Action Required: Yes

DEPARTMENTAL MATTERS: HEALTH

Health Director, Scott Harrelson, will submit a budget amendment for approval.

- Attached immunizations used to be supplied by the State, but now we are required to purchase vaccines and bill for the service. Revenue will be recouped because patient will either have to pay a flat rate fee for the vaccine or we can bill their insurance (and Medicaid) for reimbursement. Attached is an estimate of what vaccines we will need through the year end along with the total cost. Revenue is estimated to come from the following: Patient (20%); Insurance (20%); and Medicaid (60%). (See Attachment #8)

Board Action: A roll call vote will be necessary to approve the budget amendment.

Agenda Date: March 18, 2013

Presenter: Tim Johnson

Agenda Item No. 9

Board Action Required: No

HERB STOUT AWARD PRESENTATION

Tim Johnson will officially present Craven County with the 2013 Herb Stout Award, which officially honors the exemplary and visionary use of Geographic Information Systems (GIS) by local governments in North Carolina. Craven County GIS employee Sol Wuensch, GIS Application Developer, was awarded the plaque at this year's North Carolina GIS Conference held February 7-8, 2013 at the Raleigh Convention Center. Also present at the conference and contributing to the GIS effort was Lou Valenti, Craven County GIS Administrator. Craven County's award was based on the tools and procedures developed by Sol in coordination with Erin Burrige, Craven County Election Director, using GIS to identify voter addresses to be reassigned due the 2011 redistricting of the state house, the national congressional and the board of education districts.

The Craven County GIS project submitted for consideration was written by Sol Wuensch and is contained as Attachment #9, along with the award guidelines.

Board Action: Receive information

Agenda Date: March 18, 2013

Presenter: _____

Agenda Item No. 10

Board Action Required: Yes

APPOINTMENTS

- A. PENDING
- B. UPCOMING

Board Action: If the intent is to make appointments effective immediately, a motion to waive the one meeting waiting requirement would be in order.

A. PENDING APPOINTMENT(S):

Adult Care Home Advisory Committee

Four vacancies remaining, no applications on file

Juvenile Crime Prevention Council

Juvenile Defense Attorney to replace Mike Barnhill; no applications on file

New Bern Board of Adjustment, Extraterritorial Representative

Vacancy to replace Starlin Beatty; no applications on file. The County has exceeded the 90 days allowed to make this appointment. The City of New Bern will actively search for an appointee.

Nursing Home Advisory Committee

At the February 4 meeting the Board was advised that the terms of Alvia Hearren and Brenda Moore were expiring. An appointment was made to replace Mr. Hearren, who had served more than 10 years. It has been determined that Ms. Moore has not been participating and needs to be replaced. No applications on file.

Fire Tax Commissioners

At the Board's last meeting Howard Spence, Tommy Cowan, Sammy Lilly and Ronald Pate were nominated for appointment or reappointment; however, there was no motion to waive the one meeting waiting requirement and the appointments need to be ratified. Several additional terms (Clarence Edwards, Reuben Hart, Mike Lucas, William Mathews, Steve Redd, Alton Riggs, Clarence Simpson and Joseph Wetherington are expiring, (#3, #6, #7, Rhems, Swift Creek and West New Bern) but there are no applications on file.

Craven Pamlico Carteret Regional Library

A new vacancy was created in the new contract for appointment to a fourth seat by the County.

EMS (Emergency Medical Services) Advisory Council

The Board was previously advised of the expiring terms of Crystal Davis (2011), Jonathan Gaskins (2011), Ian Jose (2011), Elizabeth Melvin (2011), and Sarah Rakowski (2011). At the last meeting of the Board, Crystal Davis and Ian Jose were reappointed. The Board sought to determine if the others whose terms are expiring are interested in continuing. The Emergency Services Department has indicated that Jonathan Gaskins and Sarah Rakowski are still the captains of their squads and are able to continue serving; however, Elizabeth Melvin is no longer captain and needs to be replaced. An application will be forthcoming.

Firemen's Relief Fund Board of Trustees

At the last meeting Dennis Smith and Johnny Midgette were appointed to fill expiring terms. Other vacancies remaining are: Robert Blalock, #7 (2011); W.O. Gaskins, Jr., LSC (1999); John Harrell, Tri-Comm. (2011); Donald Heath, Ft. Barnwell (Appointment 2011); Richard Peterson, Tri-Comm.(Appointment 2003); Ralph Roeland, #6 (1999); Clarence Simpson, Rhems (1999); Matthew Spirko (2012); Duward White, Dover (2003); Douglas Whitford, LSC (1999); Graham Williams, #7 (2001). No Applications on File.

B. UPCOMING APPOINTMENTS

April

Craven Aging Planning Board Lisa Smith (Initial Appointment 2011)

Firemen's Relief Fund Board of Trustees
Milton Everette, Twp. 5 (Initial Appointment 2009)

Fire Tax Commissioners Craig Arthur, Twp. 6 (Initial Appointment 2007)
Leander Carter, Twp. 5 (Initial Appointment 2009)

Nursing Home Advisory Committee
Earley Toon (Initial Appointment 2010)

Planning Board Shelton Phillips (Initial Appointment 1997)

Agricultural Advisory Board Jimmy Arthur (Initial Appointment 2009)
Glen Ipock (Initial Appointment 2009)
David Parker (Initial Appointment 2009)
Carl Turner (Initial Appointment 2010)
Wyatt Whitford (Initial Appointment 2009)

Agenda Date: March 18, 2013

Presenter: Jim Hicks

Agenda Item No. 11

COUNTY ATTORNEY'S REPORT

Agenda Date: March 18, 2013

Presenter: Jack Veit

Agenda Item No. 12

COUNTY MANAGER'S REPORT

Agenda Date: March 18, 2013

Presenter: _____

Agenda Item No. 13

COMMISSIONERS' REPORTS

The Board of Commissioners for the County of Craven, North Carolina, met in regular session in the Commissioners' Meeting Room at the Craven County Administration Building in New Bern, North Carolina, the regular place of meeting, at 8:30 a.m., on March 18, 2013, with Chairman Scott C. Dacey, presiding. The following Commissioners were:

PRESENT:

ABSENT:

ALSO PRESENT:

* * * * *

Chairman Dacey announced that this was the hour and day of the public hearing on a proposed supplement to the Installment Purchase Contract, dated as of August 1, 2007 (the "Installment Purchase Contract"), between the County of Craven, North Carolina (the "County") and Craven County Finance Corporation (the "Corporation") pursuant to Section 160A-20 of the General Statutes of North Carolina, as amended (the "Act"), to refinance certain installment financing obligations of the County pursuant to the Installment Purchase Contract. Such obligations are evidenced by Certificates of Participation, Series 2007, dated August 22, 2007, in the outstanding principal amount of \$42,350,000 (the "2007 Certificates"), the proceeds of which were used, together with other available funds, to finance (a) acquiring, constructing and equipping a new judicial center, (b) acquiring, constructing and equipping a new elementary school, (c) acquiring, constructing and equipping various improvements at a number of existing public schools, (d) constructing and equipping a portion of a fiber optic network owned by the County, (e) acquiring land adjacent to an airport, (f) funding a commitment for the construction of the Tryon Palace History Education Center and (g) constructing various improvements to West Craven Park.

The County at this time will consider proceeding with a supplement to the Installment Purchase Contract in order to refinance a portion of the 2007 Certificates and pay the costs of issuance related thereto. The principal amount to be financed with this component is not expected to exceed \$35,000,000. The County's obligations with respect to the Installment Purchase Contract are secured by a deed of trust granting a lien on the Craven County Judicial Center and on Creekside Elementary School, together with all improvements and fixtures located thereon.

Chairman Dacey acknowledged due publication of the notice of public hearing in a newspaper with a general circulation in said County as required by Section 160A-20(g) of the Act and directed the Clerk to the Board of Commissioners for the County (the "Board") to attach the affidavit showing publication in said paper on a date at least ten days prior to the date hereof

as Exhibit A hereto.

Chairman Dacey then announced that the Board would immediately hear anyone who might wish to be heard on advisability of the proposed financing as so described.

No person appeared to be heard by the Board, Chairman Dacey then announced the public hearing closed.

Thereupon, Commissioner _____ introduced the following resolution, the title of which was read and copies of which had been previously distributed to each Commissioner:

RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF A SUPPLEMENTAL AGREEMENT TO THE COUNTY'S INSTALLMENT PURCHASE CONTRACT AND RELATED DOCUMENTS IN CONNECTION THEREWITH

BE IT RESOLVED by the Board of Commissioners (the "Board") of the County of Craven, North Carolina (the "County") as follows:

Section 1. The Board does hereby find and determine as follows:

(a) In order to acquire, construct and equip certain capital improvements, the County entered into an Installment Purchase Contract, dated as of August 1, 2007 (the "Installment Purchase Contract"), between the County and Craven County Finance Corporation, a North Carolina nonprofit corporation (the "Corporation"), pursuant to which the Corporation provided financing to the County of amounts sufficient to finance the costs of such capital improvements, and the County agreed to repay such financing in installments, with interest (the "Installment Payments").

(b) The Corporation entered into an Indenture of Trust, dated as of August 1, 2007 (the "Original Indenture"), between the Corporation and Wells Fargo Bank, N.A., as original trustee, pursuant to which the Corporation may execute and deliver instruments evidencing proportionate and undivided interests in the right to receive certain Revenues (as defined in the Installment Purchase Contract), including the Installment Payments, pursuant to the Installment Purchase Contract, as supplemented from time to time. The Corporation has executed and delivered Certificates of Participation, Series 2007, dated August 22, 2007, in the outstanding principal amount of \$42,350,000 (the "2007 Certificates"), pursuant to the Original Indenture.

(c) In order to secure its obligations under the Installment Purchase Contract, the County executed and delivered a Deed of Trust and Security Agreement, dated as of August 1, 2007 (the "Deed of Trust"), granting a lien of record on the Craven County Judicial Center and Creekside Elementary School, both financed under the Installment Purchase Contract, together with all improvements and fixtures located thereon.

(d) Based upon current market conditions, the County can realize debt service savings through the refinancing of a portion of the Installment Payments under the Installment Purchase Contract, such refinancing to be accomplished through the refunding of all or a portion of

the 2007 Certificates maturing on June 1, 2018, 2019, 2023 and 2027 (the "Refunded 2007 Certificates").

(e) After a public hearing and due consideration, the Board has determined to proceed at this time with the refinancing of all or a portion of the Refunded 2007 Certificates and to enter into a First Supplemental Installment Purchase Contract, to be dated as of April 1, 2013 (the "First Supplement" and, together with the Installment Purchase Contract, the "Contract"), with the Corporation to provide for financing thereunder in a principal amount not to exceed \$35,000,000 to refinance all or a portion of the existing Installment Payments relating to the Refunded 2007 Certificates and to pay certain other costs associated therewith.

(f) In order to provide the amount to carry out the refunding, the Corporation will enter into a First Supplemental Indenture (the "First Supplemental Indenture" and, together with the Original Indenture, the "Indenture"), with Regions Bank, as successor trustee, pursuant to which the Corporation will execute and deliver a limited obligation bond (the "2013 Bond").

(f) In connection with the issuance of the 2013 Bond, the Corporation and the County propose to appoint Regions Bank as successor trustee to Wells Fargo Bank, N.A. under the Indenture.

(h) The County proposes to sell the 2013 Bond at private sale without advertisement to STI Institutional and Governmental, Inc. ("STING") pursuant to a proposal previously submitted to the County.

(i) There have been presented to the Board drafts of the following documents relating to the financing described above:

(1) the First Supplement;

(2) the First Supplemental Indenture, including a form of the 2013 Bond attached as Exhibit A thereto; and

(3) an Escrow Deposit Agreement, dated as of April 1, 2013 (the "Escrow Agreement"), between the County, the Corporation and Regions Bank, as escrow agent.

(j) The law firm of Womble Carlyle Sandridge & Rice, LLP will serve as bond counsel to the County and BB&T Securities LLC will serve as financial advisor to the County in connection with the issuance of the 2013 Bond.

Section 2. In order to provide for the refinancing of the Installment Payments associated with the Refunded 2007 Certificates, the County is hereby authorized to enter into the First Supplement and to receive financing pursuant thereto in a principal amount not to exceed \$35,000,000. The Corporation is hereby requested to enter into the First Supplement and the First Supplemental Indenture and to execute and deliver the 2013 Bond. The actual principal amount of the financing shall be determined by the County at the time of the sale of the 2013 Bond as described in Section 3 hereof. The amount of the financing shall be the amount that, in the best judgment of the Finance Director, shall be the amount necessary to provide sufficient funds, together with any other available funds, to pay (a) the costs of the refinancing of the

Refunded 2007 Certificates and (b) the financing costs incurred in connection with the sale, execution and delivery of the 2013 Bond. As set forth in the proposal of STING, the rate of interest on the Installment Payments related to the 2013 Bond shall be 2.07% per annum (subject to adjustment as provided in the First Supplemental Indenture), such rate to reflect the interest rate borne by the 2013 Bond.

Section 3. The proposal of STING to purchase the 2013 Bond is hereby approved and the Chairman of the Board, the County Manager, the Finance Director and the Clerk to the Board are hereby authorized to execute any bond purchase agreement or letter of representation required by the purchaser to purchase the 2013 Bond. The final maturity of the 2013 Bond shall not be later than December 31, 2027. The Board hereby ratifies and approves all action previously taken by the County, its officers and its employees in connection with the solicitation of proposals for purchasers for the 2013 Bond.

Section 4. The Board hereby approves the First Supplement and the Escrow Agreement in substantially the forms presented at this meeting. The Chairman of the Board, the County Manager and the Finance Director are each hereby authorized to execute and deliver the First Supplement and the Escrow Agreement on behalf of the County in substantially the forms presented at this meeting, containing such insertions, deletions and filling in of blanks as the person executing such documents shall approve, such execution to be conclusive evidence of approval by the County of any such changes. The Clerk to the Board or any assistant or deputy clerk is hereby authorized to affix the official seal of the County to said document and to attest the same to the extent required.

Section 5. The Board hereby approves the First Supplemental Indenture and the 2013 Bond in substantially the forms presented at this meeting.

Section 6. The Chairman of the Board, the County Manager, the Finance Director and the Clerk to the Board, and any other officers, agents and employees of the County, are hereby authorized and directed to deliver such certificates, opinions and other items of evidence as shall be deemed necessary to consummate the transactions described above, including, but not limited to, any documents necessary to appoint Regions Bank as successor trustee under the Indenture or escrow agent under the Escrow Agreement, amend or supplement the Deed of Trust, the Agency Agreement, dated as of August 1, 2007, between the County and the Craven County Board of Education, the Lease, dated as of August 1, 2007, between the County and Craven County Board of Education or to effect the prepayment of the Refunded 2007 Certificates or any documents that may be required by STING to consummate the transactions contemplated by this resolution.

Section 7. The Refunded 2007 Certificates shall be called for prepayment in the manner set forth in the Escrow Agreement or as otherwise directed by the Finance Director of the County.

Section 8. No deficiency judgment may be rendered against the County in any action for breach of any contractual obligation under the Contract and the taxing power of the County is not and may not be pledged directly or indirectly to secure any moneys due under the Contract.

Section 9. This resolution shall take effect immediately upon its passage, except that Section 7 of this resolution shall become effective only upon the execution and delivery of the 2013 Bond.

Upon motion of Commissioner _____, seconded by Commissioner _____, the foregoing resolution entitled "RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF A SUPPLEMENTAL AGREEMENT TO THE COUNTY'S INSTALLMENT PURCHASE CONTRACT AND RELATED DOCUMENTS IN CONNECTION THEREWITH" was passed by the following vote:

Ayes:

Noes:

* * * * *

I, Gwendolyn M. Bryan, Clerk to the Board of Commissioners for the County of Craven, North Carolina, DO HEREBY CERTIFY that the foregoing is a true copy of so much of the proceedings of said Board for said County at a regular meeting held on March 18, 2013, as it relates in any way to the holding of a public hearing on a proposed supplement to an installment purchase contract and the passage of the foregoing resolution and that said proceedings are recorded in the minutes of said Board for said County.

