

**Warren County Board of Commissioners  
Budget Special Meeting  
June 23, 2020**



**6:00 pm**

**Held in the  
Warren County Armory Civic Center  
501 US Hwy 158 Bus, East  
Warrenton, NC 27589**

**AGENDA**

1. Prayer & Pledge
2. Chairman or designee call Special Meeting to order
3. Clerk read notice of Budget Special Meeting
4. Consider Items from Finance Office – Katherine Brafford, Finance Director
  - A. 1 - Adoption of Budget Amendment # 2 to Capital Project Ordinance for Warren County Water & Sewer District II, Wise I-85 Exit 233 Interchange Project and  
2 - Award Bid for Warren County Water & Sewer District II, Wise I-85 Exit 233 Interchange Project to HG Reynolds Company @ \$291,831 and authorize County Manager to execute the contract upon review by County Attorney
  - B. Adoption of Budget Amendment #18 to FY 2019-2020 Warren County Budget Ordinance
  - C. Approval of FY 20-21 Pay Plan, Reclassification Requests and Position Description
  - D. Adoption of FY 2020-2021 Fee Schedules for Environmental Health, Health Department and Home Health
  - E. Adoption of FY 2020-2021 Warren County Budget Ordinance
5. Consider FY 2021-2026 Warren County Capital Improvement Plan (CIP);
6. Consider adoption of Resolution Reorganizing the Warren County Economic Development Commission (EDC) and revised Bylaws
7. Closed Session in accordance with NCGS §143-318.11(a)(6) for Discussion of Personnel Matters
8. Adjourn Special Meeting

Warren County Board of Commissioners  
Budget Special Meeting  
June 23, 2020

*Item # 1*  
*Prayer & Pledge*

Special Instructions

Due to COVID-19 restrictions, the public will be limited in attending the June 23<sup>rd</sup> Warren County Board of Commissioners Meeting. No more than 15 individuals will be admitted on a first come first serve basis. Temperatures will be taken and face coverings will be required, social distancing will be observed. The meeting will be live streamed on Facebook Live in real time: Facebook Live @WarrenCountyNCOfficial footage will be made available after the live stream ends.

*Warren County Board of Commissioners*

*Item # 2*

*Chairman or designee call Special Meeting to order*

**Warren County Board of Commissioners  
Budget Special Meeting  
June 23, 2020**

***Item # 3***

***Clerk read notice of Special Meeting***

**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 Tuesday, June 23, 2020 at 6:00 pm in the Warren County Armory Civic Center, 501 US Hwy 158 Business, East, Warrenton, NC.

The purpose of this Special Meeting is to consider:

- Adoption of FY 2020-2021 Warren County Budget Ordinance;
- Consider FY 2021-2026 Warren County Capital Improvement Plan (CIP);
- Adoption of FY 2020-2021 Fee Schedules for Environmental Health, Health Department and Home Health;
- Approve FY 2021 Pay Plan & Reclassification Request;
- Adoption of Budget Amendment #2 to Capital Project Ordinance for Warren County Water & Sewer District II, Wise I-85 Exit 233 Interchange Project and award bid to HG Reynolds for \$291,831;
- Adoption of Budget Amendment #18 to FY 2019-2020 Warren County Budget Ordinance;
- Consider adoption of revised Economic Development Commission Bylaws; and
- Closed Session in accordance with NCGS §143-318.11(a)(6) for Discussion of Personnel Matters.

All interested citizens are encouraged to attend this special meeting.

**Tare Davis, Chairman  
Warren County Board of Commissioners**

**Warren County Board of Commissioners**  
**Budget Special Meeting**  
**June 23, 2020**

*Item # 4-A-1*

Adoption of Budget Amendment # 2  
To Capital Project Ordinance  
For Warren County Water & Sewer District II  
Wise I-85 Exit 233 Interchange Project

**CAPITAL PROJECT ORDINANCE**

**WARREN COUNTY WATER & SEWER DISTRICT NO. II**  
**WISE I-85 EXIT 233 INTERCHANGE SEWER EXTENSION**  
**(Amendment No. 2)**

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

Increase/(Decrease) in Revenues:

|   |                 |
|---|-----------------|
| Transfer from District II Enterprise Fund | \$ <u>7,036</u> |
| Total                                     | \$ 7,036        |

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

Increase/(Decrease) in Appropriations:

|                     |                |
|---------------------|----------------|
| Inspection Services | \$ -20,000     |
| Design Fees         | -2,620         |
| Construction        | 61,831         |
| Contingency         | <u>-32,175</u> |
| Total               | \$ 7,036       |

This amendment adjusts the budget to the most recent cost estimates for this project.

Respectfully submitted 6/17/2020

*Katherine C. Brafford*

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Katherine C. Brafford, Finance Director

**Warren County Board of Commissioners**  
**Budget Special Meeting**  
**June 23, 2020**

*Item # 4-A-2*  
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**Award Bid for Warren County Water & Sewer District II,  
Wise I-85 Exit 233 Interchange Project to HG Reynolds Company  
@ \$291,831 and authorize County Manager to execute the contract  
upon review by County Attorney**

SUBJECT: Warren County  
Wise Interchange Water & Sewer System Improvements  
Rivers File 2017139 G

Dear Mr. Jones:

The subject project was advertised in The Warren Record, a newspaper of general circulation, for a period of thirty-four (34) days, and in the Greater Diversity News for a period of thirty-three (33) days prior to receipt of bids. Formal bids were received by 2:00 p.m. on June 2, 2020 in the Commissioners' Meeting Room of the Warren County Armory Civic Center.

A total of five (5) Contractors obtained a copy of the bid documents for preparation of a bid, and four (4) Contractors submitted a bid by the prescribed time. Because North Carolina General Statutes require that a minimum of three (3) bids be received in order to open formal bids, the bids received were publically opened and read aloud.

The bids received were as follows:

|                                |               |
|--------------------------------|---------------|
| H. G. Reynolds Company, Inc.   | \$ 291,831.00 |
| JSmith Civil, LLC              | \$ 353,331.00 |
| Herring-Rivenbark, Inc.        | \$ 356,189.00 |
| Jones & Smith Contractors, LLC | \$ 414,971.00 |

A copy of the certified Bid Tabulation Sheet is attached. All bids submitted were found to be complete and responsive.

The Engineer's Construction Cost Estimate for this project was \$284,795.00 including a 10% contingency. Therefore, the lowest responsive, responsible bid received from H. G. Reynolds Company, Inc. was \$7,036.00 above the funds available for construction.

We therefore recommend that the Warren County Board of Commissioners tentatively award the Contract for construction of the subject project to the low bidder, H. G. Reynolds Company, Inc.,

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**Warren County Board of Commissioners**  
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Mr. Vincent Jones  
June 11, 2020  
Page 2

for the Contract amount of \$291,831.00 contingent upon the commitment of the additional funds needed and concurrence by the County's legal counsel.

As always, we appreciate the opportunity to work with Warren County on this important project. Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

RIVERS & ASSOCIATES, INC.



Frederick L. Stowe, P.E.  
Project Manager

Encl.

cc: Mr. Macon Robertson, Warren County Public Utilities, w/encl.  
Ms. Marcie Byrd, Warren County Public Utilities, w/encl.  
File, w/encl.

# Warren County Board of Commissioners Budget Special Meeting June 23, 2020

Item # 4-A-2  
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**RIVERS AND ASSOCIATES, INC.  
BID TABULATION SHEET**

**CERTIFICATION**

I CERTIFY THAT THIS IS A TRUE RECORD OF BIDS RECEIVED.



OWNER: Warren County  
PROJECT: Wise Interchange Water & Sewer System Impr.  
LOCATION: Warren County Armory Civic Ctr.  
BID OPENED: Tuesday, June 2, 2020 @ 2:00 PM

*Frederick L. Stone* 6/3/20

| CONTRACTOR ADDRESS                                   |   | H.G. Reynolds Company, Inc.<br>P.O. Box 209<br>Henderson, NC 27536<br>14146 / 5% | JSmith Civil, LLC<br>3733 N US Hwy 117<br>Goldston, NC 27530<br>77834 / 5% | Herring-Rodgers, Inc.<br>P.O. Box 3425<br>Kinston, NC 28502<br>3937 / 5% | Jones and Smith Contractors, LLC<br>1588 NC 102 East<br>Ayden, NC 28513<br>68110 / 5% |               |                     |               |                     |
|--|---|--|--|--|---|---------------|---------------------|---------------|---------------------|
| ITEM NO.   | QTY. UNIT DESCRIPTION                             | Unit Price   | Cost   | Unit Price   | Cost  | Unit Price    | Cost                | Unit Price    | Cost                |
| <b>Base Bid:</b>                                     |   |  |  |  |   |               |                     |               |                     |
| 1.   | 586 LF 8" DIP Gravity Sewer Line (8'-8")          | \$94.00  | \$55,084.00  | \$110.00   | \$64,460.00   | \$87.00       | \$50,842.00         | \$90.00       | \$52,740.00         |
| 2.   | 71 LF 8" DIP Gravity Sewer Line (8'-8")           | \$94.00  | \$6,674.00   | \$118.00   | \$8,376.00  | \$105.00      | \$7,455.00          | \$95.00       | \$6,745.00          |
| 3.   | 1,447 LF 8" Gravity Sewer Line (8'-8")            | \$95.00  | \$137,585.00   | \$95.00  | \$137,585.00  | \$95.00       | \$137,585.00        | \$92.00       | \$133,144.00        |
| 4.   | 314 LF 8" Gravity Sewer Line (8'-8")              | \$68.00  | \$21,212.00  | \$70.00  | \$21,980.00   | \$70.00       | \$21,980.00         | \$66.00       | \$20,796.00         |
| 5.   | 198 LF 8" Gravity Sewer Line (8'-10")             | \$81.00  | \$15,998.00  | \$78.00  | \$15,288.00   | \$87.00       | \$17,052.00         | \$83.00       | \$16,398.00         |
| 6.   | 5 LF 8" Gravity Sewer Line Stub-out w/Cap (8'-8") | \$55.00  | \$275.00   | \$100.00   | \$500.00  | \$250.00      | \$1,250.00          | \$66.00       | \$330.00            |
| 7.   | 13 EA 4' Dia. Standard Manhole (8'-8")            | \$4,180.00   | \$54,340.00  | \$3,500.00   | \$45,500.00   | \$4,250.00    | \$55,250.00         | \$6,200.00    | \$80,600.00         |
| 8.   | 4 EA 4' Dia. Standard Manhole (8'-8")             | \$4,400.00   | \$17,600.00  | \$4,400.00   | \$17,600.00   | \$5,375.00    | \$21,500.00         | \$7,000.00    | \$28,000.00         |
| 9.   | 1 EA 4" Sewer Service (In Line)                   | \$275.00   | \$275.00   | \$400.00   | \$400.00  | \$1,875.00    | \$1,875.00          | \$2,100.00    | \$2,100.00          |
| 10.  | 1 EA 4" Sewer Service (In Manhole)                | \$275.00   | \$275.00   | \$500.00   | \$500.00  | \$2,100.00    | \$2,100.00          | \$2,100.00    | \$2,100.00          |
| 11.  | 2 EA Sewer Cleanouts                              | \$275.00   | \$550.00   | \$700.00   | \$1,400.00  | \$775.00      | \$1,550.00          | \$2,100.00    | \$4,200.00          |
| 12.  | 40 LF 4" Sewer Service Line                       | \$55.00  | \$2,200.00   | \$48.00  | \$1,920.00  | \$20.00       | \$800.00            | \$80.00       | \$3,200.00          |
| 13.  | 50 LF 16" Steel Casing (Jack & Bore) - US Hwy 1   | \$242.00   | \$12,100.00  | \$525.00   | \$26,250.00   | \$350.00      | \$17,500.00         | \$825.00      | \$41,250.00         |
| 14.  | 400 LF SR Fence                                   | \$3.00   | \$1,200.00   | \$8.00   | \$3,200.00  | \$5.00        | \$2,000.00          | \$8.00        | \$3,200.00          |
| 15.  | 20 EA Rock Silt Check Dam                         | \$55.00  | \$1,100.00   | \$350.00   | \$7,000.00  | \$250.00      | \$5,000.00          | \$480.00      | \$9,600.00          |
| 16.  | 800 SY Matting for Erosion Control                | \$8.00   | \$6,400.00   | \$8.00   | \$6,400.00  | \$2.00        | \$1,600.00          | \$24.00       | \$19,200.00         |
| 17.  | 200 CY Rock Excavation                            | \$28.00  | \$5,600.00   | \$100.00   | \$20,000.00   | \$175.00      | \$35,000.00         | \$110.00      | \$22,000.00         |
| 18.  | 675 TN ABC Stone Access Road Restoration          | \$28.00  | \$18,900.00  | \$28.00  | \$18,900.00   | \$40.00       | \$27,000.00         | \$50.00       | \$33,750.00         |
| 19.  | 20 CY Select Backfill                             | \$11.00  | \$220.00   | \$50.00  | \$1,000.00  | \$5.00        | \$100.00            | \$31.00       | \$620.00            |
| 20.  | 10 TN Stabilization Stone                         | \$38.50  | \$385.00   | \$50.00  | \$500.00  | \$25.00       | \$250.00            | \$31.00       | \$310.00            |
| 21.  | 1 LS Testing Allowance                            |  | \$500.00   |  | \$500.00  |               | \$500.00            |               | \$500.00            |
| <b>TOTAL BASE BID</b>                                |   |  | <b>\$291,831.00</b>  |  | <b>\$353,331.00</b>   |               | <b>\$356,189.00</b> |               | <b>\$414,971.00</b> |
| Proposed Subcontractors                              |   | Submitted  |  | Submitted  |   | Submitted     |                     | Submitted     |                     |
| Proposed Suppliers                                   |   | Submitted  |  | Submitted  |   | Submitted     |                     | Submitted     |                     |
| Evidence of Authority                                |   | Submitted  |  | Submitted  |   | Submitted     |                     | Submitted     |                     |
| Contractor's Lic. No.                                |   | Submitted  |  | Submitted  |   | Submitted     |                     | Submitted     |                     |
| E-Verify   |   | Submitted  |  | Submitted  |   | Submitted     |                     | Submitted     |                     |
| Iran Divestment                                      |   | Submitted  |  | Submitted  |   | Submitted     |                     | Submitted     |                     |
| Total Value of Minority Business Contracting (MB-1)  |   | \$3,332.00   |  | \$0.00   |   | \$0.00        |                     | \$10,000.00   |                     |
| Listing of Good Faith Efforts (MB-2)                 |   | 80 Points  |  | 115 Points   |   | 55 Points     |                     | 55 Points     |                     |
| Intent to Perform Contract with own Workforce (MS-3) |   | Not Submitted  |  | Not Submitted  |   | Not Submitted |                     | Not Submitted |                     |

