Warren County Board of Commissioners
Budget Special Meeting
June 23, 2020

6:00 pm

Held in the
Warren County Armory Civic Center
501 US Hwy 158 Bus, East
Warrenton, NC 27589

AGENDA

1. Prayer & Pledge

2. Chairman or designee call Special Meeting to order

3. Clerk read notice of Budget Special Meeting

4. Consider Items from Finance Office – Katherine Brafford, Finance Director

   A. 1 - Adoption of Budget Amendment # 2 to Capital Project Ordinance for Warren County Water & Sewer District II, Wise I-85 Exit 233 Interchange Project and
      2 - Award Bid for Warren County Water & Sewer District II, Wise I-85 Exit 233 Interchange Project to HG Reynolds Company @ $291,831 and authorize County Manager to execute the contract upon review by County Attorney
   B. Adoption of Budget Amendment #18 to FY 2019-2020 Warren County Budget Ordinance
   C. Approval of FY 20-21 Pay Plan, Reclassification Requests and Position Description
   D. Adoption of FY 2020-2021 Fee Schedules for Environmental Health, Health Department and Home Health
   E. Adoption of FY 2020-2021 Warren County Budget Ordinance

5. Consider FY 2021-2026 Warren County Capital Improvement Plan (CIP);

6. Consider adoption of Resolution Reorganizing the Warren County Economic Development Commission (EDC) and revised Bylaws

7. Closed Session in accordance with NCGS §143-318.11(a)(6) for Discussion of Personnel Matters

8. Adjourn Special Meeting

Warren County Board of Commissioners
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Item # 1

Prayer & Pledge

Special Instructions

Due to COVID-19 restrictions, the public will be limited in attending the June 23rd Warren County Board of Commissioners special meeting. No more than 15 individuals will be admitted on a first come first serve basis. Face coverings will be required and social distancing will be observed. The meeting will be live streamed on Facebook Live, as well as YouTube. The agenda for the meeting is available on the County's web site at https://www.warrencountync.com/AgendaCenter

Facebook Live @WarrenCountyNCOfficial
YouTube at https://youtu.be/o00oGM-p-MY

footage will be made available after the live stream ends.

Warren County Board of Commissioners

Item # 2

Chairman or designee call Special Meeting to order

Warren County Board of Commissioners
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Item # 3

Clerk read notice of Special Meeting

NOTICE

Warren County Board of Commissioners
Budget Special Meeting

Notice is hereby given that the Warren County Board of Commissioners will hold a Special Meeting on Tuesday, June 23, 2020 at 6:00 pm in the Warren County Armory Civic Center, 501 US Hwy 158 Business, East, Warrenton, NC.

The purpose of this Special Meeting is to consider:

- **Adoption of FY 2020-2021 Warren County Budget Ordinance;**
- **Consider FY 2021-2026 Warren County Capital Improvement Plan (CIP);**
- **Adoption of FY 2020-2021 Fee Schedules for Environmental Health, Health Department and Home Health;**
- **Approve FY 2021 Pay Plan & Reclassification Request;**
- **Adoption of Budget Amendment #2 to Capital Project Ordinance for Warren County Water & Sewer District II, Wise I-85 Exit 233 Interchange Project and award bid to HG Reynolds for $291,831;**
- **Adoption of Budget Amendment #18 to FY 2019-2020 Warren County Budget Ordinance;**
- **Consider adoption of revised Economic Development Commission Bylaws; and**
- **Closed Session in accordance with NCGS §143-318.11(a)(6) for Discussion of Personnel Matters.**

All interested citizens are encouraged to attend this special meeting.

Tare Davis, Chairman
Warren County Board of Commissioners

Warren County Board of Commissioners
Budget Special Meeting
June 23, 2020

Item # 4~A~1

Adoption of Budget Amendment # 2
To Capital Project Ordinance
For Warren County Water & Sewer District II
Wise I~85 Exit 233 Interchange Project

CAPITAL PROJECT ORDINANCE

WARREN COUNTY WATER & SEWER DISTRICT NO. II
WISE I-85 EXIT 233 INTERCHANGE SEWER EXTENSION
(Amendment No. 2)

Section 3 of the above-referenced capital project ordinance shall be amended as follows:

Increase/(Decrease) in Revenues:

Transfer from District II Enterprise Fund	$ 7,036
Total	$ 7,036

Section 4 of the above-referenced project ordinance shall be amended as follows:

Increase/(Decrease) in Appropriations:

Inspection Services	$ -20,000
Design Fees	-2,620
Construction	61,831
Contingency	-32,175
Total	$ 7,036

This amendment adjusts the budget to the most recent cost estimates for this project.

Respectfully submitted 6/17/2020

Katherine C. Brafford

Katherine C. Brafford, Finance Director

Warren County Board of Commissioners
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***Item* # 4~A~2**
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Award Bid for Warren County Water & Sewer District II,
Wise I~85 Exit 233 Interchange Project to HG Reynolds Company
@ $291,831 and authorize County Manager to execute the contract
upon review by County Attorney

SUBJECT: Warren County
Wise Interchange Water & Sewer System Improvements
Rivers File 2017139 G

Dear Mr. Jones:

The subject project was advertised in The Warren Record, a newspaper of general circulation, for a period of thirty-four (34) days, and in the Greater Diversity News for a period of thirty-three (33) days prior to receipt of bids. Formal bids were received by 2:00 p.m. on June 2, 2020 in the Commissioners' Meeting Room of the Warren County Armory Civic Center.

A total of five (5) Contractors obtained a copy of the bid documents for preparation of a bid, and four (4) Contractors submitted a bid by the prescribed time. Because North Carolina General Statutes require that a minimum of three (3) bids be received in order to open formal bids, the bids received were publically opened and read aloud.

The bids received were as follows:

H. G. Reynolds Company, Inc.	$ 291,831.00
JSmith Civil, LLC	$ 353,331.00
Herring-Rivenbark, Inc.	$ 356,189.00
Jones & Smith Contractors, LLC	$ 414,971.00

A copy of the certified Bid Tabulation Sheet is attached. All bids submitted were found to be complete and responsive.

The Engineer's Construction Cost Estimate for this project was $284,795.00 including a 10% contingency. Therefore, the lowest responsive, responsible bid received from H. G. Reynolds Company, Inc. was $7,036.00 above the funds available for construction.

We therefore recommend that the Warren County Board of Commissioners tentatively award the Contract for construction of the subject project to the low bidder, H. G. Reynolds Company, Inc.,

P:\Muni\Warren Co - Wise Interchange Water & Sewer Impvt - 2017139\ADMIN\0-Bids\Bid Submittal\Recommend Wise 06-11-20.doc

107 E. Second Street, Greenville, NC 27858 • PO Box 929, Greenville, NC 27835 • Phone: 252-752-4135 • Fax: 252-752-3974
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Warren County Board of Commissioners
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Mr. Vincent Jones
June 11, 2020
Page 2

for the Contract amount of $291,831.00 contingent upon the commitment of the additional funds needed and concurrence by the County's legal counsel.

As always, we appreciate the opportunity to work with Warren County on this important project. Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

RIVERS & ASSOCIATES, INC.

Frederick L. Stowe, P.E.
Project Manager

Encl.
cc: Mr. Macon Robertson, Warren County Public Utilities, w/encl.
Ms. Marcie Byrd, Warren County Public Utilities, w/encl.
File, w/encl.

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RIVERS AND ASSOCIATES, INC.
BID TABULATION SHEET

CERTIFICATION

I CERTIFY THAT THIS IS A TRUE RECORD OF BIDS RECEIVED.

6/3/20

NORTH CAROLINA PROFESSIONAL SEAL 17695 ENGINEER FREDERICK L. STOWE

OWNER: Warren County
PROJECT: Wise Interchange Water & Sewer System Impr.
LOCATION: Warren County Armory Civic Ctr.
BID OPENED: Tuesday, June 2, 2020 @ 2:00 PM

CONTRACTOR	H.G. Reynolds Company, Inc.		JSmith Civil, LLC		Herring-Reynolds, Inc.		Jones and Smith Contractors, LLC	
ADDRESS	P.O. Box 209 Henderson, NC 27536		3733 N US Hwy 117 Goldsboro, NC 27530		P.O. Box 3425 Kinston, NC 28502		1588 NC 102 East Ayden, NC 28513	
UC#/BID BOND	14149 / 5%		77634 / 5%		3937 / 5%		68110 / 5%	
ITEM NO. QTY. UNIT DESCRIPTION	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost
Base Bid:								
1. 585 LF 8" DIP Gravity Sewer Line (0'-6')	$94.00	$55,084.00	$110.00	$64,450.00	$97.00	$56,842.00	$90.00	$52,740.00
2. 71 LF 8" DIP Gravity Sewer Line (6'-8')	$94.00	$6,674.00	$118.00	$8,378.00	$105.00	$7,455.00	$95.00	$6,745.00
3. 1,447 LF 8" Gravity Sewer Line (0'-6')	$55.00	$79,585.00	$65.00	$94,055.00	$55.00	$79,585.00	$52.00	$75,244.00
4. 314 LF 8" Gravity Sewer Line (6'-8')	$58.00	$18,212.00	$70.00	$21,980.00	$70.00	$21,980.00	$56.00	$17,584.00
5. 196 LF 8" Gravity Sewer Line (8'-10')	$61.00	$11,956.00	$78.00	$15,288.00	$87.00	$17,052.00	$63.00	$12,348.00
6. 5 LF 8" Gravity Sewer Line Stub-out w/Cap (6'-8')	$55.00	$275.00	$100.00	$500.00	$250.00	$1,250.00	$56.00	$280.00
7. 13 EA 4' Dia. Standard Manhole (0'-6')	$4,180.00	$54,340.00	$3,500.00	$45,500.00	$4,250.00	$55,250.00	$6,200.00	$80,600.00
8. 4 EA 4' Dia. Standard Manhole (6'-8')	$4,400.00	$17,600.00	$4,400.00	$17,600.00	$5,375.00	$21,500.00	$7,000.00	$28,000.00
9. 1 EA 4" Sewer Service (In Line)	$275.00	$275.00	$400.00	$400.00	$1,875.00	$1,875.00	$2,100.00	$2,100.00
10. 1 EA 4" Sewer Service (In Manhole)	$275.00	$275.00	$500.00	$500.00	$2,100.00	$2,100.00	$2,100.00	$2,100.00
11. 2 EA Sewer Cleanouts	$275.00	$550.00	$700.00	$1,400.00	$775.00	$1,550.00	$2,100.00	$4,200.00
12. 40 LF 4" Sewer Service Line	$55.00	$2,200.00	$48.00	$1,920.00	$20.00	$800.00	$60.00	$2,400.00
13. 50 LF 16" Steel Casing (Jack & Bore) - US Hwy 1	$242.00	$12,100.00	$525.00	$26,250.00	$350.00	$17,500.00	$825.00	$41,250.00
14. 400 LF Silt Fence	$3.00	$1,200.00	$6.00	$2,400.00	$5.00	$2,000.00	$8.00	$3,200.00
15. 20 EA Rock Silt Check Dam	$55.00	$1,100.00	$350.00	$7,000.00	$250.00	$5,000.00	$490.00	$9,800.00
16. 800 SY Matting for Erosion Control	$6.00	$4,800.00	$6.00	$4,800.00	$2.00	$1,600.00	$24.00	$19,200.00
17. 200 CY Rock Excavation	$28.00	$5,600.00	$100.00	$20,000.00	$175.00	$35,000.00	$110.00	$22,000.00
18. 675 TN ABC Stone Access Road Restoration	$28.00	$18,900.00	$28.00	$18,900.00	$40.00	$27,000.00	$50.00	$33,750.00
19. 20 CY Select Backfill	$11.00	$220.00	$50.00	$1,000.00	$5.00	$100.00	$31.00	$620.00
20. 10 TN Stabilization Stone	$38.50	$385.00	$50.00	$500.00	$25.00	$250.00	$31.00	$310.00
21. 1 LS Testing Allowance		$500.00		$500.00		$500.00		$500.00
TOTAL BASE BID		$291,831.00		$353,331.00		$356,189.00		$414,971.00
Proposed Subcontractors	Submitted		Submitted		Submitted		Submitted	
Proposed Suppliers	Submitted		Submitted		Submitted		Submitted	
Evidence of Authority	Submitted		Submitted		Submitted		Submitted	
Contractor's Lic. No.	Submitted		Submitted		Submitted		Submitted	
E-Verify	Submitted		Submitted		Submitted		Submitted	
Iran Divestment	Submitted		Submitted		Submitted		Submitted	
Total Value of Minority Business Contracting (MB-1)	$3,352.00		$0.00		$0.00		$10,000.00	
Listing of Good Faith Efforts (MB-2)	80 Points		115 Points		55 Points		55 Points	
Intent to Perform Contract with own Workforce (MB-3)	Not Submitted		Not Submitted		Not Submitted		Not Submitted	

