

FY 2015-2016
Budget Work Session

***WARREN COUNTY
BOARD OF COMMISSIONERS***

Armory Civic Center

May 27, 2015

1:00 p.m. – 4:00 p.m.

**Warren County Board of Commissioners
Budget Work Session
Warren County Armory Civic Center
May 27, 2015
1:00 p.m.-4:00 p.m.**

SUGGESTED AGENDA

- **1:00 p.m. Convene Budget Work Session**
- **1:05 p.m. Review of Requested Information and Budget Changes**
 - **1) DSS – Quote for 7-Passenger Van to replace 15 Passenger Van**
 - **2) EMS – Explanation of Travel & Cell Phone Expenditure Requests**
 - **3) Board of Elections – Revise P/T Salaries Request**
 - **4) Quote to replace John Graham Gym Floor**
- **1:15 p.m. Warren County Schools Budget Request - Dr. Ray Spain, Superintendent**
- **1:45 p.m. Continue Review of Requested Information and Budget Changes**
 - **5) Proposed Salary for IT Administrator Position**
 - **6) Cost Analysis for In-House County Attorney Department**

May 27, 2015
Budget Work Session Agenda

- **7) Renewal Quotes for Workers' Comp, Property & Casualty Insurance**
- **3:00 p.m. Discussion of Other Budget Items**
- **4:00 p.m. Adjourn Work Session**

Budget Public Hearing Scheduled for June 17, 2015

6:00 p.m. - Armory Civic Center

Next Budget Work Session Scheduled for June 22, 2015

1:00 – 4:00 p.m. - Armory Civic Center

Warren County Board of Commissioners
Budget Work Session

May 27, 2015

1:05 PM

**Review
Of
Requested Information and Budget Changes**

Warren County Board of Commissioners
Budget Work Session

May 27, 2015

AGENDA ITEM #1

Department of Social Services
Quote for 7-Passenger Van to replace 15 Passenger Van

Superior Chrysler Dodge Jeep

120 Us Hwy 158 Bypass West * Henderson NC 27538

Phone: (252)438-2717 * Fax: (252)438-7126

MOTOR VEHICLE PURCHASE AGREEMENT AND INVOICE

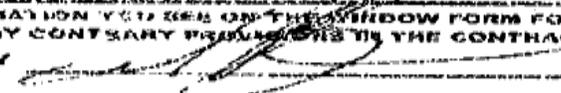
PURCHASER Warren County Government
CO-PURCHASER
ADDRESS 502 Ridgeway Street W.
CITY, ST, ZIP Warrington NC 27589
SALESPERSON Rick Tharrington

DATE 5/26/2015
RES. PH. (252)257-3115
BUS. PH.
CELL PH.

PLEASE ENTER MY ORDER FOR THE FOLLOWING: New Used Certified Used Demonstrator
2015 Dodge Grand Caravan 4d Wagon SE **COLOR** **MILEAGE** 10
STOCK No. VC716 **VIN** 2C4RDGBG1FR611715 **TRUCK GVW**

INSURANCE INFORMATION			SELLING PRICE OF VEHICLE	
COMPANY NAME			\$22,000.00	
POLICY NO.			ADDITIONAL EQUIPMENT AND/OR CONDITIONS:	
AGENT NAME			N/A	
AGENT ADDRESS			N/A	
AGENT CITY, ST, ZIP			N/A	
AGENT PHONE NO.			N/A	
EFFECTIVE DATE: FROM TO			N/A	
DEDUCTIBLES: COLLISION COMPREHENSIVE			N/A	
LIABILITY INSURANCE COVERAGE FOR BODILY INJURY AND PROPERTY DAMAGE CAUSED TO OTHERS IS NOT INCLUDED			ADMINISTRATIVE FEE	
TRADE DESCRIPTION/PAYOFF INFORMATION			TOTAL	
PI			SALES TAX (RATE 3.00%)	
VIN #			LICENSER/TITLE/REGISTRATION FEES	
MILEAGE			EXTENDED SERVICE PLAN	
ACCT #			EXP. DATE	
PAYOFF TO			1. TOTAL CASH PRICE DELIVERED	
ADDRESS			2. DOWN PAYMENT (Res.#) N/A	
CITY, ST, ZIP			REBATES (Res.#) 1,000.00	
TITLE IN NAME OF			3. TRADE ALLOWANCE N/A	
PI# AMOUNT N/A GOOD TIL LIENS			LESS PAYOFF N/A	
QUOTED BY PHONE			4. TOTAL DOWN PAYMENT (2+3) 1,000.00	
VERIFIED BY DATE			5. UNPAID BALANCE OF CASH PRICE \$22,253.99	
VIN #			6. TOI for Negative Equity N/A	
MILEAGE			7. CREDIT INSURANCE N/A	
ACCT #			8. OTHER: GAP COVERAGE N/A	
PAYOFF TO			9. UNPAID BALANCE AMOUNT FINANCED (3+6+7+8) \$22,253.99	
ADDRESS			* ALL TERMS AND CONDITIONS SUBJECT TO LIENHOLDER APPROVAL *	
CITY, ST, ZIP			LIEN INFORMATION	
TITLE IN NAME OF			LIENHOLDER	
PI# AMOUNT N/A GOOD TIL LIENS			ADDRESS	
QUOTED BY PHONE			CITY, ST, ZIP	
VERIFIED BY DATE			LENDER NO.	
ADV. SOURCE <input type="checkbox"/> NEWSPAPER <input type="checkbox"/> TV <input type="checkbox"/> RADIO				

CONTRACTUAL DISCLOSURE STATEMENT (FOR USED CARS ONLY): THE INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROMISES IN THE CONTRACT OF SALE.

