

**AGENDA  
CRAVEN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MONDAY, JULY 7, 2014  
7:00 P.M.**

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF JUNE 11, 2014 RECONVENED SESSION AND JUNE 16, 2014 REGULAR SESSION

1. PUBLIC HEARING: PAMLICO SOUND REGIONAL HAZARD MITIGATION PLAN
2. PUBLIC HEARING: SALE OF HOME HEALTH AGENCY
3. PETITIONS OF CITIZENS
4. TOURISM DEVELOPMENT AUTHORITY CONTRACT RENEWAL:  
Rick Hemphill, Assistant County Manager, Finance/Administration

DEPARTMENTAL MATTERS

5. TAX – RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
6. ECONOMIC DEVELOPMENT – REQUEST TO SET PUBLIC HARING:  
Timothy Downs, Economic Development Director
7. CRAVEN AREA RURAL TRANSPORTATION SERVICE (CARTS) – REQUEST  
FOR RESOLUTION: Gene Hodges, Interim Director
8. HEALTH – BUDGET AMENDMENT: Scott Harrelson, Health Director
9. PLANNING – SUBDIVISION FOR APPROVAL: Don Baumgardner, Planning  
Director
10. FINANCE – BUDGET AMENDMENT: Rick Hemphill, Assistant County Manager,  
Finance/Administration

11. APPOINTMENTS
12. COUNTY ATTORNEY'S REPORT: Jim Hicks
13. COUNTY MANAGER'S REPORT: Jack Veit
14. COMMISSIONERS' REPORTS

Agenda Date: July 7, 2014

Presenter: \_\_\_\_\_

Agenda Item No. 1

Board Action Required: No

**PUBLIC HEARING: PAMLICO SOUND REGIONAL HAZARD MITIGATION PLAN**

A public hearing will be held on Monday, July 7, 2014 at 7:00 pm. The purpose of this public hearing will be to discuss the Pamlico Sound Regional Hazard Mitigation Plan, contained in Attachment #1, and to receive public comments. The plan has been available for public review on the County's website.

**Board Action: No Action Required**

Agenda Date: July 7, 2014

Presenter: \_\_\_\_\_

Agenda Item No. 2

Board Action Required: No

**PUBLIC HEARING: SALE OF HOME HEALTH AGENCY**

The Board will go into public hearing, as advertised, to receive public comment on the County's intent to sell its Home Health Agency. Bids have been available for viewing in the County Manager's Office and on the County's website.

**Board Action: No action required**

Agenda Date: July 7, 2014

Presenter: \_\_\_\_\_

Agenda Item No. 3

Board Action Required: No

## PETITIONS OF CITIZENS

**Board Action: Receive information**

Agenda Date: July 7, 2014

Presenter: Rick Hemphill

Agenda Item No. 4

Board Action Required: Yes

### **TOURISM DEVELOPMENT AUTHORITY (TDA) CONTRACT RENEWAL**

At the last meeting Mr. Hemphill presented a proposed contract between the County and the TDA for renewal. The TDA Board has already approved the contract; however, the Board of Commissioners deferred action.

**Board Action: Consider contract for renewal**

Agenda Date: July 7, 2014

Presenter: Ronnie Antry

Agenda Item No. 5

Board Action Required: Yes

**DEPARTMENTAL MATTERS: TAX – RELEASES AND REFUNDS**

Craven County Tax Administrator, Ronnie Antry, will present the routine requests for tax releases and refunds, contained in Attachment #5, for the Board's approval.

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

Agenda Date: July 7, 2014

Presenter: Timothy Downs

Agenda Item No. 6

Board Action Required: Yes

**DEPARTMENTAL MATTERS: ECONOMIC DEVELOPMENT – REQUEST TO SET PUBLIC HEARING**

Per the requirements of General Statutes 158-7.1, we are requesting that the Board of Commissioners set a public hearing related to the sale of real property in the industrial park to Minges Building Account, LLC for the purpose of industrial expansion and job creation. We request that the public hearing be held at the next Board of Commissioners' meeting on July 21, 2014.

**Board Action: Set the Public Hearing for July 21, 2014.**

Agenda Date: July 7, 2014

Presenter: Gene Hodges

Agenda Item No. 7

Board Action Required: Yes

**DEPARTMENTAL MATTERS: CRAVEN AREA RURAL TRANSPORTATION SERVICES (CARTS) – REQUEST FOR RESOLUTION**

With the formation of the New Bern Area Metropolitan Planning Organization (MPO), it will be necessary for Craven Area Rural Transit System (CARTS) to apply for federal urban transit funds, referred to as Section 5307 funds, for transit operational costs within the urbanized area. Attachment #7 is a resolution authorizing Craven County, on behalf of CARTS, as the direct recipient of these funds, which will need to be approved by the Craven County Board of Commissioners. With this resolution, CARTS can apply and receive these funds directly without them funneling through the MPO. The language in the resolution has been approved by NC Department of Transportation and the Federal Transit Administration.

**Board Action: Approve the resolution authorizing Craven County on behalf of CARTS as the direct recipient of Section 5307 Federal Transit Funds.**

Agenda Date: July 7, 2014

Presenter: Scott Harrelson

Agenda Item No. 8

Board Action Required: Yes

### **DEPARTMENTAL MATTERS: HEALTH – BUDGET AMENDMENT**

Scott Harrelson, Craven County Health Director, will present a budget amendment, shown as Attachment #8, for the use of dental reserve funds to purchase two operating chairs in the dental trailer. The current chairs have frayed wires and the arms of the chairs are worn out. The Department would like to install the chairs before school begins in August.

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

Agenda Date: July 7, 2014

Presenter: Don Baumgardner

Agenda Item No. 9

Board Action Required: Yes

**DEPARTMENTAL MATTERS: PLANNING – SUBDIVISION FOR APPROVAL**

The Planning Board met on June 30th and recommended the following subdivision for approval:

**Jonathan R. Furr – Final**

- Property is owned by Curtis and Myrtle Morris and surveyed by Gaskins Land Surveying, P.A.
- Property is located within Twp. 1, off of Ward Field Rd. (SR 1451)
- Parcel ID 1-055-011
- Subdivision contains 1 lot on 1.21 acres
- Lot proposed to be served by existing community water and an individual septic system

**Board Action: A vote to approve the subdivision is needed.**

Agenda Date: July 7, 2014

Presenter: Rick Hemphill

Agenda Item No. 10

Board Action Required: Yes

**DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENT**

The County has received a check for \$1104.50 from NC Department of Commerce for Brunswick/Hatteras Yachts for their final payment on the grant they received in November 2010. The NC One Fund agreed to provide a \$60,850 matching grant to Hatteras. The County paid Hatteras a total of \$23,136.50 and forwarded \$22,500 from the Eastern Region. Total of these local payments was \$45,636.50. The Department of Commerce had paid \$44,532 so the \$1104.50 is the remaining amount owed by them and is being passed through Craven County to be sent to Hatteras.  
(See Attachment #10)

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

Agenda Date: July 7, 2014

Presenter: \_\_\_\_\_

Agenda Item No. 11

Board Action Required: Yes

## APPOINTMENTS

- A. PENDING
- B. CURRENT
- C. UPCOMING

**Board Action: Appointments will be effective immediately, unless otherwise specified.**

**A. PENDING APPOINTMENT(S):**

EASTERN CAROLINA WORKFORCE DEVELOPMENT BOARD

AUTHORIZATION: Bylaws

MISSION/FUNCTION: "...to perform all functions of a Workforce Investment Board and Local Area as set forth in the Federal Workforce Investment Act (WIA)

NUMBER OF MEMBERS:

18

9

1

TYPE:

2 from private sector, appointed by each member county

1 appointed by each member county, to be recruited to represent community based organizations, organized labor, education agencies, vocational rehabilitation agencies, public assistance agencies, economic development agencies, and public employment service

Additional member from consortium member county from which current chairman appointed

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: Bi-monthly, at a time and location determined by the Board

COMPENSATION: No  Yes  Specify: \_\_\_\_\_

**Term ending:** William Green

**Application(s) on File:** John Wilson (Attachment #11.A.)

An additional appointment is being requested (See letter included in attachment.)

