

PROPOSED BUDGET

FISCAL YEAR 2025-2026



Town Administrator and Budget Officer

Governing Board, Senior Staff and Mission

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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:

GOAL 1: To improve water and sewer Infrastructure.

Key Strategic Actions

Work on the \$15 million of improvements already identified

- 1.5M already completed
- Apply for grants every 6 months

Ongoing

GOAL 2: To generate activity in downtown.

Key Strategic Actions

Revisualize SpringFest

Short term

Encourage pop-ups, like Lake Gaston coffee

Short term

Explore intern possibilities

Short term

Clean up Storefronts

Short term

Seek compliance on existing violations.

Ongoing

Develop (options for) job description and salary range for position

Medium term

Fund Start Streetscape Plan (only as oppty presents)

Ongoing

GOAL 3: To add or enhance recreational opportunities.

Key Strategic Actions

Secure Parks & Rec Trust Fund grant for appraisal of Church Street 11 acres
CORE

Short term

Ongoing

Eye out for grants for existing park improvements that could include...

Ongoing

GOAL 4: To improve relationships with key partners.

Key Strategic Actions

Staff and Elected officials to reach out to Warren County Schools to express Town's interest in supporting schools and solicit their needs that Town can help with

- Explore plans for abandoned elementary school
- Gauge developer interest in redeveloping into teacher housing

Short term

Staff and Elected officials to reply to an invitation from Warren County Government to attend joint board meetings and shared interests.

- Possibly suggest rotating meetings.
- Develop relationships with other area municipalities

Short term and
Ongoing

GOAL 5: To increase the availability and variety of housing options.

Key Strategic Actions

Identify derelict properties. Consider fines or takeover and demolition.	Short term
Explore Main street options. Pay for acquisition or renovation?	Short term
Explore if abandoned elementary school can be converted to teacher housing	Medium Term
Connect with builders to determine their interest in available parcels	Ongoing
Eye out for opptys to add 'above retail' housing in downtown	Ongoing

GOAL 6: To sustain the work of the organization.

Key Strategic Actions

Plan for Key Staff Retirements

Network with area universities for interns (UNC MPA; SOG's Lead for NC; NC State for design) (short term)	Short term
Undertake informal salary study (on behalf of Police Department) by reaching out to NCLM or HRCentral or Warren County	Short term
Consider contracting for certification needs, when/where possible	Medium term
Encourage Kenny to keep getting certifications (ongoing)	Ongoing

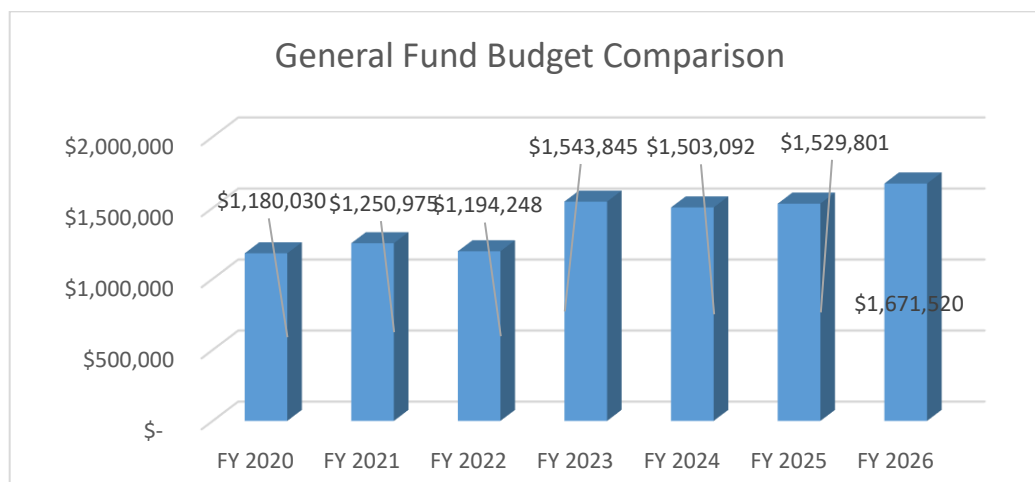
Budget Summary

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 2025-2026 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 9, 2025, at 6:45 PM prior to the 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.