ACCEPTED FOR Superior Chrysler Dodge Jeep **BY** 

DATE **PURCHASER'S SIGNATURE** **CO-PURCHASER'S SIGNATURE**

Warren County Board of Commissioners
Budget Work Session

May 27, 2015

AGENDA ITEM #2

Emergency Medical Services
Explanation of Travel & Cell Phone Expenditure Requests

Warren County EMS

2015-16 Budget Expenditures:

Emergency Medical Services has become a complex consumer service entity, which is highly federal and state regulated.

Travel Budget (4370-53311-02)

The additional funding requests from previous Budgets is for the Compliance Officer & Lieutenant's & Sergeant's for attendance to leadership classes & conferences that would be applicable to their respective positions within Emergency Medical Services.

- (A) EMS Management Institute, Charlotte, NC
(Captain Wright completed this course in Budget 2013-14)
- (B) Proposed Training For Compliance Officer and/or Lieutenant:
-UNC School of Government (Advanced Fair Labor Standard Act Regional Workshop)
-UNC School of Government (Effective Supervisory Management Program)
- (C) The additional funding request includes attendance by the Compliance Officer and/or a Lieutenant is to attend a national EMS conference in Hershey, PA. This is a two day conference that is held by PWW, Wolfberg & Wirth, LLC that previously address EMS finance, reimbursement, human resource, HIPPA and other pertinent current topics applicable to Emergency Medical Services. The employee can gain valuable knowledge in a one time sitting, that otherwise may take a year or more to obtain by attending local seminars.

Telephone – Cell (4370-5321-09)

The additional funding is to address electronic technology growth within Emergency Medical Services to capture electronic medical care report (PCR) capture in the field, communication of pertinent call intake information from the Warren County Communications Center to a mobile transport terminal in the EMS unit or into an electronic patient care report. Emergency Medical Service is currently providing patient care via electronic means (IE: 12 lead perform at the patient's bedside transmitted to a Catheterization Lab for consult with a physician) with the recent lease purchase of new defibrillators will require updates in the transmission of data with cell phone /data packages to in compass the growth of electronic technology into one package.

- (A) The current defibrillators transmission of data is a shared cell /data phone package with the Division Chief as the primary phone. With the exception of one defibrillator that is on a separate plan, due to limitations of the Division Chief share package. The recommendation within 2015-2016 budget is to attempt the consolidation of the six (6) defibrillators into one shared plan with the Division Chief phone.
- (B) The new updated defibrillators that is to be utilized within Emergency Medical Services with 2015-2016, will require each defibrillators to have a MI-Fi (mobile hot spot) to transmit data that is not currently required with the older version of defibrillators in use.
- (C) With the MI-Fi, it will be also utilized to interface with an IPAD/Tablet to receive data from Warren County Communications or field data input into the electronic patient care.
- (D) Additional cost occurrence cost is associated with the Compliance Office to have a cell phone/data with MI-Fi capabilities package. The Compliance Office will interface with the EMS Medical Director, Fire Departments, and Civic Organizations in carrying out his/her required responsibilities.
- (E) Additional cost is associated with HIPPA compliance of placement of security on the electronic devices and encryption of services that is not currently included on the cell phone/data package utilized in the transmission of data.
- (F) There may a duplicate of cell/phone services for one month due to the in-house training requirements with new defibrillators, prior to placement into service.
- (G) Currently in discussion with a vendor on the availability of a cost effective cellular/data phone plan package to address the requirements in carrying out the daily expectations of Emergency Medical Services.

Warren County Board of Commissioners
Budget Work Session

May 27, 2015

AGENDA ITEM #3

Board of Elections
Revise Part-Time Salaries Request

Linda T. Worth

From: Debbie Formyduval <DebbieFormyduval@warrencountync.gov>
Sent: Friday, May 22, 2015 1:46 PM
To: LindaWorth@warrencountync.gov
Subject: coming year

Thank you for taking the time to call me and discuss one stop workers/part time staffing. From September of this year through November of next year, we expect to be extremely busy. The following is a breakdown of coming elections

7-6-15-Filing for municipal office
10-22-10-31-early voting for municipals and more than likely county-wide bond referendum
11-3/15-Municipal Election with possibility of county-wide bond referendum as proposed by the governor for road and water projects.
2/16-filing of local candidates for 2016 Primary (May 5, 2016)
March/16-Presidential Preference (have heard 3/8/16-but not yet confirmed by SBOE)

Starting in September of this year, we will begin with preparation for November, While November elections are going on, we will be posting legals, obtaining commitments from poll workers (Election Day) for Presidential preference, While Presidential Preference is going on we will be preparing for May Primary)

I have already advised staff to begin looking at time off in the summer months due to heavy elections schedule in the fall and early 2016. In the past we have been able to take leave in December, but, I do not see this happening this year since elections will overlap with their cycles. Each day you hear of a new presidential candidate throwing their hat in the ring and the pool is getting larger. If the commissioners need an explanation-it is that when NC has had their presidential in May, the parties have already had their conventions, so our votes really did not make a huge difference in selecting the nominee and this is why they are moving the Presidential Preference. If assistance is needing in laying this out, let me know.

