



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](http://www.warrenton.nc.gov)

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**BOARD OF COMMISSIONERS REGULAR MEETING**

**6:45 PM Public Hearing**

**7:00 PM May 13, 2024**

**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 Board Meeting of April 8, 2024 and Called Meeting of April 25, 2024
5. Consent Agenda
  - a. Mission and Goals
  - b. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
  - c. Monthly Checks Report
  - d. Public Works Monthly Report
  - e. WWTP Monthly Report
  - f. Police Activity Reports
  - g. Action Items from Prior BOC Meeting
6. Committee Reports
  - a. Finance and Administration (Ms. Hunter)
    - i. Budget Presentation (Town Administrator)
  - b. Public Works (Mr. Blalock)
  - c. Public Safety (Mr. Ayscue)
  - d. Human Resources/Information Technology (Mr. White)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
    - i. Eastern Blue Bird Resolution (Governor)
  - f. Beautification/Facilities (Ms. Sourelis)
  - g. Planning/Zoning/Annexation (Mr. Young)
7. Old Business
  - a. Status of Grants – for information
  - b. Response Letter Mrs. Gabriel-Alston – for information
  - c. Response Letter Dr. George – for information
8. New Business
  - a. Jane Wilson Deed Correction – for discussion
  - b. Fire Services Agreement – for discussion and/or consideration
  - c. Bathroom Rental – for discussion
  - d. Budget Amendment #17, #18, #19
  - e. Main Street Annual Renewal Agreement – for consideration
9. Announcements
10. Closed Session for Personnel Matter NC GS§ 143-318.11 (A)(6)
11. Adjournment

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ORDER CONFIRMATION

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Times Ord: 2 Times Run: \*\*\*  
STD 3.00 X 2.57 Words: 127  
Total STD 7.71  
Class: 380 Public Notice  
Rate: CL Cost: 153.20  
Ad Descrpt: 13 MAY TOW BOC  
Descr Cont: PUBLIC HEARING NOTICE THE  
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Created: aelli 04/19/24 08:23  
Last Changed: aelli 04/19/24 08:27

Contact:

Phone: (252)257-1122

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Email: townadministrator@warrenton.

Agency:

PUB ZONE EDT TP RUN DATES  
WR A 99 S 04/24 05/01

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

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Name (signature)

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**Public Hearing Notice**

The Town of Warrenton Board of Commissioners will hold a Public Hearing on Monday, May 13, 2024 at 6:45 pm in the Warrenton Town Hall located at 113 S. Bragg Street to receive public comments on the following items:

- Special Use Permit for alcohol to be served in a proposed restaurant located at 139 S. Main Street

After the Public Hearing, the Warrenton Planning Board will review the proposed Special Use application and will make recommendations to the Warrenton Board of Commissioners. Citizens wishing to be heard on these matters may do so at the above-mentioned time and place. A regularly scheduled Board of Commissioners meeting will be held following the public hearing at 7:00 PM.

Robert Davie  
Town Administrator  
Town of Warrenton  
252-257-1122

## **Conflict of Interest Disclaimer**

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

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

## **Citizen Comments**

### **Rules for Citizen Comments**

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

**Town of Warrenton  
Board of Commissioners**



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

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**BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING**

**April 8, 2024**

**7:00 P.M.**

**Minutes**

Those in attendance were:

Mayor Pro Tem Mary Hunter	
Commissioner John Blalock	Commissioner Nat White
Commissioner Michael Coffman	Commissioner Dian Sourelis
Commissioner Aaron Ayscue	
Finance Director, Meredith Valentine	
Chief Goble Lane, Police Department	
Bill Perkinson, Public Works Director	
Tracy Stevenson, Minute Taker	

**Call to Order – Pledge of Allegiance and Moment of Silence**

Mayor Pro Tem, Mary Hunter called the regular monthly meeting of the Town of Warrenton Board of Commissioners to order Monday, April 8, 2024, at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need. The Pledge of Allegiance was led by Commissioner Blalock.

**Conflict of Interest Statement and Proposed Agenda**

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented. Mayor Pro Tem Hunter requested that the following be removed from the agenda at the request of the applicant for a delay:

**8. New Business**

- (a) Schedule Public Hearing for Special Use Permit (Kerry Burwell, game room in Former Quilt Lizzy Building.**

Commissioner Coffman made a motion to approve the proposed agenda with the changes as requested, with a second by Commissioner Blalock. The motion was approved by unanimous vote.

### **Public Comments**

Dr. Cosmos George, President of the Warren County NAACP, addressed the board. He stated that the Warren County NAACP applauds the decision of the Town to terminate Sgt. Oakley but believes that Warrenton government leaders should have taken steps long before the SBI and the Warren County District Attorney opened an investigation into the allegations of abusive policing by Sgt. Oakley. He further stated that in a review of the Use of Force Policy of the Warrenton Police Department by the Warren County NAACP, they found that de-escalation was not included in the policy and they recommend its inclusion. Dr. George presented a document to include seven requests to the Town of Warrenton Commissioners and asked for a response to the requests presented and further discussions and time frames for honoring these requests.

Shavon Russell Jones addressed the board. Ms. Jones stated that she completed an internship with the Warren County Parks and Recreation Department and expressed the need for an after-school program, as well as sufficient year-round programs in the fine arts and trades for youth in our area. She stated that the town currently has more sweepstakes establishments than programs for our youth. She would like to see more money set aside for youth programs, which she feels would make the county more appealing.

Herman Alston addressed the board. Mr. Alston stated that during the December 11, 2023, Town of Warrenton Board of Commissioners meeting, he requested to be placed on the agenda in reference to his concerns of treatment of Black citizens in the Town of Warrenton by Sgt. Oakley. He feels that the Chief of Police, Goble Lane and Town Administrator, Robert Davie, have been complacent in addressing these concerns. He further stated that he has yet to receive a response from the Town.

Cliff Jackson addressed the board. Mr. Jackson expressed his concern for a proposed gaming establishment at the former Quilt Lizzie building and requested a local moratorium be put on the creation of all new video gambling locations until the North Carolina Attorney General clarifies the State's stance on these locations, and until North Carolina Alcohol Law Enforcement is able to properly enforce North Carolina law for same. He further stated that there is very little visual police presence in the Town.

Vielka Maria Gabriel-Alston addressed the board. She stated that she and her husband were remodeling a home in the seven hundred block of Main Street. She expressed her concern that the Town's focus is on maintaining the downtown area but does not put that same emphasis on the outlying areas. She further stated that elderly residents in that area are afraid due to the gang activity that is present there. She requested that Town funding be used for this area.

### **Minutes**

The minutes of the March 11, 2024, board meeting were presented. Commissioner White made a motion to approve the minutes as presented, with a second by Commissioner Coffman. The motion was approved by unanimous vote.

### **Consent Agenda**

- (a) Mission and Goals
- (b) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (c) Monthly Check Report
- (d) Public Works Monthly Report

- (e) WWTP Monthly Report
- (f) Police Activity Report
- (g) Action Items from Prior BOC meeting

Commissioner Blalock made a motion to approve the Consent Agenda as presented, with a second by Commissioner Sourelis. The motion was approved by unanimous vote.

### **Committee Reports**

- (a) Finance and Administration –Commissioner Hunter had no additional report other than agenda items.
- (b) Public Works – Commissioner Blalock had no additional report other than agenda items.
- (c) Public Safety – Commissioner Ayscue had no additional report other than agenda items. Fire Chief, Karl Hehl, presented the Warrenton Rural Fire Department contract for the Town’s fire services, effective July 1, 2024. Mr. Hehl stated that the cost will increase to \$87,600. Commissioner Ayscue told the board that the contract is renewed every five years. Commissioner Blalock confirmed that this was for informational purposes only as it will not take effect until July.
- (d) Human Resources – Information Technology – Commissioner White had no additional report other than agenda items.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated that the Historic District Commission did not receive any applications this month. The Revitalization Committee has received sponsorships for the Eastern Bluebird Fest from Duke Progress Energy, First Citizens Bank, Blue Cross, and Blue Shield, Access On-Line, and Mark and Beth Wethington. Commissioner Coffman stated that WRAL reporter, Scott Mason, of the Tarheel Traveler was considering featuring a segment on the Eastern Bluebird Festival.
- (f) Beautification/Facilities – Commissioner Sourelis had no additional report other than agenda items.
- (g) Planning/Zoning/Annexation – Commissioner Young was not in attendance. There was no additional report other than agenda items.

### **Old Business**

#### **(a) Status of Grants and Presentation on CDBG Grant Project Presentation –**

***NC DEQ Water Infrastructure WWTP*** – \$750,000 awarded. Received award letter. To replace 44-year-old rotors and clean out oxidation ditch #1, which are currently the most critical issues at the WWTP.

***Fund 67 – NC Neighborhood Revitalization Program*** – CDBG funds to assist in repairing houses owned by citizens of low or moderate incomes. NC Commerce has granted an additional \$200,000 in funding due to inflation. Moving into second phase of grant, soliciting bids to rehab two additional houses.

***Fund 68 – Building Reuse Grant*** – Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic. NC Commerce sent paperwork for claw back of approximately \$20,000. Paperwork submitted to NC Commerce. Two repayments due six months apart. The first two repayments was made to Commerce and reimbursed by Warrenton Veterinary Clinic.

**Fund 71 – Brownfield Grant** – This \$300,000 grant will be used to analyze the environmental issues with multiple properties in Warrenton. EPA approved funding for a Landmark status application to the National Parks Service for All Saints Episcopal Church. Asbestos analysis is underway at All Saints. Two additional properties, along W. Franklin Street, have undergone Phase 1s.

**Golden Leaf Storm Water Grant** – Town awarded \$196,447.50 for stormwater repairs to Brehon Street. Town is awaiting a survey of affected areas, to be followed by easements prepared by town attorney.

***Southern Crescent Regional Commission***

- The Town has been invited to submit a full application for the State Economic and Infrastructure Development (SEID) Grant Program. This grant is designed to “Foster Entrepreneurial and Business Development Activities.” Application budget will be \$120,000 of which \$20,000 is in-kind match provided by Research Triangle Foundation, Kerr-Tar COG, Lake Gaston Chamber of Commerce and Town of Warrenton. Awaiting notice of award.

***NCLM Assistance Grant***

The Town was awarded an in-kind grant from NC League of Municipalities to evaluate and recommend changes to the Town’s zoning ordinances. Funding by ARP, the League will engage the legal firm of Parker Poe to assist the Town in making changes at no cost to the Town.

***In Progress Grant Applications:***

- Town-wide Water System Improvements: \$1,564,600 (Received award notice)
- Stormwater Planning Grant: \$400,000 (Expecting award notice.)
- USDA RDBG: Application deadline has passed. Unable to find time to gather support letters and complete the application.

**(b) Response letter Viola Long – for information** – Finance Officer, Meredith Valentine informed the board that Viola Long has agreed to sign the Deed of Trust and Promissory Note and is expected to do so this week.

**(c) Frontier Warren Office Update – for information and consideration** – Mayor Pro Tem, Mary Hunter presented the Frontier Warren Tenant Update. She informed the board that KCS Realty had requested a contiguous expansion of their office space which involved Deborah Davis’s relocation across the hall. The Town Administrator, Robert Davie, is requesting that Ms. Davis be granted two months of free rent in exchange for moving to accommodate KCS Realty’s request. Commissioner Blalock made a motion to approve the request, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.

**(d) Budget Amendment Park Land Survey – for consideration** – Mayor Pro Tem, Mary Hunter presented Budget Amendment #16 to appropriate funds for an appraisal on the land considered for the PARTF grant. Commissioner Blalock made a motion to approve the budget amendment as presented, with a second by Commissioner White. The motion was approved by unanimous vote.

**(e) Rezoning of Reynolds Tavern – for consideration** – Mayor Pro Tem, Mary Hunter presented a recommendation from the Planning Board for a Zoning change for 206 N. Bragg Street (Reynolds Tavern). Cynthia Jenkins, President of Preservation Warrenton stated that the property was under contract to be sold and the prospective owners would like to have a retail space, an office space, and an apartment at this location. Commissioner White made a motion to approve the re-zoning of 206 N. Bragg Street from

R-12 to C-1 as recommended by the Planning Board, with a second by Commissioner Coffman. The motion was approved by unanimous vote.

**(f) Other Planning Board Items – Dameron Building, 305 Halifax Street – for consideration –**

Mayor Pro Tem, Mary Hunter presented a recommendation from the Planning Board for approval of a Special Use permit for 105 E. Franklin Street (Dameron Building) for a Multi-family dwelling. Commissioner Blalock made a motion to approve the Special Use Permit at 105 E. Franklin Street, with a second by Commissioner Sourelis. The motion was approved by unanimous vote. Mrs. Hunter informed the Board that the Planning Board had tabled the decision for more information on the Special Use Permit Application for an Air B and B at 305 Halifax Street.

**New Business**

**(a) Schedule Public Hearing for Special Use Permit (Kerry Burwell, game room in former Quilt Lizzie Building – removed from the agenda due to applicant’s request for a delay.**

**(b) Schedule Public Hearing for Special Use Permit (Milton Fuentes, Mexican Restaurant in former Warren Restaurant building – Mayor Pro Tem, Mary Hunter announced a Public Hearing to be held on Monday, May 13, 2024, at 6:45 P.M.**

**Announcements** – Mayor Pro Tem Hunter reminded everyone of the upcoming Eastern Bluebird Festival on April 27, 2024, on the Courthouse Square.

