

PUBLIC HEARING NOTICE

Notice is hereby served that the Warrenton Board of Commissioners will hold a public hearing on Monday, June 14, 2021 in the meeting room of Town Hall located at 113 S. Bragg Street, Warrenton, NC. At 6:45 PM comments will be received on the Proposed Budget for FY 2021-22. All interested citizens are urged to attend.

A copy of the budget will be available for public review at the Warrenton Town Hall, by calling 252-257-1122 and making an appointment. The budget will also be available on the Town's website: ***www.warrenton.nc.gov***.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/84905391933?pwd=ekRQaORIUk1tazg4bFRTWIR3TGgvZz09>

Meeting ID: **849 0539 1933**

Passcode: **610601**

Dial-in phone number: **+1 301-715-8592**



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

P.O. Box 281
Warrenton, NC 27589-0281
(252) 257-1122 Fax (252)2579219
www.warrenton.nc.gov

PUBLIC HEARING – BUDGET

6:45 PM June 14, 2021

BOARD OF COMMISSIONERS REGULAR MEETING

7:00 PM June 14, 2021

AGENDA

Regular Meeting

1. 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 on May 10, 2021
5. Minutes of the Public Hearing on May 10, 2021
6. 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
7. Committee Reports
 - a. Finance and Administration (Ms. Hunter)
 - b. Public Works (Ms. Harding)
 - c. Public Safety (Ms. Scott)
 - d. Human Resources/Information Technology (Mr. Blalock)
 - e. Revitalization/Historic District Commission (Mr. Coffman)
 - f. Beautification/Facilities (Ms. Britt)
 - g. Planning/Zoning/Annexation (Mr. Wethington)
8. Old Business
 - a. Water Sewer Revenue Analysis – for informational purposes
 - b. Frontier Warren Update, WABA Update – for informational purposes
 - c. Advertisement for Surplus Real Property – for informational purposes
 - d. Bids Received on Surplus Equipment – for consideration
 - e. Budget Amendment – Walking Path at Hayley-Haywood Park – for consideration
 - f. Special Use Permit for AirBnB Church Street – for consideration
 - g. Budget 2021-22 FY– for discussion
9. New Business
 - a. Marshall Street Paving Agreement – for consideration
 - b. Cleaning Service Agreement – for consideration
 - c. Small Town Main Street Annual Renewal Agreement – for consideration
 - d. GFL Waste Agreement – for consideration
 - e. Farmers Market Locations – for discussion
 - f. Statement of Interest to Serve – for consideration
10. Announcements
11. Closed Session to discuss legal matter per NC GS 143-318.11 (a) (3)
12. 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

REGULAR MONTHLY MEETING OF BOARD OF COMMISSIONERS MAY 10, 2021

Those attending were Mayor Walter Gardner	Robert Davie, Town Administrator
Commissioner Mary Hunter	Goble Lane, Police Chief
Commissioner Kimberly Harding	William Perkinson, Public Works
Commissioner Michael Coffman	Jennifer Harris, Warren Record
Commissioner Mark Wethington	Annette Silver, Minute Taker
Commissioner John Blalock	
Commissioner Margaret Britt	
Commissioner Edna Scott	

There were 6 citizens in attendance plus Zoom viewers.

Call to Order – Pledge of Allegiance – Moment of Silence

Mayor Gardner called the regular monthly meeting of the Town of Warrenton Board of Commissioners to order Monday, May 10, 2021 at 7:00 pm. The Pledge of Allegiance was led by Commissioner Coffman. A Moment of Silence was held for those suffering from any and all illnesses and especially for Desiree Robertson.

Conflict of Interest Statement – Proposed Agenda

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

Public Comments

Public Comments were voiced by Larry Johnson (spokesperson for Hayley Street residents) and Jereann King-Johnson. Mr. Johnson stated he was a resident of Hayley Street and an employee of the Senior Center with concerns for Hayley Street and Hayley-Haywood Park. The Hayley-Haywood Park walking trail has gravel covering and the seniors have concerns of falling when walking. It would be appreciated if Town of Warrenton could make the trail smoother for walking so that seniors might use the park more. Mr. Johnson spoke on the condition of Hayley Street entering Hawkins campus where it is part paved, part gravel and part dirt. Mayor stated Hayley Street is of concern but part is maintained by the Town and part maintained by the State. The dirt portion is owned by the Board of Education and their responsibility, although the Town has done repairs at its expense on the area owned by the Board of Education. Lastly, Mr. Johnson stated he walks a lot from Hayley Street and has concerns of area on right exiting Hayley Street onto West Franklin Street. There are two houses with heavy growth and another with several dogs, causing quite a foul order. It would, also, be appreciated if Town could do

something about area even if it is owned privately. Mayor thanked residents for concerns and promised to review areas of concern.

Mrs. King-Johnson spoke on 1921 Project hoping Town would reflect on its past and make conscious efforts to move forward positively with this invitation to “think” and ask questions.

Minutes of Board Meeting and Public Hearing of April 12, 2021 The Minutes of regular Board meeting and Public Hearing of April 12, 2021 were presented. A motion was made by Commissioner Coffman with second by Commissioner Blalock to approve Minutes of April 12, 2021. The motion was approved by unanimous vote.

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

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

Committee Reports

Finance and Administration Commissioner Hunter stated in addition to written reports the 2021-2022 Budget will be presented.

Public Works Commissioner Harding and Public Director had no report in addition to written submission.

Public Safety Commissioner Scott and Chief Lane reported that the Warrenton Police Department is in compliance with the Governor’s Executive Order #145 and has adopted several compliance memorandums. Warrenton’s training for officers goes beyond state requirements. Commissioner Britt reported concerns to her of skateboards, bikes and motor bikes being driven on sidewalks. Chief Lane stated that officers have spoken to some individuals about this concern, but suggested that signs could be posted which give officers authority to issue civil citations. Mayor Gardner reported that the Fire department is preparing for rating inspections and will be active this month.

Human Resources/Information Technology Commissioner Blalock stated Warrenton normally does not have a large employee turnover; however, there have been two resignations from Public Works Departments and work to advertise positions and replace individuals is underway.

Revitalization/Historic District Commission Commissioner Coffman reports Revitalization did not meet in April but will convene again in May 2021. Historic District Commission had no Certificates of Appropriateness to approve in April but is still reviewing guidelines for possible changes and recommendations.

Beautification/Facilities Commissioner Britt thanked Public Works Director and staff for work done in Town. Commissioner Wethington voiced concern about some historic district signs being crooked.

Planning/Zoning/Annexation Commissioner Wethington had no report until Planning Board meets hopefully in May.

OLD BUSINESS

STATUS OF GRANTS

Fund 53 NC Commerce Main Street Downtown Redevelopment 107 N Main St Town is working with COG and NC Commerce to facilitate situation. Work must be completed by December 2021 or HUD will claw back unspent funds

Fund 55 NC DEQ Water Infrastructure WWTP Grit classifier set Mixers delivered Conduit for wiring 90% complete. Wiring connected to Duke Energy transformer. Lime system delivery in May. Generator pad poured. Most will be done by August.

NC Main Street Solutions Warrenton Brewery Grant Renovation work progressing. Roof installed. Work must be completed by September 2021 per grant agreement.

NC Neighborhood Revitalization Conducting legal deed work on individual properties.

Fund 69 Volkswagen Settlement Grant Town is in process of ordering vehicles; garbage truck has been ordered but there is a shortage for dump trucks presently.

Brownfield Grant Town has been unofficially awarded a grant of \$300,000. The official notice will come the week of May 17th.

Water/Sewer Revenue Analysis for the month of April still indicates a slight shortfall from projection in revenues.

The schedule for updating the National Register District was provided for informational purposes.

Grant Project Ordinance for the Volkswagen grant (Fund 69) was presented in order to authorize the Town to establish a special fund of \$224,260.09 for receiving and disbursing grant funds, (\$218,780.11 in grant dollars, \$5479.98 to cover the cost increase since the 2019 original quote submitted in the grant application). A motion was made by Commissioner Blalock with second by Commissioner Harding to approve the Ordinance. The motion was approved by unanimous vote.

NEW BUSINESS

A Grant Project Ordinance for the American Relief Funds was submitted for \$240,000 to be received in equal parts in June 2021 and June 2022. A motion was made by Commissioner Blalock with second by Commissioner Britt to approve the Grant Project Ordinance. The motion was approved by unanimous vote. Guidance on allowable uses will be advised.

An engagement letter and auditor contract for 2021-2022 were submitted by Cherry Bekaert, LLP for approval. A motion was made by Commissioner Coffman with second by Commissioner Hunter to approve the engagement letter and audit contract. The motion was approved by unanimous vote.

Audit contract by Greg Isley was presented. Commissioner Harding brought attention to statement "This engagement contemplates that the audit of 2019 will be conducted during November/December 2019". It was agreed to correct statement and change the date to 2020. A motion was made by Commissioner Blalock with second by Commissioner Hunter to approve with corrections. The motion was approved by unanimous vote.

Because Plummer Hook and Ladder Museum does not have its own legal status as a corporation the Town must enter into an agreement with Cherry Bekaert LLP, the Town's auditor, to establish the museum as a non-profit corporation. Once non-profit status is acquired, the museum will enter into its own audit agreement separate from any audit agreements that the Town has. The fee to apply for non-profit status is between \$3,000 and \$5000. A motion was made by Commissioner Coffman with second by Commissioner Blalock to approve agreement from Cherry Bekaert, LLP. The motion was approved by unanimous vote.

Chief Lane advised Board that EPSLA and the MCA agreements are now required by Watchguard to purchase equipment of parts of any kind. All parts orders for current in-car and/or body cameras will

require these agreements. A motion was made by Commissioner Blalock with second by Commissioner Coffman to approve the EPSLA and MCA agreements. The motion was approved by unanimous vote.

The Virtual Academy is a training portal that contains hundreds of different training courses allowing officers to obtain the most current training practices. The cost for the academy is \$45 per officer annually and paid out of the PD's "Training" line 37-501-295. A motion was made by Commissioner Harding with second by Commissioner Britt to approve Virtual Academy agreement. The motion was approved by unanimous vote.

The appointment of George Humphries to the Planning Board was made by motion of Commissioner Coffman with second by Commissioner Blalock. The motion was approved by unanimous vote.

A motion to adopt a Resolution in support of May 2021 as Preservation Month was made by Commissioner Harding with second by Commissioner Hunter. The motion was approved by unanimous vote.

PRESENTATION OF 2021-2022 TOWN OF WARRENTON BUDGET

Town Administrator, Robert Davie presented the 2021-2022 Town of Warrenton Budget to Town Board. Davie noted that the Town mission statement is updated reflecting changes suggested from the recent the goal-setting work shop. "Understanding and capitalizing on a variety of histories while engaging the future" is the new language added. The General Fund budget is proposed to be \$1,194,248 which represents a decrease of \$101,868 from the current FY 2020-2021 budget, primarily because fund transfers are now accounted for as negative numbers in the expense column. However, actual costs have risen and the primary causes for the rise in operating costs are a result of sizable increases in mandatory state retirement contributions, health insurance and overall increased cost of running the Town and its renovated facilities. There are no planned increases in the ad valorem tax rate or fees charged by Town. Projected ad valorem revenues are reduced by almost \$60,000 in the proposed budget over prior year. For the first time in over a decade, there is an additional full-time job proposed for the Water/Sewer Department due to cumulative responsibilities the Town has taken on and due to reclassification of treatment plant. The 40-year old waste water treatment plant continues to need upgrades.

Commissioner Wethington proposed a budget work session for the benefit of new board members. Mayor Gardner suggested that questions be submitted to Mr. Davie prior to the work session and a date was proposed for Tuesday, May 25, 2021 at 3:00pm with a Public Hearing on Monday, June 14, 2021 at 6:45pm.

Motion by Commissioner Hunter with second by Commissioner Blalock to convene into closed session.

With no action taken upon re-entering open session, the meeting was adjourned.

Walter M. Gardner, Jr.
Mayor

Robert F. Davie
Town Administrator

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PUBLIC HEARING FOR AIRBnB 307 CHURCH STREET

MONDAY, MAY 10, 2021

Those attending were Mayor Walter Gardner, Town Administrator Robert Davie, Commissioners Mary Hunter, Kimberly Harding, Michael Coffman, Mark Wethington, John Blalock, Margaret Britt and Edna Scott, Police Chief Goble Lane, Jennifer Harris, Annette Silver and 6 citizens.

The purpose of this meeting Monday, May 10, 2021 is to receive public comments on a special use request to allow short term rental or AirBnB at 307 Church Street in Warrenton.

As owner of 307 Church Street, Michael Lilly informed those present 307 Church Street is the former home of Dr. Charles Peete, a prominent doctor of the Warrenton area in years past. There have been visitors to the home who have the enjoyed the Warrenton area.

With no further comments or questions the hearing closed.

Budget vs Actual

Town of Warrenton
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Period Ending 5/31/2021

34 FRONTIER WARREN							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
34-335-344 Contribution from WC to Frontier Warren	0	10,000.00	10,000.00	10,000.00	10,000.00		
34-351-422 Rent Paid to Town Frontier Warren	22,000	2,210.00	4,370.00	23,890.00	1,890.00	109%	
34-352-363 Donations	34,500	4,227.00	4,640.00	5,063.00	(29,437.00)	15%	
Revenues Totals:	56,500	16,437.00	19,010.00	38,953.00	(17,547.00)	69%	
Expenses							
34-405-098 American Rescue Plan Reimbursement	0	0.00	0.00	0.00	0.00		
34-405-203 Supplies	2,000	197.80	514.63	681.99	1,318.01	34%	
34-405-250 Lights/Heat/Security	4,985	223.90	437.68	3,136.59	1,848.41	63%	
34-405-251 Telephone/Internet	3,000	195.94	411.05	2,821.91	178.09	94%	
34-405-255 Bldg Maint/Clean Srvs	7,500	210.00	210.00	1,737.95	5,762.05	23%	
34-405-309 Advertising	1,500	0.00	0.00	1,020.00	480.00	68%	
34-405-332 Signs below \$5,000	500	0.00	0.00	312.50	187.50	63%	
34-405-400 Liability Insurance	15	0.00	0.00	15.00	0.00	100%	
34-405-422 Rent Paid by Town	36,000	3,000.00	6,000.00	36,000.00	0.00	100%	
34-405-499 Miscellaneous	1,000	0.00	0.00	789.75	210.25	79%	
Non-Departmental Totals:	56,500	3,827.64	7,573.36	46,515.69	9,984.31	82%	
34-902-701 Reimbursement of Expenses from ARP Grant	0	0.00	0.00	0.00	0.00		
Totals:	0	0.00	0.00	0.00	0.00		
Expenses Totals:	56,500	3,827.64	7,573.36	46,515.69	9,984.31	82%	
34 FRONTIER WARREN	Revenues Over/(Under) Expenses:		12,609.36	11,436.64	(7,562.69)		

Budget vs Actual

Town of Warrenton
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Period Ending 5/31/2021

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
37-301-206 AD VALOREM 2000 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-207 AD VALOREM 01 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-208 AD VALOREM 02 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-209 AD VALOREM 03 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-210 AD VALOREM 04 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-212 AD VALOREM 05 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-213 AD VALOREM 06 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-214 AD VALOREM 07 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-215 AD VALOREM 08 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-216 AD VALOREM 09 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-217 AD VALOREM 10 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-218 AD VALOREM 11 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-219 AD VALOREM 12 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-220 AD VALOREM 13 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-221 AD VALOREM 2014 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-222 AD VALOREM 2015 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-223 AD VALOREM 2016 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-224 AD VALOREM 2017 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-225 AD VALOREM 2018 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-226 AD VALOREM 2019 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-301-227 AD VALOREM 2020 Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-302-301 Ad Valorem Taxes - Current	454,562	0.00	8,770.22	414,028.17	(40,533.83)	91%	
37-302-302 Ad Valorem Taxes - Prior Year	5,000	0.00	318.04	6,896.63	1,896.63	138%	
37-302-303 Ad Valorem Taxes - all other prior years	2,000	0.00	279.69	5,864.81	3,864.81	293%	
37-302-304 Ad Valorem Taxes - Penalties & Interest	1,900	0.00	546.25	2,169.05	269.05	114%	
37-307-310 Motor Vehicles - Current	33,024	0.00	2,624.96	26,974.61	(6,049.39)	82%	

Budget vs Actual

Town of Warrenton
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Period Ending 5/31/2021

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-320-320 Local Option Sales Tax Monthly	240,000	0.00	21,453.58	180,870.92	(59,129.08)	75%	
37-320-321 Annual Refund of Sales Tax the Town paid	0	0.00	0.00	33,637.67	33,637.67		
37-321-300 LOC. OPT. SALES TAX MTH Do Not Use	0	0.00	0.00	0.00	0.00		
37-321-301 UTILITY FRAN. TAX QT. Do Not Use	0	0.00	0.00	0.00	0.00		
37-321-302 BEER & WINE TAX ANNUAL Do Not Use	0	0.00	0.00	0.00	0.00		
37-321-303 ABC NET REV. ANL. Do Not Use	0	0.00	0.00	0.00	0.00		
37-321-304 REFUND SALES TAX PAID Do Not Use	0	0.00	0.00	0.00	0.00		
37-321-305 REF. GAS TAX PAID MTH. Do Not Use	0	0.00	0.00	0.00	0.00		
37-321-306 ANNUAL FED TAX REFUND Do Not Use	0	0.00	0.00	0.00	0.00		
37-321-313 RUN WARRENTON 5K Do Not Use	0	0.00	0.00	0.00	0.00		
37-321-314 REVITALIZATION COMM Do Not Use	0	0.00	0.00	0.00	0.00		
37-321-315 CRAFT BEER MUSIC EVENT Do Not Use	0	0.00	0.00	0.00	0.00		
37-321-322 SMALL TOWN MAIN ST Do Not Use	0	0.00	0.00	0.00	0.00		
37-321-323 TRANSFER FROM WWTP FOR LOAN Do Not Use	0	0.00	0.00	0.00	0.00		
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	60,864.75	(25,135.25)	71%	
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	102.16	183.39	1,022.91	22.91	102%	
37-325-329 PD Narcotics Tax	142	0.00	0.00	86.25	(55.75)	61%	
37-325-330 Solid Waste Disposal Tax Qrly	0	452.62	452.62	452.62	452.62		

Budget vs Actual

Town of Warrenton
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Period Ending 5/31/2021

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-331-105 SURPLUS PROPERTY Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-331-400 LANDFILL FEES RESIDENTIAL Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-331-414 CHG FOR MOWER SERVICE Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-331-417 CELL TOWER RENT Do Not Use	0	0.00	0.00	0.00	0.00	0.00	
37-335-335 Powell Bill	25,583	0.00	0.00	24,127.79	(1,455.21)	94%	
37-335-337 DHHS Bicycle Amenities Grant	0	0.00	0.00	2,463.80	2,463.80		
37-335-340 FEMA COVID-19 Grant Revenue Admin	0	0.00	0.00	1,986.82	1,986.82		
37-345-345 Zone Board of Adj	1,000	275.00	275.00	650.00	(350.00)	65%	
37-345-346 Code Enforcement	2,750	100.00	200.00	2,525.00	(225.00)	92%	
37-351-350 Run Warrenton 5K	0	0.00	9.00	9.00	9.00		
37-351-353 Landfill Fees Residential	178,176	14,309.55	29,579.40	160,647.10	(17,528.90)	90%	
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	15.00	45.00	(5.00)	90%	
37-351-357 Court Fees	300	37.80	105.30	270.00	(30.00)	90%	
37-351-360 Cell Tower Rent	29,400	0.00	2,695.00	26,950.00	(2,450.00)	92%	
37-351-361 Parking/Ordinance Collections PD	300	0.00	0.00	125.00	(175.00)	42%	
37-351-401 Debt Setoff Landfill	0	53.00	106.00	132.50	132.50		
37-365-001 Interest Income	50	0.00	2.12	18.93	(31.07)	38%	
37-365-002 NCCMT Debt Setoff Disbursement	0	(3.56)	(529.89)	101.00	101.00		
37-365-033 Mary Hehl Beautification Donations	2,265	0.00	0.00	2,365.00	100.00	104%	
37-365-044 Duplicate, Reuse	0	0.00	0.00	0.00	0.00		
37-365-351 Revitalization Comm	9,500	0.00	0.00	0.00	(9,500.00)		
37-365-354 Quilters Lane Revenue	0	0.00	0.00	0.00	0.00		

Budget vs Actual

Town of Warrenton
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Period Ending 5/31/2021

37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-365-358 Branded Merchandise for Sales	500	0.00	0.00	65.00	(435.00)	13%	
37-365-359 UN USED NUMBER-CAN BE RENAMED NO TRANS HISTORY	0	0.00	0.00	0.00	0.00		
37-365-366 Surplus Property	0	0.00	0.00	0.00	0.00		
37-365-367 DEBT SET OFF COLLECTIONS NCCMT Do Not Use Old GL	0	0.00	0.00	0.00	0.00		
37-365-369 Mis Rev/License Tags DUPLICATE DO NOT USE	0	0.00	0.00	0.00	0.00		
37-365-370 WWTP 25% of GF Exp	42,674	3,407.98	7,443.13	40,396.41	(2,277.59)	95%	
37-365-371 WS 25% of GF Exp	93,167	4,433.28	11,589.94	70,813.71	(22,353.29)	76%	
37-365-372 WS Reimburse Streets for mowing	0	0.00	0.00	0.00	0.00		
37-365-373 Insurance Proceeds - Police	0	0.00	0.00	0.00	0.00		
37-365-375 UN USED NUMBER-CAN BE RENAMED NO TRANS HISTORY	0	0.00	0.00	0.00	0.00		
37-365-401 Mis/Revenue/License Tags	0	0.00	0.00	100.00	100.00		
37-365-410 Interest Investment NCCMT	6,000	0.00	5.11	90.44	(5,909.56)	2%	
37-365-501 Misc Revenue POLICE	0	500.00	560.63	560.63	560.63		
37-365-601 Fire Museum Donations and Revenues	0	0.00	0.00	0.00	0.00		
37-381-012 Transfer In From NCCMT GF	0	0.00	0.00	0.00	0.00		
37-381-037 Transfer In from General Fund	0	0.00	1,155.00	1,155.00	1,155.00		
37-381-039 Transfer In from WWTP	32,497	0.00	0.00	0.00	(32,497.00)		
37-381-042 Transfer In	0	0.00	0.00	0.00	0.00		
37-395-395 Powell Bill Apropropriated Fund Balance (Budget Only)	29,622	0.00	0.00	0.00	(29,621.90)		
37-395-396 Apropropriated Fund Balance (Budget Only)	13,255	0.00	0.00	0.00	(13,255.00)		
Revenues Totals:	1,296,117	23,672.83	87,839.49	1,068,466.52	(227,650.38)	82%	

Expenses

Budget vs Actual

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37 GENERAL FUND						
Description	Budget	MTD	QTD	YTD	Variance	Percent
37-400-010 SALARY ADMINISTRATION DO NOT USE	0	0.00	0.00	0.00	0.00	0.00
37-400-080 ADM. TRAVEL EXPENSE DO NOT USE	0	0.00	0.00	0.00	0.00	0.00
37-400-102 GV BODY TRAVEL EXP DO NOT USE	0	0.00	0.00	0.00	0.00	0.00
37-400-200 TOWN HALL RENT DO NOT USE	0	0.00	0.00	0.00	0.00	0.00
37-400-203 OFFICE SUPPLIES DO NOT USE	0	0.00	0.00	0.00	0.00	0.00
37-400-302 DUES AND SUBSCRIPTIONS DO NOT USE	0	0.00	0.00	0.00	0.00	0.00
37-400-318 TRANSFER OUT DO NOT USE	0	0.00	0.00	0.00	0.00	0.00
ADMINISTRATION Totals:	0	0.00	0.00	0.00	0.00	0.00
37-401-010 Salary - Full Time	134,928	9,992.20	21,958.26	112,396.90	22,531.10	83%
37-401-012 Salary - Adm Assistant	46,450	3,529.60	8,824.00	41,518.57	4,931.43	89%
37-401-014 Salary - Part Time	175	0.00	0.00	175.04	0.00	100%
37-401-017 Accrued Vacation Exp	0	0.00	0.00	(7,814.21)	7,814.21	
37-401-020 ER-FICA Taxes	9,557	763.84	1,678.40	8,475.86	1,081.14	89%
37-401-021 ER-FICA Taxes - Adm Assistant	4,306	269.46	673.65	3,289.83	1,016.17	76%
37-401-030 ER-Retirement - Orbit	29,135	2,298.72	5,233.02	26,165.79	2,969.21	90%
37-401-040 ER-Health Insurance	21,596	1,795.17	3,590.34	21,234.41	361.59	98%
37-401-050 ER-Life Insurance	504	42.00	84.00	504.00	0.00	100%
37-401-060 ER-Workman's Comp	383	0.00	0.00	317.43	65.57	83%
37-401-098 American Rescue Plan Reimbursement	0	0.00	0.00	0.00	0.00	
37-401-099 Salary Reimbursement COVID	1	0.00	0.00	0.00	1.00	
37-401-200 Travel Expense	485	0.00	0.00	237.01	247.99	49%
37-401-203 Supplies	5,000	53.44	117.15	2,351.57	2,648.43	47%
37-401-250 Light, Heat & Security	12,000	184.66	442.84	5,266.68	6,733.32	44%

Budget vs Actual

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Period Ending 5/31/2021

37 GENERAL FUND						
Description	Budget	MTD	QTD	YTD	Variance	Percent
37-401-251 Telephone & Postage	3,000	166.16	452.26	2,393.33	606.67	80%
37-401-255 Bldg. Maint/ Clean SVS	5,000	(3,329.33)	(3,329.33)	1,617.74	3,382.26	32%
37-401-256 Bank Fees/ Petty Cash	1,500	100.00	200.00	1,425.00	75.00	95%
37-401-295 Training	1,275	48.75	348.75	463.75	811.25	36%
37-401-301 Computer Maint	3,500	225.40	627.12	3,053.12	446.88	87%
37-401-302 Software Support	1,935	79.48	109.46	1,891.61	43.39	98%
37-401-303 Software Purchase less than \$5,000	500	0.00	0.00	0.00	500.00	
37-401-304 Website	1,575	0.00	0.00	1,575.00	0.00	100%
37-401-305 Technology Upgrades	1,250	0.00	0.00	0.00	1,250.00	
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	500.00	
37-401-307 Special Events	715	0.00	0.00	715.00	0.00	100%
37-401-309 Advertising	1,460	279.00	727.28	1,452.76	7.24	100%
37-401-310 Dues & Subscriptions	3,000	25.00	163.00	2,806.62	193.38	94%
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	0.00	40.03	526.33	173.67	75%
37-401-400 Liability Insurance	5,500	0.00	149.59	5,492.98	7.02	100%
37-401-401 County Tax Collection Svs	8,000	0.00	273.49	7,748.45	251.55	97%
37-401-405 Audit Expense	7,600	0.00	0.00	7,302.11	297.89	96%
37-401-410 Election Cost	0	0.00	0.00	0.00	0.00	
37-401-415 Economic Development Consultant	11,000	1,000.00	2,000.00	11,000.00	0.00	100%
37-401-420 Attorney Fees	3,500	0.00	0.00	2,337.50	1,162.50	67%
37-401-422 Town Hall Rent	0	0.00	0.00	0.00	0.00	
37-401-497 Sales & Uses Tax Expense	0	938.17	2,027.72	19,723.70	(19,723.70)	
37-401-498 Capital Outlay below \$5000	0	0.00	0.00	0.00	0.00	
37-401-499 Miscellaneous Expense	1,815	75.00	150.00	1,807.46	7.50	100%
37-401-500 Capital Outlay \$5000 and Above	0	0.00	0.00	0.00	0.00	
37-401-700 WDRI Grant Expense	264	0.00	0.00	263.62	0.38	100%
37-401-801 Town Hall Roof Loan-Principal	5,280	0.00	428.95	4,289.50	990.50	81%

