

MINUTES OF A SPECIAL MEETING HELD BY THE WARREN COUNTY BOARD OF COUNTY COMMISSIONERS IN THE ARMORY CIVIC CENTER MEETING ROOM ON WEDNESDAY – JUNE 22, 2016 AT 7:00 PM.

The Special Meeting was called to order by Chairman Barry Richardson. Other Commissioners present: Bertadean Baker, Tare Davis, Victor Hunt and Jennifer Jordan Pierce. Others in attendance: County Manager Linda T. Worth, Finance Director Gloria Edmonds and Staff Attorney Jamie Wilkerson.

A moment of silence was followed by Clerk to the Board reading the Conflict of Interest Disclaimer:

- *“Members of the Warren County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict”.*
- In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.
- Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?
- If so, please identify the conflict and refrain from any undue participation in the particular matter involved.

Clerk to the Board read the Notice of Special Meeting:



Barry Richardson, Chairman
Bertadean Baker, Vice Chairman
Jennifer Jordan
Tare Davis
Victor Hunt

Linda T. Worth
County Manager

Angelena Kearney-Duniap
Clerk to the Board

WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

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 Wednesday, June 22, 2016 at 7:00 pm in the Warren County Armory Civic Center Meeting Room, 501 US Hwy 158 Business East, Warrenton, NC.

The purpose of this Special Meeting is to consider:

**FY 2016-17 KARTS Transportation Agreement for Warren County Senior Center
Renewal of Contract for Legal Services with Attorney Wright for Warren County Board of Elections
Detention Center Meals Contract - MOU between Warren County & NC Department of Public Safety
Agreement between Warren County and Halifax County for 911 Emergency Communications Center Back-Up
NC DPS Community Programs – JCPC County Funding Plan for FY 2017
Radio System Upgrades Project Agreement
Budget Amendments to the FY 2015-2016 Warren County Budget Ordinance to Close-Out FY 16 Budget Year
FY 2016-2017 Warren County Budget Ordinance**

All interested citizens are encouraged to attend this special meeting.

Barry Richardson, Chairman
Warren County Board of Commissioners

On motion of Commissioner Baker, which was seconded by Commissioner Davis and duly carried by unanimous vote, FY 2016-17 Transportation Agreement between Warren County and Kerr Area Rural Transportation Authority dba KARTS was approved. Chairman Richardson was authorized to sign agreement. Funding Source: Home & Community Care Block Grant (HCCBG), Elderly & Disabled Transportation Assistance Program (EDTAP) Grant and FY 17 General Fund Budget.

Debbie Formyduval, Elections Director presented a renewal Contract for Legal Services between Warren County Board of Elections and Donald M. Wright, Attorney at Law of Apex, NC.

On motion of Commissioner Hunt, which was seconded by Commissioner Davis and duly carried by a majority vote, Contract for Legal Services between Warren County for the Warren County Board of Elections and Donald M. Wright, Attorney at Law of Apex, NC, was approved. Board Chair Barry Richardson was authorized to sign contract.

Votes were as follows: Ayes: Hunt, Davis, Baker & Jordan Pierce
 Nay: Richardson

Motion carried, Contract for Legal Services between Warren County for the Warren County Board of Elections and Donald M. Wright, Attorney at Law of Apex, NC, was approved with Board Chair authorized to sign same.

Annual renewal of Detention Center Meals Contract by Memorandum of Understanding (MOU) with NC Department of Public Safety (DPS) was presented for Boards consideration. Contract term: July 1, 2016 to June 30, 2017 at \$2.00 per meal plus tax for regular meals and \$2.60 per meal plus tax for therapeutic diets.

On motion of Commissioner Davis, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Detention Center Meals Contract by Memorandum of Understanding (MOU) with NC Department of Public Safety (NC DPS) was approved with a term: July 1, 2016 to June 30, 2017 at \$2.00 per meal plus tax for regular meals and \$2.60 per meal plus tax for therapeutic diets. Board Chair Richardson was authorized to sign contract.

