



SUGGESTED AGENDA
Work Session in the
Armory Civic Center
501 US Hwy 158 Business E., Warrenton, NC

6:00 PM
December 18, 2024

Call to Order Work Session – Chairman or Designee
Moment of Silence & Pledge

Work Session Agenda

1. ADOPT SUGGESTED AGENDA

Conflict of Interest Disclosure Statement

“Members of the Warren County 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 Board of County 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 today?
- If so, please identify the conflict and refrain from any undue participation in the particular matter involved.

2. DISCUSSION ITEMS

- A. Space Needs Assessment Update - County Manager Crystal Smith and Representative from Wooten Company
- B. Opioid Settlement Update - County Manager Crystal Smith
- C. Strategic Plan Update - County Manager Crystal Smith
- D. Update on the Warren County Historic Jail Memorandum of Understanding (MOU) - County Manager Crystal Smith, County Attorney Shiekell Richardson, and Community & Economic Development Director Charla Duncan
- E. Roads Improvement Program Request from Lyons Creek Estate - Community & Economic Development Director Charla Duncan
- F. Updates to the Warren County Economic Development Incentive Policy - Community & Economic Development Director Charla Duncan
- G. Follow-up Conversation on Request to Restrict Triangle North Revenue for Economic Development - Community & Economic Development Director Charla Duncan
- H. Proposed Deadly Weapons Ordinance - Clerk to the Board Paula Pulley and County Attorney

Shiekel Richardson

- I. Proposed Pornography Policy - County Attorney Shiekel Richardson
- J. Utility Locating for Broadband Infrastructure Roll Out - Public Utilities - Eric St. Sing
- K. Emergency Services Radio Upgrades - Emergency Services Director Chris Tucker

3. ADJOURN December 18, 2024 BOARD MEETING



**WARREN COUNTY, NC
CURRENT SPACE NEEDS STUDY
REPORT**

12/11/2024

TWC PROJECT #: 3467-F



TABLE OF CONTENTS

DEPARTMENT

- ADMINISTRATION
- BOARD OF ELECTIONS
- BUILDING AND GROUNDS
- COMMUNITY AND ECONOMIC DEVELOPMENT
- COOPERATIVE EXTENSION
- EMERGENCY SERVICES
- FINANCE
- HEALTH DEPARTMENT
- HUMAN RESOURCES/COUNTY ATTORNEY
- IT
- LIBRARY
- PARKS AND RECREATION/SENIOR CENTER
- PLANNING & ZONING
- PUBLIC UTILITIES
- REGISTER OF DEEDS
- SHERIFF
- SOCIAL SERVICES
- SOIL & WATER
- SOLID WASTE, FLEET, AND LANDFILL
- TAX ADMINISTRATION

SUMMARY

Department: Administration	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
County Manager's Office	178	210
Senior Assistant to the County Manager's Office	160	210
Clerk to the Board	128	175
Executive Assistant/Deputy Clerk	203	203
Additional Office 1	178	178
Additional Office 2	200	200
Conference Room	515	515
Break Room	129	175
Waiting Room	194	194
Storage	55	150
Basement	1,646	1,646
Commisioner's Meeting Chambers	-	1,200
Commisioner Office Space	-	500
Copier/Files	-	250
Net Building Square Footage	3,586	5,806
Building Ancillary Space (@ 20%)	-	1,161
Gross Building Square Footage	3,586	6,967

Staffing (Position)	Qty. Actual	Qty. Needs
County Manager	1	1
Senior Assistant to the County Manager	1	1
Clerk to the Board	1	1
Executive Assistant/Deputy Clerk	1	1
Total Staff	4	4

Site Area Requirements (SF)	Area (SF)
Vehicular Parking/Circulation	- 10,800
Net Site Square Footage	- 10,800
Site Ancillary Space (30% Site + Building)	- 5,330

Total Square Footage (Building + Site)	SF	23,097
Total Acreage (Building + Site)	ACRE	0.53

Department: Board of Elections	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
Storage #1: Cleaning Supplies/Yellow Copy Paper	108	108
Storage #2: Laminating & Records	287	287
Storage #3: Blue Tabs & Tabulator Equipment	614	614
Storage #4: Electionware Software, Express Vote Equipment	242	242
Office Storage	109	109
Office 2: Main Office & Conference Area	607	607
Office 1: Director's Office	230	230
Men's Restroom	91	91
Women's Restroom	103	103
Kitchen	85	85
Early Voting Check-In	240	240
Early Voting Room	288	288
Kitchen Storage	137	137
Women's Restroom Storage	18	18
Net Building Square Footage	3,159	3,159
Building Ancillary Space (@ 20%)	-	632
Gross Building Square Footage	3,159	3,791

Staffing (Position)	Qty. Actual	Qty. Needs
Director	1	1
Deputy Director	1	1
IT/Tech Support	1	1
Senior Elections Clerk	1	1
Total Staff	4	4

Site Area Requirements (SF)	Area (SF)
Vehicular Parking/Circulation	- 12,000
Net Site Square Footage	- 12,000
Site Ancillary Space (30% Site + Building)	- 4,737

Total Square Footage (Building + Site)	SF	20,528
Total Acreage (Building + Site)	ACRE	0.47

Department: Buildings and Grounds	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
Front Office	207	207
Back Office	200	200
Storage Room	95	95
Net Building Square Footage	502	502
Building Ancillary Space (@ 20%)	-	100
Gross Building Square Footage	502	602

Staffing (Position)	Qty. Actual	Qty. Needs
Assistant Director	1	1
Supervisor	1	1
Maint. Worker II	1	1
Maint. Worker I	3	3
Total Staff	6	6

Site Area Requirements (SF)	Area (SF)
Vehicular Parking/Circulation	7,200
Net Site Square Footage	7,200
Site Ancillary Space (30% Site + Building)	2,341

Total Square Footage (Building + Site)	SF	10,143
Total Acreage (Building + Site)	ACRE	0.23

Department: Community and Economic Development (CED)	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
Director's Office	112	240
Office 1 (Currently Shared)	160	120
Office 2	-	120
Storage	-	300
Small Conference Room	(Shared)	120
Lobby/Reception	(Shared)	100
Unisex Restroom	(Shared)	80
Break Room	(Shared)	80
Classroom	-	180
Net Building Square Footage	272	1,340
Building Ancillary Space (@ 20%)	-	268
Gross Building Square Footage	272	1,608

Staffing (Position)	Qty. Actual	Qty. Needs
Director	1	1
Community Development Division Manager	0	1
Economic Development Specialist	1	1
Total Staff	2	3

Site Area Requirements (SF)	Area (SF)
Vehicular Parking/Circulation	- 7,200
Net Site Square Footage	- 7,200
Site Ancillary Space (30% Site + Building)	- 2,642

Total Square Footage (Building + Site)	SF	11,450
Total Acreage (Building + Site)	ACRE	0.26

Department: Cooperative Extension	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
Meeting Room (Basement)	1,856	1,856
Storage Closet (Basement)	110	110
Storage Room 2 (Basement)	112	112
Furnace Room	81	81
Secretary	96	96
Secretary Closet	7	7
Office F	153	153
Office F Closet	10	10
Kitchen	242	242
Lobby/Reception	108	108
Office E	141	141
Office E Closet	10	10
Office D	144	144
Office D Closet	10	10
Team Office	259	259
Team Office Closet	10	10
Office B	168	168
Office B Closet	10	10
Secretary 2	136	136
County Director Office	172	172
Computer Room Office	90	90
Computer Room Closet	12	12
Men's Restroom (Main Floor)	54	54
Women's Restroom (Main Floor)	72	72
Men's Restroom (Basement)	46	46
Women's Restroom (Basement)	67	67
Net Building Square Footage	4,176	4,176
Building Ancillary Space (@ 20%)	-	835
Gross Building Square Footage	4,176	5,011

Staffing (Position)	Qty. Actual	Qty. Needs
County Extension Director	1	1
4-H Agent	0	1
4-H Program Assistant	0	1
4-H WAY Program Coordinator	1	1
4-H WAY Program Assistant	1	1
Agriculture Agents	0	2
Small Farms Technician	1	1
EFNEP Educator	1	1
Family Consumer Sciences Agent	0	1
Farmers Market Manager	1	1
Admin. Assistant	1	1
Total Staff	7	12

Site Area Requirements (SF)	Area (SF)
Vehicular Parking/Circulation	- 28,800
Net Site Square Footage	- 28,800
Site Ancillary Space (30% Site + Building)	- 10,143

Total Square Footage (Building + Site)	SF	43,955
Total Acreage (Building + Site)	ACRE	1.01

Department: Emergency Services	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
EMS Station #1		
Assistant Emergency Services Director	214	214
EM Admin Assistant Office	201	201
File Storage	-	500
EM Services Director	239	239
EMS Admin Assistant	216	216
EMS Captains Office	233	233
EMS Compliance Office	200	200
EMS Conference Room	392	392
EMS Training Room	203	1,000
EMS Day Room	397	397
EMS Dorm Rooms (6)	564	564
EMS Kitchen	310	310
EMS Laundry Room	194	194
EMS Lt. Office	117	400
EMS Office 1	144	144
EMS Office 2	125	125
EMS Report Room	99	99
EMS Supply Room	240	240
EMS Truck Bay	4,792	8,000
Emergency Operations Center (EOC)	1,448	2,400
Fire Marshal's Office	210	210
EMS Station #2		
Bedroom 1	169	169
Bedroom 2	169	169
Dayroom	237	237
Kitchen	167	167
Truck Bay	4,629	4,629
EMS Station #3		
Bedroom 1	181	181
Bedroom 2	181	181
Dayroom	184	184
Kitchen	170	170
Truck Bay	587	587
Net Building Square Footage	17,212	22,952
Building Ancillary Space (@ 20%)	3,442	4,590
Gross Building Square Footage	20,654	27,542

Staffing (Position)	Qty. Actual	Qty. Needs
Administration	5	5
Support	2	2
Operations	64	64
Total Staff	71	71

Site Area Requirements (SF)	Area (SF)	
Vehicular Parking/Circulation	-	20,000
Covered Storage	-	2,000
Net Site Square Footage	-	20,000
Site Ancillary Space (30% Site + Building)	-	14,263

Total Square Footage (Building + Site)	SF	61,805
Total Acreage (Building + Site)	ACRE	1.42

Department: Finance	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
3rd Restroom	29	29
Accounts Payable Office	108	108
Accounts Receivable/Reception	108	108
Conference Room	216	216
Copy/File Room	125	125
Deputy Director	144	144
File Storage	96	96
Finance Directors Office	240	240
Front Foyer	120	120
Grant Admin Office	108	108
Interior Workroom	90	90
Kitchen	175	175
Men's Restroom	21	50
Misc. Storage Room	108	108
Payroll Office	144	144
Rear Entrance/Storage	40	40
Server Room	20	20
Storage Room 1: Accounts Payable	180	180
Storage Room 2: Payroll	180	180
Supply Room	45	45
Utility Room	20	20
Women's Restroom	21	50
Net Building Square Footage	2,338	2,396
Building Ancillary Space (@ 20%)	-	479
Gross Building Square Footage	2,338	2,875

Staffing (Position)	Qty. Actual	Qty. Needs
Finance Director	1	1
Deputy Finance Director	1	1
Accounting Specialist A/P	1	1
Accounting Specialist A/R	1	1
Accounting Specialist Payroll	1	1
Grants Administrator	1	1
Total Staff	6	6

Site Area Requirements (SF)	Area (SF)
Vehicular Parking/Circulation	- 12,000
Net Site Square Footage	- 12,000
Site Ancillary Space (30% Site + Building)	- 4,463

Total Square Footage (Building + Site)	SF	19,338
Total Acreage (Building + Site)	ACRE	0.44

Department: Health Department	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
Health Director's Office	160	160
Admin. Assistant 2	112	112
Admin. Finance Officer 1	150	250
Open Space Admin.	391	391
Home Health Support 1	60	120
Home Health Support 2	162	162
Home Health Support 3	112	112
Home Health Hall	66	66
Home Health Supply Room	119	119
Home Health Nursing Office	231	231
Office Supply Closet	11	100
Bath #1 (Admin)	28	50
Bath #2 (Hall)	32	50
Bath #3 (Hall)	35	50
Environmental Health Office 1	415	415
Environmental Health Office 3	150	150
Pharmacy	140	140
Health Education Supervisor	105	105
Health Educator 1 Office	115	115
Wellness Coordinator Office	115	115
Health Educator 2 Office	119	119
Classroom	200	400
Environmental Health Office 4	120	120
Short Hall, Breastfeed, Preparedness	117	117
Preparedness Office	63	63
Breastfeeding Room	60	60
Lobby	798	798
Vestibule/Check-In Stations	996	996
Lobby Bathroom 1	22	50
Lobby Bathroom 2	22	50
Admin Support Staff	325	450
Medical Records Room 1	138	500
WIC Support	336	500
WIC Nutritionist	170	170
WIC Director	168	168
Hall *** CHA Nursing Station	88	88
CHA Nursing Station	189	189
Height & Weight Room	150	150
Mailroom	81	81
Nurse Office	150	240
CHA/Nurse Office	155	250
Bathroom-Clinic Hall	35	50
Clinical Hall	576	576
Hall Storage	32	32
Immunization Room	120	120
Immunization Room Storage	33	100
Exam Room 1	135	135

Exam Room 2	150	150
Net Building Square Footage	8,257	9,735
Building Ancillary Space (@ 20%)	-	1,947
Gross Building Square Footage	8,257	11,682

