



*WARREN COUNTY
BOARD OF COMMISSIONERS*

*Budget Goals Setting
Work Session*

January 22, 2014

*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 22, 2014
Warrenton, NC**

10:00 a.m. – 3:00 p.m.

- 10:00 a.m. Convene Work Session**
- 10:05 a.m. Presentation of FY 13 Warren County Audit Report – Jim Winston, Auditor**
- 10:30 a.m. Warren County FY 14 Fiscal Condition & Economic Outlook – Worth & Edmonds**
 - a) General Fund & Enterprise Funds Debt Schedules**
 - b) Salary Study Implementation Update**
 - c) SEMAA Program**
 - d) Discussion on Non-Profit Funding**
- 11:30 a.m. Warren County Major Building/Repair Projects**
- 12:00 p.m. Break for Lunch**
- 1:00 p.m. Warren County Schools Capital Needs Projects – Dr. Ray Spain, Superintendent**
- 1:30 p.m. Department Head Presentations**
- 2:30 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 13 Warren County Audit
Report**

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



Warren County June 30, 2013 Audit Presentation

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



Overview

- ◆ Warren County has received an unqualified opinion on their June 30, 2013 financial statements.

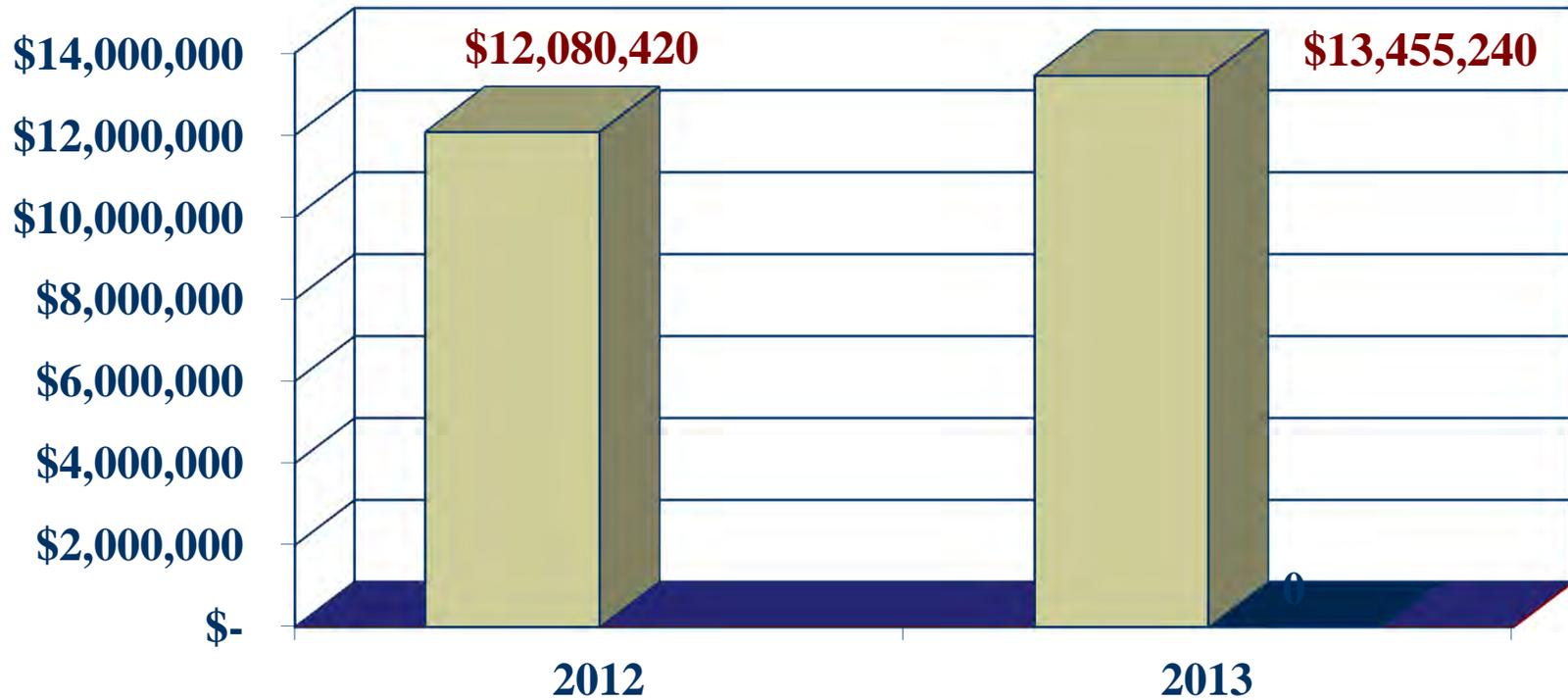
Statement of Net Position Primary Government

	<u>2012</u>	<u>2013</u>
Total Assets	\$ 70,154,791	\$ 72,597,009
Total Liabilities	23,298,212	22,883,370
Deferred Inflows of Resources	<u>50,383</u>	<u>55,253</u>
Net Position	\$ 46,806,196	\$ 49,658,386

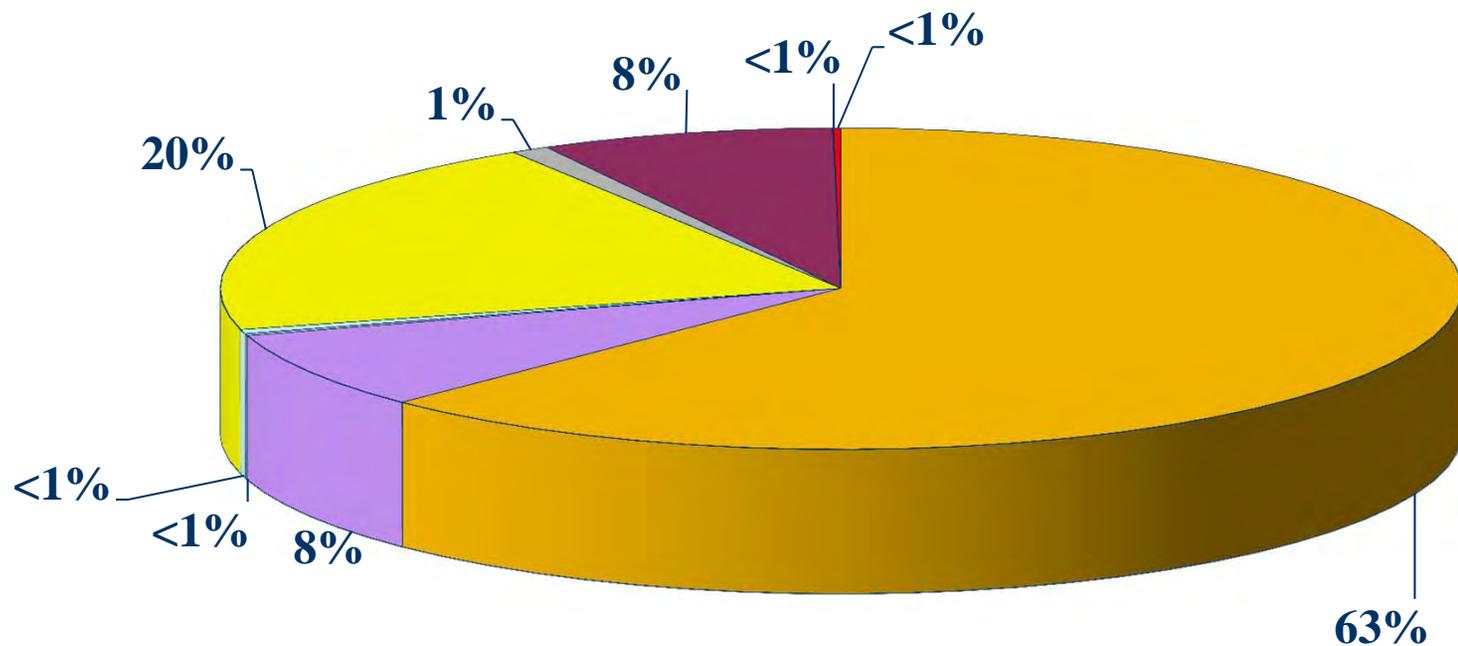
Statement of Activities Primary Government

	<u>2012</u>	<u>2013</u>
Revenues	\$ 31,701,943	\$ 33,783,079
Expenditures	<u>30,023,558</u>	<u>30,930,890</u>
Change in Net Position	1,678,385	2,852,189
Beginning Net Position	<u>45,127,812</u>	<u>46,806,197</u>
Ending Net Position	\$ 46,806,197	\$ 49,658,386