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**Warren County Board of Commissioners**  
**Budget Special Meeting**  
**June 23, 2020**

***Item # 4-B***  
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**Adoption of Budget Amendment #18**  
**To FY 2019-2020 Warren County Budget Ordinance**

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***MEMORANDUM***

**TO:** Warren County Board of Commissioners

**FROM:** Kathy Brafford, Finance Director

**DATE:** June 18, 2020

**RE:** Recommendation for Approval of Budget Ordinance Amendment #18

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**Background**

Budget Amendment #18 to the FY 2020 Budget Ordinance is being presented for approval. This amendment does the follow:

- 1) Increases appropriations in the Library budget by \$3,748 to cover expenditures from an LSTA grant from the State Library that was awarded to the Library in March of this year.
- 2) Increases appropriations in the Deputy / Child Support budget to prevent potential overspending in the Gas & Vehicle Operating expense line item.
- 3) Decreases appropriations in the Detention Facility budget to cover the potential overspending in the Deputy / Child Support budget.
- 4) Decreases appropriations in the Fire Protection budget by \$2,500 as a result of a revision to the FY 19-20 Contract for Fire Services between the County and Macon VFD, and the resulting reduction in funding. This revision was approved at the 8/28/19 BOCC meeting.
- 5) Increases appropriations in the Fire Protection budget by \$47,500 for a loan agreement between the County and Afton Elberon VFD that was approved at the 3/9/2020 BOCC meeting. This loan is to be repaid by Afton Elberon VFD to the County.

**Warren County Board of Commissioners**  
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*Item # 4-B*  
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**Adoption of Budget Amendment #18 to  
FY 2019-2020 Warren County Budget Ordinance**

6) Increases appropriations in the Emergency Services budget by \$1,000 to cover expenditures for a NC Tier II Grant awarded by the NC Dept of Public Safety

7) Increases appropriations to the Fire Service District budgets to prevent overspending. This increases the property taxes and/or motor vehicle taxes estimated to be received and the corresponding payouts of these taxes to the individual Fire Service Districts.

8) Decreases appropriation in the District II Enterprise Fund Reserve line item budget by \$7,036 and increases the Transfer to Fund 89 line item budget by that same amount. This transfer is to cover additional costs associated with the most recent cost estimates submitted for the Wise I-85 Exit 233 Interchange Project.

9) Increases appropriations for the expenditures of the Coronavirus Relief Funds awarded to the County by the State of NC from the COVID-19 Recovery Act (CARES Act).

**Recommendation**

I am recommending that the Board approve Budget Amendment #18 to the FY 2020 Budget Ordinance.

**Warren County Board of Commissioners  
Budget Special Meeting  
June 23, 2020**

*Item # 4-B (Page 3 of 5)*

Adoption of Budget Amendment #18  
To FY 2019-2020 Warren County Budget Ordinance

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE  
2019/2020  
Amendment No. 18**

**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:

|                        |           |               |
|------------------------|-----------|---------------|
| Library                | \$        | 3,748         |
| Deputy / Child Support |           | 500           |
| Detention Facility     |           | (500)         |
| Fire Protection        |           | (2,500)       |
| Fire Protection        |           | 47,500        |
| Emergency Services     |           | 1,000         |
| <b>Total</b>           | <b>\$</b> | <b>49,748</b> |

**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 | \$        | 3,748         |
| Restricted Intergovernmental - Other |           | 1,000         |
| Appropriated Fund Balance            |           | 45,000        |
| <b>Total</b>                         | <b>\$</b> | <b>49,748</b> |

**Section 4** of the Warren County Budget Ordinance, pertaining to the Fire Service Districts operations of the county, shall be amended as follows:

Increase / (Decrease) Appropriations:

|                               |           |               |
|-------------------------------|-----------|---------------|
| Central Warren Property Tax   | \$        | 1,700         |
| Ridgeway Property Tax         |           | 4,700         |
| Roanoke Wildwood Property Tax |           | 250           |
| Littleton Property Tax        |           | 300           |
| Long Bridge Property Tax      |           | 1,200         |
| Drewry Property Tax           |           | 2,100         |
| Arcola Property Tax           |           | 1,000         |
| Inez Property Tax             |           | 400           |
| Churchill MV Tax              |           | 500           |
| Central Warren MV Tax         |           | 2,000         |
| Macon MV Tax                  |           | 500           |
| Ridgeway MV Tax               |           | 400           |
| Afton·Elberton MV Tax         |           | 500           |
| Roanoke Wildwood MV Tax       |           | 100           |
| Hawtree MV Tax                |           | 200           |
| Longbridge MV Tax             |           | 100           |
| Arcola MV Tax                 |           | 200           |
| Drewry MV Tax                 |           | 200           |
| Inez MV Tax                   |           | 100           |
| <b>Total</b>                  | <b>\$</b> | <b>16,450</b> |

**Section 5** of the Warren County Budget Ordinance, pertaining to the Fire Service Districts operations of the County, shall be amended as follows:

**Warren County Board of Commissioners  
Budget Special Meeting  
June 23, 2020**

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**Adoption of Budget Amendment #18  
To FY 2019-2020 Warren County Budget Ordinance**

**Increase/ (Decrease) Revenues:**

|                               |           |               |
|-------------------------------|-----------|---------------|
| Central Warren Property Tax   | \$        | 1,700         |
| Ridgeway Property Tax         |           | 4,700         |
| Roanoke Wildwood Property Tax |           | 250           |
| Littleton Property Tax        |           | 300           |
| Long Bridge Property Tax      |           | 1,200         |
| Drewry Property Tax           |           | 2,100         |
| Arcola Property Tax           |           | 1,000         |
| Inez Property Tax             |           | 400           |
| Churchill MV Tax              |           | 500           |
| Central Warren MV Tax         |           | 2,000         |
| Macon MV Tax                  |           | 500           |
| Ridgeway MV Tax               |           | 400           |
| Afton-Elberton MV Tax         |           | 500           |
| Roanoke Wildwood MV Tax       |           | 100           |
| Hawtree MV Tax                |           | 200           |
| Longbridge MV Tax             |           | 100           |
| Arcola MV Tax                 |           | 200           |
| Drewry MV Tax                 |           | 200           |
| Inez MV Tax                   |           | 100           |
| <b>Total</b>                  | <b>\$</b> | <b>16,450</b> |

**Section 18** of the Warren County Budget Ordinance, pertaining to the District II Water System Enterprise Fund, shall be amended as follows:

**Increase/(Decrease) Appropriations:**

|                                   |           |          |
|-----------------------------------|-----------|----------|
| Reserve                           | \$        | (7,036)  |
| Transfer to Other Funds - Fund 89 |           | 7,036    |
| <b>Total</b>                      | <b>\$</b> | <b>-</b> |

**Section 25** is a new addition to the Warren County Budget Ordinance. Fund 28 is being created as a Special Revenue Fund to account for revenues and expenditures for the CARES Act (CRF) Funding recently received by the County. This section accounts for the Expenditures / Appropriations.

**Increase/(Decrease) Appropriations:**

|                        |           |                |
|------------------------|-----------|----------------|
| CARES Act Expenditures | \$        | 571,030        |
| <b>Total</b>           | <b>\$</b> | <b>571,030</b> |

**Section 26** is a new addition to the Warren County Budget Ordinance. This section accounts for the Revenues for Fund 28.

**Increase/(Decrease) Revenues:**

|                   |           |                |
|-------------------|-----------|----------------|
| CARES Act Funding | \$        | 571,030        |
| <b>Total</b>      | <b>\$</b> | <b>571,030</b> |

**Warren County Board of Commissioners**  
**Budget Special Meeting**  
**June 23, 2020**

*Item # 4-B (Page 5 of 5)*

**Adoption of Budget Amendment #18**  
**To FY 2019-2020 Warren County Budget Ordinance**

**This amendment:**

- Increases appropriations in the Library budget by \$3,748 to cover expenditures from an LSTA grant from the State Library that was awarded to the Library in March of this year.

Funding Source: State Library of NC

- Increases appropriations in the Deputy / Child Support budget to prevent potential overspending in the Gas & Vehicle Operating expense line item.
- Decreases appropriations in the Detention Facility budget to cover the potential overspending in the Deputy / Child Support budget.
- Decreases appropriations in the Fire Protection budget by \$2,500 as a result of a revision to the FY 19-20 Contract for Fire Services between the County and Macon VFD, and the resulting reduction in funding. This revision was approved at the 8/28/19 BOCC meeting.
- Increases appropriations in the Fire Protection budget by \$47,500 for a loan agreement between the County and Afton Elberon VFD that was approved at the 3/9/2020 BOCC meeting. This loan is to be repaid by Afton Elberon VFD to the County.

Funding Source: Appropriated Fund Balance

- Increases appropriations in the Emergency Services budget by \$1,000 to cover expenditures for a NC Tier II Grant awarded by the NC Dept of Public Safety

Funding Source: NC Department of Public Safety

- Increases appropriations to the Fire Service District budgets to prevent overspending

Funding Source: Fire Service District Property Taxes & Motor Vehicle Taxes

- Decreases appropriation in the District II Enterprise Fund Reserve line item budget by \$7,036 and increases the Transfer to Fund 89 line item budget by that same amount. This transfer is to cover additional costs associated with the most recent cost estimates submitted for the Wise I-85 Exit 233 Interchange Project.

- Increases appropriations for the expenditures of the Coronavirus Relief Funds awarded to the County by the State of NC from the COVID-19 Recovery Act (CARES Act).

Funding Source: State of NC

Respectfully Submitted 6/17/2020

*Katherine C. Brafford*

Katherine C. Brafford, Finance Director

**Warren County Board of Commissioners**  
**Budget Special Meeting**  
**June 23, 2020**

***Item # 4-C***  
**(Page 1 of 7)**

**Approval of FY 20-21 Pay Plan, Reclassification Requests and  
Position Description**

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**TO:** Warren County Board of Commissioners

**From:** Vincent Jones, County Manager

**Date:** June 19, 2020

**Subject:** Approval of FY 20-21 Pay Plan, Reclassification Requests and Position Description

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**Background**

Annually, the Board approves the County's Pay Plan (See attached). Additionally, with the budget request process and compensation study, we have identified a few positions that are recommended for reclassification. The positions are as follows:

Recreation – The Recreation Department is making improvements and the Recreation Coordinator (Grade 16) is assuming additional roles in the operation of the department. These duties include: managing the department's newly implemented online recreation registration and facilities reservation program; grants management; project management for recreation projects; and managing seasonal and part-time Recreation Department staff for maintenance and programs. The position will be reclassified to a new position of Recreation Programs Coordinator (Grade 20).

Senior Center – The Senior Center is reorganizing the department. Based on operations, the Nutrition Site Manager (Grade 15) will move from a full-time position to a part-time position. The Medicare Specialist (Grade 13) position will be reclassified to a full-time Social Worker II position (Grade 23). This position will combine the duties of the Medicare Specialist along with conducting assessments of seniors for services and case management of seniors receiving services.

Sheriff's Office - The Sheriff's Office has identified a salary compression issue impacting the Captain's position and command staff due to the proposed implementation of the compensation study and public safety retention needs. The current Captain's position will be reclassified as a Major and moved to the minimum for the new pay grade (Grade 30). The position is already included in the County's existing Pay Plan.

