

# CRAVEN COUNTY

## Fiscal Year 2018 Budget Amendments

### Budget Amendments for June 18, 2018

#### DEPARTMENTAL MATTERS: CARTS – BUDGET AMENDMENT

CARTS Director, Kelly Walker, requested approval of the following budget amendment, requesting approval of an unspent balance of \$27,392.42 EDTAP and \$33,411.09 RGP, be moved from the General Fund and into the respective line item to ensure sufficient revenue to cover transportation billed to those programs.

Commissioner Sampson moved to approve the following budget amendment, as requested, seconded by Commissioner Liner and unanimously carried in a roll call vote. There was some discussion regarding what causes this rollover and having access to the funds.

#### **CARTS**

| <b>REVENUES</b>                                 | <b>AMOUNT</b>      | <b>EXPENDITURES</b>           | <b>AMOUNT</b>      |
|---|--------------------|-------------------------------|--------------------|
| 101-0000-399-01-00<br>Fund Balance-Current Year | \$38,392.00        | 101-7026-450-39-25<br>(RGP)   | \$11,000.00        |
|   |                    | 101-7024-450-39-25<br>(EDTAP) | \$27,392.00        |
| <b>TOTAL</b>                                    | <b>\$38,392.00</b> | <b>TOTAL</b>                  | <b>\$38,392.00</b> |

**Justification:** Rural Operating Assistance Program (ROAP) is a state funded grant Craven County receives from NCDOT. Allocations are formula based. NCDOT sends the money to the counties throughout the course of the year. If a county does not spend the entire allocation amount in one year, the disbursement for the next year is reduced by the unspent amount. The allocation is not affected, just the disbursement. This is because the county has already received the amount that is reducing the disbursement. For Craven County, any money that has been received but not spent goes into the general fund at the end of the fiscal year. At the end of FY2017, CARTS had an unspent balance of \$27,392.64 EDTAP and \$33,411.08 RGP. CARTS is requesting that a portion of that unspent balance be moved from the General Fund and into the respective line item so that there will be sufficient revenue to cover transportation billed to those programs.

**DEPARTMENTAL MATTERS: PLANNING – FY 13 FLOOD MITIGATION ASSISTANCE PROJECT CLOSE-OUT BUDGET AMENDMENT AND ORDINANCE UPDATE**

Chip Bartlett, Holland Consulting Planners, reported that Craven County received an FY13 Flood Mitigation Assistance (FMA) grant award of \$1,853,360 in late 2014 in order to elevate and retrofit eleven (11) severe repetitive loss properties.

All (11) units proposed for treatment were completed and the program has been monitored and closed out by the NC Department of Emergency Management. It is recommended that Craven County move forward with local closure of this program. Mr. Bartlett requested that the Board approve the close-out of the FY13 Flood Mitigation Assistance Project (FMA) and approve the budget amendment and ordinance update.

Commissioner Sampson moved to close-out the FY13 Flood Mitigation Assistance Project and to approve the following budget amendment and ordinance update, as requested, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

***4032 – Planning FMA***

| <b>REVENUES</b>                                  | <b>AMOUNT</b>       | <b>EXPENDITURES</b>                          | <b>AMOUNT</b>       |
|--|---------------------|--|---------------------|
| 285-0000-348-89-01<br>NCDPS/Emergency Management | \$(1,061.00)        | 285-4032-430-76-38<br>Construction/Elevation | \$(1,061.00)        |
| <b>TOTAL</b>                                     | <b>\$(1,061.00)</b> | <b>TOTAL</b>                                 | <b>\$(1,061.00)</b> |

**Justification:** To adjust budget to actual and close the FMA project.

**DEPARTMENTAL MATTERS: JAIL – BUDGET AMENDMENT**

Administrative Captain, Jesse Pittman, introduced Jail Administrator, Pat McCain, and reviewed his extensive law enforcement work history. He reported that there are three people in safe keeping in Raleigh with extensive medical conditions which have driven up costs. He requested that the Board approve the following budget amendment, allowing for the transfer of \$60,000 from Outside Counties Revenue line item to cover the year end shortage in Jail Medical line item. Commissioner Liner moved to approve the following budget amendment, as requested, seconded by Commissioner Tyson and unanimously carried in a roll call vote.

***Jail 2008***

| <b>REVENUES</b>                                       | <b>AMOUNT</b>     | <b>EXPENDITURES</b>                         | <b>AMOUNT</b>      |
|---|-------------------|---|--------------------|
| 101-2008-369-39-00<br>Fees Intergovt/Outside Counties | \$60,000.00       | 101-2008-410-32-08<br>Supplies/Jail Medical | \$60,000.00        |
| <b>TOTAL</b>  | <b>\$60,000.0</b> | <b>TOTAL</b>                                | <b>\$60,000.00</b> |

**Justification:** Requesting to move \$60,000 from Outside Counties Revenue line to cover year in shortage in Jail Medical line. The jail has exceeded outside County revenue projection from this fiscal year by \$65,524 the additional revenue will cover the additional medical expenses incurred.

**DEPARTMENTAL MATTERS: CONVENTION CENTER – BUDGET AMENDMENT**

Convention Center Director, Mary McGee, requested that the Board approve the following budget amendment due to an increase in space rental, resulting in the Convention Center exceeding its 2018 projected spending budget by \$24,000 in the contractual line. Commissioner Liner moved to approve the following budget amendment, as requested, seconded by Commissioner McCabe and unanimously carried in a roll call vote. County Manager, Jack Veit, emphasized that the Convention Center had a successful year, and is moving in the right direction. He reported that they held 17 military balls this fiscal year.

*Convention Center*

| <b>REVENUES</b>                    | <b>AMOUNT</b>      | <b>EXPENDITURES</b>               | <b>AMOUNT</b>      |
|------------------------------------|--------------------|-----------------------------------|--------------------|
| 101-8201-357-75-00<br>Space Rental | \$24,000.00        | 101-8201-430-40-00<br>Contractual | \$24,000.00        |
| <b>TOTAL</b>                       | <b>\$24,000.00</b> | <b>TOTAL</b>                      | <b>\$24,000.00</b> |

**Justification:** The New Bern Riverfront Convention Center has seen an increase in room rental sales this fiscal year. The Convention Center will exceed its 2018 projected revenue by 21%. That is an increase of \$65,000.00. The increase in space rental resulted in the Convention Center exceeding its 2018 projected spending budget by \$24,000.00 in the contractual line. The increase spending was from extra janitorial cleaning, outside lawn and grown enhancements to the facility along with extra supplies and services required to support the additional events for this fiscal year.

**DEPARTMENTAL MATTERS: WATER – BUDGET AMENDMENT, ORDINANCE UPDATE AND PROJECT CLOSE-OUT**

Finance Director, Craig Warren, requested that the Board approve the final budget amendment, ordinance update and close out on a project that began in 2008 and included many phases. He reported that as reflected in the ordinance, \$32,256,507 was the actual cost, which came in under budget. The budget amendment reflects a savings transfer back to the water revenue fund. He stated that all expenditures have been awarded and the project needs to be closed out.

Commissioner Tyson commented that this was a good example of fiscal conservatism for this Board, the Water Department and staff.

Commissioner Sampson stated that Craven County is very fortunate to have a new water treatment plant is thankful for all the planning that went into making it happen.

Chairman Mark commended the County Manager for his perseverance with this project.

Commissioner Tyson moved to approve the following budget amendment, ordinance update and project close-out, as requested, seconded by Commissioner Jones and unanimously carried in a roll call vote.