Cash

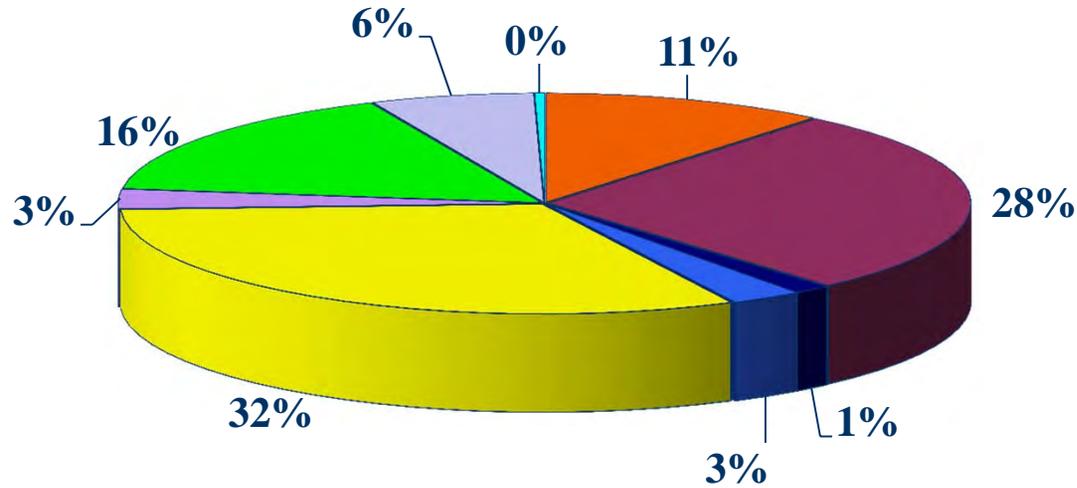


Governmental Fund Revenues



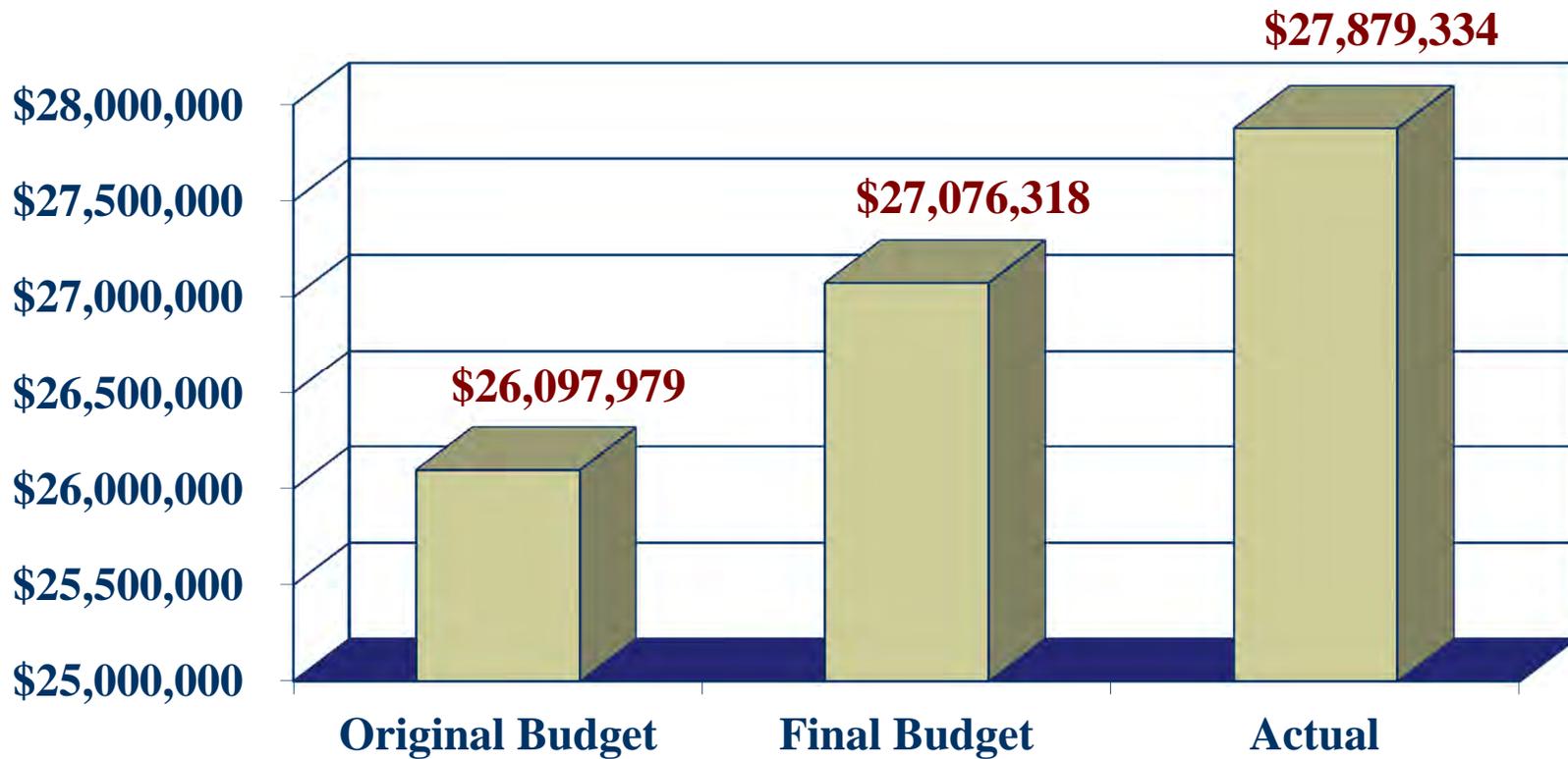
- | | |
|---------------------------|----------------------------------|
| ■ Ad Valorem Taxes | ■ Sales Tax |
| ■ Other Taxes & licenses | ■ Unrestricted intergovernmental |
| ■ Restricted Governmental | ■ Permits and fees |
| ■ Sales and services | ■ Investment earnings |
| ■ Miscellaneous | |

Governmental Fund Expenditures

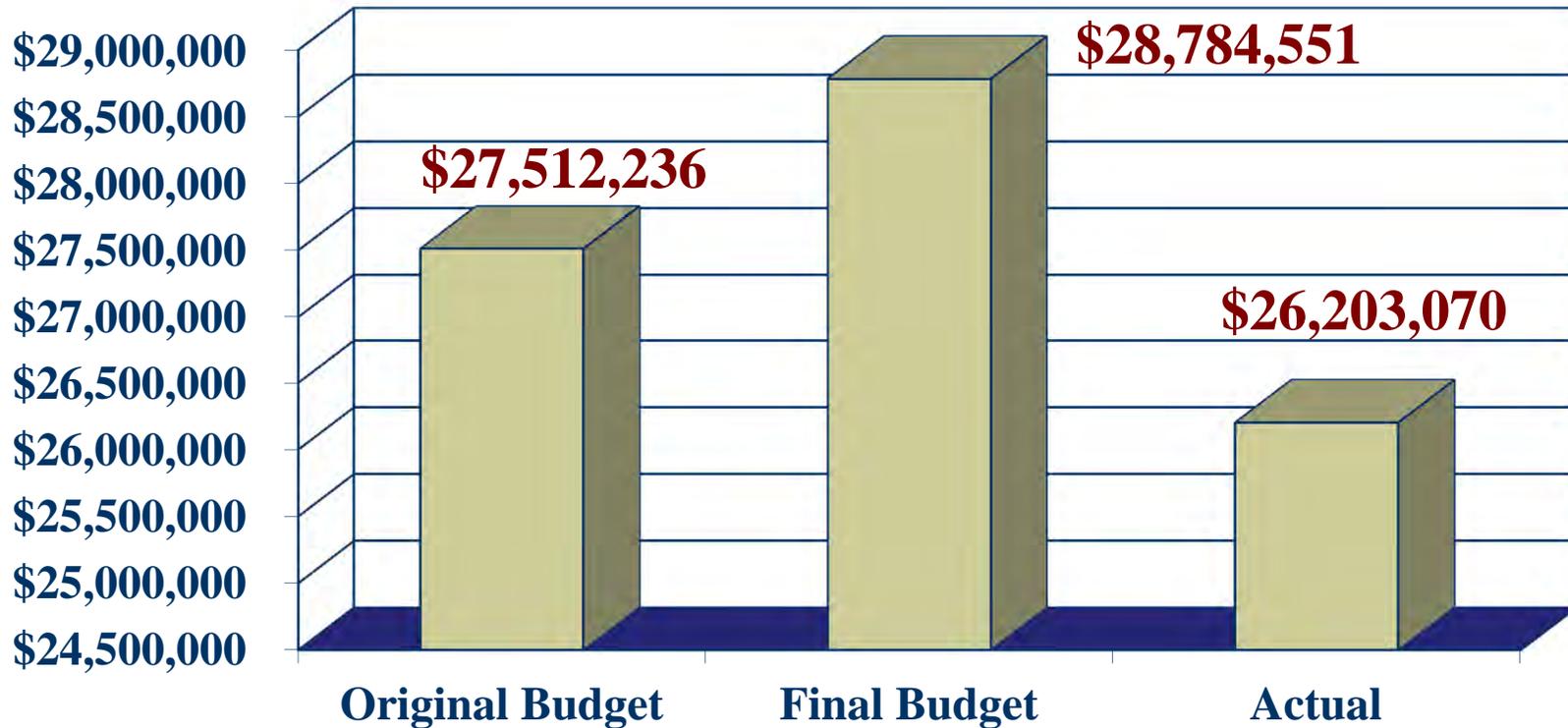


- | | |
|----------------------------|-----------------------------------|
| ■ General Government | ■ Public Safety |
| ■ Environmental Protection | ■ Economic & Physical Development |
| ■ Human svcs | ■ Cultural & Recreational |
| ■ Education | ■ Debt Service |
| ■ Capital Outlay | |