Presented below is the recommended Fiscal Year FY 2025-2026 budget for the Town of Warrenton. The General Fund budget is proposed to be \$1,671,520 which represents an increase of \$99,191 or 6% from the FY 2024-25 budget. The budget reflects an attempt to control costs while taking into account the rise in operating costs due to inflation and the increased cost of operating the police department. For the third year in a row, but after fourteen years of no tax increases, there is a planned increase in ad valorem taxes of 12 cents. In Enterprise Fund 38 a decrease is shown over the prior year by an amount of \$43,179, however, the 2024-25 budget reflects large expenditures to be reimbursed by grant funds. Backing out the unreimbursed grant funds in FY 2024-25, the 2025-26 budget reflects an increase of \$74,821, primarily due to increased water rates from the regional water system and inflation in costs of goods. An increase in the water access fee of \$3.00 per customer and a rate increase of 40 cents per thousand gallons of water used are both planned. Enterprise Fund 39 also shows a decrease of \$80,627 due to reductions in capital spending and electricity usage. Other areas in Fund 39 showing increases including: supplies and lab analysis, grant related fees, and insurance. Fund 34 for Frontier Warren shows no increase from the prior year but after being self-sustaining for a time, will require nominal funding of \$1988 from the Town through May 2026. Rent which began for the grocery store space on September 1, 2024 at the same rate that the Town pays, has declined due to a lower rate for new owners, which began on March 1, 2025.