I DO HEREBY FURTHER CERTIFY that proper notice of such regular meeting was given as required by North Carolina law.

WITNESS my hand and official seal of said County this 18th day of March, 2013.

Clerk to the Board

MEMORANDUM

**TO: CRAVEN COUNTY COMMISSIONERS
COUNTY MANAGER JACK VEIT**

FROM: Marshall Hurley

RE: REDISTRICTING TIMELINE

DATE: January 15, 2013

This memorandum provides key dates and deadlines that will be pertinent in the preparation and enactment of new commissioner district boundaries for Craven County.

Certain dates that are established by law create deadlines for enactment of a new districting plan. These dates include:

February 10, 2014 – period begins for filing notices of candidacy
May 6, 2014 – primary election
November 4, 2014 – general election

Ideally, a new districting plan should be enacted and approved sufficiently in advance of the opening of the filing period to give fair and reasonable notice to the public of the changes in the electoral system. Having a final, approved plan in by September 30, 2013, would provide sufficient notice to the public. That date would also give ample time to the Craven County Board of Elections to undertake and complete any necessary geo-coding work, in the likely event that some voting precincts will be split by the redistricting plan.

As we have discussed, a new redistricting plan is not final or effective until it has been reviewed and approved by the U.S. Department of Justice (“DOJ”). DOJ has a period of 60 days for review; that period may be extended for an additional 60 days. With this in mind, a cautious approach would suggest that consideration be given to an additional period of time prior to the desired deadline to take in to account the possibility that DOJ may not approve the plan and that some time may be needed for a remedy by the County, followed by expedited review by DOJ of the second or remedial plan.

As your counsel in this matter, at least one month will be needed to prepare the submission to DOJ, gather necessary exhibits and comply with all submission requirements. This will be the 30-day period after a plan is enacted by the Board of Commissioners.

The redistricting is enacted in the form of a resolution adopted by the Board of Commissioners. *See* § 153A 22 (Redefining electoral district boundaries). The County will need to provide its customary 10 to 14 day notice of a public hearing prior to consideration of the

resolution adopting new election districts.

Based on all of the times and considerations above, the Board of Commissioners should consider the following dates as a general guide (assuming that the current meeting schedule of first and third Mondays is maintained and assuming that there is a proposed plan ready to be considered):

February 4, 2013 – request a public hearing to be scheduled on March 4, 2013

February 17, 2013 – provide notice of March 4, 2013, public hearing on proposed redistricting resolution

March 4, 2013 – public hearing and vote on plan by the Board of Commissioners

April 8, 2013 – plan is submitted to DOJ by legal counsel

June 10, 2013 – end of first 60 day DOJ review period

August 12, 2013 – end of second 60 day DOJ review period

August 13-September 30, 2013 – built in, extra time period to modify plan and resubmit to DOJ, if necessary (needed *only* in the event of disapproval by DOJ)

February 10, 2014 – filing period begins

Please note that these dates (except for the beginning of the filing period) are only suggested dates to provide an understanding of the times needed during this process. The actual dates could, and likely will shift, as certain contingencies or delays outside of our control may arise. However, these suggested dates do build in sufficient time to account for routine delays and, in my opinion, provide sufficient time prior to the 2014 election deadlines.

Please contact me if you have any questions.



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March 11, 2013

County Commissioners
Craven County
406 Craven Street
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Attention: Chairperson

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of Craven County's financial statements and compliance as of and for the year ended June 30, 2013.

Communication

Effective two-way communication between our Firm and the County Commissioners is important to understanding matters related to the audit and in developing a constructive working relationship.

Your insights may assist us in understanding Craven County and its environment, in identifying appropriate sources of audit evidence, and in providing information about specific transactions or events. We will discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate with us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing, and extent of audit procedures, your suspicion or detection of fraud or abuse, or any concerns you may have about the integrity or competence of senior management.

We will timely communicate to you any fraud involving senior management and other fraud that causes a material misstatement of the financial statements, illegal acts, instances of noncompliance, or abuse that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing after the audit.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. For example, without our permission no partner or professional employee of McGladrey LLP is permitted to have any direct financial interest or a material indirect financial interest in a client or any affiliates of a client. Also, if an immediate family member or close relative of a partner or

professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with Firm policy. In addition, our policies restrict certain non-audit services that may be provided by McGladrey LLP and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how your entity functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your operations. The development of a specific audit plan will begin by meeting with you and with management to obtain an understanding of business objectives, strategies, risks, and performance.

We will obtain an understanding of internal control over financial reporting and compliance with laws, regulations, and provisions of contracts and grant agreements to assess the impact of internal control on determining the nature, timing, and extent of audit procedures, and we will establish an overall materiality limit for audit purposes. We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error or to instances of noncompliance.

We will use this knowledge and understanding, together with other factors, to first assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provides us with parameters within which to design the audit procedures for specific account balances and classes of transactions. Our risk assessment process at the account-balance or class-of-transactions level consists of:

- An assessment of inherent risk (the susceptibility of an assertion relating to an account balance or class of transactions to a material misstatement, assuming there are no related controls); and
- An evaluation of the design effectiveness of internal control over financial reporting and our assessment of control risk (the risk that a material misstatement could occur in an assertion and not be prevented or detected on a timely basis by the entity's internal control).

Similar assessments will also be made relative to compliance with laws, regulations, and provisions of contracts and grant agreements

We will then determine the nature, timing, and extent of tests of controls and substantive procedures necessary given the risks identified and the controls as we understand them.

The Concept of Materiality in Planning and Executing the Audit

In planning the audit, the materiality limit is viewed as the maximum aggregate amount, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. At the end of the audit, we will inform you of all individual unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

Our Approach to Internal Control and Compliance Relevant to the Audit

Our audit of the financial statements will include obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Our review and understanding of the Entity's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

We will issue reports on internal control related to the financial statements and major programs. These reports describe the scope of testing of internal control and the results of our tests of internal controls. Our reports on internal control will include any significant deficiencies and material weaknesses in the system, of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with the requirements of the Government Auditing Standards issued by the Comptroller General of the United States, the Single Audit Act, the U.S. Office of Management and Budget, (OMB) Circular No. A-133, and the State Single Audit Implementation Act.

We will issue reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance which could have a material effect on the financial statements and any noncompliance which could have a direct and material effect on each major program. Our reports on compliance will address material errors, fraud, abuse, violations of compliance requirements, and other responsibilities imposed by state and federal statutes and regulations and assumed contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with the requirements of the standards and circular identified above.

Timing of the Audit

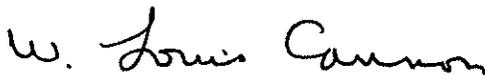
We have scheduled preliminary audit field work for the weeks of June 17, 2013 and July 8, 2013 including test of compliance programs required by the circular, standards, and acts identified above with final field work commencing the week of August 5, 2013. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to Craven County.

This communication is intended solely for the information and use of the County Commissioners and is not intended to be and should not be used by anyone other than these specified parties.

McGladrey LLP



W. Louis Cannon, CPA
Partner

March 11, 2013

County Commissioners
Jack B. Veit, III, County Manager
Richard F. Hemphill, Finance Officer
Craven County, North Carolina
New Bern, North Carolina

Attention: Chairperson

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of Craven County, North Carolina (the "County"), which comprise governmental activities, business-type activities, aggregate discretely presented component units, each major fund and aggregate remaining fund information as of and for the year-ended June 30, 2013 which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

We will also perform the audit of Craven County as of June 30, 2013, so as to satisfy the audit requirements imposed by the Single Audit Act and the U. S. Office of Management and Budget (OMB) Circular No. A-133 and the State Single Audit Implementation Act.

The Responsibilities of the Auditor

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS); "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, OMB Circular A-133, and OMB's Compliance Supplement and the State Single Audit Implementation Act. Those standards, circulars, supplements, and Act require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, Government Auditing Standards do not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to the County's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the county commissioners (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

The funds that you have told us are maintained by the County and that are to be included as part of our audit are listed here.

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Project Funds
- Enterprise Funds
- Internal Service Funds
- Fiduciary Funds

The component units whose financial statements you have told us are to be included as part of the County's basic financial statements includes the Tourism Development Authority, Coastal Carolina Regional Airport Authority, CarolinaEast Health System, and the Craven County ABC Board.

The federal and state financial assistance programs that you have told us that the County participates in and that are to be included as part of the single audit are the same ones in the Schedule of Expenditures of Federal and State Awards for the year ended June 30, 2012 included in the County's June 30, 2012 comprehensive annual financial report (CAFR).

Our reports on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and circulars identified above. Our reports on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts, and any state or federal grant, entitlement, or loan program questioned costs of which we become aware, consistent with requirements of the standards and circulars identified above.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audit will be conducted on the basis that management and when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- c. For establishing and maintaining effective internal control over financial reporting and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
- d. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, or others;
- e. For (a) making us aware of significant vendor relationships where the vendor is responsible for program compliance, (b) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings, and a corrective action plan, and (c) report distribution including submitting the reporting package(s); and
- f. To provide us with:
 - (1) Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
 - (2) Additional information that we may request from management for the purpose of the audit;
 - (3) Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
 - (4) When applicable, a summary schedule of prior audit findings for inclusion in the single audit reporting package; and
 - (5) If applicable, responses to any findings reported on the schedule of findings and questioned costs.

As part of our audit process, we will request from management and when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit including among other items:

- a. That management has fulfilled its responsibilities as set out in the terms of this letter; and
- b. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for identifying and ensuring that County complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse or suspected fraud or abuse affecting the entity received in communications from employees, former employees, analysts, regulators, short sellers, or others.

Management is responsible for the preparation of the supplementary information in accordance with accounting principles generally accepted in the United States of America. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and that indicates that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

The county commissioners are responsible for informing us of its views about the risks of fraud or abuse within the entity, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the entity.

Craven County agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, Craven County agrees to contact us before it includes our reports or otherwise makes reference to us, in any public or private securities offering.

Our association with an official statement is a matter for which separate arrangements will be necessary. Craven County agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when Craven County seeks such consent, we will be under no obligation to grant such consent or approval.

We agree that our association with any proposed offering is not necessary, providing Craven County agrees to clearly indicate that we are not associated with the contents of any such official statement or memorandum. Craven County agrees that the following disclosure will be prominently displayed in any such official statement or memorandum:

McGladrey LLP, our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. McGladrey LLP, also has not performed any procedures relating to this official statement or memorandum.

Because McGladrey LLP will rely on Craven County and its management and county commissioners to discharge the foregoing responsibilities, Craven County holds harmless and releases McGladrey LLP, its partners, and employees from all claims, liabilities, losses, and costs arising in circumstances where there has been a knowing misrepresentation by a member of Craven County's management which has caused, in any respect, McGladrey LLP's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

Craven County's Records and Assistance

If circumstances arise relating to the condition of the County's records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion, issue a report, or withdraw from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the County's books and records. The County will determine that all such data, if necessary, will be so reflected. Accordingly, the County will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by County personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Rick Hemphill, Finance Officer. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

In connection with our audit, you have requested us to perform certain non-audit services necessary for the preparation of the financial statements, including the preparation of the draft financial statements that are based on management's chart of accounts and trial balance and any adjusting, correcting, and closing entries that has been approved by management and assisting in the preparation of draft notes to the financial statements based on information provided and approved by management. The independence standards of the "Government Auditing Standards" issued by the Comptroller General of the United States GAS require that the auditor maintain independence so that opinions, findings, conclusions, judgments, and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to Craven County, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit service to be performed. Craven County has agreed that Rick Hemphill, Finance Officer possesses suitable skill, knowledge, or experience and that the individual understands the drafting of the financial statements and notes services to be performed sufficiently to oversee them. Accordingly, the management of Craven County agrees to the following:

1. Craven County has designated Rick Hemphill, Finance Officer, a senior member of management, who possesses suitable skill, knowledge, and experience to oversee the services.
2. Rick Hemphill, Finance Officer will assume all management responsibilities for subject matter and scope of the drafting of the financial statements and notes.
3. Craven County will evaluate the adequacy and results of the services performed.
4. Craven County accepts responsibility for the results and ultimate use of the services.

GAS further requires we establish an understanding with the management (and those charged with governance) of Craven County of the objectives of the non-audit service, the services to be performed, the entity's acceptance of its responsibilities, the auditor's responsibilities, and any limitations of the non-audit service. We believe this letter documents that understanding.

Other Relevant Information

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

In accordance with Government Auditing Standards, a copy of our most recent peer review report and applicable letter of comment is enclosed, for your information.

Fees, Costs, and Access to Workpapers

Our fees for the audit and accounting services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Our fee for the services described in this letter will not exceed \$64,550. Our fee estimate and completion of our work is based upon the following criteria:

- a. Anticipated cooperation from County personnel
- b. Timely responses to our inquiries
- c. Timely completion and delivery of client assistance requests
- d. Timely communication of all significant accounting and financial reporting matters
- e. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, the County agrees it will compensate McGladrey LLP for any additional costs incurred as a result of the County's employment of a partner or professional employee of McGladrey LLP.

In the event we are requested or authorized by Craven County or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for Craven County, Craven County will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of McGladrey LLP. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of McGladrey LLP audit personnel and at a location designated by our Firm.

You have informed us that you intend to prepare a comprehensive annual financial report (CAFR) and submit it for evaluation by the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting. Our association with the CAFR is to consist of having the report reviewed by a person who has also performed reviews for the GFOA Certificate Program and have him involved in the resolution of any accounting or reporting issues that arise from the engagement.

Claim Resolution

Craven County and McGladrey LLP agree that no claim arising out of services rendered pursuant to this agreement shall be filed more than two years after the date of the audit report issued by McGladrey LLP or the date of this arrangement letter if no report has been issued. Craven County waives any claim for punitive damages. McGladrey LLP's liability for all claims, damages and costs of Craven County arising from this engagement is limited to the amount of fees paid by Craven County to McGladrey LLP for the services rendered under this arrangement letter.

Reporting

We will issue a written report upon completion of our audit of Craven County's financial statements. Our report will be addressed to the county commissioners of Craven County. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on Craven County's financial statements, we will also issue the following types of reports:

- A report on the fairness of the presentation of Craven County's schedule of expenditures of federal awards for the year ending June 30, 2013.
- Reports on internal control related to the financial statements, and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal controls.
- Reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance which could have a material effect on the financial statements and any noncompliance which could have a material effect, as defined by OMB Circular A-133, on each major program.
- A schedule of findings and questioned costs.

This letter constitutes the complete and exclusive statement of agreement between McGladrey LLP and Craven County, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.

County Commissioners
Craven County
March 11, 2013
Page 8

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

McGladrey LLP

W. Louis Cannon

W. Louis Cannon, CPA
Partner

Confirmed on behalf of Craven County, North Carolina:

Chairperson

Date

County Manager

Date

[Signature]

Financial Officer

3/12/13

Date

System Review Report

To the Partners of
McGladrey & Pullen, LLP
and the National Peer Review Committee
of the American Institute of Certified
Public Accountants Peer Review Board

We have reviewed the system of quality control for the accounting and auditing practice of McGladrey & Pullen, LLP (the firm) applicable to non-SEC issuers in effect for the year ended April 30, 2010. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans and audits performed under FDICIA.

In our opinion, the system of quality control for the accounting and auditing practice of McGladrey & Pullen, LLP applicable to non-SEC issues in effect for the year ended April 30, 2010, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. McGladrey & Pullen, LLP has received a peer review rating of *pass*.