***Water***

| <b>REVENUES</b>    | <b>AMOUNT</b>      | <b>EXPENDITURES</b>  | <b>AMOUNT</b>      |
|--------------------|--------------------|----------------------|--------------------|
| 422-0000-329-00-00 | \$20,088.00        | 422-4527-475-40-00   | \$ (53,557.00)     |
| Interest           |                    | Contractual Services |                    |
| 422-0000-354-02-00 | \$55,373.00        | 422-4527-475-73-01   | \$ (10,391.00)     |
|                    |                    | C/O Over \$5,000     |                    |
|                    |                    | 422-4527-475-73-21   | \$ ( 278.00)       |
|                    |                    | C/O \$500-\$4,999    |                    |
|                    |                    | 422-4527-475-76-59   | \$(1,174,008.00)   |
|                    |                    | Contingency          |                    |
|                    |                    | 422-4527-475-76-70   | \$( 18,320.00)     |
|                    |                    | Administration       |                    |
|                    |                    | 422-450-475-97-40    | \$ 1,311,927.00    |
|                    |                    | Transfer to Water Op |                    |
| <b>TOTAL</b>       | <b>\$55,373.00</b> | <b>TOTAL</b>         | <b>\$55,373.00</b> |

**Justification:** To adjust revenues and expenditures in Castle Hayne Aquifer project to actuals in order to close the project out.

**DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENTS**

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

*Self-Insurance Fund*

The County has experienced an increase in both health insurance and workers’ compensation claims in the current fiscal year. Health claims are currently running 5% ahead of budget and 18% ahead of last year’s actuals through eleven months while workers comp claims are running 80% ahead of last year. It is estimated that an additional \$600,000 will be needed to cover projected health and workers’ comp benefit claims through the end of fiscal year 2018. Funding for this will come from a combination of additional revenues received over budgeted and fund balance in the Self-Insurance Fund.

Commissioner Dacey inquired how claims are 80% ahead of last year. Mr. Warren stated that these were projected estimates and that several claims were still incomplete. Human Resources Director, Amber Parker, reported that last year's claims were so low that it makes this year's claims appear extremely high. Mr. Veit referenced a significant event being dealt with currently.

***Health Benefits***

| <b>REVENUES</b>                                 | <b>AMOUNT</b>       | <b>EXPENDITURES</b>                    | <b>AMOUNT</b>       |
|---|---------------------|--|---------------------|
| 512-0321-355-00-00<br>Misc Revenue              | \$ 40,000.00        | 512-0321-400-40-81<br>Health Claims    | \$380,000.00        |
| 512-0000-399-01-00<br>Fund Balance Current Year | \$560,000.00        | 512-0351-400-40-95<br>Work Comp Claims | \$220,000.00        |
| <b>TOTAL</b>                                    | <b>\$600,000.00</b> | <b>TOTAL</b>                           | <b>\$600,000.00</b> |

**Justification:** Additional funds are needed to cover projected benefit claims for health and workers comp insurance through the remainder of fiscal year 18.

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

***Schools***

As required by general statutes, a portion of the Article 40 and Article 42 sales tax distributed monthly to counties is considered restricted and can only be used for school capital or debt service. Year-to-date collections through the month of June are currently running 6.2% ahead of budget and are anticipated to exceed original projections. It is estimated that an additional \$200,000 in budgeted revenue and a corresponding transfer to the Debt Service Fund will be needed in order to continue making the transfer of the school's portion into the School Debt Service Fund.

***Schools***

| <b>REVENUES</b>   | <b>AMOUNT</b>       | <b>EXPENDITURES</b>                        | <b>AMOUNT</b>       |
|---|---------------------|--|---------------------|
| 101-0000-345-03-00<br>State Tax Art 40 1/2 cent Schools | \$ 50,000.00        | 101-8500-480-98-01<br>Schools Debt Service | \$200,000.00        |
| 101-0000-345-05-00<br>State Tax Art 42 1/2 cent Schools | \$150,000.00        |  |                     |
| <b>TOTAL</b>  | <b>\$200,000.00</b> | <b>TOTAL</b>                               | <b>\$200,000.00</b> |

**Justification:** Portion of Articles 40 and 42 sales tax dedicated to school debt service. Anticipate that revenues will be greater than projected. Need to budget additional revenue expected and corresponding transfer to the Debt Service Fund.

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

*Capital Reserve*

The County has experienced enhanced revenue collections over what was originally budgeted in the current fiscal year from several sources. Those included an additional \$368,000 from the Medicaid/sales tax swap hold harmless distribution, \$621,000 from the Health Departments Medicaid cost settlement, and an additional \$282,000 from interest earned on investments. In anticipation of additional revenues received over expenditures for the current fiscal year, it is respectfully requested that a year-end transfer of up to \$1,000,000 to the Capital Reserve fund be approved to be used for future capital projects and expenditures.

*General/County Reserve*

|                           |                       |                         |                       |
|---------------------------|-----------------------|-------------------------|-----------------------|
| 101-0000-399-01-00        | \$1,000,000.00        | 101-0567-400-98-16      | \$1,000,000.00        |
| Fund Balance Current Year |                       | Transfer County Reserve |                       |
| <b>TOTAL</b>              | <b>\$1,000,000.00</b> | <b>TOTAL</b>            | <b>\$1,000,000.00</b> |

**Justification:** Budget transfer to capital reserve of unanticipated revenues over expenditures for fiscal year 2018. Amount will be used for future capital projects and expenditures.

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

**Budget Amendments for June 4, 2018**

**DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENTS**

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

*1001 – Register of Deeds*

| <b>REVENUES</b>    | <b>AMOUNT</b> | <b>EXPENDITURES</b> | <b>AMOUNT</b> |
|--------------------|---------------|---------------------|---------------|
| 101-1001-357-60-00 | \$20,000.00   | 101-1001-400-45-02  | \$20,000.00   |

|             |             |                   |             |
|-------------|-------------|-------------------|-------------|
| Excise Fees |             | State Excise Fees |             |
| TOTAL       | \$20,000.00 | TOTAL             | \$20,000.00 |

**Justification:** Excise fee revenue is running higher than budget estimates. A portion of revenue is required to be remitted to the state. Need to budget additional funds to cover state remittance portion.

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

***Rescue Squads***

| REVENUES                           | AMOUNT      | EXPENDITURES                             | AMOUNT      |
|------------------------------------|-------------|--|-------------|
| 101-2827-357-51-00<br>Ft. Barnwell | \$10,000.00 | 101-2801-410-40-03<br>Collection Costs   | \$ 5,500.00 |
| 101-2829-357-50-00<br>Vanceboro    | \$35,000.00 | 101-2827-410-33-20<br>90% of Collections | \$ 9,000.00 |
| 101-2831-357-56-00<br>Twp. #7      | \$10,000.00 | 101-2829-410-33-20<br>90% of Collections | \$31,500.00 |
|                                    |             | 101-2831-410-33-10                       | \$ 9,000.00 |
| TOTAL                              | \$55,000.00 | TOTAL                                    | \$55,000.00 |

**Justification:** Rescue squad collections are higher than anticipated. Need to budget additional revenue and expenditure for 90% of collections paid to squads.

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

***2701 – Medical Examiner***

| REVENUES  | AMOUNT      | EXPENDITURES                    | AMOUNT      |
|---|-------------|---------------------------------|-------------|
| 101-0000-399-01-00<br>Fund Balance Current Year | \$20,000.00 | 101-2701-410-40-28<br>Autopsies | \$20,000.00 |
| TOTAL   | \$20,000.00 | TOTAL                           | \$20,000.00 |

**Justification:** Autopsy fees from the state medical examiner’s office are averaging about \$11,000/month and there will be two more months of invoices. Need additional funds to cover estimated costs of invoices.

