

*WARREN COUNTY
BOARD OF COMMISSIONERS*

*Budget Goals Setting
Work Session*

January 18, 2012

*WARREN COUNTY ARMORY CIVIC CENTER
COMMISSIONERS' MEETING ROOM
WARRENTON, NORTH CAROLINA*



**Warren County Board of Commissioners
Budget Goals Setting Work Session
Armory Civic Center – Commissioners Meeting Room
January 18, 2012
Warrenton, NC**

10:00 a.m. – 3:00 p.m.

- 10:00 a.m. Convene Work Session**
- 10:05 a.m. Presentation of FY 11 Warren County Audit Report – Jim Winston, Auditor**
- 10:30 a.m. Warren County FY 12 Fiscal Condition & Economic Outlook**
- 12:00 p.m. Break for Lunch**
- 12:30 p.m. Warren County Capital Projects Update**
- 1:00 p.m. Warren County Schools Capital Needs Projects – Dr. Ray Spain, Superintendent**
- 1:30 p.m. Department Head Presentations**
- 2:00 p.m. Work Session Wrap-Up and Closing Statements by Board of Commissioners**
- 3:00 p.m. Adjourn Work Session**

10:05 – 10:30 a.m.

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**Presentation of FY 11 Warren County Audit
Report**

**Jim Winston, Auditor
Winston, Williams, Creech, Evans & Co., LLP
Certified Public Accountants**



10:30 a.m. – 12:00 p.m.

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**Warren County FY 12 Fiscal Condition
&
Economic Outlook**

WARREN COUNTY ECONOMIC OUTLOOK

WARREN COUNTY ECONOMIC OUTLOOK FY 12

3rd Quarter Economic Condition



In the development of the FY 12 budget a combination of efforts were used to contain

costs. The following are examples of some of those measures:

- Housekeeping contract reduced staffing overhead.
- County employees are furloughed 4 days during the fiscal year.
- Departmental budgets were reduced
- Some purchases were made

in bulk to contain cost

- Freeze on vacant positions
- Veteran's Services Admin Assistant funded half year
- Privatization of fleet maintenance
- Half year funding of construction department

These proactive measures were used to balance the budget which includes the budgeted use of \$1,435,113 from fund balance.

At present Warren County finds itself beginning the 3rd quarter of FY12 with 58% or \$15,756,099 of revenue collected and 46% or \$12,214,651 of expenditures used.

The projected use of fund balance

for FY12 is \$662,104 of the \$1,435,113 that was budgeted. This amount is needed to close the gap between revenues and expenditures at the end of the fiscal year.

The projected fund balance at the end of FY12 is \$7,869,003 with an undesignated amount of \$5,343,615. The percentage of fund balance to expenditures is 20%.



FINANCE OFFICE STAFF
PHONE— 252-257-1778

Barry J. Mayo, Finance Director

Gloria Edmonds, Account Mgr

Cecile Renn, Payroll Specialist

Evelyn Cooper, Acting Tech

Debbie Brauer, Acting Tech

Louise Andrews, Acting Tech

Expenditures FY12—Budget to Actual

This analysis reviews expenditures at period ending December 31, 2011.

General Fund

This review defines the percentage of expenditures for the period and will concentrate on major expenses. The current percentage of usage of expenditures is 45.7% this equates to \$12,411,741 of the County's revised appropriated \$27,146,787 expenditure budget. This compares to a 48.9% rate

of usage in FY11 at the end of the same period.

Major Expenditure Categories and percent of usage:

Phones—Land Line	31.0%
Travel	29.2%
Office Supplies	45.0%
Gas/Veh Exp	37.7%
Utilities	31.4%

Appropriations

Factors that increased the expenditure budget and reduced fund balance include the funding of the

construction positions totaling \$104,265 and a half time Admin Assistant for Veteran's Services at \$8,690.

Conclusion

Major expenditure categories are within an acceptable range for mid-year when compared to FY11.

If rates of expenditure continue at current percentage, it is anticipated ending the year meeting budgeted target or under budget.



General Obligation and Installment Purchase Debt FY 12



WARREN COUNTY COURTHOUSE

NC Local Government Budget and Fiscal Control Act

N.C. General Statute 159-24 requires that each unit and authority have a finance officer, a person who is legally responsible for:

- Establishing and maintaining the unit's or authority's accounting records.
- Disbursement of funds.
- Preparing financial reports.
- Managing the receipt and deposit of moneys.
- Manage the unit's or authority's debt service obligations
- Supervision of investments

Currently the County has debt totaling \$10,629,065 in the General Fund. This debt is comprised of 15 projects with term remaining between 2 and 17 years. The interest rates on these loans range from 3.82% to 4.16%.

In FY09 the County refinanced 3 loans totaling \$6.2 million dollars. The saving

associated with this refinance was \$86,427 over the life of the loans. In FY10 the County retired the debt on a \$3.6 million dollar bond issue for the Courthouse renovation, Jail, Middle and High School saving the County \$225,750 in annual principle and interest payments. In FY11 the County financed the new Ambulance Storage Facilities, New Tech High School, the National Guard Armory Renovation, Mental Health Building Renovations, and Old Library Renovations. The principle and interest for these projects total \$140,810 annually.

In the revised FY12 budget the County agreed to finance \$376,625 for Warren County Public Schools. This loan is to purchase 2 modular units for the Warren New Tech High School and the Warren Early College High School. The esti-

mated principle and interest on this loan is \$21,517, first loan payment due in FY13.

To date, interest rates are significantly higher than in prior years. The increase in interest rates for governmental entities is due to:

- Financing tax exempt debt is no longer profitable
- Competition for governmental debt has declined

When refinancing, as a requirement of the Local Government Commission, loans can only be refinanced for the current life of the loan amount.

These facts equate to a higher debt service payment if current loans are refinanced.

Revenues FY12—Budget to Actual

This analysis is a comparison of budget to revenue collections at period ending December 31st, 2011. This comparison will define the percentage of collection for the period and will concentrate on the major revenue sources within revenue departments.

Ad Valorem Taxes
The current rate of collections for property taxes is 76.3% which equates to

\$11,944,106 of a \$15,649,326 budget. The majority of collections for this tax are in the months of November through January.

Sales Taxes
The current rate of collections for Sales Taxes is 43.2% which equates to \$745,298 of a \$1,725,000 budget. The majority of collections for this tax will occur between September

and May with typically 25% of collection occurring in June.

Excise Tax Stamps
Currently the collection rate is 65.8% while in the same period for FY11; the collection rate was 69.5%.

Continued...



Revenues FY12—Budget to Actual - continued

Unrestricted Intergovernmental

Collections are at 16.7% for FY12 as compared to 10.0% for FY11 for the same period. Revenue in this department is collected in various intervals, with Beer & Wine Taxes collected in May.

Restricted Intergovernmental – Health (Grants – State)

The current collection rate for this revenue source is 57.1%, as compared to 66.5% for the same period in FY11.

Restricted Intergovernmental – DSS (Grants – State and Federal)

The current collection rate for this revenue source is 43.5% which equates to \$719,098 of a \$1,654,365

budget, as compared with 54% for FY11 for the same period.

Restricted Intergovernmental – DSS 1571 (Grants – State and Federal)

The current collection rate for this revenue source is 32.1% which equates to \$720,182 of a \$2,252,030 budget. This is compared to a collection rate of 32.1% for the prior fiscal year.

Restricted Intergovernmental Other (Grants – State)

The current collection rate for this revenue is 40.0% which equates to \$208,223 of a \$520,022 budget. This is compared to 37.5% for FY11 for the same period.

