

# PROPOSED BUDGET

FISCAL YEAR 2021-2022



Town Administrator and Budget Officer

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## **Governing Board, Senior Staff and Mission**

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### **Senior Staff**

Meredith Valentine, Director of Finance, 252-257-1122  
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Goble Lane, Chief of Police, 252-257-3123  
Robert Davie, Town Administrator, 252-257-1122

## **Mission**

### ***“Historically Great – Progressively Strong”***

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

## **Budget Summary**

Honorable Mayor and Members of the Warrenton Board of Commissioners,

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

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

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

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

### **Maintain Small Town Charm**

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

### **Keep Business District Active**

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

**Keep Young People Excited about Living in Warrenton**

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

**Increase Prosperity and Vibrancy**

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

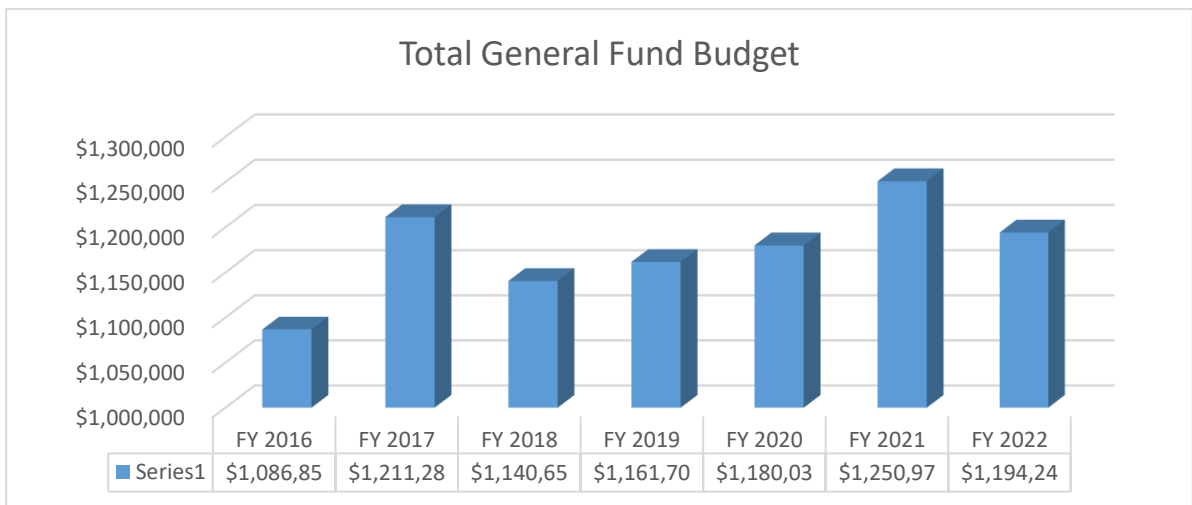
**Understand and Capitalize on a Variety of Histories While Engaging in the Future**