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Warren County Board of Commissioners
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Item # 4-B
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Adoption of Budget Amendment #18
To FY 2019-2020 Warren County Budget Ordinance

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Kathy Brafford, Finance Director

DATE: June 18, 2020

RE: Recommendation for Approval of Budget Ordinance Amendment #18

Background

Budget Amendment #18 to the FY 2020 Budget Ordinance is being presented for approval. This amendment does the follow:

1) Increases appropriations in the Library budget by $3,748 to cover expenditures from an LSTA grant from the State Library that was awarded to the Library in March of this year.

2) Increases appropriations in the Deputy / Child Support budget to prevent potential overspending in the Gas & Vehicle Operating expense line item.

3) Decreases appropriations in the Detention Facility budget to cover the potential overspending in the Deputy / Child Support budget.

4) Decreases appropriations in the Fire Protection budget by $2,500 as a result of a revision to the FY 19-20 Contract for Fire Services between the County and Macon VFD, and the resulting reduction in funding. This revision was approved at the 8/28/19 BOCC meeting.

5) Increases appropriations in the Fire Protection budget by $47,500 for a loan agreement between the County and Afton Elberon VFD that was approved at the 3/9/2020 BOCC meeting. This loan is to be repaid by Afton Elberon VFD to the County.

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Adoption of Budget Amendment #18 to
FY 2019-2020 Warren County Budget Ordinance

6) Increases appropriations in the Emergency Services budget by $1,000 to cover expenditures for a NC Tier II Grant awarded by the NC Dept of Public Safety

7) Increases appropriations to the Fire Service District budgets to prevent overspending. This increases the property taxes and/or motor vehicle taxes estimated to be received and the corresponding payouts of these taxes to the individual Fire Service Districts.

8) Decreases appropriation in the District II Enterprise Fund Reserve line item budget by $7,036 and increases the Transfer to Fund 89 line item budget by that same amount. This transfer is to cover additional costs associated with the most recent cost estimates submitted for the Wise I-85 Exit 233 Interchange Project.

9) Increases appropriations for the expenditures of the Coronavirus Relief Funds awarded to the County by the State of NC from the COVID-19 Recovery Act (CARES Act).

Recommendation

I am recommending that the Board approve Budget Amendment #18 to the FY 2020 Budget Ordinance.

Warren County Board of Commissioners
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Item # 4-B (Page 3 of 5)

Adoption of Budget Amendment #18
To FY 2019-2020 Warren County Budget Ordinance

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2019/2020
Amendment No. 18

Section 1 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

Library	$	3,748
Deputy / Child Support		500
Detention Facility		(500)
Fire Protection		(2,500)
Fire Protection		47,500
Emergency Services		1,000
Total	**$**	**49,748**

Section 2 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Revenues:

Restricted Intergovernmental - Other	$	3,748
Restricted Intergovernmental - Other		1,000
Appropriated Fund Balance		45,000
Total	**$**	**49,748**

Section 4 of the Warren County Budget Ordinance, pertaining to the Fire Service Districts operations of the county, shall be amended as follows:

Increase / (Decrease) Appropriations:

Central Warren Property Tax	$	1,700
Ridgeway Property Tax		4,700
Roanoke Wildwood Property Tax		250
Littleton Property Tax		300
Long Bridge Property Tax		1,200
Drewry Property Tax		2,100
Arcola Property Tax		1,000
Inez Property Tax		400
Churchill MV Tax		500
Central Warren MV Tax		2,000
Macon MV Tax		500
Ridgeway MV Tax		400
Afton-Elberton MV Tax		500
Roanoke Wildwood MV Tax		100
Hawtree MV Tax		200
Longbridge MV Tax		100
Arcola MV Tax		200
Drewry MV Tax		200
Inez MV Tax		100
Total	**$**	**16,450**

Section 5 of the Warren County Budget Ordinance, pertaining to the Fire Service Districts operations of the County, shall be amended as follows:

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Adoption of Budget Amendment #18
To FY 2019-2020 Warren County Budget Ordinance

Increase/ (Decrease) Revenues:

Central Warren Property Tax	$	1,700
Ridgeway Property Tax		4,700
Roanoke Wildwood Property Tax		250
Littleton Property Tax		300
Long Bridge Property Tax		1,200
Drewry Property Tax		2,100
Arcola Property Tax		1,000
Inez Property Tax		400
Churchill MV Tax		500
Central Warren MV Tax		2,000
Macon MV Tax		500
Ridgeway MV Tax		400
Afton-Elberton MV Tax		500
Roanoke Wildwood MV Tax		100
Hawtree MV Tax		200
Longbridge MV Tax		100
Arcola MV Tax		200
Drewry MV Tax		200
Inez MV Tax		100
Total	**$**	**16,450**

Section 13 of the Warren County Budget Ordinance, pertaining to the District II Water System Enterprise Fund, shall be amended as follows:

Increase/(Decrease) Appropriations:

Reserve	$	(7,036)
Transfer to Other Funds - Fund 89		7,036
Total	**$**	**-**

Section 25 is a new addition to the Warren County Budget Ordinance. Fund 28 is being created as a Special Revenue Fund to account for revenues and expenditures for the CARES Act (CRF) Funding recently received by the County. This section accounts for the Expenditures / Appropriations.

Increase/(Decrease) Appropriations:

CARES Act Expenditures	$	571,030
Total	**$**	**571,030**

Section 26 is a new addition to the Warren County Budget Ordinance. This section accounts for the Revenues for Fund 28.

Increase/(Decrease) Revenues:

CARES Act Funding	$	571,030
Total	**$**	**571,030**

Warren County Board of Commissioners
Budget Special Meeting
June 23, 2020

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Adoption of Budget Amendment #18
To FY 2019-2020 Warren County Budget Ordinance

This amendment:

- **Increases appropriations in the Library budget by $3,748 to cover expenditures from an LSTA grant from the State Library that was awarded to the Library in March of this year.**

  Funding Source: State Library of NC

- **Increases appropriations in the Deputy / Child Support budget to prevent potential overspending in the Gas & Vehicle Operating expense line item.**

- **Decreases appropriations in the Detention Facility budget to cover the potential overspending in the Deputy / Child Support budget.**

- **Decreases appropriations in the Fire Protection budget by $2,500 as a result of a revision to the FY 19-20 Contract for Fire Services between the County and Macon VFD, and the resulting reduction in funding. This revision was approved at the 8/28/19 BOCC meeting.**

- **Increases appropriations in the Fire Protection budget by $47,500 for a loan agreement between the County and Afton Elberon VFD that was approved at the 3/9/2020 BOCC meeting. This loan is to be repaid by Afton Elberon VFD to the County.**

  Funding Source: Appropriated Fund Balance

- **Increases appropriations in the Emergency Services budget by $1,000 to cover expenditures for a NC Tier II Grant awarded by the NC Dept of Public Safety**

  Funding Source: NC Department of Public Safety

- **Increases appropriations to the Fire Service District budgets to prevent overspending**

  Funding Source: Fire Service District Property Taxes & Motor Vehicle Taxes

- **Decreases appropriation in the District II Enterprise Fund Reserve line item budget by $7,036 and increases the Transfer to Fund 89 line item budget by that same amount. This transfer is to cover additional costs associated with the most recent cost estimates submitted for the Wise I-85 Exit 233 Interchange Project.**

- **Increases appropriations for the expenditures of the Coronavirus Relief Funds awarded to the County by the State of NC from the COVID-19 Recovery Act (CARES Act).**

  Funding Source: State of NC

Respectfully Submitted 6/17/2020

Katherine C. Brafford

Katherine C. Brafford, Finance Director

Warren County Board of Commissioners
Budget Special Meeting
June 23, 2020

Item # 4~C

Approval of FY 20~21 Pay Plan, Reclassification Requests and Position Description

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TO: Warren County Board of Commissioners

From: Vincent Jones, County Manager

Date: June 19, 2020

Subject: Approval of FY 20-21 Pay Plan, Reclassification Requests and Position Description

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Background

Annually, the Board approves the County's Pay Plan (See attached). Additionally, with the budget request process and compensation study, we have identified a few positions that are recommended for reclassification. The positions are as follows:

Recreation – The Recreation Department is making improvements and the Recreation Coordinator (Grade 16) is assuming additional roles in the operation of the department. These duties include: managing the department's newly implemented online recreation registration and facilities reservation program; grants management; project management for recreation projects; and managing seasonal and part-time Recreation Department staff for maintenance and programs. The position will be reclassified to a new position of Recreation Programs Coordinator (Grade 20).

Senior Center – The Senior Center is reorganizing the department. Based on operations, the Nutrition Site Manager (Grade 15) will move from a full-time position to a part-time position. The Medicare Specialist (Grade 13) position will be reclassified to a full-time Social Worker II position (Grade 23). This position will combine the duties of the Medicare Specialist along with conducting assessments of seniors for services and case management of seniors receiving services.

Sheriff's Office - The Sheriff's Office has identified a salary compression issue impacting the Captain's position and command staff due to the proposed implementation of the compensation study and public safety retention needs. The current Captain's position will be reclassified as a Major and moved to the minimum for the new pay grade (Grade 30). The position is already included in the County's existing Pay Plan.