Permits and Fees

The current collection rate for this revenue source is 55.6% as compared to 60.3% for the same period in FY11.

Sales & Services

The current collection rate for this revenue is 42.9% which equates to \$772,181 of a \$1,798,773 budget. This is compared to 48.7% for FY11 during the same period.

Investment Earnings

The current collection rate is 21.2% which equates to \$2,329 of an \$11,000 revenue budget. This is compared to 76% for FY11 for the same period.

Miscellaneous Revenue

The current collection rate is 12.7%, Miscellaneous Revenue is not a significant revenue source, funds are directly associated with an expenditure source.

Conclusion

Most revenue sources will meet or exceed expectation. Investment Earnings at present have not meet projections.

“The goal of the Warren County Finance Office is to comply with State and Federal laws and provide excellent service to all citizens and vendors.”

Investments and Funds on Deposit—FY12

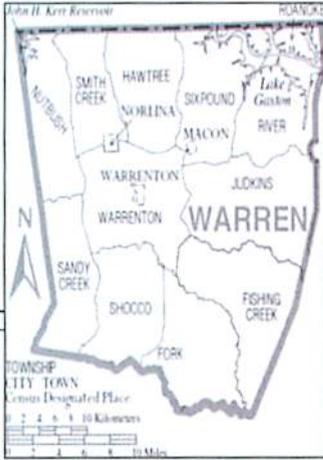
Currently the County has funds on deposit with the North Carolina Capital Management Trust Company. These funds are comprised of the General Fund, Capital Project Funds, Enterprise Funds, and Enterprise Project Funds. The primary goal of the Trust is to ensure safety and liquidity of assets. On average all investments reach maturity within 38 days, this allows

for the greatest flexibility in investing. All investments with the Trust are approved by North Carolina General Statute and adhere to strict oversight by the Local Government Commission (LGC) and the Securities and Exchange Commission (SEC). Deposits with the North Carolina Capital Management Trust Company are collateralized; this means the Trust Company

has deposit insurance, surety bonds, letters of credit or investment securities in a sufficient amount to protect the local government from failure due to default or insolvency of the depository.

Locally, the County maintains a checking account with First Citizens Bank. As needed, funds are drawn from the North Carolina Capital Management Trust

Investments and Funds on Deposit FY12 - continued



Company and deposited into the First Citizens account for disbursement. First Citizens by contract requires the County to maintain a balance of \$100,000. All funds due to the County such as Taxes, Fees, and Grants are deposited in the First Citizens checking account. On an as needed basis funds are transferred to the North Carolina Capital Management Trust to be invested. The County is FDIC insured through First Citizens, the County pays 0.16 per \$1,000 to

insure funds on deposit. This insurance is backed by pledged United States government securities.

The collateralization and deposit insurance provided by these financial institutions ensures the solvency of the County's funds and the institutions in which those funds are deposited.

The North Carolina Capital Management Trust has strong local and federal oversight to ensure solvency

and First Citizens Bank is FDIC insured and all County funds are protected through this insurance.

Long term investment options are being researched to find the best return for the County.



Summary

In summary, Warren County begins the 3rd quarter of FY12 with revenues collected at 58% of budget and expenditure usage below 45.7%. Based on the FY 12 budget, \$1,435,113 of Fund Balance was appropriated to fill the gap between revenues and expenditures. Using current projections, \$662,104 of the \$1,435,113 will be necessary from Fund Balance.

Please feel free to contact me if you have any questions regarding the County's financial position.



**Warren County
Finance Office**

FY 12 Revenue vs. Expenditures

Revenue Projection	\$26,533,521
Expenditure Projection	<u>\$27,195,625</u>

Gain/(Loss) in Fund Bal FY12 (\$662,104)

Fund Balance Estimate—6-30-12

Fund Balance 7-1-11	8,467,827
Net Gain/(Loss) FY12	(662,104)
Less Inventory	(25,388)
Less Sub-Sequent Yr Est.	(1,000,000)
Less Reserved by Statute	<u>(1,500,000)</u>

Unassigned Fund Balance \$5,280,035

Estimated Fund Balance at 6-30-12

Reserved by State Statute	1,500,000
Inventory	25,388
Sub-Sequent Yr Estimate	1,000,000
Unassigned Fund Balance	<u>5,343,615</u>

Projected Balance FY12 \$7,805,423

Percent of Fund Balance to Expenditures 29%

Percent of Fund Balance to Unassigned Balance 19%

**Warren County
General Fund
&
Enterprise Funds Debt Summaries**



GENERAL FUND

General Obligation and Installment Purchase Debt

as of 1/13/2012

Year	Installment Purchase Financing														Estimate	Veh & Equip.	Total General Fund
	3/4/1991 Pub Impv 500,000 Medical Facility	3/1/2002 2002 Refunding 6,235,000 Middle Sch Elem Sch Courthouse Jail	10/29/1997 3,000,000 John Graham Refinanced 10/29/2008	3/14/2003 2,325,000 Law Enforcement Center Refinanced 9/4/2008	10/1/2006 322,000 Recreaton Complex Phase I Refinanced 10/28/2008	10/1/2006 628,000 Animal Control Shelter Refinanced 10/28/2008	9/15/2006 2,214,249 Recreation Complex Phase II	1/16/2008 2,428,520 Warren County Library	340,000 Amb. Storage Facility	200,000 National Guard Armory	59,000 Old Library Building Renov.	70,000 Mental Health Building Renov.	610,000 New High School	376,625 Modular Units WNTHS WECHS Estimate			
11/12	37,280	737,375	260,231	194,967	29,604	57,750	210,560	237,060	37,502	22,060	6,508	7,721	66,235	0	157,331	2,062,182	
12/13	37,400	698,475	130,115	189,046	28,769	56,121	204,419	230,068	36,423	21,425	6,320	7,499	64,312	21,518	70,175	1,802,086	
13/14	37,430			183,125	27,934	54,492	198,279	223,076	35,344	20,791	6,133	7,277	62,457	42,139	21,541	920,018	
14/15	37,370			177,204	27,099	52,864	192,138	216,085	34,265	20,156	5,946	7,055	60,603	40,944		871,729	
15/16	37,220			171,283	26,265	51,235	185,997	209,094	33,186	19,521	5,759	6,832	58,797	39,749		844,937	
16/17	36,480			165,362	25,430	49,606	179,856	202,102	32,107	18,887	5,572	6,610	56,894	38,554		817,460	
17/18	34,680			159,441	24,595	47,977	173,715	195,111	31,028	18,252	5,384	6,388	55,040	37,359		788,970	
18/19	32,880				23,760	46,349	167,574	188,119	29,949	17,617	5,197	6,166	53,185	36,164		606,961	
19/20	19,080				22,925	44,720	161,434	181,128	28,871	16,983	5,010	5,944	51,359	34,968		572,420	
20/21					22,090	43,091	155,293	174,136	27,792	16,348	4,823	5,722	49,476	33,773		532,544	
21/22							75,344	167,145	26,713	15,713	4,635	5,500	47,622	32,578		375,250	
22/23									25,634	15,079	4,448	5,278	45,768	31,383		127,589	
23/24									24,555	14,444	4,261	5,055	43,921	30,188		122,424	
24/25									23,476	13,809	4,074	4,833	42,059	28,993		117,244	
23/25														27,797		27,797	
25/26														26,602		26,602	
26/27														12,853		12,853	
																0	
	309,820	1,435,850	390,346	1,240,426	258,471	504,205	1,904,609	2,223,124	426,845	251,085	74,070	87,880	757,725	515,562	249,046	10,629,065	

10,629,065

As of	General Fd	Debt % to
1/13/2012		
Assessed	Debt	Assessed
Value		Value
2,520,765,433	10,629,065	0.4217%

SEMAA Funding Status Update

Jacqueline Leath, SEMAA Interim Director





WARREN COUNTY NASA SEMAA
149 CAMPUS DRIVE
WARRENTON, NC 27589

Tel. 252-257-7015 or 7016

Fax 252-257-7017

Website www.semaa-nc.com

FUNDING FOR THE NASA SEMAA PROGRAM

NASA is in the process of restructuring its educational programs across the board over the next few months. At this point funding is on a quarterly basis until a decision on what programs will continue or how SEMAA will be impacted by this restructuring. We are hopeful that the program will continue however, we don't know what it will look like at this point.