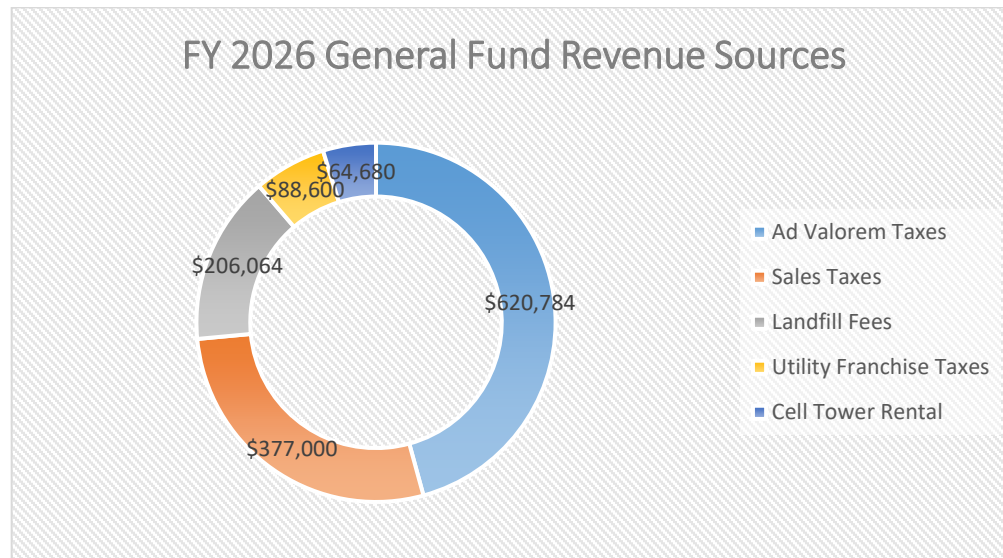
General Fund



- One of the goals of this budget was to return to positive contributions to unrestricted fund balance in General Fund after several years of reduced fund balance. However, that goal must remain a goal at least for the upcoming FY due to increasing costs on every front.
- The budget of the Police Department alone has increased almost \$100,000, the result of the potential for a fully staffed department. In a highly competitive employment market, police salaries in Warrenton remain below some neighboring municipalities, but the Town has been able to attract talent willing to take a pay cut to join the Warrenton team.
- There is a planned increase of 3% in salaries in the revised, proposed budget to remain competitive with surrounding governments. According to Mercer's annual survey, salaries are expected to increase by 3.8% nationwide.
- The State Retirement System has raised its matching contributions for municipalities from 13.6% to 14.35% for the coming fiscal year. For the Police Department the matching contribution rises from 15.10% to 16.18% of salaries. In addition, the Town is obligated to pay 6.85% of total salaries towards the Town's retirement liability. Nine years remain on the 22-year retirement liability obligation.
- As an election year, FY 2025-26 budget allots \$8,500 for associated election costs.
- Electricity costs from Duke Energy are expected to increase as higher rates have been approved by the State.
- Delayed general maintenance on the Town Hall building, at a cost of \$6,000 is included in the budget.
- LEO Separation Allowance of \$14,996 per year going forward for the next five years.
- Legal fees are \$10,000 as an estimate for additional legal requirements.
- An update to zoning software at a cost of \$6500 is included in the budget.
- Interest income is expected to inch downwards by \$4000 as interest rates tilt downwards.
- Audit expenses increase annually by 5%, based on a 3-year contract.
- Liability insurance is expected to increase by 15%.
- The Town expects to hold health insurance increases below 5%.
- Contributions to the Warrenton Rural Fire Department remain at \$87,000 as the Town begins its second year of a 5-year agreement for fire protection services.
- There are several increases in fees charged by the Town that include: subdivision fees, NSF fees, and water and sewer tap fees.
- The budget includes a continuation of the Frontier Warren project (Fund 34) until May 2026 at a net anticipated cost of \$1988. The Town will not renew its leases when they terminate in May 2026, and will encourage tenants to remain and work out separate leases with the building owner. The Town has recently executed a sub-lease agreement with Duke's Meats, LLC beginning in March 2025 and terminating in May 2026.
- There is no planned contribution of \$10,000 to the Plummer Hook & Ladder Museum.
- A contract with T-Mobile will generate over \$32,000 in new revenue for General Fund.
- The Town maintains an Unrestricted Fund Balance of \$766,000, down \$28,000 from \$794,000 and represents 49.39% of General Fund expenditures and less than our adopted 58.85% threshold.

HIGHLIGHTS:

- ***Police Department costs increasing dramatically to be fully staffed.***
- ***Tax increase only covers expenses and will not contribute to any fund balances.***



Projected ad valorem revenues for FY 2025-26 reflect a 12-cent increase in the tax rate. Based on the recent revaluation of real property in Warrenton, the overall tax base has increased from approximately \$67,500,000 to \$115,000,000 or a 70% increase. The revenue neutral rate, based on the increased valuation, is 48 cents as compared to 76 cents in the current FY. The proposed tax rate for FY 2025-26 is 60 cents. The Town is dependent on the County for tax collection and tax valuations. Rising population and rising certificates of occupancy in the County as compared to the Town directly impact sales tax revenues. Sales tax revenue is consistent with projections in FY 2024-25 but will only start to increase as the population of Warrenton increases over and above the increases in other parts of the County. Rental income from T-Mobile Communications for cellular antenna will begin at the start of the FY 2025-26 at a rate of \$32,340 annually and help offset cost increases in General Fund. Interest income is projected to decline to \$17,000 from over \$20,000 in the upcoming FY, due to the Federal Reserve projecting a drop in the prime interest rate from 4.4% to 3.9%. Fee income is expected to remain constant. Other revenues are expected to remain constant overall.

Property tax revenue is the primary source of general fund revenues providing one third of total revenues and a total amount of \$620,784, based on the ad valorem rate of 60 cents per \$100, however these taxes are unable to cover even the cost of the Police Department. The Town continues to seek every available grant opportunity to offset ad valorem taxes, it is important to note that over the past twelve-year period at least three times as much grant money as ad valorem taxes has been received by the Town. The upcoming FY is a tax revaluation year and total taxable property values have increased by 70% since the last revaluation eight years ago. The property tax collection rate is 96.51% representing a decline from 97.89% in the prior fiscal year. Automobile taxes, as administered by the State, are expected to rise slightly. Utilities self-report their assets to the State and Duke Energy and Brightspeed have reported significantly reduced values declining from \$3,974,746 to \$1,856,662 in 2024. Hence the Town is receiving a reduced amount in utility taxes.