With no further business, the meeting was adjourned.





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**BOARD OF COMMISSIONERS CALLED MEETING**

**April 25, 2024**

**5:00 P.M.**

**Minutes**

Those in attendance were:

Mayor Walter Gardner	Commissioner Michael Coffman
Commissioner Dian Sourelis	Commissioner Jason Young
Commissioner Mary Hunter	
Robert Davie, Town Administrator	

**Call to Order**

Mayor Gardner called a special meeting of the Town of Warrenton Board of Commissioners to order on Thursday, April 25, 2024, at 5:00 p.m.

**Conflict of Interest Statement and Proposed Agenda**

The Conflict-of-Interest statement was reviewed.

**Public Comments**

There were no public comments.

**New Business**

**(a) NC Department of Environmental Quality Grant Funding Applications - for consideration**

– Town Administrator, Robert Davie presented a resolution to apply for NC Department of Environmental Quality grant funding for WWTP Improvements and Sanitary Sewer Rehabilitation. Commissioner Young made a motion to approve the resolution as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

**Announcements** – There were none.

With no further business, the meeting was adjourned.

## 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.

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

#### **GOAL 1: To improve water and sewer Infrastructure.**

##### Key Strategic Actions

Work on the \$15 million of improvements already identified

- 1.5M already completed
- Apply for grants every 6 months

Ongoing

#### **GOAL 2: To generate activity in downtown.**

##### Key Strategic Actions

Revisualize SpringFest

Short term

Encourage pop-ups, like Lake Gaston coffee

Short term

Explore intern possibilities

Short term

Clean up Storefronts

Short term;

Seek compliance on existing violations.

Ongoing

Develop (options for) job description and salary range for position

Medium term

Fund Start Streetscape Plan (only as oppty presents)

Ongoing

#### **GOAL 3: To add or enhance recreational opportunities.**

##### Key Strategic Actions

Secure Parks & Rec Trust Fund grant for appraisal of Church Street 11 acres

Short term

CORE

Ongoing

Eye out for grants for existing park improvements that could include...

Ongoing

#### **GOAL 4: To improve relationships with key partners.**

##### Key Strategic Actions

Staff and Elected officials to reach out to Warren County Schools to express Town's interest in supporting schools and solicit their needs that Town can help with

- Explore plans for abandoned elementary school
- Gauge developer interest in redeveloping into teacher housing

Short term

Staff and Elected officials to reply to invitation from Warren County Government to attend joint board meetings and shared interests.

- Possible suggest rotating meetings.
- Develop relationships with other area municipalities

Short term and  
Ongoing

**GOAL 5: To increase the availability and variety of housing options.**

**Key Strategic Actions**

Identify derelict properties. Consider fines or takeover and demolition.	Short term
Explore Main street options. Pay for acquisition or renovation?	Short term
Explore if abandoned elementary school can be converted to teacher housing	Medium Term
Connect with builders to determine their interest in available parcels	Ongoing
Eye out for opptys to add 'above retail' housing in downtown	Ongoing

**GOAL 6: To sustain the work of the organization.**

**Key Strategic Actions**

**Plan for Key Staff Retirements**

Network with area universities for interns (UNC MPA; SOG's Lead for NC; NC State for design) (short term)	Short term
Undertake informal salary study (on behalf of Police Department) by reaching out to NCLM or HRCentral or Warren County	Short term
Consider contracting for certification needs, when/where possible	Medium term
Encourage Kenny to keep getting certifications (ongoing)	Ongoing

## Budget vs Actual

Town of Warrenton  
5/6/2024 8:59:57 AM

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Period Ending 4/30/2024

34 FRONTIER WARREN								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
34-351-422 Rent Paid to Town Frontier Warren	31,000	0.00	3,110.00	3,110.00	23,230.00	(7,770.00)	75%	
34-381-037 Transfer in from GF	14,870	0.00	0.00	0.00	14,870.00	0.00	100%	
Revenues Totals:	45,870	0.00	3,110.00	3,110.00	38,100.00	(7,770.00)	83%	
Expenses								
34-405-203 Supplies	178	0.00	0.00	0.00	66.46	111.54	37%	
34-405-250 Lights/Heat/Security	3,000	0.00	160.37	160.37	2,064.78	935.22	69%	
34-405-251 Telephone/Internet	3,000	459.70	197.18	197.18	2,297.08	243.22	92%	
34-405-255 Bldg Maint/Clean Srvs	3,522	710.00	230.00	230.00	2,812.00	0.00	100%	
34-405-400 Liability Insurance	170	0.00	0.00	0.00	112.50	57.50	66%	
34-405-422 Rent Paid by Town	36,000	3,000.00	3,000.00	3,000.00	33,000.00	0.00	100%	
Non-Departmental Totals:	45,870	4,169.70	3,587.55	3,587.55	40,352.82	1,347.48	97%	
Expenses Totals:	45,870	4,169.70	3,587.55	3,587.55	40,352.82	1,347.48	97%	
34 FRONTIER WARREN Revenues Over/(Under) Expenses:			(477.55)	(477.55)	(2,252.82)			

## Budget vs Actual

Town of Warrenton  
5/6/2024 8:59:57 AM

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Period Ending 4/30/2024

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	456,502	0.00	6,163.00	6,163.00	415,265.33	(41,236.67)	91%
37-302-302 Ad Valorem Taxes - Prior Year	4,000	0.00	106.94	106.94	4,570.38	570.38	114%
37-302-303 Ad Valorem Taxes - all other prior years	4,000	0.00	0.00	0.00	1,153.61	(2,846.39)	29%
37-302-304 Ad Valorem Taxes - Penalties & Interest	4,000	0.00	362.84	362.84	1,949.39	(2,050.61)	49%
37-307-310 Motor Vehicles - Current	43,259	0.00	3,309.04	3,309.04	35,727.71	(7,531.29)	83%
37-320-320 Local Option Sales Tax Monthly	385,000	0.00	28,287.27	28,287.27	223,369.06	(161,630.94)	58%
37-320-321 Annual Refund of Sales Tax the Town paid	25,000	0.00	0.00	0.00	27,233.70	2,233.70	109%
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	0.00	41,863.48	(44,136.52)	49%
37-325-326 Beer & Wine Tax Annual	3,400	0.00	0.00	0.00	0.00	(3,400.00)	
37-325-328 Refund of Gas Tax paid monthly	1,200	0.00	106.66	106.66	640.97	(559.03)	53%
37-325-329 PD Narcotics Tax	154	0.00	0.00	0.00	0.00	(154.00)	
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	0.00	0.00	513.69	(86.31)	86%
37-335-335 Powell Bill	29,013	0.00	0.00	0.00	31,826.31	2,813.31	110%
37-345-344 Historic District Comm Fees	0	0.00	25.00	25.00	175.00	175.00	
37-345-345 Zone Board of Adj	1,800	0.00	50.00	50.00	2,775.00	975.00	154%
37-345-346 Code Enforcement	2,750	0.00	225.00	225.00	2,680.00	(70.00)	97%
37-351-350 Run Warrenton 5K	2,500	0.00	0.00	0.00	0.00	(2,500.00)	
37-351-353 Landfill Fees Residential	208,224	0.00	17,552.46	17,552.46	169,559.65	(38,664.35)	81%
37-351-355 Cemetery Fees	700	0.00	0.00	0.00	0.00	(700.00)	
37-351-356 Police Rpt Fees	55	0.00	5.00	5.00	35.00	(20.00)	64%
37-351-357 Court Fees	200	0.00	26.60	26.60	259.78	59.78	130%
37-351-360 Cell Tower Rent	32,340	0.00	2,695.00	2,695.00	24,255.00	(8,085.00)	75%
37-351-361 Parking/Ordinance Collections PD	700	0.00	0.00	0.00	360.00	(340.00)	51%
37-351-401 Debt Setoff Landfill	100	0.00	44.08	44.08	123.58	23.58	124%
37-365-001 Interest Income	50	0.00	1.66	1.66	50.63	0.63	101%

## Budget vs Actual

Town of Warrenton  
5/6/2024 8:59:57 AM

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Period Ending 4/30/2024

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-365-002 NCCMT Debt Setoff Disbursement	0	0.00	455.46	455.46	455.46	455.46	
37-365-351 Revitalization Comm	9,500	0.00	6,110.00	6,110.00	10,640.00	1,140.00	112%
37-365-358 Branded Merchandise for Sale	0	0.00	0.00	0.00	200.00	200.00	
37-365-366 Surplus Property	6,833	0.00	0.00	0.00	6,832.06	(0.76)	100%
37-365-370 WWTP 25% of GF Exp	60,675	0.00	0.00	0.00	46,249.79	(14,425.21)	76%
37-365-371 WS 25% of GF Exp	107,630	0.00	0.00	0.00	85,991.26	(21,638.74)	80%
37-365-401 Mis/Revenue/License Tags	2,000	0.00	2.25	2.25	(69.75)	(2,069.75)	-3%
37-365-410 Interest Investment NCCMT	20,000	0.00	0.00	0.00	21,594.64	1,594.64	108%
37-365-501 Misc Revenue POLICE	500	0.00	0.00	0.00	0.00	(500.00)	
37-381-032 Transfer In from Parking Lot Fund	4,369	0.00	0.00	0.00	4,369.20	0.00	100%
37-395-396 Appropriated Fund Balance (Budget Only)	94,236	0.00	0.00	0.00	0.00	(94,236.36)	
<b>Revenues Totals:</b>	<b>1,597,290</b>	<b>0.00</b>	<b>65,528.26</b>	<b>65,528.26</b>	<b>1,160,649.93</b>	<b>(436,640.45)</b>	<b>73%</b>
<b>Expenses</b>							
37-401-010 Salary - Full Time	170,770	0.00	13,687.80	13,687.80	139,311.63	31,458.37	82%
37-401-012 Salary - Adm Assistant	52,868	0.00	4,024.00	4,024.00	42,802.00	10,066.00	81%
37-401-020 ER-FICA Taxes	13,064	0.00	1,046.52	1,046.52	10,496.87	2,567.13	80%
37-401-021 ER-FICA Taxes - Adm Assistant	4,045	0.00	307.24	307.24	3,421.72	623.28	85%
37-401-030 ER-Retirement - Orbit	44,057	0.00	3,489.22	3,489.22	35,876.34	8,180.66	81%
37-401-040 ER-Health Insurance	38,375	3,397.32	3,084.66	3,084.66	33,515.30	1,462.38	96%
37-401-050 ER-Life Insurance	576	48.00	48.00	48.00	528.00	0.00	100%
37-401-060 ER-Workman's Comp	283	0.00	0.00	0.00	283.28	0.00	100%
37-401-200 Travel Expense	900	0.00	0.00	0.00	191.82	708.18	21%
37-401-203 Supplies	4,950	382.34	228.49	228.49	2,580.67	1,986.99	60%
37-401-250 Light, Heat & Security	8,000	795.27	604.53	604.53	7,204.25	0.48	100%
37-401-251 Telephone & Postage	4,515	597.66	270.57	270.57	2,417.85	1,499.49	67%
37-401-255 Bldg. Maint/ Clean SVS	6,160	609.99	219.99	219.99	4,634.70	915.31	85%
37-401-256 Bank Fees/ Petty Cash	3,750	0.00	300.00	300.00	3,010.00	740.00	80%

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-401-295 Training	1,140	895.00	0.00	0.00	132.08	112.92	90%
37-401-301 Computer Maint	4,800	1,288.02	482.40	482.40	3,526.97	(14.99)	100%
37-401-302 Software Support	3,478	545.16	35.98	35.98	2,922.74	9.76	100%
37-401-304 Website	1,600	0.00	0.00	0.00	812.50	787.50	51%
37-401-305 Technology Upgrades	1,880	0.00	0.00	0.00	1,861.91	18.09	99%
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	0.00	500.00	
37-401-307 Special Events	1,986	0.00	0.00	0.00	1,928.19	58.10	97%
37-401-309 Advertising	2,270	1,000.00	0.00	0.00	921.50	348.50	85%
37-401-310 Dues & Subscriptions	2,956	0.00	140.00	140.00	2,950.00	6.00	100%
37-401-325 NC Sales/Use Tax Paid (No Tax)	900	0.00	103.34	103.34	728.89	171.11	81%
37-401-400 Liability Insurance	7,000	0.00	0.00	0.00	5,489.36	1,510.64	78%
37-401-401 County Tax Collection Svs	7,994	0.00	99.47	99.47	6,421.32	1,572.68	80%
37-401-405 Audit Expense	11,500	0.00	0.00	0.00	11,500.00	0.00	100%
37-401-410 Election Cost	7,356	0.00	0.00	0.00	7,355.56	0.00	100%
37-401-420 Attorney Fees	3,500	1,200.00	0.00	0.00	1,200.00	1,100.00	69%
37-401-448 External Contract	1,350	0.00	1,350.00	1,350.00	1,350.00	0.00	100%
37-401-497 Sales & Uses Tax Expense	0	0.00	972.92	972.92	16,916.39	(16,916.39)	
37-401-499 Miscellaneous Expense	155	0.00	0.00	0.00	155.00	0.00	100%
37-401-500 Capital Outlay \$5000 and Above	15,000	0.00	0.00	0.00	15,000.00	0.00	100%
37-401-801 Town Hall Roof Loan-Principal	1,389	0.00	0.00	0.00	1,388.67	0.22	100%
37-401-802 Truist Parking Lot Loan Principal	4,827	0.00	0.00	0.00	4,827.25	0.00	100%
37-401-831 Town Hall Roof Loan - Interest Admin	28	0.00	0.00	0.00	28.11	0.00	100%
37-401-832 Truist Parking Lot Loan Interest	3,294	0.00	0.00	0.00	3,293.75	0.00	100%
37-401-998 Contingency	684	0.00	0.00	0.00	0.00	684.15	
General Government Totals:	437,900	10,758.76	30,495.13	30,495.13	376,984.62	50,156.56	89%
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	125.00	1,250.00	250.00	83%
37-402-020 ER - FICA TAXES	115	0.00	9.56	9.56	95.60	19.40	83%
37-402-060 Workers Comp Mayor & Council	70	0.00	0.00	0.00	57.68	12.32	82%