NASA has sent funding in the amount of \$28,750.00 and committed to send \$25,000.00 for the winter session. On January 12, 2012, NASA requested the following information regarding our funding needs for spring and summer SEMAA sessions. We were asked to keep in mind that this is an inquiry and that there are not any guarantees that our site will in fact receive NASA funding for the spring and summer quarter. I submitted the following information to them and as soon as they respond I will forward said to the County Manager:

- 1- What is the least amount of funding needed to operate a spring session of SEMAA at your site?
Response: The least amount of money needed for the spring session is \$16,000.00.
- 2- What is the least amount of funding needed to offer a summer session of SEMAA at your site?
Response: The Least amount of funding needed for the summer session is \$34,000.00
- 3- Will you offer any sessions beyond winter if you do not receive any additional NASA funding for FY12?
Response: At this point, I would have to say no.

I would like to ask the Warren County Commissioners continued support for the SEMAA Program until a decision is made by NASA as to how they continue the program.

Fleet Privatization Update

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

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: January 12, 2012
RE: Fleet Privatization Update

As you are all aware, effective July 1, 2011, Warren County's fleet maintenance services were privatized. Prior to that time we were utilizing the services of the Warren County School Bus Garage for vehicle maintenance services.

To give the Board some idea of the effects of privatization on the county's vehicle operation expenses budget, attached is a spreadsheet that compares the amount of funds expended on vehicle operation expenses in FY 11 from July – December 2010 with funds expended in FY 12 from July – December 2011. As you will see from the spreadsheet, in FY 11 we had spent **\$70,232** in vehicle operation expenses for this time period as compared to **\$32,847** for the same time period in FY 12 which has resulted in a savings to the County of **\$37,385**.

We anticipate even greater savings during the second half of FY 12 due to the majority of the expenditures the first six months of this fiscal year being attributed to making certain all of our vehicles were properly serviced. Also, due to the fact that we no longer have the overhead cost for salaries and fringes charged by the School Bus Garage, vehicle operating expenditures will now come mainly from routine servicing, maintenance of critical systems, tire replacement, and emergency repairs. Some of our older vehicles are now experiencing failures of transmissions and other systems that wear out as the vehicle ages. Replacement of some of our older vehicles that are deemed not cost effective to repair will be addressed as part of the FY 13 proposed budget.

We are very pleased to share this good news with the Board and will look forward to further discussing this matter during the Budget Goals Setting Work Session.

Attachment

GAS & VEHICLE OPERATION EXPENSES

ANALYSIS AFTER TERMINATION OF WC SCHOOL BUS GARAGE CONTRACT

COMPARISON FY 11 TO FY 12

DEPARTMENT		WILCO-HESS GASOLINE CHARGES THRU NOVEMBER			FY 11 ACTUAL GAS & VEHICLES OPERATION EXPENSES THRU DEC. 2010		FY 12 ACTUAL GAS & VEHICLES OPERATION EXPENSES THRU DEC. 2011		VARIANCE	
		FY 11 ACTUAL	FY 12 ACTUAL	VARIANCE FY 12 OVER/(UNDER) FY 11	TOTAL EXPENSES	TOTAL EXPENSES LESS GASOLINE	TOTAL EXPENSES	TOTAL EXPENSES LESS GASOLINE	OVER/(UNDER) FY 12 TOTAL EXPENSES	OVER/(UNDER) FY 12 TOTAL EXP. LESS GAS
Tax Assessor	104140	360.90	318.67	(42.23)	749.01	388.11	509.06	190.39	(239.95)	(197.72)
Bldg. Grds. Maint	104260	3,381.25	2,976.71	(404.54)	7,462.73	4,081.48	3,259.57	282.86	(4,203.16)	(3,798.62)
Sheriff	104310	45,421.06	60,709.86	15,288.80	82,933.80	37,512.74	76,566.38	15,856.52	(6,367.42)	(21,656.22)
Sheriff/Child Support	104311	1,422.09	98.55	(1,323.54)	1,767.87	345.78	109.46	10.91	(1,658.41)	(334.87)
Detention	104320	3,043.02	4,079.86	1,036.84	4,675.00	1,631.98	4,710.04	630.18	35.04	(1,001.80)
Code Enforcement	104350	1,930.63	2,314.22	383.59	3,443.51	1,512.88	2,647.26	333.04	(796.25)	(1,179.84)
Animal Control	104380	1,885.90	2,857.38	971.48	2,577.52	691.62	3,475.83	618.45	898.31	(73.17)
Planning	104910	167.11	231.57	64.46	563.85	396.74	327.48	95.91	(236.37)	(300.83)
EDC	104920	138.21	345.13	206.92	503.46	365.25	356.04	10.91	(147.42)	(354.34)
Soil Conservation	104960	519.23	559.18	39.95	865.01	345.78	636.67	77.49	(228.34)	(268.29)
Health	105100	4,090.23	5,054.46	964.23	10,992.42	6,902.19	9,606.06	4,551.60	(1,386.36)	(2,350.59)
DSS	105300	5,691.33	7,733.52	2,042.19	9,940.02	4,248.69	10,861.62	3,128.10	921.60	(1,120.59)
Senior Center	105580	-	108.13	108.13	221.56	221.56	136.37	28.24	(85.19)	(193.32)
Library	106110	241.98	108.13	(133.85)	641.69	399.71	136.37	28.24	(505.32)	(371.47)
Recreation	106120	686.04	1,046.18	360.14	2,077.51	1,391.47	1,138.00	91.82	(939.51)	(1,299.65)
YSB	106122	1,023.26	1,360.93	337.67	1,881.31	858.05	1,482.89	121.96	(398.42)	(736.09)
Regional Water	627120	2,078.98	3,217.01	1,138.03	3,980.90	1,901.92	4,910.82	1,693.81	929.92	(208.11)
District I Water	657100	3,044.21	4,710.62	1,666.41	5,767.64	2,723.43	7,190.88	2,480.26	1,423.24	(243.17)
Public Works	664720	2,411.17	3,242.81	831.64	4,665.07	2,253.90	3,984.23	741.42	(680.84)	(1,512.48)
District II Water	697180	2,004.73	3,102.10	1,097.37	3,798.21	1,793.48	4,735.40	1,633.30	937.19	(160.18)
District III Water	737190	297.01	459.56	162.55	562.69	265.68	701.51	241.95	138.82	(23.73)
TOTALS		79,838.34	104,634.58	24,796.24	150,070.78	70,232.44	137,481.94	32,847.36	(12,588.84)	(37,385.08)

Bldg., Grds. Maint/Mowers	587.04
EM	437.30
EMS	11808.64
BOE	119.93
Fleet	1,554.63
Total WILCO-HESS	94,345.88

**Potential Impact of
EMS Station #3 (Grove Hill Substation)
On FY 13 Budget**

**Doug Young, Emergency Services Director
Dennis Paschall, EMS Coordinator**





WARREN COUNTY

Emergency Medical Services

Division of Emergency Services

540 West Ridgeway Street

Warrenton, North Carolina 27589



Business

(252) 257-1191

Emergency

911

(252) 257-3456

TO: Linda Worth, County Manager

*FROM: Doug Young, Emergency Services Director
Dennis M. Paschall, EMS Coordinator*

Date: January 13, 2012

REF: Requested Information for Budget Work Session

Prior to 2011 Warren County provided Emergency Medical Services by 3 Ambulances with 6 personnel from one station in Warrenton. The department has 2 reserve ambulances to be available for break downs, allowing continuous service 24 hours, 7 days a week. Last year these reserved units were used on the average of 31.83 days per month. September 2011, the Department opens station 2 in the Afton community reducing that areas response time. This station was provided with staff and an ambulance from its current staff from the Warrenton station, reducing it from 3 to 2 ambulances.