**Warren County Board of Commissioners**  
**Budget Special Meeting**  
**June 23, 2020**

*Item # 4-C*  
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**Adoption of FY21 Pay Plan and Classification Request**

**Recommendation**

I am recommending that the Board of Commissioners approve the Warren County FY 21 Pay Plans, reclassification requests for the following positions and the position description for the Recreation Program Coordinator:

| <b>Dept.</b>     | <b>Current Position</b>                   | <b>New Position Title</b>                    | <b>Current Salary</b> | <b>Proposed Salary</b> | <b>Diff</b> |
|------------------|---|--|-----------------------|------------------------|-------------|
| Recreation       | Recreation Coordinator<br>Grade 16        | Recreation Program Coordinator<br>Grade 20   | \$28,000              | \$31,915               | \$3,915     |
| Senior Center    | Nutrition Site Manager<br>Grade 15        | Part-time Nutrition Site Manager<br>Grade 15 | \$32,208              | \$12,755               | (\$19,453)  |
| Senior Center    | Part-time Medicare Specialist<br>Grade 13 | Social Worker II<br>Grade 23                 | \$12,755              | \$36,945               | \$24,190    |
| Sheriff's Office | Captain<br>Grade 26                       | Major<br>Grade 30                            | \$48,885              | \$52, 153              | \$3,268     |
|                  |   |  |                       |                        |             |
|                  |   |  | FY 21 Budget Impact   |                        | \$11,920    |

**Warren County Board of Commissioners**  
**Budget Special Meeting**  
**June 23, 2020**

*Item # 4-C (Page 3 of 7)*

Adoption of FY21 Pay Plan and Classification Request

**Warren County**  
**Job Classification Schedule**  
**1950 Hours**  
**Effective July 1, 2020**

| Grade | Salary Range |          |         |   |
|-------|--------------|----------|---------|---|
|       | Minimum      | Midpoint | Maximum |   |
| 1     | 12,630       | 16,419   | 20,208  |   |
| 2     | 13,261       | 17,240   | 21,218  |   |
| 3     | 13,924       | 18,102   | 22,279  |   |
| 4     | 14,621       | 19,007   | 23,393  |   |
| 5     | 15,352       | 19,957   | 24,563  |   |
| 6     | 16,119       | 20,955   | 25,791  |   |
| 7     | 16,925       | 22,002   | 27,080  |   |
| 8     | 17,771       | 23,103   | 28,435  |   |
| 9     | 18,660       | 24,258   | 29,856  |   |
| 10    | 19,593       | 25,471   | 31,349  | Human Resources Aide*   |
| 11    | 20,572       | 26,744   | 32,916  | Animal Shelter Attendant<br>General Utility Worker*   |
| 12    | 21,602       | 28,082   | 34,562  | 4-H W.A.Y. Program Support Specialist<br>Community Health Assistant*<br>Office Assistant III*<br>Processing Assistant III*  |
| 13    | 22,682       | 29,486   | 36,291  | Medicare Specialist   |
| 14    | 23,816       | 30,960   | 38,105  | Accounting Clerk IV*<br>Administrative Assistant I<br>Animal Shelter Technician<br>Community Health Technician*<br>Deputy Register of Deeds<br>Deputy Tax Assessor<br>Deputy Tax Collector<br>Elections Technician<br>Library Clerk<br>Office Assistant IV*<br>Processing Assistant IV*<br>Program Assistant IV*<br>Weighmaster |
| 15    | 25,006       | 32,508   | 40,010  | Accounting Technician<br>Administrative Assistant II<br>Buildings & Grounds Maintenance Worker I<br>Foreign Language Interpreter*<br>Income Maintenance Caseworker Trainee*<br>Library Assistant<br>Nutrition Site Manager<br>Recreation Maintenance Specialist<br>Utility Service Technician                                   |

**Warren County Board of Commissioners**  
**Budget Special Meeting**  
**June 23, 2020**

*Item # 4-C (Page 4 of 7)*

Adoption of FY21 Pay Plan and Classification Request

| Grade | Salary Range |          |         | Job Title  |
|-------|--------------|----------|---------|--|
|       | Minimum      | Midpoint | Maximum |  |
| 16    | 26,257       | 34,133   | 42,011  | 4-H W.A.Y. Program Assistant<br>Animal Control Officer<br>Computer Support Technician I<br>Income Maintenance Caseworker I*<br>Recreation Assistant<br>Recreation Coordinator<br>Senior Administrative Assistant<br>Senior Center Activity Coordinator   |
| 17    | 27,570       | 35,840   | 44,111  | Accounting Specialist<br>Solid Waste Operator  |
| 18    | 28,948       | 37,632   | 46,316  | Buildings and Grounds Maintenance Worker II<br>Chore Services Supervisor II*<br>Delinquent Tax Specialist<br>Human Resources Technician<br>Income Maintenance Caseworker II*<br>Income Maintenance Investigator I*<br>Library Technical Assistant<br>Licensed Practical Nurse II*<br>Public Health Educator I*<br>Tax Mapper/Exemption Specialist<br>Utilities Crew Leader<br>Utilities Customer Service Coordinator |
| 19    | 30,395       | 39,514   | 48,633  | Buildings and Grounds Maintenance Supervisor<br>Deputy Elections Director<br>Medical Laboratory Technician II*<br>Nutritionist I*<br><br>Social Worker I*  |
| 20    | 31,915       | 41,490   | 51,064  | Income Maintenance Caseworker III*<br>Recreation Program Coordinator<br>Solid Waste Supervisor   |
| 21    | 33,511       | 43,564   | 53,617  | 4-H W.A.Y. Program Coordinator<br>Code Enforcement Officer<br>Executive Assistant/Deputy Clerk to the Board<br>Tax Collection Specialist   |
| 22    | 35,186       | 45,742   | 56,298  | Administrative Officer I*<br>Assistant Fire Marshal/Code Enforcement Officer<br>Economic Development Coordinator<br>Income Maintenance Supervisor II*<br>Nutritionist II*  |

**Warren County Board of Commissioners**  
**Budget Special Meeting**  
**June 23, 2020**

*Item # 4-C (Page 5 of 7)*

Adoption of FY21 Pay Plan and Classification Request

| Grade | Salary Range |          |         | Job Title  |
|-------|--------------|----------|---------|--|
|       | Minimum      | Midpoint | Maximum |  |
| 23    | 36,945       | 48,030   | 59,113  | Child Support Agent II*<br>Clerk to the Board<br>Computer Systems Administrator I*<br>Day Care Services Coordinator I*<br>Environmental Health Specialist Trainee*<br>Social Work Supervisor I*<br>Social Worker II*<br>Tax Collection Supervisor<br>Utilities Superintendent/ORC                  |
| 24    | 38,793       | 50,431   | 62,069  | Environmental Health Specialist*<br>GIS Technician<br>Public Health Nurse I*<br>Technology Support Specialist  |
| 25    | 40,733       | 52,952   | 65,172  | Administrative Officer II*<br>Animal Control Director<br>Buildings and Grounds Maintenance Director<br>Child Support Supervisor I*<br>Deputy Finance Director<br>Elections Director<br>Emergency Services Division Chief<br>Senior Center Director<br>Social Worker III*<br>Veterans Administrator |
| 26    | 42,770       | 55,600   | 68,431  | Code Enforcement Administrator<br>Public Health Educator III*<br>Public Health Nurse II*<br>Social Work Supervisor II*<br>Social Worker Investigation/Assessment & Treatment*  |
| 27    | 44,908       | 58,380   | 71,852  | Environmental Health Supervisor I*<br>Information Technology Administrator<br>Parks and Recreation Director<br>Public Health Nurse III*<br>Register of Deeds   |
| 28    | 47,153       | 61,299   | 75,445  | Assistant Tax Administrator<br>Assistant Public Utilities Director<br>Public Health Nurse Supervisor I*<br>Senior Assistant to the County<br>Manager   |
| 29    | 49,511       | 64,364   | 79,217  | Economic Development Director<br>Emergency Services Director/Fire Marshal<br>Human Resources Manager<br>Planning/Zoning Administrator<br>Social Work Supervisor III*   |
| 30    | 51,986       | 67,582   | 83,178  | Library Director<br>Public Health Nurse Supervisor II*<br>Public Works Director  |

**Warren County Board of Commissioners**  
**Budget Special Meeting**  
**June 23, 2020**

*Item # 4-C (Page 6 of 7)*

Adoption of FY21 Pay Plan and Classification Request

| Grade | Salary Range |          |         | Job Title  |
|-------|--------------|----------|---------|--|
|       | Minimum      | Midpoint | Maximum |  |
| 31    | 54,585       | 70,961   | 87,336  | Public Health Nurse Director I*  |
| 32    | 57,315       | 74,509   | 91,704  | Deputy Director of Social Services*<br>Finance Director<br>Tax Administrator       |
| 33    | 60,181       | 78,235   | 96,289  | Public Utilities Director  |
| 34    | 63,190       | 82,147   | 101,103 |  |
| 35    | 66,349       | 86,253   | 106,159 | Assistant County Manager<br>Director of Social Services*<br>Local Health Director* |
| 36    | 69,666       | 90,567   | 111,467 | County Attorney  |
| 37    | 73,149       | 95,095   | 117,040 | County Manager   |

**Warren County Board of Commissioners**  
**Budget Special Meeting**  
**June 23, 2020**

*Item # 4-C (Page 7 of 7)*

**Adoption of FY21 Pay Plan and Classification Request**

**RECREATION PROGRAM COORDINATOR**

**GENERAL DEFINITION OF WORK:**

Performs intermediate technical work assisting the Parks and Recreation Director with planning, coordinating and directing a variety of recreation programs; does related work as required. Work is performed under regular supervision. Supervision is exercised over seasonal program staff.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Assisting with planning, managing and directing recreation programs; supervising, scheduling staff and programs and special events; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- > Coordinates a variety of recreation programs and special events.
- > Manages online recreation programs registration and facility rental programs
- > Oversees and assists with the maintenance of recreation facilities, grounds and game fields.
- > Oversees and schedules staff.
- > Prepares work schedule; orders necessary equipment and supplies.
- > Enforces department rules and regulations.
- > Researches, plans and sets-up programs; conducts surveys and evaluates effectiveness of programs.
- > Markets programs; prepares fliers and media releases; delivers fliers to businesses and other outlets.
- > Prepares calendar of events.
- > Performs a variety of office assistance tasks; answers telephone; files; collects fees; reconciles accounts.
- > Participates in grants management and departmental budget management
- > Project management
- > Assist customers; provides information; answers complaints.
- > Attends department staff meetings and program workshops.
- > Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of the equipment and techniques necessary to successfully conduct recreation programs; general knowledge of the methods involved in organizing, conducting, promoting, and supervising recreation activities; general knowledge of first aid methods and necessary safety precautions to be used in recreation work; ability to establish and maintain effective working relationships with associates, officials and the general public; ability to express ideas clearly both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in recreation, physical education, or related field and moderate experience in one or more of the major fields of organized recreation programs.

**PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme heat, and noise.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the State of North Carolina. Playground Safety Inspector certification within one year of employment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**Warren County Board of Commissioners  
Budget Special Meeting  
June 23, 2020**

***Item # 4-D***  
**(Page 1 of 3)**

**Adoption of FY 2020-2021  
Fee Schedules:**

**Environmental Health  
Health Department  
&  
Home Health**

| <b>HOME HEALTH FEES FOR 2020-2021</b> | <b>Proposed</b> |
|---------------------------------------|-----------------|
| <b>SKILLED NURSING</b>                | <b>\$175.00</b> |
| <b>PHYSICAL THERAPY</b>               | <b>\$215.00</b> |
| <b>HOME HEALTH AIDE</b>               | <b>\$60.00</b>  |
| <b>OCCUPATIONAL THERAPY</b>           | <b>\$175.00</b> |
| <b>MEDICAL SOCIAL WORKER</b>          | <b>\$175.00</b> |

**Warren County Board of Commissioners**  
**Budget Special Meeting**  
**June 23, 2020**

***Item # 4-D***  
**(Page 2 of 3)**

**Adoption of FY 2020~2021**  
**Environmental Health Fees**

| ENVIRONMENTAL HEALTH FEES<br>2020-2021                        |                |             |
|---|----------------|-------------|
| <b>SEPTIC PERMIT</b>  |                |             |
|   | <b>GRAVITY</b> | <b>PUMP</b> |
| New Improvement Permit -up to 480 and (up to 4 bedroom house) | \$300.00       | \$350.00    |
| 481 - 1500gpd   | \$400.00       | \$500.00    |
| 1501 -2999 gpd  |                | \$600.00    |
| 3000 + gpd  |                | \$700.00    |
| Upgrade Permit  | \$200.00       |             |
| Certificate of Compliance                                     | \$ 75.00       |             |
| Repair Permit   | \$ 25.00       |             |
| Revision of Septic Permit                                     |                |             |
| No change in system location                                  | \$ 50.00       |             |
| Change in system location -(Cost of New Permit)               | \$300.00       | \$350.00    |
| Extra Trip Charge to Lot                                      | \$ 50.00       |             |
| <b>WELL PERMIT</b>  |                |             |
| Well Permit   | \$300.00       |             |
| Revised Well Permit   | \$ 50.00       |             |
| <b>WATER SAMPLE</b>   |                |             |
| Full Well Panel   | \$150.00       |             |
| Bacteriological   | \$ 75.00       |             |
| Bacteriological Resample 1st                                  | \$ 50.00       |             |
| Bacteriological Resample 2nd                                  | \$ 75.00       |             |
| Inorganic   | \$ 100.00      |             |
| Organic   | \$ 80.00       |             |
| Pesticide/Petroleum   | \$100.00       |             |
| Metals Panel  | \$ 75.00       |             |
| <b>SWIMMING POOL PERMIT</b>                                   |                |             |
| Annual Pool Permit -Wade & Pool                               | \$200.00       |             |
| Plan Review for New Swimming Pool                             | \$400.00       |             |
| <b>TATTOOS PERMIT</b>   |                |             |
| Temporary Permit  | \$200.00       |             |
|   | \$100.00       |             |
| <b>FOOD ESTABLISHMENT</b>                                     |                |             |
| Food Establishment Plan Review                                | \$200.00       |             |

