

Warren County Board of Commissioners

FY 2015-2016

Budget Special Meeting

June 25, 2015 at 7:00 pm

**Warren County Armory Civic Center
Warrenton, NC**

Prepared by: Angelena Kearney-Dunlap, Clerk
Warren County Board of Commissioners

**FY 2015-2016
Budget Special Meeting
June 25, 2015 @ 7:00 pm**

Agenda

**Chairman or Designee Call Special Meeting to Order
Moment of Silence
Clerk read Conflict of Interest Disclaimer
Clerk read Notice of Special Meeting**

- Item # 1 Consider Approval of FY 2015-2016 Home & Community Care
Block Grant (HCCBG) for Older Adults County Funding Plan**
- Item # 2 KARTS FY 2015-16 Transportation Agreement for Warren County Senior Center**
- Item # 3 Renewal of Contract for Professional Services with Logan Systems, Inc. for
Register of Deeds Office**
- Item # 4 A. Adopt Amendment No. 11 to the FY 2014-2015 Warren County Budget Ordinance to Close-
out FY 15 Budget Year**
- B. Budget Amendment No. 3 to the District III Eaton's Ferry Bridge Crossing Project Ordinance**
- C. Budget Amendment No. 8 to the Ephraim Place Housing Development Project Ordinance**
- D. Budget Amendment No. 6 to the Simulcast System Upgrade Capital Project Ordinance**
- Item # 5 Adopt FY 2015-2016 Warren County Budget Ordinance**
- Item # 6 Adjourn Special Meeting**

**FY 2015-2016
Budget Special Meeting
June 25, 2015 @ 7:00 pm**

Chairman or Designee Call Special Meeting to Order

Moment of Silence

**Clerk read
Conflict of Interest Disclaimer**

**FY 2015-2016
Budget Special Meeting
June 25, 2015 @ 7:00 pm**

- *“Members of the Warren County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict”.*
- **In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.**
- **Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?**
- **If so, please identify the conflict and refrain from any undue participation in the particular matter involved.**

**FY 2015-2016
Budget Special Meeting
June 25, 2015 @ 7:00 pm**

**Clerk read
Notice of Special
Meeting**

**FY 2015-2016
Budget Special Meeting
June 25, 2015 @ 7:00 pm**

NOTICE

Warren County Board of Commissioners Budget Special Meeting

Notice is hereby given that the Warren County Board of Commissioners will hold a Special Meeting on Thursday, June 25, 2015 at 7:00 pm in the Warren County Armory Civic Center Meeting Room, 501 US Hwy 158 Business East, Warrenton, NC.

The purpose of this Special Meeting is to close-out FY 2014-15 current budget year, adopt FY 2015-16 Warren County Budget Ordinance and any other business deemed necessary.

All interested citizens are encouraged to attend this special meeting.

Barry Richardson, Chairman
Warren County Board of Commissioners

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Notice to Media - Information ONLY this is not an ad.

Meeting Date: June 25, 2015

Agenda Item # 1

SUBJECT: FY 2015-16 Home & Community Care Block Grant (HCCBG) for Older Adults

SUMMARY: FY 2015-16 HCCBG for Older Adults County Funding Plan is presented for Board's review and approval. Actions needed:

- 1 - Designate Senior Center as Lead Agency; and**
- 2 - Authorize Chairman Richardson to sign same.**

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of FY 2015-16 Home and Community Care Block Grant for Older Adults County Funding Plan with the Senior Center designated as the Lead Agency, and authorize Chairman Richardson to sign the necessary documents. Funding Source for County Match: FY 16 General Fund

NOTES:

Entire 31 paged document has been provided to Board of Commissioners by e-mail.



Warren County Senior Center
 435 W. Franklin Street
 Warrenton, NC 27589
 (252) 257-3111
 Fax (252) 257-0154

Alicia Giddiens, MSW
 Director

Home and Community Care Block Grant
Suggested Distribution of Funds

Recipient Agency- Warren County Senior Center (73%) \$219,359.16 (3.09% decrease)

Service Area	Suggested Funding	% +/- from FY15	% of FY 16 Sub-allocation (73%)
Congregate	\$30,000.00	-0.59%	13.68%
HDM	\$135,000.00	+3.62%	61.54%
General Transportation	\$18,359.16	-38.89%	8.37%
Senior Center Operations	\$36,000.00	+0.45%	16.41%
WCSC Total =	\$219,359.16	-3.09%	100%

Recipient Agency – Warren County Department of Social Services (27%) \$ 81,132.84 (9.23% decrease)

In Home Aide I	\$41,426.43	-9.23%	51.06%
In Home Aide II	\$39,706.41	-9.23%	48.94%
WCDSS Total =	\$81,132.84	-9.23%	100%

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provided to Board of
Commissioners
by e-mail.

Home and Community Care Block Grant for Older Adults

County Funding Plan

Identification of Agency or Office with Lead Responsibility for County Funding Plan

County: Warren

July 1, 2015 through June 30, 2016

The agency or office with lead responsibility for planning and coordinating the County Funding Plan recommends this funding plan to the Board of Commissioners as a coordinated means to utilize community-based resources in the delivery of comprehensive aging services to older adults and their families.

Warren County Senior Center

(Name of agency/office with lead responsibility)


Authorized signature

6/16/15
(date)

Vicky C. Stokes, Administrative Assistant

(Type name and title of signatory agent)



Warren County Senior Center
435 W. Franklin Street
Warrenton, NC 27589
(252) 257-3111
Fax (252) 257-0154

Alicia Giddiens, MSW
Director

Entire 31 paged document has been provided to Board of Commissioners by e-mail.