Budget vs Actual

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-401-803 USDA Town Hall/WS Loan Principal	11,485	0.00	0.00	0.00	11,485.00		
37-401-831 Town Hall Roof Loan - Interest Admin	388	0.00	43.30	433.00	(45.00)	112%	
37-401-833 USDA Town Hall/WS Loan Interest	0	0.00	0.00	0.00	0.00		
37-401-889 Reserve for USDA Loans	2,044	0.00	1,155.00	1,155.00	889.00	57%	
37-401-998 Contingency	500	0.00	0.00	0.00	500.00		
General Government Totals:	347,806	18,536.72	48,168.28	293,592.46	54,213.54	84%	
37-402-014 Mayor Part Time Salary	1,500	125.00	250.00	1,276.79	223.21	85%	
37-402-020 ER - FICA TAXES	115	9.56	19.12	97.65	17.35	85%	
37-402-200 Travel Expense	500	0.00	0.00	0.00	500.00		
37-402-295 Training	0	0.00	0.00	225.00	(225.00)		
37-402-402 Commission offsite meetings	50	0.00	0.00	0.00	50.00		
Governing Body Totals:	2,165	134.56	269.12	1,599.44	565.56	74%	
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	500.00		
37-405-423 Quilters Lane	0	0.00	0.00	0.00	0.00		
37-405-430 Historic District Comm	220	0.00	0.00	218.82	1.18	99%	
37-405-440 Run Warrenton 5K	2,500	0.00	0.00	0.00	2,500.00		
37-405-450 Revitalization Comm	9,500	0.00	0.00	1,747.32	7,752.68	18%	
37-405-460 Craft Beer Music Event	0	0.00	0.00	0.00	0.00		
37-405-470 Small Town Maint St	2,200	0.00	0.00	735.00	1,465.00	33%	
37-405-894 Budgeted Increase to Fund Balance	0	0.00	0.00	0.00	0.00		
Non-Departmental Totals:	14,920	0.00	0.00	2,701.14	12,218.86	18%	
37-431-701 FEMA COVID-19 Grant Expense Admin	0	0.00	0.00	1,986.82	(1,986.82)		
37-435-737 DHHS Bicycle Amenities Grant	0	0.00	0.00	2,463.80	(2,463.80)		
Totals:	0	0.00	0.00	4,450.62	(4,450.62)		

Budget vs Actual

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-500-010 SALARY POLICE DEPT. DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
37-500-019 POLICE OT DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
37-500-020 FICA TAXES DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
37-500-070 LIABILITY INSURANCE DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
37-500-203 OFFICE SUPPLIES DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
37-500-303 CAR EXPENSE - GAS DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
37-500-315 MISCELLANEOUS DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
POLICE Totals:	0	0.00	0.00	0.00	0.00	0.00	
37-501-010 SALARY FULL TIME	192,355	15,898.60	39,274.67	163,402.02	28,952.98	85%	
37-501-014 Salary - Part Time	21,500	731.08	2,296.24	20,584.81	915.19	96%	
37-501-016 Police Clerical Salary	34,112	2,624.00	6,560.00	31,007.14	3,104.86	91%	
37-501-017 Accrued Vacation Exp	0	0.00	0.00	(6,416.19)	6,416.19		
37-501-019 Salary - Over-Time	5,000	321.36	321.36	3,320.72	1,679.28	66%	
37-501-020 ER-FICA Taxes	19,552	1,483.95	3,672.76	16,781.95	2,770.05	86%	
37-501-030 ER - Retirement Orbit	43,475	3,073.38	6,976.24	31,257.62	12,217.38	72%	
37-501-031 ER - 401K 5%	10,573	811.00	1,979.80	8,593.47	1,979.53	81%	
37-501-040 ER - Health Insurance	37,370	2,990.90	5,981.80	27,674.68	9,695.32	74%	
37-501-050 ER - Life Insurance	1,010	84.00	168.00	854.00	156.00	85%	
37-501-060 ER - Workman's Comp	6,420	0.00	0.00	4,026.80	2,393.20	63%	
37-501-099 Salary Reimbursement COVID	1	0.00	0.00	0.00	1.00		
37-501-200 Travel Expense	701	46.71	46.71	46.71	654.29	7%	
37-501-203 Supplies	3,000	357.65	466.26	2,452.05	547.95	82%	
37-501-204 Uniforms	2,500	101.69	168.48	2,167.91	332.09	87%	
37-501-205 Equipment & Material	3,000	657.15	1,582.86	1,030.41	1,969.59	34%	
37-501-250 Light, Heat & Security	10,908	131.98	334.24	4,779.72	6,128.28	44%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-501-251 Telephone & Postage	7,994	750.83	1,621.36	7,760.93	233.07	97%	
37-501-252 Fuel	14,300	1,712.02	3,482.27	12,963.12	1,336.88	91%	
37-501-255 Bldg Maint/Clean Svs	4,892	116.67	128.41	4,845.72	46.28	99%	
37-501-295 Training	2,000	225.00	225.00	225.00	1,775.00	11%	
37-501-301 Computer Maint	5,848	320.00	1,139.50	4,768.37	1,079.63	82%	
37-501-302 Software Support	6,165	0.00	0.00	6,030.37	134.63	98%	
37-501-309 Advertising	500	0.00	0.00	200.00	300.00	40%	
37-501-351 Maint & Repair Equip	8,500	2,459.00	2,779.00	8,308.57	191.43	98%	
37-501-370 2019 Dodge Car 100	1,000	289.98	317.43	384.13	615.87	38%	
37-501-371 2017 Dodge Car 200	1,000	0.00	0.00	916.07	83.93	92%	
37-501-372 2016 Dodge Car 300	5,300	0.00	0.00	4,694.74	605.26	89%	
37-501-373 2017 Dodge Car 400	1,000	0.00	0.00	983.62	16.38	98%	
37-501-374 2010 Ford Car 500	1,511	0.00	0.00	659.42	851.58	44%	
37-501-375 2008 Ford Car 600	700	0.00	0.00	361.88	338.12	52%	
37-501-376 2019 Dodge Car 700	1,000	178.99	178.99	662.55	337.45	66%	
37-501-400 Liability Insurance	12,400	0.00	0.00	9,108.02	3,291.98	73%	
37-501-415 Police Shots Medical	500	0.00	185.00	420.00	80.00	84%	
37-501-422 Town Hall Rent	0	0.00	0.00	0.00	0.00		
37-501-433 COP Program	540	0.00	0.00	505.41	34.59	94%	
37-501-436 PD Narcotics Tax/Proceeds	142	0.00	0.00	0.00	142.00		
37-501-499 Miscellaneous	4,160	155.74	260.74	3,692.01	467.99	89%	
37-501-500 Capital - \$5,000 and over	0	0.00	0.00	0.00	0.00		
37-501-801 Town Hall Roof Loan Principal	5,280	0.00	428.96	4,289.60	990.40	81%	
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,072	0.00	0.00	4,071.73	0.00	100%	
37-501-803 Police Security Camera Loan Principal (USDA)	1,213	0.00	0.00	1,213.32	0.00	100%	
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,428	0.00	0.00	4,409.22	18.63	100%	

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-501-830 Police Loan pymt Interest	0	0.00	0.00	0.00	0.00		
37-501-831 Town Hall Roof Loan - Interest PD	388	0.00	43.31	433.10	(45.10)	112%	
37-501-832 Police 2017 Cars Loan Interest (USDA)	708	0.00	0.00	708.27	0.00	100%	
37-501-833 Police Security Camera Loan Interest (USDA)	120	0.00	0.00	119.68	0.00	100%	
37-501-834 Police 2019 Cars Loan Interest (UDSA)	1,256	0.00	0.00	1,016.78	239.37	81%	
Police Department Totals:	488,394	35,521.68	80,619.39	395,315.45	93,078.55	81%	
37-601-014 Salary - Part Time Code Enforcement	3,350	122.40	428.40	2,847.11	502.89	85%	
37-601-020 ER-FICA Taxes	0	9.36	32.76	176.43	(176.43)		
37-601-252 Fuel/Truck Expense/Insurance	435	434.00	434.00	434.00	1.00	100%	
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	200.00		
37-601-437 Contract Srvs Fire Protection	70,000	0.00	5,833.33	58,333.30	11,666.70	83%	
37-601-475 Donation to Town Fire	1,563	1,472.90	1,472.90	1,562.90	0.00	100%	
37-601-476 Code Enforcement Exp	300	0.00	189.00	300.00	0.00	100%	
37-601-710 Fire Museum Expense	14,437	4,437.00	4,437.00	14,437.00	0.10	100%	
Fire Totals:	90,285	6,475.66	12,827.39	78,090.74	12,194.26	86%	
37-651-330 Christmas Lights/Santa House	600	0.00	0.00	600.00	0.00	100%	
37-651-331 Haley Haywood Park	1,448	0.00	589.99	816.85	631.15	56%	
37-651-332 Signs below \$5,000	2,702	0.00	438.92	2,732.82	(30.82)	101%	
37-651-333 Street Beautification - Below \$5,000	4,765	590.54	590.54	1,775.44	2,989.56	37%	
37-651-335 Street Lighting Electric Bill	23,000	1,790.10	3,580.20	20,077.63	2,922.37	87%	
Signs and Lights Totals:	32,515	2,380.64	5,199.65	26,002.74	6,512.26	80%	
37-701-010 Salary - Full Time	48,209	3,363.10	8,359.11	45,149.12	3,059.88	94%	
37-701-014 Salary - Part Time	15,112	1,118.00	2,825.65	13,679.66	1,432.62	91%	
37-701-017 Accrued Vacation Expense	0	0.00	0.00	(2,920.83)	2,920.83		

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-701-019 Over-Time	748	0.00	0.00	47.81	700.19	6%	
37-701-020 ER-FICA Taxes	5,389	341.28	851.24	4,489.06	899.94	83%	
37-701-030 ER - Retirement - Orbit	11,976	707.53	1,705.34	8,897.18	3,078.82	74%	
37-701-040 ER-Health Insurance	11,800	1,003.93	2,017.26	11,549.47	250.53	98%	
37-701-050 ER-Life Insurance	269	18.48	43.96	267.26	1.74	99%	
37-701-060 ER-Workman's Comp	1,746	0.00	0.00	1,745.83	0.00	100%	
37-701-099 Salary Reimbursement COVID	1	0.00	0.00	0.00	1.00		
37-701-203 Supplies	13,624	14.49	14.49	13,397.10	226.90	98%	
37-701-204 Uniforms	3,624	345.67	575.11	2,698.59	925.41	74%	
37-701-251 Telephone & Postage	864	76.39	152.78	845.77	18.23	98%	
37-701-252 Fuel	7,750	608.46	1,319.29	5,768.86	1,981.14	74%	
37-701-256 Street Maintenance	11,636	11,636.00	11,636.00	11,636.00	0.00	100%	
37-701-312 Tree Removal	0	0.00	0.00	0.00	0.00		
37-701-351 Maint & Repair Equip	11,229	7.28	1,631.76	11,049.78	179.22	98%	
37-701-352 Vehicle Maintenance	4,912	359.80	359.80	3,669.84	1,242.16	75%	
37-701-400 Liability Insurance	6,589	0.00	0.00	4,896.62	1,692.38	74%	
37-701-431 Street Debris Disposal	2,500	0.00	0.00	1,000.00	1,500.00	40%	
37-701-498 Capital Outlay below \$5,000	0	0.00	0.00	0.00	0.00		
37-701-803 LGFCU Street Truck & Trailer Loan Principal	12,339	0.00	0.00	12,339.12	0.00	100%	
37-701-832 LGFCU Street Truck & Trailer Loan Interest	254	0.00	0.00	253.77	0.00	100%	
37-701-895 Mowing	(16,000)	(1,125.00)	(2,250.00)	(12,375.00)	(3,625.00)	77%	
37-701-998 Contingency	0	0.00	0.00	0.00	0.00		
Streets Totals:	154,571	18,475.41	29,241.79	138,085.01	16,485.99	89%	
37-710-361 Maint & Repair POWELL BILL	49,244	0.00	0.00	48,949.54	294.36	99%	
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	100.00		
37-710-804 UN USED NUMBER-CAN BE RENAMED NO TRANS HISTORY	0	0.00	0.00	0.00	0.00		

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37 GENERAL FUND							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
37-710-810 BB&T Battle Ave Sewer Loan POWELL - Prin	5,422	0.00	0.00	5,421.29	0.71	100%	
37-710-830 BB&T Battle Ave Sewer Loan POWELL - Int	439	0.00	0.00	438.99	0.01	100%	
Powell Bill Totals:	55,205	0.00	0.00	54,809.82	395.08	99%	
37-801-010 Salary - Full Time Sanitation	47,696	3,388.36	8,118.18	42,091.61	5,604.39	88%	
37-801-014 Salary - Part Time Sanitation	0	0.00	0.00	0.00	0.00		
37-801-017 Accrued Vacation Expense	0	0.00	0.00	(3,383.64)	3,383.64		
37-801-019 Salary - Over Time Sanitation	608	0.00	0.00	0.00	608.00		
37-801-020 ER - FICA Sanitation	3,984	253.28	606.21	3,151.13	832.87	79%	
37-801-030 ER - Retirement - Orbit Sanitation	8,853	576.01	1,380.06	6,269.62	2,583.38	71%	
37-801-040 ER - Health Insurance	9,999	845.72	1,691.44	9,807.68	191.32	98%	
37-801-050 ER - Life Insurance	227	18.90	37.80	226.80	0.20	100%	
37-801-060 Workman's Compensation	3,388	0.00	0.00	2,675.03	712.97	79%	
37-801-099 Salary Reimbursement COVID	1	0.00	0.00	(1,935.96)	1,936.96	-	193596%
37-801-203 Supplies	750	0.00	0.00	438.18	311.82	58%	
37-801-204 Uniforms	1,944	189.45	335.05	1,400.79	543.21	72%	
37-801-251 Telephone & Postage	504	41.05	82.10	453.69	50.31	90%	
37-801-252 Fuel	2,824	201.65	451.94	1,968.26	855.74	70%	
37-801-350 Landfull Fees	20,500	1,967.79	4,023.35	18,498.70	2,001.30	90%	
37-801-352 Vehicle Maintenance	6,134	0.00	0.00	5,761.34	372.66	94%	
37-801-400 Liability Insurance	2,844	0.00	0.00	2,574.53	269.47	91%	
37-801-500 Capital Outlay \$5000 and over	0	0.00	0.00	0.00	0.00		
37-801-805 UN USED NUMBER-CAN BE RENAMED NO TRANS HISTORY	0	0.00	0.00	0.00	0.00		
Sanitation Totals:	110,256	7,482.21	16,726.13	89,997.76	20,258.24	82%	
37-900-363 POWELL BILL UNAPPROPRIATED Do Not Use	0	0.00	0.00	0.00	0.00		

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POWELL BILL Totals:	0	0.00	0.00	0.00	0.00	0.00
37-901-012 Transfer Out to NCCMT GF	0	0.00	0.00	0.00	0.00	0.00
37-901-037 Transfer Out To GF Bank 30	0	0.00	0.00	0.00	0.00	0.00
37-901-889 Transfer Out to USDA Loan Reserve	0	0.00	0.00	0.00	0.00	0.00
Transfers Out Totals:	0	0.00	0.00	0.00	0.00	0.00
37-902-702 Reimbursement of Expense from ARP Grant	0	0.00	0.00	0.00	0.00	0.00
Totals:	0	0.00	0.00	0.00	0.00	0.00
Expenses Totals:	1,296,117	89,006.88	193,051.75	1,084,645.18	211,471.72	84%
37 GENERAL FUND Revenues Over/(Under) Expenses:		(65,334.05)	(105,212.26)	(16,178.66)		

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
38-320-321 Annual Refund of Sales Tax the Town paid	0	0.00	0.00	1,326.84	1,326.84		
38-335-340 FEMA COVID-19 Grant Revenue WS	0	0.00	0.00	728.70	728.70		
38-351-401 Water Sales	804,541	59,969.76	119,791.15	658,501.72	(146,039.28)	82%	
38-351-402 Debt Setoff WATER	302	18.07	148.35	308.05	6.05	102%	
38-351-404 Sewer Services	585,218	46,636.33	90,237.03	530,182.11	(55,035.89)	91%	
38-351-407 Debt Setoff SEWER	501	33.49	324.95	843.84	342.84	168%	
38-351-408 Town Taps	2,350	475.22	1,643.91	6,259.83	3,909.83	266%	
38-351-416 Dis/Reconnection Fee	5,168	364.20	839.20	5,324.26	156.26	103%	
38-351-417 Fire Sprinkler	2,253	187.74	375.48	2,065.14	(187.86)	92%	
38-351-418 Late Fees/Penalty/Cut Off	12,741	0.00	30.00	1,390.93	(11,350.07)	11%	
38-351-419 Returned Check Fee	545	25.00	25.00	455.04	(89.96)	83%	
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	173	49.00	205.15	231.56	58.56	134%	
38-360-310 UN USED NUMBER-CAN BE RENAMED NO TRANS HISTORY	0	0.00	0.00	0.00	0.00		
38-365-001 Interest Income	58	0.00	3.10	20.21	(37.79)	35%	
38-365-014 Cash Over and Short (Daily Difference)	0	0.00	0.00	(101.57)	(101.57)		
38-365-366 Sale of Fixed Assets/Surplus Property	2,000	0.00	0.00	0.00	(2,000.00)		
38-365-402 UN USED NUMBER-CAN BE RENAMED NO TRANS HISTORY	0	0.00	0.00	0.00	0.00		
38-365-407 UN USED NUMBER-CAN BE RENAMED NO TRANS HISTORY	0	0.00	0.00	0.00	0.00		
38-365-410 Interest/investment Income NCCMT	0	0.00	0.00	0.00	0.00		
38-365-411 UN USED NUMBER-CAN BE RENAMED NO TRANS HISTORY	0	0.00	0.00	0.00	0.00		

Budget vs Actual

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-365-421 Account Activation Fee	2,875	350.00	800.00	2,850.00	(25.00)	99%	
38-365-507 Sale of Fixed Assets DO NOT USE	0	0.00	0.00	0.00	0.00		
38-365-851 Misc Revenue WATER	63	0.00	0.00	89.56	26.56	142%	
38-365-852 Misc Revenue SEWER	0	0.00	0.00	0.00	0.00		
38-381-038 Transfer In from W/S	0	0.00	7,916.00	7,916.00	7,916.00		
38-395-396 Apropriated Fund Balance (Budget Only)	32,497	0.00	0.00	0.00	(32,497.00)		
38-395-505 UN USED NUMBER-CAN BE RENAMED NO TRANS HISTORY	0	0.00	0.00	0.00	0.00		
38-952-220 LOAN RESERVE INTEREST Do Not Use	0	0.00	0.00	0.00	0.00		
Revenues Totals:	1,451,285	108,108.81	222,339.32	1,218,392.22	(232,892.78)	84%	
Expenses							
38-431-701 FEMA COVID-19 Grant Expense WS	0	0.00	0.00	728.70	(728.70)		
Totals:	0	0.00	0.00	728.70	(728.70)		
38-850-010 SALARY W/S DO NOT USE	0	0.00	0.00	0.00	0.00		
38-850-011 SALARY - PART TIME DO NOT USE	0	0.00	0.00	0.00	0.00		
38-850-019 WATER & SEWER OT DO NOT USE	0	0.00	0.00	0.00	0.00		
38-850-030 ORBIT TOWN MATCH & BUY-IN DO NOT USE	0	0.00	0.00	0.00	0.00		
38-850-360 WATER PURCHASE WC DO NOT USE	0	0.00	0.00	0.00	0.00		
38-850-806 Devt/Loans/Leases - Interes DO NOT USE	0	0.00	0.00	0.00	0.00		
38-850-900 DEPRECIATION EXPENSE - AUDITOR ANTHONY & T DO NOT	0	0.00	0.00	0.00	0.00		
38-850-998 Contingency DO NOT USE	0	0.00	0.00	0.00	0.00		

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W/S OPERATING Totals:	0	0.00	0.00	0.00	0.00	
38-851-010 Salary Full Time	84,922	6,883.38	16,189.42	75,441.54	9,480.46	89%
38-851-014 Salary - Part Time	15,943	1,282.29	3,201.36	15,159.28	783.72	95%
38-851-017 Accrued Vacation Exp	0	0.00	0.00	(6,045.40)	6,045.40	
38-851-019 Salary Over-Time	6,351	53.42	291.78	2,373.10	3,977.90	37%
38-851-020 ER-FICA Taxes	8,202	607.22	1,451.44	6,858.30	1,343.70	84%
38-851-030 ER - Retirement Orbit	13,801	962.19	2,277.49	11,494.76	2,306.24	83%
38-851-040 ER - Health Insurance WATER	13,474	1,086.92	2,198.52	13,006.47	467.53	97%
38-851-050 ER - Life Insurance	310	15.75	42.56	301.21	8.79	97%
38-851-060 ER - Workman's Comp	1,643	0.00	0.00	1,194.66	448.34	73%
38-851-098 American Rescue Plan Reimbursement	0	0.00	0.00	0.00	0.00	
38-851-099 Salary Reimbursement COVID	1	792.79	792.79	0.00	1.00	
38-851-200 Travel Expense	250	0.00	0.00	0.00	250.00	
38-851-203 Supplies	2,827	168.13	316.34	2,033.59	793.41	72%
38-851-204 Uniforms	2,160	219.23	382.02	1,844.67	315.33	85%
38-851-205 Materials & Supplies	34,950	2,056.74	2,710.49	31,929.82	3,020.18	91%
38-851-250 Light & Heat & Security	5,981	109.91	274.32	3,893.78	2,087.22	65%
38-851-251 Telephone & Postage	8,658	635.81	1,328.90	7,670.33	987.67	89%
38-851-252 Fuel	6,000	495.25	909.87	3,891.20	2,108.80	65%
38-851-255 Bldg. Maint/Clean Svs	2,528	58.33	58.33	2,440.29	87.71	97%
38-851-260 Electric Tank/Pumps	3,165	169.24	342.41	2,549.08	615.92	81%
38-851-296 Continuing Education	625	54.50	54.50	54.50	570.50	9%
38-851-301 Computer Maintenance	2,364	125.08	325.93	1,582.04	781.96	67%
38-851-302 Software Support	3,093	0.00	0.00	3,092.77	0.23	100%
38-851-305 Technology Upgrades	2,250	0.00	0.00	964.51	1,285.49	43%
38-851-309 Advertising	250	0.00	0.00	0.00	250.00	
38-851-310 Dues & Subscriptions	389	12.50	12.50	326.75	62.25	84%
38-851-313 State Permits	1,250	0.00	0.00	960.00	290.00	77%
38-851-345 Water Tank Contract	16,782	0.00	4,208.88	16,781.51	0.49	100%
38-851-347 Lab Analysis	1,605	70.00	285.00	1,535.00	70.00	96%

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38 WATER / SEWER						
Description	Budget	MTD	QTD	YTD	Variance	Percent
38-851-351 Maint. & Repair Equip	4,500	(784.69)	(784.69)	(396.24)	4,896.24	-9%
38-851-352 Vehicle Maintenance	3,315	46.38	259.43	3,314.96	0.04	100%
38-851-400 Town Liability Insurance	7,643	0.00	0.00	5,484.66	2,158.34	72%
38-851-405 Audit Expense	4,347	0.00	0.00	4,346.86	0.14	100%
38-851-422 WS Town Hall Rent	0	0.00	0.00	0.00	0.00	
38-851-434 WS grant expense	0	0.00	0.00	0.00	0.00	
38-851-435 Purchase of Sewer Services Do Not Use	0	0.00	0.00	0.00	0.00	
38-851-441 Certify Lab Services DO NOT USE	0	0.00	0.00	0.00	0.00	
38-851-448 External Contract	23,156	0.00	0.00	18,027.91	5,128.09	78%
38-851-451 Water Purchase	256,182	16,345.03	31,136.00	182,203.05	73,978.95	71%
38-851-473 Un Used, No tras history	0	0.00	0.00	0.00	0.00	
38-851-498 Capital Outlay Below \$5000	0	0.00	0.00	0.00	0.00	
38-851-500 Capital Outlay \$5000 and Above	0	0.00	0.00	0.00	0.00	
38-851-801 Town Hall Roof Loan - Principal	2,640	0.00	214.47	2,144.70	495.30	81%
38-851-802 USDA Public Works Trucks - Princ Water	2,485	0.00	0.00	2,484.86	0.14	100%
38-851-803 USDA Town Hall/WS Loan Principal	41,150	0.00	0.00	0.00	41,150.00	
38-851-806 Debt/Loans/Leases Rename	0	0.00	0.00	0.00	0.00	
38-851-807 Debt/Loans/Leases Rename	0	0.00	0.00	0.00	0.00	
38-851-831 Town Hall Roof Loan - Interest Water	194	0.00	21.65	216.50	(22.50)	112%
38-851-833 USDA Town Hall/WS Loan Interest	0	0.00	0.00	0.00	0.00	
38-851-836 USDA Public Works Trucks - Int Water	433	0.00	0.00	432.14	0.86	100%
38-851-889 Reserve for USDA Loans	4,407	0.00	3,958.00	3,958.00	449.00	90%
38-851-895 Grass Cutting Expense	16,000	1,125.00	2,250.00	12,375.00	3,625.00	77%

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38 WATER / SEWER						
Description	Budget	MTD	QTD	YTD	Variance	Percent
38-851-896 WS 25% of GF Expense	46,584	2,216.64	5,794.97	35,406.84	11,177.16	76%
38-851-899 Depreciation Expense	0	0.00	0.00	0.00	0.00	
38-851-997 UN USDED NO TRANS HISTORY	0	0.00	0.00	0.00	0.00	
38-851-998 Contingency	19,367	0.00	0.00	0.00	19,367.00	
Water Totals:	672,177	34,807.04	80,504.68	471,333.00	200,844.00	70%
38-852-010 Salary - Full Time	84,922	6,883.25	16,189.29	75,183.12	9,738.88	89%
38-852-014 Salary - Part Time	15,943	1,282.14	3,201.35	15,158.99	784.01	95%
38-852-017 Accrued Vacation Exp	0	0.00	0.00	(6,045.40)	6,045.40	
38-852-019 Salary - Over Time Sewer	6,351	71.57	714.12	4,060.01	2,290.99	64%
38-852-020 ER - FICA Sewer	8,202	627.46	1,531.36	7,203.02	998.98	88%
38-852-030 ER-Retirement Orbit	13,801	965.24	2,299.95	11,552.56	2,248.44	84%
38-852-040 ER-Health Insurance SEWER	13,474	1,086.92	2,198.52	13,006.36	467.64	97%
38-852-050 ER-Life Insurance	310	15.75	42.56	301.21	8.79	97%
38-852-060 ER-Workman's Comp	1,642	0.00	0.00	1,194.66	447.34	73%
38-852-098 American Resecu Plan Reimbursement	0	0.00	0.00	0.00	0.00	
38-852-099 Salary Reimbursement COVID	1	792.78	792.78	0.00	1.00	
38-852-200 Travel Expense	225	0.00	0.00	0.00	225.00	
38-852-203 Supplies	2,827	168.09	316.30	2,056.84	770.16	73%
38-852-204 Uniforms	2,160	219.19	381.97	1,844.40	315.60	85%
38-852-205 Materials & Supplies	24,950	2,460.89	3,752.82	22,380.47	2,569.53	90%
38-852-250 Light & Heat & Security	5,981	109.91	274.32	3,788.69	2,192.31	63%
38-852-251 Telephone & Postage	8,658	635.80	1,328.89	7,666.38	991.62	89%
38-852-252 Fuel	6,000	495.24	909.85	3,891.10	2,108.90	65%
38-852-255 Bldg. Maint/Clean Svs	2,528	58.33	58.33	2,440.29	87.71	97%
38-852-260 Electric Tank/Pumps	13,120	1,023.83	2,180.42	11,699.72	1,420.28	89%
38-852-296 Continuing Education	625	54.50	54.50	429.50	195.50	69%
38-852-301 Computer Maint.	2,364	112.70	313.56	1,609.17	754.83	68%

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-302 Software Support	2,041	12.37	12.37	1,000.99	1,040.01	49%	
38-852-305 Technology Upgrades	2,250	0.00	0.00	964.50	1,285.50	43%	
38-852-309 Advertising	500	0.00	0.00	418.50	81.50	84%	
38-852-310 Dues & Subscriptions	400	12.50	12.50	326.75	73.25	82%	
38-852-313 State Permits	1,410	1,310.00	1,310.00	1,410.00	0.00	100%	
38-852-351 Maint & Repair Equip	4,500	(784.68)	(784.68)	(254.93)	4,754.93	-6%	
38-852-352 Vehicle Maintenance	3,315	46.36	259.41	3,314.93	0.07	100%	
38-852-400 Liability Insurance	7,264	0.00	0.00	5,484.68	1,779.79	76%	
38-852-405 Audit Expense	4,347	0.00	0.00	4,346.89	0.11	100%	
38-852-422 Town Hall Rent	0	0.00	0.00	0.00	0.00		
38-852-434 WS Grant Expense	0	0.00	0.00	0.00	0.00		
38-852-435 Purchase of Sewer Services	300,500	15,275.96	35,952.22	243,264.52	57,235.48	81%	
38-852-441 Certify Lab Service Do Not Use, No Trans History	0	0.00	0.00	0.00	0.00		
38-852-448 External Contract	43,609	7,437.00	14,212.42	43,608.20	0.80	100%	
38-852-473 WWTP Rehab Annual Payment	24,032	0.00	0.00	0.00	24,032.00		
38-852-498 Capital Outlay Below \$5000	0	0.00	0.00	0.00	0.00		
38-852-500 Capital Outlay \$5000 and Above	0	0.00	0.00	0.00	0.00		
38-852-801 Town Hall Roof Loan - Principal	2,640	0.00	214.48	2,144.80	495.20	81%	
38-852-802 USDA Public Works Trucks - Princ Sewer	2,485	0.00	0.00	2,484.86	0.14	100%	
38-852-803 USDA Town Hall/WS Loan Principal	41,150	0.00	0.00	0.00	41,150.00		
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,977	14,976.55	14,976.55	14,976.55	0.45	100%	
38-852-806 Rename principal	0	0.00	0.00	0.00	0.00		
38-852-807 Rename Principal	0	0.00	0.00	0.00	0.00		
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	6,452	0.00	0.00	6,451.88	0.12	100%	

