



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

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Warrenton, NC 27589-0281  
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**BOARD OF COMMISSIONERS REGULAR MEETING**

**6:30 Public Hearing – Purchase of Vehicles**

**6:45 Public Hearing – Special Use Permit**

**7:00 PM May 9, 2022**

**AGENDA**

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes of Board Meeting on April 11, 2022, Minutes of Called Meeting April 25, 2022
5. Consent Agenda
  - a. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
  - b. Monthly Checks Report
  - c. Public Works Monthly Report
  - d. WWTP Monthly Report
  - e. Police Activity Reports
  - f. Action Items from February BOC Meeting
6. Committee Reports
  - a. Finance and Administration (Ms. Hunter)
  - b. Public Works (Mr. Fleming)
  - c. Public Safety (Mr. Ayscue)
  - d. Human Resources/Information Technology (Mr. Blalock)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
    - i. Update of Revitalization Committee
  - f. Beautification/Facilities (Ms. Britt)
  - g. Planning/Zoning/Annexation (Mr. Young)
7. Old Business
  - a. Status of Grants – for information
  - b. ARP Summary – for information
  - c. Grant Project Ordinance, USDA work trucks – for consideration
  - d. Grant Project Ordinance, USDA police vehicles – for consideration
  - e. Special Use Permit – for consideration
8. New Business
  - a. Current Budget Highlights – for information
  - b. Presentation of FY 2022-23 Budget – for information and discussion
  - c. Audit Proposal for FY 2022-23 – for consideration
  - d. Budget Amendments #13, 14, 15 – for consideration
9. Announcements
  - a. Award Ceremony for Bill Perkinson – for information
10. Adjournment

## **PUBLIC NOTICE**

Public notice is hereby given that the Town of Warrenton will hold a public hearing at 6:30 PM on Monday, May 9, 2022, at the Town Hall, 113 S. Bragg Street, to receive comments pertaining to the proposed purchase of two patrol vehicles and three work trucks for the Warrenton Police Department and Public Works Department. Funding for the proposed project will be a combination of grant and loan funding provided by USDA Rural Development. A regularly scheduled meeting of the Warrenton Board of Commissioners will be held at 7:00 pm or immediately following the public hearing for consideration and/or approval of the grant and loan application and other business that may come before the Board.

## PUBLIC HEARING

### SPECIAL USE PERMIT FOR 109 S. HALL STREET

Notice is hereby served that the Warrenton Board of Commissioners will hold a public hearing on Monday, May 9, 2022, in the Town Hall meeting room located on the second floor at 113 S. Bragg St., Warrenton, NC. At 6:45 PM comments will be received on a Special Use permit application for 109 S. Hall Street.

A regularly scheduled meeting of the Warrenton Board of Commissioners will be held at 7:00 pm or immediately following the public hearing for consideration and/or approval of the Special Use permit and other business that may come before the Board.

All interested citizens are urged to attend.

Walter M. Gardner, Jr., Mayor

Warrenton Board of Commissioners

## **Conflict of Interest Disclaimer**

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

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

## **Citizen Comments**

### **Rules for Citizen Comments**

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

**Town of Warrenton  
Board of Commissioners**



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**BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING**

**April 11, 2022**

**7:00 P.M.**

**Minutes**

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner John Blalock	Commissioner Al Fleming
Commissioner Jason Young	Commissioner Margaret Britt
Commissioner Aaron Ayscue	Town Administrator, Robert Davie
Commissioner Coffman (via conference call)	
William "Bill" Perkinson, Public Works	
Goble Lane, Chief of Police	
Tracy Stevenson, Minute Taker	

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

Mayor Gardner called the regular monthly meeting of the Town of Warrenton Board of Commissioners to order on Monday, April 11, 2022 at 7:00 p.m. Mayor Gardner asked that everyone remember the family of David Proctor. Mr. Proctor was a long time member of Warrenton Rural Volunteer Fire Department and the Warrenton Lion's Club. A Moment of Silence was held for all who are sick, suffering, and in need. The Pledge of Allegiance was led by Commissioner Fleming. Commissioner Coffman was unable to attend in person but joined via conference call

**Conflict of Interest Statement and Proposed Agenda**

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented. Mayor Gardner requested that an addition be made to the agenda as follows:

Old Business – (e) Dr. Julian Haywood sign

Commissioner Coffman made a motion to approve the proposed agenda with the addition, which was seconded by Commissioner Hunter. Town Administrator, Robert Davie conducted a roll call vote. The motion was approved by unanimous vote.

### **Public Comments**

Mark Wethington was recognized for public comments. He expressed his gratitude to the Board for the appropriation of \$2,000 to support the Dr. Julian Haywood sign marker and requested the funds be made available for purchase of the sign. Mr. Wethington invited everyone to attend a prayer gathering for holy week at Oak Chapel AME Church on Wednesday, April 13, 2022 at 5:30 PM.

### **Minutes of Board Meeting on March 14, 2022**

The minutes of March 14, 2022 were presented. Commissioner Blalock made a motion to approve the minutes as presented, which was seconded by Commissioner Britt. Town Administrator, Robert Davie conducted a roll call vote. The motion was approved by unanimous vote.

### **Consent Agenda**

- (a) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (b) Monthly Check Report
- (c) Public Works Monthly Report
- (d) WWTP Monthly Report
- (e) Police Activity Report
- (f) Action Items from March BOC meeting
- (g) Budget Amendments 10, 11, and 12

A motion was made by Commissioner Fleming to approve the Consent Agenda, with a second by Commissioner Hunter. Town Administrator, Robert Davie conducted a roll call vote. The motion was approved by unanimous vote.

### **Committee Reports**

- (a) Finance and Administration – Commissioner Hunter had no additional report other than agenda items.
- (b) Public Works – Commissioner Fleming stated the Public Works department was running as usual but had no additional report other than agenda items.
- (c) Public Safety – Commissioner Ayscue informed the Board that he and Chief Lane had been discussing options to deal with the staffing issues in the Police Department.
- (d) Human Resources – Information Technology – Commissioner Blalock had no additional report other than agenda items. Commissioner Blalock stated there were several fire hydrants throughout town that needed painting. He questioned the status of the town audit. Robert Davie stated that an audit report is imminent and explained the reasons for the delay, primarily staffing issues at the audit preparation firm. Robert Davie advised the Board that our current auditor would be downsizing due to staffing issues and would no longer prepare the town's audit. He further stated that he has reached out to several other municipalities for names of audit firms used.
- (e) Revitalization/Historic District Commission – Commissioner Coffman reported that the Historic District Commission received a Certificate of Appropriateness for the property located at 111 W. Franklin Street which was approved, and one for 420 S. Main Street which was tabled due to the number of requested changes/updates. A sub-committee was formed to view that particular property with the property owner. Commissioner Coffman reminded the board that Spring Fest was set for

- Saturday, April 23, 2022. In reference to the reorganization of the Revitalization Committee, Commissioner Coffman stated he would present his report next month.
- (f) **Beautification/Facilities** – Commissioner Britt had no additional report other than agenda items. Commissioner Britt stated there were several potholes that needed attention on Church Street and Bragg Street.
  - (g) **Planning/Zoning/Annexation** – Commissioner Young stated in reference to the required Comprehensive Plan that he and Town Administrator, Robert Davie had created and distributed surveys.

## **Old Business**

### **(a) Status of Grants**

**Fund 53 – NC Commerce Main Street Downtown Redevelopment** – Project received extension to June 30, 2022.

**Fund 55 – NC DEQ Water Infrastructure WWTP** – Waiting on equipment which is delayed by manufacturer. Earliest delivery is June/July of this year, particularly for switch gear. SCADA arriving sooner than June but still waiting. Working with Tommy Breedlove on installation of SCADA. Materials are delayed across most projects with Municipal Engineering.

**Fund 72 NC Main Street Solutions Warrenton Brewery Grant** – Construction target completion date of April 30, 2022.

**Fund 67 – NC Neighborhood Revitalization Program** – Scheduling a meeting with property owners to discuss options given pricing increases on materials and labor. Cost to remediate environmental issues has been determined.

**Fund 68 – Building Reused Grant** – Construction still not complete. Not yet entered into reporting period with NC Commerce.

**Fund 69 – Volkswagen Settlement Grant** – Utility/dump truck is scheduled to be built in April, a delay from February. An additional eight weeks will be necessary for addition of lights and signage to be completed. It will be necessary to make up some funding from budget due to a price increase since grant was awarded.

**Fund 71 – Brownfield Grant** – Town working on first Phase 1 and Phase 2 of old county jail.

**No Fund – NC IDEA – Ice House Grant** – 4<sup>th</sup> Cohort began in March 2022.

- (b) **Report on Downtown Ordinance Review for NC Commerce** - Town Administrator, Robert Davie presented the Downtown Ordinance Review. He highlighted several key points of the review including the importance of continuing to support the Historic District Commission, prohibiting drive-through businesses in the Downtown Business District, and allowing small scale manufacturing downtown.
- (c) **Water Bills Online** - Town Administrator, Robert Davie announced that the new payment portal system for online bill payments was live and a flyer was going out to water customers informing them of this new service.
- (d) **Macon and Main DOT Discussions** - Mayor Gardner presented a map of proposed changes to the intersection of Macon and Main to include new right of way, stop lines, a primary signal pole change out, and the loss of two parking spaces in front of the Courthouse.
- (e) **Dr. Julian Haywood Sign** – Mayor Gardner stated that the town had previously approved a donation of \$2,000 towards the Dr. Julian Haywood sign but during training with the School of Government, was made aware that the town would have to take

ownership of the sign. He further stated that the town would be responsible for maintenance of the sign. Commissioner Blalock stated that the Town would need the group donation of \$3,300, that Mark Wethington informed the Board earlier that the balance was readily available before the town committed the funding for the sign. Commissioner Blalock made a motion to purchase the sign after we receive the donation of \$3,300 which was seconded by Commissioner Coffman. Town Administrator, Robert Davie conducted a roll call vote. The motion was approved by unanimous vote.

### **New Business**

- (a) Vehicle Rotation, USDA Grant Application** - Town Administrator Robert Davie presented the Board with justification for applying for a grant application with the USDA for the purchase of 2 patrol cars and 3 work trucks. Under the USDA Community Facilities grant, the Town would receive approximately 55% grant with the balance of 45% financed with the USDA over a seven-year period. Commissioner Blalock made a motion to approve grant application, with a second by Commissioner Ayscue. Town Administrator, Robert Davie conducted a roll call vote. The motion was approved by unanimous vote.
- (b) Rural Transformation Grant Application** – Town Administrator, Robert Davie presented a summary of the NC Commerce Rural Transformation Grant to the Board. The projects that qualify for the grant include; public improvements that help retain business, support downtown economic development, facilitate business building improvements, and create resilient neighborhoods. The due date for the application is May 2, 2022 with a second round of funding in September. Mr. Davie suggested that instead of using fund balance to purchase and construct the proposed parking lot along S. Front Street, to apply for these grant funds to cover the costs. Mr. Davie suggested other uses of the grant funds that included: accepting a donation from Preservation Warrenton for the lot at Macon and Main and creating a pocket park, repairing the eaves at Town Hall, or purchasing land and developing a park along Church Street. Commissioner Coffman suggested adding amenities to the Hayley-Haywood Park. After some discussion, Commissioner Blalock made a motion to go forward with the grant application for funding for the S. Front Street parking lot, the pocket park at the old Milano’s location, Town Hall roof work, and additions to the Hayley Haywood Park, with a second by Commissioner Ayscue. Town Administrator, Robert Davie conducted a roll call vote. The motion was approved by unanimous vote.
- (c) Pitney Bowes Agreement** - Town Administrator, Robert Davie presented a contract with Pitney Bowes for a new postage meter and stated that the current postage meter would have to be upgraded. Commissioner Ayscue pointed out that the contract contained an error of the initial term months. Commissioner Hunter made a motion to approve the agreement with the correction, with a second by Commissioner Ayscue. Town Administrator, Robert Davie conducted a roll call vote. The motion was approved by unanimous vote.
- (d) Schedule Public Hearing for Special Use Permit (109 S. Hall Street)** – Mayor Gardner announced a public hearing for a special use permit for 109 S. Hall Street for Monday, May 9, 2022 at 6:45 PM.

**Announcements** – There were none.

With no further business, the meeting was adjourned.





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**Minutes of Called Meeting  
Town Of Warrenton Board of Commissioners  
April 25, 2022, 5:30 PM**

Mayor Walter Gardner called to order the meeting. Commissioners present included Michael Coffman by phone, Mary Hunter, Margaret Britt, Al Fleming, Jason Young and John Blalock. Town Administrator, Robert Davie, was present with Mayor Gardner.

Mayor Gardner briefly described the first item for consideration, an option to purchase land for a public parking lot. After a brief explanation by the Mayor, Commissioner Blalock motioned to approve the option to option to purchase. The motion was seconded by Commissioner Fleming and the motion was approved by unanimous vote.

Mayor Gardner described the Asset Management Plans for the Town's water and sewer collection systems that already were in place but needed Board approval every two years. After a brief explanation by the Mayor, Commissioner Blalock motioned to approve the option to option to purchase. The motion was seconded by Commissioner Fleming and the motion was approved by unanimous vote.

With no further business the meeting was adjourned.

## Budget vs Actual

Town of Warrenton  
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Period Ending 4/30/2022

34 FRONTIER WARREN								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
34-335-341 NC IDEA Grant Revenue	5,000	0.00	0.00	0.00	5,000.00	0.00	100%	
34-335-344 Contribution from WC to Frontier Warren	10,000	0.00	0.00	0.00	10,000.00	0.00	100%	
34-351-362 Frontier Warren Events	0	0.00	184.00	184.00	1,055.80	1,055.80		
34-351-422 Rent Paid to Town Frontier Warren	24,000	0.00	2,080.00	2,080.00	24,360.00	360.00	102%	
34-352-363 Donations	2,000	0.00	67.50	67.50	649.75	(1,350.25)	32%	
<b>Revenues Totals:</b>	41,000	0.00	2,331.50	2,331.50	41,065.55	65.55	100%	
<b>Expenses</b>								
34-405-098 American Rescue Plan Reimbursement	(13,000)	0.00	0.00	0.00	0.00	(13,000.00)		
34-405-203 Supplies	1,191	76.53	150.95	150.95	824.63	289.84	76%	
34-405-250 Lights/Heat/Security	4,200	0.00	304.96	304.96	4,170.49	29.51	99%	
34-405-251 Telephone/Internet	3,000	356.17	281.94	281.94	2,546.58	97.25	97%	
34-405-255 Bldg Maint/Clean Svcs	3,989	0.00	100.00	100.00	3,870.00	119.00	97%	
34-405-309 Advertising	228	0.00	0.00	0.00	0.00	227.50		
34-405-400 Liability Insurance	93	0.00	42.50	42.50	92.00	0.50	99%	
34-405-422 Rent Paid by Town	36,000	3,000.00	3,000.00	3,000.00	33,000.00	0.00	100%	
34-405-499 Miscellaneous	300	0.00	0.00	0.00	300.00	0.00	100%	
<b>Non-Departmental Totals:</b>	36,000	3,432.70	3,880.35	3,880.35	44,803.70	(12,236.40)	134%	
34-431-700 NC IDEA Grant Expense	5,000	0.00	0.00	0.00	3,750.00	1,250.00	75%	
<b>Totals:</b>	5,000	0.00	0.00	0.00	3,750.00	1,250.00	75%	
<b>Expenses Totals:</b>	41,000	3,432.70	3,880.35	3,880.35	48,553.70	(10,986.40)	127%	
<b>34 FRONTIER WARREN</b>	<b>Revenues Over/(Under) Expenses:</b>		(1,548.85)	(1,548.85)	(7,488.15)			

## Budget vs Actual

Town of Warrenton  
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Period Ending 4/30/2022

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
37-302-301 Ad Valorem Taxes - Current	403,379	0.00	0.00	0.00	403,865.45	486.45	100%	
37-302-302 Ad Valorem Taxes - Prior Year	6,000	0.00	0.00	0.00	5,404.61	(595.39)	90%	
37-302-303 Ad Valorem Taxes - all other prior years	3,000	0.00	0.00	0.00	403.23	(2,596.77)	13%	
37-302-304 Ad Valorem Taxes - Penalties & Interest	1,800	0.00	0.00	0.00	1,813.45	13.45	101%	
37-307-310 Motor Vehicles - Current	36,007	0.00	0.00	0.00	22,794.85	(13,212.15)	63%	
37-320-320 Local Option Sales Tax Monthly	270,000	0.00	0.00	0.00	164,476.46	(105,523.54)	61%	
37-320-321 Annual Refund of Sales Tax the Town paid	0	0.00	0.00	0.00	23,439.89	23,439.89		
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	0.00	41,861.65	(44,138.35)	49%	
37-325-326 Beer & Wine Tax Annual	3,600	0.00	0.00	0.00	0.00	(3,600.00)		
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	0.00	0.00	916.61	(83.39)	92%	
37-325-329 PD Narcotics Tax	100	0.00	0.00	0.00	0.00	(100.00)		
37-325-330 Solid Waste Disposal Tax Qrly	0	0.00	0.00	0.00	482.57	482.57		
37-335-335 Powell Bill	24,128	0.00	0.00	0.00	29,194.85	5,066.85	121%	
37-345-345 Zone Board of Adj	500	0.00	0.00	0.00	500.00	0.00	100%	
37-345-346 Code Enforcement	2,750	0.00	100.00	100.00	2,950.00	200.00	107%	
37-351-350 Run Warrenton 5K	2,500	0.00	0.00	0.00	0.00	(2,500.00)		
37-351-353 Landfill Fees Residential	180,480	0.00	15,623.56	15,623.56	154,699.60	(25,780.40)	86%	
37-351-355 Cemetery Fees	1,400	0.00	0.00	0.00	0.00	(1,400.00)		
37-351-356 Police Rpt Fees	50	0.00	0.00	0.00	45.00	(5.00)	90%	
37-351-357 Court Fees	300	0.00	27.00	27.00	256.50	(43.50)	86%	
37-351-359 Charge for Grass Mowing	0	0.00	0.00	0.00	1,212.50	1,212.50		
37-351-360 Cell Tower Rent	29,400	0.00	0.00	0.00	24,255.00	(5,145.00)	83%	
37-351-361 Parking/Ordinance Collections PD	250	0.00	0.00	0.00	50.00	(200.00)	20%	
37-351-401 Debt Setoff Landfill	100	0.00	0.00	0.00	106.00	6.00	106%	

## Budget vs Actual

Town of Warrenton  
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Period Ending 4/30/2022

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-365-001 Interest Income	50	0.00	0.00	0.00	30.34	(19.66)	61%	
37-365-351 Revitalization Comm	9,500	0.00	1,010.00	1,010.00	2,490.00	(7,010.00)	26%	
37-365-358 Branded Merchandise for Sales	500	0.00	0.00	0.00	40.00	(460.00)	8%	
37-365-366 Surplus Property	1,500	0.00	0.00	0.00	8,712.50	7,212.50	581%	
37-365-370 WWTP 25% of GF Exp	44,247	0.00	0.00	0.00	32,803.12	(11,443.88)	74%	
37-365-371 WS 25% of GF Exp	87,356	0.00	0.00	0.00	71,228.54	(16,127.46)	82%	
37-365-374 Insurance Proceeds GF	13,240	0.00	0.00	0.00	13,240.00	0.00	100%	
37-365-401 Mis/Revenue/License Tags	100	0.00	0.00	0.00	3,228.30	3,128.30	3228%	
37-365-410 Interest Investment NCCMT	500	0.00	0.00	0.00	68.45	(431.55)	14%	
37-365-501 Misc Revenue POLICE	500	0.00	0.00	0.00	0.00	(500.00)		
37-395-396 Apropriated Fund Balance (Budget Only)	110,812	0.00	0.00	0.00	0.00	(110,811.55)		
<b>Revenues Totals:</b>	1,321,049	0.00	16,760.56	16,760.56	1,010,569.47	(310,479.08)	76%	
<b>Expenses</b>								
37-401-010 Salary - Full Time	128,031	0.00	12,192.78	12,192.78	107,021.40	21,009.60	84%	
37-401-012 Salary - Adm Assistant	47,353	0.00	5,400.00	5,400.00	40,150.00	7,203.00	85%	
37-401-020 ER-FICA Taxes	9,747	0.00	931.90	931.90	8,180.92	1,566.08	84%	
37-401-021 ER-FICA Taxes - Adm Assistant	3,623	0.00	412.26	412.26	3,065.32	557.68	85%	
37-401-030 ER-Retirement - Orbit	31,806	0.00	3,201.89	3,201.89	26,785.20	5,020.80	84%	
37-401-040 ER-Health Insurance	24,780	2,180.91	2,073.27	2,073.27	22,137.45	461.64	98%	
37-401-050 ER-Life Insurance	604	0.00	48.00	48.00	528.00	76.00	87%	
37-401-060 ER-Workman's Comp	400	0.00	0.00	0.00	326.20	73.80	82%	
37-401-098 American Rescue Plan Reimbursement	(30,103)	0.00	0.00	0.00	0.00	(30,103.07)		
37-401-200 Travel Expense	745	0.00	0.00	0.00	0.00	745.00		
37-401-203 Supplies	4,090	183.95	186.73	186.73	2,393.80	1,511.75	63%	
37-401-250 Light, Heat & Security	12,000	617.33	380.12	380.12	5,303.26	6,079.41	49%	
37-401-251 Telephone & Postage	3,000	416.65	276.08	276.08	2,191.10	392.25	87%	
37-401-255 Bldg. Maint/ Clean SVS	5,545	546.66	33.33	33.33	3,374.79	1,623.55	71%	

## Budget vs Actual

Town of Warrenton  
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Period Ending 4/30/2022

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-401-256 Bank Fees/ Petty Cash	3,150	0.00	250.00	250.00	2,750.00	400.00	87%	
37-401-295 Training	1,025	0.00	175.00	175.00	500.00	525.00	49%	
37-401-301 Computer Maint	3,770	703.99	166.50	166.50	3,065.64	0.37	100%	
37-401-302 Software Support	2,570	139.44	120.14	120.14	1,890.32	540.31	79%	
37-401-304 Website	1,575	0.00	0.00	0.00	1,575.00	0.00	100%	
37-401-305 Technology Upgrades	910	0.00	0.00	0.00	909.01	0.99	100%	
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	0.00	500.00		
37-401-307 Special Events	576	0.00	0.00	0.00	576.00	0.00	100%	
37-401-309 Advertising	1,300	0.00	0.00	0.00	87.33	1,212.67	7%	
37-401-310 Dues & Subscriptions	2,800	0.00	138.00	138.00	2,745.00	55.00	98%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	0.00	44.78	44.78	373.30	326.70	53%	
37-401-400 Liability Insurance	7,072	0.00	1,262.14	1,262.14	4,472.51	2,599.49	63%	
37-401-401 County Tax Collection Svs	8,000	0.00	0.00	0.00	6,795.87	1,204.13	85%	
37-401-405 Audit Expense	9,200	0.00	0.00	0.00	4,150.00	5,050.00	45%	
37-401-410 Election Cost	4,566	0.00	0.00	0.00	4,520.70	45.00	99%	
37-401-415 Economic Development	12,000	1,000.00	1,000.00	1,000.00	11,000.00	0.00	100%	
37-401-420 Attorney Fees	28,500	1,200.00	0.00	0.00	18,200.00	9,100.00	68%	
37-401-497 Sales & Uses Tax Expense	0	0.00	2,604.27	2,604.27	19,986.67	(19,986.67)		
37-401-499 Miscellaneous Expense	540	0.00	0.00	0.00	(10.59)	550.59	-2%	
37-401-700 WDRI Grant Expense	132	0.00	0.00	0.00	131.81	0.19	100%	
37-401-801 Town Hall Roof Loan-Principal	7,026	0.00	0.00	0.00	5,671.79	1,354.48	81%	
37-401-803 USDA Town Hall/WS Loan Principal	4,431	0.00	0.00	0.00	4,431.00	0.00	100%	
37-401-831 Town Hall Roof Loan - Interest Admin	260	0.00	0.00	0.00	188.82	70.98	73%	
37-401-833 USDA Town Hall/WS Loan Interest	2,850	0.00	0.00	0.00	2,850.00	0.00	100%	
37-401-998 Contingency	1,000	0.00	0.00	0.00	0.00	1,000.00		
General Government Totals:	346,073	6,988.93	30,897.19	30,897.19	318,317.62	20,766.72	94%	

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	125.00	1,250.00	250.00	83%	
37-402-020 ER - FICA TAXES	115	0.00	9.56	9.56	95.60	19.40	83%	
37-402-200 Travel Expense	200	0.00	0.00	0.00	0.00	200.00		
37-402-295 Training	900	0.00	0.00	0.00	900.00	0.00	100%	
37-402-402 Commission offsite meetings	50	0.00	0.00	0.00	36.08	13.92	72%	
Governing Body Totals:	2,765	0.00	134.56	134.56	2,281.68	483.32	83%	
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	0.00	500.00		
37-405-430 Historic District Comm	14,870	0.00	0.00	0.00	1,806.00	13,064.00	12%	
37-405-440 Run Warrenton 5K	2,500	0.00	0.00	0.00	0.00	2,500.00		
37-405-450 Revitalization Comm	9,500	0.00	1,250.00	1,250.00	1,742.91	7,757.09	18%	
37-405-470 Small Town Maint St	2,200	0.00	0.00	0.00	1,115.00	1,085.00	51%	
Non-Departmental Totals:	29,570	0.00	1,250.00	1,250.00	4,663.91	24,906.09	16%	
37-501-010 SALARY FULL TIME	209,873	0.00	18,651.40	18,651.40	174,263.38	35,609.62	83%	
37-501-014 Salary - Part Time	10,000	0.00	2,160.00	2,160.00	9,615.99	384.01	96%	
37-501-016 Police Clerical Salary	34,795	0.00	4,015.20	4,015.20	29,994.80	4,800.20	86%	
37-501-019 Salary - Over-Time	9,000	0.00	1,243.06	1,243.06	8,127.70	872.30	90%	
37-501-020 ER-FICA Taxes	20,066	0.00	1,976.81	1,976.81	16,839.49	3,226.51	84%	
37-501-030 ER - Retirement Orbit	44,440	0.00	4,488.84	4,488.84	39,912.73	4,527.27	90%	
37-501-031 ER - 401K 5%	10,912	1,577.02	994.72	994.72	9,119.55	215.43	98%	
37-501-040 ER - Health Insurance	38,960	5,830.80	2,668.10	2,668.10	32,978.40	150.80	100%	
37-501-050 ER - Life Insurance	1,010	65.20	80.00	80.00	944.00	0.80	100%	
37-501-060 ER - Workman's Comp	6,420	0.00	0.00	0.00	4,600.47	1,819.53	72%	
37-501-200 Travel Expense	1,000	0.00	0.00	0.00	988.16	11.84	99%	
37-501-203 Supplies	3,000	307.97	507.83	507.83	2,651.68	40.35	99%	
37-501-204 Uniforms	2,000	105.75	0.00	0.00	1,817.38	76.87	96%	
37-501-205 Equipment & Material	3,000	909.49	0.00	0.00	1,964.20	126.31	96%	
37-501-250 Light, Heat & Security	8,908	1,131.19	237.41	237.41	4,567.20	3,209.61	64%	
37-501-251 Telephone & Postage	9,387	368.88	873.23	873.23	7,446.02	1,572.10	83%	
37-501-252 Fuel	22,000	0.00	2,200.95	2,200.95	19,920.51	2,079.49	91%	