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

**Staff Goals**

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

**General Fund**

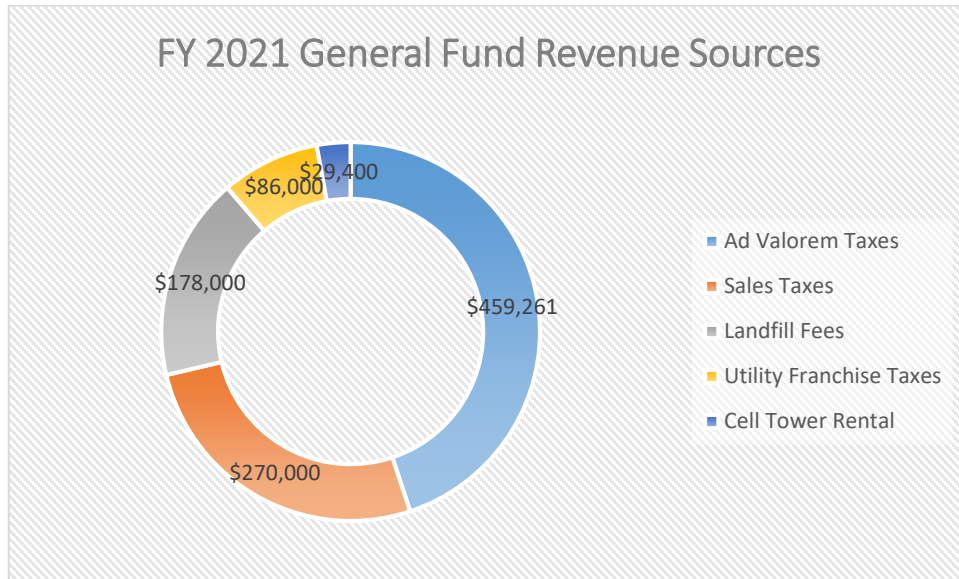


## Budget Message 2021-22

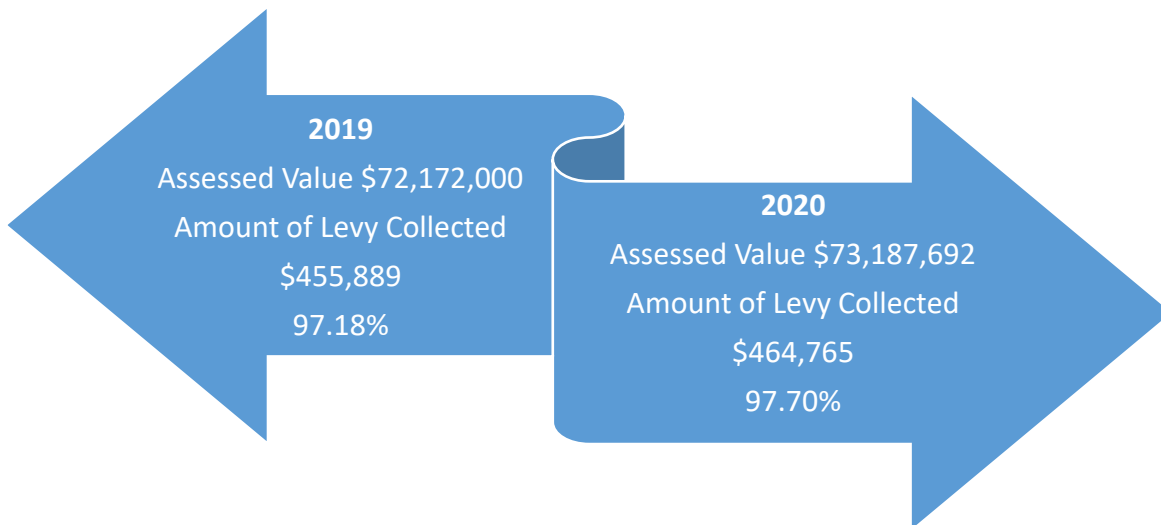
- The budget increases expenditures on health insurance by approximately 9%. The Town continues to provide health census information to various competitive firms in an effort to reduce health premiums.
- The NC League of Municipalities' Cost of Living Adjustment (COLA) survey for 2022 shows that \_\_\_%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

### **HIGHLIGHTS:**

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



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



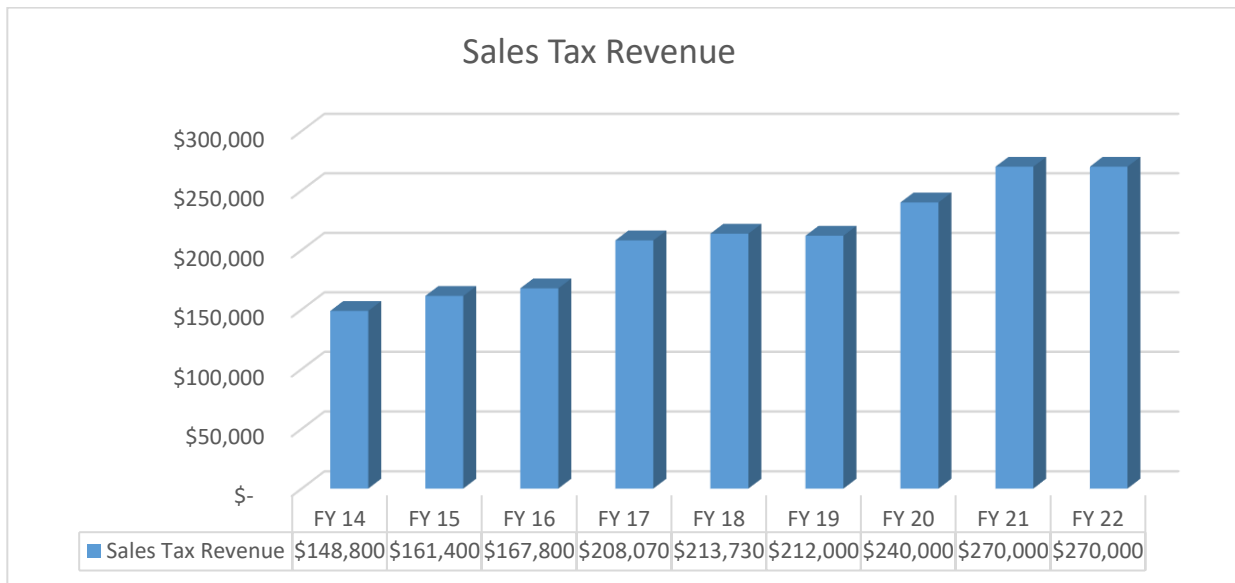
**Property tax revenue is the primary source of general fund revenues** providing approximately 40% of total revenues and a total amount of \$459,261, based on the ad valorem rate of 65 cents per \$100. While the upcoming year seems to be an aberration and unusual decrease, total taxable property values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

