

***WARREN COUNTY
BOARD OF COMMISSIONERS***

February 1, 2016

5:00 PM – Special Work Session

5:30 PM – Public Hearing

5:45 PM – Public Hearing

6:00 PM – Regular Meeting



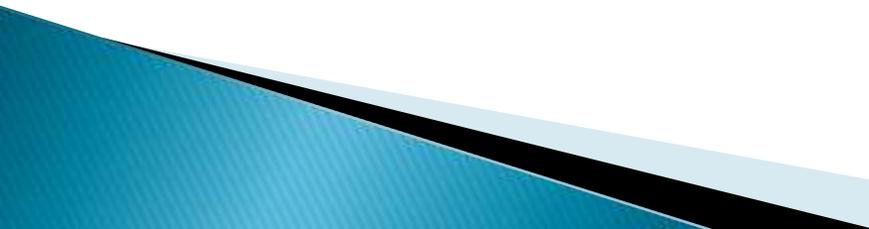
***WARREN COUNTY ARMORY CIVIC CENTER
COMMISSIONERS' MEETING ROOM
WARRENTON, NORTH CAROLINA***

Call to Order February 1, 2016
Regular Monthly Meeting
By
Chairman or Designee

Agenda Item # 2
Moment of Silence

Agenda Item # 3
Conflict of Interest Disclaimer



- ▶ *“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.
- 

Agenda Item # 4

Citizen Comments



Rules for Citizen Comments

Please sign up to speak.

The maximum time allotted to each speaker will be ____ (__) minutes;
Clerk to the Board will keep time.

Any group of people who support or oppose the same position should designate a
spokesperson.

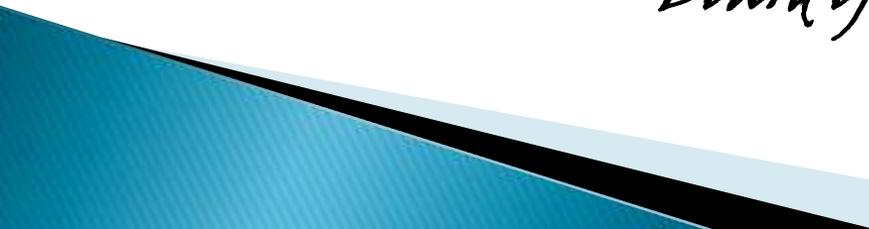
Please address only those items which might not have been addressed by a previous
speaker.

If response from Manager and/or Board is desired, please leave a copy of your
comment(s) with the Clerk to the Board.

Order and decorum will be maintained. This is not a question and answer session.

Please be aware, comments are recorded.

*Warren County
Board of Commissioners*



Meeting Date: February 1, 2016

Agenda Item # 5

SUBJECT: Adopt February 1, 2016 Suggested Agenda

REQUESTED BY: Clerk / Deputy Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



SUGGESTED AGENDA
FOR
February 1, 2016 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center Commissioners' Meeting Room
WARRENTON, NORTH CAROLINA

5:00 PM – Special Work Session

5:30 PM – Public Hearing

5:45 PM – Public Hearing

1. Call to Order Regular Monthly Meeting – 6:00 pm by Chairman or Designee
2. Moment of Silence
3. Conflict of Interest Disclaimer
4. Citizen Comments
5. Adopt February 1, 2016 Suggested Agenda
6. Consent Agenda
 - A. Approve Minutes: January 4, 2016 Regular Meeting Minutes
 - B. Interest Income Report – Finance Director Gloria Edmonds
 - C. Tax Collector's Report – Starlin Beatty, Tax Administrator
 - D. Tax Release Requests (Over \$100) – Starlin Beatty, Tax Administrator
Tax Release Requests (Under \$100) - “ “ “ “
 - E. Proclamation – Black History Month – February 2016
 - F. Approve Vehicle Substitution – Detention Center Van

7. Finance Office - Gloria Edmonds, Finance Director
 - A. Adopt Resolution Approving Installment Purchase Financing for 12 vehicles
 - B. Amendment # 7 to the FY 2015-16 Warren County Budget Ordinance
 - C. Amendment #3 to the Buck Spring Regional Leadership Center for Excellence Capital Project Ordinance
 - D. Accept FY 2014-15 Audit Report from Winston Williams Creech Evans & Company, LLP
8. Request for Endorsement of Community Services Block Grant Application from Franklin-Vance Warren Opportunity - Sara S. Rudolph, FVW, CEO
9. Personnel Matters
 - A. Appointment of Information Technology (IT) Director effective February 16, 2016
 - B. Appoint Interim Animal Control Director – Danielle Bowen, Animal Shelter Technician
10. Buck Spring:
 - A. Request to Waive Building Permit Fees for Buck Spring Phase I Project
 - B. Authorize Right-Of-Way Access to Marvin G. Howard Across Buck Spring Property
11. Adopt Amended Records Retention Schedule for Sheriff's Office – Clerk to the Board
12. Surplus Property – Clerk to the Board
 - A. Resolution Conveying Chairs to Warren County Community Center
 - B. Resolution Declaring Surplus Property – Answering Machine & Printer
13. Adopt 2016-17 Budget Schedule
14. Consider Resolution Supporting Connect NC Bond Act
15. Emergency Services Headquarters Facility
 - A. Consider Fee Proposal for A/E Services for the Emergency Services Headquarters Facility
 - B. Amendment #2 to the Emergency Services Headquarters Facility Capital Project Ordinance
16. County Manager's Reports
 - A. Contracts Approved
 - B. Manager's Status Report for January 2016
17. Adjourn February 1, 2016 Meeting

Meeting Date: February 1, 2016

Consent Agenda Item # 6A

SUBJECT: Approve Minutes

REQUESTED BY: Clerk to the Board

**SUMMARY: Minutes presented for approval from January 4, 2016
Regular Monthly meeting.**

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



*Minutes of the January 4, 2016
Regular Monthly meeting were provided
by e-mail to Board members prior to the
meeting for review.*



Meeting Date: February 1, 2016

Consent Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Gloria Edmonds, Finance Director

**SUMMARY: Interest Income Report for the month of December 2015
is submitted for the Board's information.**

FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



INTEREST INCOME REPORT MONTH OF DECEMBER 2015

FUND	DECEMBER INCOME	FISCAL YEAR TO - DATE
General	1,271.47	3,376.28
Revaluation	58.87	175.44
E 911 Telephone System	64.39	200.16
Buck Spring Project	47.36	141.18
Simulcast System Upgrade	67.13	202.63
Regional Water Enterprise Fund	176.39	525.69
District 1 Enterprise Fund	160.06	477.02
Solid Waste	13.85	37.23
District II Enterprise Fund	206.17	614.53
District III Enterprise Fund	100.21	298.66
District III Phase III	0.92	4.48
Emergency Services Headquarters	17.46	59.02
Recreation Complex Phase III	0.12	25.09
	2,184.40	6,137.41

Meeting Date: February 1, 2016

Consent Agenda Item # 6C

SUBJECT: Tax Collector's Report

REQUESTED BY: Starlin Beatty, Tax Administrator

SUMMARY: Tax Collector's Report for the month of December 2015 is presented for the Board's information.

FUNDING SOURCE: Various

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 105-350
Tax Collector's Report is supplied for Board's information**

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month December 2015**

Current Year Collections

Tax Year	Charge	Collected in December	Collected to Date	Balance Outstanding	% Collected
December 2015 FY16	\$16,397,788	\$4,760,164	\$12,148,104	\$4,249,684	74.08
December 2014 FY15	\$16,395,747	\$5,560,460	\$12,530,771	\$3,864,976	76.43

Delinquent Collections

2014	\$499,391	\$21,994	\$154,223	\$345,168	30.88
2013	270,868	8,427	53,840	\$217,028	19.88
2012	169,427	2,587	22,602	\$146,825	13.34
2011	121,557	1,879	11,780	\$109,778	9.69
2010	100,173	1,097	8,994	\$91,178	8.98
2009	89,874	1,074	7,657	\$82,217	8.52
2008	85,885	880	4,920	\$80,965	5.73
2007	95,178	713	3,404	\$91,774	3.58
2006	98,920	446	1,840	\$97,080	1.86
2005	84,227	156	1,901	\$82,326	2.26
Total Delinquent Years	\$ 1,615,500	\$39,253	\$ 271,161	\$ 1,344,339	

Other December Receipts

County Penalties	\$ 9,752	\$ 54,159
Landfill User Fees	\$ 290,391	\$ 839,807
Municipalities	\$ 278,590	\$ 490,469
Fire District Taxes	\$ 464,334	\$ 640,358
Advance Taxes	\$ 980	\$ 6,233

DECEMBER GRAND TOTAL

\$ 5,843,464	\$14,450,291
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Starlin L. Beatty, Tax Administrator 1/15/2016

Starlin L. Beatty, Tax Administrator

DATE

Meeting Date: February 1, 2016

CONSENT AGENDA Item # 6D

SUBJECT: Request for Approval of Tax Releases

REQUESTED BY: Starlin Beatty, Tax Administrator

SUMMARY: Tax releases over \$100 are presented for Board approval. Tax releases under \$100 approved by the County Manager are presented for the Board's information.

FUNDING SOURCE: General Fund

APPLICABLE STATUTE: NCGS 105-381. TAXPAYER'S REMEDIES

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Tax Releases over \$100 as presented by the Tax Administrator.

