

*WARREN COUNTY
BOARD OF COMMISSIONERS*

April 20, 2011

6:00 PM

Work Session

*WARREN COUNTY ARMORY CIVIC CENTER
WARRENTON, NORTH CAROLINA*

April 20, 2011
Work Session Agenda

1-Department Head Reports – (5 min.):

Veteran Services – Z. White & Tax Administration – E. Mitchum

**2-Shoreline Management Plan Set Backs on Lake Gaston – Michael A. Thompson,
Dominion NC Power**

3-Monument to Equality – Charles Haywood

4-Report on DSS Trial Flex Time Period – Jeffrey Woodard, DSS Director

**5-Proposed Revisions to Warren County Travel Policy – Barry Mayo,
Finance Director & Commissioner Ruby Downey**

**6-Proposed Revisions to Blue Cross Blue Shield Group Benefits Plan for
Warren County Employees for FY 2012 Renewal – County Manager**

**7-Proposal to Privatize Fleet Maintenance – County Manager & Marshall
Brothers, Fleet Manager**

8-Adjourn Work Session

April 20, 2011

Work Session Agenda

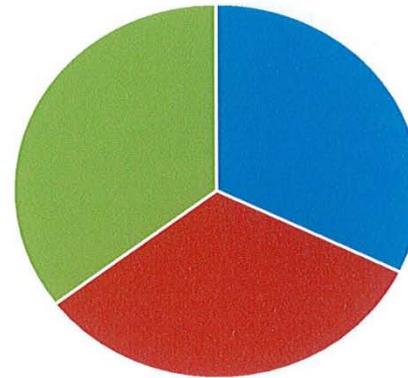
Item # 1

Department Head Reports

(5 minutes)

Veteran Services Zaida White

Number of Veterans & Dependents requesting services- Past 3 Quarters



■ 1st Qtr-Jul-Sep 2010 (688)

■ 2nd Qtr-Oct-Dec 2010 (694)

■ 3rd Qtr-Jan-Mar 2011(755)

Services Rendered:

Compensation

Veteran's & Widow's Pension

Burial Benefits

Home Loan Program

Disabled Veteran Life Insurance

CHAMPVA Dependent
Insurance

VA Health care

Dependency & Indemnity
Compensation

Medical Expense
Reimbursement

Scholarships (State) &
Dependent's Education
Assistance (Federal)

Dept. of Defense Benefits

NC State Benefits

Appeals to Washington DC

Miscellaneous

Item # 1

Department Head Reports

(5 minutes)

Tax Administration

Eddie Mitchum

April 20, 2011
Work Session Agenda

Item # 2

**Shoreline Management Plan
Set Backs on Lake Gaston**

===

Michael A. Thompson
Dominion NC Power

Dominion North Carolina Power
100 Oakwood Ave., Roanoke Rapids, NC 27870
Mailing Address: P.O. Box 370
Roanoke Rapids, NC 27870
Web Address: www.dom.com



December 22, 2010

Linda Worth
Warren County Manager
105 S. Front Street
Warrenton, NC 27589

RE: Shoreline Management Plan Setbacks

Dear Ms. Worth:

Dominion is in the process of a five year review of the Shoreline Management Plan (SMP) developed during Federal Energy Regulatory Commission (FERC) relicensing of the Roanoke Rapids and Gaston hydropower projects. During the development of the FERC license requiring the SMP, Dominion met with counsel for Warren, Halifax and Northampton Counties and the City of Roanoke Rapids as well as Brunswick and Mecklenburg Counties in Virginia to discuss setbacks. Since that time, setbacks in each of the jurisdictions, except Warren County, were established and vary from 15' to 30'. In addition, Halifax County and the City of Roanoke Rapids are in a Critical Watershed Protection Overlay District that requires a 30' vegetated buffer. These setbacks help prevent encroachments and provide an additional buffer between land disturbance and the reservoirs for enhancing water quality and wildlife habitat.

Dominion now wishes to discuss the setback/buffer options with the Warren County Commission. Thank you for reminding me of the process. I am submitting this letter in advance of the February 9, 2011 timeframe so that Dominion's

request can be addressed by the Warren County Commission at the February 16, 2011 work session.

Please let me hear back from you by calling me at 919.418.1642 or electronically at michael.thompson@dom.com.

Sincerely,

A handwritten signature in blue ink that reads "Michael A. Thompson". The signature is fluid and cursive, with the first name being the most prominent.

Michael A. Thompson

Dominion North Carolina Power

State and Local Affairs

ROANOKE RAPIDS AND GASTON HYDROPOWER PROJECT
FEDERAL ENERGY REGULATORY COMMISSION PROJECT NO 2009
WARREN COUNTY COMMISSIONERS WORK SESSION
APRIL 20, 2011
PROPOSAL TO IMPLEMENT BUILDING SETBACKS
LAKE GASTON

Background

- License Issuance: Original FERC license issued March 1951
New license issued March 31, 2004
- License Term is 40 years
- License conditions and FERC regulations include:
 - Dam safety and integrity
 - Dam operation
 - Security responsibilities
 - Environmental parameters

Shoreline Management

- License Article 420 requires development of a Shoreline Management Plan (SMO)
- Draft plan completed in 2000 and implemented at that time (pre-license issuance)
 - Assessment of fish and wildlife
 - Assessment of land use
 - Assessment of shoreline condition and protective measures
 - Assessment of recreational resources
 - Requirements for shoreline protection
 - Requirements for aesthetics protection
 - Requirements for shoreline access for the public
 - Requirements for terrestrial and aquatic habitat protection
 - Requirements for development (public and private) of Dominion's property (within the "Project Boundary")
- SMP developed collaboratively
 - US Fish and Wildlife Service
 - NC Wildlife Resources Commission
 - VA Department of Game and Inland Fisheries
 - NC Department of Environment and Natural Resources
 - Regional Partnership of Local Governments
 - Lake Gaston Association

- License Article 420 Requires a 5-year review of the Plan
 - 5-year review occurred in 2010
 - Issue raised of no Warren County, NC building set-backs
 - Dominion took on the responsibility of follow-up

Regional Partnership of Local Governments

- Halifax, Northampton and Warren Counties, NC
- Brunswick and Mecklenburg Counties, VA
- Represented by Slayton, Bane and Clary
- Slayton, Bane and Clary responsible for obtaining setbacks
 - Brunswick: 25' setback
 - Mecklenburg: 15' setback
 - Halifax: 30' setback
 - Northampton: 25' setback
 - Warren: None

Proposal

Warren County, NC implement a 25 – 30' setback for all buildings requiring a county building permit for property adjacent to Dominion's Lake Gaston FERC Project Boundary.

Reasoning

- Encroachments
 - Any structures found on Dominion property after 1999, Dominion will require property owner to remove the structure at property owner's cost.
 - Current practice is to remove all structures (including fences) upon discovery unless owner can provide proof the structure was built prior to 1999. Dominion may upon receipt of proof, enter into a revocable license agreement, good only for the current property owner
- Land disturbance
 - SMP requires protection of the project boundary. Dominion allows disturbance of the natural landscape only upon an approved permit.
 - Structures built up to and adjacent the Dominion project boundary likely to cause Dominion's land to be disturbed. Dominion will not issue a permit for such occurrences
- Protection of Fish and Wildlife
 - Undisturbed and natural barriers filter and remove sedimentation from runoff.
 - Dominion receives regular complaints of sediment filling coves requiring dredging – a practice discouraged by the natural resource agencies and limited by the SMP

April 20, 2010
Work Session Agenda

Item # 3

**Proposal to Erect Monument
To Equality on Courthouse Square**

== =

**Charles Haywood
Citizen**

Charles Haywood, Citizen

Proposes establishing a committee representative of the entire County to formalize a plan to involve community in erecting a memorial/monument to equality on Courthouse Square.

Suggests a design contest involving students and local artists.

April 20, 2011
Work Session Agenda

Item # 4

**Report on Department of Social Services Trial
Flex Time Period**

===

Jeffrey Woodard
DSS Director

Warren County Department of Social Services Flex Work Schedule Evaluation

Executive Summary

In October 2010, the Warren County Board of Commissioners authorized the implementation of a flex work schedule for the employees of Warren County Department of Social Services. The social services director sought this request as a means of enhancing employee morale and as an opportunity to service more social service clientele formally and informally. The department agreed to provide a six-month evaluation of the flex work option and make recommendations to the commissioners regarding its effectiveness and continued implementation.