HAVELOCK BOARD OF ADJUSTMENT

AUTHORIZATION: Havelock City Code – Article XI

MISSION/FUNCTION: \_\_\_\_\_

NUMBER OF MEMBERS:

7

1

1

TYPE:

City of Havelock

Extraterritorial Jurisdiction (County)

Extraterritorial alternate (County)

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

County appointees must reside in the extraterritorial areas of the City of Havelock.

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3<sup>rd</sup> Wednesday of the month at 7:30 p.m., and at the call of the Chair

**Terms ending:** Nancy Webster, Alt.(Appointed 2009; resigned)

**No applications on file.**

RECREATION AND PARKS ADVISORY BOARD

AUTHORIZATION: Bylaws

MISSION/FUNCTION: Serves as the recreation advisory body for the Craven County Department of Recreation and Parks; suggests policies; consults with and advises Recreation Director, County Manager and Commissioners in matters related to recreation programs, finances, acquisition and disposal of property consistent with overall, long range recreation planning.

NUMBER OF MEMBERS:

12  
\_\_\_\_\_

TYPE:

1 from each township (8)  
4 at-large

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3<sup>rd</sup> Monday at 6:00 p.m.; Administration conference room

COMPENSATION: No  Yes  Specify: \_\_\_\_\_

**Terms expiring:** Charles Fisher (Deceased; Carolina Avenue; was appointed for #8)

**Application(s) on file:** Matt Webb (Attachment #11.A.1.)

**Recreation Advisory Board Roster:**

- Jennings Allen #9
- Dickie Fairburn At-Large
- Chaarles Fisher #8 (Deceased)
- Cathy Frazier #5
- Kristen McCoy #3
- Forrestine Riggs #At-Large
- Abel Sandoval #6
- Dennis Smith #1
- Bill Taylor #7
- Jim Bernthal At-Large
- Tom Lelli At-large
- Daniel Miller #2

**B. CURRENT APPOINTMENTS**

CRAVEN COMMUNITY CHILD PROTECTION TEAM

AUTHORIZATION: NCGS 7B-1406

MISSION/FUNCTION: To respond to child protection needs before a child is harmed by taking action to identify and address gaps or deficiencies in services and resources through the annual report to the County Board of Commissioners, collaboration with community partners, promoting public awareness and advocating for action that addresses the child protection needs of each county.

NUMBER OF MEMBERS:  
11-16

TYPE:  
DSS Director, DSS staff member, law enforcement officer, attorney from DA's office, executive director of local community action agency, public School superintendent or designee, member of DSS Board, mental health professional, Guardian ad Litem Coordinator, Public Health Director, local health care provider, EMS/firefighter, District Court Judge, Commissioners appointees from other county agencies or community at-large

QUALIFICATIONS: Stated above.

LENGTH OF TERMS: As set by respective agencies, position and Commissioners'

MEETING SCHEDULE: Quarterly; January, April, July, October

**Term(s) expiring:** Debbie Hodges (Appointed 2010)

**No applications on file** (Ms. Hodges is interested in continuing)

NEW BERN PLANNING AND ZONING BOARD

AUTHORIZATION: N.C.G.S. Chapter 160-A, Article 19

MISSION/FUNCTION: Renders final decisions on subdivision approvals, and advisory decisions to the Board of Alderman on other land use matters.

NUMBER OF MEMBERS:

10  
\_\_\_\_\_

TYPE:

9 appointed by New Bern Board of Aldermen  
1 appointed by Craven County Commissioners

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

The Commissioners' appointee must reside in New Bern's extraterritorial jurisdiction area.

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 1<sup>st</sup> Tuesday of each month

COMPENSATION: No  ; Yes  Specify: \$15 per meeting

**Term(s) expiring:** Velda Whitfield (resigned)

(See Attachment #11.B. )

COASTAL CAROLINA AIRPORT AUTHORITY

AUTHORIZATION: General Statutes (Chapter 1197 session laws of 1979; Chapter 1046 session laws of 1989)

MISSION/FUNCTION: "...to meet monthly, and at such other times, as necessary, to discuss and decide on affairs pertinent to the operation, maintenance and control of the craven County Regional Airport".

NUMBER OF MEMBERS:

8

4

TYPE:

Voting

Non-voting

(Carteret, Jones, Pamlico, MCAS)

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: 3<sup>rd</sup> Tuesday of each month; 2:00 p.m.

COMPENSATION: No  Yes  Specify: \$100/month

**Term(s) ending:** Jerry Jackson (Appointed 2012 to unexpired term)  
Charles Meekins (Appointed 2012 to unexpired term)

Both are willing to continue serving. (See Attachment #11.B.1.)

PLANNING BOARD

AUTHORIZATION: N.C.G.S. 153A-21

MISSION/FUNCTION: \_\_\_\_\_

NUMBER OF MEMBERS: \_\_\_\_\_

8

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TYPE:

Representatives from around the County (from each township to the extent possible)

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\_\_\_\_\_

\_\_\_\_\_

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 4 Years

MEETING SCHEDULE: Fourth Thursday of each month, 5:00 p.m.

COMPENSATION: No  Yes  Specify: \$25 per meeting-members; \$30 per meeting-Chairman

**Term(s) expiring:** Matthew Spirko (resigned)  
(See Attachment #11.B.2.)

**No Applications on file.**

ADULT CARE HOME ADVISORY COMMITTEE

AUTHORIZATION: N.C.G.S.131D-31

MISSION/FUNCTION: Work to maintain the intent of the Domiciliary Home Residents Bill of Rights within the licensed homes in the County; to promote community involvement and cooperation with domiciliary homes to ensure quality care for the elderly and disabled adults

NUMBER OF MEMBERS:  
9-11

TYPE:  
Dictacted by the number of homes in the county;  
homes have right to recommend 25% of appointees

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

Cannot be employed by or have a relative in an adult care home.

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: \_\_\_\_\_

COMPENSATION: No  Yes  Specify: \_\_\_\_\_

**Term(s) ending:** Molly Smith (resigned)  
(See Attachment #11.B.3.)

**No applications on file.**

NCACC VOTING DELEGATE

A voting delegate to the NCACC Annual Conference being held in Ashville August 14-17 needs to be designated and submitted by August 1. Currently, Commissioners Allen and McCabe are registered to attend.

## C. UPCOMING APPOINTMENTS

### August

#### Adult Care Home Advisory Committee:

Kate Clark (Initial appointment 2011)  
Laraine Mark (Initial Appointment 2011)  
Tom McDivor (Initial Appointment 2011)  
Ruth Swank (Initial appointment 2011; wishes to continue)  
Joan Taylor (Initial appointment  
Rick Walter (Initial appointment 2011)

#### EMS Advisory Committee:

Jackie Barrows, Craven County Communications  
Chris Cangemi, N.C. Office of Emergency Medical Services  
Mark Dail, Rhems Fire Department (Appointed 2012)  
James Davis, CarolinaEast  
Doug Ferguson, At-Large (Appointed 2006)  
John Harrell, Bridgeton Rescue (Appointed 2009)  
Joe Hoffman, Craven County Law Enforcement Association  
Stanley Koontz, CarolinaEast Medical Director  
Jean Matthews, Cove City Rescue (Appointed 2008)  
Debra Rogers, CarolinaEast E.D. Supervisor  
Nicholas Salter, MCAS Cherry Point  
Ronnie Weems, Fire Association  
Rick Zaccardelli, City of Havelock