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-402-295 Training	930	230.00	0.00	0.00	700.00	0.00	100%
37-402-402 Commission offsite meetings	200	0.00	0.00	0.00	158.00	42.00	79%
Governing Body Totals:	2,815	230.00	134.56	134.56	2,261.28	323.72	89%
37-405-345 Zoning/Ordinances	200	0.00	0.00	0.00	0.00	200.00	
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	0.00	500.00	
37-405-423 Quilters Lane	2,453	0.00	0.00	0.00	2,449.44	3.78	100%
37-405-430 Historic District Comm	220	0.00	0.00	0.00	0.00	220.00	
37-405-450 Revitalization Comm	8,655	180.00	5,634.73	5,634.73	7,117.07	1,358.33	84%
37-405-470 Small Town Maint St	2,500	0.00	610.36	610.36	1,691.91	808.09	68%
Non-Departmental Totals:	14,529	180.00	6,245.09	6,245.09	11,258.42	3,090.20	79%
37-501-010 SALARY FULL TIME	184,396	0.00	9,629.34	9,629.34	135,057.99	49,337.76	73%
37-501-014 Salary - Part Time	85,000	0.00	8,340.00	8,340.00	87,227.42	(2,227.42)	103%
37-501-016 Salary - Admin Assistant	37,100	0.00	2,811.20	2,811.20	30,067.60	7,032.40	81%
37-501-019 Salary - Over-Time	17,000	0.00	87.63	87.63	15,054.03	1,945.97	89%
37-501-020 ER-FICA Taxes	24,438	0.00	1,592.22	1,592.22	20,350.58	4,087.42	83%
37-501-030 ER - Retirement Orbit	60,203	340.00	2,583.68	2,583.68	37,047.19	22,815.81	62%
37-501-031 ER - 401K 5%	13,618	5,887.97	485.85	485.85	7,730.03	0.00	100%
37-501-040 ER - Health Insurance	46,120	3,140.58	969.41	969.41	20,060.54	22,918.88	50%
37-501-050 ER - Life Insurance	1,010	0.00	32.00	32.00	627.79	382.21	62%
37-501-060 ER - Workman's Comp	6,420	0.00	0.00	0.00	4,736.63	1,683.37	74%
37-501-200 Travel Expense	1,000	96.08	0.00	0.00	403.92	500.00	50%
37-501-203 Supplies	5,400	721.81	790.90	790.90	4,056.25	621.94	88%
37-501-204 Uniforms	5,000	125.93	175.00	175.00	2,146.59	2,727.48	45%
37-501-205 Equipment & Material	7,200	157.53	783.55	783.55	6,911.93	130.54	98%
37-501-250 Light, Heat & Security	9,500	694.31	335.54	335.54	5,764.17	3,041.52	68%
37-501-251 Telephone & Postage	9,237	3,425.56	284.08	284.08	5,439.79	371.65	96%
37-501-252 Fuel	20,000	1,853.14	1,675.55	1,675.55	18,146.86	0.00	100%
37-501-255 Bldg Maint/Clean Svs	6,320	610.00	219.99	219.99	4,778.68	931.32	85%
37-501-295 Training	2,000	253.04	0.00	0.00	846.96	900.00	55%



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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-501-301 Computer Maint	5,990	1,151.53	815.40	815.40	4,315.47	523.00	91%
37-501-302 Software Support	8,553	601.78	500.00	500.00	7,127.57	823.65	90%
37-501-305 Technology Upgrades	5,000	0.00	0.00	0.00	4,650.20	349.80	93%
37-501-318 Freight Charges	500	0.00	0.00	0.00	233.99	266.01	47%
37-501-351 Maint & Repair Equip	7,680	838.50	491.50	491.50	6,642.55	198.95	97%
37-501-370 2019 Dodge Car 100	1,500	384.91	0.00	0.00	578.34	536.75	64%
37-501-371 2017 Dodge Car 200	4,350	500.00	0.00	0.00	3,437.27	412.73	91%
37-501-372 2016 Dodge Car 300	1,500	300.00	0.00	0.00	989.75	210.25	86%
37-501-373 2017 Dodge Car 400	5,500	672.41	788.25	788.25	4,530.11	297.48	95%
37-501-374 2010 Ford Car 500	406	0.00	0.00	0.00	406.11	0.00	100%
37-501-375 2008 Ford Car 600	1,594	800.00	0.00	0.00	637.88	156.01	90%
37-501-376 2019 Dodge Car 700	5,075	411.27	3,017.45	3,017.45	3,686.98	976.75	81%
37-501-377 2023 Dodge Car 125	1,500	176.13	0.00	0.00	387.14	936.73	38%
37-501-378 2023 Dodge Car 225	5,979	1,978.70	0.00	0.00	3,205.54	795.01	87%
37-501-400 Liability Insurance	18,000	0.00	0.00	0.00	10,475.62	7,524.38	58%
37-501-415 Police Shots Medical	1,000	0.00	0.00	0.00	110.00	890.00	11%
37-501-433 COP Program	1,500	110.32	35.00	35.00	277.89	1,111.79	26%
37-501-436 PD Narcotics Tax/Proceeds	154	0.00	0.00	0.00	0.00	154.00	
37-501-499 Miscellaneous	2,923	1,405.00	622.00	622.00	1,051.45	466.37	84%
37-501-801 Town Hall Roof Loan Principal	1,389	0.00	0.00	0.00	1,388.67	0.22	100%
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,484	0.00	0.00	0.00	4,483.83	0.17	100%
37-501-803 Police Security Camera Loan Principal (USDA)	1,303	0.00	0.00	0.00	1,302.18	0.82	100%
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,822	0.00	0.00	0.00	4,821.02	0.98	100%
37-501-805 Police 2023 Cars Loan Principle (USDA)	7,177	0.00	0.00	0.00	7,176.50	0.50	100%
37-501-831 Town Hall Roof Loan - Interest PD	28	0.00	0.00	0.00	28.11	0.00	100%
37-501-832 Police 2017 Cars Loan Interest	297	0.00	0.00	0.00	296.17	0.83	100%

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
(USDA)							
37-501-833 Police Security Camera Loan Interest (USDA)	31	0.00	0.00	0.00	30.82	0.18	99%
37-501-834 Police 2019 Cars Loan Interest (USDA)	605	0.00	0.00	0.00	604.98	0.02	100%
37-501-835 Police 2023 Cars Loan Interest (USDA)	1,801	0.00	0.00	0.00	1,800.50	0.50	100%
Police Department Totals:	641,603	26,636.50	37,065.54	37,065.54	481,131.59	133,834.73	79%
37-601-014 Salary - Part Time Code Enforcement	2,682	0.00	275.40	275.40	2,077.27	604.73	77%
37-601-020 ER-FICA Taxes	230	0.00	21.06	21.06	158.88	71.12	69%
37-601-060 Workers Comp	660	0.00	0.00	0.00	620.56	39.44	94%
37-601-252 Fuel/Truck Expense/Insurance	456	0.00	0.00	0.00	456.00	0.00	100%
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	0.00	200.00	
37-601-437 Contract Srvs Fire Protection	70,000	0.00	5,833.33	5,833.33	58,333.30	11,666.70	83%
37-601-475 Donation to Town Fire	1,547	0.00	0.00	0.00	1,546.30	0.35	100%
37-601-476 Code Enforcement Exp	550	0.00	0.00	0.00	544.00	6.35	99%
Fire Totals:	76,325	0.00	6,129.79	6,129.79	63,736.31	12,588.69	84%
37-651-330 Christmas Lights/Santa House	1,730	0.00	0.00	0.00	1,644.95	85.05	95%
37-651-331 Haley Haywood Park	785	0.00	0.00	0.00	156.00	629.00	20%
37-651-332 Signs below \$5,000	2,000	0.00	0.00	0.00	650.00	1,350.00	33%
37-651-333 Street Beautification - Below \$5,000	6,235	1,057.66	84.74	84.74	3,719.43	1,457.91	77%
37-651-335 Street Lighting Electric Bill	24,000	0.00	2,505.66	2,505.66	23,547.10	452.90	98%
Signs and Lights Totals:	34,750	1,057.66	2,590.40	2,590.40	29,717.48	3,974.86	89%
37-701-010 Salary - Full Time	58,998	0.00	4,471.58	4,471.58	48,319.14	10,678.86	82%
37-701-014 Salary - Part Time	17,161	0.00	1,430.30	1,430.30	13,124.23	4,036.77	76%
37-701-019 Over-Time	1,338	0.00	0.00	0.00	122.91	1,215.09	9%
37-701-020 ER-FICA Taxes	5,964	0.00	450.29	450.29	4,696.63	1,267.37	79%
37-701-030 ER - Retirement - Orbit	15,327	0.00	1,162.67	1,162.67	11,739.62	3,587.38	77%

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-701-040 ER-Health Insurance	21,680	1,881.30	1,698.82	1,698.82	19,034.34	764.36	96%
37-701-050 ER-Life Insurance	414	0.00	27.20	27.20	440.80	(26.80)	106%
37-701-060 ER-Workman's Comp	1,837	0.00	0.00	0.00	1,761.51	75.49	96%
37-701-203 Supplies	4,450	117.00	115.61	115.61	4,281.85	51.15	99%
37-701-204 Uniforms	4,212	1,681.26	0.00	0.00	2,530.74	0.00	100%
37-701-251 Telephone & Postage	925	200.58	0.00	0.00	519.42	205.00	78%
37-701-252 Fuel	12,043	1,227.20	707.37	707.37	8,687.74	2,128.06	82%
37-701-312 Tree Removal	2,500	0.00	0.00	0.00	2,500.00	0.00	100%
37-701-351 Maint & Repair Equip	12,128	0.00	978.35	978.35	12,127.33	0.67	100%
37-701-352 Vehicle Maintenance	7,050	0.00	0.00	0.00	7,049.90	0.10	100%
37-701-400 Liability Insurance	5,373	0.00	0.00	0.00	5,372.91	0.09	100%
37-701-431 Street Debris Disposal	1,179	0.00	0.00	0.00	1,000.00	179.00	85%
37-701-895 Mowing	(16,000)	0.00	(1,333.00)	(1,333.00)	(13,330.00)	(2,670.00)	83%
Streets Totals:	156,579	5,107.34	9,709.19	9,709.19	129,979.07	21,492.59	86%
37-710-361 Maint & Repair POWELL BILL	15,913	0.00	2,715.86	2,715.86	2,715.86	13,197.14	17%
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	0.00	100.00	
Powell Bill Totals:	16,013	0.00	2,715.86	2,715.86	2,715.86	13,297.14	17%
37-801-010 Salary - Full Time Sanitation	50,988	0.00	3,922.08	3,922.08	41,924.34	9,063.66	82%
37-801-019 Salary - Over Time Sanitation	713	0.00	0.00	0.00	103.40	609.60	15%
37-801-020 ER - FICA Sanitation	3,955	0.00	293.44	293.44	3,142.54	812.46	79%
37-801-030 ER - Retirement - Orbit Sanitation	10,185	0.00	772.64	772.64	8,272.21	1,912.79	81%
37-801-040 ER - Health Insurance	17,048	1,521.77	1,325.49	1,325.49	14,666.04	860.19	95%
37-801-050 ER - Life Insurance	259	21.36	21.60	21.60	237.60	0.04	100%
37-801-060 Workman's Compensation	4,415	0.00	0.00	0.00	4,414.84	0.16	100%
37-801-203 Supplies	1,000	0.00	0.00	0.00	457.49	542.51	46%
37-801-204 Uniforms	2,808	1,139.04	0.00	0.00	1,668.96	0.00	100%
37-801-251 Telephone & Postage	720	107.34	0.00	0.00	276.66	336.00	53%
37-801-252 Fuel	3,645	472.56	277.44	277.44	2,380.06	792.38	78%
37-801-350 Landfull Fees	20,250	4,565.88	1,387.57	1,387.57	15,434.12	250.00	99%