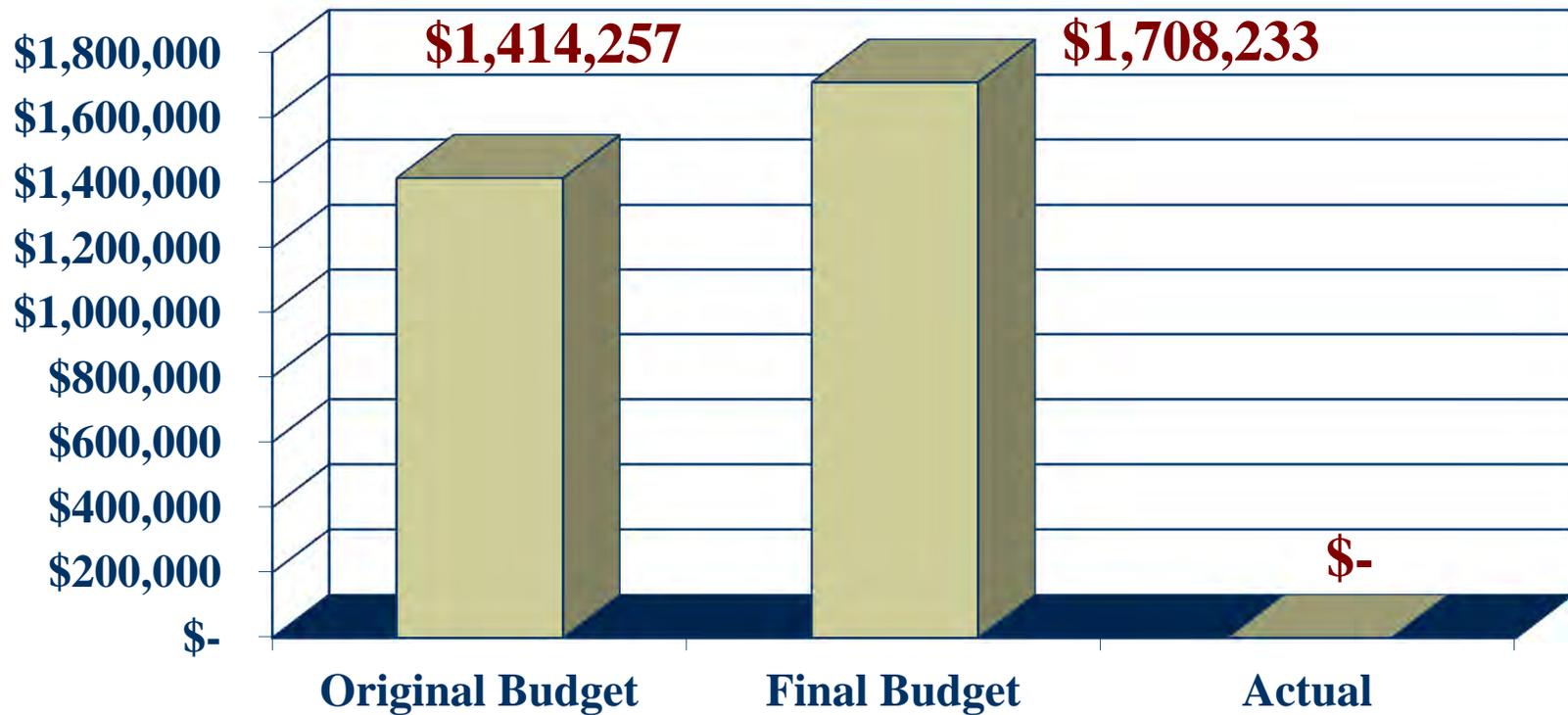
General Fund Revenues



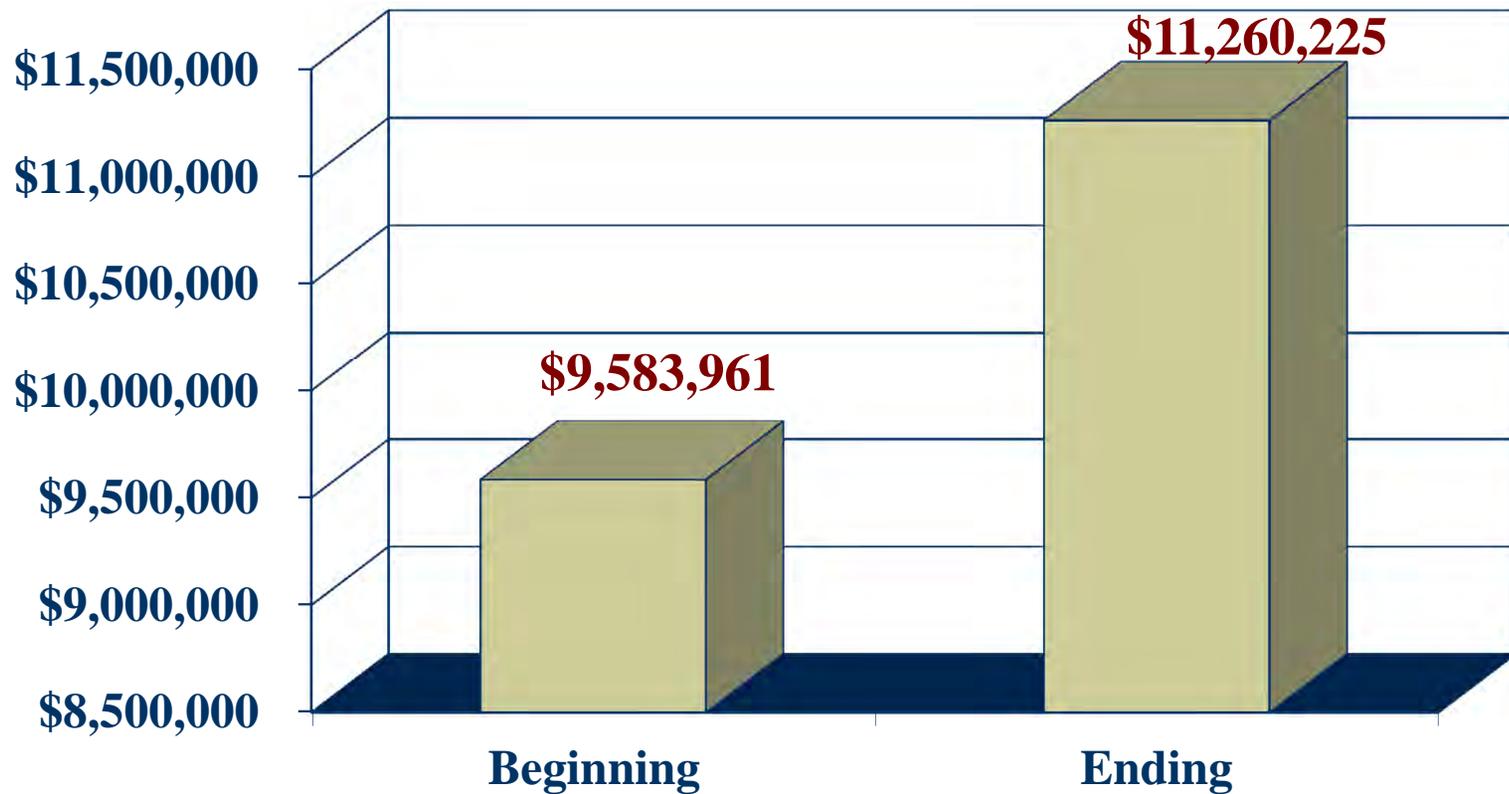
General Fund Expenditures



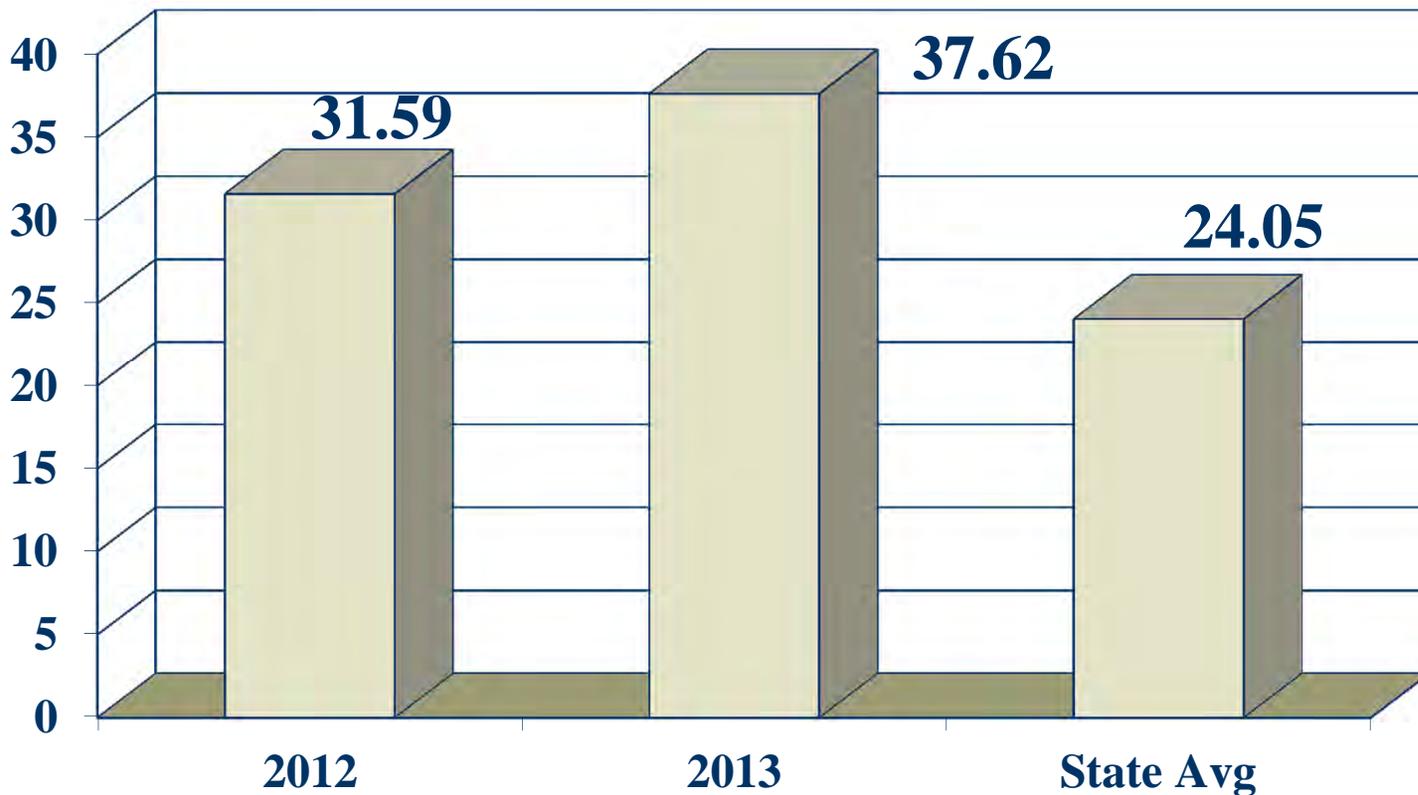
Appropriated Fund Balance



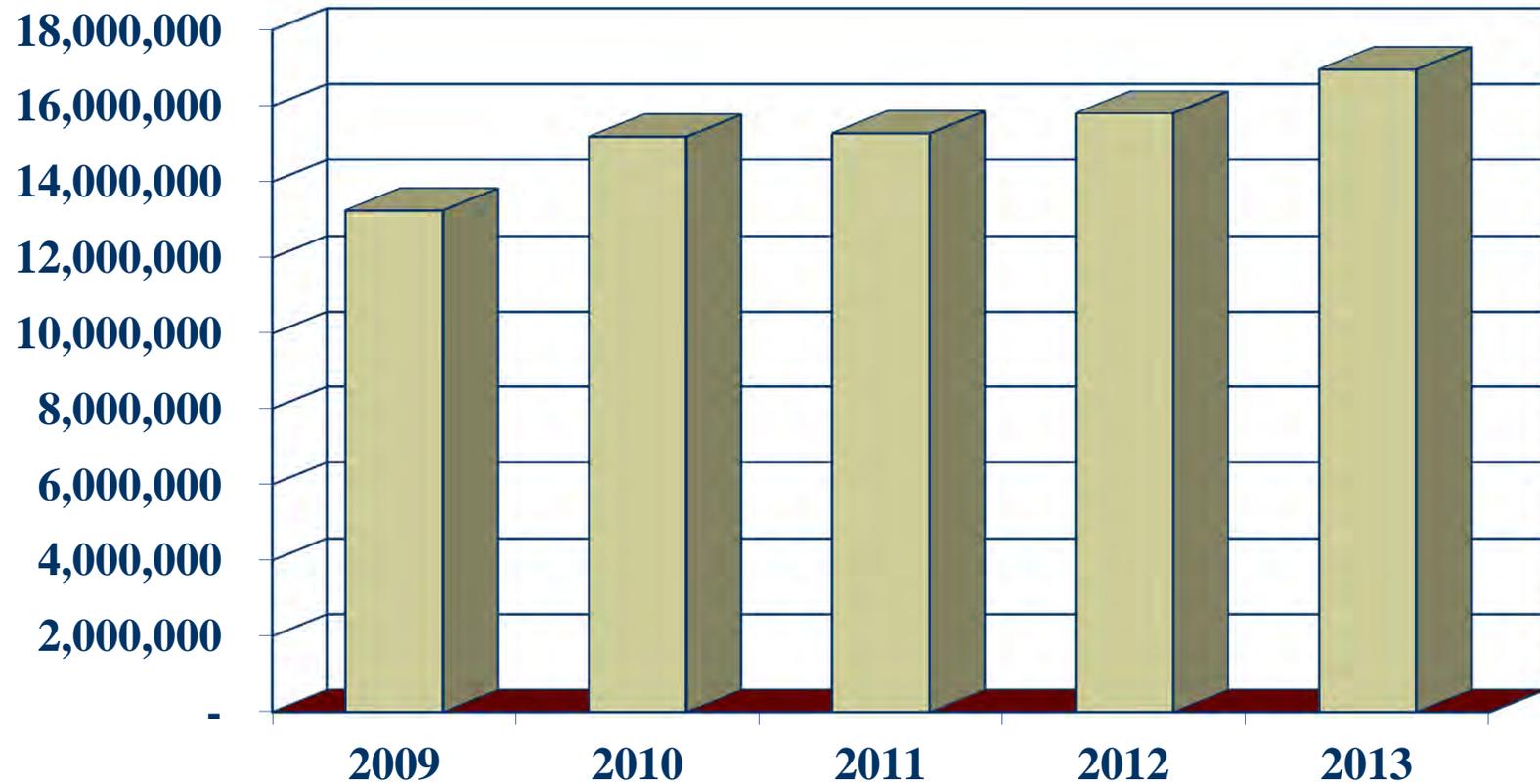
Fund Balance- General Fund



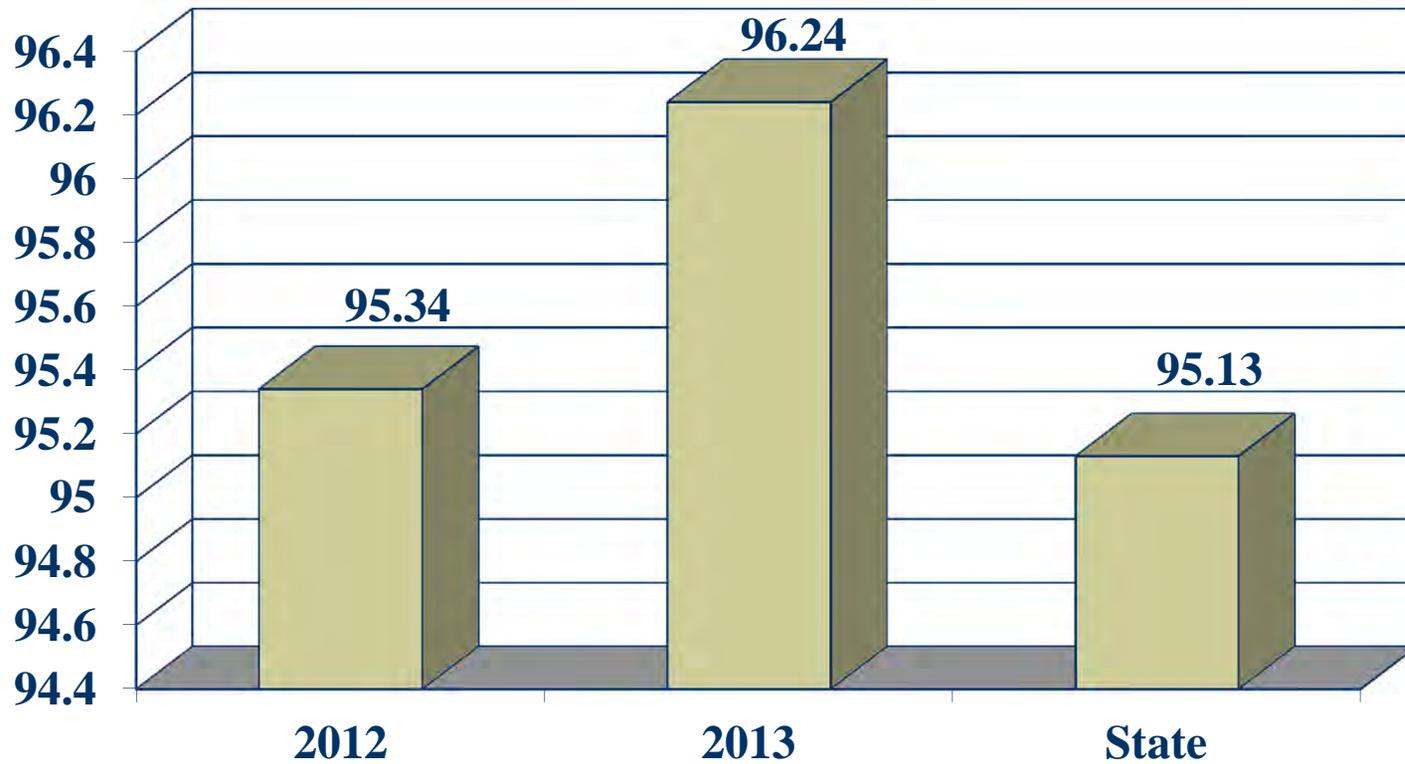
General Fund Fund Balance Available for Appropriation as a % of Expenditures