#### Fire Tax Commissioners:

Otto Simmons, Rhems (Appointed 2012 to unexpired term)

#### Nursing Home Advisory Committee:

Britt Bendy (Appointed 2011)  
Deborah Shannon (Appointed 2011)

### September

#### Nursing Home Advisory Committee

Linda Lelli (Appointed 2011)

#### River Bend Planning Board

Kelly Forrest (Appointed 2012)

#### Agricultural Advisory board

Johnny Pritchard (Appointed 2011)

Agenda Date: July 7, 2014

Presenter: Jim Hicks

Agenda Item No. 12

## **COUNTY ATTORNEY'S REPORT**

Agenda Date: July 7, 2014

Presenter: Jack Veit

Agenda Item No. 13

## **COUNTY MANAGER'S REPORT**

Agenda Date: July 7, 2014

Presenter: \_\_\_\_\_

Agenda Item No. 14

## **COMMISSIONERS' REPORTS**

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MEMORANDUM

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**TO:** CRAVEN COUNTY BOARD OF COMMISSIONERS  
**FROM:** LANDIN HOLLAND AICP, MPA  
**SUBJECT:** PAMLICO SOUND REGIONAL HAZARD MITIGATION PLAN  
**DATE:** JUNE 19, 2014  
**CC:** DON BAUMGARDNER, PLANNING DIRECTOR

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On July 7, 2014, the Board of Commissioners will conduct a public hearing to discuss the Pamlico Sound Regional Hazard Mitigation Plan. The County, in conjunction with Beaufort, Carteret, Hyde and Pamlico Counties, has been working on this plan over the last ten months. The Regional Mitigation Advisory Committee (MAC) is nearing completion of the draft plan and will utilize the public hearing on July 7<sup>th</sup> to solicit comments and feedback not only from the Commissioners, but the public as well.

At this meeting, no action will be requested, aside from discussing the project and draft plan to date. The highest priority when working through a mitigation plan update is ensuring that the County's strategic actions are appropriate, relevant, and effective. The Craven County MAC has developed a draft set of mitigation actions. These actions are available on the County's website at the following URL: [www.cravencounty.com](http://www.cravencounty.com) (under "What's New" section of the mail page). In addition to review of the draft strategies, the draft plan (Sections 1 through 3) are available on the dedicated project website at the following address: [www.pamlicosoundhmp.org](http://www.pamlicosoundhmp.org)

Staff, as well as the project consultant, will be available at the July 7<sup>th</sup> meeting to answer any questions you may have regarding the project, or more specifically, the draft strategies.

*Pamlico Sound Regional Hazard Mitigation Plan*

**Draft Craven County Mitigation Strategies**

Action #	Activity	Responsibility	Applicability	CRS Reference/Points
<b>PREVENTIVE STRATEGIES</b>				
P-1	Craven County, as well as all municipal jurisdictions, will review their respective Comprehensive Land Use Plans annually to ensure that the Future Land Use Map adequately delineates portions of the community deemed unsuitable for development due to existing environmental conditions. This effort will also involve the identification of potential drainage easements and open space areas that will positively affect drainage conditions within areas documented as stormwater/flooding hot spots. Additionally, the County will attempt to identify portions of the County susceptible to wildfire damage.	<ul style="list-style-type: none"> <li>•Craven County Planning Department</li> <li>•Craven County MAC</li> <li>•Municipal Administrations</li> </ul>	All	N/A
P-2	Craven County, as well as all other jurisdictions participating in the NFIP program, will review their respective Flood Damage Prevention Ordinances to assess whether any revisions and/or updates have been mandated by FEMA or NCEM. Additionally, jurisdictions will consider whether regulatory options are available to provide for more effective floodplain management.	<ul style="list-style-type: none"> <li>•Craven County Planning Department</li> <li>•Craven County Board of Commissioners</li> <li>•Municipal Administrations</li> <li>•Municipal Governing Boards</li> </ul>	NFIP Participants	CRS Prerequisite

Action #	Activity	Responsibility	Applicability	CRS Reference/Points
P-3	Craven County, as well as all participating municipal jurisdictions, will continue to enforce the NC State Building Code. Local Government Inspections Staff will recertify the NC State Building Code as the adopted local regulation applying to all construction activities on an annual basis. Through enforcement of the NC State Building Code, jurisdictions will work to ensure that all structures, including manufactured homes, are properly anchored to minimize potential impacts stemming from a disaster event.	<ul style="list-style-type: none"> <li>•Craven County Inspections Department</li> <li>•Municipal Administrations</li> </ul>	All	N/A
P-4	Craven County, including all municipal jurisdictions participating in the NFIP, will maintain and update local Flood Insurance Rate Maps (FIRMs). These maps will be reviewed and formally updated as revisions become available through the North Carolina Floodplain Mapping Program.	<ul style="list-style-type: none"> <li>•Craven County Planning Department</li> <li>•Craven County Board of Commissioners</li> <li>•Municipal Administrations</li> <li>•Municipal Governing Boards</li> </ul>	NFIP Participants	Section 412.a/290 Points
P-5	Craven County will continue to impose a two-foot freeboard requirement for all development located within a defined flood hazard area. Individual municipal jurisdictions are responsible for maintaining and enforcing their respective freeboard requirements (the County provides inspections services for some municipalities).	<ul style="list-style-type: none"> <li>•Craven County Inspections Department</li> <li>•Craven County Board of Commissioners</li> <li>•Municipal Administrations</li> <li>•Municipal Governing Boards</li> </ul>	CRS Communities	Section 432.b/280 Points
P-6	Craven County, as well as participating municipal jurisdictions, shall maintain all FEMA Elevation Certificates and FEMA Floodproofing Certificates for non-residential structures.	<ul style="list-style-type: none"> <li>•Craven County Inspections Department</li> <li>•Craven County Planning Department</li> <li>•Municipal Inspections Departments</li> <li>•Municipal Planning Departments</li> </ul>	CRS Communities	Section 310/116 Points
P-7	Craven County, as well as all participating jurisdictions, will continue to support NCDENR in efforts to enforce the Neuse River Basinwide Water Quality Management Rules.	<ul style="list-style-type: none"> <li>•Craven County Planning Department</li> <li>•Municipal Administrations</li> <li>•NCDENR</li> </ul>	Craven County Havelock New Bern River Bend Trent Woods	N/A

Action #	Activity	Responsibility	Applicability	CRS Reference/Points
P-8	Craven County, as well as participating municipal jurisdictions, will consider the data and recommendations outlined within this plan when preparing updates to their respective Capital Improvements Plans. All recommendations regarding capital expenditures will focus on siting infrastructure and public facilities outside of the Flood Hazard Area.	<ul style="list-style-type: none"> <li>•Craven County Administration</li> <li>•Craven County Board of Commissioners</li> <li>•Municipal Administrations</li> </ul>	Craven County River Bend New Bern	N/A
<b>PROPERTY PROTECTION STRATEGY</b>				
PP-1	Craven County will continue to proactively seek out grant funding through NCEM and FEMA for mitigation of repetitive loss properties (RLP's) from future flooding events. The County will maintain a list of RLP's, and on an annual basis, will apply for funding for all structures that meet cost-benefit thresholds as defined by FEMA. Craven County will assist all municipal jurisdictions in working through the structural mitigation grant funding process.	<ul style="list-style-type: none"> <li>•Craven County Planning Department</li> <li>•Craven County Board of Commissioners</li> <li>•Municipal Administrations</li> </ul>	All jurisdictions with RLP's	Section 522.a/(for points refer to equation presented on pages 520-4)
<b>NATURAL RESOURCE ACTIONS</b>				
NR-1	Craven County, as well as all participating municipal jurisdictions, will coordinate with NCDENR to enforce all NC State Erosion and Sediment Control Regulations.	<ul style="list-style-type: none"> <li>•Craven County Planning Department</li> <li>•Municipal Administrations</li> <li>•NCDENR</li> </ul>	All	N/A
<b>EMERGENCY SERVICES</b>				
ES-1	Craven County will continue to expand upon the County's Emergency Notification System available to all residents. Craven County Emergency Services will coordinate with all municipal jurisdictions regarding registration.	<ul style="list-style-type: none"> <li>•Craven County Emergency Services</li> </ul>	All	Section 612.a & .b