The factors measured to determine effectiveness included (a) client access to agency services, (b) increase in worker productivity, (c) increase in staff morale, and (d) no additional cost to county per implementation of the flex work schedule.

The tool used for assessing effectiveness were (a) customer service surveys, (b) staff interviews/surveys, (c) caseload data regarding the number of overdue cases and/or reviews pre and post evaluation, and (d) case data regarding the amount of compensation time acquired pre and post evaluation. This data would determine whether the factors positively or negatively influenced the flex work option.

The evaluation process was completed in March 2011. Our findings suggest the following:

- 1-DSS staff favored flex work option 30% more than the traditional work option as a motivator and morale booster.
- 2-DSS staff view salary as the greatest motivator and morale booster (35%) and flex work option as a close second (30%). The traditional work schedule received a 5% ranking.
- 3-With the introduction of the flex work schedule, 75% of DSS staff during the review period rate their morale as good.
- 4-DSS clientele express 95% satisfaction accessing staff on site.
- 5-DSS clientele express 95% satisfaction with staff providing coverage when their primary case worker is unavailable.
- 6-DSS clientele express 80% satisfaction when attempting to reach staff by telephone.
- 7-DSS clientele express 80% satisfaction with staff ability to return messages.
- 8-DSS clientele express 95% satisfaction with agency's operational hours (8:30am to 5:00pm) despite agency implementation of a flex work option. [Clientele experienced no disruption of service due to changes in staff work hours].

9-DSS overdue reviews have reduced as a result of staff having more time to respond to state mandated time frames [flex work option creates a longer work day].

10 -DSS staff has seen a reduction in compensation time by staff as a result of longer work days to complete assignments [flex work option creates a longer work day].

11-Agency experienced no additional cost as a result of implementing a flex work option.

Recommendation

The Warren County Department of Social Services recommends that the Warren County Board of Commissioners adopt the flex work schedule option as an effective work schedule for the Department of Social Services.

DSS Flex Work Option Findings

Staff Surveys – N=130 (sample survey attached)

Factor	Work Environment	Salary	Flex Work Schedule	Supervision	Traditional Work Schedule
Greatest Motivator for Staff Morale	20%	30%	35%	10%	5%
Boost Staff Morale	20%	35%	30%	10%	5%
Morale now	Good		Fair		Poor
	75%		20%		5%

Client Surveys – N = 130 (Sample survey attached)

Factor	Satisfied	Not Satisfied
Staff available on site	95%	5%
Staff assure that coverage is available	95%	5%
Can reach staff by telephone	80%	20%
Staff ability to return messages	80%	20%
Approve of operational hours	95%	5%

Compensation Time

A. CPS, Foster Care, APS and DSS Administration usually incur compensation time. Employee time sheets track compensation time. These staff have experienced a decrease in compensation in compensation time and the flex work option has played a major role in the reduction. Compensation time has reduced from 3-4 days per month to 1 to 2 days per month.

Overdue Reviews

B. Medicaid, Food Assistance, and Work First usually experience overdue reviews particularly when case volume increases. DSS is penalized when a substantial amount of overview reviews occur. The flex work option has played a major role in the reduction of overdue reviews. Overview reviews have decreased from 3-5% to 0-3%.

Sample of Staff Comments

- A "I love the flex work option"
- B "excited about having flex"
- C "a great resource for increasing morale"
- D "I would like a raise"
- E "flex is good"
- F "flex is a great motivator"
- G "flex gave me something to look for"
- H "this is a great place to work"
- I "flex has boosted my morale"
- J "I am able to keep doctor appointments for my family because of flex day off"
- K "no raises is my concern"
- L "flex allows me to gain time"
- M "flex is important" "
- N "I'm enjoying flex"
- O "I've seen improvement since having flex"

ACCESSIBILITY SURVEY

(DSS Customer Survey to determine **Accessibility** of services rendered)

Date of survey:

Definition: Accessibility for the purpose of this survey is defined as the ability of the customer to access services or staff when they enter the agency.

- | | | | |
|--|------------------------------|-------------------------|-----------------------------|
| 1. DSS staff is available on site when I come to the office for services. | Very Satisfied
[] | Satisfied
[] | Not Satisfied
[] |
| 2. My DSS case worker is available for me to see or another DSS worker sees me if he/she is not available. | Very Satisfied
[] | Satisfied
[] | Not Satisfied
[] |
| 3. I can reach DSS staff by telephone without any major delays. | Very Satisfied
[] | Satisfied
[] | Not Satisfied
[] |
| 4. If I have to leave a message, DSS staff will return my telephone call. | Very Satisfied
[] | Satisfied
[] | Not Satisfied
[] |
| 5. The operating hours of DSS meet my needs. | Very Satisfied
[] | Satisfied
[] | Not Satisfied
[] |

DSS STAFF MORALE SURVEY

(Customer service survey to assess current **morale** of staff)

Name:

Date of survey:

Definition: Increased morale for the purpose of this survey is defined as achieving individual satisfaction from the below list of factors.

Instructions: Rank your responses 1 thru 6. 1 equals greatest motivator and 6 equals least motivator. Use these instructions for the first two questions.

1. Which factor is the greatest motivator in my work environment?

type of work I do salary flex work option supervision received

traditional work option other

2. Which factor requires the greatest degree of improvement in order to boost my morale at work?

type of work I do salary flex work option supervision received

traditional work option other

3. How would you rate your morale at work right now?

good

fair

poor

Why: _____

April 20, 2011
Work Session Agenda

Item # 5

**Proposed Revisions to
Warren County Travel Policy
(Highlighted items represent proposed changes
requested by the Finance Director.)**

===

**Barry Mayo, Finance Director
Commissioner Ruby Downey**

TRAVEL POLICY WARREN COUNTY

Section 1. Purpose:

The intent of this policy is to make uniform provisions for the reimbursement of necessary expenses of county employees and board members who are required to travel in the performance of their duties and in the interest of Warren County.

Section 2. Policy Administration:

The respective department heads are responsible for the administration of the provisions of this policy and are authorized to approve travel reimbursements except where otherwise stated.

Section 3. Definitions:

- 1.Covered Parties – All county employees and Board Members are covered by this policy. Non-county employees traveling on official business whose expenses are paid by the County are subject to this policy to the same extent as County employees. **Expenses for family members will not be paid by the County and should be paid directly to the vendor by the traveling party.**
- 2.Authorizing Party – The employee’s department head will be the party responsible for authorizing travel and approving expense reports. This authority may be delegated to a supervisor by the department head. The County Manager shall approve all department head travel, and a designated member of the Board of Commissioners shall approve travel of the County Manager and other Board members. All out-of-state travel must be pre-approved by the County Manager. All requests shall be approved in accordance with this policy.
- 3.Third Party Paid Travel – When a third party (i.e., the State or grantor agency) will reimburse the County for all or a portion of travel expenses, this information must be provided in writing to the Finance Office at the time the “Authorization for Overnight Travel” form is submitted.
- 4.Necessary Expense – All reasonable charges incurred by an employee caused by travel in the interest of the county, including transportation, meals, registrations, **internet access, taxi fares for business purposes and parking fees.** It does not include fines, alcoholic beverages or illegal expenses, **valet parking,** laundry charges, personal telephone calls, movie rentals, **tips** or similar personal expenses.
- 5.Duty Station – The location at which the employee spends the majority of his or her working hours.
- 6.Travel Period – The month in which the travel takes place.

1. Authorized Transportation Modes – Following are authorized modes of transportation available to employees and officials traveling on county business:

A. County-owned vehicles. Should be used when a vehicle is available to an employee. When a county vehicle is used it should be picked up at the duty station on the day of travel. However if the meeting destination is closer to your home than your duty station or if your departure time is before 7:00 a.m., a county vehicle can be driven home the night before the meeting and returned the next working day.

