



***WARREN COUNTY  
BOARD OF COMMISSIONERS***

***Budget Goals Setting  
Work Session***

***January 21, 2015***

***10:00 a.m. – 3:00 p.m.***

***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 21, 2015  
10:00 a.m. – 3:00 p.m.**

**SUGGESTED AGENDA**

- 10:00 a.m. Convene Work Session - Moment of Silence**
- 10:05 a.m. Presentation of FY 14 Warren County Audit Report – Jim Winston, Auditor**
- 10:25 a.m. Warren County FY 15 Financial Forecast – Gloria Edmonds & Linda Worth**
  - a) General Fund & Enterprise Funds Debt Schedules**
- 10:45 a.m. FY 15 Major Building/Repair Projects Update and Anticipated FY 16 Projects - C. Williams**
- 11:00 a.m. Proposed Changes in the Information Technology (IT Department) – Linda Worth**
- 11:30 a.m. Distribution of ABC Store Profits – Kimberly Harding, Commissioner, Town of Warrenton**
- 12:00 p.m. Break for Lunch**
- 1:00 p.m. Warren County Schools Capital Needs – Dr. Ray Spain, Superintendent**
- 1:30 p.m. Department Head Presentations:**
  - 1) Natalie Brayboy, DSS Director – FY 15 Budgetary Concern**
  - 2) Debbie Formyduval, Elections Director – Voter Equipment & 2 Major Primaries in FY 16**
- 2:00 p.m. Discussion and Wrap-Up by Board of Commissioners**
- 3:00 p.m. Adjourn Work Session**

**10:05 – 10:25 a.m.**

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**Presentation of FY 14 Warren County Audit  
Report**

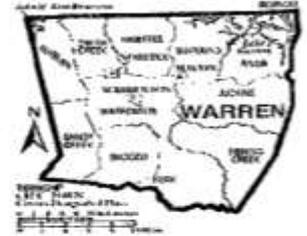
**Jim Winston, Auditor  
Winston, Williams, Creech, Evans & Co., LLP  
Certified Public Accountants**

**10:25 a.m. – 10:45 a.m.**

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**Warren County FY 15 Financial Forecast**

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



# County of Warren

## Financial Forecast

### FY 2015

#### Finance Office Staff:

Gloria M. Edmonds, Finance Director  
Jamie R. Holtzman, Accounting Manager  
Vacant, Accounting Specialist  
Evelyn R. Cooper, Accounting Technician  
Debbie C. Brauer, Accounting Technician  
Louse R. Andrews, Accounting Technician  
Kinequa D. Lassiter, Office Assistant III

# WARREN COUNTY FINANCIAL FORECAST FY 15

In the development of the FY 15 budget, a combination of efforts were used to contain costs and balance the budget. The following are examples of some of those measures:

- SEMAA Program was eliminated due to reduction in grant funding
- Continued freeze on vacant non-emergency positions
- Continued purchasing in bulk to contain cost

These proactive measures were used to balance the budget which includes the budgeted use of \$2,819,333 from fund balance.

At present, Warren County finds itself beginning the 3rd quarter of FY 15 with 55.3% or \$16,925,462 of revenues collected and 45.6% or \$13,709,345 of expenditures used.

Currently, the projected increase in fund balance for FY 15 is \$92,279.

## *General Fund Expenditures FY 15—Budget to Actual*

This review defines the percentage of expenditures for the period ending December 31, 2014 with concentration on major expenses.

Major Expenditure Categories and percent of usage FY14/FY15 comparison:

	FY 14	FY 15
Telephone		
Land Line	33.0%	30.3%
Internet/Email	38.8%	40.1%
Cell Phones	24.5%	34.9%
Travel	30.1%	34.3%
Office Supplies	48.9%	35.8%
Gas and Vehicles Operations	36.6%	32.4%
Utilities	34.2%	31.5%
Legal Services	37.9%	26.0%

## **Conclusion**

Major expenditure categories are within an acceptable range for mid-year when compared to FY14.

If rates of expenditure continues, it as anticipated ending the year within budget.



NC Local Government Budget and Fiscal Control Act

N.C. General Statute 159-24 requires that each local government and public authority appoint a Finance Officer, a person legally responsible for:

- Maintaining the unit or authorities accounting records
- Disbursement of funds
- Prepare and file with the governing board or manager a statement of financial condition of the local government or public authority
- Manage the receipt and deposit of funds
- Maintain records concerning the units debt service obligation
- Supervision of investments
- Perform other duties as assigned by law, by the Manager, or governing board

*General Obligation and Installment Purchase Debt*



Warren County’s General Fund Obligation and Installment Purchase Debt is comprised of vehicle and equipment purchases and 11 capital projects with terms remaining between 3 to 10 years. Nine projects are financed at rates between 1.97% and 2.97%. These loans were refinanced in October 2013 to obtain these rates. One project, the New Tech High School, is financed at a rate of 4.56%, and the Medical Facility (Health Department), which is a USDA bond, has an interest rate of 6%.

*Revenues FY15—Budget to Actual*

The following review defines the percentage of revenues collected for the period ending December 31, 2014. The current percentage of revenues collected in FY 15 is 55.3% as compared to 57.8% in FY 14.

The following chart compares revenue collections by department in FY 15 to collections at the same period of time in FY 14.

	FY 14	FY 15
Ad Valorem Taxes	76.7%	73.4%
Sales Taxes	41.0%	38.5%
Other Taxes & License - (Excise Tax)	58.7%	59.9%
Unrestricted Intergovernmental	14.2%	17.5%
Restricted Intergovernmental - Health	31.2%	41.4%
Restricted Intergovernmental - DSS	44.9%	49.7%
Restricted Intergovernmental - DSS 1571	37.0%	39.2%
Restricted Intergovernmental - Other	42.2%	37.9%
Permits & Fees	48.5%	44.3%
Sales & Services	26.6%	41.2%
Investment Earnings	19.2%	24.3%
Miscellaneous Revenues	6.6%	13.1%



### *Investments and Funds on Deposit—FY15*



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, and Enterprise Funds. The primary goal of the Trust is to ensure safety and liquidity of assets. 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; meaning 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 Company and deposited into the First Citizens account for disbursement.