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-501-255 Bldg Maint/Clean Svs	5,904	546.66	33.33	33.33	4,096.46	1,260.88	79%	
37-501-295 Training	2,000	(0.20)	0.00	0.00	608.84	1,391.36	30%	
37-501-301 Computer Maint	5,856	1,078.00	0.00	0.00	3,619.67	1,158.33	80%	
37-501-302 Software Support	6,665	0.00	0.00	0.00	6,649.71	15.29	100%	
37-501-351 Maint & Repair Equip	4,989	41.40	1,988.75	1,988.75	4,021.18	926.42	81%	
37-501-370 2019 Dodge Car 100	1,000	0.00	55.24	55.24	163.68	836.32	16%	
37-501-371 2017 Dodge Car 200	1,000	0.00	0.00	0.00	728.92	271.08	73%	
37-501-372 2016 Dodge Car 300	1,500	0.00	500.00	500.00	1,484.25	15.75	99%	
37-501-373 2017 Dodge Car 400	2,300	0.00	0.00	0.00	2,208.84	91.16	96%	
37-501-374 2010 Ford Car 500	1,000	0.00	0.00	0.00	336.46	663.54	34%	
37-501-375 2008 Ford Car 600	1,000	0.00	150.40	150.40	150.40	849.60	15%	
37-501-376 2019 Dodge Car 700	1,500	0.00	0.00	0.00	1,183.81	316.19	79%	
37-501-400 Liability Insurance	12,400	0.00	4,237.87	4,237.87	12,021.56	378.44	97%	
37-501-415 Police Shots Medical	500	0.00	0.00	0.00	0.00	500.00		
37-501-433 COP Program	500	0.00	0.00	0.00	0.00	500.00		
37-501-436 PD Narcotics Tax/Proceeds	142	0.00	0.00	0.00	0.00	142.00		
37-501-499 Miscellaneous	3,410	1,208.13	1,258.17	1,258.17	1,244.77	957.10	72%	
37-501-801 Town Hall Roof Loan Principal	6,890	0.00	0.00	0.00	5,671.86	1,218.42	82%	
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,206	0.00	0.00	0.00	4,206.00	0.00	100%	
37-501-803 Police Security Camera Loan Principal (USDA)	1,243	0.00	0.00	0.00	1,242.46	0.54	100%	
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,545	0.00	0.00	0.00	4,544.28	0.72	100%	
37-501-831 Town Hall Roof Loan - Interest PD	388	0.00	0.00	0.00	188.88	199.12	49%	
37-501-832 Police 2017 Cars Loan Interest (USDA)	574	0.00	0.00	0.00	574.00	0.00	100%	
37-501-833 Police Security Camera Loan Interest (USDA)	91	0.00	0.00	0.00	90.54	0.46	99%	
37-501-834 Police 2019 Cars Loan Interest	882	0.00	0.00	0.00	881.72	0.28	100%	

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
(UDSA)								
Police Department Totals:	505,256	13,170.29	48,321.31	48,321.31	421,669.95	70,416.04	86%	
37-601-014 Salary - Part Time Code Enforcement	3,000	0.00	336.60	336.60	2,866.08	133.92	96%	
37-601-020 ER-FICA Taxes	230	0.00	25.75	25.75	176.49	53.51	77%	
37-601-252 Fuel/Truck Expense/Insurance	435	0.00	0.00	0.00	0.00	435.00		
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	0.00	200.00		
37-601-437 Contract Srvs Fire Protection	70,000	0.00	5,833.33	5,833.33	58,333.30	11,666.70	83%	
37-601-475 Donation to Town Fire	1,500	0.00	0.00	0.00	0.00	1,500.00		
37-601-476 Code Enforcement Exp	5,300	0.00	0.00	0.00	5,000.00	300.00	94%	
37-601-710 Fire Museum Expense	10,000	0.00	0.00	0.00	0.00	10,000.00		
Fire Totals:	90,665	0.00	6,195.68	6,195.68	66,375.87	24,289.13	73%	
37-651-330 Christmas Lights/Santa House	906	0.00	0.00	0.00	905.45	0.55	100%	
37-651-331 Haley Haywood Park	1,650	0.00	0.00	0.00	25.57	1,624.43	2%	
37-651-332 Signs below \$5,000	2,194	0.00	294.88	294.88	1,857.47	336.53	85%	
37-651-333 Street Beautification - Below \$5,000	4,765	0.00	257.88	257.88	3,991.21	773.79	84%	
37-651-335 Street Lighting Electric Bill	23,000	4,179.00	1,894.31	1,894.31	17,821.00	1,000.00	96%	
Signs and Lights Totals:	32,515	4,179.00	2,447.07	2,447.07	24,600.70	3,735.30	89%	
37-701-010 Salary - Full Time	53,498	0.00	6,316.23	6,316.23	43,699.20	9,798.80	82%	
37-701-014 Salary - Part Time	16,316	0.00	1,309.10	1,309.10	12,374.26	3,941.74	76%	
37-701-019 Over-Time	1,160	0.00	0.00	0.00	61.55	1,098.45	5%	
37-701-020 ER-FICA Taxes	5,659	0.00	581.56	581.56	4,281.27	1,377.73	76%	
37-701-030 ER - Retirement - Orbit	13,832	0.00	1,134.84	1,134.84	9,014.77	4,817.23	65%	
37-701-040 ER-Health Insurance	14,114	153.00	1,208.16	1,208.16	11,658.64	2,302.36	84%	
37-701-050 ER-Life Insurance	383	0.00	32.32	32.32	318.12	64.88	83%	
37-701-060 ER-Workman's Comp	1,837	0.00	0.00	0.00	1,836.17	0.83	100%	
37-701-203 Supplies	3,203	103.56	666.68	666.68	2,820.22	279.22	91%	
37-701-204 Uniforms	3,720	170.45	638.43	638.43	3,129.55	420.00	89%	



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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-701-251 Telephone & Postage	936	128.18	76.67	76.67	671.82	136.00	85%	
37-701-252 Fuel	10,880	0.00	191.40	191.40	7,616.27	3,263.73	70%	
37-701-256 Street Maintenance	5,760	0.00	0.00	0.00	5,760.00	0.00	100%	
37-701-312 Tree Removal	500	0.00	0.00	0.00	500.00	0.00	100%	
37-701-351 Maint & Repair Equip	7,226	0.00	123.71	123.71	6,015.13	1,210.87	83%	
37-701-352 Vehicle Maintenance	20,569	0.00	0.00	0.00	18,578.21	1,990.79	90%	
37-701-400 Liability Insurance	6,328	0.00	1,388.85	1,388.85	4,404.81	1,923.19	70%	
37-701-431 Street Debris Disposal	3,500	0.00	0.00	0.00	3,500.00	0.00	100%	
37-701-895 Mowing	(16,000)	0.00	(1,125.00)	(1,125.00)	(11,250.00)	(4,750.00)	70%	
Streets Totals:	153,421	555.19	12,542.95	12,542.95	124,989.99	27,875.82	82%	
37-710-361 Maint & Repair POWELL BILL	18,167	0.00	198.00	198.00	8,610.00	9,557.00	47%	
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	0.00	100.00		
37-710-810 BB&T Battle Ave Sewer Loan POWELL - Prin	5,637	0.00	5,636.54	5,636.54	5,636.54	0.46	100%	
37-710-830 BB&T Battle Ave Sewer Loan POWELL - Int	224	0.00	223.76	223.76	223.76	0.24	100%	
Powell Bill Totals:	24,128	0.00	6,058.30	6,058.30	14,470.30	9,657.70	60%	
37-801-010 Salary - Full Time Sanitation	48,527	0.00	5,599.08	5,599.08	41,260.80	7,266.20	85%	
37-801-019 Salary - Over Time Sanitation	(54)	0.00	0.00	0.00	0.00	(54.00)		
37-801-020 ER - FICA Sanitation	3,764	0.00	419.10	419.10	3,088.79	675.21	82%	
37-801-030 ER - Retirement - Orbit Sanitation	7,851	0.00	1,019.04	1,019.04	7,509.52	341.48	96%	
37-801-040 ER - Health Insurance	11,101	996.97	937.07	937.07	9,995.99	108.04	99%	
37-801-050 ER - Life Insurance	281	0.00	21.60	21.60	237.60	43.40	85%	
37-801-060 Workman's Compensation	4,080	0.00	0.00	0.00	4,079.31	0.69	100%	
37-801-203 Supplies	750	0.00	18.04	18.04	293.19	456.81	39%	
37-801-204 Uniforms	2,196	0.00	404.08	404.08	1,945.51	250.49	89%	
37-801-251 Telephone & Postage	516	153.31	41.34	41.34	362.69	0.00	100%	
37-801-252 Fuel	2,620	0.00	0.00	0.00	1,940.12	679.88	74%	
37-801-350 Landfull Fees	19,300	2,431.41	1,701.80	1,701.80	16,868.59	0.00	100%	

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-801-352 Vehicle Maintenance	377	0.00	0.00	0.00	375.06	1.94	99%	
37-801-400 Liability Insurance	5,963	0.00	1,175.93	1,175.93	4,696.08	1,266.92	79%	
Sanitation Totals:	107,272	3,581.69	11,337.08	11,337.08	92,653.25	11,037.06	90%	
37-901-032 Transfer out to Capital Project Parking Lot	25,000	0.00	0.00	0.00	25,000.00	0.00	100%	
37-901-037 Transfer Out To GF Bank 30	0	0.00	0.00	0.00	(500.00)	500.00		
37-901-068 Transfer Match to Warrenton Animal Clinic Grant	2,500	0.00	0.00	0.00	0.00	2,500.00		
37-901-889 Transfer Out to USDA Loan Reserve	1,883	0.00	0.00	0.00	0.00	1,883.00		
Transfers Out Totals:	29,383	0.00	0.00	0.00	24,500.00	4,883.00	83%	
Expenses Totals:	1,321,049	28,475.10	119,184.14	119,184.14	1,094,523.27	198,050.18	85%	
37 GENERAL FUND Revenues Over/(Under) Expenses:			(102,423.58)	(102,423.58)	(83,953.80)			

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
38-351-401 Water Sales	776,347	0.00	64,458.71	64,458.71	606,272.91	(170,074.09)	78%
38-351-402 Debt Setoff WATER	302	0.00	0.00	0.00	119.35	(182.65)	40%
38-351-404 Sewer Services	594,414	0.00	50,603.83	50,603.83	460,847.20	(133,566.80)	78%
38-351-407 Debt Setoff SEWER	501	0.00	0.00	0.00	210.14	(290.86)	42%
38-351-408 Town Taps	18,651	0.00	219.85	219.85	17,143.11	(1,507.89)	92%
38-351-416 Dis/Reconnection Fee	7,320	0.00	835.44	835.44	7,842.66	522.66	107%
38-351-417 Fire Sprinkler	2,253	0.00	178.14	178.14	1,818.54	(434.46)	81%
38-351-418 Late Fees/Penalty/Cut Off	12,741	0.00	0.00	0.00	816.38	(11,924.62)	6%
38-351-419 Returned Check Fee	430	0.00	0.00	0.00	250.00	(180.00)	58%
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	27	0.00	0.00	0.00	55.00	28.00	204%
38-365-001 Interest Income	26	0.00	0.00	0.00	29.65	3.65	114%
38-365-014 Cash Over and Short (Daily Difference)	0	0.00	0.00	0.00	3.66	3.66	
38-365-410 Interest/investment Income NCCMT	0	0.00	0.00	0.00	34.19	34.19	
38-365-421 Account Activation Fee	2,875	0.00	175.00	175.00	2,250.00	(625.00)	78%
38-365-851 Misc Revenue WATER	63	0.00	0.00	0.00	31.49	(31.51)	50%
<b>Revenues Totals:</b>	<b>1,415,950</b>	<b>0.00</b>	<b>116,470.97</b>	<b>116,470.97</b>	<b>1,097,724.28</b>	<b>(318,225.72)</b>	<b>78%</b>
<b>Expenses</b>							
38-851-010 Salary Full Time	97,849	0.00	10,524.69	10,524.69	79,151.81	18,697.19	81%
38-851-014 Salary - Part Time	18,194	0.00	1,820.33	1,820.33	14,717.48	3,476.52	81%
38-851-019 Salary Over-Time	5,121	0.00	161.95	161.95	3,498.75	1,622.25	68%
38-851-020 ER-FICA Taxes	9,373	0.00	920.70	920.70	7,184.08	2,188.92	77%
38-851-030 ER - Retirement Orbit	15,584	0.00	1,634.67	1,634.67	11,962.41	3,621.59	77%
38-851-040 ER - Health Insurance WATER	18,024	0.00	1,495.20	1,495.20	14,478.26	3,545.74	80%
38-851-050 ER - Life Insurance	440	0.00	35.60	35.60	368.54	71.46	84%
38-851-060 ER - Workman's Comp	1,071	0.00	0.00	0.00	1,070.01	0.99	100%

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38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-851-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00		
38-851-203 Supplies	34,986	503.61	3,072.67	3,072.67	33,240.86	1,241.63	96%	
38-851-204 Uniforms	2,172	315.49	381.09	381.09	1,856.51	0.00	100%	
38-851-250 Light & Heat & Security	4,384	308.67	167.33	167.33	3,391.09	684.24	84%	
38-851-251 Telephone & Postage	8,029	1,400.63	715.15	715.15	6,588.93	39.44	100%	
38-851-252 Fuel	7,223	0.00	315.94	315.94	5,547.91	1,675.09	77%	
38-851-255 Bldg. Maint/Clean Svs	3,039	273.34	16.67	16.67	1,402.59	1,363.07	55%	
38-851-260 Electric Tank/Pumps	3,423	897.93	64.99	64.99	2,291.90	233.17	93%	
38-851-296 Continuing Education	625	0.00	0.00	0.00	150.00	475.00	24%	
38-851-301 Computer Maintenance	2,547	290.25	154.54	154.54	1,529.92	726.83	71%	
38-851-302 Software Support	10,492	12.38	0.00	0.00	10,428.64	50.98	100%	
38-851-305 Technology Upgrades	2,250	0.00	0.00	0.00	466.77	1,783.23	21%	
38-851-309 Advertising	265	0.00	0.00	0.00	264.35	0.65	100%	
38-851-310 Dues & Subscriptions	424	25.00	12.50	12.50	398.01	0.99	100%	
38-851-313 State Permits	1,250	0.00	0.00	0.00	1,051.59	198.41	84%	
38-851-345 Water Tank Contract	18,176	0.00	4,431.95	4,431.95	17,504.73	671.27	96%	
38-851-347 Lab Analysis	1,460	245.00	215.00	215.00	1,215.00	0.00	100%	
38-851-351 Maint. & Repair Equip	1,803	(184.17)	0.00	0.00	1,986.42	0.75	100%	
38-851-352 Vehicle Maintenance	3,633	0.00	0.00	0.00	3,023.56	609.44	83%	
38-851-400 Town Liability Insurance	7,160	0.00	1,291.94	1,291.94	4,347.96	2,812.04	61%	
38-851-405 Audit Expense	4,347	0.00	0.00	0.00	2,075.00	2,272.00	48%	
38-851-448 External Contract	24,907	0.00	1,292.75	1,292.75	23,611.37	1,295.13	95%	
38-851-451 Water Purchase	201,423	32,690.19	28,786.03	28,786.03	168,732.57	0.24	100%	
38-851-801 Town Hall Roof Loan - Principal	2,708	0.00	0.00	0.00	2,030.76	677.24	75%	
38-851-802 USDA Public Works Trucks - Princ Water	2,567	0.00	0.00	0.00	2,566.80	0.20	100%	
38-851-803 USDA Town Hall/WS Loan Principal	26,000	0.00	0.00	0.00	0.00	26,000.00		
38-851-831 Town Hall Roof Loan - Interest	130	0.00	0.00	0.00	94.41	35.49	73%	

## Budget vs Actual

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38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Water								
38-851-833 USDA Town Hall/WS Loan Interest	14,423	0.00	0.00	0.00	0.00	14,423.00		
38-851-836 USDA Public Works Trucks - Int Water	351	0.00	0.00	0.00	350.20	0.80	100%	
38-851-895 Grass Cutting Expense	16,000	0.00	1,125.00	1,125.00	11,250.00	4,750.00	70%	
38-851-896 WS 25% of GF Expense	43,678	0.00	0.00	0.00	35,614.27	8,063.73	82%	
Water Totals:	615,746	36,778.32	58,636.69	58,636.69	475,443.46	103,523.72	83%	
38-852-010 Salary - Full Time	96,406	0.00	10,524.69	10,524.69	79,075.76	17,330.24	82%	
38-852-014 Salary - Part Time	18,194	0.00	1,820.33	1,820.33	14,883.09	3,310.91	82%	
38-852-019 Salary - Over Time Sewer	6,477	0.00	87.15	87.15	5,451.70	1,025.30	84%	
38-852-020 ER - FICA Sewer	9,373	0.00	946.96	946.96	7,574.87	1,798.13	81%	
38-852-030 ER-Retirement Orbit	17,584	0.00	1,618.06	1,618.06	12,237.01	5,346.99	70%	
38-852-040 ER-Health Insurance SEWER	18,025	0.00	1,496.08	1,496.08	14,487.80	3,537.20	80%	
38-852-050 ER-Life Insurance	449	0.00	36.24	36.24	375.58	73.42	84%	
38-852-060 ER-Workman's Comp	1,191	0.00	0.00	0.00	1,070.00	121.04	90%	
38-852-098 American Resecu Plan Reimbursement	(927)	0.00	0.00	0.00	0.00	(927.33)		
38-852-200 Travel Expense	202	0.00	0.00	0.00	0.00	202.00		
38-852-203 Supplies	27,379	348.74	17,368.15	17,368.15	26,221.51	809.08	97%	
38-852-204 Uniforms	2,172	315.74	381.05	381.05	1,856.26	0.00	100%	
38-852-250 Light & Heat & Security	5,981	627.18	167.30	167.30	3,390.95	1,962.87	67%	
38-852-251 Telephone & Postage	8,029	1,400.84	715.13	715.13	6,588.34	39.82	100%	
38-852-252 Fuel	7,380	0.00	315.94	315.94	5,725.86	1,654.14	78%	
38-852-255 Bldg. Maint/Clean Svs	3,039	273.34	16.67	16.67	1,402.61	1,363.05	55%	
38-852-260 Electric Tank/Pumps	14,000	4,347.57	2,058.85	2,058.85	8,791.74	860.69	94%	
38-852-296 Continuing Education	625	0.00	0.00	0.00	150.00	475.00	24%	
38-852-301 Computer Maint.	2,547	290.25	154.54	154.54	1,529.92	726.83	71%	
38-852-302 Software Support	10,492	12.37	0.00	0.00	10,428.61	51.02	100%	

## Budget vs Actual

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Period Ending 4/30/2022

38 WATER / SEWER									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
38-852-305 Technology Upgrades	933	0.00	0.00	0.00	466.74	466.26	50%		
38-852-309 Advertising	683	0.00	0.00	0.00	682.83	0.17	100%		
38-852-310 Dues & Subscriptions	423	25.00	12.50	12.50	398.00	0.00	100%		
38-852-313 State Permits	1,250	0.00	0.00	0.00	150.00	1,100.00	12%		
38-852-351 Maint & Repair Equip	1,803	(184.17)	0.00	0.00	1,986.40	0.77	100%		
38-852-352 Vehicle Maintenance	3,563	0.00	0.00	0.00	2,953.51	609.49	83%		
38-852-400 Liability Insurance	6,936	0.00	1,365.22	1,365.22	4,494.53	2,441.47	65%		
38-852-405 Audit Expense	4,347	0.00	0.00	0.00	2,075.00	2,272.00	48%		
38-852-435 Purchase of Sewer Services	334,513	0.00	0.00	0.00	178,006.62	156,506.38	53%		
38-852-448 External Contract	33,250	212.50	1,292.75	1,292.75	31,396.85	1,640.15	95%		
38-852-473 WWTP Rehab Annual Payment	25,357	0.00	0.00	0.00	0.00	25,357.00			
38-852-801 Town Hall Roof Loan - Principal	2,708	0.00	0.00	0.00	2,030.82	677.18	75%		
38-852-802 USDA Public Works Trucks - Princ Sewer	2,567	0.00	0.00	0.00	2,566.80	0.20	100%		
38-852-803 USDA Town Hall/WS Loan Principal	26,000	0.00	0.00	0.00	0.00	26,000.00			
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,977	0.00	14,392.90	14,392.90	14,392.90	584.10	96%		
38-852-809 John Riggans Easement Pmt	1,000	0.00	0.00	0.00	1,000.00	0.00	100%		
38-852-810 BB&T Battle Avenue Sewer Loan - Principal	6,709	0.00	6,708.04	6,708.04	6,708.04	0.96	100%		
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	13,750.00	13,750.00	13,750.00	0.00	100%		
38-852-830 BB&T Battle Ave Sewer Loan - Int	267	0.00	266.28	266.28	266.28	0.72	100%		
38-852-831 Town Hall Roof Loan - Interest Sewer	130	0.00	0.00	0.00	94.47	35.49	73%		
38-852-833 USDA Town Hall/WS Loan Interest	14,423	0.00	0.00	0.00	0.00	14,423.00			
38-852-836 USDA Public Works Trucks - Int Sewer	351	0.00	0.00	0.00	350.20	0.80	100%		

## Budget vs Actual

Town of Warrenton  
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Period Ending 4/30/2022

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,300	0.00	1,650.00	1,650.00	3,300.00	0.00	100%	
38-852-896 WS 25% of GF Expense	43,678	0.00	0.00	0.00	35,614.27	8,063.73	82%	
Sewer Expenses Totals:	791,536	7,669.36	77,144.83	77,144.83	503,925.87	279,940.27	65%	
38-901-889 Transfer Out to USDA Loan Reserve	8,669	0.00	0.00	0.00	0.00	8,669.00		
Transfers Out Totals:	8,669	0.00	0.00	0.00	0.00	8,669.00		
Expenses Totals:	1,415,950	44,447.68	135,781.52	135,781.52	979,369.33	392,132.99	72%	
38 WATER / SEWER Revenues Over/(Under) Expenses:			(19,310.55)	(19,310.55)	118,354.95			

## Budget vs Actual

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39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
39-351-405 Septic Disposal Service	18,828	0.00	2,370.00	2,370.00	44,710.00	25,882.00	237%
39-351-470 Town Sewer Revenues	334,513	0.00	0.00	0.00	178,006.62	(156,506.38)	53%
39-351-471 Sewer Revenues - County	190,349	0.00	0.00	0.00	101,291.52	(89,057.48)	53%
39-351-472 Sewer Rev Norlina	194,521	0.00	0.00	0.00	103,511.81	(91,009.19)	53%
39-365-001 Interest Income	0	0.00	0.00	0.00	2.33	2.33	
39-365-861 Misc Revenue WWTP	1,000	0.00	13,749.20	13,749.20	13,753.70	12,753.70	1375%
<b>Revenues Totals:</b>	<b>739,211</b>	<b>0.00</b>	<b>16,119.20</b>	<b>16,119.20</b>	<b>441,275.98</b>	<b>(297,935.02)</b>	<b>60%</b>
<b>Expenses</b>							
39-861-010 Salary - Full Time	168,825	0.00	18,243.54	18,243.54	137,904.89	30,920.11	82%
39-861-014 Salary - Part Time	13,673	0.00	919.46	919.46	13,616.88	56.12	100%
39-861-019 Over-Time	14,064	0.00	1,224.19	1,224.19	9,161.91	4,902.09	65%
39-861-020 ER-FICA Taxes	15,037	0.00	1,301.28	1,301.28	10,216.04	4,820.96	68%
39-861-030 ER - Retirement Orbit	33,686	0.00	2,886.77	2,886.77	22,620.92	11,065.08	67%
39-861-040 ER- Health Insurance	27,820	109.60	2,357.46	2,357.46	22,667.83	5,042.57	82%
39-861-050 ER-Life Insurance	625	87.52	50.24	50.24	496.16	41.32	93%
39-861-060 ER-Workman's Comp	2,324	0.00	0.00	0.00	2,081.21	242.79	90%
39-861-200 Travel Expense	500	0.00	0.00	0.00	0.00	500.00	
39-861-203 Supplies	54,430	469.71	9,342.79	9,342.79	52,284.10	1,676.19	97%
39-861-204 Uniforms	3,120	632.93	528.10	528.10	2,487.07	0.00	100%
39-861-250 Light, Heat & Security	95,000	4,529.06	15,823.54	15,823.54	81,756.94	8,714.00	91%
39-861-251 Telephone & Postage	7,873	980.25	749.41	749.41	6,842.39	50.36	99%
39-861-252 Fuel	9,000	0.00	404.52	404.52	5,797.64	3,202.36	64%
39-861-296 Continuing Education	2,291	0.00	0.00	0.00	2,036.00	255.00	89%
39-861-301 Computer Maint.	4,369	1,505.35	254.27	254.27	2,863.07	0.58	100%
39-861-302 Software Support	3,670	24.75	0.00	0.00	3,181.52	463.73	87%
39-861-305 Technology Upgrades	2,000	0.00	0.00	0.00	466.74	1,533.26	23%
39-861-309 Advertising	1,000	0.00	0.00	0.00	833.91	166.09	83%



