

CRAVEN COUNTY

Fiscal Year 2018 Budget Amendments

Budget Amendments for December 18, 2017

DEPARTMENTAL MATTERS: SOCIAL SERVICES

Deputy Social Services Director, Geoff Marett, presented the following budget amendment for the Board's approval.

Mandated 7291

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-7291-349-32-00 CIP, NCNG, CP&L	\$11,848.00	101-7291-450-23-07 Energy LIEAP	\$11,848.00
TOTAL	\$11,848.00	TOTAL	\$11,848.00

Justification: Additional funding received for Low Income Home Energy Assistance Program (LIEAP). There is no County match. Funds are 100% federal. Current budget in HTE is the state estimate for the year of \$345,547. This additional funding authorization results in an additional \$11,848 for a new total allocation of \$357,395.

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

Commissioner Liner asked how many people have received this benefit to date. Mr. Marett responded that numbers for December have not yet been compiled. The program is limited to the elderly and disabled during December. January 1 benefits will be available to others until March or until funds are depleted. Commissioner Liner stated that he would like to see the numbers.

**DEPARTMENTAL MATTERS: EMERGENCY SERVICES – BUDGET AMENDMENT
HSGP-DRYSUITS**

Emergency Services Director, Stanley Kite, requested approval of the following budget amendment.

Emergency Services

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-2301-377-89-00 US Dept Homeland	\$15,242.00	101-2301-410-73-01 C/O over \$5,000	\$15,242.00
TOTAL	\$15,242.00	TOTAL	\$15,242.00

Justification: Grant for \$15,242.00 from the Sydney Dive Team dry suits. This project will provide fully encapsulated Scuba Diving Dry Suits to the Sydney Dive Team. This regional team serves all three EBO domestic preparedness regions with support during rescue, recovery or evidence dives. Sydney is a completely volunteer organization and these suits will greatly enhance their capability to carry out their mission in cold or contaminated water. This project will provide six suits along with all accessories needed to complete the outfit.

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

Budget Amendments for December 4, 2017

DEPARTMENTAL MATTERS: HEALTH

Budget Amendment

Health Administrative Officer, Nicole Sutton, presented the following budget amendment for the Board's approval.

Health/Administration

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-5001-399-08-00 Fund Balance Approp	\$30,294.00	101-5001-440-33-02 Refunds	\$30,294.00
TOTAL	\$30,294.00	TOTAL	\$30,294.00

Justification: Payback due to DMA (Division of Medical Assistance) for the adjusted 2013 Medicaid Cost Settlement utilizing the new SPA –State Plan Amendment (which are the rules that dictate how the cost settlement is done). The new SPA changed the way the Health Department determines how much of the costs can be attributed to Medicaid patients. The original payback was \$524,477; however, the Health Department was able to apply five variables that significantly reduced the payment to \$30,294. She explained that 82 of the 85 local health departments in North Carolina were owing funds to the DMA for the Medicaid Cost Settlement.

Commissioner Sampson moved for approval of the foregoing budget amendment, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

Budget Amendments for November 20, 2017

Budget Amendment – LEPC HMEP Grant

Commissioner Sampson moved to approve the following budget amendment for a grant received in the amount of \$2,000 from the Hazardous Material Tier II reports from local business that store Hazardous Materials. Monies will be applied towards supplies and promotional items for the Local Emergency Planning Committee (LEPC). Commissioner McCabe seconded the motion, which unanimously carried in a roll call vote.

Emergency Services/LEPC

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-2303-349-01-00 LEPC/State Revenue	\$2,000.00	101-2303-410-32-40 Other Supplies	\$2,000.00
TOTAL	\$2,000.00	TOTAL	\$2,000.00

Justification: Grant Award for Tier II fees. Monies to be used for meetings and promotional and outreach materials.

Budget Amendment – Reflect Correct Title III D Funding Received

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

DSS Senior 7295

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-7295-377-55-00 Title III D	\$(448.00)	101-7295-450-39-37 Health Prom Title III D	\$(498.00)
101-0000-399-01-00 Fund Balance	\$(50.00)		
TOTAL	\$(498.00)	TOTAL	\$(498.00)

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

DEPARTMENTAL MATTERS: SOCIAL SERVICES

Budget Amendment for Family Caregiver Funds Received

Geoffrey Marett, Deputy Social Services Director, presented the following budget amendments for the Board’s approval.

Senior 7295/Adult Services 7221

REVENUE	AMOUNT	EXPENDITURES	AMOUNT
101-7221-349-22-00 Service Staff Overhead	\$(2,953.00)	101-7295-450-39-42 Family Caregiver Res	\$(3,235.00)
101-7295-337-01-01 Family Caregiver	\$(3,235.00)	101-7221-450-40-00 Contractual Services	\$(3,103.00)
		101-7221-450-39-40 Supplemental	\$ 150.00
TOTAL	\$(6,188.00)	TOTAL	\$(6,188.00)

Justification: Request for approval of Family Caregiver Title III-E for Fiscal Year 2017-2018. There is no local match required for Family Caregiver Title III-E Funding. Total allocation awarded is \$8,562. Originally anticipated funding budgeted was \$14,750. Funding is proposed as follows: In Home Services (category was reduced), incontinence (supplemental) supplies for adults (category was increased), support and educational meetings to include: Memory Café, Grandparents Support Group, Early Onset Alzheimer’s Support Note* fund categories were redistributed slightly though overall funding was reduced.

Commissioner Tyson moved for its approval, as presented, seconded by Commissioner Sampson and unanimously carried in a roll call vote.

Budget Amendment for Special Adoption Funds Roll Forward

DSS TANF 7231

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-7231-399-08-00 Carryover Balance	\$6,219.00	101-7231-450-39-30 Special Adoption	\$6,219.00
TOTAL	\$6,219.00	TOTAL	\$6,219.00

Justification: Rolling forward the difference in the balance remaining from last fiscal year and the amount estimated for the budget (balance remaining at the end of the fiscal year was \$15,219, and estimated it would be \$9,000 for the line item at budget time. Roll forward is \$6,219). Funds are awarded by the State based on the number of adoptions that are finalized and are given to DSS to use in the adoption program. There is no County match and unspent funds are to be rolled forward to the next fiscal year.

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

DEPARTMENTAL MATTERS: HEALTH – BUDGET AMENDMENT FOR ADDITIONAL STATE GRANT FUNDING RECEIVED

Jack Veit, County Manager, presented the following budget amendment on behalf of the Health Director.

