SUGGESTED AGENDA
Work Session in the
Armory Civic Center
501 US Hwy 158 Business E., Warrenton, NC

6:00 PM
April 17, 2024

Call to Order Work Session – Chairman or Designee
Moment of Silence & Pledge

Work Session Agenda

1. ADOPT SUGGESTED AGENDA

Conflict of Interest Disclosure Statement

"Members of the Warren County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict".

- In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.
- Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?
- If so, please identify the conflict and refrain from any undue participation in the particular matter involved.

2. DISCUSSION ITEMS

A. Community Development Block Grant (CDBG) Application to Fund Housing Rehabilitation

B. Compensation Study Update

C. Fire Association Paid Firefighter Update

3. ADJOURN April 17, 2024 BOARD MEETING

Warren County

To: Warren County Board of Commissioners

Through: Crystal Smith, Interim County Manager

From: Charla Duncan, Community & Economic Development Director

Re: Community Development Block Grant (CDBG) application for housing repairs

Background

As the county grows its Community and Economic Development department, staff have been researching ways to achieve the county's goals around housing support for residents. When staff proposed the evolution of the department's scope to grow from economic development to include community development, part of the housing goal was to bring CDBG funds into the organization for community members. Community and Economic Development staff have talked to CDBG awardees in other counties and partner organizations, as well as the CDBG contact at the state.

CDBG neighborhood revitalization funds may be used for housing activities which include, but are not limited to: acquisition of real property, relocation and demolition, rehabilitation of residential and non-residential structures, and activities relating to energy conservation and renewable energy resources

Each activity must meet one of the following national objectives for the program: benefit low- and moderate-income persons, prevention or elimination of slums or blight, or address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.

CDBG grants do not require a county match. The maximum grant award is $950,000; the county can apply for less. Up to 10% of the grant award can be applied to administration costs.

2022 Comprehensive Development Plan Alignment

ED 6: Support efforts to encourage redevelopment and revitalization.
LUH 3.6: Ensure adequate property maintenance and enforcement of health, safety and welfare concerns.
LUH 3.7: Ensure educational and financial assistance programs to homeowners are promoted and fully utilized to maintain existing housing stock.

Recommendation

The director of Warren County Community and Economic Development recommends that the county apply for CDBG funds for housing rehabilitation with the assistance of a firm experienced in CDBG programs.

WARREN COUNTY HUMAN RESOURCES

540 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON. NORTH CAROLINA 27589

TO: Warren County Board of Commissioners

FROM: Crystal Smith, Interim County Manager

THROUGH: Sierra Thomas, Human Resources Manager

DATE: April 5, 2024

RE: Approval of Implementation of Compensation Study

Sierra Thomas
Human Resources
Manager
sierrathomas@warrencountync.gov

Background

Warren County contracted with Management Advisory Group International, Inc. (MAG) to conduct a compensation review and assessment of jobs study for current County classifications. This report presents the findings and recommendations of the study. MAG's findings and recommendations are based on:

- market review;
- current organizational structure;
- discussions with human resources professionals and management;
- job analysis based on current class/job descriptions and completion of Job Analysis Questionnaires by incumbent employees;
- internal equity and external competitiveness considerations.

The goal of the County for this project was to provide the foundation for an appropriate classification and compensation system and pay plan based on current compensation levels for similar public sector employers, municipalities, and local market competitors. In response, MAG has developed a proposed pay plan and developed salary adjustment recommendations for current incumbents in included County classifications

Pay Plan Structure

MAG has established a Unified pay plan structure for all included general positions within the scope of the study. It provides for ranges of approximately 48% from minimum to maximum. There is 5% between each pay grade. The structure recommended is transparent, permits employees to have a perspective that provides some security, but it still wholly dependent on the County's ability to fund future structure adjustments.

I am proposing that the implementation of the compensation study to bring all employees up to the minimum proposed salary be fully implemented this fiscal year (May 1) and longevity based equity adjustment July 1. This change will be an overall benefit to the county and create opportunities to reach a broader target of applicants to be able to compete with surrounding counties/municipalities.

Phone:(252)257-3574
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Financial Impact

Fiscal Year 2023-2024: $150,519
Fiscal Year 2024-2025: $278,854

Total for full implementation: $429,373

Funds are budgeted in the FY 24 Adopted budget for the first recommended adjustment for this project.

Recommendation

I am recommending that the Board of Commissioners approve the implementation of the compensation study to bring employees noted to the study suggested minimum in an amount not to exceed $150,519 effective May 1 and authorize the County Manager to execute the agreement.

I am recommending that the Board of Commissioners approve the implementation of the compensation study to bring employees noted to the longevity-based equity market salary July 1 in an amount not to exceed $278,854 and authorize the County Manager to execute the agreement. As part of this study, part time increases were also suggested. I recommend they become effective July 1 and are budgeted by the appropriate department in the part time line item.