## Budget vs Actual

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39 WWTP								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
39-861-310 Dues & Subscriptions	132	0.00	0.00	0.00	131.33	0.67	99%	
39-861-318 Freight Charges	1,900	72.26	180.00	180.00	1,776.99	50.75	97%	
39-861-342 Maint & Repair Plant	68,192	0.00	1,653.31	1,653.31	49,928.37	18,263.63	73%	
39-861-344 Sludge Removal	60,000	0.00	7,647.50	7,647.50	45,027.50	14,972.50	75%	
39-861-345 Beaver Control	750	0.00	0.00	0.00	0.00	750.00		
39-861-346 Lab Material & Supplies	9,150	0.00	842.47	842.47	8,564.71	585.29	94%	
39-861-347 Lab Analysis	18,466	0.00	2,784.00	2,784.00	14,326.45	4,139.55	78%	
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	0.00	0.00	3,000.00		
39-861-349 OSHAComp/Safety M&S	1,000	637.50	90.00	90.00	264.00	98.50	90%	
39-861-352 Vehicle Maintenance	4,250	0.00	0.00	0.00	1,760.57	2,489.43	41%	
39-861-400 Liability Insurance	20,500	0.00	3,610.55	3,610.55	12,396.35	8,103.65	60%	
39-861-405 Audit Expense	8,694	0.00	0.00	0.00	4,150.00	4,544.00	48%	
39-861-441 Certify Lab Services	1,000	0.00	0.00	0.00	792.40	207.60	79%	
39-861-444 Permits & Fees	9,232	0.00	750.00	750.00	7,731.66	1,500.34	84%	
39-861-446 Influent Debris Removal	5,664	0.00	510.75	510.75	4,689.47	974.53	83%	
39-861-810 NCDEQ WWTP Phase 2 Principal	23,607	0.00	23,606.60	23,606.60	23,606.60	0.40	100%	
39-861-897 WWTP 25% of GF Exp	44,247	0.00	0.00	0.00	32,803.12	11,443.88	74%	
39-861-998 Contingency	120	0.00	0.00	0.00	0.00	120.00		
WWTP - Expenses Totals:	739,211	9,048.93	95,760.75	95,760.75	585,264.74	144,897.33	80%	
Expenses Totals:	739,211	9,048.93	95,760.75	95,760.75	585,264.74	144,897.33	80%	
39 WWTP Revenues Over/(Under) Expenses:			(79,641.55)	(79,641.55)	(143,988.76)			

## Check Listing

Date From: 4/1/2022 Date To: 4/30/2022

Vendor Range: 1 800 FLAGPOLE.COM - YVONNE D MATTHEWS

Town of Warrenton  
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Check Number	Bank	Vendor	Date	Amount
64686	30	BURNETT LIME COMPANY, INC	04/04/2022	<u>\$3,404.47</u>
64687	30	CITIZENS INSURANCE & BONDING,	04/04/2022	<u>\$14,375.00</u>
64688	30	HACH COMPANY	04/04/2022	<u>\$192.34</u>
64689	30	Purchase Power (Pitney Bowes)	04/04/2022	<u>\$150.00</u>
64690	30	TRI-COUNTY POWER EQUIPMENT INC	04/04/2022	<u>\$55.46</u>
64691	30	Truist Governmental Finance	04/04/2022	<u>\$12,834.62</u>
64692	30	ULINE	04/04/2022	<u>\$421.65</u>
64693	30	WARREN COUNTY PUBLIC UTILITIES	04/04/2022	<u>\$14,027.96</u>
64694	30	NC DEPARTMENT OF REVENUE	04/05/2022	<u>\$44.78</u>
64695	30	QUILL CORPORATION	04/05/2022	<u>\$44.16</u>
64696	30	ROBERT SNOW	04/05/2022	<u>\$90.00</u>
64697	30	UNITED PARCEL SERVICE	04/05/2022	<u>\$72.00</u>
64698	30	WHITCO TERMITE & PEST CONTROL	04/05/2022	<u>\$100.00</u>
64699	30	CAROLINA DIGITAL PHONE INC	04/07/2022	<u>\$316.00</u>
64700	30	ClearWater, Inc	04/07/2022	<u>\$17,926.53</u>
64701	30	HACH COMPANY	04/07/2022	<u>\$155.72</u>
64702	30	KERR-TAR REG COUNCIL OF GOV	04/07/2022	<u>\$138.00</u>
64703	30	KPH PAVING & LANDSCAPING, INC.	04/07/2022	<u>\$2,433.50</u>
64704	30	MERITECH INC	04/07/2022	<u>\$2,999.00</u>
64705	30	PROFESSIONAL MAIL SERVICES, INC	04/07/2022	<u>\$2.47</u>
64706	30	PROFESSIONAL MAIL SERVICES, INC	04/07/2022	<u>\$7.60</u>
64707	30	Spectrum Business	04/07/2022	<u>\$129.98</u>
64708	30	TRI-COUNTY POWER EQUIPMENT INC	04/07/2022	<u>\$592.96</u>
64709	30	AMAZON CAPTIAL SERVICES, INC.	04/07/2022	<u>\$661.25</u>
64710	30	BLUE RIDGE SPRINGS, INC	04/07/2022	<u>\$88.00</u>
64711	30	HACH COMPANY	04/07/2022	<u>\$381.44</u>
64712	30	SOUTHERN CORROSION, INC.	04/07/2022	<u>\$4,431.95</u>
64713	30	TAR HEEL TIRE SALES/SERVICE	04/07/2022	<u>\$47.80</u>
64714	30	UNIFIRST CORPORATION	04/07/2022	<u>\$1,719.52</u>
64715	30	WARREN AUTO PARTS, INC.	04/07/2022	<u>\$157.68</u>
64716	30	WHITCO TERMITE & PEST CONTROL	04/07/2022	<u>\$100.00</u>
64717	30	WRIGHT EXPRESS FSC	04/07/2022	<u>\$2,200.95</u>

## Check Listing

Date From: 4/1/2022 Date To: 4/30/2022

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Check Number	Bank	Vendor	Date	Amount
64718	30	AMAZON CAPTIAL SERVICES, INC.	04/11/2022	<u>\$31.80</u>
64719	30	Community Eye Care	04/11/2022	<u>\$92.84</u>
64720	30	Core & Main	04/11/2022	<u>\$2,516.31</u>
64721	30	DOCUMENT SYSTEMS, INC	04/11/2022	<u>\$374.44</u>
64722	30	DUKE ENERGY PROGRESS	04/11/2022	<u>\$11,473.25</u>
64723	30	DUKE ENERGY PROGRESS	04/11/2022	<u>\$143.91</u>
64724	30	GARY V. WILLIAMS	04/11/2022	<u>\$350.00</u>
64725	30	GFL ENVIRONMENTAL	04/11/2022	<u>\$510.75</u>
64726	30	NORTH CAROLINA 811, INC	04/11/2022	<u>\$25.00</u>
64727	30	PROFESSIONAL MAIL SERVICES, INC	04/11/2022	<u>\$134.38</u>
64728	30	PROFESSIONAL MAIL SERVICES, INC	04/11/2022	<u>\$410.81</u>
64729	30	PROFESSIONAL MAIL SERVICES, INC	04/11/2022	<u>\$147.54</u>
64730	30	UNITED PARCEL SERVICE	04/11/2022	<u>\$36.00</u>
64731	30	WALKER AUTO STORES	04/11/2022	<u>\$241.72</u>
64732	30	WARREN AUTO PARTS, INC.	04/11/2022	<u>\$29.05</u>
64733	30	AMAZON CAPTIAL SERVICES, INC.	04/13/2022	<u>\$243.12</u>
64734	30	DUKE ENERGY PROGRESS	04/13/2022	<u>\$8,916.64</u>
64735	30	PETE SMITH TIRE & QUICK LUBE, INC	04/13/2022	<u>\$1,098.12</u>
64736	30	SONITROL INTEGRATED SECURITY	04/13/2022	<u>\$1,988.75</u>
64737	30	UNIFIRST CORPORATION	04/13/2022	<u>\$318.49</u>
64738	30	USDA - RURAL DEVELOPMENT	04/13/2022	<u>\$7,396.60</u>
64739	30	Cash	04/19/2022	<u>\$250.00</u>
64740	30	COUNTRYBOY'S EXCAVATING	04/19/2022	<u>\$200.00</u>
64741	30	FRONTIER NATURAL GAS	04/19/2022	<u>\$161.05</u>
64742	30	TIME WARNER CABLE	04/19/2022	<u>\$97.97</u>
64743	30	TIME WARNER CABLE	04/19/2022	<u>\$177.97</u>
64744	30	WILLIAM BAIN	04/19/2022	<u>\$1,000.00</u>
64745	30	FIRST CITIZENS BANK	04/20/2022	<u>\$2,639.64</u>
64746	30	Brimar Industries	04/20/2022	<u>\$12.35</u>
64747	30	CENTURY LINK COMMUNICATIONS	04/20/2022	<u>\$287.22</u>
64748	30	DUKE ENERGY PROGRESS	04/20/2022	<u>\$142.71</u>
64749	30	Lee Roy West Plumbing & Heating	04/20/2022	<u>\$6.34</u>

## Check Listing

Date From: 4/1/2022 Date To: 4/30/2022  
Vendor Range: 1 800 FLAGPOLE.COM - YVONNE D MATTHEWS

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Check Number	Bank	Vendor	Date	Amount
64750	30	UNIFIRST CORPORATION	04/20/2022	<u>\$644.31</u>
64751	30	WARREN AUTO PARTS, INC.	04/20/2022	<u>\$14.78</u>
64752	30	WARREN COUNTY PUBLIC WORKS	04/20/2022	<u>\$1,701.80</u>
64753	30	AMAZON CAPTIAL SERVICES, INC.	04/21/2022	<u>\$83.16</u>
64754	30	DUKE ENERGY PROGRESS	04/21/2022	<u>\$188.38</u>
64755	30	FRONTIER NATURAL GAS	04/21/2022	<u>\$72.87</u>
64756	30	MUNICIPAL INSURANCE TRUST	04/21/2022	<u>\$768.79</u>
64757	30	PITNEY BOWES GLOBAL	04/21/2022	<u>\$224.18</u>
64758	30	United Healthcare	04/21/2022	<u>\$14,326.39</u>
64759	30	US CELLULAR	04/21/2022	<u>\$1,472.57</u>
64760	30	WILSON'S WATER SERVICES	04/21/2022	<u>\$750.00</u>
64761	30	DOCUMENT SYSTEMS, INC	04/25/2022	<u>\$393.97</u>
64762	30	GALLS QUARTERMASTER	04/25/2022	<u>\$535.89</u>
64763	30	HUMANA SPECIALTY BENEFITS	04/25/2022	<u>\$29.38</u>
64764	30	PETE SMITH TIRE & QUICK LUBE, INC	04/25/2022	<u>\$752.60</u>
64765	30	Gayle Long Properties LLC	04/26/2022	<u>\$2,500.00</u>
64766	30	INFORMATION TECHNOLOGY SERVICE	04/26/2022	<u>\$175.38</u>
64767	30	UNIFIRST CORPORATION	04/26/2022	<u>\$329.32</u>
64768	30	VERIZON WIRELESS	04/26/2022	<u>\$280.07</u>
64769	30	WARREN COUNTY PUBLIC UTILITIES	04/26/2022	<u>\$14,758.07</u>
64770	30	ALANNA FLYNNE MEARES	04/27/2022	<u>\$1,000.00</u>
64771	30	AMAZON CAPTIAL SERVICES, INC.	04/27/2022	<u>\$390.32</u>
64772	30	COLUMBIAN MUTUAL LIFE INS CO	04/27/2022	<u>\$37.88</u>
64773	30	FLEMING INVESTMENT COMPANY	04/27/2022	<u>\$3,000.00</u>
64774	30	NC DEQ	04/27/2022	<u>\$14,392.90</u>
64775	30	PRUDENTIAL RETIREMENT	04/27/2022	<u>\$1,383.72</u>
64776	30	UNITED PARCEL SERVICE	04/27/2022	<u>\$72.00</u>
64777	30	WATER GUARD, INC.	04/27/2022	<u>\$4,968.30</u>
64778	30	NC DEQ	04/29/2022	<u>\$23,606.60</u>
64779	30	NC DEQ	04/29/2022	<u>\$15,400.00</u>
94	Checks Totaling -			<b>\$226,011.19</b>

Checks

Voided

Total

# Check Listing

Date From: 4/1/2022 Date To: 4/30/2022

Vendor Range: 1 800 FLAGPOLE.COM - YVONNE D MATTHEWS

Town of Warrenton  
05/03/2022 11:15 AM

Page: 4 of 4

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Check Number	Bank	Vendor	Date	Amount
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## Totals By Fund

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	Checks	Voids	Total
32	\$2,700.00		\$2,700.00
34	\$3,880.35		\$3,880.35
36	\$2,490.04		\$2,490.04
37	\$40,270.74		\$40,270.74
38	\$104,902.23		\$104,902.23
39	\$64,356.24		\$64,356.24
61	\$7,396.60		\$7,396.60
70	\$14.99		\$14.99
Totals:	\$226,011.19		\$226,011.19

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# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** May 3, 2022  
**Re:** April 2022 Monthly Activity Report for Public Works

---

## Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) West Ridgeway St. sewer main (general location is in area between Ridgeway Street and Fairlane Drive) – Determine exact location of sewer main and right of way. (2) Install magnetic flow meter in 14-inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners). (3) Purchase water and sewer line camera/locating equipment. (4) Purchase water main valve exercising equipment.
- **Completed Water and Sewer System Maintenance/Repair Related Information:** (1) Repair – Pavement Utility Cuts – Contractor: KPH (Labor and Materials - \$2,235.50). (2) Preventative Maintenance – JCB Backhoe – Serviced hydraulic system. – Contractor: Gary Williams (Labor - \$350.00, Supplies – Purchased directly by Town).

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

**Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$2,585.50**

## Streets and Sanitation

- **Current Tasks:** Tree pruning. Street curb and gutter cleaning. Signs repair/replacement. Loose leaves/debris pick-up. Grass Cutting.

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator, Warren County Director of Public Works, Norlina Director of Public Works  
**Date:** May 3, 2022  
**Re:** April 2022 Monthly Activity Report for WWTP

---

- **Pending Equipment Repairs: (1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)**
- **Completed Plant Maintenance/Repair Related Information: (1)** Repair Parts – Spare SCADA System PLC for critical spare parts inventory. Supplier: Lord and Company (Parts - \$1,653.31).

**Total cost for Repairs (Account No. 39-861-342) - \$1,653.31**

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month; 15.28 million gallons were treated.

# Activity Detail Summary (by Category)

Warrenton Police Department

(04/01/2022 - 04/30/2022)

---

## Incident\Investigations

120 - Robbery	1
13A - Aggravated Assault	1
13B - Simple Assault	1
220 - Burglary/Breaking & Entering	1
23C - Shoplifting	1
23H - All Other Larceny	5
240 - Motor Vehicle Theft	1
290 - Destruction/Damage/Vandalism of Property	1
90C - Disorderly Conduct	2
90D - Driving Under the Influence	1
90J - Trespass of Real Property	1
90Z - All Other Offenses	4
<b>Total Offenses</b>	<b>20</b>
<b>Total Incidents</b>	<b>14</b>

---

## Arrests

120 - Robbery	1
13B - Simple Assault	1
220 - Burglary/Breaking & Entering	1
90D - Driving Under the Influence	1
90Z - All Other Offenses	1
<b>Total Charges</b>	<b>5</b>
<b>Total Arrests</b>	<b>2</b>

---

## Accidents

**Total Accidents** 0

---

## Citations

Driving While License Revoked	2
No Operator License	1



# Activity Detail Summary (by Category)

Warrenton Police Department

(04/01/2022 - 04/30/2022)

---

## Citations

Possess/Consume Alcohol - Passenger	2
Secondary Charge	3
<b>Total Charges</b>	<b>8</b>
<b>Total Citations</b>	<b>5</b>

---

## Warning Tickets

<b>Total Charges</b>	<b>0</b>
<b>Total Warning Tickets</b>	<b>0</b>

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## Ordinance Tickets

Fire Lane Violation	1
No Parking Zone Violation	1
Parking Left Side to Curb	1
<b>Total Ordinance Tickets</b>	<b>3</b>

---

## Criminal Papers

<b>Total Criminal Papers Served</b>	<b>0</b>
<b>Total Criminal Papers</b>	<b>0</b>

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## Civil Papers

<b>Total Civil Papers Served</b>	<b>0</b>
<b>Total Civil Papers</b>	<b>0</b>

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# Activity Log Event Summary (Cumulative Totals)

## Warrenton Police Department

(04/01/2022 - 04/30/2022)

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<No Event Type Specified>	2	Accident	2
Alarm Activation	10	Animal Complaint	3
Assault-Physical	3	Assist Business Owner/Escort	1
Assist NPD	1	Assist Other Department	5
Assist WC EMS	11	Assist WCSO	13
C.O.P.S	1	C.O.P.S.- Neighborhood Patrol	2
Civil Dispute	1	Complaint	1
Dispute	2	Disturbance	4
Domestic	1	Foot Patrol	2
Funeral Escort	1	Information by Phone	1
Injury to Real Property	1	Investigation and/or Interview	1
Larceny	7	Medical / Person Hurt or Sick	2
Missing Person – Attempt to Locate	2	Non Law Enforcement Issue	1
Open Door (Business)	2	Ordinance Violation	2
Parking Violation	5	Patrol	5
Property Check – Business	43	Shoplifting	1
Shots fired	1	Speeding to Elude Arrest	1
Suspected Drunk Driver	1	Suspicious Person / Vehicle	6
Talk with Officer	6	Traffic Control	1
Traffic Stop	33	Trespassing	2
Vandalism	1	Vehicle Lockout	1
Vehicle Maintenance	2	Welfare Check	1

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**Total Number Of Events: 195**



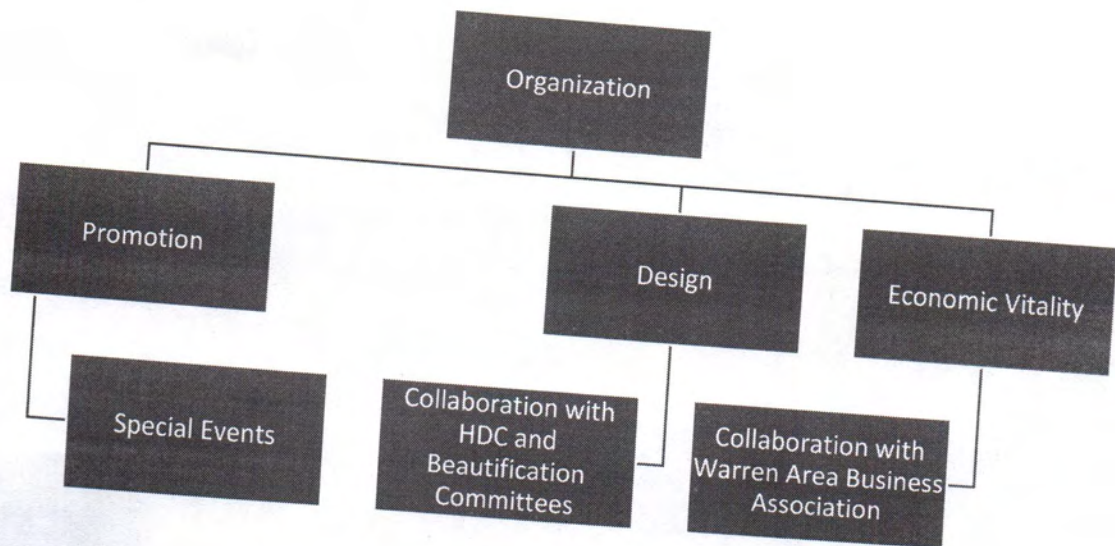
Walter M. Gardner, Jr. – Mayor  
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### **BOC Meeting April 2022 – Action Items Checklist**

1. Execute annexation resolution, file copy of resolution with Register of Deeds, update Ordinance Book as addition to Table 1. (cont.)
  - ✓ Done for Hayley Haywood property. Mayor reviewing other annexed properties.
2. Erect a “Dead End” sign at entrance of Graham Street at Brehon
  - ✓ Sign installed
3. Investigate resources for painting the fire hydrants
  - ✓ Bill Perkinson... working with Southern Corrosion to identify contractor. Anticipated cost \$8000 to \$12,000.
4. Address potholes near Colonial Lodge and other areas
  - ✓ Bill Perkinson... identified locations for KPH Paving to repair
5. Apply for USDA grant for vehicles
  - ✓ Underway
6. Apply for NC Commerce Rural Transformation grant funds in four applications for: parking lot, eaves of Town Hall, pocket park at Macon and Main Streets, Hayley-Haywood Park additions
  - ✓ Done
7. Execute agreement amended with Pitney Bowes
  - ✓ Done
8. Schedule public hearing for Special Use Permit at 6:45 PM prior to May BOC meeting.
  - ✓ Letters to owner, surrounding properties being sent. Sign will be posted on property. Notice posted on bulletin board in lobby of Town Hall. Advertisement in Warren Record scheduled for April 27, 2022.



## Warrenton Revitalization Committee

### Organization Committee

#### *What it is?*

The organization committee acts as the board of directors of the various subcommittees within the Revitalization Committee structure. These include promotion, design, and economic vitality. Its mission is to get all volunteers working toward the same goal. This includes building consensus and cooperation among the different subcommittees as well as stakeholders within the Warrenton community. Its membership is comprised of the Town appointed chairperson, Town Administrator, Chairs of the Promotion, Design and Economic Vitality committees and a representative of the Warren Area Business Association (WABA).

#### *What it does?*

- Sets the direction of the entire committee while allowing the subcommittees to develop their own work plans and make projects come to fruition.
- Raises money from donations and/or sponsorships
- Manages volunteers through recruitment, supervision and rewarding good work
- Promotes the Main Street Program
- Manages Finances
- Releases Main Street newsletters
- Develops its own workplan and approves the workplans of the other committees

#### *Committee Member Expectations:*

- Commit to at least two years of service
- Work 3 hours a month
- Attend all training sessions
- Recruit/Orient new recruits
- Read selected orientation materials
- Learn the Main Street approach
- Prepare in advance for meetings
- Cooperatively draft an annual plan
- Take responsibility for projects
- Always represent the organization positively in public
- Volunteer for Committee and WABA events

#### *Committee Chair Expectations*

- Commit to at least 3 years of service
- Work 5 hours per month
- Teach others the Main Street Approach
- Recruit and Orient committee members
- Organize the committee work plan
- Call and run meetings
- Delegate tasks to responsible members
- Take responsibility for committee results
- Represent the Committee to the BOC
- Report on board issues to the committee
- Manage and Reward volunteer's efforts

## Warrenton Revitalization Committee

### Promotion Committee

#### *What it is?*

The promotion committee is staffed with volunteers who are committed to a vibrant downtown and who actively strengthen the downtown's image and marketability by changing community attitudes, building a unified image, generating fresh activity thus reestablishing downtown as the center of community life and communicating progress and excitement around our community and other communities.

#### *What it does?*

- Identify downtown's assets
- Compile information about the marketplace
- Analyze all the data
- Match assets with market niches
- Write a "positioning statement"
- Develop a "district marketing strategy"
- Design a graphic icon
- Manage Social Media pages
- Develops its own workplan

#### Basic Guidelines:

- Start Small
- Avoid Themes
- Create Compatibility
- Stress Continuity
- Build Quality
- Don't Copy
- Be Realistic

#### *Committee Member Expectations:*

- Commit to at least two years of service
- Work 2 hours a month
- Attend all training sessions
- Recruit/Orient new recruits
- Read selected orientation materials
- Learn the Main Street approach
- Prepare in advance for meetings
- Cooperatively draft an annual plan
- Take responsibility for projects
- Always represent the organization positively in public
- Volunteer for Committee and WABA events
- Manage Special Events Task Force
- Alternate Taking Meeting Minutes

#### *Committee Chair Expectations*

- Commit to at least 3 years of service
- Work 3 hours per month
- Teach others the Main Street Approach
- Recruit and Orient committee members
- Organize the committee work plan
- Call and run meetings
- Delegate tasks to responsible members
- Take responsibility for committee results
- Report on committee issues to the Organization committee
- Manage and Reward volunteer's efforts

# Warrenton Revitalization Committee

## Design Committee

### *What it is?*

The design committee is staffed with volunteers who have varying levels of design expertise and differing opinions on what constitutes "good design". The committee works together to agree upon the essential elements that create the unique character of Downtown Warrenton and persuade stakeholders to adopt a specific approach to physical improvements to buildings, businesses and public improvements.

### *What it does?*

- Educate others about good design – enhancing the image of each business as well as the district
- Provide good design advice—encouraging quality improvements to private properties and public spaces
- Planning Main Street's development—guiding future growth and shaping regulations
- Motivating others to make changes—creating incentives and targeting key projects.
- Develops its own workplan

### Basic Guidelines:

- Start Small
- Avoid Themes
- Create Compatibility
- Stress Continuity
- Build Quality
- Don't Copy
- Be Realistic

### *Committee Member Expectations:*

- Commit to at least two years of service
- Work 2 hours a month
- Attend all training sessions
- Recruit/Orient new recruits
- Read selected orientation materials
- Learn the Main Street approach
- Prepare in advance for meetings
- Cooperatively draft an annual plan
- Take responsibility for projects
- Always represent the organization positively in public
- Volunteer for Committee and WABA events
- Learn HDC and Secretary of the Interior Standards
- Alternate Taking Meeting Minutes

### *Committee Chair Expectations*

- Commit to at least 3 years of service
- Work 3 hours per month
- Teach others the Main Street Approach
- Recruit and Orient committee members
- Organize the committee work plan
- Call and run meetings
- Delegate tasks to responsible members
- Take responsibility for committee results
- Report on board issues to the Organization committee
- Manage and Reward volunteer's efforts

## Warrenton Revitalization Committee

### Economic Vitality Committee

#### *What it is?*

The economic vitality committee is staffed with volunteers who identify new market opportunities for the traditional commercial district, find new uses for historic commercial buildings and stimulate investment in property. The committee must develop a thorough understanding of the district's economic condition and its best opportunities, focusing on incremental changes that gradually improve the district's economic foundation.