NOTES:

Request For Tax Releases Over \$100

Over \$100

2/1/2016

Date: _____

ERROR CORRECTION RELEASES:

ALSTON PRYOR	2005 3272 105	H11 9E 2X	34232	\$348.80	HOUSE NOT LIVEABLE
ALSTON PRYOR	2006 3272 106	H11 9E 2X	36726	\$212.20	HOUSE NOT LIVEABLE
ALSTON PRYOR	2007 3272 107	H11 9E 2X	38629	\$354.80	HOUSE NOT LIVEABLE
ALSTON PRYOR	2008 3272 108	H11 9E 2X	40971	\$301.28	HOUSE NOT LIVEABLE
ALSTON PRYOR	2009 3272 109	H11 9E 2X	43511	\$165.98	HOUSE NOT LIVEABLE
ALSTON PRYOR	2010 3272 110	H11 9E 2X	46277	\$197.45	HOUSE NOT LIVEABLE
ALSTON PRYOR	2011 3272 111	H11 9E 2X	47729	\$188.92	HOUSE NOT LIVEABLE
ALSTON PRYOR	2012 3272 112	H11 9E 2X	51178	\$178.27	HOUSE NOT LIVEABLE
ALSTON PRYOR	2013 3272 113	H11 9E 2X	54983	\$171.61	HOUSE NOT LIVEABLE
ALSTON PRYOR	2014 3272 114	H11 9E 2X	58193	\$156.51	HOUSE NOT LIVEABLE
ALSTON PRYOR	2015 3272 200	H11 9E 2X	26633	\$145.38	HOUSE NOT LIVEABLE
DOVE MARK A	2012 16834 112		51239	\$270.13	MOBILE HOME PD TWICE IN 2012
JORDAN JAMES JR	2015 23130 300	H6 47	7115	\$4,507.92	DOUBLE BILLED
OAKLEY ROCHELLE F	2015 29306 200	A2C 21	26971	\$137.11	LOST LEASE/MOVED OUT IN 2014
PLUMMER BARBARA A	2010 8148 110		46410	\$266.34	DID NOT OWN MH/BILLED CORRECT OWNER
PLUMMER BARBARA A	2011 8148 111		47882	\$307.85	DID NOT OWN MH/BILLED CORRECT OWNER
PLUMMER BARBARA A	2012 8148 112		51358	\$287.08	DID NOT OWN MH/BILLED CORRECT OWNER
PROJECT AMERICAN DREAM INC	2014 33005 114	B5 99	59414	\$266.30	CLERICAL ERROR/REBILLED CORRECTLY
PROJECT AMERICAN DREAM INC	2015 33005 300	B5 99	9589	\$242.74	CLERICAL ERROR/REBILLED CORRECTLY
SYLVER ANDREW & BETTY	2015 39440 301	F7 56D	528	\$163.29	DOES NOT OWN BOATS
WHITE ASHLEY & OTHERS	2016 43233 311	E3 7	9246	\$491.70	HOUSE TORN DOWN IN 2014

SUB-TOTAL ERROR CORRECTIONS:

\$9,361.66

Total Releases

\$9,361.66

LANDFILL USER FEE RELEASES:

JONES W KEITH	2015 36884 301	K2 47	5878	\$120.00	NO ELECTRICITY/NO METER
RIGGAN GLENN R	2015 34301 302	G5 17	11324	\$120.00	NO DWELLING ON PROP
RUDD TAMARA	2015 5589 200		27547	\$120.00	NO ELECTRICITY/MISSED RELEASE
WHITE ASHLEY & OTHERS	2015 43233 311	E3 7	9246	\$120.00	HOUSE TORN DOWN IN 2014

TOTAL LFUF RELEASES:

\$480.00

Total Releases

\$ 9,841.66

**County
Manager
approved
Tax Releases
Under \$100**

Under \$100

2/1/2016

Date: LJW
1/27/16

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
DAVIS MEREDITH D	2015	4044 300	F6 100	3773	\$2.00	DOG DIED
SKOW RONALD	2015	16496 300	J3B 67	14947	\$12.98	BOATS LISTED ON TIME

SUB-TOTAL ERROR CORRECTIONS:

\$ 14.98

MOTOR VEHICLE RELEASES:

ALLEN SUE TALLEY	2008	32296 108	XWH3090	40418	\$26.72	BANKRUPCY DISCHARGED
ELLIS JOHNNY BILL	2007	2292 107	WYY9875	38337	\$83.59	BANKRUPCY DISCHARGED
HENDERSON SHERICE S	2006	27457 106	SYL7293	36078	\$16.25	BANKRUPCY DISCHARGED
LOGAN CHERESE SWANNETTA	2011	20272 111	ZYC7196	47477	\$87.77	CLERICAL ERROR

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$214.33

SUB-TOTAL CORRECTION RELEASES:

\$14.98

Total Releases

\$229.31

Meeting Date: February 1, 2016

Consent Agenda Item # 6E

SUBJECT: Adopt Proclamation

REQUESTED BY: Clerk to the Board

SUMMARY: Proclamation – Black History Month – February 2016 submitted for Board’s review and adoption. Authorize Chairman to sign same.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Proclamation as presented, and authorize Chairman to sign same.

NOTES:



PROCLAMATION

WHEREAS, February has been designated as Black History Month and will be observed in many area communities; and

WHEREAS, this observance affords special opportunity to become more knowledgeable about black heritage, and to honor the many black leaders who have contributed to the progress of our nation; and

WHEREAS, such knowledge can strengthen the insight of all our citizens regarding the issues of human rights, the great strides that have been made in the crusade to eliminate the barriers of equality for minority groups, and the continuing struggle against racial discrimination and poverty;

NOW, THEREFORE, BE IT RESOLVED, that the Warren County Board of Commissioners, do hereby proclaim the month of February, 2016 as:

BLACK HISTORY MONTH 2016

In the County of Warren, we express special commendation to those throughout the County who have labored so diligently to make this observance a reality in our area; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that I urge all residents to make special note of the various community activities in celebration, and join together in making this a period of rededication to the principles of justice and equality for all people.

Adopted this the 1st day of February 2016

ATTEST:

Warren County Board of Commissioners
Barry Richardson, Chairman

Meeting Date: February 1, 2016

Consent Agenda Item # 6F

SUBJECT: Vehicle Substitution

REQUESTED BY: Clerk to the Board

SUMMARY: During the Request for Proposals process for Warren County vehicles, the Detention Center vehicle was listed as a Ford Econo Van with a budget of \$35,000. After no bids were received for said vehicle, the Sheriff's Office made a recommendation to purchase a 2016 Chevy Express Cargo Van through NC Sheriff's Association State Contract priced at \$24,737. Therefore this substitute vehicle is provided for Commissioners information and approval.

FUNDING SOURCE: Detention Center Departmental Budget

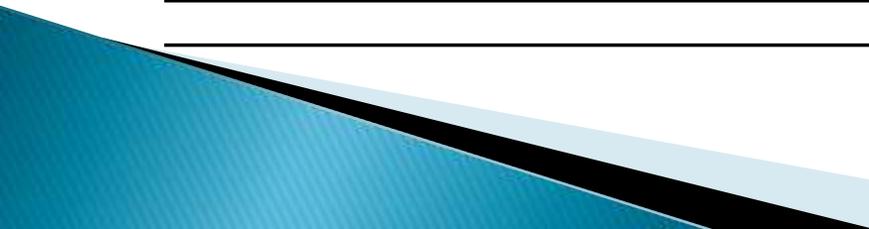
APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approving the purchase of a 2016 Chevy Express 2500 Cargo Van at the NC Sheriff's Association State Contract price of \$24,737 from Sir Walter Chevrolet of Raleigh, NC for the Detention Center.

NOTES:





2016 Chevy Express 2500 Cargo Van



Meeting Date: February 1, 2016

Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Adopt Resolution authorizing award of bid for Installment Purchase Financing for eleven (11) vehicles and one (1) ambulance remount in the amount of \$450,715 to First Citizens Bank at a fixed interest rate of 1.75%, total interest of \$12,218.36, for a three-year term. Authorize Chairman to sign the Resolution.

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval to adopt Resolution Authorizing the County of Warren to Execute an Installment Purchase Contract with First Citizens Bank to finance the purchase of 11 vehicles and 1 ambulance remount in an amount not to exceed \$450,715 at a fixed interest rate of 1.75%, for a three year term, and authorize the Chairman to sign the Resolution.

NOTES:

TO: Warren County Board of Commissioners

FROM: Gloria Edmonds
Finance Director *gme*

DATE: January 11, 2016

Re: Installment Purchase Financing

Warren County solicited bids from six financial institutions for the installment purchase financing of eleven vehicles and one ambulance remount budgeted in the FY 16 budget. Financing was requested for \$450,715.00 for a term of 3 years with payments in arrears. The following bids were received:

Financial Institution	Interest Rate	Total Interest	Costs	Total Costs
Branch Banking & Trust	1.79	12,545.96	non specified	12,545.96
First Citizens	1.75	12,218.36	non specified	12,218.36
SunTrust Finance & Leasing Corp.	2.30	16,160.10	\$100	16,260.10
Union Bank	No Bid Received			-
PNC	No Bid Received			-
Bank of America	No Bid Received			-

As noted above, First Citizens Bank has submitted the bid with the lowest costs to the County; therefore, it is my recommendation that we accept this bid with an interest rate of 1.75%.



WARREN COUNTY BOARD OF COMMISSIONERS

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

Barry Richardson, Chairman
Jennifer Jordan, Vice Chairman
Bertadean Baker
Tare Davis
Victor Hunt

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

State of North Carolina

County of Warren

RESOLUTION

AUTHORIZING THE COUNTY OF WARREN TO EXECUTE AN INSTALLMENT PURCHASE CONTRACT to finance the purchase of (2) Dodge Chargers, (2) Chevrolet Tahoes (1) Ford Edge, (3) Ford Transit-High Roof Extended Wagons, (1) Chevy Cargo Van, (1) Chevrolet Truck, (1) Ambulance Remount, (1) Grand Caravan Wagon.

WHEREAS, the County of Warren solicited and received competitive proposals from financial institutions to finance the purchase of two (2) Dodge Chargers, two (2) Chevrolet Tahoes, one (1) Ford Edge, three (3) Ford Transit-High Roof Ext Wagons, one (1) Chevy Cargo Van, one (1) Chevrolet Truck, one (1) Ambulance Remount and one (1) Grand Caravan Wagon with the total amount financed not to exceed \$450,715;

WHEREAS, First Citizens Bank offers the lowest fixed interest rate of 1.75% for a three year term for this purchase;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Warren, that the Warren County Board of Commissioners authorizes Linda T. Worth, Warren County Manager to enter into a contract with First Citizens Bank on behalf of the County of Warren to finance the purchase of two (2) Dodge Chargers, two (2) Chevrolet Tahoes, one (1) Ford Edge, three (3) Ford Transit-High Roof Ext Wagons, one (1) Chevy Cargo Van, one (1) Chevrolet Truck, one (1) Ambulance Remount and one (1) Grand Caravan Wagon with the total amount financed not to exceed \$450,715;

BE IT FURTHER RESOLVED that the aforesaid contracts by and between the County of Warren, various State contracts and other vendors, and First Citizens Bank, together with the amounts to be paid thereunder, be

and the same are hereby designated as qualified tax-exempt obligations of the County of Warren for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

BE IT FURTHER RESOLVED that the Warren County Board of Commissioners does not reasonably expect that the Purchaser (and any subordinate entities) will issue more than \$10,000,000 in qualified tax-exempt obligations pursuant to such Sections 265(b)(3)(ii) during the current calendar year.