Health/Various Departments

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-5700-348-00-00 State Grant	\$14,280.00	101-5700-440-40-50 Contract Employees	\$13,440.00
101-5800-348-00-00 State Grant	\$30,780.00	101-5800-440-40-50 Contract Employees	\$30,780.00
101-6612-348-00-00 State Grant	\$44,940.00	101-6612-440-32-40 Other Supplies	\$ 3,393.00
		101-6612-440-40-00 Contract Services	\$30,000.00
		101-6612-440-73-21 C/O \$500-\$4,999	\$12,387.00
TOTAL	\$90,000.00	TOTAL	\$90,000.00

Justification: Craven County Health Department and the MERCI Clinic jointly applied for Medical Access Plan (MAP) funding through the Office of Rural Health SFY 2018 Community

Health Grant Program was awarded \$90,000 (\$60,000 Health Dept./\$30,000 MERCI). Craven County Health Department will receive all the funding and pay MERCI clinic \$30,000 and the remaining \$60,000 will go towards use of Contract Employees (prepping boxes and scanning records/NP Tonya Crespo), blood pressure machine with thermometer and stand, six desktops, six laptops with Microsoft Office (four to be used as loaners), and a 70" TV for the second boardroom.

Commissioner Liner asked who has oversight of the \$30,000 to be paid to Merci Clinic. Mr. Veit responded that Merci Clinic funds are already being audited due to the annual non-profit appropriation from the County.

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

Budget Amendments for November 06, 2017

DEPARTMENTAL MATTERS: ECONOMIC DEVELOPMENT – BUDGET AMENDMENT

Craven County Economic Development Director, Timothy Downs, requested to move money from the General Fund to the 392 Construction Line Item to cover expenses for three change orders, as follows, necessary to complete the scope of work for the Road Extension Project.

Purpose of Change Orders:

Change Order #1 - \$5,000: To install water infrastructure that will expedite any future development and avoid tearing up the new road.

Change Order #2 - \$2,500: To clear the vegetation from the vacant land in order to facilitate marketing.

Change Order #3 - \$24,217.60: To reinforce the subgrade soil under the new road that was insufficient to support the new road. DOT standards required this.

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

Economic Development

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
392-0000-366-01-00 Transfer from General Fund	\$31,718.00	392-4414-430-76-01 General Construction	\$31,718.00

TOTAL	\$31,718.00	TOTAL	\$31,718.00
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Justification: Additional funds needed to cover the expense for the three change orders necessary to complete the scope of work for the Road Extension Project.

It was the Board’s consensus to add the above provision, and to **set a public hearing to receive public comment on the amendments for December 4, 2017 at 7:00 p.m.**

Position Request

County Manager, Jack Veit, and Human Resources Director, Amber Parker, presented a request on behalf of the Health Department for a new Animal Control Officer position that is needed for the anticipated increase in the workload when the new provisions of the Animal Control Ordinance become effective in January 2018. In addition, the completion of the Animal Shelter expansion scheduled for late 2017 is expected to increase the dog and cat population. This position will have primary responsibility for cruelty investigations and representing the County’s Animal Control Division in the court system. Commissioner Tyson moved to approve the request for a new Animal Control Officer position at a Grade 62, Step 2. The position will fall under Animal Control/Environmental Health, reporting to Trinity Smith, and will be sworn by the Sheriff, who will also assist when necessary. Following a second by Commissioner Liner, the new position and a budget amendment to support it were approved unanimously in a roll call vote.

Health/Animal Control

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-0000-399-01-00	\$29,366.00	101-2601-410-10-02	\$17,273.00
Fund Balance Approp Current Year		F/T Salary	
		101-2601-410-11-01	\$ 1,574.00
		FICA	
		101-2601-410-11-02	\$ 1,426.00
		Retirement	
		101-2601-410-11-05	\$ 864.00
		LEO – 401K	
		101-2601-410-11-06	\$ 7,033.00
		Health Insurance	
		101-2601-410-11-07	\$ 533.00
		Dental Insurance	
		101-2601-410-11-08	\$ 38.00
		Disability Insurance	
		101-2601-410-11-09	\$ 23.00
TOTAL	\$29,366.00	TOTAL	\$29,366.00

Justification: Animal Control Investigator, Grade 62, Step 2. Start date: 12/13/17 (13 pay periods) (Retirement = 8.25%; LEO-401K=5%)

RELIGIOUS COMMUNITY SERVICES (RCS) REQUEST FOR CONTRIBUTION TO CAPITAL PROJECT

RCS Executive Director, Juliette Rogers, reported that RCS has raised \$649,000 for a new kitchen and renovations to the warehouse area. Of the remaining \$385,000 needed for a veterans wing consisting of five rooms with showers, and family rooms, \$100,000 has been raised. Ms. Rogers requested a contribution of \$50,000 from the County over three years. Commissioner Dacey moved to appropriate \$50,000 from Fund Balance, releasing one third, or \$16,000 this year, and withholding the balance until the new fiscal year, with stipulations concerning the designated use of the funds, seconded by Commissioner Liner. During discussion, including comments concerning the special appropriations grant that has been provided to RCS over the years, the motion was withdrawn. Ms. Rogers suggested that a pledge over three years would be satisfactory for their purposes; however, the Chairman advised that the current Board cannot obligate future Boards in that manner. Commissioner Mark expressed concern about the number of residents that are coming from surrounding counties, especially considering that neighboring counties contribute nothing to the support of RCS, and asked if RCS could pledge that any contribution from the County would be designated for Craven County residents. Commissioner Sampson expressed commitment to helping veterans, no matter the county of their origin. Commissioner Jones also noted that Craven County is home to MCAS Cherry Point, and if the County supports the military, it should support all the military. Commissioner Liner moved to obligate \$50,000 from Fund Balance to Capital Reserve, to be paid at which time the Board chooses, making a determination during the budgeting process as to stipulations regarding bed allotments, and with the agreement that Ms. Rogers will provide monthly status reports. Commissioner Dacey seconded the motion, which carried in a roll call vote with six (6) “ayes”, there being one (1) “nay” by Commissioner Tyson.

Non-Departmental/Transfers

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-0000-399-01-00 Fund Balance current year	\$50,000.00	101-0657-400-98-16 Transfer to reserve	\$50,000.00
TOTAL	\$50,000.00	TOTAL	\$50,000.00

Justification: At the November 6, 2017 work session, Commissioners approved a funding request from Religious Community Services (RCS) in the amount of \$50,000 that will go towards expanding its existing homeless shelter. These funds will be used specifically to add five additional rooms dedicated to Veterans of the United States Armed Services. Funds will be held in the County Capital Reserve until RCS makes a formal request.

