



Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

P.O. Box 281
Warrenton, NC 27589-0281
(252) 257-1122 Fax (252) 257-9219
www.warrenton.nc.gov

NOTICE OF MEETING

Notice is hereby given that the Warrenton Board of Commissioner’s Regular Meeting will take place as scheduled on **Monday, May 11, 2020 at 7:00 PM**. Public Hearings will also be held at **6:30 PM** and **6:45 PM**. The Town of Warrenton will be keeping measures in place in an ongoing effort to mitigate the spread of COVID-19. These measures include barring the public from physical attendance at the meeting, employing social distancing, and implementing remote participation. This meeting will be held electronically with a limited number of Board members being present in the Town Hall located at 133 S. Bragg Street, Warrenton, NC and other Board members joining via Zoom.

Join the meeting through Zoom on your computer or smartphone

Click on the following link or type it into your internet browser:

<https://us02web.zoom.us/j/92341920446?pwd=TkpKYk4wQTZWTm9LSHk3WFYxcG00Zz09>

Meeting ID: [923 4192 0446](#)

Password: [933379](#)

If you have not used Zoom before, we encourage you to download the application from their website at www.zoom.us prior to the meeting. There is no cost associated with the software or to attend the meeting.

Join the meeting through audio only via telephone

Call 1-301-715-8592. When prompted, enter meeting ID: [923 4192 0446](#) followed by the pound sign (#) and then enter meeting password: [933379](#) followed by the pound sign (#). Depending on your telephone carrier, long distance charges may apply.

PUBLIC NOTICE

Notice is hereby served that the Warrenton Board of Commissioners will hold a public hearing on Monday, May 11, 2020 in the Town Hall meeting room located on the second floor at 113 S. Bragg St., Warrenton, NC. At 6:30 PM comments will be received on a proposed change to the Zoning Ordinances, allowing multi-family dwellings in areas zoned R-20 with a Special Use permit.

Notice is hereby served that the Warrenton Board of Commissioners will hold a public hearing on Monday, May 11, 2020 in the Town Hall meeting room located on the second floor at 113 S. Bragg St., Warrenton, NC. At 6:45 PM comments will be received on a plan to purchase real estate located at 321 E. Macon Street in Warrenton and also known as the Just Save shopping center.

A regularly-scheduled meeting of the Warrenton Board of Commissioners will be held at 7:00 pm or immediately following the public hearing for consideration and/or approval of the proposed Ordinance change, application to purchase real estate and other business that may come before the Board. Should COVID-19 restrictions remain in effect, the below conference information will be utilized in lieu of a physical meeting for both public hearings and the regularly scheduled meeting. All interested citizens are urged to attend.

Walter M. Gardner, Jr., Mayor
Warrenton Board of Commissioners

Join Zoom Meeting

<https://zoom.us/j/92341920446?pwd=TkpKYk4wQTZWtm9LSHk3WFYxcG00Zz09>

Meeting ID: 923 4192 0446

Password: 933379

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 346 248 7799 US (Houston)
- +1 669 900 9128 US (San Jose)
- +1 253 215 8782 US
- +1 301 715 8592 US

Conflict of Interest Disclaimer

“Members of the Town of Warrenton 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 Town Board of 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 tonight? If so, please identify the conflict and refrain from any undue participation in the particular matter involved.**

Citizen Comments

Rules for Citizen Comments

- Please sign up to speak.
- The maximum time allotted to each speaker will be five (5) minutes; The Town Administrator will keep time.
- Any group of people who support or oppose the same position should designate a spokesperson.
 - Please address only those items which might not have been addressed by a previous speaker.
 - This is not a question and answer session. If response from the Administrator, Mayor, and/or Board is desired, please leave a copy of your comment(s) with the Town Administrator.
 - After the Citizen Comments period, comments from the audience are not appropriate unless recognized by the Mayor or placed as an agenda item.
 - Order and decorum will be maintained.

**Town of Warrenton
Board of Commissioners**



Walter M. Gardner, Jr. – Mayor
Robert Davie - Town Administrator

P.O. Box 281
Warrenton, NC 27589-0281
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BOARD OF COMMISSIONERS
PUBLIC HEARING 6:30 PM - ZONING ORDINANCE CHANGE
PUBLIC HEARING 6:45 PM – PURCHASE OF REAL ESTATE
REGULAR MEETING 7:00 PM
May 11, 2020
AGENDA

Regular Meeting

1. Regular Meeting Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes of Board Meeting from April 20, 2020
5. Consent Agenda
 - a. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
 - b. Monthly Checks Report
 - c. Public Works Monthly Report
 - d. WWTP Monthly Report
 - e. Police Activity Reports
6. Committee Reports
 - a. Finance and Administration (Ms. Hunter)
 - b. Public Works (Ms. Harding)
 - c. Public Safety (Mr. Hardy)
 - d. Human Resources/Information Technology (Mr. Blalock)
 - e. Revitalization/Historic District Commission (Mr. Coffman)
 - f. Beautification/Facilities (Ms. Britt)
 - g. Planning/Zoning/Annexation (Mr. Packer)
7. Old Business
 - a. Status of Grants
8. New Business
 - a. Resolution – Loan Application to LGC
 - b. Resolution – Change to Zoning Ordinance
 - c. Resolution – Supporting Preservation Month
 - d. Resolution – Main Street
 - e. Small Town Main Street Annual Renewal Agreement
 - f. Audit Contract Renewal
 - g. Zoning Map Changes – Informational
 - h. Surplus Equipment – Police Dept.
 - i. Appointment of Scattered Site Housing Selection Committee (suggest: Mayor, Town Administrator, Finance Commissioner of BOC) To Review RFPs and Select Provider
9. Closed Session to discuss contract negotiations per NC General Statute § 143-318.11 (a)(5)
10. Announcements
11. Adjournment

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

Town of Warrenton

"Historically Great - Progressively Strong"

Post Office Box 281
113 S. Bragg Street
Warrenton, NC 27589-0281
PHONE (252) 257-1122 FAX (252)257-9219

TOWN OF WARRENTON BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING

RESCHEDULED TO APRIL 20, 2020

Those attending were: Mayor Walter Gardner Robert Davie – Town Administrator
Commissioner Mary Hunter Goble Lane – Police Chief
Commissioner Michael Coffman William “Bill” Perkinson – Public Works
Commissioner Travis Packer
Commissioner Margaret Britt
Commissioner John Blalock
Commissioner Kimberly Harding (by conference call)
Commissioner Tom Hardy (by conference call)

There were a number of citizens involved in a Zoom meeting listening and participating by computer video and/or phone. The Zoom meeting was set up to allow for public participation and remain compliant with Governor’s Executive order requiring meetings to have less than ten (10) persons gathering together.

Call to Order/Pledge of Allegiance/Moment of Silence

Mayor Gardner called the regular monthly meeting of the Town of Warrenton to order Monday, April 20, 2020 at 7:00pm. A Moment of Silence was held for Charles Meadows and also for families involved in a recent logging accident in Arcola resulting in a loss of life. The Pledge of Allegiance was led by Commissioner Coffman.

Conflict of Interest Statement and Proposed Agenda

The Conflict of Interest Statement was reviewed. The Proposed Agenda was presented. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve the Proposed Agenda. The motion was approved by unanimous vote.

Public Comments

Mayor Gardner asked for public comments from those participating by Zoom conference. Anne Harris spoke against Item E. of Old Business. Her opposition to the PARTF grant application was based on several reasons: the location for the park is far from ideal, the area is blighted at best, the cost to the town was too much especially during this COVID-19 time, the project would result in a loss of tax revenue and more prudent uses of tax revenue were possible. No additional comments were voiced.

Minutes of Board Meeting from March 9, 2020 and other Meetings

The Minutes of the Board Meeting from April 13th, 2020 meeting were presented. A motion to approve the minutes was made by Commissioner Coffman with second by Commissioner Hunter. The motion was approved by unanimous vote.

Consent Agenda

Mayor Gardner asked Commissioner Harding for a prior referenced correction in the committee reports. Commissioner Harding would like inserted in the Water Sewer repair report a total cost of \$3831.16 for external maintenance.

- (a) Year -to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (b) Monthly Checks Report
- (c) Public Works Monthly Report
- (d) WWTP Monthly Report
- (e) Police Activity Reports

A motion was made by Commissioner Coffman with second by Commissioner Blalock to approve the Consent Agenda with changes. The motion was approved by unanimous vote.

COMMITTEE REPORTS

Finance and Administration – Commissioner Hunter had no report in addition to agenda items that would be addressed later in the meeting.

Public Works – Commissioner Harding and Bill Perkinson had no report in addition to agenda items. Commissioner Hardy commended public works for continuing a full work schedule during the COVID-19 pandemic.

Public Safety – Commissioner Hardy outlined no changes in the police reports and commended the police for informing the public about the curfew and enforcing it.

Human Resources/Information Technology – Commissioner Blalock had no report.

Revitalization/Historic District Commissioner Coffman had no report as meetings were cancelled due to COVID-19 pandemic.

Beautification/Facilities – Commissioner Britt thanked public works for their beautification efforts.

Planning/Zoning/Annexation Commissioner Packer had no report.

OLD BUSINESS

Grant Status

Fund 51 & 61 USDA Rural Development - A January meeting led to finalization of additional costs. Engineer is forwarding to USDA. Upon approval by USDA, the USDA will release funds for paving and ADA access. Paperwork is all signed.

Fund 53 NC Commerce Main Street Downtown Redevelopment - Phase 2 plans have been revised and rebid or else project could continue as Phase 1, since cost estimates are like initial estimates.

Fund 55 NC DEQ Water Infrastructure WWTP – With reduced scope of project, additional loan is still required. Norlina and Warren County boards have approved the additional loan which will go before the LGC at their May meeting for approval.

Fund 64 & 65 NC DEQ – Sewer Rehab – Battle Ave/Unity & Bute – Right of ways are being cleared. Erosion control set up. Materials being delivered. Completion expected in sixty to ninety days.

NC Main Street Solutions Warrenton Brewery Grant Design changes have caused the slow up in project; however, a Spring/Summer opening is still planned. New target date is October, 2020.

NC Neighborhood Revitalization program paperwork will be presented later in the agenda, tonight.

Frontier Warren Update

Town Administrator indicated that five tenants were located in the building which was covering the costs of rent and utilities. A new ribbon cutting date is scheduled for May 28, 2020.

Mayor Gardner summarized the project for Neighborhood Revitalization and the agreement provided by NC Commerce to proceed with the \$750,000 grant project. Commissioner Blalock motioned approve and adopt the agreement. Commissioner Packer seconded the motion and the motion was approved by unanimous vote.

Mayor Gardner summarized the Building Reuse agreement from NC Commerce and the related project, renovating a building in Town for use by a veterinarian clinic. Commissioner Britt motioned to approve the agreement. Commissioner Hunter seconded the motion and the motion was approved by unanimous vote.

Mayor Gardner summarized the PARTF grant application and parks project on Church Street. Town Administrator Davie reviewed the costs and options and calculated the Town's potential matches at approximately and \$60,000 or \$49,000 depending on the option. Commissioner Blalock expressed his concern over the timing of the application. Commissioner Britt also expressed concern over the timing. Commissioner Hardy asked if a private party was also interested in purchasing the property designated for the park. Town Administrator Davie affirmed that other individuals had interest in purchasing some of the same parcels. Commissioner Harding asked about a deadline for the application. Mr. Davie confirmed a deadline of April 30. Commissioner Britt further asserted that she was totally against the project, it was the wrong time and the Town needed to tighten its belt. She stated that the public works department would be taken away from their regular duties. Commissioner Blalock stated that even with the second option, the Town would incur additional costs purchasing shrubs for example. Mayor Gardner indicated that he would prefer that funds be used for other projects, particularly the Plummer Hook and Ladder museum. Commissioner Blalock stated that the Opal Jones property would be better use of funds. Commissioner Coffman offered that the Town submit the application and reserve the right to decline the award if offered. Commissioner Blalock asked if that would hurt the Town's chances of future applications. Mr. Davie assumed it would hurt future chances. Commissioner Hunter asked if PARTF funds could be used for the Plummer Hook and Ladder museum. Davie stated no. Commissioner Coffman motioned to approve the application, reserving the right to turn down a grant award. Commissioner Packer seconded the motion, stating that economic conditions would likely improve while waiting on an award. Commissioner Britt further commented that citizens were expecting higher water bills and this was again not a good time. Commissioner Hardy was in favor of

pursuing the opportunity contingent on acceptance of the award. Mayor Gardner called for a roll call vote. Commissioners Hunter, Blalock, Coffman, Packer, Harding and Hardy voted to approve the motion, Commissioner Britt dissented. The motion was approved by a vote of six to one.

NEW BUSINESS

Commissioner Coffman motioned to adopt Warren County's parks and recreation plan in order to assist with the PARTF grant application. Commissioner Blalock seconded the motion and the motion was approved by unanimous vote.

Commissioner Blalock motioned to approve the Title VI Non-Discrimination policy to comply with the NC DOT Bi-Ped grant. Commissioner Hunter seconded the motion and the motion was approved by unanimous vote.

Mr. Davie described the occasional need for a Deputy Finance Officer in the absence of the Finance Director. Commissioner Blalock asked if this designation was in title only or if a pay raise was involved. Mr. Davie indicated that no pay raise was involved. Commissioner Hardy motioned to approve Tracy Stevenson as Deputy Finance Officer. Commissioner Blalock seconded the motion and the motion was approved by unanimous vote.

Mayor Gardner described the proposed Remote Participation Policy for the Board of Commissioners. Commissioner Hunter motioned to approve the policy. Commissioner Hardy seconded the motion and the motion was approved by unanimous vote.

Mayor Gardner described the Statement of Interest to Serve on the Plummer Hook and Ladder Museum Committee. Anne Harris stated that it came as a recommendation from the Committee. Tom Hardy motioned to approve the recommendation. Commissioner Harding seconded the motion and the motion was approved by unanimous vote.

Mayor Gardner described the proposed re-striping of West Ridgeway Street as part of the recently established and adopted Bi-Ped plan. Commissioner Blalock stated that the Board had heard from two persons opposed to the plan last week: Joshua Terry of JR Diesel Repair and Sears Bugg who both expressed concerns about the amount of traffic in the area and the ability of trucks to navigate two lanes and a turn lane versus the current four lanes. A discussion among commissioners ensued. Several commissioners believed that the turn lane would be more beneficial to turning trucks. Commissioner Hunter noted that the traffic pattern had been the same since the 1960s and a change might result in slow adoption and also in citizens using the bicycle or turn lanes to pass slower traffic. Chief Lane indicated that the area would be patrolled and watched carefully. Mayor Gardner stated that the area was noted for rear end collisions and that the turn lane would improve the situation. Mayor Gardner called for a motion. Commissioner Hardy motioned to approve the proposed road diet and Commissioner Coffman seconded the motion. The motion was approved by unanimous vote.