This resolution is effective upon its adoption this **1st day of February, 2016**. The motion to adopt this resolution was made by Commissioner _____, seconded by Commissioner _____, and was passed by a vote of _____ to _____.

(Affix Seal of Government Unit)

Barry Richardson, Chairman, Board of
Warren County Commissioners

Attest:

This is to certify that this is a true and accurate copy of a Resolution, adopted by the Board of County Commissioners of the County of Warren on the 1st day of February, 2016.

Angelena Kearney-Dunlap, Clerk

_____, 2016
Date

Meeting Date: February 1, 2016

Item # 7-B

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Amendment # 7 to the Warren County FY 2015-16 Budget Ordinance, submitted for Board's review and approval.

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment # 7 to the FY 2015-16 Warren County Budget Ordinance as requested by the Finance Director.

NOTES:

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2015/2016

Amendment No. 7

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:

Sheriff's Department	\$	21,261
Central Communications		82
Court Facilities		2,656
Building, Grounds & Maintenance - Contingency		<u>(3,099)</u>
Total	\$	20,900

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 - Other		<u>20,900</u>
Total	\$	20,900

This amendment:

- appropriates funds to the Sheriff's Department budget for the purchase of a vehicle.

Funding Source: Federal Drug Forfeitures

- appropriates funds to the Sheriff's Department budget for building repairs and maintenance (i.e., HVAC repairs).

Funding Source: Building, Grounds & Maintenance - Contingency

- appropriates funds to the Central Communications budget for building repairs and maintenance (i.e., HVAC repairs).

Funding Source: Building, Grounds & Maintenance - Contingency

- appropriates funds to the Court Facilities budget for building repairs and maintenance (i.e., HVAC repairs).

Funding Source: Building, Grounds & Maintenance - Contingency

- appropriates funds to the Court Facilities budget for courtroom acoustical improvements.

Funding Source: Building, Grounds & Maintenance - Contingency

Respectfully Submitted 2/1/2016

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Meeting Date: February 1, 2016

Item # 7-C

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Amendment #3 to the Capital Project Ordinance Buck Spring Regional Leadership Center for Excellence is presented for Board's review and approval. Amendment adjusts the budget to the most recent cost estimates.

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #3 to the Capital Project Ordinance for the Buck Spring Regional Leadership Center for Excellence as presented by the Finance Director.

NOTES:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE
FOR THE
BUCK SPRING REGIONAL LEADERSHIP CENTER FOR
EXCELLENCE**

(Amendment No. 3)

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

Increase/(Decrease) Revenues

Private Contributions	\$ 26,435
Investment Income	32,809
Loan Proceeds	<u>264,368</u>
Total	\$ 323,612

Section 4 of the above-referenced capital project ordinance shall be amended as follows:

Increase/(Decrease) Appropriations

Legal & Administrative	\$ 958
Architectural Fees	(222,346)
Demolition	5,000
Site Development	60,000
Construction	<u>480,000</u>
Total	\$ 323,612

This amendment adjust the budget to the most recent cost estimates.

Respectfully Submitted 2/1/2016

Gloria M. Edmonds

Gloria M. Edmonds
Finance Director

Meeting Date: February 1, 2016

Item # 7-D

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Having held a special work session on Monday, February 1, 2016 at 5:00 pm to receive FY 2014-15 Audit Report from Winston, Williams, Creech, Evans & Company LLP, it is now presented for Board's acceptance.

FUNDING SOURCE:

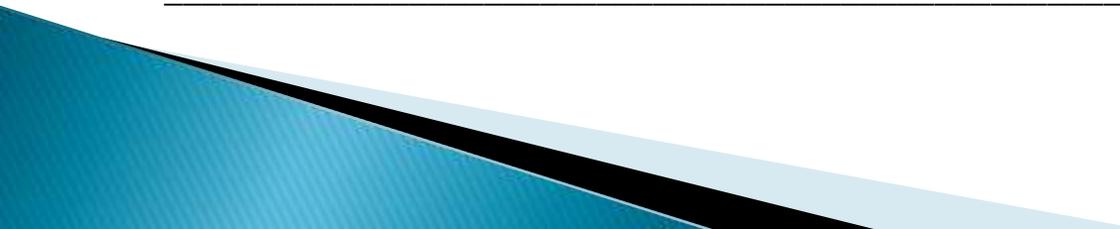
APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend Board accept the FY 2014-15 Audit Report from Winston, Williams, Creech, Evans & Company, LLP.

NOTES:



SUBJECT: Request for Endorsement of Community Services Block Grant Application from Franklin-Vance-Warren Opportunity (FVW)

REQUESTED BY: Sara Rudolph, CEO-FVW & Tony Cozart, Chairman-FVW Board of Directors

SUMMARY: Annual Community Services Block Grant FY 16-17 Application (which has been provided under separate cover), is presented for Board of Commissioners review and endorsement to submit to NC Department of Health & Human Services, Office of Economic Opportunity.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend Board endorse the FY 16-17 Community Services Block Grant Application as prepared by Franklin-Vance-Warren Opportunity for submission to the NC Department of Health & Human Services, Office of Economic Opportunity.

NOTES:

118 paged Community Services Block Grant Application has been provided on Warren Country's web site at "online forms and downloads", under County Commissioners;

Click here:

http://www.warrencountync.com/_fileUploads/forms/736_FVW%20Opp.pdf

A brief overview of the Grant Application follows this page.

North Carolina Department of Health and Human Services

Division of Social Services



Community Services Block Grant Program

**Fiscal Year 2016-17 Application for Funding
Project Period July 1, 2016 – June 30, 2017
Application Due Date: February 12, 2016**

Agency Information	
Agency:	Franklin-Vance-Warren Opportunity, Inc.
Federal I.D.	56-0861261
DUNS Number:	159658236
Administrative Office Address:	180 S. Beckford Drive, Henderson, NC 27536
Mailing Address (include the 4-digit zip code extension):	P. O. Box 1453, Henderson, NC 27536-
Telephone Number:	252-492-0161
Fax Number:	252-492-6250
Board Chairperson:	Dr. Tony W. Cozart
Board Chairperson's Address: (where communications should be sent)	P. O. Box 1453, Henderson, NC 27536
Board Chairperson's Term of Office (enter beginning and end dates):	1/1/16-12/31/2017
Executive Director:	Sara S. Rudolph
Executive Director Email Address:	srudolph@fwwopp.com
Agency Fiscal Officer:	Melanie H. Hutson
Fiscal Officer Email Address:	melaniehutson@fwwopp.com
CSBG Program Director:	Felicia C. Gregory
CSBG Program Director Email Address:	feliciacoleman@fwwopp.com
Counties Served with CSBG funds:	Franklin, Granville, Vance and Warren
Agency Operational Fiscal Year:	July 1-June 30

North Carolina Department of Health and Human Services
Office of Economic Opportunity - Verna P. Best, Director
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

**Community Services Block Grant Program
Fiscal Year 2016-17 Application for Funding
Certification and Assurances**

Public Hearing on the Initial Plan

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on 12/15/13 for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County
11/25/13	Franklin	11/21/13	Vance
11/25/13	Warren	12/2/13	Granville

County Commissioners' Review

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on _____ as required by 10A NCAC 97C .0111(b)(1)(A).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County
1/11/16	Franklin	1/11/16	Granville
1/11/16	Vance	1/11/16	Warren

Board of Directors Approval of the Application

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Date of Board Approval: 2/2/2016

Board Chairperson: _____
(Signature) (Date)

Finance Committee Chairperson: _____
(Signature) (Date)

Meeting Date: February 1, 2016

Agenda Item # 9-A

SUBJECT: Personnel Matters

REQUESTED BY: County Manager Linda T. Worth

SUMMARY: Candidate for Information Technology Administrator Ernest Burgess, Jr., is presented for Board's consideration. Starting salary is recommended at \$55,000 per annum, with a start date of February 16, 2016.

FUNDING SOURCE: Information Technology Department

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval to appoint Ernest Burgess, Jr. as Information Technology Administrator at a starting salary of \$55,000 per annum, with a start date of February 16, 2016.

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

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

Barry Richardson, Chairman
Jennifer Jordan, Vice Chairman
Bertadean Baker
Tare Davis
Victor Hunt

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

MEMORANDUM

TO: Warren County Board of Commissioners

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

DATE: January 26, 2016

RE: Candidate for Information Technology Administrator

The Personnel Committee recommends Mr. Ernest Burgess, Jr., of Louisburg, NC, to fill the vacant Information Technology Administrator position. We are recommending a starting salary of \$55,000. Attached for your information is a copy of Mr. Burgess' resume'.

Contingent upon the approval of the Board of Commissioners, Mr. Burgess has accepted a tentative offer of employment and will be available to begin work on February 16, 2016.

Thank you in advance for your favorable consideration of this request.

cc: Lisa Alston, HR Manager
Attachment

Ernest C. Burgess, Jr.**Objective**

Obtain a responsible and challenging position as an IT Administrator that will allow me to learn new technologies and skills while utilizing my previous experiences to improve beyond my abilities and to build a strong business relationship with Warren County and its clients and exceed any and all expectations.

Skills / Abilities

- Proficient with Windows NT Technologies, Server 2003 / 2008 / 2012 – Active Directory, DNS / DHCP, SQL Server, Hyper V, VDI, Server Diagnostics Software and familiar with Apple platforms as well as Linux / Unix. Client side Operating Systems include (XP, Vista, Windows 7 / 8 / 10 and Citrix Technologies)
- Have excellent knowledge of MS Office Suite 2003-2013 software (Word, PowerPoint, Excel, Outlook, Publisher, Access DB, and Visio) and have also set up user training for these applications as well.
- Have extensive knowledge of computer hardware and configurations. (Dell, HP, Gateway/Acer, Panasonic, Toshiba, IBM / Lenovo as well as custom built PC's.)
- Able to set up, establish and configure network connections in the office workplace environment and wherever necessary or required.
- Have extensive troubleshooting skills with TCP/IP; LAN/WAN-VLAN; VPN's, 802.11 a/b/g/n/ac wireless technologies and multiple networking protocols for end to end connectivity.
- Adhere to prompt professional service when it comes to the end user. Security and policy implementation is always of first concern.
- Familiar with PCI compliance and data security standards as well as different types of hardware / software used by merchants and financial institutions alike.
- Business Analysis and Project coordination involvement with over 25 departments countywide.

