



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

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

BOARD OF COMMISSIONERS REGULAR MEETING
7:00 PM Board Meeting
July 14, 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 of Board Meeting June 9, 2025 and Public Hearing June 9, 2025
5. Consent Agenda
 - a. Mission and Goals
 - b. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
 - c. Monthly Checks Report
 - d. Public Works Monthly Report
 - e. WWTP Monthly Report
 - f. Police Activity Reports
 - g. Action Items from Prior BOC Meeting
 - h. Budget Amendment #1 – SCRC Grant Project Extend to New FY
 - i. Budget Amendment #2 – Revitalization Budget for Quilters Lane Project
6. Committee Reports
 - a. Finance and Administration (Ms. Hunter)
 - b. Public Works (Mr. Blalock)
 - c. Public Safety (Mr. Ayscue)
 - i. Leads Online Service
 - ii. TransUnion Agreement – for discussion and consideration
 - d. Human Resources/Information Technology (Mr. White)
 - e. Revitalization/Historic District Commission (Mr. Coffman)
 - i. Statement of Interest to Serve
 - f. Beautification/Facilities (Ms. Sourelis)
 - g. Planning/Zoning/Annexation (Mr. Young)
7. Old Business
 - a. Status of Grants – for information
8. New Business
 - a. Repair of Siren – for discussion and consideration
 - b. Cloudpermit Agreement – for discussion and consideration
 - c. Moratorium on Annual Inspections for Double Check Back Flow Devices – for discussion and consideration
 - d. Schedule Public Hearing for Closeout of CDBG Neighborhood Revitalization Grant (August 11), also change in Table of Permitted Uses (August 11)
9. Announcements
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

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BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING

June 9, 2025

7:00 P.M.

Minutes

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner Nat White	Commissioner Jason Young
Commissioner Dian Sourelis	Commissioner Aaron Ayscue
Commissioner Michael Coffman	
Robert Davie, Town Administrator	
Bill Perkinson, Public Works Director	
David Elliott, Chief of Police	
Meredith Valentine, Finance Officer	
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, June 9, 2025, at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need. The Pledge of Allegiance was led by Commissioner Blalock.

Conflict of Interest Statement and Proposed Agenda

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented. Commissioner Sourelis requested the following addition to the proposed agenda:

Committee Reports

(f) **Quilter's Lane Committee – verbiage for required Commissioner as Chairperson**

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

Public Comments

There were none.

Minutes

The minutes of the May 12, 2025, Board of Commissioners meeting were presented. Commissioner Ayscue made a motion to approve the minutes as presented, with a second by Commissioner Hunter. 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 Amendment #12

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

Committee Reports

- a) Finance and Administration – Commissioner Hunter had no additional report other than agenda items. Town Administrator, Robert Davie presented the following changes to the proposed FY 2025/2026 Budget.
 - Updated Revitalization from \$10,000 to \$25,000, both expense and revenue lines.
 - Updated fee for solid waste from \$36.00 to \$36.50. Updated associated revenue and expense lines by \$2,862.00.
 - Increased the grant expense in Fund 39 by \$12,500 and added \$12,500 to the revenue side according to percentage of each partner. These additions changed the Town's contribution based on its share of Fund 39, correspondingly changing Fund 38 by \$5475. Revenue in water sewer increased fund balance by \$5475.
 - Bad check fee from \$25 to \$35
 - Wording changes:
 - "User Fee" to "Activation Fee"
 - "Tamper Fee" to "Re-set Fee"
 - Updated fee for Re-set Fee from \$150 to \$250
 - Commissioner Nat White made a motion to approve the FY 2025/2026 budget as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.
- b) Public Works – Commissioner Blalock had no additional report other than agenda items.
- c) Public Safety – Commissioner Ayscue had no additional report other than agenda items. Chief of Police, David Elliott presented the incident summary for the month of May 2025.
- d) Human Resources – Information Technology – Commissioner White had no additional report other than agenda items.
- e) Revitalization/Historic District Commission – Commissioner Coffman stated that the Historic District Commission approved one Certificate of Appropriateness to replace the roof at 228 N. Bragg Street.

- f) Beautification/Facilities – Commissioner Sourelis requested that the verbiage that requires the Quilter’s Lane Chairperson to be a Board of Commissioner member to be changed. Commissioner Blalock made a motion to change the verbiage as requested, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.
- g) Planning/Zoning/Annexation – Commissioner Young had no additional report other than agenda items.

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.) Resolution to accept award is in Board Packet for April 2025.

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. Received additional funding from NC Commerce. Arranging for final work on final property.

Golden Leaf Storm Water Grant – Town awarded \$196,447.50 for stormwater repairs to Brehon Street. Survey of affected area is complete. Bid awarded. Construction began on 5/5/2025. budget.

Southern Crescent Regional Commission

This grant is designed to “Foster Entrepreneurial and Business Development Activities.” Budget is \$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. Cohort underway. Eight of eight slots filled. One-on-one and group training.

NCLM Assistance Grant

Funded by ARP through NCLM, the League engaged the legal firm of Parker Poe to assist the Town in making changes, at no cost to the Town:

- Compliance of zoning code with any updated requirements from state
- Review of sign ordinances
- Recommendations for driveway sizes

Estimate items to be presented to Board by May of 2025.

FEMA Cybersecurity Grant:

- State and Local Cybersecurity Grant awarded to the Town of Warrenton in the amount of \$48,982. Sequentially implementing parts of grant project.

In Progress Grant Applications:

- NC Dept of Air Quality grant application for replacement of EV Charging Station in amount of approximately \$145,000. Received email indicating possible approval and forwarding to selection committee.

- (b) Update on Unaccounted for Water – for information** –Town Administrator, Robert Davie informed the Board that unaccounted for water is down from 40% to 17%. He further

stated that the leak on Wilcox Street is the first repair priority in the new fiscal year budget.

New Business

(a) Encroachment Agreement for Warren County Farmers Market - for consideration -

Town Administrator, Robert Davie presented the NCDOT encroachment agreement for the Warren County Farmers Market. The agreement is required due to the connection to existing utilities located in the NCDOT right-of-way. Commissioner Coffman made a motion to approve the Encroachment Agreement as presented, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.

(b) Resolution Opposing House Bill 765 – for discussion and consideration –

Town Administrator, Robert Davie presented the Resolution Opposing House Bill 765 – Local Government Development Regulations Omnibus. He informed the Board that House Bill 765 would take away Planning and Zoning control over the Extra Territorial Jurisdiction from municipalities and could hold board members personally liable for actions taken. Commissioner Blalock made a motion to approve the Resolution as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

(c) Main Street Agreement Annual Renewal – for consideration

– Town Administrator, Robert Davie presented the 2025-2026 Annual Agreement North Carolina Small Town Main Street Designation renewal for consideration. Commissioner Blalock made a motion to approve the agreement as presented, with a second by Commissioner Sourelis. The motion was approved by unanimous vote.

Announcements – There were none.

With no further business, the meeting was adjourned.



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PUBLIC HEARING
Proposed Budget for FY 2025-2026
June 9, 2025
6:45 PM

Mayor Gardner called the Public Hearing of the Town of Warrenton Board of Commissioners to order on Monday, June 9, 2025, at 6:45 p.m. The purpose of this public hearing is to invite citizen comments on the proposed FY 2025-26 Budget. Those attending were Mayor Walter Gardner, Town Administrator, Robert Davie, Commissioners Mary Hunter, John Blalock, Michael Coffman, Nat White, Dian Sourelis, Aaron Ayscue, and Jason Young.

Mayor Gardner asked for public comments.

There were no public comments, so 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

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Period Ending 6/30/2025

34 FRONTIER WARREN								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
34-335-340 State Econ & Infra Dev Grant FW Rev	80,000	0.00	66,666.65	66,666.65	66,666.65	(13,333.35)	83%	
34-351-422 Rent Paid to Town Frontier Warren	48,540	0.00	1,920.00	8,350.00	45,340.00	(3,200.00)	93%	
Revenues Totals:	128,540	0.00	68,586.65	75,016.65	112,006.65	(16,533.35)	87%	
Expenses								
34-405-203 Supplies	500	0.00	0.00	102.28	353.02	146.98	71%	
34-405-250 Lights/Heat/Security	3,000	3.68	164.38	514.87	2,689.85	306.47	90%	
34-405-251 Telephone/Internet	3,000	4.80	198.40	594.00	2,633.44	361.76	88%	
34-405-255 Bldg Maint/Clean Srvs	3,000	905.00	0.00	50.00	1,685.00	410.00	86%	
34-405-400 Liability Insurance	170	0.00	0.00	0.00	37.50	132.50	22%	
34-405-422 Rent Paid by Town	36,000	0.00	0.00	6,000.00	36,000.00	0.00	100%	
34-405-499 Miscellaneous	2,870	0.00	0.00	0.00	0.00	2,870.00		
Non-Departmental Totals:	48,540	913.48	362.78	7,261.15	43,398.81	4,227.71	91%	
34-432-701 State Econ & Infra Dev Grant FW Exp	80,000	0.00	13,333.33	66,666.65	66,666.65	13,333.35	83%	
Totals:	80,000	0.00	13,333.33	66,666.65	66,666.65	13,333.35	83%	
Expenses Totals:	128,540	913.48	13,696.11	73,927.80	110,065.46	17,561.06	86%	
34 FRONTIER WARREN Revenues Over/(Under) Expenses:			54,890.54	1,088.85	1,941.19			

Budget vs Actual

Town of Warrenton
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Period Ending 6/30/2025

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	482,907	0.00	0.00	15,058.85	486,254.79	3,347.79	101%
37-302-302 Ad Valorem Taxes - Prior Year	5,000	0.00	0.00	2,089.55	7,377.14	2,377.14	148%
37-302-303 Ad Valorem Taxes - all other prior years	2,000	0.00	0.00	89.21	843.53	(1,156.47)	42%
37-302-304 Ad Valorem Taxes - Penalties & Interest	2,200	0.00	0.00	973.36	2,417.91	217.91	110%
37-307-310 Motor Vehicles - Current	54,180	0.00	0.00	10,644.25	43,459.62	(10,720.38)	80%
37-320-320 Local Option Sales Tax Monthly	377,000	0.00	31,939.50	85,649.69	274,575.55	(102,424.45)	73%
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	28,458.09	28,458.09	73,277.06	(12,722.94)	85%
37-325-326 Beer & Wine Tax Annual	0	0.00	0.00	3,274.43	3,274.43	3,274.43	
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	345.77	508.58	1,562.71	562.71	156%
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	0.00	160.51	640.97	40.97	107%
37-335-335 Powell Bill	31,826	0.00	0.00	0.00	33,916.20	2,090.20	107%
37-345-344 Historic District Comm Fees	0	0.00	25.00	679.00	754.00	754.00	
37-345-345 Zone Board of Adj	3,000	0.00	350.00	700.00	1,300.00	(1,700.00)	43%
37-345-346 Code Enforcement	3,000	0.00	75.00	675.00	4,475.00	1,475.00	149%
37-351-353 Landfill Fees Residential	208,224	0.00	17,272.31	51,909.82	206,177.45	(2,046.55)	99%
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	9.00	22.50	78.79	(171.21)	32%
37-351-360 Cell Tower Rent	32,340	0.00	2,964.50	8,476.21	32,731.21	391.21	101%
37-351-361 Parking/Ordinance Collections PD	500	0.00	0.00	0.00	50.00	(450.00)	10%
37-351-401 Debt Setoff Landfill	100	0.00	0.00	28.69	86.72	(13.28)	87%
37-365-001 Interest Income	50	0.00	14.50	21.17	80.67	30.67	161%
37-365-351 Revitalization Comm	17,000	0.00	0.00	8,004.00	18,455.00	1,455.00	109%
37-365-358 Branded Merchandise for Sale	0	0.00	0.00	260.00	260.00	260.00	
37-365-366 Surplus Property	4,000	0.00	0.00	2,575.00	2,575.00	(1,425.00)	64%

Budget vs Actual

Town of Warrenton
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Period Ending 6/30/2025

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-365-370 WWTP 25% of GF Exp	61,428	0.00	0.00	9,793.00	56,602.55	(4,825.45)	92%	
37-365-371 WS 25% of GF Exp	110,354	0.00	0.00	16,700.00	109,228.30	(1,125.70)	99%	
37-365-401 Mis/Revenue/License Tags	0	0.00	0.00	0.00	290.00	290.00		
37-365-410 Interest Investment NCCMT	28,000	0.00	0.00	4,152.96	24,443.11	(3,556.89)	87%	
37-395-395 Powell Bill Apropriated Fund Balance (Budget Only)	13,608	0.00	0.00	0.00	0.00	(13,608.00)		
37-395-396 Appropriated Fund Balance (Budget Only)	47,712	0.00	0.00	0.00	0.00	(47,712.00)		
Revenues Totals:	1,572,329	0.00	81,453.67	250,903.87	1,406,232.64	(166,096.36)	89%	
Expenses								
37-401-010 Salary - Full Time	175,873	0.00	14,098.96	42,296.88	175,873.12	0.00	100%	
37-401-012 Salary - Adm Assistant	54,426	0.00	4,144.00	12,432.00	54,422.00	3.88	100%	
37-401-020 ER-FICA Taxes	13,454	0.00	1,078.02	3,233.94	13,446.44	7.56	100%	
37-401-021 ER-FICA Taxes - Adm Assistant	4,164	0.00	316.48	949.32	4,155.60	8.40	100%	
37-401-030 ER-Retirement - Orbit	47,096	0.00	3,730.68	11,192.04	47,095.30	0.70	100%	
37-401-040 ER-Health Insurance	30,780	0.00	0.00	5,120.03	30,696.77	83.23	100%	
37-401-050 ER-Life Insurance	576	0.00	0.00	96.00	576.00	0.00	100%	
37-401-060 ER-Workman's Comp	302	0.00	0.00	0.00	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	4,596	162.94	385.28	1,266.34	3,611.23	821.95	82%	
37-401-250 Light, Heat & Security	7,266	0.00	722.87	1,181.64	7,195.25	70.58	99%	
37-401-251 Telephone & Postage	3,976	2.00	286.71	837.93	3,044.32	929.98	77%	
37-401-255 Bldg. Maint/ Clean SVS	9,000	819.00	0.00	389.32	5,548.80	2,632.20	71%	
37-401-256 Bank Fees/ Petty Cash	3,750	0.00	300.00	900.00	3,600.00	150.00	96%	
37-401-295 Training	888	0.00	0.00	0.00	268.00	620.24	30%	
37-401-301 Computer Maint	5,073	23.00	936.67	1,993.15	5,049.51	0.00	100%	
37-401-302 Software Support	2,500	35.98	35.98	203.82	2,028.40	435.62	83%	
37-401-303 Software Purchase less than \$5,000	3,102	0.00	0.00	0.00	3,102.30	0.00	100%	

Budget vs Actual

Town of Warrenton
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Period Ending 6/30/2025

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-401-304 Website	800	0.00	0.00	0.00	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	0.00	500.00	0.00	100%	
37-401-307 Special Events	1,425	0.00	25.00	25.00	1,306.62	118.38	92%	
37-401-309 Advertising	2,270	0.00	147.30	147.30	281.40	1,988.60	12%	
37-401-310 Dues & Subscriptions	3,500	0.00	0.00	140.00	3,257.93	242.07	93%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	1,326	0.00	0.00	256.17	1,324.31	1.69	100%	
37-401-400 Liability Insurance	7,500	1,607.65	0.00	0.00	5,598.58	293.77	96%	
37-401-401 County Tax Collection Svs	8,000	0.00	0.00	273.16	7,490.91	509.09	94%	
37-401-405 Audit Expense	12,084	0.00	0.00	0.00	11,500.00	584.00	95%	
37-401-420 Attorney Fees	3,500	0.00	0.00	1,497.00	2,697.00	803.00	77%	
37-401-497 Sales & Uses Tax Expense	0	0.00	1,866.45	6,458.42	34,546.26	(34,546.26)		
37-401-498 Capital Outlay below \$5000	1,200	0.00	1,200.00	1,200.00	1,200.00	0.00	100%	
37-401-499 Miscellaneous Expense	4,710	0.00	0.00	3,632.32	4,629.71	80.22	98%	
37-401-802 Truist Parking Lot Loan Principal	10,039	0.00	0.00	0.00	10,039.46	0.00	100%	
37-401-832 Truist Parking Lot Loan Interest	6,203	0.00	0.00	0.00	6,202.55	0.00	100%	
37-401-998 Contingency	1,841	0.00	0.00	0.00	0.00	1,840.69		
General Government Totals:	433,401	2,650.57	29,274.40	95,721.78	451,682.58	(20,932.15)	105%	
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	375.00	1,500.00	0.00	100%	
37-402-020 ER - FICA TAXES	115	0.00	9.56	28.68	114.72	0.28	100%	
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	83.20	83.20	216.80	28%	
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	486.88	1,697.92	587.08	74%	
37-405-345 Zoning/Ordinances	20,200	0.00	0.00	4,646.20	10,146.20	10,053.80	50%	
37-405-407 Branded Clothing Sales	500	0.00	0.00	500.00	500.00	0.00	100%	
37-405-423 Quilters Lane	500	0.00	0.00	0.00	88.43	411.57	18%	
37-405-430 Historic District Comm	220	0.00	0.00	0.00	0.00	220.00		

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-405-450 Revitalization Comm	17,000	0.00	423.75	9,842.55	16,943.92	56.08	100%
37-405-470 Small Town Maint St	2,500	0.00	0.00	1,231.63	1,481.63	1,018.37	59%
Non-Departmental Totals:	40,920	0.00	423.75	16,220.38	29,160.18	11,759.82	71%
37-501-010 SALARY FULL TIME	175,089	0.00	20,235.82	50,982.94	156,467.69	18,620.92	89%
37-501-014 Salary - Part Time	58,140	0.00	1,320.00	10,350.00	58,140.00	0.00	100%
37-501-015 Salary-LEO Separation Allowance	14,396	0.00	1,085.94	3,257.82	13,031.28	1,364.72	91%
37-501-016 Salary - Admin Assistant	42,566	0.00	3,232.00	9,696.00	42,566.00	0.00	100%
37-501-018 Salary PD Weekend	6,435	0.00	0.00	0.00	6,435.00	0.00	100%
37-501-019 Salary - Over-Time	10,000	0.00	492.00	1,421.55	6,702.79	3,297.21	67%
37-501-020 ER-FICA Taxes	24,200	0.00	1,997.62	5,730.10	21,468.77	2,731.23	89%
37-501-030 ER - Retirement Orbit	64,462	0.00	5,198.26	12,258.10	37,353.29	27,109.11	58%
37-501-031 ER - 401K 5%	13,688	5,530.97	1,036.39	2,620.23	8,157.03	0.00	100%
37-501-040 ER - Health Insurance	46,712	1,589.40	0.00	4,751.47	19,866.04	25,256.56	46%
37-501-050 ER - Life Insurance	1,010	0.00	0.00	144.00	624.00	386.00	62%
37-501-060 ER - Workman's Comp	5,520	0.00	0.00	0.00	5,517.81	2.19	100%
37-501-200 Travel Expense	200	0.00	0.00	0.00	111.06	88.94	56%
37-501-203 Supplies	6,380	385.63	995.32	1,408.79	5,840.99	153.28	98%
37-501-204 Uniforms	6,000	456.45	554.94	3,319.65	5,109.66	433.89	93%
37-501-205 Equipment & Material	4,000	111.08	0.00	111.91	3,556.50	332.42	92%
37-501-250 Light, Heat & Security	8,050	0.00	722.87	1,181.63	7,832.63	217.37	97%
37-501-251 Telephone & Postage	8,110	1.24	725.63	2,180.91	7,726.00	382.76	95%
37-501-252 Fuel	20,000	3,962.28	1,130.61	3,885.70	11,037.72	5,000.00	75%
37-501-255 Bldg Maint/Clean Svs	6,344	819.00	0.00	389.32	4,385.37	1,139.63	82%
37-501-295 Training	670	0.00	0.00	200.00	607.10	63.00	91%
37-501-301 Computer Maint	9,951	0.00	644.42	4,197.90	8,199.91	1,751.09	82%
37-501-302 Software Support	10,459	120.00	855.00	1,705.00	8,067.55	2,271.45	78%
37-501-305 Technology Upgrades	2,665	0.00	0.00	0.00	2,664.99	0.00	100%
37-501-351 Maint & Repair Equip	4,000	1,674.87	199.99	1,905.85	1,937.34	387.79	90%
37-501-370 2019 Dodge Car 100	1,500	0.00	0.00	357.53	357.53	1,142.47	24%