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 May 7, 2018**

### *Emergency Service Rescue Squad/Fire Department Budget Amendments*

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

#### ***Rescue Squads***

| <b>REVENUES</b>    | <b>AMOUNT</b>     | <b>EXPENDITURES</b>           | <b>AMOUNT</b>     |
|--------------------|-------------------|-------------------------------|-------------------|
| 101-0000-399-01-00 | \$1,614.00        | 101-2825-410-46-10            | \$332.00          |
| Fund Balance       |                   | Gen Insurance New Bern/Craven |                   |
|                    |                   | 101-2828-410-46-10            | \$394.00          |
|                    |                   | Gen Insurance Bridgeton       |                   |
|                    |                   | 101-2829-410-46-10            | \$456.00          |
|                    |                   | Gen Insurance Vanceboro       |                   |
|                    |                   | 101-2830-410-46-10            | \$ 82.00          |
|                    |                   | Gen Insurance Cove City       |                   |
|                    |                   | 101-2831-410-46-10            | \$350.00          |
|                    |                   | Gen Ins Twp. 7 EMS            |                   |
| <b>TOTAL</b>       | <b>\$1,614.00</b> | <b>TOTAL</b>                  | <b>\$1,614.00</b> |

**Justification:** To cover shortage in line items for Rescue Squad General Insurance per invoice from VFIS of North Carolina dated 4/4 18 in the amount of \$21,097.00.

#### ***Fire Department***

| <b>REVENUES</b>    | <b>AMOUNT</b> | <b>EXPENDITURES</b> | <b>AMOUNT</b> |
|--------------------|---------------|---------------------|---------------|
| 240-0000-399-01-00 | \$ 39.00      | 240-2900-410-46-00  | \$ 39.00      |
| Rhems              |               | General Insurance   |               |
| 241-0000-399-01-00 | \$ 30.00      | 241-2900-410-46-00  | \$ 30.00      |
| Vanceboro          |               | General Insurance   |               |
| 242-0000-399-01-00 | \$ 30.00      | 242-2900-410-46-00  | \$ 30.00      |
| Tri-Comm           |               | General Insurance   |               |
| 243-0000-399-01-00 | \$ 30.00      | 243-2900-410-46-00  | \$ 30.00      |
| Little Swift Creek |               | General Insurance   |               |
| 244-0000-399-01-00 | \$281.00      | 244-2903-410-46-00  | \$281.00      |
| Ft. Barnwell       |               | General Insurance   |               |
| 245-0000-399-01-00 | \$ 39.00      | 245-2900-410-46-00  | \$ 39.00      |
| Harlowe            |               | General Insurance   |               |
| 246-0000-399-01-00 | \$ 39.00      | 246-2900-410-46-00  | \$ 39.00      |

|                    |          |                    |          |
|--------------------|----------|--------------------|----------|
| #6 Township        |          | General Insurance  |          |
| 247-0000-399-01-00 | \$ 41.00 | 247-2900-410-46-00 | \$ 41.00 |
| #7 Township        |          | General Insurance  |          |
| 248-0000-399-01-00 | \$ 30.00 | 248-2900-410-46-00 | \$ 30.00 |
| West New Bern      |          | General Insurance  |          |
| 249-0000-399-01-00 | \$ 25.00 | 249-2900-410-4-00  | \$ 25.00 |
| #9 Township        |          | General Insurance  |          |
| 244-0000-399-01-00 | \$ 25.00 | 244-2902-410-4600  | \$ 25.00 |
| Dover              |          | General Insurance  |          |
| TOTAL              | \$609.00 | TOTAL              | \$609.00 |

**Justification:** To cover shortage of Fire Departments General Insurance line item for VFIS Invoice dated 04/01/18 in the amount of \$21,097.00.

**DEPARTMENTAL MATTERS: COOPERATIVE EXTENSION – REQUEST FOR BUDGET AMENDMENTS**

Mr. Mike Carroll, Cooperative Extension Agent, presented the following budget amendments for the two projects presented to the Board in February. He referenced the Pesticide Container Facility NC Departmentaliso of Agriculture and Consumer Services grant funds for \$7170.00 and the Drone Project AgPrime grant funds for \$8470.00. He indicated that there might be some slight funds carried over into the next fiscal year, but most of it would be spent in this fiscal year. He also explained the 10% cash match origination.

***4201 Cooperative Extension***

| <b>REVENUES</b>        | <b>AMOUNT</b> | <b>EXPENDITURES</b> | <b>AMOUNT</b> |
|------------------------|---------------|---------------------|---------------|
| 101-4201-348-70-00     | \$7,170.00    | 101-4201-420-73-21  | \$4,700.00    |
| NC Dept of Agriculture |               | C/O \$500-\$4,9999  |               |
|                        |               | 101-4201-420-32-40  | \$2,470.00    |
| TOTAL                  | \$7,170.00    | TOTAL               | \$7,170.00    |

**Justification:** Grant received from NC Department of Agriculture for the Craven County Pesticide Container Recycling Program.

***4201 Cooperative Extension***

|                           |            |                    |            |
|---------------------------|------------|--------------------|------------|
| 101-4201-348-00-00        | \$7,700.00 | 101-4201-420-40-00 | \$8,470.00 |
| State Grant               |            | Contract Services  |            |
| 101-0000-366-01-00        | \$ 770.00  |                    |            |
| Fund Balance Current Year |            |                    |            |
| TOTAL                     | \$8,470.00 | TOTAL              | \$8,470.00 |

**Justification:** Grant received from University of Mount Olive/NC Tobacco Trust Fund Commission for Evaluation of Unmanned Aerial Imagery project to enhance current farm operation and replace lost tobacco income. A 10% match is required by the County.

Commissioner Jones moved to approve both budget amendments, as presented, seconded by Commissioner Liner and unanimously carried in a roll call vote.

**Budget Amendments for April 16, 2018**

**Budget Amendment for HCCBG/Senior Companion**

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

***Special Appropriations***

| <b>REVENUES</b>                                 | <b>AMOUNT</b>     | <b>EXPENDITURES</b>                    | <b>AMOUNT</b>     |
|---|-------------------|--|-------------------|
| 101-0000-399-01-00<br>Fund Balance Current Year | \$2,511.00        | 101-0190-450-96-25<br>Senior Companion | \$2,511.00        |
| <b>TOTAL</b>                                    | <b>\$2,511.00</b> | <b>TOTAL</b>                           | <b>\$2,511.00</b> |

**Justification:** The 10% local match for the HCCBG Senior Companion program was inadvertently left out of the current budget. Match was requested as part of the Craven Aging Board’s FY18 budget presentation and approved by Commissioners at the May 15, 2017 Board meeting.

**DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENT FOR HEALTH BENEFITS**

Craig Warren, Finance Director, presented the following budget amendment for additional funds of \$625,000 to cover the higher health insurance claims. Mr. Warren fielded questions regarding the cause of higher claims, the management structure overseeing the health insurance program, and increased health insurance rates. Commissioner Dacey moved to approve the budget amendment, as presented, seconded by Commissioner Jones and carried unanimously in a roll call vote.