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-801-352 Vehicle Maintenance	1,000	0.00	0.00	0.00	680.09	319.91	68%	
37-801-400 Liability Insurance	4,035	0.00	0.00	0.00	3,382.04	652.96	84%	
Sanitation Totals:	121,021	7,827.95	8,000.26	8,000.26	97,040.39	16,152.66	87%	
37-901-032 Transfer out to Capital Project Parking Lot	55,324	0.00	0.00	0.00	55,324.00	0.00	100%	
37-901-034 Transfer Out to Frontier Warren	14,870	0.00	0.00	0.00	14,870.00	0.00	100%	
37-901-038 Transfer Out to WS for USDA Loan	7,281	0.00	0.00	0.00	7,281.00	0.00	100%	
37-901-077 Transfer Out to Golden Leaf Stormwater Grant	13,000	0.00	0.00	0.00	13,000.00	0.00	100%	
37-901-889 Transfer Out to USDA Loan Reserve	2,781	0.00	0.00	0.00	0.00	2,781.00		
Transfers Out Totals:	93,256	0.00	0.00	0.00	90,475.00	2,781.00	97%	
Expenses Totals:	1,594,790	51,798.21	103,085.82	103,085.82	1,285,300.02	257,692.15	84%	
37 GENERAL FUND	Revenues Over/(Under) Expenses:		(37,557.56)	(37,557.56)	(124,650.09)			

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
38-351-401 Water Sales	837,532	0.00	62,190.15	62,190.15	606,914.30	(230,617.70)	72%
38-351-402 Debt Setoff WATER	224	0.00	619.66	619.66	799.09	575.09	357%
38-351-404 Sewer Services	632,186	0.00	43,279.55	43,279.55	443,500.00	(188,686.00)	70%
38-351-407 Debt Setoff SEWER	196	0.00	633.26	633.26	825.19	629.19	421%
38-351-408 Town Taps	18,000	0.00	(553.77)	(553.77)	7,996.17	(10,003.83)	44%
38-351-416 Dis/Reconnection Fee	9,122	0.00	300.00	300.00	6,295.64	(2,826.36)	69%
38-351-417 Fire Sprinkler	2,176	0.00	196.14	196.14	1,944.60	(231.40)	89%
38-351-418 Late Fees/Penalty/Cut Off	21,850	0.00	1,800.25	1,800.25	18,357.67	(3,492.33)	84%
38-351-419 Returned Check Fee	825	0.00	100.00	100.00	625.00	(200.00)	76%
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	91	0.00	165.00	165.00	319.52	228.52	351%
38-365-001 Interest Income	36	0.00	2.76	2.76	22.97	(13.03)	64%
38-365-014 Cash Over and Short (Daily Difference)	0	0.00	0.00	0.00	(11.01)	(11.01)	
38-365-410 Interest/investment Income NCCMT	8,184	0.00	0.00	0.00	10,790.13	2,606.13	132%
38-365-421 Account Activation Fee	2,813	0.00	250.00	250.00	2,125.00	(688.00)	76%
38-365-851 Misc Revenue WATER	0	0.00	0.00	0.00	1,089.39	1,089.39	
38-381-037 Transfer In From GF	7,281	0.00	0.00	0.00	7,281.00	0.00	100%
38-395-396 Apropriated Fund Balance (Budget Only)	79,300	0.00	0.00	0.00	0.00	(79,300.00)	
<b>Revenues Totals:</b>	<b>1,619,816</b>	<b>0.00</b>	<b>108,983.00</b>	<b>108,983.00</b>	<b>1,108,874.66</b>	<b>(510,941.34)</b>	<b>68%</b>
Expenses							
38-851-010 Salary Full Time	106,876	0.00	9,511.92	9,511.92	87,948.88	18,927.12	82%
38-851-014 Salary - Part Time	13,131	0.00	706.74	706.74	11,639.73	1,491.27	89%
38-851-019 Salary Over-Time	7,527	0.00	99.86	99.86	2,805.17	4,721.83	37%
38-851-020 ER-FICA Taxes	10,212	0.00	754.17	754.17	7,467.05	2,744.95	73%
38-851-030 ER - Retirement Orbit	18,831	0.00	1,522.57	1,522.57	13,512.01	5,318.99	72%

## Budget vs Actual

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Period Ending 4/30/2024

38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-040 ER - Health Insurance WATER	24,496	2,459.32	2,388.67	2,388.67	21,492.40	544.28	98%
38-851-050 ER - Life Insurance	500	0.00	34.56	34.56	359.67	140.33	72%
38-851-060 ER - Workman's Comp	1,163	0.00	0.00	0.00	1,111.85	51.15	96%
38-851-200 Travel Expense	51	0.00	0.00	0.00	0.00	51.00	
38-851-203 Supplies	32,751	3,107.57	785.78	785.78	29,549.31	93.65	100%
38-851-204 Uniforms	2,496	882.37	0.00	0.00	1,613.63	0.00	100%
38-851-250 Light & Heat & Security	6,090	1,056.40	181.90	181.90	4,056.53	977.07	84%
38-851-251 Telephone & Postage	9,622	2,018.47	659.41	659.41	7,581.50	22.03	100%
38-851-252 Fuel	10,300	2,316.97	640.26	640.26	5,736.35	2,246.68	78%
38-851-255 Bldg. Maint/Clean Svs	3,117	305.00	110.01	110.01	2,224.93	587.07	81%
38-851-260 Electric Tank/Pumps	3,198	450.69	262.52	262.52	2,293.09	454.22	86%
38-851-295 Training	563	562.50	0.00	0.00	0.00	0.00	100%
38-851-296 Continuing Education	1,271	0.00	0.00	0.00	388.56	882.44	31%
38-851-301 Computer Maintenance	3,500	955.73	347.08	347.08	2,354.21	190.06	95%
38-851-302 Software Support	9,000	369.63	0.00	0.00	7,718.70	911.67	90%
38-851-305 Technology Upgrades	1,790	0.00	0.00	0.00	1,789.45	0.55	100%
38-851-310 Dues & Subscriptions	450	37.50	12.50	12.50	401.84	10.66	98%
38-851-313 State Permits	1,270	0.00	0.00	0.00	1,270.00	0.00	100%
38-851-345 Water Tank Contract	19,750	0.00	4,977.39	4,977.39	19,731.97	18.03	100%
38-851-347 Lab Analysis	2,210	355.00	355.00	355.00	1,855.00	0.00	100%
38-851-351 Maint. & Repair Equip	409	0.00	790.37	790.37	408.44	0.56	100%
38-851-352 Vehicle Maintenance	1,053	0.00	71.80	71.80	1,052.01	0.99	100%
38-851-400 Town Liability Insurance	9,234	0.00	0.00	0.00	8,340.05	893.95	90%
38-851-405 Audit Expense	5,750	0.00	0.00	0.00	5,750.00	0.00	100%
38-851-448 External Contract	25,767	0.00	7,444.23	7,444.23	25,766.83	0.17	100%
38-851-451 Water Purchase	200,000	8,878.78	15,835.11	15,835.11	151,448.89	39,672.33	80%
38-851-500 Capital Outlay \$5000 and Above	5,685	0.00	0.00	0.00	5,685.47	0.00	100%
38-851-801 Town Hall Roof Loan - Principal	695	0.00	0.00	0.00	694.35	0.61	100%
38-851-802 USDA Public Works Trucks -	8,534	0.00	0.00	0.00	8,533.10	0.90	100%

## Budget vs Actual

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Period Ending 4/30/2024

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Princ Water								
38-851-803 USDA Town Hall/WS Loan Principal	29,272	0.00	0.00	0.00	2,271.50	27,000.50	8%	
38-851-831 Town Hall Roof Loan - Interest Water	14	0.00	0.00	0.00	14.04	0.00	100%	
38-851-833 USDA Town Hall/WS Loan Interest	15,196	0.00	0.00	0.00	1,369.00	13,827.00	9%	
38-851-836 USDA Public Works Trucks - Int Water	1,349	0.00	0.00	0.00	1,348.39	0.61	100%	
38-851-895 Grass Cutting Expense	16,000	0.00	1,333.00	1,333.00	13,330.00	2,670.00	83%	
38-851-896 WS 25% of GF Expense	53,815	0.00	0.00	0.00	42,995.62	10,819.38	80%	
38-851-998 Contingency	78	0.00	0.00	0.00	0.00	77.50		
Water Totals:	663,015	23,755.93	48,824.85	48,824.85	503,909.52	135,349.55	80%	
38-852-010 Salary - Full Time	112,704	0.00	9,511.92	9,511.92	88,277.72	24,426.28	78%	
38-852-014 Salary - Part Time	13,131	0.00	706.74	706.74	11,639.25	1,491.75	89%	
38-852-019 Salary - Over Time Sewer	7,527	0.00	164.39	164.39	4,739.93	2,787.07	63%	
38-852-020 ER - FICA Sewer	10,212	0.00	790.68	790.68	7,970.77	2,241.23	78%	
38-852-030 ER-Retirement Orbit	20,927	0.00	1,535.28	1,535.28	13,883.90	7,043.10	66%	
38-852-040 ER-Health Insurance SEWER	29,178	2,459.34	2,412.72	2,412.72	21,522.50	5,196.16	82%	
38-852-050 ER-Life Insurance	500	1.04	40.32	40.32	342.39	156.57	69%	
38-852-060 ER-Workman's Comp	1,163	0.00	0.00	0.00	1,111.84	51.16	96%	
38-852-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00		
38-852-203 Supplies	19,917	3,256.23	1,576.77	1,576.77	16,252.99	407.31	98%	
38-852-204 Uniforms	2,496	882.57	0.00	0.00	1,613.43	0.00	100%	
38-852-250 Light & Heat & Security	6,025	1,308.33	181.89	181.89	4,567.06	149.61	98%	
38-852-251 Telephone & Postage	10,047	2,018.77	678.41	678.41	7,574.56	453.67	95%	
38-852-252 Fuel	10,300	2,317.01	640.25	640.25	5,780.61	2,202.38	79%	
38-852-255 Bldg. Maint/Clean Svs	3,117	305.01	110.01	110.01	2,224.93	587.06	81%	
38-852-260 Electric Tank/Pumps	9,062	225.12	1,027.79	1,027.79	8,806.81	30.07	100%	
38-852-295 Training	563	562.50	0.00	0.00	0.00	0.00	100%	

## Budget vs Actual

Town of Warrenton  
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Period Ending 4/30/2024

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-296 Continuing Education	720	0.00	0.00	0.00	265.00	455.00	37%	
38-852-301 Computer Maint.	5,000	955.75	347.07	347.07	2,354.19	1,690.06	66%	
38-852-302 Software Support	9,000	369.63	0.00	0.00	7,718.67	911.70	90%	
38-852-305 Technology Upgrades	2,250	0.00	0.00	0.00	1,789.42	460.58	80%	
38-852-309 Advertising	683	0.00	0.00	0.00	326.63	356.37	48%	
38-852-310 Dues & Subscriptions	439	37.50	12.50	12.50	401.83	0.00	100%	
38-852-313 State Permits	1,500	0.00	0.00	0.00	200.00	1,300.00	13%	
38-852-351 Maint & Repair Equip	1,511	0.00	960.50	960.50	1,459.59	51.41	97%	
38-852-352 Vehicle Maintenance	3,750	0.00	71.80	71.80	1,051.96	2,698.04	28%	
38-852-400 Liability Insurance	5,851	0.00	0.00	0.00	4,327.65	1,523.35	74%	
38-852-405 Audit Expense	5,750	0.00	0.00	0.00	5,750.00	0.00	100%	
38-852-435 Purchase of Sewer Services	387,485	0.00	0.00	0.00	305,972.32	81,512.68	79%	
38-852-448 External Contract	16,744	2,686.80	125.00	125.00	14,056.53	0.84	100%	
38-852-473 WWTP Rehab Annual Payment	23,918	0.00	0.00	0.00	0.00	23,918.00		
38-852-500 Capital Outlay \$5000 and Above	5,685	0.00	0.00	0.00	5,685.47	0.00	100%	
38-852-801 Town Hall Roof Loan - Principal	706	0.00	0.00	0.00	694.35	11.65	98%	
38-852-802 USDA Public Works Trucks - Princ Sewer	8,534	0.00	0.00	0.00	8,533.11	0.89	100%	
38-852-803 USDA Town Hall/WS Loan Principal	29,272	0.00	0.00	0.00	2,271.50	27,000.50	8%	
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,388	0.00	0.00	0.00	14,387.20	0.80	100%	
38-852-809 John Riggans Easement Pmt	1,000	0.00	0.00	0.00	1,000.00	0.00	100%	
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	0.00	0.00	13,750.00	0.00	100%	
38-852-831 Town Hall Roof Loan - Interest Sewer	57	0.00	0.00	0.00	14.04	42.96	25%	
38-852-833 USDA Town Hall/WS Loan Interest	15,196	0.00	0.00	0.00	1,369.00	13,827.00	9%	
38-852-836 USDA Public Works Trucks - Int	1,349	0.00	0.00	0.00	1,348.40	0.60	100%	