B. A county vehicle should be used for all travel when a vehicle is available (i.e., to a conference/seminar/meeting and for local travel). It is the responsibility of the department head to ensure this policy is administered. If no county vehicle is available, use of a personal vehicle must be approved in advance by the department head in order to receive mileage reimbursement. In addition, when making trips for local travel (post office, other departments to deliver and pickup mail, etc.) and a county vehicle is not available contact another department in the vicinity of your office to coordinate the use of their vehicle or contact the Buildings and Grounds Department for assistance with your in town interdepartmental task.

C. Reimbursement may be approved for direct expenses for county owned vehicles when charges cannot be made to the County, and county gas or service is not available.

D. Privately owned vehicle. May be used when a county vehicle is not available. Reimbursement for expenses is limited to the mileage allowance.

E. Public Transportation. Air Travel will be reimbursed for coach fare with every effort being made to take advantage of the greatest discounts available. Employee may be allowed to fly if cost of airfare plus any fees for parking, taxi or rental cars does not exceed cost of driving personal vehicle.

F. Rental Cars. Rental cars will be allowed only when no other, more economical mode of transportation is available and must be approved in advance by the authorizing party. A receipt from the rental company is necessary for reimbursement.

2. Mileage Allowance – The amount authorized to be paid on a per-mile basis for travel in a privately owned vehicle.

A. Mileage is computed from the duty station or from home to the conference/workshop location, whichever is less.

The mileage allowance shall increase/decrease in accordance with the mileage rate for the State of North Carolina. Upon recommendation from the Finance Director the County Manager will adjust the rate accordingly. (Current business standard rate set by the Internal

A.Revenue Service and the NC Office of State Budget and Management is .510 cents per mile effective July 1, 2011)

B.Mileage verification using Mapquest.com should be attached to all travel requests.

C.Employees attending the same meeting/workshop should carpool. If an employee chooses not to carpool and drives separately, mileage reimbursement will not be allowed. Extenuating circumstances must be approved in advance.

1. Meal Allowance – The following schedule shall be used to reimburse the cost of meals in connection with overnight business:

In-State	Out-of-State	
Breakfast	\$ 6.00	\$ 8.00
Lunch	7.00	12.00
Dinner	17.00	20.00

The above amounts are inclusive of tips. Meals will be reimbursed for overnight travel only. The number of meals for which an allowance is due on days of partial travel shall be determined as follows and must be approved on the Authorization for Overnight Travel:

Breakfast - Depart duty station prior to 7:00 a.m. (if the calculation does not allow for breakfast, it also does not allow for a hotel accommodation the night before.

Lunch - Depart from duty station prior to 11:00 a.m. on day of departure. Return to duty station after 1:30 p.m. on day of return

Dinner - Return to duty station after 8:00 p.m. on day of return

No receipts are required for meals. No reimbursement will be made for a meal included in a registration fee. Also, no reimbursement will be made for a meal when the conference or hotel provides a continental breakfast.

1. Non-overnight Travel – In order to comply with IRS regulations, there will be no meal reimbursement during travel that does not require overnight travel. If a registration fee for a one-day program includes a meal, or if lunch or dinner is a part of a meeting or conference, the full cost of the registration is reimbursed, inclusive of the meal.

2. Airfare may be requested in advance as a cash advance or reimbursed on the expense report. In each case, the receipt must be attached to the travel expense report.

Section 4. Procedures for Travel:

1. Authorization for Overnight Travel – Requests for overnight travel must be approved in advance. Overnight travel expenses incurred without prior approval by the authorizing party and the Finance Office will not be reimbursed. The computation of meal allowances on days of departure and return will be determined by using the timetable indicated in Section 3.I. of this policy.

A. One (1) hour of travel time will be allowed for each fifty (50) miles traveled.

B. Overnight stay will be authorized for the night before the meeting if the meeting/session time plus thirty (30) minutes allowance for registration, using the breakfast allowance calculation in Section 3.I., requires you to leave prior to 7:00 a.m.

C. The “Authorization for Overnight Travel” form must be submitted to the Finance Office at least ten (10) working days prior to travel.

D. A copy of the meeting/training announcement, including the agenda, must be attached to the “Authorization for Overnight Travel” request form.

E. The Finance Office will determine whether the request is in accordance with the provisions of this policy and may approve or deny it.

F. An approved copy of the “Authorization for Overnight Travel” form will be returned to the department as evidence that travel has been approved by the Finance Office.

G. Travel advance requests should be submitted on “Check Requests for Approved Travel” form. Travel advance requests should not be submitted to Finance Office until “Authorization for Overnight Travel” form has been approved and returned to the department. (Do not submit travel advance check requests with “Authorization for Overnight Travel”)

B. Explanations of Travel Advance Requests:

• **Registration** – The Finance Office will issue a check to the sponsoring agency for registration fees for meetings and conferences. A “Check Requests for Approved Travel” form must be submitted to the Finance Office no less than five (5) working days prior to travel in order for a check to be issued. For non-overnight travel registration request, a copy of the workshop/meeting notice must be attached

Hotel Deposits – The Finance Office will issue a check payable to the hotel. A “Check Requests for Approved Travel” form must be submitted to the Finance Office no less than five (5) working days prior to the date of travel in order for a check to be issued. A full **itemized** bill from the hotel must be attached to the monthly expense report, not a copy of a credit card receipt. Hotel charges will be paid at the single

- rate for employees or officials traveling with their families. Every effort should be made to stay at hotels offering a government rate.
- Cash Advance – Cash Advances may be requested, using the “Check Requests for Approved Travel” form when miscellaneous expenses are \$50.00 or more and were previously approved on the Overnight Travel Authorization. NO CASH ADVANCE WILL BE ISSUED FOR LESS THAN \$50.00. A receipt for parking, taxi fares and airfare must be submitted when travel is cleared. Cash advances will not be issued prior to three (3) working days of departure. Cash advances should be settled within thirty (30) days following the trip. No future advance will be issued until the prior advance is settled. If an advance is not settled within sixty (60) days following the month of travel, the cash advance may be deducted from the employee’s payroll check.
- No advances for any purpose will be issued if expense reports are outstanding more than sixty (60) days following the month of travel.
- Please use only travel forms designed by the Finance Office. Altered forms will be returned to the department for resubmission on correct forms. These forms can be obtained via e-mail from the finance office.

C. Travel Expense Reports – Expense reports should be submitted monthly, by the 5th day of the month following the month of travel. Travel reimbursement checks are written to employees on the 10th of the month following the travel period. Expenses should be itemized for each day. All expense reports should be signed by the supervisor before submission to the Finance Office. All unsigned expense reports will be returned to the department for signature and may result in a check not being issued by the 10th of the month. If funds are due the County, funds must be submitted to the Finance Office with the expense statement. Expense statements must include original receipts for allowable charges ((i.e., registration (if paid by the employee), hotel, parking, airfare, car rental, taxi fares, etc.)). One “safe arrival” personal phone call, not to exceed \$5.00, will be allowed if documented.

Adopted this __ day of _____, 2011.

Barry Richardson, Chairman
Warren County Board of Commissioners

April 20, 2011
Work Session Agenda

Item # 6

**Proposed Revisions to Blue Cross Blue Shield
Group Benefits Plan for Warren County Employees
for FY 2012 Renewal**

== =

**Linda T. Worth
County Manager**

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Linda T. Worth, County Manager *LW*

DATE: April 15, 2011

RE: Warren County Employees
FY 12 Group Benefits Renewal

Attached are the FY 12 renewal quotes from BlueCross BlueShield, Warren County's Group Medical/Dental Carrier. As you may be aware, currently we offer a dual option medical plan (health/vision) with the county paying for the low option for all county employees. Employees opting for the high option plan must pay any additional premium over and above what the county pays.