***Health Benefits***

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

|                           |                     |                    |                     |
|---------------------------|---------------------|--------------------|---------------------|
| 512-0321-335-00-00        | \$100,000.00        | 512-0321-400-40-81 | \$625,000.00        |
| Misc Revenue              |                     | Health Claims      |                     |
| 512-0321-357-62-00        | \$ 15,000.00        |                    |                     |
| Employee Health           |                     |                    |                     |
| 512-0321-357-63-00        | \$ 60,000.00        |                    |                     |
| Employer Health           |                     |                    |                     |
| 512-0000-399-01-00        | \$450,000.00        |                    |                     |
| Fund Balance Current Year |                     |                    |                     |
| <b>TOTAL</b>              | <b>\$625,000.00</b> | <b>TOTAL</b>       | <b>\$625,000.00</b> |

**Justification:** Health Insurance claims for the first 9 months are running 21% higher than budgeted. Additional funds are needed to cover these higher than projected claims through the remainder of the fiscal year.

**Budget Amendments for April 2, 2018**

**Energy LIEAP Budget Amendment**

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

***Mandated 7291***

| <b>REVENUES</b>    | <b>AMOUNT</b>   | <b>EXPENDITURES</b> | <b>AMOUNT</b>   |
|--------------------|-----------------|---------------------|-----------------|
| 101-7291-349-32-00 | \$927.00        | 101-7291-450-23-07  | \$927.00        |
| CIP, NCNG, CP&L    |                 | Energy LIEAP        |                 |
| <b>TOTAL</b>       | <b>\$927.00</b> | <b>TOTAL</b>        | <b>\$927.00</b> |

**Justification:** Additional energy funding received from Share the Warmth. There is no County match. Funds are 100% state.

**DEPARTMENTAL MATTERS: SOIL CONSERVATION – CRAVEN COUNTY  
STREAM DEBRIS REMOVAL PROGRAM**

Patrick Baker, Natural Resources Conservationist presented the Request for Proposals (RFP) #2. After careful review and consideration, staff recommended that the Board of Commissioners award RFP #2 State Disaster Project streams contract to Hess Construction LLC, the lowest responsive and responsible bidder in the amount of \$350,505.00. This proposal is \$358,724.00 under budget (state allocation \$709,229.00). He stated that this should provide adequate funding

for implementation of Round 2 which currently includes Slocum Creek, Reedy Branch, Brices Creek/Great Swamp, Scotts Creek, Riverbend Canal and Harlowe Canal, as well as other areas.

Mr. Baker reviewed the color coded map illustrating the Golden Leaf Project areas and the State Disaster Project areas. He stated that in order to move forward with both the Golden LEAF and the State Disaster projects, the Board of Commissioners need to approve the following project ordinance and budget amendment, which includes the grant funds from the Golden Leaf Foundation in the amount of \$618,670, and the grant from the NC Department of Agriculture, Soil and Water Conservation Board in the amount of \$709,229. He reported that the grant funds will be used to remove debris from the streams that received damage as a result of Hurricane Matthew.

Commissioner Jones moved to award the RFP #2 State Disaster Project streams contract to Hess Construction LLC, the lowest responsive and responsible bidder, in the amount of \$350,505.00, and to approve the following budget amendment and ordinance update, seconded by Commissioner Sampson and unanimously carried in a roll call vote.

***4104 – Soil: Stream Debris Removal***

| <b>REVENUES</b>                              | <b>AMOUNT</b>         | <b>EXPENDITURES</b>                         | <b>AMOUNT</b>         |
|--|-----------------------|---|-----------------------|
| 288-0000-346-15-00<br>Golden Leaf Foundation | \$618,670.00          | 288-4104-420-41-07<br>Contracts/Golden Leaf | \$618,670.00          |
| 288-0000-348-70-00                           | \$709,229.00          | 288-4104-420-41-08                          | \$709,229.00          |
| <b>TOTAL</b>                                 | <b>\$1,327,899.00</b> | <b>TOTAL</b>                                | <b>\$1,327,899.00</b> |

**Justification:** Craven County has been awarded grant funds from the Golden Leaf Foundation (\$618,670) and the NC Department of Agriculture, Soil and Water Conservation Board (\$709,229). These grants will be used to remove debris from the streams that received damage as a result of Hurricane Matthew.

**DEPARTMENTAL MATTERS: SHERIFF**

*Budget Amendment – Electronic Offender Monitoring Program*

Captain Jesse Pittman presented the following budget amendment for the Board’s approval. Commissioner Sampson moved for its approval, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

***Jail 2008***

| <b>REVENUES</b>    | <b>AMOUNT</b> | <b>EXPENDITURES</b> | <b>AMOUNT</b> |
|--------------------|---------------|---------------------|---------------|
| 101-2008-351-01-00 | \$12,000.00   | 101-2008-410-40-17  | \$12,000.00   |

Electronic Monitor Fees

Contractual Services/EOMP

TOTAL \$12,000.00

TOTAL \$12,000.00

**Justification:** Budget amendment is to cover expenditures for the electronic offender monitoring program through the end of the fiscal year. Last year’s revenue decrease necessitated a decrease in this fiscal year’s approved expenditure amount. However, this FY the utilization rate has increased significantly and the department has doubled revenue collections. For the first time revenues outweigh expenditures by 98%. The department has spent \$25,000 on the program year to date and have collected \$46,508 in revenue.

Captain Pittman introduced two deputies, Deputy Margie Koonce and Deputy Jessica Olaechea, who he credits with the success of the Electronic Offender Monitor Program (EOMP), because of their diligence in working with the judges, the attorneys and their efficiency in collecting the fees.

*Sheriff’s Budget Amendment – Salary Shortage*

Captain Pittman presented the following budget amendment for the Board’s approval. Commissioner McCabe moved for its approval, as presented, seconded by Commissioner Tyson and unanimously carried in a roll call vote.

*Sheriff’s 2001*

| <b>REVENUES</b>                  | <b>AMOUNT</b>     | <b>EXPENDITURES</b>  | <b>AMOUNT</b>     |
|----------------------------------|-------------------|----------------------|-------------------|
| 101-0000-399-01-00               | \$8,677.00        | 101-2001-410-10-02   | \$7,281.00        |
| General Fund/Fund Balance Approp |                   | Salaries/Full-Time   |                   |
|                                  |                   | 101-2001-410-11-01   | \$ 633.00         |
|                                  |                   | Benefits/FICA        |                   |
|                                  |                   | 101-2001-410-11-02   | \$ 575.00         |
|                                  |                   | Benefits/Retirement  |                   |
|                                  |                   | 101-2001-410-11-03   | \$ 71.00          |
|                                  |                   | Benefits/401 (k)     |                   |
|                                  |                   | 101-2001-410-11-05   | \$ 117.00         |
|                                  |                   | Benefits/LEO 401 (k) |                   |
| <b>TOTAL</b>                     | <b>\$8,677.00</b> | <b>TOTAL</b>         | <b>\$8,677.00</b> |

**Justification:** This budget amendment will cover the shortage in salary line items this FY. These shortages occur yearly because of unexpected payouts for separations and retirements that occur throughout the year.

## **Budget Amendments for March 19, 2018**

### *Craven Pamlico Re-Entry Council Request for Funds*

The Board was requested to approve a request on behalf of the Craven Pamlico Re-entry Council for financial support in the amount of \$4,500, not covered under the awarded state funding. Commissioner Sampson moved to approve the request for financial support in the amount of \$4,500, seconded by Commissioner Liner and unanimously carried in a roll call vote.