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-501-371 2017 Dodge Car 200	1,500	0.00	0.00	754.78	1,484.47	15.53	99%	
37-501-372 2016 Dodge Car 300	1,500	0.00	0.00	725.39	750.99	749.01	50%	
37-501-373 2017 Dodge Car 400	1,500	6.96	116.72	879.48	957.19	535.85	64%	
37-501-376 2019 Dodge Car 700	1,500	0.00	0.00	57.07	829.16	670.84	55%	
37-501-377 2023 Dodge Car 125	1,500	0.00	0.00	0.00	640.42	859.58	43%	
37-501-378 2023 Dodge Car 225	1,500	1,000.00	0.00	125.85	139.45	360.55	76%	
37-501-400 Liability Insurance	19,346	5,714.55	0.00	0.00	13,631.05	0.00	100%	
37-501-415 Medical	3,000	0.00	0.00	135.00	1,330.00	1,670.00	44%	
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	3,001	0.00	100.00	1,391.95	2,765.79	235.01	92%	
37-501-499 Miscellaneous	1,130	0.00	0.00	454.40	1,118.70	10.90	99%	
37-501-500 Capital Outlay \$5,000 and over	14,000	500.00	9,000.00	9,000.00	9,000.00	4,500.00	68%	
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	0.00	4,964.39	0.61	100%	
37-501-805 Police 2023 Cars Loan Principle (USDA)	7,410	0.00	0.00	0.00	7,409.74	0.26	100%	
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	0.00	461.61	0.39	100%	
37-501-835 Police 2023 Cars Loan Interest (USDA)	1,568	0.00	0.00	0.00	1,567.26	0.74	100%	
Police Department Totals:	634,209	33,437.43	49,643.53	135,580.32	499,029.27	101,742.30	84%	
37-601-014 Salary - Part Time Code Enforcement	3,004	0.00	252.16	661.92	3,003.64	0.00	100%	
37-601-020 ER-FICA Taxes	230	0.00	19.29	50.65	229.84	0.16	100%	
37-601-060 Workers Comp	624	0.00	0.00	0.00	617.19	6.81	99%	
37-601-252 Fuel/Truck Expense/Insurance	492	0.00	492.00	492.00	492.00	0.00	100%	

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
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	87,600.00	0.00	100%
37-601-475 Donation to Town Fire	1,550	0.00	1,055.70	1,055.70	1,055.70	494.30	68%
37-601-476 Code Enforcement Exp	228	0.00	202.50	202.50	202.50	25.86	89%
Fire Totals:	93,928	0.00	9,321.65	24,362.77	93,200.87	727.13	99%
37-651-330 Christmas Lights/Santa House	1,747	0.00	0.00	0.00	1,747.00	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	1,298	0.00	0.00	0.00	516.02	781.98	40%
37-651-333 Street Beautification - Below \$5,000	4,000	0.00	0.00	841.77	3,095.98	904.02	77%
37-651-335 Street Lighting Electric Bill	31,202	1.34	2,594.32	7,579.88	31,200.58	0.08	100%
Signs and Lights Totals:	39,015	1.34	2,594.32	8,421.65	36,559.58	2,454.08	94%
37-701-010 Salary - Full Time	66,569	0.00	5,430.54	16,471.41	66,568.70	0.30	100%
37-701-014 Salary - Part Time	14,448	0.00	0.00	304.00	14,447.04	0.96	100%
37-701-019 Over-Time	1,366	0.00	0.00	0.00	400.90	965.10	29%
37-701-020 ER-FICA Taxes	6,248	0.00	414.86	1,280.40	6,213.70	34.30	99%
37-701-030 ER - Retirement - Orbit	16,345	0.00	1,110.55	3,368.43	13,999.71	2,345.29	86%
37-701-040 ER-Health Insurance	15,128	297.15	0.00	2,451.27	14,830.49	0.36	100%
37-701-050 ER-Life Insurance	426	21.92	0.00	56.00	304.48	99.60	77%
37-701-060 ER-Workman's Comp	1,400	0.00	0.00	0.00	1,399.22	0.78	100%
37-701-203 Supplies	5,191	0.00	107.73	180.74	5,190.73	0.27	100%
37-701-204 Uniforms	4,186	97.58	932.42	1,161.12	3,961.86	126.56	97%
37-701-251 Telephone & Postage	925	240.31	54.06	165.15	684.69	0.00	100%
37-701-252 Fuel	12,368	954.14	649.36	1,806.55	8,137.22	3,276.64	74%
37-701-256 Street Maintenance	1,758	0.00	0.00	717.13	1,757.12	0.88	100%
37-701-351 Maint & Repair Equip	17,039	0.00	2,643.00	3,455.54	16,688.27	350.73	98%
37-701-352 Vehicle Maintenance	5,548	0.00	0.00	1,188.45	5,363.72	184.28	97%
37-701-400 Liability Insurance	8,517	2,303.11	0.00	0.00	6,213.72	0.17	100%
37-701-431 Street Debris Disposal	4,894	0.00	0.00	0.00	4,894.00	0.00	100%

Budget vs Actual

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-701-895 Mowing	(16,000)	0.00	(1,333.00)	(3,999.00)	(15,996.00)	(4.00)	100%
Streets Totals:	166,356	3,914.21	10,009.52	28,607.19	155,059.57	7,382.22	96%
37-710-361 Maint & Repair POWELL BILL	4,425	0.00	0.00	0.00	4,425.00	0.00	100%
37-710-500 Capital Outlay \$5000 and above	24,283	0.00	0.00	24,231.00	24,231.00	52.00	100%
Powell Bill Totals:	28,708	0.00	0.00	24,231.00	28,656.00	52.00	100%
37-801-010 Salary - Full Time Sanitation	54,199	0.00	3,408.64	9,763.24	47,517.80	6,681.20	88%
37-801-019 Salary - Over Time Sanitation	872	0.00	0.00	553.03	871.22	0.78	100%
37-801-020 ER - FICA Sanitation	4,213	0.00	260.22	780.54	3,659.40	553.60	87%
37-801-030 ER - Retirement - Orbit Sanitation	11,262	0.00	219.36	1,579.62	6,677.96	4,584.04	59%
37-801-040 ER - Health Insurance	13,808	428.25	0.00	537.32	9,627.57	3,752.18	73%
37-801-050 ER - Life Insurance	259	53.20	0.00	10.40	204.80	1.00	100%
37-801-060 Workman's Compensation	3,682	0.00	0.00	0.00	3,664.92	17.08	100%
37-801-203 Supplies	568	0.00	5.49	32.97	550.25	17.75	97%
37-801-204 Uniforms	2,912	117.46	532.54	623.35	1,869.20	925.34	68%
37-801-251 Telephone & Postage	500	128.76	30.76	94.43	371.24	0.00	100%
37-801-252 Fuel	3,978	200.00	260.43	629.66	2,522.78	1,255.22	68%
37-801-350 Landfill Fees	20,250	1,075.49	3,108.13	4,708.76	18,443.56	730.95	96%
37-801-352 Vehicle Maintenance	1,755	0.00	0.00	0.00	1,754.22	0.78	100%
37-801-400 Liability Insurance	4,974	1,302.07	0.00	0.00	3,671.21	0.72	100%
Sanitation Totals:	123,232	3,305.23	7,825.57	19,313.32	101,406.13	18,520.64	85%
37-901-038 Transfer Out to WS for USDA Loan	7,281	0.00	0.00	0.00	7,281.00	0.00	100%
37-901-077 Transfer Out to Golden Leaf Stormwater Grant	347	0.00	347.00	347.00	347.00	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:	10,275	0.00	347.00	347.00	7,628.00	2,647.00	74%
Expenses Totals:	1,572,329	43,308.78	109,574.30	353,292.29	1,404,080.10	124,940.12	92%
37 GENERAL FUND Revenues Over/(Under) Expenses:			(28,120.63)	(102,874.40)	2,152.54		

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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	69,687.64	212,585.62	784,166.86	(37,146.14)	95%
38-351-402 Debt Setoff WATER	224	0.00	336.66	1,583.26	1,636.26	1,412.26	730%
38-351-404 Sewer Services	695,580	0.00	58,401.85	175,049.82	635,034.22	(60,545.78)	91%
38-351-407 Debt Setoff SEWER	196	0.00	258.29	1,405.60	1,447.00	1,251.00	738%
38-351-408 Town Taps/Connection Fee	32,711	0.00	1,296.61	7,521.24	27,965.33	(4,745.67)	85%
38-351-416 Dis/Reconnection Fee	9,468	0.00	1,155.20	2,536.19	9,314.22	(153.78)	98%
38-351-417 Fire Sprinkler	2,337	0.00	266.40	760.20	2,644.86	307.86	113%
38-351-418 Late Fees/Penalty/Cut Off	22,742	0.00	1,753.14	4,058.14	19,764.71	(2,977.29)	87%
38-351-419 Returned Check Fee	900	0.00	50.00	100.00	680.00	(220.00)	76%
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	200	0.00	94.73	565.95	590.95	390.95	295%
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	(0.01)	(25.01)	(25.01)	
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	2,072.70	12,211.16	(2,112.84)	85%
38-365-421 Account Activation Fee	2,513	0.00	425.00	825.00	3,200.00	687.00	127%
38-365-851 Misc Revenue WATER	0	0.00	0.00	0.00	30.00	30.00	
38-381-037 Transfer In From GF	7,281	0.00	0.00	0.00	7,281.00	0.00	100%
38-395-396 Apropriated Fund Balance (Budget Only)	232,517	0.00	0.00	0.00	0.00	(232,517.00)	
Revenues Totals:	1,842,321	0.00	133,725.52	409,063.71	1,507,099.25	(335,221.75)	82%
Expenses							
38-851-010 Salary Full Time	113,450	0.00	8,571.96	26,269.18	113,449.16	0.84	100%
38-851-014 Salary - Part Time	15,801	0.00	905.84	2,850.68	15,800.33	0.67	100%
38-851-019 Salary Over-Time	7,129	0.00	0.00	253.50	5,596.47	1,532.53	79%
38-851-020 ER-FICA Taxes	10,093	0.00	707.91	2,170.60	9,942.59	150.41	99%

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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	1,492.06	4,618.22	20,932.33	953.67	96%
38-851-040 ER - Health Insurance WATER	20,220	1,752.63	0.00	3,005.09	18,368.97	98.40	100%
38-851-050 ER - Life Insurance	500	70.88	0.00	63.04	379.36	49.76	90%
38-851-060 ER - Workman's Comp	969	0.00	0.00	0.00	825.36	143.64	85%
38-851-203 Supplies	32,129	3,377.23	1,595.88	4,330.81	27,411.31	1,340.46	96%
38-851-204 Uniforms	2,958	67.03	716.97	883.15	2,890.85	0.12	100%
38-851-250 Light & Heat & Security	6,090	79.15	390.00	741.51	5,093.39	917.46	85%
38-851-251 Telephone & Postage	10,222	949.81	605.15	2,203.60	9,062.88	209.31	98%
38-851-252 Fuel	9,914	1,287.03	675.31	1,794.16	7,630.69	996.28	90%
38-851-255 Bldg. Maint/Clean Svs	3,117	409.50	0.00	194.68	2,192.77	514.73	83%
38-851-260 Electric Tank/Pumps	3,401	206.69	181.64	534.88	2,594.51	599.80	82%
38-851-296 Continuing Education	1,281	0.00	0.00	0.00	362.50	918.50	28%
38-851-301 Computer Maintenance	3,688	341.79	458.95	1,014.58	3,345.48	0.73	100%
38-851-302 Software Support	9,625	63.46	625.00	945.06	9,424.70	136.84	99%
38-851-305 Technology Upgrades	27	0.00	0.00	0.00	12.50	14.50	46%
38-851-309 Advertising	140	0.00	0.00	62.50	62.50	77.50	45%
38-851-310 Dues & Subscriptions	501	0.00	25.00	37.50	500.22	0.78	100%
38-851-313 State Permits	1,270	0.00	0.00	0.00	1,270.00	0.00	100%
38-851-345 Water Tank Contract	20,567	1,000.00	0.00	4,141.64	19,566.56	0.44	100%
38-851-347 Lab Analysis	2,210	0.00	320.00	640.00	1,490.00	720.00	67%
38-851-351 Maint. & Repair Equip	3,944	0.00	0.00	0.00	3,693.22	250.78	94%
38-851-352 Vehicle Maintenance	3,750	0.00	191.46	376.56	2,816.31	933.69	75%
38-851-400 Town Liability Insurance	11,524	3,042.75	0.00	0.00	8,480.87	0.38	100%
38-851-405 Audit Expense	5,750	0.00	0.00	0.00	5,750.00	0.00	100%
38-851-408 Town Tap Expense	6,865	0.00	0.00	0.00	6,865.00	0.00	100%
38-851-448 External Contract	21,583	0.00	0.00	6,578.00	21,582.18	0.82	100%
38-851-451 Water Purchase	251,000	37,577.13	11,845.98	11,845.98	185,208.67	28,214.20	89%
38-851-500 Capital Outlay \$5000 and Above	64,058	0.00	0.00	8,106.00	64,058.00	0.00	100%
38-851-802 USDA Public Works Trucks -	8,773	0.00	0.00	0.00	8,772.85	0.15	100%

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Princ Water							
38-851-803 USDA Town Hall/WS Loan Principal	29,300	0.00	27,000.00	27,000.00	29,300.00	0.00	100%
38-851-833 USDA Town Hall/WS Loan Interest	14,863	0.00	13,522.50	13,522.50	14,863.00	0.00	100%
38-851-836 USDA Public Works Trucks - Int Water	1,109	0.00	0.00	0.00	1,108.62	0.38	100%
38-851-895 Grass Cutting Expense	16,000	0.00	1,333.00	3,999.00	15,996.00	4.00	100%
38-851-896 WS 25% of GF Expense	55,177	0.00	0.00	8,350.00	54,614.13	562.87	99%
Water Totals:	790,884	50,225.08	71,164.61	136,532.42	701,314.28	39,344.64	95%
38-852-010 Salary - Full Time	113,030	0.00	8,571.96	25,716.10	113,029.21	0.79	100%
38-852-014 Salary - Part Time	15,736	0.00	905.68	2,850.52	15,637.04	98.96	99%
38-852-019 Salary - Over Time Sewer	6,629	0.00	265.86	1,058.49	6,257.39	371.61	94%
38-852-020 ER - FICA Sewer	10,453	0.00	741.87	2,255.66	10,275.15	177.85	98%
38-852-030 ER-Retirement Orbit	21,886	0.00	1,546.43	4,652.55	20,890.41	995.59	95%
38-852-040 ER-Health Insurance SEWER	20,220	1,770.16	0.00	3,005.13	18,396.87	52.97	100%
38-852-050 ER-Life Insurance	500	70.88	0.00	63.04	379.36	49.76	90%
38-852-060 ER-Workman's Comp	826	0.00	0.00	0.00	825.35	0.65	100%
38-852-200 Travel Expense	3	0.00	0.00	0.00	0.00	3.00	
38-852-203 Supplies	28,370	714.32	573.55	1,478.30	27,520.74	134.94	100%
38-852-204 Uniforms	2,958	67.09	716.91	883.07	2,890.68	0.23	100%
38-852-250 Light & Heat & Security	7,000	79.26	389.97	681.19	5,032.93	1,887.81	73%
38-852-251 Telephone & Postage	11,011	949.78	628.60	2,265.07	9,948.55	112.67	99%
38-852-252 Fuel	9,654	1,287.04	675.31	1,794.15	7,605.12	761.84	92%
38-852-255 Bldg. Maint/Clean Svs	3,117	409.50	0.00	194.68	2,192.77	514.73	83%
38-852-260 Electric Tank/Pumps	12,000	79.64	907.66	2,819.25	11,540.36	380.00	97%
38-852-295 Training	300	300.00	0.00	0.00	0.00	0.00	100%
38-852-296 Continuing Education	320	0.00	0.00	0.00	320.00	0.00	100%
38-852-301 Computer Maint.	3,688	341.81	458.94	1,014.56	3,345.39	0.80	100%

Budget vs Actual

Town of Warrenton
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Period Ending 6/30/2025

38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-852-302 Software Support	9,625	63.46	625.00	945.05	9,424.69	136.85	99%
38-852-305 Technology Upgrades	13	0.00	0.00	0.00	12.48	0.52	96%
38-852-309 Advertising	503	0.00	0.00	0.00	502.50	0.50	100%
38-852-310 Dues & Subscriptions	501	0.00	25.00	37.50	500.20	0.80	100%
38-852-313 State Permits	1,960	0.00	0.00	1,760.00	1,960.00	0.00	100%
38-852-351 Maint & Repair Equip	3,803	0.00	0.00	0.00	3,777.74	25.26	99%
38-852-352 Vehicle Maintenance	1,853	0.00	0.00	0.00	1,852.86	0.14	100%
38-852-400 Liability Insurance	6,285	1,688.52	0.00	0.00	4,595.99	0.49	100%
38-852-405 Audit Expense	5,750	0.00	0.00	0.00	5,750.00	0.00	100%
38-852-408 Town Tap Expense	21,511	0.00	0.00	0.00	21,511.00	0.00	100%
38-852-435 Purchase of Sewer Services	402,384	0.00	0.00	56,487.67	388,458.71	13,925.29	97%
38-852-448 External Contract	20,398	0.00	0.00	2,777.16	20,397.67	0.33	100%
38-852-473 WWTP Rehab Annual Payment	20,884	0.00	0.00	20,883.59	20,883.59	0.41	100%
38-852-500 Capital Outlay \$5000 and Above	33,721	0.00	0.00	24,039.87	33,662.42	58.58	100%
38-852-802 USDA Public Works Trucks - Princ Sewer	8,773	0.00	0.00	0.00	8,772.88	0.12	100%
38-852-803 USDA Town Hall/WS Loan Principal	29,300	0.00	27,000.00	27,000.00	29,300.00	0.00	100%
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,388	0.00	0.00	14,387.20	14,387.20	0.80	100%
38-852-809 John Riggans Easement Pmt	1,000	0.00	0.00	0.00	1,000.00	0.00	100%
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	0.00	13,750.00	13,750.00	0.00	100%
38-852-833 USDA Town Hall/WS Loan Interest	14,863	0.00	13,522.50	13,522.50	14,863.00	0.00	100%
38-852-836 USDA Public Works Trucks - Int Sewer	1,109	0.00	0.00	0.00	1,108.65	0.35	100%
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	2,475	0.00	0.00	1,237.50	2,475.00	0.00	100%
38-852-896 WS 25% of GF Expense	55,177	0.00	0.00	8,350.00	54,614.17	562.83	99%