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38 WATER / SEWER							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	13,750.00	13,750.00	0.00	100%	
38-852-830 BB&T Battle Ave Sewer Loan - Int	523	0.00	0.00	522.45	0.55	100%	
38-852-831 Town Hall Roof Loan - Interest Sewer	194	0.00	21.66	216.60	(22.60)	112%	
38-852-833 USDA Town Hall/WS Loan Interest	0	0.00	0.00	0.00	0.00		
38-852-836 USDA Public Works Trucks - Int Sewer	433	0.00	0.00	432.14	0.86	100%	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,575	0.00	1,787.50	3,575.00	0.00	100%	
38-852-889 Reserve for USDA Loans	4,407	0.00	3,958.00	3,958.00	449.00	90%	
38-852-896 WS 25% of GF Expense	46,584	2,216.64	5,794.97	35,406.87	11,177.13	76%	
38-852-998 Contingency	189	0.00	0.00	0.00	188.53		
Sewer Expenses Totals:	746,611	57,566.29	128,018.29	568,225.27	178,385.73	76%	
38-901-037 Transfer to General Fund	0	0.00	0.00	0.00	0.00		
38-901-064 Transfer Out to Unity Bute, Battle Sewer Grant	0	0.00	0.00	0.00	0.00		
38-901-889 Transfer Out to USDA Loan Reserve	0	0.00	0.00	0.00	0.00		
38-901-902 Transfer Out to Water Treatment Plant	32,497	0.00	0.00	0.00	32,497.00		
Transfers Out Totals:	32,497	0.00	0.00	0.00	32,497.00		
38-902-703 Reimbursement of Expenses from ARP Grant	0	0.00	0.00	0.00	0.00		
Totals:	0	0.00	0.00	0.00	0.00		
Expenses Totals:	1,451,285	92,373.33	208,522.97	1,040,286.97	410,998.03	72%	
38 WATER / SEWER Revenues Over/(Under) Expenses:		15,735.48	13,816.35	178,105.25			

Budget vs Actual

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39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
Revenues							
39-335-340 FEMA COVID-19 Grant Revenue WWTP	0	0.00	0.00	728.71	728.71		
39-351-470 Town Sewer Revenues	300,500	15,275.96	35,952.22	243,264.52	(57,235.48)	81%	
39-351-471 Sewer Revenues - County	229,005	11,641.51	27,398.50	185,387.25	(43,617.75)	81%	
39-351-472 Sewer Rev Norlina	165,292	8,402.66	19,775.80	133,809.56	(31,482.44)	81%	
39-360-310 TOWN SEWER SVS	0	0.00	0.00	0.00	0.00		
39-360-330 NORLINA SEWER PAYMT	0	0.00	0.00	0.00	0.00		
39-365-001 Interest Income	0	0.00	0.21	0.39	0.39		
39-365-410 Investment Income NCCMT	0	0.00	0.00	0.00	0.00		
39-365-861 Misc Revenue WWTP	19,832	0.00	7,617.50	15,802.49	(4,029.51)	80%	
39-381-038 Transfer In from Water/Sewer	32,497	0.00	0.00	0.00	(32,497.00)		
Revenues Totals:	747,126	35,320.13	90,744.23	578,992.92	(168,133.08)	77%	
Expenses							
39-431-701 FEMA COVID-19 Grant Expense WWTP	0	0.00	0.00	728.71	(728.71)		
Totals:	0	0.00	0.00	728.71	(728.71)		
39-860-010 SALARY WWTP DO NOT USE	0	0.00	0.00	0.00	0.00		
39-860-014 WWTP P/T SALARY DO NOT USE	0	0.00	0.00	0.00	0.00		
39-860-019 WWTP OT DO NOT USE	0	0.00	0.00	0.00	0.00		
39-860-020 FICA TAXES DO NOT USE	0	0.00	0.00	0.00	0.00		
39-860-030 ORBIT TOWN MATCH & BUY-IN DO NOT USE	0	0.00	0.00	0.00	0.00		
39-860-202 TELEPHONE & POSTAGE DO NOT USE	0	0.00	0.00	0.00	0.00		
39-860-208 COMPUTER TECH IMPROVEMENT DO NOT USE	0	0.00	0.00	0.00	0.00		
39-860-209 TRANSFER TO GF FOR WWTP LOAN DO NOT USE	0	0.00	0.00	0.00	0.00		

Budget vs Actual

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39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
39-860-300 OP MATERIAL & SUPPLIES DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
39-860-308 LAB MATERIAL & SUPPLIES DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
39-860-309 LAB ANALYSIS DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
39-860-314 CERTIFY LAB EXPENSE DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
39-860-315 CONTINGENCY DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
39-860-331 TOWN WATER BILL DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
39-860-365 DEPRECIATION EXPENSE DO NOT USE	0	0.00	0.00	0.00	0.00	0.00	
WWTP Totals:	0	0.00	0.00	0.00	0.00	0.00	
39-861-010 Salary - Full Time	163,202	12,263.21	29,342.62	148,529.18	14,672.82	91%	
39-861-014 Salary - Part Time	15,668	1,264.12	3,120.19	14,925.87	742.13	95%	
39-861-017 Accrued Vacation Exp	0	0.00	0.00	(9,578.87)	9,578.87		
39-861-019 Over-Time	13,791	594.61	1,412.16	9,140.50	4,650.50	66%	
39-861-020 ER-FICA Taxes	14,739	867.41	2,096.26	10,963.12	3,775.88	74%	
39-861-030 ER - Retirement Orbit	30,015	1,842.65	4,248.48	23,343.78	6,671.22	78%	
39-861-040 ER- Health Insurance	24,545	2,027.64	4,101.16	24,064.67	480.33	98%	
39-861-050 ER-Life Insurance	572	29.12	85.12	569.52	2.48	100%	
39-861-060 ER-Workman's Comp	3,173	0.00	0.00	2,323.36	849.64	73%	
39-861-099 Salary Reimbursement COVID	1	1,823.92	1,823.92	0.00	1.00		
39-861-200 Travel Expense	500	0.00	0.00	0.00	500.00		
39-861-203 Supplies	2,549	188.37	319.35	1,451.07	1,097.93	57%	
39-861-204 Uniforms	2,916	284.02	518.37	2,558.28	357.72	88%	
39-861-205 OP Material & supplies	38,700	932.81	3,058.16	31,881.05	6,818.95	82%	
39-861-250 Light, Heat & Security	95,000	6,333.22	13,630.35	79,645.20	15,354.80	84%	
39-861-251 Telephone & Postage	7,722	824.85	1,455.74	7,533.95	188.05	98%	
39-861-252 Fuel	5,500	706.46	1,206.28	5,021.51	478.49	91%	

Budget vs Actual

Town of Warrenton
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Period Ending 5/31/2021

39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
39-861-296 Continuing Education	997	0.00	0.00	525.00	472.00	53%	
39-861-301 Computer Maint.	4,607	225.40	627.12	2,889.43	1,717.57	63%	
39-861-302 Software Support	2,741	24.75	24.75	2,547.00	194.00	93%	
39-861-305 Technology Upgrades	2,000	0.00	0.00	699.99	1,300.01	35%	
39-861-309 Advertising	1,050	0.00	0.00	1,049.27	0.73	100%	
39-861-310 Dues & Subscriptions	0	0.00	0.00	0.00	0.00		
39-861-318 Freight Charges	1,879	212.73	344.73	1,833.36	45.64	98%	
39-861-342 Maint & Repair Plant	87,453	0.00	5,414.30	86,107.24	1,345.76	98%	
39-861-344 Sludge Removal	45,489	0.00	6,982.50	29,817.50	15,671.50	66%	
39-861-345 Beaver Control	89	0.00	0.00	0.00	89.00		
39-861-346 Lab Material & Supplies	9,122	0.00	0.00	9,121.66	0.34	100%	
39-861-347 Lab Analysis	17,948	1,085.50	2,523.50	13,283.45	4,664.55	74%	
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	0.00	3,000.00		
39-861-349 OSHAComp/Safety M&S	1,000	0.00	0.00	888.50	111.50	89%	
39-861-351 Maint & Repair Equipment	0	0.00	0.00	0.00	0.00		
39-861-352 Vehicle Maintenance	3,874	26.87	267.40	3,873.49	0.51	100%	
39-861-400 Liability Insurance	18,185	0.00	0.00	14,892.90	3,292.10	82%	
39-861-405 Audit Expense	8,694	0.00	0.00	8,693.75	0.25	100%	
39-861-441 Certify Lab Services	1,000	0.00	0.00	95.00	905.00	10%	
39-861-444 Permits & Fees	6,253	0.00	0.00	6,193.50	59.50	99%	
39-861-445 Certify Lab Expense Do Not Use moved to 441	0	0.00	0.00	0.00	0.00		
39-861-446 Influent Debri removal	3,856	354.49	698.43	3,684.25	171.75	96%	
39-861-447 WWTP Grant Expense	34,125	0.00	0.00	0.00	34,125.00		
39-861-498 Capital Outlay Below \$5000	0	0.00	0.00	0.00	0.00		
39-861-500 Capital Outlay \$5000 and Over	0	0.00	0.00	0.00	0.00		
39-861-810 NCDEQ WWTP Phase 2 Principal	0	0.00	0.00	0.00	0.00		
39-861-897 WWTP 25% of GF Exp	42,674	3,407.98	7,443.13	40,396.41	2,277.59	95%	
39-861-899 Depreciation Expense	0	0.00	0.00	0.00	0.00		

Budget vs Actual

Town of Warrenton
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Period Ending 5/31/2021

39 WWTP							
Description	Budget	MTD	QTD	YTD	Variance	Percent	
39-861-998 Contingency	0	0.00	0.00	0.00	0.00	0.00	
WWTP - Expenses Totals:	714,629	35,320.13	90,744.02	578,963.89	135,665.11	81%	
39-901-901 Transfer Out to General Fund	32,497	0.00	0.00	0.00	32,497.00		
Transfers Out Totals:	32,497	0.00	0.00	0.00	32,497.00		
39-902-704 Reimbursement of Expenses from ARP Grant	0	0.00	0.00	0.00	0.00		
Totals:	0	0.00	0.00	0.00	0.00		
Expenses Totals:	747,126	35,320.13	90,744.02	579,692.60	167,433.40	78%	
39 WWTP Revenues Over/(Under) Expenses:		0.00	0.21	(699.68)			

Check Listing

Date From: 5/1/2021 Date To: 5/31/2021

Vendor Range: 1 800 FLAGPOLE.COM - YVONNE D MATTHEWS

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Check Number	Bank	Vendor	Date	Amount
63573	30	AMAZON CAPTIAL SERVICES, INC.	05/04/2021	<u>\$1,220.56</u>
63574	30	AMY BAGGETT	05/04/2021	<u>\$150.22</u>
63575	30	ANNIE E JARRETT	05/04/2021	<u>\$150.00</u>
63576	30	BROOKE V HOLT	05/04/2021	<u>\$32.46</u>
63577	30	CIERRA WILLIAMS	05/04/2021	<u>\$24.21</u>
63578	30	DEAN SELECT PROPERTIES	05/04/2021	<u>\$150.22</u>
63579	30	FRONTIER NATURAL GAS	05/04/2021	<u>\$29.40</u>
63580	30	JOHN E. ALSTON	05/04/2021	<u>\$81.55</u>
63581	30	Lee Roy West Plumbing & Heating	05/04/2021	<u>\$494.30</u>
63582	30	Purchase Power (Pitney Bowes)	05/04/2021	<u>\$200.00</u>
63583	30	RUTHIE M DAVIS	05/04/2021	<u>\$48.83</u>
63584	30	TIM ENNIS/ REBECCA MAYFIELD	05/04/2021	<u>\$48.83</u>
63585	30	TRI-COUNTY POWER EQUIPMENT INC	05/04/2021	<u>\$953.56</u>
63586	30	WARREN AUTO PARTS, INC.	05/04/2021	<u>\$7.77</u>
63587	30	WARRENTON RURAL FIRE DEPT.	05/04/2021	<u>\$1,906.90</u>
63588	30	BLUE RIDGE SPRINGS, INC	05/06/2021	<u>\$137.60</u>
63589	30	CAROLINA DIGITAL PHONE INC	05/06/2021	<u>\$316.00</u>
63590	30	DOCUMENT SYSTEMS, INC	05/06/2021	<u>\$311.58</u>
63591	30	MERITECH INC	05/06/2021	<u>\$1,155.50</u>
63592	30	NC DEQ	05/06/2021	<u>\$14,976.55</u>
63593	30	Spectrum Business	05/06/2021	<u>\$124.98</u>
63594	30	UNIFIRST CORPORATION	05/06/2021	<u>\$673.33</u>
63595	30	DOCUMENT SYSTEMS, INC	05/07/2021	<u>\$34.05</u>
63596	30	DUKE ENERGY PROGRESS	05/07/2021	<u>\$182.08</u>
63597	30	KPH PAVING & LANDSCAPING, INC.	05/07/2021	<u>\$937.00</u>
63598	30	NORTH CAROLINA 811, INC	05/07/2021	<u>\$25.00</u>
63599	30	Sirchie	05/07/2021	<u>\$56.74</u>
63600	30	WALKER AUTO STORES	05/07/2021	<u>\$15.47</u>
63601	30	WARREN COUNTY PUBLIC UTILITIES	05/07/2021	<u>\$16,345.03</u>
63602	30	WRIGHT EXPRESS FSC	05/07/2021	<u>\$1,712.02</u>
63603	30	Community Eye Care	05/10/2021	<u>\$101.40</u>
63604	30	H.G. REYNOLDS COMPANY, INC	05/10/2021	<u>\$198,887.22</u>

Check Listing

Date From: 5/1/2021 Date To: 5/31/2021

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Check Number	Bank	Vendor	Date	Amount
63605	30	MUNICIPAL ENGINEERING	05/10/2021	<u>\$18,287.00</u>
63606	30	UNIFIRST CORPORATION	05/10/2021	<u>\$298.59</u>
63607	30	AMAZON CAPTIAL SERVICES, INC.	05/10/2021	<u>\$184.75</u>
63608	30	DOCUMENT SYSTEMS, INC	05/10/2021	<u>\$854.00</u>
63609	30	TRI-COUNTY POWER EQUIPMENT INC	05/10/2021	<u>\$279.76</u>
63610	30	UNITED PARCEL SERVICE	05/10/2021	<u>\$132.00</u>
63611	30	ASPHALT SEALCOATING AND STRIPING SPECIALIST	05/13/2021	<u>\$740.00</u>
63612	30	CENTURY LINK COMMUNICATIONS	05/13/2021	<u>\$445.28</u>
63613	30	DOCUMENT SYSTEMS, INC	05/13/2021	<u>\$32.15</u>
63614	30	DUKE ENERGY PROGRESS	05/13/2021	<u>\$7,834.78</u>
63615	30	GFL ENVIRONMENTAL	05/13/2021	<u>\$354.49</u>
63616	30	PETE SMITH TIRE & QUICK LUBE, INC	05/13/2021	<u>\$550.04</u>
63617	30	PROFESSIONAL MAIL SERVICES, INC	05/13/2021	<u>\$516.24</u>
63618	30	RALPH HODGE CONSTRUCTION COMPANY	05/13/2021	<u>\$10,896.00</u>
63619	30	FIRST CITIZENS BANK	05/17/2021	<u>\$1,228.98</u>
63620	30	AHNER SECURITY INC.	05/20/2021	<u>\$4,216.63</u>
63621	30	ALANNA FLYNNE MEARES	05/20/2021	<u>\$51.65</u>
63622	30	DOCUMENT SYSTEMS, INC	05/20/2021	<u>\$134.69</u>
63623	30	DUKE ENERGY PROGRESS	05/20/2021	<u>\$237.09</u>
63624	30	FRONTIER NATURAL GAS	05/20/2021	<u>\$12.42</u>
63625	30	LENOVO	05/20/2021	<u>\$2,624.98</u>
63626	30	NAACP WARREN CO. CHAPTER	05/20/2021	<u>\$25.00</u>
63627	30	NCDEQ-DIVISION OF	05/20/2021	<u>\$1,310.00</u>
63628	30	PROFESSIONAL MAIL SERVICES, INC	05/20/2021	<u>\$7.90</u>
63629	30	TIME WARNER CABLE	05/20/2021	<u>\$195.94</u>
63630	30	United Healthcare	05/20/2021	<u>\$13,328.47</u>
63631	30	WARREN COUNTY PUBLIC WORKS	05/20/2021	<u>\$1,967.79</u>
63632	30	ALANNA FLYNNE MEARES	05/25/2021	<u>\$1,000.00</u>
63633	30	ALWAYS CARE BENEFITS, INC.	05/25/2021	<u>\$452.48</u>
63634	30	DOCUMENT SYSTEMS, INC	05/25/2021	<u>\$105.68</u>
63635	30	DUKE ENERGY PROGRESS	05/25/2021	<u>\$1,666.02</u>

Check Listing

Date From: 5/1/2021 Date To: 5/31/2021
Vendor Range: 1 800 FLAGPOLE.COM - YVONNE D MATTHEWS

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Check Number	Bank	Vendor	Date	Amount
63636	30	FLEMING INVESTMENT COMPANY	05/25/2021	<u>\$3,000.00</u>
63637	30	FRONTIER NATURAL GAS	05/25/2021	<u>\$8.28</u>
63638	30	GALLS QUARTERMASTER	05/25/2021	<u>\$236.14</u>
63639	30	HUMANA SPECIALTY BENEFITS	05/25/2021	<u>\$29.38</u>
63640	30	INFORMATION TECHNOLOGY SERVICE	05/25/2021	<u>\$174.41</u>
63641	30	KING'S FITNESS & NUTRITION CENTER	05/25/2021	<u>\$345.00</u>
63642	30	LAKE BALANCE CALIBRATION SOLUTIONS	05/25/2021	<u>\$74.00</u>
63643	30	MUNICIPAL INSURANCE TRUST	05/25/2021	<u>\$608.80</u>
63644	30	NELSON RAY WOODHOUSE	05/25/2021	<u>\$210.00</u>
63645	30	PETE SMITH TIRE & QUICK LUBE, INC	05/25/2021	<u>\$1,508.16</u>
63646	30	SAVANT LEARNING SYSTEMS	05/25/2021	<u>\$225.00</u>
63647	30	UNIFIRST CORPORATION	05/25/2021	<u>\$278.33</u>
63648	30	UNITED PARCEL SERVICE	05/25/2021	<u>\$80.73</u>
63649	30	US CELLULAR	05/25/2021	<u>\$1,403.09</u>
63650	30	VERIZON WIRELESS	05/25/2021	<u>\$280.07</u>
63651	30	WOMACK PUBLISHING CO. INC.	05/25/2021	<u>\$279.00</u>
63652	30	G&S CONTRACTORS	05/27/2021	<u>\$6,500.00</u>
63653	30	JOSEPH R. ARMSTRONG	05/27/2021	<u>\$350.00</u>
63654	30	PLUMMER HOOK & LADDER MUSEUM	05/27/2021	<u>\$4,437.00</u>
63655	30	PRUDENTIAL RETIREMENT	05/27/2021	<u>\$1,283.52</u>
63656	30	USA Bluebook	05/27/2021	<u>\$387.25</u>
63657	30	WRIGHT EXPRESS FSC	05/27/2021	<u>\$1,443.56</u>
85	Checks Totaling -			\$334,602.88

Totals By Fund

	Checks	Voids	Total
34	\$3,827.64		\$3,827.64
36	\$969.41		\$969.41
37	\$41,779.83		\$41,779.83
38	\$53,084.68		\$53,084.68
39	\$17,767.10		\$17,767.10
55	\$217,174.22		\$217,174.22
Totals:	\$334,602.88		\$334,602.88

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator
Date: June 4, 2021
Re: Revision 1 - May 2021 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) 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 exceedingly difficult due to location of line – Replacement of line will be funded by USDA Rural Development grant. (2) Purchase and install public works 2-way radio repeater. Funded by USDA Rural Development grant. (3) 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) Emergency Repair – Sewer Service 417 S. Main St. – Service failed on Town side of service. Replaced connection from edge of yard to sewer main in the middle of street. Remaining 2 invoices associated with repair. Contractors: G & S (Labor - \$6,500.00, Materials supplied by Town), Driveway asphalt repair - Contractor: KPH Paving (Labor and Materials – 937.00)

Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$00.00

Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$7,437.00

- **Water and Sewer Adjustment Request:** For consideration at the June 14, 2021 meeting of the Board of Commissioners. **Warren County Social Services (John Graham Building)** – 307 N. Main St., Account #003-0001150-1. (Billing Period April 15, 2021 thru May 15, 2021) Leak occurred in connection with the A/C cooling tower. Normal usage 23,000. Request is for

sewer adjustment of 72,000 gallons at \$9.01/1000. Total \$648.72. 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: June 4, 2021
Re: May 2021 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)**
- **Completed Plant Maintenance/Repair Related Information:**
Total cost for Repairs (Account No. 39-861-342) - \$0.00
- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month; 15.61 million gallons were treated.

Activity Detail Summary (by Category)

Warrenton Police Department

(05/01/2021 - 05/31/2021)

Incident Investigations

13B - Simple Assault	1
23C - Shoplifting	1
23H - All Other Larceny	1
26A - False Pretenses/Swindle/Confidence Game	1
290 - Destruction/Damage/Vandalism of Property	5
90D - Driving Under the Influence	1
90J - Trespass of Real Property	1
90Z - All Other Offenses	11

Total Offenses	22
Total Incidents	13

Arrests

90Z - All Other Offenses	5
--------------------------	---

Total Charges	5
Total Arrests	3

Accidents

Total Accidents	0
-----------------	---

Citations

Secondary Charge	0
------------------	---

Total Charges	0
Total Citations	0

Warning Tickets

Improper Passing	1
------------------	---

Total Charges	1
Total Warning Tickets	1

Activity Detail Summary (by Category)

Warrenton Police Department

(05/01/2021 - 05/31/2021)

Ordinance Tickets

Noise Ordinance	1
-----------------	---

Total Ordinance Tickets	1
-------------------------	---

Criminal Papers

Total Criminal Papers Served	0
------------------------------	---

Total Criminal Papers	0
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Civil Papers

Total Civil Papers Served	0
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Total Civil Papers	0
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Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(05/01/2021 - 05/31/2021)

911 Hang-up	3	Accident	3
Alarm Activation	9	Arrest	1
Assault-Physical	1	Assist Elderly/Lost person	1
Assist Highway Patrol	2	Assist Motorist	1
Assist NPD	1	Assist Other Department	2
Assist WC EMS	9	Assist WCSO	7
C.O.P.S	1	C.O.P.S. - Main St	14
Careless and Reckless Driving	2	Complaint	2
Disabled Vehicle	5	Dispute	2
Disturbance	9	Downed Tree / Power Line	2
Escort	1	Foot Patrol	6
Found Property/Item	1	Fraud	1
Funeral Escort	2	Information by Phone	1
Injury to Real Property	2	Larceny	1
Lost property	1	Missing Person – Attempt to Locate	2
Non Law Enforcement Issue	2	Non-Law Enforcement Issue	1
Ordinance Violation	5	Other	3
Parking Violation	2	Patrol	6
Property Check – Business	13	Property Check – Residential	7
School Security Walk	1	Shots fired	2
Suspected Drunk Driver	1	Suspicious Person / Vehicle	5
Talk with Officer	5	Traffic Control	3
Traffic Light / Street Safety Issue	1	Traffic Stop	44
Training	4	Trespassing	1
Vandalism	1	Wash Patrol Vehicle	2

Total Number Of Events: 204



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 May 2021 – Action Items Checklist

1. Execute annexation resolution, file copy of resolution with Register of Deeds, update Ordinance Book as addition to Table 1. (cont.)
 - ✓ Done for Hayley Haywood property. Mayor reviewing other annexed properties.
2. Update personnel manual with vacation accrual changes (cont.).
3. Look into options for improving pathway at Hayley-Haywood Park.
 - ✓ Walkway improvements planned for June 2021
4. Straighten historic sign toppers.
5. Execute auditor agreement.
 - ✓ Done
6. Execute audit prep agreement with edit (2019 to 2020).
 - ✓ Done
7. Verify if additional fees are charged for 501-C3 application.
 - ✓ Done (price includes fees)
8. Execute Resolution for Historic Preservation, correcting typo from 2020 to 2021.
 - ✓ Done
9. See if budget will allow for additional funding of Plummer Hook and Ladder Museum -- \$10,000.
 - ✓ Done (included in proposed budget revision)



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

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WATER / SEWER REVENUES (POST RATE INCREASE)

Monthly Run Rate to Meet Budget Projections:

Water Revenues: \$67,000

Sewer Revenues: \$49,000

May 2021 Pre-billing Report

Water Revenues: \$63,000

Sewer Revenues: \$50,000

April 2021 Pre-billing Report

Water Revenues: \$60,000

Sewer Revenues: \$48,000

April 2021 Pre-billing Report

Water Revenues: \$60,000

Sewer Revenues: \$48,000

March 2021 Pre-billing Report

Water Revenues: \$57,000

Sewer Revenues: \$44,000

February 2021 Pre-billing Report

Water Revenues: \$61,000

Sewer Revenues: \$46,000

January 2021 Pre-billing Report

Water Revenues: \$59,000

Sewer Revenues: \$47,000

December 2020 Pre-billing Report

Water Revenues: \$58,000

Sewer Revenues: \$45,000

November Pre-billing Report

Water Revenues: \$65,000

Sewer Revenues: \$51,000

October Pre-billing Report

Water Revenues: \$63,000

Sewer Revenues: \$49,000

September Pre-billing Report

Water Revenues: \$67,000

Sewer Revenues: \$54,000

August Pre-billing Report

Water Revenues: \$69,000

Sewer Revenues: \$55,000

* Note the Pre-billing does not reflect monies collected, only monies billed, so actual revenues collected may be lower. Billing is in arrears so there is a 30-day lag between usage and billing.



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Summary Warrenton Area Business Association (WABA) Efforts to Date

- Two general meetings have been held and well attended, also attended by Town Commissioners Harding, Blalock and Scott
- The goal of WABA is to establish an active merchants association where events are communicated and responses coordinated, and finally where success stories are shared. Imagine a group of quilters coming to town for a weekend class and the brewery, distillery, merchants, restaurants all playing off a quilting theme. The visitors have a complete fun experience and go home to tell others how fun Warrenton was. The merchants then meet, post event, to share stories of what worked and didn't work.
- Two sub-committees have been formed to deal with internal communication (among WABA members) and external communication (marketing). The next general meeting will be held in August after these communication logistics are hammered out and which will be presented to the entire WABA group.
- I have personally visited Five Springs Farm and Winery, the state's only African American winery of which 95% of their visitors are from outside of Warren County.
- The goal of WABA is to expand its reach to the greater Warren County area, not just inside the town limits.

Upcoming Events at Frontier Warren

HOW MONEY WORKS - MONEY & MARGARITAS WITH ANGELA BAKKA (\$20)

Wednesday, June 9, 2021

5:00 PM - 6:30 PM

JUST FRIENDS JAZZ SHOW (15% ticket sales + wine donations)

Thursday, June 10, 2021

6:00 PM - 8:00 PM

JOHN GRAHAM CLASS OF '71 CLASS REUNION PLANNING MEETING (\$20)

Saturday, June 12, 2021

9:00 AM -11:00 AM

BANKING BASICS (N/C)

Thursday, June 24, 2021

12-1 pm

THEATER PRODUCTION OF ART (30% of Ticket sales + wine donations)

Friday, June 24, 2021

Saturday, June 25, 2021

Sunday, June 26, 2021

ACCESS WARREN NETWORKING EVENT: FEATURING JABRIEL DESIGNS (N/C)

Saturday, July 10, 2021

5:00 PM - 8:00 PM

"NOT SO BASIC" CHARCUTERIE BOARD MAKING CLASS (15%)

Friday, July 16, 2021

6-8 pm

"5 STEPS TO A DEBT-FREE LIFE" PART 1 (N/C)

Thursday, July 22, 2021

12:00 PM - 1:00 PM

POETRY PERFORMANCE WORKSHOP WITH TRAVIS KYNG (\$30 per hour)

Saturday, July 24, 2021

4-6:30 pm

"5 STEPS TO A DEBT-FREE LIFE" PART 2 (N/C)

Thursday, July 29, 2021

12:00 PM - 1:00 PM

AUGUST LUNCH & LEARN TED TALK (N/C)

Wednesday, August 4, 2021

12:00 PM - 1:00 PM

PUBLIC AUCTION

The following described real property is hereby declared to be surplus to the needs of the Town: Lot of land situated on Hazelwood Street in Warrenton, NC, identified as tax Parcel E5D125.