BKD, LLP

December 2, 2010

AICPA Peer Review Program
Administered by the
National Peer Review Committee

December 17, 2010

David Scudder, CPA
McGladrey & Pullen LLP
3600 American Blvd W Fl 3
Bloomington, MN 55431

Dear Mr. Scudder:

It is my pleasure to notify you that on December 9, 2010, the National Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is October 31, 2013. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,



Betty Jo Charles
Chari—NPRC
nprc@aicpa.org | (919) 402-4502

cc: Andrew V. Lear, CPA

Firm Number: 10046712 Review Number: 309310

CONTRACT TO AUDIT ACCOUNTS

Of Craven County

Governmental Unit

On this 11th day of March, 2013, McGladrey LLP

Auditor

3120 Wellons Blvd, New Bern, NC 28562

Mailing Address

, hereinafter referred to as

the Auditor, and Board Members of Craven County, hereinafter referred to as the Governing Board of Craven County Governmental Unit, agree as follows:

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit for the period beginning July 1, 2012, and ending June 30, 2013. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate discretely presented component units, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 and the State Single Audit Implementation Act, the auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the LGC. If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners.
3. This contract contemplates an unqualified opinion being rendered. If financial statements are not prepared in accordance with generally accepted accounting principles (GAAP), or the statements fail to include all disclosures required by GAAP, please provide an explanation for that departure from GAAP in an attachment.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, July 2007 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the Local Government Commission prior to the execution of the audit contract. (See Item 22) If the audit firm received a peer review rating other than pass, the auditor shall not contract with any Local Government Units without first contacting the Secretary of the Local Government Commission for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards*, the Auditor shall provide an explanation as to why in an attachment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the SLGFD within four months of fiscal year end. Audit report is due on: October 31, 2013. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the Secretary of the Local Government Commission for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as the systems relate to accountability of funds, adherence to budget requirements, and adherence to law requirements. In addition, the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU 325 of the *AICPA Professional Standards*. The Auditor shall file a copy of that report with the Secretary of the Local Government Commission.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the Local Government Commission. This includes annual or special audits, agreed upon procedures related to Internal Control, bookkeeping or other assistance necessary to prepare the Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the Local Government Commission. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] The process for invoice approval has changed. All invoices for Audit work must be submitted by email in PDF format to the Secretary of the Local Government Commission for approval. The invoices must be emailed to: lge.invoices@nctreasurer.com

Email Subject line should read "unit name -- invoice. The PDF invoice marked approved with approval date will be returned by email to the Auditor for them to present to the Local Government Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this agreement, the Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the Local Government Commission, the following fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts:

Year-end bookkeeping assistance -- [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] None

Audit \$64,550 including assistance with preparation of the financial statements (see engagement letter)

Preparation of the annual financial statements See engagement letter

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) auditors may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. ~~The 75% cap for interim invoice approval for this audit contract is \$ 48,412~~

10. The auditor working with a local governmental unit that has outstanding revenue bonds will include in the notes to the audited financial statements, whether or not required by the revenue bond documents, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the Local Government Commission simultaneously with the local government's audited financial statements unless otherwise specified in the bond documents.
11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include but not be limited to the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the governmental unit and all of its component units prepared in accordance with generally accepted accounting principles, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the Local Government Commission to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Unit of Government will not be billed for the pre-issuance review. The pre-issuance review must be performed prior to the completed Audit being submitted to the Local Government Commission. The pre-issuance report must accompany the audit report upon submission to the Local Government Commission.
13. The Auditor shall electronically submit the report of audit to the Local Government Commission when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the Local Government Commission, becomes a matter of public record for inspection and review in the offices of the Secretary by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the Local Government Commission. These audited financial statements are used in the preparation of Official Statements for debt offerings (the auditors' opinion is not included), by municipal bond rating services, to fulfill secondary market disclosure requirements of the Securities and Exchange Commission, and other lawful purposes of the government, without subsequent consent of the auditor. If it is determined by the Local Government Commission that corrections need to be made to the unit's financial statements they should be provided within three days of notification unless, another time frame is agreed to by the Local Government Commission.

The Local Government Commission's process for submitting contracts, audit reports and Invoices are subject to change. Auditors should use the submission process in effect at the time of submission.

In addition, if the North Carolina Office of the State Auditor designates certain programs to be audited as major programs, a turnaround document and a representation letter addressed to the State Auditor shall be submitted to the Local Government Commission.

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the Local Government Commission, this agreement may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor.
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the Local Government Commission for approval. The portal address to upload your amended contract and Letter of explanation documents is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the Local Government Commission, the Governing Board, and the Auditor.

16. Whenever the Auditor uses an engagement letter with the client, Item 17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 22 of this contract. Engagement letters containing indemnification clauses will not be approved by the Local Government Commission.
17. Special provisions should be limited. Please list any special provisions in an attachment.
See engagement letter
18. A separate contract should not be made for each division to be audited or report to be submitted. A separate contract must be executed for each component unit which is a local government and for which a separate audit report is issued.
19. The contract must be executed, pre-audited, physically signed by all parties and submitted in PDF format including unit and auditor signatures to the Secretary of the Local Government Commission. The current portal address to upload your contractual documents is http://nctreasurer.slgfd.leapfile.net Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of March 5, 2012. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
20. The contract is not valid until it is approved by the Local Government Commission. The staff of the Local Government Commission shall notify the unit and auditor of contract approval by email. The audit should not be started before the contract is approved.
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the Local Government Commission.
22. All of the above paragraphs are understood and shall apply to this agreement, except the following numbered paragraphs shall be deleted: (See Item 16.) N/A
23. **All communications regarding Audit contract requests for modification or official approvals will be sent to the email Addresses provided in the following areas.**

Audit Firm Signature:

Firm McGladrey LLP

By W. Louis Cannon, CPA

(Please type or print name)

W. Louis Cannon

(Signature of authorized audit firm representative)

Email Address of Audit Firm

lou.cannon@mcgladrey.com

Date 3/11/13

Unit Signatures:

By _____

(Please type or print name and title)

(Signature of Mayor/Chairperson of governing board)

Date _____

Date Governing Body Approved Audit Contract - G.S. 159-34(a)

Unit Signatures (continued):

By N/A

(Chair of Audit Committee- please type or print name)

(Signature of Audit Committee Chairperson)

Date _____

(If unit has no audit committee, this section should be marked "N/A.")

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

Rick Hemphill

Governmental Unit Finance Officer (Please type or print name)

Rick Hemphill

(Signature)

Email Address of Finance Officer

rhemphill@cravencountync.gov

Date 3/12/13

(Preaudit Certificate must be dated)

Steps to Completing the Audit Contract

1. Complete the Header Information
2. Item No. 1 - Complete the period covered by the audit
3. Item No. 6 – Fill in the Audit due date. For all units, the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – The process for invoice approval changed during 2011, so make sure you and your administrative staff are familiar with the new process.
5. Item No. 9 – Complete the fee section as in the past but please note:
 - New language has been inserted into the contract that specifies the cap on interim payments to 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year total audit fee. If the contract fee is in any part variable we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each Local Government Unit on our web site: <https://www.nctreasurer.com/slg/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees.
~~Please call our office at 919-807-2350 if you have any questions about the fees on this list.~~
 - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the government?
 - For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? See previous bullet point regarding variable fees.
6. Item No. 18- If there is a reference to an engagement letter or other document, has the engagement letter or other document been acknowledged by the governmental unit and attached to the contract submitted to the SLGFD?
 - a. Does the engagement letter contain an indemnification clause? The audit contract will not be approved if there is an indemnification clause – refer to Memo # 986.
7. Signature Area – Make sure all signatures have been obtained. **The contract must be approved by your governing board.** Please place the date the Board approved the Audit Contract in the space provided.
 - a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
 - b. Has the pre-audit certificate been Signed and Dated by the appropriate party?
 - c. Has the name and title of the Mayor or Chairperson of the governing board been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?

8. If the auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage units and auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated in Item 9 of the contract.
9. Has the most recently issued peer review report for the audit firm been included with the contract? (This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is not required to send the report multiple times.)
10. After all the signatures have been obtained and the contract and is complete, please convert contract and all other supporting documentation to be submitted for approval into a PDF copy. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer's web site – <https://www.nctreasurer.com/slg/Pages/Forms-and-Instructions.aspx> : Audit Forms and Resources.

**NORTH CAROLINA STATE DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
REQUEST FOR ADDITION TO STATE MAINTAINED SECONDARY ROAD SYSTEM**

North Carolina
County of Craven

Road Description: Neptune Court

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Craven requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System; and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the system.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Craven that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

CERTIFICATE

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Craven at a meeting on the ____ day of _____, 2013.

WITNESS my hand and official seal on this the ____ day of _____, 2013.

(Official Seal)

Clerk to the Board of Commissioners
County of Craven

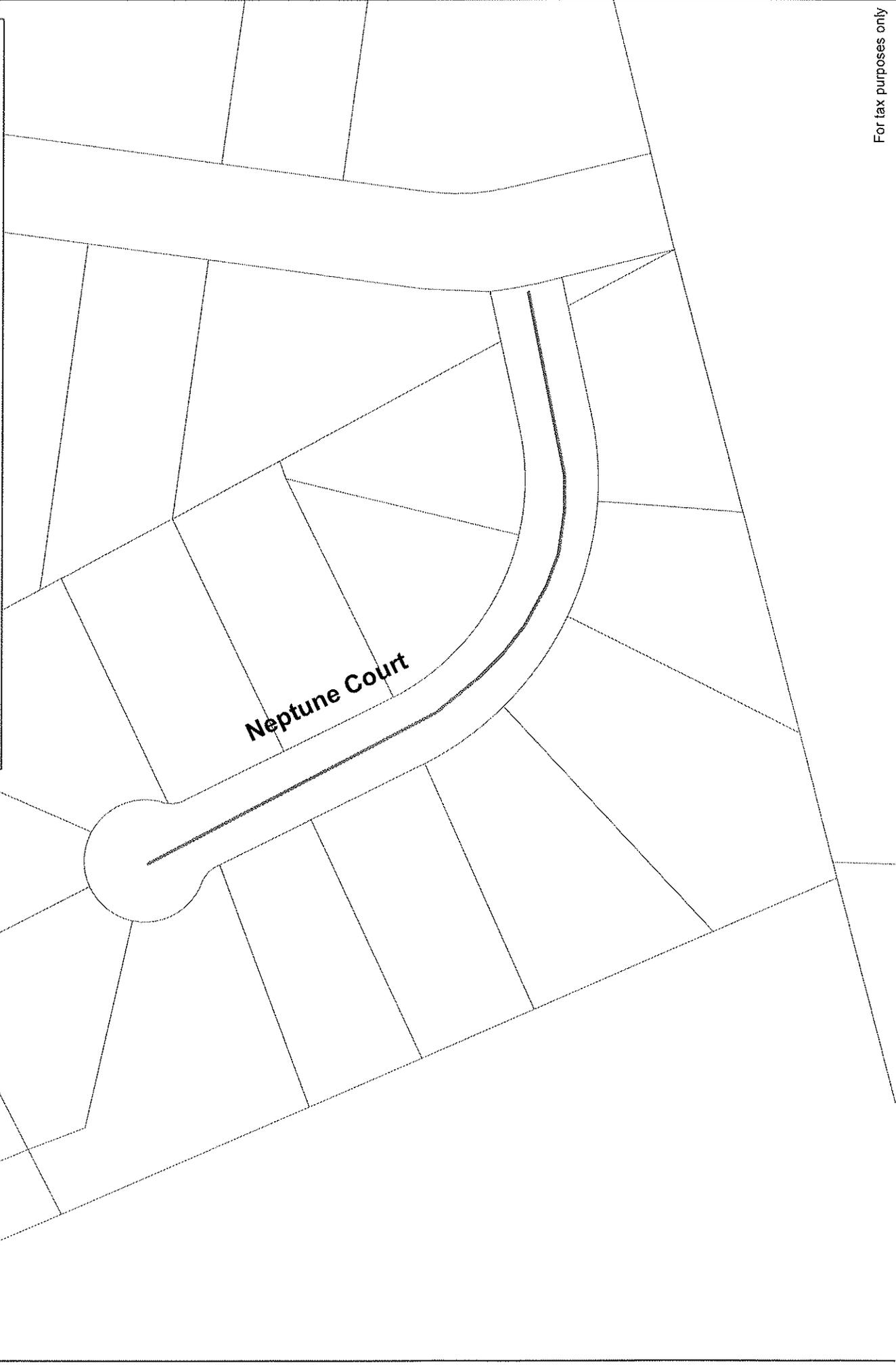
PLEASE NOTE:

Forward direct with request to the Division Engineer, Division of Highways

Form SR-2 (3/2006)

North Carolina State Department of Transportation
Request for Addition to State Maintained
Secondary Road System

Neptune Court





Vicinity Map

Craven County Planning Department

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 03/18/2013

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
ABNEY INVESTMENTS LLC DID NOT OWN 1/1/2012	0081096 2012-0090352	29.32
ALEXANDER, RUDOLPH DID NOT OWN 1/1/2007	0042117 2007-0000541	161.16
ALEXANDER, RUDOLPH DID NOT OWN 1/1/2008	0042117 2008-0000560	195.44
ALEXANDER, RUDOLPH DID NOT OWN 1/1/2009	0042117 2009-0000557	175.98
ALEXANDER, RUDOLPH DID NOT OWN 1/1/2010	0042117 2010-0000558	132.31
ALEXANDER, RUDOLPH DID NOT OWN 1/1/2011	0042117 2011-0000583	118.33
ALEXANDER, RUDOLPH DID NOT OWN 1/1/2012	0042117 2012-0000570	104.90
BRAME, RODNEY LYNN DID NOT OWN 1/1/2008	0008976 2008-0005946	51.84
BRAME, RODNEY LYNN DID NOT OWN 1/1/2009	0008976 2009-0005978	78.31
BRAME, RODNEY LYNN DID NOT OWN 1/1/2010	0008976 2010-0005565	67.82
BRAME, RODNEY LYNN DID NOT OWN 1/1/2012	0008976 2012-0006120	14.65
BRYANT, ELBERT JR DOUBLE BILLED-SEE ACCT 85385	0087220 2012-0091695	198.98
BUYERS MARKET REALTY INC OUT OF BUSINESS IN 2011	0079558 2012-0090475	9.96
CHATHAM, JOHN ANTHONY & SAMANT 1/2 MILITARY EXCLUSION	0076454 2012-0010238	19.10

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 03/18/2013

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
EASTERN FLYING SERVICE INC OUT OF BUSINESS 2011	0080762 2012-0090646	600.09
GRAY, MARY H CREDIT TO CORRECT RECYCLE FEE	2879400 2013-0090017	12.00
HOPPER, NATIVIDAD B QUALIFIED FOR VETERAN EXCLUSION	0073828 2012-0027787	432.32
KUFFNER, WALTER & KUFFNER, MAR DID NOT OWN 1/1/2012	0076479 2012-0032908	92.34
LIVINGSTON, RHONDA K DOUBLE BILLED-SEE ACCT 85251	0090739 2012-0090882	8.46
PHILLIPS, PRITCHARD J III DID NOT OWN BOAT 1/1/2012	5705480 2012-0045387	1,941.40
RAGSDALE, ISABELLE B OUT OF BUSINESS 9/15/2011	0047733 2012-0091077	68.50
	21 -CREDIT MEMO(S)	4,513.21

REFUNDS SUBJECT TO BOARD APPROVAL ON 03/18/2013

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
ABNEY INVESTMENTS LLC DID NOT OWN 1/1/2011	0081096 2011-0090199	31.05
BRAME, RODNEY LYNN DID NOT OWN 1/1/2011	0008976 2011-0006119	15.28
GASKINS, WILLIAM EDWARD SR & DWELLING UNOCCUPIED SINCE 1995	2701050 2012-0021191	36.00
GRAY, SALLIE R DOUBLE BILLED MOBILE HOME/SAME ACCT	0074420 2011-0091583	67.06
SAFLEY, JERRY JONATHAN & ADELA MILITARY EXEMPTION ON PERSONAL PROP	0082453 2012-0050108	33.22
SCHROEDER, TODD PATRICK VALUE ERROR CORRECTION	0000426 2011-0050914	47.26
	6 -REFUND(S)	229.87



Eastern Carolina Council



Phone: 252.638.3185 ext. 3011 • Fax: 252.638.3187 • Email: mholloway@eccog.org

SFY 12/13 Budget Revision

This Agreement entered into as of this day of March 5, 2013 by and between Craven Department of Social Services (hereinafter referred to as Contractor), and Eastern Carolina Council of Governments, (hereinafter referred to as ECC), with offices located at 233 Middle Street, 3rd Floor, New Bern, North Carolina, WITNESSETH THAT;

WHEREAS, ECC wishes to make available certain services to family caregivers within a service area hereafter described; and,