Warren County Board of Commissioners
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Item # 4-C

Adoption of FY21 Pay Plan and Classification Request

Recommendation

I am recommending that the Board of Commissioners approve the Warren County FY 21 Pay Plans, reclassification requests for the following positions and the position description for the Recreation Program Coordinator:

Dept.	Current Position	New Position Title	Current Salary	Proposed Salary	Diff
Recreation	Recreation Coordinator Grade 16	Recreation Program Coordinator Grade 20	$28,000	$31,915	$3,915
Senior Center	Nutrition Site Manager Grade 15	Part-time Nutrition Site Manager Grade 15	$32,208	$12,755	($19,453)
Senior Center	Part-time Medicare Specialist Grade 13	Social Worker II Grade 23	$12,755	$36,945	$24,190
Sheriff's Office	Captain Grade 26	Major Grade 30	$48,885	$52, 153	$3,268
			FY 21 Budget Impact		$11,920

Warren County Board of Commissioners
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Adoption of FY21 Pay Plan and Classification Request

Warren County
Job Classification Schedule
1950 Hours
Effective July 1, 2020

Grade	Salary Range Minimum	Midpoint	Maximum	
1	12,630	16,419	20,208	
2	13,261	17,240	21,218	
3	13,924	18,102	22,279	
4	14,621	19,007	23,393	
5	15,352	19,957	24,563	
6	16,119	20,955	25,791	
7	16,925	22,002	27,080	
8	17,771	23,103	28,435	
9	18,660	24,258	29,856	
10	19,593	25,471	31,349	Human Resources Aide*
11	20,572	26,744	32,916	Animal Shelter Attendant General Utility Worker*
12	21,602	28,082	34,562	4-H W.A.Y. Program Support Specialist Community Health Assistant* Office Assistant III* Processing Assistant III*
13	22,682	29,486	36,291	Medicare Specialist
14	23,816	30,960	38,105	Accounting Clerk IV* Administrative Assistant I Animal Shelter Technician Community Health Technician* Deputy Register of Deeds Deputy Tax Assessor Deputy Tax Collector Elections Technician Library Clerk Office Assistant IV* Processing Assistant IV* Program Assistant IV* Weighmaster
15	25,006	32,508	40,010	Accounting Technician Administrative Assistant II Buildings & Grounds Maintenance Worker I Foreign Language Interpreter* Income Maintenance Caseworker Trainee* Library Assistant Nutrition Site Manager Recreation Maintenance Specialist Utility Service Technician

Warren County Board of Commissioners
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Adoption of FY21 Pay Plan and Classification Request

Grade	Salary Range Minimum	Midpoint	Maximum	Job Title
16	26,257	34,133	42,011	4-H W.A.Y. Program Assistant Animal Control Officer Computer Support Technician I Income Maintenance Caseworker I* Recreation Assistant Recreation Coordinator Senior Administrative Assistant Senior Center Activity Coordinator
17	27,570	35,840	44,111	Accounting Specialist Solid Waste Operator
18	28,948	37,632	46,316	Buildings and Grounds Maintenance Worker II Chore Services Supervisor II* Delinquent Tax Specialist Human Resources Technician Income Maintenance Caseworker II* Income Maintenance Investigator I* Library Technical Assistant Licensed Practical Nurse II* Public Health Educator I* Tax Mapper/Exemption Specialist Utilities Crew Leader Utilities Customer Service Coordinator
19	30,395	39,514	48,633	Buildings and Grounds Maintenance Supervisor Deputy Elections Director Medical Laboratory Technician II* Nutritionist I* Social Worker I*
20	31,915	41,490	51,064	Income Maintenance Caseworker III* Recreation Program Coordinator Solid Waste Supervisor
21	33,511	43,564	53,617	4-H W.A.Y. Program Coordinator Code Enforcement Officer Executive Assistant/Deputy Clerk to the Board Tax Collection Specialist
22	35,186	45,742	56,298	Administrative Officer I* Assistant Fire Marshal/Code Enforcement Officer Economic Development Coordinator Income Maintenance Supervisor II* Nutritionist II*

Warren County Board of Commissioners
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June 23, 2020

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Adoption of FY21 Pay Plan and Classification Request

Grade	Salary Range			Job Title
	Minimum	Midpoint	Maximum	
23	36,945	48,030	59,113	Child Support Agent II* Clerk to the Board Computer Systems Administrator I* Day Care Services Coordinator I* Environmental Health Specialist Trainee* Social Work Supervisor I* Social Worker II* Tax Collection Supervisor Utilities Superintendent/ORC
24	38,793	50,431	62,069	Environmental Health Specialist* GIS Technician Public Health Nurse I* Technology Support Specialist
25	40,733	52,952	65,172	Administrative Officer II* Animal Control Director Buildings and Grounds Maintenance Director Child Support Supervisor I* Deputy Finance Director Elections Director Emergency Services Division Chief Senior Center Director Social Worker III* Veterans Administrator
26	42,770	55,600	68,431	Code Enforcement Administrator Public Health Educator III* Public Health Nurse II* Social Work Supervisor II* Social Worker Investigation/Assessment & Treatment*
27	44,908	58,380	71,852	Environmental Health Supervisor I* Information Technology Administrator Parks and Recreation Director Public Health Nurse III* Register of Deeds
28	47,153	61,299	75,445	Assistant Tax Administrator Assistant Public Utilities Director Public Health Nurse Supervisor I* Senior Assistant to the County Manager
29	49,511	64,364	79,217	Economic Development Director Emergency Services Director/Fire Marshal Human Resources Manager Planning/Zoning Administrator Social Work Supervisor III*
30	51,986	67,582	83,178	Library Director Public Health Nurse Supervisor II* Public Works Director

Warren County Board of Commissioners
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Adoption of FY21 Pay Plan and Classification Request

Grade	Salary Range			Job Title
	Minimum	Midpoint	Maximum	
31	54,585	70,961	87,336	Public Health Nurse Director I*
32	57,315	74,509	91,704	Deputy Director of Social Services* Finance Director Tax Administrator
33	60,181	78,235	96,289	Public Utilities Director
34	63,190	82,147	101,103	
35	66,349	86,253	106,159	Assistant County Manager Director of Social Services* Local Health Director*
36	69,666	90,567	111,467	County Attorney
37	73,149	95,095	117,040	County Manager

Warren County Board of Commissioners
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Adoption of FY21 Pay Plan and Classification Request

RECREATION PROGRAM COORDINATOR

GENERAL DEFINITION OF WORK:
Performs intermediate technical work assisting the Parks and Recreation Director with planning, coordinating and directing a variety of recreation programs; does related work as required. Work is performed under regular supervision. Supervision is exercised over seasonal program staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:
Assisting with planning, managing and directing recreation programs; supervising, scheduling staff and programs and special events; maintaining records and files; preparing reports.
(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinates a variety of recreation programs and special events.
- Manages online recreation programs registration and facility rental programs
- Oversees and assists with the maintenance of recreation facilities, grounds and game fields.
- Oversees and schedules staff.
- Prepares work schedule; orders necessary equipment and supplies.
- Enforces department rules and regulations.
- Researches, plans and sets-up programs; conducts surveys and evaluates effectiveness of programs.
- Markets programs; prepares fliers and media releases; delivers fliers to businesses and other outlets.
- Prepares calendar of events.
- Performs a variety of office assistance tasks; answers telephone; files; collects fees; reconciles accounts.
- Participates in grants management and departmental budget management
- Project management
- Assist customers; provides information; answers complaints.
- Attends department staff meetings and program workshops.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:
General knowledge of the equipment and techniques necessary to successfully conduct recreation programs; general knowledge of the methods involved in organizing, conducting, promoting, and supervising recreation activities; general knowledge of first aid methods and necessary safety precautions to be used in recreation work; ability to establish and maintain effective working relationships with associates, officials and the general public; ability to express ideas clearly both orally and in writing.

EDUCATION AND EXPERIENCE:
Any combination of education and experience equivalent to graduation from an accredited community college with major course work in recreation, physical education, or related field and moderate experience in one or more of the major fields of organized recreation programs.

PHYSICAL REQUIREMENTS:
This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme heat, and noise.

SPECIAL REQUIREMENTS:
Possession of an appropriate driver's license valid in the State of North Carolina. Playground Safety Inspector certification within one year of employment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Warren County Board of Commissioners
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Adoption of FY 2020-2021 Fee Schedules:

Environmental Health
Health Department
&
Home Health

HOME HEALTH FEES FOR 2020-2021	Proposed
SKILLED NURSING	$175.00
PHYSICAL THERAPY	$215.00
HOME HEALTH AIDE	$60.00
OCCUPATIONAL THERAPY	$175.00
MEDICAL SOCIAL WORKER	$175.00

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Adoption of FY 2020~2021 Environmental Health Fees

ENVIRONMENTAL HEALTH FEES
2020-2021

	GRAVITY	PUMP
SEPTIC PERMIT		
New Improvement Permit -up to 480 gpd (up to 4 bedroom house)	$300.00	$350.00
481 - 1500gpd	$400.00	$500.00
1501 -2999 gpd		$600.00
3000 + gpd		$700.00
Upgrade Permit	$200.00	
Certificate of Compliance	$ 75.00	
Repair Permit	$ 25.00	
Revision of Septic Permit		
No change in system location	$ 50.00	
Change in system location -(Cost of New Permit)	$300.00	$350.00
Extra Trip Charge to Lot	$ 50.00	
WELL PERMIT		
Well Permit	$300.00	
Revised Well Permit	$ 50.00	
WATER SAMPLE		
Full Well Panel	$150.00	
Bacteriological	$ 75.00	
Bacteriological Resample 1st	$ 50.00	
Bacteriological Resample 2nd	$ 75.00	
Inorganic	$ 100.00	
Organic	$ 80.00	
Pesticide/Petroleum	$100.00	
Metals Panel	$ 75.00	
SWIMMING POOL PERMIT		
Annual Pool Permit - Wade & Pool	$200.00	
Plan Review for New Swimming Pool	$400.00	
TATTOOS PERMIT	$200.00	
Temporary Permit	$100.00	
FOOD ESTABLISHMENT		
Food Establishment Plan Review	$200.00	

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Adoption of FY 2020~2021
Health Department Fees