SHERIFF'S DEPARTMENT BUDGET AMENDMENT

Sheriff Jerry Monette and Administrative Captain, Jesse Pittman, presented the following budget amendment to allow for additional staffing and emergency purchase of equipment needed to combat the opioid problem in Craven County. Commissioner Liner moved its approval, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-0000-399-01-00	\$126,937.00	101-2001-410-10-02	\$ 16,826.00
General Fund/Fund Balance		Salaries	
		101-2001-410-11-01	1,288.00
		FICA	
		101-2001-410-11-02	1,389.00
		Retirement	
		101-2001-410-11-05	842.00
		401(k)	
		101-2001-410-11-04	500.00
		Worker's Comp	
		101-2001-410-11-06	2,292.00
		Health Ins	
		101-2001-410-11-07	172.00
		Dental	
		101-2001-410-11-08	7.00
		Life	
		101-2001-410-11-09	12.00
		Disability	
		101-2001-410-73-01	69,708.00
		Capital Outlay over \$5,000	
		101-2001-410-73-21	3,501.00
		Capital Outlay \$500-\$4,999	
		101-2001-410-33-00	30,000.00
		Public Safety Misc.	
		101-2001-410-40-00	400.00
		Contractual Services	
TOTAL:	\$126,937.00		\$126,937.00

Justification: Heroin use has increased across the United states among men and women, most age groups and all income levels. As heroin use has increased, so have heroin related overdose deaths. Overdose deaths have significantly increased in our state since the first of the year, and at present, Craven County is fifth in the state for heroin overdoses. We currently have four full-time investigators working extensively to combat this epidemic. We are requesting additional manpower and equipment to continue working trafficking level cases in our county. This equipment and manpower will enable us to increase our efforts in combatting high level traffickers and cutting off supply lines into our community.

Budget Amendments for October 16, 2017

DEPARTMENTAL MATTERS: HEALTH

New Fee Recommendations

Scott Harrelson, Health Director, requested that the Board approve the following new fee recommendations for CPT codes to be effective October 2, 2017.

1. Procedure Code/Description: 29550; Strapping; toes

Current Fee: n/a Medicaid Rate: \$30.55 Proposed Rate: \$31.00

Commissioner Sampson moved to approve the new fee recommendation, as presented, seconded by Commissioner McCabe and unanimously carried.

2. Procedure Code/Description: 87491, Chlamydia

Lab Corp Charge: \$18.00

Staff Time: \$11.86

Medical Supply Fee: \$ 2.66

Total Cost \$32.52

Current Fee: n/a Medicaid Rate: \$31.18 Proposed Rate: \$33.00

Commissioner Dacey moved to approve the new fee recommendation, as presented, seconded by Commissioner Sampson and unanimously carried.

Approval for Use of Fund Balance Appropriation

Mr. Harrelson presented the following budget amendment for utilization of \$36,884 of revenues earned from last fiscal year to purchase much needed items for the Health Department.

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

Health/Various Departments

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-5001-399-08-00	\$ 6,250.00	101-5001-440-26-01	\$5,750.00
Fund Balance Appropriation		Maintenance Bldg/Grounds	
		101-5001-440-32-40	\$ 500.00
		Other Supplies	
101-5200-399-08-00	\$10,943.00	101-5200-440-73-01	\$8,206.00

Fund Balance Appropriation		C/O over \$5,000	
		101-5200-440-73-21	\$2,737.00
		C/O \$500-\$4,999	
101-6302-399-08-00	\$ 3,569.00	101-6302-440-32-05	\$3,120.00
Fund Balance Appropriation		Prescription Drugs	
		101-6302-440-32-40	\$ 99.00
		Other Supplies	
		101-6302-440-40-00	\$ 350.00
		Contract Services	
101-6502-399-01-00	\$ 5,196.00	101-6502-440-73-21	\$5,196.00
Fund Balance Appropriation		C/O \$500-\$4,999	
101-6616-399-01-00	\$10,926.00	101-6616-440-32-40	\$1,293.00
Fund Balance Appropriation		Other Supplies	
		101-6616-440-40-00	\$ 700.00
		Contract Services	
		101-6616-440-73-21	\$8,933.00
TOTAL	\$36,884.00	TOTAL	\$36,884.00

Justification: Utilization of \$36,884 of revenues earned from last fiscal year to purchase much needed items for the Health Department.

DEPARTMENTAL MATTERS: DEPARTMENT OF SOCIAL SERVICES

Budget Amendment to Roll Forward Unspent Donation Funds

Kent Flowers, DSS Director and Geoffrey Marett, Deputy Director, presented the following budget amendment for the Board's approval. Commissioner Jones moved for its approval, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

DSS 7292 & 7295 Senior

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-0000-399-01-00	\$14,160.00	101-7295-450-32-29	\$ 1,495.00
Fund Balance		Donations – Meals	
101-7292-336-39-00	\$ 2,050.00	101-7295-450-32-31	\$11,423.00
Sunshine Center Donations		Donations – Senior	
		101-7292-450-32-22	\$ 3,292.00
TOTAL	\$16,210.00	TOTAL	\$16,210.00

Justification: Roll forward unspent funds donated to the Senior Program, Meals Program and Sunshine Program in Fiscal Year 2016-2017.

Sunshine Donation amount includes anticipated revenue for the Senior Center Sunshine program during FY 17/18.

Budget Amendment for Additional TANF Child Welfare Funds

Mr. Flowers and Mr. Marett presented the following budget amendment for the Board’s approval. Commissioner McCabe moved for its approval, as presented, seconded by Commissioner Jones and unanimously carried in a roll call vote.

DSS 7291 Mandated

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-7231-349-23-00 Staff & Overhead	\$42,704.00	101-7201-450-73-21 C/O \$500-\$4,999	\$38,659.00
101-0000-399-00-01 Fund Balance	\$(4,045.00)		
TOTAL	\$38,659.00	TOTAL	\$38,659.00

Justification: Additional 100% Federal funding received from the TANF Block Grant, above original state estimate. TANF transferred to SSBG received an additional \$36,734, and TANF Child Welfare Workers Local DSS received an additional \$5,970. Funds will be used to purchase 31 additional IPADS. These IPADS will be used in conjunction with the Children’s Services programs within NC FAST. This will allow for the better protection of children and greater efficiency in this work by allowing information to be entered and reviewed in real time through the NC FAST system.

Budget Amendments for September 18, 2017

Health Budget Amendment – Additional State Funds

The Board was requested to approve the following budget amendment for additional funding that has been awarded for implementing one of the Community Action Plan strategies, and will be used to raise awareness of the risk and response to opioid poisoning.

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

Health/Risk Reduction/Healthy Communities

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-6700-349-04-00	\$3,810.00	101-6700-440-27-00	\$2,500.00

State Revenue		Advertising	
		101-6700-440-32-40	\$1,310.00
		Other Supplies	
TOTAL	\$3,810.00	TOTAL	\$3,810.00

Justification: Additional funding awarded to implement mass media or messaging campaigns promoting one of the Community Action Plan strategies. The Health Department has chosen to work on increasing the awareness of the risks of opioid poisoning, signs and symptoms of opioid overdose, where to access and how to administer naloxone in the event of an overdose. For NC, in just a few short years (2012-2015) there was a 38% increase in opioid deaths. Using these funds will build awareness and provide education to citizens to start fighting the issue.

