



CAMDENCOUNTY

new energy. new vision.

**BOARD
OF
COMMISSIONERS**

December 15, 2014

6:30 PM Closed Session

7:00 PM - Regular Meeting

**Historic Courtroom
Courthouse Complex**

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

Please turn Cell Phone ringers off during the meeting.

Agenda
Camden County Board of Commissioners
December 15, 2014
6:30 P.M. - Closed Session
7:00 P.M. - Regular Meeting
Historic Courtroom, Courthouse Complex
Camden, North Carolina

6:30 P.M. **Call to Order** - Chairman Mike McLain

Closed Session: Pursuant to N.C.G.S § 143-318.11(a) (3) to consult with the County Attorney regarding Camden County, v. Camden Square Associates of NC, LLC and Bank of Hampton Roads filed in Camden County Superior Court, NC, No. 14-CVS-127

7:00 P.M. **Welcome**

Invocation & Pledge of Allegiance – Commissioner Tom White

ITEM 1 **Public Comments**

It is requested that comments be limited to (2-3) minutes. The length and number of comments may be limited upon the Chairman’s discretion due to scheduling and other issues.

ITEM 2 **Consideration of Agenda (For discussion and possible action)**

ITEM 3 **Presentations**

A. NCACC December Board Update Video (Pg. 4)

ITEM 4 **New Business (For discussion and possible action)**

A. Schedule of Values (Pg. 5)

B. Use Value Manual (Pg. 6)

C. American Medical Response Proposal for Provision of Emergency Medical Services in Camden County (Pg. 7-28)

D. NCACC Voting Delegate (Pg. 29-30)

ITEM 5 Board Appointments (For discussion and possible action)

- A. Tourism Development Authority (Pg. 31)
- B. Parks and Recreation (Pg. 32-33)
- C. JCPC (Pg. 34)
- D. Pasquotank Camden EMS (Pg. 35)
- E. Transportation Advisory Committee Alternate (Pg. 36-37)
- F. Camden Economic Development Commission (Pg. 38)
- G. Adequate Public Facilities Ordinance Coordinating Committee (Pg. 39)

ITEM 6 Consent Agenda (All items listed below are routine and will be approved by one motion. Separate discussion of an item(s) will be held by request of a member of the Board.)

- A. Camden County Personnel Policy (Pg. 40-43)
- B. School Budget Amendments (Pg. 44-52)
- C. Tax Collection Report (Pg. 53-54)
- D. Tax Authorization to Collect (1 Renewals) (Pg. 55-56)

ITEM 7 Commissioner's Report (For discussion and possible action)

ITEM 8 County Manager's Report (For discussion and possible action)

ITEM 9 Information, Reports & Minutes From Other Agencies

- A. 2015 Economic Development Tier Rankings (Pg. 58)
- B. Library Monthly Report (Pg. 59)
- C. Register of Deeds Monthly Report (Pg. 60-61)
- D. NC Military Retirement Taxation (Pg. 62)
- E. CRS Inquiry Letter..... (Pg. 63)
- F. EMS Monthly Reports (Pg. 64-65)

ITEM 10 Other Matters (For discussion and possible action)

ITEM 11 Adjourn

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 3.A

NEW BUSINESS

Meeting Date: December 15, 2014
Attachments: 1 Video
Submitted By: NCACC

ITEM TITLE: NCACC December Board Update Video

SUMMARY:

The NCACC created this video to help keep commissioners up to speed on Association activities, and be a good introduction to the NCACC for commissioners who have just been elected.

RECOMMENDATION:

No Action required

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 4.A

NEW BUSINESS:

Meeting Date: 12/15/ 2014

Submitted By: Lisa S. Anderson, Tax Administrator

ITEM TITLE:

Schedule of Values by Pearson's Appraisal Service

SUMMARY:

On November 17th, 2014 the Board made a motion to set a Public Hearing and approve the Schedule of Values presented by the County Tax Administrator and Pearson Appraisals.

No opposition was heard at the work session or the Public Hearing held on November 24th.

RECOMMENDATION:

Staff recommends a motion to adopted the Schedule of Values.

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 4.B

NEW BUSINESS:

Meeting Date: 12/15/ 2014

Submitted By: Lisa S. Anderson, Tax Administrator

ITEM TITLE:

Land Use Manual

SUMMARY:

On November 17th, 2014 the Board made a motion to set a Public Hearing and approve the Present Land Use Manual presented by the State.

No opposition was heard at the work session or the Public Hearing held on November 24th.

RECOMMENDATION:

Staff recommends a motion to adopt the Present Land Use Manual presented by the State.

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 4.C

NEW BUSINESS:

Meeting Date: December 15th, 2014
Attachments: 4 (21 Pages)
Submitted By: Michael Renshaw, County Manager

**ITEM TITLE: American Medical Response Proposal for Provision of
Emergency Medical Services in Camden County**

SUMMARY:

On September 2, 2014 the Camden County Board of Commissioners directed the County Manager to advertise a Request for Proposals for the provision of emergency medical services at the Advanced Life Support (ALS) level of service within the jurisdictional boundaries of Camden County.

The intent of the RFP was to solicit proposals from qualified service providers in order to improve the level of emergency medical services in the County from the current 12 hour staffing of EMTs to 24 hour staffing, with the primary goal of reducing ambulance response times within the County. In addition to this primary goal, the Board also desired more local oversight over EMS operations and increased fiscal control. It was also determined that the Board of Commissioners needed to explore service options due to the potential of a June 30, 2015 expiration of the existing interlocal agreement with Pasquotank County for the provision of emergency medical services.

The RFP was released on September 8, 2014 and closed on November 7th. A mandatory pre-proposal conference was conducted on October 8th. One qualified proposal was received on November 7th which was submitted by American Medical Response (AMR). The County Manager convened an EMS Proposal Review Committee comprised of senior leadership and staff from the South Mills

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

and South Camden Volunteer Fire Departments (firefighters and EMTs) as well as two elected officials from the Board of Commissioners.

The Review Committee first met on November 19th to consider the initial proposal submitted by AMR and ascertained that the proposal was responsive to the RFP document. AMR representatives were also invited to this initial meeting to give a presentation of their proposal and to respond to any questions from the Committee.

The originally submitted proposal listed a proposed contract cost of \$1.4 million for the first year, to increase at a rate of 3% each of the subsequent two years of the initial three year contract. It was noted that this initial cost proposal included staffing of three fire stations rather than two stations as was discussed at the pre-proposal meeting. As a result, during this discussion AMR presented a series of alternate funding models for the staffing of two stations (included in the attached supporting documents) as well as providing a Field Training Officer/liaison and all required billing/collections functions.

Following the presentation by AMR, the Committee discussed the merits of the various staffing models presented and determined that the listed Option 1 (staffing two 24 hour ALS units at two fire stations) at a proposed cost of \$850,000 in the first year would most closely meet the needs of the County with regards to improving the level of emergency ambulance service and reducing response times throughout the County to the required standard of twelve (12) minutes or less to 90% of the calls for service. However, members of the Committee recommended that AMR also submit a cost proposal for providing the above staffing levels as well as adding a 12 hour “peak demand period” Quick Response Vehicle or fly car to be available throughout the County. This amended cost model was then presented by AMR in the amount of \$1,015,000 for the first year to increase at the rate of 3% for each of the subsequent two years of the contract.