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.



*Summary—Fund Balance Projection*

In summary, Warren County begins the 3<sup>rd</sup> quarter of FY15 with revenues collected at 55.3% of budget and expenditure usage at 45.6% of budget . In the FY 15 budget, \$2,819,333 of Fund Balance was appropriated to fill the gap between revenues and expenditures. The following is an estimate of fund balance at June 30, 2015.

FY 15 Revenue vs. Expenditures - Projection	
Revenue Projection	\$ 27,972,809
Expenditure Projection	<u>\$ 27,880,530</u>
Gain/(Loss) in Fund Bal FY15	\$92,279
Fund Balance Estimate—6-30-15	
Fund Balance 7-1-14	\$ 12,598,454
Net Gain/(Loss) FY15	92,279
Less Inventory	(25,312)
Less Subsequent Year Est.	(2,000,000)
Less Reserved by Statute	<u>(1,600,000)</u>
Unassigned Fund Balance	\$9,065,421
Estimated Fund Balance at 6-30-15	
Reserved by State Statute	\$1,600,000
Inventory	25,312
Subsequent Year Estimate	2,000,000
Unassigned Fund Balance	<u>\$9,065,421</u>
Projected Balance FY15	\$12,690,733
Percent of Fund Balance to Expenditures 41.44%	

Please remember that the above figures are an estimate only. If you have any questions or comments, concerning the financial position of Warren County, please feel free to contact our office.

**Warren County**

**General Fund & Enterprise Funds**

**Debt Schedules**

# GENERAL FUND

## Projected for FY 16

Fiscal Year	One Loan 2 Projects						One Loan 4 Projects \$669,000					Veh & Equip.	Total
	3/4/1991 USDA 6% 500,000 Pub Impv Series 1991 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	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	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 Loan Modification New Rate 2.59% 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	5/12/2010 SOUTHERN 4.56% 610,000 New Tech High School		
15/16	37,220	163,397	24,500	47,792	185,997	192,302	29,229	17,197	5,073	6,016	58,797	228,319	995,839
16/17	36,480	160,344	23,972	46,762	179,856	188,109	28,556	16,801	4,956	5,878	56,894	178,736	927,343
17/18	34,680	157,290	23,444	45,732	173,715	183,916	27,883	16,405	4,839	5,739	55,040	72,619	801,302
18/19	32,880		22,916	44,702	167,574	179,723	27,210	16,009	4,722	5,600	53,185		554,521
19/20	19,080		22,388	43,672	161,434	175,529	26,536	15,613	4,606	5,462	51,359		525,679
20/21			21,860	42,642	155,293	171,336	25,863	15,217	4,489	5,323	49,476		491,499
21/22					75,344	167,143	25,190	14,821	4,372	5,185	47,622		339,677
22/23						81,999	24,517	14,425	4,255	5,046	45,768		176,009
23/24							23,844	14,029	4,138	4,908	43,921		90,840
24/25							23,171	13,632	4,021	4,769	42,059		87,652
													0
	160,340	481,031	139,080	271,302	1,099,213	1,340,057	261,999	154,149	45,471	53,926	504,119	479,674	4,990,361
Financial Institution	USDA	BB&T	BB&T 410,382		RBC	BB&T	BB&T 515,545			Southern Bank	BB&T		

As of	General Fd	Debt %
FY15		
Assessed Value	Debt	Assessed Value
2,575,524,951	4,990,361	0.1938%

# GENERAL FUND

## Projected for FY 16

Fiscal Year	3/4/1991 USDA 6% 500,000 Pub Impv Series 1991 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			One Loan 4 Projects \$669,000						5/12/2010 SOUTHERN 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	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 Loan Modification New Rate 2.59% 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				
15/16	37,220	163,397	24,500	47,792	185,997	192,302	29,229	17,197	5,073	6,016	58,797	228,319	995,839	
16/17	36,480	160,344	23,972	46,762	179,856	188,109	28,556	16,801	4,956	5,878	56,894	178,736	927,343	
17/18	34,680	157,290	23,444	45,732	173,715	183,916	27,883	16,405	4,839	5,739	55,040	72,619	801,302	
18/19	32,880		22,916	44,702	167,574	179,723	27,210	16,009	4,722	5,600	53,185		554,521	
19/20	19,080		22,388	43,672	161,434	175,529	26,536	15,613	4,606	5,462	51,359		525,679	
20/21			21,860	42,642	155,293	171,336	25,863	15,217	4,489	5,323	49,476		491,499	
21/22					75,344	167,143	25,190	14,821	4,372	5,185	47,622		339,677	
22/23						81,999	24,517	14,425	4,255	5,046	45,768		176,009	
23/24							23,844	14,029	4,138	4,908	43,921		90,840	
24/25							23,171	13,632	4,021	4,769	42,059		87,652	
													0	
	160,340	481,031	139,080	271,302	1,099,213	1,340,057	261,999	154,149	45,471	53,926	504,119	479,674	4,990,361	
Financial Institution	USDA	BB&T	BB&T 410,382		RBC	BB&T	BB&T 515,545			Southern Bank	BB&T			

### Principal and interest as of July 1, 2015

Principal	137,000	465,000	380,000		959,508	1,214,260	446,000				406,667	461,776	4,470,211
Interest	23,340	16,031	30,381		139,704	125,797	69,543				97,453	17,897	520,146
Total	160,340	481,031	410,381		1,099,212	1,340,057	515,543				504,119	479,673	4,990,361