Staffing (Position)	Qty. Actual	Qty. Needs
Health Director	1	1
Nurse Director	1	1
Admin Officer 1	1	1
Nutritionist 2	0	1
Nutritionist 1	1	1
Health Educator 3	1	1
Health Educator 2	1	1
Health Educator 1	1	1
Processing Asst 4	4	4
Processing Asst 3	1	1
Office Asst 3	1	1
Interpreter	1	1
Acct. Tech	3	3
General Utility Worker	1	1
Public Health Nurse 3	0	1
Public Health Nurse 2	3	8
Acct. Clerk 4	1	1
Office Asst. 4	1	1
Social Worker 2	2	2
Nurse Supervisor 1	2	2
LPN 2	0	1
CHA	2	2
CHT	1	1
Enviro. Health Specialist	2	2
Admin. Asst 2	1	1
EHS Intern	2	2
Program Asst 4	1	1
Lab Tech 2	0	1
Total Staff	23	31

Site Area Requirements (SF)	Area (SF)
Vehicular Parking/Circulation	- 24,000
Net Site Square Footage	- 24,000
Site Ancillary Space (30% Site + Building)	- 10,705

Total Square Footage (Building + Site)	SF	46,387
Total Acreage (Building + Site)	ACRE	1.06

Department: HR and County Attorney	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
HR Assistant Manager	92	169
HR Bathroom 1	164	164
HR Bathroom 2	25	50
Legal Printer Room	96	96
HR File Room	164	144
HR Front Desk Area	111	111
HR Managers Office	296	296
HR Lobby	115	196
Legal Break Room	-	150
HR Conference Room	220	378
Legal County Attorney	296	296
Kitchen	175	175
Paralegal Office	-	150
Net Building Square Footage	1,754	2,375
Building Ancillary Space (@ 20%)	-	475
Gross Building Square Footage	1,754	2,850

Staffing (Position)	Qty. Actual	Qty. Needs
County Attorney	1	1
Paralegal	0	1
HR Manager	1	1
HR Assistant Manager	1	1
Admin Assistant	0	1
Total Staff	3	5

Site Area Requirements (SF)	Area (SF)
Vehicular Parking/Circulation	- 9,600
Net Site Square Footage	- 9,600
Site Ancillary Space (30% Site + Building)	- 3,735

Total Square Footage (Building + Site)	SF	16,185
Total Acreage (Building + Site)	ACRE	0.37

Department: IT	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
Information Technology	143	300
Small Conference Room	-	180
Storage	-	200
Men's Restroom	-	50
Women's Restroom	-	50
Net Building Square Footage	143	780
Building Ancillary Space (@ 20%)	-	156
Gross Building Square Footage	143	936

Staffing (Position)	Qty. Actual	Qty. Needs
Technology Support	2	2
Computer Technician	0	1
Total Staff	2	3

Site Area Requirements (SF)		Area (SF)
Vehicular Parking/Circulation	-	3,600
Net Site Square Footage	-	3,600
Site Ancillary Space (30% Site + Building)	-	1,361

Total Square Footage (Building + Site)	SF	5,897
Total Acreage (Building + Site)	ACRE	0.14

Department: Library	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
Community Room	1,077	1,077
Storage Room 1	122	300
Storage Room 2	12	50
Sprinkler Room & Storage	70	200
Kitchen	64	100
Tutor Room	47	150
Book Sales/Friends Room	389	389
Archives Room	197	250
Break Room	187	187
Mechanical Room	65	65
Lobby/Foyer	425	425
Director's Office	203	203
Admin. Assistant Office	108	108
Tech. Assistant Office	153	153
Resource Sharing Room	280	280
Work Room	412	412
Data Room	84	84
Main Library	9,149	9,149
Net Building Square Footage	13,044	13,582
Building Ancillary Space (@ 20%)	-	2,716
Gross Building Square Footage	13,044	16,298

Staffing (Position)	Qty. Actual	Qty. Needs
Library Director	1	1
Library Admin Assistant	1	1
Library Technical Assistant	2	2
Library Assistant	4	4
Library Page	2	2
Total Staff	10	10

Site Area Requirements (SF)	Area (SF)
Vehicular Parking/Circulation	- 45,000
Net Site Square Footage	- 45,000
Site Ancillary Space (30% Site + Building)	- 18,390

Total Square Footage (Building + Site)	SF	79,688
Total Acreage (Building + Site)	ACRE	1.83

Department: Parks & Recreation; Senior Center	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
Parks & Rec Office/John Graham Gym		
Concessions	144	200
Admin Assistant Office	145	145
Custodial Closet	29	50
Operations Manager Office	184	184
Director's Office	300	300
PE Storage Room	100	300
Recreation Program Manager Office	132	132
Storage Closet 1	57	57
Storage Closet 2	57	57
Storage Closet	124	124
Warren County Recreation Complex		
Maintenance Shop	1,000	1,500
Concessions Building	3,000	3,000
Senior Center-Main Building		
Fitness Room	1,530	2,000
Lunge/Pool Table	506	506
Multi-Purpose Room	1,210	1,210
Reception	117	117
Senior Center Director's Office	88	240
Staff Office	475	600
Storage-Fitness	80	880
Classroom	340	500
Dining Hall	2,400	2,400
Conference Room	-	200
Art Room	-	250
RAPPID Office	150	150
Storage	140	500
Net Building Square Footage	12,308	15,602
Building Ancillary Space (@ 20%)	2,462	3,120
Gross Building Square Footage	14,770	18,722

Staffing: Parks & Rec (Position)	Qty. Actual	Qty. Needs
Parks & Rec Director	1	1
Admin Assistant	1	1
Operations Manager	0	1
Recreation Program Manager	1	1
Maintenance Specialist	1	2
Part-Time Employees	2	2
Total Staff	6	8

Staffing: Senior Center (Position)	Qty. Actual	Qty. Needs
Senior Center Director	1	1
Admin Assistant-Senior	1	1
Activities Coordinator	1	1
Social Worker 3	1	1

Nutrition Site Manager	1	1
Front Desk Postion	0	2
Total Staff	5	7

Site Area Requirements (SF)	Area (SF)	
Vehicular Parking/Circulation	-	24,000
Net Site Square Footage	-	24,000
Site Ancillary Space (30% Site + Building)	-	12,817

Total Square Footage (Building + Site)	SF	55,539
Total Acreage (Building + Site)	ACRE	1.28

Department: Planning & Zoning	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
Front Office	375	375
Director's Office	240	240
Code Enforcement Room 1	143	143
Code Enforcement Room 2	143	143
GIS Technician Room	143	143
Code Enforcement Room 3	-	143
Code Enforcement Admin	-	120
Net Building Square Footage	615	1,307
Building Ancillary Space (@ 20%)	-	261
Gross Building Square Footage	615	1,568

Staffing (Position)	Qty. Actual	Qty. Needs
Planning Director	1	1
Code Enforcement Officer	2	4
FT Admin Assistant	1	1
PT Admin Assistant	1	1
GIS Technician	1	1
Total Staff	6	8

Site Area Requirements (SF)		Area (SF)
Vehicular Parking/Circulation	-	15,000
Net Site Square Footage	-	15,000
Site Ancillary Space (30% Site + Building)	-	4,971

Total Square Footage (Building + Site)	SF	21,539
Total Acreage (Building + Site)	ACRE	0.49

Department: Public Utilities	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
Common Area/Customer Service Coordinator	330	330
Customer Service Coordinator	-	120
Crew Office	100	200
Director's Office	140	140
Kitchen	115	115
Men's Restroom	88	88
PW Director's Office	152	152
PW Storage Closet	35	70
PW Admin Assistant Office	118	118
Utilities Assistant Director's Office	93	120
Utilities Closet	95	95
Utilities Conference Room	270	270
Utilities Front Lobby	392	392
Utilities Office Coordinator Office	144	1,244
Building & Grounds Assist Director's Office	206	206
Building & Grounds Crew Office	203	203
Utilities Warehouse	646	2,500
Buildings & Grounds Warehouse	1,837	2,500
Warehouse Office 3	89	89
Women's Restroom	99	99
Mapping Files	-	120
Crew Leaders Office	-	150
Utility Superintendent	-	120
Showers/Lockers	121	500
Net Building Square Footage	5,273	9,941
Building Ancillary Space (@ 20%)	-	1,988
Gross Building Square Footage	5,273	11,929

Staffing (Position)	Qty. Actual	Qty. Needs
Director	1	1
Assistant Director	1	1
Utility Office Coordinator	1	1
Customer Service Coordinator	1	1
Customer Service Representative	2	2
Superintendent	1	1
Crew Leader	2	2
Utility Technician	3	3
Total Staff	12	12

Site Area Requirements (SF)	Area (SF)
Vehicular Parking/Circulation	- 40,000
Net Site Square Footage	- 40,000
Site Ancillary Space (30% Site + Building)	- 15,579

Total Square Footage (Building + Site)	SF	67,508
Total Acreage (Building + Site)	ACRE	1.55

Department: Register of Deeds	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
Directors Office	200	200
Deputy 1 Office	154	154
Deputy 2 Office	159	159
Assistant Office	159	159
Vault	200	400
Net Building Square Footage	872	1,072
Building Ancillary Space (@ 20%)	-	214
Gross Building Square Footage	872	1,286

Staffing (Position)	Qty. Actual	Qty. Needs
Director	1	1
Deputy	2	2
Assistant	1	1
Total Staff	4	4

Site Area Requirements (SF)	Area (SF)
Vehicular Parking/Circulation	- 12,000
Net Site Square Footage	- 12,000
Site Ancillary Space (30% Site + Building)	- 3,986

Total Square Footage (Building + Site)	SF	17,272
Total Acreage (Building + Site)	ACRE	0.40

Department: Sheriff	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
Freestanding Garage*	-	3,600
Net Building Square Footage	-	3,600
Building Ancillary Space (@ 20%)	-	720
Gross Building Square Footage	-	4,320

Staffing (Position)	Qty. Actual	Qty. Needs
Sheriff	1	1
Chief Deputy	1	1
Admin Assistant	2	2
Detective	10	10
Patrol Lieutenant	2	2
Telecommunicator	14	14
Deputy	20	28
Total Staff	34	42

Site Area Requirements (SF)	Area (SF)
	12,000
Net Site Square Footage	-
Site Ancillary Space (30% Site + Building)	-
	4,896

Total Square Footage (Building + Site)	SF	21,216
Total Acreage (Building + Site)	ACRE	0.49

*Existing room information not provided. Only additional Garage Space needed.

Department: Social Services	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
Social Services		
Administrative Office	753	753
Child Protective Services		
CPS Suite	781	1,562
Child Support		
CSS Suite	1,200	2,476
Adult Services		
Adult Services Suite	1102	1500
Foster Care/ Daycare		
Supervisor Office	240	240
Visitation Room	200	200
Social Workers Office Suite	500	500
Crisis and Transportation		
Crisis and Transportation Suite	725	725
Storage	-	500
Net Building Square Footage	5,501	8,456
Building Ancillary Space (@ 20%)	-	1,691
Gross Building Square Footage	5,501	10,147

Staffing: Social Services	Qty. Actual	Qty. Needs
Admin Officer II	1	1
Admin Computer II	1	1
Processing Asst III	1	1
Total Staff	3	3

Staffing: Foster Care/Daycare	Qty. Actual	Qty. Needs
Supervisor	1	1
Daycare Coordinator	1	1
Daycare SW 1	1	1
Foster Care SW II	2	2
Foster Care SW III Licensing	1	1
Total Staff	6	6

Staffing: Crisis and Transportation	Qty. Actual	Qty. Needs
Supervisor I	1	1
Social Worker I	2	2
Processing Assistant	1	1
Total Staff	4	4

Staffing: Child Support	Qty. Actual	Qty. Needs
CSS Supervisor I	1	1
Office Assistant IV	1	1
CSE Agent II	4	4
Total Staff	6	6

Staffing: Adult Services	Qty. Actual	Qty. Needs
SW Supervisor II	1	1
SW III	3	3
SW II	1	1
HRA	4	4
Total Staff	9	9

Total Staff Social Services	28	28
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Site Area Requirements (SF)		Area (SF)
Vehicular Parking/Circulation	-	24,000
Net Site Square Footage	-	24,000
Site Ancillary Space (30% Site + Building)	-	10,244

Total Square Footage (Building + Site)	SF	44,391
Total Acreage (Building + Site)	ACRE	1.02

Department: Soil & Water	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
Office 1	166	166
Hall Closet	19	300
Copier Closet	15	15
Kitchen	-	150
Conference/Break	260	260
Directors Office	120	240
Bathroom 1	44	80
Office 2	128	128
Office 2 Closet	31	31
Aux Office/Storage	240	240
Bathroom 2	26	80
LAN WAN	80	80
Net Building Square Footage	1,129	1,770
Building Ancillary Space (@ 20%)	-	354
Gross Building Square Footage	1,129	2,124

Staffing (Position)	Qty. Actual	Qty. Needs
Admin Assistant	1	1
District Conservationist	1	1
Director	1	1
Federal Soil Con. Tech	1	1
Total Staff	4	4

Site Area Requirements (SF)		Area (SF)
Vehicular Parking/Circulation	-	12,000
Net Site Square Footage	-	12,000
Site Ancillary Space (30% Site + Building)	-	4,237

Total Square Footage (Building + Site)	SF	18,361
Total Acreage (Building + Site)	ACRE	0.42