# Budget vs Actual

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Period Ending 4/30/2024

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Sewer								
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	2,750	0.00	0.00	0.00	2,750.00	0.00	100%	
38-852-896 WS 25% of GF Expense	53,815	0.00	0.00	0.00	42,995.64	10,819.36	80%	
Sewer Expenses Totals:	868,187	17,385.60	20,894.04	20,894.04	636,781.19	214,020.21	75%	
38-901-889 Transfer Out to USDA Loan Reserve	9,314	0.00	0.00	0.00	0.00	9,314.00		
38-901-902 Transfer Out to Water Treatment Plant	79,300	0.00	0.00	0.00	0.00	79,300.00		
Transfers Out Totals:	88,614	0.00	0.00	0.00	0.00	88,614.00		
Expenses Totals:	1,619,816	41,141.53	69,718.89	69,718.89	1,140,690.71	437,983.76	73%	
38 WATER / SEWER Revenues Over/(Under) Expenses:			39,264.11	39,264.11	(31,816.05)			

## Budget vs Actual

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Period Ending 4/30/2024

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
39-351-405 Septic Disposal Service	62,340	0.00	2,255.00	2,255.00	31,915.00	(30,425.00)	51%
39-351-470 Town Sewer Revenues	387,485	0.00	0.00	0.00	305,972.32	(81,512.68)	79%
39-351-471 Sewer Revenues - County	240,446	0.00	0.00	0.00	189,865.26	(50,580.74)	79%
39-351-472 Sewer Rev Norlina	222,003	0.00	0.00	0.00	175,301.55	(46,701.45)	79%
39-365-001 Interest Income	0	0.00	0.06	0.06	1.58	1.58	
39-365-861 Misc Revenue WWTP	0	0.00	0.00	0.00	2,526.70	2,526.70	
39-381-038 Transfer In from Water/Sewer	79,300	0.00	0.00	0.00	0.00	(79,300.00)	
<b>Revenues Totals:</b>	<b>991,574</b>	<b>0.00</b>	<b>2,255.06</b>	<b>2,255.06</b>	<b>705,582.41</b>	<b>(285,991.59)</b>	<b>71%</b>
<b>Expenses</b>							
39-861-010 Salary - Full Time	202,297	0.00	16,589.62	16,589.62	165,892.40	36,404.60	82%
39-861-014 Salary - Part Time	15,816	0.00	1,532.29	1,532.29	12,560.08	3,255.92	79%
39-861-019 Over-Time	16,345	0.00	910.03	910.03	10,991.17	5,353.83	67%
39-861-020 ER-FICA Taxes	18,809	0.00	1,261.25	1,261.25	12,453.37	6,355.63	66%
39-861-030 ER - Retirement Orbit	43,754	0.00	3,045.92	3,045.92	29,331.51	14,422.49	67%
39-861-040 ER- Health Insurance	47,451	3,257.29	3,751.91	3,751.91	37,696.08	6,497.63	86%
39-861-050 ER-Life Insurance	625	0.00	68.32	68.32	531.74	93.26	85%
39-861-060 ER-Workman's Comp	2,121	0.00	0.00	0.00	2,120.55	0.45	100%
39-861-203 Supplies	57,482	6,877.88	3,562.31	3,562.31	50,603.64	0.01	100%
39-861-204 Uniforms	3,432	188.76	0.00	0.00	3,243.24	0.00	100%
39-861-250 Light, Heat & Security	119,000	12,807.20	8,761.44	8,761.44	94,968.80	11,224.00	91%
39-861-251 Telephone & Postage	9,050	1,793.86	246.78	246.78	5,653.04	1,603.10	82%
39-861-252 Fuel	10,250	2,269.11	778.36	778.36	6,347.28	1,633.61	84%
39-861-295 Training	1,125	1,125.00	0.00	0.00	0.00	0.00	100%
39-861-296 Continuing Education	1,210	0.00	0.00	0.00	150.00	1,060.00	12%
39-861-301 Computer Maint.	5,776	1,281.17	489.41	489.41	4,494.06	0.77	100%
39-861-302 Software Support	4,233	1,055.88	337.24	337.24	3,176.72	0.40	100%
39-861-305 Technology Upgrades	2,000	0.00	0.00	0.00	1,498.05	501.95	75%
39-861-309 Advertising	722	0.00	0.00	0.00	670.00	52.00	93%

## Budget vs Actual

Town of Warrenton  
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Period Ending 4/30/2024

39 WWTP								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
39-861-310 Dues & Subscriptions	139	0.00	0.00	0.00	139.33	0.00	100%	
39-861-318 Freight Charges	2,250	161.27	172.46	172.46	2,031.06	57.67	97%	
39-861-342 Maint & Repair Plant	99,663	7,231.22	0.00	0.00	93,918.78	(1,487.00)	101%	
39-861-344 Sludge Removal	69,000	16,316.00	8,001.00	8,001.00	52,684.00	0.00	100%	
39-861-345 Beaver Control	750	0.00	0.00	0.00	575.00	175.00	77%	
39-861-346 Lab Material & Supplies	11,651	0.00	62.29	62.29	11,588.21	62.79	99%	
39-861-347 Lab Analysis	21,937	1,827.00	1,899.00	1,899.00	20,110.00	0.00	100%	
39-861-348 Tar - Pamlico Dues	2,937	0.00	0.00	0.00	2,880.00	57.00	98%	
39-861-349 OSHAComp/Safety M&S	145	0.00	0.00	0.00	145.00	0.00	100%	
39-861-352 Vehicle Maintenance	1,403	0.00	47.87	47.87	578.83	824.17	41%	
39-861-400 Liability Insurance	17,174	0.00	0.00	0.00	15,599.64	1,574.36	91%	
39-861-405 Audit Expense	11,500	0.00	0.00	0.00	11,500.00	0.00	100%	
39-861-441 Certify Lab Services	525	349.29	0.00	0.00	175.00	0.71	100%	
39-861-444 Permits & Fees	15,735	1,650.00	825.00	825.00	12,310.00	1,775.00	89%	
39-861-446 Influent Debris Removal	5,999	658.73	562.72	562.72	5,340.27	0.00	100%	
39-861-500 Capital Outlay \$5000 and Over	84,985	34,410.00	0.00	0.00	5,685.47	44,890.00	47%	
39-861-810 NCDEQ WWTP Phase 2 Principal	23,607	0.00	0.00	0.00	23,606.60	0.40	100%	
39-861-897 WWTP 25% of GF Exp	60,675	0.00	0.00	0.00	46,249.79	14,425.21	76%	
39-861-998 Contingency	1	0.00	0.00	0.00	0.00	0.67		
WWTP - Expenses Totals:	991,574	93,259.66	52,905.22	52,905.22	747,498.71	150,815.63	85%	
Expenses Totals:	991,574	93,259.66	52,905.22	52,905.22	747,498.71	150,815.63	85%	
39 WWTP Revenues Over/(Under) Expenses:			(50,650.16)	(50,650.16)	(41,916.30)			

## Check Listing

Date From: 4/1/2024 Date To: 4/30/2024

Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
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Check Number	Bank	Vendor	Date	Amount
67326	30	Always N Bloom	04/02/2024	<u>\$6.41</u>
67327	30	AMAZON CAPTIAL SERVICES, INC.	04/02/2024	<u>\$183.86</u>
67328	30	DUKE ENERGY PROGRESS	04/02/2024	<u>\$111.56</u>
67329	30	GRANVILLE FARMS, INC.	04/02/2024	<u>\$550.00</u>
67330	30	GREGORY POOLE EQUIPMENT CO.	04/02/2024	<u>\$2,136.29</u>
67331	30	HOLLAND INDUSTRIAL	04/02/2024	<u>\$119.59</u>
67332	30	MERITECH INC	04/02/2024	<u>\$1,899.00</u>
67333	30	NC GRAPHIC PROS, LLC	04/02/2024	<u>\$841.46</u>
67334	30	SOUTHERN CORROSION, INC.	04/02/2024	<u>\$4,977.39</u>
67335	30	TAR HEEL TIRE SALES/SERVICE	04/02/2024	<u>\$16.19</u>
67336	30	UNITED PARCEL SERVICE	04/02/2024	<u>\$70.73</u>
67337	30	WAYPOINT ANALYTICAL	04/02/2024	<u>\$7.80</u>
67338	30	WILSON'S WATER SERVICES	04/02/2024	<u>\$825.00</u>
67339	30	All American Welding & Machine, LLC	04/05/2024	<u>\$553.16</u>
67340	30	AMAZON CAPTIAL SERVICES, INC.	04/05/2024	<u>\$157.77</u>
67341	30	BLUE RIDGE SPRINGS, INC	04/05/2024	<u>\$25.00</u>
67342	30	CAROLINA DIGITAL PHONE INC	04/05/2024	<u>\$315.88</u>
67343	30	DOCUMENT SYSTEMS, INC	04/05/2024	<u>\$273.84</u>
67344	30	DUKE ENERGY PROGRESS	04/05/2024	<u>\$2,345.80</u>
67345	30	NC DEPARTMENT OF REVENUE	04/05/2024	<u>\$103.34</u>
67346	30	Purchase Power (Pitney Bowes)	04/05/2024	<u>\$150.00</u>
67347	30	Spectrum Business	04/05/2024	<u>\$169.98</u>
67348	30	WRIGHT EXPRESS FSC	04/05/2024	<u>\$1,675.55</u>
67349	30	Always N Bloom	04/10/2024	<u>\$38.37</u>
67350	30	Community Eye Care	04/10/2024	<u>\$135.20</u>
67351	30	DUKE ENERGY PROGRESS	04/10/2024	<u>\$10,596.26</u>
67352	30	DUKE ENERGY PROGRESS	04/10/2024	<u>\$145.84</u>
67353	30	GFL ENVIRONMENTAL	04/10/2024	<u>\$562.72</u>
67354	30	INTERPLAT SOLUTIONS, INC	04/10/2024	<u>\$500.00</u>
67355	30	KERR-TAR REG COUNCIL OF GOV	04/10/2024	<u>\$140.00</u>
67356	30	NC DEPARTMENT OF LABOR	04/10/2024	<u>\$200.00</u>
67357	30	NORTH CAROLINA 811, INC	04/10/2024	<u>\$25.00</u>

## Check Listing

Date From: 4/1/2024 Date To: 4/30/2024

Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
05/06/2024 09:03 AM

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Check Number	Bank	Vendor	Date	Amount
67358	30	Pete Smith Garage, Inc.	04/10/2024	<u>\$2,944.24</u>
67359	30	PETE SMITH TIRE & QUICK LUBE, INC	04/10/2024	<u>\$269.47</u>
67360	30	PITNEY BOWES GLOBAL	04/10/2024	<u>\$223.16</u>
67361	30	SOUTHERN SOFTWARE, INC.	04/10/2024	<u>\$302.49</u>
67362	30	WARREN COUNTY PUBLIC UTILITIES	04/10/2024	<u>\$15,835.11</u>
67363	30	WATER GUARD, INC.	04/10/2024	<u>\$2,976.41</u>
67364	30	Core & Main	04/12/2024	<u>\$868.36</u>
67365	30	GUPTON SERVICES, INC	04/12/2024	<u>\$130.00</u>
67366	30	MERITECH INC	04/12/2024	<u>\$355.00</u>
67367	30	PETE SMITH TIRE & QUICK LUBE, INC	04/12/2024	<u>\$204.17</u>
67368	30	PROFESSIONAL MAIL SERVICES, INC	04/12/2024	<u>\$1.52</u>
67369	30	PROFESSIONAL MAIL SERVICES, INC	04/12/2024	<u>\$5.30</u>
67370	30	TRI-COUNTY POWER EQUIPMENT INC	04/12/2024	<u>\$285.59</u>
67371	30	WHITCO TERMITE & PEST CONTROL	04/12/2024	<u>\$50.00</u>
67372	30	DUKE ENERGY PROGRESS	04/16/2024	<u>\$314.38</u>
67373	30	FIRST CITIZENS BANK	04/16/2024	<u>\$4,607.07</u>
67374	30	FRONTIER NATURAL GAS	04/16/2024	<u>\$14.53</u>
67375	30	GEORGE HUMPHRIES	04/16/2024	<u>\$553.77</u>
67376	30	GREGORY POOLE EQUIPMENT CO.	04/16/2024	<u>\$133.32</u>
67377	30	HARRIS EQUIPMENT COMPANY	04/16/2024	<u>\$6,756.23</u>
67378	30	PETE SMITH TIRE & QUICK LUBE, INC	04/16/2024	<u>\$870.05</u>
67379	30	PETE SMITH TIRE & QUICK LUBE, INC	04/16/2024	<u>\$1,483.24</u>
67380	30	TIME WARNER CABLE	04/16/2024	<u>\$189.98</u>
67381	30	UNITED PARCEL SERVICE	04/16/2024	<u>\$35.93</u>
67382	30	WARREN COUNTY PUBLIC WORKS	04/16/2024	<u>\$1,387.57</u>
67383	30	WHITCO TERMITE & PEST CONTROL	04/16/2024	<u>\$100.00</u>
67384	30	BREEDLOVE ELECTRIC, INC	04/19/2024	<u>\$133.44</u>
67385	30	DEPT OF THE SECRETARY OF STATE	04/19/2024	<u>\$38.00</u>
67386	30	DUKE ENERGY PROGRESS	04/19/2024	<u>\$192.72</u>
67387	30	FRONTIER NATURAL GAS	04/19/2024	<u>\$10.43</u>
67388	30	LORD & COMPANY, INC	04/19/2024	<u>\$337.24</u>
67389	30	PROFESSIONAL MAIL SERVICES, INC	04/19/2024	<u>\$479.87</u>