Agreement to establish formal arrangement whereby Warren County utilizes Halifax County as its Back-Up 911 Center located at 10 N. King St, Halifax NC during times as Warren may experience failure to its primary 911 emergency call and dispatch center; Halifax County will utilize Warren as its Back-Up 911 Center in similar situations. Agreement was presented for Board's consideration.

On motion of Commissioner Davis, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Agreement between Halifax County & Warren County to establish a formal arrangement to serve as Back-Up 911 Center in the event either 911 Center experiences failure of its primary 911 Emergency Call and Dispatch Center was approved. Chairman Barry Richardson was authorized to sign the agreement.

Annual Juvenile Crime Prevention Council (JCPC) funding plan submission was presented for Board's consideration. NC DPS funds in the amount of \$81,719 with a local county match of \$63,444 will be allocated to support youth programs in the FY 2017 budget year.

On motion of Commissioner Jordan Pierce, which was seconded by Commissioner Hunt and duly carried by unanimous vote, FY 2017 Juvenile Crime Prevention Council (JCPC) Community Programs – County Funding Plan to support youth programs at a total of \$145,163; including \$81,719 in DPS-JCPC Funding and \$63,444 in local matching funds was approved. Chairman Richardson was authorized to sign same.

Agreement between Warren County and Wireless Communications, Inc. for the purpose of implementing the Phase II VHF Radio System Upgrades Project to address radio coverage gaps remaining from the VHF Phase I program at a cost of \$629,402.38, was presented for Board's consideration.

On motion of Commissioner Davis, which was seconded by Commissioner Jordan Pierce and duly carried by unanimous vote, Radio System Upgrades Project Agreement between Warren

County and Wireless Communications, Inc. at a cost of \$629,402.38 was approved. County Manager Linda T. Worth was authorized to sign same. Funding Source: Loan Proceeds and Capital Project Funds

On motion of Commissioner Jordan Pierce, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Amendment # 13 to the FY 2015-16 Warren County Budget Ordinance was adopted. This action closed out FY 2016 budget year:

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2015/2016
Amendment No. 13**

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:

Sheriff's Office	\$	20,000
Health Department		(4,579)
4-H Program		20,000
County Attorney		35,000
Board of Elections		33,500
Medical Examiner		5,000
Debt Service		11,634,550
Libraries		5,000
Total	\$	11,748,471

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	\$	53,500
Sales & Services		20,000
Restricted Intergovernmental - Health		(4,579)
Miscellaneous Revenue		11,634,550
Fund Balance Appropriated		45,000
Total	\$	11,748,471

This amendment:

- appropriates funds to the Sheriff's Office budget for grant funding (i.e., camera kit, forensic equipment training and forensic analysis equipment)

Funding Source: NC Department of Public Safety - Governor's Crime Commission

- adjust the Health Department budget to agree with state grants.

Funding Source: NC Department of Health and Human Resources

- appropriates funds to the 4-H Program budget for 4-H activities.

Funding Source: 4-H Activity Fees (paid by participants)

- appropriates funds to the County Attorney budget to prevent overspending.

Funding Source: Fund Balance Appropriated

- appropriates funds to the Board of Elections budget for precinct upgrades (i.e., Sr. Center).

Funding Source: N.C. State Board of Elections

- appropriates funds to the Library budget to prevent overspending.

Funding Source: Fund Balance Appropriated

Funding Source: Fund Balance Appropriated

- appropriates funds to the Debt Service budget to record Limited Obligation Bonds Series 2015 issued in November, 2015. This amendment is for accounting purposes only.

Respectfully Submitted 06/22/16

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

FY 2016-17 Budget Ordinance was presented for Board's consideration and action. Items of discussion were:

Funding for Youth Services Bureau;
Support area non-profits at \$50,000;
Grant full-time and permanent part-time employees a holiday bonus; and
Grant full-time and permanent part-time employees three (3) bonus days to be taken by June 30, 2017.