The Town Administrator is authorized to receive, on behalf of the Town Council, bids via public electronic auction for the purchase of the described property. The public electronic auction will begin on **May 13, 2021** and may be access online at ***<https://www.govdeals.com/warrentonncrealestate>***.

For additional information contact Robert Davie,
Town Administrator at **252-257-1122**.



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Bids Received on Lawn Mowers

Wil Short \$550 Lawnmower #4 preferred
Teresa Harris \$516 Lawnmower #4 preferred
Mark Wethington \$400
Joe Barr \$300

Advertised on town website and on Sunshine list.

Staff recommends that all four lawnmowers be sold with choice of mower in order of highest bid.

Warrenton Budget Amendments

Date:

6/14/2021

 Number:

#7

Purpose of Amendment:

The purpose of this budget amendment is to pay for trail improvemets at Haley Haywood Park.

Fund Name:

Signs and Lights

Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Appr. Fund Balance/37-395-396	4250	
Subtotal	4250	0
Total	4250	
Grand Total	0	

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Haley Haywood Park/37-651-331	4250	
Subtotal	4250	0
Total	4250	
Grand Total	0	



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**Planning Board
May 27, 2021
Minutes**

In the absence of Chairman Wally Hurst, Board member, Tom Hardy called together a meeting for the Planning Board at 2:30 PM at the Warrenton Town Hall. Attending were Town Administrator Robert Davie, Tracy Stevenson, Tom Hardy, Mark Wethington, George Humphries, and Georgiana Weddington. Attending via Zoom phone conference call were Kristy Steed and Bill Overby. Mayor Walter Gardner and David Brown were in attendance. A quorum was present.

Mayor Gardner presented to the Board the nomination of Tom Hardy as new chairman due to Chairman Wally Hurst stepping down due to his recent move. A motion to approve Mr. Hardy as chairman was made by Mark Wethington and approved by unanimous vote.

Chairman Hardy motioned to approve previous minutes, which was seconded by Georgiana Weddington. The minutes were approved by unanimous vote.

Chairman Hardy presented the Zoning Special Use Permit for an Air BNB at 307 Church Street. David Brown was present for the property owner Michael Lilly. Mayor Gardner stated that a public hearing was held before the last Town Board of Commissioners meeting on this application. Chairman Hardy made a motion to approve the Special Use Permit which was seconded by George Humphries and the motion was approved by unanimous vote. Mr. Brown was asked to submit information that addresses the special use conditions to Town Administrator, Robert Davie, prior to the Town Board meeting in June.

Mayor Gardner stated that the requested ordinance changes would bring the C-1 district in to compliance with their current usage.

Chairman Hardy asked if there were any other comments or objections. As there were none, Mark Wethington made a motion to approve the Ordinance changes as requested and present them to the Board of Commissioners which was seconded by Georgiana Weddington and the motion was approved by unanimous vote.

With no other business, the meeting was adjourned.

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Warrenton Special Use Language

June 1, 2021

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:

- (1) All applicable specific conditions pertaining to the proposed use have been or will be satisfied; *David and I agree to and understand.*
- (2) 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; *See Addendum*
- (3) 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; *See Addendum*
- (4) Utilities, schools, fire, police, and other necessary public and private facilities and services will be adequate to handle the proposed use; *See Addendum*
- (5) 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; *See Addendum*
- (6) 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.
See Addendum

- (7) 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
- (8) The use will not be a detriment or deterrent to economic development;
- (9) The use will be in harmony with the existing development and uses within the area in which it is to be located.
- (10) The use or development conforms to the general plans for the physical development of the Town and is consistent with any Town Comprehensive Plan.

Addendum.

Regarding stated conditions:

- 1) We agree to meet all applicable specific conditions.
- 2) There are two entrances to a 300 plus foot drive to the rear of the home. They adequately provide for ample parking, pedestrian safety, traffic flow and emergency access.
- 3) as above; there is ample off street parking as well as designated areas for loading/unloading and refuse management. These areas are behind the house and have no impact to adjoining properties or the neighborhood.
- 4) There are no impacts regarding utilities, schools, fire, police or other public services.
- 5) There will be no changes to the landscape which has already been in existence for many years.
- 6) as on Airbnb, the proposed use will be to rent to travelers. Quiet hours are to be listed as 9:pm to 8:AM daily. Number of people is not to exceed 6.
(over)

- 7) This is understood and valued. Our intention is to use monies to maintain the home and bring value to the neighborhood and town.
- 8) The use will in fact be an enhancement to economic development. Guest spend money at local gas stations, shops, and stores.
- 9) Understood and agreed.
- 10) We will remain in compliance and accordance with the town's plan for development and overall comprehensive plan.



6/1/21



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Fund Balance Appropriated \$78,105

Additions to Fund Balance since Budget workshop:

- Museum \$10,000
- HDC Update \$14,650
- Legal \$25,000
- Police PD Salaries increased \$6,519
- Fire Flow Modeling \$5000
- Salaries \$4270 Admin
Total: \$52,650

* Does NOT include any appropriation for S. Main Parking lot (proposed)

Possible offsets for ARF Funds in General Fund (Fund 37):

- Econ Dev: \$12,000
- Garbage Truck: \$12,107.31

Possible offsets for ARF Funds in W/S Fund (Fund 38):

- Dump Truck: \$5,522.43

Added to Budget:

- Crocket and Spring: \$28481
- Surveying of Battle Ave Storm Water area: \$5000

General Fund Line Numbers changed:

- Admin Salaries increased \$4,270 37-401-010,37-401-012, 37-401-020, 37-401-021, 37-401-030
- PD Salaries increased \$6519 37-501-010,37-501-016, 37-501-020, 37-501-021, 37-501-030 37-501-031
- Fire Museum increased \$10,000 from 0 to \$10,000 37-601-710
- Historic District increased \$14,650 from \$220 to \$14,870 37-405-430
- Legal Fees increased \$25000 from \$3,500 to \$28,500 37-401-420
- Fire Flow Modeling \$300 to \$5300 37-601-476
- Appropriate from FB \$78,105 37-395-396
- Ad valorem revenue changed from \$398,000 to \$403,000 37-302-301