## Check Listing

Date From: 4/1/2024 Date To: 4/30/2024

Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
05/06/2024 09:03 AM

Page: 3 of 4

Check Number	Bank	Vendor	Date	Amount
67390	30	PROFESSIONAL MAIL SERVICES, INC	04/19/2024	<u>\$153.84</u>
67391	30	WALKER AUTO STORES	04/19/2024	<u>\$434.52</u>
67392	30	A FULL CLEANING SERVICES LLC	04/22/2024	<u>\$180.00</u>
67393	30	Cash	04/22/2024	<u>\$400.00</u>
67394	30	Marlin Leasing Corporation	04/22/2024	<u>\$267.53</u>
67395	30	Swank Motion Pictures	04/22/2024	<u>\$1,220.00</u>
67396	30	UNITED PARCEL SERVICE	04/22/2024	<u>\$32.90</u>
67397	30	UNUM LIFE INSURANCE COMPANY OF AMERICA	04/22/2024	<u>\$424.42</u>
67398	30	Burton Appraisals, LLC	04/23/2024	<u>\$1,350.00</u>
67399	30	Custom Printing USA Corp	04/23/2024	<u>\$2,073.75</u>
67400	30	DOCUMENT SYSTEMS, INC	04/23/2024	<u>\$59.74</u>
67401	30	HUMANA SPECIALTY BENEFITS	04/23/2024	<u>\$29.38</u>
67402	30	INFORMATION TECHNOLOGY SERVICE	04/23/2024	<u>\$238.14</u>
67403	30	KING'S FITNESS & NUTRITION CENTER	04/23/2024	<u>\$405.00</u>
67404	30	Maria Fernanda Guardado	04/23/2024	<u>\$250.00</u>
67405	30	NEILL M. SINGLETARY	04/23/2024	<u>\$370.00</u>
67406	30	BANZET, THOMPSON, STYERS & MAY, PLLC	04/25/2024	<u>\$64.00</u>
67407	30	Charlie Gray	04/25/2024	<u>\$25.00</u>
67408	30	KELLEY MICHELE ALSTON	04/25/2024	<u>\$280.00</u>
67409	30	Marlin Leasing Corporation	04/25/2024	<u>\$161.85</u>
67410	30	Bomboniere USA Inc	04/26/2024	<u>\$900.00</u>
67411	30	FLEMING INVESTMENT COMPANY	04/26/2024	<u>\$3,000.00</u>
67412	30	GRANVILLE FARMS, INC.	04/26/2024	<u>\$8,001.00</u>
67413	30	HARRIS EQUIPMENT COMPANY	04/26/2024	<u>\$3,280.00</u>
67414	30	PRUDENTIAL RETIREMENT	04/26/2024	<u>\$1,220.93</u>
67415	30	THOMAS HOLDEN HUNDLEY	04/26/2024	<u>\$200.00</u>
67416	30	A FULL CLEANING SERVICES LLC	04/30/2024	<u>\$360.00</u>
67417	30	All American Welding & Machine, LLC	04/30/2024	<u>\$170.00</u>
67418	30	AMAZON CAPTIAL SERVICES, INC.	04/30/2024	<u>\$195.44</u>
67419	30	BURCHETTE SERVICES CORPORATION	04/30/2024	<u>\$200.00</u>
67420	30	CASSANDRA F BULLOCK	04/30/2024	<u>\$70.36</u>
67421	30	COLUMBIAN MUTUAL LIFE INS CO	04/30/2024	<u>\$36.89</u>

## Check Listing

Date From: 4/1/2024 Date To: 4/30/2024  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
05/06/2024 09:03 AM

Page: 4 of 4

Check Number	Bank	Vendor	Date	Amount
67422	30	Company Wrench	04/30/2024	<b>\$1,401.85</b>
67423	30	DUKE ENERGY PROGRESS	04/30/2024	<b>\$114.73</b>
67424	30	HACH COMPANY	04/30/2024	<b>\$66.50</b>
67425	30	HENRY TRAMAIN HARRIS	04/30/2024	<b>\$57.43</b>
67426	30	INVOICE CLOUD, INC.	04/30/2024	<b>\$142.55</b>
67427	30	JAMES MICHAEL RING	04/30/2024	<b>\$38.34</b>
67428	30	KORY EPPS	04/30/2024	<b>\$150.00</b>
67429	30	LOUISBURG TRACTOR & TRUCK CO.	04/30/2024	<b>\$621.27</b>
67430	30	MUNICIPAL INSURANCE TRUST	04/30/2024	<b>\$706.26</b>
67431	30	NOEMI CERVANTES	04/30/2024	<b>\$57.43</b>
67432	30	SHANELLE T FOGG	04/30/2024	<b>\$6.16</b>
67433	30	TRI-COUNTY POWER EQUIPMENT INC	04/30/2024	<b>\$491.37</b>
67434	30	UNITED PARCEL SERVICE	04/30/2024	<b>\$32.90</b>
67435	30	VC3, Inc.	04/30/2024	<b>\$1,263.57</b>
67436	30	VERIZON WIRELESS	04/30/2024	<b>\$320.08</b>
67437	30	WARREN AUTO PARTS, INC.	04/30/2024	<b>\$245.03</b>
67438	30	WRIGHT EXPRESS FSC	04/30/2024	<b>\$1,518.07</b>
67439	30	BLUE CROSS BLUE SHIELD	04/30/2024	<b>\$17,548.98</b>
114	Checks Totaling -			<b>\$122,784.79</b>

### Totals By Fund

	Checks	Voids	Total
34	\$3,587.55		\$3,587.55
36	\$1,107.97		\$1,107.97
37	\$37,575.80		\$37,575.80
38	\$45,776.71		\$45,776.71
39	\$34,672.76		\$34,672.76
67	\$64.00		\$64.00
Totals:	\$122,784.79		\$122,784.79

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** May 8, 2024  
**Re:** April 2024 Monthly Activity Report for Public Works

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## Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) 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...Estimated Cost - \$75,000). (2) Purchase water main valve exercising equipment (Estimated Cost – \$30,000). (3) Replace water system pressure reducing valve (Estimated Cost for Labor and Materials - \$10,000.00). (4) Purchase spare pump for Riggans Sewer Lift Station – (Estimated Cost for pump - \$20,000.00). (5) Purchase spare pump for F&M Sewer Lift Station and install emergency port – (Estimated Cost – \$45,000). (6) Highway 158 Business East Water Customers...From Highway 58 to just past Red Hill Loop Road...Abandon old 2-inch galvanized water main and reconnect active services to 8-inch PVC water main (Estimated Cost - \$50,000.00). (7) Replace two 6-inch master water meters (Estimated Shared Cost with Warren County - \$7,000.00).
- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Repair – Chain Saws. Used for right-of-way clearing. Shop: Tri County (Labor and Materials - \$267.53). (2) Repair – JCB Backhoe. Parts purchased for alternator and water hose replacement. Vendor: Company Wrench (Materials - \$1,313.21). (3) Emergency Repair – College Street Water Main. Repaired rupture in line. Contractor: Harris Equipment Company (Labor and Materials - \$3,286.00). (4) Repair – John Riggan Sewer Lift Station. Replaced high wet well float. Contractor: Breedlove Electric (Labor - \$125.00, Materials provided by Town). (5) New Installation – Installed new water service connection at 543 King Street. Customer paid for tap cost. Contractor: Harris Equipment Company (Labor and Materials - \$4,164.23).

**Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$1,580.74**

**Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$7,444.23**



## Streets and Sanitation

- **Current Tasks:** Tree pruning. Street curb and gutter cleaning. Signs repair/replacement. Loose leaves/debris pick-up. Grass Cutting. Water and sewer line right of ways trimming and cutting.

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator, Warren County Director of Public Works, Norlina Director of Public Works  
**Date:** May 8, 2024  
**Re:** April 2024 Monthly Activity Report for WWTP

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- **Pending Equipment Maintenance and 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)** Rebuild Sludge Recirculation Pump 2. **(Estimated Labor Cost – \$8,000)** **(4)** Replace Influent Pump 1 and 2 Double Mechanical Seal. **(Estimated Parts and Labor Cost –\$22,500)** **(5)** WWTP Sewer Trunk Line – additional construction work to resolve drainage issues. **(Estimated Cost –\$7,000)** **(6)** Oxidation Ditch 2 – integrate SCADA system for control of 4 existing mixers. **(Estimated Cost –\$21,000)** **(7)** Mechanical Bar Screen – Replace main chain, upper and lower drive sprockets, bearings, and rakes. **(Estimated Cost –\$38,000)**
- **High Priority Unfunded Repair:** Rotor 2C and Complete Drive Train Replacement. Note: This rotor is no longer functional and is critical to the plant's operation. **(Estimated Parts and Labor Cost –\$115,000)**
- **Completed Plant Maintenance/Repair Related Information:** **None**

**Total cost for Repairs (Account No. 39-861-342) - \$00.00**

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month. 10.40 million gallons were treated.



## Warrenton Police Department

Monthly Summary/ May 2024

### Incident Briefs

4/2/2024	Break/Enter Building- Intent to Commit Felony Larceny After Break/Enter (Building)	Closed by Arrest
4/9/2024	1 <sup>st</sup> Degree Trespass – Construction Site	Closed by Arrest
4/20/2024	Communicating Threats	Closed by Other Means
4/28/2024	Break/Enter Residence – Attempted	Closed by Other Means

Update: Officer Tharrington has been working with Motorola Solutions on getting the Speed Sign data, and we hope to include those data reports in next month's packet.

# Activity Log Event Summary (Cumulative Totals)

## Warrenton Police Department

(04/01/2024 - 04/30/2024)

Accident	5	Alarm Activation	8
Assist Elderly/Lost person	1	Assist NPD	1
Assist Other Department	1	Assist WC EMS	6
Assist WCSO	1	B & E	1
Communicating Threats	1	Complaint	3
Disabled Vehicle	1	Disturbance	1
Domestic	1	Escort	2
Follow up Investigation	6	Investigation and/or Interview	4
Larceny	1	Medical / Person Hurt or Sick	2
Patrol	2	Property Check – Business	11
Shots fired	1	Suspicious Person / Vehicle	3
Talk with Officer	3	Trespassing	1

**Total Number Of Events: 67**



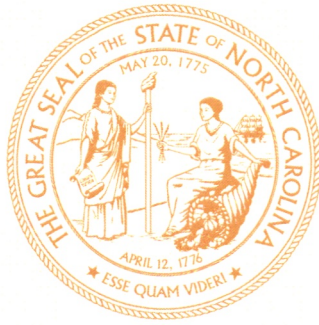
Walter M. Gardner, Jr. – Mayor  
Robert F. Davie, Jr. – Town Administrator

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### **BOC Meeting April 2024 – 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. Make changes to zoning map with Reynolds Tavern change.
3. Vacant Building Ordinance letters... determine with Commissioner Sourelis who has responded and complied.
  - ✓ Underway
4. Provide email to Frontier Warren tenant with credits.
  - ✓ Done
5. Issue Special Use permit for Dameron building.
  - ✓ Done
6. Advertise public hearing for proposed Mexican restaurant.
  - ✓ Done



# State of North Carolina

**ROY COOPER**  
GOVERNOR

**IN RECOGNITION OF  
THE NATIONAL CAPITAL OF THE EASTERN BLUEBIRD**

**2024**

**BY THE GOVERNOR OF THE STATE OF NORTH CAROLINA**

**A PROCLAMATION**

**WHEREAS**, according to the National Audubon Society, in the past, the Eastern Bluebird population has declined in many areas with loss of habitat and loss of nesting sites, but during recent decades it has increased again, undoubtedly helped by birdhouses in many areas; and

**WHEREAS**, the late Mr. Frank Newell, a native of Warrenton, North Carolina and recipient of the Order of the Long Leaf Pine Award, along with his daughter Kristye Steed and son-in-law Anthony Steed founded the Eastern Bluebird Rescue Group, Inc., a non-profit 501(c)(3) organization, in 1996; and

**WHEREAS**, the Eastern Bluebird Rescue Group consists of approximately 20 volunteers, constructing over 500,000 bluebird houses in an effort to restore populations of the Eastern Bluebird; and

**WHEREAS**, Warrenton and Warren County are believed to have the largest concentration and population of Eastern Bluebirds in the United States; and

**WHEREAS**, it is the mission of the Town of Warrenton to support conservation efforts that protect and preserve native wildlife, particularly the Eastern Bluebird; and

**WHEREAS**, the State of North Carolina encourages residents to continue to preserve the beautiful wildlife in our state;

**NOW, THEREFORE**, I, ROY COOPER, Governor of the State of North Carolina, do hereby proclaim April 27, 2024, as a day **"IN RECOGNITION OF THE NATIONAL CAPITAL OF THE EASTERN BLUEBIRD"** in North Carolina, and commend its observance to all citizens.



**Roy Cooper**  
Governor

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the Great Seal of the State of North Carolina at the Capitol in Raleigh this tenth day of April in the year of our Lord two thousand and twenty-four and of the Independence of the United States of America the two hundred and forty-eighth.