Department: Solid Waste, Fleet, Landfill	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
Scale House	100	100
Solid Waster Supervisor	100	100
Public Works Director	154	154
Senior Admin Assistant	132	132
Net Building Square Footage	486	486
Building Ancillary Space (@ 20%)	-	97
Gross Building Square Footage	486	583

Staffing (Position)	Qty. Actual	Qty. Needs
Solid Waster Supervisor	1	1
Public Works Director	1	1
Senior Admin Assistant	1	1
Total Staff	3	3

Site Area Requirements (SF)		Area (SF)
Vehicular Parking/Circulation	-	12,000
Net Site Square Footage	-	12,000
Site Ancillary Space (30% Site + Building)	-	3,775

Total Square Footage (Building + Site)	SF	16,358
Total Acreage (Building + Site)	ACRE	0.38

Department: Tax	Current Actual	Current Needs
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Building Area Requirements (SF)	Area (SF)	Area (SF)
Revaluation & Storage - 2nd Floor	1,015	1,015
Administrator Office	130	130
Assessors	249	249
Basement Storage	1,925	1,925
Breakroom	132	132
Collections	272	272
Collections Supervisor	130	130
Delinquent Tax	110	110
Lobby	220	220
Mapper	110	110
Server & Storage	210	210
Toilet 1	49	80
Toilet 2	31	80
Net Building Square Footage	4,583	4,663
Building Ancillary Space (@ 20%)	-	933
Gross Building Square Footage	4,583	5,596

Staffing (Position)	Qty. Actual	Qty. Needs
Tax Administrator	1	1
Asst. Tax Administrator	1	1
Deputy Assessors	1	2
Mapper	1	1
Collections Supervisor	1	1
Deputy Collectors	3	3
Delinquent Tax Collector	1	1
In Rem Foreclosure Spec	-	1
Total Staff	9	11

Site Area Requirements (SF)	Area (SF)
Vehicular Parking/Circulation	- 10,000
Net Site Square Footage	- 10,000
Site Ancillary Space (30% Site + Building)	- 4,679

Total Square Footage (Building + Site)	SF	20,274
Total Acreage (Building + Site)	ACRE	0.47

Space Needs Study Summary

Department	Current Actual	Current Needs
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Administration

Staff Quantity	4	4
Gross Building Square Footage	3,586	6,967
Total Square Footage (Building + Site)	-	23,097
Total Acreage (Building + Site)	-	0.53

Board of Elections

Staff Quantity	4	4
Gross Building Square Footage	3,159	3,791
Total Square Footage (Building + Site)	-	20,528
Total Acreage (Building + Site)	-	0.47

Buildings & Grounds

Staff Quantity	6	6
Gross Building Square Footage	502	602
Total Square Footage (Building + Site)	-	10,143
Total Acreage (Building + Site)	-	0.23

Community & Economic Development

Staff Quantity	2	3
Gross Building Square Footage	272	1,608
Total Square Footage (Building + Site)	-	11,450
Total Acreage (Building + Site)	-	0.26

Cooperative Extension

Staff Quantity	7	12
Gross Building Square Footage	4,176	5,011
Total Square Footage (Building + Site)	-	43,955
Total Acreage (Building + Site)	-	1.01

Emergency Services

Staff Quantity	71	71
Gross Building Square Footage	20,654	27,542
Total Square Footage (Building + Site)	-	61,805
Total Acreage (Building + Site)	-	1.42

Finance

Staff Quantity	6	6
Gross Building Square Footage	2,338	2,875
Total Square Footage (Building + Site)	-	19,338
Total Acreage (Building + Site)	-	0.44

Health Department

Staff Quantity	23	31
Gross Building Square Footage	8,257	11,682

Total Square Footage (Building + Site)	-	46,387
Total Acreage (Building + Site)	-	1.06

HR/County Attorney

Staff Quantity	3	5
Gross Building Square Footage	1,754	2,850
Total Square Footage (Building + Site)	-	16,185
Total Acreage (Building + Site)	-	0.37

IT

Staff Quantity	2	3
Gross Building Square Footage	143	936
Total Square Footage (Building + Site)	-	5,897
Total Acreage (Building + Site)	-	0.14

Library

Staff Quantity	10	10
Gross Building Square Footage	16,044	16,298
Total Square Footage (Building + Site)	-	79,688
Total Acreage (Building + Site)	-	1.83

Parks & Rec / Senior Center

Staff Quantity	11	15
Gross Building Square Footage	14,770	18,722
Total Square Footage (Building + Site)	-	55,539
Total Acreage (Building + Site)	-	1.28

Planning & Zoning

Staff Quantity	6	8
Gross Building Square Footage	615	1,568
Total Square Footage (Building + Site)	-	21,539
Total Acreage (Building + Site)	-	0.49

Public Utilities

Staff Quantity	12	12
Gross Building Square Footage	5,273	11,929
Total Square Footage (Building + Site)	-	67,508
Total Acreage (Building + Site)	-	1.55

Register of Deeds

Staff Quantity	3	3
Gross Building Square Footage	872	1,286
Total Square Footage (Building + Site)	-	17,272
Total Acreage (Building + Site)	-	0.40

Sheriff

Staff Quantity	34	42
Gross Building Square Footage	-	3,600
Total Square Footage (Building + Site)	-	21,216
Total Acreage (Building + Site)	-	0.49

Social Services		
Staff Quantity	28	28
Gross Building Square Footage	5,501	10,147
Total Square Footage (Building + Site)	-	44,391
Total Acreage (Building + Site)	-	1.02

Soil & Water		
Staff Quantity	4	4
Gross Building Square Footage	1,129	2,124
Total Square Footage (Building + Site)	-	18,361
Total Acreage (Building + Site)	-	0.42

Solid Waste, Fleet, Landfill		
Staff Quantity	3	3
Gross Building Square Footage	486	583
Total Square Footage (Building + Site)	-	16,358
Total Acreage (Building + Site)	-	0.38

Tax		
Staff Quantity	9	11
Gross Building Square Footage	4,583	5,596
Total Square Footage (Building + Site)	-	20,274
Total Acreage (Building + Site)	-	0.47

All Departments		
Staff Quantity	248	281
Gross Building Square Footage	94,114	135,717
Total Square Footage (Building + Site)	-	620,931
Total Acreage (Building + Site)	-	14.3



To: Warren County Board of Commissioners

Through: Crystal Smith, County Manager

From: Charla Duncan, Community & Economic Development Director

Re: Warren County Road Improvement Program participation request from Lyons Creek Estates and Lyons Creek East subdivisions

Background

On November 21, 2024, Warren County received a letter of request and a petition from homeowners of Lyons Creek Estates and Lyons Creek East subdivisions to participate in the Warren County Road Improvement Program. The petitioners represent 89.5% of the assessed value in these subdivisions.

The Warren County Roads Improvement Program was adopted in May 2016. A copy of that program's policies and procedures is attached to this memo. The Warren County Roads Improvement Program policy was put in place to assist property owners of existing subdivisions. While the County is seeing new development and the creation of new subdivisions, this program is specifically geared toward existing properties (the County's subdivision ordinance outlines specifications regarding the new construction of roads along new developments).

County government is given the right to exercise assessment authority in G.S. Article 9A. Special Assessments for Critical Infrastructure Needs NCGS 153A 210.1-210.7, and Session Law 2015-121, Senate Bill 284.

Of note, the special assessment process is an assessment on the land; therefore, the assessment remains with the land until it is paid, even if the property changes ownership.

County Strategic Planning Alignment

Economic Development Goal 6: Support efforts to encourage redevelopment and revitalization (Comprehensive Development Plan)

Strategy 3.2: Increase countywide tax base annually through economic and community development activities (BOC strategic plan)

Fiscal Impact

If the board of commissioners chooses to honor this request, the policy states that depending on funding availability the county could fund up to 100% of the cost of road improvements. An administration fee can be charged. The cost of this project has not yet been determined.

**WARREN COUNTY
ROADS IMPROVEMENT PROGRAM
POLICIES AND PROCEDURES**

I. PURPOSE AND AUTHORITY

The purpose of the Roads Improvement Program is to assist property owners with making improvements to non-state-maintained roads in private subdivisions in the unincorporated areas of Warren County.

The procedures in this policy are in accordance with and follow the guidelines set forth in Article 9A. Special Assessments for Critical Infrastructure Needs, NC General Statutes 153A-210.1 through 153A-210.7, and Session Law 2015-121, Senate Bill 284.

II. REQUIREMENTS TO QUALIFY FOR ASSESSMENT

201. A petition requesting Warren County to make certain improvements to non-state-maintained roads in private subdivisions in the unincorporated areas of the County to be financed by imposing a special assessment against benefited property **must be signed by property owners representing at least 66% of the assessed value of all real property to be assessed in the subdivision.**

III. ASSESSMENT PROVISIONS

301. Depending upon funding availability, Warren County may finance up to 100% of the cost of road improvements made to non-state-maintained roads in private subdivisions in the unincorporated areas of the County.
302. The assessment may be set and property owners charged for the actual cost of engineering design, construction and construction administration connected with the road improvements.
303. An administration fee may be charged by Warren County as part of the total project cost. This fee would cover the cost of legal ads advertising the public hearing as well as notifying property owners, staff and legal assistance time.
304. The cost of the project shall be assigned to the property owners in one of the following methods to be determined at the outset of the project:
1. equal rate per lot, or
 2. per foot of street frontage.

IV. PROCEDURE FOR SPECIAL ASSESSMENT FOR ROAD IMPROVEMENTS

401. SUBMISSION OF PETITION

401.1 Benefited property owners shall submit a petition requesting the County's participation in funding improvements to non-state-maintained roads in private subdivisions in the unincorporated areas of the County. This petition shall be signed by:

1) a majority of the owners of real property to be assessed; and 2) owners who represent at least sixty-six (66%) of the assessed value of all real property to be assessed. (See GS 153A-210.3(a) for the methodology to determine whether the petition has been signed by a majority of owners.

401.2 Verification of the property owners along the road shall be made from the files of the Warren County Tax Office. Signatures of others (renters, etc.) not listed as a property owner shall be considered invalid signatures.

401.3 The following information shall accompany the petition:

1. List of names and addresses of property owners along the road;
2. Map of road(s) in question indicating lot ownership; and
3. List of property owners agreeing to be assessed.

401.4 County staff shall have 30 days following the submission of the petition to verify the petition. Upon completion of that time period and certification that the petition is valid, and if funds are available, staff will prepare the preliminary assessment resolution for consideration by the Board of County Commissioners at the next regular meeting following the current agenda procedures.

Should it be determined the petition is valid; however, no funds are available in the Roads Improvement Program, the petition will be date stamped and kept on file in order of receipt until such time as funds become available.

402. PRELIMINARY ASSESSMENT RESOLUTION

402.1 The following items shall be included in the Preliminary Assessment Resolution:

1. A statement of intent to undertake the project;
2. A general description of the nature and location of the project;
3. A statement as to the proposed basis for making the assessments(i.e. lot, frontage);
4. A statement as to the percentage of cost of the work that will be assessed;
5. A statement of estimated project cost;
6. A statement as to which, if any, assessments shall be held in abeyance and for how long;
7. The estimated cost of the project and the amount of the cost to be derived from each financing source, i.e.:
 - a) Revenue bonds issued under G.S. 153A-210.6;

- b) Project development financing debt instruments issued under the NC Project Development Financing Act, Article 6 of Chapter 159 of the General Statutes;
 - c) General obligation bonds issued under the Local Government Bond Act, Article 4 of Chapter 159 of the General Statutes; or
 - d) General revenues.
- 8. A statement as to the proposed terms of payment of the assessment;
 - 9. An order setting the time and place for a public hearing on all matters covered by the Preliminary Assessment Resolution. (The public hearing will not be earlier than three weeks nor later than ten weeks from the date of the adoption of the Preliminary Assessment Resolution.)

403. FINAL ASSESSMENT RESOLUTION

403.1 Notice of Hearing

The Clerk to the Board of County Commissioners shall duly advertise the public hearing by the following methods:

- 1. A notice must be published in the local newspaper at least ten (10) days before the Public Hearing is to be held providing the facts of the Preliminary Assessment Resolution and the date, time and location of the Public Hearing.
- 2. A copy of the Preliminary Assessment Resolution must be mailed by first class mail to each property owner who will benefit from the road improvements at least 10 days prior to the Public Hearing. A certified statement must be filed with the Board of County Commissioners that each property owner has been mailed a copy of the Resolution along with the date mailed.

403.2 After the public hearing is held, the Board of County Commissioners shall vote to consider the adoption of the Final Assessment Resolution. If the Board decides that a different percentage of cost to be assessed or that the scope of the project should be lesser or greater than described in the Preliminary Assessment Resolution, it shall adopt and advertise a new Preliminary Assessment Resolution.

403.3 The Final Assessment Resolution shall include:

- 1. The basis upon which the assessments will be made, together with a general description of the boundaries of the benefited area;
- 2. The percentage of the cost of work to be assessed;
- 3. The financing source(s) to be used by the County to fund the improvements;
- 4. The terms of payment, including the conditions, if any, under which assessments are to be held in abeyance.

403.4 The Final Assessment Resolution shall not be different from the Preliminary Assessment Resolution.

404. PROJECT CONSTRUCTION

- 404.1 Upon adoption of the Final Assessment Resolution and confirmation that sufficient funds are available in the Roads Improvement Program, the County shall commence with the project. The County shall follow the proscribed bid procedures in the NC General Statutes to secure a contractor to make the necessary improvements.
- 404.2 Upon completion of all improvements, staff will prepare a summary of the total project costs, including but not limited to: engineering design, construction expenses, staff and legal expenses, surveying expenses, and other related expenses.
- 404.3 Once the final project costs are determined and approved by the Board of County Commissioners, the Preliminary Assessment Roll may be prepared.