Home and Community Block Grant Advisory Committee
Warren County

Charles Jefferson 368 Russell Union Road Norlina, NC 27563	Andy Smith Warren County Health Dept 544 West Ridgeway St. Warrenton, NC 27589	Bertadean Baker Warren County Commissioner 6743 Vicksboro Rd. Henderson, NC 27537
Rhonda Smith Kerr-Tar Regional COG PO Box 709 Henderson, NC 27563	Alice Clayton 1114 Eaton Ferry Road Littleton, NC 27850	Wilbert Morris Dept of Social Services 307 N. Main St. Warrenton, NC 27589
Portia Hawes 318 W. Franklin St Warrenton, NC 27589	Alicia Giddiens 435 W. Franklin Street Warrenton, NC 27589	Jennie Johnson-Franklin 314 W. Franklin St Warrenton, NC 27589
Judith Forrest 318 Odell Littleton Road Littleton, NC 27850		

Entire 31 paged document has been provided to Board of Commissioners by e-mail.

DOA-733
(Rev. 2/12)

Home and Community Care Block Grant for Older Adults

County Funding Plan

July 1, 2015 through June 30, 2016

Methodology to Address Service Needs of Low-Income Minority Elderly
(Older Americans Act, Section 306(a)(4)(A)(ii))

Community Service Provider Warren County Department of Social Services
County Warren

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low-income minority elderly and **rural elderly** will be met through the services identified on the Provider Services Summary (DOA-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

IN HOME AIDE LEVEL I

The Warren County Department of Social Services is a public agency that provides services to persons in need of services regardless of race, color, age, or nation origin. All referrals will be acted upon in a fair and non-discriminatory manner, and will serve all eligible senior Citizens who apply. HCCBG funds be used to support seniors older than sixty (60) years. Many of our services are referred by outside agencies, through protective services and other services within the agency as well as self referral. The Adult services unit provides needs assessment and all aspects of in-home services. The agency homemaker services provide training and supervision of IN-HOME Aides. Contracted services are also available through outside agencies. Community Alternative Program (CAP) is also available for eligible seniors.

Adult Day Care

The Adult Day Care program in Warren county provides Day Care for Aged adults 60 years and older in centers where services are available and convenient. Most of the current day care services area available outside of the county.

Adult Day Care services are developed by a social worker and its purpose is to prolong the independence of older to frail adults by providing a stimulating and supportive environment in which their capacities are enhanced rather than allowed to deteriorate. Emphasis is placed on assisting the individual to remain living in the family group by providing a protective setting while others in the family are at work.

Entire 31 paged document has been provided to Board of Commissioners by e-mail.

DOA-733
(Rev. 2/15)

Home and Community Care Block Grant for Older Adults

County Funding Plan

July 1, 2015 through June 30, 2016

Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency
(Older Americans Act, Section 305(a)(2)(E))

Community Service Provider: Warren County Senior Center

County: Warren

The Older Americans Act requires that the service provider attempt to provide services to low-income minority individuals in accordance to their need for aging services. The community service provider shall specify how the service needs of low income, **low-income (including low income minority elderly), rural elderly and elderly with limited English proficiency** will be met through the services identified on the Provider Services Summary (DOA-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform with specific objectives established by the Area Agency on Aging, for providing services to low income minority individuals. Additional pages may be used as necessary.

The Warren County Senior Center provides services to the elderly population throughout Warren County. Services provided by the Senior Center to the elderly and minority low-income citizens, including Hispanics and Native Americans are: Transportation (Medical and General) and Nutrition (Congregate and Home Delivered).

The Senior Center performs services that include outreach, socialization, recreation and educational programs and activities.

Transportation services (medical and general) are provided to Warren County Seniors through a sub-contract with the Kerr Area Rural Transportation Authority (KARTS). The sub-contract stipulates that transportation be provided to the nutrition site, human service agencies in Warren County, doctors' offices and hospitals in Henderson, Creedmoor, Durham and Chapel Hill, drugstores and grocery stores. Clients using this service are identified by referral from other agencies, individuals and the general population.

Meeting Date: June 25, 2015

Agenda Item # 2

SUBJECT: Kerr Area Transportation Authority (dba) Kerr Area Rural Transit System (KARTS) Transportation Agreement

SUMMARY: Transportation Agreement between KATA and Warren County for the Senior Center, which sets forth terms and rates for the period July 1, 2015 through June 30, 2016, is presented for the Board's approval and authorization for Chairman Richardson to sign same.

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the Transportation Agreement between Warren County and Kerr Area Transportation Authority dba KARTS, and authorize Chairman Richardson to sign the agreement.

Funding Source: Home and Community Care Block Grant (HCCBG), Elderly and Disabled Transportation Assistance Program (EDTAP) Grant, and FY 16 General Fund Budget

NOTES:

**TRANSPORTATION AGREEMENT
KERR AREA TRANSPORTATION AUTHORITY dba
KERR AREA RURAL TRANSIT SYSTEM (KARTS)**

This agreement, as set forth herein between the Kerr Area Transportation Authority (hereafter referred to as "KATA") and Warren County (on behalf of Warren County Senior Center) hereinafter referred to as "agency", represents a mutual understanding of the agreement whereby KATA will provide to the agency certain services as set forth below.

