



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

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BOARD OF COMMISSIONERS REGULAR MEETING
7:00 PM January 13, 2025
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 December 9, 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. Response Letter to Mr. Hicks
 - h. Action Items from Prior BOC Meeting
6. Committee Reports
 - a. Finance and Administration (Ms. Hunter)
 - b. Public Works (Mr. Blalock)
 - i. Leak Detection Survey (PW Dir.)
 - ii. Fire Hydrants Out of Service (PW Dir.)
 - c. Public Safety (Mr. Ayscue)
 - i. Police Recruiting Update (Chief)
 - d. Human Resources/Information Technology (Mr. White)
 - i. Cyber Security (Town Adm)
 - e. Revitalization/Historic District Commission (Mr. Coffman)
 - f. Beautification/Facilities (Ms. Sourelis)
 - g. Planning/Zoning/Annexation (Mr. Young)
7. Old Business
 - a. Status of Grants – for information
 - b. Thank you from CDBG Recipient – for information
 - c. Episcopal Diocese of NC (All Saints 6 min video) – for information
 - d. SLCGP MOA (cyber security grant) – for consideration
 - e. Grant Project Resolution and Ordinance – for considerations
 - f. EV Charging Station Grant Application Request – for consideration
8. New Business
 - a. UNCG Marketing Plan for Warrenton – for information
 - b. Warren County CORE Analysis – for information
9. Announcements
 - a. Main Street Conference March 11-13 in Mooresville, NC
10. Adjournment

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

P.O. Box 281
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BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING

December 9, 2024

7:00 P.M.

Minutes

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner John Blalock	Commissioner Nat White
Commissioner Jason Young	Commissioner Aaron Ayscue
Commissioner Dian Sourelis	
Robert Davie, Town Administrator	
Bill Perkinson, Public Works Director	
David Elliott, Chief of Police	
Tracy Stevenson, Minute Taker	

Call to Order – Pledge of Allegiance and Moment of Silence

Mayor Walter Gardner called the regular monthly meeting of the Town of Warrenton Board of Commissioners to order Monday, December 9, 2024, at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need, especially during this holiday season of giving and caring. The Pledge of Allegiance was led by Town Administrator, Robert Davie.

Conflict of Interest Statement and Proposed Agenda

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented. Commissioner Young made a motion to approve the proposed agenda as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

Public Comments

Dwayne Hicks expressed his concern for lack of police coverage during an incident of shots fired on November 30, 2024, at the Speedway in Warrenton. Mr. Hicks further questioned the Board as to whether the coverage of two officers for the Town on Thursday, Friday, and Saturday nights was still in place. He urged the Board to promote hiring of police officers for the current vacant positions with the Town.

Minutes

The minutes of the November 4, 2024, board meeting were presented. Commissioner White made a motion to approve the minutes as presented, with a second by Commissioner Sourelis. 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
- (h) Budget Amendments #3, #4, #5

Commissioner Young made a motion to approve the Consent Agenda as presented, with a second by Commissioner Hunter. 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. Commissioner Blalock did point out the listing of the Hydrants Out of Service as of 12/5/2024 that was included in the agenda packet.
- (c) Public Safety – Commissioner Ayscue had no additional report other than agenda items. Chief of Police, David Elliott presented the incident summary for the month of November 2024.
- (d) Human Resources – Information Technology – Commissioner White had no additional report other than agenda items.
- (e) Revitalization/Historic District Commission – Commissioner Coffman was not in attendance. Town Administrator, Robert Davie stated that the Historic District Commission approved a Certificate of Appropriateness for 237 S. Main Street to paint the front façade of the former Super 10 building. He further stated that there were forty participants for the upcoming Christmas parade, which included two marching bands. Mr. Davie informed the Board that work has started on the mural at 144 S. Main Street.
- (f) Beautification/Facilities – Commissioner Sourelis informed the Board that the cost of new banners for the Town would be \$115.00 per banner, and the Town would need thirty-five banners. The total charge from MOSCA design would be \$4,735.00 to include the thirty-five banners consisting of four colors and the screen charge. She stated that this would not include the design fee, which she estimated would cost approximately \$500.00. Commissioner Blalock made a motion to go forward with procuring a design for up to \$500.00 and holding off on the banner purchase, with a second by Commissioner Ayscue. The motion was approved by unanimous vote. Mayor Gardner took this time to thank Commissioner Young and his family for painting the red bows on the Town's Christmas wreaths.
- (g) Planning/Zoning/Annexation – Commissioner Young informed the board that the Planning Board meeting was rescheduled for December 18, 2024.

Old Business

(a) Status of Grants –for information

NC DEQ Wastewater – Town awarded \$1,000,000 for improvements to the town’s sewer lines.

NC DEQ WWTP - \$2,000,000 awarded. Project to replace 44-year-old rotors and clean out oxidation ditch #1, which are currently the most critical issues at the WWTP and bring the oxidation ditch #2 online.

NC DEQ Water Infrastructure Rehab – Town-wide Water System Improvements: \$1,564,600 (Received award notice.)

NC DEQ Water AIA Stormwater Planning – Town awarded \$400,000 for stormwater planning. Town has adopted resolution accepting award.

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 on Bute and S. Bragg Streets is nearing completion. Third of the three replacement houses are now complete and Fairlane Drive resident moving in shortly.

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. In process of closing out grant.

Golden Leaf Storm Water Grant – Town awarded \$196,447.50 for stormwater repairs to Brehon Street. Survey of affected area is complete. Engineer did not receive any bids.

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 \$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. Town has executed an agreement.

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. 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
- Creation of basic subdivision ordinance

In Progress Grant Applications:

- State and Local Cybersecurity Grant awarded to the town of Warrenton in the amount of \$48,982. Awaiting grant agreement from the State.

(b) All Saints Update – for information – Town Administrator, Robert Davie informed the Board that All Saints Episcopal Church had been awarded \$280,000 from the NC Diocese.

The money will be utilized to repair the existing roof. Mr. Davie stated that this amount was the highest award given to any church.

(c) Review of Water/Sewer Rates- for information and consideration – Town Administrator, Robert Davie informed the Board of the following Water Revenue Issues:

- \$96,576 short in water and sewer revenue (\$58,692 water \$37,884 sewer). (This analysis does not address the expected cost increase for water from Warren County.)
- Only 7.5 months left in current FY to recoup from 932 water customers, 736 sewer customers
- A major part of the shortfall is a reduction in water usage at Fresenius' Dialysis center. Their usage has dropped in half due to their being open only three days a week. Their reduction alone represents a loss in revenue of \$24,000 annually.
- Part of the revenue shortfall is the continued delay of the Dameron Building coming online. When online it will generate approximately \$2500/month.

Revenue Generating Recommendations

- Change In-Town super user rate from \$6.09 to 7.09. This increase will primarily impact Mariam Boyd School, John Graham Buildings. Change Out-of-Town super user rate from \$6.66 to \$9.09, which reflects the same percentages of In-Town versus out-of-town rates of regular users. For the remaining 7.5 months of FY, these two increases will raise approximately \$3500 in additional revenue. The largest out-of-town user would see an increase of \$346 per month on an average monthly bill of \$6000.
- Increase the In-Town availability rate for water by \$6 from \$23.00 to \$29.00. Increase the Out-of-Town availability rate for water by \$6 from \$39.15 to \$45.15 (For comparison, the Warren County water availability fee is \$30). Increase availability rate for all sewer accounts by \$4. For the remaining 6 months of FY, these increases will generate \$59,732 in additional revenue.
- Conservatively count one quarter of revenue from T-Mobile and the Dameron Building, which would generate \$15,335.
- Combined, the above new revenue equals \$78,567 of the Fund's \$96,000 shortfall. The balance could come from restricted fund balance or identifying savings from unaccounted for water.

There are three things staff are working on to address the revenue shortfall, not involving a rate increase.

- If the Town can reduce our "unaccounted for" water by one million gallons per month it can save as much as \$3,000/month. Rural Water is coming to Warrenton on December 16th with a team of three people and listening devices to cover the entire water distribution system looking for leaks and signs of leaks. At the same time, Town staff will accompany Rural Water staff with a list of vacant structures looking for old meters that may have been illegally turned on by residents and which do not show up on the list of radio meters.
- Public Works Director, Bill Perkinson is in the process of adding a meter for water used at the WWTP. By metering the Town is able to share costs with partners.
- The Town could start receiving revenue from T-Mobile in the second quarter of 2025 at \$2695 per month. The Town could assign any new revenue from T-Mobile to Fund 38. A Load Assessment is being done on the King Street water tower to confirm antenna can be placed on it. An agreement has been reviewed, with changes recommended by Mitch Styers, and returned to T-Mobile.

Commissioner Blalock stated that he did not feel it was right to increase the rates for citizens of the Town when commissioners do not get charged for water/sewer. Commissioner Blalock made a motion to start charging Board members for their water/sewer rates effective with the next billing cycle, with a second by Commissioner Sourelis. The motion was approved by unanimous vote. After further discussion, Commissioner Blalock made a motion to approve the proposed increases to the availability rates and superuser rates as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

- (d) County Proposed Water Purchase Agreement – for discussion** – Town Administrator, Robert Davie informed the Board that we have yet to receive an agreement with Warren County. Mayor Gardner stated that Warren County Public Works employee, Marcie Byrd, said not to pay any invoice until a new agreement is reached.

New Business

- (a) Town Appointments – for consideration** - Town Administrator, Robert Davie presented the Town Appointments for 2025 for review and approval. Commissioner Blalock made a motion to approve the Town Appointments as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.
- (b) Committee Term Extensions – for consideration** – Town Administrator, Robert Davie presented an amended list of Committee Term Extensions for review and approval. Commissioner White made a motion to approve the Committee Term Extensions as amended, with a second by Commissioner Blalock. The motion was approved by unanimous vote.
- (c) Waiving of Sewer Connection Fees for 712 N. Main Street** - Town Administrator, Robert Davie stated that Mr. Charles Kearney of 712 N. Main Street requested a quote to have his water and sewer service reconnected in March/April 2023. The services had been inactive since October 2017. To reactivate the services, an inspection was done that included the use of a camera on the sewer line and a pressure test on the water line. It was noted that the sewer line had several breaks in it and would need to be repaired at the owner's expense before the services could be reactivated. The Town received a quote for \$13,142.90 from Harris Equipment. Mr. Kearney received this quote on April 14, 2023. No further action was taken by Mr. Kearney after receiving the quotation until October 2024. However, during this time the water was used and turned on with the Town's notification, in effect using water without paying for it. The Public Works Department had already requested a re-quote from Harris Equipment, since the original quote was 18 months old, while keeping Mr. Kearney informed. The requote for the site came on December 2, 2024, in the amount of \$17,411 plus \$300 for the meter. The Town should receive a normal fee of 10% on top of the contractor fee, per Town Ordinance. On behalf of the property owner, Mr. Davie requested a waiver of the Town's normal 10% fee. Commissioner Hunter expressed concern for setting a precedent of waiving such fees. Mayor Gardner stated there was no policy in place for such a waiver. Commissioner White made a motion to deny the request, with a second by Commissioner Blalock. The motion was approved by unanimous vote.

- (d) **Dameron Building Handicapped Ramp Along Sidewalk (contingent on moving crepe myrtle) – for discussion and consideration** – Town Administrator, Robert Davie presented the request from Michael Hurt to install a handicapped ramp on top of the sidewalk along S. Main Street. Mayor Gardner stated that in viewing the area only a few limbs would have to be trimmed and that the crepe myrtle would not have to be transplanted. Commissioner Sourelis expressed concern that the proposed ramp would take up the entire sidewalk. Mr. Davie stated that it would leave approximately 5 feet of sidewalk. Commissioner Sourelis made a motion to approve the proposed ramp, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.
- (e) **Liability Insurance Annual Renewal – for consideration** – Town Administrator, Robert Davie informed the Board that the Town's Liability Insurance annual renewal is due January 1, 2025, but the Town has not received renewal coverage pricing. Mayor Gardner stated that Citizen's Insurance agent, Rebecca Harris has been working diligently to obtain coverage and pricing. He further stated that no formal motion was required for Town Administrator, Robert Davie to sign the renewal when received. Mr. Davie was asked to report to the Board, via email, if rates significantly increased.
- (f) **FLOCK Police Cameras – for discussion and consideration** – Chief Elliott stated that in response to lack of availability of officers and an inability to fill officer positions, both part-time and full-time, the Police Department would like to recommend installation of a FLOCK camera system. While cameras cannot take the place of an officer, they can assist a limited staff in preventing and solving any crimes occurring within the town limits. Cameras would be used to record vehicles and license plates along eastbound E. Macon Street, westbound W. Franklin (1001) and northbound N. Main Street. Positioned on these streets, cameras will capture vehicles leaving the three major exits used in Town. The FLOCK system has proven to be a significant tool in reducing and solving crime in Henderson, NC and other communities across North Carolina and the United States. The cost for the three cameras for one year, and their installation, is \$9,000. An additional PTZ camera located on N. Main Street in the business district would cost an additional \$3,000. These costs could easily be allotted in the current Police Department budget, as salaries will not be used for three positions throughout the entire fiscal year. At the end of the one-year term the Town is not obligated to renew the agreement, however, there is an option to renew at the same price for an additional two years. Commissioner Blalock made a motion to allocate \$12,000 for the purchase of four cameras from unspent funds in the salary line. Commissioner Young seconded the motion. The motion was approved by unanimous vote.

Announcements – Mayor Gardner announced that the Employee Appreciation Luncheon will be held on December 17, 2024, at 12:00 noon at the Warrenton Rural Fire Department. He further announced that the Christmas parade will be at 5:00 P.M. on Saturday, December 14, 2024.

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
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Period Ending 12/31/2024

34 FRONTIER WARREN								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
34-351-422 Rent Paid to Town Frontier Warren	48,540	0.00	5,100.00	14,540.00	22,970.00	(25,570.00)	47%	
Revenues Totals:	48,540	0.00	5,100.00	14,540.00	22,970.00	(25,570.00)	47%	
Expenses								
34-405-203 Supplies	500	0.00	0.00	0.00	44.99	455.01	9%	
34-405-250 Lights/Heat/Security	3,000	457.48	218.14	518.75	1,217.52	1,325.00	56%	
34-405-251 Telephone/Internet	3,000	1,190.28	197.18	591.54	1,447.88	361.84	88%	
34-405-255 Bldg Maint/Clean Srvs	3,000	1,725.00	0.00	50.00	865.00	410.00	86%	
34-405-400 Liability Insurance	170	0.00	0.00	37.50	37.50	132.50	22%	
34-405-422 Rent Paid by Town	36,000	1,500.00	6,000.00	9,000.00	21,000.00	13,500.00	63%	
34-405-499 Miscellaneous	2,870	0.00	0.00	0.00	0.00	2,870.00		
Non-Departmental Totals:	48,540	4,872.76	6,415.32	10,197.79	24,612.89	19,054.35	61%	
Expenses Totals:	48,540	4,872.76	6,415.32	10,197.79	24,612.89	19,054.35	61%	
34 FRONTIER WARREN Revenues Over/(Under) Expenses:			(1,315.32)	4,342.21	(1,642.89)			

Budget vs Actual

Town of Warrenton
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Period Ending 12/31/2024