In June 2012, the expansion of emergency medical services will expand with a Sub-Station in the Grove Hill Area (station 3) to provide EMS coverage in the South East portion of Warren County for a reduction in response time from thirty minutes to fifteen. The addition of station 3 will leave the Warrenton station to 1 response ambulance. The central and eastern districts of the county will be backed up by station 2 or 3, adding 15 to 25 miles to their response time. These Warrenton areas are the busiest area of our calls.

With the addition of station 2 and planning for the opening of station 3, the Emergency Services administration staff has been monitoring and planning for the effects on our operations. We have determined the following changes are needed:

- Additional personnel will be needed during peak times to maintain current service times in the Central and Eastern areas of the county.
- With separating the shifts personnel, Supervision span of control will be lost. To properly have supervision available to the shifts personnel, our current structure will have to change, adding 3 medics to each shift to allow the supervisor flexibility to travel to each station and to respond to calls across the county to assist personnel at EMS calls such as mass casualty incidents, cardiac calls including cardiac arrest, fire suppression support, public education. This will save fuel cost as well as keeping an additional ambulance available for calls. When a fourth call is received the supervisor can respond to a call and provide Advance Life Support until an ambulance can clear or respond from the Rescue Squad.
- Purchase of a Supervisor Vehicle. This Quick Response Vehicle (QVR) will be a state licensed EMS vehicle to answer calls as a first responder.
- Additional funds for Ambulance rental during long term out of service times.
- Additional funds for part time hours (Option A)

The following Options are for the consideration of the expansion of Warren County EMS Station 3 (Grove Hill) within is this district:

Option (A) addresses the hiring of 3 full-time personnel and funds for 6 part-time positions and equipment to respond and transport from within the district during peak call times. With this configuration the EMS service will be provided by 3 / 4 EMS units on duty per twenty-four cycle and 1 personnel assigned to a Quick Response Vehicle (QVR) during the peak call hours for response with no patient transport capability to provide additional coverage as required for daily EMS support operations as well as supervisory duties for span of control and travel to each station to provide required state training to our personnel. No additional ambulance will be purchased, using one of our current reserved ambulances by the part time personnel during the peak hours, still leaving one ambulance available for break downs.

Option (B) addresses with the hiring of 6 full-time personnel and funds for 1 part-time positions during peak hours. This will allow for the shift supervisor to be available to conduct his/her supervisory duties for span of control and travel to each station to provide required state training to our personnel. A request for a new Quick Response Vehicle (QVR) will replace the current 1999 Ford Explorer (non emergency vehicle) with approximately 188,000 miles that will be needed for response coverage as required for daily EMS operations as well as supervisory duties by the supervisor. With this configuration the EMS service will be provided by 4 EMS units on duty per twenty-four cycle and 1 manned QVR during the high call volume hours. No additional ambulance will be purchased, using one of our current reserved ambulances by the part time personnel during the peak hours, still leaving one ambulance available for break downs.

Option (C) addresses the hiring of 0 full-time personnel and equipment to respond and transport from within the district. With this configuration the EMS service will be provided by 3 EMS units on duty per twenty-four cycle. NO SPAN OF CONTROL SUPERVISION, Additional cost to general budget for vehicle maintenance and fuel because of traveling to Central and Eastern areas to second calls.

Emergency Services staff is recommending Option B.

- We can maintain our current level of service while enhancing service in the south east and eastern areas.
- Having full time personnel assigned to stations has proven to be more reliable while part time employees have better served us to fill in vacation/ sick leave and short term vacancies.
- Employee morale, even work load and shorter run times
- Extend 2012-2013 purchase/refurbish of ambulance to 2013-2014
- This option will reduce maintenance cost for the ambulances not traveling longer distance for second calls from stations 2 and 3.
- Provide extra time needed for supervisory span of control and administration duties
- Option B has 4 ambulances staffed 24/7, Option A will only operate Monday – Friday 8-5 with 4 ambulances.
- NOTE: The QRV is not an additional vehicle request but replacing current old vehicle and reassigning it.

Initial Start up Cost Estimate: (Option A)

Construction of a satellite station & land purchase & furnishings	\$ {Capital Budget}
Generator & Hookup {\$4,200.00}	{Capital Budget}
Portable Radios & Pagers & Base Station {\$2,000.00}	{Capital Budget}
Misc. Furniture / Beds, Table Chairs, Etc. {\$4,200.00}	{Capital Budget}
Phone System {\$4,000.00}	{Capital Budget}
Quick Response Vehicle Purchase & stock with equipment & supplies & radio	120,000.00
Personnel with fringes for twelve months: (3) Full-time & Part-time	274,628.00
Uniforms: Full-time & Part-time	8,200.00
	\$402,828.00 (Sub-Total)
Miscellaneous Increase within Budget:	
Telephone / Internet & Installation / TV Service	3,200.00
Utilities: (Water, Electrical, Gas)	3,500.00
Fuel & Vehicle Operating Expense (Combination of EMS Units on Duty)	5,000.00
Miscellaneous Accounts Increase Within Budget	1,500.00
	\$ 416,028.00 (Total Option A)

Initial Start up Cost Estimate: (Option B)

Construction of a satellite station & land purchase & furnishings	\$ {Capital Budget}
Generator & Hookup {\$4,200.00}	{Capital Budget}
Portable Radios & Pagers & Base Station {\$2,000.00}	{Capital Budget}
Misc. Furniture / Beds, Table Chairs, Etc. {\$4,200.00}	{Capital Budget}
Phone System {\$4,000.00}	{Capital Budget}
Quick Response Vehicle Purchase & stock with equipment & supplies & radio	120,000.00
Personnel with fringes for twelve months: (Six) Full-time & Part-time	385,141.00
Uniforms: Full-time & Part-time	15,400.00
	\$ 520,541.00 (Sub-Total)
Miscellaneous Increase within Budget:	
Telephone / Internet & Installation / TV Service	3,200.00
Utilities: (Water, Electrical, Gas)	3,500.00
Ambulance Supplies & Equipment & Oxygen	4,000.00
Fuel & Vehicle Operating Expense (Combination of EMS Units on Duty)	5,000.00
Miscellaneous Accounts Increase Within Budget	1,500.00
	\$ 537,741.00 (Total Option B)

Initial Start up Cost Estimate: (Option C)

Construction of a satellite station & land purchase & furnishings	\$ {Capital Budget}
Generator & Hookup {\$4,200.00}	{Capital Budget}
Portable Radios & Pagers & Base Station {\$2,000.00}	{Capital Budget}
Misc. Furniture / Beds, Table Chairs, Etc. {\$4,200.00}	{Capital Budget}
Phone System {\$4,000.00}	{Capital Budget}
Quick Response Vehicle Purchase & stock with equipment & supplies & radio	000,000.00
Personnel with fringes for twelve months: (0) Full-time	000,000.00
Uniforms: Full-time & Part-time	00,000.00
	\$000,000.00 (Sub-Total)
Miscellaneous Increase within Budget:	
Telephone / Internet & Installation / TV Service	3,200.00
Utilities: (Water, Electrical, Gas)	3,500.00
Fuel & Vehicle Operating Expense (Three EMS Units on Duty)	7,000.00
Miscellaneous Accounts Increase Within Budget	1,500.00
	\$ 15,200.00 (Total Option C)

12:00 – 12:30 p.m.