Two special use applications for W. Franklin and Hall Streets were considered, representing two locations owned by the Satterwhites and to be used as AirBnBs. A motion to approve was made by Commissioner Hardy with second by Commissioner Hunter. The motion was approved by unanimous vote.

The Board entered into closed session upon a motion by Commissioner Blalock and second by Commissioner Packer. The motion was approved by unanimous vote. Note, that Commissioners Hardy and Harding did not participate in the closed session as they were not physically present.

Upon returning from closed session and with no further business a motion to adjourn was made by Commissioner Hunter and seconded by Commissioner Blalock. The motion was approved by unanimous vote and the meeting was adjourned.

Budget vs Actual

Town of Warrenton
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Period Ending 4/30/2020

37 GENERAL FUND						
Description	Budget	MTD	QTD	YTD	Variance	Percent
Revenues						
37-302-301 Ad Valorem Taxes - Current	436,022	13,888.95	13,888.95	421,811.42	(14,210.58)	97%
37-302-302 Ad Valorem Taxes - Prior Year	3,000	239.00	239.00	4,929.35	1,929.35	164%
37-302-303 Ad Valorem Taxes - all other prior years	1,000	1,157.38	1,157.38	2,098.26	1,098.26	210%
37-302-304 Ad Valorem Taxes - Penalties & Interest	1,300	814.10	814.10	1,876.80	576.80	144%
37-307-310 Motor Vehicles - Current	28,302	3,257.61	3,257.61	25,986.54	(2,315.46)	92%
37-320-320 Local Option Sales Tax	220,000	17,924.72	17,924.72	198,778.66	(21,221.34)	90%
37-320-321 Annual Refund of Sales Tax the Town paid	34,000	0.00	0.00	34,741.73	741.73	102%
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	64,574.42	(21,425.58)	75%
37-325-326 Beer & Wine Tax Annual	3,600	0.00	0.00	0.00	(3,600.00)	
37-325-328 Refund of Gas Tax paid monthly	1,000	105.41	105.41	1,331.56	331.56	133%
37-325-329 PD Narcotics Tax	142	0.00	0.00	0.00	(142.00)	
37-335-335 Powell Bill	25,965	0.00	0.00	25,582.64	(382.36)	99%
37-345-345 Zone Board of Adj	500	0.00	0.00	1,225.00	725.00	245%
37-345-346 Code Enforcement	2,500	50.00	50.00	2,740.00	240.00	110%
37-351-350 Run Warrenton 5K	1,000	0.00	0.00	91.00	(909.00)	9%
37-351-353 Landfill Fees Residential	150,000	12,138.02	12,138.02	123,492.36	(26,507.64)	82%
37-351-355 Cemetery Fees	1,800	0.00	0.00	0.00	(1,800.00)	
37-351-356 Police Rpt Fees	50	5.00	5.00	55.00	5.00	110%
37-351-357 Court Fees	300	58.50	58.50	355.50	55.50	119%
37-351-360 Cell Tower Rent	29,400	0.00	0.00	22,050.00	(7,350.00)	75%
37-351-361 Parking/Ordinance Collections PD	250	0.00	0.00	390.00	140.00	156%
37-365-001 Interest Income	50	0.00	0.00	46.86	(3.14)	94%
37-365-351 Revitalization Comm	9,500	0.00	0.00	4,780.00	(4,720.00)	50%
37-365-358 Branded Merchandise for Sales	500	0.00	0.00	64.00	(436.00)	13%

Budget vs Actual

Town of Warrenton
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Period Ending 4/30/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-365-359 Mower Service	500	0.00	0.00	0.00	(500.00)		
37-365-366 Surplus Property	4,000	0.00	0.00	1,550.00	(2,450.00)	39%	
37-365-370 WWTP 25% of GF Exp	41,694	0.00	0.00	30,765.48	(10,928.52)	74%	
37-365-371 WS 25% of GF Exp	80,855	0.00	0.00	54,113.68	(26,741.32)	67%	
37-365-372 WS Reimburse Streets for mowing	16,000	0.00	0.00	0.00	(16,000.00)		
37-365-401 Mis/Revenue/License Tags	350	0.00	0.00	0.00	(350.00)		
37-365-410 Interest Investment NCCMT	11,950	0.00	0.00	6,389.97	(5,560.03)	53%	
37-365-501 Misc Revenue POLICE	500	0.00	0.00	0.00	(500.00)		
Revenues Totals:	1,192,030	49,638.69	49,638.69	1,029,820.23	(162,209.77)	86%	
Expenses							
37-401-010 Salary - Full Time	122,500	9,796.40	9,796.40	100,987.20	21,512.80	82%	
37-401-012 Salary - Adm Assistant	30,910	3,460.80	3,460.80	26,677.63	4,232.37	86%	
37-401-014 Salary - Part Time	6,000	613.32	613.32	5,906.27	93.73	98%	
37-401-020 ER-FICA Taxes	9,377	739.88	739.88	7,378.84	1,998.05	79%	
37-401-021 ER-FICA Taxes - Adm Assistant	2,389	311.66	311.66	2,370.97	17.69	99%	
37-401-030 ER-Retirement - Orbit	24,030	1,547.84	1,547.84	16,098.05	7,931.95	67%	
37-401-040 ER-Health Insurance	22,428	1,642.23	1,642.23	15,851.06	6,576.94	71%	
37-401-050 ER-Life Insurance	504	42.00	42.00	364.00	140.00	72%	
37-401-060 ER-Workman's Comp	383	0.00	0.00	367.47	15.53	96%	
37-401-200 Travel Expense	1,200	0.00	0.00	616.54	583.46	51%	
37-401-203 Supplies	4,500	504.91	504.91	4,172.60	327.40	93%	
37-401-250 Light, Heat & Security	8,790	666.79	666.79	5,015.71	3,774.29	57%	
37-401-251 Telephone & Postage	3,000	211.32	211.32	2,458.26	541.74	82%	
37-401-255 Bldg. Maint/ Clean SVS	5,060	83.33	83.33	2,854.79	2,205.21	56%	
37-401-256 Bank Fees/ Petty Cash	2,000	0.00	0.00	1,100.00	900.00	55%	
37-401-295 Training	1,400	0.00	0.00	52.00	1,348.00	4%	
37-401-301 Computer Maint	2,707	394.72	394.72	2,706.84	0.00	100%	
37-401-302 Software Support	4,433	14.99	14.99	1,563.83	2,869.17	35%	

Budget vs Actual

Town of Warrenton
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Period Ending 4/30/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-401-303 Software Purchase less than \$5,000	20	0.00	0.00	0.00	20.00		
37-401-304 Website	5,624	0.00	0.00	5,597.16	26.84	100%	
37-401-305 Technology Upgrades	1,250	0.00	0.00	1,216.40	33.60	97%	
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	500.00		
37-401-307 Special Events	500	0.00	0.00	300.00	200.00	60%	
37-401-309 Advertising	1,300	0.00	0.00	879.79	420.21	68%	
37-401-310 Dues & Subscriptions	3,200	138.00	138.00	2,744.10	455.90	86%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	2,500	321.09	321.09	1,133.43	1,366.57	45%	
37-401-400 Liability Insurance	5,521	0.00	0.00	4,450.81	1,070.19	81%	
37-401-401 County Tax Collection Svs	8,000	414.73	414.73	7,944.35	55.65	99%	
37-401-405 Audit Expense	7,584	0.00	0.00	7,446.88	137.12	98%	
37-401-410 Election Cost	4,942	0.00	0.00	3,169.95	1,772.05	64%	
37-401-420 Attorney Fees	3,500	0.00	0.00	2,036.00	1,464.00	58%	
37-401-422 Town Hall Rent	650	0.00	0.00	1,137.50	(487.50)	175%	
37-401-497 Sales & Uses Tax Expense	22,000	0.00	0.00	25,829.51	(3,829.51)	117%	
37-401-499 Miscellaneous Expense	8,811	2,015.94	2,015.94	5,816.70	2,993.95	66%	
37-401-700 WDRI Grant Expense	396	0.00	0.00	395.43	0.57	100%	
37-401-801 Town Hall Roof Loan-Principal	5,148	428.95	428.95	4,290.48	857.85	83%	
37-401-831 Town Hall Roof Loan - Interest Admin	520	43.30	43.30	432.09	87.58	83%	
37-401-889 Reserve for USDA Loans	3,144	0.00	0.00	0.00	3,144.00		
37-401-998 Contingency	670	0.00	0.00	0.00	670.25		
General Government Totals:	337,390	23,392.20	23,392.20	271,362.64	66,027.65	80%	
37-402-014 Mayor Part Time Salary	1,500	125.00	125.00	1,250.00	250.00	83%	
37-402-020 ER - FICA TAXES	1,253	19.12	19.12	181.64	1,071.81	14%	
37-402-200 Travel Expense	500	0.00	0.00	250.00	250.00	50%	
37-402-402 Commission offsite meetings	50	0.00	0.00	25.00	25.00	50%	
Governing Body Totals:	3,303	144.12	144.12	1,706.64	1,596.81	52%	

Budget vs Actual

Town of Warrenton
5/5/2020 2:31:03 PM

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Period Ending 4/30/2020

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	500.00		
37-405-430 Historic District Comm	222	0.00	0.00	0.00	221.75		
37-405-440 Runn Warrenton 5K	2,500	0.00	0.00	0.00	2,500.00		
37-405-450 Revitalization Comm	9,500	1,143.92	1,143.92	4,212.12	5,287.88	44%	
37-405-470 Small Town Maint St	2,394	1,134.85	1,134.85	2,393.51	0.00	100%	
Non-Departmental Totals:	15,115	2,278.77	2,278.77	6,605.63	8,509.63	44%	
37-501-010 SALARY FULL TIME	178,037	12,854.42	12,854.42	137,425.08	40,611.92	77%	
37-501-014 Salary - Part Time	31,000	1,394.40	1,394.40	27,971.12	3,028.88	90%	
37-501-016 Police Clerical Salary	33,446	2,572.80	2,572.80	27,564.40	5,881.60	82%	
37-501-019 Salary - Over-Time	5,000	0.00	0.00	4,022.83	977.17	80%	
37-501-020 ER-FICA Taxes	18,336	1,277.66	1,277.66	14,967.58	3,368.42	82%	
37-501-030 ER - Retirement Orbit	30,885	2,533.92	2,533.92	27,723.18	3,161.32	90%	
37-501-031 ER - 401K 5%	10,297	209.08	209.08	8,517.24	1,779.76	83%	
37-501-040 ER - Health Insurance	31,115	2,190.78	2,190.78	26,161.98	4,953.02	84%	
37-501-050 ER - Life Insurance	1,010	70.00	70.00	770.00	240.00	76%	
37-501-060 ER - Workman's Comp	6,420	0.00	0.00	6,256.92	163.08	97%	
37-501-200 Travel Expense	1,000	0.00	0.00	654.18	345.82	65%	
37-501-203 Supplies	4,669	214.89	214.89	3,606.84	1,061.82	77%	
37-501-204 Uniforms	2,000	0.00	0.00	1,081.93	918.07	54%	
37-501-205 Equipment & Material	6,845	908.05	908.05	6,374.45	470.55	93%	
37-501-250 Light, Heat & Security	6,658	618.00	618.00	5,195.94	1,462.06	78%	
37-501-251 Telephone & Postage	6,837	656.37	656.37	6,021.22	815.78	88%	
37-501-252 Fuel	16,000	950.04	950.04	12,827.65	3,172.35	80%	
37-501-255 Bldg Maint/Clean Svs	2,641	83.33	83.33	2,320.21	321.13	88%	
37-501-295 Training	2,000	0.00	0.00	1,048.43	951.57	52%	
37-501-301 Computer Maint	4,900	1,462.22	1,462.22	4,591.08	308.92	94%	
37-501-302 Software Support	6,150	0.00	0.00	5,986.91	163.09	97%	
37-501-309 Advertising	492	78.00	78.00	153.00	339.00	31%	
37-501-351 Maint & Repair Equip	3,433	0.00	0.00	3,231.01	201.99	94%	

Budget vs Actual

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-501-370 2008 Ford Car 100	1,000	0.00	0.00	767.33	232.67	77%	
37-501-371 2017 Dodge Car 200	1,500	0.00	0.00	1,320.01	179.99	88%	
37-501-372 2016 Dodge Car 300	1,000	0.00	0.00	489.85	510.15	49%	
37-501-373 2017 Dodge Car 400	1,000	46.71	46.71	284.92	715.08	28%	
37-501-374 2010 Ford Car 500	1,832	0.00	0.00	1,675.83	156.17	91%	
37-501-375 2008 Ford Car 600	1,000	215.30	215.30	843.16	156.84	84%	
37-501-376 1993 Chevy Car 700	975	196.71	196.71	932.82	42.18	96%	
37-501-400 Liability Insurance	12,000	0.00	0.00	9,024.84	2,975.16	75%	
37-501-415 Police Shots Medical	500	0.00	0.00	168.00	332.00	34%	
37-501-422 Town Hall Rent	1,138	0.00	0.00	1,137.50	0.00	100%	
37-501-433 COP Program	500	0.00	0.00	115.15	384.85	23%	
37-501-436 PD Narcotics Tax/Proceeds	142	0.00	0.00	50.00	92.00	35%	
37-501-499 Miscellaneous	4,610	11.00	11.00	3,161.45	1,448.55	69%	
37-501-801 Town Hall Roof Loan Principal	5,147	428.96	428.96	4,290.51	856.82	83%	
37-501-802 Police 2017 Cars Loan Principal (USDA)	3,945	0.00	0.00	3,945.44	0.00	100%	
37-501-803 Police Security Camera Loan Principal (USDA)	1,185	0.00	0.00	1,185.49	0.00	100%	
37-501-831 Town Hall Roof Loan - Interest PD	520	43.31	43.31	432.12	87.55	83%	
37-501-832 Police 2017 Cars Loan Interest (USDA)	835	0.00	0.00	834.56	0.00	100%	
37-501-833 Police Security Camera Loan Interest (USDA)	148	0.00	0.00	147.51	0.00	100%	
Police Department Totals:	448,147	29,015.95	29,015.95	365,279.67	82,867.33	82%	
37-601-014 Salary - Part Time Code Enforcement	3,000	183.60	183.60	3,202.80	(202.80)	107%	
37-601-020 ER-FICA Taxes	200	14.04	14.04	195.00	5.00	98%	
37-601-252 Fuel/Truck Expense/Insurance	435	0.00	0.00	434.00	1.00	100%	
37-601-352 Vehicle Maintenance	200	0.00	0.00	200.00	0.00	100%	
37-601-437 Contract Srvs Fire Protection	70,000	5,833.33	5,833.33	58,333.30	11,666.70	83%	