Professional Experience**Franklin County Government (www.franklincountync.us)**

(10/2010 - 05/22/2015)

113 Market St.

Louisburg, NC 27549

Supervisor: Coy Floyd

(919) 496-2583

- **IT Specialist / Network Administrator (Surrogate)**

- Installation and testing of computer programs / applications; instructing users; troubleshooting problems; maintaining records and files. Maintain countywide servers, printers, and peripheral equipment in order to keep equipment operational in all departments.
- Coordination for multi-department needs for computers, networks, and servers. Assist with coordinating software / hardware needs for system users.
- Add and remove users to computer systems using Active Directory and other security systems.
- Perform software tests to ensure departmental needs will be met.
- Visit County facilities to support, assist, evaluate, or diagnose computer and technology needs.
- Instruct and teach employees in learning new software, equipment, and programs.
- Install new computer hardware / software. Rebuild computers and reload operating systems when users experience problems.
- Install and set-up networking hardware and software. Troubleshoot and repair networking hardware / software problems.
- Respond to help desk inquiries / questions in a professional and timely manner.
- IT Support count is approximately 700 nodes, 45 Servers (including Virtual) and 200 mobile devices spread out in twenty-six different departments countywide.

Braswell Memorial Public Library (www.braswell-library.org)

(01/2009 – 08/2010)

727 N. Grace Street

Rocky Mount, NC 27804

Supervisor: Phillip Whitford

(252) 442-1951

(252) 469-1630

- IT Associate / Technology Services and Support

- Responsible for providing technology and facility support services to Braswell Memorial Public Library and to other affiliated libraries within Nash, Edgecombe and Halifax Counties.
- Accountable for maintaining all library network, hardware, and software systems in order to ensure reliability, efficiency, and performance at 13 different locations.
- Assure that customer and employee requests for IT-related information and support service are addressed and responded to in a high quality, respectful, and consistent manner, including but not limited to Resolving printing issues, Internet and document access permission issues.
- Assisting clients with remote access issues concerning Library online databases as well as accessing and using the public WI-FI network.
- Assist library staff in using L.S., the Library Automated System software for Cataloging and Circulation purposes.
- Plan, develop, and implement special projects as identified and assigned to me by the Director of Support Services.

HCS Systems / Highmark Companies (www.highmarkcompanies.com)

(11/2007 – 11/2008)

1255 Crescent Green, Suite 120

Cary, NC 27518

(919) 779-3055 (Highmark Companies)

Project Supervisor: **Rodney Spell***

(919) 662-4440 x747 (NCSHP-TSU*)

NC State Highway Patrol - Traffic and Criminal Software Project (TraCS)

- Network Control / Mobile Data Technician

- Maintenance and support of the Criminal Justice Information Network - Mobile Data Network.
- Troubleshoot data circuit availability, radio IP devices and configuration of vehicle radio modems.
- Support of the wireless applications, hardware / software and network connections of clients.
- Mobile Data Computer Imaging, configuration, testing, deployment and installation.
- Traffic and Criminal Software maintenance, support, troubleshooting and administration.
- Data transfers and recovery of crucial application data used by the patrol and its subsidiaries.
- Administered CrashWeb database for agencies statewide utilizing DMV crash reporting system.
- Served as technical liaison between NCSHP and to all local law enforcement agencies statewide.

***Special Note:** This was a contract position working with the North Carolina State Highway Patrol Technical Services Unit / Mobile Data section. This position was only intended for a six month term, I was extended to the duration of one year. Contract was ended due to unforeseen changes within the TraCS pilot program and Crime Control and Public Safety.

Circuit City Stores Inc. Store #3244

(02/2005 – 08/2007)

1271 Cobb Corners Dr.

Rocky Mount, NC 27804

(252) 977-3700

Supervisor: Steve McClary (252-450-0084)

- **PC Services In-Store / In-Home Technician**
- **Firedog Flex-Technician**

Responsibilities:

• Installation, maintenance, service and repair of personal computers that were sold by Circuit City as well as inbound service work such as custom built PC's, hardware / software troubleshooting, and Hewlett Packard certified warranty work. Also responsible for assisting on the sales floor from time to time and dealing with the customers on a first come, first serve basis. Duties also include setup and delivery of computers, monitors, printers, networking equipment and software installations on a daily basis. Respond to technical support related questions via e-mail and telephone. Answered calls for service and assisted users on a broad range of topics including anti-virus / anti-spyware solutions and security issues. Provide training courses for basic operating system and web surfing habits as well as assist the technology manager with any and all duties assigned to me.

American Family Online (www.afonet)

(02/2004 – 01/2005)

Suite 405 Niceville, FL 32578

850-362-6180

Supervisor: Steve Ensley (President)

- **Internet Support Specialist I**

Responsibilities:

• Provide filtered internet connectivity technical support for over 3,400 users nationwide remotely and on the telephone for dial-up, DSL, Cable and Satellite internet service.

Troubleshoot any and all instances regarding services provided such as: E-Mail, Internet Content Filtering, Connectivity issues and so forth.

Created new accounts within billing database, updated accounts, set up services, configure DNS servers and made address exceptions from blacklisted servers.

Also responsible for call backs and follow up support for users as well as the creation of e-mail scripts that were sent to users regarding technical support.

This position was very high maintenance and required constant reading of updated support manuals as well as involved constant multitasking at all times.

Router and Server configuration was routine for stable network performance.

Florida Department of Health (www.doh.state.fl.us/chd/walton)

(08/2003 – 01/2004)

Walton County Health Department

(OPS Temp Position)

493 N. 9th St. DeFuniak Springs, FL 32433

(850) 892-8015

Supervisor: Theresa Carroll

- **OPS Computer Operator I / Desktop Service Technician (Tier I and II)**

Responsibilities:

• Monitor all help desk ticket acquisitions, keep track of tickets and their status, and follow up with end users about issues related to tickets. Set up and maintained workstations to run accordingly with all software ran by the Dept. of Health including separate databases for clinic management, inventory, WIC system, GIS Centrax system for Environmental Health and Remote terminal services. Troubleshoot issues with WAN/LAN connectivity and network evaluation; having to do with Intranet/Internet and VPN. Also assist the System Administrator with any duties assigned to me including but not limited to: Computer hardware maintenance for users, roll-outs from RIS for local windows environment, set up and repair, manual virus / spy ware / ad-ware removal when necessary and aiding all end users within the Dept. of Health with any technical related issues of any sort (including research) as well as provide technical support wherever needed throughout both regions in Walton County (North and South Offices).

Education

June 6th, 1998

Walton County Career Center

761 N. 20th St. DeFuniak Springs, FL

(850) 892-8240

High School Diploma Awarded

Dec. 2002 – Sept. 2004 (www.everest.edu)

Everest University (Formerly F.M.U.)

1199 East Bay Drive (Pinellas Campus)

Largo, FL 33770

Studied - **Network Administration; Computer Info. Science**

Networking and Information Security Concentration; Field of Interest, Computer Forensics / Security

GPA 3.28

March 13th, 2003

Comp TIA A+ Certification (Courses)

Hardware Concepts and Software Orientation Exams

Core College Credit, CIS Program – Everest University

SUBJECT: Personnel Matter – Vacant Animal Control Director Position

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: With the Animal Control Director Position vacant as of January 15, 2016, it is presented to appoint Danielle Bowen, Animal Shelter Technician, to serve as Interim Animal Control Director effective January 16, 2016. It is recommended to increase Ms. Bowen’s base salary by \$5,000 per annum while serving in the interim position.

FUNDING SOURCE: Lapsed Salary – Animal Control Departmental Budget

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend the appointment of Danielle Bowen as Interim Animal Control Director with an increase to base salary of \$5,000 per annum, effective January 16, 2016 until such time as the vacant Animal Control Director position is filled. Funding source: Lapsed salaries/fringes in the Animal Control departmental budget.

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

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

Barry Richardson, Chairman
Jennifer Jordan, Vice Chairman
Bertadean Baker
Tare Davis
Victor Hunt

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LW*
DATE: January 27, 2016
RE: Personnel Action Request

I am respectfully requesting the Board's consideration and approval of the following personnel action request:

Animal Control

As you are aware, Ms. Elma Greene, Animal Control Director, resigned her position with Warren County effective January 15, 2016. I am respectfully requesting the Board's consideration to appoint Ms. Danielle Bowen, Animal Shelter Technician, to serve as Interim Animal Control Director effective January 16, 2016 until the vacant Animal Control Director position is filled. I am recommending that Ms. Bowen's base salary be increased by \$5,000 to compensate her for the extra duties and responsibilities she will be required to perform while in this interim position. Lapsed salaries and fringes in the Animal Control departmental budget will be used to fund the additional salary and fringes to facilitate this request.

Thank you in advance for your consideration and approval of this personnel action request.

cc: Lisa Alston, HR Manager
Danielle Bowen, Animal Shelter Technician

Meeting Date: February 1, 2016

Agenda Item # 10-A

SUBJECT: Buck Spring - Phase I Project

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: With plans approved to build a multi-purpose use cabin on the historic Buck Spring property, request is presented to waive \$350 improvement permit fee for Buck Spring Project – Phase I.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of request to waive \$350 improvement permit fee for multi-purpose use cabin proposed in Buck Spring Project – Phase I.

NOTES:

Application for
 Improvement Permit an/or Authorization to Construct

Survey plat to scale* submitted
 Scaled* site plan submitted
 Unscaled site plan submitted
 * scale of 1" = no more than 60'

Gravity Pump
 Improvement Permit \$200.00 \$250.00
 Certificate of Compliance \$75.00
 Upgrade Permit \$200.00
 Revision \$50.00
 Repair No Charge

Tax Parcel ID # 54 19
 Paid _____ Date: _____

PIN 2999365474

IF THE INFORMATION IN THE APPLICATION FOR AN IMPROVEMENTS PERMIT IS FALSIFIED, CHANGED, OR THE SITE IS ALTERED, THEN THE IMPROVEMENTS PERMIT AND AUTHORIZATION TO CONSTRUCT SHALL BECOME INVALID. The permit is valid for either 60 months or without expiration depending upon documentation submitted, (complete site plan = 60 months; complete plat = without expiration)
 I understand that it is my responsibility to contact Warren County Planning/Zoning office (252)257-7027 for any possible approval necessary and Warren County Code Enforcement office (252)257-1305 for a building permit.