Action #	Activity	Responsibility	Applicability	CRS Reference/Points
ES-2	Craven County, as well as participating jurisdictions, will consider all of the data, information, maps and recommendations outlined throughout this plan when siting for the development of all new critical facilities.	<ul style="list-style-type: none"> <li>•Craven County Administration</li> <li>•Craven County Planning Department</li> <li>•Municipal Administrations</li> </ul>	All	Section 612.d/75 Points
ES-3	Craven County Emergency Services, in conjunction with the County Planning Department, will develop a formal system and plan for evaluating and assessing the availability and effectiveness of all critical facilities outlined within this plan. Craven County will coordinate with NCEM, American Red Cross, local animal shelters, local care homes, etc., in making determinations related to need and capacity required in the event of a disaster.	<ul style="list-style-type: none"> <li>•Craven County Emergency Services</li> <li>•Craven County Planning Department</li> <li>•Craven County Social Services Dept.</li> <li>•NCEM</li> <li>•American Red Cross</li> </ul>	All	N/A
ES-4	Craven County Emergency Services, in conjunction with annual EOP updates, will determine if access to all critical facilities is readily available in the event of a flooding event. Careful consideration should be given to localized flooding issues that may restrict access along limited access thoroughfares. Where access issues are identified, the County will establish a plan for alternative transportation.	<ul style="list-style-type: none"> <li>•Craven County Emergency Services</li> <li>•NCEM</li> </ul>	All	N/A
ES-5	Craven County will continue to maintain the County's Continuity of Operations (COP). This effort will include an annual update addressing risk management, service retention, alternative staffing procedures and recovery checklist for each County department.	<ul style="list-style-type: none"> <li>•Craven County Administration</li> <li>•Craven County Board of Commissioners</li> </ul>	All	N/A
ES-6	Craven County Emergency Services will review and update the County Emergency Operations Plan on an annual basis. This update will involve coordination with all municipalities to ensure that all emergency contacts are accurate.	<ul style="list-style-type: none"> <li>•Craven County Emergency Services</li> <li>•Municipal Administrations</li> </ul>	All	N/A

Action #	Activity	Responsibility	Applicability	CRS Reference/Points
ES-7	Craven County, in coordination with all municipalities, will work to expand upon the County's Special Needs Registry (SNR). The SNR is available to all County residents. Effective participation will require close cooperation between County ES and local government staff members. All jurisdictions will work to advertise the availability of this service within their respective communities. It should be noted that applicants must be approved once application is made. Application alone does not result in guaranteed emergency service.	<ul style="list-style-type: none"> <li>•Craven County Emergency Services</li> <li>•Craven County Social Services Dept.</li> <li>•Craven County Board of Commissioners</li> <li>•Municipal Administrations</li> <li>•Municipal Governing Boards</li> </ul>	All	N/A
ES-8	Craven County will continue to maintain the County's Local Emergency Planning Committee (LEPC) focused on monitoring the presence and proliferation of hazard materials throughout the County. The LEPC and County staff will continue to monitor these materials as submitted.	<ul style="list-style-type: none"> <li>•Craven County Emergency Services</li> </ul>	Craven County	N/A
ES-9	Craven County will maintain information on the County website relating to evacuation and sheltering. Emergency information on the website will include: evacuation routes, sheltering, delays and closures, pet sheltering options, and special needs information.	<ul style="list-style-type: none"> <li>•Craven County Emergency Services</li> </ul>	All	N/A

Action #	Activity	Responsibility	Applicability	CRS Reference/Points
<b>PUBLIC INFORMATION ACTIVITIES</b>				
PI-1	Craven County will continue to provide detailed information regarding properties located within flood hazard areas as outlined under CRS Manual Section 322.a through 322.g.	<ul style="list-style-type: none"> <li>•Craven County Inspections Department</li> <li>•Craven County Planning Department</li> <li>•Municipal Administrations</li> </ul>	CRS Communities	Section 322/90 Points
PI-2	Craven County will continue to maintain a library of materials focused on educating citizens, builders, realtors and developers about the dangers associated with floodplain development. This information will also provide material outlining sound techniques for floodplain development and floodproofing of existing structures. The County will also maintain staff educated in these issues to work with prospective builders.	<ul style="list-style-type: none"> <li>•Craven County Inspections Department</li> <li>•Craven County Planning Department</li> <li>•Municipal Administrations</li> </ul>	CRS Communities	Section 352.a and 352.b/125 Points
PI-3	Craven County will continue to work closely with real estate agents to ensure that prospective buyers are educated about development within a flood hazard area. The County will prepare materials for dissemination to local real estate agents to assist in this education process.	<ul style="list-style-type: none"> <li>•Craven County Planning Department</li> <li>•Municipal Administrations</li> </ul>	CRS Communities	Section 342.a and 342.b/47 Points

Attachment #5.

TAX804P

CRAVEN COUNTY

PAGE 1

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 07/07/2014

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
ANDERSON, GERALD L FORECLOSURE-LIEN EXTINGUISHED	0132750 2004-0001024	69.72
ANDERSON, GERALD L FORECLOSURE-LIEN EXTINGUISHED	0132750 2005-0001092	71.40
ANDERSON, GERALD L FORECLOSURE-LIEN EXTINGUISHED	0132750 2006-0001084	67.79
ANDERSON, GERALD L FORECLOSURE-LIEN EXTINGUISHED	0132750 2007-0001111	64.19
ANDERSON, GERALD L FORECLOSURE-LIEN EXTINGUISHED	0132750 2008-0001142	60.74
ANDERSON, GERALD L FORECLOSURE-LIEN EXTINGUISHED	0132750 2009-0001149	57.14
ANDERSON, GERALD L FORECLOSURE-LIEN EXTINGUISHED	0132750 2010-0091136	84.78
ANDERSON, GERALD L FORECLOSURE-LIEN EXTINGUISHED	0132750 2011-0001214	79.02
ANDERSON, GERALD L FORECLOSURE-LIEN EXTINGUISHED	0132750 2012-0001187	72.91
ANDERSON, GERALD L FORECLOSURE-LIEN EXTINGUISHED	0132750 2013-0001146	66.82
ARMSTRONG, EDDIE D & TERESA D BOAT DESTROYED IN AUGUST 2011	0026120 2012-0091689	6.27
ARMSTRONG, EDDIE D & TERESA D BOAT DESTROYED IN AUGUST 2011	0026120 2013-0090132	5.47
BROWN, JUSTIN RAY DID NOT OWN 1/1/2013	0090974 2013-0090204	20.64
CHASE, THOMAS R BUSINESS CLOSED 7-2010	0085211 2012-0090519	83.09

## CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 07/07/2014

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
CHASE, THOMAS R BUSINESS CLOSED 7-2010	0085211 2013-0094622	76.55
CHASE, THOMAS R BUSINESS CLOSED 7-2010	0085211 2011-0090368	89.57
CROUELL, CHUNDRA FORECLOSURE-LIEN EXTINGUISHED	0011806 2013-0012745	10.25
CUNNINGHAM, SHARON DID NOT OWN 1/1/2012	0073375 2012-0013324	114.32
CUNNINGHAM, SHARON CLERICAL ERROR - VEHICLE TAGGED	0073375 2013-0094240	12.51
CZEKALSKI, RYAN M DID NOT OWN 1/1/2011	0083237 2011-0013617	67.55
CZEKALSKI, RYAN M DID NOT OWN 1/1/2012	0083237 2012-0013486	45.93
CZEKALSKI, RYAN M DID NOT OWN 1/1/2013	0083237 2013-0091746	42.41
DONNA AND COMPANY INC BUSINESS CLOSED 6-2012	0073062 2013-0094712	154.11
DULING, MICHAEL WILLIAM MILITARY EXEMPTION	0083103 2013-0091589	11.30
FIRST COMMAND FINANCIAL PLANNI ADJUSTMENT TO ASSETTS OWNED	0082540 2013-0094775	133.54
FOREMAN, MICHAEL W DOUBLE LISTED-SEE ACCT 23090	0094318 2013-0094782	91.72
GOODSON, JIMMY WAYNE MILITARY EXEMPTION	0097097 2013-0092342	11.51
GUARISCO, MATTHEW JOSEPH MILITARY EXEMPTION	0092647 2012-0023434	35.50

## CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 07/07/2014

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
GUARISCO, MATTHEW JOSEPH MILITARY EXEMPTION	0092647 2013-0092382	113.21
HARTMANN, JR JOSEPH W RELEASED TO CURRITUCK COUNTY	0082089 2013-0024522	121.32
HARTMANN, JR JOSEPH W RELEASED TO CURRITUCK COUNTY	0082089 2012-0025423	133.45
HARTMANN, JR JOSEPH W RELEASED TO CURRITUCK COUNTY	0082089 2011-0025559	146.21
HARTMANN, JR JOSEPH W RELEASED TO CURRITUCK COUNTY	0082089 2010-0023057	151.02
HARTMANN, JR JOSEPH W RELEASED TO CURRITUCK COUNTY	0082089 2010-0090071	183.84
HARTMANN, JR JOSEPH W RELEASED TO CURRITUCK COUNTY	0082089 2010-0023056	10.73
JACKSON, CHRISTOPHER JOHN DID NOT OWN 1/1/2013	0084017 2013-0028245	50.51
MANGUM, LESTER DID NOT OWN 1/1/2010	0083962 2010-0032679	95.52
MANGUM, LESTER DID NOT OWN 1/1/2012	0083962 2012-0036247	78.61
MANGUM, LESTER DID NOT OWN 1/1/2013	0083962 2013-0034923	71.69
MANGUM, LESTER DID NOT OWN 1-1-2011	0083962 2011-0036368	87.26
MURRAY, GEORGE WASHINGTON RELEASED TO JONES COUNTY	0085086 2013-0092945	62.66
MURRAY, GEORGE WASHINGTON RELEASED TO JONES COUNTY	0085086 2012-0041545	68.62

## CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 07/07/2014

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
MURRAY, GEORGE WASHINGTON RELEASED TO JONES COUNTY	0085086 2011-0041649	75.53
MURRAY, GEORGE WASHINGTON RELEASED TO JONES COUNTY	0085086 2010-0090270	315.05
MURRAY, GEORGE WASHINGTON RELEASED TO JONES COUNTY	0085086 2010-0037375	82.83
ORTIZ, JOSE DID NOT OWN 1-1-2013	0068144 2013-0042012	42.23
PARADISE HOMES REALTY INC OUT OF BUSINESS 5/2012	0055686 2013-0095091	36.77
POMONA PLACE LLC BUSINESS CLOSED 2011	0094336 2013-0095118	25.53
POMONA PLACE LLC BUSINESS CLOSED 2011	0094336 2012-0091047	27.72
PRIDGEN, TERRI BLALOCK RELEASED TO CARTERET COUNTY	0085698 2010-0096463	44.95
PRIDGEN, TERRI BLALOCK RELEASED TO CARTERET COUNTY	0085698 2011-0046647	50.77
PRIDGEN, TERRI BLALOCK RELEASED TO CARTERET COUNTY	0085698 2012-0046495	48.93
PRIDGEN, TERRI BLALOCK RELEASED TO CARTERET COUNTY	0085698 2013-0093113	133.08
SHEARMAN, DAVID M & SHEARMAN, MILITARY EXEMPTION	0058229 2013-0093385	179.18
TEJEDA, FERNANDO DID NOT OWN 1/1/2013	0093484 2013-0091210	45.96
WOLFSDEN INC BUSINESS CLOSED 1/1/2013	0034599 2013-0095387	60.97

CREDIT MEMOS SUBJECT TO BOARD APPROVAL ON 07/07/2014

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
	56 -CREDIT MEMO(S)	4,250.90

## REFUNDS SUBJECT TO BOARD APPROVAL ON 07/07/2014

TAXPAYER NAME	ACCT#/TICKET#	AMOUNT
DONNA AND COMPANY INC DID NOT OWN 1/1/2012	0073062 2012-0090620	57.67
GUARISCO, MATTHEW JOSEPH MILITARY EXEMPTION	0092647 2012-0023434	95.24
SHEARMAN, DAVID M & SHEARMAN, MILITARY EXEMPTION	0058229 2012-0051605	98.90
SHEARMAN, DAVID M & SHEARMAN, MILITARY EXEMPTION	0058229 2011-0051655	71.66
SHEARMAN, DAVID M & SHEARMAN, MILITARY EXEMPTION	0058229 2010-0046453	61.92
	5 -REFUND(S)	385.39



**RESOLUTION AUTHORIZING CRAVEN COUNTY ON BEHALF OF CARTS (CRAVEN AREA RURAL TRANSIT SYSTEM) AS THE DIRECT RECIPIENT OF THE NEW BERN AREA METROPOLITAN PLANNING ORGANIZATION'S (NBAMPO) SECTION 5307 FEDERAL TRANSIT ADMINISTRATION URBAN TRANSIT FUNDS**

**WHEREAS**, the State of North Carolina is the Designated Recipient of Section 5307 FTA Urban Transit Funds for small urban areas; and

**WHEREAS**, the Craven Area Rural Transit System (CARTS) is Department of Craven County and CARTS is a Regional Transit Agency that provides public transportation services for several counties in the region, in addition to the New Bern Urban Area; and

**WHEREAS**, the New Bern Area MPO Transportation Advisory Committee, approved by Resolution Craven County, on behalf of CARTS, as the Direct Recipient of Section 5307 FTA Urban Transit Funds; and

**WHEREAS**, the Craven County Board of Commissioners has agreed that maintaining CARTS as the public transportation provider for both the New Bern Urban Area and the rural portion of Craven County;

NOW THEREFORE, BE IT RESOLVED that the Craven County Board of Commissioners hereby authorizes the Craven Area Rural Transit System through Craven County to be the Direct Recipient of Section 5307 FTA Urban Transit Funds, on **this the 7<sup>th</sup> day of July, 2014.**

**CERTIFICATION**

The undersigned duly qualified Board of Commissioners of Craven County, a body politic and corporate of the State of North Carolina, acting on behalf of the **Craven Area Rural Transit System**, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the

**Craven County Board of Commissioners** held on July 7, 2014

\_\_\_\_\_  
Chairman Thomas F. Mark  
Craven County Board of Commissioners

\_\_\_\_\_  
Gwendolyn M. Bryan  
Clerk to the Board

Craven County

DISTRIBUTION:

FISCAL YEAR 2014-2015

ORIGINAL: FINANCE  
DUPLICATE: DEPARTMENT



**BUDGET AMENDMENTS**

1. Fund: **GENERAL**

2. Department: **HEALTH/ Dental**

3. Revenue Account Number(s)	Amount	4. Expenditure Account Number(s)	Amount
101-5500-366-07-00 Transfer in from Reserve	10,750	101-5500-440-73-01 C/O Over \$5,000	10,750
371-0000-399-01-00 Approp Fund Balance	10,750	371-0571-400-97-01 X-fer to General Fund	10,750
*JOURNAL ENTRY*			
101-0000-101-00-00 Gen Fund Cash	10,750	101-5500-366-07-00 X-fer in from Reserve	10,750
371-0571-400-97-01 to General Fund	10,750	371-0000-101-00-00 County Reserve Cash	10,750
<b>Total:</b>	<u>21,500</u>	<b>Total:</b>	<u>21,500</u>

Justification or Explanation of Change: 10,750 10,750  
 Use of dental reserve funds to purchase 2 operating chairs in the dental trailer.  
 Current chairs have frayed wires and the arms on the chairs are worn out.  
 Would like to install before the end of August (before school starts).