### Estimated Pay Off as of July 1, 2015

Principal	137,000	465,000	380,000		959,508	1,214,260	446,000				406,667	461,776	4,470,211
Mo. Pymnt													
Penalty	Unknown	4,650	3,800		4,798	6,071	4,460				-	2,560	26,339
Interest	9,870	6,107	5,453		23,028	17,821	7,285				10,227	1,148	80,939
Total	146,870	475,757	389,253		987,333	1,238,153	457,745				416,894	465,483	4,577,489
Savings	13,470	5,274	21,127		111,879	101,905	57,797				87,225	14,190	412,868



**10:45 a.m. – 11:00 a.m.**

**===**

**FY 15 Major Building/Repair Projects Update  
and  
Anticipated FY 16 Projects**

**Charles Williams, Buildings & Grounds Manager**

**FY 15 BUDGETED MAJOR BUILDING REPAIR PROJECTS**

PROJECT	ESTIMATED COST	ACTUAL COST	DATE COMPLETED	ANTICIPATED DATE
COURTHOUSE CHILLER	56,000.00	57,500.00	Jul-14	
DETENTION ROOF	81,000.00	47,416.00	Dec-14	
HEALTH DEPT. CHILLER	52,000.00	53,500.00		Mar-15
HEALTH DEPT. ROOF	79,600.00	57,306.00	Dec-14	
ARMORY ACOUSTICS PANELS	20,000.00	29,114.00		Jan-15
COOPERATIVE EXT. AUDITORIUM FLOOR	5,000.00	4,814.00		Mar-15
SENIOR CENTER TILE FLOORING	6,000	6,955.00	Jul-14	
DSS - INTERIOR REPAIRS				
PAINTING	7,200.00	7,200.00		Jan-15
KEYLESS ENTRY	7,551.00	7,551.00		Sep-14
CARPET REPLACEMENT	30,000.00	30,000.00		Mar-15

**TOTAL                                    344,351.00    301,356.00**

**ANTICIPATED MAJOR BUILDING REPAIR PROJECTS FOR FY 2016**

PROJECT	ESTIMATED COST	ACTUAL COST	DATE COMPLETED	ANTICIPATED DATE	DATE OF ESTIMATES **
DSS - ROOF	52,800.00				FEB. 22, 2014
BD OF ELECTION - COVERED SIDEWALK/ ROOF	4,800.00				OCT 2, 2014
TAX OFFICE - ROOF (old library)					
DA'S OFFICE - ROOF (old tax office)					
ARMORY - PORTABLE DANCE FLOOR AND SOUND SYSTEM					

**\*\*\*\*NOTE: EXPECTING ANOTHER ESTIMATE FROM BAKER ROOFING 1/21/2015.**

**11:00 a.m. – 11:30 a.m.**

**===**

**Proposed Changes in the  
Information Technology (IT) Department**

**Linda T. Worth, County Manager**

## MEMORANDUM

**TO:** Board of County Commissioners

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

**DATE:** January 14, 2015

**RE:** Proposed Changes in the Information Technology Dept.

### Background

Since the creation of an Information Technology (IT) Department in or around 2003, the department has been staffed with one position, initially an IT Director that was later changed to an IT/GIS Administrator when GIS (Geographic Information System) duties were added to the position. In 2012, the position was reclassified as an IT Administrator with the GIS duties removed from the position description. At that time, the salary grade was changed from 28 (\$46,228 - \$73,966) to 26 (\$41,931 - \$67,089) with a current starting salary of \$47,470. The current salary grade is comparable to similar positions in Franklin, Granville, and Halifax Counties. The IT Administrator position has been vacant since February 2014.

Since February 2014, we have contracted with a private IT consulting firm, Intercomp Systems of Raleigh, NC, to provide IT support services for all county departments and agencies. The consulting arrangement has met our most pressing technology support needs; however, I am of the opinion we need to make some changes in the IT Department that will better position us to meet the current and future IT needs of county government.

Manager's Recommendation

I am recommending creating a second position in the IT Department, a Technology Support Specialist, to assist the IT Administrator by performing difficult technical work to support the ongoing operations of the County's information system. This position is needed to help free up the IT Administrator to perform the higher level managerial and professional work, i.e. creating policies and guidelines for system usage, developing information technology plans, goals, and objectives, providing training for system users, developing and maintaining the county's external and much needed internal websites, recommending proposals for hardware and software acquisition, etc.

A critical challenge associated with a one person IT Department has been the volume of technical work that prevented former IT Administrators from performing the critical managerial and professional duties of the position. The additional position in the department would relieve the IT Administrator to perform those duties while also assisting the Technology Support Specialist with performing the technical responsibilities.

It would be my recommendation to create a new Technology Support Specialist position to be classified at Grade 24 (\$38,032 - \$60,852). The proposed salary grade is comparable to similar positions in Edgecombe, Granville, and Halifax counties. The other positions currently classified in Warren County's salary grade 24 are comparable to the level of responsibility and difficulty of work to be performed by the individual in this proposed position. The attached Technology Support Specialist position description from Franklin County would be used as a template to create the job description for the proposed position.

Cost Analysis

The current operating budget for the IT Department (see attached) is \$106,690, which includes personnel costs, departmental operating costs, and other costs associated with the maintenance and operation of the county's technology systems.

The cost impact to the IT Departmental budget to add the proposed Technology Support Specialist position follows:

Salaries	\$40,000
FICA (7.65%)	3,060
Retirement (7.07%)	2,828
Health Insurance	7,208
Office Supplies	500
Travel/Training Expense	2,000
Dues/Subscriptions	200
Telephone/Cell Phone	<u>1,100</u>
Total Cost of New Position	56,896
Current IT Budget	<u>106,690</u>
Total Revised Budget	\$163,586

The IT Department is located in the basement of the Finance Building. Two offices along with storage space are currently dedicated to IT functions, so there would be no additional office space needed to accommodate the proposed new position.