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	482,907	0.00	120,597.31	180,857.22	212,269.55	(270,637.45)	44%
37-302-302 Ad Valorem Taxes - Prior Year	5,000	0.00	1,109.29	2,041.77	4,512.88	(487.12)	90%
37-302-303 Ad Valorem Taxes - all other prior years	2,000	0.00	0.00	87.24	89.42	(1,910.58)	4%
37-302-304 Ad Valorem Taxes - Penalties & Interest	2,200	0.00	140.77	267.13	756.39	(1,443.61)	34%
37-307-310 Motor Vehicles - Current	54,180	0.00	0.00	6,582.42	15,365.59	(38,814.41)	28%
37-320-320 Local Option Sales Tax Monthly	377,000	0.00	27,767.24	89,920.49	96,336.10	(280,663.90)	26%
37-320-321 Annual Refund of Sales Tax the Town paid	0	0.00	0.00	0.00	21,034.93	21,034.93	
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	23,708.99	23,708.99	24,228.47	(61,771.53)	28%
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	193.11	543.78	543.78	(456.22)	54%
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	0.00	164.35	324.02	(275.98)	54%
37-335-335 Powell Bill	31,826	0.00	16,958.10	16,958.10	33,916.20	2,090.20	107%
37-345-344 Historic District Comm Fees	0	0.00	0.00	25.00	25.00	25.00	
37-345-345 Zone Board of Adj	3,000	0.00	0.00	0.00	250.00	(2,750.00)	8%
37-345-346 Code Enforcement	3,000	0.00	750.00	1,275.00	2,800.00	(200.00)	93%
37-351-353 Landfill Fees Residential	208,224	0.00	17,313.56	52,006.83	102,948.24	(105,275.76)	49%
37-351-356 Police Rpt Fees	50	0.00	0.00	0.00	10.00	(40.00)	20%
37-351-357 Court Fees	250	0.00	0.00	27.00	38.29	(211.71)	15%
37-351-360 Cell Tower Rent	32,340	0.00	2,695.00	8,085.00	16,170.00	(16,170.00)	50%
37-351-361 Parking/Ordinance Collections PD	500	0.00	0.00	0.00	0.00	(500.00)	
37-351-401 Debt Setoff Landfill	100	0.00	0.00	38.00	58.03	(41.97)	58%
37-365-001 Interest Income	50	0.00	1.99	6.21	26.32	(23.68)	53%
37-365-351 Revitalization Comm	10,080	0.00	0.00	2,605.00	8,176.00	(1,904.00)	81%
37-365-366 Surplus Property	4,000	0.00	0.00	0.00	0.00	(4,000.00)	
37-365-370 WWTP 25% of GF Exp	61,428	0.00	0.00	9,816.73	25,957.64	(35,470.36)	42%
37-365-371 WS 25% of GF Exp	110,354	0.00	0.00	20,057.14	52,275.59	(58,078.41)	47%

Budget vs Actual

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Period Ending 12/31/2024

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-365-401 Mis/Revenue/License Tags	0	0.00	0.00	100.00	290.00	290.00	
37-365-410 Interest Investment NCCMT	28,000	0.00	0.00	4,509.12	11,946.90	(16,053.10)	43%
37-365-501 Misc Revenue POLICE	0	0.00	9.00	9.00	13.50	13.50	
37-395-396 Appropriated Fund Balance (Budget Only)	47,712	0.00	0.00	0.00	0.00	(47,712.00)	
Revenues Totals:	1,551,801	0.00	211,244.36	419,691.52	630,362.84	(921,438.16)	41%
Expenses							
37-401-010 Salary - Full Time	175,867	0.00	15,198.96	43,396.88	88,486.56	87,380.44	50%
37-401-012 Salary - Adm Assistant	54,432	0.00	4,694.00	12,982.00	27,486.00	26,946.00	50%
37-401-020 ER-FICA Taxes	13,454	0.00	1,162.12	3,318.04	6,765.27	6,688.73	50%
37-401-021 ER-FICA Taxes - Adm Assistant	4,164	0.00	358.50	991.34	2,098.81	2,065.19	50%
37-401-030 ER-Retirement - Orbit	47,096	0.00	4,068.12	11,529.48	23,716.37	23,379.63	50%
37-401-040 ER-Health Insurance	22,730	2,220.36	2,721.33	7,488.99	18,033.75	2,475.89	89%
37-401-050 ER-Life Insurance	576	240.00	48.00	144.00	336.00	0.00	100%
37-401-060 ER-Workman's Comp	302	0.00	3.45	3.45	302.07	0.00	100%
37-401-200 Travel Expense	681	0.00	0.00	0.00	680.24	0.76	100%
37-401-203 Supplies	4,975	741.75	360.12	898.13	1,635.58	2,597.67	48%
37-401-250 Light, Heat & Security	6,446	2,082.80	357.93	1,429.72	4,203.21	159.99	98%
37-401-251 Telephone & Postage	4,000	1,411.89	240.94	753.37	1,430.34	1,157.77	71%
37-401-255 Bldg. Maint/ Clean SVS	9,000	3,471.34	1,163.50	1,642.48	2,873.77	2,654.89	71%
37-401-256 Bank Fees/ Petty Cash	3,750	0.00	300.00	900.00	1,800.00	1,950.00	48%
37-401-295 Training	2,000	0.00	0.00	0.00	215.00	1,785.00	11%
37-401-301 Computer Maint	4,800	2,091.91	567.32	982.35	2,346.31	361.78	92%
37-401-302 Software Support	2,500	502.69	35.98	1,361.18	1,716.64	280.67	89%
37-401-304 Website	800	0.00	0.00	412.50	412.50	387.50	52%
37-401-305 Technology Upgrades	1,000	0.00	0.00	0.00	0.00	1,000.00	
37-401-306 Awning 25% Fund	500	0.00	0.00	500.00	500.00	0.00	100%
37-401-307 Special Events	2,225	2.00	373.00	898.00	948.00	1,275.00	43%
37-401-309 Advertising	2,270	0.00	0.00	0.00	0.00	2,270.00	

Budget vs Actual

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-401-310 Dues & Subscriptions	3,500	510.00	36.93	621.93	2,747.93	242.07	93%
37-401-325 NC Sales/Use Tax Paid (No Tax)	728	0.00	0.00	728.00	728.00	0.00	100%
37-401-400 Liability Insurance	7,500	1,410.05	0.00	973.23	973.23	5,116.72	32%
37-401-401 County Tax Collection Svs	8,000	0.00	1,827.72	2,748.94	3,301.92	4,698.08	41%
37-401-405 Audit Expense	12,084	0.00	0.00	2,875.00	11,500.00	584.00	95%
37-401-420 Attorney Fees	3,500	1,200.00	1,200.00	1,200.00	1,200.00	1,100.00	69%
37-401-497 Sales & Uses Tax Expense	0	0.00	2,166.08	10,882.54	22,507.20	(22,507.20)	
37-401-499 Miscellaneous Expense	4,524	0.00	0.00	387.39	997.39	3,526.54	22%
37-401-802 Truist Parking Lot Loan Principal	10,035	0.00	0.00	0.00	4,954.46	5,080.54	49%
37-401-832 Truist Parking Lot Loan Interest	6,203	0.00	0.00	0.00	3,166.55	3,036.45	51%
37-401-998 Contingency	16,306	0.00	0.00	0.00	0.00	16,306.00	
General Government Totals:	435,948	15,884.79	36,884.00	110,048.94	238,063.10	182,000.11	58%
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	375.00	750.00	750.00	50%
37-402-020 ER - FICA TAXES	115	0.00	9.56	28.68	57.36	57.64	50%
37-402-060 Workers Comp Mayor & Council	70	0.00	0.00	0.00	0.00	70.00	
37-402-200 Travel Expense	300	0.00	0.00	0.00	0.00	300.00	
37-402-295 Training	100	0.00	0.00	0.00	0.00	100.00	
37-402-402 Commission offsite meetings	200	0.00	0.00	0.00	0.00	200.00	
Governing Body Totals:	2,285	0.00	134.56	403.68	807.36	1,477.64	35%
37-405-345 Zoning/Ordinances	20,200	9,000.00	0.00	1,000.00	1,000.00	10,200.00	50%
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	0.00	500.00	
37-405-423 Quilters Lane	500	0.00	0.00	0.00	0.00	500.00	
37-405-430 Historic District Comm	220	0.00	0.00	0.00	0.00	220.00	
37-405-450 Revitalization Comm	10,080	2,506.27	0.00	5,794.48	6,250.44	1,323.29	87%
37-405-470 Small Town Maint St	2,500	0.00	0.00	0.00	0.00	2,500.00	
Non-Departmental Totals:	34,000	11,506.27	0.00	6,794.48	7,250.44	15,243.29	55%
37-501-010 SALARY FULL TIME	188,294	0.00	11,973.63	31,368.95	61,188.55	127,105.45	32%
37-501-014 Salary - Part Time	49,400	0.00	7,410.00	14,355.00	27,825.00	21,575.00	56%
37-501-015 Salary-LEO Separation Allowance	14,396	0.00	1,085.94	3,257.82	6,515.64	7,880.36	45%

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-501-016 Salary - Admin Assistant	42,566	0.00	3,782.00	10,246.00	21,558.00	21,008.00	51%
37-501-018 Salary PD Weekend	6,435	0.00	0.00	540.00	6,435.00	0.00	100%
37-501-019 Salary - Over-Time	10,000	0.00	369.09	1,647.77	4,794.15	5,205.85	48%
37-501-020 ER-FICA Taxes	24,200	0.00	1,866.69	4,647.91	9,732.22	14,467.78	40%
37-501-030 ER - Retirement Orbit	68,792	0.00	3,475.25	6,799.67	15,082.21	53,709.79	22%
37-501-031 ER - 401K 5%	13,688	0.00	617.14	1,649.33	3,297.63	10,390.37	24%
37-501-040 ER - Health Insurance	50,712	12,368.80	1,634.89	4,769.67	8,930.08	29,413.12	42%
37-501-050 ER - Life Insurance	1,010	288.00	48.00	144.00	288.00	434.00	57%
37-501-060 ER - Workman's Comp	5,520	0.00	44.98	44.98	5,517.81	2.19	100%
37-501-200 Travel Expense	1,000	0.00	111.06	111.06	111.06	888.94	11%
37-501-203 Supplies	5,000	2,207.39	244.87	1,122.87	2,066.35	726.26	85%
37-501-204 Uniforms	5,000	1,972.78	0.00	551.35	1,188.82	1,838.40	63%
37-501-205 Equipment & Material	4,000	551.00	334.04	809.38	904.81	2,544.19	36%
37-501-250 Light, Heat & Security	6,600	2,171.19	357.93	1,429.72	4,274.82	153.99	98%
37-501-251 Telephone & Postage	8,110	3,713.89	538.21	1,921.65	3,443.70	952.41	88%
37-501-252 Fuel	20,000	10,665.25	858.82	2,535.97	4,334.75	5,000.00	75%
37-501-255 Bldg Maint/Clean Svs	6,344	3,471.34	0.00	478.98	1,710.27	1,162.39	82%
37-501-295 Training	2,000	0.00	0.00	207.10	207.10	1,792.90	10%
37-501-301 Computer Maint	5,951	1,720.91	1,037.72	1,543.75	3,136.71	1,093.38	82%
37-501-302 Software Support	6,655	609.60	0.00	1,366.74	5,722.95	322.45	95%
37-501-305 Technology Upgrades	3,000	3,000.00	0.00	0.00	0.00	0.00	100%
37-501-318 Freight Charges	250	0.00	0.00	0.00	0.00	250.00	
37-501-351 Maint & Repair Equip	4,000	0.00	0.00	0.00	0.00	4,000.00	
37-501-370 2019 Dodge Car 100	1,500	0.00	0.00	0.00	0.00	1,500.00	
37-501-371 2017 Dodge Car 200	1,500	0.00	0.00	0.00	729.69	770.31	49%
37-501-372 2016 Dodge Car 300	1,500	486.40	0.00	19.60	19.60	994.00	34%
37-501-373 2017 Dodge Car 400	1,500	500.00	0.00	0.00	0.00	1,000.00	33%
37-501-376 2019 Dodge Car 700	1,500	824.21	0.00	0.00	0.00	675.79	55%
37-501-377 2023 Dodge Car 125	1,500	0.00	91.24	91.24	91.24	1,408.76	6%

Budget vs Actual

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-501-378 2023 Dodge Car 225	1,500	0.00	0.00	13.60	13.60	1,486.40	1%	
37-501-400 Liability Insurance	16,500	72.45	0.00	2,047.71	2,047.71	14,379.84	13%	
37-501-415 Medical	3,000	140.00	0.00	885.00	995.00	1,865.00	38%	
37-501-420 Attorney Fees	15,000	11,565.00	0.00	0.00	3,435.00	0.00	100%	
37-501-433 COP Program	2,100	0.00	0.00	373.84	873.84	1,226.16	42%	
37-501-499 Miscellaneous	1,000	302.23	0.00	20.50	466.02	231.75	77%	
37-501-500 Capital Outlay \$5,000 and over	14,000	0.00	0.00	0.00	0.00	14,000.00		
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,630	0.00	0.00	0.00	4,629.14	0.86	100%	
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,965	0.00	0.00	4,964.39	4,964.39	0.61	100%	
37-501-805 Police 2023 Cars Loan Principle (USDA)	7,410	0.00	0.00	0.00	0.00	7,410.00		
37-501-832 Police 2017 Cars Loan Interest (USDA)	151	0.00	0.00	0.00	150.86	0.14	100%	
37-501-834 Police 2019 Cars Loan Interest (UDSA)	462	0.00	0.00	461.61	461.61	0.39	100%	
37-501-835 Police 2023 Cars Loan Interest (USDA)	1,568	0.00	0.00	0.00	0.00	1,568.00		
Police Department Totals:	634,209	56,630.44	35,881.50	100,427.16	217,143.33	360,435.23	43%	
37-601-014 Salary - Part Time Code Enforcement	2,682	0.00	308.68	686.92	1,585.24	1,096.76	59%	
37-601-020 ER-FICA Taxes	230	0.00	23.62	52.56	121.29	108.71	53%	
37-601-060 Workers Comp	660	0.00	6.57	6.57	617.19	42.81	94%	
37-601-252 Fuel/Truck Expense/Insurance	456	0.00	0.00	0.00	0.00	456.00		
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	0.00	200.00		
37-601-437 Contract Srvs Fire Protection	87,600	0.00	7,300.00	21,900.00	43,800.00	43,800.00	50%	
37-601-475 Donation to Town Fire	1,550	0.00	0.00	0.00	0.00	1,550.00		
37-601-476 Code Enforcement Exp	550	0.00	0.00	0.00	0.00	550.00		
Fire Totals:	93,928	0.00	7,638.87	22,646.05	46,123.72	47,804.28	49%	

Budget vs Actual

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-651-330 Christmas Lights/Santa House	1,747	720.00	841.53	1,027.00	1,027.00	0.00	100%
37-651-331 Haley Haywood Park	768	0.00	0.00	0.00	0.00	768.00	
37-651-332 Signs below \$5,000	2,000	0.00	0.00	202.78	202.78	1,797.22	10%
37-651-333 Street Beautification - Below \$5,000	4,000	0.00	0.00	917.70	1,754.21	2,245.79	44%
37-651-335 Street Lighting Electric Bill	30,500	17,386.35	246.61	5,428.87	13,113.65	0.00	100%
Signs and Lights Totals:	39,015	18,106.35	1,088.14	7,576.35	16,097.64	4,811.01	88%
37-701-010 Salary - Full Time	61,826	0.00	6,498.36	16,078.21	32,101.60	29,724.40	52%
37-701-014 Salary - Part Time	19,140	0.00	1,755.83	5,007.45	9,967.37	9,172.63	52%
37-701-019 Over-Time	1,366	0.00	0.00	400.90	400.90	965.10	29%
37-701-020 ER-FICA Taxes	6,299	0.00	630.28	1,640.19	3,241.32	3,057.68	51%
37-701-030 ER - Retirement - Orbit	16,840	0.00	1,220.27	2,979.19	6,550.85	10,289.15	39%
37-701-040 ER-Health Insurance	17,626	5,909.09	1,336.98	3,792.08	8,741.23	2,975.68	83%
37-701-050 ER-Life Insurance	468	134.24	31.20	93.60	192.16	141.60	70%
37-701-060 ER-Workman's Comp	1,762	0.00	18.08	18.08	1,399.22	362.78	79%
37-701-203 Supplies	4,462	40.15	451.98	1,931.75	4,420.58	1.27	100%
37-701-204 Uniforms	3,900	1,679.74	217.77	1,755.30	2,220.26	0.00	100%
37-701-251 Telephone & Postage	925	578.65	57.73	173.19	346.35	0.00	100%
37-701-252 Fuel	13,000	2,445.52	18.13	1,584.87	3,476.14	7,078.34	46%
37-701-312 Tree Removal	1,200	0.00	0.00	0.00	0.00	1,200.00	
37-701-351 Maint & Repair Equip	11,861	0.00	1,089.46	11,255.51	11,415.51	445.49	96%
37-701-352 Vehicle Maintenance	7,171	0.00	1,636.47	2,725.67	3,226.07	3,944.93	45%
37-701-400 Liability Insurance	7,416	0.00	0.00	1,525.70	1,525.70	5,890.30	21%
37-701-431 Street Debris Disposal	4,894	0.00	0.00	4,894.00	4,894.00	0.00	100%
37-701-895 Mowing	(16,000)	0.00	(1,333.00)	(3,999.00)	(7,998.00)	(8,002.00)	50%
Streets Totals:	164,156	10,787.39	13,629.54	51,856.69	86,121.26	67,247.35	59%
37-710-361 Maint & Repair POWELL BILL	15,000	0.00	0.00	0.00	4,425.00	10,575.00	30%
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	0.00	100.00	
Powell Bill Totals:	15,100	0.00	0.00	0.00	4,425.00	10,675.00	29%