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

**Tax Calculations**

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

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



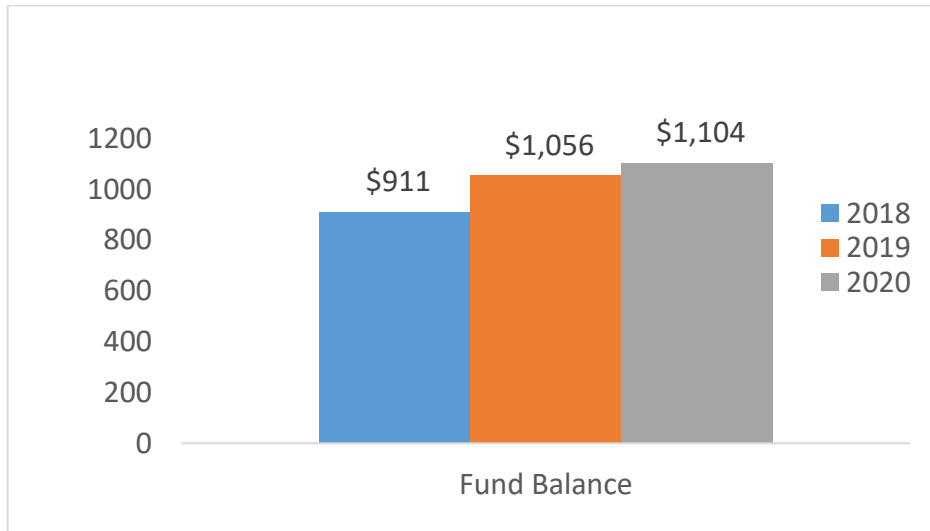
Other important sources of revenue generated at the state level are Utility Franchise Taxes and Motor Vehicle Taxes estimated at \$86,000 and \$36,000 respectively, static for Utilities and up 10% for Motor Vehicles year over year. Important sources of revenue that are generated locally include landfill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

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

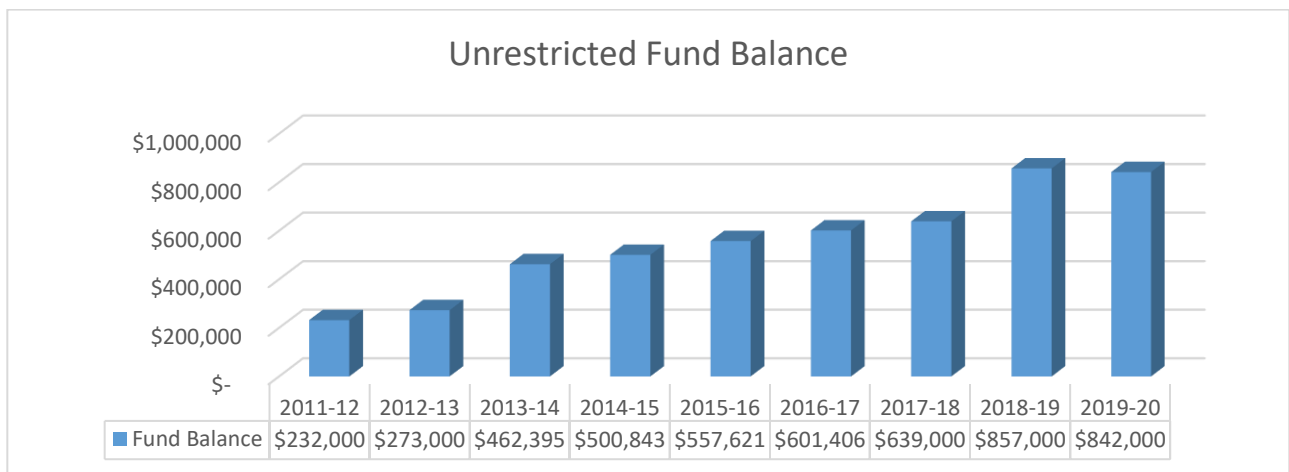
American Rescue Plan grant funds are appropriated in several new lines in the budget; in Fund 34 in the amount of \$18,000 to support small businesses in Warrenton, Fund 38 to make one-time repairs to pump stations of \$30,000 and storm water problem areas in the amount of \$29,000. These funds are federal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