APPLICANT INFORMATION
602 W. RIDGEWAY ST.
LINDA WORTH WARRENTON, NC 27589 257-3115
 Applicant Address Home & Work Phone
WARREN COUNTY _____
 Owner Address Home & Work Phone

PROPERTY INFORMATION
215 NATHANIEL MACON DR. BUCK SPRINGS _____
 Street Address Subdivision Name Section/Phase/Lot#

Directions to Site: GO SOUTH ON EATONS PERRY TO 1 MILE SOUTH OF EPWORTH,
TURN RIGHT ON NATHANIEL MACON DR AND GO 1/2 MILE. DRIVEWAY
TO BUCK SPRINGS IS ON LEFT.

DEVELOPMENT INFORMATION
 New Single Family Residence
 Expansion of Existing System
 Repair to Existing Subsurface Sewage Disposal System
 Non-Residential Type of Structure
Residential Specifications
 Max number of bedrooms: _____
 Max number of occupants: 90
 If expansion: Current number of bedrooms: _____
 Will there be a basement? yes no

Non-Residential Specifications:
 Type of business: PUBLIC Total Square footage of Building: 2176
 Maximum number of employees: N/A Maximum number of seats: 90

Water Supply:
 New well Existing Well Community Well Public Water PROPOSED

Please indicate Desired System Type(s): (systems can be ranked in order of your preference)
 _____ Alternative 1 Conventional _____ Innovative 2 Modified Conventional _____ Other (specify)

The Applicant shall notify the local health department upon submittal of this application if any of the following apply to the property in question. If the answer to any question is "yes", applicant must attach supporting documentation.
 yes no Does the site contain any jurisdictional wetlands? NOT AT PROJECT SITE
 yes no Is any wastewater going to be generated on the site other than domestic sewage?
 yes no Is the site subject to approval by any other public agency? WARREN COUNTY

I have read this application and certify that the information provided herein is true, complete and correct. Authorized county and state officials are granted right of entry to conduct necessary inspections to determine compliance with applicable laws and rules. I understand that I am solely responsible for the proper identification and labeling of all property lines and corners and making the site accessible so that a complete site evaluation can be performed.

David T. D. Warriner 1-6-16
 Property owner's or owner's legal representative** signature (required) Date

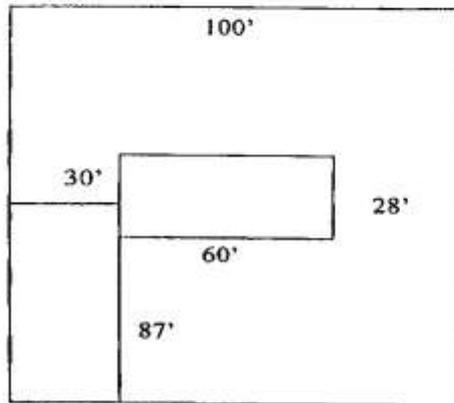
**Must provide documentation to support claim as owner's legal representative.
DAVID T. D. WARRINER - PROJECT ENGINEER

PROPOSED SITE SKETCH PLAN

SEE PRELIMINARY SITE
PLAN ON SEPARATE PDF

Please draw "Proposed Site Sketch Plan" above to show location of house, mobile home, office, and include driveway, garage, decks, workshops, swimming pools, and future projects etc. Please show any existing wells on site or within 50 feet of property lines.

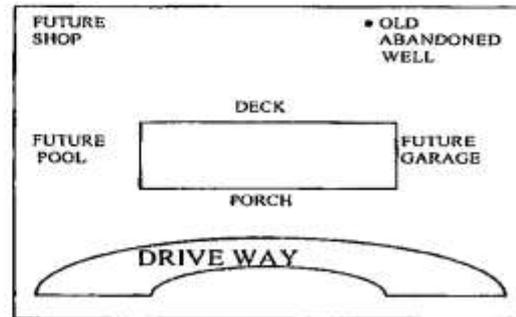
EXAMPLE #1 PLAT DRAWING



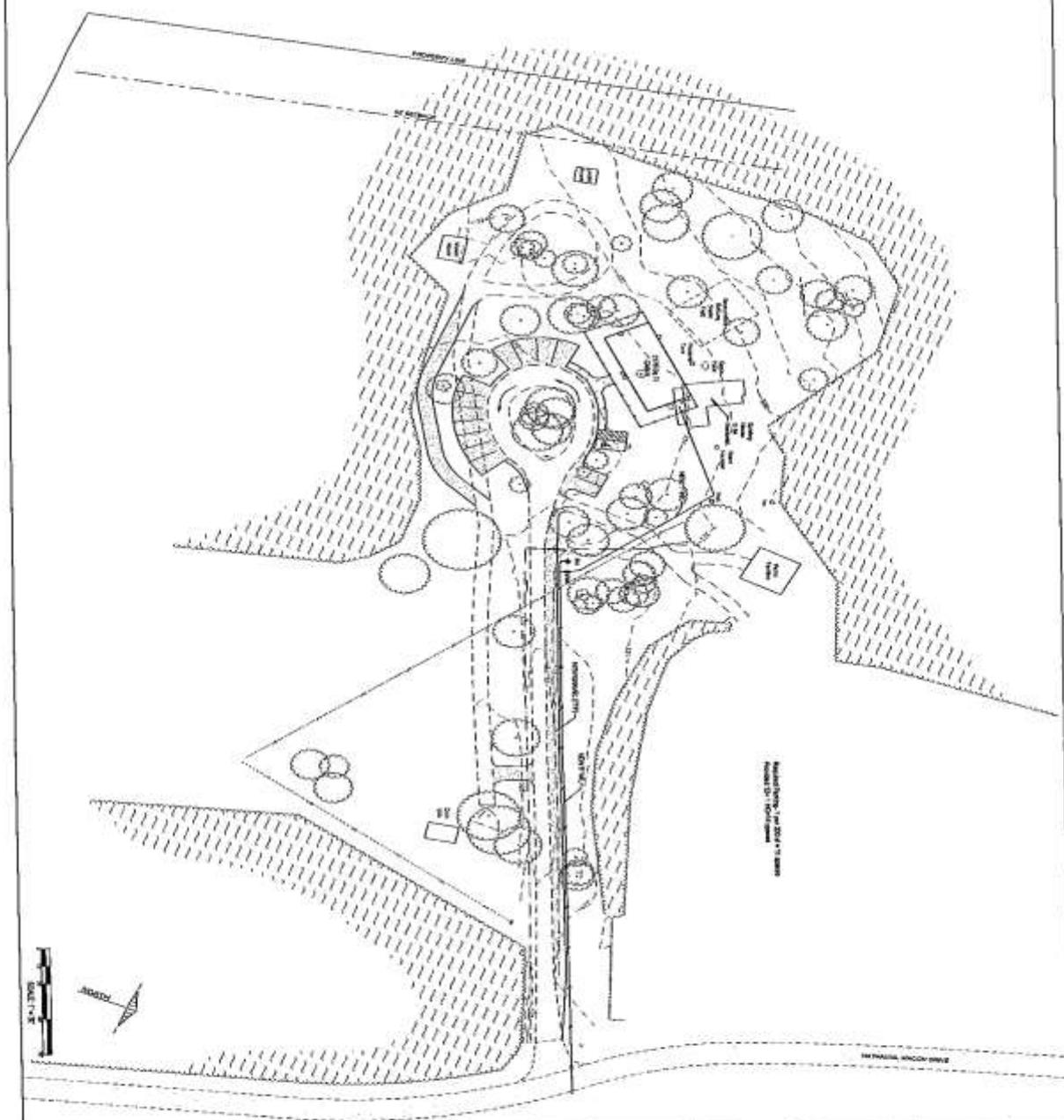
SCALE
1"= 50

STATE ROAD #1125

EXAMPLE #2 PROPOSED SITE SKETCH PLAN



STATE ROAD NUMBER



SHEET NO. **C-1**
 DATE: 08/01/08

PRELIMINARY LAYOUT
THE CABIN
 BUCK SPRING PLANTATION
 B & B Consultants, Inc.

NO.	DATE	REVISIONS

PRELIMINARY
 NOT FOR
 CONSTRUCTION
 B&B CONSULTANTS



Meeting Date: February 1, 2016

Agenda Item # 10-B

SUBJECT: Buck Spring Property

REQUESTED BY: Marvin G. Howard

SUMMARY: Mr. M.G. Howard presented information and made a request to the Board during a February 15, 2012 work session for right-of-way across the Buck Spring property. He has provided a valid survey of the requested easement and requests Board's authorization to have a deed prepared granting him access across the Buck Spring Property to his adjacent property.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend Board grant Mr. Marvin G. Howard permission to have a deed of easement prepared to grant him a right-of-way across the Warren County-owned Buck Spring property. I suggest the Board request the County Attorney to review the survey and recommend any appropriate stipulations governing the proposed easement, i.e. County not responsible for maintenance of the easement, etc.