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

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## **STATUS OF GRANTS**

**NC DEQ Water Infrastructure WWTP** -- \$750,000 awarded. Received award letter.

- To replace 44-year-old rotors and clean out oxidation ditch #1, which are currently the most critical issues at the WWTP. Awaiting approval from NCDEQ with revised commitments.

### **(Fund 67) NC Neighborhood Revitalization Program**

- CDBG funds to assist in repairing houses owned by citizens of low or moderate incomes.
- NC Commerce has granted an additional \$200,000 in funding due to inflation.
- Second phase rehab of two homes. Revised bids and scope determined. Renovation work to begin very soon.

### **(Fund 68) Building Reuse Grant**

- Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic.
- NC Commerce sent paperwork for claw back of approximately \$20,000. Paperwork submitted to NC Commerce. Two repayments due six months apart. First of two repayments made to Commerce and reimbursed by Warrenton Veterinary Clinic.

### **(Fund 71) Brownfield Grant**

- This \$300,000 grant to analyze environmental issues on properties in Warrenton.
- EPA approved funding for a Landmark status application to the National Parks Service for All Saints Episcopal Church.
- Two additional properties, along W. Franklin Street, have undergone Phase 1s.

### **Golden Leaf Storm Water Grant**

- Town awarded \$196,447.50 for stormwater repairs to Brehon Street.
- Survey of affected area is complete. Easements prepared by town attorney and sent to property owners.

### **Southeast Crescent Regional Commission**

- The Town has been invited to submit a full application for the *State Economic and Infrastructure Development* (SEID) Grant Program. This grant is designed to “Foster Entrepreneurial and Business Development Activities”. Application budget will be \$100,000 of which \$20,000 is in-kind match provided by Research Triangle Foundation,

Kerr-Tar COG, Lake Gaston Chamber of Commerce and Town of Warrenton. Awaiting notice of possible award.

#### **NCLM Assistance Grant**

- Town awarded an in-kind grant from the NC League of Municipalities to evaluate and recommend changes to Town's zoning ordinances. Funded by ARP, the League will engage the legal firm of Parker Poe to assist the Town in making changes at no cost to the Town. Scope of work to include:
  - Compliance of zoning code with any updated requirements from state
  - Review of sign ordinances
  - Review of Special Use permit process
  - Recommendations for driveway sizes

#### **In Progress Grant Applications:**

- Town-Wide Water System Improvements: \$1,564,600 (Received award notice.)
- Stormwater Planning Grant: \$400,000 (Not awarded.)
- PARTF Grant application submitted for park parcels along Church and N. Hall Sts.
- NCDEQ applications for Waste Water and WWTP submitted for spring round of funding.





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

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April 19, 2024

Vielka Maria Gabriel-Alston  
4904 Mocha Lane  
Raleigh, NC 27616

Dear Mrs. Gabriel-Alston:

Although I was not present at the April Board of Commissioners' meeting, I understand that you had comments regarding gunshots, trash and other concerns. I can briefly address your concerns.

While your property at 719 N. Main Street is located within the Town's zoning jurisdiction it is located outside of the town limits. Therefore, all matters other than zoning would fall under the jurisdiction of Warren County and its departments, including your above concerns.

If there is anything I might be able to help you with or direct you to, please do not hesitate to let me know.

Best regards,

  
Robert Davie  
Town Administrator



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

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May 8, 2024

Dr. Cosmo George  
President, Warren County NAACP  
PO Box 604  
Warrenton, NC 27589

Dear Dr. George:

On behalf of the Mayor and Board of Commissioners, I can say that the Town appreciates your interest, concerns and suggestions. Although we are unable to discuss these matters at the moment, we want you to know that your concerns are being taken very seriously.

Sincerely,

Robert Davie  
Town Administrator

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**Staff Recommendation:**

Ask the property owners to voluntarily annex the property into the town. At the same board meeting the Town could approve the easement and the annexation.

Already have a request to annex into town two lots on King Street owned by George Humphries. This voluntary annexation on King Street would be close to and similar to the land with the proposed town easement.

# **CONTRACT FOR TOWN FIRE SERVICE**

**BETWEEN**

**TOWN OF WARRENTON**

**AND**

**WARRENTON RURAL VOLUNTARY FIRE ASSOCIATION, INC.**

**NORTH CAROLINA**

**WARREN COUNTY**

This contract, made and entered into this 1<sup>st</sup> day of July, of 2024, by and between the **Town of Warrenton**, a municipal corporation, hereinafter called the Town, and the **Warrenton Rural Voluntary Fire Association Inc.**, a non-profit corporation of the County of Warren, operating as the Warrenton Rural Volunteer Fire Department, hereinafter called the Department.

## **WITNESSETH:**

That for and in consideration of the mutual covenants hereinafter contained, and pursuant to Authority granted by G.S. 160A-11, do hereby covenant and agree as follows:

1. The Department agrees to furnish and provide continuing fire protection service to all property within the boundaries of the Town by dispatching upon call of any resident, property owner or visitor within the Town equipment consisting of all necessary fire suppression apparatus available and adequate personnel to operate the same. These services will run in conjunction with services provide to the Central Warren Fire District by the Department.
2. The Town agrees to make payment to the Department in the amount of \$87,600 annually payable in twelve (12) equal monthly installments. Compensation adjustment, if any, will be presented by the Department to the Town by April 15 of each year. Any extension of this agreement thereafter shall be compensated for in the same manner for the duration of any further agreements.

3. This contract may be terminated by either party at the end of any fiscal year by April 15 of each year by providing written notice of its intent to so terminate to the other party by registered or certified mail.
4. The Department agrees to continue to include in its list of Related Organizations the retirees of the Warrenton Fire Department based on its June 30, 2004 roster. Town will pay directly or reimburse Department the cost of Association dues annually to NC Volunteer Fire Association and NC State Firefighter's Association and Accident & Sickness Insurance Coverage.
5. The Department agrees to insure apparatus and equipment formerly operated by the Warrenton Fire Department and associated with the Plummer Hook and Ladder Fire Museum. The Town will reimburse Department the cost of insuring motorized apparatus and related portable equipment. A member of the Department shall serve as a Board Member of the Plummer Hook and Ladder Fire Museum.
6. The Department shall provide the Town meeting space at its fire station located 236 South Main Street upon availability as needed at no charge. Department's Fire Pre-plans are to be maintained by the Town's fire inspector in the Town and its ETJ.
7. The Town will provide grounds maintenance at the fire station located 236 S Main Street as needed including driveway snow removal when appropriate.
8. This contract extends the contract originally entered into on July 1, 2004; amending its terms to supersede the aforementioned contract. This contract shall run for a term of five (5) years or until such time it is replaced, or until such time it is terminated as indicated in Item 3.

It is acknowledged that the positions of Mayor of the Town of Warrenton and the Battalion Chief of the Warrenton Rural Volunteer Fire Department are both currently held by Walter M. Gardner, Jr. Therefore, in order to avoid any perception of a conflict of interest, he is not involved in the execution of this contract.

In witness whereof, the **Town of Warrenton** has caused these presents to be signed in its name by its Mayor Pro-Tem and attested by its Town Administrator/Clerk, and **Warrenton Rural Voluntary Fire Association Inc.** has caused these presents to be signed in its name by its President/Fire Chief and attested by its Secretary.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

ATTEST: **Town of Warrenton**

_____	_____
Town Administrator/Clerk	Mayor Pro-Tem

ATTEST: **Warrenton Rural Voluntary Fire Association, Inc.**

_____	_____
Secretary	President/Fire Chief

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

\_\_\_\_\_  
Finance Officer



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

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#### Warrenton Rural Fire Services – Contract Justification

- Renewal contract is based on previous agreements.
- The contract is based on overall tax value of real property in the Town times the millage rate charged by Warrenton Rural in the areas outside of the town limits.
- Contract also based on Warrenton Rural agreement with Warren County for additional funding to cover town-owned and tax-exempt properties not included in the tax values.
- Represents an increase of \$17,600, going from \$70,000 for the last five years to \$87,600 for the next five years.

#### Recommendation:

- Accept the renewal of the 5-year agreement with increases. The benefit to the town will be that ad valorem values will increase significantly next year as revaluation kicks in. Those increases are NOT factored increases in this renewal agreement.





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Robert F. Davie, Jr. – Town Administrator

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### **Bathroom Rental**

- Available April through October (pipes subject to freezing)
- Delivery with heavy duty town trucks
- 2-hour setup (weekdays only)
- 3-hour breakdown (weekdays only)
- Chemical additive for odors after moving/delivery
- Summer... need for Air Conditioning... generator required.
- Rental radius, Warren County?

### **Possible Charges**

- Cleaning fee \$150
- Damage deposit \$600
- In-town delivery, setup, takeaway fee \$500 (daily fee, because additional water may be needed, sewage eliminated)
- Out-of-town delivery, setup, takeaway fee \$700 (daily fee, because additional water may be needed, sewage eliminated)
- Generator fee summer A/C \$
- Rental fee: \$

### **United Rentals Example**

Our 8 stall restroom trailer is \$2428/week, \$7245/month. We bill every 28 days. Delivery & pick up would be \$250 each way to 27589, which also covers set up & tear down. 1x weekly service to empty the waste tank & restock soap & paper products is \$552/week, \$2208/month. Those service rates apply to Mon-Fri only. Service does not include janitorial. That is the responsibility of the customer during the rental period.

The trailer requires two 110v outlets on separate 20amp circuits for power. A standard garden hose works for the water source hookup. If you won't have power or water on site, additional charges would apply for a generator & water tank fill.

Details on the trailer:

- 8 Station Restroom Trailer (600-2008)
- 28' Long with tongue x 8'6" wide | 12'2" wide with steps out
- 725 gallon waste tank and 200 gallon freshwater tank
- Luxury Trim with Granite Style Counters, Wainscoting, and Wood Grain Floors
- Men's side features 1 private stall with 6-panel door, 3 urinals, and a single vanity

-Women's side features 4 private stalls with 6-panel doors, and a twin-basin vanity

-Air Conditioning, Heat, and Lights

-Stereo System

Parties up to 600 guests for an 8 hour event

Requires: 2 electrical outlets 110v, 20 amps each always

Water Supply: Garden Hose

# Warrenton Budget Amendments

Date:5/13/2024

Number:#17

Purpose of Amendment:

The purpose of this BA is to transfer 79,300 back from WWTP to WS. The rotor repair will not be done in this fiscal year.

Fund Name:

Water/Sewer & WWTP

Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Trans In from WS/39-381-038		79,300
		-

Subtotal-79,300

Total(79,300)

Grand Total-

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Capital Outlay over 5K/39-861-500	-	79,300
	-	-
		-

Subtotal-79,300

Total(79,300)

Grand Total-

**Date:** 5/13/2024  
**Number:** #18

The purpose of this BA is to move funds from Sanitation to Signs and Lights for Duke Power price increase.

## Signs and Lights

Subtotal	-	-
Total	-	
Grand Total	-	

	2,000	2,000
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# Warrenton Budget Amendments

Date:5/13/2024

Number:#19

Purpose of Amendment:

The purpose of this BA is due to an increase in the cost of water from a water system leak for the duration of 5 months. There is an increase in water sales from a rate increase that will cover part of the cost and FB will cover the remainder.

Fund Name:

Water Sewer

## Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Water Sales/38-351-401	11,906	
FB Approp/38-395-396	18,094	

Subtotal30,000-

Total30,000

Grand Total-

## Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Water Purchase/38-851-451	30,000	

30,000-

30,000



**NC SMALL TOWN  
MAIN STREET**  
*Designated Community*

Name of City/Town \_\_\_\_\_

Date: \_\_\_\_\_

## **2024-2025 Annual Agreement**

### **North Carolina Small Town Main Street® Designation**

**Designated Small Town Main Street communities (Small Town Main Street Coordinator and Town Manager, Clerk or Mayor depending on who is managing the program) must sign this document and return to the NC Main Street & Rural Planning Center no later than June 28, 2024, 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 1,200 neighborhoods and communities, rural and urban, who share both a commitment to place and to building stronger communities through preservation-based economic development. Main Street America is a program of the nonprofit National Main Street Center, a subsidiary of the National Trust for Historic Preservation.

Main Street America is a 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 \$101.6 billion in new investment, creating 168,693 net new businesses and 746,897 net new jobs, and rehabilitating 326,119 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](http://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.**

## **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 **upon request 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.
- The North Carolina Main Street staff can provide upon request **retail market analysis** for Main Street & Small-Town Main Street programs.
- 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 1,200 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, as well as funding to support public building and infrastructure improvements.
- 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, over 117 communities have directly benefitted from the North Carolina Main Street program, bringing economic strength to North Carolina's downtown commercial districts, securing over \$5 billion in new investment creating more than 35,143 net new jobs and rehabilitating 7,833 buildings.
- 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. **Staffing Requirements: Designate a paid OR volunteer Small Town Main Street Coordinator (5 hours/week minimum) who will coordinate and facilitate the work of the program.** If your town decides to move up to NC Main Street designation you must hire a director and meet the following criteria: Employ a full-time - 40 hours/week paid professional Main Street Director, who is dedicated to downtown and will coordinate and facilitate the work of the program. Communities with a population of 5,001-9,999 **MAY** employ two or more persons that equal one or more full-time equivalent position(s). One of the positions must be designated as the director. Communities with a population of 5,000 or less **MAY** employ a part-time - 20+ hours/week position paid professional Main Street Director.
  - The Main Street Director should be paid a salary consistent with those of other community development professionals within the city, state, or region in which the program operates.
  - The Director should be adequately trained — and should continue learning about revitalization techniques and about issues affecting traditional commercial districts.
  - The Director should have a written job description that correlates with the roles and responsibilities of a Main Street Director.
  - There should be a formal system in place for evaluating the performance of the Director on an annual basis.