On December 3rd the County Manager reconvened the Review Committee for the purpose of reviewing the various staffing models and cost proposals, and to ascertain from the Committee if there was consensus as to a formal recommendation from the group to be delivered to the Board of Commissioners for their consideration.

At the close of this December 3rd meeting it appeared to the County Manager that consensus had been reached concerning a recommendation to the Board of Commissioners that they accept the AMR proposal for staffing two 24 hour ALS units (Option 1) with the possibility of adding a Quick Response Vehicle in future years. However, on December 9th and December 10th the manager received written communications from both the South Mills and South Camden VFDs (see attached) recommending that the Board of Commissioners reject the AMR proposal.

RECOMMENDATION:

Discussion and action in the form of a motion to either 1) accept the proposal for emergency medical services as presented by American Medical Response for the staffing of two 24 hour ALS units and direct the County Manager and County Attorney to enter contract agreement negotiations with the company or 2) to reject the current proposal for emergency medical services as presented by American Medical Response.

In accordance with Section 3.14 of the County's Request for Proposal #2014-09-01, prospective bidders/service providers were provided notice that while the County is considering the proposals submitted and the subsequent contract for the services requested, it will not be bound to award a contract.



***Emergency Medical Services
Proposal Recommendation
December 15, 2014***

Current Level of Service in Camden County

- VFD Station #12 (Sawyers Creek) staffed by single ALS (Advanced Life Support) crew
- Paramedic & EMT-Intermediate
- 12-hour shift of 10:00 a.m. to 10:00 p.m., seven days per week, 365 days

- Based upon peak demand as determined by Pasquotank-Camden EMS
- Before 10:00 a.m. and after 10:00 p.m., ambulance dispatched from **Station #50** (behind Sentara Medical Center in Elizabeth City)
- Station 12 crew stages near causeway bridge if no units available to cover EC/Pasquotank calls
- Current cost to Camden is \$264,000 annually

Ambulance Response Times in Camden (Dispatch to Arrival)

	CY 2009	CY 2010	CY 2011	CY 2012	CY 2013	CY 2014	Yearly Average
Courthouse	*	9 m 25s	10m 14s	9m 31s	10m 41s	9m 34s	9m 53s**
Shiloh	18m 5s	16m 59s	17m 12s	17m 34s	16m 22s	17m 25s	17m 16s
South Mills	15m 44s	15m 39s	15m 1s	15m 37s	15m 19s	16m 49s	15m 40s

*Incomplete data from dispatch records

** Does not include CY 2009 response times

Per **Pasquotank-Camden EMS System Plan**, system response time goal is **< 9 minutes, 90% of calls**

Camden EMS Call Volume by Township

	CY 2009	CY 2010	CY 2011	CY 2012	CY 2013	CY 2014	Yearly Average
Courthouse	223	227	221	250	402	224	258
Shiloh	142	147	189	161	157	122	153
South Mills	177	167	140	156	161	130	155

Request for Proposals for Countywide EMS Services

- September 2, 2014 Board approved EMS Request for Proposal
- Issued September 8, 2014
- Seek to significantly enhance the level of service in Camden (12 hour coverage to 24 hour coverage)
- Increased County **oversight** and **control** over spending and operations
- County to **own** assets (ambulances, radios, etc)

Key Elements of RFP

- Emphasize Continuous Quality Improvement
- Professional service provider, sound financial management history, responsive to needs
- 3 year initial term
- Staffing at ALS level care (each crew comprised of EMT-Paramedic and EMT-Intermediate)

- Response times must be under 12 minutes to 90% of calls
- County to own/maintain three Type III ambulances **(add potential Quick Response Vehicle)**
- EMS crews proposed to operate out of VFD Stations 12 and 14
- Performance-based Contract, liquidated damages if response times not met
- Proposal to include billing/collections (certified ambulance coding preferred)

Qualified Proposal Response

- One qualified proposal received on November 7, 2014
 - **American Medical Response (AMR)**
 - Industry leader with 32 years of experience in EMS nationwide
- Serving over 2,200 communities in 40 states
- AMR provides very competitive salary & benefits package, priority to hire locally
- Cap limitation on annual cost increases (3%)

AMR Client Reference Inquiries

- McMinn County, TN
 - Client since 2011
 - Extremely professional and very responsive
 - Excellent data control, provide meaningful monthly reports
 - Reduced response times > 10 min, now 7-8 min
- Shelby County, TN
 - Client since 2013
 - Very quick to respond to any process/procedure issues
 - Very few complaints, and prompt and courteous resolution
 - Outstanding local hiring processes
- Troup County, GA
 - Client since 2010
 - Provide excellent service and high level of care
 - Offers first aid and CPR training in community

Camden EMS Proposal Review Committee

- Multi-discipline panel consisting of VFD Chiefs, Firefighters, EMTs, two Commissioners, County Manager
- Met to review initial proposal on November 19, 2014
- Presentation given by AMR team
- Various staffing models/costs further reviewed on December 3rd

Staffing Models

Option 1: Staffing two 24 hour ALS units

- EMT Paramedic & EMT-Intermediate
- Field Training Officer- issue resolution/county liaison
- Cost Proposal

Year 1

\$850,000

Year 2

\$875,500

Year 3

\$901,765

Option 2: Two 24 hour ALS Units + Fly Car/Quick Response Vehicle

- Same staffing as Option 1, additional 12 hour “peak demand” emergency medical response
- Cost Proposal

Year 1

\$1,015,000

Year 2

\$1,045,450

Year 3

\$1,076,814

Proposed Cost & Funding Method

Capital Equipment- **Reserve Fund Balance**

- Type III Ambulances (3).....\$282,000
 - Radios (mobile/handheld).....\$60,000
- Total: \$342,000

Annual Operations- **Existing General Fund Revenues**

- Annual Service Contract Cost (YR 1).....\$850,000
 - Vehicle Maintenance.....\$20,000
 - Fuel.....\$25,000
 - Supplies.....\$20,000
 - Other Contract Expense.....\$25,000
- Total: \$940,000

EMS Enhanced Federal Medicaid Settlement Program

- Annual cost reporting program managed through NCACC
- Reimburses a portion of an EMS unit's operational cost related to Medicaid-eligible ambulance service
- Stringent reporting and audit/compliance standards
- Potential estimated annual cost reimbursement to Camden County of \$45-\$55,000

Proposal Review Committee Recommendation

- South Mills and South Camden VFD representatives recommend rejection of current American Medical Response proposal

Options

As mentioned in our initial proposal, AMR has designed alternative system status management plans for your consideration. Using over 30 years of experience, we have created the following options that will provide an efficient, high quality EMS system, each at a cost that will keep the system sustainable over the life of the contract.