Budget vs Actual

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-801-010 Salary - Full Time Sanitation	54,337	0.00	3,863.30	11,204.90	25,441.14	28,895.86	47%
37-801-019 Salary - Over Time Sanitation	734	0.00	0.00	303.22	318.19	415.81	43%
37-801-020 ER - FICA Sanitation	4,213	0.00	291.93	869.53	1,949.54	2,263.46	46%
37-801-030 ER - Retirement - Orbit Sanitation	11,262	0.00	790.05	1,488.51	2,580.23	8,681.77	23%
37-801-040 ER - Health Insurance	13,808	3,997.08	1,038.32	3,072.96	6,058.74	3,752.18	73%
37-801-050 ER - Life Insurance	259	128.40	21.60	64.80	129.60	1.00	100%
37-801-060 Workman's Compensation	4,415	0.00	46.98	46.98	3,664.92	750.08	83%
37-801-203 Supplies	1,000	0.00	58.72	107.81	385.32	614.68	39%
37-801-204 Uniforms	2,912	1,897.27	86.76	738.36	1,014.73	0.00	100%
37-801-251 Telephone & Postage	500	315.47	30.76	92.28	184.53	0.00	100%
37-801-252 Fuel	4,000	800.00	0.00	355.59	1,099.88	2,100.12	47%
37-801-350 Landfull Fees	20,250	10,206.25	1,499.46	4,625.68	9,312.80	730.95	96%
37-801-352 Vehicle Maintenance	1,000	0.00	136.23	136.23	820.20	179.80	82%
37-801-400 Liability Insurance	4,542	0.00	0.00	985.26	985.26	3,556.74	22%
Sanitation Totals:	123,232	17,344.47	7,864.11	24,092.11	53,945.08	51,942.45	58%
37-901-038 Transfer Out to WS for USDA Loan	7,281	0.00	0.00	7,281.00	7,281.00	0.00	100%
37-901-889 Transfer Out to USDA Loan Reserve	2,647	0.00	0.00	0.00	0.00	2,647.00	
Transfers Out Totals:	9,928	0.00	0.00	7,281.00	7,281.00	2,647.00	73%
Expenses Totals:	1,551,801	130,259.71	103,120.72	331,126.46	677,257.93	744,283.36	52%
37 GENERAL FUND Revenues Over/(Under) Expenses:			108,123.64	88,565.06	(46,895.09)		

Budget vs Actual

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38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
38-351-401 Water Sales	821,313	0.00	65,020.23	190,491.46	360,380.13	(460,932.87)	44%	
38-351-402 Debt Setoff WATER	224	0.00	0.00	53.00	53.00	(171.00)	24%	
38-351-404 Sewer Services	695,580	0.00	54,610.72	161,063.33	285,224.31	(410,355.69)	41%	
38-351-407 Debt Setoff SEWER	196	0.00	0.00	11.70	41.40	(154.60)	21%	
38-351-408 Town Taps/Connection Fee	32,711	0.00	13,608.10	13,929.64	18,657.42	(14,053.58)	57%	
38-351-416 Dis/Reconnection Fee	9,468	0.00	80.00	1,298.98	4,100.00	(5,368.00)	43%	
38-351-417 Fire Sprinkler	2,337	0.00	196.14	588.42	1,176.84	(1,160.16)	50%	
38-351-418 Late Fees/Penalty/Cut Off	22,742	0.00	992.50	3,950.00	9,697.34	(13,044.66)	43%	
38-351-419 Returned Check Fee	900	0.00	50.00	50.00	250.00	(650.00)	28%	
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	200	0.00	0.00	25.00	25.00	(175.00)	13%	
38-365-001 Interest Income	15	0.00	0.00	0.00	0.00	(15.00)		
38-365-014 Cash Over and Short (Daily Difference)	0	0.00	0.00	0.00	(25.00)	(25.00)		
38-365-373 Insurance Proceeds W/S	0	0.00	0.00	0.00	1,157.69	1,157.69		
38-365-410 Interest/investment Income NCCMT	14,324	0.00	0.00	2,253.07	5,969.62	(8,354.38)	42%	
38-365-421 Account Activation Fee	2,513	0.00	250.00	825.00	1,550.00	(963.00)	62%	
38-365-851 Misc Revenue WATER	0	0.00	0.00	30.00	30.00	30.00		
38-381-037 Transfer In From GF	7,281	0.00	0.00	7,281.00	7,281.00	0.00	100%	
38-395-396 Apropriated Fund Balance (Budget Only)	197,097	0.00	0.00	0.00	0.00	(197,097.00)		
Revenues Totals:	1,806,901	0.00	134,807.69	381,850.60	695,568.75	(1,111,332.25)	38%	
Expenses								
38-851-010 Salary Full Time	110,766	0.00	9,669.22	26,564.88	58,140.40	52,625.60	52%	
38-851-014 Salary - Part Time	18,125	0.00	1,650.83	4,411.58	8,590.54	9,534.46	47%	
38-851-019 Salary Over-Time	7,754	0.00	243.52	1,026.69	4,545.34	3,208.66	59%	
38-851-020 ER-FICA Taxes	10,453	0.00	854.94	2,359.23	5,259.78	5,193.22	50%	

Budget vs Actual

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-030 ER - Retirement Orbit	21,886	0.00	1,666.03	4,655.50	11,066.14	10,819.86	51%
38-851-040 ER - Health Insurance WATER	20,220	9,177.15	1,509.61	4,506.56	10,944.45	98.40	100%
38-851-050 ER - Life Insurance	500	220.16	33.60	100.80	230.08	49.76	90%
38-851-060 ER - Workman's Comp	1,112	0.00	11.24	11.24	825.36	286.64	74%
38-851-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-851-203 Supplies	35,000	3,968.62	628.07	5,767.57	17,230.65	13,800.73	61%
38-851-204 Uniforms	2,600	1,009.60	154.70	1,244.19	1,590.40	0.00	100%
38-851-250 Light & Heat & Security	6,090	1,968.26	211.35	1,019.40	2,880.96	1,240.78	80%
38-851-251 Telephone & Postage	9,729	5,087.80	680.48	2,324.01	4,640.26	0.94	100%
38-851-252 Fuel	10,300	2,002.61	319.13	1,694.65	3,857.55	4,439.84	57%
38-851-255 Bldg. Maint/Clean Svs	3,117	1,735.70	0.00	239.52	855.19	526.11	83%
38-851-260 Electric Tank/Pumps	3,401	1,625.70	70.08	620.40	1,074.30	701.00	79%
38-851-296 Continuing Education	1,300	0.00	180.00	180.00	362.50	937.50	28%
38-851-301 Computer Maintenance	3,500	1,738.33	331.18	578.97	1,754.80	6.87	100%
38-851-302 Software Support	9,000	595.08	0.00	483.96	8,175.01	229.91	97%
38-851-305 Technology Upgrades	2,250	0.00	0.00	12.50	12.50	2,237.50	1%
38-851-309 Advertising	265	0.00	0.00	0.00	0.00	265.00	
38-851-310 Dues & Subscriptions	501	75.00	12.50	50.00	425.22	0.78	100%
38-851-313 State Permits	1,270	0.00	180.00	1,270.00	1,270.00	0.00	100%
38-851-345 Water Tank Contract	20,567	10,283.28	0.00	5,141.64	10,283.28	0.44	100%
38-851-347 Lab Analysis	2,210	1,435.00	140.00	425.00	565.00	210.00	90%
38-851-351 Maint. & Repair Equip	3,400	493.61	0.00	480.00	2,905.81	0.58	100%
38-851-352 Vehicle Maintenance	3,750	0.00	669.23	1,543.37	1,834.79	1,915.21	49%
38-851-400 Town Liability Insurance	11,145	36.22	0.00	2,318.25	2,318.25	8,790.53	21%
38-851-405 Audit Expense	5,750	0.00	0.00	1,437.50	5,750.00	0.00	100%
38-851-408 Town Tap Expense	8,738	0.00	0.00	0.00	6,865.00	1,873.00	79%
38-851-448 External Contract	11,020	4,258.50	1,740.00	4,244.00	6,760.68	0.82	100%
38-851-451 Water Purchase	230,000	209,967.15	0.00	0.00	20,032.85	0.00	100%
38-851-500 Capital Outlay \$5000 and Above	55,952	0.00	23,262.00	55,952.00	55,952.00	0.00	100%

Budget vs Actual

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-802 USDA Public Works Trucks - Princ Water	8,623	0.00	0.00	2,825.03	2,825.03	5,797.97	33%
38-851-803 USDA Town Hall/WS Loan Principal	29,300	0.00	2,300.00	2,300.00	2,300.00	27,000.00	8%
38-851-833 USDA Town Hall/WS Loan Interest	14,863	0.00	1,340.50	1,340.50	1,340.50	13,522.50	9%
38-851-836 USDA Public Works Trucks - Int Water	1,109	0.00	0.00	91.96	91.96	1,017.04	8%
38-851-895 Grass Cutting Expense	16,000	0.00	1,333.00	3,999.00	7,998.00	8,002.00	50%
38-851-896 WS 25% of GF Expense	55,177	0.00	0.00	10,028.56	26,137.78	29,039.22	47%
38-851-998 Contingency	232	0.00	0.00	0.00	0.00	232.00	
Water Totals:	757,190	255,677.77	49,191.21	151,248.46	297,692.36	203,819.87	73%
38-852-010 Salary - Full Time	110,766	0.00	9,824.24	26,712.42	58,288.50	52,477.50	53%
38-852-014 Salary - Part Time	18,125	0.00	1,488.34	4,248.93	8,427.73	9,697.27	46%
38-852-019 Salary - Over Time Sewer	7,754	0.00	202.73	801.90	2,624.12	5,129.88	34%
38-852-020 ER - FICA Sewer	10,453	0.00	877.34	2,419.10	5,281.21	5,171.79	51%
38-852-030 ER-Retirement Orbit	21,886	0.00	1,671.66	4,691.83	10,784.38	11,101.62	49%
38-852-040 ER-Health Insurance SEWER	20,220	9,194.75	1,509.60	4,506.52	10,972.28	52.97	100%
38-852-050 ER-Life Insurance	500	220.16	33.60	100.80	230.08	49.76	90%
38-852-060 ER-Workman's Comp	826	0.00	11.23	11.23	825.35	0.65	100%
38-852-200 Travel Expense	204	0.00	0.00	0.00	0.00	204.00	
38-852-203 Supplies	24,240	2,361.21	396.26	4,216.56	21,857.54	21.25	100%
38-852-204 Uniforms	2,600	1,009.68	154.70	1,244.12	1,590.32	0.00	100%
38-852-250 Light & Heat & Security	7,000	1,968.34	211.35	1,019.35	2,880.88	2,150.78	69%
38-852-251 Telephone & Postage	10,586	5,553.74	680.47	2,498.78	5,031.75	0.51	100%
38-852-252 Fuel	10,300	2,002.64	319.12	1,699.23	3,832.01	4,465.35	57%
38-852-255 Bldg. Maint/Clean Svs	3,117	1,735.71	0.00	239.52	855.18	526.11	83%
38-852-260 Electric Tank/Pumps	12,000	5,352.03	898.12	2,928.13	5,647.97	1,000.00	92%
38-852-296 Continuing Education	1,300	0.00	180.00	180.00	320.00	980.00	25%
38-852-301 Computer Maint.	3,500	1,738.34	331.18	578.96	1,754.77	6.89	100%

Budget vs Actual

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-852-302 Software Support	9,000	595.08	0.00	483.97	8,175.02	229.90	97%
38-852-305 Technology Upgrades	13	0.00	0.00	12.48	12.48	0.52	96%
38-852-309 Advertising	503	0.00	0.00	502.50	502.50	0.50	100%
38-852-310 Dues & Subscriptions	501	75.00	12.50	50.00	425.20	0.80	100%
38-852-313 State Permits	1,500	0.00	200.00	200.00	200.00	1,300.00	13%
38-852-351 Maint & Repair Equip	3,400	493.61	0.00	480.00	2,905.81	0.58	100%
38-852-352 Vehicle Maintenance	2,869	0.00	82.35	956.50	1,247.91	1,621.09	43%
38-852-400 Liability Insurance	5,455	36.23	0.00	1,141.82	1,141.82	4,276.95	22%
38-852-405 Audit Expense	5,750	0.00	0.00	1,437.50	5,750.00	0.00	100%
38-852-408 Town Tap Expense	23,851	0.00	12,071.00	12,071.00	21,511.00	2,340.00	90%
38-852-435 Purchase of Sewer Services	402,384	0.00	0.00	77,582.87	203,497.07	198,886.93	51%
38-852-448 External Contract	16,241	0.06	0.00	6,916.51	16,240.51	0.43	100%
38-852-473 WWTP Rehab Annual Payment	21,935	0.00	0.00	0.00	0.00	21,935.00	
38-852-500 Capital Outlay \$5000 and Above	36,537	24,039.87	0.00	5,012.55	9,622.55	2,874.58	92%
38-852-802 USDA Public Works Trucks - Princ Sewer	8,623	0.00	0.00	2,825.04	2,825.04	5,797.96	33%
38-852-803 USDA Town Hall/WS Loan Principal	29,300	0.00	2,300.00	2,300.00	2,300.00	27,000.00	8%
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,388	0.00	0.00	0.00	0.00	14,388.00	
38-852-809 John Riggans Easement Pmt	1,000	1,000.00	0.00	0.00	0.00	0.00	100%
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	0.00	0.00	0.00	13,750.00	
38-852-833 USDA Town Hall/WS Loan Interest	14,863	0.00	1,340.50	1,340.50	1,340.50	13,522.50	9%
38-852-836 USDA Public Works Trucks - Int Sewer	1,109	0.00	0.00	91.97	91.97	1,017.03	8%
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	2,475	0.00	0.00	1,237.50	1,237.50	1,237.50	50%
38-852-896 WS 25% of GF Expense	55,177	0.00	0.00	10,028.58	26,137.81	29,039.19	47%

Budget vs Actual

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Sewer Expenses Totals:	936,001	57,376.45	34,796.29	182,768.67	446,368.76	432,255.79	54%	
38-901-902 Transfer Out to Water Treatment Plant	113,710	0.00	0.00	0.00	0.00	113,710.00		
Transfers Out Totals:	113,710	0.00	0.00	0.00	0.00	113,710.00		
Expenses Totals:	1,806,901	313,054.22	83,987.50	334,017.13	744,061.12	749,785.66	59%	
38 WATER / SEWER	Revenues Over/(Under) Expenses:		50,820.19	47,833.47	(48,492.37)			

Budget vs Actual

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39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
39-351-405 Septic Disposal Service	42,074	0.00	6,185.00	15,910.00	26,450.00	(15,624.00)	63%
39-351-470 Town Sewer Revenues	402,384	0.00	0.00	77,582.87	203,497.07	(198,886.93)	51%
39-351-471 Sewer Revenues - County	322,189	0.00	0.00	62,120.87	162,940.80	(159,248.20)	51%
39-351-472 Sewer Rev Norlina	218,881	0.00	0.00	42,202.17	110,694.77	(108,186.23)	51%
39-365-373 Insurance Proceeds WWTP	0	0.00	0.00	0.00	1,157.69	1,157.69	
39-381-038 Transfer In from Water/Sewer	113,710	0.00	0.00	0.00	0.00	(113,710.00)	
39-381-055 Transfer in from WWTP Grant	10,834	0.00	10,833.61	10,833.61	10,833.61	0.00	100%
Revenues Totals:	1,110,072	0.00	17,018.61	208,649.52	515,573.94	(594,497.67)	46%
Expenses							
39-861-010 Salary - Full Time	221,987	0.00	19,576.69	53,520.64	110,541.37	111,445.63	50%
39-861-014 Salary - Part Time	20,450	0.00	2,493.21	6,148.96	12,582.03	7,867.97	62%
39-861-019 Over-Time	16,838	0.00	535.92	2,186.50	5,918.90	10,919.10	35%
39-861-020 ER-FICA Taxes	19,835	0.00	1,565.96	4,241.81	8,839.29	10,995.71	45%
39-861-030 ER - Retirement Orbit	49,205	0.00	3,541.62	9,414.82	20,433.94	28,771.06	42%
39-861-040 ER- Health Insurance	38,067	14,423.63	3,161.90	9,446.10	21,283.27	2,360.10	94%
39-861-050 ER-Life Insurance	668	144.32	72.00	216.00	455.68	68.00	90%
39-861-060 ER-Workman's Comp	2,121	0.00	21.81	21.81	1,583.40	537.60	75%
39-861-200 Travel Expense	500	0.00	0.00	0.00	0.00	500.00	
39-861-203 Supplies	58,645	6,216.15	1,481.89	21,369.42	37,531.41	14,897.44	75%
39-861-204 Uniforms	4,420	1,239.38	311.99	2,530.29	3,180.62	0.00	100%
39-861-250 Light, Heat & Security	125,000	75,962.66	5,728.71	17,510.20	36,702.84	12,334.50	90%
39-861-251 Telephone & Postage	6,690	3,531.47	474.31	1,540.86	2,997.36	161.17	98%
39-861-252 Fuel	10,250	2,345.51	499.67	2,222.14	4,807.81	3,096.68	70%
39-861-296 Continuing Education	1,500	0.00	360.00	360.00	402.50	1,097.50	27%
39-861-301 Computer Maint.	7,000	1,804.04	697.65	1,471.32	3,052.14	2,143.82	69%
39-861-302 Software Support	4,208	565.08	0.00	709.62	742.95	2,899.97	31%
39-861-305 Technology Upgrades	2,000	0.00	0.00	25.00	25.00	1,975.00	1%
39-861-309 Advertising	1,000	0.00	0.00	506.50	506.50	493.50	51%