Budget vs Actual

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-601-475 Donation to Town Fire	1,504	0.00	0.00	1,503.75	0.25	100%	
37-601-476 Code Enforcement Exp	150	0.00	0.00	0.00	150.00		
Fire Totals:	75,489	6,030.97	6,030.97	63,868.85	11,620.15	85%	
37-651-330 Christmas Lights/Santa House	600	0.00	0.00	600.00	0.00	100%	
37-651-331 Haley Haywood Park	553	0.00	0.00	77.97	475.03	14%	
37-651-332 Signs below \$5,000	3,240	0.00	0.00	3,148.81	91.19	97%	
37-651-333 Street Beautification - Below \$5,000	2,857	1,599.00	1,599.00	2,720.39	136.61	95%	
37-651-335 Street Lighting Electric Bill	23,000	1,847.84	1,847.84	17,945.42	5,054.58	78%	
Signs and Lights Totals:	30,250	3,446.84	3,446.84	24,492.59	5,757.41	81%	
37-701-010 Salary - Full Time	50,328	3,466.96	3,466.96	40,665.51	9,662.49	81%	
37-701-014 Salary - Part Time	15,679	1,173.44	1,173.44	11,460.20	4,218.80	73%	
37-701-019 Over-Time	1,714	0.00	0.00	268.22	1,445.78	16%	
37-701-020 ER-FICA Taxes	5,262	353.79	353.79	3,995.69	1,266.31	76%	
37-701-030 ER - Retirement - Orbit	10,868	733.19	733.19	8,180.39	2,687.61	75%	
37-701-040 ER-Health Insurance	11,534	852.10	852.10	10,549.27	984.73	91%	
37-701-050 ER-Life Insurance	269	21.98	21.98	241.78	27.22	90%	
37-701-060 ER-Workman's Comp	4,801	0.00	0.00	4,800.63	0.37	100%	
37-701-203 Supplies	3,619	40.11	40.11	3,167.34	451.66	88%	
37-701-204 Uniforms	3,450	239.02	239.02	2,780.98	669.02	81%	
37-701-251 Telephone & Postage	540	71.05	71.05	432.44	107.56	80%	
37-701-252 Fuel	8,297	289.16	289.16	6,169.06	2,127.94	74%	
37-701-312 Tree Removal	1,200	0.00	0.00	1,200.00	0.00	100%	
37-701-351 Maint & Repair Equip	9,914	0.00	0.00	9,913.80	0.20	100%	
37-701-352 Vehicle Maintenance	2,528	15.00	15.00	1,879.98	648.02	74%	
37-701-400 Liability Insurance	7,112	0.00	0.00	5,219.57	1,892.43	73%	
37-701-431 Street Debris Disposal	5,500	2,208.75	2,208.75	3,208.75	2,291.25	58%	
37-701-803 LGFCU Street Truck & Trailer Loan Principal	13,000	0.00	0.00	12,999.98	0.02	100%	

Budget vs Actual

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-701-832 LGFCU Street Truck & Trailer Loan Interest	594	0.00	0.00	593.24	0.76	100%	
Streets Totals:	156,209	9,464.55	9,464.55	127,726.83	28,482.17	82%	
37-710-361 Maint & Repair POWELL BILL	20,004	0.00	0.00	5,627.00	14,377.00	28%	
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	100.00		
37-710-810 BB&T Battle Ave Sewer Loan POWELL - Prin	5,215	0.00	0.00	5,214.28	0.72	100%	
37-710-830 BB&T Battle Ave Sewer Loan POWELL - Int	646	0.00	0.00	646.00	0.00	100%	
Powell Bill Totals:	25,965	0.00	0.00	11,487.28	14,477.72	44%	
37-801-010 Salary - Full Time Sanitation	46,758	3,159.20	3,159.20	36,143.30	10,614.70	77%	
37-801-019 Salary - Over Time Sanitation	608	0.00	0.00	607.75	0.25	100%	
37-801-020 ER - FICA Sanitation	3,676	235.75	235.75	2,715.64	960.36	74%	
37-801-030 ER - Retirement - Orbit Sanitation	7,593	499.16	499.16	5,766.43	1,826.57	76%	
37-801-040 ER - Health Insurance	10,018	731.89	731.89	9,092.22	925.78	91%	
37-801-050 ER - Life Insurance	227	18.90	18.90	207.90	19.10	92%	
37-801-060 Workman's Compensation	3,388	0.00	0.00	3,387.74	0.26	100%	
37-801-203 Supplies	559	15.68	15.68	537.98	21.02	96%	
37-801-204 Uniforms	2,690	129.48	129.48	1,497.08	1,192.92	56%	
37-801-251 Telephone & Postage	350	41.07	41.07	292.62	57.38	84%	
37-801-252 Fuel	2,787	151.79	151.79	1,951.05	835.95	70%	
37-801-350 Landfill Fees	17,596	1,657.58	1,657.58	13,176.89	4,419.11	75%	
37-801-352 Vehicle Maintenance	5,858	0.00	0.00	5,857.01	0.99	100%	
37-801-400 Liability Insurance	2,553	0.00	0.00	2,379.43	173.57	93%	
Sanitation Totals:	104,661	6,640.50	6,640.50	83,613.04	21,047.96	80%	
Expenses Totals:	1,196,530	80,413.90	80,413.90	956,143.17	240,386.83	80%	
37 GENERAL FUND Revenues Over/(Under) Expenses:		(30,566.13)	(30,566.13)	85,982.19			

Budget vs Actual

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
38-351-401 Water Sales	575,306	37,960.08	37,960.08	440,709.87	(134,596.13)	77%	
38-351-402 Debt Setoff WATER	35	33.13	33.13	335.04	300.04	957%	
38-351-404 Sewer Services	641,634	39,437.66	39,437.66	429,735.61	(211,898.39)	67%	
38-351-407 Debt Setoff SEWER	53	66.33	66.33	618.05	565.05	1166%	
38-351-408 Town Taps	2,350	706.11	706.11	16,290.71	13,940.71	693%	
38-351-416 Dis/Reconnection Fee	5,846	150.00	150.00	4,439.81	(1,406.19)	76%	
38-351-417 Fire Sprinkler	2,236	187.74	187.74	1,877.40	(358.60)	84%	
38-351-418 Late Fees/Penalty/Cut Off	17,540	847.28	847.28	11,119.92	(6,420.08)	63%	
38-351-419 Returned Check Fee	900	50.30	50.30	594.96	(305.04)	66%	
38-365-410 Interest/investment Income	104	0.00	0.00	0.00	(104.00)		
38-365-421 Account Activation Fee	2,950	250.00	250.00	2,375.00	(575.00)	81%	
38-365-851 Misc Revenue WATER	118	0.00	0.00	62.88	(55.12)	53%	
38-365-852 Misc Revenue SEWER	118	0.00	0.00	0.00	(118.00)		
Revenues Totals:	1,249,190	79,688.63	79,688.63	908,159.25	(341,030.75)	73%	
Expenses							
38-851-010 Salary Full Time	81,268	6,167.18	6,167.18	65,072.94	16,195.06	80%	
38-851-014 Salary - Part Time	15,630	1,275.15	1,275.15	13,470.91	2,159.09	86%	
38-851-019 Salary Over-Time	6,227	190.53	190.53	3,385.78	2,840.72	54%	
38-851-020 ER-FICA Taxes	7,889	563.40	563.40	6,039.04	1,849.96	77%	
38-851-030 ER - Retirement Orbit	12,480	902.36	902.36	9,637.41	2,842.09	77%	
38-851-040 ER - Health Insurance WATER	13,704	999.05	999.05	12,006.68	1,697.32	88%	
38-851-050 ER - Life Insurance	310	25.76	25.76	283.36	26.14	92%	
38-851-060 ER - Workman's Comp	1,643	0.00	0.00	1,641.82	0.68	100%	
38-851-200 Travel Expense	225	0.00	0.00	0.00	225.00		
38-851-203 Supplies	2,240	205.85	205.85	1,468.70	771.30	66%	
38-851-204 Uniforms	2,360	154.44	154.44	1,670.33	689.67	71%	
38-851-205 Materials & Supplies	32,500	1,038.64	1,038.64	30,861.59	1,638.41	95%	

Budget vs Actual

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38 WATER / SEWER						
Description	Budget	MTD	QTD	YTD	Variance	Percent
38-851-250 Light & Heat & Security	4,731	475.95	475.95	4,159.44	571.06	88%
38-851-251 Telephone & Postage	7,826	643.01	643.01	6,439.95	1,386.05	82%
38-851-252 Fuel	5,000	333.71	333.71	3,746.61	1,253.39	75%
38-851-255 Bldg. Maint/Clean Svs	1,254	41.67	41.67	1,095.10	158.90	87%
38-851-260 Electric Tank/Pumps	8,000	291.87	291.87	2,203.01	5,796.99	28%
38-851-296 Continuing Education	625	0.00	0.00	0.00	625.00	
38-851-301 Computer Maintenance	1,969	197.36	197.36	1,617.92	350.58	82%
38-851-302 Software Support	1,684	0.00	0.00	1,434.90	249.10	85%
38-851-305 Technology Upgrades	2,307	0.00	0.00	1,566.90	740.10	68%
38-851-309 Advertising	250	0.00	0.00	0.00	250.00	
38-851-310 Dues & Subscriptions	377	12.50	12.50	363.75	13.25	96%
38-851-313 State Permits	1,250	0.00	0.00	990.00	260.00	79%
38-851-345 Water Tank Contract	16,620	0.00	0.00	12,464.61	4,155.39	75%
38-851-351 Maint. & Repair Equip	7,500	180.00	180.00	2,453.07	5,046.93	33%
38-851-352 Vehicle Maintenance	2,376	108.13	108.13	2,264.38	111.62	95%
38-851-400 Town Liability Insurance	6,393	0.00	0.00	6,392.67	0.33	100%
38-851-405 Audit Expense	3,792	0.00	0.00	3,723.43	68.57	98%
38-851-422 WS Town Hall Rent	570	0.00	0.00	568.75	1.25	100%
38-851-441 Certify Lab Services	1,500	145.00	145.00	1,065.00	435.00	71%
38-851-448 External Contract	25,233	7,150.00	7,150.00	22,589.78	2,642.72	90%
38-851-451 Water Purchase	220,288	15,674.25	15,674.25	170,310.93	49,977.07	77%
38-851-801 Town Hall Roof Loan - Principal	2,574	214.47	214.47	2,145.74	428.43	83%
38-851-802 USDA Public Works Trucks - Princ Water	2,408	0.00	0.00	2,407.79	0.21	100%
38-851-831 Town Hall Roof Loan - Interest Water	260	21.65	21.65	215.53	44.30	83%
38-851-836 USDA Public Works Trucks - Int Water	509	0.00	0.00	509.21	0.00	100%
38-851-889 RESERVE FOR USDA LOANS	4,210	0.00	0.00	0.00	4,209.50	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-851-895 Grass Cutting Expense	8,000	0.00	0.00	4,500.00	3,500.00	56%	
38-851-896 WS 25% of GF Expense	40,428	0.00	0.00	27,056.84	13,370.66	67%	
38-851-998 Contingency	21,019	0.00	0.00	0.00	21,018.50		
Water Totals:	575,424	37,011.93	37,011.93	427,823.87	147,600.34	74%	
38-852-010 Salary - Full Time	81,268	6,167.20	6,167.20	64,735.53	16,532.47	80%	
38-852-014 Salary - Part Time	15,630	1,275.15	1,275.15	13,471.47	2,158.53	86%	
38-852-019 Salary - Over Time Sewer	6,227	233.66	233.66	3,035.91	3,190.59	49%	
38-852-020 ER - FICA Sewer	7,889	584.55	584.55	6,188.46	1,700.54	78%	
38-852-030 ER-Retirement Orbit	12,480	906.94	906.94	9,533.74	2,945.76	76%	
38-852-040 ER-Health Insurance SEWER	13,704	999.05	999.05	12,268.07	1,435.93	90%	
38-852-050 ER-Life Insurance	310	25.76	25.76	283.36	26.14	92%	
38-852-060 ER-Workman's Comp	1,643	0.00	0.00	1,641.81	0.69	100%	
38-852-200 Travel Expense	225	0.00	0.00	0.00	225.00		
38-852-203 Supplies	2,763	237.33	237.33	1,612.43	1,150.57	58%	
38-852-204 Uniforms	2,400	154.44	154.44	1,672.40	727.60	70%	
38-852-205 Materials & Supplies	27,500	1,173.85	1,173.85	21,759.57	5,740.43	79%	
38-852-250 Light & Heat & Security	4,819	429.74	429.74	3,863.03	955.47	80%	
38-852-251 Telephone & Postage	7,881	642.99	642.99	6,517.88	1,363.12	83%	
38-852-252 Fuel	5,000	333.71	333.71	3,721.25	1,278.75	74%	
38-852-255 Bldg. Maint/Clean Svs	1,241	41.67	41.67	1,081.78	159.22	87%	
38-852-260 Electric Tank/Pumps	8,000	837.20	837.20	7,506.39	493.61	94%	
38-852-296 Continuing Education	625	0.00	0.00	0.00	625.00		
38-852-301 Computer Maint.	1,587	197.36	197.36	1,519.55	66.95	96%	
38-852-302 Software Support	1,684	0.00	0.00	1,434.91	249.09	85%	
38-852-305 Technology Upgrades	2,307	0.00	0.00	1,566.88	740.12	68%	
38-852-309 Advertising	419	0.00	0.00	418.50	0.50	100%	
38-852-310 Dues & Subscriptions	377	12.50	12.50	363.75	13.25	96%	
38-852-313 State Permits	1,250	0.00	0.00	200.00	1,050.00	16%	
38-852-351 Maint & Repair Equip	7,500	180.00	180.00	2,362.04	5,137.96	31%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-352 Vehicle Maintenance	2,297	104.38	104.38	2,181.71	115.29	95%	
38-852-400 Liability Insurance	6,393	0.00	0.00	6,392.61	0.39	100%	
38-852-405 Audit Expense	3,792	0.00	0.00	3,723.43	68.57	98%	
38-852-422 Town Hall Rent	569	0.00	0.00	568.75	0.25	100%	
38-852-434 WS Grant Expense	20	0.00	0.00	0.00	20.00		
38-852-435 Purchase of Sewer Services	296,037	0.00	0.00	185,537.85	110,499.15	63%	
38-852-448 External Contract	43,552	3,250.00	3,250.00	41,099.68	2,451.82	94%	
38-852-473 WWTP Rehab Annual Payment	24,989	0.00	0.00	0.00	24,989.00		
38-852-801 Town Hall Roof Loan - Principal	2,574	214.48	214.48	2,145.78	428.38	83%	
38-852-802 USDA Public Works Trucks - Princ Sewer	2,408	0.00	0.00	2,407.79	0.21	100%	
38-852-806 Rename principal	0	0.00	0.00	0.00	0.21		
38-852-809 John Riggans Easement Pmt	1,000	0.00	0.00	1,000.00	0.00	100%	
38-852-810 BB&T Battle Avenue Sewer Loan - Principal	6,206	0.00	0.00	6,205.52	0.67	100%	
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	0.00	0.00	13,750.00		
38-852-830 BB&T Battle Ave Sewer Loan - Int	769	0.00	0.00	768.81	0.00	100%	
38-852-831 Town Hall Roof Loan - Interest Sewer	260	21.66	21.66	215.55	44.29	83%	
38-852-836 USDA Public Works Trucks - Int Sewer	509	0.00	0.00	509.21	(0.21)	100%	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,850	0.00	0.00	1,925.00	1,925.00	50%	
38-852-889 Reserve for USDA Loans	4,210	0.00	0.00	0.00	4,209.50		
38-852-896 WS 25% of GF Expense	40,428	0.00	0.00	27,056.84	13,370.66	67%	
38-852-998 Contingency	8,025	0.00	0.00	0.00	8,024.50		
Sewer Expenses Totals:	676,362	18,023.62	18,023.62	448,497.24	227,864.97	66%	
38-901-037 Transfer to General Fund	8,000	0.00	0.00	5,625.00	2,375.00	70%	
38-901-064 Transfer Out to Unity Bute, Battle	19,470	0.00	0.00	19,470.00	0.00	100%	