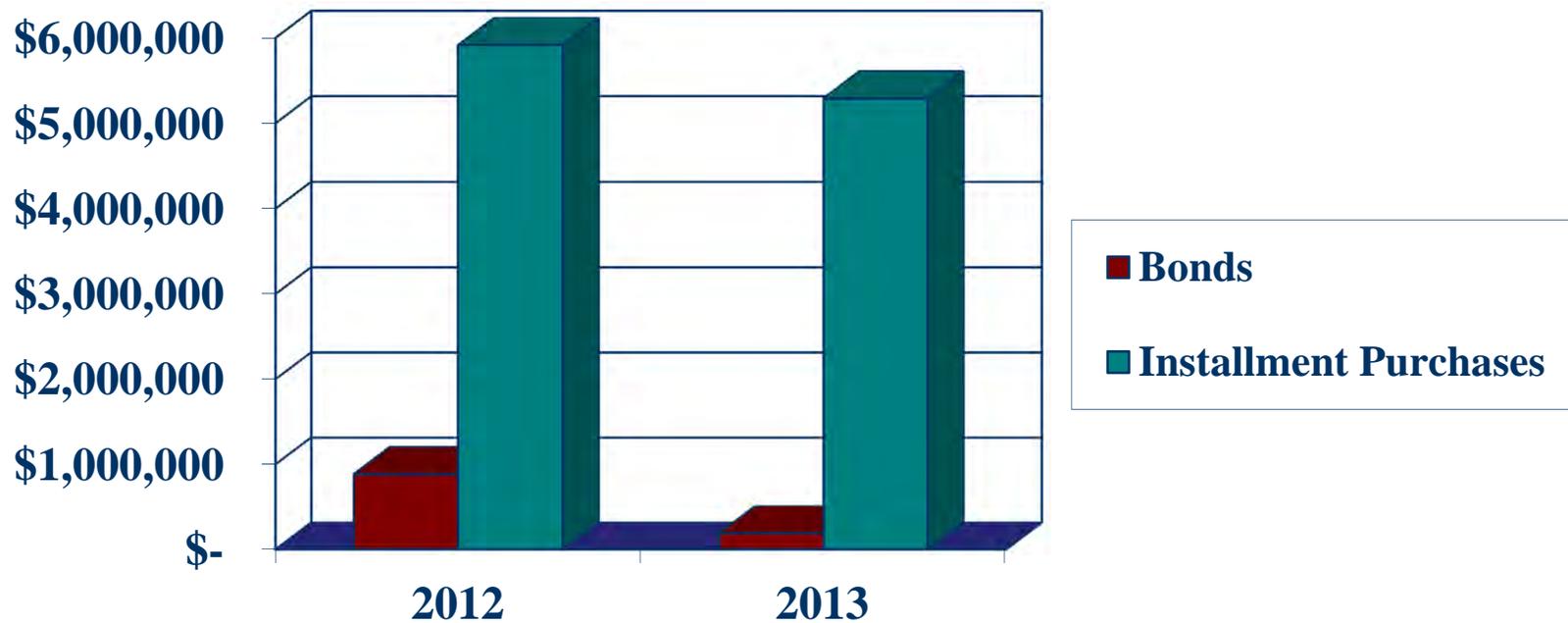
Adjusted Tax Levy



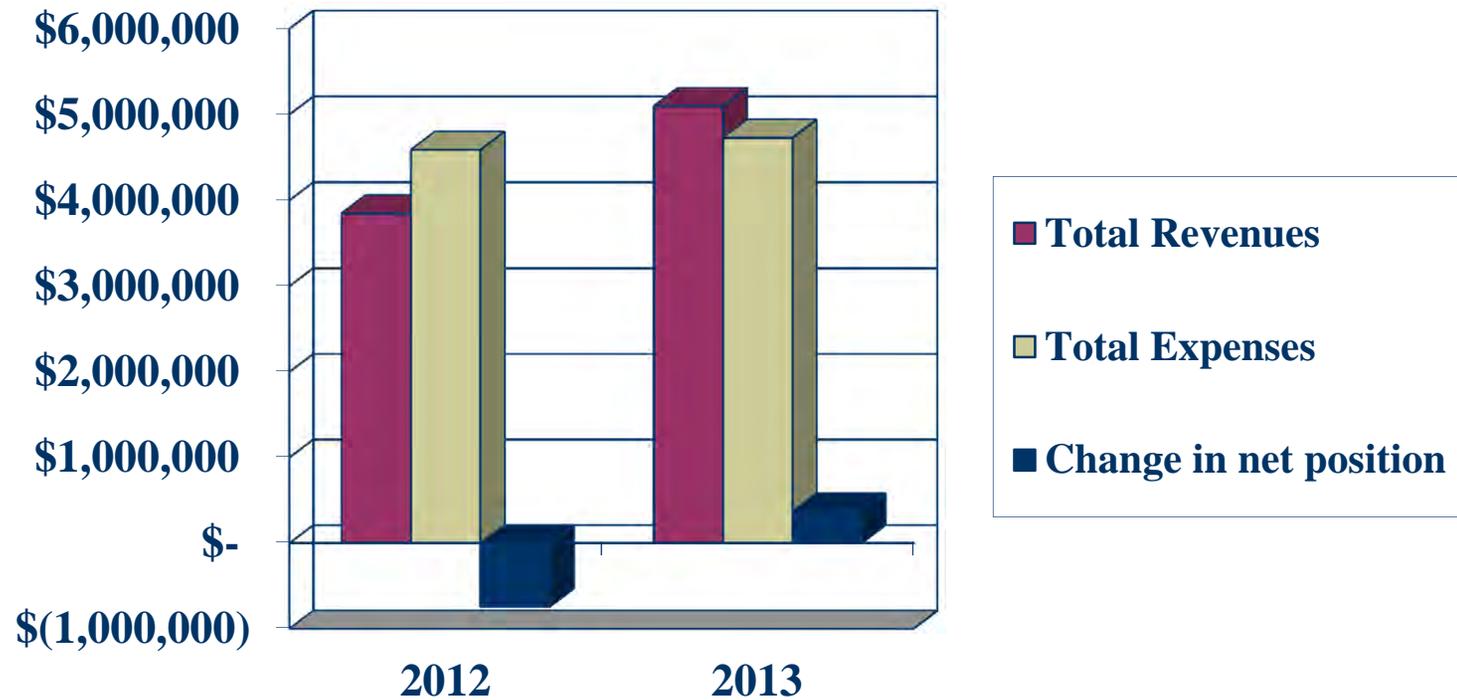
Tax Collection Percentages



Governmental Fund Debt



Proprietary Funds



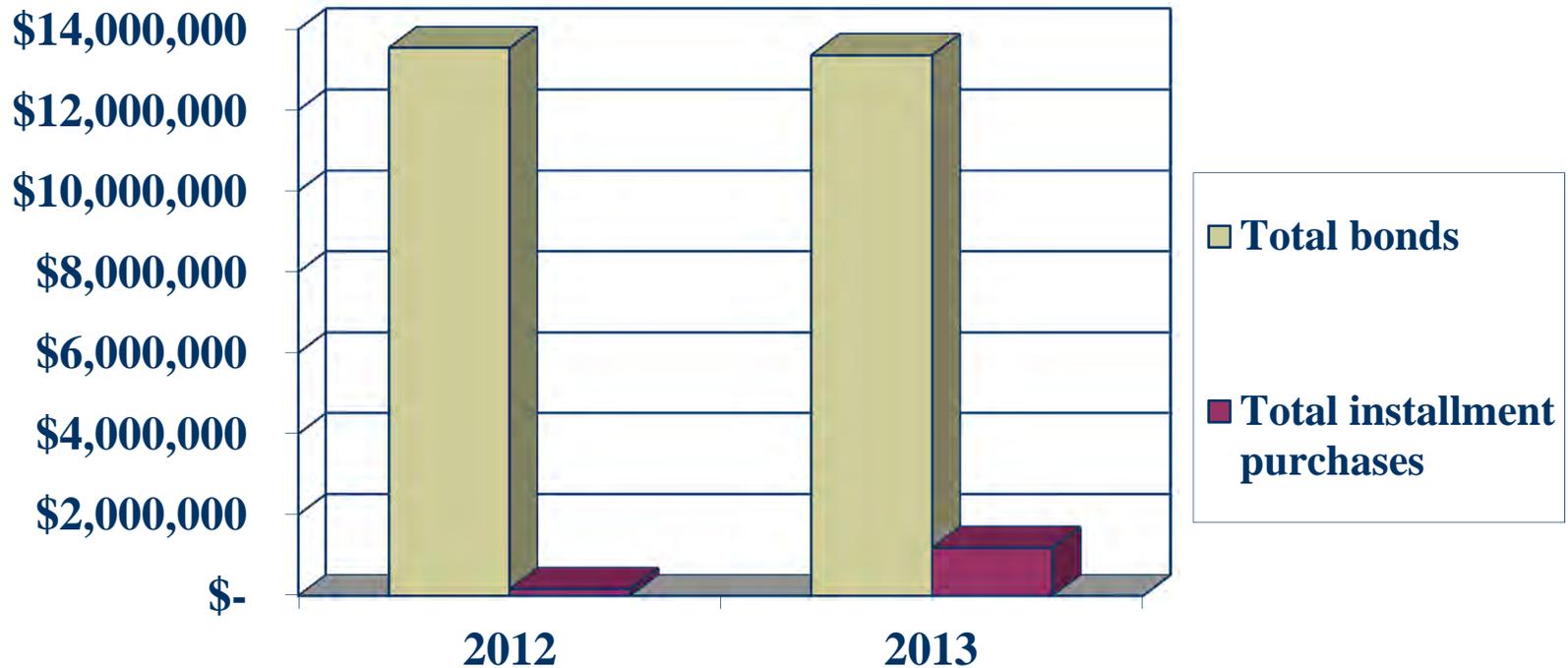
Proprietary Funds

	Regional Water Sys	District I	District II	District III	Solid Waste	Total
Operating Revenues	821,261	512,681	534,078	708,618	1,401,341	3,977,979
Operating Expenses	609,989	276,746	197,976	121,253	1,410,556	2,616,520
Other	264,307	76,208	141,688	51,242	103,938	637,383
Depreciation	256,012	146,174	304,004	188,258	18,867	913,315
Total	1,130,308	499,128	643,668	360,753	1,533,361	4,167,218
Operating Income	(309,047)	13,553	(109,590)	347,865	(132,020)	(189,239)

Proprietary Funds (cont.)

	Regional	District I	District II	District III	Solid Waste	Total
Operating Income	(309,047)	13,553	(109,590)	347,865	(132,020)	(189,239)
Non-operating Revenues(Expenses)	209	(63,914)	(113,772)	(381,378)	(64)	(558,919)
Total Income	(308,838)	(50,361)	(223,362)	(33,513)	(132,084)	(748,158)
Capital Contributions	-	-	10,356	1,044,485	64,011	1,118,852
Transfers	104	152	100	(356)	-	-
Change in Net Assets	(308,734)	(50,209)	(212,906)	1,010,616	(68,073)	370,694

Proprietary Debt





THANK
YOU

To Gloria and the rest of
the finance department
and administration for
all of their help during
our audit.

10:30 a.m. – 11:30 a.m.

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**Warren County FY 14 Fiscal Condition
&
Economic Outlook**

**Linda T. Worth, County Manager
Gloria Edmonds, Finance Director**

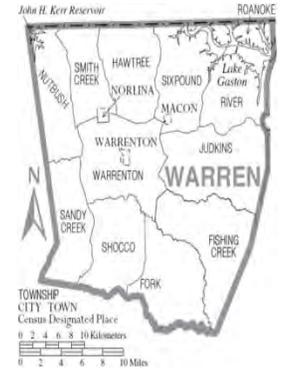


COUNTY OF WARREN

Economic Outlook

3rd Quarter

FY 2014



Finance Office Staff:

Gloria M. Edmonds, Finance Director
Vacant, Accounting Manager
Cecile J. Renn, Payroll Specialist
Evelyn R. Cooper, Accounting Technician
Debbie C. Brauer, Accounting Technician
Louise R. Andrews, Accounting Technician

3rd Quarter Economic Condition

Warren County begins the 3rd quarter of FY 14 with 57.8% of revenues collected and 44.5% of expenditures used.

In the FY 14 budget, \$1,548,907 in fund balance was used to balance the budget and maintain a \$.66 tax rate.

Since July 1, 2013, an additional \$40,707 of fund balance has been appropriated bringing the total appropriated Fund Balance in FY 14 to \$1,589,614.

On January 1, 2014, employee salary increases went into effect with a projected cost of \$318,500 for the remainder of FY 14. These funds are included in the FY 14 budget.

Expenditures FY 14 – Budget to Actual

This review defines the percentage of expenditures for the period ending December 31, 2013 with concentration on major expenses. The current percentage of expenditure usage is 44.5% which equates to \$12,586,832 of the revised expenditure budget of \$28,583,833. This compares to a 43.4% rate of usage in FY 13 at the end of the same period.

Major Expenditure Categories and percent of usage FY13/FY14 comparison:

	FY 13	FY 14
Telephone/Cell/Email/ Internet	34.9%	33.0%
Travel and Training	26.5%	30.1%
Office Supplies	46.9%	48.9%
Gas and Vehicle Operation	35.0%	36.6%
Utilities	32.4%	34.2%
Legal Services	56.9%	37.9%

Major expenditure categories are within an acceptable range for mid-year. If the current rate of expenditure continues, it is anticipated ending the year within budget.

General Obligation and Installment Purchase Debt FY 14

Currently Warren County has debt totaling \$5,719,264 in the General Fund as compared to \$6,446,785 in FY 13. This debt is comprised of vehicle and equipment lease purchase payments and 10 capital projects with terms remaining between 2 and 11 years and interest rates ranging from 1.97% to 6%. The debt service obligation for FY 15 is currently \$992,836.

During FY 14, 3 loans were modified with a savings of \$75,833 in FY 14 and a total savings of \$317,554 over the life of the loans. Interest rates ranged from 3.82% to 4.76%. With the modification, new interest rates range from 1.97% to 2.97%.

Revenues FY 14 – Budget to Actual

This review defines the percentage of revenues collected for the period ending December 31, 2013. The current percentage of revenues collected in FY 14 is 57.8% as compared to 58.0% in FY 13.

The following chart compares revenue collections by category in FY 14 to collections at the same period of time in FY 13.

	FY 13	FY 14
Ad Valorem Taxes	73.4%	76.7%
Sales Taxes	43.1%	41.0%
Other Taxes and Licenses	58.8%	58.7%
Unrestricted Intergovernmental	14.2%	14.2%
Restricted Intergovernmental - Health	45.2%	31.2%
Restricted Intergovernmental - DSS	44.7%	44.9%
Restricted Intergovernmental – DSS 1571	37.4%	37.0%
Restricted Intergovernmental Other	21.0%	42.2%
Permits and Fees	59.5%	48.5%
Sales & Services	47.7%	26.6%
Investment Earnings	31.3%	19.2%
Miscellaneous Revenues	7.7%	6.6%

It is anticipated that most revenues will meet expectations.

Summary – Fund Balance Projection

In summary, Warren County begins the 3rd quarter of FY 14 with revenues collected at 57.8% of budget and expenditure usage 44.5 % of budget. The following is a **projection** of Fund Balance at June 30, 2014.