I. PURPOSE

The purpose of this agreement is to provide efficient and cost effective, transportation for clients of the agency within the KATA service area through the Kerr Area Rural Transit System (KARTS). The service area is defined as the Counties of Franklin, Granville, Vance, and Warren. Out of County services to Durham and Chapel Hill will be provided on weekdays if there is a minimum of three riders on the vehicle. Out of County services to Raleigh will be provided on Tuesday, Wednesday and Thursday if there is a minimum of three riders on the vehicle.

This contract applies to all programs funded by the agency.

II. OBLIGATION OF PARTIES

A. KATA shall:

1. Be responsible for the administration of the transportation program.
2. Comply with all federal, state and local laws and ordinances governing vehicle and driver licensure and operation. KATA may provide services through a different service contract and/or subcontract all or part of this agreement, provided the requirements of this paragraph are complied with.
3. Agree to keep and maintain good and proper business records of all services and charges provided for under this agreement.
4. Provide service Monday through Friday, between the hours of 5:00 AM and 6:00 PM as routes allow and Saturday for dialysis riders only.
5. Schedule all trips in a coordinating manner intended to maximize on-time performance & vehicle utilization, and minimize passenger ride-time and deadhead service, while considering agency requirements. For these purposes, a trip is considered on-time if the initial pick-up is made within +/- 15 minutes (15 minutes before the scheduled pick-up time or 15 minutes after the scheduled pick-up time). The same +/- 15 minute window also applies to the drop off times.
6. Make records maintained by KATA pertaining to this agreement available to the agency or its representatives for the purpose of inspection or audit

during normal business hours and upon a 5 business day notice.

7. Submit to the Agency, on or before the tenth (10) working day of each month, an invoice for services provided in the calendar month prior. The agency will have thirty (30) calendar days to bring billing disputes to the attention of KATA. KATA reserves the right to make adjustments on the following month's invoice as necessary, and requires payment in full of disputed charges at the time of invoicing. KATA further reserves the right to refuse billing disputes not brought to our attention within the above specified timeframe.
8. Because KATA serves a regional area it becomes impossible to apply a uniform policy regarding how operations will be affected by adverse weather conditions. The administrative offices of KATA in Henderson will be open as weather permits for normal business hours; however, transportation services will be decided on a case by case basis.
9. Services for dialysis patients and employment passengers only will be provided on the following holidays: Martin Luther King Day, Good Friday, Veteran's Day, and the Friday following Thanksgiving. No services will be provided on Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, or New Year's Day.

B. The Agency shall:

1. Provide KATA written, facsimile, web portal or email of trip authorizations and service requests to include the time and actual physical and street address location of pickups and discharges, as well as the names, telephone numbers, and special needs (e.g. vans with wheelchair lift, type of wheelchair) of the clients to be served, and identify funding source code to be charged. Attachment A contains service policies as established for the KARTS' program. Individual service requests should be submitted by 1 PM on the day prior to the request. The agency will recognize a +/- 15 minute deviation when scheduling trips as described in item 5 above.
2. Provide KATA with adequate notice of cancellation of prescheduled transportation. Adequate notice is defined as two hours before any revenue time spent attempting the trip if it has not been canceled appropriately the trip is marked a "No Show." The agency will be responsible for payment for a client's no shows. In the event that an agency does not pay "No Shows," the client will be responsible for payment. The client will not be permitted to ride again until that charge is paid (unless unallowable per Medicaid policy).
3. Reimburse KATA for all services rendered. Local travel (within the four counties) will be billed at a rate of \$1.25 per shared mile (See Attachment

KARTS

POST OFFICE BOX 246
HENDERSON, NORTH CAROLINA 27536

PUBLIC TRANSPORTATION
TELEPHONE: 252/436-2573

B). Out of County travel will be billed at a flat rate per round trip (See Attachment B). Specialized services will be billed at a rate of \$9.00 an hour and \$1.25 per mile. Wait time will be charged at a flat rate of \$20 per hour.

4. Understand the following provisions are in place:
 - a. The agency agrees that vehicles will not wait more than two minutes beyond scheduled pick-up time at an individual client's pick-up location. The agency will be billed for all wait time outside of the initial two minutes allotted in 15 minute increments (if requested in writing by the agency).
 - b. KARTS does not provide one-on-one service. To make trips affordable for all agencies and general public riders, return trips are prescheduled whenever possible and included in a set route. For all local trips, drivers are not allowed to wait beyond the two minutes allotted for clients on a return trip. Wait time will be charged in the same manner as stated above for the initial trip. For clients who do not know their return trip time, they will be instructed to call the KATA office when their appointment is complete and a driver will be dispatched as soon as possible to pick them up. Because they are not prescheduled in a set route, their wait-time can vary, up to sixty minutes after notifying KARTS that they are ready.
 - c. Group trips or specialized services must be canceled 48 hours prior to the scheduled trip. Any trip canceled with less than 48 hour notice will be charged a \$100 administration fee.
 - d. Due to FTA's drug testing requirements group trips may only travel 100 miles from KATA's office.
 - e. The fare structure quoted is based on the highest level of cost sharing possible among all county core agencies, including, but not limited to, Department of Social Services, Aging Services, Area Mental Health Programs and Health Department. If all county core agencies choose not to fully utilize KATA to provide transportation for clients of said agencies, then KATA reserves the right to increase fares for all core agencies within a single county. Please note: KATA realizes that core agencies may have situations when some of their transportation needs will be met by other providers because of varying factors such as cost, time constraints, and the like. However, every effort should be made by the core agencies to insure that KATA has an opportunity to evaluate the costs of these services to compare fully allocated costs. If it is determined that KATA must increase rates due to underutilization the agency will be provided a 10 day notice of the new rate.