Request is to re-instate \$20,000 in P/T Salaries Line to fund staffing for one-stop voting for 3 potential elections.

Additional funding needed :

<i>10-4170</i>	<i>512001</i>	<i>-</i>	<i>\$11,995</i>
<i>10-4170</i>	<i>518100</i>	<i>-</i>	<i>908</i>

Total

\$12,903

Warren County Board of Commissioners
Budget Work Session

May 27, 2015

AGENDA ITEM #4

Quote to replace John Graham Gym Floor

Linda T. Worth

From: Dickie Williams <DickieWilliams@warrencountync.gov>
Sent: Tuesday, May 26, 2015 2:00 PM
To: LindaWorth@warrencountync.gov
Subject: FW: Pricing for tear out and replacement of the Warren Co. Rec. Gymnasium
Attachments: John Mullen.vcf

From: John Mullen [mailto:john@royalwood.us]
Sent: Tuesday, May 26, 2015 10:49 AM
To: 'D. Williams'
Cc: Jeff Evans
Subject: Pricing for tear out and replacement of the Warren Co. Rec. Gymnasium

Mr. Williams,

Good morning! Below is the budget estimate for the tear-out and replacement of the Gymnasium floor.

Tear-out and remove existing floor: \$12,207.00 This includes all labor, materials and dumpsters for complete tear-out and removal of the existing floor from the site. This price is based on the floor system exposed under the bleachers.

New floor installation: \$76,797.00 This is for a "turn-key" installation, including delivery, installation, sanding, finishing, game lines in the same configuration as now exist, new vent cove wall base, and transitions at interior openings (new plates).

NOTE: These prices are based on a 2015 installation. For installations after that time(2016), we advise budgeting an additional 5% for potential material costs increases.

If you or the county have any questions, or if can help you with anything else, please give me a call.

Thanks,
John

	John Mullen Royalwood Associates, Inc. Estimator/Project Manager PO Box 91175 Raleigh, NC 27675
	(919) 714-1177 Mobile (919) 957-3006 ext. 213 Work john@royalwood.us www.royalwood.us

Total Cost: \$89,004

Linda T. Worth

From: Dickie Williams <DickieWilliams@warrencountync.gov>
Sent: Tuesday, May 26, 2015 2:00 PM
To: LindaWorth@warrencountync.gov
Subject: FW: flooring system
Attachments: John Mullen.vcf; alliance cut sheet with RAI Stamp.pdf

From: John Mullen [mailto:john@royalwood.us]
Sent: Tuesday, May 26, 2015 10:56 AM
To: 'D. Williams'
Cc: Jeff Evans
Subject: flooring system

Mr. Williams,

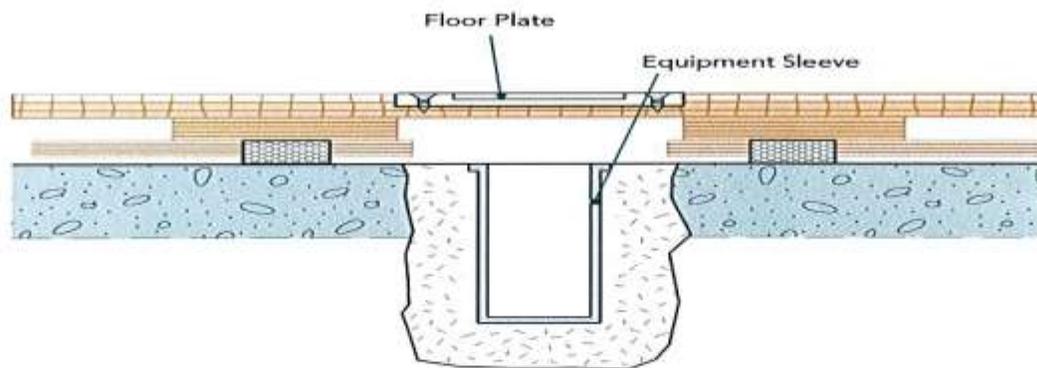
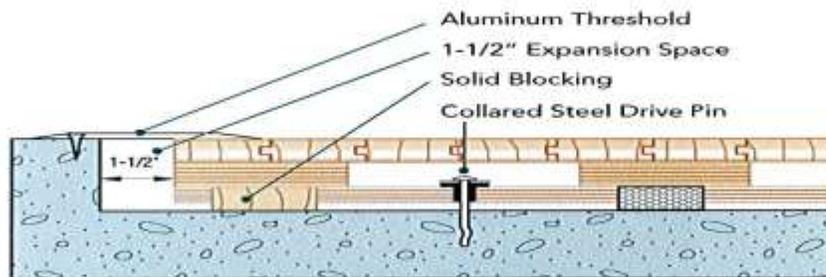
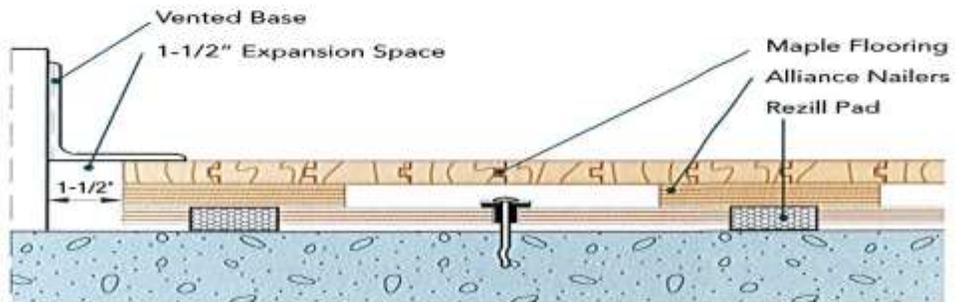
Sorry, I forgot to specify the system and grade of the system. It is an "Alliance" system by Connor, with 3rd & Better Grade Maple. I have attached a sheet describing the system.