Service Type	CPT	Proposed for 20-21 FY
NEXPLANON PLACEMENT	11981	$109.00
NEXPLANON REMOVAL	11982	$125.00
Nexplanon Removal/Placement	11983	$193.00
ROUTINE VENIPUNCTURE	36415	$16.00
INSERT INTRAUTERINE DEVI	58300	$65.00
REMOVE INTRAUTERINE DEV	58301	$80.00
FETAL NON-STRESS TEST	59025	$50.00
ANTEPARTUM CARE ONLY 3-	59425	$360.00
ANTEPARTUM CARE ONLY 7+	59426	$641.00
POSTPARTUM CARE	59430	$116.00
ULTRASOUND LIMITED	76815	$79.00
ULTRASOUND TRANSVAGINA	76817	$88.00
URINALYSIS NONAUTO W/O S	81002	$12.00
URINE PREGNANCY TEST	81025	$15.00
AMINES, VAGINAL FLUID QUA	82120	$7.00
HEMOCULT	82272	$10.00
ASSAY, BLD/SERUM CHOLES	82465QW	$20.00
ASSAY, GLUCOSE, BLOOD QU	82947QW	$20.00
GLUCOSE TEST	82950QW	$25.00
GLUCOSE TOLERANCE TEST	82951QW	$25.00
GLUCOSE BLOOD TEST	82962	$10.00
HEMOGLOBIN	85018QW	$12.00
TB INTRADERMAL TEST	86580	$25.00
CULTURE SCREEN ONLY GC	87081	$31.00
SMEAR, GRAM STAIN	87205	$20.00
SMEAR, WET MOUNT, SALINE	87210	$20.00
HPV, DNA, AMP PROBE	87621	$45.00
Influenza A	87804QW	$17.00
INFLUENZA B	87804QW-59	$17.00
STREP A ASSAY W/OPTIC	87880QW	$30.00
CYTOPATH, C/V, THIN LAYER	88142	$29.00
IMMUNIZATION ADMIN	90471	$23.00
IMMUNIZATION ADMIN, EACH	90472	$24.00
IMMUNE ADMIN ORAL/NASAL	90473	$20.00
IMMUNE ADMIN ORAL/NASAL	90474	$24.00
HEP A VACCINE, ADULT IM	90632	$75.00
HUMAN PAPILLOMA VIRUS VA	90649	$170.00
GUARDSIL	90651	$237.00
Influenza Virus VAC Quad L	90672	$25.00
Influenza 6-35 months vaccine	90685	$22.00
Influenza 3+years vaccine	90686	$22.00
MMR VACCINE, SC	90707	$80.00
TDAP VACCINE >7 IM	90715	$45.00
HEP B BIRTH-18	90744	$27.00
HEP B VACCINE, ADULT, IM	90746	$64.00
PURE TONE HEARING TEST,	92551	$15.00
EVOKED AUDITORY TEST	92587	$35.00
AIRWAY INHALATION TREAT	94640	$30.00
MEASURE BLOOD OXYGEN L	94760	$8.00
DEVELOPMENTAL TEST, LIM	96110	$35.00
Social-Emotional Screen	96127	$35.00
Health Risk Assessment	96150	$10.00

HEADSS	96160	$30.00	
PHQ9	96161	$30.00	
THER/PROPH/DIAG INJ, SC/IM	96372	$25.00	
VISUAL ACUITY SCREEN	99173	$20.00	
OFFICE/OUTPATIENT VISIT, N	99201	$68.00	
OFFICE/OUTPATIENT VISIT, N	99202	$101.00	
OFFICE/OUTPATIENT VISIT, N	99203	$142.00	
OFFICE/OUTPATIENT VISIT, N	99204	$209.00	
OFFICE/OUTPATIENT VISIT, N	99205	$263.00	
OFFICE/OUTPATIENT VISIT, E	99211	$38.00	
OFFICE/OUTPATIENT VISIT, E	99212	$61.00	
OFFICE/OUTPATIENT VISIT, E	99213	$85.00	
OFFICE/OUTPATIENT VISIT, E	99214	$132.00	
ov estab. pt, severe. phys time a	99215	$196.00	
INIT PM E/M, NEW PAT, INF	99381	$97.00	
INIT PM E/M, NEW PAT 1-4 YR	99382	$97.00	
PREV VISIT, NEW, AGE 5-11	99383FP	$165.00	
PREV VISIT, NEW, AGE 5-11	99383EP	$97.00	
PREV VISIT, NEW, AGE 12-17	99384FP	$181.00	
PREV VISIT, NEW AGE 12-17	99384EP	$97.00	
PREV VISIT, NEW, AGE 18-39	99385FP	$179.00	
PREV VISIT, NEW, AGE 18-39	99385EP	$97.00	
PREV VISIT, NEW, AGE 40-64	99386	$213.00	
INIT PM E/M, NEW PAT 65+ YR	99387	$231.00	
PER PM REEVAL, EST PAT, IN	99391	$97.00	
PREV VISIT, EST, AGE 1-4	99392	$97.00	
PREV VISIT, EST, AGE 5-11	99393FP	$157.00	
PREV VISIT, EST, AGE 5-11	99393EP	$97.00	
PREV VISIT, EST, AGE 12-17	99394FP	$157.00	
PREV VISIT, EST, AGE 12-17	99394EP	$97.00	
PREV VISIT, EST, AGE 18-39	99395FP	$157.00	
PREV VISIT, EST, AGE 18-39	99395EP	$97.00	
PREV VISIT, EST, AGE 40-64	99396	$170.00	
PER PM REEVAL EST PAT 65+	99397	$189.00	
Tobacco Counseling <10 min	99406	$14.00	
Tobacco Counseling >10 min	99407	$26.00	
POSTNATAL HOME VISIT	99501	$62.00	
NEWBORN HOME VISIT	99502	$65.00	
ORL EVAL PT<3 YR CNSL PRI	D0145	$40.00	
TOP FLUORIDE, TX APPL MO	D1206	$16.00	
Admin Influenza Virus Vac	G0008		
DEPO PROVERA	J1050	$1.48	
INJ RHO D IG HUMN FULL DO	J2790	$140.00	
MIRENA	J7298	$252.00	depends on NDC #
PARAGARD	J7300	$248.00	
NEXPLANON	J7307	$264.00	
EXERSTYLE	LU016	$0.00	
Copy of Medical Records	LU018		
CD VISIT REPORT ONLY	LU242	$0.00	
PREGNANCY RISK ASSESSM	S0280	$50.00	
POSTPARTUM INCENTIVE	S0281	$150.00	
BIRTH CONTROL PILLS	S4493	$10.00	
RN SERVICES	T1002	$25.00	

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Adoption of FY 2020~2021
Warren County Budget Ordinance

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Kathy Brafford, Finance Director
DATE: June 23, 2020
RE: Additional Information Pertaining to FY 2021 Budget Ordinance

Attached are two spreadsheets detailing changes which were made after the initial presentation to you of the Recommended Budget for FY 2021. These changes are a combination of recommendations from the Board and additional items that were either furnished to us subsequent to the initial recommendation – or which we came across upon further review of the Recommended Budget. These additional items include increased grant revenue notifications from the NC Department of Public Health, approved JCPC funding plans from the NC Department of Public Safety, insurance renewal confirmations from the NC Association of County Commissioners, and miscellaneous corrections and adjustments.

I am hoping that this explains the changes you see in the revised recommended FY 2021 Budget Ordinance.

Adjustments to be made to General Fund Recommended Budget (6-20-2020)

Expenditures					Revised 6-20-2020
HR	10-4121-519907	Compensation Study	(7,500)	(7,500)	Reduce per County Manager
HR	10-4121-549913	Pay Study Funding	26,820	19,320	Sheriff's deputies & reclassifications
Finance	10-4130-535100	Maintenance	(11,000)	8,320	Remove carpet cleaning
IT	10-4210-558017	Telephone System	52,000	60,320	Add per County Manager
Debt Service	10-9100-575000	Vehicle/Equip Lease Payments	(9,924)	50,396	Recode portion attributable to Public Utilities
Debt Service	10-9100-575100	Trustee Fee	200	50,596	Increase in Fee by Regions Bank (Trustee)
Contingency	10-9910-991000	Contingency	(8,845)	41,751	Reduction
		Total Increase to Expenditures	41,751		
Revenues					
Ad Valorem Taxes	100100-411022	Interest on Delinquent Taxes	20,000		Increase based on historical collections
Ad Valorem Taxes	100100-411025	Interest on Motor Vehicle Taxes	175		Increase based on historical collections
FB Appropriations	100900-499100	FB Appropriation - General Fund	21,576		Addition funding needed
		Total Increase to Revenues	41,751		
		Revenues less Expenditures	-		

FB Appropriations	100900-499100	GF Fund Balance Appropriation	1,033,342	
		Sales Tax Reserved for School Cap	350,000	*
		GF Fund Balance Appropriation - Other	683,342	*
		Proposed Addition	21,576	
		Revised GF Fund Balance Approp - Other	704,918	
	100900-499103	Health FB Appropriation	400,000	*
		Total GF Fund Balance Appropriation	1,454,918	

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Adoption of FY 2020-2021
Warren County Budget Ordinance

Adjustments to be made to General Fund Recommended Budget (5-27-2020)

Expenditures — Revised 5-27-2020

HR	10-4121-549900	Miscellaneous	(262,121)	(262,121)	recode to separate line items
HR	10-4121-549911	Interns	15,000	(247,121)	new line item
HR	10-4121-549912	Projected Health Ins Increase	12,350	(234,771)	new line item
HR	10-4121-549913	Pay Class Study Funding	234,771	-	new line item
HR	10-4121-549912	Projected Health Ins Increase	135,850	135,850	correction
Misc Appropriations	10-4199-549900	Miscellaneous	(175,000)	(39,150)	recode to separate line items
Misc Appropriations	10-4199-549913	Broadband Project	175,000	135,850	new line item
Coop Extension	10-4950-512000	Salaries	(749)	135,101	Revise salary & benefit line items
Coop Extension	10-4950-512001	Salaries Part/time	1,165	136,266	Revise salary & benefit line items
Coop Extension	10-4950-518100	FICA	28	136,294	Revise salary & benefit line items
Coop Extension	10-4950-518200	Retirement	(10,768)	125,526	Revise salary & benefit line items
Coop Extension	10-4950-518300	Hospitalization	(12,461)	113,065	Revise salary & benefit line items
Coop Extension	10-4950-518950	New Requests (Sal & Bfts)	(17,332)	95,733	per Crystal - table request for increasing P-T 4-H Way position to F-T until FY 2022
Health Dept	10-5100-523010	Educational Supplies	1,500	97,233	Increase to Health Dept grant revenues
Health Dept	10-5100-523802	Pharmaaceuticals	8,050	105,283	Increase to Health Dept grant revenues
Health Dept	10-5100-526000	Office Supplies	2,529	107,812	Increase to Health Dept grant revenues
Health Dept	10-5100-526133	Non Cap Computer Equipment	1,691	109,503	Increase to Health Dept grant revenues
Health Dept	10-5100-529905	NonBillable	3,049	112,552	Increase to Health Dept grant revenues
Health Dept	10-5100-531102	Travel	6,700	119,252	Increase to Health Dept grant revenues
Health Dept	10-5100-532109	Cell phone	537	119,789	Increase to Health Dept grant revenues
Health Dept	10-5100-532500	Postage	350	120,139	Increase to Health Dept grant revenues
Health Dept	10-5100-539100	Advertising	5,636	125,775	Increase to Health Dept grant revenues
JCPC Administration	10-5202-526300	Supplies & Materials	(38)	125,737	Reduction due to JCPC approved funding plan
JCPC Administration	10-5202-526400	Food & Provisions	(400)	125,337	Reduction due to JCPC approved funding plan
JCPC Administration	10-5202-531102	Travel Expense	(300)	125,037	Reduction due to JCPC approved funding plan
JCPC Administration	10-5202-539100	Advertising	(400)	124,637	Reduction due to JCPC approved funding plan
Boys and Girls Club	10-5216-563001	Program Expenditures	(6,705)	117,932	Reduction due to JCPC approved funding plan
Senior Center	10-5580-512000	Salaries	100	118,032	Correction
Finance	10-4130-532500	Postage	1,500	119,532	Increase postage in Finance for mailing checks - so that do not have to allocate to departments every quarter.
Health Dept	10-5100-526100	Non-Capital Equipment	8,494	128,026	Add back non-capital equipment that is grant funded