#### *What it does?*

- Learn about the district's current economic condition and identify opportunities for market growth
- Strengthen existing businesses and recruit new businesses
- Find new economic uses for traditional Main Street buildings
- Develop financial incentives and capital for building rehabilitations and business development
- Monitor the economic performance of the district
- Develops its own workplan

#### Basic Guidelines:

- Start Small
- Avoid Themes
- Create Compatibility
- Stress Continuity
- Build Quality
- Don't Copy
- Be Realistic

#### *Committee Member Expectations:*

- Commit to at least two years of service
- Work 2 hours a month
- Attend all training sessions
- Recruit/Orient new recruits
- Read selected orientation materials
- Learn the Main Street approach
- Prepare in advance for meetings
- Cooperatively draft an annual plan
- Take responsibility for projects
- Always represent the organization positively in public
- Volunteer for Committee and WABA events
- Alternate Taking Meeting Minutes
- Present ideas for annual work plans

#### *Committee Chair Expectations*

- Commit to at least 3 years of service
- Work 3 hours per month
- Teach others the Main Street Approach
- Recruit and Orient committee members
- Organize the committee work plan
- Call and run meetings
- Delegate tasks to responsible members
- Take responsibility for committee results
- Report on committee issues to the Organization committee
- Manage and Reward volunteer's efforts



**Warrenton Revitalization Committee Town of Warrenton,  
North Carolina**

**RULES OF PROCEDURE**

**1.0 NAME**

This Group shall be known as the Warrenton Revitalization Committee (WRC).

**2.0 PURPOSE**

To promote the planned growth and prosperity of the Town of Warrenton, including the residential and business sectors, while enhancing the Town's economic basis by utilizing sound fiscal policies.

**3.0 RESPONSIBILITIES**

- (a) Develop promotional strategies for the Town of Warrenton as a destination to reside, shop and tour.
- (b) Market to potential businesses and to commercial and residential developers.
- (c) Serve as a resource for local businesses to help provide them with contacts (local, State, Federal), strategies and possible incentives to promote growth and the sense of community.
- (d) Work possible landscape and streetscape designs and enhancements.
- (e) Work in concert with other organizations regarding projects which may have a bearing on the Town of Warrenton and fit the Purpose of this Committee.
- (f) Work with State, Federal and County agencies to take advantage of any programs or resources that may be available to enhance the economic growth of the Town of Warrenton.

**4.0 JURISDICTION**

The jurisdiction for activities of the WRC shall coincide with the Town of Warrenton's Zoning Jurisdiction as delineated and shown on the official zoning map for the Town of Warrenton.

**5.0 MEMBERSHIP**

5.1 Committee Representation

5.1.1 The WRC shall be composed of 12 members plus the Chairman.

5.1.2 New Members will be selected by a Nominating Committee.

5.1.3 All proposed new Members will be submitted to the Town of Warrenton Board of Commissioners for approval.

5.1.4 The Members should include citizen, business and non-profit group representation.

5.1.5 The Town Administrator shall be an ex officio member of the WRC.

Page 1 of 4

5.1.6 Term of service on the WRC will initially be staggered with rotating terms of one, two and three years. Thereafter, the terms will be for a period of three years.

5.1.7 There is no limit to the number of terms that a Member may serve.

5.1.8 Membership on the WRC will be limited to persons, who live, own property, own a business or who represent an organization that is active in the promotion of the Town of Warrenton.

## 5.2 Chairman

5.2.1 The Chairman of the WRC will be a member of the Town of Warrenton Board of Commissioners as decided by the Board of Commissioners.

5.2.2 The Chairman shall decide all points of order and procedure subject to these rules, unless directed otherwise by a majority of the Members in session at the time.

5.2.3 The Chairman shall appoint any committees, not specified in these rules, found necessary to investigate any matters before the WRC.

## 5.3 Vice-Chairman

5.3.1 The WRC shall elect a Vice-Chairman annually from among the WRC members.

5.3.2 The Vice-Chairman shall serve as acting Chairman in the absence of the Chairman and, at such times, shall have the same powers and duties as the Chairman.

## 5.4 Secretary

5.4.1 The WRC shall elect a Secretary annually from its members.

5.4.2 The Secretary, subject to the direction of the Chairman of the WRC, shall keep all records, conduct all correspondence of the WRC and generally supervise the clerical work of the WRC.

## 5.5 Attendance at Meetings

5.5.1 Faithful and prompt attendance at all meetings of the WRC and conscientious performance of the duties required of members shall be a prerequisite to continuing membership on the WRC.

5.5.2 Should a member fail to attend three consecutive regular meetings of the WRC and should there be no adequate excuse for such absences, the Chairman, with the concurrence of a majority of the Members present at a regularly scheduled meeting, shall declare a vacancy.

Page 2 of 4

## 6.0 **MEETINGS**

### 6.1 Regular Meetings

The WRC shall meet at least monthly, at an agreed upon time and place.

### 6.2 Special Meetings

Special meetings of the WRC may be called upon the request of the Chairman or one-third of the Committee Members, in compliance with the North Carolina General Statutes regarding open meetings.

### 6.3 Cancellation of Meetings

Meetings of the WRC may be cancelled at any time by the Chairman in compliance with the North Carolina General Statutes regarding open meetings.

### 6.4 Action by the Board

All actions of the WRC shall have been put before the Members in the form of a motion, duly seconded and voted on by the Members present for a quorum.

6.5 Quorum

6.5.1 A quorum shall consist of a majority of the Members currently on the WRC.

6.5.2 A quorum must be present at a meeting before business can be transacted or motions made or passed.

6.6 Conduct of Meetings

6.6.1 All meetings shall be open to the public.

6.6.2 The order of business at regular meetings shall be as follows:

- (a) approval of minutes of previous meeting
- (b) time for public comments
- (c) report of committees
- (d) unfinished business
- (e) new business
- (f) adjournment.

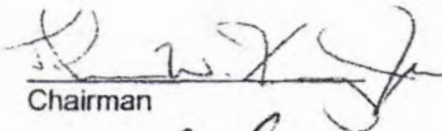
6.6.3 The current edition of Roberts Rules of Order shall be the source of authority in parliamentary procedures in all meetings.

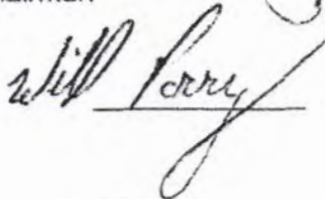
7.0 **COMMITTEES**

7.1 Standing or Other Committees

7.1.1 Standing or Other Committees having two (2) or more members may be designated by a resolution adopted by a majority of the number of Members currently on the WRC.

Page 3 of 4

  
Chairman

  
Will Perry

  
Town Administrator

7.1.2 Vacancies in the membership of such committees shall be filled by appointment made in the same manner as provided in the case of the original appointment.

7.1.3 The WRC may, by majority vote, delegate day-to-day operational functions to standing or special committees, which shall at all times report to and be subject to the supervision of the WRC.

7.2 Nominating Committee

7.2.2 The Chairman of the WRC will appoint a Nominating Committee to determine candidates to fill any vacancies that occur on the WRC.

## 8.0 AMENDMENTS

- (a) These rules may be amended at any time by an affirmative vote of not less than a majority of the Members of the Town of Warrenton Board of Commissioners.

Approved by the 14th day of December 2006

secretary

Approved by the 14th day of December, 2006.

# DRAFT

## WARRENTON ECONOMIC DEVELOPMENT COMMITTEE

### MISSION:

Respecting Warrenton's historic heritage and character, the Committee shall promote planned growth and the prosperity of Warrenton, including residential and business sectors, while enhancing the Municipality's economic basis by utilizing sound fiscal policies.

### RESPONSIBILITIES:

- Develop promotional strategies for Warrenton as a destination to reside, shop, and tour
- Market to potential businesses and commercial and residential developers
- Serve as a resource for local businesses to help provide them with contacts (local, State, and Federal), strategies and possible incentives to promote growth and the sense of community
- Pursue possible landscape and streetscape designs and enhancements
- Work in concert with the Warren County Economic Development Commission and organizations such as the Chamber of Commerce regarding projects which may have bearing on Warrenton and fit the mission of this committee
- Work with State, Federal, and County agencies to take advantage of programs and resources that may be available to enhance the economic growth of the town.

### COMMITTEE REPRESENTATION

The membership of the committee should include Town Council, citizen, business, and non-profit representation, such as Preservation Warrenton. Committee seats should be limited to persons who live, own property, own a business or who represent an organization who is active in promotion of Warrenton.

### TERM OF MEMBERSHIP

?



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

P.O. Box 281  
Warrenton, NC 27589-0281  
(252) 257-1122 Fax (252) 257-9219  
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## **STATUS OF GRANTS**

**(Fund 53) NC Commerce Main Street Downtown Redevelopment** -- \$500,000 to redevelop 107 N. Main Street.

- Received bids for Phase 2. Received some lower bids for electrical, concrete and plumbing. Phase 2 plans may be revised and rebid, else project could continue as Phase 1 cost estimates are similar to prior estimates.
- Town placed building under its insurance policy.
- Project received extension to June 30, 2022.

**(Fund 55) NC DEQ Water Infrastructure WWTP** -- \$2,100,000 to rehab most severe areas of WWTP

- Town \$1,600,000 with 100% grant and Town to pay 1.5% processing fee. Town borrowing additional \$500,000 to pay for cost increases in marketplace.
- Working with Tommy Breedlove on installation of SCADA. Materials are delayed across most projects with Municipal Engineering.

**(Fund 72) NC Main Street Solutions Warrenton Brewery Grant** - \$100,000 grant with 2 to 1 match. This grant is to help renovate 120 S. Main Street for a Brewery and Meadery.

- NC Commerce and Main Street extended the grant deadline to December 31, 2021. New owners have applied for transfer of grant funding from Commerce. Commerce has approved transfer of grant.
- Owners have received Temporary Certificate of Occupancy

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

- CDGB funds to assist in repairing houses owned by citizens of low or moderate incomes.
- Preliminary title work completed (legal).
- Scheduling a meeting with property owners to discuss options given pricing increases on materials and labor. Awaiting response from NC Commerce on request for additional funding due to construction cost increases.

**(Fund 68) Building Reuse Grant**

- Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic.
- Grant deadline extended to December 12, 2022.

- Reimbursement from NC Commerce has been received and paid out to Warrenton Veterinary Clinic
- Awaiting Certificate of Occupance. Not yet entered into reporting period with NC Commerce.

**(Fund 69) Volkswagen Settlement Grant**

- Town awarded \$218,000 for new garbage and dump trucks.
- Utility/dump truck delayed again by Ford Motor Company after scheduling to be built in April, after a delay from February. Upon completion of manufacturing, 8 additional weeks needed for addition of lights, signage on truck. Will have to make up some funding from budget because of price increases since grant was awarded.

**(Fund 71) Brownfield Grant**

- This grant will analyze the environmental issues with multiple properties in Warrenton.
- The Town has been officially been awarded a grant of \$300,000.
- Phase 1 completed on old County Jail and provided to site lessees. Other sites are being identified for Phase 1 studies.

**(No Fund) NC IDEA – Ice House Grant**

- Town awarded and received \$5,000 from NC IDEA to pay for teachers for two more Ice House classes.
- 4<sup>th</sup> cohort began in March 2022

**Grants submitted since last BOC meeting:**

- NC Rural Transformation Grant \$500,000 (Parking, Parks, Eaves)
- NCDEQ SLRF Grant **\$19,187,222**
  - Water System Improvements: \$4,272,783
  - Sewer System Rehabilitation: \$4,096,663
  - WWTP Improvements: \$10,817,776
- USDA Community Facilities \$150,000 (trucks)



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

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## ARP Summary

### Approved Expenditures

#### *General Fund*

- Crocket Street Storm Water Repairs and Paving \$17,630
- Spring Street Storm Water Repairs and Paving \$10,611
- Battle Avenue Storm Water Survey of Properties \$4,900
- Hayley-Haywood Park (\$23,100)

#### *Water/Sewer*

- Water Sewer Repairs - Riggan Pump Station \$29,000

Total: \$85,241

### Available Funds

\$265,465

-\$85,241

\$180,224

### Anticipated Needs

- Battle Avenue Stormwater repair (est.) \$25,000





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

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

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GRANT PROJECT ORDINANCE  
USDA RURAL DEVELOPMENT  
(Public Works Work Trucks)

**BE IT ORDAINED** by the Board of Commissioners of the Town of Warrenton, North Carolina that, pursuant to Section 13.1 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby adopted:

**Section 1:** The Grant Project authorized by the Board of Commissioners of the Town of Warrenton is for the purpose of receiving and distributing funds for the USDA Grant awarded to the Town to purchase three Public Works work trucks.

**Section 2:** The Board of Commissioners of the Town of Warrenton directs the Town Administrator to proceed with the Grant Project within the terms of the grant documents, the rules and regulations of the USDA and the budget contained herein.

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

USDA Grant	\$84,930.55
USDA Loan (TBD% for 7 years)	\$69,488.64
Total	\$154,419.19

**Section 4:** The following amounts are appropriated for the project activities: Purchase of three Public Works work trucks \$154,419.19.  
Total \$154,419.19

**Section 5:** The Town Administrator is hereby directed to maintain within the Grant Project fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and Federal and State regulations.

**Section 6:** The Town Administrator is directed to include a detailed analysis of past and future costs and revenues of this Grant Project in every budget submission made to this Board of Commissioners.

**Section 7:** The Town Administrator shall be authorized to transfer appropriations within the various line items of this Grant Project ordinance, as he deems necessary, subject to the approval of the Local Government Commission. All such transfers shall be reported to the Board of Commissioners.

Adopted by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed on May 9, 2022.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Davie - Town Administrator

\_\_\_\_\_  
Date



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

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GRANT PROJECT ORDINANCE  
USDA RURAL DEVELOPMENT  
(Patrol Vehicles)

**BE IT ORDAINED** by the Board of Commissioners of the Town of Warrenton, North Carolina that, pursuant to Section 13.1 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby adopted:

**Section 1:** The Grant Project authorized by the Board of Commissioners of the Town of Warrenton is for the purpose of receiving and distributing funds for the USDA Grant awarded to the Town to purchase two patrol vehicles.

**Section 2:** The Board of Commissioners of the Town of Warrenton directs the Town Administrator to proceed with the Grant Project within the terms of the grant documents, the rules and regulations of the USDA and the budget contained herein.

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

USDA Grant	\$50,275.51
USDA Loan (TBD% for 7 years)	\$41,134.51
Total	\$91,410.02

**Section 4:** The following amounts are appropriated for the project activities: Purchase of two Police patrol vehicles \$91,410.02.  
Total \$91,410.02

**Section 5:** The Town Administrator is hereby directed to maintain within the Grant Project fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and Federal and State regulations.

**Section 6:** The Town Administrator is directed to include a detailed analysis of past and future costs and revenues of this Grant Project in every budget submission made to this Board of Commissioners.

**Section 7:** The Town Administrator shall be authorized to transfer appropriations within the various line items of this Grant Project ordinance, as he deems necessary, subject to the approval of the Local Government Commission. All such transfers shall be reported to the Board of Commissioners.

Adopted by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed on May 9, 2022.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Davie - Town Administrator

\_\_\_\_\_  
Date

**IN THE MATTER OF THE APPLICATION OF**

**Play'D Out, LLC by Daymond Milam**

**To the Town of Warrenton Planning Board**

**ORDER RECOMMENDING DENIAL OF SPECIAL USE PERMIT**

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After conducting a duly advertised quasi-judicial public hearing on January 27, 2022 and continued to March 3, 2022 to consider the application titled above to request a special use permit, and upon consideration of the application materials, the testimony and the evidence presented at the hearing or otherwise appearing in the record, and upon consideration of the approval criteria, the Planning Board makes the following FINDINGS OF FACT and draws the following CONCLUSIONS.

**FINDINGS OF FACT**

1. The applicant seek a special use permit to allow the operation of a Children's' Arcade.
2. The subject property has the Warren County Map ID E6B 481, and the subject property falls within the Town's zoning jurisdiction.
3. Town's Zoning Officer determined that the requested Children's Arcade falls under the Commercial Amusement Buildings as listed within the Town's Zoning Ordinance in section 151, is a permissible use requiring the issuance of a special use permit in the C-1 and C-2 districts.
4. The Planning Board met on January 27, 2022 and received testimony and evidence. At the request of the applicant, the Board continued the hearing to March 3, 2022 to permit time for additional evidence. The Board considered the application and the materials submitted along with the questions answered by the applicant, witnesses who testified, and arguments of applicant's attorney.
5. The Applicant's special use permit request is not inconsistent with the Notice of Public Hearing produced, published, and posted for the quasi-judicial proceeding in that the notice contemplated the size and scope of the special use permit request.

6. All parties and all witnesses presented by any party were sworn as witnesses in this proceeding on January 27, 2022 and March 3, 2022.

7. The subject property is described in the deed as being 0.48 acres and has a masonry block building of approximately 3750 heated square feet divided into three business suites. Suite A is currently leased to an individual who is operating a bar with a provisional ABC license serving the public. Suite B is the proposed location for the children's arcade which would be open to the public. Suite C is currently operated as a Tax and Accounting Office serving the public. The Bar maintains picnic table and a food truck parked in front of Suite A.

8. Town's Zoning Office and Administrator testified Town staff did not recommend approval of the special use permit due to the failure of the application to address the adequacy of the driveway being narrow, there was an inadequate amount off-street parking considering the two other businesses operating on the site; that Hall Street lacks curbing and guttering which would not allow for safe on-street parking; the application failed to address screening to neighboring properties and the number of complaints by neighbors; and the operation of a children's arcade next door to a private club serving alcoholic beverages would not be in harmony with the existing businesses.

9. Town's Chief of Police testified that they had received and responded to numerous complaints of patrons of the existing business parking in the Just Save parking lot, because of the inadequacy of the off-street parking at 109 S. Hall Street.

9. The applicant gave testimony evidence stating his purpose in opening the children's arcade was to give back to the community in which he grew up. Mr. Milam stated the newly constructed drive way was wide enough for two cars to pass, and that he believed there was space enough to park 30 cars on the property. Mr. Milam stated that he maintained a security surveillance camera system on the property and safety was his utmost concern. Mr. Milam stated that the operating hours of the arcade would close before the bar opened, except overlapping hours during the summer months. Mr. Milam stated he was having a plant screen installed on the property boundary. Mr. Milam stated he would submit a site plan and provide the maximum occupancy determined by the fire marshal by the next hearing.

10. Other Parties gave testimony. Dr. George Cosmos stated the proposed arcade would benefit the community and boost children's dexterity and hand-eye coordination. Mr. Dwayne Hicks stated he owned the property adjacent to 109 S. Hall Street. Mr. Hicks stated he had made numerous complaints about the noise. Mr. Hicks stated that the arcade had already been open and was open during the bar's operational hours. Ms. Yvette Roberts stated that Mr. Milam should be applauded and the arcade was a great concept. Rev. Deloris Jerman stated that the arcade would be beneficial to the children. Mrs. Lakesha Perry stated that her finance is Daymond Milam and that she grew up in Warren County and the arcade would be beneficial to the community.

11. In order for a special or conditional use permit to be recommended, the Planning Board is required to consider each of the following conditions, and based on the evidence presented at the hearing, make findings in regards to each and must find that the issuance of the special use permit would be in the best interest of the Town. Town Ordinance Section 151.113 requires the

Board to consider whether there is sufficient evidence of the following conditions, where applicable.

- (1) All applicable specific conditions pertaining to the proposed use have been or will be satisfied;
- (2) Access roads or entrance and exit drives are or will be sufficient in size and properly located to ensure automotive and pedestrian safety and convenience, traffic flow, and control and access in case of fire or other emergency;
- (3) Off-street parking, loading, refuse, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood;
- (4) Utilities, schools, fire, police, and other necessary public and private facilities and services will be adequate to handle the proposed use;
- (5) The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts;
- (6) The type, size, and intensity of the proposed use, including such considerations as the hours of operation and number of people who are likely to utilize or be attracted to the use, will not have significant adverse impacts on adjoining properties or the neighborhood.
- (7) The use or development is located, designed, and proposed to be operated so as to maintain or enhance the value of contiguous property, or that the use or development is a public necessity; and
- (8) The use will not be a detriment or deterrent to economic development;
- (9) The use will be in harmony with the existing development and uses within the area in which it is to be located.
- (10) The use or development conforms to the general plans for the physical development of the Town and is consistent with any Town Comprehensive Plan.

#### CONCLUSIONS

1. All parties, and all persons entitled to notice, have been given proper notice of this hearing and afforded the right to be heard.
2. All parties were properly noticed and appeared before the Planning Board and all evidence presented herein was under oath, and was not objected to by any party. All evidence relied upon in this Order was credible and reliable.

3. Town of Warrenton Code of Ordinances § 33 grants the Town's Planning Board the authority to sit and preside having the jurisdiction to hear and make recommendations for approval or denial of special use permit to the Town Board of Commissioners.

4. The Planning Board has determined the application for a special use permit does not meet all the standards of the Ordinance and the special use permit should be denied based on the reasons established below:

- 1) Some of the proposed alterations to the site for parking, driveway, and screening have not yet been constructed and no site plan was presented by the applicant.
- 2) The proposed use property has a new driveway, the application has not presented evidence of width and grade to assure pedestrian safety, traffic flow, and emergency access.
- 3) There was insufficient information presented to determine whether: the number of off-street parking spots would be sufficient; and whether the planted screen would be a sufficient buffer the adjoining properties. Again, no site plan was offered by the Applicant.
- 4) The proposed use has little, if any, impact on public services and requirements.
- 5) There was insufficient evidence that the proposed use and proposed site alterations would be sufficient to harmonize the adjoining properties. Again, no site plan was offered by the Applicant.
- 6) The evidence presented concerning the overlapping hours of operation for the arcade and bar cause great concern to the Planning Board for the safety and well-being of children, who are the stated target audience.


Based on the foregoing FINDINGS OF FACT and CONCLUSIONS drawn, and it appearing to the TOWN OF WARRENTON PLANNING BOARD that the Application for a Special Use Permit does not satisfy the criteria set forth in the Town's Ordinances.

IT IS THEREFORE RECOMMENDED by the TOWN OF WARRENTON PLANNING BOARD the Applicant's Special Use Permit should be denied.

This the 3rd day of March 2022.

TOWN OF WARRENTON PLANNING BOARD

By:

  
\_\_\_\_\_

Tom Hardy, Chairman



ATTEST:



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Robert Davie  
Zoning Administrator



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

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### **Current General Fund Budget Highlights**

- Sales tax running \$50,000+ over budget projections
- Sale of surplus property on Hazelwood is unplanned revenue of \$7000
- Closeout of USDA grant resulted in unplanned revenue of \$7000
- EPA Grant paying for balance of Historic District Update and Application resulting in unplanned revenue of \$13,000

These unplanned increases in revenue are balancing out most of the fund balance appropriations such as \$25,000 for the engineering on the parking lot project and the legal fees associated with Milanos' grant project. It is quite possible that at the end of the fiscal year, the fund balance appropriations will be substantially less than projected.

Ad valorem tax revenue is on target as projected. With the help of Bettie Davis, Barbara Medlin and Tracy Stevenson, Meredith Valentine was able to determine multiple issues with the valuations provided by Warren County. The Warren County Tax office has turned over these discovered issues to their consultant for answers.

### **Current W/S Fund Budget Highlights**

- Revenues shortfall could happen for Fund 38, if run rates do not hold, at approximately \$13,000. In other words, expenses will be within budget but could exceed revenues.

# PROPOSED BUDGET

FISCAL YEAR 2022-2023



Town Administrator and Budget Officer

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

Mayor: Walter M. Gardner, Jr. (Term expires 12/25)  
Home Address: 318 South Main St., Warrenton, NC 27589  
Email Address: wgardner@nc.rr.com  
Business Address: Warrenton Insurance Agency, Inc.  
131 South Main St. (PO Box 633), Warrenton, NC 27589  
Business Phone: 252-257-3104  
Cell Phone: 252-213-3034

Mayor Pro Tem: Mary Hunter (12/25)  
Home Address: PO Box 281, Warrenton, NC 27589  
Email Address: m.hunter@warrenton.nc.gov

Commissioner: Jason Young (12/25)  
Home Address: PO Box 281, Warrenton, NC 27589  
Email Address: j.young@warrenton.nc.gov

Commissioner: Aaron Ayscue (12/25)  
Home Address: PO Box 281, Warrenton, NC 27589  
Email Address: a.ayscue@warrenton.nc.gov

Commissioner: Michael Coffman (12/23)  
Home Address: PO Box 281, Warrenton, NC 27589  
Email Address: m.coffman@warrenton.nc.gov

Commissioner: Margaret Britt (12/23)  
Home Address: PO Box 281, Warrenton, NC 27589  
Email Address: margaretbritt2@gmail.com

Commissioner: Al Fleming (12/23)  
Home Address: PO Box 281, Warrenton, NC 27589  
Email Address: alfleming220@gmail.com

Commissioner: John Blalock (12/23)  
Home Address: PO Box 281, Warrenton, NC 27589  
Email Address: j.blalock@warrenton.nc.gov

### **Senior Staff**

Meredith Valentine, Director of Finance, 252-257-1122  
Bill Perkinson, Director of Public Works, 252-257-1776  
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.

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.

## Budget Summary

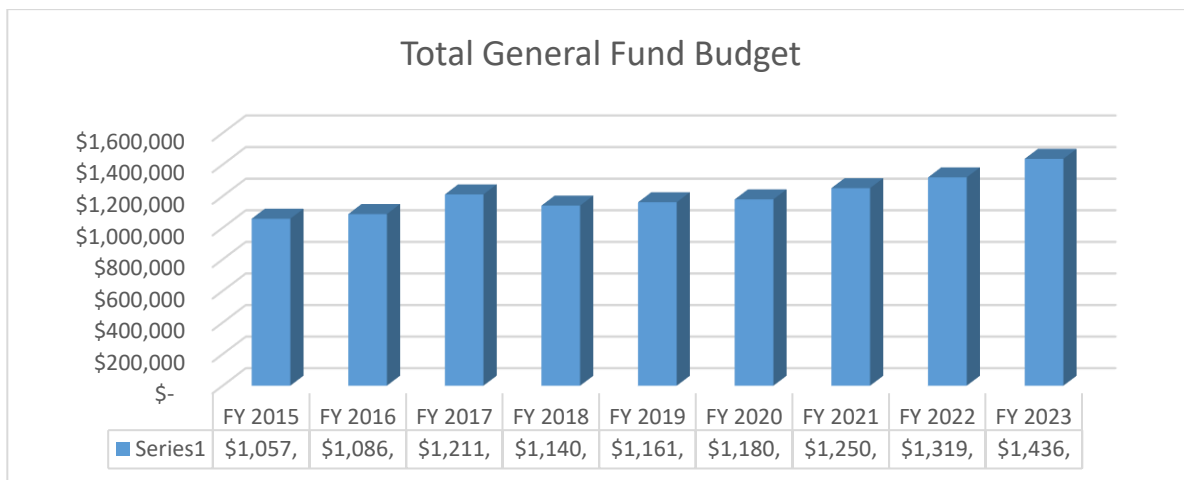
Honorable Mayor and Members of the Warrenton Board of Commissioners,

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 2022-2023 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 13, 2022, 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 FY 2022-2023 budget for the Town of Warrenton. The General Fund budget is proposed to be \$1,436,311 which represents an increase of \$85,160 from the FY 2021-22 budget. Despite paying attention to all areas for identifiable savings, the primary causes for the rise in operating costs inflation and cost of goods and services, particularly gasoline, and salary increases and Cost of Living Adjustments for employees. For the 14<sup>th</sup> consecutive year there is no planned increase in ad valorem taxes.