Thanks,
John



John Mullen
Royalwood Associates, Inc.
Estimator/Project Manager
PO Box 91175
Raleigh, NC 27675

(919) 714-1177 Mobile
(919) 957-3006 ext. 213 Work
john@royalwood.us
www.royalwood.us



Warren County Board of Commissioners
Budget Work Session

May 27, 2015

1:15 PM

Warren County Schools Budget Request

Dr. Ray Spain, Superintendent

Warren County Board of Commissioners
Budget Work Session

May 27, 2015

1:45 PM

**Continue Review of Requested Information
and
Budget Changes**

Warren County Board of Commissioners
Budget Work Session

May 27, 2015

AGENDA ITEM #5

**Proposed Salary for Information Technology (IT)
Administrator Position**

IT ADMINISTRATOR POSITION

Current Salary Grade 27*

Approved Salary: \$47,470

Min	Mid	Max
44,027	57,235	70,443

*As a result of the FY 14 Salary Study, the IT Administrator Position was reclassified from Grade 26 to Grade 27

Proposed Grade 29

Proposed Salary: \$60,000

Min	Mid	Max
48,540	63,102	77,664

Additional Appropriation Needed:

Salary	\$12,530
FICA (7.65%)	959
Retirement (6.67%)	<u>836</u>
Total	\$14,325

	A	F	C	D	E	F	G	SALARY SHEETS RECOMMENDED BY MANAGER.xlsx					N	O	P	Q	R	S	T	
1			ed 4/17/2015											\$5.40	Remember to add Life Insurance, Health					
2																				
3	FY	2014-2015						APPROVED			REQ.		APPROVED	FICA	RETIRE	LIFE/HOSP	401K			
4						HIRE		CUR	SALARY	REQ	PERC	RECLAS	INC	SALARY	MED	MENT	INSUR	SUP	TOTAL	
5	DEPT	LAST NAME	1ST NAME	I	POS #	%	DATE	Grade	+ INCR	Grade	INCR	AMT	AMT	+ INCR	7.65	6.67	EXP	5.00		
6																				
7														REGULAR RETIRMENT		6.67%	7629			
78																				
79																				
80	4210	VACANT			421			IT ADMINISTRATOR	27 26			47,470		0	47,470	3,631	3,166	7,629	61,896	
81	4210	REQUEST						TECH SUPPORT SPEC	24			38,032		0	38,032	2,909	2,537	7,629	51,107	
82	GRAND TOTAL 4210 INFORMATION TECHNOLOGY											85,502		0	0	85,502	6,541	5,703	15,258	113,003

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 tech	52,378 44,637	83,806 71,419	62,433 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