Budget vs Actual

Town of Warrenton
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Period Ending 6/30/2025								
Sewer Expenses Totals:		937,727	7,821.46	57,555.24	235,909.80	909,648.07	20,257.47	98%
38-901-902 Transfer Out to Water Treatment Plant		113,710	0.00	0.00	113,710.00	113,710.00	0.00	100%
Transfers Out Totals:		113,710	0.00	0.00	113,710.00	113,710.00	0.00	100%
Expenses Totals:		1,842,321	58,046.54	128,719.85	486,152.22	1,724,672.35	59,602.11	97%
38 WATER / SEWER Revenues Over/(Under) Expenses:				5,005.67	(77,088.51)	(217,573.10)		

Budget vs Actual

Town of Warrenton
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Period Ending 6/30/2025

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
39-351-405 Septic Disposal Service	42,074	0.00	5,425.00	16,830.00	55,805.00	13,731.00	133%
39-351-470 Town Sewer Revenues	402,384	0.00	0.00	56,487.67	388,458.71	(13,925.29)	97%
39-351-471 Sewer Revenues - County	322,189	0.00	0.00	45,229.87	311,040.22	(11,148.78)	97%
39-351-472 Sewer Rev Norlina	218,881	0.00	0.00	30,727.17	211,306.97	(7,574.03)	97%
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	113,710.00	113,710.00	0.00	100%
39-381-055 Transfer in from WWTP Grant	10,834	0.00	0.00	0.00	10,833.61	0.00	100%
Revenues Totals:	1,110,072	0.00	5,425.00	262,984.71	1,092,312.20	(17,759.41)	98%
Expenses							
39-861-010 Salary - Full Time	222,024	0.00	17,668.56	52,452.52	222,023.02	0.98	100%
39-861-014 Salary - Part Time	21,213	0.00	690.16	2,844.09	21,204.45	8.55	100%
39-861-019 Over-Time	15,767	0.00	632.12	2,369.14	12,206.00	3,561.00	77%
39-861-020 ER-FICA Taxes	19,835	0.00	1,305.33	3,937.18	17,504.30	2,330.70	88%
39-861-030 ER - Retirement Orbit	49,205	0.00	3,359.12	10,209.98	42,207.86	6,997.14	86%
39-861-040 ER- Health Insurance	38,067	106.20	0.00	6,300.11	36,883.74	1,077.06	97%
39-861-050 ER-Life Insurance	785	0.00	0.00	97.91	729.27	55.73	93%
39-861-060 ER-Workman's Comp	1,955	0.00	0.00	0.00	1,583.40	371.60	81%
39-861-200 Travel Expense	500	0.00	0.00	0.00	0.00	500.00	
39-861-203 Supplies	102,071	1,860.54	21,381.92	32,879.23	100,209.50	0.96	100%
39-861-204 Uniforms	5,853	86.35	1,413.65	1,739.52	5,756.41	10.24	100%
39-861-250 Light, Heat & Security	88,592	0.00	6,196.80	18,826.68	76,981.51	11,610.49	87%
39-861-251 Telephone & Postage	6,690	308.35	617.24	1,683.81	6,036.97	344.68	95%
39-861-252 Fuel	10,250	1,046.94	700.10	1,957.83	8,687.76	515.30	95%
39-861-296 Continuing Education	1,380	0.00	0.00	0.00	402.50	977.50	29%
39-861-301 Computer Maint.	7,000	0.00	644.42	1,592.40	5,338.72	1,661.28	76%
39-861-302 Software Support	4,208	808.46	0.00	182.49	2,747.62	651.92	85%
39-861-305 Technology Upgrades	2,000	0.00	0.00	0.00	25.00	1,975.00	1%
39-861-309 Advertising	1,000	0.00	0.00	62.50	569.00	431.00	57%

Budget vs Actual

Town of Warrenton
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Period Ending 6/30/2025

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	27.77	313.86	861.43	2,222.23	0.00	100%
39-861-342 Maint & Repair Plant	125,460	2,345.97	8,985.00	14,916.91	116,443.91	6,670.12	95%
39-861-344 Sludge Removal	75,539	0.00	8,711.50	17,881.50	75,538.50	0.50	100%
39-861-345 Beaver Control	750	0.00	0.00	200.00	200.00	550.00	27%
39-861-346 Lab Material & Supplies	11,526	148.33	153.50	337.50	11,169.53	208.14	98%
39-861-347 Lab Analysis	27,435	91.00	1,885.00	7,483.00	27,344.00	0.00	100%
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	2,880.00	2,880.00	120.00	96%
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	191.46	295.99	2,923.42	1,826.58	62%
39-861-400 Liability Insurance	20,520	5,428.83	0.00	0.00	15,090.70	0.47	100%
39-861-405 Audit Expense	11,500	0.00	0.00	0.00	11,500.00	0.00	100%
39-861-441 Certify Lab Services	1,000	0.00	0.00	365.18	465.18	534.82	47%
39-861-444 Permits & Fees	15,199	0.00	825.00	2,595.00	15,198.33	0.67	100%
39-861-446 Influent Debris Removal	6,793	0.00	583.68	1,756.64	6,792.76	0.24	100%
39-861-500 Capital Outlay \$5000 and Over	119,265	0.00	0.00	0.00	119,235.88	29.12	100%
39-861-810 NCDEQ WWTP Phase 2 Principal	23,607	0.00	0.00	23,606.60	23,606.60	0.40	100%
39-861-897 WWTP 25% of GF Exp	61,428	0.00	0.00	9,793.00	56,602.55	4,825.45	92%
39-861-998 Contingency	1	0.00	0.00	0.00	0.00	0.61	
WWTP - Expenses Totals:	1,110,072	12,258.74	76,258.42	220,108.14	1,049,435.62	48,377.25	96%
Expenses Totals:	1,110,072	12,258.74	76,258.42	220,108.14	1,049,435.62	48,377.25	96%
39 WWTP Revenues Over/(Under) Expenses:			(70,833.42)	42,876.57	42,876.58		

Check Listing

Date From: 6/1/2025 Date To: 6/30/2025

Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton
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Check Number	Bank	Vendor	Date	Amount
68829	30	COLUMBIAN MUTUAL LIFE INS CO	06/03/2025	<u>\$36.89</u>
68830	30	QUILL CORPORATION	06/03/2025	<u>\$17.92</u>
68831	30	TONY PERKINS	06/03/2025	<u>\$100.00</u>
68832	30	Wireless Research Center of NC	06/03/2025	<u>\$13,333.33</u>
68833	30	CRYSTAL COAST ENVIRONMENTAL	06/04/2025	<u>\$900.00</u>
68834	30	OLD DOMINION BRUSH CO.	06/04/2025	<u>\$2,138.21</u>
68835	30	SOUTHERN SOFTWARE, INC.	06/04/2025	<u>\$1,250.00</u>
68836	30	WARREN COUNTY PUBLIC WORKS	06/04/2025	<u>\$1,628.77</u>
68837	30	CAROLINA DIGITAL PHONE INC	06/06/2025	<u>\$316.00</u>
68838	30	Custom Printing USA Corp	06/06/2025	<u>\$423.75</u>
68839	30	DOCUMENT SYSTEMS, INC	06/06/2025	<u>\$291.96</u>
68840	30	FLOCK GROUP, INC	06/06/2025	<u>\$9,607.50</u>
68841	30	NORTH CAROLINA 811, INC	06/06/2025	<u>\$25.00</u>
68842	30	PETE SMITH TIRE & QUICK LUBE, INC	06/06/2025	<u>\$408.76</u>
68843	30	Purchase Power (Pitney Bowes)	06/06/2025	<u>\$150.00</u>
68844	30	SONITROL INTEGRATED SECURITY	06/06/2025	<u>\$1,464.75</u>
68845	30	SOUTHERN WATER SERVICE, LLC	06/06/2025	<u>\$15,665.76</u>
68846	30	Spectrum Business	06/06/2025	<u>\$169.99</u>
68847	30	U.S. POSTAL SERVICE	06/06/2025	<u>\$246.00</u>
68848	30	UNITED PARCEL SERVICE	06/06/2025	<u>\$145.90</u>
68849	30	VC3, Inc.	06/06/2025	<u>\$1,286.08</u>
68850	30	WARREN AUTO PARTS, INC.	06/06/2025	<u>\$186.84</u>
68851	30	WARREN COUNTY PUBLIC UTILITIES	06/06/2025	<u>\$11,845.98</u>
68852	30	WILSON'S WATER SERVICES	06/06/2025	<u>\$825.00</u>
68853	30	WRIGHT EXPRESS FSC	06/06/2025	<u>\$1,130.61</u>
68854	30	AMAZON CAPTIAL SERVICES, INC.	06/09/2025	<u>\$301.04</u>
68855	30	Core & Main	06/09/2025	<u>\$640.50</u>
68856	30	DOCUMENT SYSTEMS, INC	06/09/2025	<u>\$65.85</u>
68857	30	DUKE ENERGY PROGRESS	06/09/2025	<u>\$2,357.40</u>
68858	30	DUKE ENERGY PROGRESS	06/09/2025	<u>\$151.96</u>
68859	30	GARY V. WILLIAMS	06/09/2025	<u>\$640.00</u>
68860	30	KATALYST NETWORK GROUP LLC	06/09/2025	<u>\$7,776.00</u>

Check Listing

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Check Number	Bank	Vendor	Date	Amount
68861	30	MERITECH INC	06/09/2025	<u>\$2,025.00</u>
68862	30	UNIFIRST CORPORATION	06/09/2025	<u>\$2,383.76</u>
68863	30	UNITED PARCEL SERVICE	06/09/2025	<u>\$42.84</u>
68864	30	WARREN AUTO PARTS, INC.	06/09/2025	<u>\$87.56</u>
68865	30	WOMACK PUBLISHING CO. INC.	06/09/2025	<u>\$147.30</u>
68866	30	UNIFIRST CORPORATION	06/10/2025	<u>\$2,624.91</u>
68867	30	BREEDLOVE ELECTRIC, INC	06/12/2025	<u>\$133.44</u>
68868	30	DOCUMENT SYSTEMS, INC	06/12/2025	<u>\$60.76</u>
68869	30	DUKE ENERGY PROGRESS	06/12/2025	<u>\$81.12</u>
68870	30	GUPTON SERVICES, INC	06/12/2025	<u>\$130.00</u>
68871	30	IWALY, Inc	06/12/2025	<u>\$122,225.00</u>
68872	30	PETE SMITH TIRE & QUICK LUBE, INC	06/12/2025	<u>\$124.60</u>
68873	30	QUICK PRINT	06/12/2025	<u>\$264.74</u>
68874	30	VC3, Inc.	06/12/2025	<u>\$490.25</u>
68875	30	WARRENTON RURAL FIRE DEPT.	06/12/2025	<u>\$1,547.70</u>
68876	30	FIRST CITIZENS BANK	06/19/2025	<u>\$2,569.50</u>
68877	30	AMAZON CAPTIAL SERVICES, INC.	06/19/2025	<u>\$57.60</u>
68878	30	CURTIS WAYNE DANIEL JR.	06/19/2025	<u>\$1,200.00</u>
68879	30	DUKE ENERGY PROGRESS	06/19/2025	<u>\$7,567.29</u>
68880	30	FRONTIER NATURAL GAS	06/19/2025	<u>\$12.42</u>
68881	30	GFL ENVIRONMENTAL	06/19/2025	<u>\$583.68</u>
68882	30	NORTH CAROLINA 811, INC	06/19/2025	<u>\$25.00</u>
68883	30	PETE SMITH TIRE & QUICK LUBE, INC	06/19/2025	<u>\$1,540.93</u>
68884	30	SCOTT ERIC LILES	06/19/2025	<u>\$1,200.00</u>
68885	30	SouthData, Inc	VOIDED 06/19/2025	<u>\$1,227.01</u>
68886	30	TAR HEEL TIRE SALES/SERVICE	06/19/2025	<u>\$27.73</u>
68887	30	TIME WARNER CABLE	06/19/2025	<u>\$190.00</u>
68888	30	UNITED PARCEL SERVICE	06/19/2025	<u>\$48.09</u>
68889	30	WARREN COUNTY PUBLIC WORKS	06/19/2025	<u>\$1,479.36</u>
68890	30	AT&T MOBILITY II LLC	06/20/2025	<u>\$773.44</u>
68891	30	AT&T MOBILITY II LLC	06/20/2025	<u>\$445.03</u>
68892	30	DUKE ENERGY PROGRESS	06/20/2025	<u>\$222.22</u>

Check Listing

Date From: 6/1/2025 Date To: 6/30/2025
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Check Number	Bank	Vendor	Date	Amount
68893	30	FRONTIER NATURAL GAS	06/20/2025	<u>\$71.09</u>
68894	30	INFORMATION TECHNOLOGY SERVICE	06/20/2025	<u>\$237.61</u>
68895	30	UNUM LIFE INSURANCE COMPANY OF AMERICA	06/20/2025	<u>\$605.59</u>
68896	30	ALLISON MONIQUE THOMAS	06/25/2025	<u>\$84.04</u>
68897	30	ClearWater, Inc	06/25/2025	<u>\$5,440.17</u>
68898	30	FAYE NICOLE HOOTEN	06/25/2025	<u>\$71.20</u>
68899	30	GRANVILLE FARMS, INC.	06/25/2025	<u>\$8,711.50</u>
68900	30	LITZA J BOOTHE	06/25/2025	<u>\$81.42</u>
68901	30	MITCHEL ALBURO	06/25/2025	<u>\$19.62</u>
68902	30	UNITED PARCEL SERVICE	06/25/2025	<u>\$77.03</u>
68903	30	VERIZON WIRELESS	06/25/2025	<u>\$320.08</u>
68904	30	COLUMBIAN MUTUAL LIFE INS CO	06/27/2025	<u>\$36.89</u>
68905	30	GUPTON SERVICES, INC	06/27/2025	<u>\$170.80</u>
68906	30	PRUDENTIAL RETIREMENT	06/27/2025	<u>\$1,489.01</u>
68907	30	TAR HEEL TIRE SALES/SERVICE	06/27/2025	<u>\$12.81</u>
68908	30	VC3, Inc.	06/27/2025	<u>\$1,414.87</u>
68909	30	VISION NC	06/27/2025	<u>\$15,000.00</u>
68910	30	WRIGHT EXPRESS FSC	06/27/2025	<u>\$1,316.97</u>
82	Checks Totaling -			\$262,226.73

Totals By Fund

	Checks	Voids	Total
34	\$13,696.11		\$13,696.11
36	\$1,904.51	\$38.06	\$1,866.45
37	\$32,580.80		\$32,580.80
38	\$23,193.65	\$1,188.95	\$22,004.70
39	\$59,950.66		\$59,950.66
67	\$900.00		\$900.00
77	\$122,225.00		\$122,225.00
78	\$7,776.00		\$7,776.00
Totals:	\$262,226.73	\$1,227.01	\$260,999.72

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator
Date: July 10, 2025
Re: June 2025 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 - \$29,000.00). (4) Purchase spare pump for F&M Sewer Lift Station and install emergency port – (Estimated Cost – \$65,000). (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) North Main Street Elevated Tank – Repair level/pump controls. (Estimated Cost – \$2,533.00). (7) 2-Inch Water Main Valve – Located at Wilcox and Rodwell Street Intersection. Repair leaking valve, replace additional valve, repair segment near Hazelwood Rd. that is leaking. (Estimated Cost – \$11,000.00). (8) Red Hill Loop Road Sewer Lift Station. Replace two 2 HP grinder pumps. (Estimated Cost – \$5,500.00).

- **Completed Water and Sewer System Maintenance/Repair Related Information:** None to report.

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) - \$0.00

- **Water System Fire Hydrants Out of Service:** No change. We currently have 12 of 171 hydrants that are out of service for various reasons. A status report has been included in the board packet with details.
- **Unaccounted for Water %:** Please note these statistics: **3-Month Average (April – June, 2025) unaccounted for water is 19%. (3-month average: 4,002,667 gallons purchased and 3,251,667 gallons sold)** June 2025 unaccounted for water was 22%. (4,316,000 gallons purchased and 3,387,000 gallons sold). May 2025 unaccounted for water was 17%. (3,833,000 gallons purchased and 3,198,000 gallons sold). April 2025 unaccounted for water was 18%. (3,859,000 gallons purchased and 3,170,000 gallons sold).

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.

Hydrants Out of Service as of 7-10-25

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.	
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.	Ordered flange repair kit from Consolidated Pipe 3-5-25 - 5/7/25 - Supplier has not received repair kit.
80	On Right in front of Armory	Mueller	Centurion	4 1/2	1990	Hydrant will not cut off.	Valve seat received.
82	Across from 318 N. Bute St.	Mueller	Centurion	4 1/2	?	Vehicle damage - damage is beyond repair.	
110	Left of Walgreens E. Macon St.	Mueller	Centurion	4 1/2	1975	No water coming out of hydrant.	Valve seat received.
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.	Valve seat received.

Memo

To: Town Commissioners

From: Bill Perkinson

CC: Mayor, Town Administrator, Warren County Director of Public Utilities, Norlina Director of Public Works

Date: July 10, 2025

Re: June 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 3 Double Mechanical Seal. **(Estimated Parts and Labor Cost –\$4,000)** (4) WWTP Sewer Trunk Line – additional construction work to resolve drainage issues. **(Estimated Cost –\$12,500)** (5) Oxidation Ditch 2 – integrate SCADA system for control of 4 existing mixers. **(Estimated Cost –\$21,000)** (6) Replace Influent Pump 3 Impeller. **(Estimated Parts and Labor Cost – Gathering Information)**
 - **Completed Plant Maintenance/Repair Related Information:** (1) Repair – WWTP Garage Roll-up Door. Troubleshooted and corrected issue of motor not functioning. Contractor: Breedlove Electric...(Labor - \$125.00). (2) Repair – Influent Pump No. 1. Installed new impeller. Contractor: Scott Liles...(Labor - \$1,200.00, Parts – Supplied by WWTP). (3) Repair – Office Building. Repaired HVAC unit. Contractor: Gupton Services...(Labor - \$160.00). (4) Preventative Maintenance – Jet-Vac Truck Services. Cleaned headworks and sludge recirculation building well. Contractor: Vision NC...(Labor and Mobilization - \$7,500.00). (5) Repair – Headworks. Replaced slide gate. Contractor: All American Welding and Machine, LLC...(Labor - \$573.75, Materials - \$416.80). (6) Critical Spare Parts Replenishment – SCADA System. Purchased cellular gateway. Supplier: Lord and Company...(Parts - \$355.42).

Total cost for Repairs (Account No. 39-861-342) - \$10,330.97

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month with a total flow of 11.17 million gallons.