The preliminary renewal for our current group medical plan (health/vision) with the single and dual options came in at a 19.6% increase which equated to an annual dollar increase of \$364,764. We requested BB&T Insurance Services, our BCBS Broker, to renegotiate the preliminary group medical renewal with the following plan changes:

1. Changed plan from a dual-option to a single-option plan;
2. Increased individual deductibles from \$750/\$1,500 to \$1,000/\$2,000, and family deductibles from \$2,250/\$4,500 to \$3,000/\$6,000;
3. Emergency Room Co-pay from \$150 to \$300, and Urgent Care Co-pay from \$40 to \$50;
4. Office Visit Co-pays/Deductibles:
Primary from \$20/30% to \$25/30%
Specialist from \$40/30% to \$50/30%
Preventive Care from \$20/No Deductible to Covered @ 100%
5. Vision Co-pays/Deductibles:
Routine Eye Exam from \$20/30% to Covered at 100%/30%
Diagnostic Eye Exam from \$40/30% to \$50/30%
Hardware: No Change - \$150 Allowance
6. Chiropractic from \$40 Co-pay to \$50 Co-pay

7. Prescription Drugs:
Deductible: No Deductible to \$100 Deductible
Generic: From \$10 to \$4
Brand: From \$35 to \$30
Preferred Brand: From \$50 to \$45
Specialty Brand: No Change

After making these changes to our group medical plan, the final renewal increase was reduced from 19.6% to 4.77% which includes a per member charge of \$9.12/month for BB&T Insurance Services annual commission charge. This reduction in percentage increase resulted in a reduction in the dollar increase from \$364,784 to \$81,275 for FY 12.

The group dental renewal for our current plan initially came in at a 21.64% increase which equated to a dollar increase of \$17,954. To help reduce this increase we requested BB&T Insurance Services to renegotiate our plan with the following benefit changes:

1. Endodontics: Change from 80% to 50%
2. Periodontics (surgical): Change from 80% to 50%
3. Periodontics (Non-surgical): Change from 80% to 50%

After making the changes noted above in our dental plan, the final renewal increase for group dental came in at 1.36% which equates to a dollar increase of \$1,127 for FY 12. The monthly employee premium for dental was actually reduced from \$21.80 (current) to \$21.49.

I am respectfully requesting the Board's approval to move forward with making the noted changes in Warren County Employees Group Medical and Dental plans with BlueCross BlueShield for FY 12.

Please feel free to contact me if there are any questions or concerns.

Warren County

Group Medical

July 1, 2011



	CURRENT				PRELIMINARY RENEWAL				Preliminary Single Option Renewal		Revised Single Option Final**	
	BlueCross BlueShield of North Carolina				BlueCross BlueShield of North Carolina				BlueCross BlueShield of North Carolina		BlueCross BlueShield of North Carolina	
	High		Low		Quote # 3393835-High		Quote # 3393834-Low		Quote #3494506		Quote #3494506	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
	High	Low	TOTAL									
Employee	20	212	232	\$490.85	\$466.90	\$587.24	\$559.90	\$523.20	\$484.26			
Employee Spouse	1	9	10	\$969.38	\$922.07	\$1,149.36	\$1,095.84	\$1,024.02	\$947.81			
Employee Child	3	19	22	\$685.16	\$632.70	\$803.17	\$765.78	\$715.55	\$662.31			
Employee Children	1	6	7	\$898.07	\$854.24	\$1,048.51	\$999.69	\$935.42	\$865.79			
Family	0	3	3	\$1,397.69	\$1,329.48	\$1,584.45	\$1,510.67	\$1,408.72	\$1,303.89			
Estimated Monthly Premium	\$13,679.93		\$128,416.61	\$16,352.18		\$153,641.33		\$158,135.80		\$146,369.44		
Estimated Annual Premium	\$164,159.16		\$1,540,999.32	\$196,226.16		\$1,843,695.96		\$1,897,665.60		\$1,756,433.28		
Total Annual Premium	\$1,705,158.48				\$2,039,922.12				\$1,897,665.60		\$1,756,433.28	
Percentage Change					19.6%				11.3%		3.0%	
Dollar Change	N/A				\$334,764				\$192,507		\$51,275	
Deductible												
Individual	\$500	\$1,000	\$750	\$1,500	\$500	\$1,000	\$750	\$1,500	\$1,000	\$2,000	\$1,000	\$2,000
Family	\$1,500	\$3,000	\$2,250	\$4,500	\$1,500	\$3,000	\$2,250	\$4,500	\$3,000	\$6,000	\$3,000	\$6,000
Coinsurance	80%	70%	80%	70%	80%	70%	80%	70%	80%	70%	80%	70%
Out-of-Pocket Maximum												
Individual	\$3,000	\$6,000	\$3,000	\$6,000	\$3,000	\$6,000	\$3,000	\$6,000	\$3,000	\$6,000	\$3,000	\$6,000
Family	\$9,000	\$18,000	\$9,000	\$18,000	\$9,000	\$18,000	\$9,000	\$18,000	\$9,000	\$18,000	\$9,000	\$18,000
Hospitalization	Ded / 20%	Ded / 30%	Ded / 20%	Ded / 30%	Ded / 20%	Ded / 30%	Ded / 20%	Ded / 30%	Ded / 20%	Ded / 30%	Ded / 20%	Ded / 30%
Emergency Room	\$150 Copay	\$150 Copay	\$150 Copay	\$150 Copay	\$150 Copay	\$150 Copay	\$150 Copay	\$150 Copay	\$300 Copay	\$300 Copay	\$300 Copay	\$300 Copay
Urgent Care	\$30 Copay	\$30 Copay	\$40 Copay	\$40 Copay	\$30 Copay	\$30 Copay	\$40 Copay	\$40 Copay	\$50 Copay	\$50 Copay	\$50 Copay	\$50 Copay
Office Visit												
Primary	\$20 Copay	Ded / 30%	\$20 Copay	Ded / 30%	\$20 Copay	Ded / 30%	\$20 Copay	Ded / 30%	\$25 Copay	Ded / 30%	\$25 Copay	Ded / 30%
Specialist	\$30 Copay	Ded / 30%	\$40 Copay	Ded / 30%	\$30 Copay	Ded / 30%	\$40 Copay	Ded / 30%	\$50 Copay	Ded / 30%	\$50 Copay	Ded / 30%
Preventive Care	\$20 Copay	N/A	\$20 Copay	N/A	\$40 Copay	N/A	\$40 Copay	N/A	Covered at 100%	N/A	Covered at 100%	N/A
Vision												
Routine Eye Exam	\$20 Copay	NA	\$20 Copay	Ded / 30%	\$20 Copay	NA	\$20 Copay	Ded / 30%	Covered at 100%	Ded / 30%	Covered at 100%	Ded / 30%
Diagnostic Eye Exam	\$30 Copay	Ded / 30%	\$40 Copay	Ded / 30%	\$30 Copay	Ded / 30%	\$40 Copay	Ded / 30%	\$50 Copay	Ded / 30%	\$50 Copay	Ded / 30%
Hardware	\$150 Allowance		\$150 Allowance		\$150 Allowance		\$150 Allowance		\$150 Allowance		\$150 Allowance	
Chiropractic	\$40 Copay	N/A	\$40 Copay	N/A	\$40 Copay	N/A	\$40 Copay	N/A	\$50 Copay	N/A	\$50 Copay	N/A
Prescription Drugs												
Deductible									\$100 Ded.		\$100 Ded.	
Generic	\$10		\$10		\$10		\$10		\$4		\$4	
Brand	\$35	copay + charge over in-network allowed amt	\$35	copay + charge over in-network allowed amt	\$35	copay + charge over in-network allowed amt	\$35	copay + charge over in-network allowed amt	\$30	copay + charge over in-network allowed amt	\$30	copay + charge over in-network allowed amt
Preferred Brand	\$50		\$50		\$50		\$50		\$45		\$45	
Specialty Brand	75%		75%		75%		75%		75%		75%	

** Revised Final Renewal Rates are net of BB&T Commissions

The rates and benefits shown in this proposal are for an illustrative comparison only. Please refer to the carrier's certificate of coverage for a complete description of benefits, exclusions, and limitations. In the event of a discrepancy, the carrier's certificate of coverage shall prevail.