Budget vs Actual

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39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
39-861-310 Dues & Subscriptions	154	0.00	0.00	0.00	0.00	154.00	
39-861-318 Freight Charges	2,250	1,432.26	101.33	474.63	817.74	0.00	100%
39-861-342 Maint & Repair Plant	120,000	2,122.50	2,441.22	27,672.11	45,342.11	72,535.39	40%
39-861-344 Sludge Removal	72,000	41,965.50	0.00	8,223.25	27,034.50	3,000.00	96%
39-861-345 Beaver Control	750	0.00	0.00	0.00	0.00	750.00	
39-861-346 Lab Material & Supplies	11,526	0.00	7.40	3,174.33	8,895.57	2,630.43	77%
39-861-347 Lab Analysis	24,400	9,341.00	1,629.00	7,781.00	13,459.00	1,600.00	93%
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	0.00	0.00	3,000.00	
39-861-349 OSHAComp/Safety M&S	1,500	0.00	0.00	0.00	1,125.00	375.00	75%
39-861-352 Vehicle Maintenance	4,750	0.00	0.00	1,635.06	2,303.77	2,446.23	49%
39-861-400 Liability Insurance	20,082	72.45	0.00	4,078.79	4,078.79	15,930.76	21%
39-861-405 Audit Expense	11,500	0.00	0.00	2,875.00	11,500.00	0.00	100%
39-861-441 Certify Lab Services	1,000	0.00	0.00	0.00	0.00	1,000.00	
39-861-444 Permits & Fees	15,079	4,950.00	975.00	2,625.00	10,128.33	0.67	100%
39-861-446 Influent Debris Removal	6,654	3,337.26	549.48	1,649.77	3,316.74	0.00	100%
39-861-500 Capital Outlay \$5000 and Over	119,265	0.00	0.00	34,410.00	119,235.88	29.12	100%
39-861-810 NCDEQ WWTP Phase 2 Principal	23,607	0.00	0.00	0.00	0.00	23,607.00	
39-861-897 WWTP 25% of GF Exp	61,428	0.00	0.00	9,816.73	25,957.64	35,470.36	42%
39-861-998 Contingency	20,743	0.00	0.00	0.00	0.00	20,742.61	
WWTP - Expenses Totals:	1,110,072	169,453.21	46,226.76	237,857.66	544,782.08	395,836.32	64%
Expenses Totals:	1,110,072	169,453.21	46,226.76	237,857.66	544,782.08	395,836.32	64%
39 WWTP Revenues Over/(Under) Expenses:			(29,208.15)	(29,208.14)	(29,208.14)		

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68240	30	NC INTERLOCAL RISK MANAGMENT	12/03/2024	<u>\$164.34</u>
68241	30	OLD DOMINION BRUSH CO.	12/03/2024	<u>\$507.27</u>
68242	30	RICK EDWARDS ELECTRIC	12/03/2024	<u>\$720.00</u>
68243	30	VC3, Inc.	12/03/2024	<u>\$1,204.37</u>
68244	30	WILSON'S WATER SERVICES	12/03/2024	<u>\$825.00</u>
68245	30	Always N Bloom	12/04/2024	<u>\$14.50</u>
68246	30	AMAZON CAPTIAL SERVICES, INC.	12/04/2024	<u>\$123.85</u>
68247	30	CAROLINA DIGITAL PHONE INC	12/04/2024	<u>\$316.00</u>
68248	30	INVOICE CLOUD, INC.	12/04/2024	<u>\$281.85</u>
68249	30	KING'S FITNESS & NUTRITION CENTER	12/04/2024	<u>\$375.00</u>
68250	30	PETE SMITH TIRE & QUICK LUBE, INC	12/04/2024	<u>\$121.13</u>
68251	30	Purchase Power (Pitney Bowes)	12/04/2024	<u>\$45.04</u>
68252	30	Spectrum Business	12/04/2024	<u>\$169.98</u>
68253	30	WARREN AUTO PARTS, INC.	12/04/2024	<u>\$232.31</u>
68254	30	FLEMING INVESTMENT COMPANY	12/06/2024	<u>\$3,000.00</u>
68255	30	BLUE RIDGE SPRINGS, INC	12/06/2024	<u>\$273.85</u>
68256	30	CHARLES R. UNDERWOOD, INC.	12/06/2024	<u>\$24,832.19</u>
68257	30	MERITECH INC	12/06/2024	<u>\$1,769.00</u>
68258	30	SCOTT ERIC LILES	12/06/2024	<u>\$1,574.04</u>
68259	30	UNIFIRST CORPORATION	12/06/2024	<u>\$804.79</u>
68260	30	UNITED PARCEL SERVICE	12/06/2024	<u>\$35.53</u>
68261	30	WARREN AUTO PARTS, INC.	12/06/2024	<u>\$444.25</u>
68262	30	WRIGHT EXPRESS FSC	12/06/2024	<u>\$858.82</u>
68263	30	BANZET,THOMPSON, STYERS & MAY, PLLC	12/10/2024	<u>\$1,200.00</u>
68264	30	Community Eye Care	12/10/2024	<u>\$152.30</u>
68265	30	DUKE ENERGY PROGRESS	12/10/2024	<u>\$153.30</u>
68266	30	PETE SMITH TIRE & QUICK LUBE, INC	12/10/2024	<u>\$97.40</u>
68267	30	PETE SMITH TIRE & QUICK LUBE, INC	12/10/2024	<u>\$1,156.05</u>
68268	30	ROBERT F. DARNELL	12/10/2024	<u>\$783.50</u>
68269	30	SCOTT ERIC LILES	12/10/2024	<u>\$500.00</u>
68270	30	WARREN AUTO PARTS, INC.	12/10/2024	<u>\$39.13</u>
68271	30	BANZET,THOMPSON, STYERS & MAY, PLLC	12/11/2024	<u>\$1,264.00</u>

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68272	30	DOCUMENT SYSTEMS, INC	12/11/2024	<u>\$112.10</u>
68273	30	GEORGE HUMPHRIES	12/11/2024	<u>\$13,230.00</u>
68274	30	GEORGE HUMPHRIES	12/11/2024	<u>\$14,166.00</u>
68275	30	PETE SMITH TIRE & QUICK LUBE, INC	12/11/2024	<u>\$279.13</u>
68276	30	SOUTHERN SOFTWARE, INC.	12/11/2024	<u>\$350.67</u>
68277	30	DOCUMENT SYSTEMS, INC	12/13/2024	<u>\$285.88</u>
68278	30	DUKE ENERGY PROGRESS	12/13/2024	<u>\$7,544.03</u>
68279	30	GFL ENVIRONMENTAL	12/13/2024	<u>\$549.48</u>
68280	30	HARRIS EQUIPMENT COMPANY	12/13/2024	<u>\$12,071.00</u>
68281	30	HARRIS EQUIPMENT COMPANY	12/13/2024	<u>\$1,740.00</u>
68282	30	ONSOLVE, LLC	12/13/2024	<u>\$300.00</u>
68283	30	PROFESSIONAL MAIL SERVICES, INC	12/13/2024	<u>\$154.05</u>
68284	30	PROFESSIONAL MAIL SERVICES, INC	12/13/2024	<u>\$519.84</u>
68285	30	WARREN COUNTY PUBLIC WORKS	12/13/2024	<u>\$1,499.46</u>
68286	30	FIRST CITIZENS BANK	12/16/2024	<u>\$2,730.76</u>
68287	30	PLATTERIFIC CATERING, LLC	12/17/2024	<u>\$343.09</u>
68288	30	AMAZON CAPTIAL SERVICES, INC.	12/17/2024	<u>\$76.72</u>
68289	30	BREEDLOVE ELECTRIC, INC	12/17/2024	<u>\$391.96</u>
68290	30	DAVID ELLIOTT	12/17/2024	<u>\$185.04</u>
68291	30	FRONTIER NATURAL GAS	12/17/2024	<u>\$64.84</u>
68292	30	GREGORY POOLE EQUIPMENT CO.	12/17/2024	<u>\$1,211.20</u>
68293	30	GUPTON SERVICES, INC	12/17/2024	<u>\$130.00</u>
68294	30	Ninja Realty	12/17/2024	<u>\$1,102.90</u>
68295	30	UNIFIRST CORPORATION	12/17/2024	<u>\$409.88</u>
68296	30	All American Welding & Machine, LLC	12/19/2024	<u>\$90.74</u>
68297	30	AT&T MOBILITY II LLC	12/19/2024	<u>\$316.29</u>
68298	30	DUKE ENERGY PROGRESS	12/19/2024	<u>\$226.81</u>
68299	30	FRONTIER NATURAL GAS	12/19/2024	<u>\$21.24</u>
68300	30	GUPTON SERVICES, INC	12/19/2024	<u>\$170.80</u>
68301	30	KING'S FITNESS & NUTRITION CENTER	12/19/2024	<u>\$375.00</u>
68302	30	MONCURE HOMES	12/19/2024	<u>\$17,496.00</u>
68303	30	MONCURE HOMES	12/19/2024	<u>\$1,607.14</u>

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68304	30	NC DEPARTMENT OF COMMERCE	VOIDED	12/19/2024	<u>\$808.09</u>
68305	30	NC GOV. FINANCE OFFICERS ASSOC		12/19/2024	<u>\$100.00</u>
68306	30	PRO, INC.		12/19/2024	<u>\$4,000.00</u>
68307	30	QUALITY EQUIPMENT LLC		12/19/2024	<u>\$137.99</u>
68308	30	SOUTHERN WATER SERVICE, LLC		12/19/2024	<u>\$243.60</u>
68309	30	UNITED PARCEL SERVICE		12/19/2024	<u>\$65.80</u>
68310	30	VC3, Inc.		12/19/2024	<u>\$1,064.90</u>
68311	30	WARREN AUTO PARTS, INC.		12/19/2024	<u>\$17.26</u>
68312	30	MUNICIPAL INSURANCE TRUST		12/19/2024	<u>\$808.09</u>
68313	30	5M PROPERTIES LLC		12/20/2024	<u>\$44.02</u>
68314	30	5M PROPERTIES LLC		12/20/2024	<u>\$75.92</u>
68315	30	AT&T MOBILITY II LLC		12/20/2024	<u>\$773.37</u>
68316	30	DEBRA T DAVIS		12/20/2024	<u>\$44.02</u>
68317	30	FLEMING INVESTMENT COMPANY		12/20/2024	<u>\$3,000.00</u>
68318	30	JACQUELINE P SIMPSON		12/20/2024	<u>\$150.00</u>
68319	30	NORTH CAROLINA 811, INC		12/20/2024	<u>\$25.00</u>
68320	30	PETE SMITH TIRE & QUICK LUBE, INC		12/20/2024	<u>\$675.11</u>
68321	30	TIME WARNER CABLE		12/20/2024	<u>\$189.98</u>
68322	30	NCWTFO CERTIFICATION BOARD		12/20/2024	<u>\$180.00</u>
68323	30	WPCSOCC		12/20/2024	<u>\$350.00</u>
68324	30	AETNA		12/23/2024	<u>\$13,953.52</u>
68325	30	HUMANA SPECIALTY BENEFITS		12/23/2024	<u>\$29.38</u>
68326	30	Pete Smith Garage, Inc.		12/23/2024	<u>\$1,897.07</u>
68327	30	PRUDENTIAL RETIREMENT		12/23/2024	<u>\$919.76</u>
68328	30	UNUM LIFE INSURANCE COMPANY OF AMERICA		12/23/2024	<u>\$563.14</u>
68329	30	Ada Davis		12/31/2024	<u>\$400.00</u>
90	Checks Totaling -				\$154,306.86

Totals By Fund

	Checks	Voids	Total
34	\$6,415.32		\$6,415.32
36	\$2,182.00		\$2,182.00
37	\$23,106.87	\$398.26	\$22,708.61
38	\$49,396.34	\$216.04	\$49,180.30

Check Listing

Date From: 12/1/2024 Date To: 12/31/2024
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton
01/06/2025 11:27 AM

Check Number	Bank	Vendor		Date	Amount
			Checks	Voids	Total
39			\$21,043.19	\$193.79	\$20,849.40
67			\$52,163.14		\$52,163.14
Totals:			\$154,306.86	\$808.09	\$153,498.77

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator
Date: January 8, 2025
Re: December 2024 Monthly Activity Report for Public Works

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) Purchase spare pump for Riggans Sewer Lift Station – (Estimated Cost for pump - \$20,000.00). (4) Purchase spare pump for F&M Sewer Lift Station and install emergency port – (Estimated Cost – \$45,000). (5) 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). (6) Replace two 6-inch master water meters (Estimated Shared Cost with Warren County - \$7,000.00). (7) North Main Street Elevated Tank – Repair level/pump controls. (Estimated Cost – Still Gathering Information). (8) 2-Inch Water Main Valve – Located at Wilcox and Rodwell Street Intersection. Replace Leaking valve. (Estimated Cost – \$3,500.00).

- **Completed Water and Sewer System Maintenance/Repair Related Information:**
(1) Emergency Repair – Repaired ruptured water main located on Warren Street near the Bute Street intersection. Contractor: Harris Equipment Company (Mobilization, Labor, and Materials - \$1,740.00).

Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$0.00

Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$1,740.00

- **Water System Fire Hydrants Out of Service:** We currently have 16 of 171 hydrants that are out of service for various reasons. A status report has been included in the board packet with details.
- **Water Leak Detection Survey:** With the aid of North Carolina Rural Water association, we are progressively surveying our water system for leaks using acoustical water leak detector technology. A status report has been included in the board packet with details.

- **Water and Sewer Adjustment Request:** For consideration at the January 13, 2025, meeting of the Board of Commissioners. **Michael Lilly** – 312 Church St., Account #002-00019111. Billing Period: October 15, 2024 – November 20, 2024. Outdoor Watering. Normal usage 2,000 gallons. Request is for sewer adjustment of 19,000 gallons at \$13.41/1000. Total \$254.79. Adjustment recommended by staff.

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 Utilities, Norlina Director of Public Works
Date: January 8, 2025
Re: December 2025 Monthly Activity Report for WWTP

- **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) Replace Influent Pump 2 and 3 Double Mechanical Seal. **(Estimated Parts and Labor Cost –\$22,500)** (4) WWTP Sewer Trunk Line – additional construction work to resolve drainage issues. **(Estimated Cost –\$10,000)** (5) Oxidation Ditch 2 – integrate SCADA system for control of 4 existing mixers. **(Estimated Cost –\$21,000)** (6) Mechanical Bar Screen – Replace main chain, upper and lower drive sprockets, bearings, and rakes. **(Estimated Cost –\$38,000)** (7) Sludge Recirculation Pump 1 – Replace impeller. **(Estimated Labor Cost – \$500.00)**
- **Completed Plant Maintenance/Repair Related Information:** (1) Repair – Plant Influent Pump 2. Replaced drive sheaves, bushings, and belts. Contractor: Scott Lyles...(Labor – \$850.00, Materials - \$724.04). (2) Emergency Repair – Plant Sludge Recirculation Pump 1. Replaced impeller. Contractor: Scott Lyles...(Labor – \$500.00, Materials provided by Plant staff). (3) Repair – Plant Administration Building. To correct an overloaded electrical circuit condition, two circuits and two receptacles were added to the electrical room. Contractor: Breedlove Electric...(Labor - \$275.00, Materials – \$92.18).