NOTES:

To: Warren County Board of Commissioners
Date: February 8, 2012
From: Marvin G. Howard
Re: Road Easement

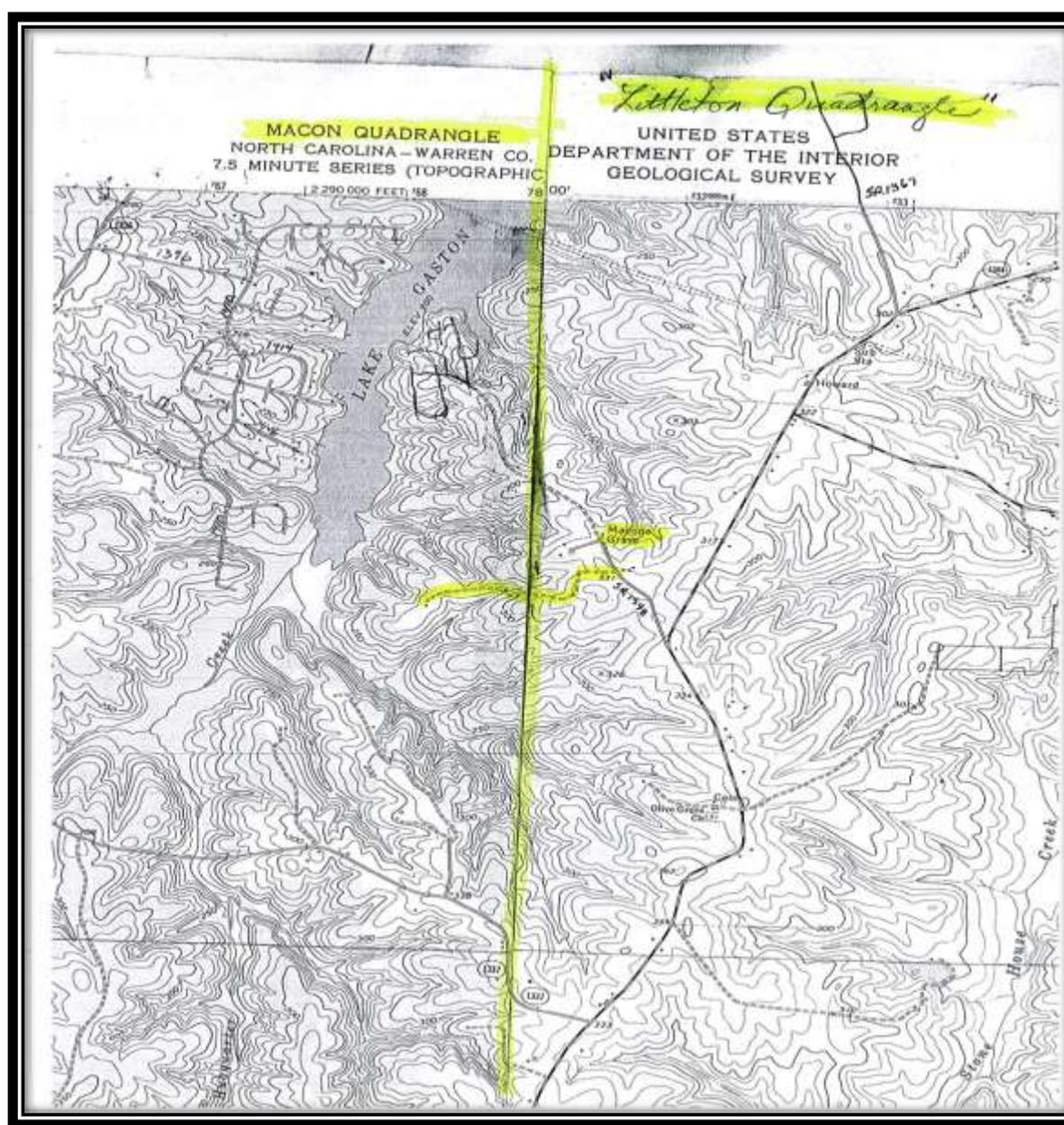
Mr. Chairman and Commissioners, Staff, Ladies and Gentlemen

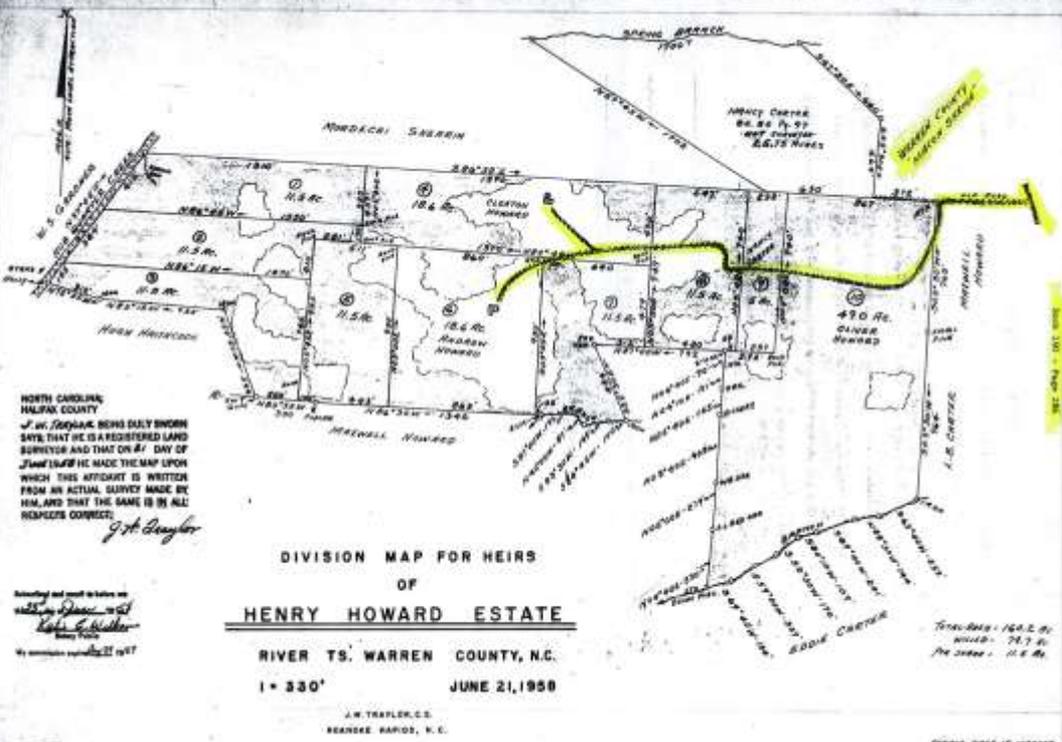
I, Marvin G. Howard, come before you to respectfully request an easement for a road purpose in the Buckspring area. In order to comply with the county code, I have maps to explain this matter.

I am making this request for the following:

- The T.K. Howard estate
- The Cleaton Howard estate
- The Artelia Howard Carter estate
- The J. D. Wilson land
- The Alice T. Howard land and home
- The Marvin G. Howard and Mary J. Howard land
- The P. H. Forest Investments, LLC land

Thank you for your cooperation and consideration in this matter.





Megan Lenhart
 4993 Hunter Road
 Ashland City, Tennessee 37015
 615-307-3611

February 6, 2010

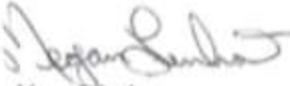
Angeles Dunlap
 Warrenton County Managers Office and
 Board of Commissioners
 Post Office Box 619
 Warrenton, North Carolina 27589

Dear Ms. Dunlap and Commissioners,

Thank you for responding to my online request. I own a piece of property in Buck Springs. The following is my request in writing to ask for your help in getting a legal easement to my property. The property is off Nathaniel Macon Drive. I am enclosing a boundary map.

Description:	Buck Spring NO 3
Record:	# 11138
Parcel Number	14B149
Plat Book	15
Page	63

I pray that you will be able to help me in this matter and I thank you. Please call me anytime at 615-307-3611.

Sincerely,

 Megan S. Lenhart

Meeting Date: February 1, 2016

Agenda Item # 11

SUBJECT: Adopt Amended Records Retention Schedule – Sheriff’s Office

REQUESTED BY: Clerk to the Board of Commissioners

SUMMARY: The NC Division of Archives and Records, Department of Cultural Resources periodically makes recommendations on retention schedules for essential governmental records. These retention schedules are then submitted to local governments for adoption. The amended retention schedule for “Warren County Sheriff’s Office” is presented for Board of Commissioners’ review and adoption. Authorize Chairman to sign same.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of amended Records Retention Schedule for Warren County Sheriff’s Office as recommended by the Division of Archives & Records, NC Department of Cultural Resources, and authorize the Chairman to sign the necessary documentation.

NOTES:

The entire
108 paged
document
is available
on the
County's
website at:

http://www.warrencountync.com/_fileUploads/forms/737_County%20Sheriff%20Retention%20Schedule.pdf

RECORDS RETENTION AND DISPOSITION SCHEDULE

COUNTY SHERIFF'S OFFICE



Issued By:



North Carolina Department of Natural and Cultural Resources
Division of Archives and Records
Government Records Section

November 15, 2015

CONTENTS

The entire
108 paged
document
is available
on the
County's
website at:

http://www.warrencountync.com/_fileUploads/forms/737_County%20Sheriff%20Retention%20Schedule.pdf

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County Sheriff's Office Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

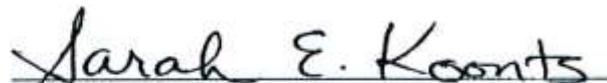
This local government agency and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "reference value ends." The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "destroy when reference value ends."

The local government agency and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. The agency agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

County Sheriff



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman, Bd. County Commissioners



Susan W. Kluttz, Secretary
Department of Natural and Cultural Resources

County: _____

Meeting Date: February 1, 2016

Agenda Item # 12-A

SUBJECT: Surplus Property Conveyance to Warren County Community Center, Inc.

REQUESTED BY: Clerk to the Board

SUMMARY: Resolution declaring twelve (12) rolling chairs as surplus and authorize conveyance of same to Warren County Community Center, Inc. for \$1.00 is presented for Board's consideration. Authorize Chairman of the Board to sign same.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution declaring twelve (12) rolling chairs as surplus and authorize conveyance of same to Warren County Community Center, Inc. for \$1.00 as presented by Clerk to the Board. Authorize Chairman of the Board to sign same.

NOTES:



3 chairs from Health Department
9 chairs from Code Enforcement



**Resolution Conveying Personal Property
By Private Sale**

WHEREAS, Warren County has the authority to convey property pursuant to N.C.G.S. § 159A-176, and;

WHEREAS, N.C.G.S. § 160A-279 states that a County may, in lieu of or in addition to an appropriation of funds, convey real or personal property it owns, by private sale, to any non-profit entity (Agency) which carries out a public purpose, and;

WHEREAS, in such conveyance, the County shall attach covenants and/or conditions that assure that said property will be put to a public use by the recipient Agency, and;

WHEREAS, notice of this private sale has been published pursuant to N.C.G.S. § 160A-267.