#### Conclusion

Although we are currently managing to keep the county's technology systems operational, we have much room for improvement. As it becomes increasingly important to protect the county's sensitive information from outside sources who seek to access information for personal use and gain, we must be diligent in creating and maintaining those policies and standards that will provide us with the necessary protections.

Your favorable consideration of this proposal is greatly appreciated. I will look forward to discussing this matter with the Board during the Budget Goals Setting Work Session on January 21, 2015.

cc: Lisa Alston, HR Manager  
Attachments

PROJECTION: 2015 FY 2015 BUDGET

FOR PERIOD 13

ACCOUNTS FOR: GENERAL FUND	2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2015 REQUEST	2015 RECOMMEND	2015 ADOPTED	PCT CHANGE
104210	INFORMATION TECHNOLOGY						
104210 512000	SALARIES	9,791.65	47,000.00	40,000.00	47,000.00	47,470.00	17.5%
104210 518100	FICA	716.58	3,596.00	3,596.00	3,596.00	3,631.00	.0%
104210 518200	RETIREMENT	659.95	3,323.00	3,323.00	3,323.00	3,356.00	.0%
104210 518300	HOSPTLZATN	1,090.88	7,144.00	7,144.00	7,144.00	7,208.00	.0%
104210 519111	CNSLTNG SR	.00	.00	.00	.00	.00	.0%
104210 519121	EMAIL CONV	.00	.00	4,000.00	.00	.00	-100.0%
104210 519900	PROF SERV	26,276.00	7,500.00	14,500.00	15,000.00	15,000.00	3.4%
104210 526000	OFF SUPP	1,068.30	1,000.00	1,000.00	1,000.00	1,000.00	.0%
104210 526100	NON CAP EQ	691.48	.00	.00	.00	.00	.0%
104210 529000	CMPTR SFTW	.00	5,000.00	1,000.00	5,000.00	5,000.00	400.0%
104210 531102	TRAVEL EXP	125.00	2,000.00	2,000.00	2,000.00	2,000.00	.0%
104210 532100	TELEPHONE	559.27	800.00	800.00	800.00	800.00	.0%
104210 532102	INT/EMAIL	501.34	1,000.00	1,000.00	1,000.00	1,000.00	.0%
104210 532109	TELE/CELL	426.95	1,100.00	1,100.00	1,100.00	1,100.00	.0%
104210 532500	POSTAGE	12.74	100.00	100.00	100.00	100.00	.0%
104210 532900	WEB SITE	6,630.34	12,000.00	12,000.00	12,000.00	12,000.00	.0%
104210 533000	UTILITIES	841.84	575.00	575.00	700.00	700.00	21.7%
104210 534000	PRINTING	.00	2,500.00	2,500.00	2,500.00	2,500.00	.0%
104210 535100	MAINT	61.09	150.00	150.00	150.00	150.00	.0%
104210 539100	ADVERTISNG	409.50	400.00	400.00	400.00	400.00	.0%
104210 543000	COPY CHGS	.00	75.00	75.00	75.00	75.00	.0%
104210 549100	DUB/SUB	.00	100.00	100.00	200.00	200.00	100.0%
104210 552000	COMP EQUIP	.00	1,500.00	1,500.00	3,000.00	3,000.00	100.0%
TOTAL INFORMATION TECHNOLOGY		49,862.91	96,863.00	96,863.00	106,088.00	106,690.00	10.1%

General Statement of Duties

Performs difficult technical work in maintaining operations of the information system, installations, configurations and maintenance of organizations network, server and workstation support.

Distinguishing Features of the Class

An employee in this class performs tasks to aid in the on-going support of computer users. Employee provides hardware and software support to users including but not limited to software training, technical advice on software packages, LAN/hard disk back-ups for disaster recovery, hardware and software installation, disk formatting, and trouble-shooting printer malfunctions. Employee develops and enhances simple applications and websites. Employees may generate ad hoc reports, develop user documentation, and evaluate hardware, software, and new technology to make purchase recommendations. Work is performed under general supervision of the Network Administrator and is evaluated through observation, conferences, and the quality and effectiveness of work completed.

Duties and ResponsibilitiesEssential Duties and Tasks

Installing and testing of computer programs; instructing users; troubleshooting problems; maintaining records and files.

Maintains countywide servers, printers, and peripheral equipment in order to keep equipment operational.

Coordination for multi-department needs for computer, network, and mainframe.

Assists with coordinating software/hardware needs for system users.

Adds/removes users to computer system.

Performs software tests to ensure departmental needs will be met.

Visits County facilities to support, assist, evaluate, or diagnose computer needs.

Instructs and teaches employees in learning new software, equipment, and programs.

Installs new computer hardware/software.

Rebuilds computer operating systems when users experience problems.

Installs and sets-up networking hardware and software.

Troubleshoots networking hardware problems.

Responds to help desk inquiries/questions in a professional manner.

Keeps informed on technological updates and/or improvements.

Respond to requests for technical assistance in person, via phone or remote support.

Diagnose and resolve technical hardware and software issues.

Identify and escalate situations requiring urgent attention.

Track and route problems and requests and document resolutions.

Stay current with system information, changes and updates.

Access and install appropriate upgrades, patches, drivers, etc.

Diagnose and resolve problems with telecommunications systems.

Additional Job Duties

Performs related tasks as required.

Recruitment Selection and GuidelinesKnowledge, Skills and Abilities

Thorough knowledge of the operation, uses and capabilities of computers, servers, network, and peripheral equipment;

Working knowledge of programming techniques, language(s), operating systems, and computer equipment capabilities and limitations.

Thorough knowledge of general office practices and equipment; general knowledge of computer functions and networking capabilities.

Ability to understand and carry out complex written and oral instructions.

Ability to install and maintain networking hardware and software.

Ability to establish effective working relationships with department computer users and associates.

Ability to communicate with employees in order to understand and respond to requests.

Ability to install and maintain hardware and software programs.