Original RFP Response – Staffing Three 24 hour ALS units

Year 1	Year 2	Year 3	Total
\$ 1,350,000	\$ 1,390,500	\$ 1,432,215	\$ 4,172,715

Option I Model – Staffing Two 24 hour ALS units

Year 1	Year 2	Year 3	Total
\$ 850,000	\$ 875,500	\$ 901,765	\$ 2,627,265

Option II Model – Staffing Two 24 hour BLS units and One 24 Hour ALS Flycar

Year 1	Year 2	Year 3	Total
\$ 1,035,000	\$ 1,066,050	\$ 1,098,032	\$ 3,199,082

Option III Model – Staffing One 24 hour ALS, One 16 hour BLS and Two 24 hour ALS Flycars

Year 1	Year 2	Year 3	Total
\$ 1,100,000	\$ 1,133,000	\$ 1,166,990	\$ 3,399,990

Option IV Model – Staffing One 24 hour BLS, One 16 hour BLS and Two ALS Flycars

Year 1	Year 2	Year 3	Total
\$ 1,050,000	\$ 1,081,500	\$ 1,113,945	\$ 3,245,445

Option V Model – Staffing One 24 hour BLS, One 16 hour BLS and One ALS Flycar

Year 1	Year 2	Year 3	Total
800,000	824,000	848,720	2,472,720

AMR has the ability and flexibility to design any blend of resources for Camden County. We agree that finding the right combination of resources to meet the expectation of the community, to provide both a quality and efficient EMS System, is a difficult but important decision. Rest assured that if chosen, AMR will partner with Camden County to make the process easier and enable you to design the most appropriate system.



South Mills Volunteer Fire Department

127 Keeter Barn Road
PO Box 24
South Mills, NC 27976
(252) 771-2772

Dear Commissioners,

As Chief of the South Mills Volunteer Fire Department, I enjoy serving my community and take the responsibilities that come with this job very seriously. Protecting the public is the rule which guides each of my decisions. As our County is approaching a vital decision upon which public safety is the issue. I feel compelled to share my thoughts. I appreciate the opportunities presented to me previously by the current and former Board of Commissioners and I think we all can appreciate the positive relationship we have shared over the last several years. I look forward to continuing to work toward a positive resolution of this issue and those we have yet to face.

As we contemplate the future of the emergency medical care available to our County, I would like to take an opportunity to share some of the thoughts, concerns, and hopes offered collectively by myself and the members of my department.

Progress. As I consider the accomplishments realized by my department I the last decade, I am very proud to say that there has been an amazing amount of progress realized with regard to the relationship between our County Commissioners, both individually and collectively, and my department. South Mills Volunteer Fire Department has seen growth in our membership, expansion of our facilities, and the services we offer to our citizens. None of this would have been possible if not for the relationships and, more importantly, the level of communication, between the department and County administrators.

Progress is not just something we have realized but it continues as a goal for each of us as well. Specific to this pending discussion, my ultimate goal for several years has been to have EMS coverage operating out of the South Mills Township as a means for decreasing response times. While I realize there are many variables that have affected the decisions made in the past concerning this topic, I further understand the opportunities facing us today.

I firmly believe that 24-hour EMS coverage based out of fire stations within our County is a reality in the very near future. The preference of me and my department is that we are able to continue to work with our partners at Pasquotank – Camden EMS. As each of you know, it takes years to develop professional relationships that are firmly rooted in trust. This level of trust has ripple effects that have been shown to improve the

ability to communicate. In our respective fields of work, we rely on trust and communication to save lives and to keep us as the responders safe as well.

Together, we have very effective response systems that have taken years and a lot of work to establish. And we would appreciate the opportunity to continue to strengthen our respective systems through a daily working relationship in the years to come.

I appreciate the role that each of you as Commissioners has volunteered to undertake. As representatives of our County, I am fully aware and appreciative of your goal to protect the County assets and to make the best decisions for our citizens. And, I do not disagree that each of you are interested in ensuring the voice of our County is heard and we are well represented in decisions affecting us.

I am concerned, however, that the EMS contract currently in place between Pasquotank and Camden Counties has become the pawn in a chess game between the two Boards. The discussion of shared services between these counties is well documented over the last several years, especially when these services has been a source of tension. Again, I realize each county's respective Boards are tasked with representing their constituents and to make the best financial decisions possible. However, I do not feel that we should allow pride to cloud the judgment of all parties, especially when considering life safety can be negatively affected as a result.

Thankfully, I have been involved in these recent discussions within our County. I have had an opportunity to review the proposal submitted by AMR and I have also spoken with several of the stakeholders involved in this potential decision. I have also relied on me and my staffs experience and knowledge to take this approach. As a result, I ask that each you make the decision to reject the current proposal and to continue to negotiate with Pasquotank County in a collaborative effort to provide 24 hour EMS coverage in Camden County.

I understand the issues with our inter-local agreement, but I feel strongly that we can find a solution. Your decision will likely be based, in part, on finances. I submit to you that the decision I propose is what is best for the fine people of our County. I and the South Mills Vol. Fire Department will be looking forward to working alongside each of you to move forward to reach our goals. Feel free to contact me with any questions or comments. Thank you for your consideration and service to our county.

Sincerely,
Tommy Banks
Fire Chief
South Mills Vol. Fire Dept.
252-771-2089
252-202-1027

Mike Renshaw

From: Kirk Jennings <kirkjennings@centurylink.net>
Sent: Wednesday, December 10, 2014 9:36 PM
To: Mike Renshaw; Gary Meiggs; Sandra Duckwall; Clayton Riggs; Mike Mclain; Tom White
Cc: Juston Cartwright; Wes Morgan; George Tarkington; Tarkington, Ken
Subject: Future of EMS in Camden County

Dear Commissioners and Manager Renshaw

I haven't had the opportunity to speak to you since last week's EMS proposal review committee meeting. Since that meeting I have had several conversations with the other members of the South Camden Fire Department that were also on the committee. In those conversations it is the consensus of our department that we would ask that the proposal AMR be rejected and that the commissioners go back to Pasquotank County and come up with some type of agreement that both counties are in agreement to. It was our understanding that we would still be able to come to some type of agreement with Pasquotank county if the committee objected to the proposals that were submitted. It was with extreme displeasure that we found out otherwise at last week's meeting. I would like to take the opportunity to thank you for allowing us to serve on the EMS proposal review committee and ask that each commissioner carefully consider this request.

Thanks
Kirk Jennings
South Camden Fire Department
Fire Chief

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 4.D

NEW BUSINESS

Meeting Date: December 15, 2014
Attachments: 1 (1 Page)
Submitted By: Todd McGee, NCACC

ITEM TITLE: NCACC VOTING DELEGATE DESIGNATION

SUMMARY:

Each Board of County Commissioners is hereby requested to designate a commissioner or other official as a voting delegate for the 2015 Legislative Goals Conference.

The Conference will be January 15-16, 2015 (Thursday – Friday) at the Pinehurst Resort in Moore County.

The NCACC Public Relations Director, Todd McGee has requested the attached “Voting Delegate Form” be returned NO LATER THAN FRIDAY, JANUARY 2, 2015.

RECOMMENDATION:

Discuss and designate a Commissioner to represent Camden County at the 2015 Legislative Goals Conference.