NOW THEREFORE BE IT RESOLVED BY THE WARREN COUNTY BOARD OF COMMISSIONERS THAT: The Warren County Board of Commissioners hereby orders the County Manager to dispose of and convey, by private sale, twelve (12) rolling chairs to Warren County Community Center, Inc. Agency shall pay Warren County \$1.00 for Chairs.

Said property shall be used by Agency for public purposes, in accordance with its mission statement in serving the public, as required by N.C.G.S. § 160A-279.

ADOPTED this the 1st day of February 2016.

**WARREN COUNTY BOARD OF COMMISSIONERS
Barry Richardson, Chairman**

Meeting Date: February 1, 2016

Agenda Item # 12-B

SUBJECT: Surplus Property

REQUESTED BY: Clerk to the Board

SUMMARY: Resolution declaring answering machine and printer formerly used by Warren County Soil Conservation District as surplus and authorizing auction or discard is presented for Board's consideration. Authorize Chairman of the Board to sign same.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution declaring answering machine & printer formerly used by Warren County Soil Conservation District as surplus and authorize auction or conveyance as presented by Clerk to the Board. Authorize Chairman of the Board to sign same.

NOTES:



HP printer and several boxes of HP 940 ink cartridges

AT&T Digital Answering System Model 1719 AE507374468



RESOLUTION

SALE OF SURPLUS WARREN COUNTY PROPERTY

WHEREAS, the County of Warren has certain properties which are no longer used by Warren County Soil Conservation District and may lawfully dispose of such property through on-line auction or disposal.

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, NC GS 160A-268, the Warren County Board of Commissioners authorize the sale through on-line auction or disposal of: HP printer w/HP 940 ink cartridges and AT&T Digital Answering System. These items are being sold in “as is” condition with no warranties.

The Warren County Board of Commissioners reserves the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner in its best interest.

BE IT FURTHER RESOLVED, The Warren County Board of Commissioners authorizes the County Manager (or designee) to dispose of this property and incur those costs incidental to sell property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with auction site, notice in the Warren Record Newspaper and otherwise appropriately advertised according to law.

ADOPTED this the 1st day of February 2015.

ATTEST:

WARREN COUNTY BOARD OF COMMISSIONERS
Barry Richardson, Chairman

Meeting Date: February 1, 2016

Agenda Item # 13

SUBJECT: FY 2017 Budget Schedule

REQUESTED BY: Angelena Kearney-Dunlap, Clerk to the Board

**SUMMARY: FY 2016-17 suggested budget calendar is presented for Board's review
an adoption.**

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



WARREN COUNTY
FY 2016-17 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
May 2, 2016 (Monday)	6:00 pm	Annual Budget Presentation to Board. Department Heads required to attend.
May 25, 2016 (Wednesday)	9:00 am	Work Session
June 1, 2016 (Wednesday)	1 pm – 4 pm	Work Session
June 13, 2015 (Monday)	5:45 pm	Budget Public Hearing in accordance with NC General Statutes to receive citizens' comments (immediately before regularly scheduled board meeting).
June 20, 2016 (Monday)	1 pm – 4 pm	Work Session (if needed)
June 22, 2016 (Wednesday)	7:00 pm	Special Meeting to Adopt FY 2016-17 Budget Ordinance

Meeting Date: February 1, 2016

Agenda Item # 14

SUBJECT: Consider Resolution Supporting Connect NC Bond Act

REQUESTED BY: NCACC Board of Directors

SUMMARY: Connect NC Bond Act will be on the March 15th primary ballot and includes funds for community colleges and water/sewer projects. The NCACC Board of Directors has requested Warren County's support of the proposed bond by adopting this resolution which is similar to one adopted by NCACC Board of Directors.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend Board adopt Resolution in support of Connect NC Bond Act that will be on the March 15, 2016 primary ballot as the proposed bond includes critical funding for community colleges and water/sewer projects.

NOTES:

Angelena Kearney-Dunlap

From: NCACC <ncacc@ncacc.org>
Sent: Thursday, January 21, 2016 11:45 AM
To: Chair Commissioners
Cc: County Managers; County Clerks
Subject: RE: NCACC Board of Directors adopts resolutions - date clarification

The Connect NC Bond resolution is on the March 15 primary ballot and not the November General Election, as was stated in the earlier communication.

Please accept our apologies for this inaccuracy.

From: NCACC
Sent: Thursday, January 21, 2016 10:00 AM
To: Chair Commissioners <ChairCommissioners@ncacc.org>
Cc: County Managers <CountyManagers@ncacc.org>; County Clerks <countyclerks@ncacc.org>
Subject: NCACC Board of Directors adopts resolutions

The North Carolina Association of County Commissioners Board of Directors adopted resolutions supporting the Connect NC bond package and Healthy Together NC, a statewide wellness initiative, at its Jan. 13, 2016, meeting.

The Connect NC bond package will be on the ballot in November and includes funds for community colleges and water/sewer projects. The Board hopes your county will consider expressing its support for the bond by adopting a similar resolution.

Healthy Together NC is an initiative from Prevention Partners, a non-profit that builds healthier communities through a suite of products that guide schools, workplaces, hospitals and clinics to address the leading causes of preventable disease: tobacco use, poor nutrition, physical inactivity and obesity. The Healthy Together NC campaign hopes to reach at least 10 organizations in all 100 counties by 2025, including county governments.

We have attached copies of the resolutions (they can also be downloaded from our website at the links below) and hope that you will consider these resolutions.

[Resolution supporting Connect NC bond](#)

[Resolution supporting Healthy Together NC](#)



WARREN COUNTY BOARD OF COMMISSIONERS

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

NORTH CAROLINA

WARREN COUNTY

RESOLUTION

SUPPORTING CONNECT NC BOND ACT

WHEREAS, North Carolina and its counties have a mutual desire to improve and enhance the quality of life for all of our state's citizens; and

WHEREAS, the North Carolina Community College System is in need of new and renovated facilities to educate and prepare students and workers for the 21st century for the purpose of enhancing the economic attractiveness of the State; and

WHEREAS, Clean water and sewer systems are essential to attract new and strengthen existing industry and to provide for the needs of the State and its growing population; and

WHEREAS, having parks and public facilities accessible to children and veterans with disabilities is essential to improving the quality of life for our most vulnerable citizens; and

WHEREAS, financing these costs through a bond is the most economical and affordable way to address these infrastructure needs; and

WHEREAS, the Connect NC Bond Act will provide funding for many critical needs facing North Carolina that will improve and enhance the quality of life in our counties;

NOW, THEREFORE, BE IT RESOLVED by the Warren County Board of Commissioners that it does hereby express its support for the Connect NC Bond Act; and

BE IT FURTHER RESOLVED that copies of this resolution are to be transmitted to the members of Warren County's NC Legislative Delegation and to Governor Pat McCrory to inform them of our support for this issue.

DULY ADOPTED, this 1st day of February, 2016 by the Warren County Board of Commissioners.

WARREN COUNTY BOARD OF COMMISSIONERS

Barry Richardson, Chairman

ATTEST:

SUBJECT: Architectural Fee Schedule for Emergency Services Headquarters Facility

REQUESTED BY: Oakley Collier Architects

SUMMARY: Fee Proposal for professional services related to the Emergency Services Headquarters Facility Capital Project is presented for Board's review and approval. Proposed fee is \$24,200 for USDA Documentation and Programming Phases. Once the project moves forward \$8,000 of the programming fee will be credited to the project. For the remaining architectural/engineering work required a fee of 9% of construction costs is proposed.

FUNDING SOURCE: Emergency Services Headquarters Facility Capital Project

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Oakley Collier Architects' proposed professional fees for the Emergency Services Headquarters Project of \$24,200 for the USDA Documentation and Programming Phases, and for the remaining architectural/engineering work a fee of 9% of construction costs.

NOTES:



January 21, 2016

Ms. Linda T. Worth, County Manager
Warren County
P.O. Box 619
602 W. Ridgeway St
Warrenton, NC 27589

Re: Fee Proposal for A/E Services
Warren County Emergency Services Facility

Dear Linda,

We are excited about working with you and Warren County and this opportunity to provide design services for your Emergency Services Facility. We have prepared this proposal for design services for your review and consideration, along with our understanding of the project requirements.

PROJECT PARAMETERS

- The project consists of a new facility to house various Warren County emergency services-related departments, including Emergency Medical Services (EMS), Emergency Management, Emergency Operations, Back-Up 911 PSAP, and a satellite substation for the Sheriff's Department.
- USDA funding is anticipated for the project; scope will include preparation and submission of USDA-required documents to the appropriate agencies, including a Preliminary Architectural Report (PAR), USDA Environmental Scoping Docs, and RD-1940-20 documents.
- The site will be located on Highway 158 on a parcel adjacent to the County Parks and Recreation site. It is assumed that approximately 10 acres will be dedicated to this facility, with the actual acreage required to be confirmed once the Feasibility Study is completed.
- The components to be included in this facility include:
 - Fully operational EMS Station
 - Office Space for:
 - Emergency Management
 - Sheriff's Department Satellite Office
 - Emergency Operations Center
 - Training Classroom
 - Back-Up 911 PSAP (to mirror the primary 911 call center located in the Sheriff's office)
 - Separate Sleeping Quarters EOC/911 Center
 - Central Supply Room

- Customary support spaces, including break areas, work rooms, toilets, mechanical, etc.
- Exterior training course
- Covered vehicle storage areas (trailers)
- The site will need to have appropriate vehicular circulation to allow for daily work flow and emergency vehicle ingress/egress.
- The building shall be designed as an essential facility.
- The owner has a prepared site survey that will be shared with design team.

CONSTRUCTION BUDGET

A construction budget will be determined once the Preliminary Architectural Report and programming is complete. This project budget will be inclusive of building & site construction costs, as well associated soft costs such as professional fees, project contingency, & FFE (furniture, fixtures & equipment). As we move through each phase of the project design, we will confirm / update this Project Budget for your review and approval.

We understand that the selected project delivery method will be a traditional single-prime delivery process. We do recommend that the County consider pre-qualification of General Contractors for this delivery method. We are glad to assist in that effort at no additional cost to the County.

PROFESSIONAL FEES

Our proposed professional fees shall include all architectural and engineering services required for the project: Architecture, Civil Engineering, Structural Engineering, Plumbing, Mechanical, & Electrical Engineering, & Fire Protection Engineering (if required).