**Warren County Board of Commissioners**  
**Budget Special Meeting**  
**June 23, 2020**

**Item # 4-D**  
 (Page 3 of 3)

**Adoption of FY 2020-2021**  
**Health Department Fees**

| Service Type                     | CPT        | Proposed<br>for 20-21<br>FY |
|----------------------------------|------------|-----------------------------|
| NEXPLANON PLACEMENT              | 11981      | \$109.00                    |
| NEXPLANON REMOVAL                | 11982      | \$125.00                    |
| Nexplanon Removal/Placement      | 11983      | \$193.00                    |
| ROUTINE VENIPUNCTURE             | 36415      | \$16.00                     |
| INSERT INTRAUTERINE DEVI         | 58300      | \$65.00                     |
| REMOVE INTRAUTERINE DEV          | 58301      | \$80.00                     |
| FETAL NON-STRESS TEST            | 59025      | \$50.00                     |
| ANTEPARTUM CARE ONLY 3-          | 59425      | \$360.00                    |
| ANTEPARTUM CARE ONLY 7+          | 59426      | \$641.00                    |
| POSTPARTUM CARE                  | 59430      | \$116.00                    |
| ULTRASOUND LIMITED               | 76815      | \$79.00                     |
| ULTRASOUND TRANSVAGINA           | 76817      | \$88.00                     |
| URINALYSIS NONAUTO W/O S         | 81002      | \$12.00                     |
| URINE PREGNANCY TEST             | 81025      | \$15.00                     |
| AMINES, VAGINAL FLUID QUA        | 82120      | \$7.00                      |
| HEMOCULT                         | 82272      | \$10.00                     |
| ASSAY, BLD/SERUM CHOLEST         | 82465QW    | \$20.00                     |
| ASSAY, GLUCOSE, BLOOD QU         | 82947QW    | \$20.00                     |
| GLUCOSE TEST                     | 82950QW    | \$25.00                     |
| GLUCOSE TOLERANCE TEST           | 82951QW    | \$25.00                     |
| GLUCOSE BLOOD TEST               | 82962      | \$10.00                     |
| HEMOGLOBIN                       | 85018QW    | \$12.00                     |
| TB INTRADERMAL TEST              | 86580      | \$25.00                     |
| CULTURE SCREEN ONLY GC           | 87081      | \$31.00                     |
| SMEAR, GRAM STAIN                | 87205      | \$20.00                     |
| SMEAR, WET MOUNT, SALINE         | 87210      | \$20.00                     |
| HPV, DNA, AMP PROBE              | 87621      | \$45.00                     |
| Influenza A                      | 87804QW    | \$17.00                     |
| INFLUENZA B                      | 87804QW-59 | \$17.00                     |
| STREP A ASSAY W/OPTIC            | 87880QW    | \$30.00                     |
| CYTOPATH, C/V, THIN LAYER        | 88142      | \$29.00                     |
| IMMUNIZATION ADMIN               | 90471      | \$23.00                     |
| IMMUNIZATION ADMIN, EACH         | 90472      | \$24.00                     |
| IMMUNE ADMIN ORAL/NASAL          | 90473      | \$20.00                     |
| IMMUNE ADMIN ORAL/NASAL          | 90474      | \$24.00                     |
| HEP A VACCINE, ADULT IM          | 90632      | \$75.00                     |
| HUMAN PAPILLOMA VIRUS VA         | 90649      | \$170.00                    |
| GUARDSIL                         | 90651      | \$237.00                    |
| Influenza Virus VAC Quad L       | 90672      | \$25.00                     |
| Influenza 6-35 months vaccine    | 90685      | \$22.00                     |
| Influenza 3+years vaccine        | 90686      | \$22.00                     |
| MMR VACCINE, SC                  | 90707      | \$80.00                     |
| TDAP VACCINE >7 IM               | 90715      | \$45.00                     |
| HEP B BIRTH-18                   | 90744      | \$27.00                     |
| HEP B VACCINE, ADULT, IM         | 90746      | \$64.00                     |
| PURE TONE HEARING TEST,          | 92551      | \$15.00                     |
| EVOKED AUDITORY TEST             | 92587      | \$35.00                     |
| AIRWAY INHALATION TREATM         | 94640      | \$30.00                     |
| MEASURE BLOOD OXYGEN L           | 94760      | \$8.00                      |
| DEVELOPMENTAL TEST, LIM          | 96110      | \$35.00                     |
| Social-Emotional Screen          | 96127      | \$35.00                     |
| Health Risk Assessment           | 96150      | \$10.00                     |
| HEADSS                           | 96160      | \$30.00                     |
| PHQ9                             | 96161      | \$30.00                     |
| THER/PROPH/DIAG INJ, SC/IM       | 96372      | \$25.00                     |
| VISUAL ACUITY SCREEN             | 99173      | \$20.00                     |
| OFFICE/OUTPATIENT VISIT, N       | 99201      | \$68.00                     |
| OFFICE/OUTPATIENT VISIT, N       | 99202      | \$101.00                    |
| OFFICE/OUTPATIENT VISIT, N       | 99203      | \$142.00                    |
| OFFICE/OUTPATIENT VISIT, N       | 99204      | \$209.00                    |
| OFFICE/OUTPATIENT VISIT, N       | 99205      | \$263.00                    |
| OFFICE/OUTPATIENT VISIT, E       | 99211      | \$36.00                     |
| OFFICE/OUTPATIENT VISIT, E       | 99212      | \$61.00                     |
| OFFICE/OUTPATIENT VISIT, E       | 99213      | \$85.00                     |
| OFFICE/OUTPATIENT VISIT, E       | 99214      | \$132.00                    |
| ov estab pt, severe, phys time d | 99215      | \$196.00                    |
| INIT PM E/M, NEW PAT, INF        | 99381      | \$97.00                     |
| INIT PM E/M, NEW PAT 1-4 YR      | 99382      | \$97.00                     |
| PREV VISIT, NEW, AGE 5-11        | 99383FP    | \$165.00                    |
| PREV VISIT, NEW, AGE 5-11        | 99383EP    | \$97.00                     |
| PREV VISIT, NEW, AGE 12-17       | 99384FP    | \$181.00                    |
| PREV VISIT, NEW, AGE 12-17       | 99384EP    | \$97.00                     |
| PREV VISIT, NEW, AGE 18-39       | 99385FP    | \$179.00                    |
| PREV VISIT, NEW, AGE 18-39       | 99385EP    | \$97.00                     |
| PREV VISIT, NEW, AGE 40-64       | 99386      | \$213.00                    |
| INIT PM E/M, NEW PAT 65+ YR      | 99387      | \$231.00                    |
| PER PM REEVAL, EST PAT, IN       | 99391      | \$97.00                     |
| PREV VISIT, EST, AGE 1-4         | 99392      | \$97.00                     |
| PREV VISIT, EST, AGE 5-11        | 99393FP    | \$157.00                    |
| PREV VISIT, EST, AGE 5-11        | 99393EP    | \$97.00                     |
| PREV VISIT, EST, AGE 12-17       | 99394FP    | \$157.00                    |
| PREV VISIT, EST, AGE 12-17       | 99394EP    | \$97.00                     |
| PREV VISIT, EST, AGE 18-39       | 99395FP    | \$157.00                    |
| PREV VISIT, EST, AGE 18-39       | 99395EP    | \$97.00                     |
| PREV VISIT, EST, AGE 40-64       | 99396      | \$170.00                    |
| PER PM REEVAL EST PAT 65+        | 99397      | \$189.00                    |
| Tobacco Counseling <10 min       | 99406      | \$14.00                     |
| Tobacco Counseling >10 min       | 99407      | \$26.00                     |
| POSTNATAL HOME VISIT             | 99501      | \$62.00                     |
| NEWBORN HOME VISIT               | 99502      | \$65.00                     |
| ORL EVAL PT<3 YR CNSL PRI        | D0145      | \$40.00                     |
| TOP FLUORIDE, TX APPL MOI        | D1206      | \$16.00                     |
| Admin Influenza Virus Vac        | G0008      |                             |
| DEPO PROVERA                     | J1050      | \$1.48                      |
| INJ RHO D IG HUMN FULL DO        | J2790      | \$140.00                    |
| MIRENA                           | J7296      | \$252.00                    |
| PARAGARD                         | J7300      | \$248.00                    |
| NEXPLANON                        | J7307      | \$284.00                    |
| EXERSTYLE                        | LU016      | \$0.00                      |
| Copy of Medical Records          | LU018      |                             |
| CD VISIT REPORT ONLY             | LU242      | \$0.00                      |
| PREGNANCY RISK ASSESSM           | S0280      | \$50.00                     |
| POSTPARTUM INCENTIVE             | S0281      | \$150.00                    |
| BIRTH CONTROL PILLS              | S4493      | \$10.00                     |
| RN SERVICES                      | T1002      | \$25.00                     |

depends on NDC #

**Warren County Board of Commissioners**  
**Budget Special Meeting**  
**June 23, 2020**

*Item # 4-E*  
(1 of 13)

**Adoption of FY 2020-2021**  
**Warren County Budget Ordinance**

***MEMORANDUM***

**TO:** Warren County Board of Commissioners  
**FROM:** Kathy Brafford, Finance Director  
**DATE:** June 23, 2020  
**RE:** Additional Information Pertaining to FY 2021 Budget Ordinance

Attached are two spreadsheets detailing changes which were made after the initial presentation to you of the Recommended Budget for FY 2021. These changes are a combination of recommendations from the Board and additional items that were either furnished to us subsequent to the initial recommendation – or which we came across upon further review of the Recommended Budget. These additional items include increased grant revenue notifications from the NC Department of Public Health, approved JCPC funding plans from the NC Department of Public Safety, insurance renewal confirmations from the NC Association of County Commissioners, and miscellaneous corrections and adjustments.

I am hoping that this explains the changes you see in the revised recommended FY 2021 Budget Ordinance.

Adjustments to be made to General Fund Recommended Budget (6-20-2020)

| <b>Expenditures</b> |                |                                       |          | <b>Revised 6-20-2020</b> |   |
|---------------------|----------------|---------------------------------------|----------|--------------------------|---|
| HR                  | 10-4121-519907 | Compensation Study                    | (7,500)  | (7,500)                  | Reduce per County Manager                       |
| HR                  | 10-4121-549913 | Pay Study Funding                     | 26,820   | 19,320                   | Sheriff's deputies & reclassifications          |
| Finance             | 10-4130-535100 | Maintenance                           | (11,000) | 8,320                    | Remove carpet cleaning                          |
| IT                  | 10-4210-558017 | Telephone System                      | 52,000   | 60,320                   | Add per County Manager                          |
| Debt Service        | 10-9100-575000 | Vehicle/Equip Lease Payments          | (9,924)  | 50,396                   | Recode portion attributable to Public Utilities |
| Debt Service        | 10-9100-575100 | Trustee Fee                           | 200      | 50,596                   | Increase in Fee by Regions Bank (Trustee)       |
| Contingency         | 10-9910-991000 | Contingency                           | (8,845)  | 41,751                   | Reduction                                       |
|                     |                | <b>Total Increase to Expenditures</b> |          | <b>41,751</b>            |   |
| <b>Revenues</b>     |                |                                       |          |                          |   |
| Ad Valorem Taxes    | 100100-411022  | Interest on Delinquent Taxes          | 20,000   |                          | Increase based on historical collections        |
| Ad Valorem Taxes    | 100100-411025  | Interest on Motor Vehicle Taxes       | 175      |                          | Increase based on historical collections        |
| FB Appropriations   | 100900-499100  | FB Appropriation - General Fund       | 21,576   |                          | Addition funding needed                         |
|                     |                | <b>Total Increase to Revenues</b>     |          | <b>41,751</b>            |   |
|                     |                | <b>Revenues less Expenditures</b>     |          | <b>-</b>                 |   |

|                          |               |   |                  |   |
|--------------------------|---------------|---|------------------|---|
| <b>FB Appropriations</b> | 100900-499100 | GF Fund Balance Appropriation                           | 1,033,342        |   |
|                          |               | Sales Tax Reserved for School Cap                       | 350,000          | * |
|                          |               | GF Fund Balance Appropriation - Other Proposed Addition | 683,342          | * |
|                          |               | Revised GF Fund Balance Approp - Other                  | 704,918          |   |
|                          | 100900-499103 | Health FB Appropriation                                 | 400,000          | * |
|                          |               | <b>Total GF Fund Balance Appropriation</b>              | <b>1,454,918</b> |   |

**Warren County Board of Commissioners  
Budget Special Meeting  
June 23, 2020**

*Item # 4-E (2 of 13)*

**Adoption of FY 2020-2021  
Warren County Budget Ordinance**

Adjustments to be made to General Fund Recommended Budget (5-27-2020)

| <b>Expenditures</b> |                |                               | <b>Revised 5-27-2020</b> |           |  |
|---------------------|----------------|-------------------------------|--------------------------|-----------|--|
| HR                  | 10-4121-549900 | Miscellaneous                 | (262,121)                | (262,121) | recode to separate line items  |
| HR                  | 10-4121-549911 | Interns                       | 15,000                   | (247,121) | new line item  |
| HR                  | 10-4121-549912 | Projected Health Ins Increase | 12,350                   | (234,771) | new line item  |
| HR                  | 10-4121-549913 | Pay Class Study Funding       | 234,771                  | -         | new line item  |
| HR                  | 10-4121-549912 | Projected Health Ins Increase | 135,850                  | 135,850   | correction   |
| Misc Appropriations | 10-4199-549900 | Miscellaneous                 | (175,000)                | (39,150)  | recode to separate line items  |
| Misc Appropriations | 10-4199-549913 | Broadband Project             | 175,000                  | 135,850   | new line item  |
| Coop Extension      | 10-4950-512000 | Salaries                      | (749)                    | 135,101   | Revise salary & benefit line items   |
| Coop Extension      | 10-4950-512001 | Salaries Part/time            | 1,165                    | 136,266   | Revise salary & benefit line items   |
| Coop Extension      | 10-4950-518100 | FICA                          | 28                       | 136,294   | Revise salary & benefit line items   |
| Coop Extension      | 10-4950-518200 | Retirement                    | (10,768)                 | 125,526   | Revise salary & benefit line items   |
| Coop Extension      | 10-4950-518300 | Hospitalization               | (12,461)                 | 113,065   | Revise salary & benefit line items   |
| Coop Extension      | 10-4950-518950 | New Requests (Sal & Bfts)     | (17,332)                 | 95,733    | per Crystal - table request for increasing P-T 4-H Way position to F-T until FY 2022                           |
| Health Dept         | 10-5100-523010 | Educational Supplies          | 1,500                    | 97,233    | Increase to Health Dept grant revenues   |
| Health Dept         | 10-5100-523802 | Pharmaceuticals               | 8,050                    | 105,283   | Increase to Health Dept grant revenues   |
| Health Dept         | 10-5100-526000 | Office Supplies               | 2,529                    | 107,812   | Increase to Health Dept grant revenues   |
| Health Dept         | 10-5100-526133 | Non Cap Computer Equipment    | 1,691                    | 109,503   | Increase to Health Dept grant revenues   |
| Health Dept         | 10-5100-529905 | NonBillable                   | 3,049                    | 112,552   | Increase to Health Dept grant revenues   |
| Health Dept         | 10-5100-531102 | Travel                        | 6,700                    | 119,252   | Increase to Health Dept grant revenues   |
| Health Dept         | 10-5100-532109 | Cell phone                    | 537                      | 119,789   | Increase to Health Dept grant revenues   |
| Health Dept         | 10-5100-532500 | Postage                       | 350                      | 120,139   | Increase to Health Dept grant revenues   |
| Health Dept         | 10-5100-539100 | Advertising                   | 5,636                    | 125,775   | Increase to Health Dept grant revenues   |
| JCPC Administration | 10-5202-526300 | Supplies & Materials          | (38)                     | 125,737   | Reduction due to JCPC approved funding plan  |
| JCPC Administration | 10-5202-526400 | Food & Provisions             | (400)                    | 125,337   | Reduction due to JCPC approved funding plan  |
| JCPC Administration | 10-5202-531102 | Travel Expense                | (300)                    | 125,037   | Reduction due to JCPC approved funding plan  |
| JCPC Administration | 10-5202-539100 | Advertising                   | (400)                    | 124,637   | Reduction due to JCPC approved funding plan  |
| Boys and Girls Club | 10-5216-563001 | Program Expenditures          | (6,705)                  | 117,932   | Reduction due to JCPC approved funding plan  |
| Senior Center       | 10-5580-512000 | Salaries                      | 100                      | 118,032   | Correction   |
| Finance             | 10-4130-532500 | Postage                       | 1,500                    | 119,532   | Increase postage in Finance for mailing checks - so that do not have to allocate to departments every quarter. |
| Health Dept         | 10-5100-526100 | Non-Capital Equipment         | 8,494                    | 128,026   | Add back non-capital equipment that is grant funded  |