Warren County Board of Commissioners
Budget Work Session

May 27, 2015

AGENDA ITEM #6

**Cost Analysis
For
In-House County Attorney Department**

PROPOSED COUNTY ATTORNEY DEPARTMENTAL BUDGET

<u>POSITIONS</u>	SALARY	<u>PROPOSED SALARY RANGE</u>			PROPOSED
	<u>GRADE</u>	Min	Mid	Max	<u>SALARY</u>
County Attorney	36	68,300	88,791	109,281	88,000
Paralegal	21	32,854	42,710	52,566	32,854
Admin Assistant I	14	23,349	30,353	37,358	<u>23,349</u>
TOTAL SALARIES					144,203
FRINGES:					
Insurance (\$7,629)					22,887
FICA (7.65%)					11,032
RETIREMENT (6.67%)					<u>9,618</u>
TOTAL FRINGES					43,537
TOTAL SALARIES/FRINGES					187,740
<u>DEPARTMENTAL EXPENSES:</u>					
Annual Recurring Expenses:					
Office Supplies					1,000
Travel Expense					3,500
Other - Contracted Legal Expenses (Estimate - Could be -0-)					10,000
Cell Phone					650
Telephone					500
Postage					250
Utilities					1,000
Maintenance					500
Copy Charges					550
Dues/Subscriptions					1,000
Rent*					16,500
Miscellaneous - Filing Fees, etc.					<u>3,000</u>
Sub-Total Annual Recurring Expenses					38,450
Initial Departmental Set-Up Expenses:					
Computer Equipment					9,000
Office Furniture					6,000
Telephone System					<u>8,000</u>
Sub-Total Initial Set-Up Expenses					23,000
TOTAL DEPARTMENTAL EXPENSES					61,450
<u>FIRST YEAR COST</u>					
Salaries/Fringes					187,740
Other Departmental Expenses					<u>61,450</u>
TOTAL					249,190
<u>6-MONTHS COST - EFFECTIVE 1/1/16</u>					
Salaries/Fringes					93,870
Departmental Costs					<u>42,725</u>
TOTAL					136,595

*Estimated Cost of Rental Space: 1,500 sq.ft. @\$11 = \$16,500

TABLE V. COUNTY ATTORNEY
Jan-15

County	Comments	YOS	Full-time Salary	Retainer	Fees	Paralegals No.	Amount as Compared with Past	Reason if Higher	Services Covered by Retainer	Departments Served by County Attorney
Alamance		7	\$109,380			1	\$41,844			ABCDEFGHIJKLMOTUVWX
Alexander	no data									
Alleghany				15,000	\$0		normal		ace	ABCDEFGHIJKLMOPSTUWV
Anson					25,875	n/a	normal		ace	ABCDEFGHIJKLMOPRTUVW
Ashe					37,910		higher	litigation		ABCDEFGHIJKLMPOSTUWV
Avery	no data									
Beaufort										
Bertie					187,093	n/a	normal		acdef	ABCDEFGHIJKLMOPRSTUWV
Bladen									a	X
Brunswick		18	144,900			1	48,096			ABCDEFGHIJKLMOPQRSTUWV
	1 assistant		105,306							
Buncombe			contracted			5	45,192			A
	2 assistants \$96,622 - 147,790									
Burke				49,920	59,242	n/a	higher	litigation	acdef	ABCDEFGHIJKLMOPRTUW
Cabarrus					48,345	n/a	normal			ABCDEFGHIJKLMOTVW
Caldwell				3,600		n/a			acde	X
Camden										
Carteret	n/a				61,359	2	34,897	normal	no data	ABCDEFGHIJKLMOPRTV
Caswell				30,000	25,530	n/a	normal		acdef	ABCDEFGHIJKLMOSUVW
Catawba		7	131,300			1	43,158			ABCDEFGHIJLMOTUVW
	1 assistant		84,062							
Chatham				37,500	134,182	n/a	lower		ac	ABCDEFGHIJKLMPRVW
Cherokee		28	125,000	35,000		n/a	normal		acdef	ABCDEFGHIJKLMOSTVW
Chowan					17,552	n/a	lower			X
Clay					no data		normal		cdef	ABCDEFGHIJKLMORSVW
Cleveland				23,760	81,300	n/a	lower		acde	ABCDEFGHIJKLMOSTVW
Columbus		5	75,480			1	38,177			ABCDEFGHIJKLMPOSTVW
	assistant		68,505							
Craven					310,443	n/a	normal			ABCDEFGHIJKLMOPQRSTUW
Cumberland		4	170,626			2	39,686			ABCDEFGHIJLMPRSTUW
	2 assistants		106,226							
Currituck		6	180,405			1	44,159			X
Dare			no data							ABCDEFGHIJKLMOPRTW
Davidson		5	101,483			1	38,302			ABCDEFGHIJKLMOPTUVW
	assistant		89,320							
Davie				72,000	13,365	n/a	higher		acdef	ABCDEFGHIJKLMOPRTV
Duplin			103,009			1	42,254			X
Durham			183,756			3	57,597	normal		ABCDEFGHIJLOTUV
	3 assistants (part time)		40,554							ABCDEFGHIJLOTUV
Edgecombe				44,000	1,371		normal		acdef	X
Forsyth		17	159,827			4	41,995			JKOUV
	6 assistants		93,302							
Franklin					57,690	n/a	normal		abcdef	ABCDEFGHIJKLMOPQSTVW
Gaston		33	148,843			1	47,387	normal		ABCDEFGHIJKLMOPSTVW
	assistant		80,661							
Gates				8,000	19,000	n/a	normal		c	ABCLMPRV
Graham										
Granville				7,800	150,265	n/a	normal		abcdef	ABCDEFGHIJLMSTUWV
Greene				83,920						no data
Guilford		5	154,530			2	47,929	normal		ABCDEFGHIJLMNOTV
	6 assistants		90,496							ABCDEFGHIJLMNOTV
Halifax		4	100,337			1	35,341			ABCDEFGHIJLMOPQRSVW
Harnett				7,200	70,450	2	44,496	normal	acde	X
	2 staff attorneys		74,536-120,498							
Haywood				42,000	101,130		no data		acdef	ABCDEFGHIJKLMOTVW
Henderson		14	130,301			2	37,226			ABCDEFGHIJKLMOSTVW
	assistant		90,465							
Hertford	no data								acef	ABCDEFGHIJLMOPRSTVW
Hoke				5,000	91,115	n/a	normal		acdef	X
Hyde	no data									ABCDEFGHIJLMOPQRSTV