7/1/2014 nks

*[Signature]*  
 Department Head

7-1-14  
 Date

\_\_\_\_\_  
 County Manager Date

\_\_\_\_\_  
 County Commissioners/Chairman

Date

\_\_\_\_\_  
 Journal Entry Number Date





**North Carolina**  
**Department of Commerce**  
*Commerce Finance Center*

**Beverly Perdue, Governor**  
**Keith Crisco, Secretary**

**Stewart Dickinson, Director**

June 11, 2014

Mr. Timothy Downs  
Craven County Government  
406 Craven Street  
New Bern, NC 28560

Dear Timothy:

An electronic payment, number 227567, in the amount of \$1,104.50 was sent to the County of Craven on June 11, 2014 to be disbursed to Brunswick Corporation. The company has provided required documentation as stated in the Terms of the One NC Grant and is receiving a third and final payment of the \$60,850 OneNC grant awarded. The money will be used in accordance with Senate Bill 27, Page 247, Section 31.

Please note that the allocation and accounting of these funds must meet the normal requirements of the Local Government Budget and Fiscal Control Act. We are requesting that you disburse this money to the company as quickly as possible along with the attached receipt. Please have the company forward the signed receipt to the attention of Mary Johnson, NC Department of Commerce, Commerce Finance Center, 4318 Mail Service Center, Raleigh, NC 27699-4318. This will enable us to complete our records.

You may use the following contact at the company to make arrangements for the payment: Robert H. Nenni, Vice President, Brunswick Corporation, 100 North Glenburnie Road, New Bern, North Carolina 28560; phone 252/634-4872; email [bnenni@hatterasyachts.com](mailto:bnenni@hatterasyachts.com). Thank you for your assistance.

Sincerely,

Mary M. Johnson

/mj  
Enclosure

**North Carolina**

301 North Wilmington Street • 4318 Mail Service Center • Raleigh, North Carolina 27699-4318

Tel: (919) 733-5297 • Fax: (919) 715-5297

An Equal Opportunity/Affirmative Action Employer

**RECEIPT**

**FOR THE EMPLOYER TO SIGN AND RETURN TO THE  
NORTH CAROLINA DEPARTMENT OF COMMERCE**

I have received the challenge grant from the state's One North Carolina Fund/Industrial Recruitment Competitive Fund in the amount of **\$1,104.50** from:

County of Craven  
406 Craven Street  
New Bern, NC 28560

Signed,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

**Brunswick Corporation**  
(Company)

\_\_\_\_\_  
(Date)

Please return this receipt to:

**Mary M. Johnson**  
**North Carolina Department of Commerce**  
**Commerce Finance Center**  
**4318 Mail Service Center**  
**Raleigh, North Carolina 27699-4318**  
**Tele: 919/733-0886 Fax: 919/715-5297**

## Volunteer Board Information and Interest Sheet Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:

Workforce Development Board

Name:	John C. Wilson	Home Phone:	252-876-3016
Home Address:	109 Mom Lane		
City:	New Bern, NC	Zip Code:	28562
Township:		City Limits:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Occupation:	Human Resources Manager	Business Phone:	252-636-4211
Place of Employment:	BSH Home Appliances	Fax Number:	949-809-6062
E-Mail Address:	John.Wilson@bshg.com		

(Please indicate your preferred contact number.)

### Education

B.A. Business Management Lincoln Memorial University

### Business and Civic Experience

None in New Bern and Craven County. Various organizations such as little league and scouts.

### Areas of Expertise, Interest, Skills

15 plus years as a Human Resources Professional/Manager. Over 25 years of management experience.

### Why do you want to serve?

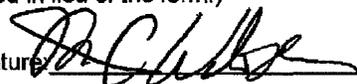
To assist in steering workforce development programs to support industry growth in Craven and surrounding counties.

### Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve

None

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: 06/19/2014

Signature: 

**Please be advised that this form is a public record, and must be made available to the public upon request.** The Craven County Board of Commissioners sincerely appreciates the interest of all citizens in serving their county. For more information on the responsibilities of various boards, you may view the on-line board descriptions or contact the County Clerk's Office at (252) 636-6601. RETURN FORM TO: CRAVEN COUNTY CLERK, 406 CRAVEN STREET, NEW BERN, NC 28560. The form may also be sent via e-mail ([gbryan@cravencountync.gov](mailto:gbryan@cravencountync.gov)) or fax: (252-637-0526).

*This form will remain active until two years after date received.*



May 27, 2014

Mr. Thomas F. Mark, Chairman  
Craven County Chief Elected Official  
406 Craven Street  
New Bern, NC 28560

Dear Mr. Mark:

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

We are requesting that the Craven County Board of Commissioners re-appoint Bill Green, representing the Private Sector, to the Eastern Carolina Workforce Development Board, Inc., for a two-year appointment beginning July 1, 2014, and expiring June 30, 2016.

Additionally, we are requesting the appointment of an individual to serve a two-year term beginning July 1, 2014, and expiring June 30, 2016, in the following category:

- One individual representing the Private Sector

"Private Sector" is defined as: Owners of business concerns, chief executives or chief operating officers of non-governmental employers, or other private sector executives who have a substantial management or policy responsibility.

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

Sincerely,

*Tammy Childers*  
DS

Tammy Childers  
Executive Director

cc: Mr. Jack Veit, III, County Manager  
Mr. Jeff Taylor  
Ms. Gwendolyn Bryan, Clerk to the Board  
Mr. Bill Green

1341 South Glenburnie Road • New Bern, NC 28562  
(252)636-6901 voice (252)638-3569 fax emailadmin@ecwddb.org  
An Equal Opportunity/Affirmative Action Employer

## Volunteer Board Information and Interest Sheet Craven County, North Carolina

Names of board, committee, authority, etc., in which you are interested. Please list in order of priority:  
Recreation Advisory Committee

Name:	<u>Matt Webb</u>	Home Phone:	<u>252-636-1478</u>
Home Address:	<u>1013 Colleton Way</u>		
City:	<u>Trent Woods</u>	Zip Code:	<u>28562</u>
Township:		City Limits:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Occupation:	<u>Technical Manager</u>	Business Phone:	<u>252-633-9433</u>
Place of Employment:	<u>Verint Systems</u>	Fax Number:	
E-Mail Address:	<u>spiderwebb7@live.com</u>		

(Please indicate your preferred contact number.)

### Education

B.S. Business Administration (Management) - University of Northern Colorado 1995

Certified Project Management Professional (PMP) 2006

### Business and Civic Experience

Verint Systems - 4/07 - Present -- Project Manager and Technical Manager

GreatWest Life - 2/06 - 4/07 -- Project Manager

Mellon Financial - 3/98 - 2/06 -- Project Manager and Network Engineer

### Areas of Expertise, Interest, Skills

Significant experience coaching youth sports in New Bern and Craven County; board member and Treasurer of NBSS youth baseball league; internship in UNC Athletic Department while in college

### Why do you want to serve?

Help to build and maintain a strong offering of recreation opportunities for current residents and that attract new families to our area. To attract events to our area that will use our recreation facilities and draw attention to our area.

Please List Other Local, Regional and Statewide Boards, Committees or Commissions on Which You Serve

(A resume may be attached to this form, but will not be accepted in lieu of the form.)