WHEREAS, the Contractor desires to assist ECC in this endeavor,

NOW, THEREFORE, the parties hereto do agree to Budget revision as follows:

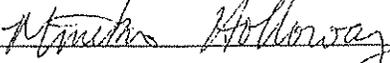
Provider	Service Code/ County	Allocation as of January 2012	Increase/Decrease	Newly Allocated Amount Reflected in ARMS
Craven Department of Social Services	842	\$34,300	\$1,264	\$35,564
	846	\$0	\$0	\$0
	857	\$385	\$0	\$385
	859	\$386	\$0	\$386
Total Allocation		\$35,071	\$1,264	\$36,335



 Tonya Cedars, Director

3/5/13

 Date

Eastern Carolina Council Area Agency on Aging


3/5/13

 Date

Mineko Holloway, Family Caregiver Resource Specialist



FUNDING AUTHORIZATION
DIVISION OF SOCIAL SERVICES
 FUNDING SOURCE: Piedmont Natural Gas-Share the Warmth
 EFFECTIVE DATE: 07/01/2012
 AUTHORIZATION NUMBER: 11

ALLOCATION PERIOD
 FROM JUNE 2012 THRU MAY 2013 SERVICE MONTHS
 FROM JULY 2012 THRU JUNE 2013 PAYMENT MONTHS

Co. No.	COUNTY	Initial (or Previous) Allocation Funding Authorization		Additional Allocation		Grand Total Allocation	
		State	Total	State	Total	State	Total
01	ALAMANCE	10,501.61	10,501.61	191.07	191.07	10,692.68	10,692.68
02	ALEXANDER	0.00	0.00	0.00	0.00	0.00	0.00
03	ALLEGHANY	0.00	0.00	0.00	0.00	0.00	0.00
04	ANSON	1,561.66	1,561.66	43.59	43.59	1,605.25	1,605.25
05	ASHE	0.00	0.00	0.00	0.00	0.00	0.00
06	AVERY	0.00	0.00	0.00	0.00	0.00	0.00
07	BEAUFORT	92.00	92.00	0.00	0.00	92.00	92.00
08	BERTIE	0.00	0.00	0.00	0.00	0.00	0.00
09	BLADEN	0.46	0.46	0.00	0.00	0.46	0.46
10	BRUNSWICK	0.06	0.06	0.00	0.00	0.06	0.06
11	BUNCOMBE	0.00	0.00	0.00	0.00	0.00	0.00
12	BURKE	12.35	12.35	0.00	0.00	12.35	12.35
13	CABARRUS	0.00	0.00	0.00	0.00	0.00	0.00
14	CALDWELL	0.00	0.00	0.00	0.00	0.00	0.00
15	CAMDEN	0.00	0.00	0.00	0.00	0.00	0.00
16	CARTERET	0.00	0.00	0.00	0.00	0.00	0.00
17	CASWELL	0.00	0.00	0.00	0.00	0.00	0.00
18	CATAWBA	6,310.50	6,310.50	233.98	233.98	6,544.48	6,544.48
19	CHATHAM	0.00	0.00	0.00	0.00	0.00	0.00
20	CHEROKEE	0.00	0.00	0.00	0.00	0.00	0.00
21	CHOWAN	120.73	120.73	0.00	0.00	120.73	120.73
22	CLAY	0.00	0.00	0.00	0.00	0.00	0.00
23	CLEVELAND	0.00	0.00	0.00	0.00	0.00	0.00
24	COLUMBUS	18.43	18.43	0.00	0.00	18.43	18.43
25	CRAVEN	2,051.49	2,051.49	97.55	97.55	2,149.04	2,149.04
26	CUMBERLAND	7,409.32	7,409.32	241.81	241.81	7,651.13	7,651.13
27	CURRITUCK	0.00	0.00	0.00	0.00	0.00	0.00
28	DARE	0.00	0.00	0.00	0.00	0.00	0.00
29	DAVIDSON	6,282.41	6,282.41	269.15	269.15	6,551.56	6,551.56
30	DAVIE	0.00	0.00	0.00	0.00	0.00	0.00
31	DUPLIN	84.11	84.11	0.00	0.00	84.11	84.11
32	DURHAM	0.00	0.00	0.00	0.00	0.00	0.00
33	EDGECOMBE	2,083.79	2,083.79	51.74	51.74	2,135.53	2,135.53
34	FORSYTH	11,221.43	11,221.43	325.45	325.45	11,546.88	11,546.88
35	FRANKLIN	0.00	0.00	0.00	0.00	0.00	0.00
36	GASTON	600.00	600.00	0.00	0.00	600.00	600.00
37	GATES	0.00	0.00	0.00	0.00	0.00	0.00
38	GRAHAM	0.00	0.00	0.00	0.00	0.00	0.00
39	GRANVILLE	0.00	0.00	0.00	0.00	0.00	0.00
40	GREENE	0.00	0.00	0.00	0.00	0.00	0.00
41	GUILFORD	32,046.34	32,046.34	710.49	710.49	32,756.83	32,756.83
42	HALIFAX	0.00	0.00	0.00	0.00	0.00	0.00
43	HARNETT	0.00	0.00	0.00	0.00	0.00	0.00
44	HAYWOOD	0.00	0.00	0.00	0.00	0.00	0.00
45	HENDERSON	0.00	0.00	0.00	0.00	0.00	0.00
46	HERTFORD	0.00	0.00	0.00	0.00	0.00	0.00
47	HOKE	0.87	0.87	0.00	0.00	0.87	0.87

FUNDING SOURCE: Piedmont Natural Gas-Share the Warmth

	COUNTY	Initial (or Previous) Allocation Funding Authorization		Additional Allocation		Grand Total Allocation	
		State	Total	State	Total	State	Total
48	HYDE	0.00	0.00	0.00	0.00	0.00	0.00
49	IREDELL	0.00	0.00	0.00	0.00	0.00	0.00
50	JACKSON	0.00	0.00	0.00	0.00	0.00	0.00
51	JOHNSTON	0.00	0.00	0.00	0.00	0.00	0.00
52	JONES	0.00	0.00	0.00	0.00	0.00	0.00
53	LEE	0.00	0.00	0.00	0.00	0.00	0.00
54	LENOIR	73.13	73.13	0.00	0.00	73.13	73.13
55	LINCOLN	6.00	6.00	0.00	0.00	6.00	6.00
56	MACON	0.00	0.00	0.00	0.00	0.00	0.00
57	MADISON	0.00	0.00	0.00	0.00	0.00	0.00
58	MARTIN	0.00	0.00	0.00	0.00	0.00	0.00
59	MCDOWELL	0.00	0.00	0.00	0.00	0.00	0.00
60	MECKLENBURG	50.00	50.00	0.00	0.00	50.00	50.00
61	MITCHELL	0.00	0.00	0.00	0.00	0.00	0.00
62	MONTGOMERY	0.00	0.00	0.00	0.00	0.00	0.00
63	MOORE	0.00	0.00	0.00	0.00	0.00	0.00
64	NASH	0.00	0.00	0.00	0.00	0.00	0.00
65	NEW HANOVER	1,653.36	1,653.36	85.59	85.59	1,738.95	1,738.95
66	NORTHAMPTON	0.00	0.00	0.00	0.00	0.00	0.00
67	ONslow	0.10	0.10	0.00	0.00	0.10	0.10
68	ORANGE	0.00	0.00	0.00	0.00	0.00	0.00
69	PAMLICO	0.00	0.00	0.00	0.00	0.00	0.00
70	PASQUOTANK	500.33	500.33	12.71	12.71	513.04	513.04
71	PENDER	0.00	0.00	0.00	0.00	0.00	0.00
72	PERQUIMANS	0.00	0.00	0.00	0.00	0.00	0.00
73	PERSON	0.00	0.00	0.00	0.00	0.00	0.00
74	PITT	63.50	63.50	0.00	0.00	63.50	63.50
75	POLK	0.00	0.00	0.00	0.00	0.00	0.00
76	RANDOLPH	0.00	0.00	0.00	0.00	0.00	0.00
77	RICHMOND	342.55	342.55	0.00	0.00	342.55	342.55
78	ROBESON	0.00	0.00	0.00	0.00	0.00	0.00
79	ROCKINGHAM	2,461.88	2,461.88	70.91	70.91	2,532.79	2,532.79
80	ROWAN	3,022.53	3,022.53	92.57	92.57	3,115.10	3,115.10
81	RUTHERFORD	0.00	0.00	0.00	0.00	0.00	0.00
82	SAMPSON	0.00	0.00	0.00	0.00	0.00	0.00
83	SCOTLAND	0.00	0.00	0.00	0.00	0.00	0.00
84	STANLY	0.00	0.00	0.00	0.00	0.00	0.00
85	STOKES	600.00	600.00	0.00	0.00	600.00	600.00
86	SURRY	0.00	0.00	0.00	0.00	0.00	0.00
87	SWAIN	0.00	0.00	0.00	0.00	0.00	0.00
88	TRANSYLVANIA	0.00	0.00	0.00	0.00	0.00	0.00
89	TYRRELL	0.00	0.00	0.00	0.00	0.00	0.00
90	UNION	5,224.51	5,224.51	224.59	224.59	5,449.10	5,449.10
91	VANCE	0.00	0.00	0.00	0.00	0.00	0.00
92	WAKE	0.00	0.00	0.00	0.00	0.00	0.00
93	WARREN	0.00	0.00	0.00	0.00	0.00	0.00
94	WASHINGTON	0.00	0.00	0.00	0.00	0.00	0.00
95	WATAUGA	0.00	0.00	0.00	0.00	0.00	0.00
96	WAYNE	3,206.82	3,206.82	87.61	87.61	3,294.43	3,294.43
97	WILKES	0.00	0.00	0.00	0.00	0.00	0.00
98	WILSON	0.00	0.00	0.00	0.00	0.00	0.00
99	YADKIN	0.00	0.00	0.00	0.00	0.00	0.00
100	YANCEY	0.00	0.00	0.00	0.00	0.00	0.00
150	Jackson Indian	0.00	0.00	0.00	0.00	0.00	0.00
187	Swain Indian	0.00	0.00	0.00	0.00	0.00	0.00
	Total	97,602.27	97,602.27	2,738.81	2,738.81	100,341.08	100,341.08

FUNDING SOURCE: Piedmont Natural Gas-Share the Warmth

FUNDING SOURCE: Share the Warmth

GRANT INFORMATION:

This funding authorization represents 100% state funds.

XS411 Heading: Not available on XS411 Report

Tracked on XS411: Not available on XS411 Report

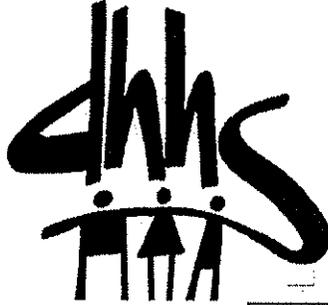
OBLIGATIONS INCURRED AND EXPENDITURES MADE UNDER THIS ADVICE WILL BE SUBJECT TO LIMITATIONS PUBLISHED BY FEDERAL AND STATE AGENCIES AS TO THE AVAILABILITY OF FUNDS

AUTHORIZED SIGNATURE

DATE:

Sherry L. Bradsher

February 19, 2013



FUNDING AUTHORIZATION
DIVISION OF SOCIAL SERVICES
FUNDING SOURCE: Piedmont Natural Gas-Share the Warmth
EFFECTIVE DATE: 07/01/2012
AUTHORIZATION NUMBER: 10

ALLOCATION PERIOD
FROM JUNE 2012 THRU MAY 2013 SERVICE MONTHS
FROM JULY 2012 THRU JUNE 2013 PAYMENT MONTHS

Co. No.	COUNTY	Initial (or Previous) Allocation Funding Authorization		Additional Allocation		Grand Total Allocation	
		State	Total	State	Total	State	Total
01	ALAMANCE	9,001.61	9,001.61	1,500.00	1,500.00	10,501.61	10,501.61
02	ALEXANDER	0.00	0.00	0.00	0.00	0.00	0.00
03	ALLEGHANY	0.00	0.00	0.00	0.00	0.00	0.00
04	ANSON	1,061.66	1,061.66	500.00	500.00	1,561.66	1,561.66
05	ASHE	0.00	0.00	0.00	0.00	0.00	0.00
06	AVERY	0.00	0.00	0.00	0.00	0.00	0.00
07	BEAUFORT	92.00	92.00	0.00	0.00	92.00	92.00
08	BERTIE	0.00	0.00	0.00	0.00	0.00	0.00
09	BLADEN	0.46	0.46	0.00	0.00	0.46	0.46
10	BRUNSWICK	0.06	0.06	0.00	0.00	0.06	0.06
11	BUNCOMBE	0.00	0.00	0.00	0.00	0.00	0.00
12	BURKE	12.35	12.35	0.00	0.00	12.35	12.35
13	CABARRUS	0.00	0.00	0.00	0.00	0.00	0.00
14	CALDWELL	0.00	0.00	0.00	0.00	0.00	0.00
15	CAMDEN	0.00	0.00	0.00	0.00	0.00	0.00
16	CARTERET	0.00	0.00	0.00	0.00	0.00	0.00
17	CASWELL	0.00	0.00	0.00	0.00	0.00	0.00
18	CATAWBA	4,310.50	4,310.50	2,000.00	2,000.00	6,310.50	6,310.50
19	CHATHAM	0.00	0.00	0.00	0.00	0.00	0.00
20	CHEROKEE	0.00	0.00	0.00	0.00	0.00	0.00
21	CHOWAN	120.73	120.73	0.00	0.00	120.73	120.73
22	CLAY	0.00	0.00	0.00	0.00	0.00	0.00
23	CLEVELAND	0.00	0.00	0.00	0.00	0.00	0.00
24	COLUMBUS	18.43	18.43	0.00	0.00	18.43	18.43
25	CRAVEN	1,551.49	1,551.49	500.00	500.00	2,051.49	2,051.49
26	CUMBERLAND	5,409.32	5,409.32	2,000.00	2,000.00	7,409.32	7,409.32
27	CURRITUCK	0.00	0.00	0.00	0.00	0.00	0.00
28	DARE	0.00	0.00	0.00	0.00	0.00	0.00
29	DAVIDSON	4,282.41	4,282.41	2,000.00	2,000.00	6,282.41	6,282.41
30	DAVIE	0.00	0.00	0.00	0.00	0.00	0.00
31	DUPLIN	84.11	84.11	0.00	0.00	84.11	84.11
32	DURHAM	0.00	0.00	0.00	0.00	0.00	0.00
33	EDGECOMBE	1,583.79	1,583.79	500.00	500.00	2,083.79	2,083.79
34	FORSYTH	8,221.43	8,221.43	3,000.00	3,000.00	11,221.43	11,221.43
35	FRANKLIN	0.00	0.00	0.00	0.00	0.00	0.00
36	GASTON	600.00	600.00	0.00	0.00	600.00	600.00
37	GATES	0.00	0.00	0.00	0.00	0.00	0.00
38	GRAHAM	0.00	0.00	0.00	0.00	0.00	0.00
39	GRANVILLE	0.00	0.00	0.00	0.00	0.00	0.00
40	GREENE	0.00	0.00	0.00	0.00	0.00	0.00
41	GUILFORD	27,046.34	27,046.34	5,000.00	5,000.00	32,046.34	32,046.34
42	HALIFAX	0.00	0.00	0.00	0.00	0.00	0.00
43	HARNETT	0.00	0.00	0.00	0.00	0.00	0.00
44	HAYWOOD	0.00	0.00	0.00	0.00	0.00	0.00
45	HENDERSON	0.00	0.00	0.00	0.00	0.00	0.00
46	HERTFORD	0.00	0.00	0.00	0.00	0.00	0.00
47	HOKE	0.87	0.87	0.00	0.00	0.87	0.87