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Break for Lunch

**Box lunches will be provided for
Board of Commissioners & Administrative Staff**

12:30 - 1:00 p.m.

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Warren County Capital Projects Update

**Updated Timeline
for
In-House Warren County Capital Projects**

**Linda T. Worth, County Manager
Charles Ayscue, Buildings & Grounds Manager**



**TIMELINE FOR WARREN COUNTY CAPITAL PROJECTS
TO BE COMPLETED IN-HOUSE
STATUS AS OF 1/1/12**

<u>PROJECT</u>	<u>ORIGINAL COMPLETION DATE</u>	<u>REVISED COMPLETION DATE</u>
Mental Health Building Renovations	Completed	
Additional Renovations to Armory	6/30/11	10/15/2012
EMS Satellite Facility (1)	Completed	
EMS Satellite Facility (2)	11/15/11	7/1/2012
Fmr Doctor's Office for County Administration	Completed	

CAPITAL REPAIRS ANTICIPATED TO BE URGENT

<u>PROJECT</u>	<u>ESTIMATED COST</u>	<u>REVISED COST</u>	<u>COMPLETION DATE</u>
Courthouse Roof	\$50,000	\$65,000	6/15/2012
Roof on EMS Base			Completed
Buck Springs Repairs	<u>\$15,000</u>	<u>\$15,000</u>	10/31/2012
TOTAL ESTIMATED COST	\$65,000	\$80,000	

Potential Impact of “Draft” NC 911 Board Operating Standards

**Linda T. Worth, County Manager
Sheriff Johnny Williams**



MEMORANDUM

TO: Warren County Board of Commissioners

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

DATE: January 12, 2012

RE: "Draft" NC 911 Board Operating Standards -
Version 4/14/11

Attached is a copy of excerpts (pages 1, 4 and 5) from the "Draft" North Carolina 911 Board Operating Standards proposed by the 911 Board for the installation, performance, operation, and maintenance of the State's Public Safety Answering Points (911 Centers.) These proposed new operating standards have not yet been adopted; however, we are informed by the Executive Director of the 911 Board that adoption is inevitable and probably will take place within the next twelve months.

The major consideration in the proposed standards are the new requirements in Section 3 – Public Safety Answering Point (PSAP), pages 4 and 5, which requires in Sub-Section 3.1.4 that each PSAP maintain a Backup PSAP (911 Center) or have an arrangement for backup provided by another PSAP. Agencies are encouraged to pool resources and create regional backup centers. Sections 3.1.4.1 and 3.1.4.2 further indicates that the Backup PSAP shall be capable, when staffed, of performing the emergency functions performed at the primary PSAP, and that the Backup PSAP shall be separated geographically from the primary PSAP at a distance (a minimum of one mile) that ensures the survivability of the alternate center.

Should these standards be adopted, Warren County would be required to either: 1) build a Backup 911 Center; 2) convert existing space at an acceptable distance from our main 911 Center into a backup Center; or 3) pool our resources with another county or counties to create a regional Backup 911 Center. Depending upon which option Warren County chooses, we would either be required to build a new facility (1,200+- sq. ft.) or renovate an existing building to house the Backup PSAP and then equip it with the necessary furniture (chairs, desks, file cabinets, etc.) and equipment (computers, CAD, DCI, radios, antennas, etc.) along with a generator that would mirror our primary 911 Center.

MEMORANDUM
PAGE 2
JANUARY 12, 2012

I am advised by 911 Board Staff that grants may be available from the 911 Board that could potentially pay for a turnkey 911 Backup PSAP project, i.e., land acquisition, construction, furniture, and equipment. The grant period is anticipated to open up in March. We must develop a PSAP backup plan that must be submitted to 911 Board Staff for review and approval which would serve as the basis for our grant application.

Warren County staff has met with staff from Vance and Franklin Counties to explore the possibility of a regional 911 Backup Center. Another meeting will be held in the near future to further explore this option. However, Vance County is on a short timeline for their project as they have 911 surplus funds they plan to use to fund their backup Center that must be spent by June 30, 2012. They will need to know from Warren and Franklin Counties if we wish to partner with them in a regional Center by mid March.

I will look forward to discussing this matter with the Board during our Budget Goals Setting Work Session to get the Board's input on how you wish staff to proceed.

Attachment

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Section 1 Administration

1.1 Scope.

- 1.1.1 These standards shall cover the installation, performance, operation, and maintenance of Public Safety Answering Points and the associated emergency communication systems.
- 1.1.2 These standards shall not be used as a design specification manual or an instruction manual.
- 1.1.3 Unless specified otherwise herein compliance with these standards is required by July 1, 2012.

1.2 Purpose.

The purpose of these standards shall be as follows:

- 1.2.1 To specify operations, facilities, and communications systems that receive emergency calls from the public.
- 1.2.2 To provide requirements for the retransmission of such emergency calls to the appropriate emergency response agencies.
- 1.2.3 To provide requirements for dispatching of appropriate emergency response personnel.
- 1.2.4 To establish the required levels of performance and quality of installations of emergency services communications systems.

1.3 Application.

These standards shall apply to emergency 911 systems that include, but are not limited to, dispatching systems, telephone systems, and public reporting systems that provide the following functions:

- 1.3.1 Communication between the public and emergency response agencies.
- 1.3.2 Communication within the emergency response agency under emergency and non-emergency conditions.
- 1.3.3 Communication among emergency response agencies.

1.4 Equivalency.

Nothing in these standards is intended to prevent the use of systems, methods, or devices of equivalent or superior quality, strength, fire resistance, effectiveness, durability, and safety over those prescribed by these standards.

- 1.4.1 Technical documentation shall be submitted to the local authority having jurisdiction to demonstrate equivalency.
- 1.4.2 The system, method, or device shall be approved for the intended purpose by the authority having jurisdiction.

1 monitor preferred and alternate load power source and provide desired switching of the load, and all
2 necessary control equipment to make the system functional.

3 2.3.20 TDD/TTY. A device that is used in conjunction with a telephone to communicate with persons
4 who are deaf, who are hard of hearing, or who have speech impairments, by typing and reading text.

5 2.3.21 Telecommunicator. A Telecommunicator shall mean any person engaged in or employed as a full
6 time or part time 911 communications center call taker (emergency communications specialist,
7 emergency dispatcher, etc.) and is engaged in the act of processing a 911 call for emergency assistance by
8 a Primary PUBLIC SAFETY ANSWERING POINT, including the use of 911 system equipment, call
9 classification, location of a caller, determination of the appropriate response level for emergency
10 responders, and dispatching 911 call information to the appropriate responder and 911 System.

11 2.3.22 Uninterruptible Power Supply (UPS). A system designed to provide power, without delay or
12 transients, during any period when the primary power source is incapable of performing.

13 2.3.23 Voice Communication Channel. A single path for communication by spoken word that is distinct
14 from other parallel paths.