On motion of Commissioner Jordan Pierce, which was seconded by Commissioner Baker and duly carried by unanimous vote, FY 2016-17 Warren County Budget Ordinance was adopted to close out FY 2016 budget year with the following additions:

1. Support area non-profits at \$50,000;
2. Grant full-time and permanent part-time employees a \$500 holiday bonus; and
3. Grant employees three (3) bonus days to be taken before June 30, 2017.

**WARREN COUNTY BUDGET ORDINANCE
FISCAL YEAR 2016-2017**

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, 2016 and ending June 30, 2017:

<u>ITEM</u>	<u>\$AMOUNT</u>
County Commissioners	\$ 137,006
County Manager	225,923
Human Resources	138,240
Fleet Service	23,271
Finance Office	510,530
Tax Assessor	276,205
Tax Collection	337,037
County Attorney	134,205
Court Facilities	67,298
Board of Elections	590,551
Register of Deeds	271,486
Miscellaneous Appropriations	56,000
Information Technology	185,752
Buildings, Grounds & Maintenance	604,537
Sheriff's Department	2,494,320
Child Support Enforcement	55,188
Central Communications	756,528
Detention Facility	1,342,745
Emergency Services	194,487
Fire Protection	386,600
Code Enforcement	214,283
Medical Examiner	7,000
Emergency Medical Services	2,691,782
Halifax County EMS	104,932
Animal Control	301,031
KARTS Transportation	78,931
Lake Gaston Weed Control	116,000
Forestry Program	115,945

Planning	157,998
Economic Development Commission	209,876
Kerr Tar HUB	36,000
Cooperative Extension Service	223,608
Buck Spring Camp Development	33,198
Cooperative Ext 4-H Program	4,900
Soil Conservation	193,749
Health Department	3,139,236
Area Mental Health	60,146
Juvenile Crime Prevention Council	6,000
Equine Assisted Learning	21,680
Boys & Girls Club	22,011
DSS Administration	4,007,017
DSS Public Assistance	1,353,216
DSS Local Funds	9,300
DSS Child Support	431,222
Rural Operating Assistance Program	111,775
Senior Center	504,874
Veteran's Service Office	102,657
Warren County Public Schools	5,133,073
VGCC Satellite Campus	231,625
Libraries	511,179
Recreation Program	386,694
Youth Services Bureau	192,025
Armory	36,375
Debt Services	1,937,472
Insurance & Fringes	536,000
Transfer To Other Funds	244,334
Contingency	<u>25,000</u>
TOTAL GENERAL FUND APPROPRIATIONS	\$32,280,214

SECTION 2. REVENUES: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2016:

<u>ITEM</u>	<u>\$AMOUNT</u>
Ad Valorem Taxes	18,308,148
Sales Taxes	3,028,125
Other Taxes & Licenses	68,000
Unrestricted – Intergovernmental	117,800
Restricted Intergovernmental – Health	652,310
Restricted Intergovernmental – DSS	1,149,165
Restricted Intergovernmental – DSS 1571	2,799,451
Restricted Intergovernmental – Other	874,889
Permits and Fees	250,300
Sales and Services	1,958,539
Investment Earnings	25,000
Miscellaneous Revenue	548,817
Transfers from Other Funds	675,113
Fund Balance Appropriated	<u>1,824,557</u>
TOTAL GENERAL FUND REVENUES	\$32,280,214

SECTION 3. There is hereby levied a tax rate of \$.71 per one hundred dollars valuation of property listed for taxes as of January 1, 2016 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 \$2,486,867,624 and an estimated collection rate of 95%. The estimated rate of collection is based on the fiscal year 2015-16 collection rate that is estimated to be 95%. The rate of \$.71 per one hundred dollars valuation of property is levied in support of the General Fund.