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
Fund: 34							
Type: R							
34-335-344	Contribution from WC to Frontier Warren	R	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
34-351-422	Rent Paid to Town Frontier Warren	R	\$4,500.00	\$7,780.00	\$22,000.00	\$25,230.00	\$24,000.00
34-352-363	Donations	R	\$12,000.00	\$0.00	\$34,500.00	\$6,063.00	\$2,000.00
			\$16,500.00	\$7,780.00	\$56,500.00	\$41,293.00	\$36,000.00
Type: E							
34-405-098	American Rescue Plan Reimbursement	E	\$0.00	\$0.00	\$0.00	\$0.00	(\$13,000.00)
34-405-203	Supplies	E	\$2,000.00	\$122.24	\$2,000.00	\$681.99	\$500.00
34-405-250	Lights/Heat/Security	E	\$3,000.00	\$454.58	\$4,985.00	\$3,371.04	\$4,000.00
34-405-251	Telephone/Internet	E	\$1,000.00	\$581.39	\$3,000.00	\$2,821.91	\$3,000.00
34-405-255	Bldg Maint/Clean Svcs	E	\$3,000.00	\$287.30	\$7,500.00	\$1,737.95	\$2,500.00
34-405-309	Advertising	E	\$0.00	\$0.00	\$1,500.00	\$1,020.00	\$1,500.00
34-405-332	Signs below \$5,000	E	\$2,000.00	\$425.00	\$500.00	\$312.50	\$500.00
34-405-400	Liability Insurance	E	\$0.00	\$0.00	\$15.00	\$15.00	\$30.00
34-405-422	Rent Paid by Town	E	\$5,500.00	\$5,500.00	\$36,000.00	\$36,000.00	\$36,000.00
34-405-499	Miscellaneous	E	\$0.00	\$0.00	\$1,000.00	\$789.75	\$970.00
			\$16,500.00	\$7,370.51	\$56,500.00	\$46,750.14	\$36,000.00
			\$33,000.00	\$15,150.51	\$113,000.00	\$88,043.14	\$72,000.00
Fund: 37							
Type: R							
37-302-301	Ad Valorem Taxes - Current	R	\$436,022.00	\$424,799.92	\$454,562.00	\$418,967.25	\$403,379.00
37-302-302	Ad Valorem Taxes - Prior Year	R	\$3,000.00	\$5,117.07	\$5,000.00	\$8,453.89	\$6,000.00
37-302-303	Ad Valorem Taxes - all other prior years	R	\$1,000.00	\$2,248.26	\$2,000.00	\$6,191.69	\$3,000.00
37-302-304	Ad Valorem Taxes - Penalties & Interest	R	\$1,300.00	\$1,974.23	\$1,900.00	\$3,084.88	\$1,800.00
37-307-310	Motor Vehicles - Current	R	\$28,302.00	\$37,499.01	\$33,024.00	\$31,261.53	\$36,007.00
37-320-320	Local Option Sales Tax Monthly	R	\$220,000.00	\$238,674.76	\$240,000.00	\$180,870.92	\$270,000.00
37-325-325	Utility Franchise Tax Quarterly	R	\$86,000.00	\$87,170.44	\$86,000.00	\$60,864.75	\$86,000.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-325-326	Beer & Wine Tax Annual	R	\$3,600.00	\$3,539.77	\$3,600.00	\$0.00	\$3,600.00
37-325-328	Refund of Gas Tax paid monthly	R	\$1,000.00	\$1,408.09	\$1,000.00	\$1,135.54	\$1,000.00
37-325-329	PD Narcotics Tax	R	\$142.00	\$0.00	\$142.00	\$86.25	\$100.00
37-335-335	Powell Bill	R	\$25,965.00	\$25,582.64	\$25,583.00	\$24,127.79	\$24,128.00
37-345-345	Zone Board of Adj	R	\$498.00	\$1,400.00	\$1,000.00	\$650.00	\$500.00
37-345-346	Code Enforcement	R	\$2,500.00	\$3,190.00	\$2,750.00	\$2,525.00	\$2,750.00
37-351-350	Run Warrenton 5K	R	\$1,000.00	\$91.00	\$0.00	\$9.00	\$2,500.00
37-351-353	Landfill Fees Residential	R	\$150,000.00	\$148,477.46	\$178,176.00	\$163,790.62	\$180,480.00
37-351-355	Cemetery Fees	R	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,400.00
37-351-356	Police Rpt Fees	R	\$50.00	\$55.00	\$50.00	\$45.00	\$50.00
37-351-357	Court Fees	R	\$300.00	\$400.50	\$300.00	\$301.50	\$300.00
37-351-360	Cell Tower Rent	R	\$29,400.00	\$30,000.65	\$29,400.00	\$26,950.00	\$29,400.00
37-351-361	Parking/Ordinance Collections PD	R	\$250.00	\$440.00	\$300.00	\$125.00	\$250.00
37-351-401	Debt Setoff Landfill	R	\$1.00	\$180.35	\$0.00	\$132.50	\$100.00
37-365-001	Interest Income	R	\$50.00	\$51.97	\$50.00	\$18.93	\$50.00
37-365-033	Mary Hehl Beautification Donations	R	\$0.00	\$0.00	\$2,265.00	\$2,365.00	\$0.00
37-365-351	Revitalization Comm	R	\$9,500.00	\$4,780.00	\$9,500.00	\$0.00	\$9,500.00
37-365-358	Branded Merchandise for Sales	R	\$500.00	\$64.00	\$500.00	\$65.00	\$500.00
37-365-366	Surplus Property	R	\$4,000.00	\$1,550.00	\$0.00	\$0.00	\$1,500.00
37-365-370	WWTP 25% of GF Exp	R	\$41,694.00	\$41,005.67	\$42,674.00	\$40,396.41	\$44,247.00
37-365-371	WS 25% of GF Exp	R	\$80,855.00	\$73,439.92	\$93,167.00	\$70,813.71	\$87,356.00
37-365-401	Mis/Revenue/License Tags	R	\$350.00	\$103.25	\$0.00	\$100.00	\$100.00
37-365-410	Interest Investment NCCMT	R	\$11,950.00	\$6,702.82	\$6,000.00	\$90.44	\$500.00
37-365-501	Misc Revenue POLICE	R	\$500.00	\$0.00	\$0.00	\$560.63	\$500.00
37-381-039	Transfer In from WWTP	R	\$0.00	(\$32,000.00)	\$32,497.00	\$0.00	\$0.00
37-395-395	Powell Bill Apropropriated Fund Balance (Budget Only)	R	\$0.00	\$0.00	\$29,621.90	\$0.00	\$0.00
37-395-396	Apropriated Fund Balance (Budget Only)	R	\$0.00	\$0.00	\$13,255.00	\$0.00	\$78,105.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
			\$1,141,529.00	\$1,107,946.78	\$1,296,116.90	\$1,043,983.23	\$1,275,102.00
Type: E							
37-401-010	Salary - Full Time	E	\$122,503.20	\$108,734.95	\$134,928.00	\$112,396.90	\$128,031.00
37-401-012	Salary - Adm Assistant	E	\$34,468.04	\$35,451.67	\$46,450.00	\$41,518.57	\$47,353.00
37-401-014	Salary - Part Time	E	\$6,856.68	\$6,856.68	\$175.04	\$175.04	\$0.00
37-401-020	ER-FICA Taxes	E	\$9,376.89	\$9,215.38	\$9,557.00	\$8,475.86	\$9,747.00
37-401-021	ER-FICA Taxes - Adm Assistant	E	\$3,133.66	\$3,126.11	\$4,306.00	\$3,289.83	\$3,623.00
37-401-030	ER-Retirement - Orbit	E	\$20,864.96	\$21,209.01	\$29,135.00	\$26,165.79	\$31,806.00
37-401-040	ER-Health Insurance	E	\$16,627.48	\$16,462.48	\$21,596.00	\$21,234.41	\$24,780.00
37-401-050	ER-Life Insurance	E	\$504.00	\$406.00	\$504.00	\$504.00	\$504.00
37-401-060	ER-Workman's Comp	E	\$383.00	\$367.47	\$383.00	\$317.43	\$400.00
37-401-098	American Rescue Plan Reimbursement	E	\$0.00	\$0.00	\$0.00	\$0.00	(\$57,589.00)
37-401-200	Travel Expense	E	\$1,196.00	\$772.60	\$485.00	\$237.01	\$1,200.00
37-401-203	Supplies	E	\$4,750.00	\$4,695.88	\$5,000.00	\$2,365.09	\$5,000.00
37-401-250	Light, Heat & Security	E	\$8,598.41	\$5,626.66	\$12,000.00	\$5,700.68	\$12,000.00
37-401-251	Telephone & Postage	E	\$3,055.70	\$2,896.11	\$3,000.00	\$2,513.99	\$3,000.00
37-401-255	Bldg. Maint/ Clean SVS	E	\$5,004.30	\$3,064.78	\$5,000.00	\$1,816.74	\$6,000.00
37-401-256	Bank Fees/ Petty Cash	E	\$2,000.00	\$1,550.00	\$1,500.00	\$1,425.00	\$1,500.00
37-401-295	Training	E	\$62.00	\$62.00	\$1,275.00	\$463.75	\$1,400.00
37-401-301	Computer Maint	E	\$3,401.18	\$3,401.18	\$3,500.00	\$3,213.12	\$3,600.00
37-401-302	Software Support	E	\$2,322.95	\$1,643.31	\$1,935.00	\$1,891.61	\$2,675.00
37-401-303	Software Purchase less than \$5,000	E	\$20.00	\$0.00	\$500.00	\$0.00	\$0.00
37-401-304	Website	E	\$5,624.00	\$5,597.16	\$1,575.00	\$1,575.00	\$1,575.00
37-401-305	Technology Upgrades	E	\$3,133.72	\$2,608.04	\$1,250.00	\$0.00	\$0.00
37-401-306	Awning 25% Fund	E	\$250.00	\$0.00	\$500.00	\$0.00	\$500.00
37-401-307	Special Events	E	\$500.00	\$300.00	\$715.00	\$715.00	\$500.00
37-401-309	Advertising	E	\$1,821.43	\$2,209.93	\$1,460.00	\$1,452.76	\$1,300.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-401-310	Dues & Subscriptions	E	\$3,200.00	\$2,744.10	\$3,000.00	\$2,806.62	\$2,800.00
37-401-325	NC Sales/Use Tax Paid (No Tax)	E	\$2,020.43	\$1,244.07	\$700.00	\$526.33	\$700.00
37-401-400	Liability Insurance	E	\$5,771.14	\$5,771.14	\$5,500.00	\$5,492.98	\$7,072.00
37-401-401	County Tax Collection Svs	E	\$8,261.72	\$8,261.72	\$8,000.00	\$8,034.95	\$8,000.00
37-401-405	Audit Expense	E	\$7,584.00	\$7,446.88	\$7,600.00	\$7,302.11	\$9,200.00
37-401-410	Election Cost	E	\$4,942.00	\$3,169.95	\$0.00	\$0.00	\$3,200.00
37-401-415	Economic Development Consultant	E	\$0.00	\$0.00	\$11,000.00	\$11,000.00	\$12,000.00
37-401-420	Attorney Fees	E	\$3,500.00	\$2,836.00	\$3,500.00	\$2,337.50	\$28,500.00
37-401-499	Miscellaneous Expense	E	\$8,206.65	\$4,361.37	\$1,814.96	\$1,807.46	\$3,000.00
37-401-700	WDRI Grant Expense	E	\$396.00	\$395.43	\$264.00	\$263.62	\$132.00
37-401-801	Town Hall Roof Loan-Principal	E	\$5,148.33	\$5,148.38	\$5,280.00	\$4,289.50	\$5,416.00
37-401-803	USDA Town Hall/WS Loan Principal	E	\$0.00	\$0.00	\$11,485.00	\$0.00	\$4,430.00
37-401-831	Town Hall Roof Loan - Interest Admin	E	\$519.67	\$518.69	\$388.00	\$433.00	\$252.00
37-401-833	USDA Town Hall/WS Loan Interest	E	\$0.00	\$0.00	\$0.00	\$0.00	\$2,850.00
37-401-889	Reserve for USDA Loans	E	\$3,144.00	\$0.00	\$2,044.00	\$1,155.00	\$0.00
37-401-998	Contingency	E	\$670.25	\$0.00	\$500.00	\$0.00	\$1,000.00
37-402-014	Mayor Part Time Salary	E	\$1,500.00	\$1,598.21	\$1,500.00	\$1,276.79	\$1,500.00
37-402-020	ER - FICA TAXES	E	\$210.76	\$122.23	\$115.00	\$97.65	\$115.00
37-402-200	Travel Expense	E	\$275.64	\$250.00	\$500.00	\$0.00	\$500.00
37-402-295	Training	E	\$0.00	\$0.00	\$0.00	\$225.00	\$225.00
37-402-402	Commission offsite meetings	E	\$54.98	\$54.98	\$50.00	\$0.00	\$50.00
37-405-407	Branded Clothing Sales	E	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
37-405-430	Historic District Comm	E	\$727.91	\$641.06	\$220.00	\$218.82	\$14,870.00
37-405-440	Run Warrenton 5K	E	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
37-405-450	Revitalization Comm	E	\$9,122.89	\$4,212.12	\$9,500.00	\$1,747.32	\$9,500.00
37-405-470	Small Town Maint St	E	\$2,393.51	\$2,343.51	\$2,200.00	\$735.00	\$2,200.00
37-501-010	SALARY FULL TIME	E	\$169,359.00	\$166,969.88	\$192,355.00	\$163,402.02	\$218,173.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-501-014	Salary - Part Time	E	\$33,086.00	\$33,940.13	\$21,500.00	\$20,584.81	\$10,000.00
37-501-016	Police Clerical Salary	E	\$33,997.00	\$34,200.29	\$34,112.00	\$31,007.14	\$34,795.00
37-501-019	Salary - Over-Time	E	\$5,388.00	\$5,387.83	\$5,000.00	\$3,320.72	\$5,000.00
37-501-020	ER-FICA Taxes	E	\$18,336.00	\$18,274.09	\$19,552.00	\$16,781.95	\$20,066.00
37-501-030	ER - Retirement Orbit	E	\$33,971.50	\$33,991.91	\$43,275.00	\$31,257.62	\$48,440.00
37-501-031	ER - 401K 5%	E	\$9,230.00	\$8,007.82	\$10,573.00	\$8,593.47	\$10,912.00
37-501-040	ER - Health Insurance	E	\$27,642.00	\$26,258.44	\$37,370.00	\$27,674.68	\$38,960.00
37-501-050	ER - Life Insurance	E	\$1,010.00	\$840.00	\$1,010.00	\$854.00	\$1,010.00
37-501-060	ER - Workman's Comp	E	\$6,420.00	\$6,256.92	\$6,420.00	\$4,026.80	\$6,420.00
37-501-200	Travel Expense	E	\$1,000.00	\$690.61	\$701.00	\$46.71	\$1,000.00
37-501-203	Supplies	E	\$4,681.66	\$4,590.84	\$3,000.00	\$2,462.05	\$3,000.00
37-501-204	Uniforms	E	\$2,110.00	\$2,083.65	\$2,500.00	\$2,167.91	\$2,000.00
37-501-205	Equipment & Material	E	\$7,523.00	\$7,182.08	\$3,000.00	\$1,030.41	\$3,000.00
37-501-250	Light, Heat & Security	E	\$6,658.00	\$5,717.33	\$10,908.00	\$5,213.72	\$10,908.00
37-501-251	Telephone & Postage	E	\$7,537.00	\$7,327.91	\$7,994.00	\$7,881.59	\$9,387.00
37-501-252	Fuel	E	\$16,000.00	\$15,704.44	\$14,300.00	\$13,194.67	\$14,000.00
37-501-255	Bldg Maint/Clean Svs	E	\$2,641.34	\$2,530.20	\$5,092.00	\$5,044.72	\$4,904.00
37-501-295	Training	E	\$2,000.00	\$1,950.42	\$2,000.00	\$225.00	\$2,000.00
37-501-301	Computer Maint	E	\$5,232.00	\$5,231.08	\$5,848.00	\$5,088.37	\$5,606.00
37-501-302	Software Support	E	\$6,150.00	\$6,026.91	\$6,165.00	\$6,030.37	\$6,665.00
37-501-309	Advertising	E	\$182.00	\$153.00	\$500.00	\$200.00	\$0.00
37-501-351	Maint & Repair Equip	E	\$7,155.00	\$6,973.70	\$8,500.00	\$8,308.57	\$3,000.00
37-501-370	2019 Dodge Car 100	E	\$1,000.00	\$814.04	\$1,000.00	\$384.13	\$1,000.00
37-501-371	2017 Dodge Car 200	E	\$2,700.00	\$2,640.57	\$1,000.00	\$916.07	\$1,000.00
37-501-372	2016 Dodge Car 300	E	\$1,000.00	\$951.16	\$5,300.00	\$4,694.74	\$1,000.00
37-501-373	2017 Dodge Car 400	E	\$784.00	\$540.76	\$1,000.00	\$983.62	\$1,000.00
37-501-374	2010 Ford Car 500	E	\$1,897.00	\$1,895.28	\$1,511.00	\$1,159.42	\$1,000.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-501-375	2008 Ford Car 600	E	\$922.00	\$843.16	\$700.00	\$361.88	\$1,000.00
37-501-376	2019 Dodge Car 700	E	\$975.00	\$932.82	\$1,000.00	\$962.55	\$1,000.00
37-501-400	Liability Insurance	E	\$12,106.00	\$12,105.02	\$12,400.00	\$9,108.02	\$12,400.00
37-501-415	Police Shots Medical	E	\$180.00	\$168.00	\$500.00	\$420.00	\$500.00
37-501-433	COP Program	E	\$394.00	\$115.15	\$540.00	\$505.41	\$500.00
37-501-436	PD Narcotics Tax/Proceeds	E	\$142.00	\$50.00	\$142.00	\$0.00	\$142.00
37-501-499	Miscellaneous	E	\$5,820.00	\$4,621.45	\$4,160.00	\$3,692.01	\$4,660.00
37-501-801	Town Hall Roof Loan Principal	E	\$5,147.33	\$5,148.43	\$5,280.00	\$4,289.60	\$5,280.00
37-501-802	Police 2017 Cars Loan Principal (USDA)	E	\$3,945.44	\$3,945.44	\$4,071.73	\$4,071.73	\$4,206.00
37-501-803	Police Security Camera Loan Principal (USDA)	E	\$1,185.49	\$1,185.49	\$1,213.32	\$1,213.32	\$1,243.00
37-501-804	Police 2019 Cars Loan Principal (USDA)	E	\$0.00	\$0.00	\$4,427.85	\$4,409.22	\$4,545.00
37-501-831	Town Hall Roof Loan - Interest PD	E	\$519.67	\$518.74	\$388.00	\$433.10	\$388.00
37-501-832	Police 2017 Cars Loan Interest (USDA)	E	\$834.56	\$834.56	\$708.27	\$708.27	\$574.00
37-501-833	Police Security Camera Loan Interest (USDA)	E	\$147.51	\$147.51	\$119.68	\$119.68	\$91.00
37-501-834	Police 2019 Cars Loan Interest (UDSA)	E	\$0.00	\$0.00	\$1,256.15	\$1,016.78	\$882.00
37-601-014	Salary - Part Time Code Enforcement	E	\$3,570.00	\$3,570.00	\$3,350.00	\$2,847.11	\$3,000.00
37-601-020	ER-FICA Taxes	E	\$223.08	\$223.08	\$0.00	\$176.43	\$230.00
37-601-252	Fuel/Truck Expense/Insurance	E	\$435.00	\$434.00	\$435.00	\$434.00	\$435.00
37-601-352	Vehicle Maintenance	E	\$200.00	\$200.00	\$200.00	\$0.00	\$200.00
37-601-437	Contract Srvs Fire Protection	E	\$70,000.00	\$69,999.96	\$70,000.00	\$58,333.30	\$70,000.00
37-601-475	Donation to Town Fire	E	\$1,504.00	\$1,503.75	\$1,562.90	\$1,562.90	\$1,500.00
37-601-476	Code Enforcement Exp	E	\$0.00	\$0.00	\$300.00	\$300.00	\$5,300.00
37-601-710	Fire Museum Expense	E	\$0.00	\$0.00	\$14,437.10	\$14,437.00	\$10,000.00
37-651-330	Christmas Lights/Santa House	E	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
37-651-331	Haley Haywood Park	E	\$421.92	\$77.97	\$1,448.00	\$816.85	\$1,650.00
37-651-332	Signs below \$5,000	E	\$3,240.00	\$3,148.81	\$2,702.00	\$2,732.82	\$2,500.00
37-651-333	Street Beautification - Below \$5,000	E	\$2,857.00	\$2,856.50	\$4,765.00	\$1,775.44	\$4,765.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-651-335	Street Lighting Electric Bill	E	\$23,000.00	\$21,641.10	\$23,000.00	\$20,077.63	\$23,000.00
37-701-010	Salary - Full Time	E	\$50,103.00	\$48,676.77	\$48,209.00	\$45,149.12	\$56,378.00
37-701-014	Salary - Part Time	E	\$15,679.00	\$14,456.84	\$15,112.28	\$13,679.66	\$16,316.00
37-701-019	Over-Time	E	\$1,679.00	\$268.22	\$748.00	\$47.81	\$1,274.00
37-701-020	ER-FICA Taxes	E	\$5,262.00	\$4,834.73	\$5,389.00	\$4,489.06	\$5,659.00
37-701-030	ER - Retirement - Orbit	E	\$10,868.00	\$9,959.49	\$11,976.00	\$8,897.18	\$13,832.00
37-701-040	ER-Health Insurance	E	\$11,534.00	\$10,579.35	\$11,800.00	\$11,549.47	\$14,114.00
37-701-050	ER-Life Insurance	E	\$269.00	\$263.76	\$269.00	\$267.26	\$269.00
37-701-060	ER-Workman's Comp	E	\$4,801.00	\$4,800.63	\$1,745.83	\$1,745.83	\$1,746.00
37-701-203	Supplies	E	\$3,619.00	\$3,291.31	\$13,624.00	\$13,414.13	\$3,619.00
37-701-204	Uniforms	E	\$3,450.00	\$3,356.33	\$3,624.00	\$2,826.17	\$3,720.00
37-701-251	Telephone & Postage	E	\$575.00	\$574.54	\$864.00	\$845.77	\$936.00
37-701-252	Fuel	E	\$8,297.00	\$6,704.66	\$7,750.00	\$5,768.86	\$8,000.00
37-701-256	Street Maintenance	E	\$0.00	\$0.00	\$11,636.00	\$11,636.00	\$33,481.00
37-701-312	Tree Removal	E	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00
37-701-351	Maint & Repair Equip	E	\$10,139.00	\$10,063.60	\$11,229.00	\$11,049.78	\$9,278.00
37-701-352	Vehicle Maintenance	E	\$2,528.00	\$1,885.64	\$4,912.00	\$3,718.60	\$4,912.00
37-701-400	Liability Insurance	E	\$7,112.00	\$6,866.78	\$6,589.00	\$4,896.62	\$6,328.00
37-701-431	Street Debris Disposal	E	\$5,500.00	\$3,208.75	\$2,500.00	\$1,000.00	\$2,500.00
37-701-803	LGFCU Street Truck & Trailer Loan Principal	E	\$13,000.00	\$12,999.98	\$12,339.12	\$12,339.12	\$0.00
37-701-832	LGFCU Street Truck & Trailer Loan Interest	E	\$594.00	\$593.24	\$253.77	\$253.77	\$0.00
37-701-895	Mowing	E	(\$4,500.00)	(\$13,500.00)	(\$16,000.00)	(\$13,500.00)	(\$16,000.00)
37-710-361	Maint & Repair POWELL BILL	E	\$20,004.00	\$19,949.00	\$49,243.90	\$48,949.54	\$18,167.00
37-710-405	Audit Expense POWELL BILL	E	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
37-710-810	BB&T Battle Ave Sewer Loan POWELL - Prin	E	\$5,215.00	\$5,214.28	\$5,422.00	\$5,421.29	\$5,637.00
37-710-830	BB&T Battle Ave Sewer Loan POWELL - Int	E	\$646.00	\$646.00	\$439.00	\$438.99	\$224.00
37-801-010	Salary - Full Time Sanitation	E	\$46,195.00	\$43,346.25	\$47,696.00	\$42,091.61	\$48,527.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-801-019	Salary - Over Time Sanitation	E	\$608.00	\$607.75	\$608.00	\$0.00	\$678.00
37-801-020	ER - FICA Sanitation	E	\$3,676.00	\$3,252.71	\$3,984.00	\$3,151.13	\$3,764.00
37-801-030	ER - Retirement - Orbit Sanitation	E	\$7,593.00	\$6,931.62	\$8,853.00	\$6,269.62	\$9,201.00
37-801-040	ER - Health Insurance	E	\$10,018.00	\$9,117.28	\$9,999.00	\$9,807.68	\$11,101.00
37-801-050	ER - Life Insurance	E	\$227.00	\$226.80	\$227.00	\$226.80	\$227.00
37-801-060	Workman's Compensation	E	\$3,388.00	\$3,387.74	\$3,388.00	\$2,675.03	\$2,676.00
37-801-203	Supplies	E	\$559.00	\$557.59	\$750.00	\$438.18	\$750.00
37-801-204	Uniforms	E	\$2,690.00	\$1,793.06	\$1,944.00	\$1,521.61	\$2,196.00
37-801-251	Telephone & Postage	E	\$375.00	\$374.76	\$504.00	\$453.69	\$516.00
37-801-252	Fuel	E	\$2,787.00	\$2,274.28	\$2,824.00	\$1,968.26	\$3,000.00
37-801-350	Landfull Fees	E	\$17,596.00	\$16,225.39	\$20,500.00	\$18,498.70	\$19,300.00
37-801-352	Vehicle Maintenance	E	\$5,858.00	\$5,857.01	\$6,134.00	\$5,761.34	\$1,781.00
37-801-400	Liability Insurance	E	\$3,091.00	\$3,090.34	\$2,844.00	\$2,574.53	\$3,555.00
37-901-889	Transfer Out to USDA Loan Reserve	E	\$0.00	\$0.00	\$0.00	\$0.00	\$1,883.00
			\$1,162,502.98	\$1,083,315.95	\$1,296,112.90	\$1,085,459.77	\$1,275,099.00
			\$2,304,031.98	\$2,191,262.73	\$2,592,229.80	\$2,129,443.00	\$2,550,201.00
Fund: 38							
Type: R							
38-351-401	Water Sales	R	\$575,306.00	\$549,127.94	\$804,541.00	\$668,939.75	\$776,347.00
38-351-402	Debt Setoff WATER	R	\$35.00	\$335.04	\$302.00	\$308.05	\$302.00
38-351-404	Sewer Services	R	\$641,634.00	\$501,066.87	\$585,218.00	\$536,791.40	\$594,414.00
38-351-407	Debt Setoff SEWER	R	\$50.00	\$667.05	\$501.00	\$843.84	\$501.00
38-351-408	Town Taps	R	\$2,350.00	\$16,522.48	\$2,350.00	\$8,387.60	\$4,616.00
38-351-416	Dis/Reconnection Fee	R	\$5,846.00	\$4,559.81	\$5,168.00	\$5,415.06	\$7,320.00
38-351-417	Fire Sprinkler	R	\$2,236.00	\$2,252.88	\$2,253.00	\$2,065.14	\$2,253.00
38-351-418	Late Fees/Penalty/Cut Off	R	\$17,540.00	\$11,395.37	\$12,741.00	\$1,415.93	\$12,741.00
38-351-419	Returned Check Fee	R	\$900.00	\$644.96	\$545.00	\$455.04	\$430.00
38-351-420	Debt Setoff Late Fees/Penalty/Cut Off	R	\$1.00	\$172.60	\$173.00	\$231.56	\$27.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
38-365-001	Interest Income	R	\$1.00	\$65.53	\$58.00	\$20.21	\$26.00
38-365-366	Sale of Fixed Assets/Surplus Property	R	\$1.00	\$748.20	\$2,000.00	\$0.00	\$0.00
38-365-421	Account Activation Fee	R	\$2,950.00	\$2,650.00	\$2,875.00	\$2,900.00	\$2,875.00
38-365-851	Misc Revenue WATER	R	\$118.00	\$62.88	\$63.00	\$89.56	\$63.00
38-395-396	Apropriated Fund Balance (Budget Only)	R	\$0.00	\$0.00	\$32,497.00	\$0.00	\$0.00
			\$1,248,968.00	\$1,090,271.61	\$1,451,285.00	\$1,227,863.14	\$1,401,915.00
Type: E							
38-851-010	Salary Full Time	E	\$80,220.00	\$75,771.87	\$84,922.00	\$75,441.54	\$97,849.00
38-851-014	Salary - Part Time	E	\$16,678.00	\$25,946.53	\$15,943.00	\$15,159.28	\$18,194.00
38-851-019	Salary Over-Time	E	\$6,226.50	\$3,865.77	\$6,351.00	\$2,373.10	\$6,477.00
38-851-020	ER-FICA Taxes	E	\$7,889.00	\$7,443.89	\$8,202.00	\$6,858.30	\$9,373.00
38-851-030	ER - Retirement Orbit	E	\$12,479.50	\$11,910.93	\$13,801.00	\$11,494.76	\$17,584.00
38-851-040	ER - Health Insurance WATER	E	\$13,704.00	\$12,042.35	\$13,474.00	\$13,006.47	\$18,024.00
38-851-050	ER - Life Insurance	E	\$309.50	\$309.12	\$310.00	\$301.21	\$365.00
38-851-060	ER - Workman's Comp	E	\$1,642.50	\$1,641.82	\$1,643.00	\$1,194.66	\$1,195.00
38-851-099	Salary Reimbursement COVID	E	\$1.00	(\$289.56)	\$1.00	\$0.00	\$0.00
38-851-200	Travel Expense	E	\$223.00	\$0.00	\$250.00	\$0.00	\$250.00
38-851-203	Supplies	E	\$2,240.00	\$1,839.08	\$2,827.00	\$2,063.03	\$38,796.00
38-851-204	Uniforms	E	\$2,360.00	\$2,058.85	\$2,160.00	\$1,903.92	\$2,172.00
38-851-205	Materials & Supplies	E	\$32,500.00	\$15,239.93	\$34,950.00	\$32,511.18	\$0.00
38-851-250	Light & Heat & Security	E	\$4,730.50	\$4,613.34	\$6,177.00	\$4,110.78	\$4,265.00
38-851-251	Telephone & Postage	E	\$7,901.00	\$7,739.05	\$8,658.00	\$7,730.66	\$8,029.00
38-851-252	Fuel	E	\$5,000.00	\$4,244.34	\$6,000.00	\$3,891.20	\$6,000.00
38-851-255	Bldg. Maint/Clean Svs	E	\$1,254.00	\$1,200.11	\$2,557.00	\$2,539.79	\$2,989.00
38-851-260	Electric Tank/Pumps	E	\$5,500.00	\$2,576.80	\$3,165.00	\$2,549.08	\$3,000.00
38-851-296	Continuing Education	E	\$625.00	\$54.50	\$625.00	\$54.50	\$625.00
38-851-301	Computer Maintenance	E	\$1,968.50	\$1,850.61	\$2,364.00	\$1,662.04	\$2,547.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
38-851-302	Software Support	E	\$1,684.00	\$1,447.28	\$3,093.00	\$3,092.77	\$10,492.00
38-851-305	Technology Upgrades	E	\$2,307.00	\$1,566.90	\$2,250.00	\$1,213.26	\$2,250.00
38-851-309	Advertising	E	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00
38-851-310	Dues & Subscriptions	E	\$390.00	\$388.75	\$389.00	\$326.75	\$389.00
38-851-313	State Permits	E	\$1,250.00	\$990.00	\$1,250.00	\$960.00	\$1,250.00
38-851-345	Water Tank Contract	E	\$16,620.00	\$16,619.48	\$16,782.00	\$16,781.51	\$16,620.00
38-851-347	Lab Analysis	E	\$0.00	\$0.00	\$1,605.00	\$1,605.00	\$1,460.00
38-851-351	Maint. & Repair Equip	E	\$7,500.00	\$2,845.30	\$4,500.00	(\$366.24)	\$1,000.00
38-851-352	Vehicle Maintenance	E	\$2,678.00	\$2,592.28	\$3,315.00	\$3,314.96	\$3,500.00
38-851-400	Town Liability Insurance	E	\$8,304.00	\$8,303.27	\$7,643.00	\$5,484.66	\$7,160.00
38-851-405	Audit Expense	E	\$3,792.00	\$3,723.43	\$4,347.00	\$4,346.86	\$4,347.00
38-851-448	External Contract	E	\$25,232.50	\$22,769.78	\$23,156.00	\$18,027.91	\$15,000.00
38-851-451	Water Purchase	E	\$220,288.00	\$185,686.91	\$256,182.00	\$182,203.05	\$201,423.00
38-851-801	Town Hall Roof Loan - Principal	E	\$2,574.17	(\$0.32)	\$2,640.00	\$2,144.70	\$2,708.00
38-851-802	USDA Public Works Trucks - Princ Water	E	\$2,408.00	(\$0.21)	\$2,485.00	\$2,484.86	\$2,567.00
38-851-803	USDA Town Hall/WS Loan Principal	E	\$0.00	\$0.00	\$41,150.00	\$0.00	\$26,000.00
38-851-831	Town Hall Roof Loan - Interest Water	E	\$259.83	\$258.83	\$194.00	\$216.50	\$126.00
38-851-833	USDA Town Hall/WS Loan Interest	E	\$0.00	\$0.00	\$0.00	\$0.00	\$14,423.00
38-851-836	USDA Public Works Trucks - Int Water	E	\$509.21	\$509.21	\$433.00	\$432.14	\$351.00
38-851-889	Reserve for USDA Loans	E	\$4,209.50	\$0.00	\$4,407.00	\$3,958.00	\$0.00
38-851-895	Grass Cutting Expense	E	\$8,000.00	\$13,500.00	\$16,000.00	\$13,500.00	\$16,000.00
38-851-896	WS 25% of GF Expense	E	\$40,427.50	\$36,719.95	\$46,584.00	\$35,406.84	\$43,678.00
38-851-998	Contingency	E	\$18,717.50	\$0.00	\$19,142.00	\$0.00	\$0.00
38-852-010	Salary - Full Time	E	\$80,220.00	\$81,707.23	\$84,922.00	\$75,183.12	\$97,849.00
38-852-014	Salary - Part Time	E	\$16,678.00	\$16,796.05	\$15,943.00	\$15,158.99	\$18,194.00
38-852-019	Salary - Over Time Sewer	E	\$6,226.50	\$3,328.97	\$6,351.00	\$4,060.01	\$6,477.00
38-852-020	ER - FICA Sewer	E	\$7,889.00	\$7,627.23	\$8,202.00	\$7,203.02	\$9,373.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
38-852-030	ER-Retirement Orbit	E	\$12,479.50	\$18,578.11	\$13,801.00	\$11,552.56	\$17,584.00
38-852-040	ER-Health Insurance SEWER	E	\$13,704.00	\$12,303.74	\$13,474.00	\$13,006.36	\$18,025.00
38-852-050	ER-Life Insurance	E	\$309.50	\$309.12	\$310.00	\$301.21	\$310.00
38-852-060	ER-Workman's Comp	E	\$1,642.50	\$1,641.81	\$1,642.00	\$1,194.66	\$1,195.00
38-852-098	American Resecu Plan Reimbursement	E	\$0.00	\$0.00	\$0.00	\$0.00	(\$29,000.00)
38-852-200	Travel Expense	E	\$225.00	\$0.00	\$225.00	\$0.00	\$225.00
38-852-203	Supplies	E	\$2,763.00	\$2,211.79	\$2,827.00	\$2,086.28	\$28,796.00
38-852-204	Uniforms	E	\$2,400.00	\$2,028.30	\$2,160.00	\$1,903.64	\$2,172.00
38-852-205	Materials & Supplies	E	\$27,500.00	\$22,805.42	\$24,950.00	\$22,966.78	\$0.00
38-852-250	Light & Heat & Security	E	\$4,818.50	\$4,316.89	\$6,177.00	\$4,005.69	\$5,981.00
38-852-251	Telephone & Postage	E	\$7,979.00	\$7,816.92	\$8,658.00	\$7,726.71	\$8,029.00
38-852-252	Fuel	E	\$5,000.00	\$4,218.97	\$6,000.00	\$3,891.10	\$6,000.00
38-852-255	Bldg. Maint/Clean Svs	E	\$1,241.00	\$1,186.79	\$2,557.00	\$2,539.79	\$2,989.00
38-852-260	Electric Tank/Pumps	E	\$10,500.00	\$9,121.54	\$13,120.00	\$11,699.72	\$14,000.00
38-852-296	Continuing Education	E	\$625.00	\$54.50	\$625.00	\$429.50	\$625.00
38-852-301	Computer Maint.	E	\$1,752.50	\$1,752.23	\$2,364.00	\$1,689.17	\$2,547.00
38-852-302	Software Support	E	\$1,684.00	\$1,447.28	\$2,041.00	\$1,000.99	\$10,492.00
38-852-305	Technology Upgrades	E	\$2,307.00	\$1,566.88	\$2,250.00	\$1,213.25	\$2,250.00
38-852-309	Advertising	E	\$419.00	\$418.50	\$500.00	\$418.50	\$500.00
38-852-310	Dues & Subscriptions	E	\$390.00	\$388.75	\$400.00	\$326.75	\$400.00
38-852-313	State Permits	E	\$1,510.00	\$1,510.00	\$1,410.00	\$1,410.00	\$1,250.00
38-852-351	Maint & Repair Equip	E	\$7,500.00	\$2,754.27	\$4,275.00	\$126.49	\$1,000.00
38-852-352	Vehicle Maintenance	E	\$2,595.00	\$2,509.60	\$3,315.00	\$3,314.93	\$3,500.00
38-852-400	Liability Insurance	E	\$8,304.00	\$8,303.18	\$7,264.47	\$5,484.68	\$7,160.00
38-852-405	Audit Expense	E	\$3,792.00	\$3,723.43	\$4,347.00	\$4,346.89	\$4,347.00
38-852-435	Purchase of Sewer Services	E	\$296,037.00	\$278,116.61	\$300,500.00	\$227,988.56	\$334,513.00
38-852-448	External Contract	E	\$43,551.50	\$41,549.68	\$43,609.00	\$43,608.20	\$35,939.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
38-852-473	WWTP Rehab Annual Payment	E	\$24,989.00	\$23,435.89	\$24,032.00	\$0.00	\$25,357.00
38-852-801	Town Hall Roof Loan - Principal	E	\$2,574.16	(\$0.26)	\$2,640.00	\$2,144.80	\$2,708.00
38-852-802	USDA Public Works Trucks - Princ Sewer	E	\$2,408.00	(\$0.21)	\$2,485.00	\$2,484.86	\$2,567.00
38-852-803	USDA Town Hall/WS Loan Principal	E	\$0.00	\$0.00	\$41,150.00	\$0.00	\$26,000.00
38-852-804	NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	E	\$0.00	\$0.00	\$14,977.00	\$14,976.55	\$14,977.00
38-852-809	John Riggans Easement Pmt	E	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
38-852-810	BB&T Battle Avenue Sewer Loan - Principal	E	\$6,206.19	(\$0.48)	\$6,452.00	\$6,451.88	\$6,485.00
38-852-811	NCDEQ Sewer Rehab Annual Loan- Principal	E	\$13,750.00	\$0.00	\$13,750.00	\$13,750.00	\$13,750.00
38-852-830	BB&T Battle Ave Sewer Loan - Int	E	\$768.81	\$768.81	\$523.00	\$522.45	\$267.00
38-852-831	Town Hall Roof Loan - Interest Sewer	E	\$259.84	\$258.87	\$194.00	\$216.60	\$126.00
38-852-833	USDA Town Hall/WS Loan Interest	E	\$0.00	\$0.00	\$0.00	\$0.00	\$14,423.00
38-852-836	USDA Public Works Trucks - Int Sewer	E	\$510.00	\$509.21	\$433.00	\$432.14	\$351.00
38-852-837	NCDEQ Sewer Rehab Annual Loan- Interest	E	\$3,850.00	\$3,850.00	\$3,575.00	\$3,575.00	\$3,300.00
38-852-889	Reserve for USDA Loans	E	\$4,209.50	\$0.00	\$4,407.00	\$3,958.00	\$0.00
38-852-896	WS 25% of GF Expense	E	\$40,427.50	\$36,719.97	\$46,584.00	\$35,406.87	\$43,678.00
38-852-998	Contingency	E	\$4,277.50	\$0.00	\$188.53	\$0.00	\$16,809.00
38-901-889	Transfer Out to USDA Loan Reserve	E	\$0.00	\$0.00	\$0.00	\$0.00	\$8,669.00
38-901-902	Transfer Out to Water Treatment Plant	E	\$0.00	\$0.00	\$32,497.00	\$0.00	\$0.00
			\$1,248,126.21	\$1,084,615.76	\$1,451,284.00	\$1,040,735.73	\$1,401,917.00
			\$2,497,094.21	\$2,174,887.37	\$2,902,569.00	\$2,268,598.87	\$2,803,832.00
Fund: 39							
Type: R							
39-351-470	Town Sewer Revenues	R	\$296,037.00	\$278,116.61	\$300,500.00	\$227,988.56	\$334,513.00
39-351-471	Sewer Revenues - County	R	\$209,003.00	\$196,350.63	\$229,005.00	\$173,745.74	\$190,349.00
39-351-472	Sewer Rev Norlina	R	\$165,486.00	\$155,468.46	\$165,292.00	\$125,406.90	\$194,521.00
39-365-001	Interest Income	R	\$0.00	\$0.87	\$0.00	\$0.39	\$0.00
39-365-861	Misc Revenue WWTP	R	\$19,828.00	\$14,790.00	\$19,832.00	\$17,897.49	\$19,828.00
39-381-038	Transfer In from Water/Sewer	R	\$0.00	\$0.00	\$32,497.00	\$0.00	\$0.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
			\$690,354.00	\$644,726.57	\$747,126.00	\$545,039.08	\$739,211.00
Type: E							
39-861-010	Salary - Full Time	E	\$156,497.00	\$168,174.52	\$163,202.00	\$148,529.18	\$168,825.00
39-861-014	Salary - Part Time	E	\$16,972.00	\$19,009.58	\$15,668.00	\$14,925.87	\$13,673.00
39-861-019	Over-Time	E	\$9,020.00	\$8,363.90	\$13,791.00	\$9,140.50	\$14,064.00
39-861-020	ER-FICA Taxes	E	\$11,423.00	\$11,441.04	\$14,739.00	\$10,963.12	\$15,037.00
39-861-030	ER - Retirement Orbit	E	\$24,805.00	\$31,451.05	\$30,015.00	\$23,343.78	\$33,686.00
39-861-040	ER- Health Insurance	E	\$24,791.00	\$22,625.60	\$24,545.00	\$24,064.67	\$27,820.00
39-861-050	ER-Life Insurance	E	\$574.00	\$571.20	\$572.00	\$569.52	\$625.00
39-861-060	ER-Workman's Comp	E	\$4,004.00	\$3,220.30	\$3,173.00	\$2,323.36	\$2,324.00
39-861-200	Travel Expense	E	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
39-861-203	Supplies	E	\$750.00	\$587.88	\$2,549.00	\$1,516.88	\$41,130.00
39-861-204	Uniforms	E	\$4,706.00	\$2,878.78	\$2,916.00	\$2,676.92	\$3,120.00
39-861-205	OP Material & supplies	E	\$39,000.00	\$38,497.54	\$38,700.00	\$32,319.73	\$0.00
39-861-250	Light, Heat & Security	E	\$93,341.00	\$89,587.62	\$95,000.00	\$79,645.20	\$95,000.00
39-861-251	Telephone & Postage	E	\$8,256.00	\$8,014.25	\$7,722.00	\$7,612.95	\$7,798.00
39-861-252	Fuel	E	\$7,500.00	\$6,462.37	\$5,500.00	\$5,021.51	\$9,000.00
39-861-296	Continuing Education	E	\$2,430.00	\$2,430.00	\$997.00	\$525.00	\$1,225.00
39-861-301	Computer Maint.	E	\$3,242.00	\$3,241.05	\$4,607.00	\$3,049.43	\$3,722.00
39-861-302	Software Support	E	\$3,209.00	\$2,422.03	\$2,741.00	\$2,547.00	\$2,672.00
39-861-305	Technology Upgrades	E	\$2,000.00	\$1,146.28	\$2,000.00	\$1,197.49	\$2,000.00
39-861-309	Advertising	E	\$643.00	\$355.73	\$1,050.00	\$1,049.27	\$1,000.00
39-861-310	Dues & Subscriptions	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
39-861-318	Freight Charges	E	\$1,930.00	\$1,929.05	\$2,018.00	\$1,882.65	\$1,900.00
39-861-342	Maint & Repair Plant	E	\$90,308.00	\$90,266.76	\$87,453.00	\$87,102.24	\$80,000.00
39-861-344	Sludge Removal	E	\$54,999.00	\$38,355.00	\$45,341.00	\$29,817.50	\$60,000.00
39-861-345	Beaver Control	E	\$0.00	\$0.00	\$89.00	\$0.00	\$750.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
39-861-346	Lab Material & Supplies	E	\$6,750.00	\$5,934.26	\$9,122.00	\$9,121.66	\$9,150.00
39-861-347	Lab Analysis	E	\$16,600.00	\$17,146.45	\$17,948.00	\$14,301.45	\$18,466.00
39-861-348	Tar - Pamlico Dues	E	\$3,000.00	\$2,880.00	\$3,000.00	\$0.00	\$3,000.00
39-861-349	OSHAComp/Safety M&S	E	\$1,000.00	\$737.00	\$1,009.00	\$1,008.50	\$1,000.00
39-861-352	Vehicle Maintenance	E	\$4,723.00	\$4,722.61	\$3,874.00	\$3,873.49	\$4,250.00
39-861-400	Liability Insurance	E	\$18,649.00	\$16,726.07	\$18,185.00	\$14,892.90	\$20,500.00
39-861-405	Audit Expense	E	\$7,584.00	\$7,446.87	\$8,694.00	\$8,693.75	\$8,694.00
39-861-441	Certify Lab Services	E	\$0.00	\$0.00	\$1,000.00	\$95.00	\$1,000.00
39-861-444	Permits & Fees	E	\$6,253.00	\$6,252.50	\$6,253.00	\$6,193.50	\$6,200.00
39-861-446	Influent Debri removal	E	\$4,352.00	\$3,850.24	\$3,856.00	\$3,684.25	\$3,856.00
39-861-447	WWTP Grant Expense	E	\$9,918.00	\$0.00	\$34,125.00	\$0.00	\$0.00
39-861-810	NCDEQ WWTP Phase 2 Principal	E	\$0.00	\$0.00	\$0.00	\$0.00	\$23,607.00
39-861-897	WWTP 25% of GF Exp	E	\$41,694.00	\$41,005.67	\$42,674.00	\$40,396.41	\$44,247.00
39-861-998	Contingency	E	\$0.00	\$0.00	\$0.00	\$0.00	\$9,371.00
39-901-901	Transfer Out to General Fund	E	\$0.00	(\$32,000.00)	\$32,497.00	\$0.00	\$0.00
			\$680,923.00	\$625,733.20	\$747,125.00	\$592,084.68	\$739,212.00
			\$1,371,277.00	\$1,270,459.77	\$1,494,251.00	\$1,137,123.76	\$1,478,423.00
			(\$10,701.19)	\$49,689.54	\$6.00	\$93,148.13	\$0.00
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PROPOSED BUDGET

FISCAL YEAR 2021-2022



Town Administrator and Budget Officer

Governing Board, Senior Staff and Mission

Mayor: Walter M. Gardner, Jr. (Term expires 12/21)
Home Address: 318 South Main St., Warrenton, NC 27589
Email Address: wgardner@nc.rr.com
Business Address: Warrenton Insurance Agency, Inc.
131 South Main St. (PO Box 633), Warrenton, NC 27589
Business Phone: 252-257-3104
Cell Phone: 252-213-3034

Mayor Pro Tem: Mary Hunter (12/21)
Home Address: PO Box 281, Warrenton, NC 27589
Email Address: m.hunter@warrenton.nc.gov

Commissioner: Kimberly Harding (12/21)
Home Address: 103 Plummer St., Warrenton, NC 27589
Email Address: kimberlyraeharding@gmail.com

Commissioner: Edna Scott (12/21)
Home Address: 225 Brehon Street, Warrenton, NC 27589
Email Address: edsco1128@gmail.com

Commissioner: Michael Coffman (12/23)
Home Address: PO Box 281, Warrenton, NC 27589
Email Address: m.coffman@warrenton.nc.gov

Commissioner: Margaret Britt (12/23)
Home Address: PO Box 281, Warrenton, NC 27589
Email Address: margaretbritt2@gmail.com

Commissioner: Mark Wethington (12/23)
Home Address: 315 S. Main Street, Warrenton, NC 27589
Email Address: markwethington1@gmail.com

Commissioner: John Blalock (12/23)
Home Address: PO Box 281, Warrenton, NC 27589
Email Address: j.blalock@warrenton.nc.gov

Senior Staff

Meredith Valentine, Director of Finance, 252-257-1122
Bill Perkinson, Director of Public Works, 252-257-1776
Goble Lane, Chief of Police, 252-257-3123
Robert Davie, Town Administrator, 252-257-1122

Mission

“Historically Great – Progressively Strong”

Five key tenets of the Town’s mission are: maintaining small town charm, keeping the business district active, keeping young people excited about living in Warrenton, increasing prosperity and vibrancy, and understanding and capitalizing on a variety of histories while engaging the future.

Budget Summary

Honorable Mayor and Members of the Warrenton Board of Commissioners,

In accordance with the North Carolina Local Government Budget and Fiscal Control Act, I am pleased to submit to you for your consideration the proposed FY 2021-2022 Warrenton Town Budget. North Carolina General Statute 159-13 requires that boards of commissioners receive proposed budgets from the town budget officer no later than the first day of June, and to officially adopt budget ordinances no later than the first day of July for each fiscal year. A Public Hearing to receive citizen comments on the proposed budget is recommended to be held on June 14, 2021 at 6:45 PM prior to the regularly scheduled Board meeting at the Warrenton Town Hall, 113 S. Bragg Street. Copies of the proposed budget may be obtained at Town Hall at 113 S. Bragg Street by calling in advance to make an appointment. Copies are also available to download from the Town’s website at www.warrenton.nc.gov.

Presented below is the recommended Fiscal Year 2021-2022 budget for the Town of Warrenton. The General Fund budget is proposed to be \$1,194,248 which represents a decrease of \$101,868 from the current FY 2020-21 budget, primarily because fund transfers are accounted for as negative numbers. Despite a constant focus on savings, the primary causes for the rise in operating costs are a result of sizable increases in mandatory state retirement contributions, health insurance and overall increased costs of running the Town and its renovated facilities. For the 13th consecutive year there is no planned increase in ad valorem taxes.