Budget vs Actual

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Sewer Grant							
Transfers Out Totals:	27,470	0.00	0.00	25,095.00	2,375.00	91%	
Expenses Totals:	1,279,256	55,035.55	55,035.55	901,416.11	377,840.31	70%	
38 WATER / SEWER	Revenues Over/(Under) Expenses:	24,653.08	24,653.08	17,528.40			

Budget vs Actual

Town of Warrenton
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Period Ending 4/30/2020

39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
39-351-470 Town Sewer Revenues	296,037	0.00	0.00	185,537.85	(110,499.15)	63%	
39-351-471 Sewer Revenues - County	209,003	0.00	0.00	130,990.11	(78,012.89)	63%	
39-351-472 Sewer Rev Norlina	165,486	0.00	0.00	103,716.29	(61,769.71)	63%	
39-365-861 Misc Revenue WWTP	19,828	920.00	920.00	9,710.00	(10,118.00)	49%	
Revenues Totals:	690,354	920.00	920.00	429,954.25	(260,399.75)	62%	
Expenses							
39-861-010 Salary - Full Time	155,004	11,994.84	11,994.84	128,652.87	26,351.13	83%	
39-861-014 Salary - Part Time	15,361	1,354.99	1,354.99	13,765.11	1,595.89	90%	
39-861-019 Over-Time	13,520	232.03	232.03	7,170.80	6,349.20	53%	
39-861-020 ER-FICA Taxes	14,067	838.75	838.75	9,405.01	4,661.99	67%	
39-861-030 ER - Retirement Orbit	26,805	1,836.79	1,836.79	20,387.23	6,417.77	76%	
39-861-040 ER- Health Insurance	24,791	1,849.99	1,849.99	22,555.76	2,235.24	91%	
39-861-050 ER-Life Insurance	568	47.60	47.60	523.60	44.40	92%	
39-861-060 ER-Workman's Comp	4,004	0.00	0.00	3,220.30	783.70	80%	
39-861-200 Travel Expense	500	0.00	0.00	0.00	500.00		
39-861-203 Supplies	750	104.38	104.38	440.81	309.19	59%	
39-861-204 Uniforms	4,706	213.69	213.69	2,318.06	2,387.94	49%	
39-861-205 OP Material & supplies	39,000	4,111.20	4,111.20	35,664.64	3,335.36	91%	
39-861-250 Light, Heat & Security	95,341	7,340.62	7,340.62	75,964.73	19,376.27	80%	
39-861-251 Telephone & Postage	8,129	638.47	638.47	6,775.99	1,353.01	83%	
39-861-252 Fuel	9,000	409.82	409.82	5,816.19	3,183.81	65%	
39-861-296 Continuing Education	2,430	0.00	0.00	2,430.00	0.00	100%	
39-861-301 Computer Maint.	3,172	394.73	394.73	2,775.68	396.32	88%	
39-861-302 Software Support	3,209	0.00	0.00	2,397.28	811.72	75%	
39-861-305 Technology Upgrades	2,000	0.00	0.00	1,146.28	853.72	57%	
39-861-309 Advertising	643	0.00	0.00	355.73	287.27	55%	
39-861-318 Freight Charges	1,740	124.00	124.00	1,553.09	186.91	89%	

Budget vs Actual

Town of Warrenton
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Period Ending 4/30/2020

39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
39-861-342 Maint & Repair Plant	70,308	7,906.88	7,906.88	64,711.47	5,596.53	92%	
39-861-344 Sludge Removal	55,000	500.00	500.00	30,790.00	24,210.00	56%	
39-861-345 Beaver Control	2,000	0.00	0.00	0.00	2,000.00		
39-861-346 Lab Material & Supplies	11,500	1,176.44	1,176.44	5,713.20	5,786.80	50%	
39-861-347 Lab Analysis	16,600	3,034.95	3,034.95	13,448.45	3,151.55	81%	
39-861-348 Tar - Pamlico Dues	3,000	2,880.00	2,880.00	2,880.00	120.00	96%	
39-861-349 OSHAComp/Safety M&S	1,000	0.00	0.00	737.00	263.00	74%	
39-861-352 Vehicle Maintenance	4,244	222.31	222.31	4,247.56	(3.56)	100%	
39-861-400 Liability Insurance	18,649	0.00	0.00	12,179.87	6,469.13	65%	
39-861-405 Audit Expense	7,584	0.00	0.00	7,446.87	137.13	98%	
39-861-444 Permits & Fees	6,253	0.00	0.00	6,252.50	0.50	100%	
39-861-445 Certify Lab Expense	1,000	0.00	0.00	423.12	576.88	42%	
39-861-446 Influent Debris removal	4,352	323.95	323.95	3,210.33	1,141.67	74%	
39-861-447 WWTP Grant Expense	14,000	0.00	0.00	0.00	14,000.00		
39-861-500 Capital Outlay \$5000 and Over	8,430	0.00	0.00	8,430.00	0.00	100%	
39-861-897 WWTP 25% of GF Exp	41,694	0.00	0.00	30,765.48	10,928.52	74%	
WWTP - Expenses Totals:	690,354	47,536.43	47,536.43	534,555.01	155,798.99	77%	
Expenses Totals:	690,354	47,536.43	47,536.43	534,555.01	155,798.99	77%	
39 WWTP Revenues Over/(Under) Expenses:		(46,616.43)	(46,616.43)	(104,500.04)			

A/P Check Listing

Vendor Range - 123 OTTO LLC' - 'YOUR TRADEMARK ATTORNEY
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Check Number	Bank	Vendor	Date	Amount
62364	30	- DUKE ENERGY PROGRESS	04/02/2020	\$132.75
62365	30	- MOSCA DESIGN	04/02/2020	\$1,706.93
62366	30	- WAYPOINT ANALYTICAL	04/02/2020	\$1,481.95
62367	30	- WOMACK PUBLISHING CO. INC.	04/02/2020	\$78.00
62368	30	- AMAZON CAPTIAL SERVICES, INC.	04/03/2020	\$141.80
62369	30	- HARRIS ENTERPRISES	04/03/2020	\$384.30
62370	30	- MIRANDA E. MEDLIN	04/03/2020	\$130.00
62371	30	- NC DEPARTMENT OF REVENUE	04/03/2020	\$321.09
62372	30	- TAR PAMLICO BASIN ASSOCIATION	04/03/2020	\$2,880.00
62373	30	- AMAZON CAPTIAL SERVICES, INC.	04/07/2020	\$16.00
62374	30	- CAROLINA DIGITAL PHONE INC	04/07/2020	\$365.21
62375	30	- Community Eye Care	04/07/2020	\$100.96
62376	30	- H.G. REYNOLDS COMPANY, INC	04/07/2020	\$231,105.00
62377	30	- INO-UTILITY CONSTRUCTION INC	04/07/2020	\$3,900.00
62378	30	- KERR-TAR REG COUNCIL OF GOV	04/07/2020	\$138.00
62379	30	- MERITECH INC	04/07/2020	\$1,698.00
62380	30	- PETE SMITH TIRE & QUICK LUBE, INC	04/07/2020	\$168.65
62381	30	- UNIFIRST CORPORATION	04/07/2020	\$294.35
62382	30	- WALKER AUTO STORES	04/07/2020	\$35.62
62383	30	- WRIGHT EXPRESS FSC	04/07/2020	\$950.04
62384	30	- AMAZON CAPTIAL SERVICES, INC.	04/09/2020	\$126.33
62385	30	- BLUE RIDGE SPRINGS, INC	04/09/2020	\$146.25
62386	30	- DOCUMENT SYSTEMS, INC	04/09/2020	\$327.66
62387	30	- PROFESSIONAL MAIL SERVICES, INC	04/09/2020	\$134.18
62388	30	- TIME WARNER CABLE	04/09/2020	\$124.98
62389	30	- WARREN COUNTY PUBLIC WORKS	04/09/2020	\$1,657.58
62390	30	- AMAZON CAPTIAL SERVICES, INC.	04/14/2020	\$52.29
62391	30	- DOCUMENT SYSTEMS, INC	04/14/2020	\$854.00
62392	30	- FRONTIER NATURAL GAS	04/14/2020	\$77.78
62393	30	- GRANVILLE FARMS, INC.	04/14/2020	\$500.00

A/P Check Listing

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Check Number	Bank	Vendor	Date	Amount
62394	30	JET-VAC SEWER EQUIPMENT	04/14/2020	\$162.90
62395	30	NORTH CAROLINA 811, INC	04/14/2020	\$25.00
62396	30	PETE SMITH TIRE & QUICK LUBE, INC	04/14/2020	\$966.24
62397	30	PROFESSIONAL MAIL SERVICES, INC	04/14/2020	\$366.57
62398	30	TRI-COUNTY POWER EQUIPMENT INC	04/14/2020	\$714.27
62399	30	UNIFIRST CORPORATION	04/14/2020	\$305.09
62400	30	Wash Depot	04/14/2020	\$300.00
62401	30	FIRST CITIZENS BANK	04/15/2020	\$5,010.07
62402	30	DOCUMENT SYSTEMS, INC	04/16/2020	\$29.50
62403	30	GFL ENVIRONMENTAL	04/16/2020	\$323.95
62404	30	SONITROL INTEGRATED SECURITY	04/16/2020	\$1,302.00
62405	30	SOUTHERN SOFTWARE, INC.	04/16/2020	\$276.11
62406	30	TAR HEEL TIRE SALES/SERVICE	04/16/2020	\$16.01
62407	30	AMAZON CAPTIAL SERVICES, INC.	04/17/2020	\$410.46
62408	30	CENTURY LINK COMMUNICATIONS	04/17/2020	\$165.95
62409	30	DUKE ENERGY PROGRESS	04/17/2020	\$9,019.37
62410	30	FRONTIER NATURAL GAS	04/17/2020	\$44.98
62411	30	MIRANDA E. MEDLIN	04/17/2020	\$120.00
62412	30	SITECH Consulting, P.C.	04/17/2020	\$2,000.00
62413	30	WARREN COUNTY PUBLIC UTILITIES	04/17/2020	\$15,674.25
62414	30	AMAZON CAPTIAL SERVICES, INC.	04/22/2020	\$32.00
62415	30	DOCUMENT SYSTEMS, INC	04/22/2020	\$131.27
62416	30	H.G. REYNOLDS COMPANY, INC	04/22/2020	\$4,580.19
62417	30	HUMANA SPECIALTY BENEFITS	04/22/2020	\$29.38
62418	30	TIME WARNER CABLE	04/22/2020	\$116.97
62419	30	UNIFIRST CORPORATION	04/22/2020	\$303.23
62420	30	US CELLULAR	04/22/2020	\$1,173.59
62421	30	CORE SUPPLY LLC	04/23/2020	\$213.58
62422	30	DOCUMENT SYSTEMS, INC	04/23/2020	\$9.56
62423	30	DUKE ENERGY PROGRESS	04/23/2020	\$1,959.81

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Vendor Range - 123 OTTO LLC' - 'YOUR TRADEMARK ATTORNEY
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Check Number	Bank	Vendor	Date	Amount
62424	30	- PITNEY BOWES GLOBAL	04/23/2020	\$224.18
62425	30	- TAR HEEL TIRE SALES/SERVICE	04/23/2020	\$16.01
62426	30	- United Healthcare	04/23/2020	\$11,649.79
62427	30	- UNITED PARCEL SERVICE	04/23/2020	\$124.00
62428	30	- USA Bluebook	04/23/2020	\$408.15
62429	30	- VERIZON WIRELESS	04/23/2020	\$280.07
62430	30	- Alvin Johnson's House Movers	04/28/2020	\$2,332.50
62431	30	- ALWAYS CARE BENEFITS, INC.	04/28/2020	\$452.48
62432	30	- AMAZON CAPTIAL SERVICES, INC.	04/28/2020	\$478.82
62433	30	- COLUMBIAN MUTUAL LIFE INS CO	04/28/2020	\$37.88
62434	30	- COUNTRYBOY'S EXCAVATING	04/28/2020	\$6,500.00
62435	30	- DOCUMENT SYSTEMS, INC	04/28/2020	\$76.72
62436	30	- FLEMING INVESTMENT COMPANY	04/28/2020	\$500.00
62437	30	- HACH COMPANY	04/28/2020	\$903.93
62438	30	- HARRIS ENTERPRISES	04/28/2020	\$128.10
62439	30	- HARRIS EQUIPMENT COMPANY	04/28/2020	\$2,208.75
62440	30	- INFORMATION TECHNOLOGY SERVICE	04/28/2020	\$203.21
62441	30	- MUNICIPAL INSURANCE TRUST	04/28/2020	\$666.91
62442	30	- PRUDENTIAL RETIREMENT	04/28/2020	\$1,031.72
62443	30	- UNIFIRST CORPORATION	04/28/2020	\$306.99
62444	30	- USA Bluebook	04/28/2020	\$76.30
62445	30	- CARTER'S LOCK & KEY	04/30/2020	\$385.00
62446	30	- DUKE ENERGY PROGRESS	04/30/2020	\$139.44
62447	30	- Gilbert Engineered Systems	04/30/2020	\$2,305.80
62448	30	- HARRIS ENTERPRISES	04/30/2020	\$3,297.91
62449	30	- METTLER-TOLEDO, INC.	04/30/2020	\$351.92
62450	30	- NEILL M. SINGLETARY	04/30/2020	\$370.00
62451	30	- TAR HEEL TIRE SALES/SERVICE	04/30/2020	\$150.39
62452	30	- TOWN OF WARRENTON	VOIDED 04/30/2020	\$185.88
62453	30	- WATER GUARD, INC.	04/30/2020	\$3,044.17