Ability to communicate effectively in oral and written form.

Considerable knowledge of current network technology in hardware, software, and security of various applications.

Considerable knowledge of how technology can be integrated into the public sector environment for a variety of applications and purposes.

Working knowledge of a variety of Operating Systems including servers and workstations.

Ability to plan and coordinate daily system checks.

Ability to analyze, diagnose, and solve Workstation hardware and software problems.

Ability to install and maintain hardware and software programs.

Ability to input data into the system at the required speed and accuracy level of the work assigned.

Ability to develop and maintain effective working relationships with users.

Willingness to keep current and actively seek new information and technology in the operations and processing work.

#### Physical Requirements

Must be able to perform the basic life operational support functions of walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 30 pounds of force occasionally and/or negligible amount of force frequently or constantly move objects.

Must possess the visual acuity to prepare and analyze figures, operate a computer terminal, perform mechanical tasks in the computer environment, do extensive reading, and do visual inspections of computer parts and automated data.

#### Desirable Education and Experience

Graduation from a two year associate or technical degree program in computer technology and two years experience in the administration of a computer system similar to the one to be supported; or high school graduation and three years of the above mentioned work experience; or an equivalent combination of education and experience.

Grade	Salary Range			Job Title
	Minimum	Midpoint	Maximum	
23	36,221	47,088	57,954	Child Support Agent II Clerk to the Board Social Worker II Utility Superintendent/ORC Computer Systems Administrator I Day Care Services Coordinator I Income Maintenance Supervisor II Social Work Supervisor I Tax Collection Supervisor
24	38,032	49,442	60,852	Planner/Zoning Officer Public Health Nurse I Environmental Health Specialist Administrative Officer II
25	39,934	51,914	63,894	Animal Control Director Elections Director Emergency Services Division Chief Building and Grounds Maintenance Director Child Support Supervisor I Senior Center Director Social Worker III Veterans Administrator Youth Services Program Director
26	41,931	54,510	67,089	Public Health Educator III Public Health Nurse II Code Enforcement Administrator Social Worker Investigation/Assessment & Treatment Social Work Supervisor II
27	44,027	57,235	70,443	Public Health Nurse III Environmental Health Supervisor I Information Technology Administrator Parks and Recreation Director Register of Deeds
28	46,228	60,097	73,966	Public Health Nurse Supervisor I
29	48,540	63,102	77,664	Economic Development Director Emergency Services Director/Fire Marshal Public Health Nurse Supervisor II Human Resources Manager Planning/Zoning Administrator Social Work Supervisor III
30	50,967	66,257	81,547	Public Health Nurse Director I Library Director Public Utilities Director

**TABLE IX. INFORMATION TECHNOLOGY DIRECTOR, SYSTEMS ADMINISTRATOR, AND PC CONSULTANT**

January 2014

County	YOS	Information Technology Director			Systems Administrator				PC Consultant			
		Min.	Max.	Actual	No.	Min.	Max.	Actual	No.	Min.	Max.	Avg.
Alamance	24	\$59,333	\$94,932	\$96,804	1	\$47,611	\$76,180	\$65,940	4	\$33,480	\$53,568	\$40,539
Alexander	1	52,962	74,834	71,228	1	32,321	45,669	45,669	1	26,529	37,484	36,570
Alleghany		n/a				n/a				n/a		
Anson	23	52,221	80,942	80,830		n/a				n/a		
Ashe	8	67,155	94,887	70,554		n/a			2	41,838	70,278	46,934
Avery		36,790	51,304	38,652	1	34,014	47,432	37,164		n/a		
Beaufort		n/a			1	38,758	54,261	44,959	1	35,861	50,206	39,094
Bertie	1.5	50,270	77,919	52,784	1	44,304	68,671	46,519		n/a		
Bladen	4	48,136	60,969	49,205	2	37,919	48,031	41,391		n/a		
Brunswick	25	67,859	108,575	93,505	1	56,249	89,997	71,811	1 lead	52,378	83,806	62,433
									2 tech	44,637	71,419	47,167
Buncombe	9	98,021	149,933	134,972	2	72,050	110,141	81,694	1	40,605	62,163	49,641
Burke	2	58,869	90,939	67,425	1	37,815	58,616	43,048	1	36,016	55,824	32,654
Cabarrus	8	79,027	121,668	107,973	3	58,972	91,021	63,801	3	46,203	71,326	49,796
Caldwell	1	48,687	81,146	52,420	2	35,777	59,629	42,841		n/a		
Camden		n/a				n/a				n/a		
Carteret	1	87,000	96,306	87,000	2	47,000	66,032	47,557	2	30,921	49,842	30,921
Caswell	10			38,196		n/a				n/a		
Catawba	7	91,283	141,619	117,100	1	61,781	95,841	81,505	8	46,087	71,513	51,517
Chatham	6	64,886	100,573	67,983	2	50,839	78,801	54,631	4	41,826	64,831	43,161
Cherokee	7	45,695	75,980	61,961	1	43,798	72,577	53,489		n/a		
Chowan	10	43,634	77,547	55,405		n/a				n/a		
Clay		n/a				n/a				n/a		
Cleveland	22	57,828	90,270	82,188	3	39,774	62,052	50,250		see systems administrator		
Columbus	9	46,947	70,421	78,152	2	34,267	514,001	41,551		n/a		
Craven	30	78,172	159,600	152,210	1	44,980	90,880	47,139	1	40,958	82,747	48,271
Cumberland	10	83,763	140,975	119,708	1	55,639	93,640	58,669	3	48,539	81,691	51,302
Currituck	19	55,226	76,664	67,837		n/a			1	33,370	46,062	36,037
Dare	3	68,257	109,213	92,316	1	46,554	74,485	51,500	1	48,834	78,135	54,026
Davidson	18	68,644	102,967	95,830	3	42,214	63,323	42,771		n/a		
Davie	14	52,019	80,670	64,393	1	38,617	60,108	47,076	1	30,414	47,167	35,270
Duplin		52,539	93,298	66,630	1	32,663	58,005	33,982	1	30,175	53,588	30,781
Durham	0.1	93,210	160,472	142,000	3	46,687	80,374	51,638	6	42,298	57,557	48,845
Edgecombe	15	47,916	83,035	53,240	2	35,755	61,963	39,847	1	32,431	56,201	36,035
Forsyth	18	92,775	150,760	140,774	1	74,137	120,472	114,088	9	50,656	82,316	73,445
Franklin	7	42,026	63,040	55,697		n/a			2	34,974	52,482	40,575
Gaston	9	77,752	120,521	103,200		n/a			3	36,847	57,115	51,326
Gates												
Graham												
Granville	4	29,963	52,854	42,693	1	27,164	47,916	31,062		n/a		
Greene		n/a				n/a				n/a		