KARTS

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HENDERSON, NORTH CAROLINA 27536

PUBLIC TRANSPORTATION
TELEPHONE: 252/438-2573

- f. In the event that the average cost of fuel increases more than .05¢ per
 - g. gallon over \$3.80 per gallon, rates will increase at a rate of .01¢ per shared mile for every .01¢ over that amount.
 - h. KATA reserves the right to negotiate separate contracts and rates with other agencies.
 - i. KATA will be paid for all services rendered regardless of the funding agency receiving reimbursement for said services.
 - j. KARTS offers door-to-door service. Drivers are permitted to provide assistance to passengers from the door of their origination to the door of their destination, when safe to do so. Assistance to passengers in wheelchairs will be provided up and down suitable ramps. Drivers are not permitted to provide assistance up and down any number of steps for passengers in wheelchairs. KARTS' drivers are not permitted to enter client's homes or medical facilities for any reason. Drivers are also not permitted to sign passengers in or out of service buildings.
 - k. Passengers are expected to be ready for pick-up at least 60 minutes prior to their appointment time. One personal care attendant of passengers requiring additional assistance may ride for no charge, provided that the request is made in advance, and the origin and destination of the trip are the same.
5. Reimburse KATA for transportation services within thirty days of receipt of the monthly statement as submitted. Any extension of time for payment must be approved in advance by KATA. In the event that the agency disputes the accuracy of the charges of any trips, the agency must make full and timely payment of the entire invoiced amount and indicate the disputed charges. KATA will attempt to resolve all disputed charges and make adjustments to the following months invoice as necessary.
 6. Notify KATA of service complaints within forty-eight hours. Complaints must be supported with written documentation and signed by the person preparing the complaint.
 7. Obtain prior approval from KATA when requesting new or exceptional services.
 8. Ensure that no trips are taken involving transportation of agency clients that are prohibited by law.
 9. The agency agrees to assist in the enforcement of KATA's policies and in the education of consumers on using the system by making clients aware of Attachment A.

C. Other terms:

1. This agreement shall take effect on July 1, 2015 and shall be effective though June 30, 2016.

KARTS

POST OFFICE BOX 246
HENDERSON, NORTH CAROLINA 27536

PUBLIC TRANSPORTATION
TELEPHONE: 252/438-2573

2. Any modification or amendments to this agreement shall be in writing and when signed by all parties shall be made a part hereof.
3. This agreement may be terminated either party with 30 days written notice.
4. The agency agrees, to the extent allowable by law, to release and hold harmless KATA and KARTS, its' employee and agents, from all claims, losses, liabilities or expenses (including attorney's fees) arising from bodily injury, property damage, or death to any person or persons resulting from the provision of transportation services under this contract, and resulting from the negligence of the agency. KATA agrees, to the extent allowable by law, to release and hold harmless the agency, its employees and agents, from all claims, loss, liability or expense (including attorney's fees) arising from bodily injury, property damage or death to any person or persons resulting from the provision of transportation services under this contract, and resulting from the negligence of KATA.
5. Only clients of the agency may receive services under this agreement.
6. All notices and other communications pertaining to this Agreement shall be in writing and shall be deemed given if personally delivered to the other party or if sent by certified mail, return receipt requested, postage prepaid. A notice sent by certified mail, shall be deemed to be given on the third business day after the mailing date. All notices or communications between the agency and KATA pertaining to the agreement shall be addressed as shown below:

**Warren County Senior Center
Alicia Giddiens, Director
435 W. Franklin St.
Warrenton, NC 27589**

KARTS

POST OFFICE BOX 246
HENDERSON, NORTH CAROLINA 27536

PUBLIC TRANSPORTATION
TELEPHONE: 252/438-2573

KATA
Executive Director
PO Box 246
Henderson, NC 27536

7. Failure to enforce any provision of this contract shall not be construed as waiver of such provision or otherwise affect the validity of this contract.
8. If any provision of this contract is adjudicated invalid by any court of competent jurisdiction, such invalidity will not affect the remainder of this contract.
9. Any other agency specific terms are included as Attachment C if applicable.

IN TESTIMONY WHEREOF, KERR AREA TRANSPORTATION AUTHORITY through their authorized officers and by their own hands have hereunto set forth their hands and seals on the day and year written.

Warren County (on behalf of Warren County Senior Center)

By: _____

Date: _____

KERR AREA TRANSPORTATION AUTHORITY

By: 
Robert Brink, Executive Director
Kerr Area Transportation Authority

Date: _____

**This instrument has been preaudited in the
Manner required by the Local Government
Budget and Fiscal Control Act.**


Stacia M. Edmonds
Finance Director 6/18/15

KARTS' Passenger Policies

Attachment A

**For your safety and comfort and for that of all of our passengers;
passengers are required to observe the following policies when riding KARTS:**