15 **Section 3 Public Safety Answering Point (PSAP)**

16 **3.1 General.**

17 3.1.1 Any Primary Public Safety Answering Point, Backup Public Safety Answering Point, or
18 Secondary Public Safety Answering Point that receives funding from the NC 911 Board is required to
19 comply with all NC 911 Board Standards.

20 3.1.2 All equipment, software, and services used in the daily operation of the Public Safety Answering
21 Point shall be kept in working order at all times.

22 3.1.3 The Public Safety Answering Point shall be provided with an alternate means of communication
23 that is compatible with the alternate means of communication provided at the Emergency Response
24 Facilities (ERFs).

25 3.1.3.1 The alternate means shall be readily available to the Telecommunicators in the event of failure of
26 the primary communications system.

27 3.1.3.2 The Telecommunicators shall be trained and capable of using the alternate means in the event of
28 failure of the primary communications system.

29 3.1.4 Each Public Safety Answering Point shall maintain a Backup Public Safety Answering Point or
30 have an arrangement for backup provided by another Public Safety Answering Point. Agencies are
31 encouraged to pool resources and create regional backup centers.

32 3.1.4.1 The Backup Public Safety Answering Point shall be capable, when staffed, of performing the
33 emergency functions performed at the primary Public Safety Answering Point.

34 3.1.4.2 The Backup Public Safety Answering Point shall be separated geographically from the primary
35 Public Safety Answering Point at a distance that ensures the survivability of the alternate center.

1 3.1.4.3 Each Public Safety Answering Point shall develop a formal plan to maintain and operate the
2 Backup Public Safety Answering Point or if backup is provided by another Public Safety Answering
3 Point a formal plan that defines the duties and responsibilities of the alternate Public Safety Answering
4 Point.

5 3.1.4.3.1 The plan shall include the ability to reroute incoming emergency call traffic to the backup center
6 and to process and dispatch emergency calls at that backup center.

7 3.1.4.3.2 The plan shall be included in the Comprehensive Emergency Management Plan (CEMP).

8 3.1.5 The Public Safety Answering Point shall be capable of continuous operation long enough to
9 enable the transfer of operations to the Backup Public Safety Answering Point in the event of an
10 emergency in the Public Safety Answering Point or in the building that houses the Public Safety
11 Answering Point.

12 3.1.6 Systems that are essential to the operation of the Public Safety Answering Point shall be designed
13 to accommodate peak workloads.

14 3.1.7 Public Safety Answering Points shall be designed to accommodate the staffing level necessary to
15 operate the center as required by the Standards set herein.

16 3.1.8 The design of the Public Safety Answering Point shall be based on the number of personnel
17 needed to handle peak workloads as required by the Standards set herein.

18 3.1.9 Each Public Safety Answering Point shall have a written Comprehensive Emergency
19 Management Plan (CEMP).

20 3.1.9.1 Emergency Fire Plan. There shall be a local management approved, written, dated, and annually
21 tested emergency fire plan that is part of the CEMP.

22 3.1.9.2 Damage Control Plan. There shall be a local management approved, written, dated, and annually
23 tested damage control plan that is part of the CEMP.

24 3.1.9.3 Backup Plan. There shall be a local management approved, written, dated, and annually tested
25 backup Public Safety Answering Point plan that is part of the CEMP and approved by the NC 911 Board.

26 3.1.10 Penetrations into the Public Safety Answering Point shall be limited to those necessary for the
27 operation of the center.

28 **Section 4 Power**

29 4.5.1 At least two independent and reliable power sources shall be provided, one primary and one
30 secondary, each of which shall be of adequate capacity for operation of the Public Safety Answering
31 Point.

32 4.5.2. Power sources shall be monitored for integrity, with annunciation provided in the operations
33 room.

34 4.5.3 Primary Power Source. One of the following shall supply primary power:

1:00 – 1:30 p.m.

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**Warren County Schools Capital Needs
Projects**

**Dr. Ray Spain
Superintendent of Public Schools**

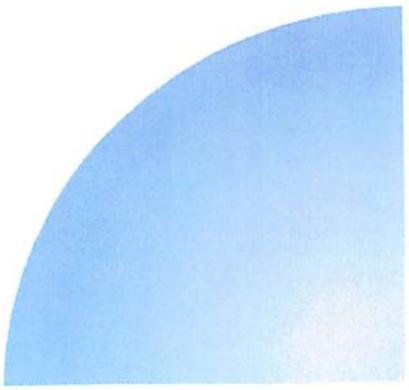


Warren County Schools

An Overview of Capital Needs Projects

(2011-12 to 2015-16 School Years)

Dr. Ray V. Spain, Superintendent
Dr. Frank Polakiewicz, Assistant Superintendent
Joe Mustian, Director - Plant Operations



Major Building & Equipment Projects

- WCHS Weight Room
- PK Additions & Renovations
- Activity Bus
- Complete WNTHS Phase III & IV addition
- New Bus Garage Facility

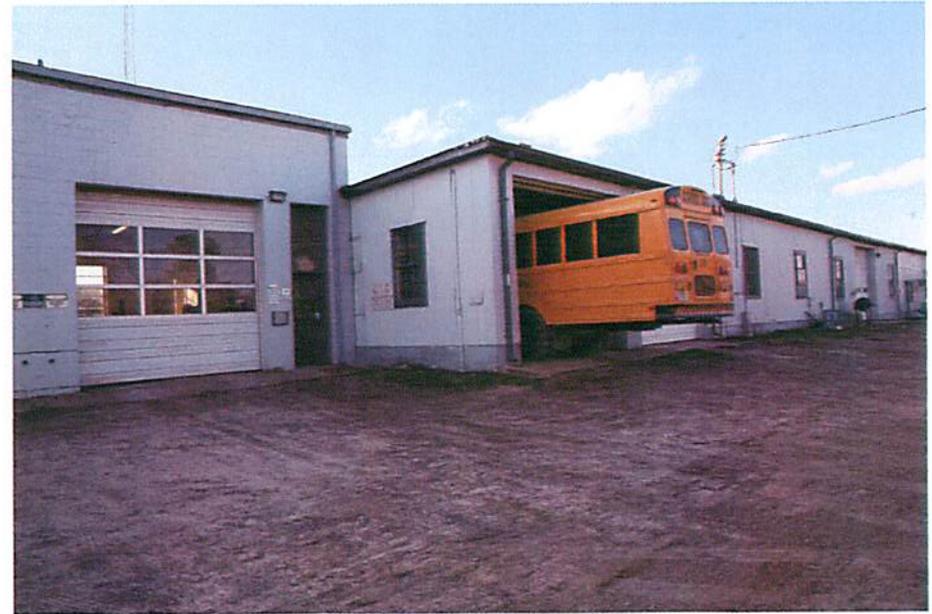


New Bus Garage Facility

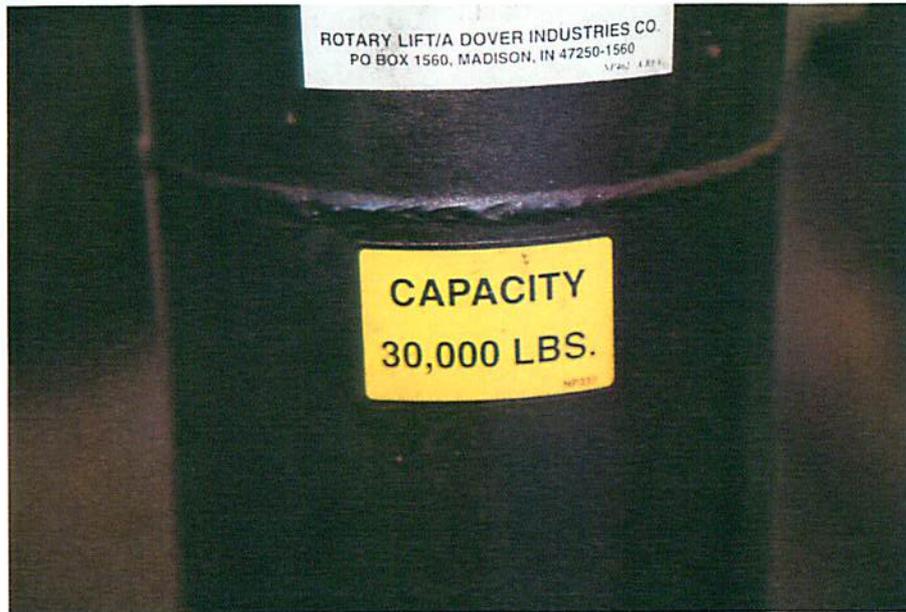
Why a New Bus Garage?