**TABLE IX. INFORMATION TECHNOLOGY DIRECTOR, SYSTEMS ADMINISTRATOR, AND PC CONSULTANT**

January 2014

County	YOS	Information Technology Director				Systems Administrator				PC Consultant			
		Min.	Max.	Actual	No.	Min.	Max.	Actual	No.	Min.	Max.	Avg.	
Guilford		99,350	168,894	vacant	2	74,136	126,031	106,529	4	39,316	66,837	44,418	
Halifax	1	41,534	67,425	58,088	1	39,522	64,156	55,271		n/a			
Harnett	17	65,692	115,531	91,046	1	60,387	93,599	72,465		n/a			
Haywood	1	44,728	67,090	61,000	2	39,193	58,790	46,357	1	32,866	49,299	vacant	
Henderson	7	67,938	105,281	85,310	3	42,413	65,754	53,373	1	30,986	48,048	32,080	
Hertford		n/a				n/a				n/a			
Hoke	3	49,927	70,546	56,488	1	43,129	60,940	44,207	2	37,257	52,643	38,188	
Hyde		n/a				n/a				n/a			
Iredell	29	61,130	94,813	94,813	1	48,820	75,720	75,720	4	40,782	63,253	49,046	
Jackson	9	47,077	92,302	68,582	1	40,667	79,734	44,019	3	36,886	72,321	39,510	
Johnston	1	62,343	111,110	97,221	4	52,278	93,176	61,872	2	45,811	81,651	48,172	
Jones		n/a				n/a				n/a			
Lee	5	68,123	95,373	71,360	1	49,726	69,616	58,754	1	41,538	58,153	43,223	
Lenoir		55,694	98,278	80,661	1	38,571	68,062	48,168	2	30,656	54,096	32,208	
Lincoln	28	61,402	93,683	68,474	1	45,656	69,659	51,688	5	33,946	51,792	38,799	
McDowell		n/a			2	33,258	48,878	33,258		n/a			
Macon													
Madison				41,600		n/a			1			39,707	
Martin		n/a				n/a				n/a			
Mecklenburg	2	112,800	197,400	142,525	5	35,116	61,453	43,790	18	38,498	67,372	49,338	
Mitchell		n/a				n/a				n/a			
Montgomery	8	43,476	69,684	54,000		n/a			1	29,520	49,680	30,600	
Moore	5	57,634	93,199	91,541	2	43,008	69,548	50,984	1	35,383	57,217	44,665	
Nash	3	68,225	109,160	77,250		n/a			2	40,735	65,176	44,253	
New Hanover	9	95,555	146,578	137,942	1	50,440	77,376	51,953	5	42,453	65,083	47,394	
Northampton		finance director			1	38,400	67,760	40,343		n/a			
Onslow	16	73,004	116,807	98,892	1	70,196	112,314	86,320	5	47,422	75,875	56,923	
Orange		82,614	135,373	102,250	2	52,969	86,797	59,015	2	43,274	71,239	59,172	
Pamlico		n/a				n/a				n/a			
Pasquotank	8	40,891	57,248	50,768		n/a				n/a			
Pender	6	54,767	87,627	62,470	1	38,922	62,275	45,360	2	32,021	51,234	32,622	
Perquimans		n/a				n/a				n/a			
Person	13	63,266	98,062	74,472	1	47,753	74,018	56,872	3	39,061	60,545	39,712	
Pitt	1	103,878	164,176	147,712		n/a			3	42,625	67,369	vacant	
Polk	0.8	39,470	64,676	39,470		n/a				n/a			
Randolph	4	66,040	101,691	71,368	1	44,699	68,827	56,079	4	36,774	56,618	42,262	
Richmond	18	53,324	77,597	67,418	3	34,960	61,366	40,563		n/a			
Robeson	14	58,820	72,937	70,584	2	42,967	53,281	51,516		n/a			
Rockingham	3	68,688	103,033	85,118	1	44,232	103,033	85,118		n/a			
Rowan	25	75,310	119,555	115,531	1	58,895	93,497	82,271	4	31,079	49,336	32,976	
Rutherford	5	56,168	84,632	61,273	2	37,744	56,871	38,216	1	35,915	54,114	36,365	



**11:30 a.m. – 12:00 p.m.**

**===**

**Distribution of  
ABC Store Profits**

**Com. Kimberly Harding, Town of Warrenton**

## Linda T. Worth

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**From:** Angelena Kearney-Dunlap <AngelenaKDunlap@warrencountync.gov>  
**Sent:** Monday, December 08, 2014 9:03 AM  
**To:** Linda T. Worth  
**Subject:** FW: Budget Work Session in January

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**From:** Kimberly Harding [mailto:k.harding@warrenton.nc.gov]  
**Sent:** Friday, December 05, 2014 2:35 PM  
**To:** angelenakdunlap@warrencountync.gov  
**Cc:** malhunter@embarqmail.com; k.harding@warrenton.nc.gov  
**Subject:** Budget Work Session in January

Angelena,

I left a phone message for you today also. I hope that you can help me with this request.