1. Request for transportation should be made 48 hours prior to when transportation is needed. When KARTS reaches capacity of 700 trips no further requests will be taken. The sooner a trip is scheduled the better, but no further than 14 days in advance.
2. Please be ready to go at least 60 minutes prior to your scheduled pick-up time. Once the van has arrived the driver can wait no more than 2 minutes for passengers to board.
3. If a vehicle arrives to pick you up and you do not ride for any reason it is considered a **No-Show**. You are responsible for the cost of this **No-Show** before you may ride again.
4. Schedule changes are to be handled through the KARTS' office or through the appropriate agency office at **ALL** times. Passengers are asked not to make arrangements with drivers. **Cancellations may not be relayed by drivers**. Requests for next day service, including changes in destination, must be called into KARTS.
5. **Raleigh, Durham** passengers should not schedule their arrivals earlier than 10:30 A.M. **Chapel Hill** passengers should not schedule earlier than 11:00 A.M. KARTS must return from **Chapel Hill** at 3:30 P.M. and other out of county trips no later than 4:00 P.M. **with or without all passengers**. The vehicle will return when all passengers are ready or at 4:00 P.M.
6. If you are riding as a **will-call** you must call the office when you are ready for pick-up. After you contact the office it my take up to 60 minutes for your ride to arrive.
7. If you have scheduled a time for your return trip and you will not be ready it is your responsibility to notify KARTS that you will not be ready. Failure to do so will result in a **No-Show**. If you are not ready at your scheduled time your trip will be made a **will-call**.
8. KARTS' drivers can assist passengers on and off the van, and to and from the door of their pick-up or drop-off point, as long as the van remains within eyesight. Drivers are not permitted to assist passengers inside homes or other buildings. Drivers can assist those in wheelchairs in navigating **suitable** ramps, however, they are not permitted to push or pull wheelchairs up or down steps.
9. KARTS' drivers are not permitted to stop for restroom breaks or otherwise while in route; only to pick up or discharge passengers. In the event there is a medical reason a passenger needs to stop for breaks, passengers are asked to contact the KARTS' offices.
10. Passengers are expected to be responsible for their own personal hygiene while on board KARTS' vehicles.
11. If you are paying with cash, please have exact fare ready when boarding. For those who are using tickets or FareKards, please have them ready upon boarding. The **full fare** is due on the first leg of the trip.
12. **ALL** passengers must use safety belts while riding in KARTS' vehicles. Children required by NC law must be properly secured in an approved child restraint system. **KARTS does not provide child restraints**. Passengers in wheelchairs or other mobility devices must permit drivers to completely secure the chair using the 4-point tie-down system with lap and shoulder restraints. It is advisable for passengers in wheelchairs or scooters to transfer to a regular seat if at all possible. In any event, the mobility device must be secured. KARTS does not transport wheelchairs by themselves, someone must accompany the chair.

KARTS' Passenger Policies

13. KARTS' drivers are not permitted to transport passengers with bodily fluids on their person (must be in sealed container). In the event of an on-board emission, drivers will take the passenger back to his/her origination or to their destination; whichever is closer.
14. Please limit conversation with drivers to any instructions necessary when boarding/leaving the vehicle. Conversations between passengers should be held in a normal tone so as not to disrupt other passengers or the driver. **The use of profanity is prohibited.**
15. Physical contact with the driver or with other passengers is not permitted. Passengers are asked to refrain from public displays of affection and/or any sexual activities while on board the KARTS' vehicle. Passengers are asked to stay seated until the vehicle has come to a complete stop at one's destination. Passengers are asked not to rest their feet on the seats, and to keep their hands and arms inside the vehicle. Destruction of KARTS' property will result in legal action. Additionally, passengers are asked to keep the aisles clear of obstructions such as bags, etc. **Limit bags to two bags per person.**
16. The use of, possession of, and/or sale of alcohol or illegal drugs is not permitted on any KARTS' vehicles. KARTS' drivers have the authority to deny service to any person thought to be under the influence of drugs or alcohol.
17. The carrying of concealed weapons is not permitted in KARTS' vehicles. KARTS' drivers have the authority to deny service to persons carrying weapons.
18. Smoking, eating, and/or drinking are not permitted on the KARTS' vehicles.
19. The use of music playing devices is permitted with the proper headphones and at an appropriate volume. The driver may ask that you turn down the volume if it becomes a driving distraction.
20. The use of cell phones is permitted as long as conversations are held to a minimum and at a reasonable volume. The driver may ask that you not talk on the phone if it becomes a driving distraction.
21. Drivers have the authority to deny service to anyone they deem at the time to be violent, intoxicated, or hazardous to themselves, other passengers, or the driver. In the event a passenger does become violent the police will be notified immediately.
22. Drivers can only pick up passengers who have suitable driveways.
23. Passengers under the age of 13 must be accompanied by an adult.
24. Abusive or profane language will not be tolerated. Any threats made toward the driver, other passengers or office staff will result in an immediate 30 day service suspension. Multiple violations of this policy may result in permanent suspension.

These policies are in effect in order to protect the employees of KARTS and passengers. All passengers have a right to safe, efficient transportation, and a responsibility to do their part to make sure that this is the case for everyone. Failure to observe these policies could result in temporary or permanent suspension of KARTS' privileges. KARTS will immediately report all illegal actions to the proper authorities. Thank you for using KARTS and if you have any questions please contact the office at 252-438-2573.

KARTS

POST OFFICE BOX 248
HENDERSON, NORTH CAROLINA 27538

PUBLIC TRANSPORTATION
TELEPHONE: 252/438-2573

Attachment B

KARTS AGENCY RATE 2015-2016

LOCAL TRIPS

\$1.25 per shared mile (Cost distributed evenly among all passengers on each vehicle for each day of service).

OUT-OF-COUNTY

All out of county trips will be billed a flat rate of \$45.

SPECIALIZED SERVICE

Specialized services will be billed at the shared mile rate and \$9 an hour.

ATTACHMENT C

SENIOR CENTER WARREN COUNTY

1. The Agency agrees to authorize the KATA to provide certain transportation services for its Senior Center passengers as requested within vehicle/driver limitations.
2. The Agency agrees to determine eligibility and to schedule transportation services with KARTS.
3. KATA agrees to bill the individual for whom service was requested for a "no-show". A "no-show" is defined as that service which was requested either by or for a passenger but the passenger was not present to be transported and the request had not been cancelled. KATA reserves the right to stop service until the individual has paid the "no-show" fee.
4. KATA will bill the Agency based on the current rates as per Attachment B. The Agency understands that the rates are subject to change in accordance with the Fuel Increase Provision as stated in the Transportation Agreement, Section B Paragraph F.
5. Cancellations will be accepted by KATA from the Agency or the passenger.