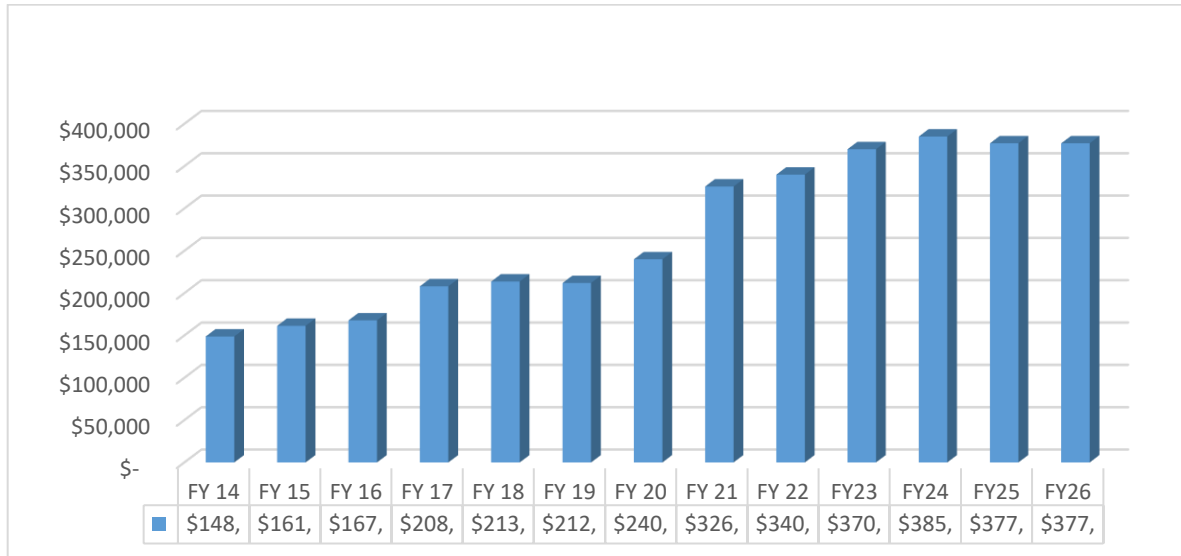
The figures below reflect annual tax bases and tax rates for the most recent fourteen years.

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
FY 2024	\$72,320,743	0.70
FY 2025	\$72,066,665	0.76
FY 2026	\$108,710,910	0.60

Tax Calculations

2024 - 2025	Assessed Value	Assessed Rate	Tax Rev Assessed	Collection Rate	Expected Revenue
Real & Personal Property	\$ 105,305,023	0.0060	\$643,233	96.51%	\$620,784
Vehicles	\$ 7,164,807	0.0060	\$42,988	99.5%	\$41,054
Utility Property	\$ 1,641,080	0.0060	\$9,846	100%	\$9,846
Total Revenue	\$ 108,710,910	0.0060	\$696,068		\$671,685

The second largest source of governmental fund revenue is sales tax. The general trend for sales taxes is flat year over year, and the Town remains highly dependent on population increases within the town limits as compared to population increases in the county to improve sales tax revenues.

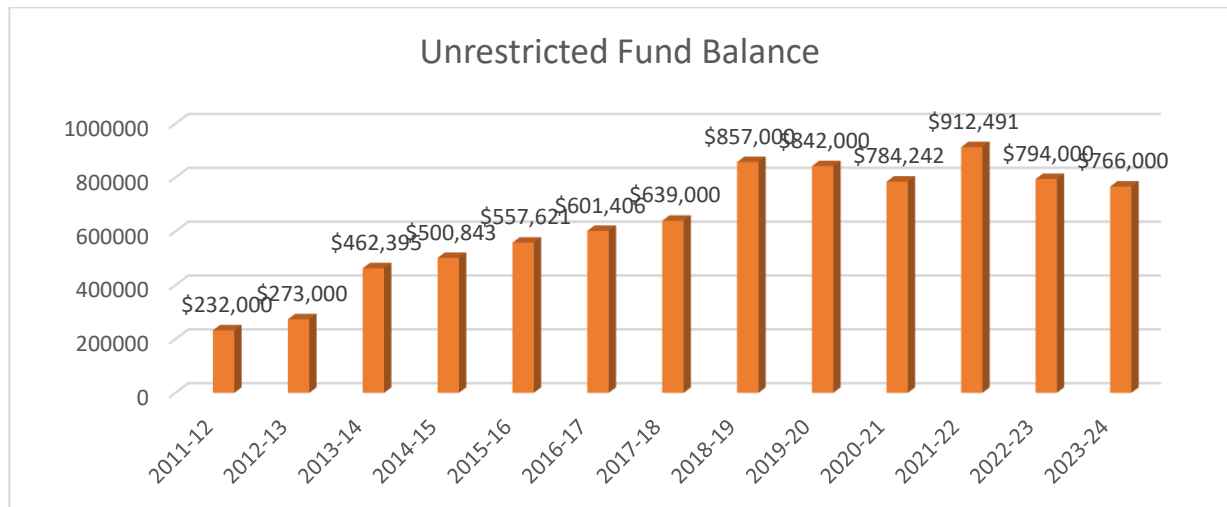


Other important sources of revenue generated at the state level are Utility Franchise Taxes and Motor Vehicle Taxes estimated at \$86,000 and \$41,054 respectively, no change for Utilities and a decrease of over 20% for Motor Vehicles year over year due to the lower 60-cent tax rate. Important sources of revenue that are generated locally include landfill fees of \$206,064, slightly lower than the previous year, and cell tower rental fees of \$64,680. The T-Mobile contract is expected to come into effect for the full year and double current cell tower rental revenues. Minor sources of revenue will remain at a relatively constant level in FY 2025-26.