### *Commissioners/Special Appropriations*

| <b>REVENUES</b>                                 | <b>AMOUNT</b>     | <b>EXPENDITURES</b>                                   | <b>AMOUNT</b>     |
|---|-------------------|---|-------------------|
| 101-0000-399-01-00<br>Fund Balance Current Year | \$4,500.00        | 101-0190-430-96-71<br>Craven/Pamlico Re-entry Program | \$4,500.00        |
| <b>TOTAL</b>                                    | <b>\$4,500.00</b> | <b>TOTAL</b>  | <b>\$4,500.00</b> |

**Justification:** To budget special appropriation approved by Commissioners for Craven/Pamlico Re-entry program.

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

Scott Harrelson, Health Director, presented the following budget amendment for the Board’s approval.

### *Health/Environmental*

| <b>REVENUES</b>                      | <b>AMOUNT</b>     | <b>EXPENDITURES</b>                   | <b>AMOUNT</b>     |
|--------------------------------------|-------------------|---------------------------------------|-------------------|
| 101-3101-349-67-00<br>State Revenues | \$2,000.00        | 101-3101-420-25-00<br>Travel/Training | \$1,200.00        |
|                                      |                   | 101-3101-420-32-01<br>Office Supplies | \$ 50.00          |
|                                      |                   | 101-3101-420-32-40<br>Other Supplies  | \$ 750.00         |
| <b>TOTAL</b>                         | <b>\$2,000.00</b> | <b>TOTAL</b>                          | <b>\$2,000.00</b> |

**Justification:** State funding received for mosquito and tick-borne diseases in NC, such as Zika virus, West Nile virus, LaCrosse Encephalitis, Lyme disease, tec. It is imperative to give environmental health professionals the tools to identify and control vector arthropods in their jurisdictions. The purpose of this funding is to gain the skills needed to

perform basic mosquito surveillance and be capable of setting, retrieving and identifying disease vectors. Funds will be spent on trainings/meetings, office supplies and other supplies needed such as traps, larvicides, sprayers, etc.

Mr. Harrelson referenced that the entomologists on staff at ECU are asking local health departments to train staff in setting out traps and collecting information to be studied in order to determine if various viruses are in the area.

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

Commissioner McCabe inquired of the sentinel flocks that were utilized in the past. Mr. Harrelson stated that vector control no longer uses chicken sentinel flocks, as other testing methods have become more accurate.

### **Budget Amendments for March 5, 2018**

#### **DEPARTMENTAL MATTERS: SOCIAL SERVICES – BUDGET AMENDMENT**

Deputy Social Services Director, Geoffrey Marett, presented the following budget amendment for the Board’s approval. Commissioner Tyson moved for its approval, seconded by Commissioner Liner and unanimously carried in a roll call vote.

#### ***Mandated 7291***

| <b>REVENUES</b>                       | <b>AMOUNT</b>      | <b>EXPENDITURES</b>                | <b>AMOUNT</b>      |
|---------------------------------------|--------------------|------------------------------------|--------------------|
| 101-7291-349-32-00<br>CIP, NCNG, CP&L | \$40,000.00        | 101-7291-450-23-07<br>Energy LIEAP | \$40,000.00        |
| <b>TOTAL</b>                          | <b>\$40,000.00</b> | <b>TOTAL</b>                       | <b>\$40,000.00</b> |

**Justification:** Additional funding received for Low Income Home Energy Assistance Program (LIEAP). There is no County match. Funds are 100% federal. This additional funding authorization results in a new total allocation of \$397,395.

Discussion centered on funding decreases in two counties and tracking these funds to record how many in Craven County are served by them. Mr. Marett responded that these are not new funds, but are moved around based upon county needs. He gave an indication of the number of households that were served each week during the month of February.

# **Budget Amendments for February 19, 2018**

## **Convention Center Budget Amendment**

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

### *Convention Center*

| <b>REVENUES</b>                            | <b>AMOUNT</b>     | <b>EXPENDITURES</b>                  | <b>AMOUNT</b>     |
|--|-------------------|--------------------------------------|-------------------|
| 101-8201-358-75-00<br>Adult Beverage Sales | \$5,000.00        | 101-8201-430-32-44<br>Adult Beverage | \$5,000.00        |
| <b>TOTAL</b>                               | <b>\$5,000.00</b> | <b>TOTAL</b>                         | <b>\$5,000.00</b> |

**Justification:** The New Bern Riverfront Convention has confirmed 26 contracted events that have requested a host or cash bar for the remaining fiscal year. Additional funds are needed to purchase products to cover all the scheduled events. An increase of 10% to 15% in revenue is projected for FY 2018.

## **DEPARTMENTAL MATTERS: HEALTH**

### *New Fee Recommendation*

Health Director, Scott Harrelson, requested the Board approve the a new fee recommendation for ProQuad, which is a vaccine indicated for active immunization for the prevention of measles, mumps, rubella, and varicella. He stated the Health Department currently has state supply ProQuad for those qualifying patients; however, does not have private stock available to offer to private insured patients. The proposed fee for the vaccine is \$203 plus a \$17 administrative fee, totaling \$220.00.

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

### *Dental Trailer*

Mr. Harrelson reminded the Board that at the last meeting he requested an RFP for less than \$500,000 for a new dental trailer. Since that time, the Craven County Health Department has received three bids and has selected Lifeline Mobile as the vendor of choice. Their proposal came in \$100,000 under the closest bidder and while it did not include everything requested, even by adding those items back in, the bid came in at \$475,000.

He stated that a generator is not being pursued, as all the sites they serve have power. He requested that the Board approve the following budget amendment awarding the contract to LifeLine Mobile and to allow the Health Department to sell their current dental unit.

Commissioner McCabe moved to approve the following budget amendment and award the mobile dental unit contract to Lifeline Mobile, as recommended, seconded by Commissioner Sampson and unanimously carried in a roll call vote. Commissioner Dacey inquired of the possibility of using the generator on the current unit. Mr. Harrelson stated that the buyers need the generator and the agreement is to sell as it is.

***Health/Dental***

| <b>REVENUES</b>                    | <b>AMOUNT</b>    | <b>EXPENDITURES</b>         | <b>AMOUNT</b>    |
|------------------------------------|------------------|-----------------------------|------------------|
| 101-5500-399-08-00                 | \$226,669        | 101-5500-440-73-01          | \$485,000        |
| Fund Balance Approp/Carryover      |                  | Capital Outlay/Over \$5,000 |                  |
| 101-5500-366-07-00                 | \$158,331        |                             |                  |
| From Res Fund 371                  |                  |                             |                  |
| 101-0000-335-01-00                 | \$100,000        |                             |                  |
| Sales of Asset-Misc Revenue        |                  |                             |                  |
| 371-0000-399-01-00                 | \$158,331        | 371-0571-400-97-01          | \$158,331        |
| Fund Balance Approp – Current Year |                  | Transfer to General Fund    |                  |
| <b>TOTAL</b>                       | <b>\$643,331</b> | <b>TOTAL</b>                | <b>\$643,331</b> |

**Justification:** The Craven County Health Department received three bids from the request for proposal for the mobile dental unit. All three proposals were scored and selected Lifeline Mobile as the vendor of choice. Lifeline constructed the current dental unit and offers a quality product. They were also the least expensive proposal by over \$100,000.

**DEPARTMENTAL MATTERS: ELECTIONS – BUDGET AMENDMENT**

Elections Director, Meloni Wray, requested approval of the following budget amendment in the amount of \$16,000 due to NC legislation and recent lawsuits that occurred at the end of January 2018. New NC House Districts were created and there are approximately 46,000 voters who need new voter cards as a result of the redistricting. The requested funds will cover the cost of this unexpected mailing.