In Enterprise Fund 38 a decrease is also shown in the amount of \$202,317, again primarily due to the negative accounting of transfers, but also reflects a slight addition in the number of water and sewer customers. The total budget of Enterprise Fund 39 also shows a decrease of \$56,772 and Fund 34 for Frontier Warren a decrease of \$7,500 due to accounting of transfers.

In the most recent goal-setting workshop the Board identified top priorities for the Town:

Maintain Small Town Charm

1. Continue implementing streetscape plan, incorporating main street ideas and incorporating underground utilities
2. Engage a part-time marketing and promotional person to coordinate a merchants association, create and schedule coordinated events and take on events at Frontier Warren. Incorporating an investigation into wayfinding and coordination of colors of paint for the central business district.

Keep Business District Active

1. Continue revitalization of downtown business district
2. Discourage building neglect and encourage property improvements
3. Develop S. Main Parking lot – behind Nationwide Insurance
4. Continue grocery store recruitment

Keep Young People Excited about Living in Warrenton

- 1. Downtown activities at night (events person)
- 2. Trails and parks, continue implementing bi/ped plan inside ETJ
- 3. Events tailored to younger population (events person)

Increase Prosperity and Vibrancy

- 1. Recruit and secure downtown housing, urgent care and grocery store
- 2. Market Frontier Warren

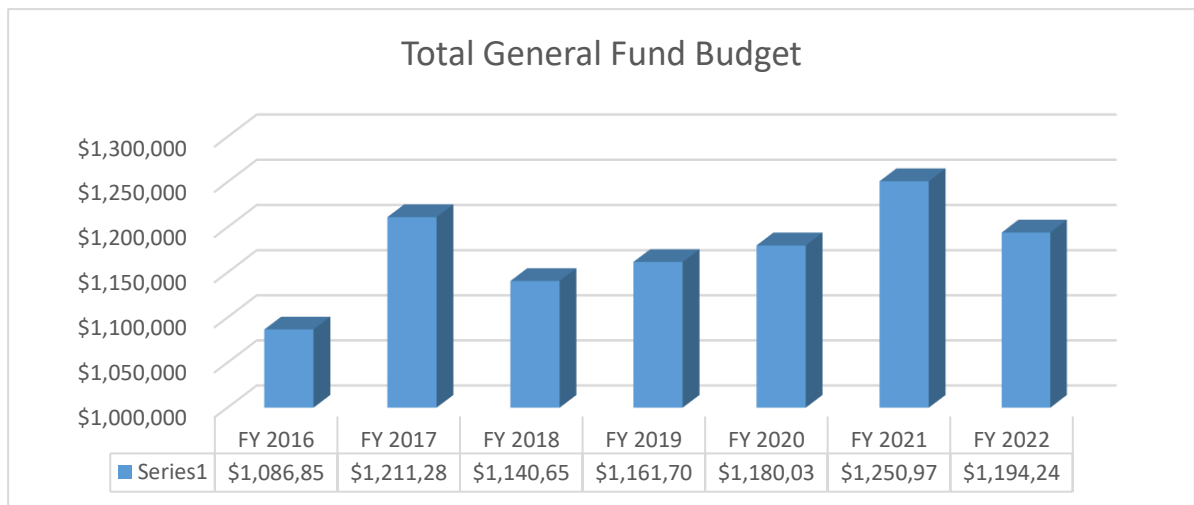
Understand and Capitalize on a Variety of Histories While Engaging in the Future

- 1. Improve level of engagement in community heritage projects, such as Plummer Hook and Ladder Fire Museum, All Saints Episcopal Church
- 2. Investigate equity training with an eye toward reviewing town policies. Begin on positive note with all town is doing at present to support minorities.

Staff Goals

- 1. Part-time marketing/events coordinator handling also Frontier Warren and launching of merchants association
- 2. Keep current the vehicle rotations, both W/S trucks and police cars
- 3. As grant funding and budget allows, purchase new leaf machine (\$80,000), backhoe and stand on skid
- 4. As budget allows create a full-time position to be spread among public works departments

General Fund

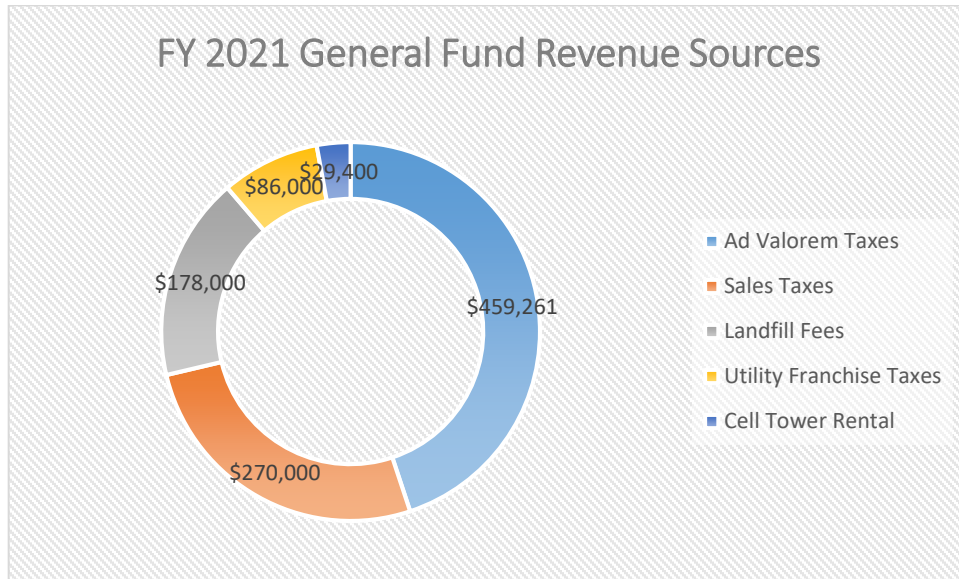


Budget Message 2021-22

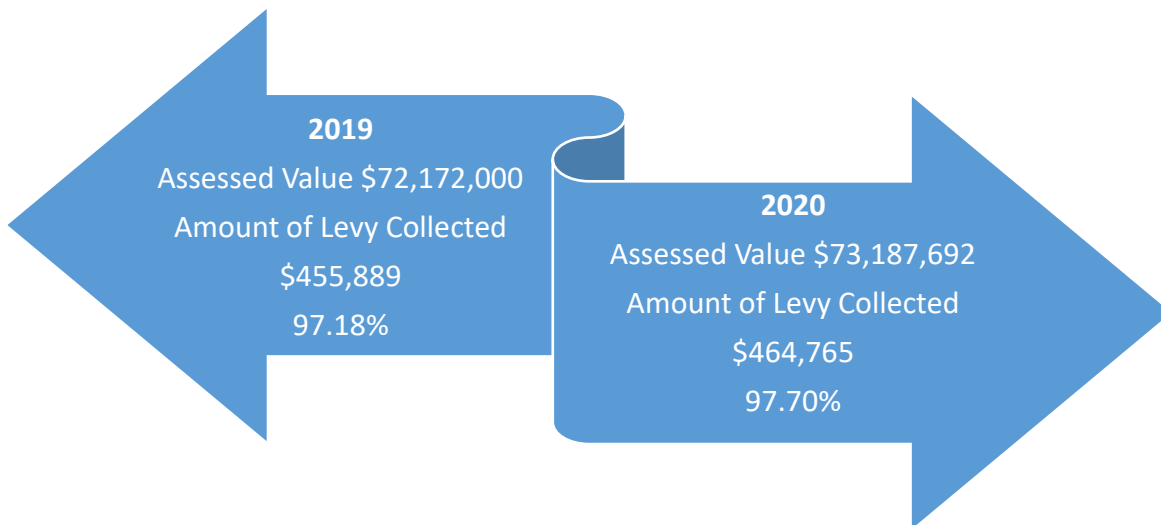
- The budget increases expenditures on health insurance by approximately 9%. The Town continues to provide health census information to various competitive firms in an effort to reduce health premiums.
- The NC League of Municipalities' Cost of Living Adjustment (COLA) survey for 2022 shows that % of municipalities with a population of less than 2500 have budgeted a Cost of Living Adjustment of between 1% and 3% for employees. Another % of municipalities the size of Warrenton are budgeting merit increases in their upcoming Fiscal Year. Warrenton's FY 2021-22 budget does not include a COLA wage increase. The Town increased wages across the board by 2% in FY 2020-21, however, a continually competitive job environment requires the Town to closely monitor salaries in order to retain highly qualified employees. Increases are still needed to bring salaries above the minimums and into competitive, mid-range areas according to the Town's 2014 Compensation and Classification study.
- The State Retirement System has mandated an 11% increase in matching contributions from municipalities rising from 10.9% to 12.10% for law enforcement and a 12% increase from 10.15% to 11.35% for other employees. In addition, the Town is obligated to pay 6.85% of total salaries towards the Town's retirement liability. Fourteen years remain on the retirement liability obligation.
- Contributions to the Warrenton Rural Fire Department remain unchanged as the Town is in its third year of a 5-year agreement for fire protection services.
- The budget maintains the Town's healthy financial condition with an Unrestricted Fund Balance of \$842,000 which is 81% of General Fund expenditures. This fund balance decreased slightly, from \$857,000 due to the way COVID grant funding was accounted. The overall Fund Balance for General Fund, including Restricted and Unrestricted, increased by \$48,532 to \$1,104,551. However, Unrestricted Fund Balance is projected to increase dramatically in the FY ending in 2021.
- There are no planned increases in fees charged by the Town.
- The budget includes a continuation of the Frontier Warren project (Fund 34), a partnership with Warren County and Research Triangle Foundation, which serves as a model for rural areas across the state. While the Town applied for two grants to sustain and expand Frontier Warren in 2020, one to NC IDEA and another to the Economic Development Administration, it was not awarded either. The Town will continue to seek grant funding by every possible means for Frontier Warren and is currently seeking funding from the Golden Leaf Foundation.
- The budget maintains \$12,000 in economic development funding to support a part-time person to manage events at Frontier Warren and to establish a downtown merchants association, which was identified as a top priority by the Board in its recent goal-setting workshop.

HIGHLIGHTS:

- ***Once again, budget includes significant increases in contributions to health insurance and retirement.***
- ***No planned increase in salaries.***



Projected ad valorem revenues are reduced for FY 2021-22 over the prior year by a significant amount, \$32,000, representing a 7.4% decrease. The Town is dependent on the County for tax collection and overall tax valuation. At the time of this budget presentation and adoption the Town was unable to resolve this significant downward change with the County. The impact from COVID-19 on sales tax revenues has been a positive one, increasing an estimated \$30,000 over the prior year. Interest income will be negligible for the coming year, a result in the drop in interest rates, while other revenues will remain overall constant.



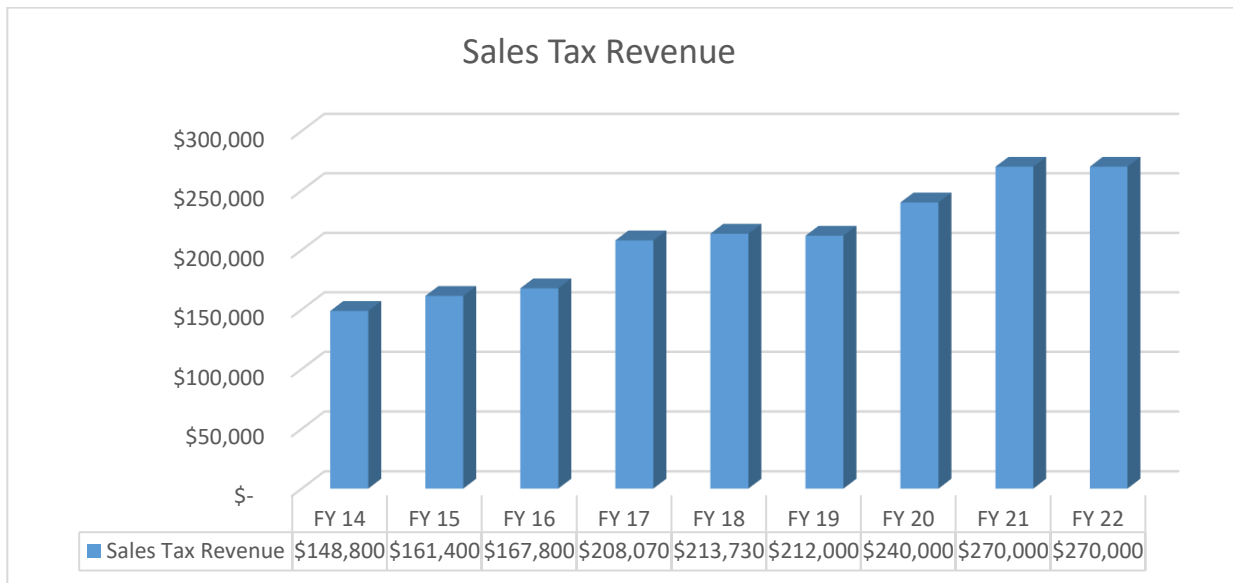
Property tax revenue is the primary source of general fund revenues providing approximately 40% of total revenues and a total amount of \$459,261, based on the ad valorem rate of 65 cents per \$100. While the upcoming year seems to be an aberration and unusual decrease, total taxable property values are expected to increase in following fiscal years as more buildings and homes are renovated and the Town’s overall business climate continues on its current path of growth. The property tax collection rate is 97.7% which is slightly improved from 97.47% in the prior fiscal year. Automobile taxes as administered by the State, are expected to rise by 10%. Revenue collected for utility properties are expected to remain constant. The figures below reflect annual tax bases and tax rates for the most recent Ten years.

Fiscal Year	Taxable Assessed Value	Tax Rate
FY 2013	\$74,469,147	0.61
FY 2014	\$73,471,472	0.61
FY 2015	\$73,332,883	0.61
FY 2016	\$74,218,966	0.61
FY 2017	\$74,606,021	0.61
FY 2018	\$70,931,094	0.65
FY 2019	\$72,011,978	0.65
FY 2020	\$72,417,087	0.65
FY 2021	\$76,732,079	0.65
FY 2022	\$72,856,145	0.65

Tax Calculations

2020 - 2021	Assessed Value	Assessed Rate	Tax Rev Assessed	Collection Rate	Expected Revenue
Real & Personal Property	\$ 63,519,386	0.0065	\$412,876	97.70%	\$403,379
Vehicles	\$ 5,539,587	0.0065	\$36,007	100%	\$36,007
Utility Property	\$ 3,797,172	0.0065	\$24,681	100%	\$24,681
Total Revenue	\$ 72,856,145	0.0065	\$473,564		\$464,067

The second largest source of governmental fund revenue is sales tax. The general trend for sales taxes is one of increasing revenues and that trend has continued during this current pandemic period. However, given the COVID-19 special circumstances it is difficult to predict sales tax revenues. Revenues could potentially drop as residents begin spending their dollars farther from home. With this uncertainty in mind, the budget conservatively projects sales tax revenues to remain constant year over year. The Town continues to receive its proceeds from the State’s article 44 redistribution which began in FY 2017 and which changed the way the state calculates goods and services being taxed. The Town expects to receive \$270,000 from sales tax distributions in FY 2021-22.

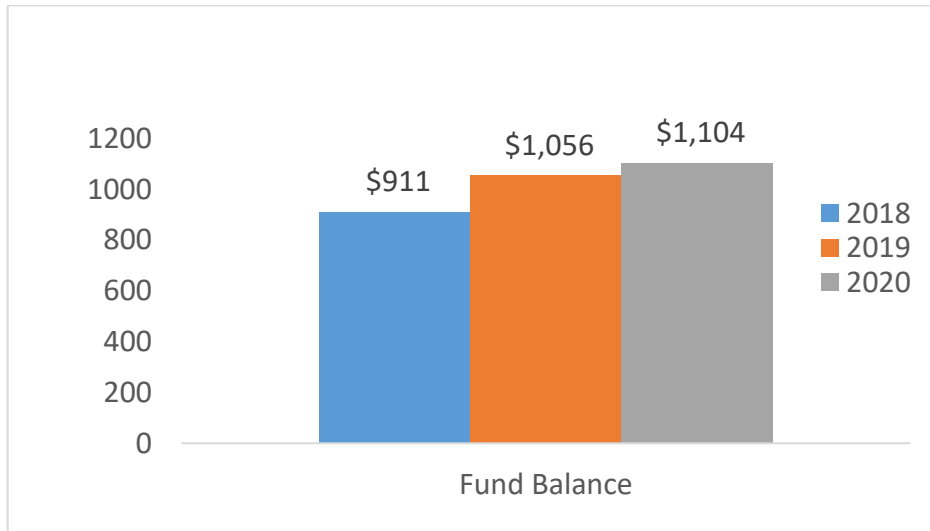


Other important sources of revenue generated at the state level are Utility Franchise Taxes and Motor Vehicle Taxes estimated at \$86,000 and \$36,000 respectively, static for Utilities and up 10% for Motor Vehicles year over year. Important sources of revenue that are generated locally include landfill fees of \$180,000, up slightly over \$178,000, and cell tower rental fees of \$29,400. Minor sources of revenue will remain at a relatively constant level in FY 2021-22.

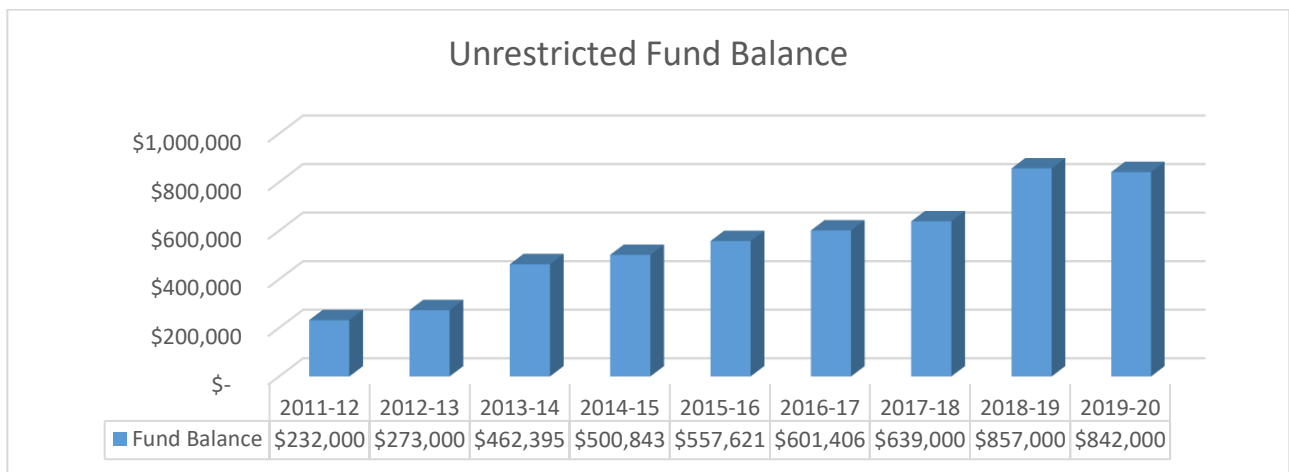
There is a large appropriation of fund balance in the proposed budget. Staff typically have been able to control expenses, however, an unexpected drop in ad valorem tax values along with increased costs require an appropriation of Fund Balance at the conclusion of the Fiscal Year.

American Rescue Plan grant funds are appropriated in several new lines in the budget; in Fund 34 in the amount of \$18,000 to support small businesses in Warrenton, Fund 38 to make one-time repairs to pump stations of \$30,000 and storm water problem areas in the amount of \$29,000. These funds are federal grant dollars and are received in two tranches, \$120,000 in June of 2021 and \$120,000 in June of 2022. These grants payments will be accounted for in a separate grant project fund.

Budget Message 2021-22



Based on the Town’s adopted policy for fund balance, the Local Government Commission advises the Town to maintain an average Unrestricted Fund Balance of 58.85% of General Fund expenditures. The current balance stands at \$842,000 or 80.80%. While the overall Fund Balance increased by \$48,000 in FY 2019-20, the calculation method used for Unrestricted Fund Balance shows a decrease of \$15,000. In the current FY 2020-21 and upcoming audit, the Unrestricted Fund Balance will increase dramatically as the formula will add back subtracted amounts to the total.



General Fund Expenses

The budget as a whole prioritizes the objectives of the Board of Commissioners to improve services while reducing expenses wherever possible. The largest areas of expenditures remain in the areas of: public safety, administration and streets and sanitation and personnel across all departments.

Budget Message 2021-22

A vehicle purchase is planned for the Police Department in the coming fiscal year to replace a 2008 Crown Victoria with 134,145 miles, however, the purchase price will not impact the FY 2021-22 budget as payments will not begin until the following Fiscal Year. The replacement vehicle will be an SUV which will serve as both a pursuit vehicle and as a trailer pull. USDA grant funds will be sought on this vehicle as with all prior vehicles.

As a top priority in the 2021 Board goal-setting workshop, a part-time position continues in the budget at \$1000 per month to address the combined needs of organizing and establishing a merchants association and planning and scheduling events at Frontier Warren. A recent initial meeting of merchants generated enthusiasm and energy and will be followed up by additional meetings that establish communication and collaboration methods among local merchants. Activities surrounding Frontier

Warren's co-working space include: Lunch and Learn, live streaming videos from Frontier RTP, art shows, quilt shows, business launches, for-profit events hosted by new and or small businesses, even the founder of Mapquest.com. Building 136 S. Main is fully leased with no remaining offices available. Revenues exceed expenses for the 136 S. Main building.

The budget includes increases in health insurance of 12.2% over the prior year. Considered a "small pool" of insured, the Town cannot reap the same discounts as larger insured groups. Going forward the Town will continually work to control health insurance costs while maintaining a competitive benefits package for employees.

The budget includes \$2500 for a salary study from HR Essentials, which last performed a salary study for the Town in 2014. It is important to note that at the recommendation of HR Essentials, Warren County raised taxes by 2 cents in FY 2020-21 in order to contribute \$750,000 annually towards salary increases for its employees.

The budget does not include anticipated legal expenses related to the Main Street Downtown Redevelopment grant or Milano's grant. Once legal expenses are identified, fund balance must be appropriated through an anticipated budget amendment.

The budget includes funding for municipal elections scheduled for November 2021, in the same amount of \$3200 that as was budgeted in 2019.

The budget includes membership in the National Main Street program, NC Main Street and North Carolina Downtown Development Association for the second year. Regular memberships in Kerr-Tar COG and the UNC School of Government are budgeted.

Street Department

Street Department activities include accommodating special requests by citizens as well as:

- Cross training of the Public Works personnel, a strategic asset to the Town
- Adding areas for regular cleanup, Hayley Haywood Park, Hall Street, Town cemetery, Plummer cemetery, utility strips, Cannon House area, dog waste stations
- Continuing to offer year-round debris pickup

General Fund Expenses

"Health insurance increasing 12.2%."

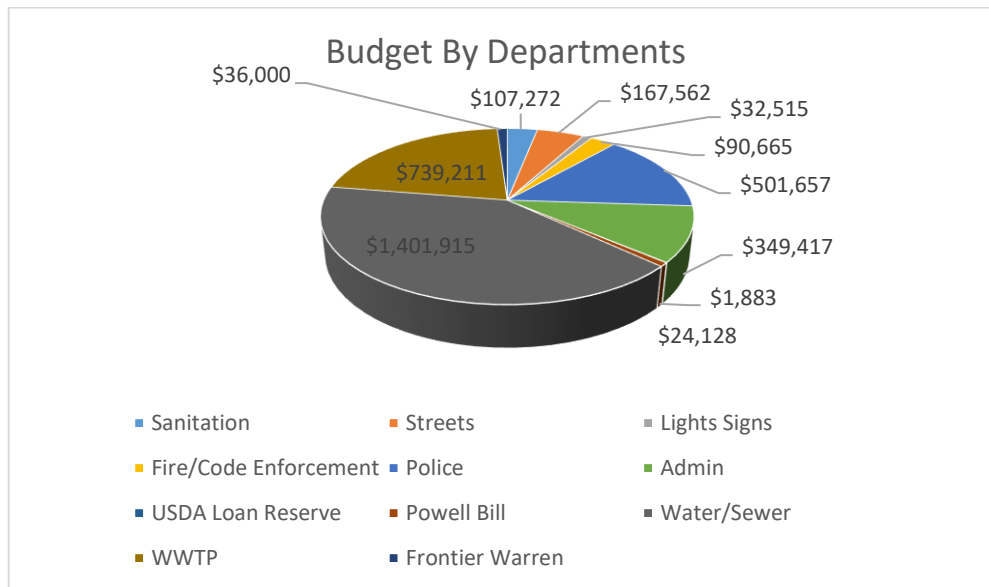
"Part-time compliance officer for zoning and historic district is continued for second year at reduced hours."

Budget Message 2021-22

Major storm water repairs to areas along Spring and Crocket Streets as well as Battle Avenue will exceed typical budgeted resources and in the proposed budget are offset by American Rescue Plan grant funds.

Sanitation

Citizen feedback on trash pickup continues to be positive. The recent grant award from Volkswagen settlement funds has addressed a very long-term priority of acquiring a new garbage truck. Included also in the Volkswagen grant is the purchase of a dump truck. At the time of application these grants were 100% grant with no required Town match however supplemental funds will be needed as prices have increased and may be appropriated from Fund Balance if needed. There is no planned increase in the Landfill Fee as it was increased by \$5.50, from \$26.50 to \$32.00 per month in the last Fiscal Year, for the first time in ten years.



Police Department

The PD's budget reflects an increase of approximately \$13,458.00. Several increases have affected the new budget including; Elevator Services, Fire Monitoring, Cleaning, a projected new USDA Car Grant/Loan, and the State Retirement system increase. The Town's Health insurance is increasing as is typical each year. There were a couple of additions to equipment expenses and a grant application will be made to cover costs. If awarded the grant will cover 100 percent of the equipment costs and will replace old and non-repairable equipment.

The police department remains conservative with its spending parceling out purchases over multiple budget cycles. By making those purchases, the PD is able to spread out the equipment purchases over several years.

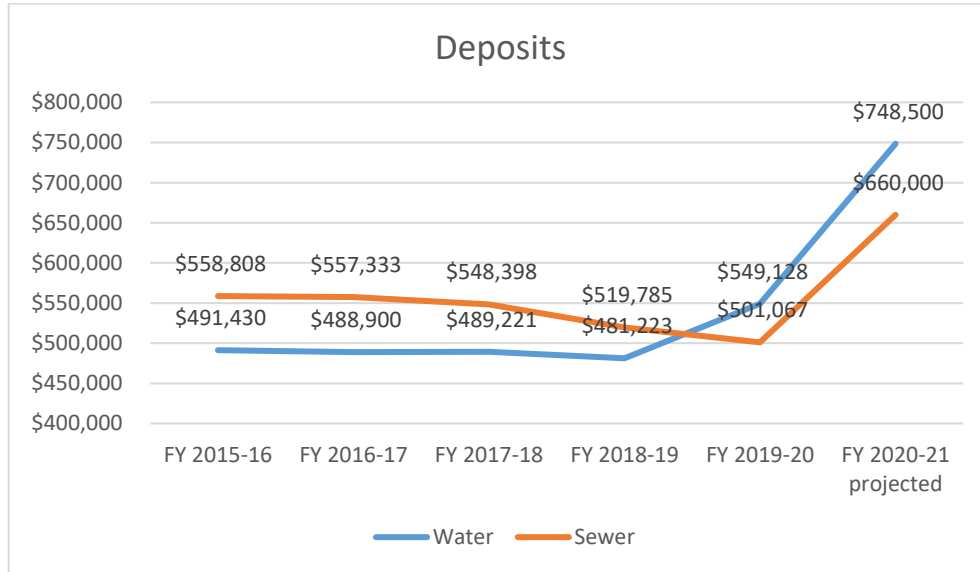
Unfunded Priorities

- Streetscape plan implementation along the Main and Macon corridors
- Placing utilities underground

Enterprise Funds

Water Sewer Fund 38

The increase in water and sewer rates in FY 2020-21 has resulted in revenues less than expected, possibly due to conservation reactions. One bright spot, however, is the total number of water/sewer accounts. While the Total number of water/sewer customers dropped from 944 to 912 over the prior two-year period, it has increased back to 932 over the past year, possibly from a strong real estate market in Warrenton.



Planned increases in water costs from a restructuring of rates by Kerr Lake Regional Water System are not anticipated to occur in FY 2021-22. Nor is there any anticipated increase in regular water rates which typically rise 5% annually.