Warren County
REVISED Group Dental
July 1, 2011

		CURRENT	FINAL RENEWAL**	REVISED FINAL RENEWAL**	REVISED FINAL ALTERNATE**
		 BlueCross BlueShield of North Carolina	 BlueCross BlueShield of North Carolina	 BlueCross BlueShield of North Carolina	 BlueCross BlueShield of North Carolina
		Passive PPO Network	Passive PPO Network	Passive PPO Network	Passive PPO Network
Counts					
Employee	232	\$21.80	\$25.79	\$24.40	\$21.49
Employee/Spouse	10	\$47.96	\$51.58	\$48.80	\$42.99
Employee/Child	22	\$36.87	\$48.70	\$46.08	\$40.58
Employee/Child(ren)	7	\$54.48	\$78.79	\$74.55	\$65.66
Family	3	\$61.92	\$96.55	\$91.36	\$80.46
Estimated Monthly Premium		\$6,915.46	\$8,411.66	\$7,958.49	\$7,009.34
Estimated Annual Premium		\$82,985.52	\$100,939.92	\$95,501.88	\$84,112.08
Percentage Change			21.64%	15.08%	1.36%
Dollar Change			\$17,954	\$12,516	\$1,127
Deductible					
Individual		\$50	\$50	\$50	\$50
Family		\$150	\$150	\$150	\$150
Annual Maximum					
Individual		\$1,000	\$1,000	\$1,000	\$1,000
Family					
Preventive Services		100%	100%	100%	100%
Basic Services		80%	80%	80%	80%
Major Services		50%	50%	50%	50%
Orthodontics		N/A	N/A	N/A	N/A
Endodontics		80%	80%	80%	50%
Periodontics (surgical)		80%	80%	80%	50%
Periodontics (NON-surgical)		80%	80%	80%	50%
Percentile of UCR		90th	90th	90th	90th
Minimum Employer Contribution		100%	100%	100%	100%
Minimum Participation		75%	75%	75%	75%
Rate Guarantee		Current	1 Year	1 Year	1 Year

** BCBS Renewal Rates are Net of Commissions

The rates and benefits shown in this proposal are for an illustrative comparison only. Please refer to the carrier's certificate of coverage for a complete description of benefits, exclusions, and limitations. In the event of a discrepancy, the carrier's contract will always govern.

April 20, 2011
Work Session Agenda

Item # 7

**Proposal to Privatize Fleet Maintenance
In FY 12**

== =

Linda T. Worth, County Manager
Marshall Brothers, Fleet Manager

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: April 15, 2011
RE: Proposal to Privatize Fleet Maintenance in FY 12

Warren County has contracted with Warren County Schools from the latter part of 1994 to the current time for vehicle maintenance and repair services. A copy of the contract is attached. We have discussed on various occasions modifying or revising the contract; however, to my knowledge the original contract has never been changed from its original form. We stopped purchasing gas through the school system in 2002 due to legislation surrounding excise taxes on motor fuels for lead educational agencies which did not apply to counties. The contract may be terminated by either party with thirty (30) days notice to the other party.

Over the past 17 years, Warren County's fleet has grown in number to 100+ vehicles including passenger cars, vans, light and heavy trucks, and heavy equipment. Staff has been increased at the School Bus Garage to accommodate our increased fleet needs which has necessitated increases in the fees charged by Warren County Schools for servicing and repairing our vehicles. Currently, we are being billed by the Schools for salaries/fringes for clerical and mechanical staff assigned to work on County vehicles in the monthly amount of \$7,978.94 (which is less than it normally would be due to a vacant position) for total annual fees of \$95,747.28. The costs of parts and other expenses are billed directly to Warren County. In the current year, parts and other expenses are anticipated to cost \$104,455.98. We purchase fuel for county vehicles from Wilco-Hess at a reduced rate under a special plan. Fuel costs in the current year are anticipated to be \$390,131.69.

Due to changing needs of our fleet and limitations for upgrading/expanding services at the School Bus Garage, I along with the members of our County Fleet Committee began exploring other options to meet our fleet maintenance and repair needs. We have considered privatization of this service for some time; however, for various reasons did not feel our needs could adequately be met in the private market place. However, after meeting and speaking with private vendors in

Warren and surrounding counties, we feel certain that the time is right to look at privatizing this service in FY 12.

After analyzing our current annual fleet costs, we anticipate by privatizing maintenance and repair services by utilizing private vendors in Warren and surrounding locales, we will be able to save approximately \$42,000 in FY 12 in vehicle operating expenses. These savings are based on pricing secured from local vendors for various services as compared to our current arrangement with the School System and current costs incurred for maintenance and repair services. This amount would be significantly higher if fuel costs were not at an all-time high. Increasing fuel costs are driving our operating costs up significantly for those departments operating fleet vehicles. If we do not privatize this service in FY 12, we would need to budget \$581,895 to cover the costs of fuel, fleet vehicle expenses (School Bus Garage Mechanic's assigned county vehicle), parts and other expenses as compared to \$540,185 if we privatize. As we move forward in years beyond FY 12, it is anticipated that if this service is privatized next year, we will see significant reductions in vehicle operating expenses particularly when gas prices move back down to more normal levels.

There are also benefits to be gained from privatization other than the benefits to be gained by County Government. In this depressed economy, utilizing private vendors will encourage a competitive marketplace that will help our local businesses regain a sound economic footing. Increased competition may also serve to drive costs for services down for all customers.

For the Board's information, there is the possibility that at least one employee in the School Bus Garage, who is currently 100% paid by Warren County, may lose his job. I am not aware if the other employees who are shared by Warren County and the School System would be in danger of losing their jobs. Also, I do not know if the School System would consider retaining these employees in 100% School funded positions. As a matter of courtesy, I have informed the Superintendent of Schools that we will be discussing this matter at the Board's Work Session on April 20th.

I have also attached a "draft" of a proposed Vehicle Fleet Management Procedures Manual that was developed by Mr. Marshall Brothers, Public Works Director/Fleet Manager, in conjunction with the County Fleet Committee. This manual will help facilitate fleet maintenance and repair in the private sector. The Fleet committee has worked very diligently over many years to provide oversight and input on fleet management issues. The Fleet Committee is comprised of the Members listed below:

Marshall Brothers, Fleet Manager
Andy Smith
Kaye Hall (in Andy Smith's absence)
Barry Mayo
Dennis Paschall
Dickie Williams
Eddie Mitchum
Macon Robertson
Sheriff Johnny Williams

The Procedures Manual provides the framework for proper oversight of the County's fleet management program along with instructions to aid department managers in properly servicing, maintaining and repairing assigned fleet vehicles. This document is anticipated to be a work-in-progress as we continue to make certain all matters are covered and all questions are answered as it relates to issues surrounding our county fleet.

I want to thank Mr. Marshall Brothers; the Fleet Committee members; Mr. Barry Mayo, Finance Director; Ms. Gloria Edmonds, Accounting Manager; and Ms. Evelyn Cooper, Accounting Technician; for their assistance in compiling financial and other technical data used to analyze the feasibility of fleet privatization for Warren County. I am confident that Warren County will see immediate savings and greater efficiencies should the Board grant us the authority to move forward in FY 12 to privatize fleet maintenance.

We look forward to discussing this matter with the Board at the April 20, 2011 Work Session. Please feel free to contact me should there be any questions or concerns in the interim.

cc: Marshall Brothers
Barry Mayo

Copy to [unclear]
[unclear]

WARREN COUNTY BOARD OF COMMISSIONERS

LORIA D. WILLIAMS, CLERK TO THE BOARD
130 N. MAIN ST.
P. O. BOX 619
WARRENTON, NORTH CAROLINA 27589

RECEIVED
DEC 26 1994

MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF WARREN AND WARREN COUNTY SCHOOLS FINANCE OFFICE

Lucious Hawkins, Chairman
James W. Byrd, V-Chairman
Oscar L. Meek
George E. Shearin, Sr.
William T. Skinner

V. Alfreda Jordan-Webb
County Manager

Telephone: (919) 257-3115
Fax: (919) 257-2277

TO: James W. Wilkerson, Superintendent
FROM: V. Alfreda Jordan-Webb, County Manager
DATE: December 12, 1994
SUBJ: Maintenance of County Vehicles and Gas Purchasing

Warren County has agreed to contract for the services of Warren County Schools in repairing and maintaining all county-owned vehicles and purchasing gas, subject to the following stipulations and conditions:

Warren County Schools will:

1. Provide a mechanic to perform routine maintenance and repair services to Warren County vehicles at a salary of \$23,000 per annum (\$1,500 per month plus fringe benefits).
2. Provide part-time secretary (25%) for bookkeeping at a salary of \$6,000 per annum (\$400 per month plus fringe benefits).
3. Purchase and provide equipment as follows:

a.	1 lift for cars	\$ 6,000
b.	1 electronic analyzer	\$10,000
c.	tools	\$ 2,000
d.	additional inventory	\$ 4,000
4. Purchase all equipment and parts at wholesale and bill to the county.
5. Purchase and provide gas for all county vehicles at cost.
6. Maintain Workmen's Compensation on ~~all~~ employees. (above)

The County of Warren will pay Warren County Schools for the above-mentioned services to be billed to the county monthly, delineating the charges for each county department. The total first year cost for maintenance of county vehicles will be approximately \$51,000. The second and following years, the cost will be approximately \$29,000.00 plus parts. The terms of this agreement will begin January 1, 1995 and continue until re-negotiated or terminated by either party with thirty (30) days notice to the other party.