A/P Check Listing

Vendor Range - 123 OTTO LLC' - 'YOUR TRADEMARK ATTORNEY
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Check Number	Bank	Vendor	Date	Amount
62454	30	WRIGHT EXPRESS FSC	04/30/2020	\$807.54
91	Checks Totaling -			\$335,456.56

Totals By Fund

	Checks	Voids	Total
34	\$1,042.10	\$1,042.10	\$0.00
36	\$5,978.06	\$5,978.06	\$0.00
37	\$26,624.17	\$26,624.17	\$0.00
38	\$36,631.85	\$36,631.85	\$0.00
39	\$34,075.38	\$34,075.38	\$0.00
64	\$152,656.00	\$152,656.00	\$0.00
65	\$78,449.00	\$78,449.00	\$0.00
Totals:	\$335,456.56	\$335,456.56	\$0.00

Activity Detail Summary (by Category)

Warrenton Police Department

(04/01/2020 - 04/30/2020)

Incident Investigations

13A - Aggravated Assault	1
13B - Simple Assault	1
23H - All Other Larceny	2
240 - Motor Vehicle Theft	1
90C - Disorderly Conduct	1
90J - Trespass of Real Property	1
90Z - All Other Offenses	2
Total Offenses	9
Total Incidents	7

Arrests

90C - Disorderly Conduct	1
90Z - All Other Offenses	4
Total Charges	5
Total Arrests	2

Accidents

Total Accidents	5
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Citations

Driving While License Revoked	2
No Insurance	1
No Operator License	2
Other (Infraction)	6
Other (Misdemeanor)	1
Running Red Light	2
Speeding (Infraction)	13
Unsafe Movement	1
Secondary Charge	20

Activity Detail Summary (by Category)

Warrenton Police Department

(04/01/2020 - 04/30/2020)

Citations

Total Charges 48

Total Citations 28

Warning Tickets

Total Charges 0

Total Warning Tickets 0

Ordinance Tickets

Noise Ordinance 1

Total Ordinance Tickets 1

Criminal Papers

Total Criminal Papers Served 0

Total Criminal Papers 0

Civil Papers

Total Civil Papers Served 0

Total Civil Papers 0

Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(04/01/2020 - 04/30/2020)

<No Event Type Specified>	1	911 Hang-up	1
Accident	7	Alarm Activation	9
Assault-Physical	3	Assist Motorist	2
Assist NPD	5	Assist Other Department	2
Assist WC EMS	3	Assist WCSO	5
C.O.P.S. - Main St	15	C.O.P.S.- Neighborhood Patrol	3
Civil Dispute	1	Communicating Threats	1
Complaint	1	Disabled Vehicle	2
Dispute	2	Disturbance	9
Escort	1	Fight	1
Follow up Investigation	1	Foot Patrol	11
Fraud	1	Information by Phone	2
Investigation and/or Interview	2	Larceny	3
Loitering	1	Mental Patient	1
Open Door (Business)	1	Parking Violation	1
Patrol	2	Property Check – Business	16
Property Check – Residential	1	Shots fired	2
Stolen Vehicle	1	Suspicious Person / Vehicle	3
Talk with Officer	6	Traffic Light / Street Safety Issue	1
Traffic Stop	55	Trespassing	2
Wanted Person	1		

Total Number Of Events: 188

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator
Date: May 6, 2020
Re: April 2020 Monthly Activity Report for Public Works

Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) West Ridgeway St. sewer main (general location is in area between Ridgeway Street and Fairlane Drive) – Determine exact location of sewer main and right of way. (2) Install magnetic flow meter in 14 inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners). (3) Purchase water and sewer line locating equipment. (4) Purchase water main valve exercising equipment.
- **Water and Sewer System Needs – Funded:** (1) Comprehensive water system map (Required by NC DENR) – Creation will be funded by NC DEQ grant. (2) Sewer main located between Bragg St. and Macon St. (serves all businesses located on the east side of South Main Street between Odom's Motor Service and Macon Street and Quilt Lizzy) – Line is failing and will need to be repaired or relocated. Repair will be very difficult due to location of line – Replacement of line will be funded by USDA Rural Development grant. (3) Replace sewer main on Bute Street and Unity Drive – Replacement of lines funded by NC DEQ grant. (4) Replace sewer main on South Main Street from Battle Avenue intersection to sewer trunk line at Horse Creek - Replacement of line funded by NC DEQ grant. (5) Purchase and install public works 2-way radio repeater. Funded by USDA Rural Development grant. (6) Purchase and install SCADA systems on Town's 3 sewer lift stations - Funded by USDA Rural Development grant.
- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Repair – JCB Backhoe. Repaired safety lights and backup alarm. Contractor: Harris Enterprises (Labor - \$360.00, Materials - \$0.0) (2) Emergency Repair – Water Main located behind Town Hall. Replaced 1 inch main and reconnected 3 services. Contractor: Ino-Utility Construction (Labor & Materials - \$3,900.00). (3) New Installations – Church Street Tiny House Development. Installed 3 water and 3 sewer services. Contractor: Countryboy's Excavating (Labor and Materials - \$6,500.00, Asphalt repair is pending. Note: Customer covered all expenses in tap fees).

Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$360.00

Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$10,400.00

- **Water and Sewer Adjustment Request:** For consideration at the May 11, 2020 meeting of the Board of Commissioners. **Ms. Lewis B. Foreman** – 309 Crocket St., Account #005-0000720-2. Leak occurred on customer side at the meter box between box and house. Normal usage 4,000. Request is for sewer adjustment of 29,000 gallons at \$9.01/1000. Total \$261.29. Adjustment recommended by staff.

Streets and Sanitation

- **Current Tasks:** Tree pruning. Street curb and gutter cleaning. Signs repair/replacement. Brick sidewalk repairs. Loose leaves/debris pick-up. Grass Cutting.

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator, Warren County Director of Public Works, Norlina Director of Public Works
Date: May 6, 2020
Re: April 2020 Monthly Activity Report for WWTP

- **Pending Equipment Repairs:** **(1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)** **(3)** Replace Influent pump No. 2 and 3 motor base stands. **(Estimated Cost - \$4,000 per pump)** **(4)** Replace Wash Water Pump No. 1. **(Estimated Cost - \$20,000.00)**
- **Completed Plant Maintenance/Repair Related Information:** **(1)** Emergency Repair – Rotor 2D. Replaced unit (Old unit collapsed). Contractor: Harris Enterprises (Labor - \$3000.00, Parts - \$29.38, Other Parts – Supplied from Plant Spare Parts Inventory), Contractor: Gilbert Engineered Systems (Labor - \$2,160.00, Parts \$0.0), Contractor: Alvin Johnson Crane Service (Labor - \$2,332.50, Parts - \$0.0). **(2)** Repair – Administration Building. Replaced lock in entrance door. Contractor: Carter’s Lock and Key (Labor - \$120.00, Parts - \$265.00).
Total cost for Repairs (Account No. 39-861-342) - \$7,906.88
- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month. 12.85 million gallons were treated.



Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

P.O. Box 281
Warrenton, NC 27589-0281
(252) 257-1122 Fax (252) 257-9219
www.warrenton.nc.gov

BOC Meeting April 20, 2020 – Action Items Checklist

1. Execute annexation resolution, file copy of resolution with Register of Deeds, update Ordinance Book as addition to Table 1. (cont.)
2. Meet with Lowes agent to determine equipment that stays in grocery (cont.)
3. Work with Mitch Styers on ordinance language for HDC penalty (cont.)
4. Work with Mitch Styers on Opal Jones purchase offer for lot on Market St. (cont.)
 - ✓ Mitch tracking down heir owners
5. Execute agreement for Neighborhood Revitalization grant and mail to NC Commerce
 - ✓ Done
6. Execute agreement for Building Reuse grant – veterinarian clinic
 - ✓ Done
7. Submit PARTF application
 - ✓ In Process – Extended Deadline June 1, 2020
8. Add Milo Alston to Plummer Hook and Ladder Committee
 - ✓ Done
9. Contact DOT District Engineer regarding W. Ridgeway road diet
 - ✓ Done
10. Issue Special Use permits to Satterwhites for AirBnBs
 - ✓ Done
11. Provide Title VI policy to NC DOT for Bi-Ped compliance
 - ✓ Done



Walter M. Gardner, Jr. – Mayor
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STATUS OF GRANTS

(Fund 51 & 61) USDA Rural Development -- \$6.065 million total project cost. Included are Town Hall renovation, water main, water line repairs, radio-frequency water meter installation.

- ADA/streetscape construction and paving should begin shortly. Approvals all received.

(Fund 53) NC Commerce Main Street Downtown Redevelopment -- \$500,000 to redevelop 107 N. Main Street.

- Received bids for Phase 2. Received some lower bids for electrical, concrete and plumbing. Phase 2 plans may be revised and rebid, else project could continue as Phase 1 cost estimates are similar to prior estimates.
- Received estimate to continue on as Phase 1. Awaiting decision of property owner.

(Fund 55) NC DEQ Water Infrastructure WWTP -- \$1,600,000 to rehab most severe areas of WWTP

- Town \$1,600,000 with 100% grant and Town to pay 1.5% processing fee.
- Bids received exceeded grant amount by nearly \$1 million. Engineering firm working with winning bidder to identify savings. With reduced scope of project, additional loan is still required. Norlina and Warren County boards have approved the additional loan.
- Received approval of loan portion by LGC. Work should begin soon.

TAP Grant – ADA (Americans with Disabilities Act) or handicapped sidewalk access

- DOT roads = 100% grant
- DOT indicated that funds have been allocated but construction has been delayed until July 2020.

(Fund 64 & 65) NC DEQ – Sewer Rehab – Battle Ave/Unity & Bute

- Received Intent to Fund letter from NCDEQ for 75% total expense from NC DENR to repair Battle Ave sewer from overflow area down to treatment plant. Approximately \$750,120 in total project costs.
- Also received Intent to Fund letter for 75% of total cost which equals a grant of \$345,000 and loan amount of \$115,000 and a match amount of \$7,475 for a total of \$467,475 from NC DENR to repair sewer lines on Unity Dr. and Bute St.
- Project nearing completion.

(Fund 63)NC DEQ AIA SEWER - \$150,000 to develop an Asset Management Plan for Sewer Lines.

- 95% grant from NC DENR, 5% \$7,500 match including 1.5% grant fee from the Town. The grant fee of \$2,250 was paid 6-26-18 with O & A Letter and Resolution.
- 95% complete

National Park Service Grant – Professional services grant

- Park service provides assistance with planning trail.
- Michael Coffman will update.

NC Main Street Solutions Warrenton Brewery Grant - \$100,000 grant with 2 to 1 match. This grant is to help renovate 120 S. Main Street for a Brewery and Meadery.

- Final drawings received from architect
- Received approval from NCSHPO. Updated drawings submitted to Main Street.
- Expect to start construction shortly with target completion date in late fall of 2020.

NC Neighborhood Revitalization Program

- Application underway for CDGB funds to assist in repairing houses owned by citizens of low or moderate incomes.
- Advertising RFP for services to administer the grant. Appointment of review committee.

Volkswagen Settlement Grant

- Application submitted on September 30 seeking replacement of garbage truck, dump truck, tractor and back hoe. No Town match was included in the application.
- Application for “off-road” vehicles; backhoe and tractor has been retracted by Town due to match requirement. “On-road” vehicles: dump truck and garbage truck remain as valid applications with no match requirement from the Town.
- Application is still open and under review, no award announcements have been made yet. No set timeframe when announcements will be made.