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	Fire Tax	Total
	Property	Motor Vehicle	
Afton Elberon	\$ 82,849	\$ 8,710	\$ 91,559
Arcola	36,068	3,904	39,972
Central Warren	143,028	13,876	156,904
Churchill Five Forks	139,940	2,839	142,779

Drewry	70,531	4,262	74,793
Hawtree	51,235	5,152	56,387
Inez	15,202	1,050	16,252
Littleton	61,469	2,393	63,862
Long Bridge	99,484	1,850	101,334
Macon	38,799	2,881	41,680
Ridgeway	39,679	3,257	42,936
Roanoke Wildwood	93,786	1,579	95,365
Smith Creek	53,335	4,776	58,111
Soul City	29,788	2,501	32,289
Total	\$ 955,193	\$ 59,030	\$ 1,014,223

SECTION 5. REVENUES: There is hereby levied a tax at the rate shown below, per one hundred dollars (\$100.00) valuation of property listed for taxes as of January 1, 2016, located within the listed special fire districts for generating revenue for said special districts. These rates of tax are based on a ninety-five percent (95%) collection rate. Estimated total of valuation of property for each special fire district for the purpose of taxation are as follows:

Fire Department Valuation and Tax Rate FY 17

Fire Department	Estimated Tax Base	Estimated Tax Base	Tax Rate FY 17
	Property Tax	Motor Vehicles	
Afton Elberon	116,586,266	13,387,535	0.0700
Arcola	75,415,924	8,769,885	0.0480
Central Warren	158,371,283	16,771,546	0.0890
Churchill Five Forks	399,609,357	8,283,365	0.0350
Drewry	99,510,531	6,326,474	0.0700
Hawtree	59,053,016	6,400,043	0.0850
Inez	54,736,750	4,708,813	0.0236
Littleton	159,389,421	6,467,510	0.0380
Long Bridge	394,859,374	7,571,021	0.0250
Macon	74,455,054	6,075,805	0.0500
Ridgeway	60,488,662	5,713,509	0.0600
Roanoke Wildwood	420,930,803	7,298,523	0.0220
Smith Creek	75,873,953	7,345,862	0.0675
Soul City	48,187,281	4,449,084	0.0600
Total	\$ 2,197,467,675	\$ 109,568,975	

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, 2016, and ending June 30, 2017:

Fire Department	Current Tax Revenue	Motor Vehicle Tax Revenue	Delinquent Tax Revenue	Total Revenue
Afton Elberon	\$ 75,849	\$ 8,710	\$ 7,000	\$ 91,559
Arcola	33,568	3,904	2,500	39,972
Central Warren	131,028	13,876	12,000	156,904
Churchill Five Forks	136,940	2,839	3,000	142,779
Drewry	67,031	4,262	3,500	74,793
Hawtree	47,535	5,152	3,700	56,387
Inez	12,202	1,050	3,000	16,252
Littleton	58,969	2,393	2,500	63,862
Long Bridge	96,484	1,850	3,000	101,334
Macon	35,299	2,881	3,500	41,680
Ridgeway	34,479	3,257	5,200	42,936
Roanoke Wildwood	91,086	1,579	2,700	95,365
Smith Creek	49,335	4,776	4,000	58,111
Soul City	27,088	2,501	2,700	32,289
Total	\$ 896,893	\$ 59,030	\$ 58,300	\$ 1,014,223

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, 2016, and ending June 30, 2017:

Solid Waste Program	\$1,651,074
Debt Service	<u>4,886</u>
TOTAL	\$1,655,960

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, 2016 and ending June 30, 2017:

Other Taxes & Licenses		\$1,622,970
Restricted Intergovernmental – Other	4,500	
Investment Earnings		40
Miscellaneous		<u>28,450</u>
TOTAL		\$1,655,960

SECTION 8. There is hereby levied for the fiscal year 2016-2017, a Solid Waste Fee of \$132.00 per household or business not subject to municipal taxation to be deposited in the Solid Waste Enterprise Fund.