- Adequate staff management policies and procedures should be in place.
3. Obtain a 501(c) 3, 4, or 6 nonprofit designation **OR** be designated as a department of the local municipal government. The Small Town Main Street program should be an advisory board of the City OR a non-profit that the city has appointed to manage the administration of the Small Town Main Street program.
  4. Establish **broad-based community commitment** to revitalization for the commercial district with strong support from both the public and private sectors. This includes:
    - **Partnerships and Collaborations** with local governments as well as with both nonprofit organizations and private sector entities that demonstrate shared responsibilities for the district's revitalization and its program. Examples:
      - Participation in strategy development and planning.
      - Collaboration in the implementation of programming or work plans.
      - Monetary and non-monetary resources for the Main Street program.
      - Engagement of elected officials and/or staff in the Main Street program Board and committees.
      - Promoting the district revitalization and their partnership with Main Street.
      - **\*\*It is required by Main Street America™ and the expectation of the NC Main Street program that the city contribute monetarily to the Main Street program. Contributions should be enough to cover at minimum the director's salary and benefits or in the case of the Small Town Main Street program, programming and projects that will have an economic impact on the downtown district.**
      - **Community Outreach** to connect and engage with ALL sectors of the community such as businesses, property owners, workforce, other organizations, and residents. Examples include:
        - The program's external marketing, online, printed, social media, etc. clearly promotes the role and impact of the Main Street program.
        - Main Street's leadership and staff are actively engaged in public relations activities that educate, build awareness, and promote the Main Street program.
        - Main Street highlights positive stories about the district through a variety of media tools.
      - Main Street has **maintained communication and implemented public relations** that inform and educate the public sector or local government about the district and the Main Street program.
      - Main Street has **promoted the district's positive image, brand identity, and assets**. Examples of this include:
        - A distinctive brand has been created and implemented for **the district**.
        - A distinctive brand has been created and implemented for **the organization**.
        - Social media platforms are used to promote the value of the district and the Main Street program.
        - An annual report is produced noting success across the Four Points.
  5. **Inclusive Leadership and Organizational Capacity.** Main Street's greatest resource are PEOPLE and a belief that everyone in the community has a place in Main Street. Main Street places a strong priority on human capital and developing a clear operational structure and practices that increase the organization's capacity to engage **ALL sectors of the community** and leverage their participation in their revitalization efforts. This includes:
    - Having an **inclusive organizational structure and diverse volunteer engagement** demonstrating commitment to diverse, inclusive, and equitable district and community engagement. Examples of this include:
      - The organization's **stated mission and core values show a commitment to engaging ALL sectors** of the community it serves.

- Internal and external messaging promotes that **Main Street has a place for everyone in the community and that diverse engagement is welcomed and valued**. Communication tools address language barriers as appropriate.
  - Work plans and programming activities **address accessibility and inclusive design** for all community members.
  - The organization's policies address **equitable access** for all district and community stakeholders in the organization's leadership structure (Board and committees) as well as in specific projects and activities.
- The Main Street organization has **implemented an inclusive volunteer program that demonstrates the capacity to implement approved annual work plans and programming for the district**. Examples:
  - Clearly outlined volunteer needs for approved work plans or programming activities are in place and promoted broadly.
  - A proactive effort to recruit diverse volunteers representing the entire community in a culturally competent way.
  - Active volunteer coordination throughout the year that ensures attention to thoughtful placement, rotation, and retention of new and existing volunteers.
  - Volunteers at all levels have access to and receive appropriate orientation, trainings, and leadership development throughout the year.
- **The Main Street Board of Directors is formed with a diverse and balanced representation** of district and community stakeholders. The following are recommended: district business and property owners, district and community residents, community businesses/corporations and institutions such as schools, universities, foundations, nonprofit organizations, and government.
- **The Main Street organization has developed a leadership base (board, staff, committee members, and volunteers) that reflects the district and community**, considering a broad range of dimensions of diversity, including race, ethnicity, gender, education, physical and mental ability, veteran status, and income level. The program should take proactive measures to ensure under-represented groups are included as part of Main Street's leadership base.
- **Active board leadership and supporting volunteer base.** Board members have demonstrated active engagement in the Main Street program throughout the year. Ideally, **100 percent but no less than 75 percent of Board members have attended board meetings 75 percent of the time throughout the year, New Board members have participated in board orientation and existing Board members participated in at least one training offered by the Coordinating program**. Board members have played an active role on the board by leading a committee, a task force or key initiative. Board members have advocated for the program and the district within the community, in coordination with Main Street staff and the rest of the board.
- **Professional staff management.** The Main Street organization has maintained the level of professional staff necessary to achieve its mission, goals, and annual work. This includes meeting the minimum staffing requirements as noted above in #2. For the STMS the expectation is to have someone with the city/town who will manage the program OR a volunteer coordinator who manages the program. It is NOT a requirement to have paid staff at the STMS designation level. ONLY if you elect to move up to Main Street designation status.

- **Effective Operational Structure.** The Main Street organization has developed appropriate operational and organizational practices to manager effectively and must include:
    - **Clearly defined mission statement** that confirms the purpose of the organization.
    - **Established by-laws**, which are reviewed annually and revised appropriately to carry out the program’s mission for the district.
    - **Operating policies and procedures** that outline internal and external communication practices, conflicts of interest, personnel management, leadership selections, elections and terms, Board roles and responsibilities, etc.
    - **Appropriate insurance** for the organization, Board/staff, and its programming.
    - **Legal and fiscal requirements** are met and maintained as required with its tax status or operation structure.
6. **Diversified Funding and Sustainable Program Operations.** A successful revitalization program must have the financial resources necessary to carry out its work and sustain its operations. Program sustainability relies on diversity of revenue streams as dependency on one primary or only source could jeopardize the program’s operations. This includes having a **Balanced Funding Structure** with a **diverse mix of public and private** sector sources, **Strategic Revenue Development and Fundraising** and **Financial Management and Best Practices**.
7. **Strategy-Driven Programming.** Change is an important guiding principle for Main Street. Main Street programs should define, and mange change from one year to the next through a **strategy-driven work plan and an aligned implementation process**. Planning is guided by **Inclusive Community and Market-Informed Inputs**. Main Street organizations must:
- Have an appropriate written **mission statement** which is **reviewed annually and updated as appropriate**.
  - Have an appropriate **vision statement** for downtown that is **reviewed annually and updated as appropriate**. The vision statement should define the economic potential of downtown.
  - Establish an annual work plan/planning process for downtown. A comprehensive annual work plan provides a detailed blueprint for the 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.
  - Have a **work plan with 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 updated annually.
  - **Involve, ideally, the full board in developing the annual work plan.** At a minimum, the full board should adopt/approve the annual work plan which includes Transformation/Economic Development Strategies.
  - **Distribute work activities and tasks** to a broad range of volunteers and program participants.
  - Have significant progress in each of the four points based on the work plan submitted for the previous year.
  - Maintain an updated building and business inventory list.
  - Maintain an asset map recognizing distinctive place-based assets within the district that highlight unique and competitive advantages and market opportunities.
  - Have strategies that reflect opportunities driven by local and national trends.

- Have annual fund-development goals and allocations that are guided by the Transformation or Economic Development Strategies.

8. **Preservation-Based Economic Development.** A Main Street organization must adopt and exhibit a Historic Preservation Ethic and Design Management Program. A Main Street organization will focus on, **Preservation Ethics and Education on Historic and Cultural Assets, Standards and Best Practices for Place-based, People – Focused on the Design and Promotion of Historic, Heritage and Cultural Assets.** Historic preservation is central to the Main Street program's purpose and is what makes historic and traditional commercial districts authentic places.

Additionally:

- Advocates for preservation, re-use over demolition.
- 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 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.
- 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.

9. **Demonstrate Impact and Results.** As a part of a national network, Main Street America™, with a proven record for generating strong economic returns and strengthening the district's position within a highly competitive marketplace the local Main Street organization **Demonstrate the Value of Main Street, Measure and Package Quantitative and Qualitative Outcomes and Promote Progress and Demonstrate Impact and Results.**

10. **Training & Education Requirements:**

- **Orientation:** is required for a **New Main Street Director.** These are held virtually each month and new directors are required to attend a virtual orientation within three months of start date (if not previously attended as a MS Director in another MS Town).
- **Basic Training:** is required for a **NEW Main Street Director** each time there is a change at the local level if said NEW director has not previously attended in Main Street Director attendance at Main Street Basic Training each time there is a change in management (if not previously attended).
- **Directors Meeting:** Main Street Director's attendance at Main Street Directors' Meeting held once a year in August. (In the case of a vacancy or illness/emergency, a substitution for the director may be made for this meeting). **THIS IS ONLY REQUIRED FOR DESIGNATED NCMS PROGRAMS NOT THE SMALL TOWN MAIN STREET PROGRAM.**

- **Regional Meetings:** Main Street Director/STMS Coordinator (or Volunteer if Director cannot) attendance at a minimum of one of two bi-annual regional meetings each year. (Held in May and November.) \*It is recommended that the Director (or STMS Coordinator) attend both meetings, not just one.
  - **NC Main Street Conference:** Main Street Director and a minimum of one volunteer attendance at the annual NC Main Street Conference - (NCMS provides each designated STMS community with one complimentary registration).
  - **Main to Main Trail:** Maintain and update as appropriate your community's Main to Main Trail information on your website which is linked to the [ncmainstreetandplanning.com](http://ncmainstreetandplanning.com) website. The STMS towns are not yet listed on the Main to Main Trail as this is still a work in progress for our designated NCMS towns first, but when we do include the STMS programs this will be an expectation.
  - **\*\*NEW required training as of 2024:**
    - **Small Scale Development Workshop (attend ONE out of 8)**
      - Tryon – April 24, 2024
      - New Bern – June 12, 2024
      - Washington – July 17, 2024
      - Lenoir – August 21, 2024
      - Mount Airy – Oct. 2, 2024
      - Salisbury – Nov. 13, 2024
      - Clinton – Jan. 8, 2025
      - Oxford – Feb. 12, 2025
    - **Destination Creation Training** – dates and locations TBD (these will be held in regions)
    - **Storytelling Training** – dates and locations TBD (these will be held in regions)
11. **Reporting:** Submit annual statistical data in July and Budget & Salary information and Program Assessment Survey in January, as requested, to the NCMS&RP Center.
  12. **Maintain an annual membership** with the National Main Street Center at the [Main Street America Community Member](#) level.
  13. **Reimbursement of NC Main Street & Rural Planning 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 with the NC Main Street & Rural Planning Center Travel Policy.
  14. **Sublicense & Logo Placement.** The local Main Street Program **must also sign and follow the National Main Street sublicense agreement and must comply with all Accredited or Affiliate community requirements** including placing the *Designated NC Main Street Community* logo on the Main Street program website and use the logo when appropriate on social media, email, and marketing materials **Logos and website language will be sent in June by Main Street America following receipt of signed agreements.**

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

- The City/Town Council has the authority to designate another agency/entity to administer the Main Street program.
  - North Carolina Main Street Center requires:
    - A resolution from the City/Town Council that authorizes this change.
    - Minutes of the City/Town Council Meeting clearly demonstrating the majority vote.
    - Documentation demonstrating how the entity that will be administering the 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**

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

Your program, as a Designated Main Street Member 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 experiences with each other. This guide explains the benefits of membership and how to access these tools.

**Your benefits include:**

- 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.
- 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.
- Free online training opportunities.
- Full access to the Main Street Knowledge Hub with sample documents, articles, reports, and more from your peers and experts in the field — all at your fingertips.
- 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.
- Exclusive eligibility to be recognized as an Affiliate or Accredited Main Street America program.
- Exclusive eligibility to enter into a Licensing Agreement with the NMSC, or your Coordinating Program, to use Main Street America™ name and logo.
- Eligibility to apply for the Great American Main Street Awards and other special awards and grant programs.
- Up to six free sub-memberships to share access to resources with your team.
- And more!

**Annual Dues: \$375**

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

Signature Page

1. Designated Small Main Street City/Town: \_\_\_\_\_
2. Name of Local Small Town Main Street Administrating Organization:\_\_\_\_\_
3. Check Which One Applies:
- ☐ Public (Town) Administered
- ☐ Private (Non-Profit) Administered
- ☐ Quasi-Public-Private (Town/Non-Profit) Administered
4. Small-Town Main Street Coordinator (if it is a Town Manager, then the Mayor signs off below):
- Name: Robert Davie
- Title: Town Administrator
- Signature: \_\_\_\_\_
- Date: \_\_\_\_\_
5. Name of Town Manager **OR** Mayor depending on Program Structure:
- \_\_\_\_\_
- Title:
- \_\_\_\_\_
- Signature of Town Manager:
- \_\_\_\_\_
- Date: \_\_\_\_\_