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

VOTING DELEGATE DESIGNATION FORM
LEGISLATIVE GOALS CONFERENCE
January 15-16, 2015 (Thursday – Friday)
Pinehurst Resort – Moore County

NOTE: Please place this action on your board meeting agenda.

Each Board of County Commissioners is hereby requested to designate a commissioner or other official as a voting delegate for the 2015 Legislative Goals Conference. Each voting delegate should complete and sign the following statement and **RETURN IT TO THE ASSOCIATION NO LATER THAN FRIDAY, JANUARY 2, 2015.**

PLEASE RETURN FORM TO SHEILA SAMMONS, CLERK TO THE BOARD BY EMAIL: SHEILA.SAMMONS@NCACC.ORG OR FAX: 919-719-1172.

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the North Carolina Association of County Commissioners 2015 Legislative Goals Conference.

Signed: _____

Title: _____

Article VI, Section of the Association’s Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its County Commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the Board of County Commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year’s dues.”

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.A

BOARD APPOINTMENTS

Meeting Date: December 15, 2014

Attachments:

Submitted By: Angela Wooten, Clerk to the Board

ITEM TITLE: Tourism Development Authority

SUMMARY:

Chairman shall open the floor to nominations; whereupon the members shall bring forward and debate names of potential appointees. When the debate is concluded, each member shall cast his vote. The nominee(s) who receive(s) the highest number of votes shall be appointed. If more than one appointee is to be selected, each member shall have as many votes as there are positions to be filled.

RECOMMENDATION:

The Board of Commissioners appoints a member of their board to serve on the “Tourism Development Authority”.

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.B

BOARD APPOINTMENTS

Meeting Date: December 15, 2014

Attachments:

Submitted By: Angela Wooten, Clerk to the Board

ITEM TITLE: Parks and Recreation Advisory Board

SUMMARY:

The six (6) members Advisory Board, with every reasonable effort made to appoint two (2) members from each township shall be appointed by the County Board of Commissioners.

One (1) additional member, for a total of seven (7), will be a Camden County Commissioner appointed annually by the Chairman of the Board of Commissioners.

The members shall serve a term of three (3) years.

1.) Three members' terms have expired.

Alex Leary	1/3/2012	3 Years	1/3/2015	Active
Steve Needham	5/1/2010	3 Years	5/30/2013	Expired
Brian Griffin	5/1/2010	3 Years	5/30/2013	Expired

2.) Three Vacancies need to be filled.

3.) Commissioners' Appointment

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

RECOMMENDATION:

- 1.) Reappoint Alex Leary, Steve Needham and Brian Griffin to serve the “Parks and Recreation Advisory Board” for a term expiring 12/14/2017.
- 2.) Authorize staff to advertise the 3 vacancies.
- 3.) The Chairman nominates and appoints a member of the board to serve the “Parks and Recreation Advisory Board”

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.C

BOARD APPOINTMENTS

Meeting Date: December 15, 2014

Attachments:

Submitted By: Angela Wooten, Clerk to the Board

ITEM TITLE: Juvenile Crime Prevention Council

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

The Juvenile Crime Prevention Council requires a Camden County elected official to sit on the Council.

The Board of Commissioners is required to appoint a replacement for Commissioner Randy Krainiak on the Juvenile Crime Prevention Council

RECOMMENDATION:

motion to appoint a member of the board of commissioners to replace Commissioner Krainiak on the Juvenile Crime Prevention Council.

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.D

BOARD APPOINTMENTS

Meeting Date: December 15, 2014

Attachments:

Submitted By: Angela Wooten, Clerk to the Board

ITEM TITLE: PAQUOTANK-CAMDEN EMS

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

SUMMARY:

The PAQUOTANK-CAMDEN EMS Board requires a Camden County elected official to represent Camden on the Council.

The Board of Commissioners is required to appoint a replacement for Commissioner Randy Krainiak on the Pasquotank-Camden EMS Board.

RECOMMENDATION:

motion to appoint a member of the board of commissioners to replace Commissioner Krainiak on the Pasquotank-Camden EMS Board.

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.E

BOARD APPOINTMENTS

Meeting Date: December 15, 2014
Attachments: 1(1 PAGE)
Submitted By: Angela Wooten, Clerk to the Board

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

ITEM TITLE: TRANSPORTATION ADVISORY COMMITTEE

SUMMARY:

The County Managers office received a letter from the Albemarle Rural Planning Organization Planning Director requesting the county Board of Commissioners appoint an alternate member to the RTAC

RECOMMENDATION:

motion to appoint a member of the board of commissioners to the RTAC as an alternate member.



Lloyd E. Griffin III
TAC Board Chair
Rhett White
TCC Board Chair

Angela M. Welsh
Director

November 24, 2014

Mike Renshaw
Camden County Manager
Camden County
P O Box 190
Camden, NC 27921

Mr. Renshaw,

The Albemarle Rural Planning Organization (ARPO) currently has a Memorandum of Understanding, signed by all ten member counties, which states the purpose of the ARPO and establishes two committees, the Rural Transportation Advisory Committee (RTAC) and the Rural Technical Coordinating Committee (RTCC).

The MOU and the ARPO Bylaws also state how the representation of both committees shall be governed. The RTAC consists of one elected official from each member County, one elected official from each Municipality, and the NCDOT Board of Transportation member from NCDOT Division 1. However, in all instances, voting privileges are limited to the ten county commissioners representing their respective counties and the NCDOT Board of Transportation member. Also, a quorum of at least fifty (50) percent plus one (1) of the voting members is required for the RTAC to conduct a regular meeting, special meeting or take any kind of official action.

Both ARPO committees only meet quarterly, and in order to conduct meetings or take official action, a quorum of RTAC members must be present. If the RTAC does not have a quorum, agenda items must be put on hold for three months until the committees meet again. Because the committees only meet quarterly, and to ensure that there is a quorum at the meeting, so official action may be taken, I am requesting all ten member counties appoint an alternate to the RTAC.

Thank you in advance for your assistance in having the County Board of Commissioners appoint an alternate to the RTAC. Once an alternate has been appointed, please notify me by email or regular mail so I can add them to the RTAC roster.

Meeting times are from 11 am-2 pm on the following dates in 2015: January 21, April 22, July 22, and October 21.

Sincerely,

Angela Welsh
Albemarle Rural Planning Organization Planning Director

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.F

BOARD APPOINTMENTS

Meeting Date: December 15, 2014
Attachments: 1(1 PAGE)
Submitted By: Angela Wooten, Clerk to the Board

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

ITEM TITLE: Camden Economic Development Commission

SUMMARY:

The following CEDC members terms have expired, they are willing to serve another term.

- Sean Robey**
- Will Meiggs**
- Billy Berry**
- Robert McClendon**
- Jon Kight**

RECOMMENDATION:

Motion to reappoint Jon Kight, Robert McClendon, Sean Robey, Will Meiggs and Billy Berry to serve the CEDC for a 2 year term expiring 12/14/2016.