405. PRELIMINARY ASSESSMENT ROLL

- 405.1 The Preliminary Assessment Roll shall be prepared and presented to the Board of County Commissioners for consideration and approval. The Preliminary Assessment Roll shall contain:

1. A brief description of each lot, parcel or tract to be assessed;
2. The basis for assessment;
3. Terms of payment;
4. The amount assessed against each property owner;
5. A map of the project showing each lot, parcel or tract assessed;
6. The name of property owners as verified by the County tax records; and
7. An order setting the time and place for a public hearing for consideration of the Final Assessment Roll.

- 405.2 Upon approval of the Preliminary Assessment Roll, it shall be placed on file in the office of the Clerk to the Board of County Commissioners and open for public inspection. The Preliminary Assessment Roll will also set a time for a public hearing for consideration of the Final Assessment Roll.

406. PUBLIC HEARING AND FINAL ASSESSMENT ROLL

406.1 Notice of Hearing

The Clerk to the Board of County Commissioners shall duly advertise the public hearing by the following methods:

1. A notice must be published in the local newspaper that a Preliminary Assessment Roll has been adopted noting that the roll is on file in the Clerk's office and open for public inspection and also give the date, time and place for the public hearing, this shall be published at least 10 days prior to the hearing date;
2. Mail (by first class mail) a copy of the Preliminary Assessment Roll to each property owner listed on the roll. This notice shall include: the time,

date and place of the public hearing; a note that the roll is on file in the Clerk's office; and state the amount (as shown on the roll) of the assessment against each property owner. This mailing shall be completed at least 10 days prior to the hearing.

The Clerk shall file with the Board of County Commissioners a certified statement confirming the notices were mailed to the property owners indicating the date which the notices were mailed and the date of the publication.

406.2 Public Hearing

At the public hearing, the Board of County Commissioners shall hear from all interested persons in the matter. The hearing will operate in accordance with the Board's policy for holding public hearings. At or after the hearing, the Board shall annul, modify or confirm the assessments in whole or part, either by:

1. Confirming the preliminary assessments against each lot, parcel or tract of land described in the assessment roll; or,
2. Canceling, reducing or increasing the assessments as may be proper in compliance with the basis of assessment. If a property is found to be omitted on the roll, the Board may place it on the roll and make proper assessments.

When the Board confirms the assessments for the project, the Clerk shall enter the date, hour and minute of the confirmation into the Board's minutes. From the time of confirmation, each assessment becomes a lien on the real property of the owner under priorities set out in N.C.G.S. 153A-200.

406.3 Delivery of Final Assessment Roll

After the assessment roll is confirmed, the Clerk shall send a certified copy of the Assessment Roll to the County Tax Collector for collection in the same manner as property taxes or as otherwise provided in this policy.

406.4 Publication of Final Assessment Roll

The County Tax Collector shall publish once in the local newspaper, a notice that the assessment roll has been confirmed. This notice shall be published no earlier than 20 days from the date the assessment roll is confirmed. The notice shall state:

1. The assessments may be paid without interest at any time before the expiration of a 30 day period from the date that the notice is published;
2. If the assessment is not paid within this time, all installments shall bear interest, as determined by the Board of County Commissioners.

407. PAYMENT TERMS

407.1 Full Payment of Assessment

Within thirty (30) days after publication of confirmation of the assessment roll, each property owner shall pay his full assessment, unless the Board has provided the assessments may be paid in annual installments.

407.2 Installment Payments of Assessment

If the Board allows installment payments, any portion not paid within the thirty (30) day period shall be paid in annual installments. The Board shall determine in the assessment resolution whether payments may be made by annual installments and set the number of installments which may not be more than twenty-five (25.) (See NCGS 153A-210.5)

The assessment against each benefited property shall be payable in a period not to exceed twenty-five (25) years with the unpaid balance having an interest rate not to exceed _____ () per cent.

The Board may provide:

1. the first payment with interest is due on the date when property taxes are due; and one installment with interest is due on the same date in each successive year until the assessment is paid in full; or,
2. the first installment with interest is due sixty (60) days after the date the assessment roll is confirmed, and one installment with interest is due on the same day in each successive year until the assessment is paid in full.

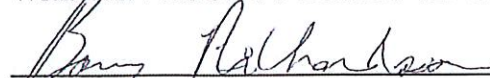
407.3 Assessment of Property Not in Single Ownership

Assessment of property in the below listed areas shall be conducted in accordance with N.C. General Statutes as outlined in each specific section:

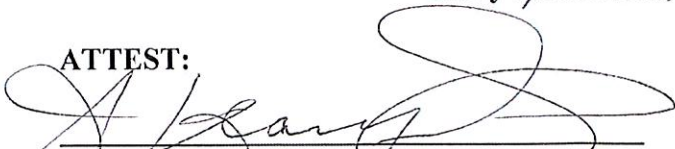
- | | |
|---------------|--|
| NCGS 153A-202 | Assessments on property held by tenancy for life or years. |
| NCGS 153A-203 | Lien in favor of a contingent or a joint owner payment special assessment; |
| NCGS 153A-204 | Apportionment of assessments. |

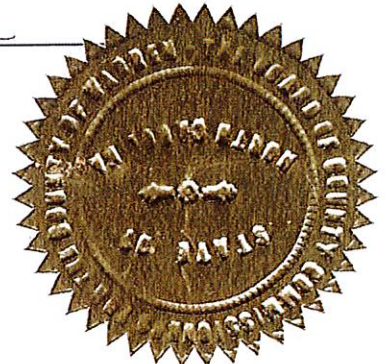
Adopted this the 2nd day of May 2016.

WARREN COUNTY BOARD OF COMMISSIONERS


Barry Richardson, Chairman

ATTEST:


Angelena Kearney-Dunlap, Clerk to the Board



Jay LaPointe
248 Lyons Creek Road
Macon, NC 27551
(301) 606-1567
Jaylapointe1@gmail.com

November 21, 2024

Re: Petition for Warren County Roads Improvement Program
Lyons Creek Rd and Hallock Court, Macon, NC

Warren County Commissioners,

The homeowners of Lyons Creek Estates and Lyons Creek East subdivisions are submitting this petition to participate in the Warren County Roads Improvement Program for Lyons Creek Rd and Hallock Court in Macon, NC. Included with this petition are signatures of the required number of homeowners as well as plat maps of the neighborhood in question.

Lyons Creek Rd and Hallock court are currently private roads to provide access to 2 subdivisions, totaling 22 lots. These two roads have a total length of approximately 1 mile with 2 cul-de-sacs at the end of each road. Currently there is an asphalt surface that was put in approximately 30 years ago by the HOA. The current surface is in disrepair and needs replacing. With only 23 lots on these streets it is cost prohibitive for the homeowners impacted to resurface the roads through HOA dues and assessments.

The homeowners of each subdivision have expressed a desire to understand the cost and tax assessment impacts for having the County/State re-surface our streets. As we understand it there are 2 options that the county may consider:

- Resurfacing the roads to state DOT standards and the state taking over ongoing maintenance of these two streets
- Resurfacing the roads to less than state DOT standards (essentially how the road and setbacks are currently situated), after which the homeowners would be responsible for the maintenance of the road.

As a neighborhood, we would prefer road resurface to state DOT standards, however would ask the county to provide us with the total project costs and tax assessment impact to the homeowners of each option.

Thank you in advance for your consideration of this petition.

Sincerely,



Jay LaPointe

WARREN COUNTY ROADS IMPROVEMENT PROGRAM

PROPERTY OWNERS
AGREEING TO BE ASSESSED THE TOTAL COST TO IMPROVE
PRIVATE SUBDIVISION ROADS

Date: 5/25/24

Subdivision Name: LYONS CREEK EAST Township: _____

Contact Person: JAY LAPOINTE (301) 606-1567
Name Telephone Number(s)

PLEASE ATTACH THIS FORM TO THE PETITION FOR IMPROVEMENT OF PRIVATE SUBDIVISION ROADS

We the undersigned, being property owners in the subdivision named above that is located in Warren County do understand and agree that the total cost of the improvements made to the roads in our subdivision through the Warren County Roads Improvement Program will be assessed to the property owners in our subdivision. By affixing our signatures below each property owner in the subdivision indicates his/her understanding and agreement with the assessment requirements.

We also confirm our understanding that after the roads are improved in our subdivision, we the undersigned property owners will be fully responsible for the upkeep and maintenance of our roads and that Warren County will have no further involvement or responsibility for their upkeep or maintenance.

NAME

MAILING ADDRESS

TELEPHONE NUMBER

Traci Cave 2601 Rio Grande Ct. Va. Beach, Va. 23456 757-677-6784
Tim Thompson 226 7708 Harps Mill Rd. Raleigh, NC 27615 919-395-1529
Ron Tarter 605 Queensferry Road Cary 919 903 4467
GUSTAV GREEN 2500 FLINTS POND CIR, APEX, NC 27523 919 274 6871
LAURA ROSENBERGER 3903 SweetenCreek Rd Chapel Hill, NC 434-760-5027
Vincent C. Knight 700 Lyons Creek Rd. Raleigh, NC 919-414-4488
Tracy 236 LYONS CREEK RD 252-257-9258

WARREN COUNTY ROADS IMPROVEMENT PROGRAM

PROPERTY OWNERS AGREEING TO BE ASSESSED THE TOTAL COST TO IMPROVE PRIVATE SUBDIVISION ROADS

Date: 5/25/24

Subdivision Name: LYONS CREEK ESTATES Township: _____

Contact Person: JAY LAPOINTE (301) 606-1567
Name Telephone Number(s)

PLEASE ATTACH THIS FORM TO THE PETITION FOR IMPROVEMENT OF PRIVATE SUBDIVISION ROADS

We the undersigned, being property owners in the subdivision named above that is located in Warren County do understand and agree that the total cost of the improvements made to the roads in our subdivision through the Warren County Roads Improvement Program will be assessed to the property owners in our subdivision. By affixing our signatures below each property owner in the subdivision indicates his/her understanding and agreement with the assessment requirements.

We also confirm our understanding that after the roads are improved in our subdivision, we the undersigned property owners will be fully responsible for the upkeep and maintenance of our roads and that Warren County will have no further involvement or responsibility for their upkeep or maintenance.

NAME	MAILING ADDRESS	TELEPHONE NUMBER
<u>Jay LaPointe</u>	<u>248 LYONS CREEK RD</u>	<u>(301) 606-1567</u>
<u>VICTOR RIOS</u>	<u>2000 GARDENSIDE CT</u>	<u>919 610-1122</u>
<u>Tim Thompson</u>	<u>226 Lyons Creek Rd</u>	<u>919-395-1529</u>
<u>Laurie Rebne</u>	<u>262 Lyons Creek Rd</u>	<u>919-291-7827</u>
	<u>5508 Peakton Dr</u>	
	<u>Raleigh NC 27614</u>	
<u>ROGER NEWBREN</u>	<u>116 HALLOCK CT, MACON, NC</u>	<u>407-319-6234</u>
<u>Barbara Lile</u>	<u>266 Lyons Creek Rd</u>	<u>919 696 3812</u>
<u>Mike Heydlauf</u>	<u>268 Lyons Creek Rd</u>	<u>919-389-9911</u>
<u>Elisabeth Mullican</u>	<u>953 Chalbourne Dr Chesapeake, VA</u>	<u>757 714 2007</u>
<u>Jeff Simpson</u>	<u>112 Hallock Ct, Macon</u>	<u>540-905-9291</u>
<u>Brandon Force</u>	<u>256 Lyons Creek, Macon</u>	<u>919-538-1407</u>
<u>Stephan Mathieu</u>	<u>269 Lyons Creek, Macon</u>	<u>703 472 5100</u>

Lyons Creek and Lyons Creek East Homeowners Names and Addresses

First Name	Last Name	Lyons Creek Address	Mailing Address	Agreed to Assessment
Ann & Mike	Heydlauf	274 Lyons Creek Rd, Lot 5. Macon, NC 27551	3006 Bear Oak Ln Cary, NC 27519-7490 US	Yes
Barbara & John	Lile	264 Lyons Creek Rd, Lot 4 Macon, NC 27551	264 Lyons Creek Rd, Lot 4 Macon, NC 27551	Yes
BettyAnn and Tommy	Wester	No assigned street numbers Hallock Ct. Lots 13 & 14 Macon, NC 27551	210 Forest Lakes Rd Louisburg, NC 27549-7365 US	
Brandon & Jackie	Force	256 Lyons Creek Rd, Lot 2 Macon, NC 27551	8445 Eden Park Dr Raleigh, NC 27613-8598 US	Yes
Charles & Elisabeth	Mullican	119 Hallock Ct, Lot 12 Macon, NC 27551	953 Chalbourn Ct Chesapeake, VA 23322-9008 US	Yes
Cynthia & Phillip	Deland	114 Hallock Ct, Lot 9 Macon, NC 27551		
Dale & James	LaPointe	248 Lyons Creek Road, Lot 1 Macon, NC 27551 US	248 Lyons Creek Road Macon, 27551 US	Yes
Daniel & Traci	Cave	216 Lyons Creek Rd., Lot 4 Macon, NC 27551	216 Lyons Creek Rd., Lot 4 Macon, NC 27551	Yes
David	Mauro	210 Lyons Creek Rd., Lot 6 Macon, NC 27551	3903 Sweeten Creek Rd Chapel Hill, NC 27514-9720 US	Yes
Laura	Rosenberger	210 Lyons Creek Rd., Lot 6 Macon, NC 27551	3903 Sweeten Creek Rd Chapel Hill, NC 27514-9720 US	Yes
Drew	Rivers	202 Lyons Creek Rd, Lot 8 Macon, NC 27551	2700 Westhampton Pl Raleigh, NC 27604-4878 US	
Elizabeth & Karl	Groeger	236 Lyons Creek Rd, Lot 2 Macon, NC 27551-9017 US	236 Lyons Creek Rd Macon, NC 27551-9017 US	Yes