I also recommend that the suggested salary range updates be adopted as the new ranges for County positions effective July 1.

	Tax Rate	County Allocation	Part-Time Payments	Total County Funds
Afton-Elberon	0.080	$ 27,039.00	$ 33,333.34	$ 60,372.34
Arcola	0.060	$ 29,500.00	$ 33,333.34	$ 62,833.34
Churchill-Five	0.045	$ 34,500.00	$ 33,333.34	$ 67,833.34
Cokesbury		$ 5,500.00	$ -	$ 5,500.00
Drewry	0.070	$ 31,000.00	$ 33,333.34	$ 64,333.34
Epsom		$ 2,500.00	$ -	$ 2,500.00
Hawtree	0.095	$ 29,500.00	$ 33,333.34	$ 62,833.34
Inez	0.020	$ 27,000.00	$ 33,333.34	$ 60,333.34
Lake Gaston		$ 10,500.00	$ -	$ 10,500.00
Littleton	0.041	$ 8,500.00	$ 33,333.34	$ 41,833.34
Long Bridge	0.040	$ 24,500.00	$ 33,333.34	$ 57,833.34
Macon	0.050	$ 27,000.00	$ 33,333.34	$ 60,333.34
Norlina/Smith Creek	0.100	$ 32,500.00	$ 33,333.34	$ 65,833.34
Palmer Springs		$ 5,500.00	$ -	$ 5,500.00
Ridgeway	0.060	$ 29,500.00	$ 33,333.34	$ 62,833.34
Roanoke-Wildwood	0.035	$ 27,500.00	$ 33,333.34	$ 60,833.34
Soul City	0.090	$ 27,500.00	$ 33,333.34	$ 60,833.34
Central Warren	0.099	$ 33,000.00	$ 33,333.34	$ 66,333.34
		$ 412,539.00	$ 466,666.76	$ 879,205.76

MV FIRE TAX	Fire Tax	Total Tax Revenue	Total Tax per 100	Requested FY25
$ 20,257,066.00	$ 109,021,610.00	$ 129,278,676.00	$ 103,422.94	$ 108,000.00
$ 14,525,903.00	$ 84,831,129.00	$ 99,357,032.00	$ 59,614.22	$ 58,486.00
$ 14,371,233.00	$ 375,714,803.00	$ 390,086,036.00	$ 175,538.72	$ 177,197.00
$ 8,945,275.00	$ 99,396,838.00	$ 108,342,113.00	$ 75,839.48	$ 80,000.00
		$ -	$ -	
$ 9,128,880.00	$ 96,237,277.00	$ 105,366,157.00	$ 100,097.85	$ 215,787.61
$ 7,266,513.00	$ 63,929,574.00	$ 71,196,087.00	$ 14,239.22	$ 17,000.00
		$ -	$ -	
$ 10,072,697.00	$ 151,255,145.00	$ 161,327,842.00	$ 66,144.42	$ 136,897.00
$ 15,175,485.00	$ 402,910,447.00	$ 418,085,932.00	$ 167,234.37	$ 169,400.00
$ 8,466,273.00	$ 72,024,634.00	$ 80,490,907.00	$ 40,245.45	$ 38,500.00
$ 11,872,392.00	$ 73,491,820.00	$ 85,364,212.00	$ 85,364.21	$ 163,947.00
		$ -	$ -	
$ 7,779,508.00	$ 86,238,843.00	$ 94,018,351.00	$ 56,411.01	$ 55,696.00
$ 13,128,276.00	$ 531,757,331.00	$ 544,885,607.00	$ 190,709.96	$ 146,240.00
$ 6,669,273.00	$ 46,215,465.00	$ 52,884,738.00	$ 47,596.26	$ 47,864.00
$ 23,712,916.00	$ 144,900,311.00	$ 168,613,227.00	$ 166,927.09	$ 163,815.00
$ 171,371,690.00	$ 2,337,925,227.00	$ 2,509,296,917.00	$ 1,349,385.21	$ 1,578,829.61

Total Requested Budget	Total New Rate	Increase in Rate Needed
$ 168,372.34	0.125	0.045
$ 121,319.34	0.124	0.064
$ 245,030.34	0.062	0.017
$ 5,500.00		
$ 144,333.34	0.126	0.056
$ 2,500.00		
$ 278,620.95	0.123	0.028
$ 77,333.34	0.091	0.071
$ 10,500.00		
$ 178,730.34	0.054	0.013
$ 227,233.34	0.054	0.014
$ 98,833.34	0.128	0.078
$ 229,780.34	0.140	0.040
$ 5,500.00		
$ 118,529.34	0.128	0.068
$ 207,073.34	0.050	0.015
$ 108,697.34	0.204	0.114
$ 230,148.34	0.139	0.040
$ 2,458,035.37		