AGENCY

By: _____

Date: _____

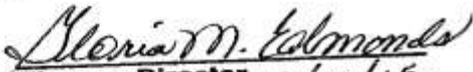
KERR AREA TRANSPORTATION AUTHORITY

By: 

Rob Brink
Kerr Area Transportation Authority Director

Date: 6/15/15

**This instrument has been preaudited in the
Manner required by the Local Government
Budget and Fiscal Control Act.**


Finance Director 6/18/15

Meeting Date: June 25, 2015

Agenda Item # 3

SUBJECT: Contract for Professional Services –Logan Systems, Inc.

SUMMARY: Renewal of the Professional Services Agreement between Logan Systems, Inc. and Warren County to manage the permanent land records maintained by the Warren County Register of Deeds Office is presented for Board’s review and action. Term of Agreement: July 1, 2015 thru June 30, 2018. Effective July 1, 2015 the services will be provided at the monthly flat fee of \$3,038.50 for the term of the agreement. Funds are budgeted in the Register of Deeds FY 16 budget to pay for these services.

Authorize Chairman Richardson to sign same.

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the Professional Services Agreement between Logan Systems, Inc. and Warren County, and authorize Chairman Richardson to sign the Agreement. Funding Source: FY 16 General Fund Budget

NOTES:



LOGAN SYSTEMS, INC.

P.O. Box 20844 • Greensboro, NC 27420
4003 Clifton Road • Greensboro, NC 27407
Toll Free: 1-800-342-2208 • Fax: 336-299-9905



May 27, 2015

Hon. Yvonne Alston
Warren County Register of Deeds
P.O. Box 506
Warrenton, NC 27589

Re: Renewal of Contract for Professional Services

Dear Ms. Alston:

Logan Systems is proud of our relationship with your office. The automation enhancements made in the office have increased the efficiency of the staff and have improved the public's ability to use the records in your office. In addition, the disaster recovery protection for the records in the office has also dramatically improved.

The current contract between Logan Systems and the County expires on June 30, 2015. We propose to renew the contract for another three years at the current rates. Logan Systems will continue to provide your office with enhancements as they are developed. Conversion work will continue to be covered by separate agreements.

I am forwarding three originals of the agreement for professional services that I have signed on behalf of Logan Systems. If these terms are acceptable to you and the County, please have the appropriate County representative sign the agreement and return one of the originals back to my attention for our records. We appreciate your business and look forward to continuing to provide excellent service to you and your staff. If you have any questions, please contact me at the toll free number listed above at your convenience.

Sincerely,

Craig Sanders
President

PROFESSIONAL SERVICES AGREEMENT

This service agreement between Logan Systems, Inc. ("Logan Systems") and Warren County, North Carolina (the "County") will become effective July 1, 2015. The respective parties may execute this agreement at different times, and one or both parties may sign the agreement after the effective date.

Pursuant to the terms outlined below, Logan Systems agrees to provide professional services to the Warren County Register of Deeds ("ROD") relating to the management of the permanent land records maintained by the ROD. The agreement is divided into three sections. The first outlines all general terms common to the services provided to the ROD. The two remaining sections contain specific terms for the services provided and the respective costs of those services.

I. Common Terms

1. Term of the Agreement: This agreement shall cover all day-forward services provided by Logan Systems to the ROD from July 1, 2015 to June 30, 2018.
2. Services Provided: LSI provides a turnkey service that includes all necessary hardware, software, training and support. The services to be provided are explained in greater detail in Section II below.
3. Training: All necessary training for both the ROD's staff and the general public will be provided by Logan Systems at no additional charge to the County.
4. Support: Unlimited support is provided via a toll free number from 8:00AM through 5:00PM. In addition, other contact numbers for support representatives have been provided for after hours support. If the problem or question cannot be adequately answered over the telephone, then a support representative will visit the ROD's office. If equipment needs to be repaired or replaced, the target for such replacement is 24 hours.
5. New Indexing Standards: The state of North Carolina has adopted new land record indexing standards that are effective July 1, 2012. Logan Systems has made all necessary changes to its software to comply with these new standards, and successfully completed the Secretary of State's compliance review in November 2011. There will be no additional fee for the programming changes. In addition, if any equipment needs to be upgraded, Logan Systems will do so as part of our standard services.
6. Paper Index: Logan Systems will print a multiyear merge through June 30, 2012. If the County wants to continue to print a paper index after the new standards are effective, Logan Systems will print the year to date index each month.
7. Consumable Supplies: The cost of consumable supplies such as paper, toner, and receipting labels are not included in the charges listed below. These consumables may be purchased from Logan Systems or from another source.
8. Ownership of Hardware and Software: All hardware and software provided as part of the services remains the property of Logan Systems. As such, Logan Systems remains responsible for the replacement, repair, and upgrade of such equipment.
9. Year 2000 Compliance: Logan Systems warrants that all computer hardware and software provided by Logan Systems will be year 2000 compliant.