FUNDING SOURCE: Piedmont Natural Gas-Share the Warmth

	COUNTY	Initial (or Previous) Allocation Funding Authorization		Additional Allocation		Grand Total Allocation	
		State	Total	State	Total	State	Total
48	HYDE	0.00	0.00	0.00	0.00	0.00	0.00
49	IREDELL	0.00	0.00	0.00	0.00	0.00	0.00
50	JACKSON	0.00	0.00	0.00	0.00	0.00	0.00
51	JOHNSTON	0.00	0.00	0.00	0.00	0.00	0.00
52	JONES	0.00	0.00	0.00	0.00	0.00	0.00
53	LEE	0.00	0.00	0.00	0.00	0.00	0.00
54	LENOIR	73.13	73.13	0.00	0.00	73.13	73.13
55	LINCOLN	6.00	6.00	0.00	0.00	6.00	6.00
56	MACON	0.00	0.00	0.00	0.00	0.00	0.00
57	MADISON	0.00	0.00	0.00	0.00	0.00	0.00
58	MARTIN	0.00	0.00	0.00	0.00	0.00	0.00
59	MCDOWELL	0.00	0.00	0.00	0.00	0.00	0.00
60	MECKLENBURG	50.00	50.00	0.00	0.00	50.00	50.00
61	MITCHELL	0.00	0.00	0.00	0.00	0.00	0.00
62	MONTGOMERY	0.00	0.00	0.00	0.00	0.00	0.00
63	MOORE	0.00	0.00	0.00	0.00	0.00	0.00
64	NASH	0.00	0.00	0.00	0.00	0.00	0.00
65	NEW HANOVER	1,153.36	1,153.36	500.00	500.00	1,653.36	1,653.36
66	NORTHAMPTON	0.00	0.00	0.00	0.00	0.00	0.00
67	ONSLow	0.10	0.10	0.00	0.00	0.10	0.10
68	ORANGE	0.00	0.00	0.00	0.00	0.00	0.00
69	PAMLICO	0.00	0.00	0.00	0.00	0.00	0.00
70	PASQUOTANK	500.33	500.33	0.00	0.00	500.33	500.33
71	PENDER	0.00	0.00	0.00	0.00	0.00	0.00
72	PERQUIMANS	0.00	0.00	0.00	0.00	0.00	0.00
73	PERSON	0.00	0.00	0.00	0.00	0.00	0.00
74	PITT	63.50	63.50	0.00	0.00	63.50	63.50
75	POLK	0.00	0.00	0.00	0.00	0.00	0.00
76	RANDOLPH	0.00	0.00	0.00	0.00	0.00	0.00
77	RICHMOND	342.55	342.55	0.00	0.00	342.55	342.55
78	ROBESON	0.00	0.00	0.00	0.00	0.00	0.00
79	ROCKINGHAM	1,961.88	1,961.88	500.00	500.00	2,461.88	2,461.88
80	ROWAN	2,022.53	2,022.53	1,000.00	1,000.00	3,022.53	3,022.53
81	RUTHERFORD	0.00	0.00	0.00	0.00	0.00	0.00
82	SAMPSON	0.00	0.00	0.00	0.00	0.00	0.00
83	SCOTLAND	0.00	0.00	0.00	0.00	0.00	0.00
84	STANLY	0.00	0.00	0.00	0.00	0.00	0.00
85	STOKES	600.00	600.00	0.00	0.00	600.00	600.00
86	SURRY	0.00	0.00	0.00	0.00	0.00	0.00
87	SWAIN	0.00	0.00	0.00	0.00	0.00	0.00
88	TRANSYLVANIA	0.00	0.00	0.00	0.00	0.00	0.00
89	TYRRELL	0.00	0.00	0.00	0.00	0.00	0.00
90	UNION	3,724.51	3,724.51	1,500.00	1,500.00	5,224.51	5,224.51
91	VANCE	0.00	0.00	0.00	0.00	0.00	0.00
92	WAKE	0.00	0.00	0.00	0.00	0.00	0.00
93	WARREN	0.00	0.00	0.00	0.00	0.00	0.00
94	WASHINGTON	0.00	0.00	0.00	0.00	0.00	0.00
95	WATAUGA	0.00	0.00	0.00	0.00	0.00	0.00
96	WAYNE	2,206.82	2,206.82	1,000.00	1,000.00	3,206.82	3,206.82
97	WILKES	0.00	0.00	0.00	0.00	0.00	0.00
98	WILSON	0.00	0.00	0.00	0.00	0.00	0.00
99	YADKIN	0.00	0.00	0.00	0.00	0.00	0.00
100	YANCEY	0.00	0.00	0.00	0.00	0.00	0.00
150	Jackson Indian	0.00	0.00	0.00	0.00	0.00	0.00
187	Swain Indian	0.00	0.00	0.00	0.00	0.00	0.00
	Total	76,102.27	76,102.27	21,500.00	21,500.00	97,602.27	97,602.27

FUNDING SOURCE: Piedmont Natural Gas-Share the Warmth

FUNDING SOURCE: Share the Warmth

GRANT INFORMATION:

This funding authorization represents 100% state funds.

XS411 Heading: Not available on XS411 Report

Tracked on XS411: Not available on XS411 Report

**OBLIGATIONS INCURRED AND EXPENDITURES MADE UNDER THIS ADVICE WILL BE SUBJECT TO
LIMITATIONS PUBLISHED BY FEDERAL AND STATE AGENCIES AS TO THE AVAILABILITY OF FUNDS**

AUTHORIZED SIGNATURE

DATE:

Shirley B. Bradsher

February 8, 2013

Based on previous orders, this is the total amount of vaccines that we will need through year end.

<u>Type of Immunization:</u>	<u>Cost/box:</u>	<u># boxes:</u>	<u>Total:</u>
Td (Tenivac)	\$217.37	7	\$ 1,521.59
Tdap (Boostrix)	\$368.50	8	\$ 2,948.00
Twinrix(Hep A&B)	\$547.10	8	\$ 4,376.80
Hepatitis B (Engerix B)	\$302.16	7	\$ 2,115.12
Havrix (Hep A)	\$440.48	4	\$ 1,761.92
MMR	\$560.14	8	\$ 4,481.12
Varicella (Varivax)	\$904.59	4	\$ 3,618.36
			<u>\$ 20,822.91</u>

Revenues will come from Patient Pymts (20%), Insurance (20%) & Medicaid (60%).

Election Applications for ArcGIS Desktop
Discovering Displaced Voters

2013 G. Herbert Stout Award Application

Craven County



Sol Wuensch, GIS Application Developer
Craven County GIS

Election Applications for ArcGIS – G. Herbert Stout Award Application 2013

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PURPOSE

WHY IS THIS IMPLEMENTATION OF GIS EXEMPLARY?

This project involved a series of different challenges and different complexities, including: integration between state and county datasets, VB.NET/ SQL/ArcObjects programming, SQL database management, data creation and automation, cartography, and GIS training/support. The election applications assist in maintaining the data integrity of the elections office by providing an efficient method for confirming jurisdictional placement of voting addresses and maintaining consistency with County GIS data.

BACKGROUND & HISTORY

The project was initiated to assist with identifying and correcting voter registration for “displaced voters” in Craven County. In 2011 redistricting of the state house, national congressional, and board of education districts affected the voter registration data for approximately 15,600 voter addresses in Craven County, slightly more than fifty percent. The Craven County Elections Department had the daunting task of updating large amounts of voter registration data. Craven County Director of Elections, Erin Burrige, requested assistance from GIS Administrator, Lou Valenti. A meeting between Elections and GIS staff examined how GIS could assist the Elections Department and thus the project’s infancy stage began.

IMPLEMENTATION

MOTIVATION FOR CREATING GIS APPLICATIONS FOR ELECTIONS

The Elections Department is responsible for maintaining individual jurisdictional information for every registered voter’s address within the county. Jurisdictional boundaries are the driving force in ballot make up, and each unique combination of jurisdictions, tied to a county address, creates a ballot style depending on who/what is up for election during that cycle. Redistricting created a challenge in the Elections Departments’ ability to ensure that each voter was correctly assigned to the proper new district in a very short time prior to a major Federal Election cycle and enlisted the GIS department in developing an efficient, effective, and accurate tool.

WHY WAS IT DEVELOPED?

Incorrect ballot issuance can negatively impact an otherwise flawless election. During the reassignment of districts one mistake on the part of an individual tasked with assigning geocode results to voters could cost the county financially if new elections became necessary due to incorrectly assigned voters or addresses. Additionally, these sorts of mistakes on the part of the County could negatively affect taxpayer confidence in the election process. Therefore, the integrity of the elections process was at stake.

WHAT PROBLEM WAS INTENDED TO BE SOLVED?

The Elections Department was looking for a way to incorporate map layers such that an individual address’ jurisdictional information could be confirmed at a glance as well as ensuring that existing voters within the database were correctly assigned to jurisdictions.

WHAT PROBLEMS WERE SOLVED?

Craven County is now able to ensure, at any given time, that voters are placed in correct jurisdictional boundaries. The Elections Department can also visualize data that was previously only in tabular format, easily search or navigate to areas on the map, and further analyze the voter registration data, political boundaries and address data. In many cases slight discrepancies between addresses in one of the databases prompted address updates for state or county data.

EXPLAIN IMPLEMENTATION PHASE AND DECISIONS

Step 1 – Project Conception and Initiation

After GIS and Elections staff met to discuss the possibility of using GIS, it became clear that the Elections Department would benefit from using GIS. This is affirmed when considering the data they are responsible for maintaining is spatial in nature, yet not typically maintained via GIS environment. Voter registration data are maintained locally by each county through the State Elections Information Management System (SEIMS). The main challenge was to compare the SEIMS data and County GIS data, which are similar yet disparate databases. Although GIS is known for its multidisciplinary nature, successful implementation often requires intense collaboration and exchange of knowledge between groups. The success of the project was dependant on teamwork between GIS and elections professionals, each required to familiarize themselves with new data or software, learn new terminology, and work together to create a workflow for both defining and achieving the goals of the project. The first steps included: installing ArcGIS software, creation of some basic maps, and some brief software training.

Step 2 – Data Acquisition & Examination

While the Elections Department had to learn the new software and familiarize themselves with the spatial data layers, GIS staff needed to learn more about the state database system (SEIMS) in order to determine if the tabular voter registration data could be integrated with County GIS data. The voter registration data exported from SEIMS contain address information and jurisdictional information for each address, but because it lacks any definite spatial coordinate it needed to be linked to spatial data in order to place each address on the map. Craven County is fortunate to have a good address structure point layer maintained by Craven County and two of the municipalities (New Bern and Havelock). Fortunately, the Craven County address structure point layer and the SEIMS database contain very similar address attributes, such as: House Number, Prefix, Street Name, Suffix, and City. The similarity between the two databases provided optimism and the needed motivation to move forward with the project.

Step 3 – Project Planning and Defining Scope

The main goal from the beginning was to create custom tools for analyzing the voter data and helping the Elections Department to better maintain the Craven County voter registration data. Once the two datasets had been reviewed, it was apparent there was a practical way to integrate them and identify possible displaced voters. The plan was to map registered voter addresses and then compare their jurisdictional information with the underlying political boundaries. Development of custom applications to facilitate the comparison between SEIMS and GIS data

was the primary objective. Additional goals included creation of new data layers and several tools that could assist with map navigation, searching roads and address layers, and analyzing the address points in relation to political boundaries in order to provide street ranges.

Step 4 – Data Creation and Integration

The most significant of achievements was the integration of data from SEIMS with County GIS data. Three essential data layers were generated to analyze voter registration data: *All Jurisdictions*, *Address Jurisdiction Points* and the *Craven Voter View*. Many other layers were utilized, several of them used to create the three previously mentioned layers. Availability of accurate address structure points, political boundaries, and voter address data were instrumental for integration between datasets and the creation of new layers.

First, the *Craven Voter View* was created, using SQL Server and ArcSDE. It is a spatial view that joins tabular SEIMS data to the address point layer. Voter address and registration data is exported from SEIMS and imported into county SQL databases. The SEIMS data are then joined to the GIS address points. Address points that match completely with the registered voter address become a point feature in the *Craven Voter View* and contain all the voter registration attribute information. Although the vast majority of voter addresses match and are then mapped, there are still some limitations of the *Craven Voter View*. If any of the address data does not match exactly then that address does not get included. Another obstacle was that the city names did not always match and usually could not be changed; however without including the city name in the join process there was the more troublesome problem of duplicate addresses which would lead to an incorrect join.

Next, the *All Jurisdictions* layer helps to consolidate all political boundaries into one layer. The *All Jurisdictions* layer is created by executing a “Union” among all political boundaries, which splits polygons into unique jurisdictional combinations anywhere any political boundary overlaps another. The result is a spatial layer that provides all the jurisdictional boundary data for any specific location. The *All Jurisdictions* layer was pivotal for several different reasons: examining jurisdictional breakdowns within precincts, viewing the jurisdictional breakdown for a specific address range, labeling and visualizing jurisdictional breakdowns, and combining multiple layers into one comprehensive layer, thus simplifying analysis. The *All Jurisdictions* layer has to be updated when any political boundary changes.

Finally, creation of the *Address Jurisdiction Points* layer, which is automated and updates nightly, depends on a scheduled task that performs a spatial join between address structure points and the *All Jurisdictions* layer. The result is an address point layer containing address data and all jurisdictional attribute data. This facilitates comparison between SEIMS data and GIS data in order to ensure the integrity of voter registration data. The accuracy of address data and political boundaries is crucial in ensuring the accuracy of SEIMS voter registration data.

Step 5 – Map Customization for Users

As users became more experienced with the GIS interface, the maps and data layers became more advanced, there became a greater need for implementing more complex labeling, data visualization techniques, and analysis tools. Creation of custom data layers for the Elections Department allowed users to better interpret and understand the spatial aspect of the data and identify displaced voters. Several custom data layers were created to facilitate the viewing of old and new political boundaries, address data, and eventually voter addresses.

Step 6 – Developing Custom Tools, Deployment, and Progression

Once maps and data layers were created, and users were familiar with the GIS interface and had a good understanding for the data layers, development of custom tools was already well under way. At that point, manually generated reports were created that identified addresses in SEIMS that did not match GIS data, and elections staff had started to review and correct the address discrepancies in order to map as many voters as possible. Custom applications developed to assist elections staff perform a variety of different tasks and were programmed in VB.NET for ArcGIS Desktop 9.3.1. Such tasks included: map navigation tools, search tools, and specialized analysis tools capable of exporting and printing results. Initially, a basic set of tools was created and deployed, while development of more complex tools continued. Some basic tools helped users with map navigation by searching addresses and roads. Additional search tools using parcel data helped when there were address issues and the point address data sometimes differed from parcel data. Tools progressed as users began to use them and provide feedback.

Throughout the development period there was a series of deployments, each with more testing, feedback, additional tools and updates along the way. Once the tools were more robust, a solid workflow was developed and nearly all voter registration data was analyzed and verified within a matter of weeks.

Several custom elections tools were created that used the *Craven Voter View* to compare voter locations with individual political boundaries. The political boundaries of concern for the upcoming election cycle were precincts, state house districts, national congressional districts, and board of education districts. The first set of tools worked by implementing both a spatial selection and then an attribute selection; first by selecting the *Craven Voter View* points within each precinct/district and then using an attribute selection to select from those where voter data differed in precinct or district. The analysis is relatively quick and lets the user select a precinct/district to view a list of possible displaced voter addresses, voter data, and GIS data. The tools provide the ability to zoom to the selected precinct/district or zoom to displaced voters and also export or print the results. Although this set of tools provided a great starting point, previously discussed limitations of the *Craven Voter View* inspired a more all-encompassing toolset that could review all voter data exported from SEIMS and for all political boundaries.

Thus, a more complex toolset was designed; one that examined each voter address from SEIMS looking for the best possible address match in the GIS and then comparing all the registration information with political boundaries in the GIS. The analysis tool took considerable time to

run, generally about 45 minutes to analyze all registered voter addresses. The final output was two text files; the first output listed all possible displaced voters and the second listed addresses that could not be found in the GIS and needing to be reviewed. The graphic interface displays all possible displaced voters and allows users to select and zoom to one or more addresses and view the data from both datasets. It is also capable of exporting to tab delimited format or a printable report. Once analysis is complete and outputs are created, users can easily re-open the interface and open the output file to review the results again as needed.

ORGANIZATIONAL IMPACT

HOW IS IT APPLIED WITHIN THE ORGANIZATION?