Gustav & Valerie	Green	186 Lyons Creek Rd, Lot 9, Macon, NC 27551	2500 Flints Pond Cir Apex, NC 27523-4813 US	Yes
Jean and Roger	Hendren	116 Hallock Ct., Lot 10 Macon, NC 27551	116 Hallock Ct., Lot 10 Macon, NC 27551	Yes
Jeff & Therese	Simpson	112 Hallock Ct, Lot 8 Macon, NC 27551	7556 Foxview Dr Warrenton, VA 20186-2058 US	Yes
Jim and Brenda	Wright	214 Lyons Creek Rd, Lot 5 Macon, NC 27551	12641 Bayview Dr Knoxville, TN 37922-9317 US	
Jim & Rebecca	Perry	No assigned street numbers Lyons Creek Rd., Lot 6 Macon, NC 27551	7215 Manor Oaks Dr Raleigh, NC 27615-5580 US	
Laurie & Ross	Rebne	262 Lyons Creek Rd, Lot 3 Macon, NC 27551	5508 Peakton Dr Raleigh, NC 27614-9707 US	Yes
Lisa & Steve	Mathieu	269 Lyons Creek Rd, Lot 7 Macon, NC 27551	3113 Franklins Way Herndon, VA 20171-1924 US	Yes
Ronald and Terri	Tarter	242 Lyons Creek Rd, Lot 1 Macon, NC 27551	605 Queensferry Rd Cary, NC 27511-6320 US	Yes
Suzanne & Victor	Rios	118 Hallock Ct, Lot 11 Macon, NC 27551	2000 Gardenshire Ct Raleigh, NC 27613 US	Yes
Timothy	Thompson	226 Lyons Creek Rd, Lot 3 Macon, NC 27551	7708 Harps Mill Rd Raleigh, NC 27615-5427 US	Yes
Vincent	Knick	206 Lyons Creek Rd, Lot 7 Macon, NC 27551	206 Lyons Creek Rd Macon, NC 27551 US	Yes

MAPN	DESCRIPTION	NAME1	ADDR	CITY	STATE	ZIP	SITUS_ADDRESS	ASSESSED_VAL
13B 48	LT 1 & HSE LYONS CK E	TARTER RONALD S & TERRI J	605 QUEENSFERRY RD	CARY	NC	27511	242 LYONS CREEK RD	771280
13B 49	& HSE LYONS CK E 2	GROEGER ELIZABETH Z & KARL P	236 LYONS CREEK RD	MACON	NC	27551	236 LYONS CREEK RD	812487
13B 50	HSE & LT 3 LYONS CREEK E	THOMPSON TIMOTHY W	P O BOX 99639	RALEIGH	NC	27624	226 LYONS CREEK RD	620551
13B 51	LOT 4 LYONS CREEK EAST	CAVE DANIEL S & TRACI M	2601 RIO GRANDE CT	VIRGINIA BEACH	VA	23456	216 LYONS CREEK RD	479925
13B 39	LT 1/HSE/LYONS CR ESTATE	LAPOINTE JAMES M & DALE	248 LYONS CREEK RD	MACON	NC	27551	248 LYONS CREEK RD	522086
13B 40	LT 2 & HSE LYONS CR EST	FORCE BRANDON D & JACQUELYN M	8445 EDEN PARK DRIVE	RALEIGH	NC	27613	256 LYONS CREEK RD	672040
13B 41	LT 3 & HSE LYONS CR EST	REBNE ROSS R & LAURIE A REBNE	5508 PEAKTON DRIVE	RALEIGH	NC	27614	262 LYONS CREEK RD	606115
13B 42	LOT 4 LYONS CREEK ESTATE	LILE JOHN & BARBARA LILE	1102 STANRIDGE DR	RALEIGH	NC	27613	LYONS CREEK RD	377974
13B 43	LT 5 & HSE LYONS CR EST	HEYDLAUF MICHAEL W & ANN M,TRUSTEES	3006 BEAR OAK LN	CARY	NC	27519	268 LYONS CREEK RD	502221
13B 44	LT 6 LYONS CREEK ESTATES	PERRY JIMMY W & REBECCA E	7215 MANOR OAKS DR	RALEIGH	NC	27615	LYONS CREEK RD	255000
13B 45	LT 7 LYONS CR ESTATES	MATHIEU STEPHEN M & LISA B	5089 CURRAN CREEK DR	HAYMARKET	VA	20169	269 LYONS CREEK RD	414116
13B 46	LT 8 & HSE LYONS CR EST	SIMPSON JEFFREY L & THERESE L	7556 FOXVIEW DR	WARRENTON	VA	20186	112 HALLOCK CT	412399
13A 24	LT 9/HSE/LYONS CR EST	DELAND CYNTHIA B & PHILLIP H	23601 NORTHEAST 206TH ST	BATTLE GROUND	WA	98604	114 HALLOCK CT	386616
13A 23	LT 10 LYONS CR ESTATES	HENDREN JEAN & ROGER	4031 PEACE MOUNTAIN RD	OXFORD	NC	27565	HALLOCK CT	195000
13A 22	LT 11 LYONS CR ESTATES	RIOS VICTOR R & SUZANNE B,TRUSTEES	2000 GARDENSHIRE CT	RALEIGH	NC	27613	118 HALLOCK CT	444549
13A 21	LT 12/HSE/LYONS CK	MULLICAN CHARLES P & ELISABETH	953 CHALBOURNE DRIVE	CHESAPEAKE	VA	23322	119 HALLOCK CT	288387
13A 20	LOT 13R LYONS CK EST	KATELER LLC	210 FOREST LAKES DRIVE	LOUISBURG	NC	27549	HALLOCK CT	150000
13B 47	LT 14R LYONS CK EST	KATELER LLC	210 FOREST LAKES DRIVE	LOUISBURG	NC	27549	LYONS CREEK RD	40000
13B 87	LT 9 LYONS CREEK EAST	GREEN GUSTAV & VALERIE ANN	2500 FLINTS POND CIRCLE	APEX	NC	27523	186 LYONS CREEK RD	216362
13B 52	LT 5 LYONS CK EAST	WRIGHT JAMES W & BRENDA A	105 OOSTANALI WAY	LOUDON	TN	37774	LYONS CREEK RD	245180
13B 53	& HSE LT 6 LYONS CK E	ROSENBERGER LAURA H & DAVID M MAURO	3903 SWEETEN CREEK RD	CHAPEL HILL	NC	27514	210 LYONS CREEK RD	393069
13B 54	& HSE LT 7 LYONS CK E	KNICK VINCENT C,TRUSTEE	206 LYONS CREEK ROAD	MACON	NC	27551	206 LYONS CREEK RD	361846
13B 55	LT 8 & 7A LYONS CK	RIVERS ANDREW	2700 WESTHAMPTON PLACE	RALEIGH	NC	27604	202 LYONS CREEK RD	302363

Total Assessed Value

9469566

At least 66% of Assessed Value
needed to move forward

6249914

Those highlighted did not confirm agreement to participate

Assessed value represented
which is 89.5% - meets the requirement

8477023

MAPN	DESCRIPTION	NAME1	ADDR	CITY	STATE	ZIP	SITUS_ADDRESS
✓ 13B 48	✓ LT 1 & HSE LYONS CK E	TARTER RONALD S & TERRI J	605 QUEENSFERRY RD	CARY	NC	27511	242 LYONS CREEK RD
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✓ 13B 55	✓ LT 8 & 7A LYONS CK	RIVERS ANDREW	2700 WESTHAMPTON PLACE	RALEIGH	NC	27604	202 LYONS CREEK RD

23 Properties

78% of Properties
signed/agreed

~~89.5%~~ 89.5% of assessed value
represented by those that
agreed



BASE MAPS
0



MAP LAYERS
0



MAP TOOLS
0



SEARCH
0



PRINT
0



SHARE
0



HELP
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ROKMAPS™

(https://www

https://maps.roktech.net/ROKMAPS_Warren/



MEMO

To: Warren County Board of Commissioners

Through: Crystal Smith, County Manager

From: Hannah Jones, Lead for NC Fellow; Charla Duncan, Community and Economic Development Director

Re: Recommended updates to Warren County's existing Economic Development Incentive Policy

Background

Warren County's current economic development incentive policy was written in 2013 and adopted by the Board of Commissioners in 2014. Because the policy is ten years old, staff have worked for the past few months to refresh the document so that it is up-to-date with current state best practices and general statute mandates, as well as the county's strategic goals; staff have also worked to alleviate some of the more administratively burdensome stipulations to ensure accountability and protect the integrity of the process. Economic incentive policies, authorized by N.C.G.S. 158-7.1, are a critical tool for recruiting businesses or encouraging expansion by providing a framework for governments to provide performance-based grants that reimburse a portion of the company's property tax for a period of time. **The purpose of this memo is to summarize the recommended changes to the economic incentive policy.** These recommendations are the result of research on best practices in other counties, as well as discussions with the Economic Development Commission during their August, October, and November meetings.

2022 Comprehensive Development Plan Alignment

- **Economic Development Goal 4:** Consider incentives to recruit desired commercial and industrial development.
 - **Economic Development Goal 4.1:** Develop or clarify the County's incentive policies.

2021-2024 Strategic Plan Alignment

- **Strategy 3.1:** Develop economic and community development strategies to recruit new business and expand existing business.

Fiscal Impact

There are no fiscal impacts to updating this policy. As mentioned above, incentive grants to eligible companies do not come from existing county funds – they come from the company's property tax, once paid. This means that there is no direct cost to the county's existing ad valorem tax revenue to provide these incentives. The incentive package could be understood as a

reimbursement of new property tax liability. Additionally, incentive grants must go through a public hearing process and receive approval from the Board of Commissioners prior to being awarded, which allows for discretion from the public, staff, and Commissioners in the process.

Recommendations

At their November 2024 meeting, the Economic Development Commission recommended that the Board of Commissioners approve the updated policy presented by Community and Economic Development staff, which contained the following changes:

- Added language to clarify eligible projects, the process for obtaining incentives, and capping the total incentive package at 3% of the projected capital investment.
- Struck the “Hiring Warren County residents” section due to the burdensome process outlined. Warren County’s current workforce may not match employers’ needs in skill and size, and thus a regional approach to hiring is more accurate and appropriate; additionally, there is a concern about encouraging companies to prognosticate a number that may be difficult to understand or achieve.
- Edited the “Wage level of new jobs” section to incentivize employers paying above the county’s average wage. This encourages incentives for companies who will be bringing higher-paying jobs that will benefit residents economically.
- Added points for jobs that offer childcare and/or dependent care options.
- Increased the levels of capital investment needed to earn points to align with current data and trends on the size of investments in onsite expansion and new location projects.
- Struck points for in-county purchasing and sales due to an inability to verify local sales and purchases.
- Struck points for businesses in target clusters until a future date when county leadership determines target, strategic clusters that merit economic development incentives.
- Struck points for building reuse due to duplication of other resources available through the state’s building reuse program as well as county’s currently limited stock in commercial and industrial property
- Struck points for “Location in target area,” due to countywide zoning now being in place.

The Warren County Community and Economic Development director recommends adopting the updates as presented and approved by the Economic Development Commission members.

Warren County Economic Development Incentive Policy
Combined Definitions, Standards, and Policy
Adopted 2014

Updates adopted on xx/xx/2024

PURPOSE:

The Warren County Economic Development Incentive Policy provides a framework for evaluating economic development projects including, but not limited to, establishment of new businesses in the county and expansions of existing businesses. By utilizing a point system to grade each development project, the number of points that a project scores shall be used to determine the value of the financial incentive grant that the County may award to that specific project.

Thus, the monetary value of each financial incentive grant shall be directly determined by the amount of annual property taxes paid by the company. For each year of the grant, the company will receive an award based on a percentage of the property taxes paid that year. The percentage is determined by the project's score, as detailed below. Grant awards are only made after the company has paid its annual property tax.

Under this incentive policy, companies may qualify for, but are not guaranteed, a financial incentive grant. The County reserves complete discretion in determining which eligible projects warrant a financial incentive grant. The County will use criteria outlined in this document and other policy documents to accept, reject, or modify the grant amount.

This policy only addresses one form of incentive that the County may offer: financial grant awards determined by property tax amounts. The County may, at its discretion, offer other kinds of incentives to companies in addition to – or instead of – this type of financial incentive.

In addition to local incentives, the County and the business would partner with the state and federal government on other possible incentives, such as (but not limited to) customized training for businesses through Vance-Granville Community College and state and federal grant funding.