10. Changes in Technology: If technology changes require Logan Systems to change either the operating systems on which its software and hardware operate, or the type of hardware or media used in the storage of data, Logan Systems will migrate the data it manages for the ROD to the newer media at no charge to the County.
11. Authorization for past Services: If either Logan Systems or the County signs this agreement after its effective date, this agreement specifically authorizes payments for all such satisfactorily provided services.
12. Integration Clause: This agreement, including the attachment, represents the entire agreement between the parties. Any modification or alteration of this agreement must be done so in writing and approved by both parties.
13. Severability: The provisions of this agreement are severable, and should any court of competent jurisdiction deem any provision(s) invalid, the remaining provisions will remain valid, unless such ruling will make further performance under the contract impossible or impose an unconscionable burden upon one of the parties.
14. Termination for Convenience: Prior to the expiration of the term defined above, the County may terminate this agreement for any reason without explanation by providing Logan Systems with a written notice of its intent to terminate the agreement. In order to be effective, Logan Systems must receive the notice of termination at least ninety (90) days prior to the proposed termination date. Logan Systems will continue to provide all services included in this agreement until such termination date. The County will remain responsible for the payment of all services that are either provided or would have been provided prior to such termination date.
15. Site Preparation: The County shall be responsible for the timely preparation and maintenance of the site, including without limitation, providing adequate electrical power for all computers and peripherals, providing all necessary network cabling and firewalls, and providing adequate cooling for all servers.
16. North Carolina Law: This agreement shall be interpreted using North Carolina law.

II. Services Provided

1. Traditional Indexing Services: Logan Systems currently provides indexing services to the ROD's office. It is this system that allows the ROD's staff to input indexing data and print out various verification forms and statistical reports to insure the accuracy of the information. The monthly and annual merges and the corresponding paper prints will continue to be provided. In addition, indexing binders are included with this service.
2. Automated Indexing: Logan Systems currently provides a computer system that allows for searches of the entire indexing database maintained by the ROD. In addition to the searchable index, this system is linked to scanned documents to the extent that those records have been digitized.
3. Receipting System: Logan Systems will continue to provide a customized receipting system in the ROD's office.
4. Scanning of Land Records: The ROD currently creates an imaging database by scanning current land record and vital statistic filings. This system allows form feeding for rapid scanning of the single sided documents mandated by current North Carolina law. In order to aid verification efforts, the system places a tag in the top left corner of the scanned page when stored.

5. Printing of Scanned Records: Currently, Logan Systems provides a printing system that allows the County to print out all scanned records in a single or double sided format offset for binder holes. The program is adjustable so that the offset can be changed if binder sizes and/or hole locations are changed. The recording binders used are NOT included in the cost of services. These may be purchased from Logan Systems or another vendor.
6. Index and Image Retrieval: Logan Systems currently provides public retrieval units for both indexing and imaging retrieval.
7. Remote Access: Logan Systems will continue to provide remote access service to the ROD. This service allows public users to access data over the Internet.
8. Film Conversion: Logan Systems currently provides film conversion services to the ROD to meet the requirement of the state of North Carolina that archival microfilm for imaged data be created and sent to the state archives.

III. Costs for Services

1. Cost for Services: For the entire three year term of this agreement, the cost for the services described above will be a flat fee of \$3,038.50 per month.
2. Plat Scanning: Logan Systems will scan original plats at a rate of \$6.00 per plat. This includes both current and historical (back file) plats. If the County scans their own plats, Logan Systems will assist the County in making these scans available on our systems.
3. Shipping and Handling: Logan Systems will continue to charge a shipping and handling fee for all shipments made to the County, including paper index, plats, and supplies. This fee is equal to our cost of shipping, usually from UPS.
4. Renewal Prices: At the end of the primary term of this agreement, the parties will negotiate renewal terms. If the County wishes to continue with all of the same services, the renewal price shall not increase more than four (4) percent per year.
5. Billing in Arrears: Logan Systems bills in arrears for all of the services that it provides. Therefore, by way of illustration, services provided in July are billed in August. All invoices shall be paid in the manner and timeframe typically used by the County. However, in no case shall payment be made more than thirty (30) days after the receipt by the County of an invoice from Logan Systems.

Approved by Warren County:

Approved by Logan Systems, Inc.:

By: _____

By: Cray Sardary

Title _____

Title: President

Attested by: _____

Attested by: [Signature]

Date: _____

Date: May 27, 2015

This instrument has been preaudited in the Manner required by the Local Government Budget and Fiscal Control Act.

[Corporate Seal]

Storia M. Edmonds
 Finance Director
 6/2/15

Meeting Date: June 25, 2015

Agenda Item # 4-A

SUBJECT: Adopt Amendment # 11 to the FY 2014-2015 Warren County Budget Ordinance to close-out FY 15 Budget Year

SUMMARY: As requested by the Finance Director, Amendment # 11 to the FY 2014-15 Warren County Budget Ordinance to close-out the FY 2015 budget is presented for the Board's consideration and approval.

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment # 11 to the FY 2014-15 Warren County Budget Ordinance as presented by the Finance Director.