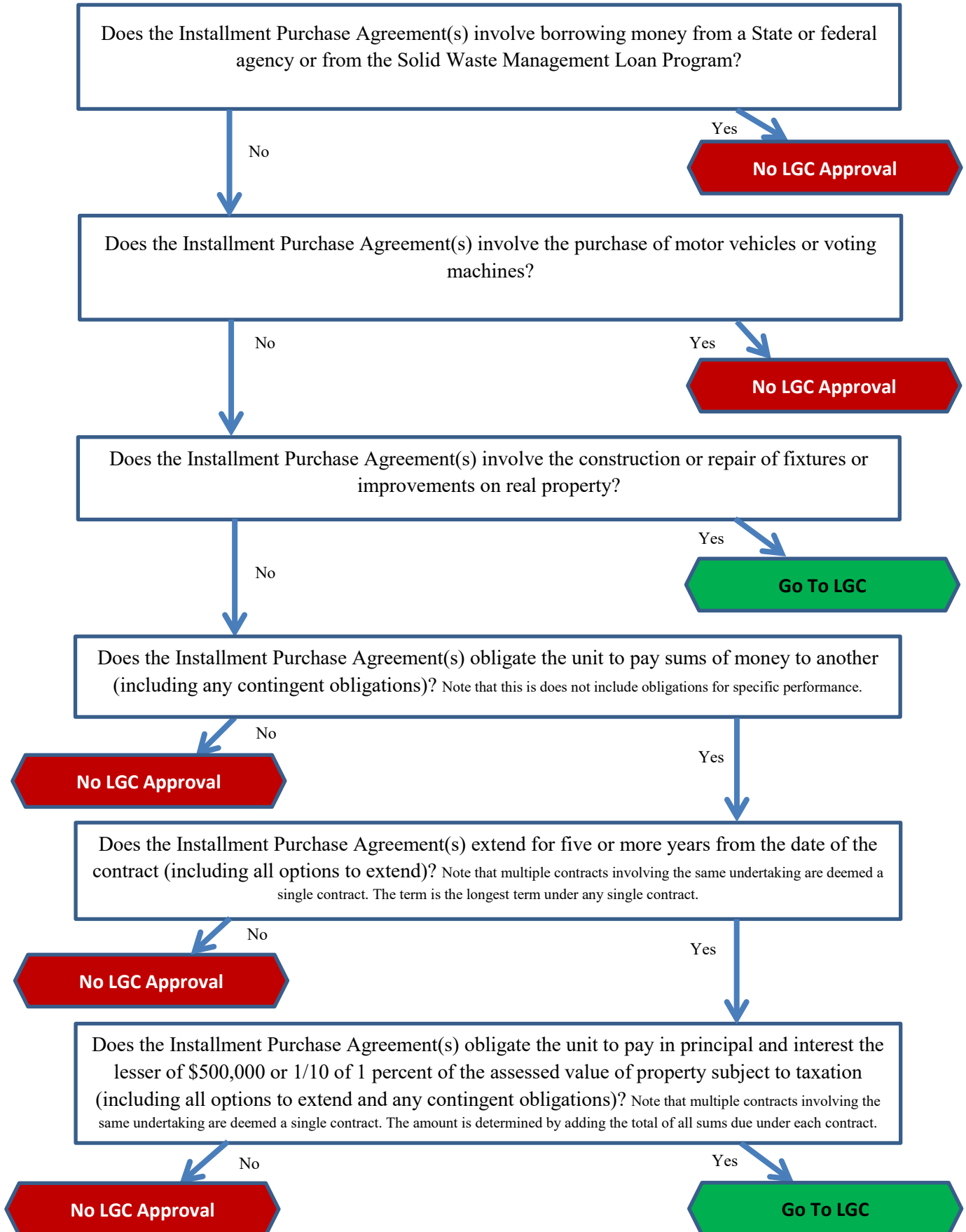
Building Reuse Grant

- Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic.

EPA Brownfield Grant

- Application submitted.
- The Town was NOT awarded a grant due to scoring. There were 155 awards out of 448 applicants. The Town has requested a review meeting with the EPA to discuss potential improvements in the application for next year.

Flowchart A





Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

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LGC Application for Installment Purchase Agreement

NC State law G.S. 160A-20 requires that certain capital projects, to be financed with debt, be considered for approval by the Local Government Commission. This duty is the responsibility of each local government unit. (see flowchart)

§ 160A-20. (a) Purchase. - A unit of local government may purchase, or finance or refinance the purchase of, real or personal property by installment contracts that create in some or all of the property purchased a security interest to secure payment of the purchase price to the seller or to an individual or entity advancing moneys or supplying financing for the purchase transaction.

The Town will seek approval of an installment purchase of \$800,000 for the below parcel at the May 2020 meeting of the Local Government Commission.

Goals in Purchasing Shopping Center

- Prevent the auction of equipment inside the grocery space
- Maintain control of space in order to incentivize a grocer
- Offer incentives to grocer
- If grocer is unobtainable then consider other stabilizing tenant

Hall Spring Shopping Center – Just Save Shopping Center

- Tax parcel to be purchased: E6B475
- Address of parcel: 321 E. Macon Street
- Tax Value of Property: \$ 2,964,450
- Purchase Option Price: \$800,000
- Loan Amount sought: \$800,000, 15 year term at 4% APR

- Interest and principal first three years: Year 1 – 83,493, Year 2 – 81,482, Year 3 - \$79,472
- Annual town tax loss \$19,270, average annual expenses \$36,732
- Annual cash flow from current tenants: \$148,000



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RESOLUTION 2020-2

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20

WHEREAS, the Town of Warrenton, North Carolina desires to encourage a grocery store to locate in the empty space vacated by Just Save grocery by purchasing the shopping center located at 307 E. Macon Street (the “Project”) to better serve the citizens of Warrenton; and

WHEREAS, The Town of Warrenton desires to finance the Project by the use of an installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Warrenton, North Carolina, meeting in regular session on the 13th day of April 2020, make the following findings of fact:

1. The proposed contract is necessary or expedient because without ownership of the shopping center and the grocery equipment located therein, it will be difficult to attract a grocery to the Town
2. The proposed contract is preferable to a bond issue for the same purpose because the purchase cost of issuing a bond far exceeds the cost of an installment purchase
3. The sums to fall due under the contract are adequate and not excessive for the proposed purpose because the revenue generated by the current tenants is sufficient to make the installment purchase payments as well as cover operating expenses
4. The Town of Warrenton’s debt management procedures and policies are good because the debt management policies of Warrenton are carried out in strict compliance with NC General Statutes and will continue to comply with NC General Statutes
5. There will be no increase in taxes required for the purchase of real estate.
6. The Town of Warrenton is not in default in any of its debt service obligations.
7. The attorney for the Town of Warrenton has rendered an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Town Administrator is hereby authorized to act on behalf of the Town of Warrenton in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 13th day of April 2020.

The motion to adopt this resolution was made by Commissioner _____, seconded by Commissioner _____

and passed by a vote of _____ to _____.

Mayor

ATTEST:

Clerk

This is to certify that this is a true and accurate copy of Resolution No. 2020-2 Adopted by the Warrenton Board of Commissioners on the 13th day of April, 2020.

Clerk

Date



Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

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Change to Zoning Ordinance

Request that multi-family dwellings and complexes be allowed as a Special Use in areas zoned R-20.

Justification

- Currently multi-family dwellings are allowed in R-8 areas as a special use.
- Lot sizes in R-8 are typically not large enough for Multi-family dwellings. Minimum lot size and typical lot sizes in R-20 are significantly larger.
- Table of permitted uses shows all uses currently allowed in R-20: day nurseries, kindergartens, public institutions, etc.
- Currently mobile home parks are permitted uses in R-20 and do not require a Special Use permit. There is currently no Town Board review of mobile home parks in R-20.
- Making multi-family dwellings subject to a Special Use will place additional conditions on a development (see conditions below), and require Town Board review.

In order for any special or conditional use to be granted, the applicant, at the hearing, shall present sufficient evidence to enable the Board to find that the following conditions exist where applicable:

- All applicable specific conditions pertaining to the proposed use have been or will be satisfied;
- Access roads or entrance and exit drives are or will be sufficient in size and properly located to ensure automotive and pedestrian safety and convenience, traffic flow, and control and access in case of fire or other emergency;
- Off-street parking, loading, refuse, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other

impacts on adjoining properties and properties in the general neighborhood;

- Utilities, schools, fire, police, and other necessary public and private facilities and services will be adequate to handle the proposed use;
- The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts;
- The type, size, and intensity of the proposed use, including such considerations as the hours of operation and number of people who are likely to utilize or be attracted to the use, will not have significant adverse impacts on adjoining properties or the neighborhood.
- The use or development is located, designed, and proposed to be operated so as to maintain or enhance the value of contiguous property, or that the use or development is a public necessity; and
- The use will not be a detriment or deterrent to economic development;
- The use will be in harmony with the existing development and uses within the area in which it is to be located.
- The use or development conforms to the general plans for the physical development of the Town and is consistent with any Town Comprehensive Plan.

§151.045 REGULATIONS FOR RESIDENTIAL, AGRICULTURAL, RESIDENTIAL-SUBDIVISION, SINGLE- AND MULTI-FAMILY RESIDENTIAL DISTRICTS.

(A) Uses allowed in the districts named in this chapter shall be in accordance with the following table in which “X” signifies that the use is permitted as of right, “C” indicates that the use is a conditional use which requires approval of the Board of Adjustment, “S” indicates that the use is a special use which requires the approval of the Board of Commissioners, and a blank indicates that the use is not permitted in that zoning district.

<i>Residential Districts</i>	<i>Districts</i>		
<i>Use</i>	<i>R-20</i>	<i>R-12</i>	<i>R-8</i>
Single-family dwellings on individual lots	X	X	X
Two-family dwellings	X	X	X
Three or four-family dwellings in one building			X
Multi-family dwellings and complexes			S
Townhouses			S
Mobile homes on individual lots	C		X
<i>Residential Districts</i>	<i>Districts</i>		
<i>Use</i>	<i>R-20</i>	<i>R-12</i>	<i>R-8</i>
Mobile home parks	X		
Day nurseries	X	X	X
Kindergartens	X	X	X
Public educational institutions and private schools having a curriculum the same as ordinarily given in public schools	X	X	X
Public buildings; uses and utilities	S	S	S
Solar collection installations or “solar farms”	S	S	S
Hospitals, clinics, except animal hospitals, nursing homes, rest homes	X	C	X

Family care homes as defined in N.C.G.S. §168-21 for handicapped persons as defined in N.C.G.S. §168, Article 3 provided that no such home may be located within a one-half mile radius of an existing family care home	X	X	X
Any agricultural or horticultural use except commercial nurseries, commercial chicken house, yard or hatchery, dairy, livestock pen or yard, horse or mule stable, pigpen or hogpen, or any other use of land for keeping and raising animals or fowls for commercial purposes. Non-commercial buildings or structures used for the keeping of livestock, fowls, or other non-commercial use permitted shall be located in the rear yard and shall not be located closer than 50 feet from any property line	X		
Churches, temples, synagogues	X	X	X
Libraries	X	X	X
Museums	X	X	X
Cemeteries	X	X	X
Radio and TV stations and transmission towers	C		
Parks	X	X	X
<i>Residential Districts</i>	<i>Districts</i>		
<i>Use</i>	<i>R-20</i>	<i>R-12</i>	<i>R-8</i>
Golf courses, excluding carpet or miniature	X		
Playgrounds	X	X	X
Community centers	X	C	C
Private clubs	C	C	C
Fraternal organizations not open to the public	C	C	C
Farming, including sale of product on property where produced	X		
Commercial plant nurseries and greenhouses	X		
Riding stables	X		

Planned unit development	S	S	S
Temporary uses such as circuses, carnivals, fairs	S	S	S
Other temporary uses	S	S	S
Motels, hotels, and restaurants	X		
Funeral homes		X	
Bed and Breakfasts. A Special Use Permit for Bed and Breakfast will include the authority to serve meals, other than breakfast, to registered guests and for catering of private functions such as business meetings and receptions. This use would exclude a restaurant open to the public or the erection of an exterior sign identifying the establishment as a restaurant.	S	S	S
Short Term Rental	S	S	S

(Ord. passed 12-16-85, Amended 3-3-2008, Amended 4-10-2017)

(B) Minimum dimensional requirements shall be:

<i>Minimum lot area in square feet</i> ^{1,2}	<i>R-20</i>	<i>R-12</i>	<i>R-8</i>
Single-family dwelling	20,000	12,000	8,000
Mobile homes on individual lots	20,000		8,000
Two-family dwelling or two townhouse units	20,000	12,000	12,000
Multi-family dwelling			20,000 for first three units plus 5,000 for each additional unit
Other proposed building or use	20,000	20,000	15,000
<i>Minimum required yard in feet</i>	<i>R-20</i>	<i>R-12</i>	<i>R-8</i>
Single-family dwelling	100	100	80
Two-family dwelling	100	100	100

Multi-family dwelling	100	100	100
Townhouse	100	100	100
Other principal building or use	100	100	100
Minimum lot depth in feet	150	120	100
<i>Minimum required yard in feet</i>	<i>R-20</i>	<i>R-12</i>	<i>R-8</i>
Front	30	30	30
Side (each side)	10	10	10
Corner lot	20	15	15
Rear	25	25	25
Maximum height in feet	35	35	35
Maximum lot coverage in percent	40	40	40



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**RESOLUTION IN SUPPORT OF MAY 2020
AS
NATIONAL PRESERVATION MONTH**

WHEREAS, The Town of Warrenton, North Carolina is committed to enhance and preserve its historic character, and

WHEREAS, The Board of Commissioners voted to establish the Warrenton Historic District Commission as a citizens group to work on enhancing, preserving and maintaining Warrenton’s historic character, and

WHEREAS, The Board of Commissioners supports and appreciates the role of Preservation Warrenton, Inc. in historic preservation in Warrenton and Warren County, and the National Trust for Historic Preservation nationally,

NOW, THEREFORE, BE IT RESOLVED that the Town of Warrenton supports the theme of “Preserving the Past for the Future” for National Preservation Month as proclaimed by Preservation Warrenton, Inc. of Warrenton, North Carolina and the National Trust for Historic Preservation, and calls upon the citizens of Warrenton to join their fellow citizens across the United States in recognizing and participating in the observance of MAY 2020 as National Preservation Month.

Approved by the Board of Commissioners at its regularly scheduled meeting the 11th day of May, 2020.

Walter M. Gardner, Jr.
Mayor - Town of Warrenton



Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

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RESOLUTION
IN SUPPORT OF THE TOWN OF WARRENTON’S DESIGNATION
AS A NORTH CAROLINA MAIN STREET COMMUNITY

WHEREAS; the Town of Warrenton is a designated North Carolina Main Street Community, a program coordinated through the North Carolina Department of Commerce - Community Development, Urban Development Division; and

WHEREAS; the Town of Warrenton and its Board has embraced the concept of downtown revitalization and wishes to ensure the ongoing vitality of its downtown business district by designating the Town Administrator as Main Street Manager and will continue the primary responsibility of the downtown revitalization effort in the FY 2020-21; and

WHEREAS; the Town of Warrenton is dedicated to the National Trust for Historic Preservation’s “Main Street Four-Point Approach[®]” to downtown revitalization utilizing the principles of Organization, Design, Promotion and Economic Restructuring; and

WHEREAS; the Town of Warrenton recognizes the nationwide success of the Main Street Program for creation of new businesses, significant private sector capital investment that increases the property tax base and a significant increase in net employment; and

WHEREAS; the Town of Warrenton understands that in addition to designating a part-time Main Street Manager (or downtown development director) in order for the Town to maintain its active status in the North Carolina Main Street Program, it will also need to supply information on its downtown revitalization activities on an annual basis to the North Carolina Main Street Center in order for the Town to be maintain its active status; and

WHEREAS; the Town of Warrenton understands that technical assistance from the Urban Development Division is provided at no charge to the Town; reimbursement for travel- related expenses will be requested from the Town if this technical assistance requires travel by the Urban Development Division staff; and

WHEREAS; the Town of Warrenton recognizes the importance of continued training in the field of downtown revitalization and will provide the resources for its Main Street Manager (or downtown development director) to attend the educational opportunities provided several

times a year by the Urban Development Division and furthermore, will maintain a membership with the National Trust for Historic Preservation's National Main Street Center:

NOW, THEREFORE, BE IT RESOLVED THAT, the Warrenton Town Board recognizes the Revitalization Committee as the local coordinator of its downtown revitalization effort and Main Street Program activities in order for the Town to maintain its standing in the North Carolina Main Street Program and will support the Town of Warrenton as a North Carolina Main Street community with all the obligations that the designation carries.