In Enterprise Fund 38 an increase is also shown in the amount of \$42,328, again primarily due to inflation, costs of goods and services and salary increases and Cost of Living Adjustments for employees. Enterprise Fund 39 also shows an increase of \$89,179, again due to inflation, salaries and an increase in Warrenton’s percentage out of the three partners. Fund 34 for Frontier Warren shows a slight increase of \$3,820.

## General Fund

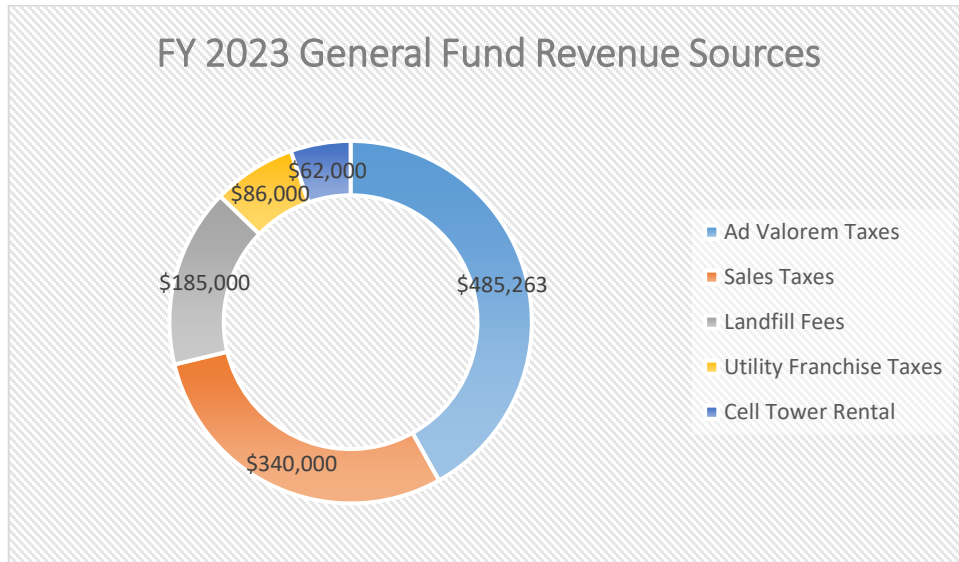


- The budget has no increases for health insurance. The Town continues to provide health census information to various brokers to receive competitively priced health premiums.

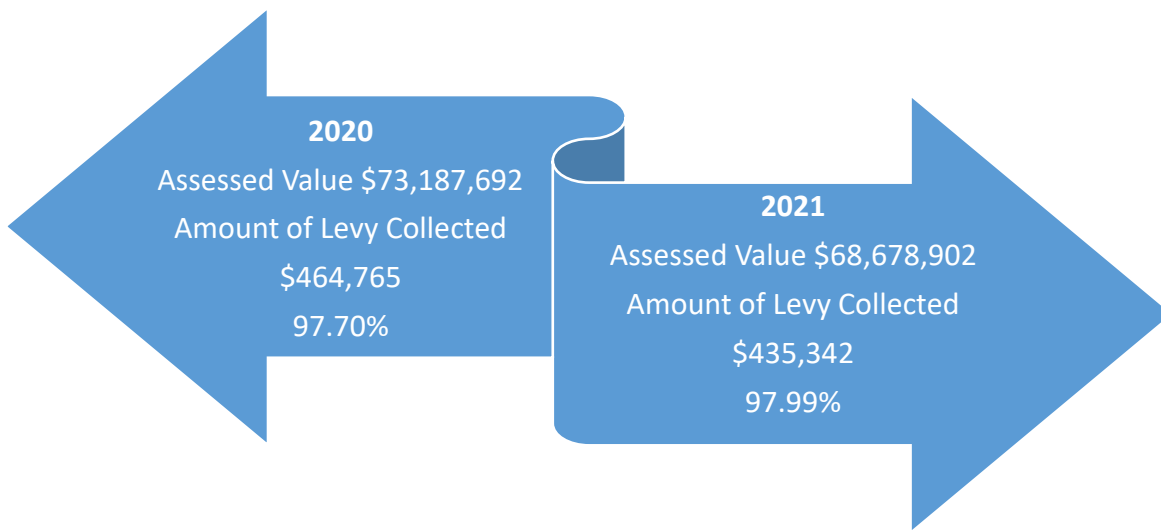
- The NC League of Municipalities' Cost of Living Adjustment (COLA) survey for 2023 shows that \_\_\_% of municipalities with a population of less than 2500 have budgeted a Cost of Living Adjustment of between 1% and 3% for employees. Another \_\_\_% of municipalities the size of Warrenton is budgeting merit increases in their upcoming Fiscal Year. The Town did not increase wages across the board in FY 2021-22, however, a continually competitive job environment requires the Town to closely monitor salaries in order to retain highly qualified employees. Therefore, according to the Town's 2021 Compensation and Classification study, the proposed budget brings all salaries above their minimums and includes a 2% wage increase for employees who are already above the minimum salary point of their respective grades.
- The State Retirement System has kept matching contributions from municipalities at the same rate for the coming fiscal year. In addition, the Town is obligated to pay 6.85% of total salaries towards the Town's retirement liability. Twelve years remain on the retirement liability obligation.
- Contributions to the Warrenton Rural Fire Department remain unchanged as the Town is in its fourth 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 an estimated \$970,000 which is 81% of General Fund expenditures. This fund balance increased substantially over the prior year by approximately \$130,000. The overall Fund Balance for General Fund, including Restricted and Unrestricted, increased by \$\_\_\_\_\_ to \$\_\_\_\_\_.
- There are planned increases in fees charged by the Town, for water and sewer taps which increase from \$1300 to \$1500 and \$1750 respectively.
- The budget includes a continuation of the Frontier Warren project (Fund 34), a partnership with Warren County and Research Triangle Foundation, with a continuing financial commitment from Warren County. In the current FY, the Town applied for and received an NC IDEA grant of \$5000, designated for entrepreneurial mindset classes. The Town will continue to seek grant funding by every possible means for Frontier Warren.
- The budget eliminates \$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. The Warrenton Area Business Association, known as WABA, is up and running and hopefully will show progressively positive results.
- The Town expects to receive additional ARP grant funds of \$132,000 in July 2022 and retains approximately \$56,000 unspent of the \$132,000 received in July 2021.

**HIGHLIGHTS:**

- ***Inflationary pressures are creating cost increases in a variety of areas.***
- ***Salary adjustments for police and senior personnel included as a result of salary study.***



Projected ad valorem revenues for FY 2022-23 return to near 2020-21 levels. The Town is dependent on the County for tax collection and tax valuations. At the time of this budget presentation and adoption the Town is still working to resolve questions on tax collections with the County Tax Administrator. The impact of the 2020 Census on sales tax revenues has been a positive one, increasing revenues an estimated \$24,000 over the prior year. This increase will only last as long as the Town continues to grow in population relative to the County and other municipalities. Rental income from cellular companies shows a large increase from the anticipated, impending agreement with T-Mobile. Interest income is still negligible because of low interest rates, while other revenues remain constant overall.





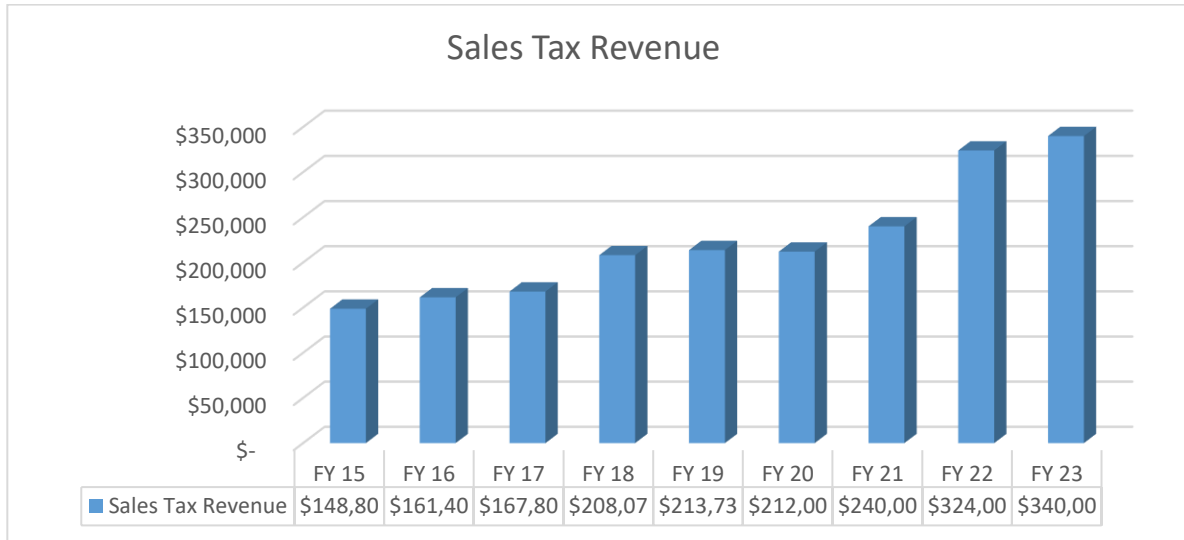
**Property tax revenue is the primary source of general fund revenues** providing approximately 40% of total revenues and a total amount of \$485,263, based on the ad valorem rate of 65 cents per \$100. While the upcoming year is not a tax revaluation year, total taxable property values are expected to increase in the 2025 fiscal year 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 97.99% which is slightly improved from 97.70% 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	\$72,099,363	0.65
FY 2023	\$76,177,886	0.65

**Tax Calculations**

2022 - 2023	Assessed Value	Assessed Rate	Tax Rev Assessed	Collection Rate	Expected Revenue
Real & Personal Property	\$ 66,174,132	0.0065	\$430,131	97.70%	\$420,239
Vehicles	\$ 6,179,869	0.0065	\$40,169	100%	\$40,169
Utility Property	\$ 3,823,885	0.0065	\$24,855	100%	\$24,855
<b>Total Revenue</b>	<b>\$ 76,177,886</b>	<b>0.0065</b>	<b>\$495,155</b>		<b>\$485,263</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 the COVID-19 pandemic and subsequent inflationary period we find ourselves in. Given the special circumstances it is difficult to predict sales tax revenues. However, one reliable impact on sales tax revenue is the increase in Warrenton’s population relative to the county and other municipalities in the county. Warrenton’s population remained stable while populations elsewhere dropped, thereby increasing Warrenton’s percent share of the sales taxes. With these increases demonstrable since September 2021, the budget conservatively projects sales tax revenues to increase by \$16,000 over projected actual receipts. The Town expects to receive \$324,000 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 \$41,000 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 \$185,000, up slightly over \$180,000, and cell tower rental fees of \$62,340 which are up 100% due to an anticipated new agreement with T-Mobile. Minor sources of revenue will remain at a relatively constant level in FY 2022-23.

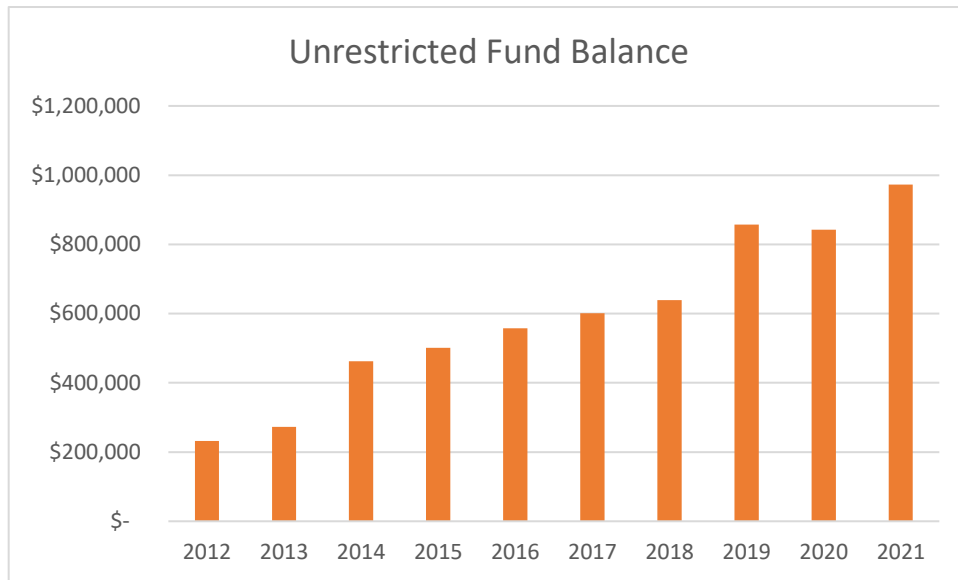
There is an appropriation of \$10,291 in fund balance in the proposed budget. Staff has been able to control expenses over the last decade, however, until the town reaches a revaluation year in 2024-25 small amounts of Fund Balance may be needed as an alternative to increased taxes.

For the first time, anticipated grant administration costs of \$18,000 are included in the General Fund budget, reflecting time spent by the Finance Director and Town Administrator managing and reporting on the Rural Transformation Grant. These funds will help offset salary increases in other parts of the budget. Also, the current budget shows a minimum amount Powell Bill expenditures and reflects a savings year for Powell Bill revenues.

American Rescue Plan grant funds are not appropriated in the General Fund budget but will be addressed in the future through the budget amendment process. These funds are federal grant dollars and are received in two tranches, \$132,000 in June of 2021 and \$132,000 in June of 2022. These grants payments are accounted for in a separate grant project fund and can be transferred into other funds as needed.

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. Although the annual audit is not complete, Unrestricted Fund Balance is expected to rise from \$842,000 to approximately \$970,000 or 80.60% of General Fund expenditures.



### General Fund Expenses

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

Because a planned vehicle purchase in the current FY was delayed, two vehicle purchases are planned for the Police Department in the coming fiscal year to replace a 2010 Crown Victoria with 134,145 miles and a 2008 Crown Victoria with over 140,000 miles, however, the purchase price will not impact the proposed budget as payments will not begin until the following Fiscal Year. The replacement vehicles will be SUVs which will serve as both pursuit vehicles and trailer pulls. USDA grant funds are being sought as is our practice with vehicle purchases.

Though a top priority in the 2021 Board goal-setting workshop, a part-time position to address the combined needs of organizing and establishing a merchants' association and planning and scheduling events at Frontier Warren has been eliminated. A merchants' association has been established. Several initial meetings of merchants generated enthusiasm and energy and an active group is working together to reach goals. Activities surrounding Frontier Warren's co-working space will suffer as this position is eliminated and duties spread between the Town Administrator and other staff. Some initial discussion with the County has centered around potentially renting the co-working space to a startup company in order to reduce expenses on the Town and County. Revenues exceed expenses for the 136 S. Main building but to not cover the expenses for the 140 S. Main co-working space and rely on contributions from the County and Town. Building 136 remains fully leased.

#### General Fund Expenses

- ***"Health insurance static."***
- ***"Comprehensive Land Use Plan and 160D compliance along with update of a variety of ordinances."***

## Budget Message 2022-23

The budget includes no increase over the prior year for health insurance. Typically, year over year increases have ranged between 10% to 15% as deductibles on employees were increased to mitigate costs. Considered a “small pool” of insured, the Town cannot reap similar discounts at larger insured groups. However, this year staff has solicited quotes from United Healthcare, Aetna, League of Municipalities and Blue Cross Blue Shield and secured a competitive rate from Aetna.

Based on the salary study from HR Essentials, the budget brings salaries for the Town Administrator, Finance Director, Public Works Director, Chief of Police and police officers to slightly above the minimum threshold of their respective job classifications. 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. There is no such planned tax increase to cover salaries in this budget. As was the case last FY, there is a 2% increase for all other employees who already exceed the minimums of their respective classifications.

Due to inflationary pressures in the national economy prices for items regularly purchased by the Town are increasing at alarming rates. This budget does not attempt to predict costs other than specific areas where increases are known. Expenditure areas, such as gasoline where budgets have nearly doubled, are based only on current market prices and do not take into account further possible increases. Grant projects and grant applications underway have inflation adjustments built in, but again may be subject to additional, unexpected inflationary pressures.

Added to the budget as a \$10,000 non-recurring expense is the development of a Comprehensive Land Use Plan along with changes to the zoning ordinances to bring them into compliance with NC General Statute 160D. Also included in this expenditure is the update or creation of various existing and new ordinances such as tethering and adult establishments.

The budget includes membership in the National Main Street program, NC Main Street, Kerr-Tar COG and the UNC School of Government.

The Town is in the process of seeking grant funds from the NC Department of Environmental Quality, the NC Department of Commerce, USDA and the NC department administering the Volkswagen settlement in the amounts of \$19,000,000, \$950,000, \$170,000 and \$120,000 respectively. The only grant requiring matching dollars is the USDA grant, a combination of grant and loan of approximately 55% and 45%.

### **Street Department**

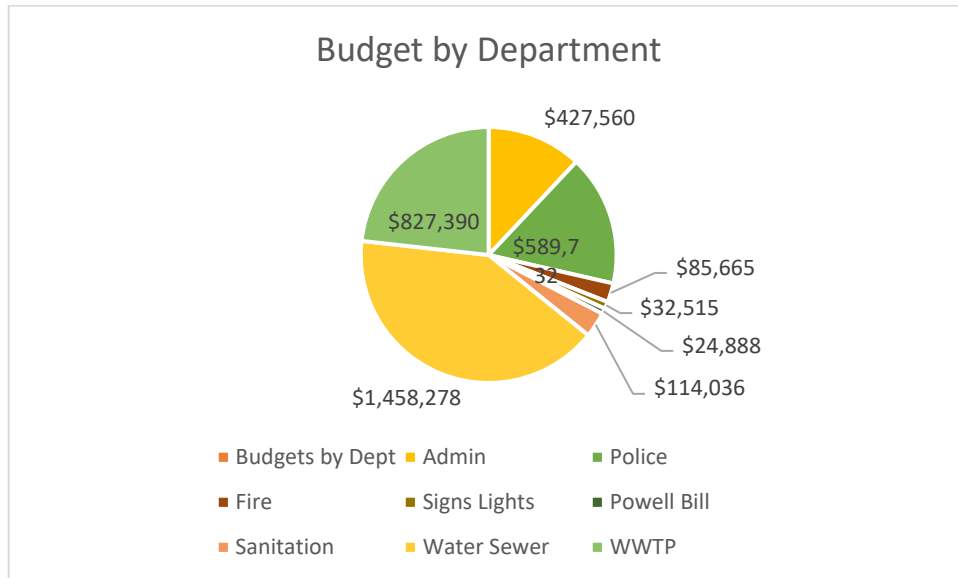
Street Department activities consist of accommodating special requests by citizens as well as:

- 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

Major storm water repairs to areas along Spring and Crocket Streets were completed in FY 2021-22 utilizing ARP grant funds. An ongoing storm water issue along Battle Avenue will exceed typical budgeted resources in the proposed budget and will require an appropriation from the American Rescue Plan fund.

## 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. There is no planned increase in the Landfill Fee.



## Police Department

The PD's budget reflects increases in salaries and gasoline. 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 equipment purchases over several years. Staffing remains a challenge given the tight employment situation across police departments.

## Unfunded Priorities

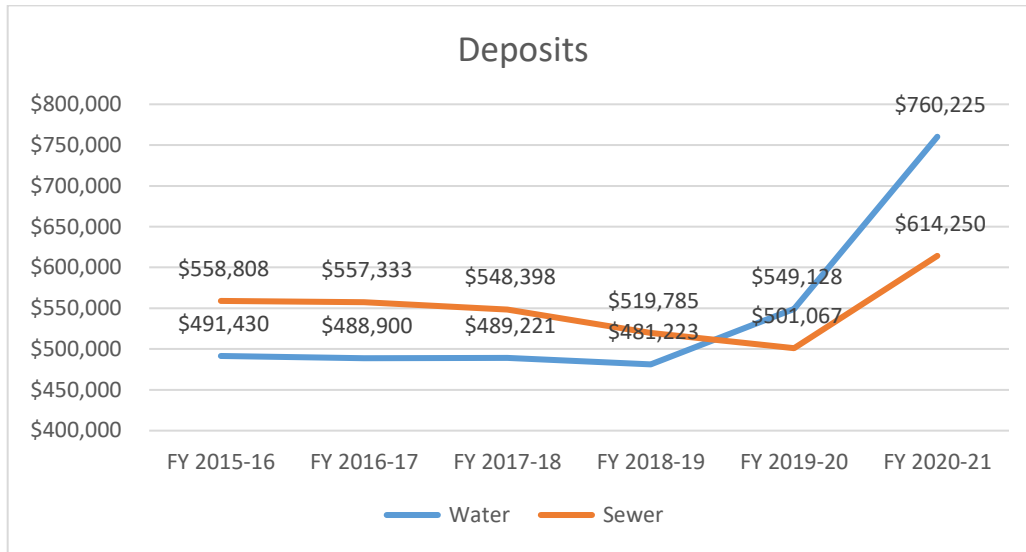
- Implementation of Streetscape Plan
- Placement of utilities underground
- Stand-on skid steer for street, park and cemetery
- Leaf truck to replace current, 18-year-old truck
- Replacement of three personal computers in the Police Department

## 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.

Budget Message 2022-23



Planned increases in water costs from a restructuring of rates by Kerr Lake Regional Water System are not expected to occur in FY 2022-23. Nor is there any anticipated increase in regular water rates, which often rise by 5% annually.

The monthly run rate to meet budget projections of Fund 38 are:

Water Revenues: \$67,000

Sewer Revenues: \$52,000

Many needs in the area for water are being addressed in a \$19,000,000 grant application to NC DEQ, such as:

Location    Length (Ft.)    Diameter    Material

- Rodwell Street (Wilcox to Hazelwood) 2,953 1.5 Galvanized
- North Main Street (N. Main St. Tank to Airport Rd) 12,468 4 CIP
- Airport Road (N. Main St. to Barnette Drive) 4,922 2 Galvanized
- Connell St. (Hazelwood Rd. to end of Connell) 985 2 Galvanized
- Fairview St. ((N. Front St. to Brehon St.) 2,297 6 CIP
- Fairview St. East end (Brehon St. to curve before creek) 1,969 1.5 Galvanized
- Brehon St. (Graham St. to Dead End) 1,313 4, 2 PVC, Galvanized
- Ridgeway-Warrenton Road 2,625 2 Galvanized
- Church St. (Near eastern end to E. Macon St.) 1,313 6 CIP
- Highway 158 Business East (From Highway 58 to Red Hill Loop Road) 5,250 2 Galvanized
- Highway 158 Business East (From Red Hill Loop Rd. to end of 1st Lane to Rt.) 3,609 2 Galvanized
- Highway 58 (Going southeast from Hwy 158 East redo 1st four service connections on left side of road) - connect to 8-inch PVC main.
- Ridgecrest Drive and connecting streets 16,404 6 CIP
- Halifax St/Baltimore Road going south just past Hall St. 19,029 3 Galvanized
- West Side Drive 2,297 1 Galvanized
- King St. Complex to Hwy 401 South 2,297 6 CIP
- Hwy 401 South going south just past WWTP entrance 7,218 2 Galvanized
- E. Macon and Ridgecrest TBD CIP

## Budget Message 2022-23

- Fairgrounds Tank Vault
- Galvanized line on Hayley Street, Dameron Street
- Warrenton-Ridgeway 2-inch galvanized line needs to be abandoned

Areas of need for sewer being addressed in the \$19,000,000 grant application to NC DEQ include:

- Replace second pump at Riggans pump station
- Replace air relief valves for Riggans sewer force main
- Add generators to Red Hill Loop and Ridgeway Warrenton Road pump stations
- Replace electrical panels at Red Hill Loop and Ridgeway Warrenton Road pump stations
- Purchase an additional pump for F&M as emergency replacement, current pumps are 15 years old, or alternatively replace both pumps
- Install emergency/auxiliary bypass port at F&M
- Purchase equipment: sewer locator/video camera, sewer jetter, backhoe, 4-wheel drive tractor, four service trucks, 10-foot bush hog for tractor
- Replace 12,840 linear feet of sewer lines in poor condition (reference AIA document)
- Replace sewer line that services buildings on east side of S. Main Street between E. Market and E. Macon (not in AIA)
- Replace 4- and 6-inch VC line beginning at 406 Halifax Street to manhole 126C and include manholes 126B and 128A
- Replace 4-inch sewer extension running parallel with Hazelwood and connects to Connell Street
- Replace 4-inch VC line at lower end of W. Franklin St
- Replace 4-inch community line with 8-inch on Park Drive mobile home court along with houses beside that could comment to community line
- Replace 4-inch sewer extension on from Reid Circle to Church St line
- Magnetic Meter for measuring sewer flow from Norlina and Warren County

Unfunded priorities include replacement of the maintenance tractor and backhoe, which are models from 2007 and 2004 respectively. Replacement of another pump located at Riggins Pump Station is not budgeted. Using American Rescue Plan grant funds would be appropriate in this instance at a cost of approximately \$30,000.

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

The expenses of the WWTP are shared by the Town, Norlina and Warren County. In FY 2021-22 the Town's portion of services increased by .63% as compared usage of partners, after increasing the year before by 3.5%. This increase in usage and associated costs are reflected in the budget of Funds 38 and 39.

In FY 2022-23 the Town expects to continue conversations and negotiations with Warren County over the 40-year lease which expired on December 31, 2021. Under the current lease Warren County is primarily responsible for obtaining funds for capital upgrades, but the Town is in the process of applying for grant funding upgrades from NC DEQ.

The Town also expects to conclude 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 exemplary inspections and subsequent renewals of its license.