Warren County Community and Economic Development staff is authorized to discuss a business location incentive package without further approval by the Board of Commissioners that meets the following criteria:

- a. The incentive package offered shall not exceed three (3%) of the projected capital investment to be made by the Project in the County;
- b. No incentive funds shall actually be advanced until the Project's real property or business personal property is reflected on the County tax records; provided, however, that real property may be purchased by the County and conveyed to the Project as an incentive prior to the Project's real property or business personal property being reflected on the County tax records provided the conveyance meets the requirements of N.C. Gen. Stat. §158-7.1(d2);

c. The incentive package may be paid in phases linked to phases specified in advance by the Project; provided, however, each incentive payment made by the County must be capable of being paid in full from projected tax revenues (which shall take into account the depreciated value of the capital investment) over a period not to exceed five (5) years which payback period must be specified in resolution adopted by the County approving the incentive package; and

d. The incentive package must otherwise meet the requirements of N.C. Gen. Stat. §158-7.1 and all other applicable law.

All incentive packages must be approved by the Board of Commissioners in open session after a public hearing.

ELIGIBLE PROJECTS:

Eligible Applicants must be businesses locating within the County's Corporate Limits. The business must be able to demonstrate a net increase in real property values will be achieved as a result of the project. The applicant must be the owner of record of real property and/or the business fixtures and equipment.

A business seeking incentive assistance must complete an application, and if approved, enter into a performance contract Incentive Agreement or Development Agreement with the County, fulfill all annual benchmarks/milestone requirements of the contract and be current on all tax and utility liabilities owed to the County and other government entities. The applicant must demonstrate within their application that without receiving County incentive assistance the Applicant would not make the investment within Warren County. Projects already underway or completed at the time of application do not qualify for County incentive assistance.

Warren County reserves the right to recapture incentives if it is determined that the project falls short of benchmarks and milestones established in the Incentive Agreement. All recapture terms and conditions will be detailed in the Incentive Agreement or Development Agreement.

INCENTIVE SCORING CRITERIA

Number of jobs created

- Each business agrees to create a specific number of jobs ("new jobs").
- Definition: unless otherwise specified, "new jobs" are new, permanent employment positions held by full-time employees.
 - A new job is new only if it is created after the County approves the incentive agreement.
 - To be considered permanent, a new job must be retained for at least the period of the incentive agreement.
 - Full-time employees work at least 35 hours/week, year-round.

- Part-time positions may be combined into full-time equivalent positions in order to qualify for points, as long as the part-time positions are retained for at least the period of the incentive agreement.
- The number of full-time equivalent positions shall be calculated by adding the number of part-time hours per each newly created job and dividing by 40. Part-time positions must require employees to work at least 20 hours/week.
- Permanent, seasonal positions can be combined into full-time equivalent positions using a 12/12 computations (e.g. a six-month position would equate to 6/12 of a year-round full-time position; it could be combined with another six-month position to equal a full-time position).
 - So long as an incentivized company creates a new job as defined by the agreement between the County and the company, the company may replace the employee filling such position at its discretion.
- For the purposes of this policy, temporary employees may be eligible, at the discretion of the county, to fill new jobs.
- If the company has pre-existing jobs in the County created prior to the date of its agreement with the County, it must retain these jobs in addition to creating new jobs for the period of the incentive agreement.
- *Monitoring data sources:* The County shall use and the company shall grant the County access to any and all North Carolina Department of Commerce Division of Employment Security's Employer's Quarterly Tax and Wage Reports (NCUI 101), company payroll records and/or other documentation which the County may request.

Number of jobs created	Points
5-15	12 14
16-25	14 16
26-35	16 18
36-45	18 21
46 and above	20 25
<i>Maximum points</i>	25

Hiring Warren County residents

- ~~□ Each business completes the following process, representing a good-faith effort to hire Warren County residents:~~
 - ~~○ Company meets with Kerr Tar Workforce Development Board ("Kerr Tar WDB") to define hiring goals, training needs, and local hiring process.~~

- ☐ ~~Company commits to local hiring process in the incentive agreement and signs agreement between Kerr Tar WDB and company.~~
- ☐ ~~Company provides Kerr Tar WDB with job announcements and description of skills sets needed.~~
- ☐ ~~Kerr Tar WDB carries out agreed upon local hiring process, which may include collecting and screening of applications, sending company resumes of qualified applicants, and/or organizing hiring events.~~
- ☐ ~~Company interviews qualified Warren County applicants identified through local hiring process. Positions for which company does not hire Warren County resident are then advertised elsewhere.~~
- ☐ ~~If a customized training would enable Warren County job applicants to successfully fill positions in the business, the company agrees to consider customized training through Vance Granville Community College as part of its local hiring process.~~
- ☐ *Monitoring data sources:* ~~The County shall utilize a report from the Kerr Tar WDB documenting company compliance with conditions outlined in agreement between Kerr Tar WDB and company. The County shall also utilize company documentation (W-2s, company payroll records).~~

Hiring Warren County residents (number of positions company seeks to fill in county through approved local hiring process)	Points
5-9	5
10-14	7
15-19	9
20 and above	11
<i>Maximum points</i>	<i>11</i>

Wage level of new jobs

- ☐ Applies to average wage, excluding benefits, for all new jobs.
- ☐ Peg to Bureau of Labor Statistics average weekly wage in Warren County (ENU3718540010) and NC (ENU3700040010) for most recent quarter available (to obtain latest wage information, visit https://data.bls.gov/cew/apps/data_views/data_views.htm#tab=Tables. Click the Series Reports link at the bottom of the page and plug in the numbers above) **Select “All industry levels, one area” and Warren County annual wages.**
- ☐ *Monitoring data sources:* The County shall utilize the North Carolina Department of Commerce Division of Employment Security’s Employer’s Quarterly Tax and Wage Report (NCUI 101). The county shall also utilize the company’s documentation.

Wage level of new jobs	Points
15% to < 25% greater than county average wage 100% of county average or more	5 10
25% to < 50% greater than county average wage Greater than county average but less than state average	7 14
50% to < 75% greater than county average wage State average or more	9 18
75% or more greater than county average	20
Maximum points	9 20

Quality of new jobs

- Retirement benefits may include defined benefit or defined contribution plans.
- *Monitoring data sources:* The County shall use and the company shall grant the County access to Company benefit documentation (including but not limited to employees' W-2s for health insurance).

Quality of new jobs	Points
Partial (at least 50%) employer paid health insurance	2 3
Total employer paid health insurance	4 6
Retirement benefits	2 4
Paid vacation	2 3
Childcare/dependent care options	4
Maximum points	8 17

Level of capital investment

- Increase in ad valorem tax value of real or personal property located in Warren County and owned directly by the company. Baseline is assessed tax value prior to agreement. Assessed value both before and after agreement to be determined by the County Tax Assessor.
- Capital investment made before the County Commissioners approve the incentive agreement does not qualify and the County will not consider it during the application process.
- Capital investment includes new machinery, equipment and other items taxed as business personal property. New machinery and equipment must not be currently taxed in the County and must not be installed to replace existing business personal property in the County.

- ☐ Capital investment in the incentivized project must be subject to County property taxes from installation and/or construction for the full term of the incentive agreement.
- ☐ *Monitoring data sources:* The County shall use and the company shall grant the County access to company's accounts/records.

Level of capital investment	Points
\$250,000 – \$500,000 Below \$5 million	7-8
\$500,001 – \$750,000 \$5 - 25 million	9-12
\$750,001 – \$1,000,000 \$25 - 50 million	11-16
Above \$1,000,000 Above \$50 million	13-20
<i>Maximum points</i>	13-20

~~Company's in-county purchases and/or sales as percentage of total purchases and/or sales~~

- ☐ ~~Comprised of two measures:~~
 - ~~1) Percentage of total goods and materials purchased by incentivized company that are grown or produced in county or that are purchased from a business located in county ("local purchases") and/or~~
 - ~~2) Percentage of total goods and materials sold by incentivized company to other businesses in county ("local sales").~~
- ☐ ~~A company can calculate its percentage level by totaling either local purchases or local sales alone or by combining the two categories.~~
- ☐ ~~Company must be able to track local purchases and local sales and be able to verify figures.~~
- ☐ ~~*Monitoring data sources:* The County shall use and the company shall grant the County access to company's accounts/records.~~

Company's in-county purchases and/or sales as percentage of total purchases and/or sales	Points
10-20%	7
20-30%	9
30% and above	11
<i>Maximum points</i>	11

Woman/minority owned business

- ☐ Definition: A business enterprise in which 51% or more of the business is owned, operated and controlled by citizens or permanent resident aliens who are women and/or ethnic/racial minorities.
- ☐ *Monitoring data sources:* The County shall use and the company shall grant the County access to company records, as well as MWBE certification (for online record of certification, visit <https://mwbe.com/dir/directory.htm> <https://www.ebs.nc.gov/VendorDirectory/search.html?s=cert&a=new>), DBE certification (for online record of certification, visit <https://partner.ncdot.gov/VendorDirectory/default.html>).

Woman/minority owned business	Points
Yes	6 5
<i>Maximum points</i>	6 5

Target clusters

- ☐ Targeted clusters are those within the food/agriculture, fiber (wood/textile), and renewable energy industries, and/or other clusters defined by the Warren County Economic Development Commission.
- ☐ Does not require monitoring.

Target clusters	Points
Yes	4
<i>Maximum points</i>	4

Company headquarters located in county

- ☐ Company headquarters must be located within physical boundaries of Warren County to earn points.
- ☐ Headquarters is defined as a corporate, subsidiary, or regional managing office, as defined by NAICS in United States industry 551114, that is responsible for strategic or organizational planning and decision making for the business on an international, national, or multistate regional basis. variously as the company's principle place of business, center of operations or the "actual center of direction, control and coordination, i.e., the 'nerve center,'" of the company.
- ☐ Does not require monitoring.

Company headquarters located in county	Points
Yes	4-5
<i>Maximum points</i>	4 -5

Environmental features

- Two categories of points:
 - 1) Green facility – determined by achieving number of points necessary to attain either:
 - A) LEED certification according to the most recent guidelines issued by the U.S. Green Building Council; ~~B) Bronze level certification according to the most recent High Performance Building Guidelines issued by the Triangle J Council of Governments;~~ or C) The Green Building Initiative’s Green Globes certification (thegeb.org/green-globes/).
 - i. Certification considered for the appropriate construction type (i.e., new construction or existing building).
 - ii. Actual certification is not required, but the company must complete measures from the certification checklist it pledged to undertake.
 - 2) Green operations – determined on a case-by-case basis **through review of the company’s ESG policy**. Can include measures taken to reduce waste, **carbon emissions** and energy consumption/increase efficiency, the use of sustainable materials, and material reuse and recycling. Examples of possible measures eligible for consideration include (but are not limited to):
 - a. Installation of solar panels, fuel cells, small wind turbines, geothermal systems, microturbines, combined heat and power (CHP) and other renewable technologies as defined in the Business Energy Investment Tax Credit (26 USC § 48) or NC’s Renewable Energy Tax Credit (N.C. Gen. Stat. § 105-129.15 et seq.)
 - b. Installation of geothermal heat pumps, photovoltaic (PV) systems, solar water heating systems, and gray/rain water collection for flushing fixtures in commercial buildings.
 - c. Installation of equipment that allows for reuse or recycling of materials.
 - d. Establishment of a systematic re-use/recycling program.
 - e. Commitment to purchase recycled/reused/sustainable materials on a regular basis.
 - f. Existing businesses can show percentage reduction in waste or increase in efficiency.
 - g. Company meets Underwriter’s Laboratory Environment sustainability standards or is MBDC Cradle to Cradle Certified (mbdc.com/cradle-to-cradle-certified-program/).
 - h. Compliance with industry standards for environmental practices (ASTM for manufacturing, ISO 14000 for environmental management systems, Oeko-

Tex/bluesign for textile manufacturing, Forest Stewardship Council for forestry and wood product manufacturers, etc.).

- ☐ A company agrees to install equipment as a condition of acquiring “green facility” points may not claim points for installation of the same equipment under “green operations.”
- ☐ *Monitoring data sources:* will vary depending on measures implemented.