WATER / SEWER REVENUES (POST RATE INCREASE 2020)

Monthly Run Rate to Meet Budget Projections:

Water Revenues: \$67,000

Sewer Revenues: \$49,000

Actual Average Monthly Run Rate from Pre-billing Reports

Water Revenues: \$62,375

Sewer Revenues: \$48,875

In the budget is a proposed additional job, the first in over a decade at the Town of Warrenton. Due to the cumulative responsibilities the Town has taken on and due to the reclassification of the treatment plant, this position is urgently needed. It will be shared among three departments to achieve efficiencies while meeting increased workloads. A few of the noted duties will include maintaining the additional 15 flower pots of a total of 19 and water sampling five days per week at the treatment plant. This position will require water/sewer certifications and a pesticide applicators license from the state and be under the supervision of Public Works Director.

Unfunded priorities include replacement of; remaining cast iron and galvanized water lines, vitrified clay sewer pipes, vault components and altitude valve at the Fairlane water tank, two work trucks dating from 1999 and 2004 among other priorities. Replacement of the pump located at Riggins Pump Station is budgeted using American Rescue Plan grant funds at a cost of \$29,000.

Waste Water Treatment Fund 39

The expenses of the WWTP are shared by the Town, Norlina and Warren County. In FY 2020-21 the Town's use of services increased by 3.25% as compared with its partners' usage, after declining the year before. This increase in usage and associated costs are reflected in the budget of Funds 38 and 39.

Grant and additional no-interest, loan funding has been obtained by the Town from the NC Department of Environmental Quality to cover planned portions of Phase 2 of the Capital Improvement Plan for the waste water treatment plant. Currently underway and expected to be completed in calendar year 2021 upgrades include: submersible mixers and controls, rotor and weir controls, bar screening, grit classifier, lime silo and generator. The Town received approval by the boards of its treatment plant partners, Norlina and Warren County to obtain additional loan funding.

In FY 2021-22 the Town expects to enter into conversations and negotiations with Warren County over continued upgrading of the 40-year old treatment plant as well as renewal of the 40-year lease expiring on December 31, 2021. Under the current lease Warren County is primarily responsible for obtaining funds for capital upgrades. A ten-year old Capital Improvement Plan should be updated soon as it expires in 2021.

The Town also expects to enter into conversations and possible negotiations with the Town of Norlina and Warren County over the operating agreement of the treatment plant. Last amended in 2005, the agreement allows for continued operation of the plant should the three parties not agree to a replacement contract. Warrenton holds the license from the State to operate the plant and continues to receive positive inspections and renewals of its license.

The treatment plant has been reclassified as a Grade 4 plant from Grade 3, which requires lab testing five days per week instead of three days per week and which requires the operator to have a Grade 4 license and the backup operator a Grade 3 license.

Unfunded priorities of the WWTP include replacement of 40 year old rotors and drive trains. One recent failure resulting in the appropriation of a 40 year old backup rotor and drive train. Cleaning of the vegetation in the second oxidation ditch is an immediate need and requirement by the State. Filter building and tertiary filters must be updated, which was a million dollar project several years ago. It is not financially feasible to replace the aging plant, as it would cost in the partners tens of millions of dollars. Finally, a broadband internet connection is badly need at the treatment to handle just the basic voice and data internet. At the present time, no broadband is available and phone calls are inaudible at least 50% of the time between Town Hall and the WWTP. Internet data usage is increasing with recent upgrades to the plant.

Special Revenue Funds

Fund 34

The Town will include the Special Revenue Fund 34 in the proposed budget for the Frontier Warren partnership with Research Triangle Foundation and Warren County. Fund 34 accounts for revenues and expenses associated with Frontier Warren. Revenues are received from a variety of sources: rent payments, donations and Town and County appropriations. Expenses are primarily

utilities and rent. Donations may be used for capital improvements or capital purchases such as furniture, outdoor decking, lighting and event space. Warren County has indicated its commitment to the joint venture and will contribute \$10,000 in FY 2021-22 to help offset the costs of co-working space.

Outstanding Loans

Making its first two of three payments to the USDA in FY 2020-21, the Town will add a third payment in FY 2021-22. All three USDA loans total \$2,843,000 and the annual payment for FY 2021-22 is \$88,125. The Town's General Fund debt percentage will be less than 1% of the assessed value of property subject to taxation. By State Statute (NC GS 159-55) a municipality's General Fund debt shall not exceed eight percent (8%) of the assessed value of property. Warrenton's maximum debt load for the General Fund is approximately \$5,760,000 while current debt stands at \$36,271. In the eyes of the Local Government Commission the USDA loan for Town Hall is considered an Enterprise Loan, giving the Water Sewer Fund a total outstanding debt of \$4,647,390. However, General Fund will be offsetting a portion of the Water Sewer loan payment for Town Hall as General Fund will be benefitting from use of the office space at Town Hall. In the proposed budget is the final payment of a twenty year loan for Battle Avenue sewer replacement. Also completed and removed from the proposed budget is the last of five payments for a dump truck used by the Streets Department, reducing annual loan payments by \$13,593 in FY 2021-22.

Grants

The Town is very fortunate to have received full funding for its Volkswagen grant application of \$216,000 which will provide for replacement of a garbage truck and utility truck, both of which have been long-term, identified needs for many years. The Town also expects official award notice of its Brownfield grant application to the EPA. This grant will allow testing of contaminated properties within and outside the Town limits, including the old jail. Once concluded within a mandatory three-year timeframe, the Town will be well positioned to apply for funds to remediate any discovered environmental problems.

Economic Development

By offering grants as incentives, the Town has been able to attract a developer to renovate the Dameron building, and is subsequently focused on expanding parking along S. Main Street to address a shortage of parking for the Dameron building as well as Warrenton as a whole. The Town's focus on entrepreneurship as economic development is demonstrated in its successful partnership with Research Triangle Foundation, the first of its kind in RTF's sixty year history.

Conclusion

Pleased to present my eighth proposed budget as Town Administrator, I believe this budget reflects the priorities of the Board of Commissioners and citizens of Warrenton. While total expenditures and revenues are decreased by \$21,083 in General Fund and by \$49,370 in the Water Sewer Fund over the current budget, they are the result of changes in methods of accounting for transfers. Attracting appropriate businesses and developing strategic partnerships for Warrenton remain top priorities to solving long-term revenue growth, especially for our Water/Sewer Fund, but are beginning to show demonstrable growth due to efforts around Frontier Warren and due to the positive real estate market in Warrenton. Respectfully submitted,

Robert Davie -- Town Administrator and Budget Officer

WATER/SEWER DEPARTMENT RATES

Water Rates (monthly)

In-town availability rate	\$22.53
In-town use rate per 1000 gallons	\$7.36
Out-of-town availability rate	\$38.68
Out-of-town use rate per 1000 gallons	\$11.11

Large volume water users, rate above 100,000 per month

In-town	\$5.36
Out-of-town	\$5.93

Sewer Rates (monthly)

	\$13.92
In-town availability rate	\$9.01
In-town use rate per 1000 gallons	
Out-of-town availability rate	\$38.09
Out-of-town use rate per 1000 gallons	\$13.65

WATER/SEWER DEPARTMENT RATES

C1: Occupancy fee for water (3 occupants)	\$ 30.00
C2: Occupancy fee for water (2 occupants)	\$20.00
C3: Occupancy fee for water (8 units – apartment bldg.)	\$120.00
C4: Occupancy fee for water (1 occupant)	\$10.00
C5: Occupancy fee for water (36 units – apartment bldg.)	\$720.00
C6: Occupancy fee for water (32 units – apartment bldg.)	\$640.00
C7: 2" Waterline to boiler that also supplies office toilets	\$40.00
C8: Water & sewer availability to small office behind house (consumption measured by house meter)	\$22.40
LF2: Garbage pickup twice weekly	\$100.00

New account deposit: \$150.00 in town, \$200 out of town

No new deposit fee will be charged for customers who wish to open additional accounts if they have an existing account that has been maintained in good standing for at least a year. All customers will have at least one account secured by a deposit.

Activation fee: \$25 non-refundable, with opening of new account

Re-set fee: \$250.00 plus the cost of any necessary repairs, for a meter that has been pulled due to tampering.

Disconnect/reconnect fee:

This is a processing fee for reconnection and resumption of service when discontinued by Town due to nonpayment of water charges, or when split service does not allow service to be turned off. This fee is in addition to late payment fees and/or bad check fees.

This fee is also charged when service is disconnected or reconnected at the request of the account holder. An exception is made for irrigation systems because they are a secondary account for a regular account. They are charged only when active; there will be no charge to turn irrigation systems on or off seasonally once a year:

During business hours	\$30.00
Any other time	\$50.00
No fault meter test (during business hours only)	\$30.00
Penalty for stealing water (plus court costs)	\$500.00
Bad check fee	\$25.00
Late payment fee	\$25.00

WATER/SEWER DEPARTMENT TAP FEES

Water Taps:

¾ " water tap	\$1300
1" water tap	\$1525
1" water tap w/2-3/4" branch metered services	\$1850
2" water tap-- requires outside contractor, cost TBD by the job +10%	

Sewer Taps:

4" sewer tap	\$1350
Greater than 4" sewer or where main is deeper than 4 feet—requires outside contractor, cost TBD by the job +10%	
2" sewer force main—requires outside contractor, cost TBD by the job +10%	

The water tap charge includes parts and installation of the tap itself, the connection line from the main to the water meter and the meter at the edge of the road or sidewalk. The sewer tap includes parts and installation of the tap itself, the connection line from sewer main to the cleanout at the edge of the road or sidewalk and the cleanout itself. The customer will be responsible for the other costs of installing service. This includes the cost of outside contractors when necessary and the cost of all utility locating, bores, street, gutter and sidewalk repairs. These costs can vary greatly depending on the location and depth of the water or sewer main. A cost estimate will be presented at the time. Connection will not be allowed until county building permits have been approved. Payment must be made in advance. All new sewer taps will include a clean out. Town responsibility for maintaining sewer service will be from the sewer main to the edge of the road or cleanout installed at edge of road or sidewalk. Property owners are responsible for installing cleanouts in existing lines. Town is not responsible for sewer service lines without this cleanout and residents will have to consult with a plumber to determine the location of the problem. The Town is responsible for water service to the water meter outlet only.

Individual pump stations are required to connect to force mains and to serve customers below grade of gravity mains. The rated power of the pump will be determined by the location. Property owner may contract with outside contractor for the pump station or have Town install as part of the overall project. Property owner will have own plumber make final connection after all approvals.

The Town will not connect unless the following requirements have been met:

- Force Main Connection - The pump must be capable of supplying at least 20 lbs. more pressure than the force main. Gravity Main Connection – Minimum of 60 feet Total Dynamic Head
- Must be a grinder pump
- Must have 1000 gallon reserve capacity
- Must have approved check valve
- Must have isolation valve
- County building permit has been signed / Town has approved. Vacant Buildings

When a building has been vacant for a year or more the cost of restoring service will be as if for a new building as described in the previous section, with the property owner assuming all costs.

BUDGET MESSAGE – FY 2021-2022

Split Meters

Split meters (two separate dwelling units served by one water meter) are not permitted by Ordinance or good practice but there remain a number of examples in service. The Town will not allow future split meter applications unless there is no other solution and will work to eliminate those existing.

POLICE DEPARTMENT FEES

Junk car removal fee: No Charge

Police reports \$5

Violations and civil penalties:

Noise Ordinance \$50

Fire lane, public or private \$50

Fire hydrant \$50

Blocking driveway, public or private \$20

No parking zone \$20

Parking left side to curb \$20

Parking on sidewalk \$20

Double parking \$15

Parking too close to corner \$15

2 hour parking limit \$15

2 hour parking limit – second violation \$50

STREET AND SANITATION SPECIAL SERVICES FEES

Landfill Fee: \$32.00

Special services available only when personnel and equipment are available.

Special debris or garbage pick-up fee \$75 plus \$25 per hour per man

A special pickup is defined as:

- Any pickup in addition to the once-a-week pickup covered in the town landfill fee is considered a special pickup.
- More than four trash cans or 100 pounds for the once-a-week scheduled pickup.
- Excessive yard debris that requires more than one truck load per week.
- Twice-weekly garbage pickup is \$100 added to a regular \$32.00 landfill fee.

Special projects requiring specialized equipment such as unusual volume of leaves to pick up: \$25 per hour per man assigned plus \$75 per hour.

Street sweeper, leaf vacuum, backhoe \$75 per hour plus
\$25 per hour per man

Misc. labor fee \$25 per hour per man

Note on Garbage Collection:

The Town of Warrenton collects household garbage once weekly. Garbage must be bagged; loose garbage in cans will not be collected. The maximum amount that will be collected is four standard garbage cans; more than that is considered commercial. Cans must be placed near the side or rear of the house not in the front yard or at the curb. Cans should be covered and not allowed to collect water as cans with water will not be collected and will breed mosquitoes. Dogs must be housed, penned or tied or garbage will not be collected.

Sanitation workers will pick up normal household garbage. They will not pick up animal litter or waste, furniture, carpet/flooring material, insulation, construction debris, old wood, used oil and oil filters, antifreeze, white goods, tires, lead acid batteries or any clearly hazardous materials.

Note on Loose Leaf Pickup:

All debris pickup is performed year round. Leaves, trimmings and sticks must be separated into separated piles for pickup.

WASTE WATER TREATMENT PLANT FEES

Sludge hauled from any source	0–1,500 Gallons	\$65.00
	1,501 – 2,000 Gallons	\$80.00
	2,001 – 3,000 Gallons	\$105.00
	3,001 – 3,500 Gallons	\$125.00

WARRENTON CEMETERY FEES

Rates and Charges

	<u>In Town</u>	<u>Out of Town</u>
Burial plot	\$400	\$500
Permit for burial	\$100	\$200
Digging of grave (contract cost plus)	\$200	\$300
Penalty for not acquiring permit (all fees plus)	\$200	\$200

* Proof of residency must be provided at the time of permit request.

* Individual graves for pets are not allowed

ZONING AND PERMIT FEES

Zoning Permit	\$25
Special Use Permit	\$200

COPY AND RESEARCH FEES

Per page fee for copies \$.25

If the request is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the Town, or if producing the record in the medium requested results in a greater use of information technology resources than that established by the Town for reproduction of the volume of information requested, then the Town may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the actual cost incurred for such extensive use of information technology resources or the labor costs of the personnel providing the services, or for a greater use of information technology resources that is actually incurred by the Town or attributable to the Town.

FIRE INSPECTION FEES

Commercial / Business	
Up to 5000 sq. ft.	\$50
5001 to 10000 sq. ft.	\$75
Over 10000 sq. ft.	\$100
Mixed Occupancy	
Occupant	\$25
Common Area	\$25
Accessory Buildings	\$40
Mandated Inspections	
Rest Homes	\$100
Day Cares	\$50
Family Care Homes	\$50
Foster Care Homes	\$25
Schools	\$100
Churches	\$50
Fireworks Display	\$25
Tents	\$20
Flammable Storage Tanks	\$40
Hazardous Explosive	\$50
Re-inspections	
First re-inspection	No charge
Second re-inspection	\$25
Three or more re-inspections	\$50/each

NUISANCE FEES

Towing Charges Saturday and Sunday	\$175
Towing Charges Monday through Friday	\$125
Engaging Wrecker without Tow	\$65
Towing of large vehicles	\$400
Tow Truck Waiting fee per hour/each extra hour	\$65
Use of Dolly during Towing	\$75
Storage Charges per Day	\$40
Administrative Towing Fee	\$50

HISTORIC DISTRICT COMMISSION FEES

Minor COA Application fee	Waived
Major COA Application fee	Waived
Penalty Fee	\$100

SPECIAL APPROVALS

The Board of Commissioners hereby grants and approves that:

The Town Administrator may use his best judgment to make any water and/or sewer billing adjustments as he deems appropriate up to a maximum of \$200. Adjustments over \$200 are to be approved by the Board of Commissioners.

Any adjustments to Ad Valorem Taxes must be approved by the Board of Commissioners.

The Town Administrator may use his best judgment to make any adjustments to the burial fee and payment thereof as he deems appropriate.

The Town Administrator may use his best judgment to negotiate the removal of junk cars that have been ordered removed by the Board of Commissioners as he deems appropriate.

The Town Administrator may use his best judgment to transfer budget line items within departments as long as the total department budget is not exceeded. The Board of Commissioners must approve expenses that would cause the department budget to be exceeded.

The Town Administrator may use his best judgment to renegotiate with and/or change providers of contract services to the Town when it is in the financial best interest of the Town.

ANNUAL OPERATING BUDGET ORDINANCE

Be it ordained by the Board of Commissioners of the Town of Warrenton, North Carolina, that the following anticipated fund revenues and departmental expenditures, together with certain schedules of fees and charges, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town Government and its activities for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022.

Section 1

Frontier Warren Fund 34	
Revenues	\$ 36,000
Expenses	\$ 36,000

General Fund 37	
Sanitation	\$ 107,272
Streets	\$ 167,562
Lights Signs	\$ 32,515
Fire/Code Enforcement	\$ 90,665
Police	\$ 501,657
Admin	\$ 349,417
USDA Loan Reserve	
Adm	\$ 1,883
Powell Bill	\$ 24,128
Total Revenues	\$ 1,275,099
Total Expenses	\$ 1,275,099

W/S Fund 38	
Water	\$ 608,728
Sewer	\$ 784,518
USDA Loan Reserve	
W/S	\$ 8,669
Revenues	\$ 1,401,915
Expenses	\$ 1,401,915

WWTP Fund 39	
Revenues	\$ 739,211
Expenses	\$ 739,211

Section 2: Levy of Taxes

An ad valorem tax rate of \$.65 per one hundred (\$100) valuation of taxable property, as assessed by the Warren County Tax Administrator according to the latest valuation of 2016 is hereby levied and established as the official tax rate for the Town of Warrenton for the fiscal year 2020-2021. The rate is based upon a total projected valuation of \$76,732,079 and an estimated combined collection rate of 99.16%.

Section 3: Fees and Charges

There is hereby established, for Fiscal Year 2020-2021, various fees, charges and authorizations as contained in this document.

Section 4: Budget Amendments

The North Carolina Local Government Budget and Fiscal Control Act allows the Board of Commissioners to amend the budget ordinance any time during the fiscal year, so long as it complies with the North Carolina General Statutes. The Board must approve all budget amendments.

Section 5: Utilization of Budget Ordinance

This ordinance shall be the basis of the financial plan for the Town of Warrenton for the Fiscal Year 2020-2021. The Budget Officer shall administer the Annual Operating Budget and shall insure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.

Motion to approve:

Second to the motion:

Affirmative: Commissioners:

Negative:

Absent:

Adopted this 14th day of June, 2021

Walter M. Gardner, Jr., Mayor

Robert Davie, Town Administrator

LG54

VALUATION FOR MUNICIPALITIES AND RATES AND LEVIES BY VARIOUS JURISDICTIONS
ON PROPERTY IN MUNICIPALITIES FOR THE FISCAL YEAR 2019-2020

Counties and municipalities	Valuation 2019 [\$]	County levies within municipal boundaries		Municipal levies		Total levies at jurisdictions
		Rate [\$]	Amount [\$]	Rate [\$]	Amount [\$]	Total Rate* [\$]
FRANKLIN						
BUNN	27,900,272	0.8050	224,597	0.6400	179,260	1.4450
FRANKLINTON	132,463,253	0.8050	1,066,329	0.7200	974,220	1.5250
LOUISBURG	290,783,581	0.8050	2,340,808	0.4500	1,334,728	1.2550
WAKE FOREST:						
In FRANKLIN	110,530,496	0.8050	889,770	0.5200	575,321	1.3250
In WAKE	5,562,095,273	0.7207	40,086,021	0.5200	28,943,122	1.2407
YOUNGSVILLE	252,361,197	0.8050	2,031,508	0.6550	1,657,890	1.4600
GRANVILLE						
BUTNER	641,269,025	0.8400	5,386,660	0.3650	2,365,468	1.2050
CREEDMOOR	341,751,327	0.8400	2,870,711	0.6150	2,109,383	1.4550
OXFORD	554,230,192	0.8400	4,655,534	0.6400	3,477,300	1.4800
STEM	75,093,469	0.8400	630,785	0.4500	338,338	1.2900
STOVALL	17,538,635	0.8400	147,325	0.4900	86,057	1.3300
HALIFAX						
ENFIELD	71,898,899	0.7700	553,622	0.9270	660,803	1.6970
HALIFAX	12,386,215	0.7700	95,374	0.6600	81,836	1.4300
HOBGOOD	9,042,742	0.7700	69,629	0.7200	65,023	1.4900
LITTLETON	40,056,720	0.7700	308,437	0.8000	322,188	1.5700
ROANOKE RAPIDS	1,212,941,938	0.7700	9,339,653	0.6510	7,849,867	1.4210
SCOTLAND NECK	82,236,199	0.7700	633,219	0.7850	662,384	1.5550
WELDON	81,369,273	0.7700	626,543	0.7700	609,230	1.5400
PERSON						
ROXBORO	723,062,084	0.7300	5,278,353	0.6700	4,926,300	1.4000
VANCE						
HENDERSON	908,876,699	0.8900	8,089,003	0.7120	6,477,591	1.6020
KITTRELL	8,585,381	0.8900	76,410	0.1000	8,609	0.9900
MIDDLEBURG	6,465,131	0.8900	57,540	0.4500	29,093	1.3400
WARREN						
MACON	5,123,693	0.7900	40,477	0.3000	15,395	1.0900
NORLINA	41,298,998	0.7900	326,262	0.6400	271,194	1.4300
WARRENTON	72,836,971	0.7900	575,412	0.6500	467,359	1.4400

**AGREEMENT
BETWEEN OWNER AND CONTRACTOR
FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)**

THIS AGREEMENT is by and between Town of Warrenton, North Carolina (“Owner”) and
_____ (“Contractor”).

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

ARTICLE 2 – THE PROJECT

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows:

Furnish all labor, materials, tools, equipment, insurance, bonds and all else required to provide a 2-inch depth, Type S9.5B asphalt overlay to the areas of Marshall Street that were affected by the USDA-RD water/sewer improvements, including skimming/leveling of surfaces or any repairs to existing road surface prior to overlay, adjustment of existing manhole lids and valve boxes or any other utility structures located within the paved areas of the affected roadways, any required milling, feathering/transitioning the overlay to existing pavements, drives, etc., restriping and remarking pavement where required, coring, sampling, testing of overlay (2 samples/tests per block), and all else required to overlay the areas of Marshall Street impacted by the USDA-RD water/sewer improvements, in accordance with the USDA-RD approved Project Manual and Specifications, titled “Town of Warrenton, North Carolina Street Overlays” dated May 11, 2020 and the Engineer’s requirements under them.

2.02 ENGINEER: The Project has been designed by Municipal Engineering Services Company P.A., 68 Shipwash Drive, Garner, NC 27529; Phone 919-772-5393.

2.03 The Owner has retained Municipal Engineering Services Company, P.A. (“Engineer”) to act as Owner’s representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 3 – CONTRACT TIMES

3.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

3.02 *Contract Times: Days*

A. The Work will be substantially and finally completed within **30** days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions.

3.03 *Liquidated Damages*

- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with the Contract. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):
1. Final Completion: After Final Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner \$500.00 for each day that expires after such time until the Work is completed and ready for final payment.
 2. Liquidated damages for failing to timely attain Substantial Completion and final completion are not additive and will not be imposed concurrently.

3.04 *Special Damages*

- A. In addition to the amount provided for liquidated damages, Contractor shall reimburse Owner (1) for any fines or penalties imposed on Owner as a direct result of the Contractor's failure to attain Substantial Completion according to the Contract Times, and (2) for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Substantial Completion (as duly adjusted pursuant to the Contract), until the Work is substantially complete.
- B. After Contractor achieves Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times, Contractor shall reimburse Owner for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Work to be completed and ready for final payment (as duly adjusted pursuant to the Contract), until the Work is completed and ready for final payment.

ARTICLE 4 – CONTRACT PRICE

4.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents the amounts that follow, subject to adjustment under the Contract:

- A. For all Work, at the Total Bid Price of **\$26,000.00**

ARTICLE 5 – PAYMENT PROCEDURES

5.01 *Submittal and Processing of Payments*

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

5.02 *Progress Payments; Retainage*

- A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the 25th day of each month during

performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract
 - a. 95 percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and
 - b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).
- B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 95 percent of the Work completed, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less 100 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

5.03 *Final Payment*

- A. Upon final completion and acceptance of the Work in accordance with Paragraph 15.06 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 15.06.

ARTICLE 6 – INTEREST

6.01 All amounts not paid when due shall bear interest at the rate of N/A percent per annum.

ARTICLE 7 – CONTRACTOR'S REPRESENTATIONS

- 7.01 In order to induce Owner to enter into this Contract, Contractor makes the following representations:
- A. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.
 - B. Contractor has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - C. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
 - D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and

drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.

- E. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents (IF ANY), with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (3) Contractor's safety precautions and programs.
- F. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
- G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
- I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
- J. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

ARTICLE 8 – CONTRACT DOCUMENTS

8.01 Contents

- A. The Contract Documents consist of the following:
 - 1. This Agreement (pages 1 to 7 inclusive).
 - 2. Performance bond (pages __ to __, inclusive).
 - 3. Payment bond (pages __ to __, inclusive).
 - 4. Other bonds.
 - a. N/A (pages N/A to N/A, inclusive).
 - 5. General Conditions (pages __ to __, inclusive).
 - 6. Supplementary Conditions (pages __ to __, inclusive).
 - 7. Specifications as listed in the table of contents of the Project Manual.
 - 8. Exhibits to this Agreement (enumerated as follows):
 - a. Contractor's Bid
 - 9. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:

- a. Notice to Proceed.
 - b. Work Change Directives.
 - c. Change Orders.
 - d. Field Orders.
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 9.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the General Conditions.

ARTICLE 9 – MISCELLANEOUS

9.01 Terms

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

9.02 Assignment of Contract

- A. Unless expressly agreed to elsewhere in the Contract, no assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, money that may become due and money that is due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

9.03 Successors and Assigns

- A. Owner and Contractor each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

9.04 Severability

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

9.05 Contractor's Certifications

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:
1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;

2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

9.06 *Other Provisions*

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are based on EJCDC® C-700, Standard General Conditions for the Construction Contract, published by the Engineers Joint Contract Documents Committee®, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or “track changes” (redline/strikeout), or in the Supplementary Conditions.
- B. Contractor certifies that it is in compliance with E-Verify regulations and that all subcontractors hired by him or her are in compliance with E-Verify regulations. A violation of this provision will provide grounds for a breach of contract claim by the local government should the contractor fail to ensure that his or her subcontractors have complied with the E-Verify requirement.

IN WITNESS, WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____ (which is the Effective Date of the Contract).

OWNER: Town of Warrenton

CONTRACTOR:

By: Walter M. Gardner, Jr.

By: _____

Title: Mayor

Title: _____

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: _____

Attest: _____

Title: _____

Title: _____

Address for giving notices:

Address for giving notices:

113 S. Bragg Street

Warrenton, NC

Attn: Robert Davie, Town Administrator

License No.: _____
(where applicable)

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

NOTE TO USER: Use in those states or other jurisdictions where applicable or required.

A Full Cleaning Service

Proposal

For: Mr. Robert Davie, Town Administrator



Prepared By:

Angula Williams

A Full Cleaning Service

Phone: 252-213-3072

5/12/21

Robert Davie
113 S. Braggs St.
Warrenton, NC 27589

Dear Mr. Davie,

Thank you for your time on checking our cleaning service proposal.

We are A Full Cleaning Service, we provide first- rate and superior cleaning services. We produce a high-quality service that is affordable and flexible.

Having a clean property will lower stress, prevent the spread of germs and bacteria keeping the pests away, lesson allergy attacks promote safety and many more.

In this proposal, you see short information about A Full Cleaning Service, our services.

We look forward to talking with you.

Sincerely,

Angula Williams
A Full Cleaning Service
252-213-3072

Our Services

ABOUT THE COMPANY

We are A Full Cleaning Service, and we provide First-rate and superior cleaning services. We produce a high-quality service that is affordable and flexible.

We product high quality service that is affordable and flexible to our clients. We implement first-rate and superior cleaning services to our clients.

VISION STATEMETN

Our vision is to produce high-quality service that is affordable and flexible to our clients.

MISSON STATEMENT

Our mission is to implement first-rate and superior cleaning services to our clients.

Cleaning Services Offered <ul style="list-style-type: none">• Daily Cleaning Services• Weekly Cleaning Service• Janitorial Services	Sectors we specialize in <ul style="list-style-type: none">• Corporate/Office• Education• Industrial/Manufacturing• Medical• Residential
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A Full Cleaning Service Estimate

Janitorial Description –

TOWN HALL – Offices

Offices that lock before 5pm once a week

- a. Dust furnishings (picture, computer screens, keyboards, chairs, desks).
- b. Vacuum office
- c. Collect trash and replace with new garbage bags.
- d Sweep and wet mop all tile floors
- e. Vacuum all carpet flooring.
- f. Empty all waste and recycling receptacles into roll-out carts outside building.
- g. Clean windowsills.
- h. Clean and sanitize all toilets, sinks, and mirrors in bathrooms.
- i. Clean out microwave and counters.
- j. Mop elevator floors.
- k. Re-fill paper supplies as needed.
- l. Collect trash and replace with new garbage bags.
- n. Take trash outside to trash cans.
- o. Dry mop wood floors.
- p. Wipe the refrigerator doors.