TABLE V. COUNTY ATTORNEY
Jan-15

County	Comments	YOS	Full-time Salary	Retainer	Fees	Paralegals No.	Amount as Compared with Past	Reason if Higher	Services Covered by Retainer	Departments Served by County Attorney
Iredell	no data									X
Jackson				66,316		n/a			a	ABCDEFGHIKLMNPSTVW
Johnston				127,035		1 37,938	normal		acde	ABCDEFGHIJLMNOPQRSTUUVW
Jones	\$175/hr				68,000					ABCDEFGHIKLMOPRSTW
Lee		1	86,445							ABCDEFGHIJKPTVW
Lenoir				22,500	80,087				a	ABCDEFGHILMOSTUVW
Lincoln					256,788	1 28,579	normal		acdef	ABCDEFGHIJKLMOPTVW
McDowell	no data									X
Macon					93,485					
Madison										X
Martin				7,200	13,707		normal		abcdef	X
Mecklenburg		6	167,809			6 45,896	normal		acde	ABCDEFGHIJKMSTW
Mitchell	asst.—3 positions		110,012							
Montgomery	no data				43,105		higher	4	acde	ABCDEFGHIKMT
Moore	asst.—3 positions	7	107,485			2 41,789	normal			ABCDEFGHIJKLMOPRTVW
Nash			78,505		\$60-\$150/hr.	n/a	normal		acdef	ABCDEFGHIJKLMOPRTVW
New Hanover		15	162,180			3 39,632				X
Northampton	asst.—2 positions		113,826		no data	n/a			a	ABCDEFGHIKLMOPRSTUUVW
Onslow		4	149,787			1 41,156				ABCDEFGHIJKLMOQTVW
Orange	assistant	5	142,561			1 38,376				ABCDEFGHIJKLMOQTVW
Pamlico	asst.—1 position		75,750			n/a				
Pasquotank		12	97,281	no data	no data	no data	no data		acde	ABCEGIKLMRV
Pender				48,000		1 36,389	normal		ac	ABCDEFGHIJLMORVW
Perquimans					11,193	n/a	normal		acdef	ABCDEFGHIJKLMPV
Person		8	\$150/hr.			n/a	normal			ABCDEFGHIKLPQRSTUUVW
Pitt		10	131,319			1 57,149	normal			X
Polk	1 assistant		78,405							ABCDEFGHIHMOSTVW
Randolph	associate		59,904-92,227	15,000	1,807	n/a	lower		a	L
Richmond			no data	6,000	22,699	n/a	normal		acdef	X
Robeson			no data			1 48,688			acdef	ABCDEFGHIKLMOPRTVW
Rockingham		2	109,239			n/a				ABCDEFGHIJLMOSTVW
Rowan				16,000	150,700	n/a	higher	1	acde	ABCDEFGHIJKLMOQTVW
Rutherford				10,000	110,653	n/a	normal		acd	ABCDEFGHIJKLMPSTVW
Sampson					26,565	n/a	normal		abcde	ABCDEFGHIJKLMOPQRSTVW
Scotland				no data	no data				a	ABCDEFGHIJKLMPSTUUVW
Stanly		5	90,317			n/a	normal			X
Stokes	1 assistant		41,125							ABCDEFGHIJLMOPQRSTV
Surry				4,800	171,714	n/a	higher	1	acdef	ABCDEFGHIKLMOPSTUUVW
Swain										
Transylvania				6,000	153,740	n/a	normal		acdef	ABCDEFGHIJKLMOSTVW
Tyrrell				42,381		n/a	normal		acdef	ABCDEFGHIKLMPTVW
Union			Sr. Staff Atty 100,356 - 150,534 Staff Attorney 56,501 - 84,751	\$128,273 + \$4,800 \$62,578			normal		bcef	ABCDEFGHIJKLMPRTVW
Vance				6,000	55,241	n/a	normal		ad	ABCDEFGHIJLMOSTUUVW
Wake		7	180,405			n/a				ABCDEFGHIJKLMNOVW
Warren	asst.—11 positions		92,173			1 45,475				ABCDEFGHIJKLMNOVW
Washington				4,800	134,140	n/a	normal		ace	ACDEFGIJKLMOPSTUUVW
Watauga			53,040							no data
Wayne					118,474	n/a	normal			ABDEFHIKLMSTVW
Wilkes					221,205	n/a	normal			X
Wilson				no data	no data	no data			acdef	ABCDEFGHIJLMORUVW