Environmental features	Points
Green facility	3 4
Green operations	3 4
<i>Maximum points</i>	6 8

Building re-use

- ☐ ~~Company reuses a vacant building.~~
- ☐ ~~Does not require monitoring.~~

Building re-use	Points
Yes	5
<i>Maximum points</i>	5

Location in target area

- ☐ ~~Determined by map.~~
- ☐ ~~Does not require monitoring.~~

Location in target area	Points
Yes	3
<i>Maximum points</i>	3

Scorecard

JOBS		
Number of jobs created	Points	Points Awarded
5-15	12 14	

16-25	14 16	
26-35	16 18	
36-45	18 21	
46 and above	20 25	
<i>Maximum points</i>	20 25	
Hiring Warren County residents (number of positions company seeks to fill in county through approved local hiring process)		Points
5-9	5	
10-14	7	
15-19	9	
20 and above	11	
<i>Maximum points</i>	11	
Wage level of new jobs		Points
15% to < 25% greater than county average wage	5 10	
25% to < 50% greater than county average wage	7 14	
50% to < 75% greater than county average wage	9 18	
75% or more greater than county average	20	
<i>Maximum points</i>	9 20	
Quality of new jobs		Points
Partial (at least 50%) employer paid health insurance	2 3	
Total employer paid health insurance	4 6	
Retirement benefits	2 4	
Paid vacation	2 3	
Childcare/dependent care options	4	
<i>Maximum points</i>	8 17	
CAPITAL INVESTMENT		
Level of capital investment	Points	Points Awarded
\$250,000 – \$500,000	7 8	
\$500,001 – \$750,000	9 12	
\$750,001 – \$1,000,000	11 16	
Above \$1,000,000	13 20	

<i>Maximum points</i>	13 20	
-----------------------	-------------------------	--

INDUSTRY CLUSTERS AND BUSINESS TYPE		
Company's in-county purchases and/or sales as percentage of total purchases and/or sales	Points	Points Awarded
10-20%	7	
20-30%	9	
30% and above	11	
<i>Maximum points</i>	11	
Woman/minority owned business	Points	
Yes	6 5	
<i>Maximum points</i>	6 5	
Target clusters	Points	
Yes	4	
<i>Maximum points</i>	4	
Company headquarters located in county	Points	
Regional managing office	4 5	
Yes Headquarters	4 5	
<i>Maximum points</i>		
ENVIRONMENTAL IMPACT		
Environmental features	Points	Points Awarded
Green facility	3 4	
Green operations	3 4	
<i>Maximum points</i>	6 8	
Building re-use	Points	

Yes	5	
<i>Maximum points</i>	5	
Location in target area	Points	
Yes	3	
<i>Maximum points</i>	3	

Number of points needed for each incentive level

Total points	Incentive Level
40-49	1
50-59	2
60-69	3
70-79	4
80 and above	5

Incentive award as percentage of property tax

Year	Level 1	Level 2	Level 3	Level 4	Level 5
Year 1	70%	75%	80%	90%	90%
Year 2	60%	65%	70%	80%	80%
Year 3	50%	55%	60%	70%	75%
Year 4	40%	45%	50%	60%	75%
Year 5	30%	35%	40%	50%	60%



To: Warren County Board of Commissioners
Through: Crystal Smith, County Manager
From: Charla Duncan, Community & Economic Development Director
Re: Follow-up on staff proposal to restrict revenues from the regional Triangle North partnership for local economic development

Background

At the October 2024 work session for the board of commissioners, I brought forward a request to restrict Triangle North revenues that we receive from other counties. The request for restricting Triangle North revenues involved establishing a special revenue account that would have the following parameters for eligible community and economic development expenses:

- Covering the expense of the KTREDC partnership (\$36,000 annually)
- Site development expenses for industrial sites, including contracted services (including legal fees) and capital expenses
- Marketing, including website improvements
- Restricted funds are cumulative and carry-over from year to year is possible

This request did not include restricting funds for:

- Salaries and fringes
- Office supplies, computer/non-capital, travel and professional development, gas and vehicles expenses, board member expenses, utilities, maintenance, copy charges, and business incentives
- Tourism

Warren County has been part of the Triangle North project that was launched decades ago by Warren, Vance, Franklin, and Granville counties. This project is governed by the Kerr Tar Regional Economic Development Corporation (KTREDC) board of directors; the council of governments (COG) provides administrative services for the KTREDC, but they are separate organizations. Each county has a Triangle North industrial park. When a business locates inside one of these parks, all counties split the ad valorem tax revenues. Each county pays \$36,000 a year to participate in the partnership, and each county has three representatives on the KTREDC board of directors.

The county's annual budget contains the following revenue and expense items related to Triangle North-

Current revenue budget:

Restricted Intergovernmental-Other

100220 492004 Ker Tar RE: \$10,000*

*There are no documented parameters about this restriction.

Current expense budget:
104925 560038 Kerr Tar Hub: \$36,000

Revenues received from the Triangle North regional partnership to date:

Date	Check #	Amount
2/13/2019	2260	\$41,903.12
6/10/2020	2369	\$10,418.29
5/17/2021	2445	\$10,060.80
6/10/2022	2528	\$10,265.78
9/17/2024	2718	\$46,506.48
	TOTAL	\$119,154.47

The revenue to-date is solely from Triangle North Franklin (TNF). TNF has one company in operation and two are in the construction phase.

The 2024 payment from TNF is reflective of 2023, 2024, and corrections with past payments. Payments on real property are current. Payments on business property have never been remitted. This situation is being addressed by Franklin County.

The year 2019 was a catch-up year as the TNF company had not submitted any real property taxes prior to 2019 even though there a business was operating in the park. The '20, '21' and '22 years were paid as collected.

Recommendation

As of their October 2024 meeting, the EDC membership had a split vote on recommending that the commissioners restrict Triangle North revenues for economic development. At the October meeting, a motion was made to *not* restrict funding for economic development, (allow the revenues from other counties go into the general fund). The motion passed with three votes in support; two members voted against that motion. There were three members who were absent during the vote.

However, as your community and economic development director, I am continuing to recommend that the Warren County Board of Commissioners restrict revenues from the Triangle North Warren partnership for economic development projects. Restricting these funds will provide needed resources for the county to develop and market sites. Currently, the department's general fund budget is very limited, and staff relies heavily on grant funding, which is not guaranteed and can delay needed work.

Additionally, since broadening the scope of this department from economic development to community and economic development, we have not been able to increase our annual operating budget except for adding a new team member. Restricting Triangle North revenues for economic development programmatic expenses will allow for more spending flexibility to support community development issues such as the work we are beginning to do around housing without being as much of a burden on the general fund.

Staff will still pursue grant funding to subsidize projects whenever possible.

Warren County Comprehensive Development Plan Alignment

With additional funding devoted to economic development, the following goals could continue to receive financial support:

- Economic Development (ED) Goal 3: Prioritize infrastructure and service enhancements to areas with economic development opportunities.
- ED Goal 6: Support efforts to encourage redevelopment and revitalization.
- ED Goal 7: Develop workforce skills in tandem with industry needs.

Warren County 2020-2024 Commissioners Strategic Plan Alignment

Goal 3.0: Leverage the best of our assets to attract, retain and expand business, industry and residential growth

Fiscal Impact

Because this is revenue from the Triangle North partnership and is new revenue generated outside of the county, restricting these funds will not pull locally generated funds from other departments and reallocate them for economic development. The impact will allow economic development staff to take on projects that will put the county in a more competitive position without having to rely solely on grant funding and a continuation budget each year.

It is worth noting that since the county expanded the scope of the department to include community development work, the departmental budget has not increased apart from salaries due to the creation of a community development division manager.

**ORDINANCE PROHIBITING THE CARRYING OF DEADLY WEAPONS
ON WARREN COUNTY PROPERTY AND PERMITTING THE POSTING OF SIGNS
TO PROHIBIT THE CARRYING OF DEADLY WEAPONS
ON WARREN COUNTY PROPERTY**

WHEREAS, Warren County is authorized pursuant to NCGS §153A-121 to define, regulate, and prohibit by ordinance acts detrimental to the health, safety, or welfare of its citizens; and

WHEREAS, the Board of Commissioners is concerned about the increased presence of deadly weapons, as defined in NCGS §14-269, on County property and about the threat that such increased presence will pose to the health, safety, and general welfare of the community; and

WHEREAS, Warren County desires to prohibit the carrying of deadly weapons on or in Warren County government buildings and property; and

WHEREAS, the Warren County desires to provide for the posting of said prohibition in or on Warren County government property owned or operated by the County of Warren such that the carrying of deadly weapons will constitute a violation of law;

NOW, THEREFORE, BE IT ORDAINED by the Warren County Board of Commissioners that:

Section 1. Prohibition Carrying of deadly weapons, as they are defined in NCGS § 14-269, in or on Warren County property now or hereafter owned, leased as lessee, operated, occupied, managed, or controlled by Warren County (hereinafter Warren County property) is prohibited.

Section 2. Posting of Signs Required The County Manager or his or her designee is hereby ordered to post appropriate signage on each building or property or portion of a building or property now or hereafter owned, leased as lessee, operated, occupied, managed or controlled by Warren County indicating that the carrying of deadly weapons are prohibited in Warren County buildings.

Section 3. Location of Signs Signs prohibiting the carrying of deadly weapons shall be posted so as to be visible prior to entering the building. The County Manager shall exercise discretion in determining the necessity and appropriate location for other signs posted on the interior of the building.

Section 4. Exemptions This Ordinance shall not apply to the following:

- A. Officers and enlisted personnel of the armed forces of the United States when in discharge of their official duties as such and acting under orders requiring them to carry arms and weapons;
- B. Civil officers of the United States while in the discharge of their official duties;
- C. Officers and Soldiers of the militia and the national guard when called into actual service;
- D. Officers of the State, or of any county, city, or town charged with the execution of the laws of the State, when acting in the discharge of their official duties;
- E. Sworn law enforcement officers;

- F. Such other persons, firm, corporation, or any other combination of individuals specifically authorized by the Sheriff of Warren County or his designee to possess deadly weapons on County property. Provided, however, such authorization shall be in writing signed by the Warren County Sheriff or his designee, a copy of such authorization shall be carried by such authorized person at all times while on Warren County property and such authorization shall be presented for inspection, if re-requested, to any person that so requests. Provided further, that the Warren County Sheriff or his designee shall notify in writing the Warren County Manager of all persons, firms, corporations or any other combinations of individuals specifically authorized to carry deadly weapons on Warren County property.

Section 5. Violations Violations of this Ordinance shall be punishable as a misdemeanor as provided by law.

Section 6. Repeal of Conflicting Ordinances All Ordinances or any part of Ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 7. Severability If this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect other provisions or applications of the Ordinance which can be given separate effect, and to that end the provisions of this Ordinance are declared severable.

This Ordinance shall be effective on and after the date of adoption. Adopted on _____.

Effective _____.

Angelena Kearney Dunlap, Chair
Warren County Board of Commissioners

Attest:

Paula Pulley, Clerk to the Board

Resolution Adopting a Policy to Prohibit Viewing of Pornography
on County Networks and Devices Pursuant to G.S. 143-805

WHEREAS, G.S. 143-805 requires affirmative action by counties to prohibit viewing of pornography on county networks and devices;

NOW, THEREFORE, BE IT RESOLVED that the Warren County Board of Commissioners (the Board) adopts the following policies pursuant to G.S. 143-805:

1. No employee of Warren County shall view pornography on any computer network owned, leased, maintained, or otherwise controlled by the County, whether on a device controlled by the County or on a privately owned, leased, maintained, or otherwise controlled device.
2. No employee, elected official, or appointee of the County shall view pornography on a device owned, leased, maintained, or otherwise controlled by the County.
3. Paragraphs 1, 2, and 6 shall not apply if the use falls under the provisions of G.S. 143-805(d) but shall follow the recommendations for appropriate viewing of pornography issued by the State Chief Information Officer under G.S. 143- 805(d).
4. Annually, no later than August 1 and in the format required by the State Chief Information Officer, the County Manager or designee shall report information to the State Chief Information Officer on the number of incidences of unauthorized viewing or attempted viewing of pornography on the County's network.
5. The terms used herein shall be defined as set forth in G.S. 143-805(g).
6. Any employee, elected official, or appointee of the County who has saved pornography to a device owned, leased, maintained, or otherwise controlled by the County shall remove, delete, or uninstall the pornography no later than January 1, 2025.
7. Any employee of the County who becomes aware of a violation of any provision of this

policy shall report the violation to the County Manager or designee. If the violation was by an appointee of the Board, the County Manager shall report the violation to the Board unless the appointee first resigns from the position held.

8. Any employee of the County who violates any provision of this policy shall be subject to disciplinary action up to and including termination of employment.
9. Any appointee of the County who violates any provision of this policy shall be subject to removal by the Board.

The policies set forth herein shall be in full force and effect upon adoption of this resolution.

Adopted this 18th day of December, 2024.

Angelena Kearney Dunlap, Chair
Warren County Board of Commissioners

Attest:

Paula Pulley
Clerk to the Board

TO: Warren County Board of Commissioners

THROUGH: Crystal Smith, County Manager

THROUGH: Eric St. Sing, Public Utilities Director 

FROM: Lauren Fowler, Public Utilities Assistant Director 

DATE: December 5, 2024

SUBJECT: Warren County Locates for Broadband Installation

Background

Warren County is currently in the midst of installing Broadband infrastructure through multiple grants with suppliers like Spectrum, Brightspeed and AccessOn. Majority of the fiber optic lines are being buried in the ground which requires utilities to be located.

The Process

The provider hires a contractor to install the fiber optic cable. Prior to that contractor digging into the ground, they must call 8-1-1 to have utilities marked so no damage to other services are done during the excavation and installation. After an 8-1-1 ticket is submitted, Warren County is required to complete the locate of water and sewer lines at that location within 72-hours (3 days).

Warren County Impact

During the course of a week Warren County typically receives 20-30 utility locate tickets each day via 8-1-1 request. The Department has always given this task to the Director as the ORC (Operator Responsible in Charge) for the entire water system. Our water systems is unique in the fact that our entire system does not have any pipe material made of metal and during installation, USDA did not mandate using wire tape on the lines being installed. This means, that our lines are more difficult to locate, requiring a more advanced method to locate the water utility lines.

During the course of this broadband rollout, the Department has received an unreal number of locates during the last quarter, as followed:

November 2024:	992
October 2024:	518
September 2024:	395
August 2024:	482

Fiscal Impact

The Broadband rollout is slated to be installed during phases by 3 providers lasting 1-2 years at lease. The number of tickets is unrealistic for 1-person to complete, along with their other job duties and manage the entire department. The department is requesting assistance from a third party in the meantime while a more detailed long-term solution is established. This third-party assistance would be the responsibility of the Department, this additional service. The Department was unaware of the significant impact the infrastructure project would bring, and was unable to budget for this service when planning FY25 budget last January. The Department has a few options that can alleviate the demand currently and temporarily for the fiber installation solely or contracting all utility locating for the County, using cooperative contracts until a long-term solution is approved during FY26 budget process.