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

***Elections***

| <b>REVENUES</b>             | <b>AMOUNT</b> | <b>EXPENDITURES</b> | <b>AMOUNT</b> |
|-----------------------------|---------------|---------------------|---------------|
| 101-0000-399-01-00          | \$16,000.00   | 101-0601-400-20-00  | \$16,000.00   |
| Fund Balance – Current Year |               | Postage             |               |

TOTAL \$16,000.00 TOTAL \$16,000.00

**Justification:** Due to NC legislation and recent lawsuits that happened at the end of January 2018. There is a deadline of February 28 to mail the cards. Filing started Monday, February 12 for the new districts and the Board of Elections has to notify qualified voters of the new districts so they will know they are able to file for office in those districts. BOE did not know this would happen when budgets were due for this fiscal year.

**DEPARTMENTAL MATTERS: PLANNING**

*FY 16 Flood Mitigation Assistance Grants, Budget Ordinances and Budget Amendments*

Planning Director, Don Baumgardner, explained that the Planning Department has officially received two FY 2016 Flood Mitigation grant monies in the amounts of \$502,173 and \$348,099 from the State of North Carolina. They are both 100% funded through FEMA and no County funds are required. The projects are proposed to elevate five repetitively damaged residential structures.

There were inquiries about buy-outs and tax valuations upon completion of the work. Mr. Baumgardner responded that it is up to the individual to apply for a buy-out or elevation assistance and that the proximity of these structures to water make them more expensive.

Commissioner Sampson moved to adopt the following project budget ordinances and budget amendments, and to authorize the Chairman’s signature, seconded by Commissioner McCabe and carried unanimously in a roll call vote.

**Flood Mitigation Assistance  
FMA-PJ-04-NC-2016-006  
Fund 290**

This ordinance is hereby approved in the following amount for expenditure of the Flood Mitigation Assistance FMA-PJ-04-NC-2016-006.

Expenditures:

|           |    |            |
|-----------|----|------------|
| Elevation | \$ | 502,173.00 |
| TOTAL     | \$ | 502,173.00 |

The following revenue is hereby estimated for the Flood Mitigation Assistance FMA-PJ-04-NC-2016-006.

Revenues:

|                                  |    |            |
|----------------------------------|----|------------|
| NCDPS/Emergency Management Grant | \$ | 502,173.00 |
|----------------------------------|----|------------|

TOTAL \$ 502,173.00

This ordinance is hereby approved this 19<sup>th</sup> day of February, 2018.

***Planning***

| <b>REVENUES</b>                                   | <b>AMOUNT</b>       | <b>EXPENDITURES</b>                            | <b>AMOUNT</b>       |
|---|---------------------|--|---------------------|
| 290-0000-348-89-01<br>NC DPS/Emergency Management | \$502,173.00        | 290-4032-430-76-38<br>Construction – Elevation | \$502,173.00        |
| <b>TOTAL</b>                                      | <b>\$502,173.00</b> | <b>TOTAL</b>                                   | <b>\$502,173.00</b> |

**Justification:** NC DPS Emergency Management Division has awarded Craven County a Flood Mitigation Assistance Grant for elevation of three residential structures, priority 1: FMA-PJ-04-NC-2016-006. Budget amendment needed to set up FMA 2016-006 Project in order to receive the revenue and expend the funds related to the project.

**Flood Mitigation Assistance  
FMA-PJ-04-NC-2016-014  
Fund 291**

This ordinance is hereby approved in the following amount for expenditure of the Flood Mitigation Assistance FMA-PH-04-NC-2016-014.

Expenditures:

|              |                      |
|--------------|----------------------|
| Elevation    | \$ 348,099.00        |
| <b>TOTAL</b> | <b>\$ 348,099.00</b> |

The following revenue is hereby estimated for the Flood Mitigation Assistance FMA-PJ-04-NC-2016-014.

Revenues:

|                                  |                      |
|----------------------------------|----------------------|
| NCDPS/Emergency Management Grant | \$ 348,099.00        |
| <b>TOTAL</b>                     | <b>\$ 348,099.00</b> |

This ordinance is hereby approved this 19<sup>th</sup> day of February, 2018.

*Planning*

| <b>REVENUES</b>                                   | <b>AMOUNT</b>       | <b>EXPENDITURES</b>                            | <b>AMOUNT</b>       |
|---|---------------------|--|---------------------|
| 291-0000-348-89-01<br>NC DPS/Emergency Management | \$348,099.00        | 291-4032-430-76-38<br>Construction – Elevation | \$348,099.00        |
| <b>TOTAL</b>                                      | <b>\$348,099.00</b> | <b>TOTAL</b>                                   | <b>\$348,099.00</b> |

**Justification:** NC DPS Emergency Management Division has awarded Craven County a Flood Mitigation Assistance Grant for elevation of two residential structures, priority 3: FMA-PJ-04-NC-2016-014. The budget amendment is needed to set up FMA 2016-014 Project in order to receive the revenue and expend the funds related to this project.

**Budget Amendments for February 5, 2018**

**DEPARTMENTAL MATTERS: PLANNING – CDBG DISASTER RECOVERY PROGRAM**

Chip Bartlett, Holland Consulting Planners, reported that Craven County was recently notified that the Planning Department has received \$1,000,000.00 from the State of North Carolina to perform activities associated with the Hurricane Matthew disaster recovery. He stated that activities associated with this funding source would be rehabilitation, re-construction and elevation of structures damaged by Hurricane Matthew.

Mr. Bartlett stated that if the County so chooses to accept this grant, the Board would need to authorize the Chairman to execute the formal grant agreement for the CDBG (DR) Program, adopt a budget amendment and a budget ordinance. No County funds are required.

Commissioner McCabe moved to approve the following budget amendment, budget ordinance and to authorize the Chairman to execute the agreement, seconded by Commissioner Tyson and unanimously carried in a roll call vote.

*Planning*

| <b>REVENUES</b>                                   | <b>AMOUNT</b>         | <b>EXPENDITURES</b>                        | <b>AMOUNT</b>         |
|---|-----------------------|--|-----------------------|
| 289-0000-348-89-01<br>NC DPS/Emergency Management | \$1,000,000.00        | 289-4033-430-76-01<br>General Construction | \$1,000,000.00        |
| <b>TOTAL</b>                                      | <b>\$1,000,000.00</b> | <b>TOTAL</b>                               | <b>\$1,000,000.00</b> |

**Justification:** NC DPS Emergency Management Division has awarded Craven County a Community Development Block Grant for Disaster Recovery: CDBG-DR 17-R-3011.

**Budget Ordinance**

**CDBG-Disaster Recovery  
CDBG-DR 17-R-3011  
Fund 289**

This ordinance is hereby approved in the following amount for expenditure of the CDBG-Disaster Recovery CDBG-DR 17-R-3011

Expenditures:

|                      |           |                     |
|----------------------|-----------|---------------------|
| General Construction | \$        | 1,000,000.00        |
| <b>TOTAL</b>         | <b>\$</b> | <b>1,000,000.00</b> |

The following revenue is hereby estimated for the CDBG-Disaster Recovery CDBG-DR 17-R-3011

Revenues:

|                                |           |                     |
|--------------------------------|-----------|---------------------|
| NCDPS/CDBG – Disaster Recovery | \$        | 1,000,000.00        |
| <b>TOTAL</b>                   | <b>\$</b> | <b>1,000,000.00</b> |

This ordinance is hereby approved this 5<sup>th</sup> day of February, 2018.