V. Alfreda Jordan-Webb
County Manager
Date 12-12-94

James W. Wilkerson
Superintendent
Date

Warren County Vehicle Fleet Management Procedures



Warren County Government
Post Office Box 619
Warrenton, North Carolina 27589

Table of Contents

Summary

Mission Statement.....	2
Goal.....	2
Objective.....	2
Policy.....	2

Responsibilities

Fleet Manager.....	3
Vehicle Custodian/Director.....	3
Vehicle Coordinators.....	3
Vehicle Operator.....	4

Fleet Maintenance and Repair Procedures (Appendix A)

Procedures

General.....	6
Preventive Maintenance.....	6
Vehicles Requiring Preventive Maintenance or in Disrepair but Operational.....	6
Vehicles in Disrepair and Not Operational.....	6
Regular Business and After Hours Towing Service.....	6
Vehicle Pools.....	6
Vehicle Cleaning.....	7
Vehicle Repairs.....	7

Reports for Tracking Vehicle Use and Expenditures (Appendix B)

Instructions.....	9
Motor Vehicle Trip Log.....	10
Vehicle Maintenance Report Form.....	11
Vehicle Inspection Report.....	12
Vehicle Services/Maintenance Price List.....	13

Warren County Fleet Policy (Appendix C)	14
---	----

VEHICLE FLEET MANAGEMENT PROCEDURES

Mission

To establish fleet services and procedures required to increase vehicle use, reduce maintenance expense, conserve vehicle value, and improve the overall operating efficiency of Warren County's fleet.

Goal

The goal of fleet management is to control the overall cost of operating and maintaining the County fleet of vehicles and to provide the County's governing body with enough credible information to accurately budget for maintenance and replacement costs.

Objective

The main objective of fleet management is to select, utilize and maintain vehicles in a manner that extends their useful life. To accomplish this objective, the Fleet Management Team will work with Department Heads and Directors to provide direction in selection and utilization of vehicles. The Fleet Manager will annually negotiate agreements for vehicle service and repairs with local repair shops/vendors (in Warren and adjacent counties). These agreements will focus on increasing economic efficiencies and ensuring quality mechanical services are received for Warren County's fleet vehicles.

Summary

Warren County's fleet management procedures reflects the vision of the County Manager and the Fleet Management Team to create a strategic plan that will serve as a guide in anticipating future fleet needs and a means of providing direction to County staff assigned fleet vehicles. This document will be modified and updated as needed to reflect changes in the County's fiscal ability, changing needs of our fleet, and changes in the automotive industry.

County fiscal ability, increasing fuel prices, fleet growth or reduction, and staff (workforce) will be a driving force for future planning.

Policy

A vehicle replacement program has been adopted which determines the replacement dates for vehicles. The criteria for replacement include age, usage, and maintenance costs. In general, emergency vehicles are replaced at 150,000 miles, five years of service, or at mechanic recommendation. All non-emergency vehicles are replaced at 200,000 miles, ten (10) years of service, or at mechanic recommendation. All new purchases for vehicles are part of the budget process and are coordinated through Fleet Management for recommendation.

RESPONSIBILITIES

Fleet Manager

The Fleet Manager is responsible for overseeing the Preventive Maintenance Program and enforcing procedures concerning vehicle utilization, routine maintenance, and repair.

Vehicle Custodian/Director

A Department Head or Director is responsible for monitoring and enforcing, within their department, all procedures governing the assignment, use, maintenance, and repair of vehicles. They ensure the timely submission of various reports and the prompt payment of bills.

The Vehicle Custodian/Director is responsible for:

- Carefully assessing departmental needs to minimize fleet size
- Carefully planning vehicle usage to maximize efficiency and minimize mileage driven
- Being a good steward of County vehicles and managing them accordingly
- Appointing a departmental vehicle coordinator and providing the Fleet Manager with the name and contact information
- Ensuring all vehicle damage and repairs are corrected as needed
- Ensuring departmental compliance with the required County preventive maintenance program
- Ensuring County vehicles are used for their intended purpose
- Rotating and/or eliminating vehicles with low utilization

Vehicle Coordinators

All vehicle custodians (department heads/directors) are responsible for establishing at least one Vehicle Coordinator within their areas of responsibility. The name and contact information for the Vehicle Coordinator must be provided to the Fleet Manager. The Vehicle Coordinator will be the main departmental contact for the Fleet Manager.

The Vehicle Coordinator is responsible for:

- Accumulating and assuring mileage information on vehicle use reports is maintained accurately
- Accumulating and assuring fuel information on the vehicle use reports is maintained accurately
- Accumulating and assuring maintenance information on the vehicle use reports is maintained accurately
- Accumulating and providing any other information required by the Fleet Manager
- Retaining accurate files on departmental vehicles for reference should the need arise
- Submitting the original vehicle use report to the Fleet Manager no later than the 5th of each month reporting the previous month's vehicle activities
- Advising the Fleet Manager of all vehicle accidents/incidents that occur and providing a copy of the vehicle accident package and police report
- Being familiar with and communicating established vehicle fleet management procedures to applicable parties within their department
- Ensuring all drivers have received appropriate vehicle operating training

RESPONSIBILITIES *(continued)*

Vehicle Operator

A person authorized by the County to drive a vehicle while on official business.

The Vehicle Operator is responsible for:

- Inspecting the assigned vehicle prior to operation. The inspection will include, but not be limited to the following safety items depending upon vehicle type:
 - Water and oil levels
 - Foot and emergency brake
 - Head, tail and brake lights
 - Turn signals
 - Tire pressure and tire condition
 - Windshield wipers
 - Mirrors
 - Visual damage (dents, large scratches, cracked windows, etc.)
- Identifying any mechanical problems associated with the vehicle they are operating and scheduling repair of same
- Report deficiencies discovered through operator's inspection, which are beyond the operator's capability, to the Vehicle Coordinator
- Completing vehicle use reports on a daily basis in an accurate manner
- Following all state laws associated with vehicle operation
- Ensuring that the state inspection is current
- Completing daily and weekly vehicle maintenance checks to ensure the vehicle is in good operating condition
- Complying with the County vehicle fleet management program

Proper completion of these operational checks will reduce unnecessary breakdowns and/or damage to the vehicle

Fleet Maintenance and Repair Procedures

Appendix A

WARREN COUNTY

FLEET MAINTENANCE AND REPAIR PROCEDURES

Procedures

General

Vehicle maintenance includes inspection, lubrication, adjustment, cleaning, testing and replacing vehicle components which have failed or are on the verge of failure. These actions will be performed in one of two ways:

- On a scheduled, periodic basis, which is called Preventive Maintenance (PM) cycle or;
- On a scheduled basis which is referred to as breakdown or unscheduled maintenance

Preventive Maintenance

All County vehicles shall receive appropriate Preventive Maintenance service in accordance with the manufacturer's guidelines, vehicle use, best fleet management practices and applicable motor vehicle regulations.

The Department Head or his/her designee is responsible for scheduling Preventive Maintenance appointments and for delivering vehicles to the service facility for service of those vehicles assigned.

The Fleet Committee will monitor Preventive Maintenance compliance and report non-compliance to the County Manager. Non-compliance with Preventive Maintenance schedules may be considered to be vehicle abuse. The Department Director will investigate and make a determination if any vehicle misuse or abuse has occurred and take appropriate action(s).