Staff take great interest and effort to minimize expenditure in all areas of the town but find it increasingly difficult in the inflationary economic environment. Fund Balance appropriation is not included in the General Fund budget for the first time in a number of years. A goal for the last three years is to increase Fund Balance in order to exceed the Town's adopted threshold of 58.85% for Fund Balance, which currently stands at 49.39%. The Local Government Commission monitors the Town's fund balance and its adopted threshold.

General Fund Restricted Fund Balance also decreased in the prior FY from \$1,114,000 to \$1,081,000.

Also, the current budget shows a partial amount for Powell Bill expenditures in an attempt to hold down tax increases. If Powell Bill expenditures are fully accounted for, the tax rate would increase an additional 1.5 cents.



General Fund Expenses

Overall, the proposed budget reflects the Board of Commissioners' priorities by striving to enhance services while carefully controlling expenses. The largest portions of the budget continue to be allocated to public safety, administration, streets and sanitation, and health and liability insurance across all departments.

No vehicle or equipment purchases are planned for FY 2025–26, reinforcing the focus on fiscal restraint.

Frontier Warren, the Town-owned building offering office space, remains fully leased with a waiting list and continues to generate revenue in excess of its operating costs. In contrast, the lease with Duke's Meat and Seafood will result in a shortfall of \$1,988 relative to Town expenses. Leases for both 136 and 140 S. Main Street are scheduled to conclude and will not be renewed after May 2026.

General Fund Expenses

- ***"Police Dept represents the largest part of increase."***
- ***"Raising taxes required to meet budget projections."***

To balance the budget, health insurance expenditures have once again been held in check. Overall employee benefits have been reduced to help offset rising insurance costs. The FY 2024–25 budget included a 3% salary increase, and the proposed FY 2025–26 budget continues this approach with an additional across-the-board 3% salary increase.

Persistent inflationary pressures in the national economy continue to drive up the cost of goods and services regularly purchased by the Town. This budget does not attempt to anticipate future cost increases, except in areas where increases are already known.

The budget also includes continued membership in key organizations, including the National Main Street Program, NC Main Street, the Kerr-Tar Council of Governments, and the UNC School of Government.

While the Town has secured grant funding from the State for water system upgrades, wastewater treatment improvements, and stormwater assessment, it continues to aggressively pursue additional funding from the NC Department of Environmental Quality. To better qualify for 100% grant awards, the Town has strategically divided larger initiatives into smaller, more competitive

projects. However, in the current funding cycle the Town is seeking over \$17 million in grant support in one large application due to the availability of more funding.

Street Department

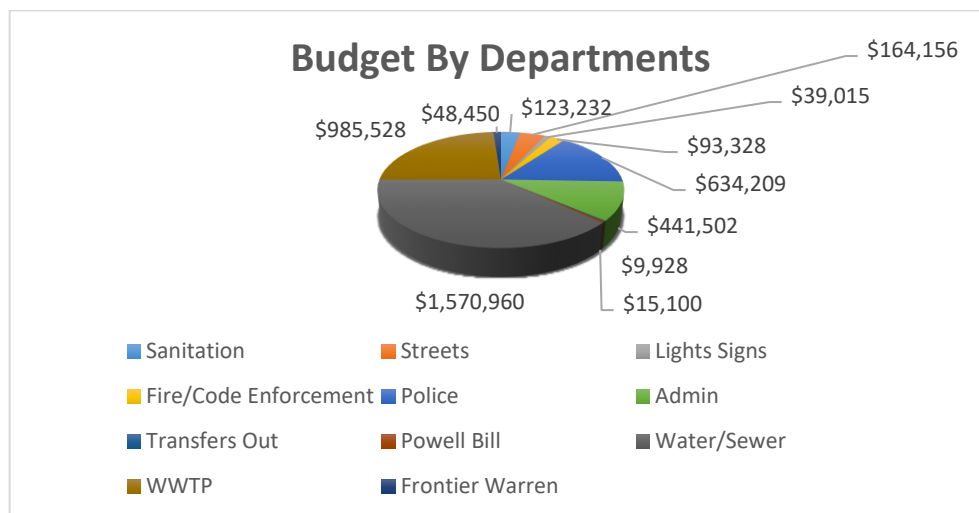
Street Department activities consist of accommodating special requests by citizens such as power washing sidewalks, changing banners, and increasing the rate of cleanup downtown. Other areas of focus are:

- 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, municipal parking lot, corner of Macon and Main, and Reynolds Tavern
- Continuing to offer year-round debris pickup

Major storm water repairs along Brehon Street funded by a grant from the Golden Leaf Foundation are underway. Storm water assessment will begin as the Town has received \$400,000 in grant funding from the State to evaluate and prioritize issues and future investments.

Sanitation

Citizens' feedback on trash pickup continues to be positive. There is no planned increase in the Landfill Fee of \$36.00. This will be the third year with no increase in landfill fees.



Police Department

- The PD's budget reflects an increase over the current Fiscal Year of \$99,000 due to a very competitive environment for hiring police officers. Notable increases are salary adjustments with the implementation of a career development program in hopes of recruiting new officers. The Town also recently purchased Flock Safety Cameras that come with a recurring cost; however, grant funds will be solicited for these cameras in the coming FY and no funds will be budgeted out of General Fund. The new cameras will be utilized to assist the department by policing the city limits when officers are unavailable. The department currently has five total positions with one remaining vacant. Our long-term goal is to utilize the new recruiting measures to hopefully fully staff and strengthen the infrastructure within the department to provide better service to our community

stakeholders. Part-time officers are not budgeted as a full staff of full-time officers is expected.

Unfunded Priorities in General Fund

- Implementation of Streetscape Plan
- Placement of utilities underground
- Stand-on skid steer for street, park and cemetery
- Leaf vacuum to replace current 20-year-old vacuum
- Backhoe to replace current, 20+ year-old backhoe

Enterprise Funds

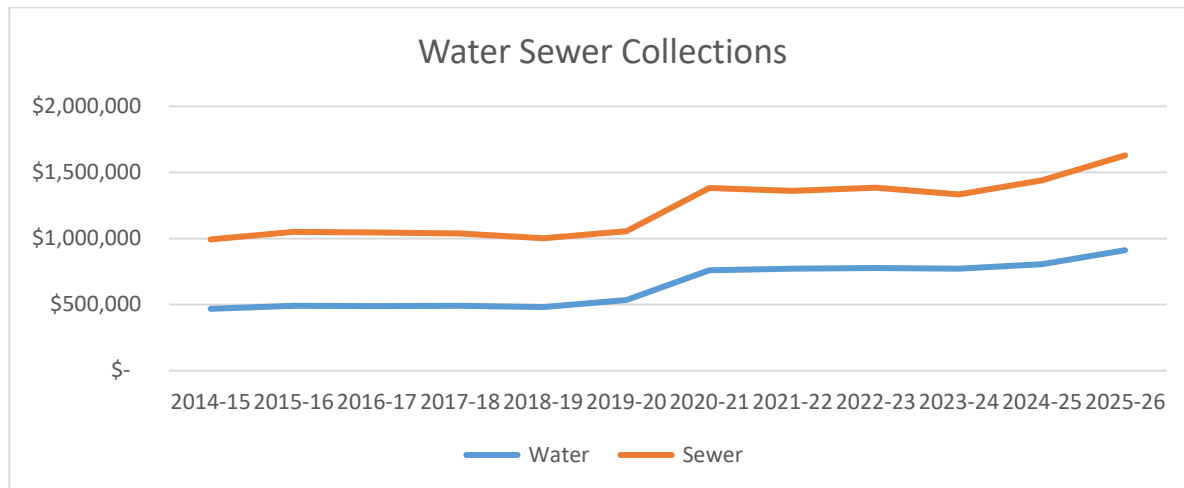
Water Sewer Fund 38

Finding replacement staff, for key individuals who are retiring, is a top priority in this budget. With the planned retirement of two key individuals involved with both Funds 38 and 39, the budget reflects one month of overlap for a new hire to be able to shadow the WWTP Director position and Lab Supervisor/Admin Assistant. This budget does not include additional staff, thought to be necessary upon the retirement of the Public Works Director. Recruiting has begun months in advance in order to attract credentialed personnel, and a fully-credentialed individual has been identified, which if successfully hired will save the Town over \$100,000 in salary and benefits.