Warrenton PD

Board of Commissions Meeting - July 2025

DATE	EVENT TYPE	STATUS
6/5/2025	Civil Dispute	Closed
6/12/2025	Call For Service-Investigation	Inactive
6/12/2025	Warrant Service	Closed by Arrest
6/15/2025	Property Damage	Closed
6/22/2025	Call For Service	Closed
6/24/2025	Larceny	Closed
6/24/2025	Injury to Real Property	Closed
6/28/2024	Simple Assault	In-Active

Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(06/01/2025 - 06/30/2025)

<No Event Type Specified>	1	911 Hang-up	1
Abandoned Vehicle	1	Accident	2
Alarm Activation	9	Animal Complaint	1
Assault-Physical	1	Assist ALE	1
Assist Elderly/Lost person	1	Assist Fire Dept	5
Assist NPD	1	Assist WC EMS	10
Assist WCSO	15	Civil Dispute	2
Communicating Threats	1	Complaint	1
Disabled Vehicle	2	Disturbance	2
Domestic	1	Escort	1
Follow up Investigation	4	Foot Patrol	2
Found Property/Item	1	Funeral Escort	1
Information by Phone	1	Injury to Real Property	1
Investigation and/or Interview	6	Larceny	1
Loitering	1	Mental Patient	2
Patrol	4	Property Check – Business	68
Property Check – Residential	36	Suspicious Person / Vehicle	3
Talk with Officer	14	Traffic Stop	7
Trespassing	1	Warrant	1
Welfare Check	1		

Total Number Of Events: 214



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

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

BOC Meeting June 2025 – 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 a reply from Mitch Styers
3. Execute Budget Resolution (Mayor)
 - ✓ Done
4. Change way Chairman of Quilters Lane Committee is selected.
 - ✓ Done
5. Execute NCDOT Encroachment Agreement. Forward to Warren County and NCDOT.
 - ✓ Done
6. Execute Resolution regarding ETJ and forward to State Representative and Senator.
 - ✓ Done
7. Execute Main Street annual agreement and forward.
 - ✓ Done

Warrenton Budget Amendments

Date:7/14/2025

Number:#1

Purpose of Amendment:

The purpose of this BA is to bring the Rev and Exp amounts for the SCRC grant into the new fiscal year.

Fund Name:

SCRC Grant

Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Grant Revenue/34-335-340	\$5,333	-

Subtotal\$5,333-

Total\$5,333

Grand Total-

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Grant Expense/34-432-701	\$5,333	-
	-	

\$5,333-

\$5,333

Date:	7/14/2025
Number:	#2

Purpose of Amendment:	The purpose of this BA is to increase Revitalization revenue & expense to contribute to the Quilters Lane quilt square project.
------------------------------	---

Revenue

Expenditure

[illegible]



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TLO and Leads Online

During my time as an investigator and supervisor over investigations, I have solved several cases using TLO and Leads Online. Due to being a reserve officer for Henderson PD, I have been privileged to use their TLO and Leads Online access to solve cases and gather leads for crimes committed in Warrenton. Unfortunately, my access was recently taken away which is a great loss for our agency. As an example, I used these tools to locate and contact the individuals that damaged the knee wall in front of Town Hall. I also used these tools to locate individuals and gather information on two separate fraud cases in our jurisdiction. These are just a few examples of how useful these applications are. Both applications together are approximately \$3,624.00 per year.

The purchase of this software for one year would be funded out of reductions in the Software Support line, as several renewals have been eliminated. No additional funding would be needed.

Requesting board approval of TSO (TransUnion) agreement.

Customer:

City of Warrenton, NC
PO Box 281
Warrenton, North Carolina 27589
United States

Quote#: Q-02998

Quote Date: 04/11/25

Agency ID: 25358

Terms: Quote Only

Unit:

Police Dept.

PO Number:

Qty	Scope of Services	Rate	Start Date	End Date	Amount
1	PowerPlus Investigations System	\$2,304.00	07/01/25	06/30/26	\$2,304.00
Thank you for your interest in LeadsOnline! Please contact Jennifer Werner at jwerner@leadsonline.com or 9723316778 to move forward with this quote.			Total Due: \$2,304.00		

REMIT BY CHECK:

LeadsOnline Parent, LLC
dba LeadsOnline LLC
6900 Dallas Pkwy Ste 825
Plano, TX 75024-4200

REMIT BY EFT/ACH:

JPMorgan Chase Bank
Type: Checking
Routing No: 111000614
Account No: 865536111

IMPORTANT INFO:

Download our W-9: <https://www.leadsonline.com/W9>
New Vendor Forms: accounting@leadsonline.com
Federal Unique Entity ID: K4D3PL65RSJ8

LeadsOnline Terms & Conditions:

This order is subject to and governed by the terms and conditions located here ([Leads](#)) ([CellHawk](#)) ([NightHawk](#)) unless LeadsOnline and the Customer above have otherwise executed a written agreement for the Service, in which case that agreement governs this order. If, for any reason, you are unable to view the terms at the website given above, please contact your LeadsOnline representative. LeadsOnline may include a purchase order number on Customer's invoice solely for Customer's internal payment and record keeping processes. Any terms within any purchase order provided to LeadsOnline in response to a quote, order form, invoice or otherwise will not modify or enlarge the obligations or liabilities of either party.

Pricing presented will expire 30 days from date of quote. If the associated Agreement and/or Order Form(s) are terminated, whether by cancellation, expiration, or breach, all discounts and/or bonus user licenses granted under the terms of the Agreement and/or Order Form(s) will be revoked immediately. Customer will no longer be eligible for discounted rates or bonus user licenses unless all services above are purchased and renewed annually.



PRICING SUPPLEMENT

This Pricing Supplement and attached Pricing Sheet (collectively, the "Supplement") is incorporated into and supplements the then-current Law Enforcement Agency Subscriber Agreement ("Agreement") between TransUnion Risk and Alternative Data Solutions, Inc. ("TRADS") and the below-identified Agency ("Agency"). The Agency agrees as follows:

1. **Effective Date; Term.** The Effective Date of this Supplement is specified in the Pricing Sheet. This Supplement shall commence upon the Effective Date and continue for the period specified in the Pricing Sheet ("Supplement Term"). Upon expiration of the Supplement Term, the Agreement will continue in effect in accordance with the terms therein, absent this Supplement, subject to TRADS's then-current fees and charges for the TRADS Services accessed thereafter. TRADS reserves the right to terminate this Supplement for convenience at any time.
2. **Fees and Charges.** Agency agrees to be bound by this Supplement and agrees to pay all fees and charges set forth in the Pricing Sheet during the Supplement Term.
3. **Miscellaneous.** In the event of a conflict between the terms of this Pricing Supplement and any prior pricing supplement, agreement or understanding with respect to the TRADS Services identified herein, the terms of this Pricing Supplement shall supersede, control and otherwise replace. In the event any one or more provisions of this Supplement, or the Pricing Sheet, is held to be invalid or unenforceable, the enforceability of any remaining provision(s) shall be unimpaired. All capitalized terms used but not defined in this Supplement will have the same meanings given to them in the Agreement. Except as provided in this Supplement, all other terms the Agreement shall remain in full force and effect in accordance with its terms. In the event of a conflict between the terms of the Agreement and this Supplement, the terms of this Supplement will apply.

[Remainder of page intentionally left blank. Signature page follow on the attached Pricing Sheet]



PRICING SHEET to Pricing Supplement

“Agency”: Town of Warrenton, North Carolina

Agency ID: 6820814.

TRADS Services: TLOxp® Online - Non-Batch LE Flat Rate.

Effective Date: 05/06/2025

Supplement Term: 12.00 month(s) without auto-renewal.

“Monthly Fee”: USD 110.00

“Number of Monthly Transactions”: 150

The Monthly Fee includes the Number of Monthly Transactions, subject to the Excluded Items and Transactional Overage Pricing. Should Agency not submit the Number of Monthly Transactions, Agency shall not receive a refund of the Monthly Fees paid. Unused Number of Monthly Transactions do not rollover into a subsequent month.

INCLUDED SEARCHES AND REPORTS:

The Monthly Fee includes all searches and reports currently offered through the TRADS Services as of the Effective Date, with the exception of the searches and reports listed below (“Excluded Items”), unless checked, in which case, the checked items are included in the Monthly Fee.

<input type="checkbox"/>	TruLookup Social Media Comprehensive Report	<input checked="" type="checkbox"/>	TruLookup Comprehensive Report – Person
<input checked="" type="checkbox"/>	TruLookup Super Reverse Phone Lookup	<input checked="" type="checkbox"/>	TruLookup Comprehensive Report – Business
<input checked="" type="checkbox"/>	TruLookup Relationship Mapping	<input checked="" type="checkbox"/>	TruLookup Address Report
<input checked="" type="checkbox"/>	TruLookup Real-Time Phone Carrier Search	<input checked="" type="checkbox"/>	TruLookup Locate with Assets Report
<input type="checkbox"/>	TruLookup Real-Time Arrests & Incarcerations	<input checked="" type="checkbox"/>	TruLookup Phone Report
<input type="checkbox"/>	TruLookup Household Search		
<input type="checkbox"/>	TruLookup Motor Vehicle Report		TruLookup Predictive Attributes Suite

The Excluded Items are subject to TRADS’ then-current fees and charges (unless a price is specified above) on a per Transaction basis, subject to Agency’s data access rights. The fees and charges for Excluded Items are in addition to the Monthly Fee. TRADS reserves the right to exclude (as Excluded Items) future released searches and/or reports from the Monthly Fee.

TRANSACTIONAL OVERAGE PRICING:

Transactions exceeding the Number of Monthly Transactions are subject to overage pricing (“Transactional Overage Pricing”) at TRADS’ then-current fees and charges on a per Transaction basis, unless specified otherwise below and subject to Agency’s data access rights. Transactional Overage Pricing is in addition to the Monthly Fee.

“Transactions” means any information returned by TRADS in response to a search query (whether in the form of search results or reports).



Agency acknowledges and agrees that Agency's signature on this page constitutes agreement to and acceptance of this Supplement in its entirety.

Town of Warrenton, North Carolina ("Agency")

By: _____

Representative

David Elliott

Full Name

Title

Date Signed

TOWN OF WARRENTON

"Historically Great - Progressively Strong"

P. O. Box 281

Warrenton, NC 27589-0281

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

www.warrenton.nc.gov

STATEMENT OF INTEREST TO SERVE

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

Warrenton Board of Commissioners

c/o Town Administrator

P O Box 281

Warrenton, NC 27589

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

- | | |
|--------------------------|----------|
| 1. <u>Revitalization</u> | 3. _____ |
| 2. _____ | 4. _____ |

Your full name: Candice W. White

Date of Birth: 1/7/1949 Sex F Race C

Mailing Street Address: 304 Hazelwood Drive

City and Zip Code Warrenton 27589

Home Phone _____ Work Phone _____ Cell Phone (252)432-4839

Job Title Clergy

Company or Agency Mount Auburn Christian United Church of Christ

Email Address cwagwhite@yahoo.com

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

Educational Background

Name of High School Attended Wadesboro High School

Name of College Attended Appalachian State, UNC-G, UNC-C, Union Presbyterian Seminary

Degree Received BS, MLS, Administrative and Supervisory Certification, MDiv

Please list any military experience and rank when discharged _____

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

Currently serve as board member for Warren COunt Health Department

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

Work Experience Pu,blic school teacher and administrator; administrative work in community college

clergy at Warrenton Presbyterian and currently at Mount Auburn

Volunteer Experience Friends of the Library, Warren County Board of Health

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

Newspaper

Current Town of Warrenton Volunteer

Web Site

Staff

Other

If other, please explain Current town volunteer

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

Signature Candice W. White

Date 7/10/2025



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

P.O. Box 281
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STATUS OF GRANTS

NC DEQ Waste Water SRP-W-0224

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

NC DEQ WWTP SRP-W-0220

- \$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 SRF-D-2057

- Town-Wide Water System Improvements: \$1,564,600 (Received award notice.) Resolution to accept award is in Board Packet for April 2025.

NC DEQ Water AIA Stormwater Planning SRP-SW-0007

- 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 \$20,000 in funding due to inflation.
- This grant is in its final stages. All funds have been committed. A closeout process will begin in 60 days.

Golden Leaf Storm Water Grant

- Town awarded \$196,447.50 for stormwater repairs to Brehon Street.
- Survey of affected area is complete.
- Construction began on 5/5/2025. A request to spend remaining funds is being made to Golden Leaf Foundation on 220 feet stormwater piping connecting to the project area, which will repair piping that has separated and caused sinkholes.

Southeast Crescent Regional Commission

- This grant is designed to "Foster Entrepreneurial and Business Development Activities". Budget is \$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.

Cohort of 8 companies have completed 6 training sessions, including one-on-one and group trainings. A final event will be held at RTP in July.

NCLM Assistance Grant

- Funded by ARP through NCLM, the League engaged the legal firm of Parker Poe to assist the Town in making changes, at no cost to the Town, to:
 - Compliance of zoning code with any updated requirements from state
 - Review of sign ordinances
 - Recommendations for driveway sizesEstimate items to be presented to Board by May of 2025

FEMA Cybersecurity Grant:

- State and Local Cybersecurity Grant awarded to the town of Warrenton in the amount of \$48,982. Sequentially implementing parts of grant project.

In Progress Grant Applications:

- NC Dept of Air Quality grant application for replacement of EV Charging Station in amount of approximately \$145,000. Received email indicating possible approval and forwarding to selection committee.
- Spring round of funding from NCDEQ has been preliminarily announced. Warrenton is in the list of approved grants, ranking #7 out of 54 applicants. More to come as final announcements are made.



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Siren Repair Investigation and Repair

Going direct to Holland Industrial in Henderson, NC, the cost of repair would be \$2800, assuming no crane is necessary. If a crane is required the cost would most likely more than double.

General Fund contingency could be used. There is a total of \$5000 in contingency in the new FY budget.

Because the siren is owned by the Warrenton Rural Fire Department (WRFD), the Town would need a letter stating that WRFD is donating the siren to the Town. The Town has solicited funds from WRFD for repair on numerous occasions, but requests are not being considered.



Formal Proposal

April 14, 2025

Submitted to:

Town of Warrenton

Business: townadministrator@warrenton.nc.gov

Submitted by:

Picturesque Homes LLC

206 Halifax St.

Warrenton, NC 27589

Business: (252) 425-9656

Business: Deane@picturesquehomesllc.com

License Number: NC Building License #85444

GENERAL CONDITIONS

The contractor shall provide all necessary labor and materials, and perform all work of every nature on the proposed remodeling in accordance with this contract, the specifications, and the accompanying drawings. The Contractor shall obtain the building permit. All subcontractors will take out their own permits and pay for them. The owner, if necessary, will have the lot surveyed and will apply for all zoning, historic preservation or other related permits as necessary. Work for any of these are not included under this contract. All work is to be executed in a workman like manner in accordance with the contract, plans, and specifications.

Project Specifications

Siren Repair- 04/14/2025 10:35

Siren Repair**General Project Contents****PROJECT PREPARATION**

■ Remove motor and siren, disconnect electrical part of motor and reconnect after repair.	\$3,500.00
---	------------

ELECTRICAL

■ Take motor into shop, disassemble and assess damage. Clean, inspect and test, surge test winding, hi-pot test, furnish and install new bearings, reassemble and test-run.	\$1,875.00
---	------------

■ Any machine work or rewind needed once motor is disassembled will be in additioni to repair price.	\$0.00
--	--------

■ If it is decided not to repair this motor and return it, cost for inspection.	\$237.50
---	----------

Sub-Total is \$5,612.50

Project Cost is \$5,612.50

THE FOLLOWING PROPOSAL IS SUBMITTED BY:

Signature_____ Date:_____

ACCEPTANCE OF PROPOSAL

The prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined in this contract.

Signature_____ Date:_____

Signature_____ Date:_____



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

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www.warrenton.nc.gov

Zoning and Permitting Software Transition

As presented in the FY 2025–26 Budget in June, the Town plans to transition from the current iWorQ zoning and permitting software to Cloudpermit.

While iWorQ is a widely used legacy system among municipalities, Cloudpermit offers a more modern platform with enhanced functionality, improved user experience, and greater flexibility for staff and applicants alike.

Funding for this software upgrade is already included in the approved FY 2025–26 budget, which is approximately the same cost going forward, but with an initial installation fee. iWorQ is paid through November 15, 2025. Conversion will take place prior to November.



Cloudpermit
11911 Freedom Drive, Ste. 720
Reston, Virginia 20190
United States

Order #: Q-03863-1
Customer #: CUST-0010099
Date: 5/9/2025
Sales Person: Marcos Gomez
Sales Person Email: marcos.gomez@cloudpermit.com
Delivery Method: E-Mail

Ship To
Robert Davie
Warrenton
113 S. Bragg Street
Warrenton, North Carolina 27589
United States
(252) 257-1122
townadministrator@warrenton.nc.gov

Bill To
Warrenton
113 S. Bragg Street
Warrenton, North Carolina 27589
United States

Subscription

Product		Year 1	Year 2	Year 3
Code Enforcement	Annual Total	USD 1,500	USD 1,560	USD 1,622
Land Use	Annual Total	USD 2,000	USD 2,080	USD 2,163
Subscription Total:		USD 3,500	USD 3,640	USD 3,786

Subscription start date will be the contract signature date unless otherwise stated in the Terms & Condition section.

Service

Description	Annual Total
Implementation Fee - Code Enforcement Software Solution	USD 500
Implementation Fee - Land Use Software Solution	USD 500
Data Import	USD 2,000
Service Total:	USD 3,000

Customer Total First Year: **USD 6,500**

Terms and Conditions

Term: 3 years, billable annually

Invoicing: Subscription invoice to be sent after contract is signed and then annually.
Implementation invoice to be sent after contract is signed.

Payment Term: Net 30 days from Invoice Date

Subscription Start Date: Date of contract signature

All stated prices are exclusive of any taxes.

Customer Name: _____

Signature: _____

Printed Name of Person Signing: _____

Title: _____

Date: _____

Accounts Payable Email: _____

By signing here, the Customer agrees to this Order Form, the Software Service Agreement and any other appendices and documentation expressly referenced in this Order Form, the Software Service Agreement and/or any amendments (together the "Agreement").

The individual signing this Agreement represents and warrants that he or she has the right and authority to bind the Customer.

Cloudpermit

Signature: _____

Printed Name of Person Signing: **Brian Liszka**

Title: **Sales Director USA**

Date: _____

Cloudpermit Software Service Agreement

THIS AGREEMENT is made by and between the "**Customer**" as identified in the Order Form and Cloudpermit, Inc. a Delaware corporation with its office at 11911 Freedom Drive, Suite 720, Reston, VA, 20190, USA ("**Cloudpermit**").

1. DEFINITIONS

- 1.1 Unless the context otherwise requires, the following words and expressions have the following meanings:

"Affiliate" means any entity that directly or indirectly controls, is controlled by, or is under common control with the subject entity. Such control, for purposes of this definition, means direct or indirect ownership or control by agreement or otherwise of more than 50% of the voting interests of the subject entity.

"Agreement" means the Order Form, this Software Service Agreement and all appendices and other documents expressly referenced in the Order Form, this Software Service Agreement and/or any amendments.

"Business Day" means any day other than a Saturday, Sunday or federal holiday in the USA.

"Cloudpermit Software" means the Cloudpermit platform, software applications and any third-party software applications that Cloudpermit will provide access to for the Customer and End Users.