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Adoption of FY 2020-2021
Warren County Budget Ordinance

Sheriff's Dept	10-4310-526100	Non-Capital Equipment	34,664	162,690	This amount was removed when vehicles were removed from the budget. When vehicles were added back - failed to add back this line item for equipment to outfit new vehicles (plus $10,000 for general repairs & breakdowns of vehicles).
Debt Service	10-9100-575000	Vehicle/Equip Lease Payments	223,239	385,929	Lease purchase payments from FY 2020 borrowing (to be approved at 6/1/20 BOCC meeting
Insurance & Fringes	10-9600-545001	Workers Comp Insurance	255	386,184	Adjust to Renewal Estimate from NCACC
Insurance & Fringes	10-9600-545100	General Liability Insurance	9,250	395,434	Adjust to Renewal Estimate from NCACC
		Total Increase to Expenditures	395,434		
Revenues					
Restricted Intergov Revenues (Health)	100210-451010	State Health Grants	129,709		Increase in State Health Grants (Sharon B)

Adjustments to be made to General Fund Recommended Budget (5-27-2020)

Restricted Intergov Revenues (JCPC)	100220-452004	DPS - YSB	9,001		Increase due to JCPC approved funding plan
Restricted Intergov Revenues (JCPC)	100220-452006	DPS - JCPC	(1,338)		Reduction due to JCPC approved funding plan
Restricted Intergov Revenues (JCPC)	100220-452016	DPS - Boys & Girls Club	(10,234)		Reduction due to JCPC approved funding plan
Restricted Intergov Revenues	100220-438003	Animal Welfare Grant	(2,749)		Funds were budgeted for grant received in FY 2019 - should not have been
FB Appropriations	100900-499100	Fund Balance Appropriated	96,045		Balance the changes to the GF Budget
FB Appropriations	100900-499103	Health FB Appropriated	175,000		Balance to Health Dept Escrow SS per Sharon
		Total Increase to Revenues	395,434		
		Revenues less Expenditures	-		

FB Appropriations	100900-499100	GF Fund Balance Appropriation	937,297	
		Sales Tax Reserved for School Cap	350,000	*
		GF Fund Balance Appropriation - Other	587,297	
		Proposed Addition	96,045	
		Revised GF Fund Balance Approp - Other	683,342	*
	100900-499103	Health FB Appropriation	225,000	
		Proposed Addition	175,000	
		Revised Health FB Appropriation	400,000	*
		Total GF Fund Balance Appropriation	1,433,342	

Warren County Board of Commissioners
Budget Special Meeting
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Item # 4-E (4 of 13)

Adoption of FY 2020-2021

WARREN COUNTY BUDGET ORDINANCE
FISCAL YEAR 2020-2021

BE IT ORDAINED BY THE Board of County Commissioners of Warren County, North Carolina:

SECTION 1. APPROPRIATIONS: The following amounts are hereby appropriated in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

ITEM	$AMOUNT
County Commissioners	$ 143,604
County Manager	320,233
Human Resources	609,758
Fleet Service	25,349
Finance Office	585,852
Tax Administration	707,243
County Attorney	143,466
Court Facilities	54,778
Board of Elections	362,790
Register of Deeds	255,943
Miscellaneous Appropriations	238,401
Information Technology	251,075
Buildings, Grounds & Maintenance	759,888
Sheriff's Office	2,619,307
Child Support Enforcement	53,569
Central Communications	820,818
Detention Facility	1,483,329
Emergency Services	292,231
Fire Protection	594,700
Code Enforcement	225,717
Medical Examiner	10,000
Emergency Medical Services	3,010,577
Halifax County EMS	109,188
Animal Control	321,438
KARTS Transportation	45,819
Lake Gaston Weed Control	116,000
Forestry Program	126,067
Planning	222,495
Economic Development Commission	200,590
Kerr Tar HUB	36,000
Cooperative Extension Service	463,631
Buck Spring Camp Development	14,250
Cooperative Ext 4-H Program	27,000
Soil Conservation	197,070

Warren County Board of Commissioners
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Adoption of FY 2020-2021
Warren County Budget Ordinance

Health Department	**3,304,308**
Area Mental Health	**60,100**
Juvenile Crime Prevention Council	**5,262**
Boys & Girls Club	**32,115**
DSS Administration	**4,110,513**
DSS Public Assistance	**397,732**
DSS Local Funds	**7,800**
DSS Child Support	**468,146**
Rural Operating Assistance Program	**145,464**
Senior Center	**492,355**
Veteran's Service Office	**115,873**
Warren County Public Schools	**5,433,331**
VGCC Satellite Campus	**231,625**
Libraries	**490,296**
Recreation Program	**431,064**
Armory	**43,250**
Debt Services	**1,841,673**
Insurance & Fringes	**373,005**
Transfer to Other Funds	**50,000**
Contingency	**40,000**
TOTAL GENERAL FUND APPROPRIATIONS	**$33,522,088**

SECTION 2. REVENUES: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

ITEM	**$AMOUNT**
Ad Valorem Taxes	**$ 20,381,862**
Sales Taxes	**3,468,000**
Other Taxes & Licenses	**100,000**
Unrestricted – Intergovernmental	**216,800**
Restricted Intergovernmental – Health	**639,440**
Restricted Intergovernmental – DSS	**237,940**
Restricted Intergovernmental – DSS 1571	**2,687,087**
Restricted Intergovernmental – Other	**938,947**
Permits and Fees	**361,400**
Sales and Services	**1,731,260**
Investment Earnings	**185,000**
Miscellaneous Revenue	**442,521**

Warren County Board of Commissioners
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Item # 4-E (6 of 13)

Adoption of FY 2020-2021
Warren County Budget Ordinance

Transfers from Other Funds	**676,913**
Fund Balance Appropriated (Health Department Escrow)	**400,000**
Fund Balance Appropriated (General Fund – Schools)	**350,000**
Fund Balance Appropriated (General Fund – Other)	**704,918**
TOTAL GENERAL FUND REVENUES	**$33,522,088**

SECTION 3. There is hereby levied a tax rate of $.81 per one hundred dollars valuation of property listed for taxes as of January 1, 2020 for the purpose of raising the revenue listed as "ad valorem taxes" in the General Fund of this ordinance.

This rate is based upon an estimated total valuation of property for the purposes of taxation of $2,549,150,108 and an estimated collection rate of 96.57% on real and personal property and a collection rate of 98.94% on registered motor vehicles. The estimated rates of collection are based on fiscal year 2018-19 collection rates, adjusted downward by .5% and 1%, respectively, due to the uncertainty of the economic impact of the current pandemic.

SECTION 4. EXPENDITURES: There is appropriated to the fourteen (14) Fire Service Districts, in the amounts listed below proceeds of the service district tax for use by the Fire Service Districts in such a manner and for such expenditures as are permitted by law from the proceeds of these taxes. In the event the actual proceeds from the tax levies exceed or fall short of the appropriated amounts, the actual net proceeds from the taxes shall constitute the appropriation from the tax levy.

Fire Department	Fire Tax Property	Fire Tax Motor Vehicle	Total
Afton Elberon	$ 81,241	$ 13,823	$ 95,064
Arcola	39,261	5,800	45,061
Central Warren	143,466	19,038	162,504
Churchill Five Forks	165,292	4,543	169,835
Drewry	68,143	5,705	73,848
Hawtree	49,698	7,237	56,935
Inez	21,010	2,363	23,373
Littleton	59,481	3,318	62,799
Long Bridge	92,282	2,591	94,873
Macon	32,760	3,442	36,202
Ridgeway	37,347	3,681	41,028
Roanoke Wildwood	144,089	2,582	146,671
Smith Creek	70,049	9,482	79,531
Soul City	26,599	3,183	29,782
TOTALS	$ 1,030,718	$ 86,788	$ 1,117,506

Warren County Board of Commissioners
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Adoption of FY 2020-2021
Warren County Budget Ordinance

SECTION 5. REVENUES: There is hereby levied a tax at the rates shown below, per one hundred dollars ($100.00) valuation of property listed for taxes as of January 1, 2020, located within the listed special fire districts for generating revenue for said special districts. These rates of tax are based on a 96.06% average collection rate. Estimated total valuation of property for each special fire district for the purpose of taxation are as follows:

Fire Department Valuation and Tax Rate FY 21

Fire Department	Estimated Tax Base Property Tax	Estimated Tax Base Motor Vehicles	Tax Rate FY 21
Afton Elberon	$ 103,214,386	18,352,503	0.0800
Arcola	74,719,561	11,630,446	0.0530
Central Warren	146,930,312	20,423,274	0.0990
Churchill Five Forks	364,734,088	10,209,017	0.0450
Drewry	95,471,313	8,490,950	0.0700
Hawtree	52,836,858	7,883,970	0.0950
Inez	52,712,458	6,223,861	0.0400
Littleton	144,915,480	8,250,362	0.0410
Long Bridge	366,268,748	10,568,225	0.0250
Macon	65,823,373	7,248,193	0.0500
Ridgeway	62,632,136	6,522,378	0.0600
Roanoke Wildwood	576,600,132	10,476,011	0.0250
Smith Creek	71,427,270	9,880,594	0.1000
Soul City	43,971,930	5,510,894	0.0600
TOTALS	$ 2,222,258,045	$ 141,670,678	

It is estimated that the following revenues will be available in the Fire Service District Special Reserve Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

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Fire Department	Req. Rev Current	Motor Vehicle Tax	Req. Rev Delinquent	Total Revenue
Afton Elberon	$ 77,741	13,823	$ 3,500	$ 95,064
Arcola	37,261	5,800	2,000	45,061
Central Warren	136,966	19,038	6,500	162,504
Churchill Five Forks	162,292	4,543	3,000	169,835
Drewry	64,143	5,705	4,000	73,848
Hawtree	48,498	7,237	1,200	56,935
Inez	20,010	2,363	1,000	23,373
Littleton	58,281	3,318	1,200	62,799
Long Bridge	89,782	2,591	2,500	94,873
Macon	31,260	3,442	1,500	36,202
Ridgeway	35,347	3,681	2,000	41,028
Roanoke Wildwood	142,089	2,582	2,000	146,671
Smith Creek	68,549	9,482	1,500	79,531
Soul City	25,399	3,183	1,200	29,782
TOTALS	$ 997,618	$86,788	$ 33,100	$ 1,117,506

SECTION 6. EXPENDITURES: There is appropriated to the Solid Waste Enterprise Fund for the operation of the County's comprehensive solid waste program for fiscal year beginning July 1, 2020, and ending June 30, 2021:

Solid Waste Program	**$ 1,722,600**
TOTAL	**$ 1,722,600**

SECTION 7. REVENUES: It is estimated that the following revenues will be available in the Solid Waste Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Other Taxes & Licenses		**$ 1,716,800**
Restricted Intergovernmental – Other	**4,100**	
Investment Earnings		**1,500**
Miscellaneous		**200**
TOTAL		**$ 1,722,600**

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SECTION 8. There is hereby levied for the fiscal year 2020-2021, a Solid Waste Availability/Household User Fee of $150.00 per household or business not subject to municipal taxation to be deposited in the Solid Waste Enterprise Fund.