Total cost for Repairs (Account No. 39-861-342) - \$2,441.22

- **Plant Backflow Preventer:** The current backflow preventer assembly installed at the WWTP on the 2-inch water service is 20 years old and is a testable 2-inch RP assembly. It has developed multiple leaks and cannot be repaired. It is also located in a pit. Current guidelines require that when replacing it, it be relocated to an above ground freeze proof enclosure with proper valving. A second situation that we have with the plant's water service is that part of the water consumed at the plant is not metered. This goes back to the original construction design of the plant. To correct both conditions, we will be installing a two-inch meter yoke and Neptune 2-inch Mach 10 meter in the existing vault that currently houses the backflow preventer. A new backflow preventer with a proper above ground enclosure and proper valves will be installed downstream of the new 2-inch meter. Construction costs and material costs for this repair will total approximately \$16,000.

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month. 10.73 million gallons were treated.



Warrenton Police Department

Monthly Summary/ December 2024

Incident Briefs

12/2/2024	Pedestrian Struck by MV in PVA	Closed
12/6/2024	Second Degree Trespass	Closed
12/8/2024	Break/Enter Building-Intent Commit Felony DVPO Violation Larceny-Misdemeanor Damage to Personal Property < \$200	Closed
12/11/2024	Exploitation of an Older Adult-Felony	Active
12/12/2024	Larceny-Misdemeanor	
12/19/2024	AWDWIKISI Possession of Firearm by Felon Discharge Firearm within City Limits (~130.03)	Active
12/20/2024	Assault on a Female	Closed
12/23/2024	Injury to Personal Property	Closed

Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(12/01/2024 - 12/31/2024)

<No Event Type Specified>	1	Accident	3
Alarm Activation	5	Assault w/weapon (non- physical)	1
Assist Elderly/Lost person	2	Assist NPD	2
Assist Other Department	1	Assist WC EMS	3
Assist WCSO	14	B & E	1
Careless and Reckless Driving	1	Disturbance	1
Domestic	3	Escort	5
Fight	1	Follow up Investigation	4
Injury to Personal Property	2	Investigation and/or Interview	2
Larceny	2	Medical / Person Hurt or Sick	1
Open Door (Residence)	1	Other	2
Patrol	21	Property Check – Business	20
Property Check – Residential	1	Shots fired	1
Suspicious Person / Vehicle	1	Talk with Officer	2
Traffic Control	2	Traffic Stop	29
Trespassing	2	Welfare Check	1

Total Number Of Events: 138



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

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December 10, 2024

Mr. Dwayne Hicks
107 Hall Street
Warrenton, NC 27589

Dear Mr. Hicks:

You expressed concerns at the recent Board of Commissioners meeting regarding shots fired at Speedway in Warrenton. Below is a summary of the response of the Town and other law enforcement.

On 12-1-2024 on Sunday at approximately 12:08 AM in the morning a call came to 911 reporting shot's fired in the vicinity of Speedway, 301 East Macon Street. At the time of the call, the Armory was being cleared by deputies due to an event being held there. Several deputies worked at the event. There was a large turnout. At 12:18 AM a call came in from a female living across the street from Speedway stating that over 40 cars were in the parking lot area. Shortly after the last call five deputies and one Norlina officer responded to the scene. Deputies on scene advised other officers in route that there was no need for additional officers. No shell casings were located on scene and cars were cleared out.

On 12-2-2024 Chief Elliott learned of the incident and started investigating to determine if shots were fired inside the city limits and where they occurred. He spoke with management at Speedway who stated that a third shift worker had seen a female arguing with someone near the roadway in a vehicle in the direction of Main Street. The third shift worker stated that shots were fired from the vehicle and most likely in the air due to no report of property damage to the business. The vehicle continued traveling towards Main Street, but the worker was unable to give any descriptions or names of the people involved. A camera system in Speedway had no cameras pointed in the direction of the alleged incident. Chief Elliott canvassed the area and roadway for shell casings, but nothing was located. Sgt. Tharrington followed up with Walgreens regarding video footage but nothing of evidentiary value could assist with the investigation. Due to lack of evidence and witness information the Police Department was unable to determine who was shooting or where the weapon was discharged. Warrenton PD had no officer on duty due to continued staffing issues. The Warrenton Police Department continues to staff strategically with the limited manpower available to deter such incidents.

Please do not hesitate to reach out to me at Town Hall if you have any further questions or concerns.

Best regards,

Robert Davie



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

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BOC Meeting December 2024 – Action Items Checklist

1. Make changes to zoning map with Reynolds Tavern change. (cont.)
2. Execute recombination deed with Mayor and submit to Mitch Styers for filing at Register of Deeds.
 - ✓ Awaiting reply from Mitch Styers
3. Compose response letter to Dwayne Hicks.
4. Eliminate water/sewer credits for Commissioners and Mayor.
 - ✓ Underway
5. Change water/sewer rate availability fees by \$6 and \$4 respectively.
 - ✓ Underway
6. Change water/sewer superuser rates for water.
 - ✓ Underway
7. Edit Committee appointments.
 - ✓ Underway
8. Inform owners of 712 N. Main, there is no policy for credits, and their credit is not approved.
9. Notify Michael Hurt in writing that handicapped ramp is approved. Show Bill Perkinson crape myrtle limbs to be trimmed.
 - ✓ Done
10. Execute liability insurance renewal. If red flags notify the Board.
11. Pursue four new security cameras (Flock).
 - ✓ Underway

Water Leak Detection Survey Status Report

Date	NCRWA Rep Name	Time NCRWA Rep On Site	Hydrants and/or Waterlines Surveyed	General Findings
12/16/2024	Rodney Darr	10:15 AM - 1:00 PM	Line between King St Complex & Hwy 401	No leak detected
"	"	"	Checked Elevated Tanks	No sign that they have been overflowing.
"	"	"	Checked Hydrants - Battle Ave & White Street- 118, 120, 121, 122	122 slight leak detected-corrected by tightening operating nut . No other leaks detected.
"	"	"	Checked Hydrants - Eaton Ave - 115, 117, 118, 119	115 slight leak detected-corrected by tightening operating nut. No other leaks detected.
"	"	"	Checked Hydrants - Marshall St & Halifax St - 116, 127, 128	128 slight leak detected-could not correct by tightening operating nut. No other leaks.
"	"	"	Checked Hydrants Arrington & Westside St -127A, 127B, 129, 130	No leaks detected
"	"	"	Checked Hydrants - Baltimore Rd - 133, 134, 134A	133 will not cut off completely. Barrell is full of water.
"	"	"	Checked Hydrants - Lemuel Bullock Rd 131	No leaks detected
"	"	"	Checked Hydrants - Gilliland St - 131A, 131B, 131C, 132	No leaks detected
"	"	"	Checked Hydrants - Hall St - 126, 136, 137, 138 (139 out of service)	No leaks detected
"	"	"	Checked Hydrants - Bragg St - 111, 112, 113	No leaks detected
12/17/2024	Rodney Darr	8:45 AM - 2:30 PM	Checked Hydrants - College St - 38, 91	91 showed signs of a significant leak (approx 90,000 per month). Hydrant is now out of service.
"	"	"	Checked Hydrant - Front St - 29	No leak detected
"	"	"	Checked Hydrants - W Franklin St. 30, 31, 31A, 33, 35, 36	35 behind DOT was not cut off completely. Tightened the operating nut to correct.
"	"	"	Checked Hydrant - Hawkins School 32	No leak detected
"	"	"	Checked Hydrants - Ridgecrest 140, 141, 142, 143, 144, 145	140 had unusual noise level. This one needs to be revisited. No other leaks detected.
"	"	"	Checked Hydrants - Curren Ln 146, 147	No leaks detected
"	"	"	Checked Hydrants - Hwy 58 - 149, 150, 151, 152	No leaks detected
"	"	"	Checked Hydrants - Rafters Ln 153, 154	No leaks detected
"	"	"	Checked Hydrants - S Main St - 90, 92, 93, 94, 95, 96, 98	No leaks detected
"	"	"	Checked Hydrants - Dowtin St - 99, 100, 101	No leaks detected
12/16/2024	Paul Langfield	9:15 AM - 2:15 PM	Checked Water Line - Red Hill Loop Rd	No leaks detected
"	"	"	Checked Water Line & Hydrants 69, 70, 71 - Warren Street	No leaks detected
"	"	"	Checked Water Line - Old Depot St	No leaks detected
"	"	"	Checked Water Line - From Ridgecrest to Hwy 58 - across pasture	No leaks detected
"	"	"	Checked Water Line - Fairview St	No leaks detected
"	"	"	Checked Water Line & Hydrants 25 & 26 - Graham St	No leaks detected
"	"	"	Checked Water Line - Rogers Street	No leaks detected
12/17/2024	Paul Langfield	9:15 AM - 1:30 PM	Checked Water Line - Airport Rd	No leaks detected
"	"	"	Checked Water Line & Hydrant #48 - Wilcox St	No leaks detected
"	"	"	Checked Water Line & Hydrant #48 - Hazelwood St	No leaks detected
"	"	"	Checked Water Line & Hydrant #56 - Horse Creek	No leaks detected
"	"	"	Checked Water Line & Hydrant #34 - Holland Bland Rd	No leaks detected
"	"	"	Checked Water Line - Folly Spring Ln	No leaks detected
"	"	"	Checked Water Line - Church St to E Macon St	No leaks detected
12/20/2024	Paul Langfield	8:30 AM - 11:00 AM	Checked Water 50% of Lines - F&M Mobile Home Park	No leaks detected
"	"	"	Checked Fire Flow Lines at Elberta Crate	Leak detected on hydrant closest to warehouse. Need to determine if hyd has isolation valve.
"	"	"	Checked Fire Flow Lines at Elberta Crate	Also need to determine if fire flow line has an isolation valve.
"	"	"	Checked Meters for Elberta Crate	No leaks detected

Water Leak Detection Survey Status Report

Date	NCRWA Rep Name	Time NCRWA Rep On Site	Hydrants and/or Waterlines Surveyed	General Findings
1/2/2025	Paul Langfield	9:00 AM - 2:00 PM	Checked Line - Harper to Fire Flow at Old Peck Mfg	No leaks detected
"	"	"	Checked Lines - Crestwood Mobile Home Park	No leaks detected
"	"	"	Checked Line - Connell Rd	No leaks detected
"	"	"	Checked Remainder of Lines at F&M Mobile Home Park	No leaks detected
"	"	"	Checked Line - Baltimore Rd	Leak detected on Baltimore Rd near Westside Dr. Leak was repaired on 1-8-25
1/2/2025	Rodney Darr	10:00 AM - 1:30 PM	Rechecked Hydrant #38 to make sure noise level was normal	No leak detected
"	"	"	Checked 2" Meters & Hydrant at Mariam Boyd School	The meter for the cafeteria had water movement sounds but 0.00 GPM registering.
"	"	"	Checked 2" Meter Dialysis Center	Center was closed. GPM was 0 - 0.60. Meter noise as if internal parts were not moving freely.
"	"	"	Checked 2" Meter Fresenius/Warren Hills Nursing Home	Flow sounded normal. Meters registering.
"	"	"	Checked 2" Meter Colonial Lodge	Meter noise was very strange, as if internal parts were not moving freely.
"	"	"	Checked 2" Meter Baptist Church Apartments	Meter noise was very strange, as if internal parts were not moving freely.
"	"	"	Checked 2" Meter Cast Stone	Meter noise was normal. Registers seemed to be working properly.
"	"	"	Revisited Elberta Crate to see if Rodney's findings were the same as Paul's	Confirmed original findings on 12/20/24

Hydrants Out of Service as of 1/7/25

Hydrant #	Location	Hydrant Brand	Model	Bury Depth	Year	Description of Problem (vehicle damage, leaking, etc.)	Parts Needed
19	West Ridgeway & Spring St.	MH	#445310	?	1974	No water coming out of hydrant.	
47	Wilcox & Spring	Clow	Medallion	4 1/2	2013	Inadequate Flow	
31	220 Hayley St.	MH	#445310	4 1/2	1973	Hydrant assembly is seized.	
33	Across from 514 W Franklin St.	WATEROUS	W-67U	?	?	Hydrant assembly is seized.	
41	320 N. Main Street	Mueller	Centurion	4 1/2	2002	Vehicle Damage	Flange and large pumper nozzle cap.
52	End of Pluto St.	Kennedy	150`	?	1974	Hydrant assembly is seized.	
66	209 Warren St.	USP	855600	5 1/2	1984	Hydrant assembly is seized.	
72	204 Red Hill Loop Rd.	USP	855600	5 1/2	1984	Flange is broken - hydrant leaks.	Flange repair kit.
80	On Right in front of Armory	Mueller	Centurion	4 1/2	1990	Hydrant will not cut off.	
82	Across from 318 N. Bute St.	Mueller	Centurion	4 1/2	?	Vehicle damage - damage is beyond repair.	
99	531 S. Main St.	Mueller	Centurion	4 1/2	2002	Vehicle damage	Flange repair kit.
110	Left of Walgreens E. Macon St.	Mueller	Centurion	4 1/2	1975	No water coming out of hydrant.	
139	Hall Street	MH	#445310	4 1/2	1974	Hydrant will not cut off	
91	S Main St & College St	Mueller	Centurion	4 1/2	1986	Hydrant or hydrant leg is leaking.	



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Robert F. Davie, Jr. – Town Administrator

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STATUS OF GRANTS

NC DEQ Waste Water

- Town awarded \$1,000,000 for improvements to the town's sewer lines.

NC DEQ WWTP

- \$2,000,000 awarded. Project to replace 44-year-old rotors and clean out oxidation ditch #1, which are currently the most critical issues at the WWTP and bring oxidation ditch #2 online.

NC DEQ Water Infrastructure Rehab

- Town-Wide Water System Improvements: \$1,564,600 (Received award notice.)

NC DEQ Water AIA Stormwater Planning

- Town awarded \$400,000 for stormwater planning. Town has adopted resolution accepting award.

(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 on Bute and S. Bragg Streets is nearing completion. Third of three replacement houses now complete and Fairlane Drive resident moving in shortly.

(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.
- In process of closing out grant.

Golden Leaf Storm Water Grant

- Town awarded \$196,447.50 for stormwater repairs to Brehon Street.
- Survey of affected area is complete.
- Engineer soliciting informal bids.

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. Town has executed an agreement.

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
 - Creation of basic subdivision ordinance

In Progress Grant Applications:

- State and Local Cybersecurity Grant awarded to the town of Warrenton in the amount of \$48,982. Grant agreement in Board packet for consideration.



NC Department of Public Safety
EMERGENCY MANAGEMENT

Roy Cooper, Governor

Eddie M. Buffaloe Jr., Secretary

William C. Ray, Director

State and Local Cybersecurity Grant Program (SLCGP)

Fiscal Year 2023

AL#:97.137

Grant #: EMW-2023-CY-00066

Memorandum of Agreement (MOA)

between

RECIPIENT

State of North Carolina
Department of Public Safety
Emergency Management (NCEM)
1636 Gold Star Dr
Raleigh, NC 27607

SUBRECIPIENT

Town of Warrenton
113 South Bragg Street
Warrenton, NC 27589
Tax ID/EIN #: 56-6001362
UEID #: FTDDNQBZNFWS

MOA #: 23SLCGP646

Award amount: \$48,982.00

Cost center: 102642-0-0-6023-19GH000601

Period of performance (POP): December 1, 2023 to February 28, 2027

1. Purpose

The purpose of this Memorandum of Agreement (MOA) is to establish responsibilities and procedures to implement the terms and conditions of the US Department of Homeland Security (DHS) State and Local Cybersecurity Grant Program (SLCGP). More information about SLCGP is available at: [State and Local Cybersecurity Grant Program FEMA.gov](https://www.ncdps.gov/SLCGP) and <https://www.ncdps.gov/SLCGP>.

This MOA is to set forth terms by which RECIPIENT shall provide SLCGP funding to SUBRECIPIENT to fund projects related to meeting State and Local Cybersecurity Objectives as identified in the Department of Homeland Security Notice of Funding Opportunity ([NOFO](#)) for FY2023 SLCGP. See Attachment 1 for a detailed description of the approved scope of work for the approved project(s) for this grant. The scope of work is the approved Application as submitted by SUBRECIPIENT with any amendments approved by RECIPIENT.