"Confidential Information" means any information made available by one Party to the other, in any form or medium, that is proprietary or confidential to a Party or its affiliates, or their respective customers, suppliers, or other business partners, including, without limitation, all documentation, products, tools, materials, inventions, discoveries, works of authorship, programs, derivative works, information, designs, know-how, trade secrets, configurations, technical information, data, ideas, methods, processes, schematics and business plans, whether or not specifically identified as confidential.

"Customer Data" means information, data and other content that is provided by the Customer to Cloudpermit, but does not include any content that is publicly available, currently or in the future.

"Customer Systems" means the Customer's information technology infrastructure including computers, software, databases, database management systems, other electronic systems and networks, whether operated directly by the Customer or through the use of third-party services that enable the Customer and/or End Users to access the Cloudpermit Software.

"End User" means any individual that Customer has designated or authorized to use the Cloudpermit Software. End Users may include, for example, residents, employees,

consultants, contractors of Customer, and representatives of any other third parties with which Customer transacts business.

"End User Data" means the information, data and other content that is provided by an End User to Cloudpermit but does not include any content that is publicly available, currently or in the future.

"Fees" means the annual subscription fees, implementation fees and any other fees stated in the Order Form, any Appendix or otherwise agreed to in writing by the Parties.

"Force Majeure Event" means any event or occurrence which is outside the reasonable control of a Party and which is not attributable to any act or failure to take commercially reasonable preventative action by that Party, including war, act of foreign enemies, hostilities (regardless of whether war is declared), terrorist activities, strikes, lockouts, pandemics, interruption or failure of electricity, and Acts of God (including fire, flood, earthquake, hurricane, or other natural disaster), but not including insolvency or lack of funds.

"General Communications Network" means communication networks owned, and/or leased, and operated by internet service providers which allow individuals to access the internet and access the Cloudpermit Software via the internet.

"Identifier" means a user name and password that associates an End User with the End User's account or user ID in the Cloudpermit Software.

"Implementation" means the initial configuration and implementation of the Cloudpermit Software for the Customer.

"Party" and **"Parties"** mean Cloudpermit and its affiliates and/or the Customer.

2. CLOUDPERMIT'S RESPONSIBILITIES

- 2.1 Cloudpermit will make the Cloudpermit Software available to the Customer pursuant to this Agreement and the additional terms and conditions for use of the Cloudpermit Software by End Users available at www.cloudpermit.com as may be amended from time to time.
- 2.2 Cloudpermit will use all commercially reasonable efforts to keep the Cloudpermit Software available for use except for downtime or degradation for maintenance, installation, change, data security risk, requirements of law, regulation by government authorities, a Force Majeure Event, or any other circumstances beyond Cloudpermit's reasonable control.

3. CUSTOMER'S RESPONSIBILITIES

- 3.1 The Customer and each End User is required to maintain an internet connection at its own cost to access the Cloudpermit Software.
- 3.2 The Cloudpermit Software may be used by the Customer and End Users only in accordance with this Agreement and the additional terms and conditions for use by End Users available at www.cloudpermit.com as may be amended from time to time.

- 3.3 The Customer will at all times maintain and operate in good repair the Customer Systems and take all actions necessary to secure Customer Data, End User Data and access credentials, including Identifiers. Cloudpermit is not liable or responsible for any delay or performance failure caused by the Customer or Customer Systems.
- 3.4 If the Customer becomes aware of any actual or threatened harmful activity with respect to Customer Data, End User Data, Identifiers, unauthorized access to the Cloudpermit Software, unauthorized access to or acquisition of Customer Data or End User Data, or any other breach related to the Cloudpermit Software in any way, the Customer will immediately notify Cloudpermit and the Parties will each mitigate any negative effects of such harmful activity or breach.
- 3.5 The Customer will promptly, upon request by Cloudpermit, provide all necessary information and guidelines to Cloudpermit for providing the Cloudpermit Software to the Customer and its End Users. The Customer ensures that the information and guidelines it provides are correct.
- 3.6 The Customer shall not, and shall not authorize any other person to, access or use the Cloudpermit Software except as expressly permitted by this Agreement and the Customer shall not: (a) copy, modify or create derivative works or improvements to the Cloudpermit Software; (b) rent, lease, lend, sell, sublicense, assign, distribute, publish, transfer or otherwise make available the Cloudpermit Software to any person, including on or in connection with any time-sharing, service bureau, software as a service, cloud or other technology or service; (c) reverse engineer, disassemble, decompile, decode, adapt or otherwise attempt to derive or gain access to the source code of the Cloudpermit Software; (d) access or use the Cloudpermit Software other than by an authorized End User through the use of his or her own then-valid access credentials; (e) input, upload, transmit or otherwise provide to or through the Cloudpermit Software any content, information or materials that are unlawful or injurious, or contain, transmit or activate any harmful code or content; or (f) access or use the Cloudpermit Software for purposes of competitive analysis of the Cloudpermit Software, or for the development, provision or use of a competing software service or product.

4. SERVICE FEES AND PAYMENT TERMS

- 4.1 In consideration of Cloudpermit's performance of its obligations under this Agreement, the Customer will pay all Fees in the manner provided for in the Order Form.
- 4.2 All Fees and other amounts payable by Customer stated in the Order Form and in this Agreement are exclusive of applicable taxes.
- 4.3 All amounts payable to Cloudpermit will be paid by the Customer in full without any set-off, recoupment, counterclaim, deduction, debit or withholding for any reason.
- 4.4 Any sum not paid by the Customer when due will bear interest from the due date until paid at a rate of 1.5% per month, compounded monthly, or the maximum rate permitted by law.
- 4.5 Invoices will be sent to the Customer as provided in the Order Form.

5. CHANGES

- 5.1 Cloudpermit reserves the right to make any changes to the Cloudpermit Software that it deems necessary or useful to: (a) maintain or enhance the quality or delivery of the Cloudpermit Software to its customers, the competitive strength of or market for the Cloudpermit Software, or the cost efficiency or performance of the Cloudpermit Software; or (b) to comply with applicable law.
- 5.2 Cloudpermit will make reasonable efforts to notify the Customer of any changes in advance. If such advance notice is not reasonably possible, then Cloudpermit will notify Customer after the change without delay.

6. DATA, PRIVACY AND PROTECTION

- 6.1 The Parties will each comply with all applicable privacy and data protection laws in force during this Agreement.
- 6.2 Cloudpermit warrants that it will employ security measures in accordance with Cloudpermit's privacy policy available at www.cloudpermit.com as may be amended from time to time. Neither Party is responsible for the data security of the General Communications Network or any disturbance in the General Communications Network.
- 6.3 Customer has and will retain sole responsibility for: (a) all Customer Data and End User Data, including its content and use; (b) all information, instruction and materials provided by or on behalf of the Customer or any End User in connection with the Cloudpermit Software; (c) the Customer Systems; (d) the security and use of Customer's and End Users' access credentials, including Identifiers; and (e) all access to and use of the Cloudpermit Software directly or indirectly by or through the Customer Systems or any End Users' systems.
- 6.4 Customer will employ all physical, administrative, and technical controls, screening, and security procedures and other safeguards necessary to: (a) securely administer the distribution and use of Identifiers or other credentials to access the Cloudpermit Software; and (b) control the content and use of Customer Data and End User Data, including uploading or other use or processing of Customer Data and End User Data, whether or not related to the Cloudpermit Software.
- 6.5 Cloudpermit warrants that it will not cause or permit any Customer Data to be collected, reproduced, stored or otherwise processed in any manner or for any purpose other than performance of Cloudpermit's obligations stated in this Agreement.
- 6.6 As between Customer and Cloudpermit, Customer is and shall remain the sole and exclusive owner of all right, title, and interest in and to Customer Data. Customer hereby grants to Cloudpermit a license to use and process Customer Data as necessary for performance of the Cloudpermit's obligations stated in this Agreement and the Customer's and End User's use of the Cloudpermit Software.
- 6.7 The Cloudpermit Software may provide external links to other sites on the internet, as a convenience for the Customer and End Users. Cloudpermit is not responsible for such linked destinations and such links do not imply Cloudpermit's association, affiliation, sponsorship or endorsement of the content, operation or security of any such linked destination.

- 6.8 Cloudpermit will provide a mechanism for the Customer to download and export Customer Data and End User Data during the Term of the Agreement to the fullest extent commercially reasonable in light of the circumstances that required such data recovery and restoration.
- 6.9 Upon termination of the Order Form for any reason, whether or not Customer has retrieved Customer Data, Cloudpermit reserves the right to permanently and definitively delete the Customer Data held in the Services thirty (30) days following termination of the Order Form.

7. IDENTIFIERS AND THEIR USE

- 7.1 Cloudpermit will deliver to the Customer identifiers necessary for access to and use of the Cloudpermit Software in accordance with this Agreement and any additional terms and conditions for use by End Users.
- 7.2 The Customer will be responsible for the use of the Cloudpermit Software by its employees, agents and End Users, including use of Identifiers. The Customer will notify Cloudpermit without delay if an Identifier has been disclosed to a third party or if the Customer suspects that an Identifier has been disclosed or otherwise misused.
- 7.3 Upon request by Cloudpermit, the Customer will change any Identifier for access to the Cloudpermit Software.
- 7.4 Cloudpermit may change any Customer Identifier and will provide prompt notice to Customer of such change.

8. DATA LOCATION

- 8.1 The servers used by Cloudpermit to provide the Cloudpermit Software and all data regarding the Cloudpermit Software will be hosted in the USA.

9. WARRANTIES

- 9.1 Each Party represents and warrants to the other Party that it has all required powers and capacity to enter into this Agreement, to grant the rights and license granted under this Agreement, and to perform its obligations under this Agreement.
- 9.2 The Customer represents, warrants and covenants to Cloudpermit that the Customer owns or otherwise has, and will have, the necessary rights and consents in and relating to the Customer Data and End User Data so that, as received by Cloudpermit and processed in accordance with this Agreement, neither Party and will infringe, misappropriate or otherwise violate any intellectual property rights, or any privacy or other rights of any third party or violate any applicable law.
- 9.3 EXCEPT FOR THE EXPRESS WARRANTIES STATED IN THIS AGREEMENT, ALL SOFTWARE, SERVICES AND MATERIALS PROVIDED BY ONE PARTY TO THE OTHER HEREUNDER ARE PROVIDED "AS IS". CLOUDPERMIT HEREBY DISCLAIMS ALL CONDITIONS AND WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE UNDER THIS AGREEMENT, AND CLOUDPERMIT SPECIFICALLY DISCLAIMS ALL IMPLIED CONDITIONS AND WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE OR TRADE PRACTICE.

10. OWNERSHIP AND INTELLECTUAL PROPERTY RIGHTS

- 10.1 The Customer acknowledges that, as between the Customer and Cloudpermit, Cloudpermit owns all right, title, and interest, including all intellectual property rights, in and to the Cloudpermit Software. The Customer and End Users are granted only a limited right to use the Cloudpermit Software during the term of this Agreement in accordance with this Agreement and the additional terms and conditions for use by End Users.
- 10.2 If the Customer or any of its employees or contractors sends or transmits any communications or materials to Cloudpermit by mail, email, telephone, or otherwise, suggesting or recommending changes to the Cloudpermit Software, including without limitation, new features or functionality relating thereto, or any comments, questions, suggestions, or the like, Cloudpermit is free to use and incorporate such feedback irrespective of any other obligation or limitation between the Parties governing such feedback for any purpose whatsoever and without any requirement to pay any compensation to the Customer or to any other person or entity.
- 10.3 If any part of the Cloudpermit Software is, or in Cloudpermit's reasonable opinion is likely to be, claimed to infringe, misappropriate or otherwise violate any third party intellectual property right, or if the Customer's or any End User's use of the Services is enjoined or threatened to be enjoined, Cloudpermit may, at its option and sole cost and expense: (a) obtain the right for the Customer to continue to use the Cloudpermit Software materially as contemplated by this Agreement; (b) modify or replace the Cloudpermit Software, in whole or in part, to seek to make the Cloudpermit Software (as so modified or replaced) non-infringing, while providing materially equivalent features and functionality, in which case such modifications or replacements will constitute the Cloudpermit Software as provided under this Agreement; or (c) by written notice provided sixty (60) calendar days in advance to the Customer to terminate this Agreement with respect to all or part of the Cloudpermit Software (providing a pro-rated refund for any prepaid access to the Cloudpermit Software) and require the Customer to immediately cease any use of the Cloudpermit Software or any specified part or feature thereof.

11. INDEMNITY

- 11.1 Each party will indemnify, defend and hold harmless the other Party and its officers, directors, employees, agents, successors, subcontractors, attorneys, affiliates and assigns from and against any and all losses, damages, liabilities, claims, penalties, fines, costs or expenses of whatever kind, including legal fees, disbursements and charges, and the cost of enforcing any right to indemnification and the cost of pursuing any insurance providers incurred by a Party to the extent arising out of or relating to: (a) any claim by a third party that a Party's acts or omissions with respect to the Cloudpermit Software infringes a third party's intellectual property right, provided that the foregoing obligation does not apply to any claim arising out of or relating to any access to or use of the Cloudpermit Software in a manner contrary to this Agreement or the additional terms and conditions for use by End Users available at www.cloudpermit.com as may be amended from time to time, or contrary to any instructions provided by Cloudpermit regarding use of the Cloudpermit Software or use of the Cloudpermit Software in combination with any hardware, system, software, network or other materials or service not provided or authorized by Cloudpermit; (b) the indemnifying Party's breach of this Agreement; or (c) the indemnifying Party's negligence or willful misconduct in connection with this Agreement.

12. LIMITATION OF LIABILITY

- 12.1 IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY IN CONTRACT, TORT OR OTHERWISE, WHATEVER THE CAUSE THEREOF, FOR ANY LOSS OF PROFIT, BUSINESS, REVENUE OR GOODWILL, DAMAGES CAUSED BY DELAYS, OR A FAILURE TO REALIZE EXPECTED SAVINGS, OR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL, EXEMPLARY, AGGRAVATED OR PUNITIVE COST, DAMAGES OR EXPENSE OF ANY KIND, HOWSOEVER ARISING UNDER OR IN CONNECTION WITH THIS AGREEMENT OR THE CLOUDPERMIT SOFTWARE, WHETHER OR NOT SUCH DAMAGES, COSTS, LOSSES OR EXPENSES COULD REASONABLY BE FORESEEN OR WHETHER OR NOT THEIR LIKELIHOOD HAS BEEN DISCLOSED.
- 12.2 NEITHER PARTY SHALL BE LIABLE FOR THE DESTRUCTION, LOSS OR ALTERATION OF THE OTHER PARTY'S DATA OR DATA FILES, NOR FOR ANY DAMAGES AND EXPENSES INCURRED AS A RESULT, INCLUDING EXPENSES INVOLVED IN THE RECONSTRUCTION OF DATA FILES.
- 12.3 IN NO EVENT SHALL EITHER PARTY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, EXCEED THE AGGREGATE AMOUNT PAID OR PAYABLE TO CLOUDPERMIT PURSUANT TO THIS AGREEMENT DURING THE SIX (6) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO THE CLAIM. MAXIMUM LIABILITY SHALL BE SIX (6) MONTHS OF THE ANNUAL SUBSCRIPTION FEE.
- 12.4 NOTWITHSTANDING THIS SECTION 12, NOTHING IN THIS AGREEMENT SHALL LIMIT EITHER PARTY'S LIABILITY FOR DELIBERATE BREACH, DELIBERATE DEFAULT, WILLFUL MISCONDUCT OR GROSS NEGLIGENCE.

13. CONFIDENTIALITY

- 13.1 In connection with this Agreement each Party (as the "Disclosing Party") may disclose or make available Confidential Information to the other Party (as the "Receiving Party"). "Confidential Information" means information in any form or medium (whether oral, written, electronic or other) that the Disclosing Party considers confidential or proprietary, including, information consisting of, or relating to, the Disclosing Party's technology, trade secrets, know-how, business operations, plans, strategies, customers and pricing and information with respect to which the Disclosing Party has contractual or other confidentiality obligations, in each case whether or not marked, designated or otherwise identified as "confidential".
- 13.2 Confidential Information shall not include any data or information: (i) that, at the time of disclosure, is in or, after disclosure, becomes part of the public domain, through no act or failure on the part of the Receiving Party; (ii) that, prior to disclosure by the Disclosing Party, was already in the possession of the Receiving Party, as evidenced by written records kept by the Receiving Party in the ordinary course of its business, or as evidenced by proof of actual prior use by the Receiving Party; (iii) that was independently developed by the Receiving Party, by persons having no direct or indirect access to the Disclosing Party's Confidential Information provided that the Receiving Party provides clear and convincing evidence of such independent development; or (iv) which, subsequent to disclosure, is obtained from a third person: (A) who is lawfully in possession of the such information; (B) who is not in violation of any contractual, legal, or fiduciary obligation to either Party, as applicable, with respect

to such information; and (C) who does not prohibit either Party from disclosing such information to others; (v) is further disclosed with the prior written consent of the Disclosing Party, but only to the extent of such consent; or (vi) is a disclosure required by state or federal open records laws or a disclosure ordered by a court or similar adjudicator or authority.

- 13.3 Each Party will, and will cause its employees, agents and contractors to hold Confidential Information of the other Party in confidence, and will use the same degree of care by instruction, agreement or otherwise, to maintain the confidentiality of the other Party's Confidential Information that it uses to maintain the confidentiality of its own Confidential Information, and with at least a reasonable degree of care commensurate with the nature and importance of such Confidential Information. Each Party agrees not to make use of Confidential Information other than for the exercise of rights or the performance of obligations under this Agreement, and not to release, disclose, communicate or make it available to any third person other than employees, agents and contractors of any Party or third party who reasonably need to know it in connection with the exercise of rights or the performance of obligations under this Agreement.
- 13.4 In the event that a Party receives a request to disclose all or any part of the Confidential Information under the terms of a valid and effective subpoena or order issued by a court of competent jurisdiction or by a governmental authority, such Party will: (i) immediately notify the other Party of the existence, terms and circumstances surrounding such a request; (ii) consult with the other Party on the advisability of taking legally available steps to resist or narrow such request; and (iii) if disclosure of such Confidential Information is required, exercise reasonable efforts to obtain an order or other reliable assurance that confidential treatment will be accorded to such portion of the disclosed Confidential Information which the other Party so designates.
- 13.5 Each Party acknowledges and agrees that any unauthorized use or disclosure by it of any of the other Party's Confidential Information, in whole or part, will cause irreparable damage to the Disclosing Party, that monetary damages would be an inadequate remedy and that the amount of such damages would be extremely difficult to measure. The Receiving Party agrees that the Disclosing Party shall be entitled to seek temporary and permanent injunctive relief to restrain the Receiving Party from any unauthorized disclosure or use. Nothing in this Agreement shall be construed as preventing the Disclosing Party from pursuing any and all remedies available to it for a breach or threatened breach of this Agreement, including the recovery of monetary damages from the Receiving Party.
- 13.6 Cloudpermit is entitled to identify the Customer as a user or former user of the Cloudpermit Software without violating any confidentiality obligation.