## Budget Message 2022-23

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 addressed in a recent grant application include replacement of 40-year-old rotors and drive trains, cleaning of the vegetation in the second oxidation ditch, and updating of the filter building and tertiary filters. It is not financially feasible to replace the aging plant, as it would cost the partners in the tens of millions of dollars. Fortunately, being on the Vulnerable Utility list of the State has qualified the Town for \$19 million in grant funding which will address each these long-standing needs without any loans and with 100% grant. If the County were seeking grant funding on behalf of the WWTP there would likely be long term loans involved. Warrenton's status helps not only its citizens but also citizens of Warren County and Norlina.

### **Areas of need addressed in the grant application to NC DEQ:**

- Replace 4 rotors and drivetrains at WWTP
- Clean out oxidation ditch at WWTP
- Building addition for admin at WWTP
- Rehabilitate tertiary filter building and convert to ultraviolet light for disinfection
- Install septage dumping station
- Replace influent pump station

## **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 utilities and general operation of the co-working space. Warren County has indicated its commitment to the joint venture and will contribute \$10,000 in FY 2022-23 for the third year in a row to help offset the costs of co-working space.

## **Outstanding Loans**

All three USDA loans total \$2,843,000 and the annual payment for FY 2022-23 is \$89,540. 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. The Town's General Fund debt percentage remains less than 1% of the assessed value of property subject to taxation. Warrenton's maximum debt load for the General Fund is approximately \$6,094,000 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 is offsetting a portion of the Water Sewer loan payment for Town Hall as General Fund is benefitting from use of the office space at Town Hall. Removed from the proposed budget is the expired twenty-year loan for Battle Avenue sewer replacement. First payment on the WWTP Phase 2 rehabilitation was made in FY 2021-22. No new loan payments are expected until FY 2023-24 when police patrol and public works vehicles are initiated. Some vehicles have already rotated off the outstanding loan list.



## **Grants**

The Town continues a focus on grant funding to offset budget items wherever possible, for example the grant application underway for the NC Department of Commerce's Rural Transformation Grant. If awarded this grant will offset \$311,000 of fund balance needed to complete a parking lot development project. Three applications, submitted to the NC Department of Environmental Quality on May 2, 2022, will be 100% grant if awarded and address the vast majority of the identified issues with Warrenton's water, sewer and waste water infrastructure. Other grant funding will be sought, for example, Phase II of the Volkswagen Settlement Grant.

## **Economic Development**

Years of investment in infrastructure, Town Hall renovation, and planning have begun to pay off dramatically with subsequent private investments in downtown buildings, the opening of breweries and distilleries and increasing values of properties. 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 two-year history.

## **Conclusion**

Pleased to present my ninth 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 increased by \$115,263 in General Fund, by \$42,328 in the Water Sewer Fund, and by \$89,179 in the Waste Water Fund over the current budget, they are primarily the result of increases from salary adjustments, inflation, and percentage of services used. Sanguine about the future of Warrenton, I believe that our continued focus on attracting new businesses while developing strategic partnerships will increase long-term revenue growth and result in improved sales taxes, ad valorem taxes, and utility collections.

Respectfully submitted,

Robert Davie -- Town Administrator and Budget Officer

## WATER/SEWER DEPARTMENT RATES

### Water Rates (monthly)

In-town availability rate	\$23.00
In-town use rate per 1000 gallons	\$8.36
Out-of-town availability rate	\$39.15
Out-of-town use rate per 1000 gallons	\$12.11

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

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

### Sewer Rates (monthly)

In-town availability rate	\$14.50
In-town use rate per 1000 gallons	\$10.00
Out-of-town availability rate	\$38.56
Out-of-town use rate per 1000 gallons	\$14.65

## 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

Tamper fee: \$150.00 plus the cost of any necessary repairs

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	\$1500
1" water tap	\$1725
1" water tap w/2-3/4" branch metered services	\$2100
2" water tap-- requires outside contractor, cost TBD by the job +10%	

### Sewer Taps:

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.

### Split Meters

BUDGET MESSAGE – FY 2022-2023

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
Variance Fee	\$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, 2022 and ending June 30, 2023.

**Section 1**

Frontier Warren Fund 34	
Revenues	\$ 57,820
Expenses	\$ 57,820

General Fund 37	
Sanitation	\$ 114,036
Streets	\$ 161,915
Lights Signs	\$ 32,515
Fire/Code Enforcement	\$ 85,665
Police	\$ 589,732
Admin	\$ 427,560
Powell Bill	\$ 24,888
<b>Total Revenues</b>	<b>\$ 1,436,311</b>
<b>Total Expenses</b>	<b>\$ 1,436,311</b>

W/S Fund 38	
Water	\$ 629,592
Sewer	\$ 828,686
<b>Revenues</b>	<b>\$ 1,458,278</b>
<b>Expenses</b>	<b>\$ 1,458,278</b>

WWTP Fund 39	
Revenues	\$ 827,390
Expenses	\$ 827,390



**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 2022-2023. The rate is based upon a total projected valuation of \$76,177,886 and an estimated combined collection rate of 99.23%.

**Section 3: Fees and Charges**

There is hereby established, for Fiscal Year 2022-2023, 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 2022-2023. 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 13<sup>th</sup> day of June 2022

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

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

<b>LOAN PAYMENTS</b>											
	<b>Outstanding Loans</b>	<b>Original</b>	<b>Loan</b>	<b>Loan and Prin</b>	<b>FY</b>	<b>FY</b>	<b>FY</b>	<b>FY</b>	<b>FY</b>	<b>Due</b>	<b>Last</b>
		<b>Principal</b>	<b>Total</b>	<b>Balance</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Date</b>	<b>Payment</b>
<b>LENDERS</b>	<b>FUND 37</b>										
Fist Citizens	Town Hall Roof split	\$ 150,000	\$ 113,342	\$ 14,166	\$ 11,334	\$ 11,334	\$ 11,334	\$ 2,833		26-Sep	2023
USDA 2019	Two PD Cars	\$ 33,800	\$ 37,982	\$ 21,704	\$ 5,426	\$ 5,426	\$ 5,426	\$ 5,426	\$ 5,426	20-Nov	2026
USDA 2017	Two Police Cars 200&400	\$ 29,500	\$ 33,460	\$ 9,560	\$ 4,780	\$ 4,780	\$ 4,780	\$ 4,780	\$ 4,780	Sep	2024
USDA 2016	Police Cameras	\$ 8,500	\$ 9,327	\$ 1,333	\$ 1,333	\$ 1,333	\$ 1,333	\$ 1,333		12-Dec	2023
BB&T	Battle Ave sewer rehab Powell Bill	\$ -	\$ -	\$ -	\$ 5,860	\$ 5,860				12-Apr	2022
USDA	Town Hall Loan Portion USDA				\$ 7,280	\$ 7,280	\$ 7,280	\$ 7,280	\$ 7,280	1-Jun	2060
	<b>SUBTOTAL FUND 37'</b>	<b>\$ 221,800</b>	<b>\$ 194,111</b>	<b>\$ 46,763</b>	<b>\$ 36,013</b>	<b>\$ 36,013</b>	<b>\$ 30,153</b>	<b>\$ 21,652</b>	<b>\$ 17,486</b>		
	<b>FUNDS 38 and 39</b>										
Warren County	Phase I - WWTP Rehab	\$ 842,428	\$ 1,061,937	\$ 253,857	\$ 25,760	\$ 24,539	\$ 24,119	\$ 23,608	\$ 23,143	June	2033
NCDEQ	Sewer rehab 2013	\$ 275,000	\$ 331,168	\$ 169,399	\$ 17,325	\$ 17,050	\$ 16,775	\$ 16,500	\$ 16,225	1-May	2033
BB&T	Battle Ave sewer rehab W/S	\$ 143,000	\$ 192,519	\$ -	\$ 6,975	\$ 6,485				12-Apr	2022
USDA	2 PW Trucks	\$ 36,000	\$ 40,838	\$ 23,336	\$ 5,834	\$ 5,834	\$ 5,834	\$ 5,834	\$ 5,834	24-Oct	2024
First Citizens	Town Hall Roof split		\$ 56,671	\$ 7,083	\$ 5,667	\$ 5,667	\$ 5,667	\$ 1,417		26-Sep	2023
NCDEQ	Phase 2 - WWTP Rehab	\$ 472,132	\$ 472,132	\$ -		\$ 10,422	\$ 10,422	\$ 10,422	\$ 10,422		2041
NCDEQ	NC DEQ - Bute Unity	\$ 115,000	\$ 115,000	\$ 101,011	\$ 5,750	\$ 5,750	\$ 5,611	\$ 5,611	\$ 5,611	1-May	2040
NCDEQ	NC DEQ - Battle Ave	\$ 184,531	\$ 184,531	\$ 157,958	\$ 9,227	\$ 9,227	\$ 8,775	\$ 8,775	\$ 8,775	1-May	2040
USDA	WS LOAN	\$ 2,615,000	\$ 3,254,531	\$ 3,100,420	\$ 73,326	\$ 80,845	\$ 82,260	\$ 81,652	\$ 81,045	1-Jun	2060
	<b>SUBTOTAL FUND 38</b>	<b>\$ 4,683,091</b>	<b>\$ 5,709,327</b>	<b>\$ 3,813,064</b>	<b>\$ 124,104</b>	<b>\$ 141,280</b>	<b>\$ 135,344</b>	<b>\$ 130,211</b>	<b>\$ 127,912</b>		
	<b>TOTALS FUNDS 37 AND 38</b>	<b>\$ 4,904,891</b>	<b>\$ 5,903,438</b>	<b>\$ 3,859,827</b>	<b>\$ 185,877</b>	<b>\$ 201,832</b>	<b>\$ 189,616</b>	<b>\$ 175,471</b>	<b>\$ 168,541</b>		

GL Account	GLAcct Desc	Type	Group	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
Fund: 34								
Type: R								
34-335-341	NC IDEA Grant Revenue	R		\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
34-335-344	Contribution from WC to Frontier Warren	R		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
34-351-362	Frontier Warren Events	R		\$476.50	\$1,230.50	\$0.00	\$1,055.80	\$500.00
34-351-422	Rent Paid to Town Frontier Warren	R		\$22,000.00	\$25,850.00	\$24,000.00	\$25,240.00	\$42,320.00
34-352-363	Donations	R		\$24,023.50	\$5,322.25	\$2,000.00	\$649.75	\$0.00
				\$56,500.00	\$42,402.75	\$41,000.00	\$41,945.55	\$57,820.00
Type: E								
34-405-203	Supplies	E		\$2,000.00	\$1,135.98	\$1,191.00	\$824.63	\$900.00
34-405-250	Lights/Heat/Security	E		\$4,959.50	\$3,395.88	\$4,200.00	\$4,170.49	\$4,250.00
34-405-251	Telephone/Internet	E		\$3,018.00	\$3,017.85	\$3,000.00	\$2,546.58	\$3,000.00
34-405-255	Bldg Maint/Clean Srvs	E		\$7,500.00	\$2,187.95	\$3,989.00	\$3,870.00	\$6,000.00
34-405-309	Advertising	E		\$1,500.00	\$1,020.00	\$227.50	\$0.00	\$1,000.00
34-405-332	Signs below \$5,000	E		\$500.00	\$312.50	\$0.00	\$0.00	\$500.00
34-405-400	Liability Insurance	E		\$22.50	\$22.50	\$92.50	\$92.00	\$170.00
34-405-422	Rent Paid by Town	E		\$36,000.00	\$36,000.00	\$36,000.00	\$33,000.00	\$36,000.00
34-405-499	Miscellaneous	E		\$1,000.00	\$789.75	\$300.00	\$300.00	\$1,000.00
34-431-700	NC IDEA Grant Expense	E		\$0.00	\$0.00	\$5,000.00	\$3,750.00	\$5,000.00
				\$56,500.00	\$47,882.41	\$54,000.00	\$48,553.70	\$57,820.00
				\$113,000.00	\$90,285.16	\$95,000.00	\$90,499.25	\$115,640.00
Fund: 37								
Type: R								
37-302-301	Ad Valorem Taxes - Current	R		\$454,562.00	\$420,841.96	\$403,379.00	\$411,120.29	\$424,000.00
37-302-302	Ad Valorem Taxes - Prior Year	R		\$5,000.00	\$8,564.30	\$6,000.00	\$7,528.58	\$8,500.00
37-302-303	Ad Valorem Taxes - all other prior years	R		\$2,000.00	\$8,253.19	\$3,000.00	\$1,777.97	\$8,500.00
37-302-304	Ad Valorem Taxes - Penalties & Interest	R		\$1,900.00	\$3,238.70	\$1,800.00	\$2,668.19	\$3,300.00
37-307-310	Motor Vehicles - Current	R		\$33,024.00	\$40,762.20	\$36,007.00	\$26,159.81	\$41,000.00

GL Account	GLAcct Desc	Type	Group	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-320-320	Local Option Sales Tax Monthly	R		\$240,000.00	\$303,180.21	\$270,000.00	\$188,857.52	\$340,000.00
37-320-321	Annual Refund of Sales Tax the Town paid	R		\$0.00	\$33,637.67	\$0.00	\$23,439.89	\$33,500.00
37-325-325	Utility Franchise Tax Quarterly	R		\$86,000.00	\$104,660.20	\$86,000.00	\$41,861.65	\$86,000.00
37-325-326	Beer & Wine Tax Annual	R		\$3,600.00	\$3,395.54	\$3,600.00	\$0.00	\$3,600.00
37-325-328	Refund of Gas Tax paid monthly	R		\$1,000.00	\$1,225.43	\$1,000.00	\$1,008.24	\$1,000.00
37-325-329	PD Narcotics Tax	R		\$142.00	\$146.88	\$100.00	\$0.00	\$100.00
37-325-330	Solid Waste Disposal Tax Qrly	R		\$607.00	\$606.43	\$0.00	\$482.57	\$600.00
37-335-335	Powell Bill	R		\$25,583.00	\$24,127.79	\$24,128.00	\$29,194.85	\$24,888.00
37-345-345	Zone Board of Adj	R		\$1,000.00	\$700.00	\$500.00	\$500.00	\$400.00
37-345-346	Code Enforcement	R		\$2,750.00	\$2,575.00	\$2,750.00	\$2,950.00	\$2,750.00
37-351-350	Run Warrenton 5K	R		\$0.00	\$9.00	\$2,500.00	\$0.00	\$2,500.00
37-351-353	Landfill Fees Residential	R		\$177,569.00	\$178,626.00	\$180,480.00	\$154,891.60	\$185,088.00
37-351-355	Cemetery Fees	R		\$1,800.00	\$1,000.00	\$1,400.00	\$0.00	\$700.00
37-351-356	Police Rpt Fees	R		\$50.00	\$65.00	\$50.00	\$50.00	\$50.00
37-351-357	Court Fees	R		\$300.00	\$301.50	\$300.00	\$283.50	\$300.00
37-351-359	Charge for Grass Mowing	R		\$0.00	\$0.00	\$0.00	\$1,212.50	\$0.00
37-351-360	Cell Tower Rent	R		\$29,400.00	\$32,340.00	\$29,400.00	\$26,950.00	\$62,340.00
37-351-361	Parking/Ordinance Collections PD	R		\$296.00	\$145.00	\$250.00	\$50.00	\$250.00
37-351-401	Debt Setoff Landfill	R		\$1.00	\$159.00	\$100.00	\$106.00	\$100.00
37-365-001	Interest Income	R		\$50.00	\$24.16	\$50.00	\$31.18	\$50.00
37-365-033	Mary Hehl Beautification Donations	R		\$2,265.00	\$2,365.00	\$0.00	\$0.00	\$0.00
37-365-351	Revitalization Comm	R		\$9,500.00	\$40.00	\$9,500.00	\$2,490.00	\$9,500.00
37-365-354	Quilters Lane Revenue	R		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-365-358	Branded Merchandise for Sales	R		\$500.00	\$65.00	\$500.00	\$40.00	\$40.00
37-365-366	Surplus Property	R		\$1.00	\$1,766.00	\$1,500.00	\$8,712.50	\$0.00
37-365-370	WWTP 25% of GF Exp	R		\$42,674.00	\$43,510.09	\$44,247.00	\$36,967.31	\$56,781.00
37-365-371	WS 25% of GF Exp	R		\$93,167.00	\$78,455.55	\$87,356.00	\$79,460.58	\$105,308.00

GL Account	GLAcct Desc	Type	Group	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-365-372	WS Reimburse Streets for mowing	R		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-365-373	Insurance Proceeds - Police	R		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-365-374	Insurance Proceeds GF	R		\$0.00	\$0.00	\$13,240.00	\$13,240.00	\$0.00
37-365-401	Mis/Revenue/License Tags	R		\$1.00	\$100.00	\$100.00	\$3,228.30	\$0.00
37-365-410	Interest Investment NCCMT	R		\$6,000.00	\$99.11	\$500.00	\$68.45	\$50.00
37-365-501	Misc Revenue POLICE	R		\$1.00	\$500.00	\$500.00	\$0.00	\$0.00
37-381-012	Transfer In From NCCMT GF	R		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-381-037	Transfer In from General Fund	R		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-381-039	Transfer In from WWTP	R		\$32,497.00	\$32,497.00	\$0.00	\$0.00	\$0.00
37-381-070	Transfer in from ARP Grant	R		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-381-074	Transfer In from Rural Transformation Grant	R		\$0.00	\$0.00	\$0.00	\$0.00	\$24,825.00
37-395-395	Powell Bill Apropropriated Fund Balance (Budget Only)	R		\$29,621.90	\$0.00	\$0.00	\$0.00	\$0.00
37-395-396	Apropriated Fund Balance (Budget Only)	R		\$17,505.00	\$0.00	\$110,811.55	\$0.00	\$10,291.00
				\$1,300,366.90	\$1,327,982.91	\$1,321,048.55	\$1,065,331.48	\$1,436,311.00
Type: E								
37-401-010	Salary - Full Time	E		\$134,928.00	\$122,389.10	\$128,031.00	\$107,021.40	\$165,832.00
37-401-012	Salary - Adm Assistant	E		\$46,450.00	\$45,048.17	\$47,353.00	\$40,150.00	\$51,530.00
37-401-014	Salary - Part Time	E		\$175.04	\$175.04	\$0.00	\$0.00	\$0.00
37-401-020	ER-FICA Taxes	E		\$9,557.00	\$9,239.70	\$9,747.00	\$8,180.92	\$12,686.00
37-401-021	ER-FICA Taxes - Adm Assistant	E		\$4,306.00	\$3,559.29	\$3,623.00	\$3,065.32	\$3,928.00
37-401-030	ER-Retirement - Orbit	E		\$29,135.00	\$28,464.51	\$31,806.00	\$26,785.20	\$41,917.00
37-401-040	ER-Health Insurance	E		\$21,626.00	\$21,234.41	\$24,780.00	\$22,137.45	\$24,350.00
37-401-050	ER-Life Insurance	E		\$504.00	\$504.00	\$604.00	\$528.00	\$576.00
37-401-060	ER-Workman's Comp	E		\$353.00	\$317.43	\$400.00	\$326.20	\$400.00
37-401-200	Travel Expense	E		\$345.00	\$237.01	\$745.00	\$0.00	\$1,200.00
37-401-203	Supplies	E		\$5,000.00	\$2,688.09	\$4,089.50	\$2,395.56	\$5,000.00
37-401-250	Light, Heat & Security	E		\$11,233.33	\$5,889.69	\$12,000.00	\$5,303.26	\$12,000.00

GL Account	GLAcct Desc	Type	Group	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-401-251	Telephone & Postage	E		\$3,000.00	\$2,658.47	\$3,000.00	\$2,313.43	\$3,000.00
37-401-255	Bldg. Maint/ Clean SVS	E		\$6,063.67	\$6,062.74	\$5,545.00	\$3,374.79	\$5,000.00
37-401-256	Bank Fees/ Petty Cash	E		\$1,575.00	\$1,600.00	\$3,150.00	\$2,850.00	\$3,600.00
37-401-295	Training	E		\$1,275.00	\$943.75	\$1,025.00	\$500.00	\$1,400.00
37-401-301	Computer Maint	E		\$3,500.00	\$3,397.25	\$3,770.00	\$3,065.64	\$3,600.00
37-401-302	Software Support	E		\$1,935.00	\$1,921.59	\$2,570.07	\$1,890.32	\$3,300.00
37-401-303	Software Purchase less than \$5,000	E		\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
37-401-304	Website	E		\$1,575.00	\$1,575.00	\$1,575.00	\$1,575.00	\$2,775.00
37-401-305	Technology Upgrades	E		\$3,540.00	\$3,540.00	\$910.00	\$909.01	\$0.00
37-401-306	Awning 25% Fund	E		\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
37-401-307	Special Events	E		\$715.00	\$715.00	\$576.00	\$576.00	\$600.00
37-401-309	Advertising	E		\$1,600.00	\$1,599.52	\$1,300.00	\$87.33	\$1,300.00
37-401-310	Dues & Subscriptions	E		\$3,000.00	\$2,806.62	\$2,800.00	\$2,745.00	\$3,000.00
37-401-325	NC Sales/Use Tax Paid (No Tax)	E		\$700.00	\$526.33	\$700.00	\$373.30	\$700.00
37-401-400	Liability Insurance	E		\$7,099.00	\$7,091.21	\$7,072.00	\$4,472.51	\$6,200.00
37-401-401	County Tax Collection Svs	E		\$8,143.00	\$8,142.63	\$8,000.00	\$6,970.00	\$8,000.00
37-401-405	Audit Expense	E		\$7,302.11	\$7,302.11	\$9,200.00	\$4,150.00	\$10,667.00
37-401-410	Election Cost	E		\$0.00	\$0.00	\$4,565.70	\$4,520.70	\$0.00
37-401-415	Economic Development	E		\$11,000.00	\$11,000.00	\$12,000.00	\$11,000.00	\$0.00
37-401-420	Attorney Fees	E		\$3,564.00	\$3,563.50	\$28,500.00	\$18,200.00	\$3,500.00
37-401-497	Sales & Uses Tax Expense	E		\$0.00	\$21,728.64	\$0.00	\$19,986.67	\$0.00
37-401-498	Capital Outlay below \$5000	E		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-401-499	Miscellaneous Expense	E		\$1,889.96	\$1,882.46	\$540.00	(\$10.59)	\$3,000.00
37-401-500	Capital Outlay \$5000 and Above	E		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-401-700	WDRI Grant Expense	E		\$264.00	\$263.62	\$132.00	\$131.81	\$0.00
37-401-801	Town Hall Roof Loan-Principal	E		\$5,280.00	\$5,147.40	\$7,026.27	\$6,123.07	\$5,555.00
37-401-803	USDA Town Hall/WS Loan Principal	E		\$7,979.59	\$0.00	\$4,431.00	\$4,431.00	\$4,486.00

GL Account	GLAcct Desc	Type	Group	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-401-831	Town Hall Roof Loan - Interest Admin	E		\$476.30	\$519.60	\$259.80	\$209.80	\$113.00
37-401-833	USDA Town Hall/WS Loan Interest	E		\$0.00	\$0.00	\$2,850.00	\$2,850.00	\$2,794.00
37-401-889	Reserve for USDA Loans	E		\$1,446.00	\$0.00	\$0.00	\$0.00	\$0.00
37-401-998	Contingency	E		\$270.00	\$0.00	\$1,000.00	\$0.00	\$7,741.00
37-402-014	Mayor Part Time Salary	E		\$1,500.00	\$1,401.79	\$1,500.00	\$1,250.00	\$1,500.00
37-402-020	ER - FICA TAXES	E		\$115.00	\$107.21	\$115.00	\$95.60	\$115.00
37-402-200	Travel Expense	E		\$275.00	\$0.00	\$200.00	\$0.00	\$500.00
37-402-295	Training	E		\$225.00	\$225.00	\$900.00	\$900.00	\$225.00
37-402-402	Commission offsite meetings	E		\$50.00	\$0.00	\$50.00	\$36.08	\$50.00
37-405-345	Zoning/Ordinances	E		\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
37-405-407	Branded Clothing Sales	E		\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
37-405-430	Historic District Comm	E		\$220.00	\$218.82	\$14,870.00	\$1,806.00	\$220.00
37-405-440	Run Warrenton 5K	E		\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
37-405-450	Revitalization Comm	E		\$9,500.00	\$1,747.32	\$9,500.00	\$1,742.91	\$9,500.00
37-405-470	Small Town Maint St	E		\$2,200.00	\$735.00	\$2,200.00	\$1,115.00	\$2,200.00
37-501-010	SALARY FULL TIME	E		\$191,188.00	\$180,569.86	\$209,573.00	\$174,263.38	\$260,983.00
37-501-014	Salary - Part Time	E		\$22,500.00	\$21,563.53	\$10,616.00	\$9,615.99	\$20,000.00
37-501-016	Police Clerical Salary	E		\$34,112.00	\$33,631.14	\$34,795.00	\$29,994.80	\$35,495.00
37-501-019	Salary - Over-Time	E		\$5,167.00	\$4,873.96	\$9,000.00	\$8,127.70	\$5,000.00
37-501-020	ER-FICA Taxes	E		\$19,552.00	\$18,476.17	\$19,566.00	\$16,839.49	\$24,469.00
37-501-030	ER - Retirement Orbit	E		\$39,078.00	\$35,015.46	\$44,440.00	\$39,912.73	\$60,816.00
37-501-031	ER - 401K 5%	E		\$10,573.00	\$9,529.52	\$10,912.00	\$9,119.55	\$13,191.00
37-501-040	ER - Health Insurance	E		\$36,015.00	\$27,674.68	\$38,960.00	\$32,978.40	\$40,960.00
37-501-050	ER - Life Insurance	E		\$1,010.00	\$854.00	\$1,010.00	\$944.00	\$1,010.00
37-501-060	ER - Workman's Comp	E		\$6,420.00	\$4,026.80	\$6,420.00	\$4,600.47	\$6,420.00
37-501-200	Travel Expense	E		\$101.00	\$46.71	\$1,000.00	\$988.16	\$1,000.00
37-501-203	Supplies	E		\$3,000.00	\$2,822.47	\$3,000.00	\$2,651.68	\$3,000.00