Fund Balance Projected at 6/30/2014	
Revenue Projection	27,383,789
Expenditure Projection	27,594,748
Gain/(Loss) in Fund Balance FY 14	(210,959)
Fund Balance Estimate - 6/30/2014	
Fund Balance 7/1/13	11,532,223
Net Gain/(Loss) FY 14	(210,959)
Less Inventory	(25,312)
Less Subsequent Year Est.	(1,000,000)
Less Reserved by Statute	(1,700,000)
Unassigned Fund balance	8,595,952
Reserved by State Statute	1,700,000
Inventory	25,312
Subsequent Year Est.	1,000,000
Unassigned Fund Balance	8,595,952
Total Projected Fund Balance at 6/30/2014	11,321,264
Percent of Fund Balance to Expenditures	41.03%
Percent of Fund Balance to Unassigned Balance	31.15%

Closing Comments

At this time, it appears we will use approximately \$210,959 of the \$1,589,614 fund balance appropriated to balance the FY 14 budget, with \$1,378,655 reverting back to unassigned fund balance.

As noted above, our percent of unassigned fund balance to expenditures remains above the minimum required by the Local Government Commission, which is 8%.

Please remember, this fund balance figure is only an estimate.

Please feel free to contact our office if you have any questions or comments.

Warren County

General Fund & Enterprise Funds

Debt Schedules

GENERAL FUND

General Obligation and Installment Purchase Debt

As of January 2014

Fiscal Year	3/4/1991 USDA 6% 500,000 Pub Impv Medical Facility	3/14/2003 BB&T 3.82% 2,325,000 Law Enforcement Center Refinance 9/4/2008 Loan Modification New Rate 1.97% 10/1/2013	One Loan 2 Projects		9/15/2006 RBC 4.16% 2,214,249 Recreation Complex Phase II	1/16/2008 BB&T 3.91% 2,428,520 Warren County Library	One Loan 4 Projects \$669,000				5/12/2010 SOUTHERN 4.56% 610,000 New Tech High School	Veh & Equip.	Total
			10/1/2006 BB&T 3.89% 322,000 Recreaton Complex Phase I Refinanced 10/28/2008 Loan Modification New Rate 2.46% 10/1/2013	10/1/2006 BB&T 3.89% 628,000 Animal Control Shelter Refinanced 10/28/2008 Loan Modification New Rate 2.46% 10/1/2013			5/26/2010 BB&T 4.76% 340,000 Amb. Storage Facility Loan Modification New Rate 2.97% 10/1/2013	5/26/2010 BB&T 4.76% 200,000 National Guard Armory Loan Modification New Rate 2.97% 10/1/2013	5/26/2010 BB&T 4.76% 59,000 Old Library Building Renov. Loan Modification New Rate 2.97% 10/1/2013	5/26/2010 BB&T 4.76% 70,000 Mental Health Building Renov. Loan Modification New Rate 2.97% 10/1/2013			
14/15	37,370	166,451	27,099	52,864	192,138	216,085	29,904	17,590	5,189	6,157	60,603	181,387	992,836
15/16	37,220	163,397	26,265	51,235	185,997	209,094	29,230	17,194	5,072	6,018	58,797	143,328	932,847
16/17	36,480	160,344	25,430	49,606	179,856	202,102	28,557	16,798	4,956	5,879	56,894	80,978	847,880
17/18	34,680	154,290	24,595	47,977	173,715	195,111	27,884	16,402	4,839	5,741	55,040		740,273
18/19	32,880		23,760	46,349	167,574	188,119	27,211	16,006	4,722	5,602	53,185		565,408
19/20	19,080		22,925	44,720	161,434	181,128	26,538	15,610	4,605	5,464	51,359		532,862
20/21			22,090	43,091	155,293	174,136	25,864	15,214	4,488	5,325	49,476		494,979
21/22					75,344	167,145	25,191	14,818	4,371	5,186	47,622		339,678
22/23							24,518	14,422	4,255	5,048	45,768		94,010
23/24							23,845	14,026	4,138	4,909	43,921		90,839
24/25							23,172	13,630	4,021	4,771	42,059		87,652
23/25													0
25/26													0
26/27													0
	197,710	644,482	172,163	335,842	1,291,351	1,532,920	291,913	171,714	50,655	60,100	564,722	405,693	5,719,264
													5,719,264

One loan/one project

One loan/multiple projects

As of FY14 Assessed Value	General Fd Debt	Debt % to Assessed Value
2,596,400,669	5,719,264	0.2203%

Salary Study Implementation Update



WARREN COUNTY BOARD OF COMMISSIONERS

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

MEMORANDUM

Bertadean Baker, Chairman
 Jennifer Jordan, Vice Chairman
 Ruby Downey
 Barry Richardson
 Ulysses S. Ross

Linda T. Worth
 County Manager

Angelena Kearney-Dunlap
 Clerk to the Board

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LJW*
DATE: January 16, 2014
RE: Salary Study Implementation Update

As was authorized by the Board, the recently completed Job Classification/Salary Study was implemented on January 15, 2014. The estimated cost of salaries and fringes for the current fiscal year (6 months) and FY 15 (12 months) are shown below:

Option 3 Implemented 1/15/14 Move to Min + .5% Increase per YOS				
	<u>Salaries</u>	<u>FICA (7.65)</u>	<u>Retirement (7.07)(7.28%)</u>	<u>401K (5.00)</u>
General	430,036	32,898	30,404	
Law Enforcement	<u>119,789</u>	<u>9,164</u>	<u>8,721</u>	<u>5,989</u>
Totals Full Year:	549,825	42,062	39,124	5,989
FY 15 Cost:	\$637,000		FY 14 Cost (6 months):	\$318,500

As you will recall, funds were budgeted in General Fund Contingency as well as in the Enterprise Funds to pay for the implementation of this project. At an upcoming Board meeting, the Finance Director will present for the Board's consideration and approval budget amendments to move the funds from contingency to the departmental budgets to cover the additional salary/fringes expenses for the remaining six months in the current fiscal year.