- No storage place for flammable materials outside as required by OSHA law
- No wash rack for the buses to check for oil or fuel leaks
- No heat in tire repair room for employee
- Heavy rain causes the roof to leak with safety concern of water standing on floor
- School bus weight exceeds lift rack capacity of 30,000 lbs.

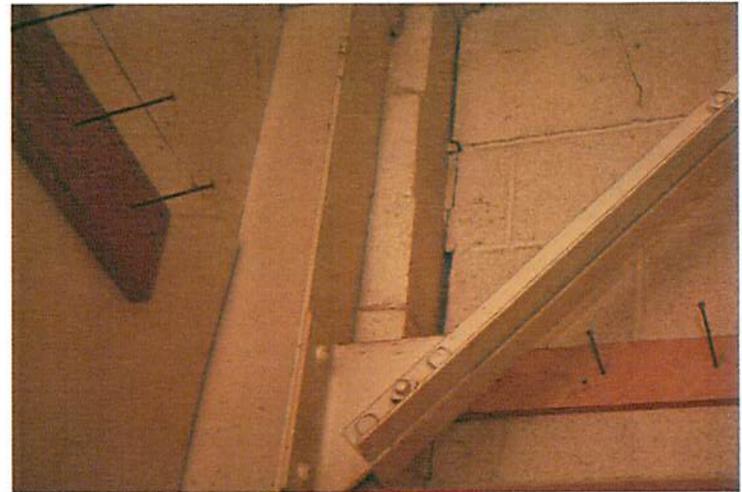
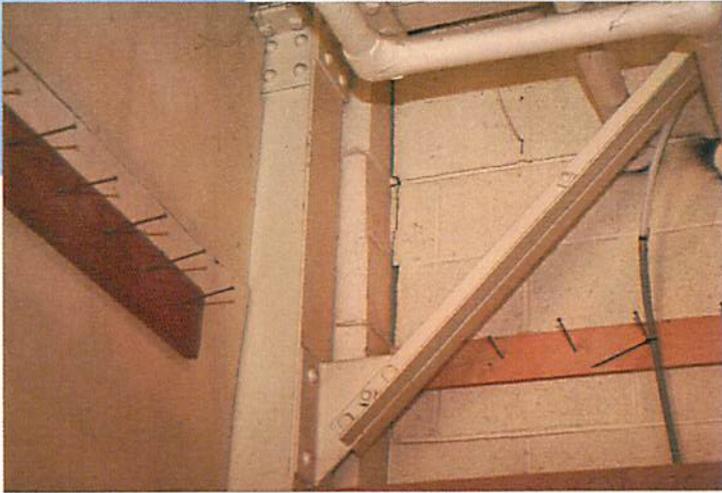
Buses too long for older narrow lift



Older garage does not accommodate new heavy, taller and longer buses



Structural & Foundation Problems



Major Renovations Projects

- WCHS Track Resurface
- WCMS Roof Repair
- Windows Shades for all Schools
- Activity Bus
- WCMS Media Center Renovation
- Replace Elementary School Windows

Possible Revenue Sources

- Qualified Zone Academy Bond Fund
 - School Renovation Projects (0.0 % interest)
- Lottery Funds
- Local Capital Outlay
- Possible State Bond
 - Using Lottery Proceeds to repay bond notes

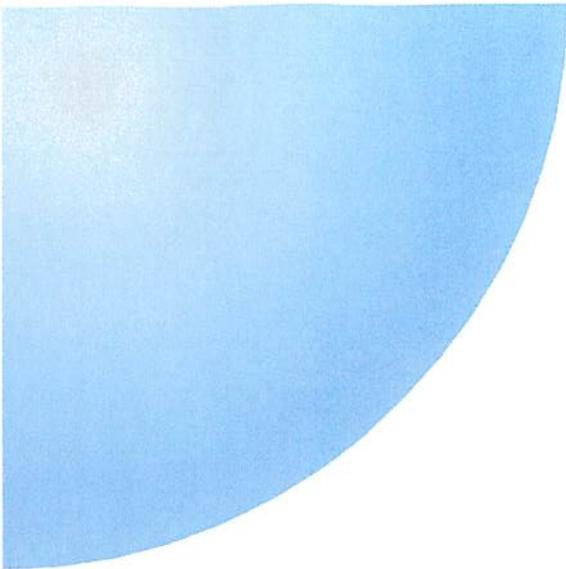


Questions?

Comments!

Discussion ...





Presented to the
Warren County Board of Commissioners
Budget Goals Setting Work Session
January 18, 2012

Ray V. Spain, Ed.D., Superintendent
Warren County Schools
Warrenton, NC 27589

252.257.3184
rspain@warrenk12nc.org



1:30 p.m.

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Department Head Presentations