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 5.G

BOARD APPOINTMENTS

Meeting Date: December 15, 2014
Attachments: 1(1 PAGE)
Submitted By: Angela Wooten, Clerk to the Board

ITEM TITLE: APFO Coordinating Committee

SUMMARY:

At the December 1st joint meeting of The Board of Commissioners and Board of Education the boards agreed on the need of the “APFO Coordinating Committee” to meet regularly and update its members. Commissioner Garry Meiggs and Commissioner Clayton Riggs both expressed their interest to serve on the Committee.

***MEMORANDUM OF UNDERSTANDING
CAMDEN COUNTY ADEQUATE PUBLIC FACILITY ORDINANCE***

Section 1. The following staff from the School District and the County is hereby appointed as the APFO Coordinating Committee:

- A) The Superintendent of the School District; and Chairman/designee of Board of education*
- B) The Director for Auxiliary Services for the School District; and*
- C) The Director for Business and Finance for the School District; and*
- D) The County Manager; and Chairman/designee of the Board of Commissioners*
- E) The County Finance Officer; and*
- F) The County Planning Director.*

RECOMMENDATION:

A possible motion to appoint Commissioner Garry Meiggs and Commissioner Clayton Riggs to the “APFO Coordinating Committee.”

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 6.A

CONSENT AGENDA

Meeting Date: 12/15/ 2014

Attachments: 1 (3 Page)

Submitted By: Stephanie Jackson, HR Specialist

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

ITEM TITLE:

Article I. General Provisions, Section 6. Application of Policies, Plan, Rules and Regulations of the Camden County Personnel Policy

SUMMARY:

To add the Finance Officer to Article I, Section 6 due to the nature of the Board Appointment.

RECOMMENDATION:

To approve the Article and Section as revised.

ARTICLE I. GENERAL PROVISIONS

Section 1. Purpose of the Policy

It is the purpose of this policy and the rules and regulations set forth to establish a fair and uniform system of personnel administration for all employees of the County under the supervision of the County Manager, elected officials, Elections Board, and Social Services Board. These aforementioned entities are the official appointing authorities covered by this personnel policy. State requirements will supersede these policies for positions subject to the State Personnel Act whenever there is a conflict. This policy is established under authority of G.S. 153A, Article 5 and G.S. 126 of the General Statutes of North Carolina.

Section 2. Merit Principles

All appointments and personnel actions shall be made on the basis of merit. All positions requiring the performance of the same duties and fulfillment of the same responsibilities shall be assigned to the same class and salary grade. No applicant for County employment or employee shall be deprived of employment opportunities or otherwise be adversely affected as an employee because of an individual's race, color, religion, sex, national origin, political affiliation, qualified disability, or age.

Section 3. Responsibilities of the County Board of Commissioners

The County Board of Commissioners shall be responsible for establishing and approving human resources policies, the position classification and pay plan, and it may change the policies and benefits as necessary. The Board also shall make and confirm appointments when so specified by the general statutes.

Section 4. Responsibilities of the County Manager

The County Manager shall be responsible to the County Board of Commissioners for the administration and technical direction of the human resources program. The County Manager shall appoint, suspend, and remove County officers and employees except those elected by the people or whose appointment is otherwise provided for by law. The County Manager shall make appointments, dismissals and suspensions in accordance with the state statutes and other policies and procedures spelled out in other Articles in this Policy.

The County Manager shall:

- a) recommend rules and revisions to the personnel system to the County Board of Commissioners for consideration;
- b) make changes as necessary to maintain an up to date and accurate position classification plan;
- c) recommend necessary revisions to the pay plan;
- d) determine which employees shall be subject to the overtime provisions of FLSA;
- f) develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the County;
- g) perform such other duties as may be assigned by the County Board of Commissioners not inconsistent with this Policy; and
- h) appoint an employee to the role of Human Resources Director or serve in that role for the County.

Section 5. Responsibilities of the Human Resources Director

The responsibilities of the Human Resources Director are to make recommendations to the County Manager on the following:

- a) recommend rules and revisions to the personnel system to the County Manager for consideration;
- b) recommend changes as necessary to maintain an up to date and accurate position classification plan;
- c) recommend necessary revisions to the pay plan;
- d) recommend which employees shall be subject to the overtime provisions of FLSA;
- e) maintain a roster of all persons in the County service
- f) establish and maintain a list of authorized positions in the County service at the beginning of each budget year which identifies each authorized position, class title of position, salary range, any changes in class title and status, position number and other such data as may be desirable or useful;
- g) develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the County;
- h) develop and coordinate training and educational programs for County employees;
- i) investigate periodically the operation and effect of the personnel provisions of this policy; and
- j) perform such other duties as may be assigned by the County Manager not inconsistent with this Policy.

In the event there is no Human Resources Office, these duties will be assumed by the County Manager or his/her designee.

Section 6. Application of Policies, Plan, Rules, and Regulations

This personnel policy and all rules and regulations adopted pursuant thereto shall be binding on all County employees. The County Manager, County Attorney, elected officials, Clerk to the Board of Commissioners, Tax Administrator, Finance Officer, appointed members of the County Board and advisory boards and commissions will be exempted except in sections where specifically included. An employee violating any of the provisions of this policy shall be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which have been violated.

Section 7. Departmental Rules and Regulations

Due to the particular personnel and operational requirements of the various departments of the County, each department is authorized to establish supplemental rules and regulations applicable only to the personnel of that department. All such rules and regulations shall be subject to the approval of the County Manager or designee, and shall not in any way conflict with the provisions of this Policy, but shall be considered as a supplement to this Chapter.

The Sheriff or Register of Deeds may utilize this Personnel Policy for use in his/her department at his/her discretion. If the Sheriff or Register of Deeds declines to utilize all or any part of this Personnel Policy for his/her department, then none of this Personnel Policy shall apply to that department and the County Commissioners shall not be bound by this Policy and shall not be required (except as required by the General Statutes) to provide any funding, assistance, staffing, or other resource to the Sheriff or Register of Deeds declining to abide by all or any part of this Personnel Policy.

Section 8. Definitions

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Adverse Action. An involuntary demotion, reduction in pay, suspension, reduction in force, or separation from employment.

Anniversary Date. The employee's most recent date of employment with the county service in a permanent position.

Appointing Authority. Any County board or official with the legal authority to make hiring decisions.

Classification. A title of a single or group of positions which are sufficiently similar to require the same set of knowledge, skills, abilities, education and experience qualifications.

Department. (Webster's 2003) A field of activity.

Full-time employee. An employee who is in a position for which an average work week equals at least 40 hours, and continuous employment of at least 12 months, is required by the County

Part-time employee. An employee who is in a position for which an average work week of at least 20 hours and less than 40 hours and continuous employment of at least 12 months is required by the County.

Permanent position. A position authorized for the budget year for a full twelve months and budgeted for twenty or more hours per week. All County positions are subject to budget review and approval each year by the Board of Commissioners and all employees' work and conduct must meet County standards. Therefore, reference to "permanent " positions or employment should not be construed as a contract or right to perpetual funding or employment.

Probationary employee. An employee appointed to a full or part-time regular position who has not yet successfully completed the designated probationary period of six months. Persons in trainee or work against appointments are a probationary employee for the full duration of their appointment in that status.

Regular employee. An employee appointed to a full or part-time position who has successfully completed the designated probationary period.