To establish the complete scope and a budget for the project, we propose that the USDA Documentation and Programming phases be completed separately. The proposed lump sum fees for these services are as outlined below:

Programming (Establish overall scope, budget and size of facility)	\$12,000
USDA PAR	\$8,500
USDA Environmental Scoping Documents	\$1,200
<u>USDA RD-1940-20 Documents</u>	<u>\$2,500</u>
PROFESSIONAL TOTAL FEES	\$24,200

Once the project moves forward, \$8,000 of this programming fee will be credited to the project.

For the remaining A/E work required, we propose a budgeting fee of 9% of construction costs. This will be converted to a lump sum fee upon completion of the Programming/USDA documentation phase.

The following items are not included and shall be provided by other:

- Legal notices / Bid advertising
- Regulatory permit fees
- Site surveys
- Geotechnical testing
- Special Inspections
- Materials Testing

The following additional services may be necessary for the project and will be determined after Programming/USDA documentation is complete.

- Fire Suppression System (Fire Pump) Design
- Sewer Lift Station Design
- Deceleration Lane Design
- Fire training area Design
- Interior Design
- LEED Design
- Assistance in preparation of LGC Application

PROJECT SCHEDULE

We propose the following schedule for consideration:

Commissioner Approval	February 1, 2016
Programming/PAR/Budget Completion	February 29, 2016
Commissioner Approval	March 7, 2016
Submit PAR to USDA	March 8, 2016
USDA Review/Approval	April 8, 2016
SD/DD Review Submittal	April 15, 2016
CD Review Submittal	June 3, 2016
USDA Review/Approval	July 1, 2016
Release for Bidding	July 5, 2016
Receive Construction Bids	August 4, 2016
Commissioner Approval of Bids	August 8, 2016
LGC Approval	September 6, 2016
NTP Issued	September 12, 2016
Construction Completed	August 27, 2017
<i>*Estimated construction period of 9 months</i>	

DESIGN TEAM

The following consultants are proposed:

Civil Engineering:	Mack Gay Associates
Structural Engineering:	Stewart, Incorporated

MEP & FP Engineering:

Atlantec, Incorporated

We hope that this proposal will meet with your approval and look forward to working with you and Warren County. If this proposal is approved by the Board of Commissioners, we will prepare a standard AIA Owner-Architect Agreement (AIA B101) with USDA attachments.

Linda, we look forward to establishing a relationship with you and Warren County on this project. Please do not hesitate to contact me if you have any questions.

Sincerely,

Timothy D. Oakley, AIA, LEED AP



SUBJECT: Emergency Services Headquarters Facility Capital Project

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Amendment #2 to the Capital Project Ordinance for the Emergency Services Headquarters is presented for the Board's review and adoption. Proposed amendment appropriates additional funds in the Architectural Fees line item to accommodate the fee proposed by Oakley Collier Architects for the USDA Documentation and Programming Phases for this project.

FUNDING SOURCE: Emergency Services Headquarters Capital Project

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #2 to the Capital Project Ordinance for the Emergency Services Headquarters as presented by the Finance Director.

NOTES:

**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE
WARREN COUNTY
EMERGENCY SERVICES HEADQUARTERS
(Amendment No. 2)**

Section 4 of the above-referenced capital project ordinance shall be amended as follows:

Architectural Fees	9,000
Contingency	<u>(9,000)</u>
Total	\$ -

This amendment adjust the budget to the most recent costs for architectural fees.

Respectfully Submitted 2/1/2016

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Meeting Date: February 1, 2016

Agenda Item # 16-A

SUBJECT: Contracts Approved by the County Manager

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Having been granted authority to enter into contracts up to but not to exceed \$50,000; contracts executed by the County Manager are presented for the Board's information.

FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



33 paged document has been provided in a separate e-mail.

RE: Notice of Contracts Approved by the County Manager

Pursuant to the contracting authority granted to me by the Board of County Commissioners, please be advised that I have approved the following contractual agreements in the month of January 2016 on behalf of Warren County:

Buck Spring Project – Phase I

Terratech Engineers, Inc.
4905 Professional Court
Raleigh, NC 27609

I have approved an agreement with Terratech Engineers to perform an asbestos survey of the old house at Buck Spring Park that is to be demolished. The \$950 cost of the survey will be paid from the Buck Spring Capital Project Budget.

Court Facilities

Stewart Acoustical Consultants
73330 Chapel Hill Road, Suite 201
Raleigh, NC 27607

I have approved a contract for acoustical consulting services for the large Courtroom in the County Courthouse. Due to ongoing concerns expressed by Judges and the Clerk of Superior Court regarding the difficulty of hearing spoken words in the large Courtroom, we are moving forward to determine if an acoustical solution can be developed to rectify the problem. The cost of these services is not to exceed \$2,500 and will be paid from Buildings and Grounds Contingency.

MEMORANDUM

Page 2

January 27, 2016

33 paged document has been provided in a separate e-mail.

Detention Center

Southern Software, Inc.
150 Perry Drive
Southern Pines, NC 28387

I have approved Southern Software's Annual Software Support Agreement for the Jail-Pak Software. The \$3,618 annual cost of this support agreement will be paid from the Detention Center departmental budget.

Sheriff's Office & Telecommunications

Southern Software, Inc.
150 Perry Drive
Southern Pines, NC 28387

I have approved Southern Software's Annual Software Support Agreements for the following software in departments under the auspices of the Sheriff's Office:

- 1) Mapping Software;
- 2) CAD;
- 3) AMS;
- 4) NCIC Interface;
- 5) Police-Pak, Sheriff-Pak and RMS;
- 6) Alpha-Numeric Paging.

Funds are budgeted in the Sheriff's Office and Telecommunications departmental budget's to cover the cost of these annual software support agreements.

Meeting Date: February 1, 2016

Agenda Item # 16-B

SUBJECT: County Manager's January 2016 Status Report

REQUESTED BY: County Manager Linda T. Worth

SUMMARY: Manager's Monthly Status Report is submitted for the Board's information.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



RE: January 2016 Status Report

Following is a recap of my work activities for the month of January 2016:

Administration

- New Year's Day Holiday (1/1/16)
- Prepared for and attended Board of Commissioners Regular Meeting (1/4/16)
- Conducted two Department Head performance evaluations (1/5/16)
- Lunch at Senior Center (1/6/16)
- Met with outgoing Animal Control Director at the Shelter (1/7/16)
- Met with representatives of HCW, Benefits Consultant, and others to discuss upcoming health insurance renewal strategy (1/11/16)
- Attended monthly JCPC meeting (1/11/16)
- Attended Warrenton Community Center Advisory Board meeting (1/11/16)
- Participated in IT Administrator interviews (1/12/16)
- Met with representatives of Oakley Collier Architects and Interim Emergency Services Director to discuss Emergency Services Headquarters Project (1/12/16)
- Attended Recreation Commission meeting (1/14/16)
- Dr. Martin L. King, Jr. Holiday (1/18/16)
- Met with Radio Project Engineering Consultant and Interim Emergency Services Director to discuss Project RFP's (1/19/16)
- Prepared for and attended Board of Commissioners Planning Retreat (1/20/16)
- Participated in conference call with EDC Director and C. Hayes of RTRP to discuss Buck Spring Project Funding (1/21/16)
- Attended meeting with Sheriff, E-911 Coordinator, Interim Emergency Services Directors and representatives from E-911 Board to discuss Back-up PSAP requirements and funding (1/21/16)
- Prepared for and attended DV Community Stakeholders Meeting (1/21/16)
- Offices Closed due to Winter Storm (1/22/16)
- Met with EDC Director and Architect for Buck Spring Project (1/26/16)
- Met with USDA Officials, EDC Director, and Rep. Clayton to discuss USDA funding for Phase I Buck Spring Project (1/27/16)

- Prepared for and attended monthly Department Heads Meeting (1/28/16)
- Attended meeting with Finance Director and Auditors (1/29/16)

Other Activities

- Attended Connect NC Bond Information & Training at VGCC Butner Campus (1/14/16)
- Participated in Workers' Comp and FMLA Mandatory Training for Employees (1/28/16)
- Guest Speaker for Kittrell Job Corps Center Winter Graduation Ceremony (1/29/16)

Project Updates

Buck Spring Project

We have selected Terratech Engineers, Inc. to perform the Asbestos Survey of the old house on the Buck Spring property that is to be demolished. Once the house is environmentally assessed, if necessary, we will move forward to have any identified hazardous materials abated in preparation for the demolition.

The EDC Director and I met with the Project Architect on 1/26/16 to review and give input on construction drawings for the Buck Spring Cabin and the preliminary site plan. The building and site plans are now being finalized.

The EDC Director and I will be meeting on 1/27/16 with USDA officials and former Congresswoman Eva Clayton to discuss potential USDA funding for the Phase I Buck Spring project.

Simulcast Radio System Upgrade Project – Phase II

TSS Partners has finalized the Request for Proposals (RFP) for the Phase II radio equipment and for the Manson Tower structural upgrade. The RFP's will be forwarded to the State Highway Patrol for review and sign-off, after which they will be published in newspapers and other publications to solicit bidders for both components of the project. Staff is moving forward to pursue bank funding in the amount of \$758,010 to supplement county funding of \$412,990 for this project that is estimated to cost \$1,171,000.

Emergency Services Headquarters Facility

At their 1/4/16 meeting, the Board of Commissioners selected Oakley Collier Architects of Rocky Mount, NC as the first choice selection, and Stewart-Cooper Newell Architects of Gastonia, NC as the second choice selection for this project. An architectural fee proposal will be presented to the Board of Commissioners on 2/1/16 for consideration.

Staff met with representatives of the E-911 Board on 1/21/16 to discuss requirements for the back-up PSAP to be located in the Emergency Services Headquarters Facility and potential funding that may be available for that component of the project.

Ephraim Place CDBG Project

Mrs. C. Alston-Kearney, Grant Administrator, is working to identify potential home buyers for the three homes we must construct in order to meet the County's obligations for the CDBG grant received through NC Rural Development for the Ephraim Place Housing Development Project.

Golden LEAF Community-Based Grantsmaking Initiative

We have requested Golden LEAF to close-out the planning grant received for the CAVE Project effective 12/31/15, with any remaining grant funds to be returned to Golden LEAF.

Adjourn

February 1, 2016
Regular Meeting