Grant fees of 1.5% for existing awarded grants are one-time fees in the proposed Water/Sewer budget totaling \$46,292 and restricted fund balance will be used for these one-time fees. A restructuring of rates by Kerr Lake Regional Water System occurred during the middle of FY 2023-24 resulting in regular and annual increases in the cost of water purchased by the Town. A nominal increase is expected in the 2025-26 FY but a much greater increase in FY 2026-27. An increase of \$3 to the access fee and an increase in the rate of 40 cents per thousand gallons of usage, for all 943 water users, is planned to cover the increase in water purchase costs from Warren County. Raising the rates by this amount will also result in the minimum rate necessary for the Town to qualify for 100% grant from the State of North Carolina. Water and sewer usage, however, remain stagnant, due in part to a continued loss of top ten users such as the Fresenius Dialysis Center. One bright spot is the expected increase in total number of water/sewer accounts with the renovation of the Dameron Building. Though having used Fund Balance in recent years and with a planned Fund Balance contribution in FY 2025-26, Fund 38 maintains a healthy cash reserve of \$657,000, which is restricted to water/sewer expenditures. A return to higher water/sewer Fund Balances must be delayed to future fiscal years.

Adjusting two part-time positions at Public Works into one full-time position, increases the Water/Sewer budget by approximately \$4400 due to health insurance benefit. Fee increases of \$100, \$175 and \$400 for various size water and sewer taps, reflect the rising cost in infrastructure supplies and equipment.

Similar to the General Fund, Fund 38 relies on cutting costs, limiting health insurance, increasing rates, and Fund Balance contributions for one-time capital improvements to balance the budget.



In addition to staffing key positions, a second major priority is reducing unaccounted-for water, by continuing to search for leaks, evaluating billing practices and replacing older meters. It is also important to note that Town water and sewer rates currently are below the State's threshold to receive 100% grant funding from NCDEQ. The FY 2025-26 budget raises rates by \$5 for an average user of 5000 gallons per month, in order to qualify for 100% grant funding. The fact that the State is raising the minimum threshold for grant funding indicates that rates are rising for other governments all over the state.

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

Water Revenues: \$75,900

Sewer Revenues: \$59,800

Unfunded priorities include replacement of the maintenance tractor and backhoe, which are models dating from 2007 and 2004 respectively, as well as:

- Sewer System Rehabilitation
8,750 LF of Sewer rehab/replacement
Total estimated cost: \$3,750,000
- Water System Rehabilitation
15,400 LF of pipe and Fairview tank vault rehabilitation
Total estimated cost: \$4,000,000

Waste Water Treatment Fund 39

Transitioning of the leadership of the Public Works Department into retirement impacts the budget of Fund 39 as it does Fund 38. There is no planned increase in the number of positions due to a planned shift of responsibilities. The expenses of the WWTP are shared by the Town, Norlina and Warren County. In FY 2024-25 the Town's portion of services increased from 42.65% to 43.80% as compared to usage of partners, reflecting a \$25,963 increase in the Town's planned contributions. These increases are reflected in the budget of Funds 38 and 39.

The proposed budget is \$1,029,298 as compared to \$912,274 from the prior year. Much of the increase is due to a one-time grant fee of \$30,000, or 1.5% on the grant award amount of \$2,000,000. One bright spot in the budget is a reduction of electricity costs due to improvements made by the town relating to influent pumps.

In FY 2025-26, again, the Town hopes to restart 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 continues to apply for grant funding upgrades from NC DEQ given the Town's qualification for 100% grant.

The Town hopes County-led negotiations with the Town of Norlina and Warren County over the operating agreement of the treatment plant will restart. 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.

Two years ago the treatment plant was 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. The Town is continuing a temporary contract for the necessary backup operator certification.

Unfunded priorities of the WWTP, part of recent grant applications, include updating of the filter building and tertiary filters. While the age of the treatment plant exceeds 44 years, it is not financially feasible to replace the aging plant, as it would cost the Town and its partners tens of millions of dollars.