Deputy Human Services Director, Jennifer Blackmon, stated this is a media campaign and there are guidelines for use of additional funds. Commissioner Tyson stated that the money is coming from the state, and approved by the General Assembly.

Health Budget Amendment – Additional STD Prevention Funds Awarded

The Board was requested to approve the following budget amendment for additional funding that has been awarded and will be used to provide enhanced testing.

Ms. Blackmon stated that men do not get tested routinely, as do women, and this method of testing is less invasive than traditional methods.

Commissioner Liner moved to approve the following budget amendment, seconded by Commissioner McCabe and unanimously carried.

Health/HIV/STD

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-6301-349-76-00 State Revenue	\$592.00	101-6301-440-40-00 Contract Services	\$592.00
TOTAL	\$592.00	TOTAL	\$592.00

Justification: Additional funds have been awarded to Craven County Health Department to provide urine Nucleic Acid Amplification Testing (NAAT) for Chlamydia when a male STD patient is at highest risk for exposure to Chlamydia and there are no clinical findings on exam or complaint of urethral systems. Funds will be used to pay contract services with LabCorp for special lab tests that cannot be performed at the health department.

Craven Aging Planning Board Revised Budget

The Board was requested to approve the revised budget and following budget amendment, adjusting line items to align with a reduction in funds for the Home and Community Care Block Grant (HCCBG) from the Division of Aging for Fiscal Year 2017/18. Funding is 90% Federal/State with a 10% required County match for the Department of Social Services.

Commissioner Liner stated that he will be coming back to the Board concerning how funds are used. The impact of the loss of \$3,700 will be a loss of meals and services that seniors need and deserve. Commissioner Sampson stated that he is not in favor of continuing cuts to senior programs.

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

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-7221-349-27-00 HCCBG in Home St	\$(948.00)	101-7221-450-40-00 Contractual Services	\$(1,053.00)
101-0000-399-00-01	\$(105.00)		
101-7295-377-28-00 HCCBG Home Delvd	\$(948.00)	101-7295-450-40-00 Contractual Services	\$(2,108.00)
101-0000-399-00-01	\$(105.00)		
Fund Balance			
101-7295-377-26-00 HCCBG Congregate	\$(949.00)		
101-0000-399-00-01	\$(106.00)		
Fund Balance			
101-7002-348-04-00 HCCBG Tran St GRN	\$(326.00)	101-7001-450-31-01 Reg Vehicle Exp	\$(326.00)
101-0564-348-30-00 Senior Companion	\$(156.00)	101-0564-450-91-23 Senior Companion	\$(156.00)
101-0564-377-26-00 101-0564-377-16-00 USDA Havelock Sen	\$(118.00) \$(19.00)	101-0564-450-91-24	\$(137.00)
TOTAL	\$(3,780.00)	TOTAL	\$(3,780.00)

DEPARTMENTAL MATTERS: HEALTH

Budget Amendment – Additional WIC Funds Awarded

Human Services Deputy Director, Jennifer Blackmon, presented the following budget amendment showing additional WIC funds awarded to the Health Department, as a result of a participant rate increase and additional enrollments. Commissioner McCabe moved to approve the budget amendment, as requested, seconded by Commissioner Sampson and unanimously carried in a roll call vote.

Health

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-6010-349-03-00 WIC-Client Services	\$8,108.00	101-6010-440-32-40 Other Supplies	\$ 579.00
		101-6010-440-73-21 C/Outlay \$500-\$4,999	\$7,529.00
TOTAL	\$8,108.00	TOTAL	\$8,108.00

Justification: Additional WIC funds in the amount of \$8,108 due to the participant rate increase from \$15.75 to \$16.00 per participant per month. Funds are to be used to enhance the ability to provide WIC services.

Requesting that funds be spent to purchase (11) computers, (1) laptop and other supplies which can be used exclusively for WIC personnel at both New Bern and Havelock locations. Current laptops/computers were purchased in November 2012 and are in need of being replaced.

Budget Amendment – Additional Cancer Control Funds Awarded

Ms. Blackmon presented the following budget amendment showing additional funds awarded to the Breast and Cervical Cancer Control Program (BCCCP). Commissioner McCabe moved to approve the budget amendment, as presented, seconded by Commissioner Jones and unanimously carried in a roll call vote.

Health/Cancer Control

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-69602-349-54-00 State Revenue	\$11,475.00	101-6602-440-40-00 Contract Services	\$11,475.00
TOTAL	\$11,475.00	TOTAL	\$11,475.00

Justification: Additional funds have been awarded to the Breast and Cervical Cancer Control Program (BCCCP) to reduce the morbidity and mortality due to breast and cervical cancers in

women by providing breast and cervical cancer screening and/or diagnostic services for eligible underserved women of NC. The Craven County Health Department will use these funds to pay for mammograms, x-rays, and other BCCCP related services.

Budget Amendment – New State Funds Awarded

Ms. Blackmon presented the following budget amendment showing funds awarded to the Craven County Health Department for the Diabetes Education Program. Commissioner Liner moved to approve the budget amendment, as presented, seconded by Commissioner Sampson and unanimously carried in a roll call vote.

Health/Risk Reduction/Healthy Communities

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-6700-349-04-00	\$30,000.00	101-6700-440-10-02	\$14,465.00
State Revenue		F/T Salaries	
		101-6700-440-10-03	\$ 160.00
		Merit	
		101-6700-440-10-04	\$ 60.00
		Longevity	
		101-6700-440-11-01	\$ 1,107.00
		FICA	
		101-6700-440-11-02	\$ 1,096.00
		Retirement	
		101-6700-440-11-03	\$ 579.00
		401K	
		101-6700-440-11-04	\$ 82.00
		W/Comp	
		101-6700-440-11-06	\$ 1,806.00
		Health	
		101-6700-440-11-07	\$ 137.00
		Dental	
		101-6700-440-11-08	\$ 7.00
		Life	
		101-6700-440-11-09	\$ 10.00
		Disability	
		101-6700-440-25-00	\$ 2,000.00
		Travel/Training	
		101-6700-440-31-11	\$ 200.00
		Gasoline	
		101-6700-440-32-40	\$ 3,291.00
		Other Supplies	
		101-6700-440-40-00	\$ 5,000.00
		Contract Services	

TOTAL	\$30,000.00	TOTAL	\$30,000.00
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Justification: New money for the Diabetes Education program has been awarded to the Craven County Health Department in order to improve the tracking of the diabetes self-management data as well as managing diabetes and other chronic disease data more efficiently through the EMR (electronic health record). With this funding, the health department will develop and implement a quality improvement plan to improve diabetes management, prediabetes identification and/or hypertension management. Funds will be used to pay a portion of the Quality Assurance Specialist (D. Vetter-Craft) and Computer Systems Administrator (S. Cox), cover training expenses, contracting with the EMR vendor, CureMD, to provide classes and creating customized reports, and other supplies needed for this project.