GL Account	GLAcct Desc	Type	Group	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-501-204	Uniforms	E		\$2,500.00	\$2,378.98	\$2,000.00	\$1,817.38	\$2,000.00
37-501-205	Equipment & Material	E		\$6,794.00	\$6,546.49	\$3,000.00	\$1,964.20	\$3,500.00
37-501-250	Light, Heat & Security	E		\$10,908.00	\$5,357.16	\$7,908.00	\$4,567.20	\$8,908.00
37-501-251	Telephone & Postage	E		\$8,648.00	\$8,610.46	\$9,387.00	\$7,568.35	\$9,387.00
37-501-252	Fuel	E		\$14,985.00	\$14,915.94	\$24,700.00	\$22,010.38	\$20,000.00
37-501-255	Bldg Maint/Clean Svs	E		\$5,919.00	\$5,844.71	\$5,904.00	\$4,096.46	\$4,904.00
37-501-295	Training	E		\$500.00	\$296.66	\$800.00	\$608.84	\$2,000.00
37-501-301	Computer Maint	E		\$5,848.00	\$5,088.37	\$5,856.00	\$3,619.67	\$5,106.00
37-501-302	Software Support	E		\$6,165.00	\$6,030.37	\$6,665.00	\$6,649.71	\$7,120.00
37-501-309	Advertising	E		\$500.00	\$200.00	\$0.00	\$0.00	\$0.00
37-501-351	Maint & Repair Equip	E		\$8,500.00	\$8,308.57	\$4,989.00	\$4,062.58	\$3,500.00
37-501-370	2019 Dodge Car 100	E		\$1,000.00	\$384.13	\$1,000.00	\$163.68	\$1,500.00
37-501-371	2017 Dodge Car 200	E		\$2,600.00	\$2,411.94	\$1,000.00	\$728.92	\$1,500.00
37-501-372	2016 Dodge Car 300	E		\$5,300.00	\$5,252.88	\$1,500.00	\$1,484.25	\$1,500.00
37-501-373	2017 Dodge Car 400	E		\$1,000.00	\$983.62	\$2,300.00	\$2,208.84	\$1,500.00
37-501-374	2010 Ford Car 500	E		\$1,511.00	\$1,449.00	\$1,000.00	\$336.46	\$1,500.00
37-501-375	2008 Ford Car 600	E		\$700.00	\$365.87	\$684.00	\$150.40	\$1,500.00
37-501-376	2019 Dodge Car 700	E		\$1,000.00	\$962.55	\$1,500.00	\$1,183.81	\$1,500.00
37-501-400	Liability Insurance	E		\$12,400.00	\$12,318.44	\$12,400.00	\$12,021.56	\$16,952.00
37-501-415	Police Shots Medical	E		\$500.00	\$420.00	\$500.00	\$0.00	\$1,000.00
37-501-433	COP Program	E		\$540.00	\$505.41	\$500.00	\$0.00	\$500.00
37-501-436	PD Narcotics Tax/Proceeds	E		\$142.00	\$0.00	\$142.00	\$0.00	\$142.00
37-501-499	Miscellaneous	E		\$4,160.00	\$3,936.96	\$3,410.00	\$1,560.97	\$4,660.00
37-501-801	Town Hall Roof Loan Principal	E		\$5,280.00	\$5,147.52	\$6,890.28	\$6,123.14	\$5,280.00
37-501-802	Police 2017 Cars Loan Principal (USDA)	E		\$4,071.73	\$4,071.73	\$4,206.00	\$4,206.00	\$4,343.00
37-501-803	Police Security Camera Loan Principal (USDA)	E		\$1,213.32	\$1,213.32	\$1,243.00	\$1,242.46	\$1,272.00
37-501-804	Police 2019 Cars Loan Principal (USDA)	E		\$4,427.85	\$4,409.22	\$4,545.00	\$4,544.28	\$4,681.00



GL Account	GLAcct Desc	Type	Group	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-501-831	Town Hall Roof Loan - Interest PD	E		\$480.00	\$519.72	\$388.00	\$209.86	\$388.00
37-501-832	Police 2017 Cars Loan Interest (USDA)	E		\$708.27	\$708.27	\$574.00	\$574.00	\$438.00
37-501-833	Police Security Camera Loan Interest (USDA)	E		\$119.68	\$119.68	\$91.00	\$90.54	\$61.00
37-501-834	Police 2019 Cars Loan Interest (USDA)	E		\$1,256.15	\$1,016.78	\$882.00	\$881.72	\$746.00
37-601-014	Salary - Part Time Code Enforcement	E		\$3,167.72	\$2,923.61	\$3,000.00	\$2,866.08	\$3,000.00
37-601-020	ER-FICA Taxes	E		\$182.28	\$182.28	\$230.00	\$176.49	\$230.00
37-601-060	Workers Comp	E		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-601-252	Fuel/Truck Expense/Insurance	E		\$435.00	\$434.00	\$435.00	\$0.00	\$435.00
37-601-352	Vehicle Maintenance	E		\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
37-601-437	Contract Srvs Fire Protection	E		\$70,000.00	\$69,999.96	\$70,000.00	\$58,333.30	\$70,000.00
37-601-475	Donation to Town Fire	E		\$1,562.90	\$1,562.90	\$1,500.00	\$0.00	\$1,500.00
37-601-476	Code Enforcement Exp	E		\$300.00	\$300.00	\$5,300.00	\$5,000.00	\$300.00
37-601-710	Fire Museum Expense	E		\$14,437.10	\$14,437.00	\$10,000.00	\$0.00	\$10,000.00
37-651-330	Christmas Lights/Santa House	E		\$600.00	\$600.00	\$906.00	\$905.45	\$906.00
37-651-331	Haley Haywood Park	E		\$5,667.00	\$5,466.74	\$1,650.00	\$25.57	\$1,415.00
37-651-332	Signs below \$5,000	E		\$2,733.00	\$2,732.82	\$2,194.00	\$1,857.47	\$2,194.00
37-651-333	Street Beautification - Below \$5,000	E		\$4,765.00	\$2,104.58	\$4,765.00	\$3,991.21	\$5,000.00
37-651-335	Street Lighting Electric Bill	E		\$23,000.00	\$21,875.76	\$23,000.00	\$17,821.00	\$23,000.00
37-701-010	Salary - Full Time	E		\$48,405.00	\$48,404.87	\$53,498.00	\$43,699.20	\$57,484.00
37-701-014	Salary - Part Time	E		\$14,916.28	\$14,783.91	\$16,316.00	\$12,374.26	\$16,643.00
37-701-019	Over-Time	E		\$748.00	\$47.81	\$1,160.00	\$61.55	\$1,299.00
37-701-020	ER-FICA Taxes	E		\$5,389.00	\$4,821.44	\$5,659.00	\$4,281.27	\$5,770.00
37-701-030	ER - Retirement - Orbit	E		\$11,976.00	\$9,638.37	\$13,832.00	\$9,014.77	\$14,557.00
37-701-040	ER-Health Insurance	E		\$11,800.00	\$11,625.97	\$14,114.00	\$11,658.64	\$14,382.00
37-701-050	ER-Life Insurance	E		\$269.00	\$267.26	\$383.00	\$318.12	\$350.00
37-701-060	ER-Workman's Comp	E		\$1,745.83	\$1,745.83	\$1,837.00	\$1,836.17	\$1,837.00
37-701-203	Supplies	E		\$13,624.00	\$13,428.32	\$3,203.00	\$2,864.94	\$3,600.00

GL Account	GLAcct Desc	Type	Group	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-701-204	Uniforms	E		\$3,624.00	\$3,025.53	\$3,720.00	\$3,199.37	\$3,869.00
37-701-251	Telephone & Postage	E		\$923.00	\$922.16	\$936.00	\$671.82	\$936.00
37-701-252	Fuel	E		\$7,750.00	\$6,356.18	\$10,880.00	\$8,676.34	\$15,000.00
37-701-256	Street Maintenance	E		\$11,636.00	\$11,636.00	\$5,760.00	\$5,760.00	\$0.00
37-701-312	Tree Removal	E		\$0.00	\$0.00	\$500.00	\$500.00	\$1,200.00
37-701-351	Maint & Repair Equip	E		\$11,229.00	\$11,049.78	\$7,226.00	\$6,015.13	\$7,250.00
37-701-352	Vehicle Maintenance	E		\$4,853.00	\$3,718.60	\$20,569.00	\$18,578.21	\$6,000.00
37-701-400	Liability Insurance	E		\$6,589.00	\$6,478.13	\$6,328.00	\$4,404.81	\$5,738.00
37-701-431	Street Debris Disposal	E		\$2,500.00	\$1,000.00	\$3,500.00	\$3,500.00	\$6,000.00
37-710-361	Maint & Repair POWELL BILL	E		\$49,243.90	\$48,949.54	\$18,167.00	\$8,610.00	\$24,788.00
37-710-405	Audit Expense POWELL BILL	E		\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
37-801-010	Salary - Full Time Sanitation	E		\$47,696.00	\$45,751.29	\$48,527.00	\$41,260.80	\$49,503.00
37-801-014	Salary - Part Time Sanitation	E		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-801-019	Salary - Over Time Sanitation	E		\$608.00	\$72.58	(\$54.00)	\$0.00	\$692.00
37-801-020	ER - FICA Sanitation	E		\$3,984.00	\$3,430.72	\$3,764.00	\$3,088.79	\$3,840.00
37-801-030	ER - Retirement - Orbit Sanitation	E		\$8,853.00	\$6,904.10	\$7,851.00	\$7,509.52	\$9,688.00
37-801-040	ER - Health Insurance	E		\$9,999.00	\$9,852.68	\$11,101.00	\$9,995.99	\$11,232.00
37-801-050	ER - Life Insurance	E		\$227.00	\$226.80	\$281.00	\$237.60	\$259.00
37-801-060	Workman's Compensation	E		\$2,768.00	\$2,675.03	\$4,080.00	\$4,079.31	\$4,080.00
37-801-203	Supplies	E		\$750.00	\$438.18	\$750.00	\$293.19	\$1,000.00
37-801-204	Uniforms	E		\$1,944.00	\$1,616.59	\$2,196.00	\$1,989.30	\$2,309.00
37-801-251	Telephone & Postage	E		\$504.00	\$494.74	\$516.00	\$362.69	\$516.00
37-801-252	Fuel	E		\$2,824.00	\$2,172.55	\$2,620.00	\$2,198.36	\$4,781.00
37-801-350	Landfill Fees	E		\$20,481.00	\$20,089.28	\$19,300.00	\$16,868.59	\$20,250.00
37-801-352	Vehicle Maintenance	E		\$6,153.00	\$5,942.90	\$377.00	\$375.06	\$1,000.00
37-801-400	Liability Insurance	E		\$3,464.00	\$3,463.15	\$5,963.00	\$4,696.08	\$4,886.00
37-901-032	Transfer out to Capital Project Parking Lot	E		\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00

GL Account	GLAcct Desc	Type	Group	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-901-068	Transfer Match to Warrenton Animal Clinic Grant	E		\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00
37-901-889	Transfer Out to USDA Loan Reserve	E		\$0.00	\$0.00	\$1,883.00	\$0.00	\$0.00
37-902-702	Reimbursement of Expense from ARP Grant	E		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$1,297,909.01	\$1,210,678.01	\$1,361,290.62	\$1,105,802.15	\$1,436,311.00
				\$2,598,275.91	\$2,538,660.92	\$2,682,339.17	\$2,171,133.63	\$2,872,622.00
<b>Fund: 38</b>								
<b>Type: R</b>								
38-351-401	Water Sales	R		\$804,541.00	\$760,225.23	\$776,347.00	\$607,959.87	\$801,660.00
38-351-402	Debt Setoff WATER	R		\$302.00	\$309.68	\$302.00	\$119.35	\$78.00
38-351-404	Sewer Services	R		\$585,218.00	\$614,250.67	\$594,414.00	\$461,827.56	\$623,274.00
38-351-407	Debt Setoff SEWER	R		\$501.00	\$861.71	\$501.00	\$210.14	\$42.00
38-351-408	Town Taps	R		\$2,350.00	\$8,993.60	\$18,651.00	\$17,143.11	\$18,000.00
38-351-416	Dis/Reconnection Fee	R		\$5,168.00	\$5,745.06	\$7,320.00	\$7,987.66	\$8,972.00
38-351-417	Fire Sprinkler	R		\$2,253.00	\$2,221.14	\$2,253.00	\$1,818.54	\$2,302.00
38-351-418	Late Fees/Penalty/Cut Off	R		\$12,741.00	\$1,440.93	\$12,741.00	\$816.38	\$1,000.00
38-351-419	Returned Check Fee	R		\$545.00	\$505.04	\$430.00	\$250.00	\$400.00
38-351-420	Debt Setoff Late Fees/Penalty/Cut Off	R		\$173.00	\$286.56	\$27.00	\$55.00	\$55.00
38-365-001	Interest Income	R		\$58.00	\$25.59	\$26.00	\$35.45	\$36.00
38-365-014	Cash Over and Short (Daily Difference)	R		\$0.00	(\$101.67)	\$0.00	\$3.66	\$4.00
38-365-410	Interest/investment Income NCCMT	R		\$0.00	\$49.48	\$0.00	\$34.19	\$23.00
38-365-421	Account Activation Fee	R		\$2,875.00	\$3,075.00	\$2,875.00	\$2,325.00	\$2,400.00
38-365-851	Misc Revenue WATER	R		\$63.00	\$89.56	\$63.00	\$31.49	\$32.00
38-365-852	Misc Revenue SEWER	R		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$1,416,788.00	\$1,397,977.58	\$1,415,950.00	\$1,100,617.40	\$1,458,278.00
<b>Type: E</b>								
38-851-010	Salary Full Time	E		\$84,922.00	\$81,493.38	\$97,849.00	\$79,151.81	\$105,650.00
38-851-014	Salary - Part Time	E		\$16,448.00	\$16,447.68	\$18,194.00	\$14,717.48	\$16,987.00
38-851-019	Salary Over-Time	E		\$6,351.00	\$2,961.45	\$5,121.00	\$3,498.75	\$7,308.00

GL Account	GLAcct Desc	Type	Group	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
38-851-020	ER-FICA Taxes	E		\$8,202.00	\$7,440.76	\$9,373.00	\$7,184.08	\$9,941.00
38-851-030	ER - Retirement Orbit	E		\$13,801.00	\$12,369.28	\$15,584.00	\$11,962.41	\$19,774.00
38-851-040	ER - Health Insurance WATER	E		\$13,474.00	\$13,013.80	\$18,024.00	\$14,478.26	\$17,943.00
38-851-050	ER - Life Insurance	E		\$310.00	\$301.21	\$440.00	\$368.54	\$500.00
38-851-060	ER - Workman's Comp	E		\$1,410.00	\$1,194.66	\$1,071.00	\$1,070.01	\$1,070.00
38-851-200	Travel Expense	E		\$250.00	\$0.00	\$215.00	\$0.00	\$215.00
38-851-203	Supplies	E		\$2,821.00	\$2,224.43	\$34,986.10	\$33,318.61	\$35,000.00
38-851-204	Uniforms	E		\$2,160.00	\$1,993.99	\$2,172.00	\$1,898.74	\$2,220.00
38-851-250	Light & Heat & Security	E		\$6,179.00	\$4,235.91	\$4,384.00	\$3,391.09	\$5,042.00
38-851-251	Telephone & Postage	E		\$8,658.00	\$8,318.46	\$8,029.00	\$6,650.09	\$8,320.00
38-851-252	Fuel	E		\$5,925.00	\$4,458.06	\$7,223.00	\$5,901.62	\$10,300.00
38-851-255	Bldg. Maint/Clean Svs	E		\$2,957.00	\$2,939.79	\$3,039.00	\$1,402.59	\$3,039.00
38-851-260	Electric Tank/Pumps	E		\$3,165.00	\$2,711.35	\$3,423.00	\$2,291.90	\$4,200.00
38-851-296	Continuing Education	E		\$625.00	\$54.50	\$625.00	\$150.00	\$625.00
38-851-301	Computer Maintenance	E		\$2,364.00	\$1,699.61	\$2,547.00	\$1,529.92	\$2,000.00
38-851-302	Software Support	E		\$3,093.00	\$3,092.77	\$10,492.00	\$10,428.64	\$9,400.00
38-851-305	Technology Upgrades	E		\$2,250.00	\$1,213.26	\$2,250.00	\$591.06	\$2,250.00
38-851-309	Advertising	E		\$250.00	\$33.79	\$265.00	\$264.35	\$265.00
38-851-310	Dues & Subscriptions	E		\$389.00	\$351.75	\$424.00	\$398.01	\$424.00
38-851-313	State Permits	E		\$1,250.00	\$960.00	\$1,250.00	\$1,051.59	\$1,250.00
38-851-345	Water Tank Contract	E		\$16,782.00	\$16,781.51	\$18,176.00	\$17,504.73	\$18,000.00
38-851-347	Lab Analysis	E		\$1,820.00	\$1,820.00	\$1,460.00	\$1,215.00	\$1,500.00
38-851-351	Maint. & Repair Equip	E		\$4,800.00	\$4,614.77	\$1,803.00	\$1,986.42	\$3,000.00
38-851-352	Vehicle Maintenance	E		\$3,315.00	\$3,314.96	\$3,633.00	\$3,632.26	\$3,750.00
38-851-400	Town Liability Insurance	E		\$7,643.00	\$7,225.94	\$7,160.00	\$4,347.96	\$5,260.00
38-851-405	Audit Expense	E		\$4,347.00	\$4,346.86	\$4,347.00	\$2,075.00	\$5,334.00
38-851-448	External Contract	E		\$23,156.00	\$20,920.91	\$24,906.50	\$23,611.37	\$17,000.00

GL Account	GLAcct Desc	Type	Group	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
38-851-451	Water Purchase	E		\$256,182.00	\$194,661.02	\$201,423.00	\$168,732.57	\$200,000.00
38-851-801	Town Hall Roof Loan - Principal	E		\$2,595.85	\$2,573.64	\$2,708.00	\$2,256.40	\$2,778.00
38-851-802	USDA Public Works Trucks - Princ Water	E		\$2,485.00	\$2,484.86	\$2,567.00	\$2,566.80	\$2,651.00
38-851-803	USDA Town Hall/WS Loan Principal	E		\$29,986.99	\$25,500.00	\$26,000.00	\$0.00	\$27,000.00
38-851-831	Town Hall Roof Loan - Interest Water	E		\$238.15	\$259.80	\$129.90	\$104.90	\$57.00
38-851-833	USDA Town Hall/WS Loan Interest	E		\$11,163.01	\$11,163.01	\$14,423.00	\$0.00	\$14,130.00
38-851-836	USDA Public Works Trucks - Int Water	E		\$433.00	\$432.14	\$351.00	\$350.20	\$267.00
38-851-889	Reserve for USDA Loans	E		\$4,407.00	\$0.00	\$0.00	\$0.00	\$0.00
38-851-895	Grass Cutting Expense	E		\$16,000.00	\$13,500.00	\$16,000.00	\$12,375.00	\$0.00
38-851-896	WS 25% of GF Expense	E		\$46,584.00	\$39,227.76	\$43,678.00	\$39,730.29	\$52,654.00
38-851-998	Contingency	E		\$14,617.00	\$0.00	\$0.00	\$0.00	\$12,488.00
38-852-010	Salary - Full Time	E		\$84,922.00	\$81,234.96	\$96,406.00	\$79,075.76	\$105,650.00
38-852-014	Salary - Part Time	E		\$16,448.00	\$16,447.39	\$18,194.00	\$14,883.09	\$16,987.00
38-852-019	Salary - Over Time Sewer	E		\$6,351.00	\$4,674.29	\$6,477.00	\$5,451.70	\$7,308.00
38-852-020	ER - FICA Sewer	E		\$8,202.00	\$7,808.88	\$9,373.00	\$7,574.87	\$9,941.00
38-852-030	ER-Retirement Orbit	E		\$13,801.00	\$12,417.78	\$17,584.00	\$12,237.01	\$19,774.00
38-852-040	ER-Health Insurance SEWER	E		\$13,474.00	\$13,013.68	\$18,025.00	\$14,487.80	\$17,943.00
38-852-050	ER-Life Insurance	E		\$310.00	\$301.21	\$449.00	\$375.58	\$500.00
38-852-060	ER-Workman's Comp	E		\$1,317.00	\$1,194.66	\$1,191.04	\$1,070.00	\$1,070.00
38-852-200	Travel Expense	E		\$225.00	\$0.00	\$202.00	\$0.00	\$215.00
38-852-203	Supplies	E		\$2,827.00	\$2,247.67	\$27,379.33	\$26,299.24	\$25,602.00
38-852-204	Uniforms	E		\$2,160.00	\$1,993.71	\$2,172.00	\$1,898.48	\$2,220.00
38-852-250	Light & Heat & Security	E		\$6,179.00	\$4,130.81	\$5,981.00	\$3,390.95	\$6,000.00
38-852-251	Telephone & Postage	E		\$8,658.00	\$8,384.62	\$8,029.00	\$6,649.50	\$8,320.00
38-852-252	Fuel	E		\$5,925.00	\$4,457.94	\$7,380.00	\$6,079.56	\$10,300.00
38-852-255	Bldg. Maint/Clean Svs	E		\$2,957.00	\$2,939.80	\$3,039.00	\$1,402.61	\$3,039.00
38-852-260	Electric Tank/Pumps	E		\$12,615.00	\$12,452.02	\$14,000.00	\$8,791.74	\$9,000.00

GL Account	GLAcct Desc	Type	Group	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
38-852-296	Continuing Education	E		\$625.00	\$429.50	\$625.00	\$150.00	\$625.00
38-852-301	Computer Maint.	E		\$2,364.00	\$1,726.74	\$2,547.00	\$1,529.92	\$2,000.00
38-852-302	Software Support	E		\$2,041.00	\$1,000.99	\$10,492.00	\$10,428.61	\$9,400.00
38-852-305	Technology Upgrades	E		\$2,250.00	\$1,213.25	\$933.00	\$591.02	\$2,250.00
38-852-309	Advertising	E		\$500.00	\$452.28	\$683.00	\$682.83	\$683.00
38-852-310	Dues & Subscriptions	E		\$400.00	\$351.75	\$423.00	\$398.00	\$423.00
38-852-313	State Permits	E		\$1,410.00	\$1,410.00	\$1,250.00	\$150.00	\$1,500.00
38-852-351	Maint & Repair Equip	E		\$2,358.00	\$820.74	\$1,803.00	\$1,986.40	\$3,000.00
38-852-352	Vehicle Maintenance	E		\$3,315.00	\$3,314.93	\$3,563.00	\$3,562.21	\$3,750.00
38-852-400	Liability Insurance	E		\$7,264.47	\$7,225.97	\$6,936.00	\$4,494.53	\$5,552.00
38-852-405	Audit Expense	E		\$4,347.00	\$4,346.89	\$4,347.00	\$2,075.00	\$5,334.00
38-852-435	Purchase of Sewer Services	E		\$300,500.00	\$273,821.38	\$334,513.00	\$178,006.62	\$363,112.00
38-852-448	External Contract	E		\$45,505.00	\$45,504.48	\$33,249.50	\$31,396.85	\$17,000.00
38-852-473	WWTP Rehab Annual Payment	E		\$24,032.00	\$22,880.98	\$25,357.00	\$24,142.34	\$25,700.00
38-852-801	Town Hall Roof Loan - Principal	E		\$2,616.74	\$2,573.76	\$2,708.00	\$2,256.46	\$2,708.00
38-852-802	USDA Public Works Trucks - Princ Sewer	E		\$2,485.00	\$2,484.86	\$2,567.00	\$2,566.80	\$2,567.00
38-852-803	USDA Town Hall/WS Loan Principal	E		\$29,987.00	\$25,500.00	\$26,000.00	\$0.00	\$27,000.00
38-852-804	NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	E		\$14,977.00	\$14,838.30	\$14,977.00	\$14,392.90	\$14,839.00
38-852-809	John Riggans Easement Pmt	E		\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
38-852-811	NCDEQ Sewer Rehab Annual Loan- Principal	E		\$13,750.00	\$13,750.00	\$13,750.00	\$13,750.00	\$13,750.00
38-852-831	Town Hall Roof Loan - Interest Sewer	E		\$238.26	\$259.92	\$129.96	\$104.96	\$57.00
38-852-833	USDA Town Hall/WS Loan Interest	E		\$11,163.00	\$11,163.00	\$14,423.00	\$0.00	\$14,130.00
38-852-836	USDA Public Works Trucks - Int Sewer	E		\$433.00	\$432.14	\$351.00	\$350.20	\$267.00
38-852-837	NCDEQ Sewer Rehab Annual Loan- Interest	E		\$3,575.00	\$3,575.00	\$3,300.00	\$3,300.00	\$3,025.00
38-852-889	Reserve for USDA Loans	E		\$4,407.00	\$0.00	\$0.00	\$0.00	\$0.00
38-852-896	WS 25% of GF Expense	E		\$46,584.00	\$39,227.79	\$43,678.00	\$39,730.29	\$52,654.00
38-852-998	Contingency	E		\$186.53	\$0.00	\$0.00	\$0.00	\$12,491.00

GL Account	GLAcct Desc	Type	Group	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
				\$1,348,494.00	\$1,171,341.14	\$1,401,232.33	\$1,008,902.28	\$1,458,278.00
				\$2,765,282.00	\$2,569,318.72	\$2,817,182.33	\$2,109,519.68	\$2,916,556.00
Fund: 39								
Type: R								
39-351-405	Septic Disposal Service	R		\$0.00	\$0.00	\$18,828.00	\$44,710.00	\$56,940.00
39-351-470	Town Sewer Revenues	R		\$300,500.00	\$273,821.38	\$334,513.00	\$178,006.62	\$363,112.00
39-351-471	Sewer Revenues - County	R		\$229,005.00	\$208,674.05	\$190,349.00	\$101,291.52	\$194,153.00
39-351-472	Sewer Rev Norlina	R		\$165,292.00	\$150,617.60	\$194,521.00	\$103,511.81	\$213,183.00
39-365-001	Interest Income	R		\$0.00	\$2.29	\$0.00	\$3.13	\$2.00
				\$694,797.00	\$633,115.32	\$738,211.00	\$427,523.08	\$827,390.00
Type: E								
39-861-010	Salary - Full Time	E		\$163,202.00	\$159,235.30	\$168,825.00	\$137,904.89	\$186,071.00
39-861-014	Salary - Part Time	E		\$16,276.00	\$16,275.10	\$13,673.00	\$13,616.88	\$17,097.00
39-861-019	Over-Time	E		\$13,791.00	\$9,656.41	\$14,064.00	\$9,161.91	\$15,869.00
39-861-020	ER-FICA Taxes	E		\$14,739.00	\$11,731.83	\$15,037.00	\$10,216.04	\$16,756.00
39-861-030	ER - Retirement Orbit	E		\$30,015.00	\$25,020.87	\$33,686.00	\$22,620.92	\$39,040.00
39-861-040	ER- Health Insurance	E		\$24,545.00	\$24,093.52	\$27,820.00	\$22,667.83	\$27,452.00
39-861-050	ER-Life Insurance	E		\$572.00	\$569.52	\$625.00	\$496.16	\$625.00
39-861-060	ER-Workman's Comp	E		\$3,173.00	\$2,323.36	\$2,324.00	\$2,081.21	\$2,324.00
39-861-200	Travel Expense	E		\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
39-861-203	Supplies	E		\$2,460.00	\$1,611.88	\$54,430.00	\$52,659.44	\$57,000.00
39-861-204	Uniforms	E		\$2,916.00	\$2,843.97	\$3,120.00	\$2,545.29	\$3,120.00
39-861-250	Light, Heat & Security	E		\$95,000.00	\$85,701.17	\$95,000.00	\$81,756.94	\$105,000.00
39-861-251	Telephone & Postage	E		\$8,305.00	\$8,304.81	\$7,873.00	\$6,921.39	\$8,371.00
39-861-252	Fuel	E		\$5,589.00	\$5,588.67	\$9,000.00	\$6,057.43	\$10,250.00
39-861-296	Continuing Education	E		\$997.00	\$525.00	\$2,291.00	\$2,291.00	\$2,000.00
39-861-301	Computer Maint.	E		\$4,607.00	\$3,124.56	\$4,369.00	\$2,863.07	\$3,885.00
39-861-302	Software Support	E		\$2,741.00	\$2,547.00	\$3,670.00	\$3,181.52	\$3,267.00