Semi-Annually

- a. Dust baseboards.
- b. Check ceilings for cobwebs.
- c. Clean Windows

Price Quote:

\$ 90.00 once a week would include:

General Cleaning

Floor Cleaning

Office Cleaning

\$ 250.00 Semi-Annually would include:

Dust baseboards

Check ceiling for cobwebs.

Clean windows

Services Provided

1. The Customer hereby agrees to engage the Janitorial Services Provider to provide the Customer with services (the "Services") consisting of:

Cleaning and sanitizing restroom facilities; sweeping, mopping and dry mopping floors; vacuuming and collecting trash, Clean interior windows , wipe down elevator, Clean toaster and toaster oven, hard flooring, Dust and clean all horizontal surfaces in kitchens and break areas

Dust and clean all horizontal surfaces in conference rooms, .Perform Semi-Annually intensive “cleaning” service to cleanse all hard-to-get areas not normally cleaned, dust baseboards, check ceilings for cobwebs and clean windows.

2. The Services will also include any other tasks which the Parties may agree on. The Janitorial Services Provider hereby agrees to provide such Services to the Customer.

Term of Agreement

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until the completion of the Services, subject to earlier termination as provided in this Agreement. The Term of this Agreement may be extended by mutual written agreement of the Parties.

Pricing and Payment

4. The price per week will be \$ 90.00.

The price for Semi Annually \$ 125.00

It will be collected 1st and 15th, or company and client can discuss before signing the agreement.

Payment will be made by direct deposit or company and client discuss before signing the agreement.

Compensation

5. For the services rendered by the Janitorial Services Provider as required by this Agreement, the Customer will provide compensation (the "Compensation") to the Janitorial Services Provider in the amount specified in the above cleaning estimate.

The Compensation will be payable upon completion of the Services.

6. The Compensation as stated in this Agreement does not include sales tax, or other applicable duties as may be required by law. Any sales tax and duties required by law will be charged to the Customer in addition to the Compensation.

Confidentiality

7. Confidential information (the "Confidential Information") refers to any data or information relating to the Customer, whether business or personal, which would reasonably be considered to be private or proprietary to the Customer and that is not generally known and where the release of that Confidential Information could reasonably be expected to cause harm to the Customer.

8. The Janitorial Services Provider agrees that they will not disclose, divulge, reveal,

report or use, for any purpose, any Confidential Information which the Janitorial Services Provider has obtained, except as authorized by the Customer. The Janitorial Services Provider further agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any personal information of the Customer, without the prior written consent of the Customer. This obligation will end on the termination of this Agreement.

Indemnification

9. Each Party to this Agreement will indemnify and hold harmless the other Party, as permitted by law, from and against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever to the extent that any of the foregoing is directly or proximately caused by the negligent or wilful acts or omissions of the indemnifying Party or its agents or representatives and which result from or arise out of the indemnifying Party's participation in this Agreement. This indemnification will survive the termination of this Agreement.

Limitation of Liability

10. It is understood and agreed that the Janitorial Services Provider will not be liable to the Customer, or any agent or associate of the Customer, for any mistake or error in judgment or for any act or omission done in good faith and believed to be within the scope of authority conferred or implied by this Agreement.

Modification of Agreement

11. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

Assignment

12. The Janitorial Services Provider will not voluntarily or by operation of law assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Customer.

Entire Agreement

13. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Enurement

14. This Agreement will ensure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators, successors and permitted assigns.

Titles/Headings

15. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

Governing Law

16. It is the intention of the Parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of North Carolina, without regard to the jurisdiction in which any action or special proceeding may be instituted.

Warranty of Services

17. The Company assures that the services offered will in excellent and first-rate quality. For changes in the way we render service, please notify the company.

If you not satisfied with our work, kindly let us know so we can further assist you.

Amendment

18. This proposal can only be changed or modified by the company. A new proposal will be made if the clients wish to change the content of the document.

Please sign below if you agree to avail our cleaning services. If you any question, please do not hesitate to contact us A Full Cleaning Services/252-213-3072 or via email at angulaw@ymail.com

Company Signature

Angula Williams

Client Signature

A Full Cleaning Service

Proposal

For: Mr. Robert Davie, Town Administrator- Frontier Warren



Prepared By:

Angula Williams

A Full Cleaning Service

Phone: 252-213-3072

5/12/21

Robert Davie
113 S. Braggs St.
Warrenton, NC 27589

Dear Mr. Davie,

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Having a clean property will lower stress, prevent the spread of germs and bacteria keeping the pests away, lesson allergy attacks promote safety and many more.

In this proposal, you see short information about A Full Cleaning Service, our services.

We look forward to talking with you.

Sincerely,

Angula Williams
A Full Cleaning Service
252-213-3072

Our Services

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We product high quality service that is affordable and flexible to our clients. We implement first-rate and superior cleaning services to our clients.

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Our vision is to produce high-quality service that is affordable and flexible to our clients.

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Our mission is to implement first-rate and superior cleaning services to our clients.

Cleaning Services Offered	Sectors we specialize in
<ul style="list-style-type: none">• Daily Cleaning Services• Weekly Cleaning Service• Janitorial Services	<ul style="list-style-type: none">• Corporate/Office• Education• Industrial/Manufacturing• Medical• Residential

A Full Cleaning Service Estimate

Janitorial Description –

Frontier Warren Building

Weekly

- a. Sweep and wet mop all tile floors
- b. Vacuum carpet flooring. -if applicable.
- c. Clean windowsills
- d. Clean and sanitize all toilets, sinks, and mirrors in bathrooms.
- e. Re-fill paper supplies as needed.
- f. Collect trash and replace with new garbage bags.
- g. Take trash outside to trash cans.
- h. Dry mop wood floors.

Semi-Annually

- a. Dust baseboards.
- b. Check ceilings for cobwebs.
- c. Clean Windows if applicable

Price Quote:

\$ 90.00 per day / day a week would include:

General Cleaning

\$ 125.00 Semi-Annually would include:

Dust baseboards

Check ceiling for cobwebs.

Clean windows- if applicable

Services Provided

1. The Customer hereby agrees to engage the Janitorial Services Provider to provide the Customer with services (the "Services") consisting of:

Cleaning and sanitizing restroom facilities; sweeping, mopping and dry mopping floors; vacuuming, clean windows sills and collecting trash.

Perform Semi-Annually "cleaning" dust baseboards, check ceilings for cobwebs and clean windows if applicable.

2. The Services will also include any other tasks which the Parties may agree on. The Janitorial Services Provider hereby agrees to provide such Services to the Customer.

Term of Agreement

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until the completion of the Services, subject to earlier termination as provided in this Agreement. The Term of this Agreement may be extended by mutual written agreement of the Parties.

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The price for Semi Annually \$ 125.00

It will be collected 1st and 15th, or company and client can discuss before signing the agreement.

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Compensation

5. For the services rendered by the Janitorial Services Provider as required by this Agreement, the Customer will provide compensation (the "Compensation") to the Janitorial Services Provider in the amount specified in the above cleaning estimate.

The Compensation will be payable upon completion of the Services.

6. The Compensation as stated in this Agreement does not include sales tax, or other applicable duties as may be required by law. Any sales tax and duties required by law will be charged to the Customer in addition to the Compensation.

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8. The Janitorial Services Provider agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Janitorial Services Provider has obtained, except as authorized by the Customer. The Janitorial Services Provider further agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any personal information of the Customer, without the prior written consent of the Customer. This obligation will end on the termination of this Agreement.

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Limitation of Liability

10. It is understood and agreed that the Janitorial Services Provider will not be liable to the Customer, or any agent or associate of the Customer, for any mistake or error in judgment or for any act or omission done in good faith and believed to be within the scope of authority conferred or implied by this Agreement.

Modification of Agreement

11. Any amendment or modification of this Agreement or additional obligation assumed

by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

Assignment

12. The Janitorial Services Provider will not voluntarily or by operation of law assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Customer.

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17. The Company assures that the services offered will in excellent and first-rate quality. For changes in the way we render service, please notify the company.

If you not satisfied with our work, kindly let us know so we can further assist you.

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Please sign below if you agree to avail our cleaning services. If you any question, please do not hesitate to contact us A Full Cleaning Services/252-213-3072 or via email at angulaw@ymail.com

Company Signature

Angula Williams

Client Signature



**NC SMALL TOWN
MAIN STREET**
Designated Community

Name of City/Town Town of Warrenton

Date: 21-May-2021

2021-2022 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, 2021 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. **The Small Town Main Street Coordinator should share a copy of the signed document with the Small Town Main Street Committee or Board.**

Program Background

Nationally:

Main Street America™ has been helping revitalize older and historic commercial districts for more than 40 years. Today it is a network of more than 1,600 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 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 more than \$85.43 billion in new investment creating 672,333 net new jobs and rehabilitating 295,348 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 115 communities have directly benefitted from the North Carolina Main Street program, bringing economic strength to North Carolina’s downtown commercial districts, securing \$3.62 billion in new investment creating more than 28,400 net new jobs and rehabilitating 6,932 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 several 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 economic development strategies that will transform downtown, 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 Small Town Main Street communities receive free building exterior design recommendations from design specialists at the UNC-Greensboro Department 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 downtown revitalization 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 \$3.62 billion in new investment in their downtowns, a net gain of over 6,700 new businesses and a net gain of over 28,400 new jobs. This is serious economic development!
- The North Carolina Main Street staff facilitate statewide economic impact studies and collects 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 updates 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.
- ***These documents must be emailed to the Director of the NC Main Street & Rural Planning Center within two months of a change in administration.**

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;
- 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:

Town of Warrenton

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

Revitalization Committee

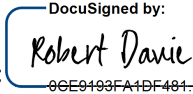
3. Check Which One Applies:

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

4. Name of Small Town Main Street Coordinator:

Robert Davie

Title: Town Administrator

Signature: 
0CE9193FA1DF481...

Date: 21-May-2021

5. Name of Town Manager:

Title:

Signature of Town Manager:

Date:



SERVICE AGREEMENT

Contract Effective Date 6/15/2021
 Service Start Date 6/15/2021

Agreement ID 000626977
 Agreement Type Service Level Change

Phone (252) 438-5333 Fax (919) 662-1730
 241 Vanco Mill Road Henderson, NC 27537

Customer Information

Legal Name _____ Account Number 000217797 Tax ID # _____

Service Information

Company WARREN CO WASTEWATER PLAN

Address S HWY 401
JUST BEFORE WARRENTON

City WARRENTON State NC Zip 27589

Phone # (919) 257-3315 Fax # _____

Contact Teresa Harris

Email publicworksadmin@warrenton.nc.gov

Billing Information

Company Town of Warrenton

Address Po Box 281

City Warrenton State NC Zip 275890281

Phone # (252) 257-1776 Fax# _____

Contact Teresa Harris

Requested Service Days

Qty	Cont. Size	Frequency	Rate Per Haul	Disposal Rate/Ton	Monthly Rental	Weight	M	T	W	TH	F	S	SU	Service Desc	Monthly Charge
2	4 yard	Weekly				175								Front End Trash	\$341.98

Fees Delivery Fee: \$0.00 Extra Pickup Fee: \$75.00 Oil/Environmental Price Adjustment: Varies Monthly

Terms **60 Months** Total **\$341.98**

Special Comments

One Time Charge: Administrative Charge FRONT END - \$7.50
 Customer may increase/decrease service at any time.

I have fully read and understand and initialed the terms and conditions on Pg 2 of this agreement.

Customer

Authorized Signature _____

Print Name & Title _____

Date _____

Account Manager

Authorized Signature _____

Print Name & Title Donna Clifton, Account Manager

Date _____

SERVICE AGREEMENT

Company WARREN CO WASTEWATER PLAN

TERMS AND CONDITIONS:

I. DUTIES AND RESPONSIBILITIES OF SERVICE PROVIDER:

- A. SERVICE:** We will provide You with the Equipment and Service Levels specified on the reverse side of this page. You grant to Us the exclusive right to collect and dispose of Proper Waste Materials, and You agree to make the payments to Us as provided herein and on the reverse side of this page.
- B. CHANGES IN SERVICES:** Changes in services provided by Us or in the fees and charges paid by You may be made only by a written agreement between You and Us. If You relocate to a location within Our service area, We will continue Our services to You and this Agreement will continue to be binding obligation on You and Us.
- C. EQUIPMENT:** We will deliver and install the Equipment at a site You designate within Our service area. We will collect and dispose of all Proper Waste Materials deposited by You in the Equipment in those intervals specified by You on the reverse side of this page. We will maintain and service the Equipment for use under normal operating conditions.
- D. TITLE:** Title to all Proper Waste Materials including Recyclable Materials will transfer to Us when You place such materials in the Equipment. You will be responsible for all liabilities that relate to Your disposals or recyclables, including any fines or penalties for improper disposal or disposal of Hazardous Materials.
- E. DISPOSAL:** We will dispose of Waste in a manner consistent with all applicable laws, regulations and ordinances. Unless otherwise specified on the reverse side of this page, We will use a disposal facility (landfill, transfer station, etc.) that meets all legal requirements and is most cost effective to Your location as determined by Us.

II. DUTIES AND RESPONSIBILITIES OF CUSTOMER:

A. SERVICE FEE: You will pay on a monthly basis, the service fees and charges designated on the reverse side of this page, plus such adjustments as are calculated below:

(1) Sales Tax, Use Tax, Fees and Surcharges. You will be responsible for any and all sales tax, use tax, fees, surcharges and other charges imposed in connection with services provided under or arising out of this Agreement including, without limitation, charges imposed for Waste collection, transportation and disposal. The fees and charges under the Agreement will, at Our option, be increased by the amount of these taxes, fees and surcharges, and You will be responsible for paying such increased amount.

(2) Adjustments: Because disposal, processing and fuel costs are a significant portion of the costs of Our services provided hereunder, We may increase the schedule of charges proportionately to reflect any increase in such costs, plus an appropriate mark-up. We may also adjust the schedule of charges based on other factors, including, without limitation, increases in landfill fees, the Consumer Price Index, the Transportation Index and/or other similar benchmark indices. Where the schedule of charges includes disposal as a component of the charges, disposal will mean the posted gate rate for the disposal at the disposal facility that We utilize plus an appropriate mark-up. You and We agree that the schedule of charges is based upon the estimated average Waste weight that is specified on the reverse side of this page for each cubic yard. If Your Waste exceeds the average Waste weight agreed to herein, We may increase the schedule of charges proportionately to reflect the additional average Waste weight. Subject to Your approval, the fees may be adjusted for other reasons.

(3) Terms: You agree to pay Us the fees set forth herein in accordance with the payment terms of Our invoice. We reserve the right to charge a late fee in an amount equal to the maximum amount allowed by law. In the event any charges You owe Us are required to be collected by or through an attorney, in addition to the principal and interest owing, You will pay an amount equal to the maximum amount allowed by applicable law for attorneys' fees incurred, plus any expenses of litigation.

B. CARE OF EQUIPMENT: The Equipment We will furnish to You will remain Our property. You acknowledge that You have care, custody and control of the Equipment and will be responsible for any loss or damages resulting from Your possession, use, handling and operation of the Equipment except for normal wear and tear. You will not overload by weight or volume, or move or alter the Equipment and You will take reasonable precautions to prevent others from doing the same. You will use the Equipment only for its intended purpose. On collection day, You will provide unobstructed access to the Equipment. If the Equipment is inaccessible or overloaded by weight or volume, Your service will be subject to an additional charge. You will provide the access to be used by Us and You warrant that any right of way provided by You for the Equipment and Our vehicles required to perform the services will be sufficient to bear the weight of the Equipment and Our vehicles. We will not be responsible for damage to Your driving surfaces resulting from the weight of Our vehicles or Equipment.

C. INDEMNITY: We agree to indemnify and hold You harmless from and against any and all claims, demands, actions, fines, penalties, expenses and liabilities (including reasonable attorneys' fees) ("Losses") incurred by You as a result of bodily injury (including death), property damage, or violation of law, to the extent caused by any negligent act, negligent omission or willful misconduct of Us, which occurs during Our provision of services to You under this Agreement; provided that Our indemnification obligation will not apply to occurrences involving Waste other than Proper Waste Materials or involving the negligence or willful misconduct of You, Your employees, representatives and contractors. You agree to indemnify and hold Us harmless from and against any and all Losses incurred by Us arising out of Your breach of this Agreement; the negligent acts omissions or willful misconduct of You, Your employees, representatives or contractors; disposal of Waste other than Proper Waste Materials in the Equipment; and Your use, operation or possession of any of the Equipment furnished by Us.

D. TERM: This Agreement is entered into on the Effective Date as reflected on the reverse side of this page. The term of this Agreement will be 60 months beginning on the date service begins (the "Service Date") as reflected on the first page of this agreement. This Agreement will automatically be renewed for successive 60 month terms without further action by You or Us unless canceled by either party in writing sent by certified mail, hand delivery, or nationally recognized overnight express delivery at least 90 days but no more than 180 days, prior to the end of the initial term or any renewal term. We may terminate or suspend the Agreement immediately if You fail to pay for services rendered within the payment terms, or if You breach any other term of this Agreement. Upon termination of the Agreement for any reason, We may enter upon Your property and remove the Equipment at any time. Repossession of the Equipment may be accomplished without judicial process and without prior notice. If You are not in any breach of any provision of this Agreement, You may terminate the Agreement before the expiration of the term if You pay as liquidated damages, and not as penalty, a sum equal to the total amount of fees and charges charged to You and all related Recyclable Materials revenues received by Us with respect thereto the six (6) month period immediately preceding Your request for termination of the Agreement. If a six (6) month period has not been established, liquidated damages will be defined as six (6) times Your expected monthly fees, charges and Our related Recyclable Materials revenues. You and We acknowledge and agree that Our actual damages for an early termination of the Agreement would be impossible to accurately estimate or calculate and the amount stated herein as liquidated damages is a fair and reasonable estimate of the probable loss that We would sustain if You terminate this Agreement early.

E. RIGHT OF FIRST REFUSAL: You hereby grant to Us a right of first refusal to match any offer relating to services similar to those provided by Us hereunder which You receive (or intend to make) upon termination of this Agreement for any reason, and You will give Us prompt written notice of any such offer and a reasonable opportunity to respond.

III. MISCELLANEOUS: The provisions of this Agreement will be binding upon and inure to the benefit of You and Us and our respective successors and permitted assigns. The indemnities contained herein will survive the termination of this Agreement. Signatures to this Agreement are valid whether original, copied or faxed and this Agreement may be signed in counterparts, all of which will constitute one original. This Agreement will be binding on the party on the reverse side of this page whether signed by an authorized officer or an agent of the party. You may not assign this Agreement or any of Your rights or obligations hereunder without Our prior written consent. For purposes of this Agreement, "assignment" will include sale of more than 50% of Your voting securities, merger, or other assignment by operation of law. Any provision of this Agreement which is unenforceable under applicable law will be ineffective to the extent that it is prohibited or unenforceable without invalidating the remainder or any portion or provision of this Agreement. The parties hereto agree that this Agreement is made and entered into in the State of North Carolina and will be constructed and controlled under the laws of North Carolina. We will not be deemed to have waived any of Our rights or remedies unless the waiver is in writing and signed by Us. This Agreement may not be waived, changed, discharged or terminated orally or by any course of dealing between the parties, but only by an instrument in writing signed by the party against whom any waiver, change, discharge or termination is sought. This Agreement supersedes all prior and contemporaneous agreements between the parties with respect to all matters contained in this Agreement (including, but not limited to, any prior written agreements respecting the Equipment) and this Agreement constitutes the sole and entire agreement between the parties hereto with respect to the subject matter hereof.

IV. DEFINITIONS: The following terms, as used in this Agreement, will have the meanings specified in this paragraph:

- (a) "Service Provider" means Waste Industries dba GFL Environmental or TransWaste dba GFL Environmental as it applies;
- (b) "You" or "Your" means the customer named on the front page of this Agreement;
- (c) "Equipment" means all containers, stationary and self-contained compactors and other equipment provided to You by Us as specified on the reverse side of this page, all of which will remain Our sole and exclusive property;
- (d) "Hazardous Materials" means any substance that is toxic, ignitable, reactive, corrosive, acidic, radioactive, volatile, highly flammable, explosive, biomedical or infectious and that is regulated by any local government, State government or United States government, and includes any and all materials or substances that are defined as "hazardous waste", "extremely hazardous waste", or a "hazardous substance" pursuant to local, state or Federal law or regulation. Hazardous materials include, but are not restricted to, asbestos, polychlorinated biphenyls (PCB) and petroleum;
- (e) "Proper Waste Materials" or "Waste" means any solid waste material or substance which We can handle and transport without the requirement of a hazardous or toxic waste license or permit which does not contain Hazardous Materials and will include Recyclable Materials;
- (f) "Recyclable Material" means material which We determine can be recycled including, but not limited to, aluminum, glass, office paper, production paper, newspaper, cardboard and plastics;
- (g) "Service Levels" means the levels of service to be provided to You by Us, as specified on the reverse side of this page, as amended from time to time; and
- (h) "We", "Us" or "Our" means Service Provider.

Customer Initials / Date _____

Account Manager Initials / Date _____

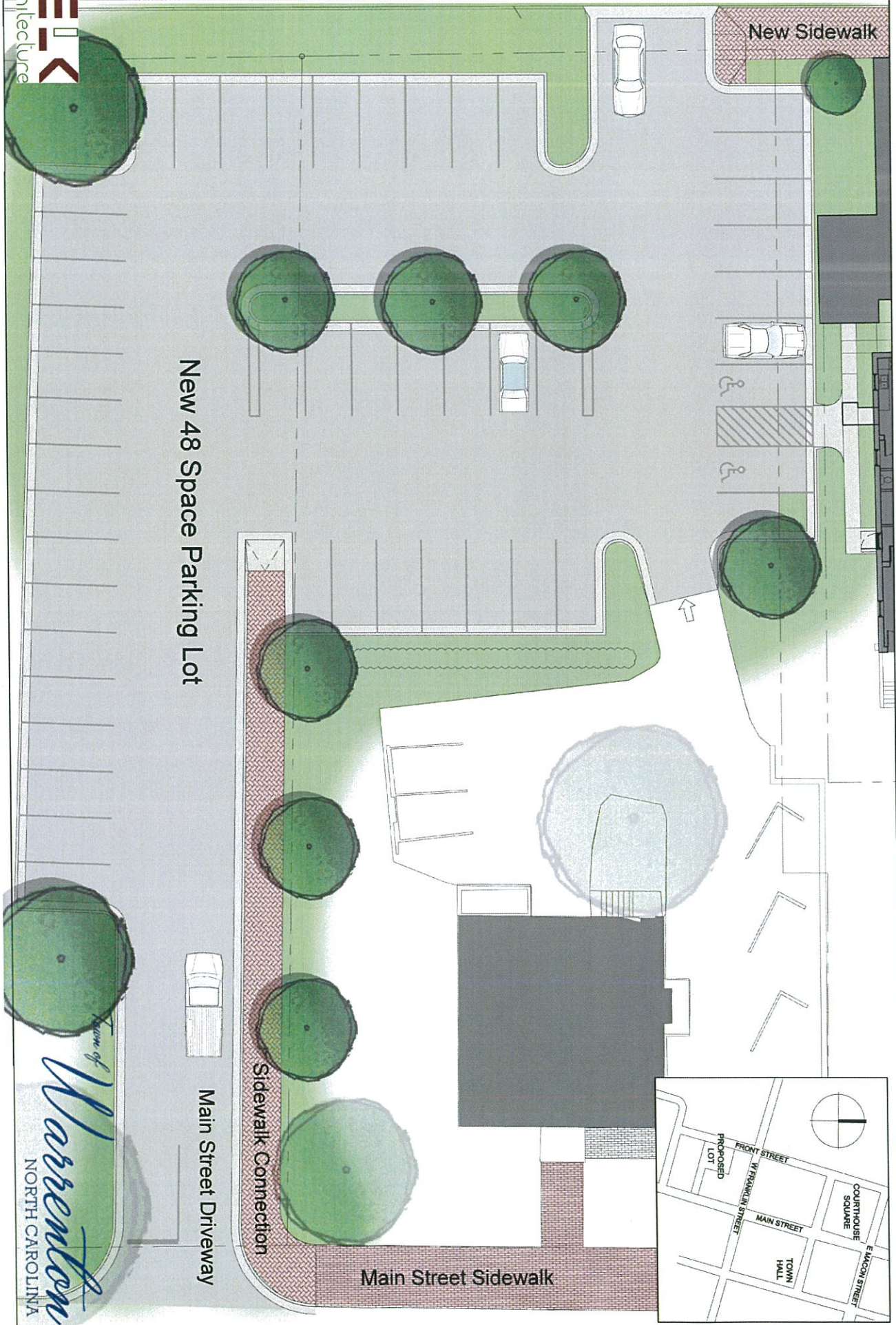
Elkin Farmers Market



Supporting Local Farmers & Growing a Healthy Community



Front Street



New 48 Space Parking Lot

Main Street Driveway

Sidewalk Connection

Main Street Sidewalk



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

Farmers Market

The Town could create an ordinance that allows a limited number of farmers to utilize that area on North Main Street a couple of days of the week to sell their goods.

Considerations:

- Number of vendors allowed at same time
- Hours/days of operation
- Insurance requirement (indemnification of town)

19A N.C.A.C. 02E .0414 PARKING VEHICLE FOR SALE OR DISTRIBUTION OF GOODS

It shall be unlawful to sell any fruits, vegetables, goods, wares, or merchandise of any character from a vehicle, stand, or structure, or from any place on the right-of-way of any primary or secondary highway, or road of the State Highway System.

History Note:

Authority G.S. 136-18(5);

Eff. July 1, 1978;

Readopted Eff. February 1, 2019.

§ 136-18. Powers of Department of Transportation.

(5) To make rules, regulations, and ordinances for the use of, and to police traffic on, the State highways, and to prevent their abuse by individuals, corporations, and public corporations, by trucks, tractors, trailers, or other heavy or destructive vehicles or machinery, or by any other means whatsoever, and to provide ample means for the enforcement of the rules, regulations, and ordinances. The violation of any of the rules, regulations, or ordinances so prescribed by the Department of Transportation constitutes a Class 1 misdemeanor. **The Department of Transportation shall not make a rule, regulation, or ordinance that conflicts with any statute or any ordinance of incorporated cities or towns,** except the Department of Transportation may regulate parking upon any street which forms a link in the State highway system, if the street is maintained with State highway funds.

TOWN OF WARRENTON

"Historically Great - Progressively Strong"

P. O. Box 281

Warrenton, NC 27589-0281

PHONE (252) 257-3315 FAX (252) 257-9219

www.warrenton.nc.gov

STATEMENT OF INTEREST TO SERVE

If you are a Town of Warrenton or Warren County resident and would like to be appointed or volunteer your time and expertise to your community, please complete and return to:

Warrenton Board of Commissioners

c/o Town Administrator

P O Box 281

Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Plummer Hook & Ladder Museum Board
2. _____
3. _____
4. _____

Your full name: DOMINIQUE KESHAUN TROTMAN

Date of Birth: 01/11/01 Sex M Race BL

Mailing Street Address: PO Box 1014

City and Zip Code Norlina NC, 27563

Home Phone 252-879-0182 Work Phone _____ Cell Phone 252-204-1868

Job Title Field Technician II

Company or Agency Charter Spectrum

Email Address Norlina Fire 231 @ Gmail. Com

Are you a full time resident of the Town of Warrenton _____ YES NO

Educational Background

Name of High School Attended WARREN COUNTY HIGH SCHOOL

Name of College Attended DURHAM TECH

Degree Received N/A

Please list any military experience and rank when discharged _____

If you are presently serving or have previously served as an elected or appointed official, please explain: _____

WARREN COUNTY FIRE COMMISSION

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications. *Please feel free to attach a resume if so desired.*

Work Experience _____

Volunteer Experience Firefighter For WARRENTON RURAL VFD
CAPTAIN For Morning Fire
Advisor For WARREN COUNTY ST Firefighters

How did you become aware of Town of Warrenton volunteer or appointment opportunities? (Please circle appropriate response)

Newspaper Current Town of Warrenton Volunteer Web Site Staff Other

If other, please explain _____

I affirm that the above statements are true and if appointed, I will serve to the best of my ability.

Signature [Handwritten Signature]

Date 6-9-21