Phone: (252) 257-3115
 Fax: (252) 257-5971
 www.warrencountync.com

"This institution is an equal opportunity provider and employer."

MEMORANDUM

Page 2

January 16, 2014

I would also like to bring to the Board's attention that ten employees who participated in the study did not receive an increase because they have less than one year of service with the county and their salaries were determined to be within the minimum of their salary grade. It would be my recommendation that the Board consider granting these ten employees an increase of .50% for one year of service to be retroactive to January 15, 2014 the date of implementation. The additional cost of salaries/fringes to include these general employees would be approximately \$2,013 for a full year and \$1,006 for the remaining six months in FY 14.

On behalf of all Warren County employees, I wish to thank the Board for your support of the Job Classification/Salary Study and for choosing the implementation option that would ensure our dedicated and hardworking employees are fairly and competitively compensated.

I will look forward to discussing this matter with the Board at the Budget Goals Setting Work Session.

**Discussion
Of
SEMAA Program**

Warren County SEMAA
Funds Needed to Operate Program
K - 12 Combined Winter/Spring Session

Salaries

Full Time		25,806.00
Part Time		7,455.44
FICA	7.65	2,544.51
Retirement	7.07	2,351.58
Hospital		<u>1,190.70</u>
		39,348.23

Operations

Office Supplies		175.00
Student Supplies		700.00
Postage		175.00
Telephone		225.00
Internet		9.00
Printing		125.00
Advertising		100.00
Copier Lease		<u>350.00</u>
Program Cost		1,859.00

Total Cost - Est 41,207.23

Warren County SEMAA
Funds Needed to Operate Program
K - 5 Combined Winter/Spring Session

Salaries

Full Time		25,806.00
Part Time		4,968.96
FICA	7.65	2,360.44
Retirement	7.07	2,175.79
Hospital		<u>1,190.70</u>
		36,501.89

Operations

Office Supplies		125.00
Student Supplies		550.00
Postage		125.00
Telephone		225.00
Internet		9.00
Printing		125.00
Advertising		100.00
Copier Lease		<u>350.00</u>
Program Cost		1,609.00

Total Cost - Est 38,110.89



December 16, 2013

Reply to Attn of: CEN

Dear SEMAA Site Director,

Due to mandatory spending cuts (Budget Control Act of 2011) and programmatic changes to NASA's Office of Education (NASA FY12 Budget Estimates) the NASA Science, Engineering, Mathematics, and Aerospace Academy (SEMAA) is being funded solely by the Minority University Research and Education Program (MUREP). Through MUREP, NASA ensures underserved and underrepresented populations have access to Science, Technology, Engineering, and Mathematics (STEM) education and research opportunities by funding Minority Serving Institutions (MSIs) allowing them to offer a high quality education, promote STEM learning, facilitate entry into the STEM workforce, and strengthen our nation's economy as well as global competitiveness.

The President of the United States has issued four Executive Orders designed to promote the development of the nation's full human potential and advance equal opportunity in higher education. As a Federal Agency, NASA is accountable to the White House for carrying out initiatives outlined in each Executive Order. The Executive Orders are as follows: EO 13532; EO 13592: (TCUs); EO 13555: (HSIs); EO 13515: (AANAPISIs).

MUREP is NASA's response to the President's initiatives outlined in the above Executive Orders. Each year NASA must submit a report to the White House indicating the activities implemented and funded through the MUREP Program in support of the President's initiative.

In FY13, twelve SEMAA sites were funded by NASA. The sessions were held at MSIs and Non-MSIs. *However, due to sequestration and MUREP requirements only SEMAA sessions held at Minority Serving Institutions as identified by the above Executive Orders may be funded in FY14.*

NASA recognizes reduced and restricted funding particularly impacts non-MSIs as well as Science Centers, and school districts currently offering SEMAA. In FY13 \$1,781,685.17 financial and in-kind contributions were obtained to support SEMAA and it is our hope that SEMAA sites not funded in FY14 will continue to find outside support from non-NASA sources.

For more information concerning documents and reports referenced in this letter, please refer to the attached enclosure.

It has been a pleasure to serve with each of you. NASA recognizes and thanks you for your dedication and commitment to SEMAA. In FY13, SEMAA served 55,573 students, parents/caregivers, teachers, and outreach participants. We look forward to potentially working with you in a new capacity upon SEMAA's future alignment with the Federal STEM Five-Year Strategic Plan and MUREP priorities.

Sincerely,

A handwritten signature in blue ink, appearing to read "Darlene Walker".

Darlene Walker
NASA SEMAA Activity Manager

Enclosure

Budget Control Act of 2011 (Sequestration)

In FY13, NASA took steps to address the mandatory spending cuts called for in the Budget Control Act of 2011. This law mandates a series of significant spending reductions called sequestration. To learn more about sequestration's impact on NASA Education visit:

<http://www.nasa.gov/offices/education/about/sequestration-NASA-education-guidance.html#.Up0GpMRDuAg>

NASA Office of Education Programmatic Realignment

In FY12, Congress approved NASA's budget request to combine the Office of Education programs, projects, and activities into two Programs: 1) Aerospace Research Career Development or ARCD and 2) STEM Education and Accountability (SEA). For more information about NASA's budget structure, please visit:

http://www.nasa.gov/pdf/516643main_NASAFY12_Budget_Estimates-Education-508.pdf

Federal STEM Five-Year Strategic Plan Co-STEM Report

NASA is working to align all of its Education activities, with the new Federal STEM Education Five-Year Strategic Plan; a report from the Committee on STEM (Co-STEM) Education National Science and Technology Council, May 2013. Download a copy from the White House website at:

http://www.whitehouse.gov/sites/default/files/microsites/ostp/stem_stratplan_2013.pdf

Minority University Research and Education Project (MUREP)

MUREP enhances the research, academic, and technology capabilities of Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), Tribal Colleges and Universities (TCUs), Asian American and Native American Pacific Islander-Serving Institutions (AANAPISIs), and other Minority Serving Institutions (MSIs). Multiyear grants awarded to MSIs assist faculty and students in research pertinent to NASA missions. To learn more about MUREP visit: <http://www.nasa.gov/education/murep>

441511	NC	Apex School of Theology, Durham	100.00
197993	NC	Bennett College for Women, Greensboro	96.05
198011	NC	Bladen Community College, Dublin	58.48
427919	NC	CET-Durham, Durham	89.25
198491	NC	Edgecombe Community College, Tarboro	60.18
198507	NC	Elizabeth City State University, Elizabeth City	79.63
198543	NC	Fayetteville State University, Fayetteville	77.81
198534	NC	Fayetteville Technical Community College, Fayetteville	50.96
198640	NC	Halifax Community College, Weldon	55.53
443076	NC	Hood Theological Seminary, Salisbury	65.26
198756	NC	Johnson C Smith University, Charlotte	99.32
198862	NC	Livingstone College, Salisbury	94.93
198871	NC	Louisburg College, Louisburg	63.51
198905	NC	Martin Community College, Williamston	57.04
199102	NC	North Carolina A & T State University, Greensboro	89.74
199157	NC	North Carolina Central University, Durham	81.03
199209	NC	North Carolina Wesleyan College, Rocky Mount	50.25
199467	NC	Roanoke-Chowan Community College, Ahoskie	66.39
199476	NC	Robeson Community College, Lumberton	75.14
199582	NC	Saint Augustines College, Raleigh	92.94
199643	NC	Shaw University, Raleigh	86.22
199999	NC	Winston-Salem State University, Winston-Salem	83.35

Linda T Worth

From: Jackie Leath [jleath@co.warren.nc.us]
Sent: Tuesday, January 14, 2014 11:16 AM
To: 'Linda T Worth'
Subject: FW: Continuation Questions

Hi Linda,

I just received answers to the questions I submitted to Darlene. I wanted to share this information with you.

From: Walker, Darlene S. (GRC-CENO) [mailto:darlene.s.walker@nasa.gov]
Sent: Tuesday, January 14, 2014 10:02 AM
To: jleath@co.warren.nc.us
Subject: RE: Continuation Questions

Hello,

Below you will find the response to your questions. If you need further information, please do not hesitate to contact me.

Warren County is not willing to fund a program that is open for anyone other than their own residents:

1. Can the program be limited to just Warren County students since it is the only county in the 1st Congressional District that offers financial support? **Yes, recruitment can be limited to Warren County students.**
2. Can we continue the program without having any connection with the national program, as far as reporting, if not, why since we are not receiving MUREP funds? **No, you cannot operate without having any connection to the national program. SEMAA is a NASA project and fidelity must be maintained. As stated in the letter, NASA is willing to enter into a Space Act Agreement which would allow you to continue the project independently funded by Warren County or another partner. As part of the agreement, NASA would require that you submit data detailing the activities of your site.**

The AEL is working with the AFJROTC program here at Warren County High School
With that being said, looking at the AEL:

1. How does the stand alone AEL's operate? **Operation varies from site to site. We have some sites that operate strictly for outreach and others that operate within in a school setting. Some sites utilize all of the AEL curriculum while some sites only utilize a portion of the curriculum. Gerald Voltz, the AEL Manager does provide troubleshooting service to standalone sites. It is my goal to enter into a Space Act Agreement with all standalone sites. The agreement will allow sites to officially connect with NASA. The agreement will also require sites to submit data to NASA.**
2. What is the benefit of having an AEL without having the SEMAA program? **You are able to offer some STEM content to participants. It is less expensive. You do not have the cost of supplies nor multiple instructors.**
3. If operating an AEL not funded by the MUREP would that AEL still have to report to that entity? If so why? **Currently standalone sites do not report to NASA. Offering the AEL experience is not the same as offering NASA SEMAA. The AEL is one component of SEMAA. As stated above, my goal is to enter into a Space Act Agreement with all standalone sites.**

Finally the question of equipment, what happens to the equipment if site closes, will it remain here as county property. You may maintain the equipment. An agreement was put into place allowing SEMAA sites established prior to 2007 to maintain the AEL equipment.