14. TERM AND TERMINATION

- 14.1 This Agreement commences on the date of its execution by the Customer and will continue in effect for the term stated in the Order Form unless terminated earlier under any of this Agreement's express provisions.
- 14.2 Either Party may terminate this Agreement by giving written notice to the other Party upon the occurrence of any of the following: (a) the other Party defaults with respect to a material obligation under this Agreement and does not remedy that default within

ten (10) Business Days after receiving written notice of the default; or (b) the other Party: (i) makes a general assignment for the benefit of its creditors; (ii) has issued against it a bankruptcy order or otherwise becomes subject to any involuntary proceeding under any domestic or foreign bankruptcy law; or (iii) commences or institutes any application, proceeding or other action under any law relating to bankruptcy, insolvency, winding-up, reorganization, administration, plan of arrangement, relief or protection of debtors, compromise of debts or similar laws. Termination related to such assignment or bankruptcy will not result in any penalties or liability to either Party.

- 14.3 Upon the expiration or termination of this Agreement, except as expressly otherwise provided in this Agreement: (a) all rights, grants of rights, licenses, consents and authorizations by either Party to the other will immediately terminate; (b) notwithstanding anything to the contrary in this Agreement, with respect to Confidential Information then in its possession or control: (i) the Receiving Party may retain the Disclosing Party's Confidential Information in its then current state and solely to the extent and for so long as required by applicable law, (ii) Cloudpermit may retain Customer Data in its backups, archives and disaster recovery systems until such Customer Data is deleted in the ordinary course of its business, (iii) all information described in this Agreement will remain subject to all confidentiality, security and other applicable requirements of this Agreement; and (c) Cloudpermit may disable all Customer and End User access to the Cloudpermit Software.
- 14.4 Termination or expiration of this Agreement will be without prejudice to any rights, remedies or obligations of the Parties accrued under this Agreement prior to termination or expiration.

15. FORCE MAJEURE

- 15.1 Neither Party will be liable for failure to fulfill, or for delay in fulfilling, its obligations required hereunder due to a Force Majeure Event.
- 15.2 The Party whose performance under this Agreement is prevented or delayed by a Force Majeure Event will advise the other Party by notice in writing of the occurrence of the Force Majeure Event as soon as possible and shall do all things reasonably possible to mitigate any loss being caused to the other Party by reason of the Force Majeure Event, and will notify the other Party of the termination of the Force Majeure Event.

16. NOTICES

- 16.1 Every notice or other communication between the Parties will be deemed to have been given and made if in writing and if served by personal delivery upon the Party for whom it is intended, when sent by registered or certified mail, return receipt requested, or by a national courier service, or if sent by email (receipt of which is confirmed) to the Customer's and Cloudpermit's contact persons as stated in the Order form.
- 16.2 Any such notification will be deemed to have been delivered: (a) upon receipt, if delivered personally; (b) on the next Business Day, if sent by national courier service for next business day delivery or if sent by email and (c) in five Business Days if sent by mail when the actual time of receipt is not otherwise shown by the postal system. Any correctly addressed notice or last known address of the other Party that is reasonably relied upon that is refused, unclaimed, or undeliverable because of an act

or omission of the Party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities by mail, through messenger or commercial express delivery services.

17. ASSIGNMENT

- 17.1 Neither Party may assign or transfer this Agreement or any right under this Agreement without the prior written consent of the other Party, except to an Affiliate or successor in interest by merger, acquisition or reorganization.

18. AMENDMENTS AND WAIVERS

- 18.1 No amendment to this Agreement will be valid or binding unless it is made in writing and executed by all Parties. No waiver of any breach of any provision of this Agreement will be effective or binding unless made in writing and signed by the Party purporting to give any waiver and, unless otherwise provided, any waiver will be limited to the specific breach waived.

19. SEVERABILITY

- 19.1 If a provision of this Agreement is or becomes invalid, ineffective or unenforceable, the validity, effectiveness or enforceability of the remaining provisions will remain unaffected. The Parties will negotiate in good faith to replace the invalid, ineffective or unenforceable provision immediately with a valid, effective or enforceable provision which comes as close as possible to the spirit and purpose of the provision to be replaced.

20. APPLICABLE LAW AND DISPUTES

- 20.1 This Agreement is governed by the laws of the state in which the Customer is located excluding any conflict of law rule or principle of such laws that might refer such interpretation or enforcement to the laws of another jurisdiction. Each Party submits to the jurisdiction of the applicable court(s) in such location with respect to any matter arising under this Agreement.

21. CONTINUING TO PERFORM

- 21.1 Except in the event of termination of this Agreement pursuant to its terms, during a dispute or notice or cure period, Cloudpermit will continue to fulfill all its obligations under this Agreement, and Customer will continue to make all payments required by the Agreement.

22. ENTIRE AGREEMENT

- 22.1 This Agreement is the complete agreement between the Parties concerning the subject matter of this Agreement and replaces any prior oral or written communications between the Parties. There are no conditions, understandings, agreements, representations, or warranties expressed or implied, that are not specified in this Agreement including, without limitation, the Order Form. In the event and to the extent of an inconsistency or conflict between any of the terms of this Agreement, including its appendices, and any other documents incorporated herein by reference,

the conflict or inconsistency shall be resolved by giving those provisions and documents the following order of descending precedence: (1) the Order Form; (2) this Software Service Agreement; (3) any Appendices; (4) any other document referenced by this Agreement or agreed to by the Parties, unless it expressly and specifically replaces or modifies any of the prior documents, in whole or in part.

23. RELATIONSHIP

- 23.1 The Parties are independent contractors and no other relationship is intended. Nothing herein shall be deemed to constitute either Party as an agent, representative or employee of the other Party, or both Parties as joint venturers or partners for any purpose. Neither Party shall act in a manner that expresses or implies a relationship other than that of independent contractor. Each Party shall act solely as an independent contractor and shall not be responsible for the acts or omissions of the other Party. Neither Party will have the authority or right to represent nor obligate the other Party in any way except as expressly authorized by this Agreement.

24. NO THIRD PARTY BENEFICIARIES

- 24.1 This Agreement is for the sole benefit of the Parties and their successors and assigns and nothing herein, express or implied, is intended to or shall confer upon any other person any legal or equitable right, benefit or remedy. End Users may benefit from their use of the Cloudpermit Software, but End Users' relationships to the Parties are not defined by this Agreement because they are defined solely: (a) to Cloudpermit by the terms and conditions for use by End Users available at www.cloudpermit.com as may be amended from time to time; and (b) to the Customer by separate agreement(s), if any, between the Customer and End Users.

25. EXECUTION

- 25.1 ***This Agreement must be executed simultaneously in two separate places:*** (1) on the Order Form; and (2) in the signature block below (both documents must be signed by the Customer before execution of this Agreement is complete). They may be executed in two or more identical counterparts, or by way of facsimile and electronic transmission without any further exchange of documents containing original signatures, each of which when executed by a Party will be deemed an original and such counterparts together will constitute one and the same Agreement.

CUSTOMER NAME: _____

Signature: _____

**Printed Name of
Person Signing:** _____

Title: _____

Date: _____

☐ I confirm that I have received and read all applicable product descriptions.

By signing here, the Customer agrees to the Order Form, this Software Service Agreement and any other appendices and documentation expressly referenced in the Order Form, this Software Service Agreement and/or any amendments (together the "**Agreement**").

The individual signing this Agreement represents and warrants that he or she has the right and authority to bind the Customer.

Cloudpermit _____

Signature: _____

**Printed Name of
Person Signing:** **Brian Liszka** _____

Title: **Sales Director USA** _____

Date: _____



CLOUDPERMIT IMPLEMENTATION MODEL



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IMPLEMENTATION DESCRIPTION

The implementation model, described herein, details the proven methodology used to implement the various products offered by Cloudpermit for a new public-facing solution for the Customer.

This is accomplished through a five-stage implementation process:

- Stage 1 - Kickoff
- Stage 2 - Workshop
- Stage 3 - Configuration
- Stage 4 - Training & Testing
- Stage 5 - Go Live

This implementation process will be repeated in its entirety for the deployment of each product the Customer has purchased.

These stages are described in detail within the Implementation Methodology section of this document and require commitment from both the Customer and Cloudpermit to complete each stage before moving to the next stage. Acceptance of completion of each stage will be accomplished through milestones, which are described in the Milestone & Acceptance Criteria section of this document.

PRODUCT IMPLEMENTATION

The product(s) to be implemented is identified on the approved order form and is inclusive of the functionality that is identified in the product specific documentation.

Any services not listed on the Order Form are considered out of scope and can only be added through an agreed upon change order.

IMPLEMENTATION TIMELINE

The implementation schedule for Cloudpermit is mutually agreed upon prior to the Kickoff meeting and documented with a project plan. Any modifications or extensions to the project plan will be requested through the customer's authorized representative and evaluated by Cloudpermit Director of Professional Services for review and discussion. If this modification or extension is granted, Cloudpermit and the client will mutually agree in writing. Cloudpermit standard implementation timeline is detailed below.

Cloudpermit Estimated Project Timeline	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26	Week 27	Week 28	Week 29
Building																													
Building with Contractor Registration																													
Public Works																													
By-Law or Code Enforcement																													
Licensing																													
Land Use																													
Planning																													



To manage this timeline, Cloudpermit Implementation Specialist will establish a weekly meeting checkpoint to ensure the implementation is on track and weekly action items are achieved.

IMPLEMENTATION LOCATION

Cloudpermit will perform most of the work at its own facility, however upon the Customers request, Cloudpermit's Professional Services team can meet at the Customer's location. For on-site meetings, travel and per diem expenses will be invoiced to the Customer in accordance with Cloudpermit Travel Policy which will include airfare, mileage, hotel accommodations and daily per diem. Customer will provide and arrange for meeting spaces within its facility for all required, in person meetings. For remote meetings, Cloudpermit will provide a recorded video conferencing via ZOOM or Microsoft Teams.

IMPLEMENTATION METHODOLOGY

As part of the Implementation Methodology, Cloudpermit and the Customer will be responsible for performing tasks throughout the various stages of the implementation process. The following is a description of tasks needed to successfully complete the implementation of the Cloudpermit Product:

Kickoff

Description: A meeting between Cloudpermit and the Customers staff and key stakeholders to provide an overview of the product, discuss the goals and objectives and the agreed upon project schedule to establish a plan for a successful implementation.

NOTE: The kickoff meeting will not be held until the project schedule has been agreed upon between the customer and Cloudpermit.

The Implementation Specialist will provide a 1-hour kickoff meeting to cover the following:

- 1) Review Approved Project Plan
- 2) Overview of the Cloudpermit Implementation Methodology
- 3) High Level Introduction of Cloudpermit
- 4) Introduction to the Cloudpermit Team, including the Implementation Specialist, Director of Professional Services, and the Sales Director (if available).
- 5) Review of any outstanding prerequisites
- 6) Question & Answer Session

Cloudpermit Responsibilities:

- Project Schedule draft delivered to the Customer for approval (prior to the kickoff meeting)
- Provide a full list of requirements to the Customer
- Prepare kickoff presentation

Customer Responsibilities:

- Provide a list of Departments contact information (Department Name, Address, Phone #, Email)
- Provide the GIS Rest End point or GIS Technician contact



- Provide a List of permits, applications, and inspections
- Provide the Desired permit numbering format
- Provide an example Permit and/or Approval Letter
- Provide the Current fee schedule
- Back-office User list (Name, Role, Email Address, Contact Number)
- Provide any 3rd party integrations specifications and contact information **(if applicable)**
 - Payment Provider
 - Financial Software
 - Custom Integrations, if applicable
- Provide the Municipal logo
- Provide Acceptance of Milestone 1 (the Project Plan) per the Milestone & Acceptance Criteria established in this document

Workshop

Description: Cloudpermit solution is built on standard, out of the box, functionality. The workshop will ensure that the Implementation Specialist has a full understanding of the business processes, the details the municipality needs to collect from the applicant, fee schedules and any templates which needs to be generated. Cloudpermit standard out of the box solution integrates with ESRI ArcGIS through a REST(API) to establish the property location and also integrates with certain Payment Providers to allow for online payments.

Cloudpermit Responsibilities:

- Review all documentation provided by the Customer and discuss any questions at the workshop session
- Work with customer to get the required GIS Rest Endpoint
- If online payments are required by the customer, collect the 3rd party vendor information needed to setup the payment integration.
NOTE: Cloudpermit encourages the use of 3rd party payment providers which are already integrated with Cloudpermit. The Implementation Specialist can provide a full list of the 3rd party payment providers, however if the municipality uses another 3rd party vendor, then a custom integration is needed and will likely impact the schedule. This should be identified as soon as possible to minimize the impact to the schedule.
- Discuss requirements for any other in-scope integrations and schedule additional workshop session (if necessary) to ensure all requirements are understood and/or provided

Customer Responsibilities:

- Provide supporting documentation to the implementation specialist for any requirements
- Customer is responsible for providing all pre-requisite items to the Cloudpermit Implementation Specialist and ensuring the details are communicated
- Validate that all expectations have been discussed and understood by the Implementation Specialist

NOTE: Any Non-Standard Integrations are subject to additional Scope and costs.

Configuration

Description: Configuration of Cloudpermit with the features and functionalities needed to allow the customer the ability to process applications using the online Cloudpermit solution.

Cloudpermit Responsibilities: The configuration will include the following:

1. Setup of needed staff users in the training environment.
2. Training environment is setup to accommodate the understood Customer's requirements.
3. The Fee Schedule is configured to calculate the required fees.
4. Application forms are configured to collect the needed information and associated to the appropriate application categories
5. GIS Integration is functioning as required to pull in the property details from the source GIS
6. All other Integrations are functioning as described.
7. System testing to ensure product is configured successfully for customer training

Training & Testing

Description: Cloudpermit Implementation Specialist will provide core product and administrative training to key users of the system to ensure the customer can successfully test the product and has a full understanding of how to use the Cloudpermit solution.

Training 1: The purpose the 1st training session is to teach the Customer the basics of Cloudpermit and how to manage their Cloudpermit application (including setting categories, work types, work targets, reviews, inspections, templates, fees, etc.). This also provides the tools/process on how to test their workspace.

Training 2: The purpose of this training session is to review any questions or issues resulting from testing and administrative features of Cloudpermit, such as User Management, Fee Maintenance, Reporting, etc.

Cloudpermit Responsibilities:

- Provide training sessions
- Record training session for client to refer to during their testing
- Ensure users are setup and can access the training environment
- Document and resolve any setup issues discovered during the training or testing

Customer Responsibilities:

- Ensure key staff are available and prepared for training
- Dedicate staff to perform end-to-end testing after the 1st training session is complete
- Complete the testing in the time frame agreed upon in the project plan



Additional Training: Cloudpermit's training is built to ensure the customer is ready to utilize the software to its full extent. In some cases, additional training is necessary during implementation or Post Go Live. The customer can order additional training according to Cloudpermit's price list.

Go Live

Description: Go Live includes a Go/No Go decision prior to a scheduled Go Live meeting where the training environment configuration will be promoted to the production. At the Go Live meeting the customer will submit their first Customer permit/application and/or create their first case in Cloudpermit to satisfy the Customers go live.

Cloudpermit Responsibilities:

- Cloudpermit Implementation Specialist will transfer the configured training environment to the production environment.
- Cloudpermit will develop and follow a Go Live requirements checklist of all the requirements needed to successfully Go Live
- Cloudpermit Implementation Specialist will host a zoom meeting to walk the Customer through submitting their first application. After the first permit/application has been entered into Cloudpermit's Production Environment, the Implementation Specialist will, for the following (5) business days, monitor and support Customer's Key User. Customer will then be transferred to Cloudpermit's support. Cloudpermit's implementation specialist will provide necessary introductions to Support and Customer Success to ensure the client has the necessary contact for any follow up needs.

Customer Responsibilities:

- Validate that proper testing has been satisfied and acknowledgement that the system meets the needs of the municipality
- Secure a real live application to enter into Cloudpermit during the Go Live meeting, including any required attachments which will need to be uploaded
- Provide the Implementation Specialist with the next permit/application number to be used on the new Cloudpermit application submitted during the go live meeting
- Provide Acceptance of Milestone 1 per the Milestone & Acceptance Criteria established in this document

MILESTONES & ACCEPTANCE CRITERIA

Milestones:

Milestones are used for acceptance of various steps within the Implementation process. The milestone will be deemed complete, once the services have been delivered. It is agreed that the Customer will accept each Milestone, unless such Milestone contains a "go live blocker" defect and Customer so notifies Cloudpermit, in writing, within 5 business days of the Milestone Acceptance Request. Milestones that do not receive notification of non-acceptance within 5 business days will be deemed accepted.



Once Cloudpermit has provided corrections, Customer will have Seven (7) business days to verify that the corrections are sufficient and to provide written notice of any failure to correct a Go Live Blocker. If no written notification is provided, the corrections and the Milestone will be deemed accepted.

Key Acceptance Definitions:

- **“Defect”** means a documented and reproducible error that causes the Software to fail to operate in accordance with its specifications and consists of Go Live Blockers, Post Go Live Issues, and Feature Requests.
- **“Go Live Blocker”** means any Defect that identifies a significant gap from requirements making the use Cloudpermit as defined impossible to complete day-to-day tasks. Go Live Blockers cannot be circumvented or avoided on a temporary basis by the Customer (i.e., no workaround exists).

Cloudpermit will correct all Go Live Blockers as described above and handle Post Go Live issues within a reasonable Post Go Live window. All other Defects will be tracked for potential future releases. Notice of any Go Live Blocker defect must be provided to Cloudpermit in writing.

CHANGE MANAGEMENT

Cloudpermit Implementation Model provides a comprehensive, fully inclusive approach to implement the Cloudpermit solution. During the implementation process, additional needs may be identified for the Customer, that are outside of the project scope. These items once identified will be managed through a Change Request. The Change Order will identify the request, detail the requirements and justification and any scheduling or cost implications resulting from the change Request.

PROJECT CHANGE REQUEST

Project Name			
Project Manager		Organization	
Requested by		Organization	
Submitted by		Date Requested	

Change Request Identification	
Change Request #	
Change Title	

Change Request Details	
Description	
Justification	
Priority	

Evaluation	
Schedule	
Cost	
Scope	
Risks/Opportunities	
Project management	

Implementation Options	

Decision	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Place on Hold	
Rationale: (if denied or on hold)	

ADDITIONAL SERVICES COST

Additional Services are available from the Professional Services team that may not be included in the previously agreed upon scope. Cloudpermit can provide additional services as per the price list and through a change order

For on-site meetings, travel and per diem expenses will be invoiced to the Customer in accordance with Cloudpermit Travel Policy which will include airfare, mileage, hotel accommodations and daily per diem.