The tools are installed on County computers and leverage SQL Server, ArcSDE Enterprise, and ArcGIS Desktop software. Custom code written in VB.NET uses ESRI's ArcObjects to provide a set of spatial tools in addition to SQL programming to search and analyze data. State Elections Information Management System (SEIMS) data is exported from the state system and imported into the County SQL databases for integration with County GIS address point data and political boundary data.

ULTIMATELY WHAT DECISIONS / OPERATIONS ARE AFFECTED?

The primary goal of the application is quality control of voter registration data by integrating tabular voter registration data with spatial GIS data and assisting in maintenance of accurate street ranges for voter registration. The application has had several additional benefits for both elections and GIS operations. Quality control of address data has improved for both County address data and voter registration data; by comparing address information, errors were found and corrected in both datasets. Due to the added ability to analyze jurisdictional boundaries within each precinct, ballot styles for each precinct were also verified using the GIS. Accuracy of voter registration is important for numerous reasons. Most importantly, it has the potential to decide elections, but it can also reduce time and resources expended during an elections cycle.

WHO ARE THE USERS?

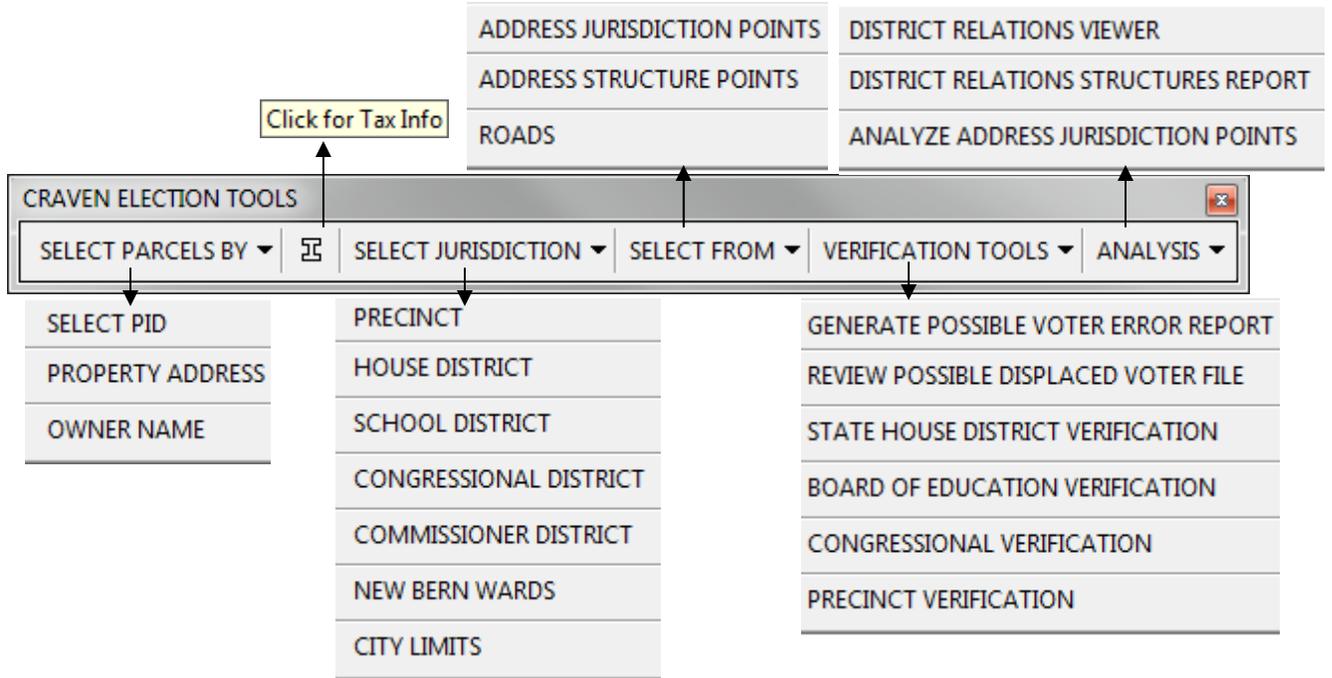
Users are limited to Elections and GIS departments to analyze, update, and ensure the accuracy of voter registration data, address information, and political boundaries. Although the number of users is limited, the impacts are far reaching, improving capabilities for County Elections Department and ensuring integrity of the voter registration for citizens in Craven County.

WHAT AFFECT HAS THERE BEEN ON PRODUCTIVITY AND/OR DECISION MAKING?

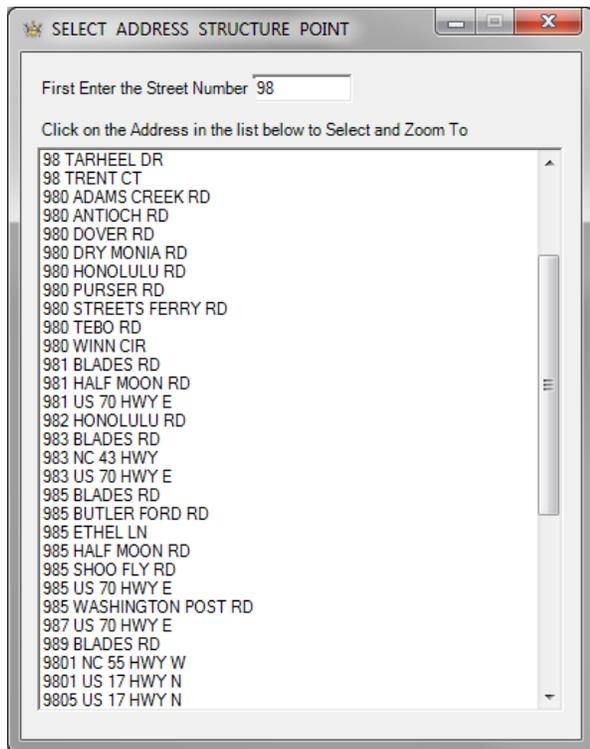
The applications have been instrumental in the creation and distribution of correct ballots and correction of voter registration for every election cycle. They help elections perform complex tasks and better serve the citizens of Craven County by maintaining data integrity for voter registration and helping to ensure that voters are casting ballots in the correct jurisdictions. The applications save time and money for the Elections Department and allow them to better serve the public by providing the ability to easily search, view, and analyze elections data using GIS.

SCREEN CAPTURES

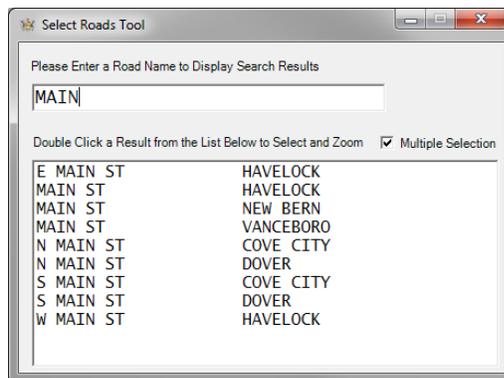
1. Craven Elections GIS Toolbar for ArcGIS Desktop 9.3.1



2. Select Address Structure Point

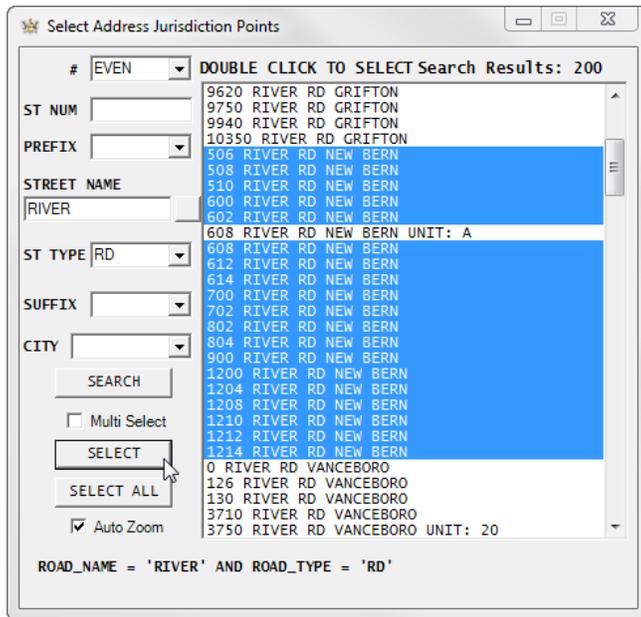


3. Select Roads Tool



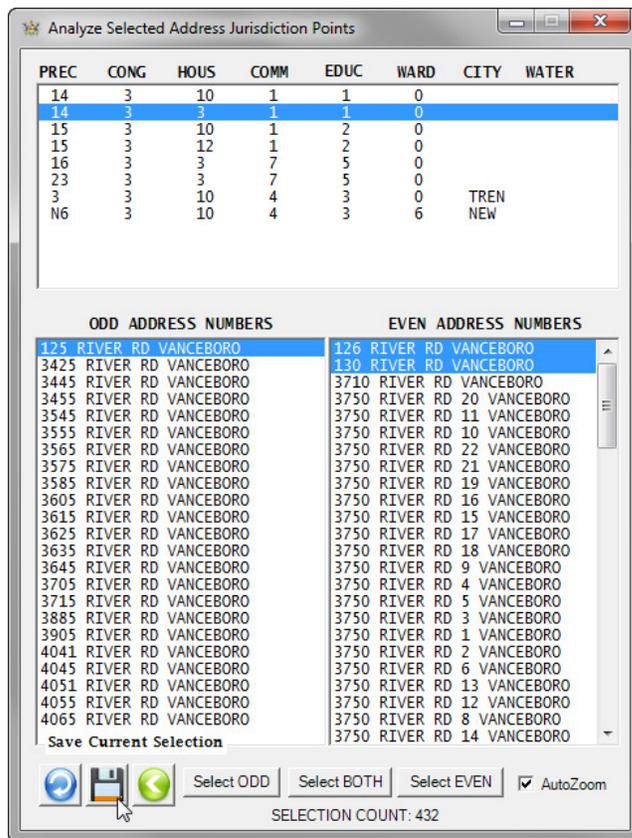
The tools above search and automatically display results, updating as the user types in an address number or street name. For address points if there are multiple units or city names then the results are updated while back and reset buttons appear. The roads search tool includes city information to account for duplicate street names across the county, and a multiple selection checkbox for streets that cross jurisdictions or are split in two directions, a clear selected roads button appears upon selection so users can clear selections. Zoom is automatic for both of these tools.

4. Select Address Jurisdiction Points



This tool provides a more advanced address search. Street name is required before other entry options are enabled. Search results update as the user types. The listbox has extended selection capability which allows for advanced selection or ability to double click and select a single address. Checkboxes for multiple selection and automatic zoom can be turned on or off. The *Select All* button quickly selects all addresses listed. Finally, it allows users to search with a wildcard by clicking the button beside street name and also view the search query. Results can be refined by street number (odd/even/both), directional prefix and suffix, and city name.

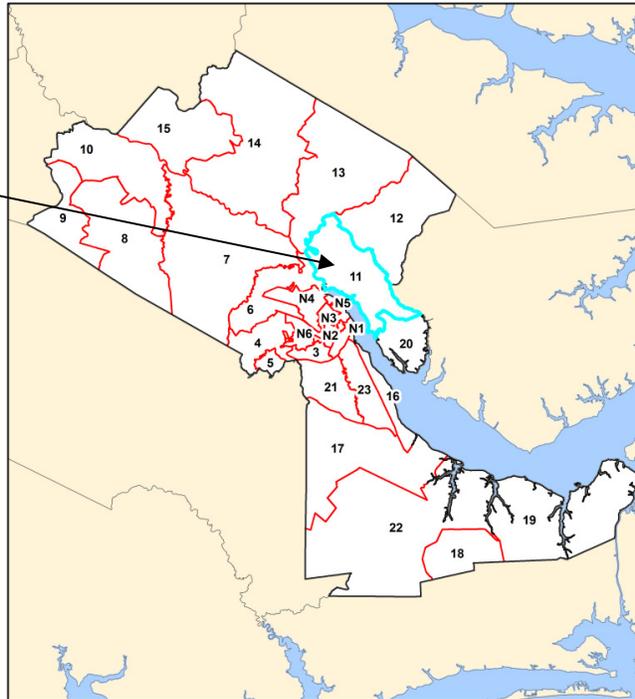
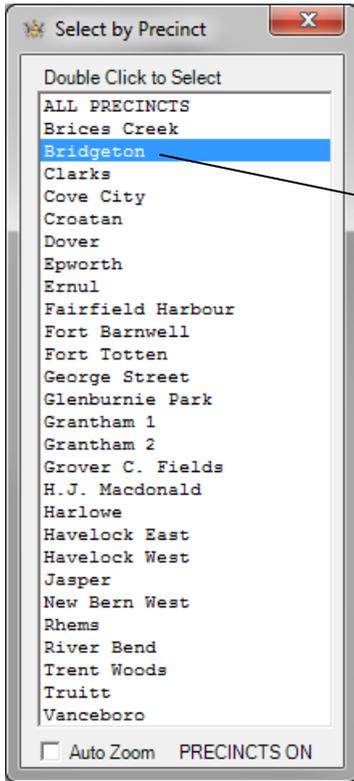
5. Analyze Selected Address Jurisdiction Points



It

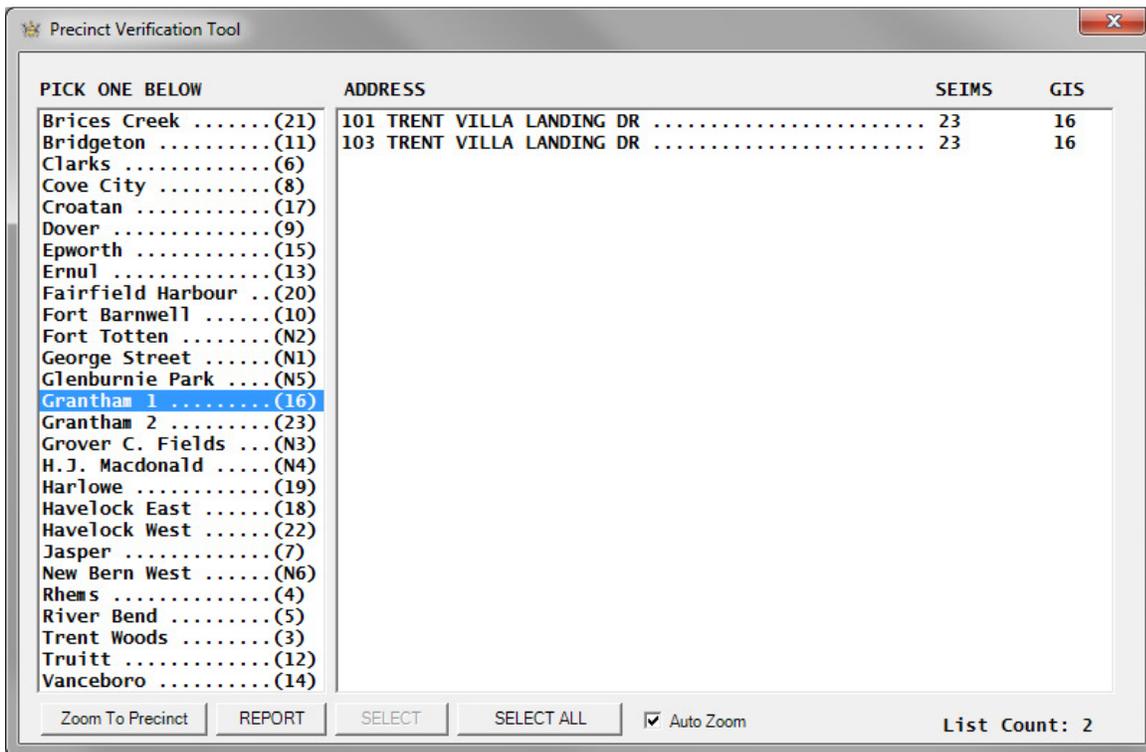
Once users select address jurisdiction points they can use this tool to provide all the jurisdictional breakdowns for the selected addresses. When a specific jurisdictional combination is selected the addresses are shown separately for odd and even, providing address ranges. The tool provides advanced selection features: such as selection based on odd or even. It allows the user to save the current selection, apply the original selection or saved selection, or update jurisdictional breakdown based on the current selection. It shows the selection count and also provides a checkbox to control zoom upon selection.