I have provided the county manager with a copy of the letter you sent out, but if there is more information that might assist us in presenting a continuation plan to the commission please advise. Maybe it would also be good if you could talk with County Manager, Linda Worth about the situation, since any negotiations concerning the program will be presented to the commissioners through her office. This way she will have, first hand conversation with you in the event she has additional questions, to more effectively to promote the necessity of having the program here in the county. I am more than happy to discuss the matter with Ms. Worth. SEMAA is an outstanding project. Please share all of the benefits with Ms. Worth. We have had many students enter into the STEM workforce as a result of SEMAA. I have numerous testimonies from students and parents regarding the benefits of the program which I can share with you. If I can be of any further assistance, please do not hesitate to contact me.

Regards,

Darlene S. Walker
SEMAA Project Manager
Educational Programs Office
NASA Glenn Research Center
21000 Brookpark Rd. M/S 7-4
Cleveland, Ohio 44135

Phone: (216) 433-8664
Fax: (216) 433-3344
www.nasa.gov/education/semaa

From: Jackie Leath [<mailto:jleath@co.warren.nc.us>]
Sent: Friday, January 10, 2014 1:24 PM
To: Walker, Darlene S. (GRC-CEN0)
Subject: Continuation Questions

Hi Darlene,

Attached is a list of questions that I have been asked answer in order to be considered for continued funding by Warren County Government. Can you please provide insight.

Thank You

*Jacqueline Leath, Director
Warren County NASA SEMAA*

Discussion on Non-Profit Funding



WARREN COUNTY BOARD OF COMMISSIONERS

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

MEMORANDUM

Bertadean Baker, Chairman
Jennifer Jordan, Vice Chairman
Ruby Downey
Barry Richardson
Ulysses S. Ross

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager
DATE: January 17, 2014
RE: Proposed Policy for Funding Non-Profit Agencies

As you are all aware, in past years during the annual budget process Warren County has provided funding for non-profit organizations serving county citizens. Due to lean economic times, the practice of funding non-profits was discontinued about five+- years ago. As the economy regains stability and the county is in a better position to consider providing financial support to our local non-profit agencies, I felt it would be beneficial to all concerned to consider adopting a formal policy to guide the process.

I have prepared the attached "draft" Warren County Policy for Funding Non-Profit Agencies for the Board's review and discussion. Should the Board wish to move forward to adopt this or some revised version of this policy, staff would seek guidance from the Board during the annual budget process relative to its desire to invite non-profit organizations to submit funding requests to the County.

I will look forward to further discussing these matters with the Board at the Budget Goals Setting Work Session.

Attachment

Phone: (252) 257-3115
Fax: (252) 257-5971
www.warrencountync.com

"This institution is an equal opportunity provider and employer."



WARREN COUNTY POLICY FOR FUNDING NON-PROFIT AGENCIES

Policy:

Funds shall only be appropriated to organizations that can document compliance with all applicable federal and state regulations related to tax-exempt status.

Organizations requesting funding must be able to document that they provide on-going services to the community, are governed by a volunteer Board of Directors that serves without compensation, and that their financial management is subject to an independent audit/review at the completion of the year for which the funds are requested.

Funds shall only be appropriated for public purposes.

Requests for funding will only be accepted during the county's annual budget preparation process. A specific timetable for the process will be developed and disseminated by the county each year.

Requests for funding for direct "safety net" human services to low income Warren County residents shall be given the highest priority for funding.

Requests for services that duplicate services that are already available to the public through other means will be given the lowest funding priority.

Criteria:

Funded services must be equally available to all eligible residents of the county. Each non-profit organization may develop its own service eligibility criteria, but such criteria may not include any form of legal discrimination. If the agency charges fees for services to be provided with county funding, those fees must be applied on a sliding fee basis that allows all to participate irrespective of their ability to pay full costs.

The applicant organization should clearly demonstrate its ability (i.e., that it has appropriate staffing, financial resources, equipment, etc.) to provide the proposed services.

Proposals shall clearly identify the relationship between the funding request and the provision of a given service or services.

Proposals shall clearly document the need for the proposed services.

Proposals shall identify the number of Warren County residents that are expected to receive direct services during the fiscal year as a result of county funding. Renewal requests shall indicate the actual number of Warren County residents served during the funded period.

Proposals that request funding for services that are already available in the county must clearly demonstrate that they will address an unmet service demand, or that they will deliver comparable services at a significantly lower unit cost than the currently available services.

Each organization that receives funding shall present a written report to the county on or about January 15th and July 15th of each year that documents its success in providing the funded services during the prior six (6) months.

Process:

Non-profit agencies requesting \$1,000 or more of funding from Warren County agree to furnish the following with the funding request:

1. A copy of the agency's Internal Revenue Service tax-exempt status determination letter.
2. A roster of the Board of Directors that includes all members' mailing addresses, phone numbers, email addresses and terms of office.
3. A copy of the current budget.
4. A copy of the annual audit performed by a CPA firm. (The audit must be received within ninety 90 days of the end of the fiscal year. Those organizations not required to perform an audit should provide a copy of IRS form 990, "Return of Organizations Exempt from Income Tax.")
5. A copy of the minutes of the most recently held annual meeting of the Board of Directors.
6. A copy of the Articles of Incorporation and By-Laws of the agency.
7. A letter or form stating the agency will abide by the following guidelines:
 - a. That all board meetings are open to the public and that the Warren County Clerk to the Board of Commissioners is notified at least 48 hours in advance of all meetings held.
 - b. That all financial records are open to the public upon reasonable notice.
 - c. That the agency will obtain bids for capital outlay items funded with County dollars, and be able to provide adequate written documentation of such upon reasonable request.
 - d. That the agency will avoid conflict of interest in funding programs which are otherwise provided by the private sector.
 - e. That the agency will abide by all Federal, State and local laws and ordinances.

DRAFT

DRAFT

DRAFT

- f. That the agency will use County funds only for the purpose for which the funds were appropriated.
 - g. That the agency will repay any funds that are in violation of the stated purpose for receiving the appropriation.
8. The Board of Commissioners may allow an exception to the funding policy where it is shown that the policy requirements would result in a practical difficulty or unnecessary hardship to the applying non-profit agency. This exception would be granted if approved by a majority vote of the Board of County Commissioners at a regularly scheduled meeting.

Adopted and effective this the _____ day of _____ 2014.

WARREN COUNTY BOARD OF COMMISSIONERS

Bertadean W. Baker, Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk to the Board

11:30 a.m. – 12:00 noon

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Warren County Major Building/Repair Projects

Linda T. Worth, County Manager
Charles Williams, Buildings & Grounds Manager

FY 14 BUDGETED MAJOR BUILDING/REPAIR PROJECTS

<u>PROJECT</u>	<u>COST ESTIMATE</u>	<u>ACTUAL COST</u>	<u>STATUS</u>	<u>TIMELINE</u>
Detention Center Plumbing Upgrades	25,000		Ongoing	FY 14
VGCC: 3 Satellite Roof Replacements	151,500	231,000	Completed	
Wall Separation in Courthouse	12,000	2,100	Completed	
Hendrick House Repairs	30,000	10,000	Ongoing	Feb-14
Courthouse Parking Lot Improvements	6,000		Ongoing	Mar-14
Window Cut-Out in Clerk's Office	5,476		Ongoing	FY 14
HVAC Unit Replacement - Senior Ctr	<u>4,320</u>		Ongoing	FY 14
TOTALS	\$234,296			

PROPOSED FY 15 MAJOR BUILDING/REPAIR PROJECTS

<u>PROJECT</u>	<u>COST ESTIMATE</u>	<u>ACTUAL COST</u>	<u>STATUS</u>	<u>TIMELINE</u>
Law Enforcement Center - 2 HVAC Units (10+ Yrs. Old)	34,000			FY 15
Health Department - HVAC Chiller	52,000			FY 15
Courthouse - HVAC Chiller	55,000			FY 15
DSS - Interior Repairs (Painting Carpet Replacement/Entry Door Upgrades)	41,488			FY 15
Floor Replacement Senior Center	<u>6,000</u>			FY 15
TOTALS	188,488			

12:00 – 1:00 p.m.

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Lunch Break

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

1:00 – 1:30 p.m.

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Warren County Schools Capital Needs

Dr. Ray Spain

Superintendent of Public Schools

Presentation sent separately due to
document size.

1:30 - 2:30 p.m.

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Department Head Presentations

1:30 p.m. - Michelle Winstead, DSS Director

1:45 p.m. - Marshall Brothers, Public Works Director

2:00 p.m. - Doug Young & Dennis Paschall, EMS

2:15 p.m. - Debbie Formyduval, Elections Director

Michelle Winstead
DSS Director

DEPARTMENT: WARREN COUNTY DSS
 DATE SUBMITTED: 1/16/2014
 CONTACT PERSON: Mary Ann Roberson

** Feel free to attach additional information to support CIP needs

DESCRIPTION/JUSTIFICATION/FUNDING SOURCE	TOTAL COST	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Description: Toshiba Strata CIX43 Phone System IP telephone connects, 4-11 trunks, Voice mail, Advanced Applications		105,000.00									
Justification/Funding Source(s): State 310 50% / County %50 New Phone System: current one is 14 yrs old. The system has only four trunks to meet agency usage. Capacity of Approx 70+ staff Could cost as little as 75,000 to as much as 125,000.00 due to software and application based on our specific needs and requirements. Growing need for headsets for Social Workers.											
SUBTOTAL	\$105,000	\$105,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Description: DELL Powered Server / Cisco Catalyst Switch 3750 - 48 Ports DSG- Dell Power Edge Server T620 and Cisco Catalyst Switch CSE- Dell Power Edge Server T320 Cisco Catalyst Switch 3750 - 48 ports					\$10,643 \$7,141					\$11,500 \$8,500	
Justification/Funding Source(s): State 310 50% / County %50 4 new servers 2 for Child Support and 2 for DSS. (over a six year period) \$7141.00 per server CSE (pricing increases) \$10643.00 per server DSS (pricing increases) 5 year life on Servers and Switches 2 new routers - \$4,222 per router (allows for pricing increases)							\$8,444				
SUBTOTAL	\$46,228	\$0	\$17,784	\$0	\$0	\$8,444	\$0	\$0	\$20,000	\$0	\$0
Description: Upgrade to current version of Microsoft Office Professional 2010 approx 75 seats (can be as little as \$398 up to \$450). 75 users at \$429.99 = \$32,249		\$32,249									
Justification/Funding Source(s): State 310 50% / County %50 Warren County DSS is currently using Office 2003 which will no longer be supported in April of 2014. The converter that we are using will not be upgraded. We need to update to the current version, Office 2010.											
SUBTOTAL	\$32,249	\$32,249	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Description: 5 county vehicles											
				\$22,500	\$23,500		\$26,000		\$26,000	\$26,000	
Justification/Funding Source(s): State 310 50% / County %50 Replace Vehicle due to high mileage											
SUBTOTAL	\$124,000	\$0	\$22,500	\$23,500	\$0	\$26,000	\$0	\$26,000	\$26,000	\$0	\$0
Description: Painting for Sheetrock Walls Change Carpet in areas of Building		\$25,000 \$26,488									
Justification/Funding Source(s): State 310 50% / County %50 Upgrade worn carpet which can cause safety hazards Refinish walls to 1st grade appearance											
SUBTOTAL	\$51,488	\$51,488	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Description: Keyless Entry for DSS Door Entry Door with Prox reader, 12-button programmable function HID Proximity, Audit trail software, rugged clutch mechanism		\$18,198									
Justification/Funding Source(s): State 310 50% / County %50 Security Door for Employees to enter the Building with card system that tracks use of door and adds to the safety of the building											
SUBTOTAL	\$18,198	\$18,198	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL ANNUAL CAPITAL IMPROVEMENTS:	\$377,163	\$206,935	\$40,284	\$23,500	\$0	\$34,444	\$0	\$26,000	\$46,000	\$0	\$0

**Marshall Brothers
Public Works Director**

WARREN COUNTY PUBLIC WORKS

712 US Highway 158 Business West
Warrenton, North Carolina 27589



Marshall Brothers, Director
TELEPHONE: (252) 257-2711 or (252) 257-1948
FACSIMILE: (252) 257-3979

MEMORANDUM

TO: Linda Worth
County Manager

FROM: Marshall Brothers *MB*
Public Works Director

DATE: January 13, 2014

SUBJECT: Property for Auction

As you requested, I reviewed the packet containing the Property for Auction, which was provided by the Board of Commissioners at the November 2013 meeting.