Recommendation

Option 1

Warren County Contract Control Form

Department Public Utilities
Vendor Macon Robertson
Vendor # _____

Contract Period July 1 2024 - June 30 2025
Total Contract Amount \$70.00/hr
Purchase Order Number _____

*.67 mileage 7/31/24
7/Nikki*

Account Number Public Utilities
Account Number _____
Account Number _____
Account Number _____
Account Number _____

Fiscal Year _____
Amount to be encumbered \$ _____
Fiscal Year _____
Amount to be encumbered _____
Fiscal Year _____
Amount to be encumbered _____

Comments: ~~DEPT. OF PUBLIC UTILITIES~~ Sent edits/changes

already to Dept.

Need Board Approval _____
Date Board Approved _____
Need Contract Amendment _____

This instrument has been preaudited in the Manner required by the Local Government Budget and Fiscal Control Act.

Nikki Dickerson 6/17/24
Finance Director

Reviewed by County Attorney
Shirley Richardson 6/11/24
County Attorney Date

Reviewed by County Manager
Cynthia M. Mison 7/10/24
County Manager Date

Consulting Service Agreement

Client: Warren County Public Utilities
712 US Highway 158 Business West
Warrenton, NC, 27589

Consultant: Macon Robertson
799 Harristown Road
Macon, NC 27551

Background:

- A. The Client is of the opinion that the Consultant has the necessary qualifications, experience, and abilities to provide services to the Client.
- B. The Consultant is agreeable to provide such services to the Client as defined in this agreement.

IN CONSIDERATION OF the matters described above and of the mutual agreement of the parties agree collectively to the agreement as follows

SERVICES PROVIDED:

1. The Client hereby agrees to engage the Consultant to provide the Client the following. Provide services related to the Operation, Maintenance, and Strategic Planning related to the County Water System and other services requested by Warren County.
2. The services will also include any other task which the parties may agree on.

TERMS OF THE AGREEMENT:

3. The terms of the agreement will begin on the date of this agreement and will remain in effect until June 31, 2025. The term of this agreement may be extended annually with written consent.
4. In the event that either party wishes to terminate this agreement prior to June 31, 2025, that party will be required to provide 30-day written notice to the other party.

PERFORMANCE:

5. The parties agree to do everything to ensure that the terms of this agreement take effect.

CURRENCY:

6. Except for otherwise provided in the agreement all monetary amounts referred to in the Agreement are in US Dollars.

COMPENSATION

7. The Client shall pay the Consultant on an hourly rate of \$70.00 per hour for work site visits, emergency responses, advisory support and meeting attendance. These hourly charges shall be set at a 2-hour minimum per event.
8. The Consultant shall invoice the Client on a Monthly basis.
9. Invoices submitted to the Client by the Consultant are due within 30 days of receipt at normal pay schedule of other invoices.

REIMBURSEMENT OF EXPENSES:

10. The Consultant shall be reimbursed by the Client for reasonable and necessary expenses incurred in connection with providing the services.
11. Travel expenses will include private transportation by the Consultant to any service event such as an on-site visit, emergency response or meeting attendance. Travel expenses shall be reimbursed to the Consultant according to the IRS (Internal Revenue Service) reimbursement rate and US GSA (General Services Administration) per diem rates.

CONFIDENTIALITY:

12. Confidential information refers to any data or information relating to the Client whether business or personal which would reasonably be considered to be private and proprietary to the Client and that is not generally known and where the release of that Confidential information could reasonably be expected to cause harm to the Client.
13. The Consultant agrees that they will not disclose, reveal, report or use for any purpose any Confidential information which the Consultant has obtained, except as authorized by the Client or as required by law. The obligation for the Confidentiality will apply during the term of the Agreement and will end at the termination of the Agreement.

RETURN OF PROPERTY:

14. Upon the expiry or termination of this Agreement, the Consultant will return to the Client any property, documentation, records or Confidential information of hardware which is the property of the Client.

CAPACITY / INDEPENDENT CONTRACTOR:

15. In providing the Services under this Agreement is agreed that the Consultant is acting as an independent contractor and not an employee. The Consultant and the Client acknowledge that this agreement does not create a partnership of joint venture between them and is exclusively a contract for service. The Client is not required to pay or to make any contributions to any social security, local, state or federal tax, unemployment compensation, workers compensation, insurance premium, profit sharing, pension, or any other employee benefit for the consulting. The Consultant is responsible for paying and complying with all local, state and federal reporting requirements.

GOVERNING LAW:

16. This Agreement will be governed by and construed in accordance with the laws of the state of North Carolina.

SEVERABILITY:

17. In the event that any provision of this Agreement is held to be invalid or unenforceable in whole or in part, all other provision will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

IN WITNESS WHEREOF the parties have duly affixed their signature under hand on this the 11 day of July, 2024.

Client: Captain M. Smith, Interim CO. Manager, July 10, 2024

Consultant: Mason Roberts 7/11/24

Option 2



CITY OF PETERSBURG

PROCUREMENT OFFICE

125 N. UNION STREET

PETERSBURG, VIRGINIA 23803

(804) 733-2345

www.petersburg-va.org

December 7, 2023

Mr. Andy Woolard
McKim & Creed, Inc.
2400 Colley Avenue
Norfolk, VA 23517

SUBJECT: Contract #24-0005 On-Call Utility Line Support Services

Dear Mr. Woolard:

Attached for your files is a fully executed copy of the above referenced City of Petersburg contract for the period of November 29, 2023- November 28, 2026.

Sincerely,

A handwritten signature in black ink, appearing to read "Eunita S. Wade".

Eunita S. Wade
Interim Purchasing Specialist
Attachments



**CITY OF PETERSBURG
GOODS AND SERVICES CONTRACT**

This Contract, dated this 5th day, September 2023 (the "Commencement Date") between the City of Petersburg, Virginia (the "City") and McKim & Creed, Inc. (the "Contractor"), is binding among and between these parties as the date of the City's final signature.

WHEREAS, the City has awarded the Contractor this Contract pursuant to Invitation For Bid No. 22735 dated August 4, 2023 (the "Invitation For Bid") for On-Call Utility Line Support Services.

THEREFORE, in consideration of the Recital set forth above and good and valuable consideration as set forth below, the parties agree as follows:

1. **Scope of Contract.** The Contractor shall provide the goods and services to the City as set forth in the Contract Documents enumerated in Section 4 below.
2. **Contract Term.** Projects may be issued during the three (3) years commencing on the date of the City's final signature through three (3) years later. This three (3) year period shall be referred to as the "Contract Term".
3. **Contract Amount.** The maximum authorized contract amount for each year under this Contract is Seventy Thousand and no/100 U. S. dollars (\$70,000.00). All payments shall be as provided in the Contract Documents. The aggregate total fees for all projects issued during the Contract Term for this contract shall not exceed Two Hundred Ten Thousand and no/100 U.S. dollars (\$210,000.00). All payments shall be as provided in the Contract Documents.
4. **Contract Documents.** This Contract shall consist of the following Contract Documents, listed in order of precedence from first to last:
 - A. This Goods and Services Contract between the City and the Contractor.
 - B. The Terms and Conditions attached to the Invitation For Bid (as modified by any addenda).
 - C. The Contractor's Bid Response dated August 28, 2023.
 - D. The Scope of Work and Specifications attached to the Invitation For Bid (as modified by any addenda).
 - E. McKim & Creed, Inc. bid in response to Invitation For Bid #22735 dated August 4, 2023.
 - F. Contract Renewal-The City at its sole option may renew this contract for up to two (2)-one (1) year renewal term by furnishing the contractor notice of its decision to renew at least 60 calendar days before the expiration of the then current term.

All of these documents are incorporated herein by reference.

IN WITNESS WHEREOF, the parties hereto on the latest day and year written below have executed this Contract in four counterparts, each of which shall, without proof of accountancy for the other counterparts, be deemed an original thereof.

For the CONTRACTOR:
McKim & Creed, Inc.

By: Andy Woolard 11/9/23
(Signature in ink) Date

Andy Woolard
(Typed Name)

For the CITY OF PETERSBURG, VA:

Lisa M. Scott 11/14/2023
Lisa M. Scott, Purchasing Agent Date

John M. Altman, Jr. 11-29-2023
John M. Altman, Jr. Date
City Manager or Designee



APPROVED AS TO FORM:

Anthony C. Williams 11/23/2023
Anthony C. Williams, City Attorney
City of Petersburg, Virginia Page 1 of 1

BID RESPONSE FORM

In compliance with this Invitation for Bid and subject to all conditions thereof, the undersigned offers and agrees to provide all equipment, labor and materials necessary to provide Utility Line Support Services.

ITEM NO.	DESCRIPTION	HOURLY RATE	OVERTIME RATE
1	Ground Penetrating Radar	\$137.00	\$137.00
2	Surveying	\$190.00	\$190.00
3	Utility Locating	\$127.00	\$127.00
4	CCTV Inspections	\$250.00	\$250.00
5	Line Cleaning/ Flushing	\$135.00	\$135.00
6	Dry Air Excavation	\$377.50	\$377.50
7	Core Drilling	\$177.50	\$177.50
8	Helper	\$0	\$0
9	Mobilization Fee (Flat Fee)	\$0	\$0
TOTAL HOURLY RATE		\$1,394	

Option 3



McKIM & CREED
ENGINEERS SURVEYORS PLANNERS

2400 Colley Ave.
Norfolk, VA 23517
Andy Woolard - Regional Manager VA
757.377.9029

November 24, 2024



Eric St. Sing
Director
Warren County Public Utilities
712 US Highway 158, Business West
Warrenton, NC 27589
Office: (252) 257-3645
Mobile: (252) 213-2212
Ericstsing@warrencountync.gov

RE: SUE Services to provide 811 Utility Locating Services throughout the County of Warren.

Mr. St. Sing:

McKim & Creed is pleased to submit this proposal for subsurface utility designation services for **County of Warren, Water and Sewer Facilities**.

Our Process

Using a combination of standard Electro-Magnetic (EM) locating techniques and Ground Penetrating Radar (GPR), we will designate all utilities along the proposed route.

- Multi-frequency electromagnetic (EM) cable/pipe instrument 8.1 kHz, 81 kHz, 480 kHz, & 60 Hz EMF passive mode for the detection of conductive utilities and energized cables
- Ground Penetrating Radar (GPR) 450 MHz antenna used to see non-conductive pipes (reinforced concrete, terracotta, polyvinyl chloride plastic, asbestos cement, polyethylene plastic, wood, bamboo, etc.) at depths of 1.5 feet to 8 feet.

Utility Locating Contract

SCOPE OF WORK

A. Purpose

To assist in protecting vital underground water & sewer facilities by providing subsurface locating services within the County of Warren.

B. Background

The County of Warren currently marks their own facilities for the 811 system and due to increased ticket demands is searching for alternatives to handling the water and sewer markings on a daily basis. The facilities are plastic with no tracer wires, so locating accurately will be challenging and require GPR equipment.

C. General Requirements

Provide all materials, labor, equipment, vehicles, supplies, and personal protective equipment necessary to locate the County of Warren water and sewer facilities.

D. Specific Requirements

1. McKim & Creed shall locate County owned water and sewer facilities.
2. McKim & Creed shall provide all necessary labor, locating equipment, laptop computer, vehicles, paint, flags, field communications, and data recording equipment as required.
3. McKim & Creed shall have Locators available for County of Warren but is not required to exclusively locate County-owned facilities (i.e., a Locator may locate multiple utilities on the same ticket).
4. Locating shall be conducted in accordance with The North Carolina Underground Utility Safety and Damage Prevention Act Utility Marking Standards.
5. McKim & Creed will provide a vehicle fleet that is clearly marked with the company name, vehicle ID and telephone number and maintained in clean and safe operating condition.
6. McKim & Creed shall receive all tickets in designated geographic zones through the ticket management software, UtiliScope by IRT software. County of Warren will work with NC811 Call Center in designating zones where water and sewer facilities are located for the purpose of receiving grided tickets.
7. McKim & Creed shall be responsible for all tickets 7 days per week. Normal service hours and working days of McKim & Creed's office shall be no less than those of the NC811 Call Center.
8. County of Warren will provide one point of contact for Contract administration status and to assist in special field situations.
9. Due to the unlocatable nature of the facilities, In the event County of Warren underground facilities are damaged by a third party, McKim & Creed shall assume no liability for repair or replacement expense and associated collection expense incurred by County of Warren.

E. Pricing / Method of Payment

McKim & Creed, Inc. will remit monthly invoices to Customer via Customer specified email address. 1/12 of annual rate.

At the beginning of each Contract Year subsequent to the first Contract Year, the charges for Locate Services set forth on Exhibit A shall be increased annually by 2%.

Lump Sum Annual Rate: \$188,500

General Conditions

1. M&C Terms & Conditions

If acceptable, please return one signed copy of this document for our files. Our receipt of the executed copy of this proposal will serve as our Notice to Proceed. This proposal is valid for 30 days from the date of the proposal. If the proposal is not accepted within 30 days, we reserve the right to revise or withdraw the proposal entirely at our discretion.

We appreciate the opportunity to provide this proposal to you and look forward to working on the project with you.

Sincerely,

Andy Woolard
McKim & Creed, INC.

I hereby authorize McKim & Creed, Inc. to proceed with the work described above.

CLIENT

By: _____

Date: _____

Title: _____