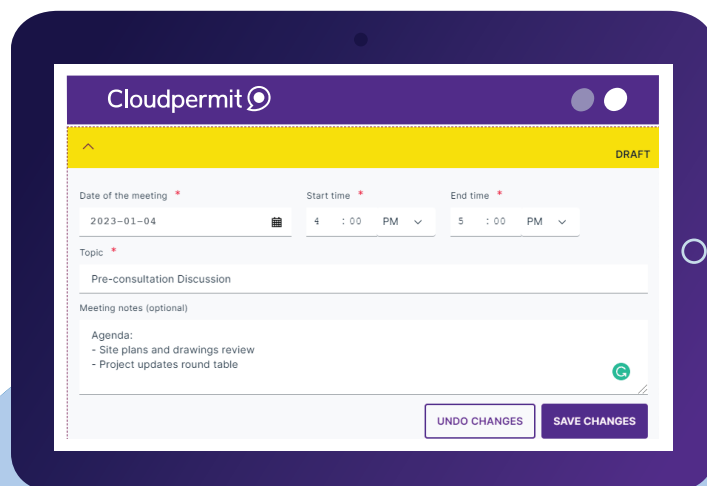
Prices in USD valid as of February 2025

Category	Description of Services	Rate	Billable
Professional Services	Hourly Rate	\$180	<i>Per Hour</i>
Additional Training (remote)	2 hours with recording	\$1,500	<i>Per Session</i>
Additional Training (Onsite)	First day of Onsite training (recording and travel is included)	\$3,000	<i>Per Project</i>
Additional Training (Onsite)	Second and Third day of Onsite training, up to 3 days max of Onsite training	\$1,000	<i>Per Day</i>
Data Import	Data import of 1 Product	\$3,000	<i>Upon Delivery</i>
Data Import	Data import of 2 Products	\$5,000	<i>Upon Delivery</i>
Data Import	Data import of 3 Products	\$6,000	<i>Upon Delivery</i>
Data Import	Data import of 4 or more Products	\$7,000	<i>Upon Delivery</i>
GIS Hosting	Integration ESRI - Implementation	Based on Scope	<i>Upon Delivery</i>
	Integration ESRI - Subscription	Based on Scope	<i>Annually</i>
Integration - AD (Azure)	AD (Azure) - Implementation	\$700	<i>Upon Delivery</i>
	AD (Azure) - Subscription	\$500	<i>Annually</i>
Integration - DigEplan	DigEplan - Implementation	\$0	<i>Upon Delivery</i>
	DigEplan - Subscription	\$1,000	<i>Annually</i>
Integration - Laserfiche	Laserfiche - Implementation	\$3,000	<i>Upon Delivery</i>
	Laserfiche - Subscription	\$2,500	<i>Annually</i>
Integration - Online Payments	Online Payments - Implementation	Based on Complexity	<i>Upon Delivery</i>
	Online Payments - Subscription	\$700	<i>Per Project</i>

Integration - SSO	SSO Open ID - Implementation	\$700	<i>Upon Delivery</i>
	SSO Open ID - Subscription	\$700	<i>Per Project</i>
Integration - Out of Scope	Out of Scope - Implementation	Based on Scope	<i>Upon Delivery</i>
	Out of Scope - Subscription	\$500	<i>Annually</i>

Land Use Permitting

Software Description Guide 2024



Cloudpermit

DRAFT

Date of the meeting * 2023-01-04 Start time * 4 : 00 PM End time * 5 : 00 PM

Topic * Pre-consultation Discussion

Meeting notes (optional)

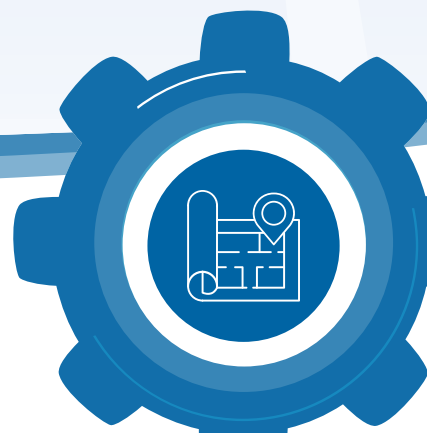
Agenda:

- Site plans and drawings review
- Project updates round table

UNDO CHANGES SAVE CHANGES



Cloudpermit



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The Cloudpermit Platform

The Cloudpermit platform offers a comprehensive suite of cloud-based products designed to optimize how local governments manage community development and regulatory compliance. Our platform encompasses various products, including Building, Enforcement, Licensing, Planning, Contractor Registration, and Land Use. These products, accessible 24/7 from any browser or operating system, facilitate more efficient and responsive municipal operations.

Definitions:

- **Platform:** Cloudpermit's foundational infrastructure and services necessary for deploying and managing various products aimed at streamlining municipal operations. It ensures seamless integration, security, and scalability, supporting the diverse needs of local governments.
- **Product:** Our products are specialized applications within the Cloudpermit platform, including Building, Enforcement, Licensing, Planning, Contractor Registration, and Land Use. Each product is designed to address specific municipal functions, enabling efficient management of processes such as permitting, inspections, and compliance.
- **Solution:** Solutions refer to the combined offerings of our products and add-on features/functionalities, such as the Data Import tool and the Inspector App. These solutions enhance the functionality of the individual products, providing a comprehensive approach to managing municipal operations and regulatory compliance.

Key Benefits:

- **Streamlined Processes:** Automate and standardize workflows to efficiently manage permits, applications, and enforcement cases, improving turnaround times and reducing manual effort.
- **Enhanced Accessibility:** Our cloud-based platform ensures that services are available around the clock, supporting remote and on-site work for greater operational flexibility.
- **Continuous Improvement:** Benefit from automatic updates with the latest features and enhancements, keeping your system current without manual installations.
- **Rapid Deployment:** Quick and easy setup with minimal impact on municipal resources.
- **Informed Decision Making:** Integration with Geographic Information Systems (GIS) providing up-to-date information for better planning and analysis.
- **Collaborative Environment:** Facilitate instant communication and collaboration within applications, enhancing efficiency and transparency for staff, citizens and/or contractors.
- **Effortless Updates & Comprehensive Features:** Updated automatically, Cloudpermit ensures the latest features and enhancements are seamlessly integrated without any need for manual downloads or installations by users.

Below highlights the functionalities across all Cloudpermit products, including Building Permits, Code Enforcement, Licensing, Planning, Contractor Registration, and Land Use. While this product description specifically focuses on the Land Use product, it's important to note the

comprehensive capabilities of Cloudpermit's suite of products designed to meet a wide range of municipal and contractor needs.

Features	Building Permits	Enforcement	Licensing	Planning	Contractor Registration	Land Use
Application Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Archive/Inactive View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attachments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Case/workspace package	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conditions and Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Configurable Application Numbering	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Configurable Standard Phrases	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Data Import	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Document/Templates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email Notifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fees and Payments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GIS integration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inspections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Issuance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Meeting Process (Committees and Councils)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Messaging and Notifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Multi-language support	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pre-Con Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Processing times	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Project view	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Property View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Renewal Process	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Report Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Review and Circulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Support Portal and Help Documentation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Violations/Deficiencies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cloudpermit Land Use

Cloudpermit's comprehensive suite of cloud-based solutions, including the Land Use product, offers a transformative approach for local governments to manage and streamline urban and regional land use processes. With a focus on flexibility and efficiency, our software facilitates a seamless workflow from initial consultation to final decision-making.

Cloudpermit Land Use integrates seamlessly into local government operations to enhance urban and regional land use processes. By offering a digital solution for managing land use applications and engaging public and internal stakeholders, Cloudpermit Land Use streamlines every step from pre-consultation to approval, facilitating a more efficient and transparent land use environment.

Key Features:

- **End-to-End Online Management:** Manages the complete lifecycle of land use applications from initiation to decision, ensuring all processes are efficiently handled within a single platform.
- **Dynamic Public Engagement:** Empowers public participation through sophisticated online tools for submitting and tracking land use applications, as well as providing feedback.
- **Automated Notifications and Public Notices:** Streamlines communication by automating public notices and stakeholder notifications, enhancing community involvement and compliance.
- **Robust Circulation and Collaboration Tools:** Facilitates the circulation of applications to relevant stakeholders for feedback and approvals, significantly speeding up the review process.
- **Comprehensive Conditions and Compliance Tracking:** Allows municipal authorities to set and monitor compliance with land use conditions, ensuring developments proceed according to approved standards.
- **Advanced Reporting and Analytics:** Generates insightful reports that aid in decision-making and strategic planning, enhancing the efficacy and accountability of land use processes.

Functionality Overview

Cloudpermit's Application Wizard revolutionizes the registration process, offering an intuitive and streamlined experience for the application process. This wizard ensures that every step, from initial application creation to final submission, is clear and efficient.

Seamless Application Creation:

- **Intuitive User Interface:** From the dashboard, the wizard leads users through the entire process of creating and submitting permit applications, tailored to a variety of land use needs.
- **State and Municipality Selection:** Applicants start by selecting the state and municipality for their application, which automatically tailors the application process to comply with local regulations and available application types.
- **Land Use Category and Application Selection:** For Land Use, applicants specify their land use category and application, allowing for a customized application process that meets the specific requirements and processes in Cloudpermit.

Collaborative and Flexible Drafting:

- **Draft Workspace:** A draft workspace with a "Required Tasks" progress bar visually guides applicants through the necessary steps to complete their application, related to the selected application.

- **Adding Parties to Applications:** The wizard facilitates the addition of individuals and businesses as parties within the application workspace. Invitations are sent via email, and upon acceptance, parties can participate in the application process within designated permissions.
- **Automatic Invitations:** Invitations are sent to email addresses provided, ensuring streamlined collaboration.
- **Manual entry options:** Parties can be activated at once if they lack an email account.
- **Existing Business Partners:** In the user's account database are instantly active in the new application when added.
- **Inviting a new business:** Creates a new business account, enabling access to application data for all business members.
- **Guided Pre-Consultation Process:** Assists applicants in initiating consultations with municipal staff and external agencies, ensuring all necessary preliminary discussions are held to refine development proposals.

Efficient Submission Process:

- **Customized Application Data:** The wizard dynamically adjusts the required application information based on the registry category and trade(s) selected, ensuring that applicants always have the correct form.
- **Digital Signing and Submission:** Upon completing all required information, applicants finalize their application with a digital signature before submitting it directly to the municipal department via Cloudpermit, marking a move towards a more transparent and efficient review process.
- **Seamless Integration of Meetings and Public Consultations:** Manages scheduling and documentation for committee and council meetings directly within the platform, enhancing coordination and documentation.
- **Streamlined Submission and Review Process:** Simplifies application submissions and reviews by guiding applicants through each step, ensuring all required documents and information are accurately provided.

The Application Wizard is an integral part of Cloudpermit Land Use, designed to guide users through the land use application process with ease and precision:

- **Guided Pre-Consultation Process:** Assists applicants in initiating consultations with municipal staff and external agencies, ensuring all necessary preliminary discussions are held to refine development proposals.
- **Seamless Integration of Meetings and Public Consultations:** Manages scheduling and documentation for committee and council meetings directly within the platform, enhancing coordination and documentation.
- **Streamlined Submission and Review Process:** Simplifies application submissions and reviews by guiding applicants through each step, ensuring all required documents and information are accurately provided.

Land Use Lifecycle

Cloudpermit Land Use supports a comprehensive lifecycle that covers all aspects of the land use process:

- **Initial Application and Pre-Consultation:** Begins with applicants submitting a pre-consultation request, followed by detailed discussions to ensure all parties have a clear understanding of the proposal.
- **Public Engagement and Notice:** Utilizes digital platforms to notify the public and gather feedback, integrating community insights directly into the land use process.
- **Detailed Review and Circulation:** Facilitates a thorough review by internal and external stakeholders, ensuring all necessary approvals and comments are collected and considered.
- **Decision and Compliance Monitoring:** Concludes with the final decision and ongoing monitoring of conditions compliance, ensuring developments adhere to approved plans and regulations.

Functionality Overview

Cloudpermit's Land Use product elevates the management of municipal applications through a robust suite of features, designed to optimize every aspect of the workflow. Here's how these features work together to provide a seamless, efficient experience:

- **Comprehensive Land Use Oversight:** The "Project View" and "Property View" functionalities offer a panoramic and detailed view of all applications, making management straightforward and transparent.
- **Committee and Council Meetings Management:** Organizes and documents essential meetings within the platform, ensuring transparency and accessible records.
- **Public Notice System:** Automates the creation and distribution of public notices, enhancing the efficiency and reach of community notifications.
- **Circulation Feature:** Streamlines the sharing of applications with necessary parties, enabling real-time feedback and faster processing times.
- **Conditions and Comments Oversight:** Manages the stipulation and review of conditions applied to applications, ensuring all requirements are met before final approval.
- **Automated Alerts System:** Notifications and alerts keep all stakeholders up-to-date on crucial application milestones and requirements, reducing the risk of oversight.
- **Simplified Document Handling:** A centralized document management system allows for efficient storage, retrieval, and submission of necessary application documents.
- **Seamless Data Integration:** The data import feature makes migrating existing application data into Cloudpermit a hassle-free process, enhancing initial setup and ongoing operations.
- **Proactive Fee Management:** Late fees management automates the calculation and enforcement of penalties, ensuring accuracy and fairness in fee assessment.
- **Insightful Reporting:** Comprehensive report management tools enable the generation of detailed reports, providing valuable insights into the land use landscape. These include:

- **Application Reports:** Generate reports on submitted applications and issued permits, providing a detailed view of application activities within selected time frames and categories.
- **Payment Reports:** Track and analyze online payments and fees, offering insights into financial transactions associated with the application process.
- **Review Reports:** Compile data on review activities and events, helping municipalities assess the efficiency of the review process and identify areas for improvement.
- **Processing Time Calculator:** Provides a clear timeline for each stage of the application process, helping to manage expectations and improve workflow efficiency.

By integrating these features into a cohesive solution, Cloudpermit Land Use not only simplifies the management of land use applications but also ensures that local governments can provide superior service while maintaining control and insight over land use data. This approach enhances the overall land use process, promoting a more engaged, compliant, and efficient land use environment.

Descriptions and Functionality

This section provides an in-depth look at the settings and configuration options available for each feature within the Cloudpermit Land Use product, allowing for tailored setup and optimal performance.

Application Submission Process

- **Description:** Enables the creation of land use applications tied to specific projects and properties through a user dashboard and application creation wizard.
- **Functionality:**
 - **User Dashboard:** Central hub for initiating applications.
 - **Application Creation Wizard:** Guides users through the setup process to create the appropriate workspace.

Archive/Inactive View

- **Description:** Allows completed land use applications and associated data to be inactivated, stored for future reference, and ensures a secure record.
- **Functionality:**
 - **Data Archiving:** Secure storage of information.
 - **Future Accessibility:** Easy retrieval of archived data for reference.

Attachments

- **Description:** Supports the attachment of necessary documents during the application process, with visibility control features.

- **Functionality:**
 - **Configurable Requirements:** Set necessary attachments based on application type.
 - **Visibility Control:** Manage who can see the attachments within the workspace.

Conditions and Comments

- **Description:** Offers users the ability to configure, manage and digitally track conditions and comments for applications and workspaces
- **Functionality:**
 - **Configuration:** Configure conditions to assign to applications based on their type
 - **Tracking:** Share conditions via circulation requests, sign-off on conditions to verify completeness
 - **Management:** Create lists of comments, assign to specific people, manage the status and organize threads so comments and responses are never lost

Configurable Application Numbering

- **Description:** Offers automated and flexible options for assigning application or case numbers.
- **Functionality:**
 - **Manual Assignment:** Flexibility without automation.
 - **Cloudpermit Application Number:** Automated number generation by Cloudpermit.
 - **Custom Application Number:** Combines automation with custom formatting options.

Configurable Standard Phrases

- **Description:** Allows commonly used phrases to be pre-configured for easy selection during application processing.
- **Functionality:**
 - **Phrase Library:** Users can select from a list of standard phrases.
 - **Category Organization:** Phrases are organized by related categories.

Data Import

- **Description:** Supports the importation of necessary data for setting up the land use system, enhancing initial setup and ongoing operations.
- **Functionality:**
 - **Workspace Creation:** Facilitates setup of application workspaces from imported data.
 - **Historical Data Handling:** Manages the integration of existing records.

Document/Templates

- **Description:** Provides customizable document and template options to fit the specific needs of land use processes.
- **Functionality:**
 - **Editable Templates:** Templates can be modified using HTML and CSS.
 - **Diverse Template Options:** Suitable for various Cloudpermit products.

Email Notifications

- **Description:** Enables customizable email notifications about various events in the land use process.
- **Functionality:**
 - **Opt-in Settings:** Users can choose which notifications to receive.
 - **Event-Based Notifications:** Automated alerts for key events within the lifecycle of land use applications.

Fees and Payments

- **Description:** Manages fee schedules and facilitates payment processing within the land use application.
- **Functionality:**
 - **Configurable Fee Schedules:** Set fixed or calculated fees.
 - **Payment Notifications:** Informs applicants of due payments and confirmation.

GIS Integration

- **Description:** Enhances property identification accuracy by integrating with municipal GIS systems.
- **Functionality:**
 - **Property Data Accuracy:** Ensures precise location and property details.

Inspections

- **Description:** Manages the scheduling and documentation of required inspections for land use applications. The available add-on option through Cloudpermit's Inspector App offers offline inspection capabilities.
- **Functionality:**
 - **Inspection Scheduling:** Organize inspections according to permit requirements.
 - **Compliance Tracking:** Ensures inspections adhere to municipal standards (dispatch, time tracking/management, orders, quick pass, internal notes, deficiencies – phrases).
 - **Offline Inspections:** Handled through Cloudpermit Inspector App (add-on).

Issuance

- **Description:** Automates the process of issuance after successful application review and/or inspections.
- **Functionality:**
 - **Automated Application/Permit Creation:** Streamlines the issuance process.
 - **Validity Tracking:** Manages issue dates, validity periods, and expiration dates.

Meeting Process

- **Description:** Supports the management of upcoming public meetings for land use applications.
- **Functionality:** Allows land use departments to assign applications to upcoming meetings and track the outcomes of the meetings. In addition, pre-configured agenda and meeting package templates can be generated and downloaded.

Messaging and Notifications

- **Description:** Facilitates communication between all parties involved in the land use process through an integrated messaging system.
- **Functionality:**
 - **Direct and Public Messaging:** Supports both private and public communications.
 - **Email Notifications for Unread Messages:** Alerts users to new messages.

Multi-language Support

- **Description:** Provides support for multiple languages in citizen-facing functionalities, enhancing accessibility and user experience.

Pre-consultation Meeting

- **Description:** Tracks preliminary meetings with municipal staff to receive detailed information on requirements and potential issues.
- **Functionality:**
 - **Comprehensive Discussion:** Communicate and document zoning requirements, building codes, necessary permits, and other regulations.
 - **Documentation Guidance:** Outline the required documentation and steps for formal application submission.

Processing Times

- **Description:** Defines specific points to start and stop tracking processing time for each application.

- **Functionality:**
 - **Customizable Parameters:** Set specific start and end points for various stages.
 - **Automated Tracking:** Automatically record timestamps at defined stages.
 - **Dashboard Integration:** Set alerts for applications nearing or exceeding time limits.
 - **Customizable Reports:** Tailor reports to specific needs and metrics.

Project View

- **Description:** Organizes similar workspaces into a single project container, offering a comprehensive view of all related activities.
- **Functionality:**
 - **Consolidated Project Information:** Displays all relevant data in one view.
 - **Status and Payment Tracking:** Offers updates on project progress and financials.

Property View

- **Description:** Offers a detailed view of all workspaces related to a specific property, enhancing oversight and management.
- **Functionality:**
 - **Automated Data Aggregation:** Collects and displays information specific to a property.
 - **Condition and Application Tracking:** Provides updates on conditions and ongoing applications.

Public notice

- **Description:** Empowers building departments to digitalize and streamline several public notice requirements and responsibilities.
- **Functionality:**
 - **Property List Generation:** Generate and download a list of property owners within a defined radius of the subject lands.
 - **Public Notice Letter:** Generate a templated public notice letter that can be sent to nearby property owners.
 - **Decision Notifications:** Publish a subscribe-able link that allows interested stakeholders to opt-in to automatically receive the decision of the application when it becomes available. The list of subscribers is automatically recorded and can be downloaded.
 - **Attachment Management:** Manage attachments related to the public notice such as opinion letters, remarks, etc. and control their visibility.