Date: 06/24/2014

Signature: 

**Please be advised that this form is a public record, and must be made available to the public upon request.**  
The Craven County Board of Commissioners sincerely appreciates the interest of all citizens in serving their county. For more information on the responsibilities of various boards, you may view the on-line board descriptions or contact the County Clerk's Office at (252) 636-6601. RETURN FORM TO: CRAVEN COUNTY CLERK, 406 CRAVEN STREET, NEW BERN, NC 28560. The form may also be sent via e-mail ([gbryan@cravencountync.gov](mailto:gbryan@cravencountync.gov)) or fax: (252-637-0526).

*This form will remain active until two years after date received.*

## **Matthew C. Webb**

---

*Email: [spiderwebb7@live.com](mailto:spiderwebb7@live.com)*

*Phone: 252-876-7570*

### **Experience Summary**

Over 18 years of experience in the areas of project management, business analysis, and strategic planning. Extensive knowledge of systems engineering and the integration of enterprise information systems.

### **Summary of Skills**

#### **Project Management**

- Certified Project Management Professional PMP and active member of the Project Management Institute.
- Assigned to manage multiple technical projects simultaneously for various customers and internal business groups.
- Responsible for leading project initiation, planning, execution, control, and closure of all assigned projects.
- Skilled at defining project requirements, setting scope and objectives, time management, budgeting, procurement, and identification and management of risk.
- Accountable for communicating project status to business groups, senior management, and project team.
- Successful in identifying and managing project stakeholders, creating strong project teams, and providing leadership to ensure the success of the project.

#### **Business Analysis**

- Work with internal business groups to understand and evaluate processes, workflows, and requirements. Identify areas for improvement and recommend ways that technology supports the business practices.

#### **Relationship Management**

- Responsible for establishing and maintaining relationships with external vendors and service providers.
- Negotiate and approve contracts for numerous business services and systems. Determine service level agreements for vendors and evaluate vendor performance.

#### **Strategic Planning**

- Forecast business requirements for systems and technology. Identify and evaluate opportunities to use technology to advance organizational goals.
- Responsible for creating and managing annual budgets for Information Technology department.

### **Employment History**

#### **Verint Systems, Roswell, GA**

##### **Project Manager**

April 2007 - Current

Active member of the Enterprise Project Management team within the Professional Services organization. Responsible for managing installation and upgrade initiatives for the largest members of the Verint customer base.

- Manage various services projects within a portfolio of customer accounts on an on-going basis. Develop project plans and schedules to meet scope and solution requirements. Effectively communicate status and issues to project teams and management sponsors.
- Accountable for defining methodologies and best practices for Project Managers to successfully manage services projects. Identify opportunities for process and procedure improvements among the various services teams and formalize changes with management. Conduct enablement activities on the PM methodology and new product releases.
- Provide project leadership for various customer accounts that had previously been in an escalated state. Develop corrective action plans to address open project issues and tasks to efficiently close the project and ensure customer success.

## **Matthew C. Webb**

*Email: [spiderwebb7@live.com](mailto:spiderwebb7@live.com)*

*Phone: 252-876-7570*

### **Great-West Life and Annuity, Greenwood Village, CO**

#### **Project Manager**

February 2006 – April 2007

Responsible for management of enterprise information technology projects as member of the ITS PMO. Projects support the internal business customers of a multi-division organization. Created and deployed technical solutions that align with corporate strategy and business objectives.

- Directed corporate initiative to implement Identity and Access Management solution. System provided key controls for audit and regulatory requirements such as Sarbanes-Oxley and HIPAA. Project required adherence to complex matrix of stakeholder requirements, time-lines, budgets, and expectations from business managers.
- Significant input into defining ITS PMO methodologies and project management processes. Created process for reviewing project requests and evaluating those requests against ITS resource availability, ITS objectives, and corporate business plans.

### **Mellon Financial Corporation**

Founders Asset Management, Denver, CO

#### **Network Engineer**

May 2000 – February 2006

Project Manager responsible for design, implementation, and support for corporate network, server, and data communications infrastructure. Provide technical leadership for the Network Administrator team. Position reported to the Vice President of MIS/Telecommunications.

- Planned and directed build out of IT infrastructure for corporate headquarters. Developed network design, cabling plan, and space allocation for new facility. Responsible for the installation of environmental control systems for the site including generator, UPS, fire protection, and air conditioning systems. Coordinated physical move of two existing buildings into new site over 72-hour period.
- Managed enterprise network migration project from Token-Ring to Ethernet. Researched and evaluated potential vendor solutions, developed plan for migration, and managed implementation process. Resulting network improved environment reliability, performance, and increased flexibility to evaluate future technologies. MIS department realized a 20% reduction in support costs as a result of migration.

#### **Network Administrator**

March 1998 – May 2000

Key member of technical team providing support for the organization's desktop users. Responsible for hardware, software, and network support.

- Directed migration of corporate email solution from legacy platform to Microsoft Exchange. Defined system requirements and analyzed user input to design solution. Resulted in elimination of significant outsourcing costs and provided substantial workflow improvements for users.

### **Leadership Institute of Seattle, Bellevue, WA**

#### **Operations Manager**

July 1995 – March 1998

Responsible for information systems, purchasing, facilities, and business planning. Position reported to the President/CEO.

- Managed annual operating budget of over \$800,000. Served as permanent team member on budget committee to oversee fiscal performance of the organization.

### **Education**

B.S. – Business Management  
Project Management Certificate Program

University of Northern Colorado, Greeley, Colorado  
Colorado State University, Denver, Colorado

Attachment #11.B.

(Please Note Sequence, as indicated)

**From:** Gwendolyn Bryan [mailto:gbryan@cravencountync.gov]  
**Sent:** Wednesday, June 04, 2014 12:02 PM  
**To:** Kevin Robinson  
**Subject:** Re: New Bern Planning and Zoning Board Appointments

#2 { Upon your recommendation, the Board of Commissioners reappointed Ms. Whitfield Monday night. I'll notify them of the change in the next agenda. I'm a bit confused about Mr. Dillahunt and Mrs. White because they both live within the city limits. They were not appointed by our Board. I don't understand why it's a county appointment if they're not in the ETJ.

On Wed, Jun 4, 2014 at 11:09 AM, Kevin Robinson <RobinsonK@newbern-nc.org> wrote:

Mr. Veit,

#1 { We have a total of 4 members of P&Z with expiring terms this month. Pursuant to section 15-24 of our ordinance, 3 members are to be appointed by the County. For whatever reason, our policy has differed from the ordinance in recent years. I would like to try to fix that.

As of now we have two seats up for re-appointment by County Board of Commissioners:

- Velda Whitfield, who resides in the ETJ and was appointed by the Board of Commissioners, does not wish to be re-appointed for a second term. Ms. Whitfield knows someone who wishes to serve and will be giving me their contact information soon. I will forward that to you once I have received it.

- Jimmy Dillahunt, who resides in the City's 2<sup>nd</sup> Ward wants to be re-appointed. I strongly recommend that he be. Alderman White, who was previously scheduled to appoint him has recommended his re-appointment also.

- When Dorothea White's second term has expired in 2016 her seat will be also be a County appointment.

County has 90 days to make appointments, after which the New Bern Board of Aldermen may fill these seats as it sees fit. Please get back to me with any necessary items or information you need in order for these seats to be filled in an expeditious manner.

I have attached a copy of the previous appointment roster.

Thank You,

**J. Kevin Robinson AICP**

City Planner

Development Services

City of New Bern

248 Craven St., P.O. Box 1129

New Bern, NC 28563

Ph: (252)639-7581



--

Gwendolyn M. Bryan, MMC, NCCCC

Clerk to the Board

Craven County

406 Craven Street, New Bern, NC 28560

252-636-6601

---

**Gwendolyn Bryan** <gbryan@cravencountync.gov>  
To: Kevin Robinson <RobinsonK@newbern-nc.org>

Wed, Jun 4, 2014 at 12:33 PM

Thanks! Please keep us updated.