Warren County Board of Commissioners
Budget Work Session

May 27, 2015

AGENDA ITEM #7

**Renewal Quotes for Workers' Comp, Property
&
Casualty Insurance**

PROFESSIONAL INSURANCE RENEWALS

Property & Casualty Insurance

Current Premium	190,000
FY 16 Renewal Premium	<u>178,994</u>
FY 16 Savings	11,006

Workers' Compensation Insurance

Current Premium	238,697
FY 16 Renewal Premium	<u>226,306</u>
FY 16 Savings	12,391

Total FY 16 Savings	23,397
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Insurance Services

Global Resources — Client Focused

SUMMARY:

Quotation

X

Policy Period: July 1, 2015 to July 1, 2016

Carrier:

No cover given. All requests to bind coverage must be made in writing.

State National Insurance Company

Underwriters at Lloyd's, London

Insured name and address:

WARREN COUNTY
602 W. RIDGEWAY STREET
WARRENTON, NC 27589

Summary of Terms, see detail pages for specific terms:

Property, equipment breakdown, inland marine and crime

General Liability, Occurrence Form

Law Enforcement Liability, Occurrence Form

Carrier: National Fire Insurance Co of Hartford

Public Officials Liability, Claims Made Form

Employment Practices Liability, Claims Made Form

Automobile Liability, Occurrence Form

Umbrella Liability, Follow Form Excess Coverage A / Coverage B umbrella Occurrence Form

	Limit	Deductible	Proposed 15-16
Buildings and Personal Property Total Insured Values	\$ 44,427,127	\$ 1,000	\$ 45,336
Each Occurrence Limit	\$ 1,000,000	NONE	\$ 17,787
Annual Aggregate	\$ 3,000,000		
Each Occurrence Limit	\$ 1,000,000	\$ 5,000	\$ 37,714
Annual Aggregate	\$ 2,000,000		
National Sheriff's Asso Membership Fee			\$ 2,465
Each Wrongful Act Limit	\$ 1,000,000	\$ 5,000	\$ 5,954
Annual Aggregate	\$ 2,000,000		
Each Wrongful Act Limit	\$ 1,000,000	\$ 5,000	\$ 10,875
Annual Aggregate	\$ 2,000,000		
			\$ 120,131
Combined Single Limit	\$ 1,000,000	None	\$ 49,988
Each Occurrence Limit	\$ 1,000,000	\$ 10,000	
Annual Aggregate	\$ 1,000,000		
			\$ 7,310
Premium:	\$ 177,429		
TRIA/Property	\$ 987		
TRIA/General Liability	\$ 395		
TRIA/Umbrella	\$ 183		
State Fees/Surcharge/Tax	\$ -		
Total:	\$ 178,994.00		

TERMS & CONDITIONS

Insured Name:

WARREN COUNTY

Policy Period:

July 1, 2015

to

July 1, 2016

Property Coverage, including equipment breakdown and inland marine

Coverage is provided on a blanket limit basis and applies to the properties listed on the Statement of Values on file with the company. All coverages listed below apply per occurrence. For coverage details, refer to the appropriate section of the policy.

Coverage form is Special, including theft. Valuation is replacement cost/agreed amount.

Basic Coverages

	Limit	Deductible
Buildings and Personal Property	\$ 41,167,154	\$ 1,000
Buildings - Loc. 23 Historical Residence - Scheduled Limit - Functional Building Valuation	\$ 148,887	\$ 2,500
Buildings - Locations 1,2,4, and 12 - Scheduled Limit ACV valuation	\$ 3,111,086	\$ 2,500
Equipment Breakdown - <i>see detail for *deductible exceptions</i>	Included	Policy Deductible
Contractor's Equipment	\$ 1,331,381	\$ 1,000
Contractor's Equipment - Unscheduled (\$2,500 maximum per any one item applies)	\$ 50,000	\$ 1,000
Miscellaneous Property - Voting Machines	\$ 255,000	\$ 1,000
Earthquake - Excludes New Madrid Region	not quoted	\$ -
Flood - 100 and 500 year flood plains, as defined by FEMA, are excluded	not quoted	\$ -
Mine Subsidence (only available in Ohio, Illinois, Indiana, Kentucky)	not quoted	\$ -

Additional Coverages

Automated External Defibrillator	\$ 5,000	Policy Deductible
Collapse	Limit Extended	Policy Deductible
Commandeered Property of Others (Other than Automobiles)	\$ 250,000	Policy Deductible
Crime Reward - Excluding Arson	\$ 25,000	Policy Deductible
Debris Removal of Covered Property	25% of loss + \$25,000 Per Location	Policy Deductible
Emergency Evacuation Expense	\$ 25,000	Policy Deductible
Emergency Real Estate Consulting Fee	\$ 5,000	Policy Deductible
Employee Dishonesty	\$ 50,000	\$250 Deductible
Exterior Building Glass	Included	Policy Deductible
Fire Department Service Charge	\$ 25,000	No Deductible
"Fungus", Wet Rot, Dry Rot and Bacteria - Limited Coverage	\$ 15,000	Policy Deductible
Inventory and Appraisal Cost for Claim Preparation	\$ 10,000	Policy Deductible
Lease Cancellation Moving Expenses	\$ 2,500	Policy Deductible
Money and Securities	\$ 25,000	Policy Deductible
Pollutant Clean Up and Removal	\$ 25,000	Policy Deductible
Preservation of Property	Included	Policy Deductible
State Forest Fire Expense	\$ 25,000	Policy Deductible
Temporary Meeting Space	\$ 1,000	No Deductible
Water Damage, Other Liquid, Powder or Molten Material Damage	Included	Policy Deductible