GL Account	GLAcct Desc	Type	Group	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
39-861-305	Technology Upgrades	E		\$2,000.00	\$1,197.49	\$2,000.00	\$591.03	\$2,000.00
39-861-309	Advertising	E		\$1,117.00	\$1,116.84	\$1,000.00	\$833.91	\$1,000.00
39-861-310	Dues & Subscriptions	E		\$0.00	\$0.00	\$132.00	\$131.33	\$132.00
39-861-318	Freight Charges	E		\$2,018.00	\$2,014.65	\$1,900.00	\$1,812.99	\$1,750.00
39-861-342	Maint & Repair Plant	E		\$87,453.00	\$87,452.24	\$68,192.00	\$49,928.37	\$80,000.00
39-861-344	Sludge Removal	E		\$42,252.00	\$36,432.50	\$60,000.00	\$45,027.50	\$70,000.00
39-861-345	Beaver Control	E		\$89.00	\$0.00	\$750.00	\$0.00	\$750.00
39-861-346	Lab Material & Supplies	E		\$9,122.00	\$9,121.66	\$9,150.00	\$9,137.19	\$9,000.00
39-861-347	Lab Analysis	E		\$17,948.00	\$15,763.45	\$18,466.00	\$14,326.45	\$18,565.00
39-861-348	Tar - Pamlico Dues	E		\$3,000.00	\$2,880.00	\$3,000.00	\$0.00	\$3,000.00
39-861-349	OSHAComp/Safety M&S	E		\$1,009.00	\$1,008.50	\$1,000.00	\$264.00	\$1,000.00
39-861-352	Vehicle Maintenance	E		\$3,874.00	\$3,873.49	\$4,250.00	\$2,166.37	\$4,750.00
39-861-400	Liability Insurance	E		\$20,024.00	\$20,023.05	\$20,500.00	\$12,396.35	\$14,624.00
39-861-405	Audit Expense	E		\$8,694.00	\$8,693.75	\$8,694.00	\$4,150.00	\$10,667.00
39-861-441	Certify Lab Services	E		\$808.00	\$95.00	\$1,000.00	\$792.40	\$1,000.00
39-861-444	Permits & Fees	E		\$6,253.00	\$6,193.50	\$9,232.00	\$8,481.66	\$14,482.00
39-861-446	Influent Debris Removal	E		\$4,040.00	\$4,039.66	\$5,664.00	\$4,689.47	\$5,655.00
39-861-810	NCDEQ WWTP Phase 2 Principal	E		\$0.00	\$0.00	\$23,607.00	\$23,606.60	\$23,607.00
39-861-897	WWTP 25% of GF Exp	E		\$42,674.00	\$43,510.09	\$44,247.00	\$36,967.31	\$56,781.00
39-861-998	Contingency	E		\$0.00	\$0.00	\$120.00	\$0.00	\$10,000.00
				\$641,803.00	\$602,568.84	\$739,211.00	\$592,344.85	\$827,390.00
				\$1,336,600.00	\$1,235,684.16	\$1,477,422.00	\$1,019,867.93	\$1,654,780.00
Not Contains([Fund], '36') And Not Contains([Fund], '40') And Not Contains([Fund], '42') And Not Contains([Fund], '43') And Not Contains([Fund], '45') And Not Contains([Fund]								





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

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

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### **Selection of Audit Firm(s)**

Following audit firms were contacted for proposals:

- May and Co (Louisburg) for audit only (unable to reach)
- Hoyle CPA (Henderson) for audit prep work only (no proposal received)
- Creedle, Jones & Associates (South Hill, VA) not licensed in NC
- Joyce and Company (Cary) \$32,000 quote including single audit and prep work
- Gibson and Company (Cary) \$32,850 quote including single audit but not prep work
- Bernard Robinson and Company (Greensboro) for audit only \$30,000 not including single audit nor prep work

There is a required separation of duties for audit prep work and the actual audit. In most cases two different firms are utilized for the separate duties. However, internal separation can be achieved within a single audit firm, and that is the proposal from Joyce and Company.

Joyce and Company are the preferred option from a price perspective and qualification perspective.

Joyce and Company, CPA

Proposal – Audit Services  
Town of Warrenton

Joyce and Company, CPA

Proposal to  
Town of Warrenton

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1. FIRM PROFILE

Joyce and Company, CPA is an equal opportunity employer located in Cary, NC will audit the Town of Warrenton's financial statements and prepare the basic financial statements under the supervision of Town staff possessing qualified skills, knowledge and experience to review the financial statements.

2. ENGAGEMENT STAFFING

The engagement team for the audit will consist of the following:

Partner – 2

Staff – 2

Clerical – 1

D. Keith Joyce and Shelton Ennis will be the Town's primary contacts in dealing with audit related matters. At least one of these individuals will be on site during at least 90% of the time fieldwork is being performed.

3. GOVERNMENTAL EXPERIENCE

Town of Knightdale

Financial Audit, Single Audit, assisted in obtaining GFOA Certificate of Achievement for Excellence in Financial Reporting. Assisted in preparing first GASB 34 CAFR submitted in North Carolina. This unit has a water/sewer enterprise fund with related capital projects. See Note below. (25+ years of service.)

City of Sanford

Financial Audit, Single Audit, assisted in obtaining GFOA Certificate of Achievement for Excellence in Financial Reporting. (7 years of service.)

Town of Broadway

Financial Audit. This unit has a water/sewer enterprise fund. (7 years of service.)

Town of Apex (not a current client)

Financial Audit, Single Audit, Special work as requested, assisted in obtaining GFOA Certificate of Achievement for Excellence in Financial Reporting. This unit has both water/sewer and electrical enterprise funds with numerous related capital projects. (30+ years' service.)

Town of Morrisville (not a current client)

Financial Audit, Single Audit, Special work as requested, assisted in obtaining GFOA Certificate of Achievement for Excellence in Financial Reporting. This unit has a water/sewer enterprise fund with related capital projects. See Note below. (25+ years' service.)

Town of Wake Forest (not a current client)

Financial Audit, Single Audit, assisted in obtaining GFOA Certificate of Achievement for Excellence in Financial Reporting, Special work as requested. This unit has both water/sewer and

electrical enterprise funds with numerous related capital projects. See Note below. (25+ years of service.)

Town of Selma (not a current client)

Financial Audit, Single Audit, Special work as requested. This unit has both water/sewer and electrical enterprise funds with numerous related capital projects. (11 years of service.)

Town of Zebulon (not a current client)

Financial Audit, Single Audit, assisted in obtaining GFOA Certificate of Achievement for Excellence in Financial Reporting, Special work as requested. See Note below. (18 years of service.)

NOTE: Three of these towns have completed mergers of their water sewer systems with other local town/cities and at this point have only the prior existing debt service of their water/sewer systems or have outstanding capital projects that are still to be completed and transferred.

4. ADDITIONAL PROFESSIONAL SERVICES

Town of Apex

Clean water bond grants and other grant audits prior to Single Audit Act.  
Special work involving misappropriation of funds – 1988. Assistance in calculating infrastructure values – 2003.

Town of Knightdale

Assistance in calculating infrastructure values – 2002. Review of water/sewer system financials and assistance with transfer of system to Town of Raleigh - 2006.

Town of Zebulon

Assistance in calculating infrastructure values – 2003. Review of water/sewer system financials and assistance with transfer of system to Town of Raleigh - 2006.

5. QUALITY CONTROL PROGRAMS

We are involved in the American Institute of Certified Public Accountants quality review program. Our firm had its most recent on-site quality review for the year ended May 31, 2021. Our quality review report indicated that our firm met the objectives of quality control standards established by the AICPA. The peer review included a review of specific government engagements.

Our firm is a member of the AICPA's Governmental Audit Quality Center. The Center membership provides us timely information on a variety of technical, legislative and regulatory subjects that we can in turn apply to your audit to help ensure compliance with the appropriate standards and changes in regulations. D. Keith Joyce has been named the firm's designated partner in charge of ensuring the quality of our governmental audit services, including our services performed under Government Auditing Standards and OMB Circular A-133.

6. PARTNER QUALIFICATIONS AND EXPERIENCE

<u>Staff Position</u>	<u>Experience</u>	<u>Years/Position on each Audit</u>
D. Keith Joyce, CPA Partner NC License # 25336	Twenty-seven years' experience as staff, senior, manager and partner of governmental audits.	All Towns Partner – 2000 – 2021 Manager – 1998, 1999 Senior – 1997 Staff – 1995 – 1996
Keith Joyce will be onsite 50% of time.		
Shelton Ennis, CPA Partner NC License # 32251	Sixteen years' experience as staff, senior, manager, and partner of governmental audits.	All Towns Partner 2013 - 2021 Manager 2010-2012 Senior 2008 – 2009 Staff 2007
Shelton Ennis will be onsite 75% of time.		

7. EDUCATIONAL BACKGROUND AND CONTINUING PROFESSIONAL EDUCATION

D. Keith Joyce	
Background -	Graduate of University of North Carolina – Chapel Hill 27 years with local firm (partner since 2000) 27 years of municipal audit experience
Government	
Related CPE -	147 hours of continuing education credits over last three years. 120 of these hours considered audit enhancing, 64 related specifically to governmental and non-profit auditing
Shelton Ennis	
Background-	Master of Accounting University of North Carolina – Chapel Hill 14 years with local firm 2 years with regional firm 16 years of municipal audit experience, 15 years total audit experience
Government	
Related CPE -	149 hours of continuing education credits over last three years 114 of these hours considered audit enhancing, 64 related specifically to governmental and non-profit auditing

All staff accountants assigned to local government engagements have acquired their Bachelor 's degree and are have also obtained their CPA certification or are currently working towards meeting the requirements to achieve CPA certification. All staff are required to complete 40 hours of audit enhancing CPE annually with 24 in each two-year period being qualified for yellow book

credit. All staff assigned to this engagement will also be working on other local government engagements of the firm. The firm's normal policy is to rotate between engagements working one or two days each week once fieldwork has begun on each particular engagement. This allows Town staff to work on their normal day to day activities other than the audit as well as providing time to pull invoices and other materials selected in various audit areas.

8. PROFESSIONAL EXPERIENCE

Each of the individuals have been involved in the annual audits of each of our municipal clients in each year those engagements were performed. The following list the governmental units with specific proprietary funds or stormwater functions that each of our municipal engagements involve.

Town of Apex	Electric and Water/Sewer Proprietary Fund Types
Town of Broadway	Water/Sewer Proprietary Fund Types
Town of Knightdale	Water/Sewer Proprietary Fund Types, Stormwater function
Town of Zebulon	Water/Sewer Proprietary Fund Types, Stormwater function
City of Sanford	Water/Sewer Proprietary Fund Types

All professional staff are members of the AICPA and all certified public accountants on staff are members of the North Carolina Association of Certified Public Accountants. Our governmental services consist of performing GAAS audits, performing agreed-upon procedures, advising clients on implementation of new accounting pronouncements, and providing assistance in writing comprehensive annual financial reports.

9. SPECIALIZED SKILLS AND TRAINING

D. Keith Joyce: Active membership in various community organizations.

Shelton Ennis: Active membership in various community organizations.

10. REFERENCES

Town of Apex  
P.O. Box 250  
Apex, NC 27502

Vance Holloman, Finance Director  
Telephone Number: (919) 249-3315  
Email: [vance.holloman@apexnc.org](mailto:vance.holloman@apexnc.org)

Town of Knightdale  
207 Main St., P.O. Box 640  
Knightdale, NC 27545

Bill Summers, Town Manager  
Tim Flora, Finance Director  
Telephone Number: (919) 217-2210  
Email: [tim.flora@knightdalenc.gov](mailto:tim.flora@knightdalenc.gov)

City of Sanford  
225 E. Weatherspoon St.  
Sanford, NC 27331

Phillip "Hal" Hegwer, City Manager  
Beth Kelly, Finance Director  
Telephone Number: (919) 777-1138  
Email: [beth.kelly@sanfordnc.net](mailto:beth.kelly@sanfordnc.net)

11. PROFESSIONAL INDEPENDENCE STANDARDS

We meet professional independence standards by not being involved in local politics and by not holding public office with any governmental unit. All firm staff submit annual independence

statements to the managing partner which require disclosure of any possible independence issues with clients, in either fact or appearance. Any staff with a possible independence conflict are excluded from participation of work with these specific clients.

In addition, the Firm evaluates non-audit services provided to all attest clients including those under Government Auditing Standards to identify threats to independence and establish proper safeguards where threats are identified. (See attached excerpt from employee handbook)

## 12. INSURANCE

We are covered under professional liability with CPA Mutual Insurance in the amount of \$1,000,000 per claim and \$2,000,000 in the aggregate.

## 13. REGULATORY ACTION

There has been no regulatory action taken against our Firm.

## 14. LOCAL GOVERNMENT COMMISSION OF NORTH CAROLINA AND UNIVERSITY OF NORTH CAROLINA – CHAPEL HILL SCHOOL OF GOVERNMENT

Our firm has frequent interaction with the NC Local Government Commission and the UNC School of Government including seeking guidance for technical compliance with auditing standards and GAAP as well as attending professional educational training.

## 15. AUDIT APPROACH

We use standard government audit programs provided by Practitioners Publishing Company. Using our professional judgement, statistical sampling is applied if alternative audit approaches are not satisfactory to test accounts that exceed tolerable misstatement, which is generally not necessary under most circumstances in a government audit. We have not found a need on our past governmental audit engagements to require the use of a computer audit specialist and do not anticipate this need on your engagement. The necessity for this would arise if evidence of fraud becomes available or there are substantial computer generated irregularities.

We will test internal controls using a three-year rotation method which requires testing all material controls at least every three years. When there are material exceptions to internal controls noted, more frequent testing of these areas will be required until these exceptions are corrected.

## 16. AUDIT TEAM

There will be two partners and two staff accountants assigned to the audit. The firm's normal policy is to rotate between engagements working one or two days each week once fieldwork has begun on each engagement. This allows Town staff to work on their normal day to day activities other than the audit as well as providing time to pull invoices and other materials selected in various audit areas. The percentage of audit time performed at each staff level is anticipated to be as follows:

Partner	50%
Staff	40%
Clerical	10%



17. MANAGEMENT LETTER

The management letter will include recommendations and findings related to the Town of Warrenton’s system of internal control as well as suggestions that we believe would improve and enhance the Town’s accounting functions.

18. ASSISTANCE FROM TOWN STAFF

Town staff will be expected to pull all required invoices needed for testing, prepare confirmations as deemed necessary, and be available for inquiries on days auditors are scheduled onsite.

19. TENTATIVE SCHEDULE FOR COMPLETING THE AUDIT

Our firm would anticipate beginning preliminary audit work approximately May 30, 2022 and begin our detailed audit work as soon as your records are available, but no later than August 15, 2022. An agreed-upon post-closing trial balance will be completed prior to September 30, 2022. We anticipate issuing final financial statements and delivering these to the Town and the Local Government Commission on or before October 31, 2022.

20. COST ESTIMATE

Base Audit Fee-Fiscal year ending June 30, 2022 (Not to exceed price) \$32,000

Note that the above price assumes a State Single Audit with one major program. If a federal Single Audit is required for the current year, our price would be \$1,500 for each major federal program.

**Basis of Cost Estimate:**

The following is our estimate of the hours and cost for the audit for fiscal year ending June 30, 2021.

A. Personnel costs

<u>Staff Level</u>	<u>Hours</u>			<u>Total</u>	<u>Rate</u>	<u>Total Costs</u>
	<u>Interim</u>	<u>Year-end</u>	<u>In Cary</u>			
Partner	40	40	35	115	\$168.00	\$ 19,320.00
Staff Accountants	50	50	35	135	92.00	12,420.00
Clerical	-	-	10	10	78.00	<u>780.00</u>
Total based on staff time						32,520.00
Incidental Costs (Non-allocated Travel, Binding, etc.)						-0-
Anticipated discount						<u>(520.00)</u>
Total Inclusive Not-to-Exceed Contract Price						\$ 32,000.00

B. Travel

Joyce and Company, CPA does not bill separately for travel costs. These charges are included in our all-inclusive price. Staff travel time during our normal business day is charged to the Town as part of our estimated time. Staff travel time outside of our normal business hours is included in our all-inclusive price at a rate of one half the actual time involved.

C. Cost of supplies and materials

Joyce and Company, CPA does not bill separately for cost of supplies and materials. These amounts are included in our all-inclusive price.

D. Other Costs

Joyce and Company, CPA does not anticipate any other costs. However, any other special services which the Town may require during the year, outside the scope of the audit, will be billed at our quoted hourly governmental rates below.

**SUMMARY OF AUDIT COSTS SHEET - Town of Warrenton**  
**(Per Year)**

**THREE-YEAR CONTRACT**

Joyce and Company, CPA

	Binding	Estimate	Estimate
	FY 2022	FY 2023	FY 2024
Base Charge - Financial Audit	\$ 32,000	\$ 33,000	\$ 34,500
Single Audit Fee (per federal major program)	-	1,500	1,750
Total (Not-to-Exceed)	\$ 32,000	\$ 34,500	\$ 36,250

Method for determining audit cost estimate after first year:

The fees for services in the future years and to future Governing Boards will be based on our standard governmental rates in effect for each of those years with a total contract amount quoted in advance. This not to exceed amount will be calculated using actual time needed for the audit in the prior year and taking into effect other factors such as changes in items falling under the single audit, actual and anticipated Town growth, the amount of assistance in workpaper preparation provided by Town staff, cost of living increases and any complexities in the audit which were encountered in prior years, but which are expected to affect future year audits.

Our hourly rates are as follows in determining fee quotes for the three-year period:

	<u>June 30, 2022</u>	<u>June 30, 2023</u>	<u>June 30, 2024</u>
Partner	\$168.00	\$170.00	\$172.00
Staff	92.00	94.00	96.00
Clerical	78.00	80.00	82.00

Submitted this 2<sup>nd</sup> day of May, 2022.



Shelton Ennis, Partner  
Joyce and Company, CPA

# Warrenton Budget Amendments

Date: 

5/9/2022
----------

  
 Number: 

#13
-----

**Purpose of Amendment:**

The purpose of this amendment is to reduce the budget for the Water AIA grant to match the actual expenditure in order to close the grant fund.
---

**Fund Name:**

Water Asset Mapping AIA Grant
-------------------------------

**Revenue**

Account Title/Number:	Increase Amount	Decrease Amount
Transfer In/44-321-000		238
Grant Proceeds/44-321-001		3,262
<b>Subtotal</b>	-	<b>3,500</b>
<b>Total</b>	<b>(3,500)</b>	
<b>Grand Total</b>	-	

**Expenditure**

Account Title/Number:	Increase Amount	Decrease Amount
Engineering Exp/44-400-000		3,500
<b>Subtotal</b>	-	<b>3,500</b>
<b>Total</b>	<b>(3,500)</b>	
<b>Grand Total</b>	-	

**Budget vs Actual**

Town of Warrenton  
5/2/2022 9:23:46 AM

Period Ending 8/31/2021

**44 WATER ASSET MAPPING GRANT (AIA WATER GRANT)**

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
44-321-000 TRANSFER IN	5,000	0.00	(238.00)	(238.00)	4,762.00	(238.00)	95%
44-321-001 GRANT PROCEEDS WATER ASSET MAPING GRANT	100,000	0.00	0.00	0.00	96,738.00	(3,262.00)	97%
<b>Revenues Totals:</b>	<b>105,000</b>	<b>0.00</b>	<b>(238.00)</b>	<b>(238.00)</b>	<b>101,500.00</b>	<b>(3,500.00)</b>	<b>97%</b>
<b>Expenses</b>							
44-400-000 ENGINEERING EXPENSE WATER ASSET MAPING GRANT	105,000	0.00	0.00	0.00	101,500.00	3,500.00	97%
<b>ADMINISTRATION Totals:</b>	<b>105,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>101,500.00</b>	<b>3,500.00</b>	<b>97%</b>
<b>Expenses Totals:</b>	<b>105,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>101,500.00</b>	<b>3,500.00</b>	<b>97%</b>
<b>44 WATER ASSET MAPPING GRANT (AIA WATER GRANT)</b>	<b>Revenues Over/(Under)</b>	<b>Expenses:</b>	<b>(238.00)</b>	<b>(238.00)</b>	<b>0.00</b>		

# Warrenton Budget Amendments

Date: 5/9/2022  
 Number: #14

**Purpose of Amendment:** The purpose of this amendment is to reduce the budget for the Sewer AIA grant to match the actual expenditure in order to close out the grant fund.

**Fund Name:** Sewer Asset Mapping AIA Grant

**Revenue**

Account Title/Number:	Increase Amount	Decrease Amount
Transfer In/63-321-000		2,607
Grant Proceeds/63-321-001		4,893
<b>Subtotal</b>	-	7,500
<b>Total</b>	(7,500)	
<b>Grand Total</b>	-	

**Expenditure**

Account Title/Number:	Increase Amount	Decrease Amount
Engineering Exp/63-400-000		7,500
	-	7,500
	(7,500)	

**Budget vs Actual**

Town of Warrenton  
5/2/2022 9:57:46 AM

Period Ending 8/31/2021

**63 SEWER ASSET MAPPING GRANT (AIA SEWER GRANT)**

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
63-321-000 TRANSFER IN TOWN MATCH	7,500	0.00	(357.00)	(357.00)	4,893.00	(2,607.00)	65%
63-321-001 GRANT PROCEEDS SEWER AIA GRANT	150,000	0.00	0.00	0.00	145,107.00	(4,893.00)	97%
<b>Revenues Totals:</b>	<b>157,500</b>	<b>0.00</b>	<b>(357.00)</b>	<b>(357.00)</b>	<b>150,000.00</b>	<b>(7,500.00)</b>	<b>95%</b>
<b>Expenses</b>							
63-400-000 ENGINEERING EXPENSE SEWER AIA GRANT	157,500	0.00	0.00	0.00	150,000.00	7,500.00	95%
<b>ADMINISTRATION Totals:</b>	<b>157,500</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150,000.00</b>	<b>7,500.00</b>	<b>95%</b>
<b>Expenses Totals:</b>	<b>157,500</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150,000.00</b>	<b>7,500.00</b>	<b>95%</b>
<b>63 SEWER ASSET MAPPING GRANT (AIA SEWER GRANT)</b>			<b>(357.00)</b>	<b>(357.00)</b>	<b>0.00</b>		

Revenues Over/(Under) Expenses:

# Warrenton Budget Amendments

Date: 

5/9/2022
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 Number: 

#15
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**Purpose of Amendment:**

The purpose of this amendment is to reduce the budget for NCDOT Bike & Ped Grant to match the actual expenditures in order to close out the grant fund.
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**Fund Name:**

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**Revenue**

Account Title/Number:	Increase Amount	Decrease Amount
Grant Rev/ 62-331-000		36,000
Transfer In/62-392-001		500
<b>Subtotal</b>	-	36,500
<b>Total</b>	(36,500)	
<b>Grand Total</b>	-	

**Expenditure**

Account Title/Number:	Increase Amount	Decrease Amount
Grant Exp/62-400-000		36,500
	-	36,500
	(36,500)	

## Budget vs Actual

Town of Warrenton  
5/2/2022 1:05:37 PM

Period Ending 12/10/2021

**62 NCDOT BIKE & PEDS PLANNING GRANT**

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
62-331-000 GRANT REVENUE NCDOT BIKE & PEDS PLANNING GRANT	36,000	0.00	0.00	0.00	0.00	(36,000.00)	
62-392-001 TRANSFER IN FROM GENERAL FUND	4,000	0.00	(500.00)	(500.00)	3,500.00	(500.00)	88%
<b>Revenues Totals:</b>	40,000	0.00	(500.00)	(500.00)	3,500.00	(36,500.00)	9%
<b>Expenses</b>							
62-400-000 GRANT EXPENSE NCDOT BIKE & PEDS PLANNING GRANT	40,000	0.00	0.00	0.00	3,500.00	36,500.00	9%
<b>ADMINISTRATION Totals:</b>	40,000	0.00	0.00	0.00	3,500.00	36,500.00	9%
<b>Expenses Totals:</b>	40,000	0.00	0.00	0.00	3,500.00	36,500.00	9%
62 NCDOT BIKE & PEDS PLANNING GRANT	Revenues Over/(Under) Expenses:		(500.00)	(500.00)	0.00		





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

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### **Bill Perkinson Awarded for Excellence**

Town staff recently nominated Bill Perkinson for the Al Deratt Award for Excellence in Wastewater. The Awards Committee of the NC Rural Water Association, a statewide association, has met and reviewed all applicants and has chosen Bill Perkinson as the recipient of the 2022 Al Deratt Award. It is one of only four awards given annually by the NCRWA.

Congratulations to Bill! Bill will be recognized at their upcoming NCRWA 2022 Annual Conference & Exhibition Awards Banquet that will take place on Wednesday, May 11, 2022 at 6:30pm. This event is part of their conference and is at the Benton Convention Center in Winston-Salem.