I would like to talk to you about the best time for members of the Warrenton town board to visit the County Commissioners about the coming budget year, related to plans for distribution of profits from ABC Store sales since the store in Warrenton closed in August of 2014.

I see that there is a meeting: Budget Goals Setting Work Session to be held on January 21, 2015 from 10am to 3pm. Would that be the right meeting to attend?

Please give me a call on Monday at 252-213-3006.

Thank you,

Kimberly

Kimberly Harding  
Commissioner  
Town of Warrenton



This email is free from viruses and malware because [avast! Antivirus](#) protection is active.

**§ 18B-805. Distribution of revenue.**

(a) Gross Receipts. – As used in this section, "gross receipts" means all revenue of a local board, including proceeds from the sale of alcoholic beverages, investments, interest on deposits, and any other source.

(b) Primary Distribution. – Before making any other distribution, a local board shall first pay the following from its gross receipts:

- (1) The board shall pay the expenses, including salaries, of operating the local ABC system.
- (2) Each month the local board shall pay to the Department of Revenue the taxes due the Department. In addition to the taxes levied under Chapter 105 of the General Statutes, the local board shall pay to the Department one-half of both the mixed beverages surcharge required by G.S. 18B-804(b)(8) and the guest room cabinet surcharge required by G.S. 18B-804(b)(9).
- (3) Each month the local board shall pay to the Department of Health and Human Services five percent (5%) of both the mixed beverages surcharge required by G.S. 18B-804(b)(8) and the guest room cabinet surcharge required by G.S. 18B-804(b)(9). The Department of Health and Human Services shall spend those funds for the treatment of alcoholism or substance abuse, or for research or education on alcohol or substance abuse.
- (4) Each month the local board shall pay to the county commissioners of the county where the charge is collected the proceeds from the bottle charge required by G.S. 18B-804(b)(6), to be spent by the county commissioners for the purposes stated in subsection (h) of this section.

(c) Other Statutory Distributions. – After making the distributions required by subsection (b), a local board shall make the following quarterly distributions from the remaining gross receipts:

- (1) Before making any other distribution under this subsection, the local board shall set aside the clear proceeds of the three and one-half percent (3 1/2%) markup provided for in G.S. 18B-804(b)(5) and the bottle charge provided for in G.S. 18B-804(b)(6b), to be distributed as part of the remaining gross receipts under subsection (e) of this section.
- (2) The local board shall spend for law enforcement an amount set by the board which shall be at least five percent (5%) of the gross receipts remaining after the distribution required by subdivision (1). The local board may contract with the ALE Section to provide the law enforcement required by this subdivision. Notwithstanding the provisions of any local act, this provision shall apply to all local boards.
- (3) The local board shall spend, or pay to the county commissioners to spend, for the purposes stated in subsection (h), an amount set by the board which shall be at least seven percent (7%) of the gross receipts remaining after the distribution required by subdivision (1). This provision shall not be applicable to a local board which is subject to a local act setting a different distribution.

(d) Working Capital. – After making the distributions provided for in subsections (b) and (c), the local board may set aside a portion of the remaining gross receipts, within the limits set by the rules of the Commission, as cash to operate the ABC system. With the approval of the appointing authority for the board, the local board may also set aside a portion of the remaining gross receipts as a fund for specific capital improvements.

(e) Other Distributions. – After making the distributions provided in subsections (b), (c), and (d), the local board shall pay each quarter the remaining gross receipts to the general fund of the city or county for which the board is established, unless some other distribution or some other schedule is provided for by law. If the governing body of each city and county receiving revenue from an ABC system agrees, those governing bodies may alter at any time the distribution to be made under this subsection or under any local act. Copies of the governing body resolutions agreeing to a new distribution formula and a copy of the approved new distribution formula shall be submitted to the Commission for review and audit purposes. If any one of the governing bodies later withdraws its consent to the change in distribution, profits shall be distributed according to the original formula, beginning with the next quarter.

(f) Surcharge Profit Shared. – When, pursuant to G.S. 18B-603(d1), spirituous liquor is bought at a city ABC store by a mixed beverages permittee for premises located outside the city, the local board operating the store at which the sale is made shall retain seventy-five percent (75%) of the local share of both the mixed beverages surcharge required by G.S. 18B-804(b)(8) and the guest room cabinet surcharge required by G.S. 18B-804(b)(9) and the remaining twenty-five percent (25%) shall be divided equally among the local ABC boards for all other cities in the county that have authorized the sale of mixed beverages.

When, pursuant to G.S. 18B-603(e), spirituous liquor is bought at a city ABC store by a mixed beverages permittee for premises located at an airport outside the city, the local share of both the mixed beverages surcharge required by G.S. 18B-804(b)(8) and the guest room cabinet surcharge required by G.S. 18B-804(b)(9) shall be divided equally among the local ABC boards for all cities in the county that have authorized the sale of mixed beverages.

(g) Quarterly Distributions. – When this section requires a distribution to be made quarterly, at least ninety percent (90%) of the estimated distribution shall be paid to the recipient by the local board within 30 days of the end of that quarter. Adjustments in the amount to be distributed resulting from the closing of the books and from audit shall be made with the next quarterly payment.

(h) Expenditure of Alcoholism Funds. – Funds distributed under subdivisions (b)(4) and (c)(3) of this section shall be spent for the treatment of alcoholism or substance abuse, or for research or education on alcohol or substance abuse. The minutes of the board of county commissioners or local board spending funds allocated under this subsection shall describe the activity for which the funds are to be spent. Any agency or person receiving funds from the county commissioners or local board under this subsection shall submit an annual report to the board of county commissioners or local board from which funds were received, describing how the funds were spent.