Commissioner Dacey stated that the Health Department has researched the number of squad cars in the County for outfitting with Narcan kits. The cost to outfit 162 cars in the Sheriff’s Department and municipalities with a kit containing two doses is \$7,500 and \$1,350 for Sheriff’s Department patrol cars only.

Commissioner Dacey moved to appropriate up to \$5,000 from Fund Balance to provide one dose of Narcan Nasal Spray for Sheriff’s patrol cars and municipalities that demonstrate a need, seconded by Commissioner Jones and unanimously carried in a roll call vote.

6302-Communicable Disease

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-6302-399-08-00 Fund Balance	\$5,000.00	101-6302-440-32-05 Supplies/Prescription Drugs	\$3,933.00
		101-6302-440-32-08 Supplies/Medical Supplies	\$2,067.00
TOTAL	\$5,000.00	TOTAL	\$5,000.00

Justification: Purchase Narcan kits for Sheriff’s Department deputies to store in patrol vehicles. Not to exceed \$5,000.

Commissioner Dacey announced that Trent Woods has already appropriated funds for their four cars. River Bend is bringing the issue forth for consideration at their next meeting. He stated that he has contacted the hospital foundation for the possibility of funding.

Budget Amendments for August 21, 2017

Budget Amendment – Volunteer Fire Departments

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

Fire Departments – Multiple

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
240-0000-399-01-00 Rhems	\$ 310.00	240-2900-410-11-04 Worker’s Comp	\$ 310.00
244-0000-399-01-00 Ft. Barnwell	\$ 390.00	244-2903-410-11-04 Worker’s Comp	\$ 390.00
247-0000-399-01-00 No 7 Fire & Rescue	\$1,690.00	247-2900-410-11-04 Worker’s Comp	\$1,690.00
TOTAL	\$2,390.00	TOTAL	\$2,390.00

Justification: To cover shortage of Fire Departments Worker’s Compensation line item for VFIS invoice dated 7/28/17 in the amount of \$99,600.00.

BOARD OF EDUCATION REQUEST FOR RESOLUTION TO APPROVE LEASE FOR TECHNOLOGY EQUIPMENT

In fiscal year 2015-16 the Board of Commissioners began to provide a separate appropriation to the Board of Education for the purchase of digital learning devices for students. Craven County Schools have selected tablet devices for the students, and the Administration has decided to enter into a lease. The Superintendent made a presentation detailing the plans for distribution and use of the devices, and requested adoption of a resolution approving the lease and a budget amendment to transfer the funds. She stated that no additional funds are being sought this year or for the next two years. The schools are planning to distribute the devices according to individual school and student body preparation to receive them. Commissioner Sampson stated that the students need these tools to keep pace with evolving requirements. Commissioner Liner clarified that the lease is for 0% interest; 12% interest only relates to late fees if installments are not paid on time. He asked how the schools will handle tablets that are lost or maliciously damaged. Dr. Doyle responded that the device case is military grade, which protects it when dropped; however, a 3% loss has been accounted for, and broken glass can be replaced in-house. Optional insurance will also be offered to parents. She noted that the tablets will not replace books. The tablets will go home with the students, who must sign an agreement, which stipulates that they are to arrive at school with at least an 85% charge. Dr. Doyle indicated that the proposed lease depends on the funding level remaining the same. Commissioner Jones inquired if there is adequate in-house Information Technology (IT) staff to maintain the devices and their technology. Dr. Doyle responded that the IT staff feels confident of their ability to handle the needs. Commissioner Dacey asked if students who do not have access to the internet at home will be penalized. Dr. Doyle responded that mobile hot spots will be available for check-out.

Commissioner Jones moved to adopt the following resolution, as requested, seconded by Commissioner McCabe and unanimously carried.

**CRAVEN COUNTY BOARD OF COMMISSIONERS
CRAVEN COUNTY, NORTH CAROLINA
RESOLUTION**

to

APPROVE 3-YEAR APPLE IPAD LEASE FOR CRAVEN COUNTY SCHOOLS

WHEREAS, the Craven County Schools Board of Education wishes to enter into a continuing contract for capital outlay under N.C. Gen. Stat. § 115C-528 with Apple, Inc. for the purchase of certain computer hardware, software, and related equipment to be used for public school purposes; and

WHEREAS, the contract will require the Board of Education to pay Apple, Inc., up to \$2,960,368.13 (2,684,898.48 from local funds and \$275,469.65 from federal Title 1 funds) over the 2017-18, 2018-19, and 2019-20 fiscal years; and

WHEREAS, the Craven County Schools have recently negotiated with Apple, Inc., to obtain zero-percent financing for this transaction; and

WHEREAS, at the time the Board of Education submitted its budget resolution to the Craven County Board of Commissioners, it did not know that zero percent financing would be available; and

WHEREAS, the proposed purchase is essential to the Craven County Schools' mission to promote digital learning and to prepare its students for college and the workforce and to be competitive in a global economy; and

WHEREAS, the proposed purchase allows both the Board of Education and the Board of County Commissioners to take advantage of the savings realized through zero-percent financing, which were not known or available at the time the Board of Education submitted its budget resolution for fiscal year 2017-2018; and

WHEREAS, the Craven County Schools has an urgent need to order the devices as soon as possible in order to meet the educational needs of its students; and

WHEREAS, under the contract that has been negotiated, the Board of Education will pay Apple in approximate installments of \$986,789.38 (broken down as \$894,966.16 in local funds and \$91,823.22 in federal Title 1 funds) in the 2017-18 fiscal year, \$986,789.38 in the 2018-19 fiscal year, and \$986,789.38 in the 2019-20 fiscal year; and

WHEREAS, the Board of Commissioners has appropriated \$750,000 for technology funds in the 2017-2018 fiscal year for the purpose of providing devices to support digital learning for Craven County Schools students as well as a current expense amount of \$21,034,958.00; and

WHEREAS, the contract may be a continuing contract for capital outlay subject to the provisions of N.C. Gen. Stat. §§ 115C-441(c1) and 115C-528, including the approval of the Craven County Board of Commissioners.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Craven County Board of Commissioners agrees to appropriate sufficient funds to the Craven County Schools Board of Education (to the extent not covered by Title 1 funds) in ensuing fiscal years to meet the Apple, Inc. contract obligations. Said funds shall be a part of, and not in addition to, regular appropriations made to the Board of Education. Said funds obligated by this contract for fiscal years 2017-18, 2018-19, and 2019-20 shall be budgeted by the Board of Education for this purpose, and the Craven County Board of Commissioners shall not be obligated to increase its annual appropriation to the Board of Education by the amount due under this contract with Apple, Inc.