There is hereby levied for the fiscal year 2020-2021, a Solid Waste Transfer Station Tipping Fee of $67 per ton for all waste brought to the County's Transfer Station.

There is hereby levied for the fiscal year 2020-2021, a Solid Waste Inert Debris Tipping Fee of $20 per ton for all inert debris, yard waste and land clearing debris brought to the County's Landfill.

SECTION 9. EXPENDITURES. The following amount is hereby appropriated in the Regional Water System Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Regional Water System	**$ 1,018,777**
Debt Service	**2,481**
TOTAL	**$ 1,021,258**

SECTION 10. REVENUES. Regional Water System Enterprise Fund

The following table lists the water rates for Fiscal Year beginning July 1, 2020 and ending June 30, 2021. The rates have not changed.

Security Deposit – Water	**$125**
Security Deposit – Water/Sewer	**$150**
Activation Fee	**$25**
Flat Rate – Water	**$25**
Per Thousand – Water/Sewer	**$5**
Flat Rate – Sewer	**$13**
Late Fee	**$25**
NSF Fee	**$25**
Tampering Fee	**$100**
Tap (3/4")	**$950**
Tap (1")	**$1,100**
Availability Fee	**$12**
Service Fee (during regular hours)	**$25**
Service Fee (after hours)	**$50**
Reconnect fee for NSF	**$25**
Hydrant Permit $5 per thousand	**$50**
Pool Permit $5 per thousand	**$50**

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Adoption of FY 2020-2021
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It is estimated that the following revenues will be available in the Regional Water System Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Permits & Fees	**$ 300**
Sales & Services	**964,450**
Investment Earnings	**16,000**
Misc. Revenue	**40,508**
TOTAL	**$ 1,021,258**

SECTION 11. EXPENDITURES. The following amount is hereby appropriated in the District I Water System Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

District I Water System	**$ 661,410**
Debt Service	**2,481**
Transfer to Other Funds – General Fund	**81,975**
TOTAL	**$ 745,866**

SECTION 12. REVENUES. It is estimated that the following revenues will be available in the District I Water Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Permits & Fees	**$ 1,450**
Sales & Services	**705,050**
Investment Earnings	**31,000**
Misc. Revenue	**8,366**
TOTAL	**$ 745,866**

SECTION 13. EXPENDITURES. The following amount is hereby appropriated in the District II Water System Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

District II Water System	**$ 659,915**
Debt Service	**2,481**
Transfer to Other Funds – General Fund	**142,175**
TOTAL	**$ 804,571**

SECTION 14. REVENUES. It is estimated that the following revenues will be available in the District II Water Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

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Permits & Fees	**$ 1,150**
Sales & Services	**759,377**
Investment Earnings	**25,000**
Misc. Revenue	**19,044**
TOTAL	**$ 804,571**

SECTION 15. EXPENDITURES. The following amount is hereby appropriated in the District III Water System Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

District III Water System	**$ 685,778**
Debt Service	**2,481**
Transfer to Other Funds – General Fund	**452,763**
TOTAL	**$ 1,141,022**

SECTION 16. REVENUES. It is estimated that the following revenues will be available in the District III Water Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Permits & Fees	**$ 1,300**
Sales & Services	**994,747**
Investment Earnings	**14,000**
Miscellaneous Revenue	**7,650**
Fund Balance Appropriated	**123,325**
TOTAL	**$ 1,141,022**

SECTION 17. EXPENDITURES. The following amounts are hereby appropriated for the Enhanced 911 System Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Emergency 911	**$ 187,800**

SECTION 18. REVENUES. It is estimated that the following revenues will be available for the Enhanced 911 Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

Other Taxes & Licenses (E911 Surcharge)	**$ 146,540**
Investment Earnings	**4,500**
Fund Balance Appropriated	**36,760**
TOTAL	**$ 187,800**

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Item # 4-E (12 of 13)

Adoption of FY 2020-2021
Warren County Budget Ordinance

SECTION 19. EXPENDITURES. The following amounts are hereby appropriated for the Octennial Revaluation Fund for the operation of the County revaluation process for fiscal year beginning July 1, 2020 and ending June 30, 2021:

TOTAL	**$ 50,500**

SECTION 20. REVENUES. It is estimated that the following revenues will be available in the Octennial Revaluation Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Investment Earnings	**$ 500**
Transfers from Other Funds	**50,000**
TOTAL	**$ 50,500**

SECTION 21. There is hereby levied on each marriage license issued during the fiscal year 2020-2021, a tax of $60.00. The proceeds of such tax shall be deposited in the General Fund.

SECTION 22.

A. Funds belonging to Warren County and deposited to the credit of the Warren County Operating Account and the Warren County Payroll Account may be withdrawn on signatures of Katherine Brafford, Warren County Finance Director; Tare "T" Davis, Chairman, Warren County Board of Commissioners; and Angelena Kearney-Dunlap, Clerk to the Board of Commissioners. Warren County Manager Vincent Jones has signatory authorization for contracts or agreements up to $50,000. All contracts for purchases or agreements with amounts over $50,000 are to be approved by the Warren County Board of Commissioners.

B. All funds belonging to Warren County and deposited to the credit of the Warren County Department of Social Services (DSS) Trust Fund Accounts shall be withdrawn only by checks signed by the Warren County Director of Social Services and the Warren County Finance Director or the Warren County Manager and counter-signed by the Warren County Finance Director. Ryan Whitson is authorized to sign such checks as Director of the Department of Social Services and Emma Perry is authorized to sign such checks as Assistant Director of the Department of Social Services; Vincent Jones is authorized to sign such checks as the Warren County Manager and Katherine Brafford is authorized to counter-sign such checks as the Finance Director.

C. All funds belonging to Warren County deposited to the Public School Building Capital Fund Disbursing Account may be withdrawn on signature of Katherine Brafford, Finance Director and Vincent Jones, Warren County Manager.

D. All funds belonging to Warren County deposited to the Flexible Spending Account (FSA) may be withdrawn on signature of Tare "T" Davis, Chairman, Warren County Board of Commissioners; Katherine Brafford, Finance Director and Vincent Jones, Warren County Manager.

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Item # 4-E (13 of 13)

Adoption of FY 2020-2021
Warren County Budget Ordinance

SECTION 23. There is hereby levied for the fiscal year 2020-2021, a license fee of $2.00 on each dog of the age of six months or older. The proceeds of such taxes shall be deposited in the General Fund.

SECTION 24. Copies of this ordinance shall be furnished to the Budget Officer and the Finance Director for direction in carrying out their duties.

This budget is prepared on a departmental basis, and need not be amended unless expenditures exceed departmental appropriations.

Adopted this the 23rd day of June 2020.

_____
Angelena Kearney-Dunlap, Clerk

Warren County Board of Commissioners
Budget Special Meeting
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Item # 5

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Consider FY 2021-2026 Warren County Capital Improvement Plan (CIP)

To: Warren County Board of Commissioners

Through: Vincent Jones, County Manager

From: Charla Duncan, Senior Assistant to the County Manager

Re: FY 21 Capital Expenditures

Commissioners,

Attached is a summary and outline of the planned capital expenditures for FY 21. The FY 2020-2021 Capital Budget reflects major capital assets, which for the purposes of this budget, are assets costing over $5,000.

The attached summary and outline will become part of a larger Capital Improvement Program (CIP) document that County staff will use to plan and budget for capital expenditures in the County budget in a five-year span. We hope to present an updated CIP for FY 21-26 to the Board of Commissioners this Fall. The Warren County CIP will be a living document that can be updated on an annual basis to reflecting the evolving capital needs of Warren County.

Warren County Board of Commissioners
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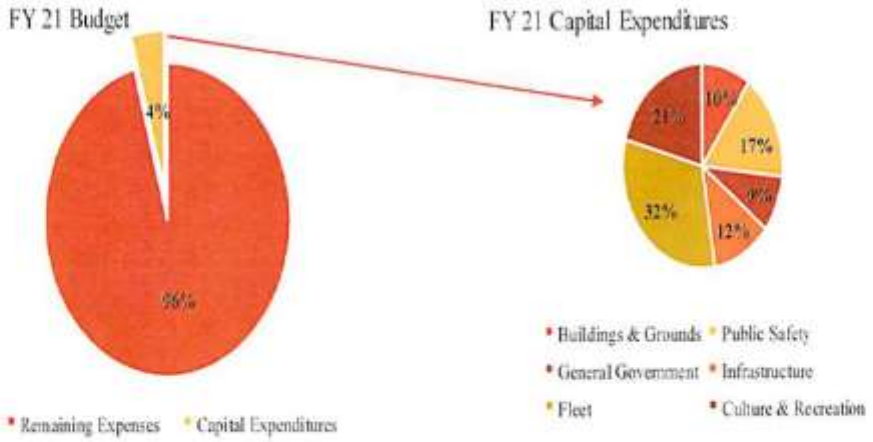
Consider FY 2021-2026 Warren County
Capital Improvement Plan (CIP)

Warren County Capital Improvement Project Budget
FY 2020-2021

The Warren County FY 2020-2021 Capital Budget reflects Warren County's major capital needs in the upcoming fiscal year. The projects and appropriations reflected in this capital budget are a part of Warren County's overall budget. The capital assets reflected in this budget will help provide goods & services in more than one fiscal year. The FY 2020-2021 Capital Budget reflects major capital assets, which for the purposes of this budget are assets costing over $5,000. The FY 21 Capital Budget does not reflect capital expense requests from Warren County Schools.