Temporary employee. An employee appointed to a position for which either the average work week required by the County over the course of a year is less than 20 hours, or continuous employment required by the County is less than 12 months.

Trainee. An employee status when an applicant is hired (or employee promoted) who does not meet all of the requirements for the position. During the duration of a trainee appointment, the employee is on probationary status.

Unit. (Webster 2003) A single person or group especially as a part of a whole.

Work Against Appointment. In departments whose employees are subject to the State Personnel Act, the appointing authority may appoint an employee in a work against situation. When qualified applicants are unavailable and there is no trainee provision for the classification of the vacancy, the appointing authority may appoint an employee below the level of the regular classification in a "work against" appointment. This appointment is for the purpose of allowing the employee to gain the qualifications needed for the full class through on the job experience. A work against appointment may not be made when applicants are available who meet the training and experience requirements for the full class in the position being recruited. During the duration of the work against appointment, the employee is on probationary status.

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 6.B

Consent Agenda

Meeting Date: December 15, 2014
Attachments: 3 (8 Page)
Submitted By: Board of Education

ITEM TITLE: School Budget Amendments

SUMMARY:

Capital Outlay Fund
Local Current Expense Fund
Other Local Current Expense Fund

RECOMMENDATION:

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

Budget Amendment


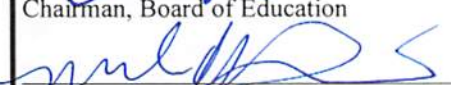
Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 1st day of December, 2014, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2015.

Code Number	Description of Code	Amount	
		Increase	Decrease
9100	Category I Projects	257,256.40	
Explanation:			
	Total Appropriation in Current Budget	\$	401,492.20
	Amount of Increase / (Decrease) of Above Amendment		+257,256.40
	Total Appropriation in Current Amended Budget	\$	658,748.60

<p>Passed by majority vote of the Board of Education of Camden County Schools on the 1st day of December 2014.</p>  <p>Chairman, Board of Education</p>  <p>Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this ____ day of _____ 2____.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
--	---

BUDGET AMENDMENT
December 1, 2014

4. Capital Outlay Fund

- A. We must increase our budget for the completion of the Grandy Primary School Kitchen Addition project for FY 2014-15. We request your approval.

Category I Projects

9133.076.526	Architect Fees – GPS Kitchen	\$ + 4,806.52
9133.076.529	Misc Cont Fees – GPS Kitchen	+ <u>252,449.88</u>

Total – Category I Projects	\$ + 257,256.40
	=====

4.3460.076 Revenue – St of NC Lottery Funds	\$ - 4,806.52
4.3460.076 Revenue – St of NC Lottery Funds	- <u>252,449.88</u>

Total – Revenue	\$ - 257,256.40
	=====

Passed by majority vote of the Board of Education of Camden County on the 1st day of December, 2014.



Chairman, Board of Education



Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit


Local Current Expense Fund

The Camden County Board of Education at a meeting on the 1st day of December 2014 passed the following resolution.


Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2015.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs		255.00
5300	Alternative Program & Services		143.00
5400	School Leadership Services	255.00	
6300	Alternative Prog. Support Serv	143.00	
Explanation:			
Total Appropriation in Current Budget		\$	2,329,452.00
Amount of Increase/Decrease of Above Amendment			.00
Total Appropriation in Current Amended Budget		\$	2,329,452.00

Passed by majority vote of the Board of Education of Camden County on the 1st day of December 2014.



 Chairman, Board of Education



 Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20____.

 Chairman, Board of County Commissioners

 Clerk, Board of County Commissioners

BUDGET AMENDMENT
December 1, 2014

2. Local Current Expense Fund

- A. We have reviewed this area of the budget and must transfer funds to cover costs of water and sewer expenses for the schools. We request your approval of the following amendment.

Operation of Plant

6530.802.321...40 Electrical Service	\$ - 16,000.00
6540.802.323...40 Water & Sewer	+ <u>16,000.00</u>
 Total – Operation of Plant	 \$ + .00

- B. We have reviewed this area of the budget and must transfer funds within the budget to cover the cost of salaries and benefits. We request your approval of the following amendment.

At-Risk Programs

5330.847.121 Salary - Teacher	\$ - 4,656.00
5330.847.142 Salary – Teacher Assistant	+ 200.00
5330.847.411 Instructional Supplies	+ 300.00
5330.847.418 Comp Software & Supplies	- 1,000.00
5350.847.121 Salary - Teacher	+ 2,850.00
5350.847.142 Salary – Teacher Assistant	+ 1,231.00
5350.847.211 Emp Soc Sec Costs	+ 312.00
5350.847.221 Emp Retirement Costs	+ 620.00
6300.847.184 Longevity Pay	+ 93.00
6300.847.211 Emp Soc Sec Costs	+ 8.00
6300.847.221 Emp Retirement Costs	+ 15.00
6300.847.231 Emp Hosp Ins Costs	+ <u>27.00</u>
 Total – At-Risk Programs	 \$ + .00

- C. We have reviewed this area of the budget and must transfer funds within the budgeted areas to cover food and professional exam fees We request your approval of the following amendment.

Orientation/NBCT/TOY/ILT/Teacher Support

5110.896.312 Workshop Expenses	\$ - 280.00
5110.896.459 Other Food Purchases	+ 225.00
5400.896.352 Professional Exam Fees	+ <u>55.00</u>
 Total – NBCT/TOY/ILT/Teacher Support	 \$ + .00

BUDGET AMENDMENT
Local Current Expense Fund
December 1, 2014, Page 2

D. We have reviewed this area of the budget and must transfer funds to cover workshop expenses within the program area. We request your approval of the following amendment.

<u>Staff Development</u>		
5110.912.312	Workshop Expenses	\$ + 300.00
5110.912.361	Membership Dues & Fees	- 500.00
5400.912.312	Workshop Expenses	+ <u>200.00</u>
Total – Staff Development		\$ + .00

Passed by majority vote of the Board of Education of Camden County on the 1st day of December, 2014.



Chairman, Board of Education



Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit


Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 1st day of December 2014 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2015.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs		45.00
5200	Special Instructional Programs		8,588.00
5300	Alternative Program & Services	8,588.00	
5800	School Based Support Services	1,800.00	
6100	Support & Development Serv.	745.00	
6400	Technology Support Services		2,500.00
Explanation:			
Total Appropriation in Current Budget		\$	1,397,278.00
Amount of Increase/Decrease of Above Amendment			.00
Total Appropriation in Current Amended Budget		\$	1,397,278.00

Passed by majority vote of the Board of Education of Camden County on the 1st day of December 2014.



 Chairman, Board of Education



 Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.

 Chairman, Board of County Commissioners

 Clerk, Board of County Commissioners

BUDGET AMENDMENT
December 1, 2014

8. Other Local Current Expense Fund

A. We have reviewed this area of the budget and must transfer funds to cover costs of supplies and equipment within the program area. We request your approval of the following amendment.