ADOPTED BY THE TOWN BOARD of WARRENTON THIS 11TH DAY OF MAY, 2020.

_____ (SEAL)

Mayor

Clerk



Name of City/Town Warrenton

Date: May 11, 2020

2020-2021 Annual Agreement North Carolina Small Town Main Street® Designation

Designated Small Town Main Street communities (Small Town Main Street Coordinator and Town Manager) must sign this document and return to the NC Main Street & Rural Planning Center no later than June 30, 2020 to remain active in the program.

A signed document confirms that the local Small Town Main Street program has a thorough understanding of the benefits and requirements of active participation in the NC Main Street program.

Retain a signed copy for your records, and return an original, signed copy of the entire document by mail or a scanned, signed copy of the entire document by email (preferred method) no later than June 30, 2020, to:

To: Naomi Riley,
Coordinator, Downtown Services
NC Main Street & Rural Planning Center
4346 Mail Service Center
Raleigh, NC 27699-4346

Naomi.riley@nccommerce.com

Program Background

Nationally :

Main Street America™ has been helping revitalize older and historic commercial districts for nearly 40 years. Today it is a network of more than 1,200 neighborhoods and communities, rural and urban, who share both a commitment to place and to building stronger communities through preservation-based economic development. Main Street America is a program of the nonprofit National Main Street Center, a subsidiary of the National Trust for Historic Preservation.

Main Street America™ is a movement. Main Street America has been helping revitalize older and historic commercial districts for nearly 40 years. It is the leading voice for preservation-based economic development and community revitalization across the country. Made up of small towns, mid-sized communities, and urban commercial districts, Main Street America represents the broad diversity that makes this country so unique. Working together, the programs that make up the Main Street America network help to breathe new life into the places people call home.

Main Street America is a mark of distinction. It is a seal, recognizing that participating programs, organizations, and communities are part of a national movement with a proven track record for celebrating community character, preserving local history, and generating impressive economic returns. Since 1980, over 2,000 communities have been part of Main Street, bringing renewed energy and activity to America’s downtowns and commercial districts, securing \$79 billion in new investment creating 640,017 net new jobs and rehabilitating 284,936 buildings.

Main Street America is a time-tested strategy. Main Street America communities are encouraged to make use of a time-tested approach, known as the Main Street Approach. The Main Street Approach is rooted in a commitment to broad-based community engagement, a holistic understanding of the factors that impact the quality of life in a community, and strategic focus on the core principles of downtown and neighborhood revitalization: Economic Vitality, Quality Design, Effective Promotion, and Sustainable Organization. For more information, visit www.mainstreet.org.

In North Carolina:

The NC Main Street & Rural Planning Center within the N.C. Department of Commerce, is the licensed agency that is charged with administering the Main Street program throughout the state. The Center is committed to following the program guidelines and licensing agreement as outlined by the National Main Street Center and signed by the N.C. Department of Commerce.

The N.C. Department of Commerce designates communities as a “North Carolina Small Town Main Street community”. When designated, the local city or town government, and specifically the chief elected official, is notified of the designation. The city or town government determines who will administer the Small Town Main Street program at the local level and the town manager communicates that information to the N.C. Main Street & Rural Planning Center. **From time-to-time, that administration may change. If there is a change, this document outlines the steps that must be followed for a change in local administration to occur.**

Since 1980, over 111 communities have directly benefitted from the North Carolina Main Street program, bringing economic strength to North Carolina’s downtown commercial districts, securing \$3.25 billion in new investment creating more than 27,000 net new jobs and rehabilitating 6,600 buildings

Benefits for NC Small Town Main Street Communities

North Carolina Small Town Main Street communities’ benefit from the following:

Partnership:

- Communities selected to participate in the Small Town Main Street program become partners with the North Carolina Department of Commerce, NC Main Street & Rural Planning Center in a long-term, asset-

based economic development effort that has proven to have a positive impact on investment and job creation.

- Small Town Main Street communities are limited in number and therefore receive focused and personal attention from NC Main Street staff.
- North Carolina communities are selected through a competitive process and only a few are designated; therefore, Small Town Main Street designation is an honor bestowed upon only a few special communities.
- In the first three years of a local Small Town Main Street program, the state of North Carolina invests approximately \$100,000 in on-site visits, training and technical assistance. After the initial start-up phase, the state annually invests approximately \$5,000 in each Small Town Main Street community in the form of ongoing town-specific technical assistance, and statewide and on-site training for directors and volunteers.

Training:

- Small Town Main Street communities are eligible to attend and participate in the NC Main Street Conference, NC Main Street Basic Training, Board and Committee Training, Biannual Regional Meetings, and subject specific workshops.
- Designated North Carolina Small Town Main Street communities receive one free registration to the North Carolina Main Street Conference held in March.

Technical Assistance:

- The North Carolina Main Street program staff guides designated communities through a strategic planning process which helps communities create a vision, develop strategies and produce action plans so that limited resources are focused, and results are magnified.
- The North Carolina Main Street staff guide participating communities through board development, volunteer development and downtown manager training.
- The North Carolina Main Street staff provide guidance and support to communities on ways to find and develop financial resources.
- Property and business owners in Main Street cities receive free building exterior design recommendations from design specialists at the UNC-Greensboro School of Interior Architecture, in collaboration with the NC Main Street & Rural Planning Center staff.
- North Carolina Main Street staff has extensive experience in organizational development and nonprofit management, historic preservation, building rehabilitation, investment tax credits, incentive programs, tourism development, marketing, image building, special event development, communications, and a range of other pertinent areas.
- The North Carolina Main Street staff is among the nation's leading authorities on downtown development with experience helping North Carolina towns with revitalization challenges.
- The North Carolina Main Street staff conducts an annual program assessment and review of each Small Town Main Street program.
- The North Carolina Main Street staff conducts an annual budget and salary analysis of Small Town Main Street programs.
- The North Carolina Main Street staff conducts an annual statistical data collection and analysis.

Network:

- North Carolina Small Town Main Street communities may use the Main Street trademarks on materials designed to promote the work of their program in collaboration with the state of North Carolina and the National Main Street Center.
- The North Carolina Main Street network possesses some of the most experienced downtown development professionals in the country.
- Small Town Main Street communities may take advantage of and participate in a special network of Main Street cities statewide and nationally, with over 1,600 communities across the nation, and 45 city, state, and regional Coordinating Programs, that participate in the Main Street program. This allows them to learn best practices, techniques and strategies for downtown development.

Funding:

- When available, Main Street communities are eligible to apply for Main Street Solutions Funds, or other such NC Main Street funding programs, to assist small business development and property rehabilitation.
- The NC Main Street & Rural Planning Center maintains and distributes a funding guide of federal, state, corporate and foundation sources commonly used for funding downtown projects.

Resources:

- Through the North Carolina Main Street program, communities can identify resource people, consultants and specialists on topics of interest to the community.

Economic Impact:

- Since 1980 when the program began, Main Street communities in North Carolina have had over \$3.25 billion in new investment in their downtowns, a net gain of over 6,500 new businesses and a net gain of over 27,000 new jobs. This is serious economic development!
- The North Carolina Main Street staff facilitate statewide economic impact studies and collect data to determine trends in Main Street and Small Town Main Street communities.

Recognition:

- Designated North Carolina Small Town Main Street communities are eligible to receive statewide recognition through the North Carolina Small Town Main Street Awards program.
- North Carolina Small Town Main Street communities receive publicity about their programs through press releases distributed through the N.C. Department of Commerce, NC Main Street & Rural Planning Center newsletters and annual reports, Main Street presentations and the NC Main Street Center social media sites.

*Note – in the event of a natural disaster or pandemic event, programs and services may be changed, conducted virtually or cancelled in accordance to recommended guidelines from the Center for Disease Control and NC State Emergency Management.

Requirements of Designated N.C Small Town Main Street Communities

Small Town Main Street communities are 5,000 and under in population at the time of designation.

1. **Participate in all services provided to the local community by the NC Main Street & Rural Planning Center.**
2. **Designate a paid OR volunteer Small Town Main Street Coordinator (5 hours/week minimum) who will coordinate and facilitate the work of the program.**
3. **Establish broad-based support for the commercial district revitalization process, with strong support from both the public and private sectors.**
 - The Small Town Main Street organization should have the active participation of various stakeholders at the committee and board levels.
 - Participants should contribute financial, in-kind, and volunteer support for the revitalization program.
 - Participants should also look for, and act on, opportunities to make connections between other programs with which they are involved and the Small Town Main Street revitalization effort so that, by doing their own work a little smarter, or in a more integrated way, other programs help further the revitalization process.
 - The program should include an ongoing process for volunteer recruitment, orientation, and recognition, constantly refreshing its pool of volunteers and involving new people each year.
 - The revitalization program has broad-based philosophical support from the community.
 - Municipal government demonstrates a philosophical commitment to commercial district revitalization.
4. **Establish and maintain an active Organizational Core Team and 3-Committees (Design, Promotion and Economic Vitality) using the Main Street Four-Point Approach® and develop a comprehensive Small Town Main Street Work Plan using the Main Street Four-Point Approach®.**

Main Street revitalization by nature is a community-driven process. Therefore, community members must take an active role in leading and implementing positive change. While the coordinator is responsible for facilitating the work of volunteers, this staff member is not tasked with single-handedly revitalizing the commercial district. The direct involvement of an active core team and committees are keys to success.

If a Small Town Main Street program is housed within another entity (e.g., a community development corporation), it is still important to have its own core team and committee structure.

- The core team is a working, functional team that understands its roles and responsibilities and is willing to put forth the effort to make the program succeed.
 - Committee members assume responsibility for the implementation of the work plan.
 - The program has a dedicated governing body, its own rules of operation, its own budget, and its own bylaws, and is empowered to carry out Main Street's mission, even if the Small Town Main Street program is a part of a larger organization.
 - The core team has well-managed, regular monthly meetings, with an advance agenda and regular distribution of minutes.
 - Committees have regularly scheduled monthly meetings with an advance agenda that addresses the committee work plan.
5. **Establish an annual work plan/planning process for downtown.**
A comprehensive annual work plan provides a detailed blueprint for the Small Town Main Street program's activities; reinforces the program's accountability both within the organization and in the broader community; and provides measurable objectives by which the program can track its progress.

- The work plan should contain a balance of activities in each of the four broad program areas that comprise the Main Street approach — Economic Vitality, Quality Design, Effective Promotion, and Sustainable Organization.
- The work plan should contain measurable objectives, including timelines, budgets, desired outcomes, and specific responsibilities.
- The work plan should be reviewed, and a new one should be developed annually.
- Ideally, the full board and committees will be involved in developing the annual work plan. At a minimum, the full board should adopt/approve the annual work plan.
- The work plan should distribute work activities and tasks to a broad range of volunteers and program participants.
- There has been significant progress in each of the four points based on the work plan submitted for the previous year.

6. Adopt and exhibit a Historic Preservation Ethic and design management program.

Historic preservation is central to the Main Street program's purpose and is what makes historic and traditional commercial districts authentic places. Historic preservation involves saving, rehabilitating, and finding new uses for existing buildings, as well as intensifying the uses of the existing buildings, through building improvement projects and policy and regulatory changes that make it easier to develop property within the commercial district.

- The program has, or is working toward putting in place, an active and effective design management program (which may include financial incentives, design assistance, regulatory relief, design review, education, and other forms of management).
- The program encourages appropriate building renovation, restoration, and rehabilitation projects.
- When faced with a potential demolition or substantial structural alteration of a significant, historic, or traditional building in the Main Street district, the program actively works to prevent the demolition or alteration, including working with appropriate partners at the state, local, or national level to attempt to stay or alter the proposed activity; developing alternative strategies for the building's use; and/or educating local leaders about the importance of retaining existing buildings and maintaining their architectural integrity.
- The program works to find creative adaptive use, financing, and physical rehabilitation solutions for preserving old buildings.
- The program recognizes the importance of planning and land-use policies that support the revitalization of existing commercial centers and works toward putting planning and land-use policies in place that make it as easy (if not easier) to develop property within the commercial district as it is outside the commercial district. Similarly, it ensures that financing, technical assistance, and other incentives are available to facilitate the process of attracting investment to the historic commercial district.
- The program builds public awareness for the commercial district's historic buildings and for good design.

7. Demonstrate an established vision for downtown and a mission that defines the role of the organization that will manage the downtown initiative.

- The organization has an appropriate written mission statement.
- The mission statement is reviewed annually and updated as appropriate.
- The organization has an appropriate written vision statement for downtown that is reviewed annually and updated as appropriate. The vision statement should define the economic potential of downtown.

8. **New Small Town Main Street Coordinator attendance at Main Street Orientation, held each month in Raleigh, within three months of start date (if not previously attended).**
9. **Small Town Main Street Coordinator attendance at Main Street Basic Training each time there is a change in management (if not previously attended).**
10. **Fund the local Small Town Main Street program through both public and private partnerships at a level allowing for full implementation of the program based on the Four-Point Approach® and the adopted annual work plan.**

The Small Town Main Street program's budget should be adequate to achieve the program's goals. The dollar amount that is "adequate" for a program budget may vary.

 - The budget should be specifically dedicated for the purpose of revitalizing the commercial district.
 - The Small Town Main Street program's budget should contain funds adequate to cover the salary and benefits of staff if applicable; office expenses if applicable; travel; professional development; and committee activities.
 - Revenue sources are varied and broad-based, including appropriate support from the municipal government.
 - There is a strategy in place to help maintain stable funding.
 - There is a process in place for financial oversight and management.
 - Regular monthly financial reports are made by the treasurer to the board.
11. **Coordinator, Town Staff Member OR Volunteer attendance at a minimum of one of two bi-annual regional meetings each year. (Held in May and October/November.)** *It is recommended that the community attends both meetings, not just one.
12. **Small Town Main Street Coordinator attendance at the annual N.C. Main Street Conference - (NCMS provides each designated STMS community with one complimentary registration).**
13. **Submit annual Statistical data in July and Budget information and Program Assessment Survey in January as requested to the NCMS&RP Center.**
14. Maintain an annual membership with the National Main Street Center at a \$375 [Main Street America Community Member](#) level.
15. **Reimbursement of NCMS&RP Center's travel expenses, when traveling to the local community, at the IRS state rate plus meals at the state per diem rate and lodging in accordance to the NC Main Street & Rural Planning Center Travel Policy.**
16. **Small Town Main Street Program must also sign and follow the attached National Main Street sublicense agreement and must comply with all Affiliate community requirements.** Logos and Website language will be sent following receipt of signed agreements.