**DEPARTMENTAL MATTERS: FINANCE – BUDGET AMENDMENT**

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

***Township #5 Harlowe VFD***

| <b>REVENUES</b>           | <b>AMOUNT</b> | <b>EXPENDITURES</b>                     | <b>AMOUNT</b> |
|---------------------------|---------------|---|---------------|
| 101-0000-399-01-00        | \$5,951.00    | 101-0567-410-97-80                      | \$5,951.00    |
| Fund Balance Current Year |               | Transfer Out Fire Districts             |               |
| 245-0000-366-01-00        | \$5,951.00    | 245-2900-410-96-78                      | \$5,951.00    |
| Transfer in General Fund  |               | Special Appropriation Hurricane Matthew |               |

|       |             |       |             |
|-------|-------------|-------|-------------|
| TOTAL | \$11,902.00 | TOTAL | \$11,902.00 |
|-------|-------------|-------|-------------|

**Justification:** Appropriation needed to budget FEMA Disaster Assistance Funds filed on behalf of Township #5 Harlowe VFD for reimbursable expenditures related to their Hurricane Matthew response.

**Budget Amendments for January 16, 2018**

**DEPARTMENTAL MATTERS: HEALTH**

*Budget Amendment*

Health Director, Scott Harrelson, presented the following budget amendment for approval. Commissioner Sampson moved for its approval, as presented, seconded by Commissioner McCabe and unanimously carried in a roll call vote.

*Health/Hospice*

| <b>REVENUES</b>                        | <b>AMOUNT</b>       | <b>EXPENDITURES</b>                      | <b>AMOUNT</b>       |
|--|---------------------|--|---------------------|
| 101-6502-371-02-00<br>Hospice-Medicare | \$220,000.00        | 101-6502-440-10-04<br>Part Time Salary   | \$ 7,000.00         |
|  |                     | 101-6502-440-15-24<br>Clinician          | \$ 21,000.00        |
|  |                     | 101-6502-440-31-11<br>Gasoline           | \$ 2,000.00         |
|  |                     | 101-6502-440-32-05<br>Prescription Drugs | \$112,000.00        |
|  |                     | 101-6502-440-32-08<br>Medical Supplies   | \$ 8,000.00         |
|  |                     | 101-6502-440-40-50                       | \$ 70,000.00        |
| <b>TOTAL</b>                           | <b>\$220,000.00</b> | <b>TOTAL</b>                             | <b>\$220,000.00</b> |

**Justification:** Based on the high volume of patients and visits, Medicare revenue for five months is \$700,000; budgeted amount of \$1,186,531; estimated year end revenue of \$1.68M. The increase of revenue has also increased expenditures. Current part-time employee has expended 66% of budgeted expenses providing spiritual care and bereavement counseling. Clinician is paid based on the number of patients-estimated \$4,380/month; however, clinician is averaging \$6,536 per month; Contract Employees line has expended 74% of budgeted expenses-positions include Office Assistant with triage calls, orders medical and office supplies and answer phone; Quality Assurance Nurse and RN Case Manager (required for Medicare); and

Nursing Aide who assists in home visits. Gasoline (to go to patients' home), prescription drugs (treat pain and symptom management-heavy percentage are cancer patients), and medical supplies also require extra funding.

**DEPARTMENTAL MATTERS: INFORMATION TECHNOLOGY – BUDGET AMENDMENT**

Information Technology Director, Dennis Holton, requested that the Board allocate up to \$15,000 from fund balance for fiber relocation at the corner of Glenburnie Road and Martin Luther King Jr. Blvd./US 17 South, if necessary.

The Department of Transportation is planning to add a turning lane onto Martin Luther King Jr. Blvd/US 17 South at Glenburnie Road and must re-work storm drains existing in the proposed turning lane. County fiber installed in 2008 is in the same area of the storm drains and may need to be replaced if construction is likely to damage or break this section of fiber. This is a major section of fiber, 144 strand-county, which serves the schools, community college, courts, E911, jail and Sheriff.

Should the fiber not be affected, the funding will not be utilized.

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

***Information Technology***

| <b>REVENUES</b>                          | <b>AMOUNT</b>      | <b>EXPENDITURES</b>       | <b>AMOUNT</b>      |
|--|--------------------|---------------------------|--------------------|
| 101-0000-399-01-00                       | \$15,000.00        | 101-0401-400-40-00        | \$15,000.00        |
| Fund Balance Appropriated – Current Year |                    | IT – Contractual Services |                    |
| <b>TOTAL</b>                             | <b>\$15,000.00</b> | <b>TOTAL</b>              | <b>\$15,000.00</b> |

**Justification:** Allocate up to \$15,000 for relocation of fiber line at corner of Glenburnie Road and Martin Luther King Jr. Blvd/US 17 South if necessary. Addition of turning lane at the corner may force relocation of about 500' of fiber.

## **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***

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

**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***

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

**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*

| <b>REVENUES</b>                           | <b>AMOUNT</b>      | <b>EXPENDITURES</b>           | <b>AMOUNT</b>      |
|---|--------------------|-------------------------------|--------------------|
| 101-5001-399-08-00<br>Fund Balance Approp | \$30,294.00        | 101-5001-440-33-02<br>Refunds | \$30,294.00        |
| <b>TOTAL</b>                              | <b>\$30,294.00</b> | <b>TOTAL</b>                  | <b>\$30,294.00</b> |

**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*

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

**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*

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

**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***

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

**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***

| <b>REVENUES</b>                         | <b>AMOUNT</b>     | <b>EXPENDITURES</b>                    | <b>AMOUNT</b>     |
|---|-------------------|--|-------------------|
| 101-7231-399-08-00<br>Carryover Balance | \$6,219.00        | 101-7231-450-39-30<br>Special Adoption | \$6,219.00        |
| <b>TOTAL</b>                            | <b>\$6,219.00</b> | <b>TOTAL</b>                           | <b>\$6,219.00</b> |

**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*

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

**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***

| <b>REVENUES</b>                                  | <b>AMOUNT</b>      | <b>EXPENDITURES</b>                        | <b>AMOUNT</b>      |
|--|--------------------|--|--------------------|
| 392-0000-366-01-00<br>Transfer from General Fund | \$31,718.00        | 392-4414-430-76-01<br>General Construction | \$31,718.00        |
| <b>TOTAL</b>                                     | <b>\$31,718.00</b> | <b>TOTAL</b>                               | <b>\$31,718.00</b> |

**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***

| <b>REVENUES</b>                  | <b>AMOUNT</b>      | <b>EXPENDITURES</b>  | <b>AMOUNT</b>      |
|----------------------------------|--------------------|----------------------|--------------------|
| 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           |
| <b>TOTAL</b>                     | <b>\$29,366.00</b> | <b>TOTAL</b>         | <b>\$29,366.00</b> |

**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***

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

**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.

| <b>REVENUES</b>                                 | <b>AMOUNT</b> | <b>EXPENDITURES</b>            | <b>AMOUNT</b> |
|---|---------------|--------------------------------|---------------|
| 101-0000-399-01-00<br>General Fund/Fund Balance | \$126,937.00  | 101-2001-410-10-02<br>Salaries | \$ 16,826.00  |
|   |               | 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         |                     |                     |
| <b>TOTAL:</b> |                              | <b>\$126,937.00</b> | <b>\$126,937.00</b> |

**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*

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

|                            |                    |                    |                    |
|----------------------------|--------------------|--------------------|--------------------|
| 101-6302-399-08-00         | \$ 3,569.00        | C/O \$500-\$4,999  |                    |
| Fund Balance Appropriation |                    | 101-6302-440-32-05 | \$3,120.00         |
|                            |                    | 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         |
| <b>TOTAL</b>               | <b>\$36,884.00</b> | <b>TOTAL</b>       | <b>\$36,884.00</b> |