2. Program Authorization and Regulations

This MOA is authorized under the provisions of: (1) Section 2220A of the *Homeland Security Act of 2002* (Pub. L. No. 107-296, as amended) (6 U.S.C. § 665g), (2) *Infrastructure Investments and Jobs Appropriations Act* (Pub. L. No. 117-58), (3) FY 2023 SLCGP Notice of Funding Opportunity ([NOFO](#)), (4) applicable FEMA Grant Programs Directorate Information Bulletins (see <https://www.fema.gov/grants/preparedness/about/informational-bulletins>), and (5) *NC Emergency Management Act*, North Carolina General Statutes (N.C.G.S.) Chapter 166A.

The funds awarded under this grant must be used in compliance with all applicable federal, state, local and tribal laws and regulations. By accepting this award, SUBRECIPIENT agrees to use these funds in a manner consistent with all applicable laws and regulations.

3. Funding

All terms and conditions of this MOA are dependent upon and subject to the allocation of funds from DHS and NCEM for the purposes set forth, and the MOA shall automatically terminate if funds cease to be available.

Allowable costs shall be determined in accordance with applicable DHS Program Guidelines, which include, but may not be limited to, the FY2023 SLCGP [NOFO](#), 2 CFR 200 Subpart E, Federal Acquisition Regulations (FAR) Part 31.2, OMB Circulars A-21, and applicable DHS and FEMA financial management guidance available at <https://www.dhs.gov/dhs-grants> and <https://www.fema.gov/grants/guidance-tools>. Allowable costs are also subject to the approval of the State Administrative Agency (SAA) for the State of North Carolina, the Secretary of the Department of Public Safety.

4. Funding Eligibility Criteria

Federal funds administered through RECIPIENT (NCEM on behalf of State of North Carolina) are available to local governments to assist in the cost of developing and maintaining a comprehensive Cybersecurity preparedness posture program.

Local government entities are defined in [N.C.G.S. 159-44](#) as: “counties; cities, towns, and incorporated villages; consolidated city-counties, as defined by G.S. 160B-2(1); sanitary districts; mosquito control districts; hospital districts; merged school administrative units described in G.S. 115C-513; metropolitan sewerage districts; metropolitan water districts; metropolitan water and sewerage districts; county water and sewer districts; regional public transportation authorities; and special airport districts.” Community colleges are included in the definition of local government entities for purposes of FY23 SLCGP per [N.C.G.S. 143-800\(c\)\(1\)](#). Federally recognized tribes are also included as eligible local government pass-through entities per the FY23 SLCGP [NOFO](#).

Continued SLCGP funding is contingent upon completion of all SLCGP funding requirements. The following eligibility criteria must be adhered to during the entire duration of the grant program:

SUBRECIPIENT must:

- A. Be established as a local government entity as defined above by appropriate resolution/ordinance.
- B. Have a Unique Identity ID (UEID) prior to any funds being released. UEID may be obtained from <http://www.sam.gov>.
- C. Ensure their organization is registered with the System for Award Management (SAM) and that their organization maintains an active SAM registration, i.e. renewed annually. Every applicant is required to have their name, address, and UEID up to date in SAM, and the UEID used in SAM must be the same one used to apply for all FEMA awards. SAM information can be found at <http://www.sam.gov>. Future payments will be contingent on the information provided in SAM; therefore, it is imperative that the information is correct, and that an active SAM registration is properly maintained.
- D. Complete any procurement(s) and expenditures no later than 02/28/27.
- E. Submit RFR with all required documentation attached. RFRs will not be processed unless/until annual report submissions are current. See SUBRECIPIENT paragraph 9.G. below.

5. Compensation

RECIPIENT agrees that it will pay SUBRECIPIENT compensation for eligible services rendered by SUBRECIPIENT. Payment to SUBRECIPIENT for expenditures under this MOA will be reimbursed after SUBRECIPIENT’s RFR is submitted and approved for eligible scope of work activity. Grant funds will be disbursed (according to the approved project budget) upon receipt of evidence that funds have been invoiced, products or services received (i.e., invoices, contracts, itemized expenses, etc.), and proof of payment is provided. Final RFR must be submitted no later 03/31/27, unless period of performance (POP) is extended. The original signed copy of this MOA must be signed by the Official(s) authorized to sign below and returned to RECIPIENT no later than 45 days after the MOA has been submitted for execution.

This MOA shall be effective upon return of execution from SUBRECIPIENT and final approval by RECIPIENT. Upon final approval of this MOA by RECIPIENT, POP for this grant is 12/01/23 - 02/28/27. Grant funds will be disbursed upon receipt of evidence that funds have been invoiced, products or services received, and proof of payment is provided. Any unexpended grant funds remaining after end of POP revert to RECIPIENT.

SUBRECIPIENT:

- A. Understands and acknowledges that total funding level available under this MOA will not exceed the awarded amount. SUBRECIPIENT acknowledges that they are further prohibited from sub-granting these funds. Attachment 1 and any approved amendments constitute the approved scope of work for this grant award.
- B. Understands and agrees that funding shall be subject to the availability of appropriated funds, pursuant to N.C.G.S. 143C-1-1. However, in the event of MOA termination due to lack of adequate appropriated funds, RECIPIENT will ensure that it will pay for services and goods acquired and obligated on or before the notice of agreement termination.
- C. Must meet all funding requirements contained herein. Non-compliance may result in denial of reimbursement request(s) or suspension/revocation of grant funds awarded for this project. See also paragraph 35 below regarding compliance.

6. Conditions

Funding is contingent upon completion of all funding requirements. The following conditions must be adhered to during the entire duration of the grant program.

A. SUBRECIPIENT must:

- i. Complete any procurements, expenditures, and receipt of goods or services within the POP. This includes software subscriptions, which even if paid for during the POP must be pro-rated so that the subscription period reimbursed is only for the duration of the POP.
- ii. No Match Requirement. SUBRECIPIENT is not required to provide matching funds in cash or in-kind for this award.
- iii. SUBRECIPIENT must submit requests for reimbursement with all required documentation attached in [Salesforce](#). Once RECIPIENT is satisfied that SUBRECIPIENT has provided all required documentation, the requested distributions can be processed for payment. The distributions of funds will be coded to cost center 102642-0-0-6023-19GH000601 in the North Carolina Financial System (NCFS). See SUBRECIPIENT paragraph 9.E.

B. Required Documents/Forms. GRANTEE must submit the following [documents](#) to GRANTOR in [Salesforce](#) upon execution of this MOA. This is not required if GRANTEE has previously submitted these documents to GRANTOR for this or any other grant; however, if any of these documents are not current, GRANTEE must submit updated document(s) in [Salesforce](#):

- i. [W-9 \(09 NCAC 03M .0202\)](#)
- ii. [Electronic Payment / Vendor Verification Form \(09 NCAC 03M .0202\)](#)
- iii. Conflict of Interest Policy ([G.S. 143C-6-23.\(b\)](#))
- iv. [Sworn \(Notarized\) No Overdue Tax Debt Certification \(G.S. 143C-6-23.\(c\)\)](#)
- v. SUBRECIPIENT Procurement Policy

C. Annual Progress Reports. Provide annual progress reports to RECIPIENT in [Salesforce](#) using the Annual Progress Report form (Attachment 2) by: 07/31/25; 07/31/26; and, with final reimbursement request (RFR) submitted per SUBRECIPIENT paragraph 9.G. below.

Even if there are no expenditures an annual progress report must be submitted by SUBRECIPIENT to update their progress toward completion of approved scope of work specified in Attachment 1 and any approved amendments. If SUBRECIPIENT closes their award prior to end of POP, no further annual reports are required.

D. Nationwide Cybersecurity Review (NCSR). SUBRECIPIENT is required to complete the [NCSR](#), administered by the [MS-ISAC](#), during the first year of this grant award POP and annually thereafter through the last year of this grant award POP.

Three NCSRs are required as follows:

NCSR	Completion Period
2024	10/01/2024 - 02/28/2025
2025	10/01/2025 - 02/28/2026
2026	10/01/2026 - 02/28/2027

If SUBRECIPIENT closes their award prior to end of POP no further annual reports are required.

E. Required Services and Memberships.

Cyber Hygiene Services (CHS):

- Web Application Scanning is an “internet scanning-as-a-service.” This service assesses the “health” of your publicly accessible web applications by checking for known vulnerabilities and weak configurations. Additionally, CISA can recommend ways to enhance security in accordance with industry and government best practices and standards.
- Vulnerability Scanning evaluates external network presence by executing continuous scans of public, static IPs for accessible services and vulnerabilities. This service provides weekly vulnerability reports and ad-hoc alerts. To register for these services, email vulnerability_info@cisa.dhs.gov with the subject line “Requesting Cyber Hygiene Services – SLCGP” to get started. Indicate in the body of your email that you are requesting this service as part of the SLCGP. For more information, visit CISA’s [Cyber Hygiene Information Page](#).
- SUBRECIPIENT is required to certify CHS compliance and provide proof of CHS compliance upon request of RECIPIENT.

7. Supplantation

Subrecipients are required to assure and certify that these grant funds will not be used to supplant or replace local or state funds or other resources that would otherwise have been available cybersecurity activities. Subrecipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

8. Scope of Work

SUBRECIPIENT shall implement the SLCGP project specified in Attachment 1 and as described in the approved project application, including the project objective SUBRECIPIENT selected in the application. That application is hereby incorporated by reference into this MOA.

Documentation to be provided throughout POP:

- Annual reports, per paragraph 6.C. above.
- Annual NCSR, per paragraph 6.D. above.
- CHS compliance upon request of RECIPIENT, per paragraph 6.E. above.
- SUBRECIPIENT-involved legal action that pertains to any goods or services purchased with grant funds.
- Copies of any audits and corrective actions pertaining to these grant funds or any other funds provided to SUBRECIPIENT by RECIPIENT.
- After-action report from exercises in accordance with Homeland Security Exercise and Evaluation Program Doctrine ([HSEEP](#)).
- Training course roster, description, and syllabus.
- All legible and complete invoices and receipts detailing the expenditures associated with the project. Receipts must contain the following information:
 - Name and address of the vendor or establishment providing the product or service.

- ii. Vendor/Payee invoice number, account number, and any other unique meaningful identifying number.
- iii. Date product received or service provided.
- iv. Itemized description of all products or services.
- v. Unit price of products or services (if applicable).
- vi. Total amount of eligible expenditures.
- vii. Copy of executed contract/subcontract agreement (if applicable).
- viii. Proof of payment of expenses associated with the project.

I. Any other documentation requested by RECIPIENT.

9. Responsibilities

RECIPIENT:

- A. RECIPIENT shall provide funding to SUBRECIPIENT to perform the activities as described herein.
- B. RECIPIENT shall conduct a review of the project to ensure that it is in accordance with SLCGP requirements.
- C. RECIPIENT shall monitor the completion of the approved scope of work as specified in Attachment 1 and any approved amendments.
- D. RECIPIENT has obligated the funding for this MOA within 45 days of acceptance of the federal award by signing this MOA.
- E. RECIPIENT shall provide required annual progress report form (Attachment 2) and provide cost report forms required for reimbursement subsequent to execution of this MOA (See SUBRECIPIENT paragraph 9.G.).

SUBRECIPIENT:

- A. This MOA must be signed and returned to RECIPIENT within 45 days after SUBRECIPIENT receives this MOA. The grant shall be effective upon return of the MOA.
- B. SUBRECIPIENT shall expend FY 2023 SLCGP Grant Program funds in accordance with the FY2023 SLCGP [NOFO](#), the grant application, and this MOA.
- C. Procurement.
 - i. SUBRECIPIENT shall utilize State of North Carolina and/or local procurement policies and procedures for the expenditure of funds and conform to applicable state and federal law and the standards identified in 2 CFR 200.317 – 200.327.
 - ii. SUBRECIPIENT must follow procurement procedures and policies as outlined in the applicable FY2023 SLCGP [NOFO](#), [Appendix II of 2 CFR Part 200-Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#), and the [2024 FEMA Preparedness Grants Manual](#). SUBRECIPIENT shall comply with all applicable laws, regulations and program guidance. SUBRECIPIENT must comply with the most recent version of the funding administrative requirements, cost principles, and audit requirements.
 - iii. Administrative and procurement practices must conform to applicable federal requirements. A non-exclusive list of regulations commonly applicable to DHS grants are listed below, codified in the following guidance: 15 CFR Part 24; Federal Acquisition Regulations (FAR), Part 31.2; 28 CFR Part 23 “Criminal Intelligence Systems Operating Policies”; 49 CFR Part 1520 “Sensitive Security Information”; Public Law 107-296, The Critical Infrastructure Act of 2002; Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000 et. seq.; Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. seq; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794; The Age Discrimination Act of 1975, as amended, 20 U.S.C. 6101 et. seq.; Cash Management Improvement Act (CMIA) and its implementing regulations at 31 CFR Part 205; FEMA Grant Programs Directorate, Grants Management Division, Match Guidance; Certifications and Assurances regarding Lobbying 31 U.S.C. 1352, Drug-Free Workplace Act, as amended, 41 U.S.C. 701 et. seq. and Certification Regarding Drug-Free Workplace Requirements, Debarment and Suspension Executive Orders 12549 and 12689 and certification regarding debarment, suspension and other responsibility matters; 28 CFR Parts 66, 67, 69, 70 and 83; and Grant Award and Special Conditions documents.

- iv. Mini-Brooks Act. Subrecipients that are governmental entities or otherwise subject to the requirements of the Local Government Commission (LGC) per 20 NCAC 03 are required under North Carolina law to follow rules and regulations in the “Mini-Brooks Act”, G.S. 143-64.31, for the procurement of certain professional services performed by architects, engineers, surveyors, and construction managers at risk.
- v. Conflicts of Interest. See paragraph M.iii. below.
- vi. Complete all procurement by February 28, 2027.

- D. Comply with current federal laws and suspension and debarment regulations pursuant to 2 CFR 200.213 – 200.214, 2 CFR Part 180 and U.S. Office of Management and Budget (OMB) Guidance, which requires in pertinent part that when a non-federal entity enters into a covered transaction with an entity at a lower tier, the non-federal entity must verify that the entity is not suspended or debarred or otherwise excluded.

SUBRECIPIENT shall be responsible to ensure that it has checked the federal System for Awards Management (SAM), <https://sam.gov/content/exclusions> and the State Debarred Vendors Listing, <https://ncadmin.nc.gov/documents/nc-debarred-vendors>, to verify that contractors or subrecipients have not been suspended or debarred from doing business with the federal government.

- E. Per 09 NCAC 03M, agencies shall not disburse any state financial assistance to an entity that is on the Suspension of Funding List (SOFL). OSBM maintains the SOFL. The SOFL is updated on a weekly basis. SUBRECIPIENT is prohibited under this MOA from procurement, and/or contracting with any entity listed on the SOFL using these grant funds.

- F. Indirect Costs. No indirect or administrative costs will be charged to this award. See 2 CFR 200.332(a).

- G. Requests for Reimbursement (RFR). Submit RFR for items or services received in Salesforce. RECIPIENT will reimburse SUBRECIPIENT for eligible costs as outlined in the applicable DHS program guidelines and FY2023 SLCGP NOFO. SUBRECIPIENT must take possession of all purchased equipment and receive any grant-eligible service prior to seeking reimbursement from RECIPIENT. SUBRECIPIENT must submit request for reimbursement within 60 days of payment of invoice. Requests for reimbursement submitted more than 60 days after SUBRECIPIENT payment of invoice may be denied.

RFR must include sufficient documentation that approved expenditures have been properly invoiced and paid by SUBRECIPIENT, and that the products and/or services have in fact been received by SUBRECIPIENT. RFRs must also include a cost report form (supplied by the RECIPIENT) and a summary of all expenditures included in the RFR completed by SUBRECIPIENT. Summary of expenditures should include at a minimum: vendor name, date of purchase, invoice number, total invoice amount, and reimbursable amount.

Refer to RFR webinar for guidance on proper submission of RFRs for FY23 SLCGP. RFRs must be submitted in an unlocked PDF file that does not require a password or any special permissions to open. All documentation attached to RFR submitted in Salesforce must be unlocked and named in standard convention discussed in RFR webinar:

Year of Grant + MOA # + Grantee Agency + Type of Document + Date

Example: 23SLCGP145_North County_RFR #1_2024 05 17

- H. Funds Management. SUBRECIPIENT agrees that funds paid through this grant shall be accounted for in a separate fund and accounting structure within SUBRECIPIENT’s central accounting and grant management system. SUBRECIPIENT agrees to manage all accounts payable disbursements, check register disbursements and related transactions in a detailed manner that supports fully transparent accounting of all financial transactions associated with the funding for this grant.

- i. Expenditures for travel mileage, meals, lodging and other travel expenses incurred in the performance of this grant shall be reasonable and supported by documentation. State rates should be used as guidelines. International travel shall not be eligible under this MOA. Subrecipient must have an acceptable local travel regulation plan or accept the state travel regulations. Refer to 2 CFR 200.475 for travel costs.