#4

On Wed, Jun 4, 2014 at 12:15 PM, Kevin Robinson <RobinsonK@newbern-nc.org> wrote:

My apologies. Ms. Whitfield only notified me of her intention not to serve a second term last night. I have asked that she send me her recommendation. It would be helpful since we have a very limited population actually living in the ETJ from which to draw from.

I have only had P&Z for 6 months and only been with New Bern for 18 months. I am not sure why exactly it was done the way it was and am going to try to fix the appointments and eventually our ordinance. Even though Jimmy Dillahunt is inside City Limits I recommend him at this time because he is an active member and I would prefer not to want to see too much turnaround with 2 others being replaced. Plus as I mentioned, it is hard to find that many people in the ETJ willing to serve. I suspect this was the issue to begin with and it is why we have him and Ms. White currently in those seats. Either that or longer than 90 days passed without a decision from County.

My recommendation to the Board of Aldermen will be for an amendment be made to the ordinance to either have only the one seat from the ETJ approved by County or else have the 3 County nominations, with two of them at large. Hopefully that will solve the issue and keep with statute.

Thank You,

J. Kevin Robinson AICP

City Planner

Development Services

City of New Bern

248 Craven St., P.O. Box 1129

New Bern, NC 28563

Ph: (252)639-7581



**From:** Gwendolyn Bryan [mailto:gbryan@cravencountync.gov]

**Sent:** Wednesday, June 04, 2014 12:02 PM

# City of New Bern Appointment Roster

**Name of Board or Commission: New Bern Planning & Zoning Board**

**Length of Term: 3 years**

**Maximum number of terms: 2**

Last Name	First Name	Street Address	Residence Ward	Date Appointed	Appointing Official/Ward							Term Ends
Bennett	Stevie	1312 National Ave. New Bern, NC 28560	1	05/13/10 05/14/13	M							06/30/13 06/30/16
Peregoy	Kenneth	16 Batts Hill Road New Bern, NC 28562	1	05/11/10 06/25/13	1							06/30/13 06/30/16
Dove	Tiffany	2100 McKinley Ave. New Bern, NC 28560	2	07/23/09 07/01/12	2							06/30/12 06/30/15
Stamm	Bill	102 Liestal Lane New Bern, NC 28562	3	07/01/12	3							06/30/15
Tabak	Tim	3512 Old Airport Rd. New Bern, NC 28562	4	02/26/08 06/14/11	4							06/30/11 06/30/14
Walston	Byron	P.O. Box 13041 New Bern, NC 28561	5	7/23/13	5							06/30/16
McCullough	Patrick	401 Savoy Drive New Bern, NC 28562	6	07/26/11	6							06/30/14
Whitfield	Velda	413 Briarwood Lane New Bern, NC 28560	ETJ	03/21/11	Craven County							06/30/14
White	Dorothea	1811 Durham St. New Bern, NC 28560	5	08/24/10 06/25/13	①	2	3	4	5	6	M	06/30/13 06/30/16
Dillahunt	Jimmy	1702 Hazel Avenue New Bern, NC 28560	2	06/14/11	⑤	6	M	1	2	3	4	06/30/14

**APPOINTING OFFICIAL/WARD:** Alderman or Official who made the nomination.

**RESIDENCE WARD:** Ward number for residence of the member.

**TERM ENDS:** Date that the appointment is scheduled to end.

**DATE APPOINTED:** Date appointed or reappointed.

Airport Authority

James Bender  
Harold Blot  
Warren Bruce  
Scott Dacey  
y Harris  
er Harris  
Jerry Jackson  
Joseph Leahy  
Charles Meekins  
Kenny Morris  
William Naumann  
Art Schools

Terminal Drive  
P.O. Box 3258  
New Bern, NC 28564

COASTAL  
CAROLINA  
Regional Airport

E-mail  
[admin@newbernairport.com](mailto:admin@newbernairport.com)

Web  
[www.newbernairport.com](http://www.newbernairport.com)

Tom Braaten  
Airport Director

(252) 638-8591  
Fax (252) 638-5930

3 April 2014

Chairman Thomas F. Mark  
Craven County Commission  
406 Craven Street  
New Bern, NC 28560

Dear Chairman Mark,

I have the pleasure of working for a fine Airport Authority. Combined they bring a wealth of experience, business sense, and enthusiasm to your airport. They continuously work on ways in which the airport can better serve the community. Three of the Authority members have terms which will expire on June 30, 2013.

Mr. Charles Meekins is presently serving as the Treasurer of the Airport Authority. He has a great financial. Mr. Meekins is an active member of the Board who not only provides oversight of our financial operations, but also offers sage advice.

Mr. Jerry Jackson serves on the Long-range Planning Committee. He uses his years of experience in the construction industry and development to help evaluate engineer drawings for our major projects, to advise on all construction issues, and to assist in evaluating the competency of companies submitting bids.

Mr. Scott Dacey brings a unique value to the board as a member of a lobbying firm in Washington, D.C. He has connections which are invaluable when we need help in getting support of FAA and other federal agencies with regard to grants and the interpretation of government guidelines and regulations. His assistance in retaining our contract tower last year was very helpful.

As the Airport Director for the Authority, I appreciate what the Board members have done and plan to do. They are always available to serve on committees, and they understand the important role your airport plays in Craven County's future. All three have enthusiastically agreed to serve another term if reappointed. I recommend that the County Commissioners give favorable consideration to reappointing Mr. Charles

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CAROLINA

Regional Airport

Chairman Thomas F. Mark

3 April 2014

Page 2

Meekins, Mr. Jerry Jackson, and Mr. Scott Dacey for another term on the Airport Authority. Your airport has two major projects scheduled for this summer, all North Carolina airports have recently been transferred from the FAA's Atlanta Airport District Office (ADO) to the Memphis ADO which has created some changes, and it is still carefully watching the effects of the American/USAirways merger. Continuity on the Airport Authority at this time will allow your Airport to best serve the citizens of the region.

I discussed my intent to write this letter to you with the Chairman and then with the Airport Authority. The members unanimously agreed with the content and recommendations for reappointment.

Sincerely,



Tom Braaten  
Airport Director

Copy to: Mr. Jack Veit

Ms Ashley Wiggins  
Craven County  
Planning & Inspections Department.

Ms Wiggins:

Please pass along to the chairman of the board and the board my formal resignation from Craven County Planning Board. It has been an honor and a privilege to serve on the Craven County Planning Board and serve with a group of dedicated volunteers and professional staff attempting to meet the needs of the county and the Commissioners. The time change to 5:30 makes it very difficult to make the meeting as well as we do travel frequently being retired and it is unfair to the Planning Board my numerous absences.

Sincerely,

Matthew Spirko



Gwendolyn Bryan <gbryan@cravencountync.gov>

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## Member Resigning

1 message

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Renee Kea <rkea@eccog.org>

Mon, Jun 30, 2014 at 9:09 AM

To: "gbryan@cravencountync.gov" <gbryan@cravencountync.gov>

Hello, I am forwarding an email to let the county commissioners know that Ms. Molly Smith will no longer be able to serve with us. If there is anything you need, please let me know. Thank you.

---

**From:** Molly Smith [mailto:camsputt@suddenlink.net]  
**Sent:** Thursday, June 26, 2014 10:33 AM  
**To:** Jessica James  
**Cc:** Renee Kea  
**Subject:**

After much thought I have decided it would be best for the ECCA Assisted Living Committee I am on if I resigned. I will not be able to be there July 8, August 12, September 1 or September 2. I have enjoyed the little I have been able to contribute and the people I have met. Hopefully you understand my decision.

Molly Smith