**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 Maret, 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***

| <b>REVENUES</b>           | <b>AMOUNT</b>      | <b>EXPENDITURES</b> | <b>AMOUNT</b>      |
|---------------------------|--------------------|---------------------|--------------------|
| 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        |
| <b>TOTAL</b>              | <b>\$16,210.00</b> | <b>TOTAL</b>        | <b>\$16,210.00</b> |

**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***

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

**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***

| <b>REVENUES</b>                     | <b>AMOUNT</b> | <b>EXPENDITURES</b>                  | <b>AMOUNT</b> |
|-------------------------------------|---------------|--------------------------------------|---------------|
| 101-6700-349-04-00<br>State Revenue | \$3,810.00    | 101-6700-440-27-00<br>Advertising    | \$2,500.00    |
|                                     |               | 101-6700-440-32-40<br>Other Supplies | \$1,310.00    |

|       |            |       |            |
|-------|------------|-------|------------|
| 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***

| <b>REVENUES</b>                     | <b>AMOUNT</b>   | <b>EXPENDITURES</b>                     | <b>AMOUNT</b>   |
|-------------------------------------|-----------------|---|-----------------|
| 101-6301-349-76-00<br>State Revenue | \$592.00        | 101-6301-440-40-00<br>Contract Services | \$592.00        |
| <b>TOTAL</b>                        | <b>\$592.00</b> | <b>TOTAL</b>                            | <b>\$592.00</b> |

**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.

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

**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**

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

**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**

| <b>REVENUES</b>                      | <b>AMOUNT</b>      | <b>EXPENDITURES</b>                     | <b>AMOUNT</b>      |
|--------------------------------------|--------------------|---|--------------------|
| 101-69602-349-54-00<br>State Revenue | \$11,475.00        | 101-6602-440-40-00<br>Contract Services | \$11,475.00        |
| <b>TOTAL</b>                         | <b>\$11,475.00</b> | <b>TOTAL</b>                            | <b>\$11,475.00</b> |

**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*

| <b>REVENUES</b>    | <b>AMOUNT</b>      | <b>EXPENDITURES</b> | <b>AMOUNT</b>      |
|--------------------|--------------------|---------------------|--------------------|
| 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   |                    |
| <b>TOTAL</b>       | <b>\$30,000.00</b> | <b>TOTAL</b>        | <b>\$30,000.00</b> |

**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***

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

**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***

| <b>REVENUES</b>             | <b>AMOUNT</b> | <b>EXPENDITURES</b>                 | <b>AMOUNT</b> |
|-----------------------------|---------------|-------------------------------------|---------------|
| 240-0000-399-01-00<br>Rhems | \$ 310.00     | 240-2900-410-11-04<br>Worker’s Comp | \$ 310.00     |
| 244-0000-399-01-00          | \$ 390.00     | 244-2903-410-11-04                  | \$ 390.00     |

|                    |            |                    |            |
|--------------------|------------|--------------------|------------|
| Ft. Barnwell       |            | Worker's Comp      |            |
| 247-0000-399-01-00 | \$1,690.00 | 247-2900-410-11-04 | \$1,690.00 |
| No 7 Fire & Rescue |            | Worker's Comp      |            |
| 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 21<sup>st</sup> 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***

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

**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 19<sup>th</sup> requests for proposals (RFP's) were sent to seventeen licensed private trappers and wildlife damage control agents with the RFP's due back August 4<sup>th</sup>. On August 7<sup>th</sup> 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               |
| <b>TOTAL</b>                  | <b>100</b> | <b>89</b>      | <b>89</b>                   | <b>84</b>                 | <b>75</b>     | <b>86</b>       |

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***

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

***Journal Entry***

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

**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***

| <b>REVENUES</b>                                 | <b>AMOUNT</b>         | <b>EXPENDITURES</b>                        | <b>AMOUNT</b>         |
|---|-----------------------|--|-----------------------|
| 393-0000-366-01-00<br>From General Fund         | \$270,000.00          | 393-0502-400-40-00<br>Contractual Services | \$1,145,911.00        |
| 393-0000-366-07-00<br>From Capital Reserve      | \$859,135.00          | 393-0502-400-73-01<br>C/O Over \$5,000     | \$ 103,952.00         |
| 393-0000-366-18-00<br>From Water Fund           | \$183,222.00          | 393-0502-400-41-59<br>Contingency          | \$ 62,494.00          |
| <br>  |                       |  |                       |
| 371-0000-399-01-00<br>Fund Balance/Current Year | \$859,135.00          | 371-0571-400-97-93<br>To Projects          | \$ 859,135.00         |
| 401-0000-399-01-00<br>Fund Balance/Current Year | \$183,222.00          | 401-4500-475-97-93<br>To Projects+         | \$ 183,000.00         |
|   |                       | 101-0567-400-97-93<br>To Projects          | \$ 270,000.00         |
|   |                       | 101-0401-400-40-00<br>Contractual Services | \$ (270,000.00)       |
| <br>  |                       |  |                       |
| <b>TOTAL</b>                                    | <b>\$2,354,714.00</b> | <b>TOTAL</b>                               | <b>\$2,354,714.00</b> |

**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        |
| <br>Total                            | <br>\$ | <br>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       |
| <br>Total                 | <br>\$ | <br>1,312.357.00 |

This ordinance is hereby approved this 21<sup>st</sup> 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***

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

|                    |                      |                    |                      |
|--------------------|----------------------|--------------------|----------------------|
| 101-7291-349-10-00 | \$(93,295.00)        | 101-7291-450-39-26 | \$(93,295.00)        |
| Day Care Combined  |                      | Child Day Care     |                      |
| 101-7231-349-26-00 | \$( 3,887.00)        |                    |                      |
| CCDF Admin         |                      |                    |                      |
| 101-0000-399-00-01 | \$ 3,887.00          |                    |                      |
| <b>TOTAL</b>       | <b>\$(93,295.00)</b> | <b>TOTAL</b>       | <b>\$(93,295.00)</b> |

**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***

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

**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*

| <b>REVENUES</b>           | <b>AMOUNT</b>     | <b>EXPENDITURES</b> | <b>AMOUNT</b>     |
|---------------------------|-------------------|---------------------|-------------------|
| 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       |                   |
| <b>TOTAL</b>              | <b>\$8,037.00</b> | <b>TOTAL</b>        | <b>\$8,037.00</b> |

**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***

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

**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***

| <b>REVENUES</b>                         | <b>AMOUNT</b>      | <b>EXPENDITURES</b>                      | <b>AMOUNT</b>      |
|---|--------------------|--|--------------------|
| 101-4240-335-00-00<br>Misc Revenue      | \$ 3,000.00        | 101-4240-420-24-00<br>Meeting expenses   | \$ 3,000.00        |
| 101-4240-337-01-03<br>Camp Fees         | \$ 3,000.00        | 101-4240-420-32-40<br>Other Supplies     | \$ 3,000.00        |
| 101-4241-337-01-04<br>Ext Event Revenue | \$12,000.00        | 101-4241-420-33-08<br>Ext Event Expenses | \$12,000.00        |
| <b>TOTAL</b>                            | <b>\$18,000.00</b> | <b>TOTAL</b>                             | <b>\$18,000.00</b> |

**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**

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

**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***

| <b>REVENUES</b>    | <b>AMOUNT</b>      | <b>EXPENDITURES</b> | <b>AMOUNT</b>      |
|--------------------|--------------------|---------------------|--------------------|
| 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        |                    |                     |                    |
| <b>TOTAL</b>       | <b>\$70,060.00</b> | <b>TOTAL</b>        | <b>\$70,060.00</b> |

**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*

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

**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.