**Warren County Board of Commissioners  
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*Item # 4-E (3 of 13)*

**Adoption of FY 2020-2021  
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|                                       |                |                                       |                |         |  |
|---------------------------------------|----------------|---------------------------------------|----------------|---------|--|
| Sheriff's Dept                        | 10-4310-526100 | Non-Capital Equipment                 | 34,664         | 162,690 | This amount was removed when vehicles were removed from the budget. When vehicles were added back - failed to add back this line item for equipment to outfit new vehicles (plus \$10,000 for general repairs & breakdowns of vehicles). |
| Debt Service                          | 10-9100-575000 | Vehicle/Equip Lease Payments          | 223,239        | 385,929 | Lease purchase payments from FY 2020 borrowing (to be approved at 6/1/20 BOCC meeting)   |
| Insurance & Fringes                   | 10-9600-545001 | Workers Comp Insurance                | 255            | 386,184 | Adjust to Renewal Estimate from NCACC  |
| Insurance & Fringes                   | 10-9600-545100 | General Liability Insurance           | 9,250          | 395,434 | Adjust to Renewal Estimate from NCACC  |
|                                       |                | <b>Total Increase to Expenditures</b> | <b>395,434</b> |         |  |
| <b>Revenues</b>                       |                |                                       |                |         |  |
| Restricted Intergov Revenues (Health) | 100210-451010  | State Health Grants                   | 129,709        |         | Increase in State Health Grants (Sharon B)   |

Adjustments to be made to General Fund Recommended Budget (5-27-2020)

|                                     |               |                                   |                |  |  |
|-------------------------------------|---------------|-----------------------------------|----------------|--|--|
| Restricted Intergov Revenues (JCPC) | 100220-452004 | DPS - YSB                         | 9,001          |  | Increase due to JCPC approved funding plan                               |
| Restricted Intergov Revenues (JCPC) | 100220-452006 | DPS - JCPC                        | (1,338)        |  | Reduction due to JCPC approved funding plan                              |
| Restricted Intergov Revenues (JCPC) | 100220-452016 | DPS - Boys & Girls Club           | (10,234)       |  | Reduction due to JCPC approved funding plan                              |
| Restricted Intergov Revenues        | 100220-438003 | Animal Welfare Grant              | (2,749)        |  | Funds were budgeted for grant received in FY 2019 - should not have been |
| FB Appropriations                   | 100900-499100 | Fund Balance Appropriated         | 96,045         |  | Balance the changes to the GF Budget                                     |
| FB Appropriations                   | 100900-499103 | Health FB Appropriated            | 175,000        |  | Balance to Health Dept Escrow SS per Sharon                              |
|                                     |               | <b>Total Increase to Revenues</b> | <b>395,434</b> |  |  |
|                                     |               | <b>Revenues less Expenditures</b> | <b>-</b>       |  |  |

|                          |               |   |                  |   |
|--------------------------|---------------|---|------------------|---|
| <b>FB Appropriations</b> | 100900-499100 | GF Fund Balance Appropriation                 | 937,297          |   |
|                          |               | <b>Sales Tax Reserved for School Cap</b>      | <b>350,000</b>   | * |
|                          |               | <b>GF Fund Balance Appropriation - Other</b>  | <b>587,297</b>   |   |
|                          |               | Proposed Addition                             | 95,045           |   |
|                          |               | <b>Revised GF Fund Balance Approp - Other</b> | <b>683,342</b>   | * |
|                          | 100900-499103 | <b>Health FB Appropriation</b>                | <b>225,000</b>   |   |
|                          |               | Proposed Addition                             | 175,000          |   |
|                          |               | <b>Revised Health FB Appropriation</b>        | <b>400,000</b>   | * |
|                          |               | <b>Total GF Fund Balance Appropriation</b>    | <b>1,433,342</b> |   |

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Adoption of FY 2020-2021

**WARREN COUNTY BUDGET ORDINANCE**  
**FISCAL YEAR 2020-2021**

BE IT ORDAINED BY THE Board of County Commissioners of Warren County, North Carolina:

SECTION 1. APPROPRIATIONS: The following amounts are hereby appropriated in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

| <u>ITEM</u>                      | <u>\$AMOUNT</u> |
|----------------------------------|-----------------|
| County Commissioners             | \$ 143,604      |
| County Manager                   | 320,233         |
| Human Resources                  | 609,758         |
| Fleet Service                    | 25,349          |
| Finance Office                   | 585,852         |
| Tax Administration               | 707,243         |
| County Attorney                  | 143,466         |
| Court Facilities                 | 54,778          |
| Board of Elections               | 362,790         |
| Register of Deeds                | 255,943         |
| Miscellaneous Appropriations     | 238,401         |
| Information Technology           | 251,075         |
| Buildings, Grounds & Maintenance | 759,888         |
| Sheriff's Office                 | 2,619,307       |
| Child Support Enforcement        | 53,569          |
| Central Communications           | 820,818         |
| Detention Facility               | 1,483,329       |
| Emergency Services               | 292,231         |
| Fire Protection                  | 594,700         |
| Code Enforcement                 | 225,717         |
| Medical Examiner                 | 10,000          |
| Emergency Medical Services       | 3,010,577       |
| Halifax County EMS               | 109,188         |
| Animal Control                   | 321,438         |
| KARTS Transportation             | 45,819          |
| Lake Gaston Weed Control         | 116,000         |
| Forestry Program                 | 126,067         |
| Planning                         | 222,495         |
| Economic Development Commission  | 200,590         |
| Kerr Tar HUB                     | 36,000          |
| Cooperative Extension Service    | 463,631         |
| Buck Spring Camp Development     | 14,250          |
| Cooperative Ext 4-H Program      | 27,000          |
| Soil Conservation                | 197,070         |

**Warren County Board of Commissioners**  
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|  |                     |
|--|---------------------|
| Health Department                        | 3,304,308           |
| Area Mental Health                       | 60,100              |
| Juvenile Crime Prevention Council        | 5,262               |
| Boys & Girls Club                        | 32,115              |
| DSS Administration                       | 4,110,513           |
| DSS Public Assistance                    | 397,732             |
| DSS Local Funds                          | 7,800               |
| DSS Child Support                        | 468,146             |
| Rural Operating Assistance Program       | 145,464             |
| Senior Center                            | 492,355             |
| Veteran's Service Office                 | 115,873             |
| Warren County Public Schools             | 5,433,331           |
| VGCC Satellite Campus                    | 231,625             |
| Libraries                                | 490,296             |
| Recreation Program                       | 431,064             |
| Armory                                   | 43,250              |
| Debt Services                            | 1,841,673           |
| Insurance & Fringes                      | 373,005             |
| Transfer to Other Funds                  | 50,000              |
| Contingency                              | 40,000              |
| <b>TOTAL GENERAL FUND APPROPRIATIONS</b> | <b>\$33,522,088</b> |

**SECTION 2. REVENUES:** It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

| <u>ITEM</u>                             | <u>\$AMOUNT</u> |
|---|-----------------|
| Ad Valorem Taxes                        | \$ 20,381,862   |
| Sales Taxes                             | 3,468,000       |
| Other Taxes & Licenses                  | 100,000         |
| Unrestricted – Intergovernmental        | 216,800         |
| Restricted Intergovernmental – Health   | 639,440         |
| Restricted Intergovernmental – DSS      | 237,940         |
| Restricted Intergovernmental – DSS 1571 | 2,687,087       |
| Restricted Intergovernmental – Other    | 938,947         |
| Permits and Fees                        | 361,400         |
| Sales and Services                      | 1,731,260       |
| Investment Earnings                     | 185,000         |
| Miscellaneous Revenue                   | 442,521         |

**Warren County Board of Commissioners  
Budget Special Meeting  
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*Item # 4-E (6 of 13)*

Adoption of FY 2020-2021  
Warren County Budget Ordinance

|  |                     |
|--|---------------------|
| Transfers from Other Funds                           | 676,913             |
| Fund Balance Appropriated (Health Department Escrow) | 400,000             |
| Fund Balance Appropriated (General Fund – Schools)   | 350,000             |
| Fund Balance Appropriated (General Fund – Other)     | 704,918             |
| <b>TOTAL GENERAL FUND REVENUES</b>                   | <b>\$33,522,088</b> |

SECTION 3. There is hereby levied a tax rate of \$.81 per one hundred dollars valuation of property listed for taxes as of January 1, 2020 for the purpose of raising the revenue listed as "ad valorem taxes" in the General Fund of this ordinance.

This rate is based upon an estimated total valuation of property for the purposes of taxation of \$2,549,150,108 and an estimated collection rate of 96.57% on real and personal property and a collection rate of 98.94% on registered motor vehicles. The estimated rates of collection are based on fiscal year 2018-19 collection rates, adjusted downward by .5% and 1%, respectively, due to the uncertainty of the economic impact of the current pandemic.

SECTION 4. EXPENDITURES: There is appropriated to the fourteen (14) Fire Service Districts, in the amounts listed below proceeds of the service district tax for use by the Fire Service Districts in such a manner and for such expenditures as are permitted by law from the proceeds of these taxes. In the event the actual proceeds from the tax levies exceed or fall short of the appropriated amounts, the actual net proceeds from the taxes shall constitute the appropriation from the tax levy.

| <b>Fire Department</b> | <b>Fire Tax Property</b> | <b>Fire Tax Motor Vehicle</b> | <b>Total</b>        |
|------------------------|--------------------------|-------------------------------|---------------------|
| Afton Elberon          | \$ 81,241                | \$ 13,823                     | \$ 95,064           |
| Arcola                 | 39,261                   | 5,800                         | 45,061              |
| Central Warren         | 143,466                  | 19,038                        | 162,504             |
| Churchill Five Forks   | 165,292                  | 4,543                         | 169,835             |
| Drewry                 | 68,143                   | 5,705                         | 73,848              |
| Hawtree                | 49,698                   | 7,237                         | 56,935              |
| Inez                   | 21,010                   | 2,363                         | 23,373              |
| Littleton              | 59,481                   | 3,318                         | 62,799              |
| Long Bridge            | 92,282                   | 2,591                         | 94,873              |
| Macon                  | 32,760                   | 3,442                         | 36,202              |
| Ridgeway               | 37,347                   | 3,681                         | 41,028              |
| Roanoke Wildwood       | 144,089                  | 2,582                         | 146,671             |
| Smith Creek            | 70,049                   | 9,482                         | 79,531              |
| Soul City              | 26,599                   | 3,183                         | 29,782              |
| <b>TOTALS</b>          | <b>\$ 1,030,718</b>      | <b>\$ 86,788</b>              | <b>\$ 1,117,506</b> |

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**SECTION 5. REVENUES:** There is hereby levied a tax at the rates shown below, per one hundred dollars (\$100.00) valuation of property listed for taxes as of January 1, 2020, located within the listed special fire districts for generating revenue for said special districts. These rates of tax are based on a 96.06% average collection rate. Estimated total valuation of property for each special fire district for the purpose of taxation are as follows:

**Fire Department Valuation and Tax Rate FY 21**

| Fire<br>Department   | Estimated Tax<br>Base<br>Property Tax | Estimated<br>Tax Base<br>Motor<br>Vehicles | Tax Rate<br>FY<br>21 |
|----------------------|---------------------------------------|--|----------------------|
| Afton Elberon        | \$ 103,214,386                        | 18,352,503                                 | 0.0800               |
| Arcola               | 74,719,561                            | 11,630,446                                 | 0.0530               |
| Central Warren       | 146,930,312                           | 20,423,274                                 | 0.0990               |
| Churchill Five Forks | 364,734,088                           | 10,209,017                                 | 0.0450               |
| Drewry               | 95,471,313                            | 8,490,950                                  | 0.0700               |
| Hawtree              | 52,836,858                            | 7,883,970                                  | 0.0950               |
| Inez                 | 52,712,458                            | 6,223,861                                  | 0.0400               |
| Littleton            | 144,915,480                           | 8,250,362                                  | 0.0410               |
| Long Bridge          | 366,268,748                           | 10,568,225                                 | 0.0250               |
| Macon                | 65,823,373                            | 7,248,193                                  | 0.0500               |
| Ridgeway             | 62,632,136                            | 6,522,378                                  | 0.0600               |
| Roanoke Wildwood     | 576,600,132                           | 10,476,011                                 | 0.0250               |
| Smith Creek          | 71,427,270                            | 9,880,594                                  | 0.1000               |
| Soul City            | 43,971,930                            | 5,510,894                                  | 0.0600               |
| <b>TOTALS</b>        | <b>\$ 2,222,258,045</b>               | <b>\$ 141,670,678</b>                      |                      |