RENEWAL QUOTE

Workers Compensation

Key Risk Insurance Company

P.O. Box 19606

Greensboro, NC 27419

For Period: July 01, 2015 to July 01, 2016

Quote Reference: 950000000096115

Division: 00000

Proposal Date: May 22, 2015

Rating State: NC

Warren County
P. O. Box 619
Warrenton, NC 27589

Class Code	Ext	Class Description	Rate	Payroll	Manual Premium
7520		WATERWORKS OPERATION (7/01/2015 - 7/01/2016)	4.71	268,450.00	12,644
7705		AMBULANCE SRV & EMS PROV & DRV (7/01/2015 - 7/01/2016)	12.64	1,499,159.00	189,494
7720		POLICE OFFICERS & DRIVERS (7/01/2015 - 7/01/2016)	3.38	1,978,444.00	66,871
8810		CLERICAL OFFICE EMPLOYEES NOC (7/01/2015 - 7/01/2016)	.23	3,069,976.00	7,061
8831		HOSPITAL - VETERINARY & DRIVER (7/01/2015 - 7/01/2016)	1.78	107,363.00	1,911
8832		PHYSICIAN & CLERICAL (7/01/2015 - 7/01/2016)	.54	955,380.00	5,159
8835		NURSING - HOME HEALTH, PUBLIC (7/01/2015 - 7/01/2016)	4.00	485,453.00	19,418
9015		BUILDINGS: OPERATIONS BY OWNER (7/01/2015 - 7/01/2016)	4.91	200,674.00	9,853
9102		PARK NOC - ALL EMPLOYEES (7/01/2015 - 7/01/2016)	3.89	214,102.00	8,329
9403		GARBAGE, ASHES OR REFUSE COLLE (7/01/2015 - 7/01/2016)	11.66	138,762.00	16,180
9410		MUNICIPAL, TOWNSHIP, COUNTY OR (7/01/2015 - 7/01/2016)	3.92	2,011,299.00	78,843

RENEWAL QUOTE

Key Risk Insurance Company

P.O. Box 19606
Greensboro, NC 27419

For Period: July 01, 2015 to July 01, 2016

Quote Reference: 950000000096115
Division: 00000
Proposal Date: May 22, 2015
Rating State: NC

Warren County
P. O. Box 619
Warrenton, NC 27589

Class Code	Ext	Class Description	Rate	Payroll	Manual Premium
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Premium Breakdown			Experience Modifiers:	
Manual Premium		415,763.00	.8300	7/01/2015
Inc Limits: 1000/1000/1000	1.100%	4,573.00+		
Subject Premium		420,336.00		
Experience Modifier	0.8300	348,879.00		
Scheduled Credit	0.7650	81,987.00-		
Drug Discount	5.00%	13,345.00-		
Standard Premium		253,547.00		
Premium Discount	11.71%	29,702.00-		
Normal Premium		223,845.00		
Expense Constant		275.00+		
Foreign Terrorism		1,093.00+		
Domestic Terrorism Charge		1,093.00+		
Estimated Premium		226,306.00		
			Balance	
			Premium	226,031.00
			Expense Constant	275.00
			Premium Paid	
			Balance	<u>226,306.00</u>
Installments:				
Due July 1, 2015		226,306.00		
Amount Due July 1, 2015				\$226,306.00

Warren County Board of Commissioners
Budget Work Session

May 27, 2015

3:00 PM

Discussion of Other Budget Items

WARREN COUNTY
FY 2015-16 Budget Calendar

Please note that all dates are subject to change per direction of the Board of County Commissioners.
All meetings will be held in the Armory Civic Center Meeting Room.

DATE	TIME	ACTIVITY
Monday - May 4, 2015	6:00 pm	Annual Budget Presentation to Board. Department Heads required to attend.
Wednesday - May 20, 2015	9 am	Work Session
Wednesday - May 27, 2015	1 pm - 4 pm	Work Session
Wednesday - June 17, 2015	6 pm	Budget Public Hearing in accordance with NC General Statutes to receive citizens' comments (immediately before regularly scheduled work session)
Monday - June 22, 2015	1 pm - 4 pm	Work Session
Thursday - June 25, 2015	7:00 pm	Special Meeting to Adopt FY 2015-2016 Budget Ordinance.

Adopted Jan. 5, 2015

Warren County Board of Commissioners
Budget Work Session

May 27, 2015

4:00 PM

Adjourn
Budget Work Session