Drivers shall conduct periodic pre-trip visual vehicle inspections to ensure that the vehicle is in safe operating condition. Drivers should check engine oil levels and tire pressures at least weekly.

Vehicles Requiring Preventive Maintenance or in Disrepair but Operational

Vehicles requiring Preventive Maintenance or in disrepair but safely operational will be delivered to one of the recommended repair shops, to be determined by the Director in conjunction with the Fleet Manager, as necessary.

Vehicles in Disrepair and Not Operational

For vehicles in disrepair and not operational, the operator/director will arrange for towing of the vehicle.

Regular and After-Hours Towing Services

The Fleet Manager will provide the Department Directors with the phone numbers to request after-hours towing services.

Vehicle Pools

Each Director shall encourage vehicle pool assignments over individual vehicle assignments. Pools are a proven strategy in reducing fleet size and cost reduction.

**WARREN COUNTY
FLEET MAINTENANCE AND REPAIR PROCEDURES**

Procedures *(continued)*

Vehicle Cleaning

Each department or assigned driver(s) is responsible for maintaining the cleanliness of the vehicle assigned. The Department Head or Director is responsible for monitoring and enforcing this requirement within their department.

Vehicle Repairs

Drivers shall immediately notify the Vehicle Coordinator within their department of any and all vehicle defects and make arrangements for repairs to be made.

Vehicles found to be in unsafe operating conditions shall be removed from service until such time as repairs are completed to correct unsafe conditions.

When applicable, the Department Head shall seek to have all necessary repairs performed under manufacturers' warranties.

**Reports for Tracking
Vehicle Use
and Expenditures
(Instructions)**

Appendix B

Fleet Management Committee
Reports for Tracking Vehicle Use and Expenditures

The following are the instructions for the completion and submission of the reports documenting the use and repair of motor vehicles assigned to your departments.

Motor Vehicle Trip Log

- Purpose:** To provide accountability and tracking for the use of County-owned vehicles.
- Completion:** Each vehicle will maintain a trip log in the vehicle. Each driver must sign his or her name, indicate the date of the trip, the beginning and ending mileage, and the destination and reason for the trip.
- Disposition:** The trip logs for each vehicle are due to the Department Heads at the beginning of each month. A supervisor must sign each trip log before submission.

Vehicle Maintenance Report Form

- Purpose:** To monitor the repair record of each vehicle in the County's fleet. Monitoring the repair records help to document consideration for replacement as well as to ascertain the response time of the maintenance facility.
- Completion:** The form will be completed on a regular basis as vehicles are sent and recovered from the maintenance facility. It is especially important to include the number of days out of service, as well as the final work that was done (i.e., clutch replacement, tires rotated).
- Disposition:** The Maintenance Report Form will be submitted to the Fleet Manager at the beginning of each month.

Vehicle Inspection Report

- Purpose:** The County recognizes the need to make safety issues a priority. This form will provide accountability and tracking of safety issues recorded.
- Completion:** This form will be completed on a regular basis. If defective equipment is discovered, one should immediately notify your supervisor.
- Disposition:** The inspection reports for each vehicle are due to the Department Heads at the beginning of each month. A supervisor must sign each trip log before submission.

Warren County
VEHICLE INSPECTION REPORT

Please Print all Information

Vehicle Information:

Inspected by: _____ Vehicle Number/Type: _____
Date: _____ Mileage: _____

General Conditions:

Please inspect your vehicle on a regular basis. Please select/rate each item listed by indicating "S" for Satisfactory or "U" for Unsatisfactory. If you discover any defective equipment, please provide an explanation and immediately notify your supervisor.

	S	U		S	U
Condition of Exterior (Body, Fenders, Chrome)			Engine Oil Level		
Windows, including Windshield			Transmission Fluid Level		
Condition of Interior (Seats, Floor, Headliner)			Battery (Corrosion-Free)		
Mirrors			Air Conditioner		
Headlights (Upper and Lower Beams)			Does Parking Brake Hold Vehicle?		
Tail Lights, Stop and Turn Signals			Lift Operation (applicable only)		
License Plate Light			Straps / Tie Downs (applicable only)		
Instrument Lights			Horn		

Tire Conditions:

If you discover any defects in the tires, please immediately notify your supervisor.

	S	U		S	U
Right Front			Left Rear		
Left Front			Spare Tire		
Right Rear			Tire Jack		

Inventory:

	S	U		S	U
Gas Card			Registration		
Insurance Card			Accident Report Form		

Comments:

Acknowledgement:

I certify that I have personally inspected the above listed items and have not observed any defects that would impair the safe operation of the vehicle.

Signature: _____ Date: _____

If a vehicle is shared within the department, it is the responsibility of each driver to inspect the vehicle prior to and after each transportation run.

Vehicle Services/Maintenance Price List

	Andy Short	Auto Supply/ Carquest	Gary's Auto & Repair	Kearney's Auto	Odom/ Jimmy Harris (Prices Varies Dependent on Vehicle)	Randy's Repair & Towing	Tar Heel	Wayne Aycoc
Oil Service Jobs for Car or Light Truck								
Minimum of four (4) quarts of oil and oil filter		\$26.00			\$29.00		\$26.00	\$29.00
Maximum of seven (7) quarts of oil and oil filter		\$38.00			\$44.00		\$38.00	\$41.75
Brake Service for Car or Light Truck								
Brake pads, turn rotor or drums and labor-Front	\$120.00 - \$140.00	\$125.00 - \$155.00	Yes		\$120.00 - \$145.00		\$125.00 - \$135.00	\$125.00 - \$135.00
Brake pads, turn rotor or drums and labor-Rear	\$135.00 - \$145.00	\$125.00 - \$165.00	Yes		\$120.00 - \$145.00		\$125.00 - \$135.00	\$125.00 - \$145.00
Velocity Joints for Car or Light Truck								
Pricing varies dependent upon type of vehicle	Yes	Yes	Yes				\$65.00 - \$95.00	
Labor per velocity joint	Yes	\$55.00/Hour			\$45.00		\$35.00 - \$45.00	
Other services include front end work (tie rod ends, idler arms, ball joints, etc.	Yes	No Ball Joints	Yes		\$45.00		Yes	
Alignments for Car or Light Truck								
Two-wheel alignments		\$69.00 (cars only)			NA		\$35.00	
Four-wheel alignments		\$69.00 (cars only)			NA		\$48.00	
Wheel Balance for Car or Light Truck								
Price per wheel		\$12.00			\$6.00		\$7.00	\$6.00
Rotate and Balance Tires		\$24.00	Yes		\$11.00		\$24.00	\$20.00
Tire Repair		\$18.00			\$10.00		\$10.00- \$15.00	Plus \$6.00
Other Services								
Drive axle replacement	Yes	Yes	Yes		\$50.00			
Minor Repairs	Yes	Yes	Yes		\$50/Hour		Yes	\$45.00/ Hour
Transmission Flush Service	Yes	Yes			NA			
Transmission Filter Replacement	Yes	Yes			\$85.00		Yes	Parts & \$40.00 Labor
Coolant Flush Service	Yes	Yes			\$65.00		Yes	
Wrecker and Rollback Service		Yes	Yes		NA		N	
Sell of New Tires		Yes			NA		Yes	
Replace Filters: Oil/ Air/Fuel/Transmission	Yes	Yes			Varies		??	Parts
Lubrication	Yes	Yes	Yes		\$5.00		Yes	\$3.00
Tune-up	Yes	Some	Yes		\$85.00		N	
Battery Replacement	Yes	Yes	Yes		\$85.00 - \$150.00		Yes	
Inspection		No	Yes		\$13.60		Yes	\$13.60
Belts, Hoses and Shocks	Yes	Yes	Yes		Varies		No	
Exhaust Systems		No	Yes		Varies			
Wash/Wax/Complete Detail		Some			\$55.00		No	\$100.00
Onboard Diagnostics (OBD) Check	Yes - \$55.00	Some	Yes		\$20.00		No	
Limited Body Work		Some			Case by Case			

**Warren County
Fleet Policy**

Appendix C

WARREN COUNTY FLEET POLICY

This policy is established to regulate the use of County vehicles assigned to employees in the performance of their duties.