- ii. If eligible, SUBRECIPIENT shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this grant, pursuant to [N.C.G.S. 105-164.14](#); and (b) exclude all refundable sales and use taxes from all reported expenditures.
- I. Maintain Required Subrecipient File Documentation as specified in this MOA (Attachment 3). SUBRECIPIENT is required to maintain all records of this grant for three years after termination of the grant, or audit if required, or longer where required by law, as outlined below. SUBRECIPIENT must meet the record retention requirements in 2 CFR 200.334 and must maintain a file for each SLCGP grant award. However, if any litigation, claim or audit has been initiated prior to the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved. The following files must be available for review by NCEM staff for site visits, project closeout and audits:
- i. Resolution/ordinance establishing SUBRECIPIENT as a state or local government entity, or nonprofit organization.
 - ii. Award letter, MOA, and supporting attachments.
 - iii. Completed appropriate reports with specifications, solicitations, competitive quotes or proposals, basis for selection decisions, purchase orders, contracts, invoices, and proof(s) of payment.
 - iv. Audit findings and corrective action plans.
- J. Property and Equipment. SUBRECIPIENT shall have sole responsibility for the maintenance, insurance, upkeep, and replacement of any equipment procured pursuant to this MOA as follows:
- i. Only allowable equipment listed in the Authorized Equipment List ([AEL](#)) for SLCGP are eligible for purchases from this grant. In addition, SUBRECIPIENT will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.
 - ii. Property and equipment purchased with SLCGP funds shall be titled to SUBRECIPIENT, unless otherwise specified by NCEM, DHS and/or FEMA. SUBRECIPIENT shall be responsible for the custody and care of any property and equipment purchased with SLCGP funds furnished for use in connection with this MOA, and shall reimburse RECIPIENT for any loss or damage to said property until the property is disposed of in accordance with SLCGP Program requirements. RECIPIENT will not be held responsible for any property purchased under this MOA.
 - iii. SUBRECIPIENT must utilize all property and equipment as intended in their project application to NCEM. Any variation from this intended use must be requested in writing and approved by NCEM.
 - iv. RECIPIENT and SUBRECIPIENT shall take an initial physical inventory of any equipment. Equipment is defined as tangible, non-expendable property having a useful life of more than one year and an acquisition cost of \$10,000 or more per unit. SUBRECIPIENT may have property management guidelines that are more restrictive, requiring a unit of equipment with a value of less than \$10,000 to be inventoried. If so, such equipment purchased under this award allocation shall be included on the report submitted to RECIPIENT. The grant summary, cost reports with backup documentation, certificate of title, and any other SUBRECIPIENT reports or inventory reports that include information regarding the grant, vendor, invoice number, cost per item, number of items, description, location, condition, and identification number may be used to meet this requirement.
 - v. SUBRECIPIENT must ensure a control system exists to ensure adequate safeguards to prevent loss, damage, or theft. SUBRECIPIENT shall be responsible for replacing or repairing equipment which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage or theft of the property must be investigated and fully documented and made part of the official project records.
 - vi. SUBRECIPIENT or equipment owner must ensure adequate maintenance procedures exist to keep the equipment in good condition.
 - vii. Use. Per 2 CFR 200.313, during the time that equipment is used on the project or program for which it was acquired, SUBRECIPIENT must also make the equipment available for use on other projects or programs currently or previously supported by this or other federal grants, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use must be given to other programs or projects supported by DHS that financed the equipment and second preference must be given to other programs or projects under grants from other federal awarding agencies. NCEM, in conjunction with DHS and/or FEMA, will determine and direct how equipment will be redeployed.

- viii. Disposition Procedures. Unless otherwise directed by RECIPIENT, DHS and/or FEMA, SUBRECIPIENT may dispose of the equipment when the original or replacement equipment acquired under the grant award is no longer needed for the original project or program, or for other activities currently or previously supported by a federal awarding agency. However, SUBRECIPIENT must notify RECIPIENT via *Chatter* in [Salesforce](#) prior to disposing of any equipment purchased with grant funds. Items with a fair market value of less than \$10,000 may be retained, transferred, or otherwise disposed of with prior approval of NCEM and in accordance with disposition requirements in 2 CFR 200.313. Unless otherwise directed by NCEM, DHS and/or FEMA, items with a current per unit standard federal or fair market value in excess of \$10,000 may not be retained, transferred, or otherwise disposed of without prior NCEM approval in accordance with disposition requirements in 2 CFR 200.313. SUBRECIPIENT must provide documentation that includes the method used to determine current fair market value.
- ix. Communications equipment. Investments in emergency communications systems and equipment must meet applicable [SAFECON](#) Guidance recommendations. Such investments must be coordinated with the Statewide Inoperability Coordinator ([SIEC](#)) to ensure interoperability and long-term compatibility. In order to align communications technologies with current statewide communications plans, systems, networks, strategies, and emerging technologies, the NCEM Communications Branch requires that purchases made with grant funds meet the standards identified in Attachment 4.
- K. The purchase or acquisition of any additional materials, equipment, accessories or supplies, or the provision of any training, exercise, or work activities beyond that identified in the approved scope of work specified in Attachment 1 and any approved amendments, shall be the sole responsibility of SUBRECIPIENT and shall not be reimbursed under this MOA.
- L. Conflicts of Interest.
 - i. State Law. Per [N.C.G.S. § 143C-6-23\(b\)](#), SUBRECIPIENT is required to file with RECIPIENT a copy of SUBRECIPIENT's policy addressing conflicts of interest that may arise involving SUBRECIPIENT's management employees and the members of its board of directors or other governing body. The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as SUBRECIPIENT's employees or members of its board or other governing body, from RECIPIENT's disbursing of grant funds, and shall include actions to be taken by SUBRECIPIENT or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. **The policy shall be filed before RECIPIENT may disburse any grant funds.**
 - ii. Federal Law – Grant Administration. Per 2 CFR 200.112 and the [2024 FEMA Preparedness Grants Manual](#), all subrecipients must disclose in writing to NCEM, and attempt to avoid, any real or potential conflict of interest that may arise during the administration of a federal grant award. For purposes of this MOA, conflicts of interest may arise in situations where a subrecipient employee, officer, or agent, any members of his or her immediate family, or his or her partner has a family relationship, close personal relationship, business relationship, or professional relationship, with anybody at DHS, FEMA and/or NCEM involved in the administration of this grant award.
 - iii. Federal Law – Procurement. Per 2 CFR 200.318 and the [2024 FEMA Preparedness Grants Manual](#), all subrecipients that are non-federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such conflicts of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, subrecipients may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the subrecipient. All subrecipients must disclose in writing to NCEM, and attempt to avoid, any real or potential conflicts of interest with respect to procurement, contracting and subcontracting with funds provided under this grant award. Upon request, subrecipients must

also provide a copy of their standards of conduct policy covering conflicts of interest with respect to procurement, contracting and subcontracting with funds provided under this grant award.

- M. **Environmental Planning and Historic Preservation (EHP) Compliance.** Subrecipients shall **not** propose projects that could impact the environment, including, but not limited to, the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must participate in the DHS/FEMA EHP review process. Projects requiring EHP reviews are **not** permitted under the federal statute authorizing SLCGP.
- N. All materials publicizing or resulting from award activities, including websites, social media and TV/radio, shall contain this acknowledgement: "This project was supported by a federal award from the US Department of Homeland Security, Department of Public Safety, North Carolina Emergency Management." Use of DHS seal(s), logo(s) and flags must be approved by DHS. Printed as a legend, either below or beside the logo(s) shall be the words "Funded by US Department of Homeland Security".
- O. Comply with the applicable federal statutes, regulations, policies, guidelines, requirements and certifications as outlined in the [FY 2023 SLCGP NOFO](#) and Subaward Notification.
- P. **DHS Standard Terms and Conditions**
SUBRECIPIENT must comply with all applicable provisions of the FY23 [DHS Standard Terms and Conditions](#) (Attachment 5). This applies to all new federal financial assistance awards funded in FY23. These terms and conditions flow down to subrecipients unless an award term or condition specifically indicates otherwise. The United States has the right to seek judicial enforcement of these obligations. All legislation and digital resources are referenced with no digital links.
- Q. **Closeout Reporting Requirements.** In accordance with [2 CFR 200.344](#), SUBRECIPIENT must submit to RECIPIENT, no later than 90 calendar days after the end date of the POP, all financial, performance, and other reports as required by the terms and conditions of the federal award, this MOA and FY23 [DHS Standard Terms and Conditions](#) (Attachment 5), incorporated by reference herein, for the performance of the activities. This closeout documentation must be submitted in [Salesforce](#).

Documentation required

- i. A complete accounting of how all grant funds were used.
- ii. A Certification stating the funds were used for the purpose appropriated.
- iii. A closeout letter indicating that the approved scope of work is complete.
- iv. Any other closeout documentation requested by RECIPIENT.
- v. SUBRECIPIENT agrees that all program activity results information reported shall be subject to review and authentication and SUBRECIPIENT will provide access to work papers, receipts, invoices and reporting records, if requested by RECIPIENT, as RECIPIENT executes any audit internal audit responsibilities.
- vi. Once the complete final performance and financial status report package has been received and evaluated by RECIPIENT, SUBRECIPIENT will receive official notification of MOA close-out from RECIPIENT.
- vii. The notification will inform SUBRECIPIENT that RECIPIENT is officially closing the MOA and retaining all MOA files and related material for a period of three (3) years or until all audit exceptions have been resolved, whichever is longer.

10. Taxes

SUBRECIPIENT shall be considered to be an independent subrecipient and as such shall be responsible for ALL taxes. There shall be no reimbursement for taxes incurred by SUBRECIPIENT under this grant. If eligible, SUBRECIPIENT shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this grant, pursuant to [N.C.G.S. 105-164.14](#); and (b) exclude all refundable sales and use taxes from all reported expenditures.

11. Warranty

As an independent subrecipient, SUBRECIPIENT will hold RECIPIENT harmless for any liability and personal injury that may occur from or in connection with the performance of this MOA to the extent permitted by the [North Carolina Tort Claims Act](#). Nothing in this MOA, express or implied, is intended to confer on any other person any rights or remedies in or by reason of this MOA. This MOA does not give any person or entity other than the parties hereto any legal or equitable claim, right or remedy. This MOA is intended for the sole and exclusive benefit of the parties hereto. This MOA is not made for the benefit of any third person or persons. No third party may enforce any part of this MOA or shall have any rights hereunder. This MOA does not create, and shall not be construed as creating, any rights enforceable by any person not a party to this MOA. Nothing herein shall be construed as a waiver of the sovereign immunity of the State of North Carolina.

12. State of North Carolina Reporting Requirements per NCGS 143C-6-23 and 09 NCAC 03M

North Carolina state law ([N.C.G.S. 143C-6-23](#) and [09 NCAC 03M](#)) requires every nongovernmental entity (including non-profit organizations) that receives state or federal pass-through grant funds from state agencies to file annual reports on how those grant funds were used no later than three months after the end of the non-state entity's fiscal year. **Government entities including counties and local governments are not required to file these reports.**

Refer to "State Grant Compliance Reporting Forms" on the following website for instructions and applicable forms for nongovernmental subrecipients (including non-profit organizations) to meet these requirements:

<https://www.ncdps.gov/our-organization/emergency-management/emergency-management-grants/grants-management-compliance>.

13. Audit Requirements

For all federal grant programs, SUBRECIPIENT is responsible for obtaining audits in accordance with 2 CFR 200 Subpart F.

Per 2 CFR 200.501, a subrecipient that receives a combined \$1,000,000 or more in funding from all federal funding sources, even those passed through a state agency, must have a single audit conducted in accordance with 2 CFR 200.514 and GAGAS within 9 months of the subrecipient's fiscal year end. SUBRECIPIENT must:

- A. Post the single audit conducted in accordance with 2 CFR 200.514 and GAGAS to the Federal Audit Clearinghouse <https://harvester.census.gov/facweb/>.
- B. Submit to DPS Internal Audit (DPS_GrantComplianceReports@ncdps.gov) a single audit prepared and completed in accordance with GAGAS. This can, at the option of SUBRECIPIENT, be the same single audit submitted to the Federal Audit Clearinghouse in paragraph 13.A. above.
- C. Make copies of the single audit available to the public.

Per 09 NCAC 03M.0205, a non-state entity that is not exempt from the requirements of SUBCHAPTER 03M – UNIFORM ADMINISTRATION OF STATE AWARDS OF FINANCIAL ASSISTANCE per 09 NCAC 03M.0201, that receives a combined \$1,000,000 or more in North Carolina state funding or federal funding passed through a state agency must within 9 months of the non-state entity's fiscal year end submit to DPS Internal Audit (DPS_GrantComplianceReports@ncdps.gov) a single audit prepared and completed in accordance with Generally Accepted Government Auditing Standards (GAGAS): <https://www.gao.gov/yellowbook>.

If SUBRECIPIENT is a unit of local government in North Carolina, SUBRECIPIENT may be subject to the audit and reporting requirements in [N.C.G.S. 159-34](#), Local Government Finance Act – Annual Independent Audit, rules and regulations. Such audit and reporting requirements may vary depending upon the amount and source of grant funding received by the SUBRECIPIENT and are subject to change (see [Local Government Commission](#) for more information). See also [20 NCAC 03](#) (Local Government Commission).

The different audit requirements for non-governmental and governmental entities are summarized on the [NCEM Grants Management & Compliance website](#).

14. Construction, Renovation, and Infrastructure Projects

Projects requiring EHP reviews are **not** permitted under the federal statute authorizing SLCGP. This includes all construction, renovation and infrastructure projects. SLCGP funding **cannot** be used for any construction, renovation

or infrastructure projects. If a project involves hammering a nail in a wall, inserting a screw in a hole, or disturbing even a teaspoon full of dirt in the ground, it cannot be approved for SLCGP funding.

15. Subrecipient Monitoring

See Attachment 6 for subrecipient monitoring.

16. Points of Contact

To provide consistent and effective communication between GRANTOR and GRANTEE, each party shall appoint a Principal Representative(s) to serve as its central point of contact responsible for coordinating and implementing this MOA. The Department of Public Safety, North Carolina Emergency Management contacts shall be NCEM Preparedness Grants Management Branch and NCEM Regional Branch Office. GRANTEE's contact shall be the person(s) designated by the GRANTEE in [Salesforce](#). GRANTEE is required to keep GRANTOR informed and [Salesforce](#) updated if there are any changes in POC over the course of the period of performance.

All confidential information of either party disclosed to the other party in connection with the services provided hereunder will be treated by the receiving party as confidential and restricted in its use to only those uses contemplated by the terms of this MOA. Any information to be treated as confidential must be clearly marked as confidential prior to transmittal to the other party. Neither party shall disclose to third parties, the other party's confidential information without written authorization to do so from the other party. Specifically excluded from such confidential treatment shall be information that:

- A. As of the date of disclosure and/or delivery, is already known to the party receiving such information.
- B. Is or becomes part of the public domain, through no fault of the receiving party.
- C. Is lawfully disclosed to the receiving party by a third party who is not obligated to retain such information in confidence.
- D. Is independently developed at the receiving party by someone not privy to the confidential information.

17. Public Records Access

While this information under federal control is subject to requests made pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. §552 et. seq., all determinations concerning the release of information of this nature are made on a case-by-case basis by the FEMA FOIA Office.

Information maintained by RECIPIENT in connection with this MOA and grant award is subject to the [North Carolina Public Records Act](#), Chapter 132 of the North Carolina General Statutes and is subject to [public records requests](#) through NCDPS.

18. Contracting/Subcontracting

If SUBRECIPIENT contracts/subcontracts any or all purchases or services under this MOA, then SUBRECIPIENT agrees to include in the contract/subcontract that the contractor/subcontractor is bound by the terms and conditions of this MOA. SUBRECIPIENT and any contractor/subcontractor agree to include in the contract/subcontract that the contractor/subcontractor shall hold NCEM harmless against all claims of whatever nature arising out of the contractors/subcontractor's performance of work under this MOA. **If SUBRECIPIENT contracts/subcontracts any or all purchases or services required under this MOA, a copy of the executed contract/subcontract agreement must be submitted to NCEM along with the RFR in accordance with SUBRECIPIENT responsibilities in paragraph 9.G. above.** A contractual arrangement shall in no way relieve SUBRECIPIENT of its responsibilities to ensure that all funds issued pursuant to this grant be administered in accordance with all state and federal requirements. SUBRECIPIENT is bound by all special conditions of this grant award as set out in the grant application and the grant award letter Subaward Agreement incorporated by reference herein, as well as all terms, conditions and restrictions of the FY2023 SLCGP [NOFO](#) referenced herein.