Carol M. White PEP Grant

5113.332.361	Membership Dues & Fees	\$ + 90.00
5113.332.411	Supplies & Materials	+ 30,000.00
5113.332.418	Comp Software & Supplies	+ 19,000.00
5113.332.461	Pur of Non-Cap Equipment	+ 6,150.00
5113.332.462	Pur of Non-Cap Comp Hdwe	+ 14,000.00
5113.332.541	Purchase of Equipment	- 70,485.00
6113.332.188	Annual Leave Pay off	+ 745.00
6113.332.315	Reproduction Costs	+ <u>500.00</u>
Total – Carol M White PEP Grant		\$ + .00

B. We have reviewed this area of the budget and must transfer funds within the budget to cover the cost of salaries and benefits. We request your approval of the following amendment.

Maintenance of Plant

6580.802.311...50	Contracted Services	\$ + 13,000.00
6580.802.312...50	Workshop Expenses	+ 35.00
6580.802.352...50	Professional Exam Fees	+ 552.00
6580.802.391...50	Storm Water Fee – Camden Co.	+ 298.00
6580.802.411...50	Supplies & Materials	+ 2500.00
6580.802.422...50	General Maintenance	- <u>16,385.00</u>
Total – Maintenance of Plant		\$ + .00

C. We have reviewed this area of the budget and must transfer funds within the budgeted areas to cover supplies, salaries and benefits. We request your approval of the following amendment.

Children with Special Needs

5210.849.121	Salary - Teacher	\$ - 12,693.00
5210.849.311	Contracted Services	+ 3,500.00
5210.849.418	Computer Software & Supplies	+ 605.00
5350.849.121	Salary – Teacher	+ 7,000.00
5350.849.211	Emp Soc Sec Costs	+ 532.00
5350.849.221	Emp Retirement Costs	+ <u>1,056.00</u>

BUDGET AMENDMENT
Other Local Current Expense Fund
December 1, 2014, Page 2

Total – Children with Special Needs \$ + .00

D. We have reviewed this area of the budget and must transfer funds within the program area for workshops and computer equipment. We request your approval of the following amendment.

Computer Tech

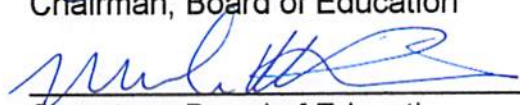
5110.905.462	Pur of Non-Cap Comp Hdwe	\$ + 1,200.00
5840.905.462	Pur of Non-Cap Comp Hdwe	+ 1,800.00
6110.905.312	Workshop Expenses	- 500.00
6400.905.312	Workshop Expenses	+ 500.00
6400.905.462	Pur of Non-Cap Comp Hdwe	- <u>3,000.00</u>

Total – Computer Tech \$ + .00

Passed by majority vote of the Board of Education of Camden County on the 1st day of December, 2014.



Chairman, Board of Education



Secretary, Board of Education

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 6.C

Consent Agenda

Meeting Date: December 15, 2014
Attachments: 1 (1 Page)
Submitted By: Dellie Spaulding-Tax Specialist

**ITEM TITLE: Monthly Tax Collection Report
November 2014**

SUMMARY:

Taxes collected for ad valorem (real estate), personal business properties, vehicle, and other miscellaneous taxes. Also included are payments received via the Internet.

RECOMMENDATION:

For Review and Possible Approval

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Item Number: 6.D

Consent Agenda

Meeting Date: December 15, 2014
Attachments: 1 (1 Page)
Submitted By: Lisa Anderson

**ITEM TITLE: Authorization to collect
February Renewal**

SUMMARY:

February Renewal

RECOMMENDATION:

For Review and Possible Approval

MOTION MADE BY:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
NO MOTION	
VOTE:	
S. Duckwall	
G. Meiggs	
M. McLain	
C. Riggs	
T. White	
ABSENT	
RECUSED	

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County Feb. Ren.) Due 3/15/14 (NEW SYSTEM)

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Tax Administrator and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon personal property of the respective taxpayers in the County of Camden, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell personal property of such taxpayers for and on account thereof, in accordance with the law.

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
14,759.50	14,799.25	9,016.75	38,575.50

Witness my hand and official seal this _____ day of _____

Chairman, Camden County Board of Commissioners

Attest:

Clerk to the Board of Commissioners of Camden County

This is to certify that I have received the tax receipts and duplicates for collection in the amounts as listed herein.



Tax Administrator of Camden County

Camden County Public Library
Library Report to Board of County Commissioners
November 1-26, 2014

- **Visitor Count:** 1959
- **Hours Open:** 185
- **# Items in Collection:** 10,763
- **Total Check Outs/Renewals:** 2910
- **Library Card Holders:** 1917
- **Computer/ Wireless Use:** 361
- **Juvenile Programs :** 14 programs /317 attendance
- **Adult Programs :** 1 programs /2 attendance
- **Meeting Room:** 10 reservations /776 attendance*

*Includes Election Day voters and Senior Center Thanksgiving Luncheon

*Includes a Field Trip by 5 classes of Grandy Primary Kindergarteners and a Camden High School English Class.

Account Number	Account Description	Cash/Check/Change	Charge	Other Pay Method	Total
01-06	State Treasurer Fund	\$496.00	\$0.00	\$0.00	\$496.00
01-07	Excise Stamps	\$3,537.00	\$0.00	\$0.00	\$3,537.00
01-09	Retirement Fund	\$52.01	\$0.00	\$0.00	\$52.01
01-10	Additional Index	\$0.00	\$0.00	\$0.00	\$0.00
01-11	Automation Fund	\$319.33	\$0.00	\$0.00	\$319.33
88-88	Credit On Account	\$0.00	\$0.00	\$0.00	\$0.00
03-01	Copies	\$4.35	\$0.00	\$0.00	\$4.35
03-02	Certified Copies	\$0.00	\$0.00	\$0.00	\$0.00
03-03	Fax	\$0.00	\$0.00	\$0.00	\$0.00
03-04	Laminations	\$0.00	\$0.00	\$0.00	\$0.00
	***** Account Group COPIES Total *****	\$4.35	\$0.00	\$0.00	\$4.35
04-01	Notary Oaths	\$35.44	\$0.00	\$0.00	\$35.44
	***** Account Group MISCELLANEOUS Total *****	\$35.44	\$0.00	\$0.00	\$35.44
01-01	Recording Fees	\$2,157.62	\$0.00	\$0.00	\$2,157.62
01-02	Non Standard Fees	\$0.00	\$0.00	\$0.00	\$0.00
01-03	Probate	\$0.00	\$0.00	\$0.00	\$0.00
01-04	Cultural Resources	\$0.00	\$0.00	\$0.00	\$0.00
01-05	Floodplain Mapping	\$0.00	\$0.00	\$0.00	\$0.00
01-08	Uccs	\$0.00	\$0.00	\$0.00	\$0.00
	***** Account Group RECORDINGS Total *****	\$2,157.62	\$0.00	\$0.00	\$2,157.62
02-01	County Marriages	\$88.64	\$0.00	\$0.00	\$88.64
02-02	Domestic Violence Fund	\$120.00	\$0.00	\$0.00	\$120.00
02-03	Childrens Trust Fund	\$20.00	\$0.00	\$0.00	\$20.00
02-04	Vital Certificates	\$318.96	\$0.00	\$0.00	\$318.96
02-05	Legitimations	\$0.00	\$0.00	\$0.00	\$0.00
	***** Account Group VITALS Total *****	\$547.60	\$0.00	\$0.00	\$547.60
	Final Totals :	\$7,149.35	\$0.00	\$0.00	\$7,149.35