(i) Calculation of Statutory Distributions When Liquor Sold at Less Than Uniform Price. – If a local board sells liquor at less than the uniform State price, distributions required by subsections (b) and (c) shall be calculated as though the liquor was sold at the uniform price. (1981, c. 412, s. 2; c. 747, s. 52; 1983, c. 713, ss. 102-104; 1985 (Reg. Sess., 1986), c. 1014, s. 116; 1991, c. 459, s. 3; c. 689, s. 306; 1991 (Reg. Sess., 1992), c. 920, s. 4; 1993, c. 415, s. 27; 1997-443, s. 11A.118(a); 1999-462, s. 8; 2011-145, s. 19.1(q).)

**12:00 – 1:00 p.m.**

**= = =**

**Lunch Break**

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

**1:00 – 1:30 p.m.**

**==**

**Warren County Schools Capital Needs**

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

# Warren County Schools

## **Capital Needs Projects** (2015-16 to 2019-20 School Years)

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

January 21, 2015

# Renovations

## Seven Major Cost Categories

- Site Improvements
- Building/Exterior/Structure
- Interior Finishes
- Plumbing/HVAC/Electrical
- Building Code/Life Safety
- Hazardous Materials/Environmental
- Others

# Deferred Maintenance

- Boilers
- Roofs
- HVAC - Air Conditioning
- Hazardous Materials
- Fire Alarms Systems
- Painting

# Project Categories

Long Range ..... 5 – 10 Years

Immediate ..... 2 – 4 Years

Next Year ..... 2015 - 16

# Capital Projects Focus

- Adequate instructional spaces for early childhood education
  - Pre-Kindergarten (PK)
  - Kindergarten
  - First Grade
- Completing WNTHS construction
- Energy Efficiency and Savings
- School Safety
- All buildings under one roof
- Northside K-8 grade expansion (6-8 grade)



# **Long-Range Projects**

(5 – 10 Years)

# Mariam Boyd Summary

- **Additions**

- 4 PK classrooms
- 4 Kindergarten classrooms
- 1 Music classroom
- Building Entrance  
(office/lobby/hallway complex)

- **Renovations**

- None

# Northside Summary

- **Additions**

- Grades 6-8 modular unit  
(2014-15 currently under study)
- Entrance Canopy

- **Renovations**

- Renovate office
- Renovate 2 classrooms for kindergarten
- Hall Restrooms

# South Warren Summary

- **Additions**

- Entrance Canopy

- **Renovations**

- Renovate classroom for school office
-

# Vaughan Summary

- **Additions**

- 2 PK classrooms
- 2 Kindergarten classrooms
- 1 Music classroom
- Entrance Canopy

- **Renovations**

- Enclosed area between main building & cafeteria

# Warren County MS

- **Additions**

- None

- **Renovations**

- Renovate a classroom for dedicated Science Lab

# Warren County HS

- **Additions**

- Physical Training Wellness Center

- **Renovations**

- Roof Replacement – Science Wing
- Replace kitchen hood system

# Warren Early College HS

- **Additions**

- 2<sup>nd</sup> Modular Classroom Building

- **Renovations (None)**

- Sprinkling system in existing modular classroom building

# Warren New Tech HS

- **Additions**

- (Phase III & IV)
- 5 Classrooms
- Wellness Room
- Technology Lab
- Multipurpose or Cafetorium Room

- **Renovations**

- Paving parking lot

# Support Services Facilities

- Renovate former bus garage for dry storage and shipping & receiving
- Renovate Central Office Annex
  - (2<sup>nd</sup> building on Administrative Office site)



# **Immediate Projects**

2-4 Years

# Immediate Projects

- **Mariam Boyd Elementary**
  - Entrance Canopy
  - Window Replacement
  
- **Northside Elementary**
  - Entrance Canopy
  - Pave Parking Areas

# Immediate Projects (cont.)

- **South Warren Elementary**
  - Entrance Canopy
  - Replace heating system in original building
  
- **Vaughan Elementary**
  - Entrance Canopy
  - Window Replacement
  - Enclose main building to cafeteria walkway

# Immediate Project (cont.)

- **WCMS**
  - Renovate classrooms for science labs
- **WCHS**
  - Replace media center windows
  - Add 2 tennis courts
  - Resurface tennis courts
- **WECHS**
  - 2<sup>nd</sup> modular classroom building

# Immediate Project (cont.)

- **WNTHS**
  - Complete final construction (Phase III & IV)
  - Pave Parking
- **Transportation**
  - Activity Bus



**Next Year**  
(2015-16 )

**Proposed Projects**

# Next Year Needs 2015-16

- Security Equipment & Renovations (all schools)
- South Warren Window Replacement
- WNTHS Final Construction – project start-up
- WCHS Tennis Court
- Maintenance Vehicles Replacement (3)
- Hawkins Parking Lot Site Development
- Northside K-8 Modular for grades 6-8

# Possible Revenue Sources

- Qualified Zone Academy Bond Fund
  - School Renovation Projects
- Lottery Funds
- Local Funds
- Possible State Bond



**Questions ???**

**Comments !!!**

**Discussion ...**



Presented to the  
Warren County Board of Commissioners  
January 21, 2015

For more information contact:

Ray V. Spain, Ed.D., Superintendent  
Warren County Schools  
PO Box 110  
Warrenton, NC 27589

252.257.3184  
[rspain@warrenk12nc.org](mailto:rspain@warrenk12nc.org)

**1:30 - 2:00 p.m.**

**===**

## **Department Head Presentations**

**1:30 p.m. –Natalie Brayboy, DSS Director**

**a) FY 15 Budgetary Concern**

**2:00 p.m. - Debbie Formyduval, Elections Director**

**a) Voter Equipment**

**b) Cost of 2 Major Primaries in FY 16**

**2:00 p.m. – 3:00 p.m.**

**===**

**Discussion and Wrap-Up  
by  
Board of County Commissioners**

**3:00 p.m.**

**###**

**Adjourn Work Session**