Report Management

- **Description:** Generates comprehensive reports (csv/pdf) on land use activities, offering insights into application processes and outcomes.
- **Functionality:**
 - **Customizable Reports:** Tailors reports to meet specific informational needs (operational reports, payments, inspections, reviews, etc.).

Review and Circulation

- **Description:** Ensures thorough review of applications and facilitates the circulation of documents to necessary parties for additional evaluation.
- **Functionality:**
 - **Detailed Review Process:** Incorporates both internal and external evaluations and task tracking.
 - **Circulation Management:** Manages the sharing of applications with relevant stakeholders.

Support Portal and Help Documentation

- **Description:** Provides a comprehensive resource hub with guides, videos, and release notes to aid users in navigating the platform.
- **Functionality:**
 - **Extensive Help Resources:** Offers detailed articles and video tutorials.

User Management

- **Description:** Allows for the administration of user roles and permissions, ensuring that each user has proper access to the platform/product.
- **Functionality:**
 - **Add New Users:** Offers the capability to add new users to the system, assigning roles and access levels based on their responsibilities.
 - **Edit Existing Users:** Allows administrators to modify user details, such as first and last names, and update roles and permissions as needed.
 - **Roles/Permissions:** Enables control over what each user can access and perform within the system, including granting inspection qualifications and managing inspection-related permissions.

Appendix 1: Cloudpermit Third-Party Integrated Systems

Cloudpermit has standard configurable integrations categorized under six different integration types described below.

Suppose the need for integration with a standard configurable integration cannot be fulfilled. In that case, Cloudpermit may integrate a new system, make a minor change to an existing one, or develop a custom one. These integrations are priced separately and, if applicable, addressed within your contract.

Standard Configurable Third-Party Integrations

Cloudpermit offers integration with a variety of third-party systems, enhancing the functionality and flexibility of its land use product. These integrations are designed to streamline processes, improve data accuracy, and enhance user experience for municipalities and their constituents.

Integrations:

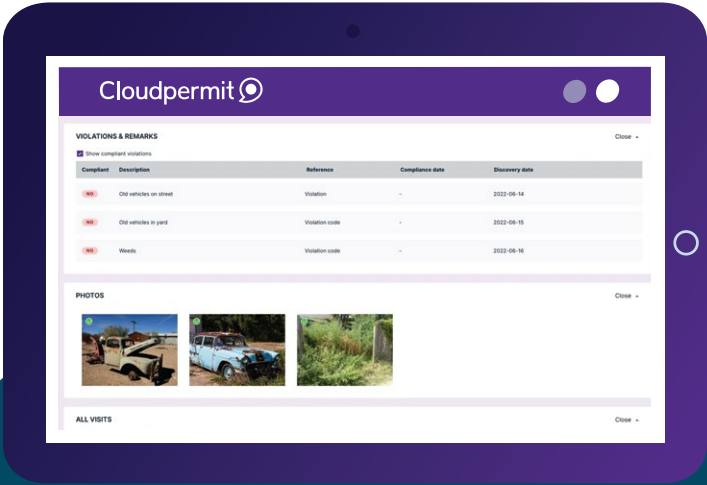
- **Geographic Information System (GIS):** Cloudpermit integrates with leading GIS providers like ESRI ArcGIS and CartoVista, allowing municipalities to accurately search and retrieve property information, enhancing the precision of permitting processes.
- **Online Payment:** Cloudpermit supports a wide array of online payment providers, ensuring flexibility and convenience for municipalities and their users. The platform integrates seamlessly with leading payment gateways and providers, including but not limited to:
 - **Payment Gateways:** Allpaid, ACI, Authorize.net, Bambora, CCP / NIC (PayPort), Clover, Elavon, E-xact, ePay, Government Window, InvoiceCloud, Merchant, Moneris, MSB, OpenEdge / Global, Payeezy, PayNowLink, Paymentus, Paypoint, Payport, PayPal, Point & Pay, PSN, Square, Stripe, Xpress Bill Pay.
- **Archival/Markup:**
 - **Markup:** DigEplans
 - **Archival:** LaserFische
- **Authentication Services:** Using Open ID Connect (OIDC), Cloudpermit integrates with authentication systems like Azure AD, ensuring secure and straightforward user access management.
- **Multi-Factor Authentication (MFA):** For added security, Cloudpermit can support MFA integrations, such as Duo, to safeguard user accounts and sensitive data.

Customized Integrations (Paid Engagements)

While Cloudpermit provides a comprehensive range of standard integrations, there may be instances where these offerings do not fully meet the specific requirements of a municipality. In such cases, Cloudpermit is equipped to develop custom solutions or adapt existing ones. These customized integrations are outside the standard offerings provided with the platform and are treated as separate, paid engagements. This ensures that each municipality's unique needs are addressed with precision and tailored functionality, enhancing the overall efficiency and effectiveness of the Cloudpermit platform.

Code Enforcement

Software Description Guide 2024



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The Cloudpermit Platform

The Cloudpermit platform offers a comprehensive suite of cloud-based products designed to optimize how local governments manage community development and regulatory compliance. Our platform encompasses various products, including Building, Enforcement, Licensing, Planning, Contractor Registration, and Land Use. These products, accessible 24/7 from any browser or operating system, facilitate more efficient and responsive municipal operations.

Definitions:

- **Platform:** Cloudpermit's foundational infrastructure and services necessary for deploying and managing various products aimed at streamlining municipal operations. It ensures seamless integration, security, and scalability, supporting the diverse needs of local governments.
- **Product:** Our products are specialized applications within the Cloudpermit platform, including Building, Enforcement, Licensing, Planning, Contractor Registration, and Land Use. Each product is designed to address specific municipal functions, enabling efficient management of processes such as permitting, inspections, and compliance.
- **Solution:** Solutions refer to the combined offerings of our products and add-on features/functionalities, such as the Data Import tool and the Inspector App. These solutions enhance the functionality of the individual products, providing a comprehensive approach to managing municipal operations and regulatory compliance.

Key Benefits:

- **Streamlined Processes:** Automate and standardize workflows to efficiently manage permits, applications, and enforcement cases, improving turnaround times and reducing manual effort.
- **Enhanced Accessibility:** Our cloud-based platform ensures that services are available around the clock, supporting remote and on-site work for greater operational flexibility.
- **Continuous Improvement:** Benefit from automatic updates with the latest features and enhancements, keeping your system current without manual installations.
- **Rapid Deployment:** Quick and easy setup with minimal impact on municipal resources.
- **Informed Decision Making:** Integration with Geographic Information Systems (GIS) providing up-to-date information for better planning and analysis.
- **Collaborative Environment:** Facilitate instant communication and collaboration within applications, enhancing efficiency and transparency for staff, citizens and/or contractors.

- **Effortless Updates & Comprehensive Features:** Updated automatically, Cloudpermit ensures the latest features and enhancements are seamlessly integrated without any need for manual downloads or installations by users.

Below highlights the functionalities across all Cloudpermit products, including Building Permits, Enforcement, Licensing, Planning, Contractor Registration, and Land Use. While this product description specifically focuses on the Enforcement product, it's important to note the comprehensive capabilities of Cloudpermit's suite of products designed to meet a wide range of municipal and contractor needs.

Features	Building Permits	Enforcement	Licensing	Planning	Contractor Registration	Land Use
Application Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Archive/Inactive View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attachments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Case/workspace package	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conditions and Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Configurable Application Numbering	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Configurable Standard Phrases	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Data Import	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Document/Templates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email Notifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fees and Payments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GIS Integration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inspections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Issuance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Meeting Process (Committees and Councils)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Messaging and Notifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Multi-language support	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pre-Con Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Processing times	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Project view	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Property View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Renewal Process	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Report Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Review and Circulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Support Portal and Help Documentation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Violations/Deficiencies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cloudpermit Enforcement

Cloudpermit's comprehensive suite of cloud-based solutions, including the Enforcement¹ product, offers a transformative approach for local governments to manage and streamline the

¹Enforcement is referred to as “Code Enforcement” in the United States and “By-Law Enforcement” in Canada.

enforcement of violations of statutes or ordinances regulating public health, safety, public works, and building standards within the municipality. Accessible through any browser or mobile device, municipal enforcement authorities manage citizens' complaints, inspections, and enforcement cases in Cloudpermit to ensure the violations are duly resolved.

Key Features:

- **End-to-End Online Management:** Manages the complete lifecycle of enforcement cases from initiation to resolution, ensuring all processes are efficiently handled within a single platform.
- **Dynamic Public Engagement:** Empowers public participation through sophisticated online tools for submitting and tracking enforcement complaints as well as providing feedback.
- **Robust Complaint and Case Management Tools:** Facilitates the management of complaints and enforcement cases, significantly speeding up the review and resolution process.
- **Comprehensive Conditions and Compliance Tracking:** Allows municipal authorities to set and monitor compliance with enforcement conditions, ensuring violations are resolved according to approved standards.
- **Advanced Reporting and Analytics:** Generates insightful reports that aid in decision-making and strategic planning, enhancing the efficacy and accountability of enforcement processes.

Cloudpermit Application Wizard

Cloudpermit's Application Wizard revolutionizes the registration process, offering an intuitive and streamlined experience for enforcement applications. This wizard ensures that every step, from initial complaint creation to final resolution, is clear and efficient.

Seamless Complaint Creation:

- **Intuitive User Interface:** From the dashboard, the wizard leads users through the entire process of creating and submitting enforcement complaints, tailored to a variety of enforcement needs.
- **State and Municipality Selection:** Complainants start by selecting the state and municipality for their complaint, which automatically tailors the process to comply with local regulations and available complaint types.
- **Enforcement Category and Complaint Selection:** For Enforcement, complainants specify their enforcement category and complaint, allowing for a customized process that meets the specific requirements and processes in Cloudpermit.

Collaborative and Flexible Drafting:

- **Draft Workspace:** A draft workspace with a "Required Tasks" progress bar visually guides complainants through the necessary steps to complete their complaint related to the selected complaint.
- **Adding Parties to Complaints:** The wizard facilitates the addition of individuals and businesses as parties within the complaint workspace. Invitations are sent via email, and upon acceptance, parties can participate in the complaint process within designated permissions.

Efficient Submission Process:

- **Customized Complaint Data:** The wizard dynamically adjusts the required complaint information based on the registry category and trade(s) selected, ensuring that complainants always have the correct form.

Navigating the Enforcement Process

Cloudpermit's Enforcement product supports a comprehensive lifecycle that covers all aspects of the enforcement process:

- **Initial Complaint:** Begins with complainants submitting a complaint, followed by detailed discussions to ensure all parties have a clear understanding of the violation.
- **Decision and Compliance Monitoring:** Concludes with the final decision and ongoing monitoring of conditions compliance, ensuring violations adhere to approved standards and regulations.

Functionality Overview

Cloudpermit's Enforcement product elevates the management of municipal enforcement applications through a robust suite of features designed to optimize every aspect of the workflow. Here's how these features work together to provide a seamless, efficient experience:

- **Comprehensive Enforcement Oversight:** The Property View" functionality offers a panoramic and detailed view of all complaints and cases, making management straightforward and transparent.
- **Complaint and Case Management:** Organizes and documents essential complaints and cases within the platform, ensuring transparency and accessible records.
- **Simplified Document Handling:** A centralized document management system allows for efficient storage, retrieval, and submission of necessary complaint documents.
- **Seamless Data Integration:** The data import feature makes migrating existing complaint data into Cloudpermit a hassle-free process, enhancing initial setup and ongoing operations.
- **Proactive Fee Management:** Late fees management automates the calculation and enforcement of penalties, ensuring accuracy and fairness in fee assessment

- **Insightful Reporting:** Comprehensive report management tools enable the generation of detailed reports, providing valuable insights into the enforcement landscape. These include:
 - **Complaint Reports:** Generate reports on submitted complaints and resolved cases, providing a detailed view of enforcement activities within selected time frames and categories.
 - **Payment Reports:** Track and analyze online payments and fees, offering insights into financial transactions associated with the enforcement process.

By integrating these features into a cohesive solution, Cloudpermit Enforcement not only simplifies the management of enforcement complaints and cases but also ensures that local governments can provide superior service while maintaining control and insight over enforcement data. This approach enhances the overall enforcement process, promoting a more engaged, compliant, and efficient enforcement environment.

Descriptions and Functionality

This section provides an in-depth look at the settings and configuration options available for each feature within the Cloudpermit Enforcement product, allowing for tailored setup and optimal performance.

Archive/Inactive View

- **Description:** Allows completed cases and associated data to be set as Archived and stored for future reference, ensuring a secure record of all building activities.
- **Functionality:**
 - **Data Archiving:** Disabling workspace features and setting Archive status.
 - **Future Accessibility:** Easy retrieval of archived data for reference.

Attachments

- **Description:** Supports the attachment of necessary documents during the application process, with visibility control features.
- **Functionality:**
 - **Configurable Requirements:** Set necessary attachments based on application type.
 - **Visibility Control:** Manage who can see the attachments within the workspace.

Case/workspace Package

- **Description:** Enables authority users to generate downloadable packages with information from specific workspaces, tailored for various purposes.
- **Functionality:**

- **Configurable Requirements:** Set necessary attachments based on application type.
- **Visibility Control:** Manage who can see the attachments within the workspace.

Configurable Application Numbering

- **Description:** Offers automated and flexible options for assigning application or case numbers.
- **Functionality:**
 - **Manual Assignment:** Flexibility without automation.
 - **Cloudpermit Application Number:** Automated number generation by Cloudpermit.
 - **Custom Application Number:** Combines automation with custom formatting options.

Configurable Standard Phrases

- **Description:** Allows commonly used phrases to be pre-configured for easy selection during application processing.
- **Functionality:**
 - **Phrase Library:** Users can select from a list of standard phrases.
 - **Category Organization:** Phrases are organized by related categories.

Data Import

- **Description:** Supports the importation of necessary data for setting up the Enforcement system, enhancing initial setup and ongoing operations.
- **Functionality:**
 - **Workspace Creation:** Facilitates setup of application workspaces from imported data (tombstone data, inspections, and attachments).
 - **Historical Data Handling:** Manages the integration of existing records.

Document/Templates

- **Description:** Provides customizable document and template options to fit the specific needs of enforcement processes.
- **Functionality:**
 - **Editable Templates:** Diverse user-data driven template options modified using HTML and CSS (various forms for violations and notices).

Email Notifications

- **Description:** Enables configurable email notifications about various events in the enforcement process.
- **Functionality:**
 - **Opt-in Settings:** Users can choose which notifications to receive.
 - **Event-Based Notifications:** Automated alerts for key enforcement events.

Fees and Payments

- **Description:** Manages fee schedules and facilitates payment processing within the enforcement application.
- **Functionality:**
 - **Configurable Fee Schedules:** Set fixed or calculated fees.
 - **Payment Notifications:** Informs applicants of due payments and confirmation.

GIS Integration

- **Description:** Enhances property identification accuracy by integrating with municipal GIS systems.
- **Functionality:**
 - **Property Data Accuracy:** Ensures precise location and property details.

Inspections

- **Description:** Manages the scheduling and documentation of required inspections for permit applications. The available add-on option through Cloudpermit's Inspector App offers offline inspection capabilities.
- **Functionality:**
 - **Inspection Scheduling:** Organize inspections according to permit requirements.
 - **Compliance Tracking:** Ensures inspections adhere to municipal standards (dispatch, time tracking/management, orders, quick pass, internal notes, deficiencies – phrases).
 - **Offline Inspections:** Handled through Cloudpermit Inspector App (add-on).

Messaging and Notifications

- **Description:** Facilitates communication between all parties involved in the enforcement process through an integrated messaging system.
- **Functionality:**
 - **Direct and Public Messaging:** Supports both private and public communications.
 - **Email Notifications for Unread Messages:** Alerts users to new messages.

Multi-language Support

- **Description:** Provides support for multiple languages in citizen-facing functionalities, enhancing accessibility and user experience.

Property View

- **Description:** Offers a detailed view of all workspaces related to a specific property, enhancing oversight and management.
- **Functionality:**
 - **Automated Data Aggregation:** Collects and displays information specific to a property.
 - **Condition and Application Tracking:** Provides updates on conditions and ongoing applications.

Report Management

- **Description:** Generates comprehensive reports (csv/pdf) on enforcement activities, offering insights into application processes and outcomes.
- **Functionality:**
 - **Customizable Reports:** Tailors reports to meet specific informational needs (operational reports, payments, inspections, reviews, etc.).
 - **Data-Driven Insights:** Supports strategic decision-making through detailed analyses.

Support Portal and Help Documentation

- **Description:** Provides a comprehensive resource hub with guides, videos, and release notes to aid users in navigating the platform.
- **Functionality:**
 - **Extensive Help Resources:** Offers detailed articles and video tutorials

User Management

- **Description:** Allows for the administration of user roles and permissions, ensuring that each user has proper access to the platform/product.
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 - **Roles/Permissions:** Enables control over what each user can access and perform within the system, including granting inspection qualifications and managing inspection-related permissions.

Violations

- **Description:** Manages records of any violations or deficiencies noted during the permitting process, ensuring compliance and accountability.

Appendix 1: Cloudpermit Third-Party Integrated Systems

Cloudpermit has standard configurable integrations categorized under six different integration types described below.

Suppose the need for integration with a standard configurable integration cannot be fulfilled. In that case, Cloudpermit may integrate a new system, make a minor change to an existing one, or develop a custom one. These integrations are priced separately and, if applicable, addressed within your contract.

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- **Archival/Markup:**
 - **Markup:** DigEplans
 - **Archival:** LaserFische
- **Authentication Services:** Using Open ID Connect (OIDC), Cloudpermit integrates with authentication systems like Azure AD, ensuring secure and straightforward user access management.
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Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

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Proposed Moratorium on Double Check Backflow Valves

Town staff are recommending a temporary suspension of the annual reporting requirement for property owners who have installed Double Check Backflow Prevention Valves as well as a temporary suspension on installation of new Double Check Valves.

These devices were originally mandated for the Town of Warrenton by the North Carolina Department of Environmental Quality (NCDEQ). However, following recent direction from the State Legislature, NCDEQ has been asked to revisit and clarify its definitions of high-risk and low-risk water contamination sources.

To date, the State has not provided updated guidance to the Town regarding our compliance requirements. In light of this absence of guidance, staff recommend that Warrenton only continue to require Reduced Pressure Zone (RPZ) backflow preventers for high-risk properties, including but not limited to:

- Funeral homes
- Beauty salons
- Medical offices
- Any facilities where chemicals or potentially hazardous substances are used

The proposed moratorium would apply only to low-risk properties and would pause both the installation of new Double Check Valves and the annual reporting requirements for existing ones, until clearer guidance is received from NCDEQ.



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Schedule Public Hearing for Change in Table of Permitted Uses

Since the institution of Town ordinances regarding places serving alcohol at the end of 2022, one of the businesses affected would now be considered non-conforming.

The Town will propose that the table of permitted uses allow for “Bars, Breweries and Distilleries” to be permitted in areas zoned “Industrial” as is currently permitted in areas zoned C-1 and C-2.

The process would be to schedule a public hearing, send to the Planning Board for consideration, then back to the Town Board for final approval.

Staff recommend a public hearing prior to the regular August Board meeting.