Account Number	Account Description	Cash/Check/Change	Charge	Other Pay Method	Total
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Counts/Totals From 11/1/2014 Through 11/30/2014

Cash Total :	\$577.45 +
Check Total :	\$6,607.00 +
Other Pay Total:	\$0.00 +
Change Total :	\$35.10 -
<hr/>	
Subtotal :	\$7,149.35
Charge Total :	\$0.00 +
<hr/>	
Grand Total :	\$7,149.35

Number of Cash Payments :	41
Number of Check Payments :	72
Number of Change Payments :	5
Number of Charge Payments :	0
Number of Other Payments :	0
<hr/>	
Number of Receipts :	106
Number of Voids :	2

Charge Information	
Open Item Information	
Number of Payments on Account :	0
Total Paid on Account :	\$0.00

NC Military Retirees Losing Tax Exemption

NC General Assembly Eliminates Benefit in HB 998

Raleigh, NC (July 23, 2013) – The NC General Assembly eliminated the tax exemption for military retirees who had the first \$4000 of their retirement income free from state tax in North Carolina making our state not so veteran friendly beginning this tax year. Retirees' income from military government pensions will now be subject to full dollar income taxation.

Certain retirees whose pensions and retirement income fall under the protection of the 20-year-old court settlement known as the Bailey Act remain exempt providing they do not re-characterize their Bailey pension income into another type of retirement plan subject to taxation. Discuss with your tax professional when filing your 2014 NC return as HB 998 should not affect your Bailey pension income. However, for those who have retired and enjoyed that first \$4000 of tax-exempt income will no longer reap the benefit in the upcoming tax year.

What may soften the blow are the increases in standard deductions, but some quick math will tell you that the increases will not be as lucrative as the first \$4000 fully exempted from taxation. Increases in the standard deduction-currently ranging from \$3,000 to \$6,000 will have a new range of \$7,500 to \$15,000:

- \$15,000 for married taxpayers filing jointly.
- \$12,000 for head-of-household filers.
- \$7,500 for single and married taxpayers filing separately.

While most military retirees in North Carolina will feel the pinch of the new tax changes, those in the private sector will share the pain, too. Last year private sector retirees had their first \$2000 of income exempted. Under HB 998 that relief will no longer be available.

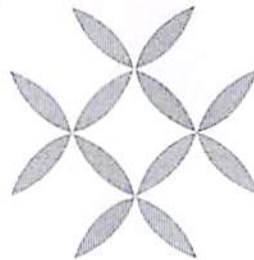
Also called the Tax Simplification and Reduction Act it remains unclear how simple our tax structure will become; or if the reduction will be in the number of military retirees considering residency in our state. Contact your local representative to offer your views and opinions.

BOARD OF COMMISSIONERS

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County Manager

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Clerk to the Board

JOHN S. MORRISON
County Attorney

December 9, 2014

Ms. Susan Wilson
Floodplain Management and Insurance Branch
FEMA Region IV
3003 Chamblee Tucker Road, Suite 270
Atlanta, GA 30341

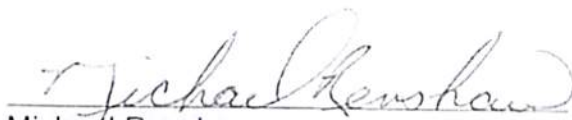
Dear Ms. Wilson:

It is the intention of Camden County to become a participant in the NFIP's Community Rating System (CRS). This letter is being written to request that your office provide us with a letter that indicates whether or not our community is currently compliant with the minimum requirements of the NFIP in order to apply for a CRS Classification.

We understand that the FEMA Regional Office or State NFIP Coordinator may need to visit our community if they have not been here recently, in order to determine our compliance with the minimum requirements of the NFIP. Once we have received this letter of compliance, it is our understanding that this letter will be part of our application submittal package and the date of our application must be within six months of the date of our compliance letter.

Your expedience in this matter is greatly appreciated. If you should have any questions or concerns, please feel free to contact (enter contact name and phone number here) at your convenience.

Respectfully yours,


Michael Renshaw
Camden County Manager

COPY

cc: Mandy Todd, ISO/CRS Specialist
Camden County Board of Commissioners

**Monthly Report
for
November 2014**

Ambulance Responses:	MTD 2014-2015	MTD 2013-2014	YTD 2014-2015	YTD 2013-2014	
Total Responses	855	826	4653	4476	
Camden County	55	62	275	339	
Blackwater	0	0	0	0	
Pasquotank County	633	611	3435	3310	
Albemarle Hospital	167	153	943	827	
Advanced Life Support	221	274	1322	1489	
Basic Life Support	441	406	2360	1952	
Treatment/No Tx	5	6	23	45	Emergency Transports
Patient Refusal	97	73	453	445	61
Cancelled Enroute	39	27	173	192	
Standby-Event	3	3	37	30	Non-Emergency Transports
Standby-Helo		0	0	1	
Standby-Fire	9	8	38	37	291
Mutual Aid		1	4	4	
Miscellaneous	40	28	243	281	
	855	826	4653	4476	

Accounts Receivable:	MTD		YTD	LYYTD
A/R Beginning Balance	\$ 1,721,726.02	+		
Patient Billings	\$ 340,258.20	+	\$ 1,938,729.00	\$ 1,729,357.40
Refunds	\$ 2,908.74	+	\$ 9,574.12	\$ 10,713.66
Patient Credits	\$ 203,789.32	-	\$ 1,113,161.13	\$ 986,807.26
Ins. Contract Adj.	\$ 106,309.28	-	\$ 543,515.82	\$ 467,218.96
Write Off's	\$ 88,289.79	-	\$ 275,993.96	\$ 96,128.57
Late PCR's	\$ -	+		
Adjustment	\$ 124.91	+		
A/R Ending Balance	<u>\$ 1,666,629.48</u>		LYMTD	
Deposits to Finance Office	\$ 147,784.96	+	\$ 89,324.09	
Recovery from Bad Debt	\$ 35.61	-		
Misc. Revenue	\$ 21.98	-		
A/R Payment to Finance	\$ 56,061.95	+		
Adjustment Added		+		
Adjustment Subtracted		-		
Total	<u>\$ 203,789.32</u>			

Notes:
MILEAGE

Pasquotank-Camden EMS FY2015 Projections

Month	FY 2015 Call Volume	2015 Collections	2015 Expenditures
July	941	\$238,534	\$421,817
August	895	\$191,657	\$256,535
September	902	\$227,575	\$270,424
October	1060	\$251,613	\$325,075
November	855	\$203,789	\$285,539
December			
January			
February			
March			
April			
May			
June			
Encumbrances			\$144,683
FY 2015 Actual Totals	4653	\$1,113,168	\$1,704,073
FY 2015 Projections	8385	\$2,299,200	\$3,742,834
<i>% of projections</i>	<i>55%</i>	<i>48%</i>	<i>46%</i>