**It is estimated that the following revenues will be available in the Fire Service District Special Reserve Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:**

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| Fire<br>Department      | Req. Rev<br>Current | Motor<br>Vehicle<br>Tax | Req. Rev<br>Delinquent | Total<br>Revenue    |
|-------------------------|---------------------|-------------------------|------------------------|---------------------|
| Afton Elberon           | \$ 77,741           | 13,823                  | \$ 3,500               | \$ 95,064           |
| Arcola                  | 37,261              | 5,800                   | 2,000                  | 45,061              |
| Central Warren          | 136,966             | 19,038                  | 6,500                  | 162,504             |
| Churchill Five<br>Forks | 162,292             | 4,543                   | 3,000                  | 169,835             |
| Drewry                  | 64,143              | 5,705                   | 4,000                  | 73,848              |
| Hawtree                 | 48,498              | 7,237                   | 1,200                  | 56,935              |
| Inez                    | 20,010              | 2,363                   | 1,000                  | 23,373              |
| Littleton               | 58,281              | 3,318                   | 1,200                  | 62,799              |
| Long Bridge             | 89,782              | 2,591                   | 2,500                  | 94,873              |
| Macon                   | 31,260              | 3,442                   | 1,500                  | 36,202              |
| Ridgeway                | 35,347              | 3,681                   | 2,000                  | 41,028              |
| Roanoke Wildwood        | 142,089             | 2,582                   | 2,000                  | 146,671             |
| Smith Creek             | 68,549              | 9,482                   | 1,500                  | 79,531              |
| Soul City               | 25,399              | 3,183                   | 1,200                  | 29,782              |
| <b>TOTALS</b>           | <b>\$ 997,618</b>   | <b>\$86,788</b>         | <b>\$ 33,100</b>       | <b>\$ 1,117,506</b> |

**SECTION 6. EXPENDITURES:** There is appropriated to the Solid Waste Enterprise Fund for the operation of the County's comprehensive solid waste program for fiscal year beginning July 1, 2020, and ending June 30, 2021:

|                     |                     |
|---------------------|---------------------|
| Solid Waste Program | \$ 1,722,600        |
| <b>TOTAL</b>        | <b>\$ 1,722,600</b> |

**SECTION 7. REVENUES:** It is estimated that the following revenues will be available in the Solid Waste Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

|                                      |       |                     |
|--------------------------------------|-------|---------------------|
| Other Taxes & Licenses               |       | \$ 1,716,800        |
| Restricted Intergovernmental – Other | 4,100 |                     |
| Investment Earnings                  |       | 1,500               |
| Miscellaneous                        |       | 200                 |
| <b>TOTAL</b>                         |       | <b>\$ 1,722,600</b> |

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**SECTION 8.** There is hereby levied for the fiscal year 2020-2021, a Solid Waste Availability/Household User Fee of \$150.00 per household or business not subject to municipal taxation to be deposited in the Solid Waste Enterprise Fund.

There is hereby levied for the fiscal year 2020-2021, a Solid Waste Transfer Station Tipping Fee of \$67 per ton for all waste brought to the County's Transfer Station.

There is hereby levied for the fiscal year 2020-2021, a Solid Waste Inert Debris Tipping Fee of \$20 per ton for all inert debris, yard waste and land clearing debris brought to the County's Landfill.

**SECTION 9. EXPENDITURES.** The following amount is hereby appropriated in the Regional Water System Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

|                       |                     |
|-----------------------|---------------------|
| Regional Water System | \$ 1,018,777        |
| Debt Service          | 2,481               |
| <b>TOTAL</b>          | <b>\$ 1,021,258</b> |

**SECTION 10. REVENUES.** Regional Water System Enterprise Fund

The following table lists the water rates for Fiscal Year beginning July 1, 2020 and ending June 30, 2021. The rates have not changed.

|                                    |                  |         |
|------------------------------------|------------------|---------|
| Security Deposit – Water           |                  | \$125   |
| Security Deposit – Water/Sewer     |                  | \$150   |
| Activation Fee                     |                  | \$25    |
| Flat Rate – Water                  |                  | \$25    |
| Per Thousand – Water/Sewer         |                  | \$5     |
| Flat Rate – Sewer                  |                  | \$13    |
| Late Fee                           |                  | \$25    |
| NSF Fee                            |                  | \$25    |
| Tampering Fee                      |                  | \$100   |
| Tap (3/4")                         |                  | \$950   |
| Tap (1")                           |                  | \$1,100 |
| Availability Fee                   |                  | \$12    |
| Service Fee (during regular hours) |                  | \$25    |
| Service Fee (after hours)          |                  | \$50    |
| Reconnect fee for NSF              |                  | \$25    |
| Hydrant Permit                     | \$5 per thousand | \$50    |
| Pool Permit                        | \$5 per thousand | \$50    |

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It is estimated that the following revenues will be available in the Regional Water System Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

|                     |                     |
|---------------------|---------------------|
| Permits & Fees      | \$ 300              |
| Sales & Services    | 964,450             |
| Investment Earnings | 16,000              |
| Misc. Revenue       | 40,508              |
| <b>TOTAL</b>        | <b>\$ 1,021,258</b> |

**SECTION 11. EXPENDITURES.** The following amount is hereby appropriated in the District I Water System Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

|  |                   |
|--|-------------------|
| District I Water System                | \$ 661,410        |
| Debt Service                           | 2,481             |
| Transfer to Other Funds – General Fund | 81,975            |
| <b>TOTAL</b>                           | <b>\$ 745,866</b> |

**SECTION 12. REVENUES.** It is estimated that the following revenues will be available in the District I Water Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

|                     |                   |
|---------------------|-------------------|
| Permits & Fees      | \$ 1,450          |
| Sales & Services    | 705,050           |
| Investment Earnings | 31,000            |
| Misc. Revenue       | 8,366             |
| <b>TOTAL</b>        | <b>\$ 745,866</b> |

**SECTION 13. EXPENDITURES.** The following amount is hereby appropriated in the District II Water System Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

|  |                   |
|--|-------------------|
| District II Water System               | \$ 659,915        |
| Debt Service                           | 2,481             |
| Transfer to Other Funds – General Fund | 142,175           |
| <b>TOTAL</b>                           | <b>\$ 804,571</b> |

**SECTION 14. REVENUES.** It is estimated that the following revenues will be available in the District II Water Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

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|                     |                   |
|---------------------|-------------------|
| Permits & Fees      | \$ 1,150          |
| Sales & Services    | 759,377           |
| Investment Earnings | 25,000            |
| Misc. Revenue       | 19,044            |
| <b>TOTAL</b>        | <b>\$ 804,571</b> |

**SECTION 15. EXPENDITURES.** The following amount is hereby appropriated in the District III Water System Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

|  |                     |
|--|---------------------|
| District III Water System              | \$ 685,778          |
| Debt Service                           | 2,481               |
| Transfer to Other Funds – General Fund | 452,763             |
| <b>TOTAL</b>                           | <b>\$ 1,141,022</b> |

**SECTION 16. REVENUES.** It is estimated that the following revenues will be available in the District III Water Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

|                           |                     |
|---------------------------|---------------------|
| Permits & Fees            | \$ 1,300            |
| Sales & Services          | 994,747             |
| Investment Earnings       | 14,000              |
| Miscellaneous Revenue     | 7,650               |
| Fund Balance Appropriated | 123,325             |
| <b>TOTAL</b>              | <b>\$ 1,141,022</b> |

**SECTION 17. EXPENDITURES.** The following amounts are hereby appropriated for the Enhanced 911 System Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

|               |            |
|---------------|------------|
| Emergency 911 | \$ 187,800 |
|---------------|------------|

**SECTION 18. REVENUES.** It is estimated that the following revenues will be available for the Enhanced 911 Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

|   |                   |
|---|-------------------|
| Other Taxes & Licenses (E911 Surcharge) | \$ 146,540        |
| Investment Earnings                     | 4,500             |
| Fund Balance Appropriated               | 36,760            |
| <b>TOTAL</b>                            | <b>\$ 187,800</b> |

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*Item # 4-E (12 of 13)*

Adoption of FY 2020-2021  
Warren County Budget Ordinance

**SECTION 19. EXPENDITURES.** The following amounts are hereby appropriated for the Octennial Revaluation Fund for the operation of the County revaluation process for fiscal year beginning July 1, 2020 and ending June 30, 2021:

|              |                  |
|--------------|------------------|
| <b>TOTAL</b> | <b>\$ 50,500</b> |
|--------------|------------------|

**SECTION 20. REVENUES.** It is estimated that the following revenues will be available in the Octennial Revaluation Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

|                            |        |
|----------------------------|--------|
| Investment Earnings        | \$ 500 |
| Transfers from Other Funds | 50,000 |

|              |                  |
|--------------|------------------|
| <b>TOTAL</b> | <b>\$ 50,500</b> |
|--------------|------------------|

**SECTION 21.** There is hereby levied on each marriage license issued during the fiscal year 2020-2021, a tax of \$60.00. The proceeds of such tax shall be deposited in the General Fund.

**SECTION 22.**

A. Funds belonging to Warren County and deposited to the credit of the Warren County Operating Account and the Warren County Payroll Account may be withdrawn on signatures of Katherine Brafford, Warren County Finance Director; Tare "T" Davis, Chairman, Warren County Board of Commissioners; and Angelena Kearney-Dunlap, Clerk to the Board of Commissioners. Warren County Manager Vincent Jones has signatory authorization for contracts or agreements up to \$50,000. All contracts for purchases or agreements with amounts over \$50,000 are to be approved by the Warren County Board of Commissioners.

B. All funds belonging to Warren County and deposited to the credit of the Warren County Department of Social Services (DSS) Trust Fund Accounts shall be withdrawn only by checks signed by the Warren County Director of Social Services and the Warren County Finance Director or the Warren County Manager and counter-signed by the Warren County Finance Director. Ryan Whitson is authorized to sign such checks as Director of the Department of Social Services and Emma Perry is authorized to sign such checks as Assistant Director of the Department of Social Services; Vincent Jones is authorized to sign such checks as the Warren County Manager and Katherine Brafford is authorized to counter-sign such checks as the Finance Director.

C. All funds belonging to Warren County deposited to the Public School Building Capital Fund Disbursing Account may be withdrawn on signature of Katherine Brafford, Finance Director and Vincent Jones, Warren County Manager.

D. All funds belonging to Warren County deposited to the Flexible Spending Account (FSA) may be withdrawn on signature of Tare "T" Davis, Chairman, Warren County Board of Commissioners; Katherine Brafford, Finance Director and Vincent Jones, Warren County Manager.

**Warren County Board of Commissioners  
Budget Special Meeting  
June 23, 2020**

*Item # 4-E (13 of 13)*

Adoption of FY 2020-2021  
Warren County Budget Ordinance

**SECTION 23.** There is hereby levied for the fiscal year 2020-2021, a license fee of \$2.00 on each dog of the age of six months or older. The proceeds of such taxes shall be deposited in the General Fund.

**SECTION 24.** Copies of this ordinance shall be furnished to the Budget Officer and the Finance Director for direction in carrying out their duties.

**This budget is prepared on a departmental basis, and need not be amended unless expenditures exceed departmental appropriations.**

**Adopted this the 23<sup>rd</sup> day of June 2020.**

\_\_\_\_\_  
Angelena Kearney-Dunlap, Clerk

**Warren County Board of Commissioners  
Budget Special Meeting  
June 23, 2020**

***Item # 5***  
***(Page 1 of 3)***

**Consider FY 2021~2026  
Warren County  
Capital Improvement Plan (CIP)**

**To: Warren County Board of Commissioners**

**Through: Vincent Jones, County Manager**

**From: Charla Duncan, Senior Assistant to the  
County Manager**

**Re: FY 21 Capital Expenditures**

**Commissioners,**

**Attached is a summary and outline of the planned capital expenditures for FY 21. The FY 2020-2021 Capital Budget reflects major capital assets, which for the purposes of this budget, are assets costing over \$5,000.**

**The attached summary and outline will become part of a larger Capital Improvement Program (CIP) document that County staff will use to plan and budget for capital expenditures in the County budget in a five-year span. We hope to present an updated CIP for FY 21-26 to the Board of Commissioners this Fall. The Warren County CIP will be a living document that can be updated on an annual basis to reflecting the evolving capital needs of Warren County.**

# Warren County Board of Commissioners Budget Special Meeting June 23, 2020

## Item # 5 (Page 2 of 3)

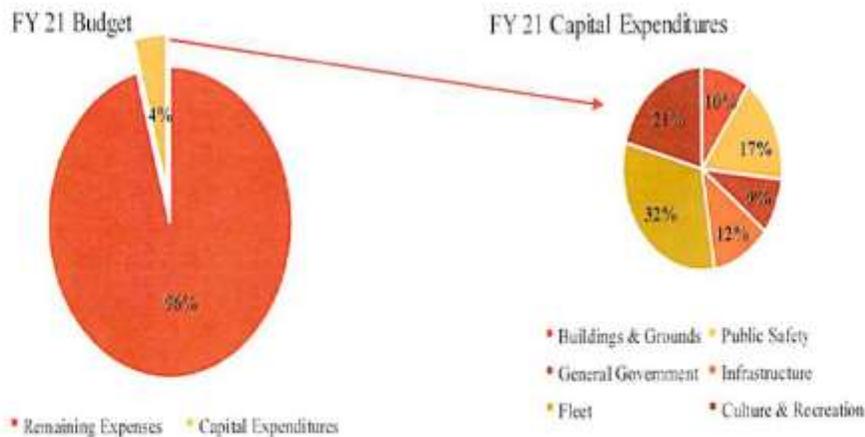
### Consider FY 2021-2026 Warren County Capital Improvement Plan (CIP)

#### Warren County Capital Improvement Project Budget FY 2020-2021

The Warren County FY 2020-2021 Capital Budget reflects Warren County's major capital needs in the upcoming fiscal year. The projects and appropriations reflected in this capital budget are a part of Warren County's overall budget. The capital assets reflected in this budget will help provide goods & services in more than one fiscal year. The FY 2020-2021 Capital Budget reflects major capital assets, which for the purposes of this budget are assets costing over \$5,000. The FY 21 Capital Budget does not reflect capital expense requests from Warren County Schools.