FY 21 SUMMARY BY PROJECT CATEGORY

Category	*Amount*
Buildings & Grounds	$ 148,500
Public Safety	$ 250,000
General Government	$ 132,000
Infrastructure	$ 175,000
Fleet	$453,771
Culture & Recreation	$ 305,040
Environmental Services	$ 0
TOTAL	**$1,464,311**
Percentage of FY 21 Budget	*4.43%*



*Percentages are rounded to the nearest whole number; sum total may be 100 +/- 1

Warren County Board of Commissioners
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June 23, 2020

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Consider FY 2021-2026 Warren County
Capital Improvement Plan (CIP)

Project Category	Department	Project Type	Project Title	Project Elements	Funding Source	Total Cost	FY 21
Buildings & Grounds	Board of Elections	Maintenance	Sidewalk improvements	Construction	General Fund	$8,500	$8,500
	Courthouse/Tax	Maintenance; capital improvement	Courthouse/Tax envelope issues & upgrades	Construction	General Fund	$50,000	$50,000
	County Manager	Strategic Growth; Maintenance; capital improvement	Facilities Study/Former EMS building repairs	Construction	General Fund	$40,000	$40,000
	Health Department	Capital improvement	AC replacement	Equipment	General Fund	$10,000	$10,000
	Social Services	Capital improvement; Maintenance	DSS heat pumps	Equipment	General Fund	$40,000	$40,000
					SUBTOTAL	$148,500	$148,500
Public Safety	EMS	Capital Improvement; Public protection	Patient care medical equipment	Equipment	General Fund	$75,000	$75,000
	Fire Protection	Capital Improvement; Public protection	VIPER tower improvements (repeaters)	Equipment	General Fund	$175,000	$175,000
					SUBTOTAL	$250,000	$250,000
General Government	IT	Capital improvement	County phone system	Equipment	General Fund	$52,000	$52,000
	Tax Assessor	Maintenance	CAMA Software	Equipment	General Fund	$45,000	$45,000
	Tax Assessor	Maintenance	CAMA Software maintenance	Equipment	General Fund	$17,500	$17,500
	Tax Collection	Maintenance	Billing/Collection software maintenance	Equipment	General Fund	$17,500	$17,500
					SUBTOTAL	$132,000	$132,000
Infrastructure	County Manager	Capital improvement; Strategic growth	Broadband initiative	Construction; design; equipment	General Fund	$875,000	$175,000
					SUBTOTAL	$875,000	$175,000
Fleet	Buildings & Grounds	Capital improvement	Vehicle replacement	Vehicle	General Fund	$30,000	$30,000
	Code Enforcement	Capital improvement	Vehicle replacement	Vehicle	General Fund	$29,775	$29,775
	Cooperative Extension	Capital improvement	Truck	Vehicle	General Fund	$37,000	$37,000
	Emergency Services	Capital improvement; Public protection	Truck	Vehicle	General Fund	$32,650	$32,650
	EMS	Capital improvement; Public protection	Ambulance	Vehicle	General Fund	$220,000	$220,000
	Public Utilities	Capital improvement	Truck	Vehicle	Enterprise Funds	$22,950	$22,950
	Sheriff's Office	Capital improvement; Public protection	Vehicle	Vehicle	General Fund	$81,396	$81,396
					SUBTOTAL	$453,771	$453,771
Culture & Recreation	Recreation	Capital improvement; Maintenance	MERP improvements	Construction	General fund	$297,540	$297,540
	Recreation	Capital improvement	Storage building & concrete pad	Construction	General fund	$7,500	$7,500
					SUBTOTAL	$305,040	$305,040
Environmental Services						$0	$0
					SUBTOTAL	$0	$0
						TOTAL CAPITAL COSTS FY 21	$1,464,311

Warren County Board of Commissioners
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Item # 6
(1 of 13)

Consider adoption of
RESOLUTION REORGANIZING THE WARREN COUNTY ECONOMIC DEVELOPMENT COMMISSION
&
Economic Development Commission (EDC) Bylaws

WARREN COUNTY BOARD OF COMMISSIONERS
602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

RESOLUTION REORGANIZING THE WARREN COUNTY ECONOMIC DEVELOPMENT COMMISSION

WHEREAS, in 1964 the County created an Economic Development Commission (hereinafter, "EDC"), pursuant to the authority given it in NCGS 158-8;

WHEREAS, the Commission voted to amend its bylaws to better outline its purposes and relationship to the County in May of 2015;

WHEREAS, the Warren County Board of Commissioners seeks to abolish the EDC in its current form and its current bylaws and reorganize the EDC and adopt amended bylaws;

WHEREAS, this reorganization is done in order to further outline the EDC's purposes and relationship to the County;

NOW THEREFORE BE IT RESOLVED BY THE WARREN COUNTY BOARD OF COMMISSIONERS THAT:

1. The Warren County Board of Commissioners hereby abolishes the Warren County EDC in its current form along with its current bylaws; and

Warren County Board of Commissioners
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Item # 6 (2 of 13)

Consider adoption of
RESOLUTION REORGANIZING THE WARREN COUNTY ECONOMIC DEVELOPMENT COMMISSION

2. The Warren County Board of Commissioners hereby reorganizes the Warren County EDC and adopts the attached Bylaws with the purposes, objectives, goals, and operations as stated; and

3. The operations of the EDC prior to this reorganization shall be the same except with the changes made by the amended Bylaws; and

4. The EDC members serving prior to this reorganization are reappointed to the reorganized EDC with the same terms that match their terms existing prior to this reorganization.

ADOPTED this the _____ day of _____, 2020.

WARREN COUNTY BOARD OF COMMISSIONERS

_____
Tare "T." Davis, Chairperson

Warren County Board of Commissioners
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June 23, 2020

Item # 6 (3 of 13)

Consider adoption of revised

BYLAWS OF THE
WARREN COUNTY ECONOMIC DEVELOPMENT COMMISSION

ARTICLE ONE: ORGANIZATION

Section 1. The **WARREN COUNTY ECONOMIC DEVELOPMENT COMMISSION** (hereinafter "EDC") was created by the Warren County Board of Commissioners (hereinafter, the "BOC") pursuant to N.C.G.S. §§158-8 thru 158-15. As such these amended Bylaws are being enacted, pursuant to the BOC's approved Resolution reorganizing the EDC of 2020.

Section 2. The County of Warren, North Carolina shall constitute the Warren County EDC's jurisdiction.

Section 3. The location of the principal office of this Commission shall be 501 US Highway 158 Business East, Warrenton, North Carolina. The Commission may designate another location for the principal office, or may establish additional offices as it deems appropriate with the consent of the BOC.

Section 4. The fiscal year of the Commission shall commence on the first day of July and shall terminate on the thirtieth day of June in the following calendar year.

Section 5. The Commission shall *not* be considered a Public Authority as under Chapter 159 of the North Carolina General Statutes. Therefore, all funding received into and/or flowing out of the Commission shall be managed pursuant to the Commission's budgetary confines as determined and approved by the BOC each fiscal year.

ARTICLE TWO: PURPOSES AND OBJECTIVES

The purpose of the Commission is to promote economic development within Warren County, and to establish a framework to be utilized in coordinating local, state, and federal efforts toward this end. Major emphasis shall be placed on providing basic facilities essential for attracting and encouraging sound economic growth in the County. Specific objectives of the Commission include, but are not limited to, the following:

Warren County Board of Commissioners
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Item # 6 (4 of 13)

Consider adoption of revised
Economic Development Commission (EDC) Bylaws

Section 1. Formulating projects intended to carry out economic development programs and initiatives by attracting new industries, encouraging the expansion of existing industries, encouraging agricultural development, encouraging the formation of new business and industrial ventures by local as well as foreign capital, and all other activities of similar nature.

Section 2. Conducting industrial surveys, advertising in periodicals or other communications media, providing advice and assistance to businesses and industrial concerns interested in locating in the area, providing advice and assistance to existing businesses and industries, providing advice and assistance to persons seeking to establish new businesses or industries, and engaging in related activities.

Section 3. Encouraging the formation of private business development corporations, associations and/or partnerships which serve to carry out projects such as securing and preparing sites for industrial development, constructing industrial buildings, rendering financial and managerial assistance to businesses and industries, or providing advice and assistance to such corporations and associations.

Section 4. Making recommendations to the BOC, the Warren County Planning Board, and other organizations or boards having members appointed by the BOC concerning infrastructure planning and development, land use planning, as it applies to business and industrial concerns, and other areas or indirectly impacting upon the County's growth and development.

Section 5. The Commission shall itself seek funding and shall be involved in the application for and administration of various state and federal grant funds intended to be utilized to assist the County in implementing growth strategies, and shall further coordinate with other county departments as is necessary and appropriate to insure the legal and orderly implementation of same, in accordance with the County's Grant Policy.

Section 6. Encouraging the enrichment of curriculum in order to achieve appropriate occupational and technical training within various school systems serving the area, and; Assisting in the procurement of training programs for industry, business and other related entities.

Section 7. The Commission shall seek out and encourage the development of programs designed to improve tourism, transportation facilities, housing, recreation programs and facilities, and related needs that promote the general economic well-being of Warren County.

Warren County Board of Commissioners
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June 23, 2020

Item # 6 (5 of 13)

Consider adoption of revised
Economic Development Commission (EDC) Bylaws

Section 8. Carrying on such other activities as the Commission (and/or the BOC) deems necessary and appropriate to promote economic growth and prosperity in Warren County.

ARTICLE THREE: MEMBERSHIP

Section 1. The Commission shall consist of nine (9) members appointed by the BOC. To be eligible to serve on the Commission, a person must be of the age of eighteen (18) or older, and must either reside in or have a place of business in Warren County.

Section 2. The Commission shall make recommendations to the BOC to fill vacant seats on the Commission. Such recommendations shall be made in written form no less than ten (10) days before appointments are to be acted upon by the BOC.

Section 3. The Chairman of the Commission shall notify the appointing authority in writing of the expiration date of the terms of Commission members at least thirty (30) days prior to the expiration date, so that replacement appointments (or reappointments) may be made in a timely manner without lapse. Recommendation for appointment or reappointment shall be included with the notice. Recommendation shall be obtained by vote of the Commission members. Final determination rests with the BOC.

Section 4. Upon receiving appropriate recommendations, appointments to the Commission shall be made by the BOC for staggered three-year terms and may be appointed to serve a second and third term. After three terms, a member must be off the board for at least one (1) year before being eligible for re-appointment.

Section 5. The Commission will attempt to recruit a membership that is diverse and representative of the County, with respect to differing communities including socioeconomic, geographic, age, race, ethnicity and gender.

ARTICLE FOUR: OPERATION OF THE COMMISSION

Section 1. The government, business and property of the Commission shall be managed by the Commission members. Each member shall serve for the term appointed or until death, resignation, retirement, removal, replacement, disqualification, or until a successor is appointed or qualified.

Warren County Board of Commissioners
Budget Special Meeting
June 23, 2020

Item # 6 (6 of 13)

Consider adoption of revised
Economic Development Commission (EDC) Bylaws

Section 2. The Commission shall elect a Chairman, Vice-Chairman, and Secretary at the first meeting after July 1 of each year. These officers (individually or collectively) shall be referred to as the executive officers.

Section 3. Notwithstanding the particular Commission member's term, the term of service as an executive officer shall be for one (1) year. They shall assume office upon election. Officers may be elected to succeed themselves or be elected to any other office.

Section 4. Vacancies in any office, arising from any cause, may be filled by the membership at any regular or special meeting. Interim offices filled by the membership shall be for the unexpired term of the office creating the vacancy.

Section. 5. In addition to the Commission officers, an Executive Director shall be employed to conduct the business activities of the Commission. The Executive Director will be hired on recommendation of the County Manager with approval by the Board of Commissioners. Although the Commission shall give direction to the Executive Director in his/her duties to be carried out on behalf of the Commission, he/she shall be an employee of the County, report to the County Manager, and be eligible to receive benefits offered by Warren County, and be obligated to follow the policies and procedures of the County.