AND NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Craven County Board of Commissioners approves the transfer of \$144,966.16 in appropriated funds from current expense to capital outlay in an amount sufficient to cover the contract obligations after available Title I and County-funded technology funds have been exhausted.

Adopted and resolved, this the 21st day of August 2017 by the Craven County Board of Commissioners.

Commissioner Liner moved to authorize the County Manager to transfer funds from the Operating Fund to Capital Outlay, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

Schools

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-8500-480-37-01 Schools Current Exp	\$144,967.00	101-8500-480-37-04 Schools Capital	\$894,967.00
101-8500-480-37-08 Schools Technology	\$750,000.00		
TOTAL	\$894,967.00	TOTAL	\$894,967.00

Justification: Commissioners approved a request from Craven County Schools to enter into a three year Apple ipad lease. Approved along with this request was a transfer from local current expense operating and technology to school capital to cover the first year lease payment.

DEPARTMENTAL MATTERS: SOIL AND WATER – CRAVEN COUNTY STREAM DEBRIS REMOVAL PROJECT

Natural Resources Conservationist, Patrick Baker, advised the Board that after Hurricane Matthew, the State of North Carolina made grant funds available to remove downed debris from waterways in the areas impacted by the storm. The County applied for and received grant funds administered by the North Carolina Department of Agriculture and the Golden LEAF Foundation.

Golden LEAF funds can only be used on creeks that had prior maintenance. These include the creeks of Swift, Little Swift, Bachelor, Core and Flat Swamp. The Department of Agriculture funds can be used on any creeks that sustained damage from the hurricane.

The expenditure deadline for the Golden LEAF grant is February 15, 2019, while the expenditure deadline for the Department of Agriculture grant is December 31, 2019. Due to these deadlines, staff recommended that the creeks and their tributaries associated with the Golden LEAF grant be performed first. The main creeks will be paid for out of Golden LEAF funding, while the tributaries will be funded by the Department of Agriculture funds.

Fourteen of the twenty-seven targeted streams have been identified as having significant beaver activity, which could have a negative impact on stream debris removal activities. As a result, beaver management will also be performed on the fourteen identified streams prior to the debris removal activities.

On July 19th requests for proposals (RFP’s) were sent to seventeen licensed private trappers and wildlife damage control agents with the RFP’s due back August 4th. On August 7th staff met and reviewed the prices received from five beaver management companies, as follows:

Rating Factor	Max Points	Beaver Begone	Caludie’s Wildlife Services	Murphy’s Wildlife Removal	Chorotega	Denton Services
Estimated Time Frame	25	23	23	25	18	24
Fee Schedule Total	20	\$21,900 (20)	\$27,750 (20)	\$63,515 (11)	\$35,190 (13)	\$48,284 (12)
Group 1		\$5,000	<u>\$7,000</u>	\$12,650	\$7,000	\$10,430
Group 2		<u>\$7,200</u>	\$9,250	\$22,250	\$12,700	\$20,970
Group 3		<u>\$5,000</u>	\$9,000	\$22,070	\$12,490	\$11,358
Group 4		\$4,700	<u>\$2,500</u>	\$6,545	\$3,000	\$5,526
Prior Work Experience	15	14	15	14	12	15
Equipment/Manpower	15	13	14	14	12	14

Maintenance	15	10	12	11	15	12
Procedures/Methods of Removal	10	9	5	9	5	9
TOTAL	100	89	89	84	75	86

Staff recommended that the County contract with a private licensed trapper for beaver management activities within the targeted streams, and that two contracts be awarded: the first contract to Claude Taylor Wildlife Services for stream groups 1 and 4 in the amount of \$9,500, and the second contract to Beaver Begone for stream groups 2 and 3 in the amount of \$12,200.

Commissioner Mark stated that the program helped to alleviate flooding during Hurricane Matthew. Commissioner Liner noted that Craven County is a model for other counties.

Commissioner McCabe moved to approve the following budget amendment, project ordinance and award of the contracts for beaver management, as recommended, seconded by Commissioner Jones and unanimously carried in a roll call vote.

Soil Conservation

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
288-0000-366-07-00 From Reserve Fund 371	\$50,230.00	288-4104-420-41-06 Contract from County Reserve	\$50,230.00
371-0000-399-01-00	\$50,230.00	371-0571-420-97-93	\$50,230.00

Journal Entry

371-0571-420-97-93 Transfer to Project	\$50,230.00	371-0000-101-00-00 Capital Reserve	\$50,230.00
288-0000-101-00-00 Stream Debris Removal	\$50,230.00	288-0000-366-07-00 From Capital Reserve	\$50,230.00
TOTAL	\$200,920.00	TOTAL	\$200,920.00

Justification: Budget amendment needed to set up new project for Stream Debris Removal.

**DEPARTMENTAL MATTERS: INFORMATION TECHNOLOGY –
CONSIDERATION OF CONTRACT WITH TYLER TECHNOLOGY FOR ERP
SOFTWARE SOLUTION**

A staff team of County Manager, Jack Veit; Information Technology Director, Dennis Holton; and Finance Director, Craig Warren, updated the Board on the status of replacement of the

Enterprise Resource Planning (ERP) software operating on its IBM AS400 platform which has been in the planning for the last several years. The IBM AS400 equipment and ERP software have been utilized for the last 30 years; however, the system is at a point where the present hardware and software is meeting only the minimum requirements and there are no foreseen enhancements to ensure that new requirements, or the needs and desires of the organization, can be met.

A two-phase approach to replacement is being used for tax solutions and non-tax solutions due to staffing and timing of certain critical county functions, with non-tax solutions (including Finance, Payroll, Human Resources, Water, Central Permitting and a transparency module, citizen self-service functionality and disaster recovery) being addressed in the first phase.

This solution would operate on new equipment to be purchased as part of the project and housed in Craven County rather than a Software As A Service (SAAS) approach, due to significant savings to be realized by housing the software on local equipment. Critical data, however, will be hosted off-site.

County staff have attended various software demonstrations by multiple vendors, visited surrounding governmental organizations looking at their solutions and operations, polled various statewide groups on software utilization and have been involved with many internal discussions concerning available options. Phase II will be addressed after tax revaluation, currently in progress, is completed.