NOTES:

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2014/2015
Amendment No. 11**

Section 1 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

County Commissioners	\$	1,500
County Attorney		25,000
Child Support Enforcement		1,000
Medical Examiner		6,000
Health Department		(4,477)
Board of Elections		950
Transfer to Other Funds - Simulcast Radio System Upgrade		162,750
Debt Service		(162,750)
Armory		15,586
Building, Grounds & Maintenance - Major Building Repairs		(16,536)
Total	\$	29,023

Section 2 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Revenues:

Restricted Intergovernmental - Health		(9,691)
Miscellaneous Revenue		5,214
Sales Taxes		33,500
Total	\$	29,023

Section 15 of the Warren County Budget Ordinance, pertaining to the District III Water System Enterprise Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

District III Water System	\$	42,315
Total	\$	42,315

Section 16 of the Warren County Budget Ordinance, pertaining to the District III Water System Enterprise Fund shall be amended as follows:

Increase/(Decrease) Revenues:

Fund Balance Appropriated - District III Enterprise Fund	\$	42,315
Total	\$	42,315

This amendment:

- appropriates additional funds to the following departments to prevent overspending:

County Commissioners	\$	1,500
County Attorney		25,000
Child Support Enforcement		1,000
Medical Examiner		6,000
	<u>\$</u>	<u>33,500</u>

Source of Funding: Sales Taxes

- appropriates additional funds to the Armory budget for building repairs and maintenance (i.e., portable dance floor and sound system).

Source of Funding: Building, Grounds & Maintenance - Major Building Repairs

- adjust the Health Department budget to agree with state grants (reduction of \$9,691).

Source of Funding: NC Department Health & Human Services

- appropriates additional funds to the Health Department budget for a new vehicle.

Source of Funding: Insurance Claims

- appropriates additional funds to the Board of Elections for building maintenance (i.e., painting).

Source of Funding: Building, Grounds & Maintenance - Major Building Repairs

- transfers funds to the Simulcast Radio System Upgrade Project. Funds were budgeted for Simulcast debt service but were not spent.

Source of Funding: Debt Service

- appropriates an additional \$15,000 to the District III Water Enterprise Fund to prevent overspending.

Source of Funding: Fund Balance Appropriated - District III Enterprise Fund

- transfers budgeted fund balance (\$27,315) to the District III Eaton's Ferry Bridge Crossing Project.

Source of Funding: Fund Balance Appropriated - District III Enterprise Fund

Respectfully Submitted 6/25/2015

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Meeting Date: June 25, 2015

Agenda Item # 4-B

SUBJECT: Adopt Amendment # 3 to the Water & Sewer District III Eaton's Ferry Bridge Crossing Project Ordinance.

SUMMARY: As requested by the Finance Director, Amendment # 3 to the Water & Sewer District III Eaton's Ferry Bridge Crossing Project Ordinance is presented for the Board's consideration and approval.

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment # 3 to the Water & Sewer District III Eaton's Ferry Bridge Crossing Project Ordinance as presented by the Finance Director.

NOTES:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE FOR
WARREN COUNTY WATER & SEWER DISTRICT NO. III
EATON'S FERRY BRIDGE CROSSING
(Amendment No. 3)**

Section 3 of the above-referenced capital project ordinance shall be amended as follows:

Increase/(Decrease) Revenues:

NC Rural Center Grant	\$ 11,883
Transfer from Other Funds - DIII PH II Capital Project	152
Transfer from Other Funds - DIII Enterprise Fund	<u>(12,035)</u>
Total	\$ -

This amendment:

adjusts the budget to the actual costs of the project and also closes the project.

Respectfully Submitted 06/25/2015

Gloria M. Edmonds

Gloria M. Edmonds
Finance Director

Meeting Date: June 25, 2015

Agenda Item # 4-C

SUBJECT: Adopt Amendment # 8 to the Ephraim Place Housing Development Project

SUMMARY: As requested by the Finance Director, Amendment # 8 to the Ephraim Place Housing Development Project Ordinance is presented for the Board's consideration and approval.

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment # 8 to the Ephraim Place Housing Development Project Ordinance as presented by the Finance Director.

NOTES:

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
AMENDMENT TO THE GRANT PROJECT ORDINANCE FOR THE
EPHRAIM PLACE HOUSING DEVELOPMENT PROJECT
(Amendment No. 8)**

Section 3 The following revenues are anticipated to be available to complete the project:

Transfer from General Fund	<u>\$ 19,000</u>
Total	\$ 19,000

Section 4 The following amounts are appropriated for the project:

Debt Service / Grant Repayment	<u>\$ 19,000</u>
Total	\$ 19,000

Explanation:

appropriates funds to the Ephraim Place Housing Development Project budget for repayment of grant funds to the NC Department of Commerce Community Assistance.

Respectfully Submitted 6/25/2015

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Meeting Date: June 25, 2015

Agenda Item # 4-D

SUBJECT: Adopt Amendment # 6 to the Capital Project Ordinance Warren County Simulcast System Upgrade

SUMMARY: As requested by the Finance Director, Amendment # 6 to the Capital Project Ordinance Warren County Simulcast System Upgrade budget is presented for the Board's consideration and approval.

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment # 6 to the Capital Project Ordinance Warren County Simulcast System Upgrade as presented by the Finance Director.

NOTES:

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
SIMULCAST SYSTEM UPGRADE
(Amendment No. 6)**

Section 3 of the above-reference capital project ordinance shall be amended as follows:

Increase/(Decrease) Revenues:

Transfer from Other Funds - General Fund	\$ 162,750
Proceeds Installment Purchase	<u>(162,750)</u>
Total	\$ -

This amendment receives funds from the General Fund.

Respectfully Submitted 6/25/2015

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Meeting Date: June 25, 2015

Agenda Item # 5

SUBJECT: Adopt FY 2015-2016 Warren County Budget Ordinance

SUMMARY: FY 2015-16 Warren County Budget Ordinance is presented for the Board's consideration and adoption.

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of the FY 2015-2016 Warren County Budget Ordinance.

NOTES:

**Proposed FY 2015-2016
Warren County Budget Ordinance
will be provided at the meeting.**

Agenda Item # 6

Adjourn

**June 25, 2015
Special Meeting**