USE OF COUNTY-OWNED VEHICLES

1. Permitted Uses.

- a. Only County employees or drivers authorized by departments may drive or operate County vehicles or equipment.
- b. County-owned vehicles will be used for official County business only.
- c. No passengers will be permitted unless they are on official County business.

2. Driver Requirements

a. The driver of any County-owned vehicle must have a valid North Carolina operator's license. County employees who drive vehicles weighing more than 26,000 pounds or carrying 16 or more passengers must have a valid Commercial Class B license with a passenger endorsement.

b. Employees will be responsible for any vehicle or equipment assigned to them.

c. Employees driving County vehicles are required to obey all traffic laws.

d. Vehicles are to be driven in a manner that creates a favorable impression with the public.

Drivers will exercise special precaution when:

- children are playing on the roadway, alley, or near the curb;
- passing schools, playgrounds or school buses;
- approaching pedestrians or persons on bicycles;
- adverse weather or road conditions are encountered.

e. No vehicle will be operated if any controlling mechanism (such as steering, brakes, headlights, horn or windshield wipers) is not in proper working condition. Do not operate a vehicle that is not in proper mechanical condition; report such conditions to your supervisor/fleet coordinator/garage manager.

f. Drivers and all passengers must wear seat belts at all times.

g. The County will not pay traffic tickets or parking fines, including those received while using personal vehicles for County business. Employee found guilty of a moving violation may be subject to disciplinary action.

h. Smoking is not permitted in Warren County vehicles

3. Vehicle Assignment

a. County vehicles are normally assigned to an individual at the start of their assigned work period, and are the employee's responsibility until the completion of the period.

b. A County vehicle may be assigned to an individual employee who regularly requires the use of the vehicle both on and off duty. Such an assignment may be of a permanent nature or for a specified time period, such as a week of on-call duty. To the extent possible, specific employee/vehicle assignments

should be made rather than the use of "pool" vehicles. Doing so should promote better accountability for vehicle condition and operation.

c. During vacation periods or leaves of absence, an employee who is assigned a vehicle on a non-permanent basis will turn vehicle in to their department.

4. Personal Use of County Vehicles

a. No employee may use the vehicle assigned to them for personal business, except for incidental purposes such as meals.

b. When a vehicle is not being used for County business purposes, it is to be kept on County premises/property.

c. No County vehicle will be allowed to be driven to an employee's home unless the employee is subject to frequent/emergency duty after normal working hours or as allowed under the travel policy. Exceptions to this policy will be made with the approval of the County Manager. Only the following employees will be authorized to drive County vehicles to their homes:

- Emergency Services Director
- Fire Marshal
- Sheriff & Deputies
- Public Works Director and On-Call Personnel

d. An employee's title or position will not be regarded as justification for taking a County vehicle home. Justification is based on the above types of need and without regard to official capacity.

ACCIDENTS

If the vehicle is involved in an accident, the driver's first duty is to stop the vehicle. Regardless of the situation, the following procedures must be followed in the event of an accident:

1. Immediately notify the local law enforcement agency to obtain their accident investigation and report, as well as report any emergency needs.
2. Notify supervisor, department head, and/or Fleet Manager, within 24 hours.
3. Complete a County accident report form within 48 hours. This report, along with the law enforcement agency's report should be turned in to the County Manager's Office.
4. Complete the Driver Report of Accident form in the glove box of your county vehicle at the scene of the accident.
5. Notify your supervisor of any possible injuries to yourself, including possible workers' compensation claims.
6. The Department involved in an accident is responsible for obtaining two damage estimates on the County vehicle within 72 hours.
7. Failure to promptly report accidents and provide the necessary information may result in a loss of County driving privileges, suspension, demotion, or dismissal.

MAINTENANCE AND CARE OF COUNTY VEHICLES

Vehicles must be kept clean at all times. It is the assigned driver's responsibility to maintain the vehicle in a clean condition.

1. Preventive Maintenance. The purpose of the maintenance program is to promote consistency of repair and cost efficiency in maintaining County-owned vehicles in a safe operating condition. Without the cooperation of all Department Heads and staff members, this maintenance program will fail. Success will be determined by each and every one involved. The key operation factors upon which this maintenance program is based is mileage, fuel consumption, and/or time. Therefore, ACCURATE, SPEEDOMETER OPERATION AND MILEAGE RECORDINGS ARE ESSENTIAL AS WELL AS ACCURATE RECORD KEEPING OF ALL ROUTINE DAILY RECORDS. The fuel card must correspond with the garage number and the mileage entered at the pump must be accurate.

2. Maintenance

a. A vehicle number will be assigned by the school bus garage and affixed to the left front door frame.

b. Each department assigned a County-owned vehicle will be notified by the School Bus garage or Fleet Manager within 500 miles of the next service due period.

c. Repairs other than scheduled maintenance which are non-safety or non-essential must be scheduled with the School Bus garage to report the need for service. If a wrecker is required to bring the vehicle in for repairs, the Department Head will be required to make the arrangement for the same.

d. In the event of a mechanical failure, the Department Head or his/her designee will call the School Bus garage to report the need for service. If a wrecker is required to bring the vehicle in for repairs, the Department Head will be required to make the arrangements for the same.

e. Special equipment (fire extinguisher, flashlight, first aid kits, gasoline cards, etc.) must stay with the vehicle at all times. Important information (tag registration cards, state inspection certificate report and driver accident information) will also remain with the vehicle at all times. The drivers will be responsible for the security of these items in their assigned vehicle. The warranty booklet and owner's manuals may be kept at the Department of the assignment, but should be readily accessible if required by the School Bus garage.

f. The driver is responsible for ensuring that the fluid levels are maintained as specified by the owner's manual including gasoline, engine oil, transmission fluid, radiator fluid, washer fluid, etc. Therefore, vehicle(s) must be checked daily relative to same.

g. Emergency repairs during normal working hours will be completed by the School Bus garage with EMS and Sheriffs Department receiving top repair priority.

h. Emergency repairs required during other than normal working hours for EMS and Sheriffs Department vehicles will require the approval of the EMS Coordinator and the Sheriff for the respective departments, as well as the County Manager authorizing the emergency repair at an outside garage. A written report will be forwarded to the County Manager within 48 hours. This report must document the type of emergency repair required, the date and time of the emergency repair and the garage that did the repair. Emergency repairs will be monitored by the County Manager for any abuse and any adjustments to be made in the preventive maintenance program.

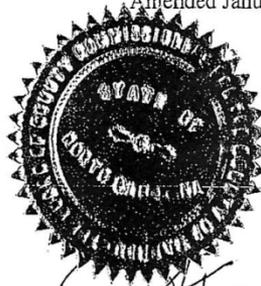
- i. The Department Head is responsible for having the following maintenance performed by other than the School Bus garage, unless specified otherwise by the School Bus garage mechanic:
 - installation or repair of communication equipment
 - washing or cleanliness needs of the vehicle
 - lettering of the vehicle
- j. The School Bus garage and the Department Head will work together in scheduling outside repairs if some is required (i.e., suspension repair, upholstery repair, warranty work, etc.) It will be the responsibility of the Department Head to have the vehicle at the service location at the designated time and to pick up the vehicle when the repairs are completed.
- k. Neither the School Bus garage nor the County is responsible for personal items which are lost or stolen from vehicles.

VEHICLE REPLACEMENT

1. Sheriffs Department patrol cars, EMS ambulances and other emergency vehicles are replaced at 150,000 miles, Five (5) years of service or at the garage mechanic recommendation.
2. All non-emergency vehicles are replaced at 200,000 miles, Ten (10) years of service or at the garage mechanic recommendation.
3. Heavy vehicles are replaced as mechanical condition dictates or at the garage mechanic recommendation.
4. If a department has a vehicle that is used less than 10,000 miles per year, the Fleet Manager should be notified.

Adopted the 5th day of October, 1998.

Amended January 5, 2009.



WARREN COUNTY BOARD OF COMMISSIONERS

Barry Richards
Barry Richards, Chairman

Angelena Kearney-Dunlap
Angelena Kearney-Dunlap, Clerk

April 20, 2011
Work Session Agenda

Item # 8

Adjourn Work Session