Commissioner Dacey moved to approve staff recommendation to select Phase I non-tax ERP software solution from Tyler Technologies for \$1,312,357, to approve the project ordinance and related amendments, and to authorize the Chairman to sign the contracts, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

Finance/IT

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
393-0000-366-01-00 From General Fund	\$270,000.00	393-0502-400-40-00 Contractual Services	\$1,145,911.00
393-0000-366-07-00 From Capital Reserve	\$859,135.00	393-0502-400-73-01 C/O Over \$5,000	\$ 103,952.00
393-0000-366-18-00 From Water Fund	\$183,222.00	393-0502-400-41-59 Contingency	\$ 62,494.00
371-0000-399-01-00 Fund Balance/Current Year	\$859,135.00	371-0571-400-97-93 To Projects	\$ 859,135.00
401-0000-399-01-00 Fund Balance/Current Year	\$183,222.00	401-4500-475-97-93 To Projects+	\$ 183,000.00

		101-0567-400-97-93	\$ 270,000.00
		To Projects	
		101-0401-400-40-00	\$ (270,000.00)
		Contractual Services	
TOTAL	\$2,354,714.00	TOTAL	\$2,354,714.00

Justification: Budget amendment needed to set up ERP Software Replacement Project Phase 1. Phase 1 includes all non-tax software packages to include Financial, HR/Payroll, Utility Billing and Permits and Inspections.

**ERP Software Replacement Project – Phase 1
Fund 393**

This ordinance is hereby approved in the following amounts for expenditures in the ERP Software Replacement Project – Phase 1

Expenditures:

Software and Implementation Services	\$	1,145,911.00
Computer Equipment and Hardware	\$	103,952.00
Contingency	\$	62,494.00
Total	\$	1,312,357.00

The following revenues are hereby estimated for the ERP Software Replacement Project – Phase 1.

Revenue:

From Capital Reserve Fund	\$	859,135.00
From Water Reserve	\$	183,222.00
From General Fund	\$	270,000.00
Total	\$	1,312.357.00

This ordinance is hereby approved this 21st day of August 2017.

DEPARTMENTAL MATTERS: SOCIAL SERVICES

Budget Amendment to Request Decrease in Subsidized Child Day Care Allocation

Geoffrey Marett, DSS Deputy Director, presented a budget amendment requesting to decrease allocation to reflect actual funding received for the Subsidized Child Day Care Program and Services Support.

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

DSS 7291 Mandated

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-7291-349-10-00 Day Care Combined	\$(93,295.00)	101-7291-450-39-26 Child Day Care	\$(93,295.00)
101-7231-349-26-00 CCDF Admin	\$(3,887.00)		
101-0000-399-00-01	\$ 3,887.00		
TOTAL	\$(93,295.00)	TOTAL	\$(93,295.00)

Justification: Budget amendment to reflect reduced funding authorization for subsidized child day care funding and the child care services support (CCDF) funding. The amount awarded was lower than the state estimate used for the original budget. Funds are a blend of state and federal funds. There is no County match.

Budget Amendment to Request Increase for Crisis Intervention Program (CIP) for Additional Funding Received

Mr. Marett presented a budget amendment requesting to increase allocation to reflect additional Federal funding received for the Crisis Intervention Program (CIP).

The program assists low-income persons with a heating or cooling related crisis. The maximum assistance distributed to vendors on behalf of eligible households is up to \$600 per state fiscal year and payment amounts vary based on the crisis and the amount needed to alleviate the energy crisis.

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

Mandated 7291

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-7291-349-32-00 CIP, NCNG, CP&L	11,848.00	101-7291-450-23-04 Energy CIP	\$11,848.00
TOTAL	\$11,848.00	TOTAL	\$11,848.00

Justification: Adjusting line item to reflect actual funding received for Crisis Intervention Program (CIP). There is no County match. Funds are 100% federal. Current budget in HTE is

the state estimate for the year of \$345,547. The actual funding authorization results in a total allocation of \$357,395 for the program.

DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENT

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

Rescue Squads

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-0000-399-01-00	\$8,037.00	101-2825-410-11-04	\$1,315.00
Fund Balance/Current Year		W/C NB Craven	
		101-2828-410-11-04	\$ 720.00
		W/C Bridgeton	
		101-2829-410-11-04	\$3,495.00
		Vanceboro	
		101-2830-410-11-04	\$1,022.00
		W/C Cove City	
		101-2831-410-11-04	\$1,485.00
		W/C Twp 7 EMS	
TOTAL	\$8,037.00	TOTAL	\$8,037.00

Justification: To cover shortage in line items for Rescue Squad Workers Compensation Insurance per invoice from VFIS of North Carolina dated 7/28/17 in the amount of \$99,600.00.

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

Budget Amendments for August 7, 2017

DEPARTMENTAL MATTERS: RECREATION – BUDGET AMENDMENT TO MOVE REMAINING BATE GRANT FUNDS FROM LAST FISCAL YEAR TO CURRENT BUDGET

Recreation Director, Eddie Games, requested approval of a budget amendment to advance unspent funds to FY 17-18. The Recreation Department was awarded \$23,000 in July 2016 to assist ten different organizations.

Of the ten groups, four did not request their allocated funds, and the Bate Foundation has given the Recreation & Parks Department permission to spend the remaining \$8,000 on projects at Creekside Park. This will include additional picnic tables and a grill to complete the new shelter at Creekside that was funded completely by a previous \$35,000 grant from the Bate Foundation.

The remaining funds will be spent on adding features to some other facilities making them more accessible for those with disabilities, mainly improvements to parking areas and walkways leading to and around the shelters.

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

Recreation & Parks

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-0000-399-01-00 Fund Balance	\$3,050.00	101-8001-460-73-21 C/O \$500-\$4,999	\$3,050.00
101-0000-399-01-00 Fund Balance	\$4,950.00	101-8001-460-73-02 Other Improvements	\$4,950.00
TOTAL	\$8,000.00	TOTAL	\$8,000.00

Justification: These are the remaining funds from a Bate grant that will be used for additions to two of the shelters at Creekside Park. The department will be purchasing picnic tables, grill and message board, plus adding parking and accessible walkways.

DEPARTMENTAL MATTERS: COOPERATIVE EXTENSION – BUDGET AMENDMENT EXTENSION 4-H

Cooperative Extension Director, Tom Glasgow, requested approval of a budget amendment to add \$18,000 in revenues and corresponding expenditures, as a result of accounting changes in the way funds used for camps and other education and youth development activities are collected and disbursed. These funds will come from participants and will be used to cover expenses of specific events and activities. In subsequent years these revenues and expenditures will be included in the annual budget process. Commissioner McCabe moved to approve the following budget amendment, as requested, seconded by Commissioner Liner and unanimously carried in a roll call vote.