Documents Needed for a Change in Administration of the Local Small Town Main Street Program, including if the organization changes from a nonprofit, government or quasi-public-private structure to a different structure:

- The Town Council has the authority to designate another agency/entity to administer the Small Town Main Street program.
 - North Carolina Main Street & Rural Planning Center requires:
 - A resolution from the Town Council that authorizes this change.
 - Minutes of the Town Council Meeting clearly demonstrating the majority vote.
 - Documentation demonstrating how the entity that will be administering the Small Town Main Street Program will address the items listed under the requirements section of this document.

Benefits of Membership with The National Main Street Center

Designated Main Street Member

(Required for all active, designated N.C. Main Street and Small Town Main Street communities)

As a Designated Main Street Member, your program is a recognized leader among the largest network of commercial district organizations in the world. Tap into the expertise of our large network of Main Street Programs, BIDs, CDC's, planners, local government agencies, consultants, and others to learn, research and share useful experience with each other. This guide explains the benefits of membership and how to access these tools.

We want you to get as much out of your membership as possible! Please contact us if you require any assistance with your benefits.

Your benefits include:

- Exclusive eligibility to be recognized as an Affiliate or Accredited Main Street America program;
- Exclusive eligibility to enter into a Licensing Agreement with the NMSC, or your Coordinating Program, to use Main Street America™ name and logo;
- Eligibility to apply for the Great American Main Street Awards and other special awards and grant programs.
- Up to six free sub-memberships to share access to resources with your team
- Access to The Point, our exclusive online member networking platform;
- Access to *Main Street News*, a weekly newsletter on new trends, stories from the field, and need-to-know information for those in the commercial district revitalization field;
- Members-only rates at the annual Main Street Now Conference, and the Main Street America Institute;
- *State of Main*, our annual printed publication;

- Access to our digital library of must-read revitalization publications and resource guides, including exclusive training materials on the Main Street Approach and full archives of the Main Street Now journal;
- Free online training opportunities;
- Full access to the Main Street Resource Center with sample documents, articles, reports, and more from your peers and experts in the field—all at your fingertips;
- Ability to post job openings for your local program through the National Trust for Historic Preservation's online Career Center.
- Access to tailored insurance products from the National Trust Insurance Services, LLC.
- Family level membership with the National Trust for Historic Preservation including a subscription to *Preservation* magazine.
- And more!

Annual Dues: \$375

Information from:

<https://www.mainstreet.org/join>

Signature Page

1. Designated Small Main Street City/Town:

(Please Print Clearly) Warrenton

2. Name of Local Small Town Main Street Administrating Organization:

(Please Print Clearly) Revitalization Committee

3. Check Which One Applies:

Public (Town) Administered

Private (Non-Profit) Administered

Quasi Public-Private (Town/Non-Profit) Administered

4. Name of Small Town Main Street Coordinator: (Please Print Clearly)

Robert Davie

Title: Town Administrator

Signature: _____

Date: May 11, 2020

5. Name of Small Town Main Street Board Chair: (Please Print Clearly)

Michael Coffman

Signature of Board Chair: _____

Date: May 11, 2020

AND

Name of Town Manager: (Please Print Clearly)

Robert Davie

Title: (Please Print)
Town Administrator

Signature of Town Manager:

Retain a signed copy for your records, and return an original, signed copy of the entire document by mail or a scanned, signed copy of the entire document by email (preferred method) no later than June 30, 2020, to:

To: Naomi Riley,
Coordinator, Downtown Services
NC Main Street & Rural Planning Center
4346 Mail Service Center
Raleigh, NC 27699-4346

Naomi.riley@nccommerce.com

The of and	Governing Board Members of Town Council
	Primary Government Unit (or charter holder) Town of Warrenton, North Carolina
	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Cherry Bekaert LLP
	Auditor Address 2626 Glenwood Avenue, Suite 200, Raleigh, NC 27608

Hereinafter referred to as Auditor

for	Fiscal Year Ending	Audit Report Due Date
	06/30/20	10/31/20

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

29. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

30. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

31. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

32. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title and Unit / Company:	Email Address:
Greg Isley	Greg W. Isley, PA	greg@gisleycpa.com

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year billings. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES


Primary Government Unit	Town of Warrenton, North Carolina
Audit Fee	\$ 10,600 plus \$3,000 for each major program for single audit
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$ 0
All Other Non-Attest Services	\$ 0
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$ 7,950.00

DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit Fee	\$ N/A
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ N/A
Writing Financial Statements	\$ N/A
All Other Non-Attest Services	\$ N/A
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Cherry Bekaert LLP	
Authorized Firm Representative (typed or printed)* April Adams	Signature* 
Date* 03/02/20	Email Address* aadams@cbh.com

GOVERNMENTAL UNIT

Governmental Unit* Town of Warrenton, North Carolina	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Date of Pre-Audit Certificate*	Email Address*

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU* N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)* N/A	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)* N/A	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all
required signatures prior to submission.

PRINT



Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

P.O. Box 281
Warrenton, NC 27589-0281
(252) 257-1122 Fax (252) 257-9219
www.warrenton.nc.gov

List of Previously Approved Updates for Zoning Map

- A. Re-zoning from C-2 (Commercial) to C-1 (Commercial)
Approved by BOC on 9-11-2017
 - a. 211 W. Franklin St.
 - b. 203 W. Franklin St.
 - c. 205 W. Franklin St.
 - d. 303 W. Franklin St.
 - e. Tax Parcel E 6B 47 Front St.
 - f. Tax Parcel E 6B 53 A, Franklin St.
 - g. Tax Parcel E 6B 48 1A, Front St.

- B. Re-Zoning from I (Industrial) to R-20 (Residential)
Approved by BOC on 9-11-2017
 - a. Tax Parcel E 5 255 A, 6.38 A, Ridgeway-Warrenton Rd.
 - b. Tax Parcel E 5 255 B 1.13 A, Ridgeway-Warrenton Rd.
 - c. 136 Ridgeway-Warrenton Rd.
 - d. 144 Ridgeway-Warrenton Rd.
 - e. 150 Ridgeway-Warrenton Rd.
 - f. 158 Ridgeway-Warrenton Rd.

- C. 201 S. Hall Street (old cotton gin) from **R12 to C1**. This is also tax parcel E6B498.
Approved by BOC on 3-14-2016

- D. Lot at 112 Madison Street should be color-coded as Industrial. (E5D62)
Approved by BOC on 6-10-2019

§151.114 AMENDMENTS.

(A) This zoning code, including the official zoning map, may be amended only by the Board of Commissioners of the town, according to the procedures of this section. Proposed amendments may be initiated by the Board of Commissioners, Planning Board, or Board of Adjustment. Proposed amendments to the text of the zoning ordinance map also be initiated by any resident or property owner within the jurisdiction covered by this chapter, and any property owner within the jurisdiction covered by this chapter may initiate a request for a change in the zoning classification of his property.

(B) Except for amendments initiated by the Town Board, Planning Board, or Board of Adjustment, no proposed amendment shall be considered by the Town Board nor a public hearing held until an application containing the following information is submitted by the applicant: a statement of the present zoning regulations or district boundary, the name and signature of the applicant, and if an amendment of the zoning map is proposed, the tax parcel number of the lot proposed to be rezoned, the names and addresses of the owners of the lot in question, and the use of each adjacent property. When the applicant proposing the amendment is not the property owner, the burden of notifying the property owner as shown on the county tax listing shall be required by the third party requesting to certify that the property owner has received actual notice of the application and the scheduled public hearing. Actual notice may be provided by means of personally delivered or sent registered, certified, or delivery-receipt mail. The applicant shall provide any additional information related to the proposed amendment requested in writing by the Planning Board or Board of Commissioners. The Zoning Administrator shall transmit the original application to the Town Board and a copy to the Planning Board. The original application shall be filed in the office of the Zoning Administrator after consideration by the Town Board.

(C) No amendment shall be adopted by the Board of Commissioners until they have held a public hearing on the amendment, and shall have given the Planning Board at least 30 days after the public hearing to make a recommendation concerning the amendment. Board of Commissioners decisions may be contested for the validity of a zoning or development ordinance text amendment for a period of one year after the decision is recorded by the clerk. Zoning map amendments may not be contested after a decision is made by the Board of Commissioners.

(D) Should a protest petition as described in N.C.G.S. §§160A-386 be submitted, it shall be handled in accordance with the procedures in N.C.G.S. §§160A-385 and 160A-386.

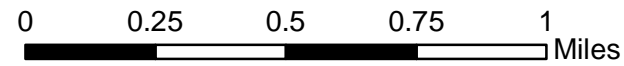
(E) When an application for amendment is denied by the Board of Commissioners, a period of 12 months must elapse before another application for the same property previously involved may be submitted.

(Ord. passed 12-16-85)

Town of Warrenton, NC Zoning Districts and Extraterritorial Jurisdiction 2/27/20

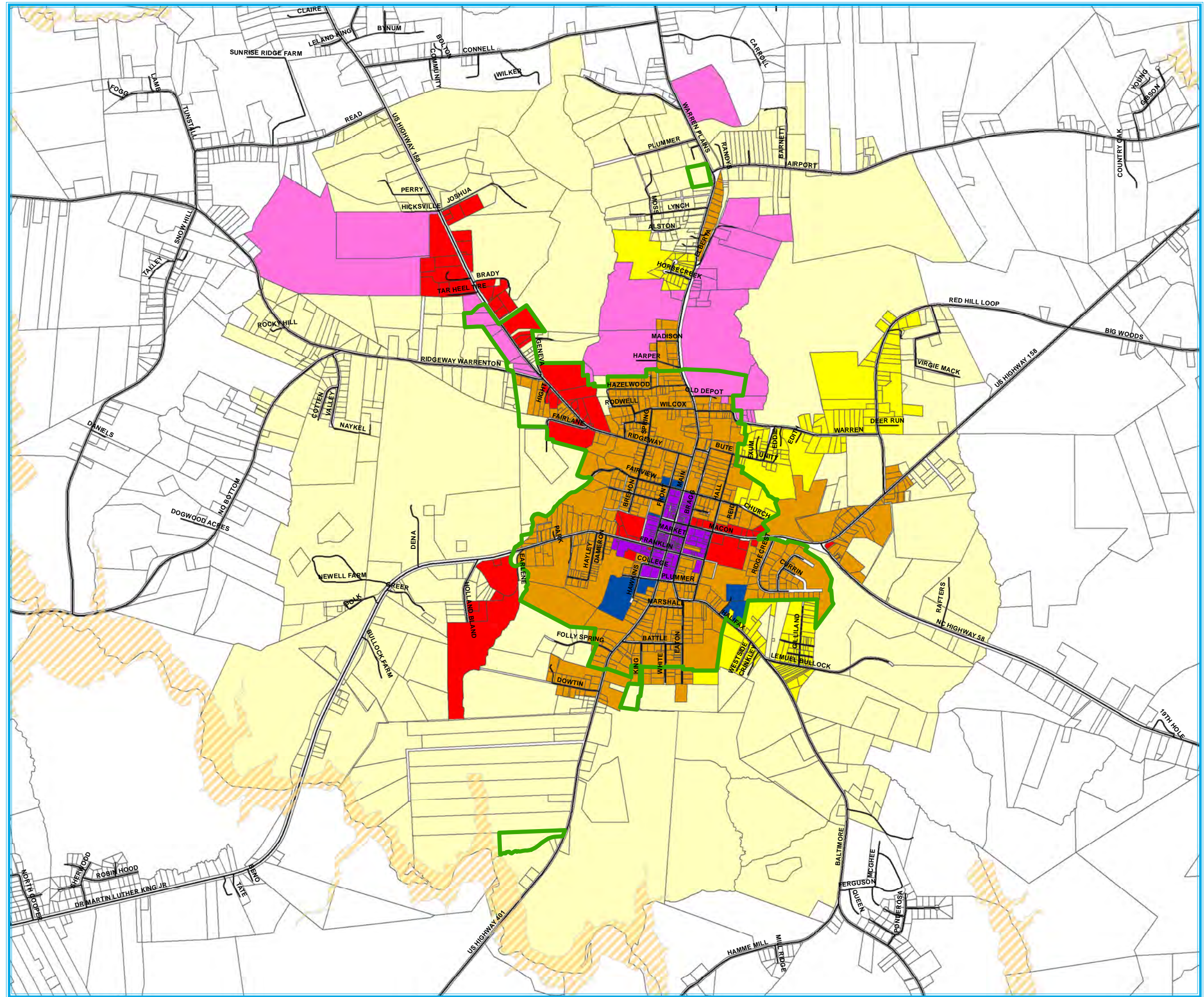


Data Sources: Warren County GIS (Planning/Zoning and Code Enforcement) and Town of Warrenton. Map and scale reflect best available data as of 2/27/20.



Legend

- Incorporated Limits
- Special Flood Hazard Areas
- County Parcels (2019 Data)
- Streets-Roads (2019 Data)
- C-1 District
- O-I District
- C-2 District
- R-8 District
- R-12 District
- Industrial
- R-20 District - ETJ Parcels





TOWN OF WARRENTON
Police Department

May 4, 2020

Dear Board Members,

The Warrenton Police Department is looking to update its duty weapons from .40 caliber to 9mm. The caliber that we are currently using is going out of service; the 9mm allows officers to be more efficient with their weapon and holds more ammunition. I have been in talks with our weapon supplier, and they are going to buy our current weapons, which will offset the cost allowing us to complete this update at a lower price. They will also trade us for our current .40 caliber ammunition, which will enable us to get more of the 9mm and will enable us to not need to purchase ammunition for a few more years. I also want to convert some of our shotguns to less-lethal weapons, which we give us another asset to better serve in a life-threatening situation.

I am asking that our duty weapons (Handguns and shotguns) be marked as surplus so I can move forward with the changes that I have been planning to make. I hope to make this change using funds in my current budget.

Thank You,

A handwritten signature in black ink, appearing to read "Goble E. Lane", with a long, sweeping horizontal stroke extending to the right.

Goble E. Lane

Chief of Police