Budget Message 2021-22



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



**General Fund Expenses**

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

## Budget Message 2021-22

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

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

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

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

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

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

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

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

### **Street Department**

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

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

### **General Fund Expenses**

*"Health insurance increasing 12.2%."*

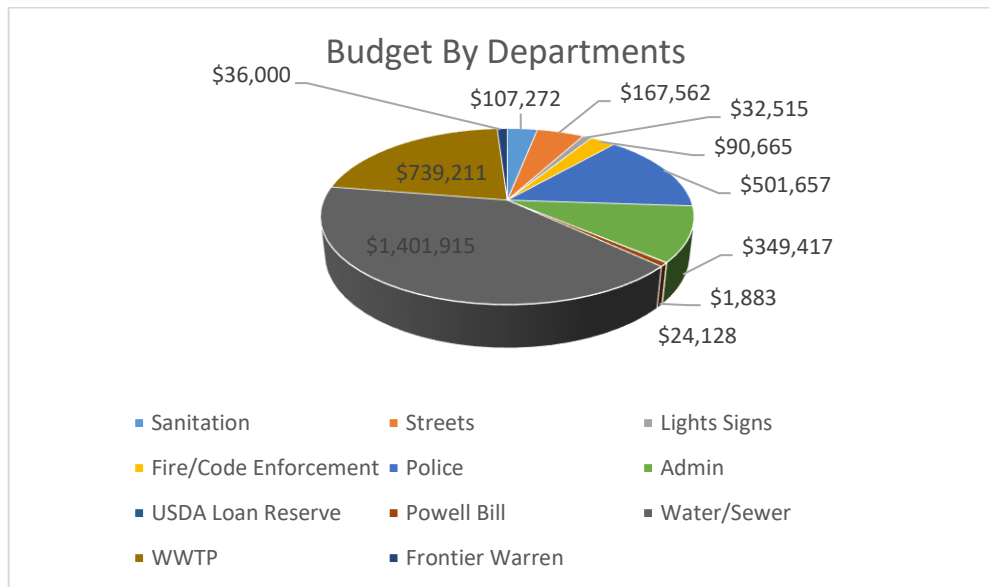
*"Part-time compliance officer for zoning and historic district is continued for second year at reduced hours."*