Based on the Property for Auction list, the majority of the property is either "landlocked" in a subdivision, is in an unsuitable location, or the shape is not conducive for a convenience site location.

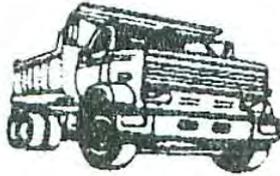
At this time, the nine lessors who we lease land from have been contacted and are not interested in selling the property. However, several lessors have expressed the fact that they would consider a long-term lease agreement for up to ten (10) years.

If the County were interested in purchasing one-acre of property for a new convenience center, below is an **estimated** quote:

Cost to Purchase Property	\$3,500.00/site
Gravel (20 loads at \$325.00)	\$4,875.00/site
<i>Quote provided by J. H. Falkner, III</i>	
6-ft Chain-link Fence/Gate	\$6,592.00/site
<i>Quote provided by Hargrove's Fencing & Installation Service</i>	
Lot Clearing and Grading	\$3,000.00/site
Concrete Slab	<u>\$4,000.00/site</u>
Total Estimate	\$21,967.00/site

I am projecting that it will cost approximately \$20,000.00 to establish a new convenience site. It is my recommendation that we consider the long-term lease agreement renewal holding firm to the CPI for increase. Also, we will continue to monitor the Property for Auction list. If we are able to identify suitable property for a convenience site location in the future, we will consider our options at that time.

Should you wish to discuss this topic in more detail, please let me know.



**J.H. Falkner, III
Hauling & Driveways**

429 Hamp Falkner Road
Henderson, NC 27537
Phone 252-213-1046
Fax 252-492-7798

INVOICE

To Warren Co. landfill

Date 11-10-13

Quote of Job

Project Name New Site

Phone Attn: Marshall

P.O. # _____

Description	Hours	Rate	Amount
Approx: 10 to 15 loads			
Hauling of gravel put on site			
Per. Load cost 20 tons per load.		\$325. ⁰⁰ Per load	
Approx: cost at Max.			\$4,875. ⁰⁰
		Total	

Make all checks payable to James H. Falkner, III
Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

Thank you for your business!

Joshua 24:15 "But as for me and my house we will serve the Lord."

HARGROVE'S FENCING & INSTALLING SERVICE

P.O. Box 38
Middleburg, NC 27556
Office: [252] 492-5341
Fax: [252] 430-7320

JOB ESTIMATE

TO <i>MARSHALL Brothers</i>	PHONE	DATE <i>11-7-2013</i>
	JOB NAME	
	LOCATION	<i>WARRENTON N.C.</i>

JOB DESCRIPTION

*HARGROVE'S FENCING WILL INSTALL 800' OF
6' CHAIN LINK FENCE 115' GATE WITH
LNC 20' DD GATE
COST 6,592.15*

(All price in denigrate)

Call # (252) 430-7441

THIS ESTIMATE IS FOR COMPLETING THE JOB AS DESCRIBED ABOVE AND IS BASED ON OUR EVALUATION. IT DOES NOT INCLUDE MATERIAL PRICE INCREASES OR ADDITIONAL LABOR AND MATERIALS REQUIRED SHOULD UNFORESEEN PROBLEMS OR DETRIMENTAL WEATHER CONDITIONS ARISE AFTER THE WORK HAS BEGUN.

ESTIMATED \$ *6,592.15*
JOB COST
ESTIMATED
BY *R. Spencer*

Doug Young & Dennis Paschall
Emergency Services/EMS



COUNTY OF WARREN, NC

DEPARTMENT OF EMERGENCY SERVICES

Emergency Management * Emergency Medical Services * Fire Marshal's Office

PO Box 619
540 W. Ridgeway St.
Warrenton, NC 27589

Douglas R. Young, CEM / VPEM
Director / Fire Marshal

Office 252-257-1191 ext 237
Fax 252-257-9458

January 15, 2014

Linda Worth, County Manager
County of Warren
Warrenton, NC 27589

Ms. Worth,

I would like to request the opportunity to be placed on the Board of Commissioner's Agenda for the Capital Budget goal meeting on Wednesday, January 22, 2014, to present the department's Capital Improvement Budget request that is attached. This year, as you can see the department's request is a lengthy one and I would like to make our staff available to the panel to answer any questions they may have.

Thank you for your consideration,

A handwritten signature in black ink that reads 'D. Young'.

Douglas R. Young, CEM/Director
Department of Emergency Services

DEFIBRILLATORS

Currently EMS Division has six Defibrillators/Monitors that are utilized in both non-critical/critical patient care. Four of the defibrillators are reaching six years of service. Two of the older defibrillator/monitors have been returned to the manufacturer for repairs within the 2013-2014 budget year as of today. The manufacturer technical support has verbally recommended the defibrillators/monitors be replaced in avoidance of repair cost that could exceed the value of the equipment.

Essential Patient Care Defibrillators/Monitors that are required by North Carolina Office of Emergency Medical Service on a permitted advance life support ambulance:

Serial #	Purchased:
AB08D007001	5/6/2008
AB08D007044	5/6/2008
AB08D007201	9/23/2008
AB08B006589	9/23/2008
AB10F014748	8/17/2010
AR121002058	1/14/2013

NCOEMS Ground Vehicle EMT-Paramedic inspection compliance requires a Defibrillator/Monitor as mandatory equipment. The minimum requirement of the Defibrillator/Monitor shall consist of electrodes with two sizes of pads or paddles with 12 Lead Capacity and Pacemaker (external).

Options to Consider: (1) Purchase five as a group - {with total funding from within Warren County EMS budget/or work with a manufacturer on the availability to lease/purchase over period of time.}

Funding Source: Ambulance Fees

VEHICLES

#8817 EMS transport, 2008 GMC unit to be remounted and equipment updated. This is a scheduled remount for this vehicle based on age, mileage (estimated 152,323) and repair cost.

#8722, Emergency Services vehicle to be replaced. Primary used by EMS Division Chief for division business and responses. This vehicle replacement is based on age, mileage (212,898), past repair cost and needed repair, and additional room needed for equipment.

Funding Source: County tax based budget

AUTO PULSE BATTERY UPGRADE

This is a current contracted battery replacement program for our Auto Pulse Units used for Cardiac Arrest Patients. (2nd year of 3 year contract).

Funding Source:

BUILDING

The County's Emergency Services building plan that was established several years ago set a goal for 3 new EMS stations and relocation of its aged Emergency Services Headquarters station.

The County has completed 50% of its plan.

2011- Completed EMS Station 2 in the Afton Community

2012 – Completed EMS Station 3 in the Grove Hill Community

To continue with the County's Emergency Services Plan the remaining projects include the replacement of its Headquarters Station in Warrenton and the addition of an EMS station in the Oine Community. The department has placed in it's 2014/2015 Capital Improvement budget the request to replace the Emergency Services Headquarters due to the following:

Current aged Headquarters Station was built in the 1950's, this building has proven to be very costly to maintain and was not built to house the current 2 EMS transport crews, EMS Administration Office, Emergency Management, Fire Marshal and Safety offices. With the assistance of Building and Grounds we have found the building is in need of the following repairs/replacement due to its age.

- Multiple holes in ceiling, losing heat in the winter and cooling in summer to attic,
- 1950 electrical wiring in parts of the building and fuse box
- Broken down computer network. (pieced over the years).
- Leaking plumbing line in bathroom (will have to take up tile floor to repair/replace.
- Removal of asbestos
- Windows replacement (some have been replaced)
- A/C duct work in ceiling needs to be replaced/ reworked

- The department's EMS units and equipment need to be moved from parking lot outside into an enclosed heated and secured truck bay. These trucks were placed in their current location when units were only basic life support with no drugs or advanced life support equipment.
- Additional storage space needed
- Training room too small to accommodate current staff
- Bedroom dorms too small for current staff, some sleep in TV room in lazyboy chairs.
- Inadequate room for Emergency Operations Center staff to operate during disaster or large scale emergencies.
- Geographical location for better response times needs to move towards the 158 bypass area.

Funding Source: County tax based budget

COMMUNICATIONS RADIO

In 2012, the County completed a Communication study that gave recommendations to upgrade the Public Safety radio system to increase its coverage countywide. In late 2013, Phase 1 was completed. Phase 2 will complete this project for the first responders paging and dispatching countywide. The department has added this project to its request in the 2014/2015 capital budget.

Funding Source: County tax based budget

Debbie Formyduval
Elections Director



WARREN COUNTY BOARD OF ELECTIONS

John Graham Building Annex
309 North Main Street
Post Office Box 803
Warrenton, North Carolina 27589

252-257-2114 (Office)

252-257-5232 (Fax)

January 13, 2014

Mrs. Linda T. Worth
Warren County Manager
P. O. Box 619
Warrenton NC 27589

RE: Capital Purchases-2014-2015 Budget

Dear Ms. Worth:

The attached request represents our department's efforts to update existing touch screen voting machines with paper ballot processing equipment. Recently passed legislation requires all NC counties to transition to paper ballot machines prior to January 1, 2018.

It is the belief of the current board that by upgrading voter equipment sooner rather than later, disposal of existing voter equipment would generate revenue for Warren County prior to the market being flooded when larger counties including Mecklenburg and Guilford begin to implement the requirements of HB 589.

Warren County currently owns 52 ADA Compliant Ivotronic voting machines in addition to 2 M-100 optical scanners used to process paper ballots. The voter equipment that is owned by Warren County was purchased in full with HAVA funding in 2006. There will be no more HAVA funding based on information released at a recent SBOE training meeting.

If you would like to meet to further discuss the attached budget request, please feel free to contact me.

Respectfully,

A handwritten signature in cursive script that reads "Debbie S. Formyduval".

Debbie S. Formyduval-Director

CC: file

E

WARREN COUNTY
NEW EQUIPMENT REQUEST FORM
FISCAL YEAR 2014-15

Equipment Requested	Replacement SN#	Condition	Justification
Voter equipment	See attached s/n listing	Good	to purchase new voter equipment at a time when trade in of old voter equipment would be higher and to meet the requirements of HB 589

BUDGET LINE ITEM INFORMATION:

Account Number:

_____ 4170- _____

Amount: 132,949. _____

Total Cost Request(s): \$ 132,949.

Will the County receive any reimbursement (revenues) for request(s)? yes. If so, please identify the source, the revenue line item, and the amount. Revenue line item#: Pending;

Revenue Amount: _____

Submitted by: *Deltri Ferguson*

Date: 01-13-2014

2:30 p.m.

===

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

Adjourn

January 22, 2014

***Board of Commissioners
Budget Goals Setting
Work Session***