#### FY 21 SUMMARY BY PROJECT CATEGORY

| <i>Category</i>                  | <i>Amount</i>      |
|----------------------------------|--------------------|
| Buildings & Grounds              | \$ 148,500         |
| Public Safety                    | \$ 250,000         |
| General Government               | \$ 132,000         |
| Infrastructure                   | \$ 175,000         |
| Fleet                            | \$453,771          |
| Culture & Recreation             | \$ 305,040         |
| Environmental Services           | \$ 0               |
| <b>TOTAL</b>                     | <b>\$1,464,311</b> |
| <i>Percentage of FY21 Budget</i> | <i>4.43%</i>       |



\*Percentages are rounded to the nearest whole number;  
sum total may be 100 +/- 1

**Warren County Board of Commissioners**  
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*Item # 5*  
*(Page 3 of 3)*

Consider FY 2021-2026 Warren County  
 Capital Improvement Plan (CIP)

| Project Category                 | Department            | Project Type                                       | Project Title                                | Project Elements                | Funding Source   | Total Cost         | FY 21            |
|----------------------------------|-----------------------|--|--|---------------------------------|------------------|--------------------|------------------|
| <b>Buildings &amp; Grounds</b>   | Board of Elections    | Maintenance  | Sidewalk improvements                        | Construction                    | General Fund     | \$8,500            | \$8,500          |
|                                  | Courthouse/Tax        | Maintenance; capital improvement                   | Courthouse/Tax envelope issues & upgrades    | Construction                    | General Fund     | \$50,000           | \$50,000         |
|                                  | County Manager        | Strategic Growth; Maintenance; capital improvement | Facilities Study/Former EMS building repairs | Construction                    | General Fund     | \$40,000           | \$40,000         |
|                                  | Health Department     | Capital improvement                                | AC replacement                               | Equipment                       | General Fund     | \$10,000           | \$10,000         |
|                                  | Social Services       | Capital improvement; Maintenance                   | DSS heat pumps                               | Equipment                       | General Fund     | \$40,000           | \$40,000         |
| <b>SUBTOTAL</b>                  |                       |  |  |                                 |                  | <b>\$148,500</b>   | <b>\$148,500</b> |
| <b>Public Safety</b>             | EMS                   | Capital Improvement; Public protection             | Patient care medical equipment               | Equipment                       | General Fund     | \$75,000           | \$75,000         |
|                                  | Fire Protection       | Capital Improvement; Public protection             | VIPER tower improvements (repeaters)         | Equipment                       | General Fund     | \$175,000          | \$175,000        |
| <b>SUBTOTAL</b>                  |                       |  |  |                                 |                  | <b>\$250,000</b>   | <b>\$250,000</b> |
| <b>General Government</b>        | IT                    | Capital improvement                                | County phone system                          | Equipment                       | General Fund     | \$52,000           | \$52,000         |
|                                  | Tax Assessor          | Maintenance  | CAMA Software                                | Equipment                       | General Fund     | \$45,000           | \$45,000         |
|                                  | Tax Assessor          | Maintenance  | CAMA Software maintenance                    | Equipment                       | General Fund     | \$17,500           | \$17,500         |
|                                  | Tax Collection        | Maintenance  | Billing/Collection software maintenance      | Equipment                       | General Fund     | \$17,500           | \$17,500         |
| <b>SUBTOTAL</b>                  |                       |  |  |                                 |                  | <b>\$132,000</b>   | <b>\$132,000</b> |
| <b>Infrastructure</b>            | County Manager        | Capital improvement; Strategic growth              | Broadband initiative                         | Construction; design; equipment | General Fund     | \$875,000          | \$175,000        |
| <b>SUBTOTAL</b>                  |                       |  |  |                                 |                  | <b>\$875,000</b>   | <b>\$175,000</b> |
| <b>Fleet</b>                     | Buildings & Grounds   | Capital improvement                                | Vehicle replacement                          | Vehicle                         | General Fund     | \$30,000           | \$30,000         |
|                                  | Code Enforcement      | Capital improvement                                | Vehicle replacement                          | Vehicle                         | General Fund     | \$29,775           | \$29,775         |
|                                  | Cooperative Extension | Capital improvement                                | Truck  | Vehicle                         | General Fund     | \$37,000           | \$37,000         |
|                                  | Emergency Services    | Capital improvement; Public protection             | Truck  | Vehicle                         | General Fund     | \$32,650           | \$32,650         |
|                                  | EMS                   | Capital improvement; Public protection             | Ambulance                                    | Vehicle                         | General Fund     | \$220,000          | \$220,000        |
|                                  | Public Utilities      | Capital improvement                                | Truck  | Vehicle                         | Enterprise Funds | \$22,950           | \$22,950         |
|                                  | Sheriff's Office      | Capital improvement; Public protection             | Vehicle                                      | Vehicle                         | General Fund     | \$81,396           | \$81,396         |
| <b>SUBTOTAL</b>                  |                       |  |  |                                 |                  | <b>\$453,771</b>   | <b>\$453,771</b> |
| <b>Culture &amp; Recreation</b>  | Recreation            | Capital improvement; Maintenance                   | MERP improvements                            | Construction                    | General fund     | \$297,540          | \$297,540        |
|                                  | Recreation            | Capital improvement                                | Storage building & concrete pad              | Construction                    | General fund     | \$7,500            | \$7,500          |
| <b>SUBTOTAL</b>                  |                       |  |  |                                 |                  | <b>\$305,040</b>   | <b>\$305,040</b> |
| <b>Environmental Services</b>    |                       |  |  |                                 |                  | <b>\$0</b>         | <b>\$0</b>       |
| <b>SUBTOTAL</b>                  |                       |  |  |                                 |                  | <b>\$0</b>         | <b>\$0</b>       |
| <b>TOTAL CAPITAL COSTS FY 21</b> |                       |  |  |                                 |                  | <b>\$1,464,311</b> |                  |

**Warren County Board of Commissioners  
Budget Special Meeting  
June 23, 2020**

***Item # 6***  
**(1 of 13)**

Consider adoption of  
**RESOLUTION REORGANIZING THE WARREN COUNTY  
ECONOMIC DEVELOPMENT COMMISSION  
&  
Economic Development Commission (EDC) Bylaws**



**WARREN COUNTY BOARD OF COMMISSIONERS**  
602 WEST RIDGEWAY STREET  
POST OFFICE BOX 619  
WARRENTON, NORTH CAROLINA 27589

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**RESOLUTION REORGANIZING THE WARREN COUNTY ECONOMIC  
DEVELOPMENT COMMISSION**

WHEREAS, in 1964 the County created an Economic Development Commission (hereinafter, "EDC"), pursuant to the authority given it in NCGS 158-8;

WHEREAS, the Commission voted to amend its bylaws to better outline its purposes and relationship to the County in May of 2015;

WHEREAS, the Warren County Board of Commissioners seeks to abolish the EDC in its current form and its current bylaws and reorganize the EDC and adopt amended bylaws;

WHEREAS, this reorganization is done in order to further outline the EDC's purposes and relationship to the County;

NOW THEREFORE BE IT RESOLVED BY THE WARREN COUNTY BOARD OF COMMISSIONERS THAT:

1. The Warren County Board of Commissioners hereby abolishes the Warren County EDC in its current form along with its current bylaws; and

**Warren County Board of Commissioners**  
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*Item # 6 (2 of 13)*

Consider adoption of  
**RESOLUTION REORGANIZING THE WARREN COUNTY  
ECONOMIC DEVELOPMENT COMMISSION**

2. The Warren County Board of Commissioners hereby reorganizes the Warren County EDC and adopts the attached Bylaws with the purposes, objectives, goals, and operations as stated; and
3. The operations of the EDC prior to this reorganization shall be the same except with the changes made by the amended Bylaws; and
4. The EDC members serving prior to this reorganization are reappointed to the reorganized EDC with the same terms that match their terms existing prior to this reorganization.

ADOPTED this the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

WARREN COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Tare "T." Davis, Chairperson

**Warren County Board of Commissioners**  
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*Item # 6 (3 of 13)*

Consider adoption of revised

**BYLAWS OF THE  
WARREN COUNTY ECONOMIC DEVELOPMENT COMMISSION**

**ARTICLE ONE: ORGANIZATION**

**Section 1.** The **WARREN COUNTY ECONOMIC DEVELOPMENT COMMISSION** (hereinafter “EDC”) was created by the Warren County Board of Commissioners (hereinafter, the “BOC”) pursuant to N.C.G.S. §§158-8 thru 158-15. **As such these amended Bylaws are being enacted, pursuant to the BOC’s approved Resolution reorganizing the EDC of 2020.**

**Section 2.** The County of Warren, North Carolina shall constitute the Warren County EDC’s jurisdiction.

**Section 3.** The location of the principal office of this Commission shall be 501 US Highway 158 Business East, Warrenton, North Carolina. The Commission may designate another location for the principal office, or may establish additional offices as it deems appropriate with the consent of the BOC.

**Section 4.** The fiscal year of the Commission shall commence on the first day of July and shall terminate on the thirtieth day of June in the following calendar year.

**Section 5.** The Commission shall *not* be considered a Public Authority as under Chapter 159 of the North Carolina General Statutes. Therefore, all funding received into and/or flowing out of the Commission shall be managed pursuant to the Commission’s budgetary confines as determined and approved by the BOC each fiscal year.

**ARTICLE TWO: PURPOSES AND OBJECTIVES**

The purpose of the Commission is to promote economic development within Warren County, and to establish a framework to be utilized in coordinating local, state, and federal efforts toward this end. Major emphasis shall be placed on providing basic facilities essential for attracting and encouraging sound economic growth in the County. Specific objectives of the Commission include, but are not limited to, the following:

**Warren County Board of Commissioners**  
**Budget Special Meeting**  
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*Item # 6 (4 of 13)*

**Consider adoption of revised**  
**Economic Development Commission (EDC) Bylaws**

**Section 1.** Formulating projects intended to carry out economic development programs and initiatives by attracting new industries, encouraging the expansion of existing industries, encouraging agricultural development, encouraging the formation of new business and industrial ventures by local as well as foreign capital, and all other activities of similar nature.

**Section 2.** Conducting industrial surveys, advertising in periodicals or other communications media, providing advice and assistance to businesses and industrial concerns interested in locating in the area, providing advice and assistance to existing businesses and industries, providing advice and assistance to persons seeking to establish new businesses or industries, and engaging in related activities.

**Section 3.** Encouraging the formation of private business development corporations, associations and/or partnerships which serve to carry out projects such as securing and preparing sites for industrial development, constructing industrial buildings, rendering financial and managerial assistance to businesses and industries, or providing advice and assistance to such corporations and associations.

**Section 4.** Making recommendations to the BOC, the Warren County Planning Board, and other organizations or boards having members appointed by the BOC concerning infrastructure planning and development, land use planning, as it applies to business and industrial concerns, and other areas or indirectly impacting upon the County's growth and development.

**Section 5.** The Commission shall itself seek funding and shall be involved in the application for and administration of various state and federal grant funds intended to be utilized to assist the County in implementing growth strategies, and shall further coordinate with other county departments as is necessary and appropriate to insure the legal and orderly implementation of same, in accordance with the County's Grant Policy.

**Section 6.** Encouraging the enrichment of curriculum in order to achieve appropriate occupational and technical training within various school systems serving the area, and; Assisting in the procurement of training programs for industry, business and other related entities.

**Section 7.** The Commission shall seek out and encourage the development of programs designed to improve tourism, transportation facilities, housing, recreation programs and facilities, and related needs that promote the general economic well-being of Warren County.

**Warren County Board of Commissioners**  
**Budget Special Meeting**  
**June 23, 2020**

*Item # 6 (5 of 13)*

**Consider adoption of revised  
Economic Development Commission (EDC) Bylaws**

**Section 8.** Carrying on such other activities as the Commission (and/or the BOC) deems necessary and appropriate to promote economic growth and prosperity in Warren County.

**ARTICLE THREE: MEMBERSHIP**

**Section 1.** The Commission shall consist of nine (9) members appointed by the BOC. To be eligible to serve on the Commission, a person must be of the age of eighteen (18) or older, and must either reside in or have a place of business in Warren County.

**Section 2.** The Commission shall make recommendations to the BOC to fill vacant seats on the Commission. Such recommendations shall be made in written form no less than ten (10) days before appointments are to be acted upon by the BOC.

**Section 3.** The Chairman of the Commission shall notify the appointing authority in writing of the expiration date of the terms of Commission members at least thirty (30) days prior to the expiration date, so that replacement appointments (or reappointments) may be made in a timely manner without lapse. Recommendation for appointment or reappointment shall be included with the notice. Recommendation shall be obtained by vote of the Commission members. Final determination rests with the BOC.

**Section 4.** Upon receiving appropriate recommendations, appointments to the Commission shall be made by the BOC for staggered three-year terms and may be appointed to serve a second and third term. **After three terms,** a member must be off the board for at least one (1) year before being eligible for re-appointment.

**Section 5.** The Commission will attempt to recruit a membership that is diverse and representative of the County, with respect to differing communities including socioeconomic, geographic, age, race, ethnicity and gender.

**ARTICLE FOUR: OPERATION OF THE COMMISSION**

**Section 1.** The government, business and property of the Commission shall be managed by the Commission members. Each member shall serve for the term appointed or until death, resignation, retirement, removal, replacement, disqualification, or until a successor is appointed or qualified.

**Warren County Board of Commissioners**  
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**June 23, 2020**

*Item # 6 (6 of 13)*

**Consider adoption of revised  
Economic Development Commission (EDC) Bylaws**

**Section 2.** The Commission shall elect a Chairman, Vice-Chairman, and Secretary at the first meeting after July 1 of each year. These officers (individually or collectively) shall be referred to as the executive officers.