Section 6. The Commission may elect to contract with consultants, the State of North Carolina, the federal government, or any other agency or department thereof for such services as may be required. All contracts must be executed by either: a) the Warren County Manager (if contract amount is within her/his signing authority), or; b) the Chair of the BOC after receiving approval by the BOC, on behalf of the Commission. Copies of every fully-executed contract shall be filed in the offices of the Commission, the Warren County Finance Office, and the Warren County Manager's office. The Executive Director shall have administrative responsibility for seeing to the provisions of this section being carried out.

Section 7. The Commission may lease, rent, purchase, or otherwise obtain suitable quarters and office space for its staff and may lease, rent or purchase necessary fixtures, furniture, automobiles and other equipment. As required in Section 6 of this Article above, any and all leases to be entered into by the Commission must be executed by the County Manager or the BOC Chair. Copies of all leases shall be filed in the offices of the Commission, the Warren County Finance Office, and the Warren County Manager’s Office.

Warren County Board of Commissioners
Budget Special Meeting
June 23, 2020

Item # 6 (7 of 13)

Consider adoption of revised
Economic Development Commission (EDC) Bylaws

ARTICLE FIVE: DUTIES OF OFFICERS

Section 1. Chairman. The general duties of the Chairman of the Commission are:

a. The Chairman shall preside at all regular, special and emergency meetings of the Commission.
b. The Chairman shall have the authority to delegate his duties to the Vice-Chairman in the rare occasion he is unavailable to attend a meeting or oversee any emergent situation.
c. The Chairman, may appoint such committees as the work of the Commission may require.
d. The Chairman shall guide and direct the efforts of the staff and any special committees in their efforts. The Chairman may solicit advice and assistance in these endeavors.
e. The Chairman shall promulgate and publish such orders and directives as may be necessary to promote the purpose of the Commission.
f. The Chairman shall authorize the disbursement of funds in accordance with established policies of the Commission, in compliance with the general and special terms and conditions of appropriated funds, and in compliance with any local, state, or federal grant regulations or conditions.
g. The Chairman shall perform such other duties as will promote the purpose of the Commission or which are required by the office. The Chairman may solicit advice or assistance in these endeavors.

Section 2. Vice-Chairman. The Vice-Chairman of the Commission shall perform the duties of the Chairman in his absence.

Section 3. Secretary. The general duties of the Secretary are:

a. The Secretary shall record and maintain accurate minutes of all proceedings and actions of the Commission during any and all meetings of the Commission whether regular or emergent, face-to-face or otherwise. The Secretary shall verify and authenticate all the records of the Commission, presenting such minutes to the Commission at its next regularly-scheduled meeting, for approval by the Commission.

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b. The minutes of such meetings shall be typed, bound and kept in such a place as the Chairman may designate.
c. The Secretary shall perform such other duties assigned by the Commission.

Section 4. Financial Oversight. Since the Commission shall not have a Treasurer as a designated officer, the Commission (by and through the Executive Director) shall consult with the Warren County Manager and utilize the Warren County Finance Director to ensure that the Commission's budgeting is performed in accordance with General Accounting Principles. *See Article Five, Section 5(c) below.*

Section 5. Executive Director. The Executive Director shall be the chief operating officer of the Commission. The Executive Director shall be an ex-officio member of all functional and standing committees, but shall have no voting power.

The scope of work shall be the duties outlined within the job description as adopted by the Warren County BOC. The Executive Director shall function directly under the overall supervision of the Warren County Manager. Any and all orders and directives from the Commission to the Commission staff shall be delivered by Chairman to the Executive Director. So long as there is someone employed in the position of Executive Director, the Commission shall *not attempt or assume* to direct any staff except the Executive Director. The Executive Director shall be directly responsible for, but not limited to, the following:

a. The Executive Director shall supervise and direct all other employees of the Commission.
b. The Executive Director shall implement the administrative policies and procedures concerning the staff and the staff functions as established by the Commission. Further, the Executive Director shall ensure that the County's personnel policies and procedures are followed by Commission staff.
c. The Executive Director shall be responsible for maintaining all records including, but not limited to, financial, grant reporting, and employee oversight documentation which are or may be necessary and/or required to satisfy the Commission's legal obligations, recognizing that such requirements may include the need to maintain records of other agencies which may be involved.
d. The Executive Director shall discharge the functional and operational requirements as set forth by the Commission.

e. The Executive Director shall expend effort toward establishment of liaison with agencies of local, state and federal governments, and with financial institutions, engineering firms, building contractors, public and private utility companies, locational consultants and other entities either directly or indirectly involved with business planning and location.
f. The Executive Director shall work directly with the County Manager on a regular basis concerning on-going and potential projects, and provide intergovernmental coordination and ensure accurate and timely communication with the BOC, Warren County citizens, and other stakeholders.
g. The Executive Director shall work and coordinate with the County Manager's office in the areas of complex tasks involving special projects, administrative record keeping detail, research and analysis, follow up functions, keeping frequent communication with all levels of County government and external agencies.
h. The Executive Director shall coordinate projects and marketing strategies by working with County staff, scheduling and coordinating meetings, preparing and submitting reports and presentations, and developing solutions and strategy analysis.
i. The Executive Director may be assigned other duties, or duties may be eliminated by the County Manager upon approval by the BOC.

ARTICLE SIX: COMMISSION PANELS AND TASK FORCE

The Chairman may, from time to time, appoint qualified individuals to serve on bodies created to achieve specific objectives and purposes of the Commission. The creation of appropriate panels and task forces as operating entities is hereby authorized.

ARTICLE SEVEN: MEETINGS

Section 1. The Commission shall meet regularly, at least once every two months. The Chairman may call additional meetings as necessary provided proper notice is given to the public. All meetings shall be conducted and notice properly given (through the clerk to the BOC) as directed by NC General Statute Chapter 143 Article 33C: Meetings of Public Bodies. Meetings of the Commission shall be held in the principal office or in other locations as designated by the Chairman.

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Section 2. The Chairman, acting by and through his agent, shall give notice of the meeting by sending an email to each member. It will be the responsibility of each member to keep a current mailing address, email address, and telephone numbers on file with the Chairman and the Commission office.

Section 3. Special or emergency meetings may be called by the Chairman, the Executive Director, or by any three Commission members at any time or place by giving as much prior notice as is reasonably possible. Notification of special and emergency meetings may be accomplished by telephone allowing a minimum of 48 hours public notification for special meetings.

Section 4. A quorum for the Commission shall consist of five (5) members. If no quorum is present, there shall be no official meeting.

Section 5. At Commission meetings, each member present shall have one vote. All Commission actions shall require a majority vote of the members present.

Section 6. Any member who fails to attend four (4) consecutive meetings, except that his absence be due to events beyond the member's reasonable control, shall have his/her appointment to the Commission terminated and shall be replaced by the BOC at the request of the Chairman and in accordance with the law authorizing the Commission.

Section 7. Questions of parliamentary procedure shall be decided according to Robert's Rules of Order.

ARTICLE EIGHT: BUDGET

Section 1. All expenditures by the Commission shall be made pursuant to a budget submitted to the Warren County Manager and approved by the BOC in accordance with the Local Government Budget and Fiscal Control Act.

Section 2. The Commission shall prepare an annual budget for presentation to the Warren County Manager in accordance with the Warren County budget preparation schedule.

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Section 3. The annual budget shall show proposed expenditures for all operating expenses, capital equipment and improvements. A breakdown of the source of funds shall indicate the amount to be requested of the governing body and the amount to be obtained from other sources including state and federal grants. The budget shall be a line item budget. ·

Section 4. The Executive Director is hereby empowered to make expenditures from the budget in accordance with established County Policy up to $1500.00, provided that such expenditures do not exceed the amount remaining in the appropriate line item of the budget. Any expenditure exceeding said amount shall require prior approval by a quorum of the full Commission before the expense may be incurred.

Section 5. All invoices for goods or services received shall be submitted to the Commission's offices and shall be approved by the Executive Director or his designee before being forwarded to the County Manager or Finance Director, as is appropriate.

Section 6. The Commission shall have the right and duty to transfer funds from one line item to another within the departmental budget, in accordance with County policy, provided the total budgeted expenditures do not exceed the amount appropriated to the Commission by the BOC.

Section 7. The Commission shall require the Executive Director to maintain adequate and accurate fiscal records in the Commission's office. Such records shall be kept up-to-date and will be available to the Commission for its review at all times. The Commission may require of the Executive Director such reports as it deems necessary under the circumstances.

ARTICLE NINE: RECORDS

Section 1. The Secretary of the Commission shall keep a record of all business conducted by the Commission in regular or called meetings as outlined in Article Five, Section 3 (b) above.

Section 2. The Commission staff shall maintain a file of all studies, plans, reports and recommendations made by the Commission in the discharge of its duties and responsibilities.

Section 3. The Executive Director or his/her designee shall maintain a copy of all grant proposals, supporting documentation and approvals, along with all documentation necessary to be kept in the fulfillment of all grant requirements for each granter. Such records shall be

maintained in order and with the utmost care in a designated space such that the Commission may, at any time, respond to an inquiry received about any such grant and in accordance with the Warren County Grants Policy.

Section 4. Public records relating to the proposed expansion or location of specific businesses or industrial projects may be withheld from public inspection according to the provisions of N.C.G.S. 132-6(d).

Section 5. All public records requests for Commission records shall be directed to the Executive Director as "keeper of the records." After gathering the records requested, the Executive Director shall consult with the County Manager and County Attorney to confirm what is and what is not a public record according to North Carolina law in effect at the time of the request.

Section 6. The Commission shall make a report to the BOC at least annually.

ARTICLE TEN: AMENDMENTS OR CHANGES TO BYLAWS

By a majority affirmative vote of the entire Commission, these Bylaws may be altered, amended, added to or repealed at any regular or special meeting of the Commission. However, before such vote may be taken by the Commission, all members of the Commission shall have received a minimum of seven (7) days prior written notice of the suggested/desired amendments or changes to be considered. Notice shall not be sufficient or valid unless the actual verbiage of the suggested/desired amendments and/or changes is specifically stated therein. Such alteration, amendment, addition, or repeal must be approved by the BOC. Requests for alteration, amendment, addition, or repeal of these bylaws may be initiated by the BOC; however, when such amendment is initiated by the BOC, it may, at its discretion, submit the proposed amendment to the Commission for review and comment.

ARTICLE ELEVEN: DISSOLUTION AND LIQUIDATION

The authority for the Commission may be repealed in the same manner as it was originally authorized resulting in the dissolution of the Commission. Said notification of resolution of repeal shall be subject to any notice requirements set out in the General Statutes of North Carolina.

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Upon the BOC's final dissolution of the Commission, the Commission shall, after paying or making provisions for the payment of all of the liabilities, debts and obligations of the Commission, dispose and distribute all of the assets of the Commission pursuant to the directives of the BOC, subject to any applicable law.

EDC Chairman	EDC Secretary
Tare "T." Davis, Chairman Warren County Board of Commissioners	Angelena Kearney-Dunlap, Clerk to the Board

Adopted: November 15th, 1999
Amended: August 3rd, 2015
Amended: June 23rd, 2020

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Item # 7

Closed Session
in accordance with
NCGS §143-318.11(a)(6)
for Discussion of Personnel Matters

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Item # 8

Adjourn
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