6. Select Precinct



Tools like this allow users to select to specific jurisdictional boundaries, in this case precincts. A checkbox provides optional zoom ability.

4. Precinct Verification Tool – Utilizes Craven Voter View and Political Boundaries



5. Generate Possible Displaced Voter Report – SEIMS Data & Address Jurisdiction Points

The screenshot shows a multi-step process:

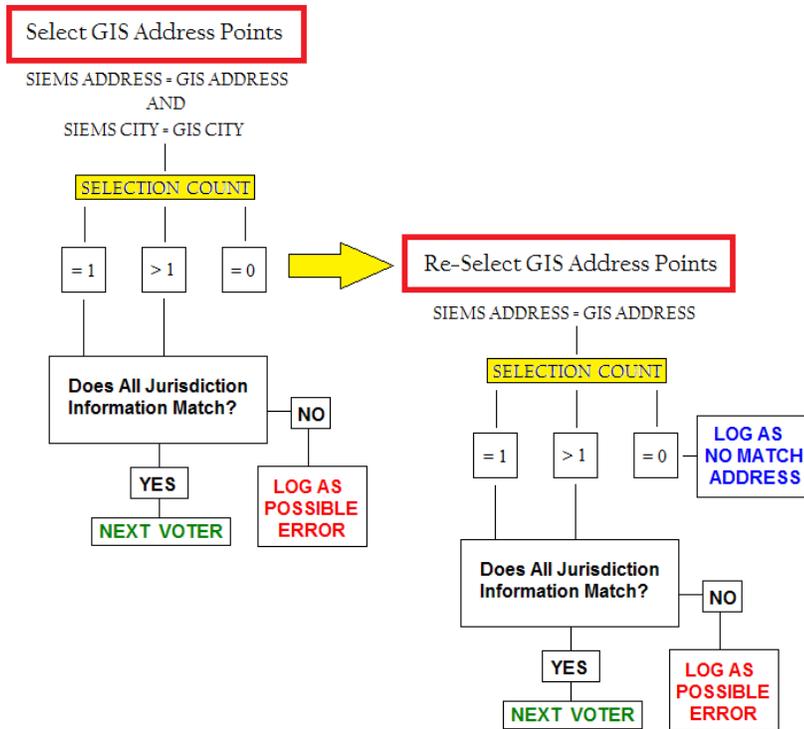
- Please Select the Voter Registration Text File:** A file explorer window showing 'Voter_Registration_11_25_2011.txt' selected.
- Generating Craven Voter Error Report:** A progress bar indicating 45% completion.
- Possible Displaced Voters:** A summary window with the following statistics:
 - Precincts = 516
 - Municipalities = 184
 - New Bern Wards = 57
 - State House Districts = 3757
 - Commissioner Districts = 425
 - First Craven Water District = 66
 - Board of Education Districts = 6685
 - National Congressional Districts = 847
- Possible Displaced Voter Report:** A table with the following columns: ADDRESS, CITY, CONG, SCHL, COMM, CITY, WARD, HOUSE, PREC, WATER. The table lists various addresses and their corresponding jurisdictional data. Several rows are highlighted in blue, indicating displaced voters.

ADDRESS	CITY	CONG	SCHL	COMM	CITY	WARD	HOUSE	PREC	WATER
519 JOHNSON ST	NEW BERN	1	3	3	NEW	1	12 (3)	N1	
522 JOHNSON ST	NEW BERN	1	3	3	NEW	1	12 (3)	N1	
601 JOHNSON ST	NEW BERN	1	3 (4)	3	NEW	1	12	N1	
611 JOHNSON ST	NEW BERN	1	3 (4)	3	NEW	1	12	N1	
6 JONES RD	HAVELOCK	3	7 (6)	5	HAVE	0	3	22	
207 JONES RD	HAVELOCK	3	7 (6)	5	HAVE	0	3	22	
1 JONES ST	HAVELOCK	1 (3)	5 (6)	7		0	3	22	
2 JONES ST	HAVELOCK	1 (3)	5 (6)	7		0	3	22	
4 JONES ST	HAVELOCK	1 (3)	5 (6)	7		0	3	22	
5 JONES ST	HAVELOCK	1 (3)	5 (6)	7		0	3	22	
6 JONES ST	HAVELOCK	1 (3)	5 (6)	7		0	3	22	
8 JONES ST	HAVELOCK	1 (3)	5 (6)	7		0	3	22	
9 JONES ST	HAVELOCK	1 (3)	5 (6)	7		0	3	22	
10 JONES ST	HAVELOCK	1 (3)	5 (6)	7		0	3	22	
11 JONES ST	HAVELOCK	1 (3)	5 (6)	7		0	3	22	
14 JONES ST	HAVELOCK	1 (3)	5 (6)	7		0	3	22	
180 JONESTOWN RD	DOVER	3 (1)	2	2		0	12	8	
722 JONESTOWN RD	DOVER	3 (1)	2	2		0	12	8	
724 JONESTOWN RD	DOVER	3 (1)	2	2		0	12	8	
750 JONESTOWN RD	DOVER	3 (1)	2	2		0	12	8	
1090 JONESTOWN RD	DOVER	3	2	2		0	12	8 (10)	
1100 JONESTOWN RD	DOVER	3	2	2		0	12	8 (10)	
1104 JONESTOWN RD	DOVER	3	2	2		0	12	8 (10)	
1210 JONESTOWN RD	DOVER	3 (1)	2	2		0	12	8	
1240 JONESTOWN RD	DOVER	3 (1)	2	2		0	12	8	
1590 JONESTOWN RD	DOVER	3 (1)	2	2		0	12	8	
106 JOSHWOOD DR	NEW BERN	3	1 (2)	1		0	3	11	FC
108 JOSHWOOD DR	NEW BERN	3	1 (2)	1		0	3	11	FC
100 JUBILEE PL	NEW BERN	3	5 (6)	7		0	3	17	

Possible jurisdictional errors are denoted with the proposed jurisdiction in parentheses, based on address points and political boundaries in the GIS. Notice that highlighted/selected addresses above were addresses displaced by congressional redistricting, some of which also changed school district too.

6. Program Flow Diagram for Generating Possible Displaced Voter Report

The diagram below shows the logic used to analyze SEIMS voter registration by comparing it with GIS data and identifying any possible displaced voters or address problems.



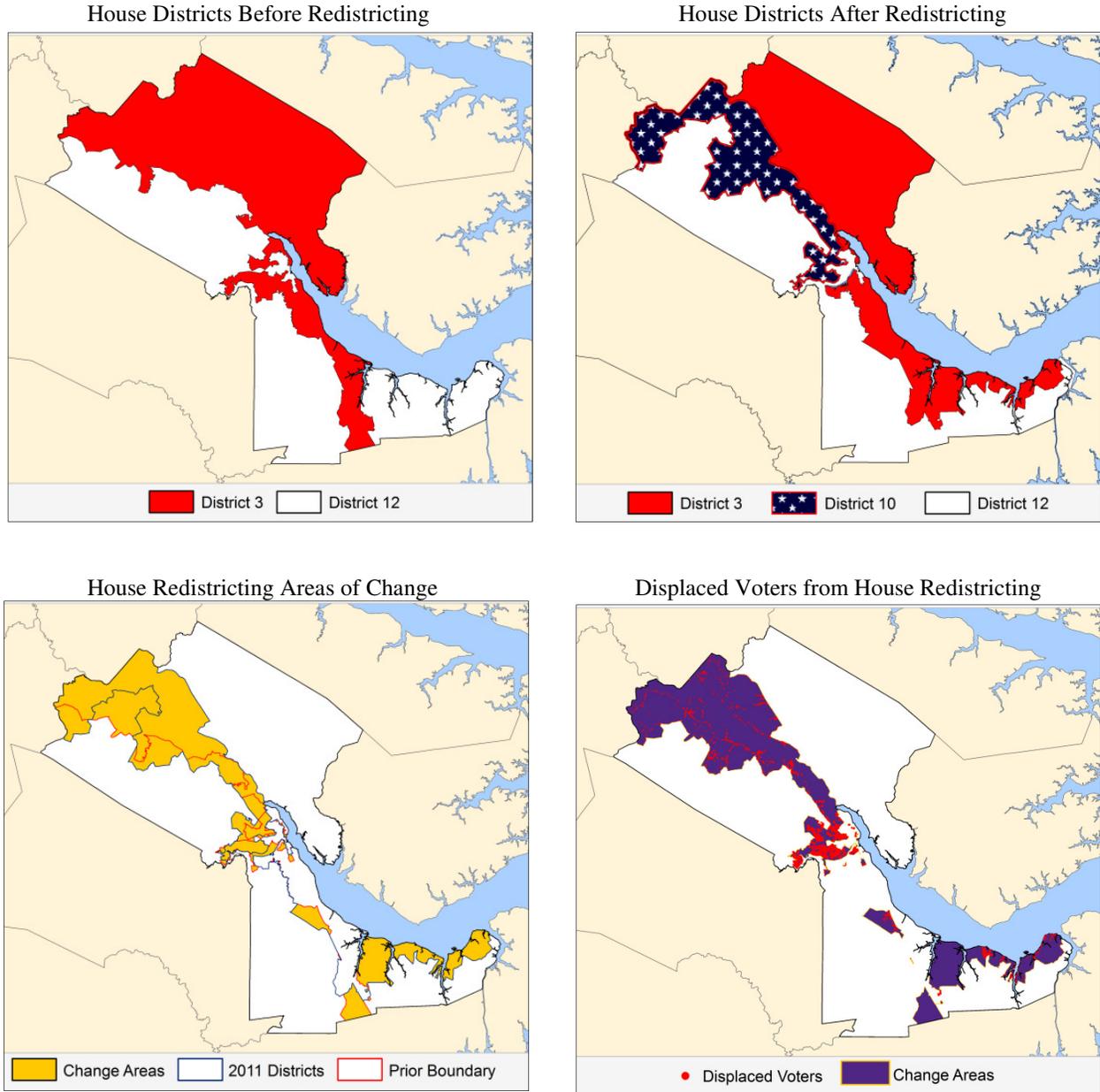
7. District Relations Report for Address Jurisdiction Points

PRECINCTS	CONG	HOUS	COMM	EDUC	WARD	CITY	WATER
Brices Creek (21)	1	10	2	2	5	NEW	
Bridgeton (11)	1	12	3	4	1	NEW	
Clarks (6)	1	12	3	4	2	NEW	
Cove City (8)	1	12	3	4	3	NEW	
Croatan (17)	1	12	3	4	5	NEW	
Dover (9)	1	3	2	2	5	NEW	
Epworth (15)	1	3	3	3	5	NEW	
Ernul (13)	1	3	3	4	5	NEW	
Fairfield Harbour (20)	1	3	4	2	4	NEW	
Fort Barnwell (10)	1	3	4	2	5	NEW	
Fort Totten (N2)							
George Street (N1)							
Glenburnie Park (N5)							
Grantham 1 (16)							
Grantham 2 (23)							
Grover C. Fields (N3)							
H.J. Macdonald (N4)							
Harlowe (19)							
Havelock East (18)							
Havelock West (22)							
Jasper (7)							
New Bern West (N6)							
Rhems (4)							
River Bend (5)							
Trent Woods (3)							
Truitt (12)							
Vanceboro (14)							

The district relations report tool lets users select any precinct and shows all the different combinations of jurisdictional breakdowns based on address jurisdiction points, which helps determine ballot style in each precinct.

MAPS

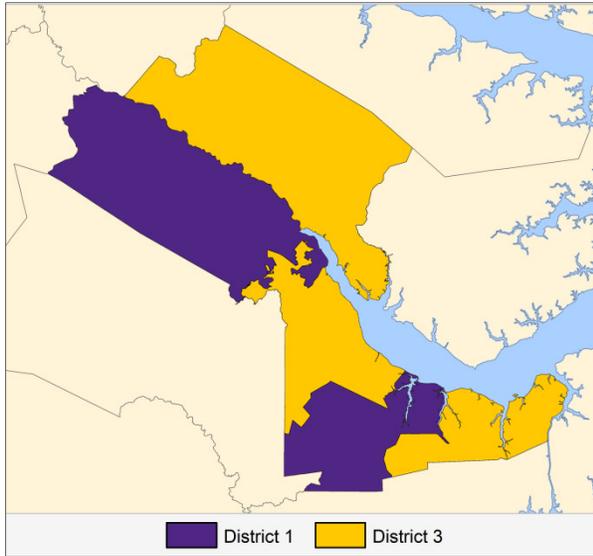
1. State House 2011 Redistricting in Craven County



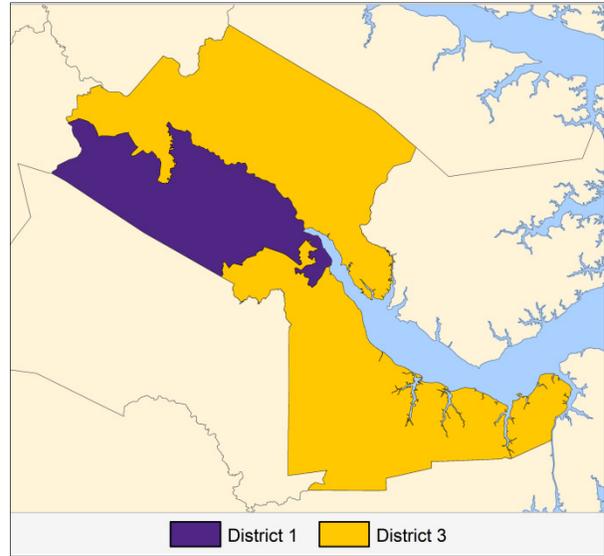
9,748 (31%) voter addresses were affected in Craven County by the 2011 state house redistricting. The changes resulted in a new district previously not within Craven County. (District 10)

2. National Congressional Redistricting

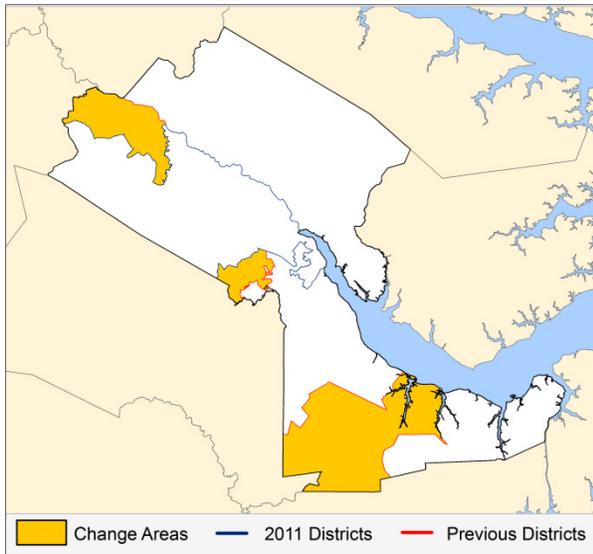
Congressional Districts Before Redistricting



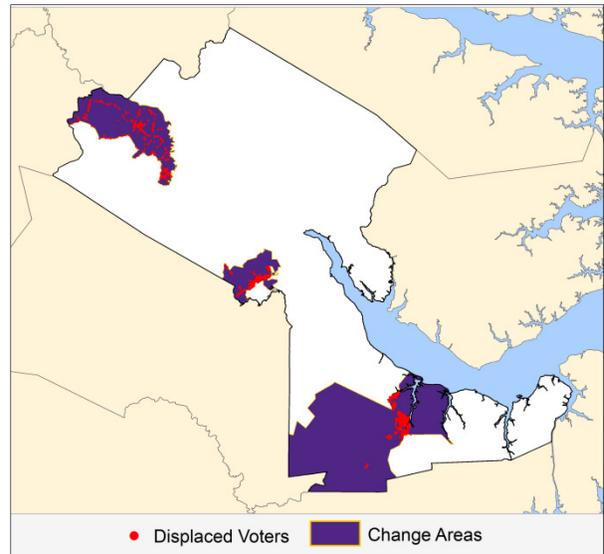
Congressional Districts After Redistricting



Congressional Redistricting Areas of Change



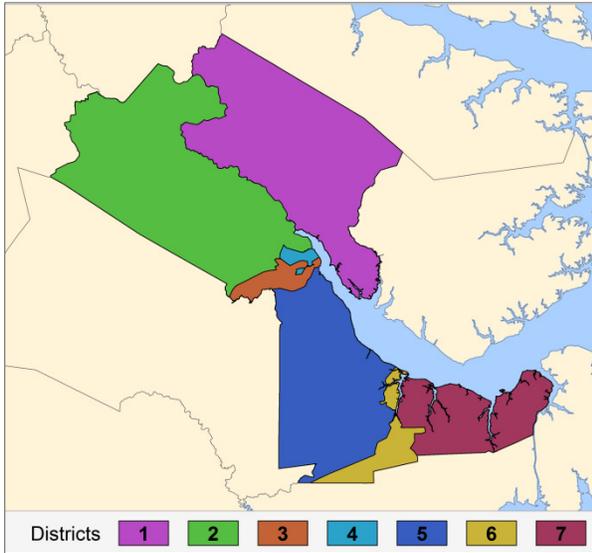
Displaced Voters from Congressional Redistricting



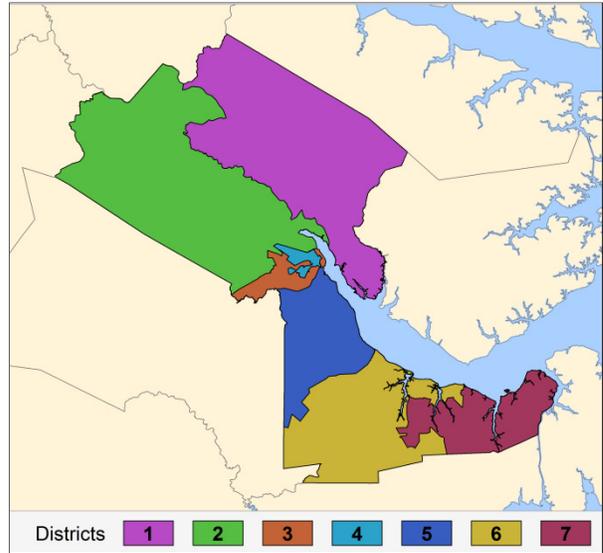
2,483 (8%) voter addresses in Craven County were affected by the 2011 national congressional redistricting.