1:30 p.m. - Macon Robertson, Public Utilities Director

Warren County Public Utilities

Memo

Subject: Organizational Structure Change

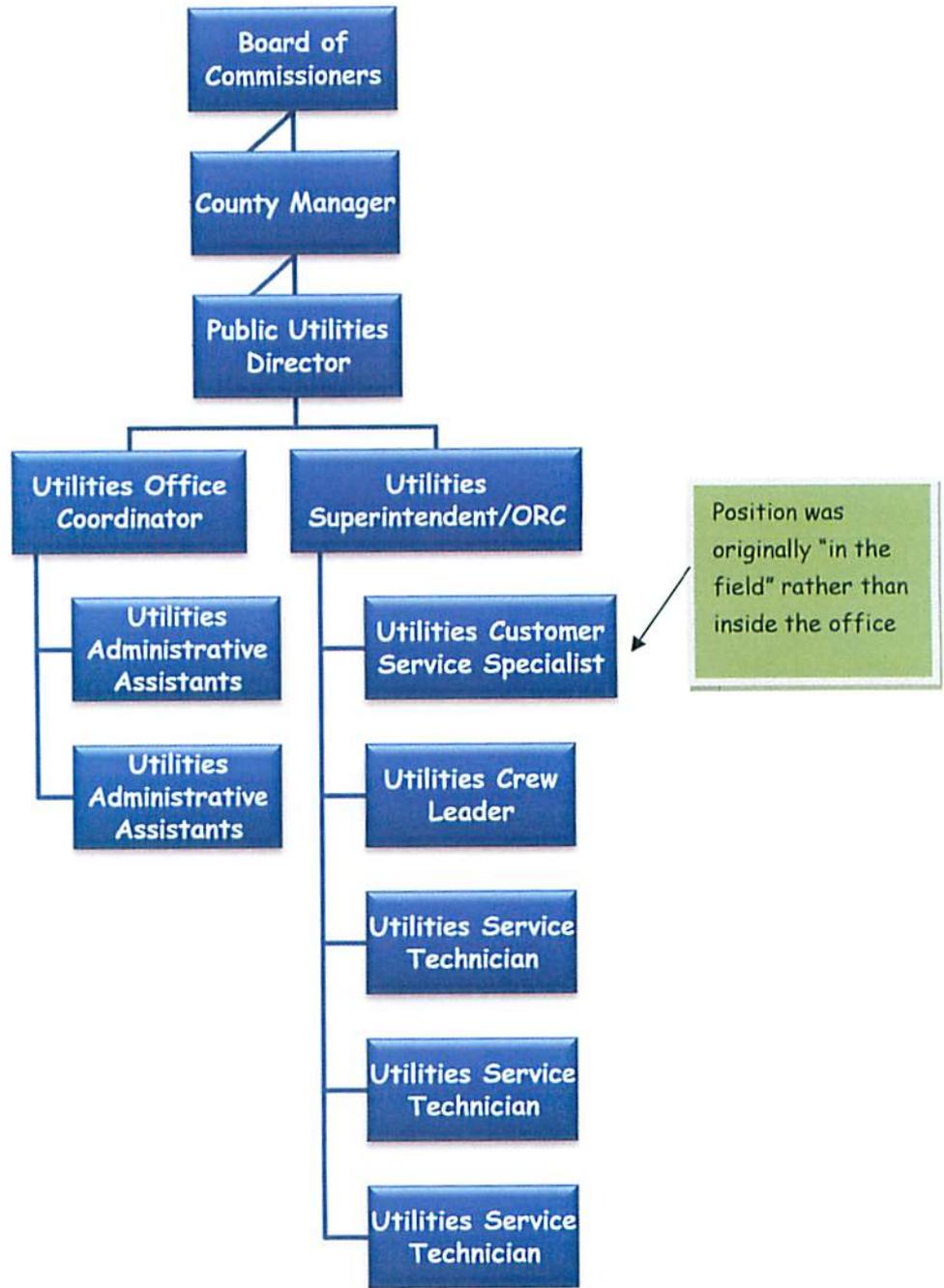
Warren County Public Utilities is requesting an organizational structure change. Over the history of the department it has become evident that this change is needed to better serve our water customers. At the formation of the department we started operations under the current structure with less than 1500 customers. Our customer base has now grown to just under 3500 active water users and an additional 950 customers on flat rate status.

The current structure requires that customer service starts with the administrative assistant at the front desk who is supervised by the office coordinator. From the administrative assistant it goes to the office coordinator. From the office coordinator the process goes to customer service. Customer services determines the customer's needs and sends it back to the office coordinator who then directs the administrative assistant how to handle the customer's need. This process has worked but due to the growth in customer base and the excessive work load placed on the office coordinator, it has become more evident that this process needs to become more streamlined and efficient in order to better serve customers in a timely fashion.

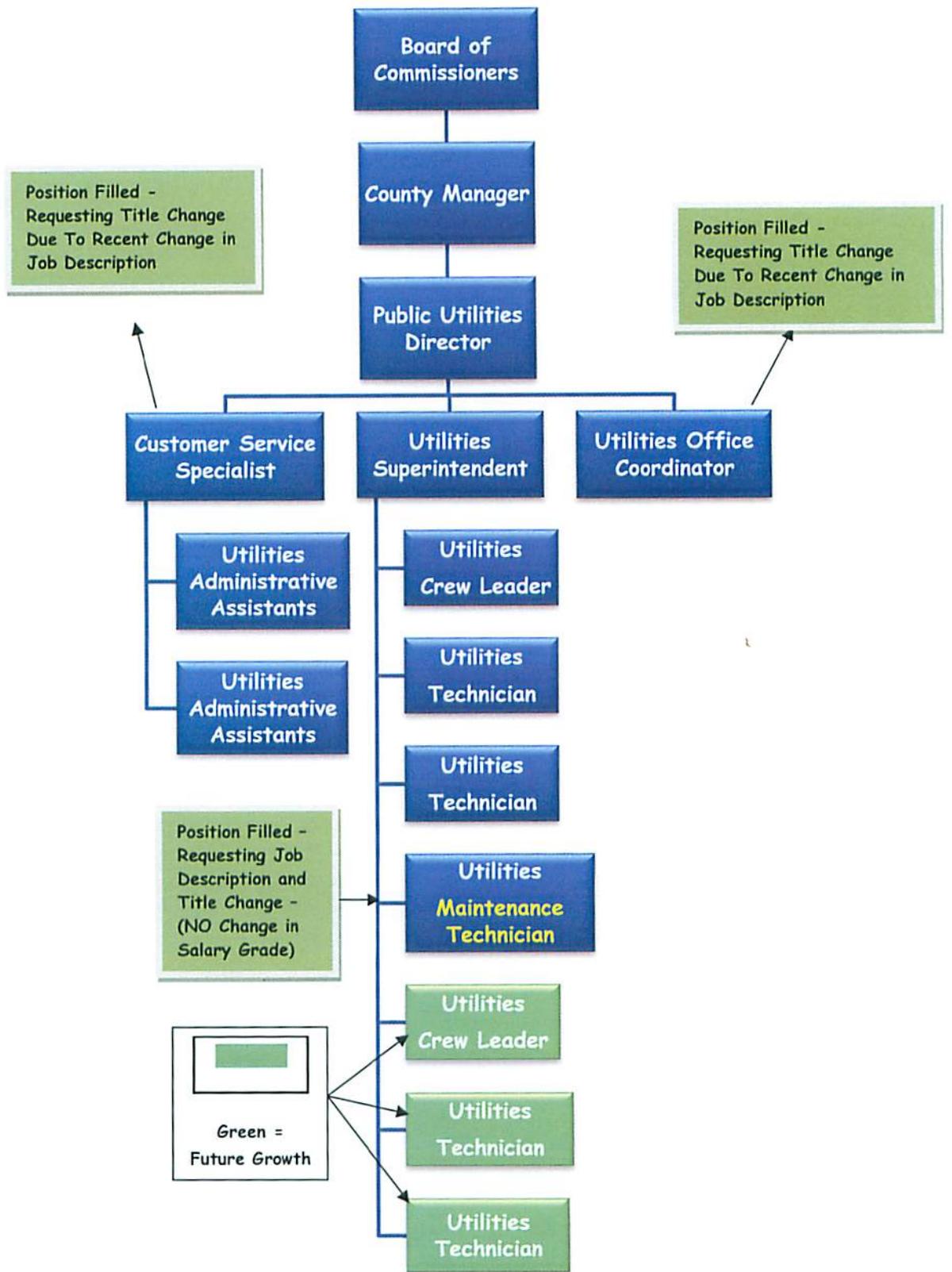
My recommended structure change is shown in the attached organizational chart. The budget impacts will be minimal due to the following reasons:

In December the board approved a revision in the duties and responsibilities of the office coordinator position. We intend to fill that revised vacant position at a lower salary than the past employee leaving lapsed salary in the budget. With the change in the organizational structure the customer service position will have revised duties, responsibilities and supervision of the administrative assistant. The lapsed salary from the office coordinator position will help offset the additional salary to the customer service position for the additional responsibilities and employee supervision. The proposed changes in salary grade for the customer service position will be a part of the FY 13 budget process.

Warren County Public Utilities – Current Organizational Chart



Warren County Public Utilities – Proposed Organizational Chart



2:00 p.m.

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**Work Session Wrap-Up and
Closing Statements
by
Board of County Commissioners**



Adjourn

January 18, 2012

***Budget Goals Setting
Work Session***