Cooperative Extension

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-4240-335-00-00 Misc Revenue	\$ 3,000.00	101-4240-420-24-00 Meeting expenses	\$ 3,000.00
101-4240-337-01-03 Camp Fees	\$ 3,000.00	101-4240-420-32-40 Other Supplies	\$ 3,000.00
101-4241-337-01-04 Ext Event Revenue	\$12,000.00	101-4241-420-33-08 Ext Event Expenses	\$12,000.00

TOTAL	\$18,000.00	TOTAL	\$18,000.00
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Justification: Need to budget Cooperative Extension 4-H programs for fiscal year 2018. These amounts were unknown at the time the budget was due.

DEPARTMENTAL MATTERS: CARTS

Budget Amendment Request

In FY 2015-2016, Craven Area Rural Transit System (CARTS) was approved to replace three vehicles which were purchased with rural funding and have met useful life. The replacement vehicles are for exclusive use in the urban area. Transportation Director, Kelly Walker, explained that the vehicles were not replaced during FY2015-2016 due to the timing of state contract availability for procurement of vehicles. They were ordered, but not received, during FY2016-2017.

The Urbanized Area Formula Program grant, commonly referred to as the 5307, covers 85% of the cost of purchasing accessible vehicles for urban areas. The 5307 grant is still open and available for use in purchasing these vehicles. When originally budgeted in FY2015-2016, CARTS was prepared to cover the 15% local match. Since that time, CARTS has been awarded a state urban match grant from the North Carolina Department of Transportation (NCDOT) which will cover 7% of the local match, leaving CARTS responsible for only 8% of that 15% local match requirement. CARTS plans to use the proceeds from the sale of the vehicles being replaced to meet the 8% local match.

Ms. Walker requested approval of the following budget amendment to reflect the revenue and expenses for these vehicles in FY2017-2018. Commissioner Tyson moved to approve the following budget amendment, as requested, seconded by Commissioner Dacey and unanimously carried in a roll call vote.

7003-CARTS Administration

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-7004-377-53-07 Formula funds	\$161,821.00	101-7003-450-73-01 Over \$5,000	\$190,377.00
101-7004-348-96-00 State Grant/Urban Ma	\$ 13,326.00		
101-7004-335-05-00 Section 18 Veh	\$ 15,230.00		
TOTAL	\$190,377.00	TOTAL	\$190,377.00

Justification: Line item #101-7003-450.73-01, Capital Outlay over \$5,000 had a remaining balance of \$190,377 at the end of FY2017. This amount was the amount for vehicles originally budgeted for FY2015-2016, ordered in FY2016-2017, but will be delivered in FY2017-2018.

The Urbanized Area Formula Program grant (5307) covers 85% of the cost of purchasing accessible vehicles for urban areas. CARTS received a period of performance extension through November 30, 2017 for a state urban match from the North Carolina Department of Transportation (NCDOT) which will cover 7% of the local match, leaving CARTS responsible for 8% of the local match. CARTS plans to use proceeds from the sale of the vehicles being replaced to cover the 8% local match.

Request Approval to Enter into Contract and Approval of Budget Amendment for Camera System on Vehicles

In FY2016-2017, Craven Area Rural Transit System (CARTS) was approved to purchase a camera system to be located on vehicles. The camera system is included in the Urbanized Area Formula grant (5307) for FY2016-2017, which is still an open grant at a reimbursement rate of 80% of 40% of the total cost. The camera system is included in a FY2016-2017 grant from the North Carolina Department of Transportation (NCDOT), period of performance expiration of November 30, 2017 at a reimbursement rate of 90% of 60% of the total cost.

CARTS is able to procure the camera system using an existing contract between NCDOT and one of three companies. CARTS requested and received an on-site presentation and proposals from two of those companies.

The lowest cost proposal was received from Seon, and is a four camera system which meets the needs.

Ms. Walker requested that the Board of Commissioners award the project to Seon System Sales and authorize execution of a contract in the amount of \$70,060.00 for the purchase and installation of a four channel camera system on CARTS vehicles. There are assurances that the project will be able to be completed no later than the period of performance deadline of November 30, 2017.

Benefits of the camera system include the ability to identify and correct driver deficits and to prove fault in cases involving accidents.

In response to a question by Commissioner Dacey, Ms. Walker replied that no additional staff will be needed to monitor the system. Commissioner Dacey asked if this effort will save money. Ms. Walker stated that it will save money as well as enhance safety.

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

CARTS Administration

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
101-7002-348-18-00	\$37,832.00	101-7001-450-73-21	\$42,036.00
Section 18 Capital		C/O \$500-\$4,999	
101-7002-335-30-00	\$ 4,204.00		

Advertising			
101-7004-377-53-07	\$22,419.00	101-7003-450-73-21	\$28,024.00
Formula Funds		C/O \$500-\$4,999	
101-7004-335-30-00	\$ 5,605.00		
Advertising			
TOTAL	\$70,060.00	TOTAL	\$70,060.00

Justification: For FY2016-2017 Craven Area Rural Transit System(CARTS) was approved to purchase a camera system to be located on vehicles. The camera system is included in the Urbanized Area Formula grant (5307) for FY2017-2017 which is still an open grant at a reimbursement rate of 80% of 40% of the total cost. The camera system is included in a FY2016-2017 grant from the North Carolina Department of Transportation (NCDOT), period of performance expiration of November 30, 2017 at a reimbursement rate of 90% of 60% of the total cost. The local share will be covered by the sale of advertising.

DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENT

At its June 19, 2017 meeting, the Craven County Board of Commissioners approved fifty (50) percent matching grants for three Volunteer Fire Departments who were awarded equipment grants from the State’s Volunteer Fire Department Fund. The three matching grants totaled \$73,966.34 and were approved as follows; Little Swift Creek VFD \$24,994.34; Dover VFD \$19,792; and Ft. Barnwell VFD \$29,180. Due to timing, grant matches were not included in the original 2018 adopted budget. Finance Director, Craig Warren, requested that a budget amendment be adopted in order to appropriate these funds for the fire departments. The funds will be paid only upon submission of invoices.

Commissioner Jones moved to approve the following budget from Fund Balance, as requested, seconded by Commissioner Sampson and unanimously carried in a roll call vote.

Fire/Special Service Districts

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
243-0000-366-01-00 From General Fund	\$24,995.00	243-2900-410-96-99 Little Swift Creek match	\$24,995.00
244-0000-366-01-00 From General Fund	\$48,972.00	244-2902-410-96-99 Dover match	\$19,792.00
		244-2903-410-96-99	\$29,180.00
101-0000-399-01-00 Current Year Fund Balance	\$73,967.00	101-0567-410-97-83 VFD Grant match	\$73,967.00
TOTAL	\$147,934.00	TOTAL	\$147,934.00

Justification: To budget Craven County's 50% matching grant portion of the Volunteer Fire Department grants awarded to Little Swift Creek, Dover and Fort Barnwell VFDs.