19. Antitrust Laws

All signatories of this MOA will comply with all applicable state and federal antitrust laws.

20. Prohibition on purchasing certain telecommunications - [John S. McCain National Defense Authorization Act for Fiscal Year 2019](#) –John S. McCain National Defense Authorization Act of Fiscal Year 2019

Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and **2 C.F.R. §§200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200**. The statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors– prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Definitions

Per section 889(f)(2)–(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200 covered telecommunications equipment or services means:

- A. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities).
- B. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- C. Telecommunications or video surveillance services provided by such entities or using such equipment; or
- D. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of “covered telecommunications equipment or services.” See 2 C.F.R. § 200.471. **FEMA Policy #405-143-1** Guidance is available in [FEMA Policy #405-143-1](#), Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services issued May 10, 2022.

21. Divestment and Do-Not-Contract Rules

The State of North Carolina, through the Department of State Treasurer, follows several divestment and do-not-contract mandates. Information about each of these mandates is available at: <https://www.nctreasurer.com/about/transparency/commitment-transparency/divestment-and-do-not-contract-rules>.

SUBRECIPIENT may not contract with any vendors on any of these designated divestment and do-not-contract lists using SLCGP grant funds, and SUBRECIPIENT must comply with all other requirements of these divestment and do-not-contract laws.

22. Acknowledgement of Federal Funding from DHS

Subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

23. Lobbying Prohibition

SUBRECIPIENT certifies, to the best of its knowledge and belief, that:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person or employee of any state or federal agency, a member of the NC General Assembly, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or

cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- C. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representative of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

24. Assurance of Compliance with Civil Rights Act of 1964 – Title VI, Civil Rights Act of 1968, and Related Provisions

During the performance of this agreement, SUBRECIPIENT for itself, its assignees and successors in interest agrees as follows:

A. Age Discrimination Act of 1975

Subrecipients must comply with the requirements of the Age Discrimination Act of 1975, Public Law 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

B. Americans with Disabilities Act of 1990

Subrecipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101 - 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

C. Civil Rights Act of 1964 - Title VI

Subrecipients must comply with the requirements of Title VI of the Civil Rights Act of 1964, Pub. L. No. 88-352 (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21. Subrecipients of an award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA's implementing regulations at 44 C.F.R. Part 7.

D. Civil Rights Act of 1968

Subrecipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units - i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) - be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

E. Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

Subrecipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

F. E.O. 14074 – Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety

Recipients and subrecipients that are State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074 which addresses the transfer or purchase of certain military equipment by law enforcement. Recipients and subrecipients that are State, Tribal, local, or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.

G. Limited English Proficiency (Civil Rights Act of 1964 - Title VI)

Subrecipients must comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

H. Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

I. Rehabilitation Act of 1973

Subrecipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973) (codified as amended at 29 U.S.C. section 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance

J. Whistleblower Protection Act

Subrecipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

25. Assurance of Compliance with Privacy Act

Subrecipient agrees:

- A. To comply with the provisions of the Privacy Act of 1974, 5 U.S.C. §552A and regulations adopted there under, when performance under the program involves the design, development, or operation of any system or records on individuals to be operated by the Subrecipient, its third-party subrecipients, contractors, or their employees to accomplish a DHS function.
- B. To notify DHS when the Subrecipient or any of its third-party contractors, subcontractors, subrecipients, or their employees anticipate a system of records on behalf of DHS in order to implement the program, if such system contains information about individuals name or other identifier assigned to the individual. A system of records subject to the Act may not be used in the performance of this MOA until the necessary and applicable approval and publication requirements have been met.
- C. To include in every solicitation and in every third-party contract, sub-grant, and when the performance of work, under that proposed third-party contract, sub-grant, or sub-agreement may involve the design, development, or operation of a system of records on individuals to be operated under that third-party contract, sub grant, or to accomplish a DHS function, a Privacy Act notification informing the third party contractor, or subrecipient, that it will be required to design, develop, or operate a system of records on individuals to accomplish a DHS function subject to the Privacy Act of 1974, 5 U.S.C. §552a, and applicable DHS regulations, and that a violation of the Act may involve the imposition of criminal penalties; and
- D. To include the text of Sections 30 parts A through C in all third-party contracts, and sub grants under which work for this MOA is performed or which is awarded pursuant to this MOA, or which may involve the design, development, or operation of a system of records on behalf of the DHS.

26. Best Practices for Collection and Use of Personally Identifiable Information

Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

27. Certification Regarding Drug-Free Workplace Requirements (Subrecipients Other Than Individuals)

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Governmentwide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).

28. Term of this Agreement

Regardless of actual execution date, this MOA shall be in effect from the start of the POP on December 1, 2023, to the end of the POP.

29. Statement of Assurances

SUBRECIPIENT must complete Office of Management and Budget (OMB) Standard Form 424B Assurances – Non-Construction Programs as applicable. SUBRECIPIENT must complete the appropriate form(s) and submit to NCEM Grants Management Branch in Salesforce upon execution of this MOA. SUBRECIPIENT must still complete the form even if certain assurances in the form may not directly apply to SUBRECIPIENT's specific program to ensure that all possible situations are covered.

30. Situs

This MOA shall be governed by the laws of North Carolina and any claim for breach or enforcement shall be filed in State Court in Wake County, North Carolina.

31. Other Provisions/Severability

Nothing in this MOA is intended to conflict with current federal, state, local, or tribal laws or regulations. If a term of this MOA is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOA shall remain in full force and effect.

32. Entire Agreement

This MOA and any annexes, exhibits and amendments annexed hereto, and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral and written statements or agreements.

33. Modification

This MOA may be amended only by written amendments duly executed by RECIPIENT and SUBRECIPIENT.

34. Termination

The terms and conditions of this MOA, as modified with the consent of all parties, will remain in effect until February 28, 2027. Either party upon thirty days advance written notice to the other party may terminate this MOA. Upon approval by DHS, FEMA, and the issuance of the Grant Adjustment Notice, if this MOA is extended, the termination date for the extension will be the date listed in the applicable DHS, Grant Adjustment Notice, incorporated by reference herein. If DHS suspends or terminates funding in accordance with 2 CFR 200.340 and the 2023 SLCGP NOFO, incorporated by reference herein, SUBRECIPIENT shall reimburse NCEM for said property and/or expenses.

35. Compliance

SUBRECIPIENT shall comply with applicable federal, state, local and/or tribal statutes, regulations, ordinances, licensing requirements, policies, guidelines, reporting requirements, certifications, and other regulatory matters for the conduct of its business and purchase requirements performed under this MOA. This includes all requirements contained in the applicable FY 2023 SLCGP NOFO referenced in paragraph 2 above. SUBRECIPIENT shall be wholly responsible for the purchases made under this MOA and for the supervision of its employees and assistants. Failure to comply with the specified terms and conditions of this MOA may result in the return of funds and any other remedy for noncompliance specified in 2 CFR 200.339, and/or termination of the award per 2 CFR 200.340. Additional conditions may also be placed upon SUBRECIPIENT for noncompliance with the specified terms and

conditions of this MOA, including (but not limited to) additional monitoring. See Attachment 6 for subrecipient monitoring.

36. Execution and effective date

This grant shall become effective upon return of the original grant award letter and MOA, properly executed on behalf of SUBRECIPIENT, to NCEM on behalf of RECIPIENT and will become binding upon execution of all parties to this MOA. The conditions of this MOA are effective upon signature by all parties.

This MOA shall be in effect from start of POP on 12/1/2023 through end of POP. Failure to provide applicable cost reports, proofs of payment and/or a de-obligation request letter within 30 days of the end of the POP may result in automatic de-obligation of grant funds.

37. Attachments


All attachments to this MOA are incorporated as if set out fully herein.

- A. In the event of any inconsistency or conflict between the language of this MOA and the attachments hereto, the language of such attachments shall be controlling, but only to the extent of such conflict or inconsistency.
- B. This MOA includes the following attachments or documents incorporated by reference as if fully set out herein:
- Attachment 1 Scope of Work / Approved Application in Salesforce: App-0000646
 - Attachment 2 Annual Progress Report Form – to be provided in Salesforce or under separate cover
 - Attachment 3 Required Subrecipient File Documentation - to be provided in Salesforce or under separate cover
 - Attachment 4 NCEM Communications Branch Memo - to be provided in Salesforce or under separate cover
 - Attachment 5 FY23 [DHS Standard Terms and Conditions](#) - click hyperlink to access document
 - Attachment 6 Subrecipient Monitoring - to be provided in Salesforce or under separate cover

AUTHORIZED SIGNATURE WARRANTY

THE UNDERSIGNED REPRESENT AND WARRANT THAT THEY ARE AUTHORIZED TO BIND THEIR PRINCIPALS TO THE TERMS OF THIS MOA. IN WITNESS WHEREOF, RECIPIENT AND SUBRECIPIENT HAVE EACH EXECUTED THIS MOA AND THE PARTIES AGREE THAT THE MOA IS EFFECTIVE AS OF THE POP START DATE, EVEN IF THIS MOA IS SIGNED BY ANY PARTIES AFTER THAT DATE.

For RECIPIENT:

By:  DocuSigned by:
BD9D1C8856624CB **William C. Ray, Director & Deputy
Homeland Security Advisor
North Carolina Department of Public Safety
Division of Emergency Management** Date: 12/12/2024 | 09:02:50 EST


For SUBRECIPIENT:

By:  Signed by:
24AB837A390B4A5 Date: 12/16/2024 | 12:02:51 EST

By: _____ Date: _____

By: _____ Date: _____

Approved as to Form:

By:  DocuSigned by:
89E06A3C9472449 **William Polk, Deputy General Counsel
Reviewed for the North Carolina
Department of Public Safety to fulfill the
purposes of the DHS Homeland Security
Grant Program** Date: 12/10/2024 | 15:53:42 EST



Walter M. Gardner, Jr. – Mayor
Meredith Valentine – Interim Town Administrator

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

January 13, 2025

**RESOLUTION ACCEPTING GRANT FUNDS FROM
NC DEPARTMENT OF EMERGENCY MANAGEMENT**

WHEREAS, the North Carolina Department of Emergency Management has authorized grants to aid eligible units of government in improving cyber security measures, and

WHEREAS, the North Carolina Department of Emergency Management has offered a State Grant in the amount of \$48,982 for cyber security improvements, and

WHEREAS The Town of Warrenton intends to implement improvements in accordance with the approved plans and specifications,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF WARRENTON:

That the Town of Warrenton does hereby accept the grant offer of \$48,982.

That the Town of Warrenton does hereby give assurance to the North Carolina Department of Emergency Management that all items specified in the grant MOU will be adhered to.

That Robert Davie, the Town Administrator, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the grant.

That the Town of Warrenton has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 13th day of January 2025 at Warrenton, North Carolina

Walter M. Gardner, Jr. – Mayor

Date

Robert Davie -- Town Administrator

Date



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

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

**Grant Project Ordinance
Town of Warrenton Cyber Security Improvements
Warrenton, North Carolina**

Be it ordained by the Town of Warrenton Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby adopted:

Section 1: The project authorized is the Town of Warrenton Cyber Security Improvements Project (Grant Number EMW-2023-CY-00066) described in MOA between the Town of Warrenton and the North Carolina Department of Public Safety.

Section 2: The officers of this unit of government are hereby directed to proceed with the grant project within the terms of the grant agreement, the rules and regulations of the North Carolina Department of Public Safety and the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project:

North Carolina Department of Public Safety	<u>\$48,982.00</u>
Total	<u>\$48,982.00</u>

Section 4: The following amounts are appropriated for this project:

Planning	\$5,000.00
Training	\$3,953.00
Exercise	\$4,320.00
Equipment	<u>\$35,709.00</u>
Total	<u>\$48,982.00</u>

Section 5: The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient detailed accounting records to provide the accounting to the North Carolina Department of Public Safety required by the Grant Agreement (MOA) and federal and state regulations.

Section 6: The Finance Officer is required to report annually on the financial status of the project to the Town of Warrenton Board of Commissioners.

Section 7: Copies of this Grant Project Ordinance shall be entered into the minutes of the governing board after adoption and be filed with the the Clerk to the Board.

Adopted this 13th day of January, 2025.

Walter M. Gardner, Jr., Mayor

ATTEST:

Robert Davie, Clerk to the Board



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

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

Phase 2, Zero-Emission Vehicle (ZEV) Charging Infrastructure Program

- No match required.
- Up to \$140,000 available per recipient.
- Approximately \$1,000,000 available in total, statewide.

The Town would like to apply for this grant to replace the current and existing EV charging station located on W. Market Street. The current station was installed in 2014/15 and is inadequate for attracting tourists. It is an older model with 50 amps while the latest models are 180 amps and called fast chargers. The Town would be applying for the fastest available charge at a cost of approximately \$130,000 installed. With this newer model the Town would be able to set the rates and collect revenue over and above the cost of electricity.

The new model will be provided by NovaCharge, which is the manufacturer of the current one.

The Town cannot expect the current charging station to attract tourism, as it is the slowest on the market now. EV drivers are looking for Fast Charging stations that charge 4 to 5 times quicker. Drivers search a national network showing the locations of these Fast Chargers and Warrenton's proposed charger would be connected into this nationwide network.

Seeking Board approval to apply for the grant (deadline January 17, 2025).



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

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

About Dr. MacSween

Dr. Sara MacSween, DBA, MBA, GSD
Lecturer
Marketing, Entrepreneurship, Hospitality & Tourism
The Bryan School of Business & Economics, UNC Greensboro
Office: 352 Bryan Building
Email: sbmacswe@uncg.edu

Sue W. Cole Distinguished Professional Track Faculty Member
Chair, University Curriculum Committee
Faculty Advisor for the American Marketing Association
Faculty Advisor for the North Carolina Sales Institute Student Business Group

2023-2024 Bryan School Professional Track Teaching Excellence Award
2022-2023 UNCG Anna Marie Gove Teaching Excellence Award
2021-2022 Eloise McCain Hassel Teaching Excellence Award
2018-2019 Bryan School Professional Track Teaching Excellence Award

Local businesses that wanted separate marketing plans:

- FriendsTwo
- Beer Stop
- Bragging Rooster
- Lake Gaston Coffee

About the Class

The Department of Marketing, Entrepreneurship, Hospitality and Tourism of the Bryan School of Business and Economics (Bryan School) offers Marketing 429 each semester. This course provides students with direct experience in developing a marketing plan for a new/existing business/organization, existing product/service or for a new product/service that a business/organization wants to offer.



2025 CONFERENCE REGISTRATION

The NC Main Street Conference registration will officially open on January 10, 2025. It is online. Designated Main Street and Small-Town Main Street Communities receive an allotted number of complimentary conference registrations. Towns may secure additional registrations by paying the registration fees listed on the website.

CONFERENCE WEBSITE

<https://www.ncmainstreetandplanning.com/nc-main-street-conference>

NUMBER OF COMPLIMENTARY REGISTRATIONS

- Designated Main Street Communities: **2 complimentary registrations**
- Small Town Main Street Communities: **1 complimentary registration**
- DAC: Will receive 2 complimentary registrations when the community moves up to the Main Street designation.
- **CRUCIAL: *If you do not use your code(s) and pay, please don't ask for reimbursement. We send out the instructions well in advance, and we need everyone to follow the process.**

CODE EXPIRATION

The codes **expire on Saturday, March 1, 2025**, at midnight.

CODE NAME

Codes include YOUR **cityname25** (case does not matter)

- **Example - Designated Main Street Community** (2 codes)
 - FuquayVarina25
 - FuquayVarina25
- **Example – Small-Town Main Street** (1 code)
 - Hayesville25

GUESTS ATTENDING AWARDS AND CHAMPIONS ONLY



If your Award Winners and Champions don't want to attend the conference, they will still need to register to attend the OPTIONAL award and champion ceremonies. There is a dedicated button if someone is just attending these ceremonies. Both are free. All who plan to attend the ceremonies must register.

REGISTRATION QUESTIONS

For those who are new, we contract out the registration to Sharon Tripp. Sharon has handled the NC Main Street Conference for YEARS.

- If you have a question about registration, please go directly to Sharon.
- **If you email someone on the state staff about registration you will get an "email Sharon" reply, so to help you get your answer quicker, please go directly to Sharon.**

Sharon may be reached:

- (919) 280-4018
- **info@ncmainstreetconference.com**