## Budget Message 2021-22

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

### Sanitation

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



### Police Department

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

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

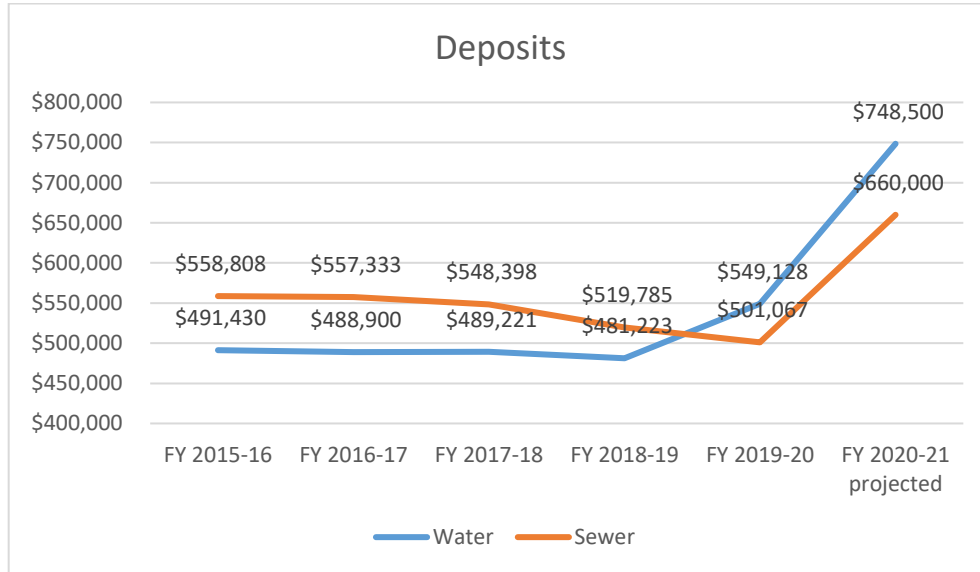
### Unfunded Priorities

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

## Enterprise Funds

### Water Sewer Fund 38

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



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

#### WATER / SEWER REVENUES (POST RATE INCREASE 2020)

##### Monthly Run Rate to Meet Budget Projections:

Water Revenues: \$67,000

Sewer Revenues: \$49,000

##### Actual Average Monthly Run Rate from Pre-billing Reports

Water Revenues: \$62,375

Sewer Revenues: \$48,875

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

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

### **Waste Water Treatment Fund 39**

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

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

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

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

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

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

### **Special Revenue Funds**

#### **Fund 34**

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

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

## **Outstanding Loans**

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

## **Grants**

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

## **Economic Development**

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

## **Conclusion**

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

Robert Davie -- Town Administrator and Budget Officer

## **WATER/SEWER DEPARTMENT RATES**

### **Water Rates (monthly)**

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

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

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

### **Sewer Rates (monthly)**

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

## **WATER/SEWER DEPARTMENT RATES**

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

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

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

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

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

Disconnect/reconnect fee:

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

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

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



## WATER/SEWER DEPARTMENT TAP FEES

### Water Taps:

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

### Sewer Taps:

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

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

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

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

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

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

## BUDGET MESSAGE – FY 2021-2022

### Split Meters

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

## POLICE DEPARTMENT FEES

Junk car removal fee: No Charge

Police reports \$5

Violations and civil penalties:

Noise Ordinance \$50

Fire lane, public or private \$50

Fire hydrant \$50

Blocking driveway, public or private \$20

No parking zone \$20

Parking left side to curb \$20

Parking on sidewalk \$20

Double parking \$15

Parking too close to corner \$15

2 hour parking limit \$15

2 hour parking limit – second violation \$50

## STREET AND SANITATION SPECIAL SERVICES FEES

Landfill Fee: \$32.00

Special services available only when personnel and equipment are available.

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

A special pickup is defined as:

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

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

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

Misc. labor fee \$25 per hour per man

### **Note on Garbage Collection:**

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

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

### **Note on Loose Leaf Pickup:**

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

## WASTE WATER TREATMENT PLANT FEES

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

## WARRENTON CEMETERY FEES

### Rates and Charges

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

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

\* Individual graves for pets are not allowed

## ZONING AND PERMIT FEES

Zoning Permit	\$25
Special Use Permit	\$200

## **COPY AND RESEARCH FEES**

Per page fee for copies \$.25

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



## FIRE INSPECTION FEES

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

## **NUISANCE FEES**

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

## HISTORIC DISTRICT COMMISSION FEES

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

## **SPECIAL APPROVALS**

The Board of Commissioners hereby grants and approves that:

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

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

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

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

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

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

## ANNUAL OPERATING BUDGET ORDINANCE

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

**Section 1**

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

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

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

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

**Section 2: Levy of Taxes**

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

**Section 3: Fees and Charges**

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

**Section 4: Budget Amendments**

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

**Section 5: Utilization of Budget Ordinance**

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

Motion to approve:

Second to the motion:

Affirmative: Commissioners:

Negative:

Absent:

Adopted this 14<sup>th</sup> day of June, 2021

\_\_\_\_\_  
Walter M. Gardner, Jr., Mayor

\_\_\_\_\_  
Robert Davie, Town Administrator