SECTION 9. EXPENDITURES. The following amount is hereby appropriated in the Regional Water System Enterprise Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Regional Water System	\$1,035,394
Debt Service	<u>1,100</u>
TOTAL	\$1,036,494

SECTION 10. REVENUES. It is estimated that the following revenues will be available in the Regional Water System Enterprise Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Permits & Fees	\$ 400
Sales & Services	987,450
Investment Earnings	700
Misc. Revenue	<u>47,944</u>
TOTAL	\$1,036,494

SECTION 11. EXPENDITURES. The following amount is hereby appropriated in the District I Water System Enterprise Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

District I Water System	\$647,772
Debt Service	<u>1,100</u>
TOTAL	\$648,872

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, 2016 and ending June 30, 2017:

Permits & Fees	\$ 2,000
Sales & Services	638,700
Investment Earnings	600
Misc. Revenue	<u>7,572</u>
TOTAL	\$648,872

SECTION 13. EXPENDITURES. The following amount is hereby appropriated in the District II Water System Enterprise Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

District II Water System	\$503,331
Debt Service	1,100
Transfer to Other Funds – General Fund	<u>140,825</u>
TOTAL	\$645,256

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, 2016 and ending June 30, 2017:

Permits & Fees	\$ 800
Sales & Services	624,400
Investment Earnings	900
Misc. Revenue	<u>19,156</u>
TOTAL	\$645,256

SECTION 15. EXPENDITURES. The following amount is hereby appropriated in the District III Water System Enterprise Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

District III Water System	\$437,987
Debt Service	1,100
Transfer to Other Funds – General Fund	<u>451,663</u>
TOTAL	\$890,750

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, 2016 and ending June 30, 2017:

Permits & Fees	\$ 800
Sales & Services	883,150
Investment Earnings	500
Misc. Revenue	<u>6,300</u>
TOTAL	\$890,750

SECTION 17. EXPENDITURES. The following amounts are hereby appropriated for the Enhanced 911 System Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Emergency 911	\$169,965
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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, 2016 and ending June 30, 2017:

Other Taxes & Licenses (E911 Surcharge)	168,285
Investment Earnings	<u>1,680</u>
TOTAL	\$169,965

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, 2016 and ending June 30, 2017:

TOTAL	\$350,938
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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, 2016 and ending June 30, 2017:

Investment Earnings	405
Transfers from Other Funds	50,000
Fund Balance Appropriated	<u>300,533</u>
TOTAL	\$350,938

SECTION 21. There is hereby levied on each marriage license issued during the fiscal year 2016-2017, 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 Gloria M. Edmonds, Warren County Finance Director; Barry Richardson, Chairman, Warren County Board of Commissioners; and Angelena Kearney-Dunlap, Clerk to the 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 or the Warren County Manager and counter-signed by the Administrative Officer in the Department of Social Services. Ryan Whitson is authorized to sign such checks as Director of the Department of Social Services; Linda T. Worth is authorized to sign such checks as the Warren County Manager and Mary Ann Roberson is authorized to counter-sign such checks as DSS Administrative Officer.

C. All funds belonging to Warren County deposited to the Public School Building Capital Fund Disbursing Account may be withdrawn on signature of Gloria M. Edmonds, Finance Director and Linda T. Worth, County Manager.

D. All funds belonging to Warren County deposited to the Flexible Spending Account (FSA) may be withdrawn on signature of Barry Richardson, Chairman, Warren County Board of Commissioners; Gloria M. Edmonds, Finance Director and Linda T. Worth, County Manager.

SECTION 23. There is hereby levied for the fiscal year 2016-2017, 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 22nd day of June 2016.



Angelena Kearney-Dunlap, Clerk

Clerk to the Board of Commissioners

On motion of Commissioner Davis, which was seconded by Commissioner Hunt and duly carried, the June 22, 2016 Budget Special Meeting was adjourned.



Angelena Kearney-Dunlap, Clerk