3. Board of Education Redistricting

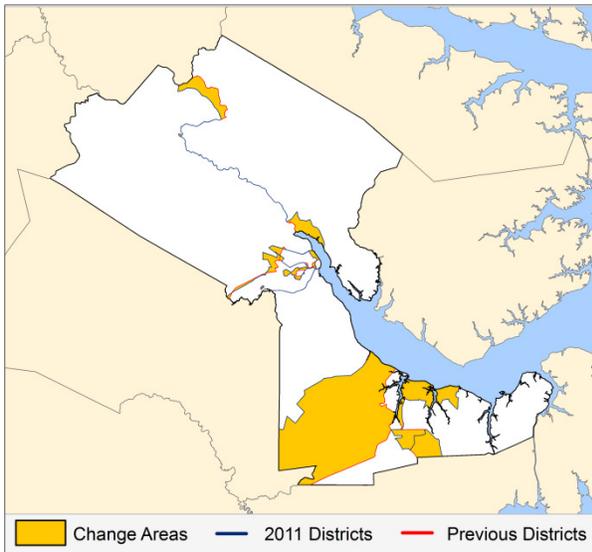
Board of Education Districts Before Redistricting



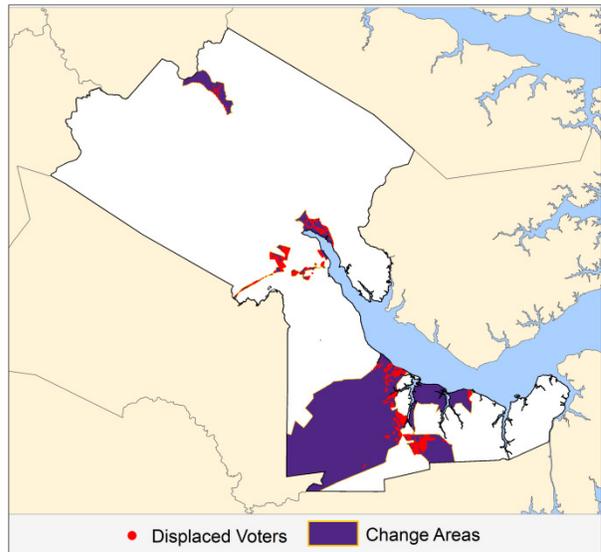
Board of Education Districts After Redistricting



Board of Education Redistricting Areas of Change

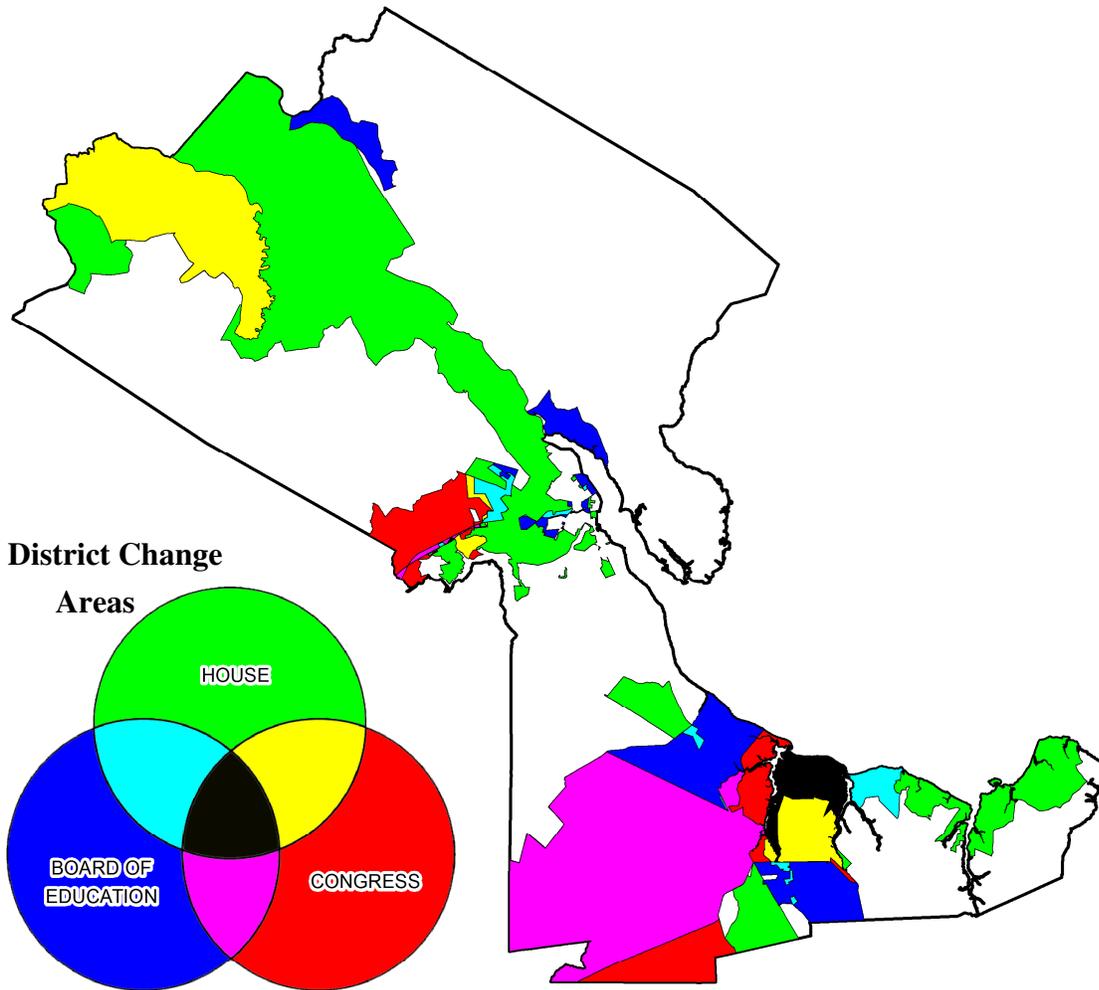


Displaced Voters Board of Education Redistricting



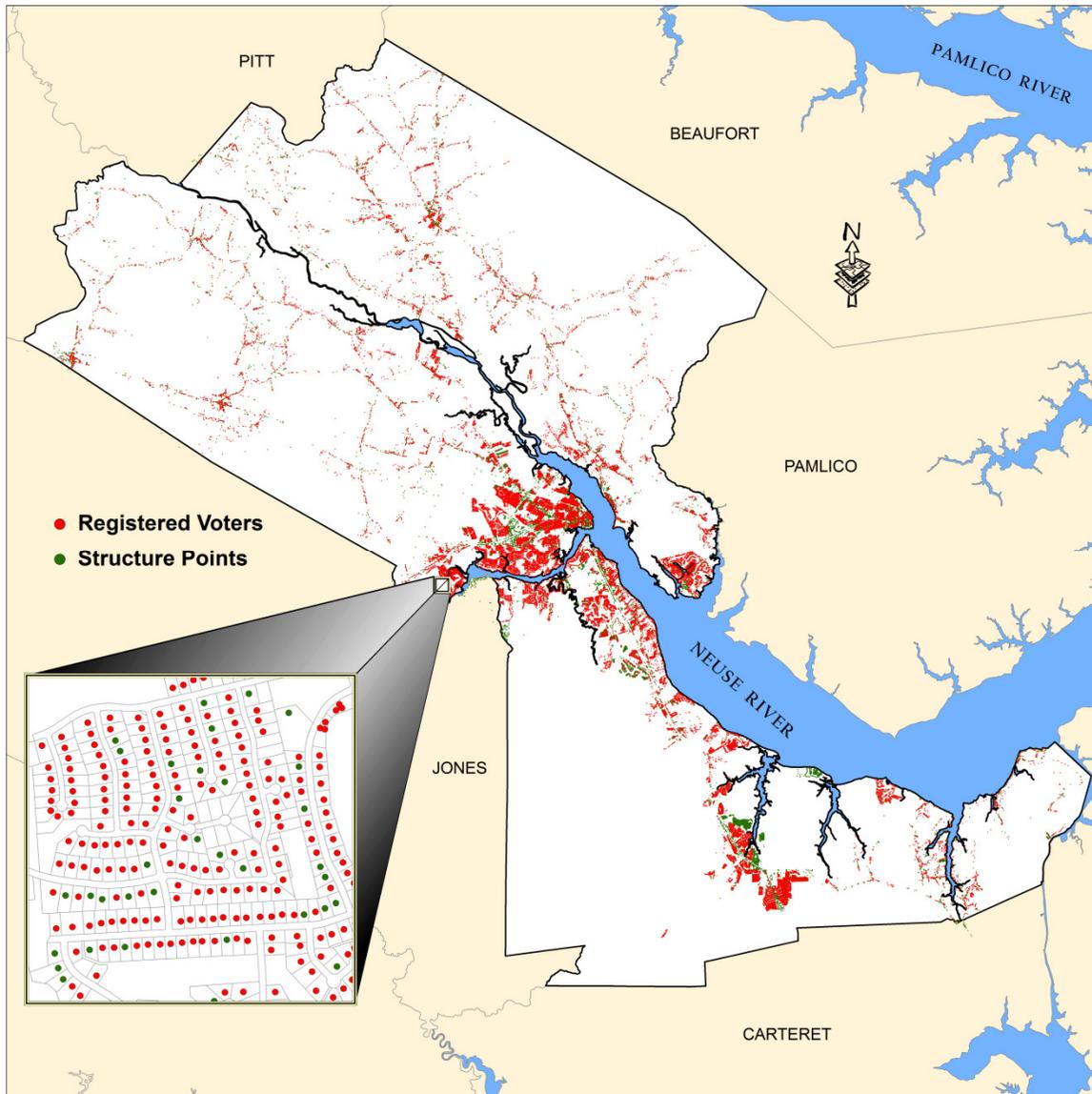
6, 778 (22%) of voter addresses in Craven County were affected by the 2011 board of education redistricting.

4. Combined Areas of Change and Stats for Voter Addresses Affected



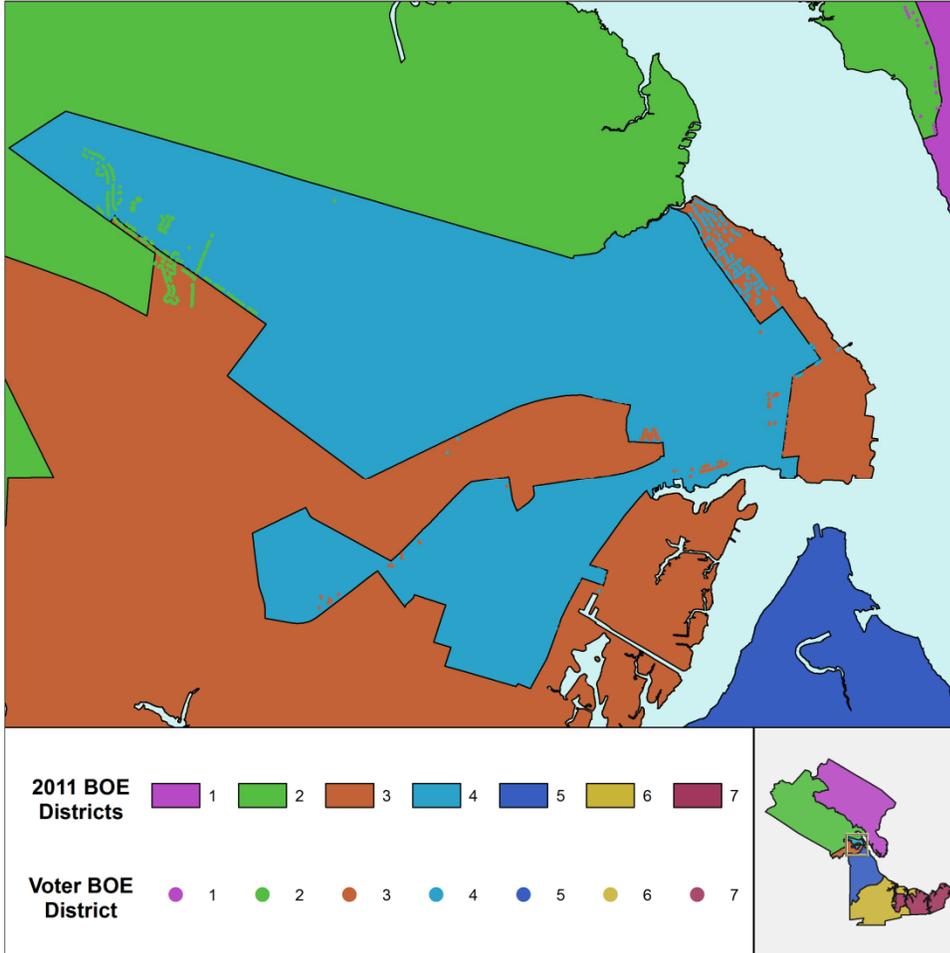
Craven County Voters Affected by 2011 Redistricting		
District(s) Affected	Address Count	% of Total
State House Only	7,791	25.20
National Congressional Only	600	1.94
Board of Education (BOE) Only	3,814	12.34
BOE & Congressional	1,445	4.67
State House & BOE	1,519	4.91
Congressional & State House	438	1.42
Total Addresses Affected	15,607	50.48

5. Craven Voter View & Address Structure Points



The map above shows the distribution of registered voter address points (red) and all other structure points (green) without a registered voter matching the address. Approximately 95 % of registered voter addresses are joined with the GIS address points. For some addresses the city name discrepancies prevent a match with voter data. Also, keep in mind that many structure points may not be residential; they could be commercial, industrial, vacant, or they may just be residential locations without a registered voter.

6. Visually Comparing Craven Voter View with Political Boundaries



The map above shows how the *Craven Voter View* made it possible to easily spot displaced voters on the map. Each political boundary was grouped with the *Craven Voter View* and symbolized the same based on jurisdiction. Here the *Craven Voter View* symbology is the same as the underlying board of education districts, making easy to spot address points that were located in the incorrect jurisdiction.