**Section 3.** Notwithstanding the particular Commission member's term, the term of service as an executive officer shall be for one (1) year. They shall assume office upon election. Officers may be elected to succeed themselves or be elected to any other office.

**Section 4.** Vacancies in any office, arising from any cause, may be filled by the membership at any regular or special meeting. Interim offices filled by the membership shall be for the unexpired term of the office creating the vacancy.

**Section 5.** In addition to the Commission officers, an Executive Director shall be employed to conduct the business activities of the Commission. **The Executive Director will be hired on recommendation of the County Manager with approval by the Board of Commissioners.** Although the Commission shall give direction to the Executive Director in his/her duties to be carried out on behalf of the Commission, he/she shall be an employee of the County, **report to the County Manager**, and be eligible to receive benefits offered by Warren County, and be obligated to follow the policies and procedures of the County.

**Section 6.** The Commission may elect to contract with consultants, the State of North Carolina, the federal government, or any other agency or department thereof for such services as may be required. All contracts must be executed by either: a) the Warren County Manager (if contract amount is within her/his signing authority), or; b) the Chair of the BOC after receiving approval by the BOC, on behalf of the Commission. Copies of every fully-executed contract shall be filed in the offices of the Commission, the Warren County Finance Office, and the Warren County Manager's office. The Executive Director shall have administrative responsibility for seeing to the provisions of this section being carried out.

**Section 7.** The Commission may lease, rent, purchase, or otherwise obtain suitable quarters and office space for its staff and may lease, rent or purchase necessary fixtures, furniture, automobiles and other equipment. As required in Section 6 of this Article above, any and all leases to be entered into by the Commission must be executed by the County Manager or the BOC Chair. Copies of all leases shall be filed in the offices of the Commission, the Warren County Finance Office, and the Warren County Manager's Office.

**Warren County Board of Commissioners**  
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**June 23, 2020**

*Item # 6 (7 of 13)*

Consider adoption of revised  
Economic Development Commission (EDC) Bylaws

**ARTICLE FIVE: DUTIES OF OFFICERS**

**Section 1. Chairman.** The general duties of the Chairman of the Commission are:

- a. The Chairman shall preside at all regular, special and emergency meetings of the Commission.
- b. The Chairman shall have the authority to delegate his duties to the Vice-Chairman in the rare occasion he is unavailable to attend a meeting or oversee any emergent situation.
- c. The Chairman, may appoint such committees as the work of the Commission may require.
- d. The Chairman shall guide and direct the efforts of the staff and any special committees in their efforts. The Chairman may solicit advice and assistance in these endeavors.
- e. The Chairman shall promulgate and publish such orders and directives as may be necessary to promote the purpose of the Commission.
- f. The Chairman shall authorize the disbursement of funds in accordance with established policies of the Commission, in compliance with the general and special terms and conditions of appropriated funds, and in compliance with any local, state, or federal grant regulations or conditions.
- g. The Chairman shall perform such other duties as will promote the purpose of the Commission or which are required by the office. The Chairman may solicit advice or assistance in these endeavors.

**Section 2. Vice-Chairman.** The Vice-Chairman of the Commission shall perform the duties of the Chairman in his absence.

**Section 3. Secretary.** The general duties of the Secretary are:

- a. The Secretary shall record and maintain accurate minutes of all proceedings and actions of the Commission during any and all meetings of the Commission whether regular or emergent, face-to-face or otherwise. The Secretary shall verify and authenticate all the records of the Commission, presenting such minutes to the Commission at its next regularly-scheduled meeting, for approval by the Commission.

**Warren County Board of Commissioners**  
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**June 23, 2020**

*Item # 6 (8 of 13)*

**Consider adoption of revised  
Economic Development Commission (EDC) Bylaws**

- b. The minutes of such meetings shall be typed, bound and kept in such a place as the Chairman may designate.
- c. The Secretary shall perform such other duties assigned by the Commission.

**Section 4. Financial Oversight.** Since the Commission shall not have a Treasurer as a designated officer, the Commission (by and through the Executive Director) shall consult with the Warren County Manager and utilize the Warren County Finance Director to ensure that the Commission's budgeting is performed in accordance with General Accounting Principles. *See Article Five, Section 5(c) below.*

**Section 5. Executive Director.** The Executive Director shall be the chief operating officer of the Commission. The Executive Director shall be an ex-officio member of all functional and standing committees, but shall have no voting power.

The scope of work shall be the duties outlined within the job description as adopted by the Warren County BOC. The Executive Director shall function directly under the overall supervision of the Warren County Manager. Any and all orders and directives from the Commission to the Commission staff shall be delivered by Chairman to the Executive Director. So long as there is someone employed in the position of Executive Director, the Commission shall *not attempt or assume* to direct any staff except the Executive Director. The Executive Director shall be directly responsible for, but not limited to, the following:

- a. The Executive Director shall supervise and direct all other employees of the Commission.
- b. The Executive Director shall implement the administrative policies and procedures concerning the staff and the staff functions as established by the Commission. Further, the Executive Director shall ensure that the County's personnel policies and procedures are followed by Commission staff.
- c. The Executive Director shall be responsible for maintaining all records including, but not limited to, financial, grant reporting, and employee oversight documentation which are or may be necessary and/or required to satisfy the Commission's legal obligations, recognizing that such requirements may include the need to maintain records of other agencies which may be involved.
- d. The Executive Director shall discharge the functional and operational requirements as set forth by the Commission.

**Warren County Board of Commissioners**  
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**June 23, 2020**

*Item # 6 (9 of 13)*

**Consider adoption of revised  
Economic Development Commission (EDC) Bylaws**

- e. The Executive Director shall expend effort toward establishment of liaison with agencies of local, state and federal governments, and with financial institutions, engineering firms, building contractors, public and private utility companies, locational consultants and other entities either directly or indirectly involved with business planning and location.
- f. The Executive Director shall work directly with the County Manager on a regular basis concerning on-going and potential projects, and provide intergovernmental coordination and ensure accurate and timely communication with the BOC, Warren County citizens, and other stakeholders.
- g. The Executive Director shall work and coordinate with the County Manager's office in the areas of complex tasks involving special projects, administrative record keeping detail, research and analysis, follow up functions, keeping frequent communication with all levels of County government and external agencies.
- h. The Executive Director shall coordinate projects and marketing strategies by working with County staff, scheduling and coordinating meetings, preparing and submitting reports and presentations, and developing solutions and strategy analysis.
- i. The Executive Director may be assigned other duties, or duties may be eliminated by the County Manager upon approval by the BOC.

**ARTICLE SIX: COMMISSION PANELS AND TASK FORCE**

The Chairman may, from time to time, appoint qualified individuals to serve on bodies created to achieve specific objectives and purposes of the Commission. The creation of appropriate panels and task forces as operating entities is hereby authorized.

**ARTICLE SEVEN: MEETINGS**

**Section 1.** The Commission shall meet regularly, at least once every two months. The Chairman may call additional meetings as necessary provided proper notice is given to the public. All meetings shall be conducted and notice properly given (through the clerk to the BOC) as directed by NC General Statute Chapter 143 Article 33C: Meetings of Public Bodies. Meetings of the Commission shall be held in the principal office or in other locations as designated by the Chairman.

**Warren County Board of Commissioners**  
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*Item # 6 (10 of 13)*

**Consider adoption of revised  
Economic Development Commission (EDC) Bylaws**

**Section 2.** The Chairman, acting by and through his agent, shall give notice of the meeting by sending an email to each member. It will be the responsibility of each member to keep a current mailing address, email address, and telephone numbers on file with the Chairman and the Commission office.

**Section 3.** Special or emergency meetings may be called by the Chairman, the Executive Director, or by any three Commission members at any time or place by giving as much prior notice as is reasonably possible. Notification of special and emergency meetings may be accomplished by telephone allowing a minimum of 48 hours public notification for special meetings.

**Section 4.** A quorum for the Commission shall consist of five (5) members. If no quorum is present, there shall be no official meeting.

**Section 5.** At Commission meetings, each member present shall have one vote. All Commission actions shall require a majority vote of the members present.

**Section 6.** Any member who fails to attend four (4) consecutive meetings, except that his absence be due to events beyond the member's reasonable control, shall have his/her appointment to the Commission terminated and shall be replaced by the BOC at the request of the Chairman and in accordance with the law authorizing the Commission.

**Section 7.** Questions of parliamentary procedure shall be decided according to Robert's Rules of Order.

**ARTICLE EIGHT: BUDGET**

**Section 1.** All expenditures by the Commission shall be made pursuant to a budget submitted to the Warren County Manager and approved by the BOC in accordance with the Local Government Budget and Fiscal Control Act.

**Section 2.** The Commission shall prepare an annual budget for presentation to the Warren County Manager **in accordance with the Warren County budget preparation schedule.**

**Warren County Board of Commissioners**  
**Budget Special Meeting**  
**June 23, 2020**

*Item # 6 (11 of 13)*

**Consider adoption of revised  
Economic Development Commission (EDC) Bylaws**

**Section 3.** The annual budget shall show proposed expenditures for all operating expenses, capital equipment and improvements. A breakdown of the source of funds shall indicate the amount to be requested of the governing body and the amount to be obtained from other sources including state and federal grants. The budget shall be a line item budget.

**Section 4.** The Executive Director is hereby empowered to make expenditures from the budget in accordance with established County Policy up to \$1500.00, provided that such expenditures do not exceed the amount remaining in the appropriate line item of the budget. Any expenditure exceeding said amount shall require prior approval by a quorum of the full Commission before the expense may be incurred.

**Section 5.** All invoices for goods or services received shall be submitted to the Commission's offices and shall be approved by the Executive Director or his designee before being forwarded to the County Manager or Finance Director, as is appropriate.

**Section 6.** The Commission shall have the right and duty to transfer funds from one line item to another within the departmental budget, in accordance with County policy, provided the total budgeted expenditures do not exceed the amount appropriated to the Commission by the BOC.

**Section 7.** The Commission shall require the Executive Director to maintain adequate and accurate fiscal records in the Commission's office. Such records shall be kept up-to-date and will be available to the Commission for its review at all times. The Commission may require of the Executive Director such reports as it deems necessary under the circumstances.

**ARTICLE NINE: RECORDS**

**Section 1.** The Secretary of the Commission shall keep a record of all business conducted by the Commission in regular or called meetings as outlined in Article Five, Section 3 (b) above.

**Section 2.** The Commission staff shall maintain a file of all studies, plans, reports and recommendations made by the Commission in the discharge of its duties and responsibilities.

**Section 3.** The Executive Director or his/her designee shall maintain a copy of all grant proposals, supporting documentation and approvals, along with all documentation necessary to be kept in the fulfillment of all grant requirements for each granter. Such records shall be

**Warren County Board of Commissioners**  
**Budget Special Meeting**  
**June 23, 2020**

*Item # 6 (12 of 13)*

**Consider adoption of revised  
Economic Development Commission (EDC) Bylaws**

maintained in order and with the utmost care in a designated space such that the Commission may, at any time, respond to an inquiry received about any such grant and in accordance with the Warren County Grants Policy.

**Section 4.** Public records relating to the proposed expansion or location of specific businesses or industrial projects may be withheld from public inspection according to the provisions of N.C.G.S. 132-6(d).

**Section 5.** All public records requests for Commission records shall be directed to the Executive Director as "keeper of the records." After gathering the records requested, the Executive Director shall consult with the County Manager and County Attorney to confirm what is and what is not a public record according to North Carolina law in effect at the time of the request.

**Section 6.** The Commission shall make a report to the BOC at least annually.

**ARTICLE TEN: AMENDMENTS OR CHANGES TO BYLAWS**

By a majority affirmative vote of the entire Commission, these Bylaws may be altered, amended, added to or repealed at any regular or special meeting of the Commission. However, before such vote may be taken by the Commission, all members of the Commission shall have received a minimum of seven (7) days prior written notice of the suggested/desired amendments or changes to be considered. Notice shall not be sufficient or valid unless the actual verbiage of the suggested/desired amendments and/or changes is specifically stated therein. Such alteration, amendment, addition, or repeal must be approved by the BOC. Requests for alteration, amendment, addition, or repeal of these bylaws may be initiated by the BOC; however, when such amendment is initiated by the BOC, it may, at its discretion, submit the proposed amendment to the Commission for review and comment.

**ARTICLE ELEVEN: DISSOLUTION AND LIQUIDATION**

The authority for the Commission may be repealed in the same manner as it was originally authorized resulting in the dissolution of the Commission. Said notification of resolution of repeal shall be subject to any notice requirements set out in the General Statutes of North Carolina.

**Warren County Board of Commissioners**  
**Budget Special Meeting**  
**June 23, 2020**

*Item # 6 (13 of 13)*

**Consider adoption of revised  
Economic Development Commission (EDC) Bylaws**

Upon the BOC's **final** dissolution of the Commission, the Commission shall, after paying or making provisions for the payment of all of the liabilities, debts and obligations of the Commission, dispose and distribute all of the assets of the Commission pursuant to the directives of the BOC, subject to any applicable law.

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EDC Chairman

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EDC Secretary

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Tare "T." Davis, Chairman  
Warren County Board of Commissioners

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Angelena Kearney-Dunlap,  
Clerk to the Board

Adopted: November 15<sup>th</sup>, 1999  
Amended: August 3<sup>rd</sup>, 2015  
**Amended: June 23<sup>rd</sup>, 2020**

**Warren County Board of Commissioners  
Budget Special Meeting  
June 23, 2020**

***Item # 7***

**Closed Session  
in accordance with  
NCGS §143-318.11(a)(6)  
for Discussion of Personnel Matters**

**Warren County Board of Commissioners  
Budget Special Meeting  
June 23, 2020**

***Item # 8***

***Adjourn  
June 23, 2020  
Special Meeting***