Remaining long-standing issues of a forty-five-year-old treatment plant include:

- UV conversion
- Filter Rehab
- Influent pump replacements
- Office Annex
- Flood berm around intake and influent pumps

Total estimated cost: \$10,050,000

Special Revenue Funds

Fund 34

The Town includes the Special Revenue Fund 34 in the proposed budget for the Frontier Warren partnership with Research Triangle Foundation. Fund 34 accounts for revenues and expenses associated with Frontier Warren. Revenues are received from rent payments but are expected to decline by \$3000 due to reduced rent for Duke's Meat and Seafood, creating an expense of \$1988 for the Town. Expenses of utilities and rent remain constant. The Town's lease agreements expire on May 9, 2026 and will not be renewed and Fund 34 is expected to be closed out shortly thereafter. Accomplishments from Fund 34 include attracting and maintaining a grocery store in Warrenton, attracting nine businesses to downtown, and filling two empty buildings.

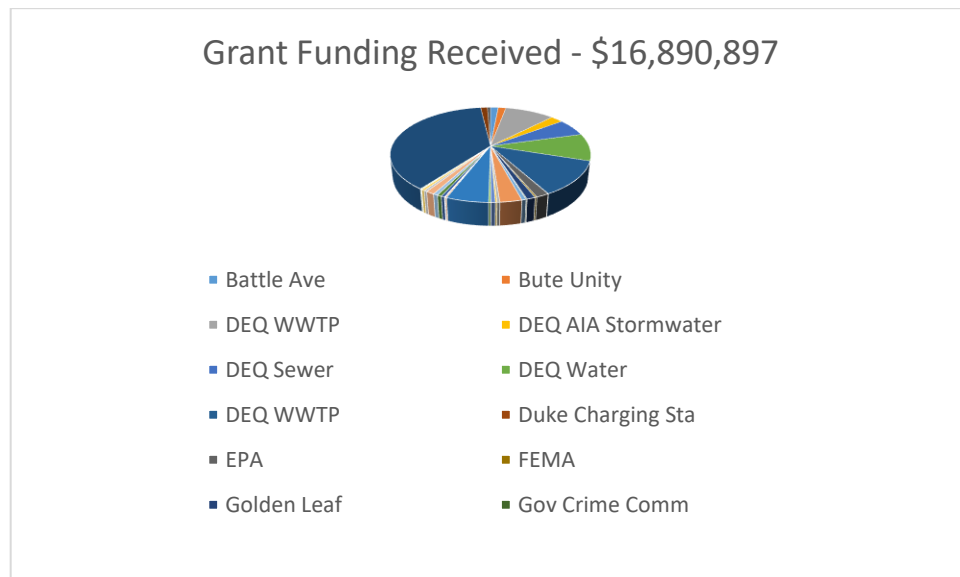
Outstanding Loans

All three USDA loans total \$2,843,000 and the annual payment for FY 2025-26 is \$88,325. 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 \$9,200,000 while current debt stands at \$366,615. 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 \$2,998,843. However, General Fund is offsetting a portion of the Water Sewer loan payment for Town Hall as General Fund is benefiting from use of the office space at Town Hall. Two police vehicles rotated off the outstanding loan list in FY 2024-25 as did two Public Works trucks. The parking lot loan began in the current FY and the annual payment equals \$8,121.

Grants and Legislative Appropriations

The Town continues its focus on grant funding to offset budget items wherever possible. Continued applications, submitted to the NC Department of Environmental Quality, and continued requests for appropriations to State and Federal legislators can address the critical needs of Warrenton's water, sewer, and waste-water infrastructure as well as General Fund priorities. Due to the price increases of infrastructure materials, Golden Leaf and DEQ Water/Sewer grants have been scaled back to fit within the grant budgets. Though increases were factored into original applications, prices have increased so much that scopes of work must be scaled back in order to stay within budget.



Economic Development

Continued investment in critical infrastructure — such as downtown parking, water, sewer, and wastewater systems — along with proactive planning for residential subdivisions, is beginning to yield tangible results, particularly in the form of increased interest in residential development. Recent tax revaluation data shows that property values within the Town limits have risen at a higher rate than those in surrounding areas — a clear sign of Warrenton's growing appeal. The Dameron Building will soon bring 24 new apartments to market, along with four new retail spaces, one of which is already secured by a new business.

Expanding single-family housing and attracting residential developers remain top priorities. At the same time, our focus on entrepreneurship as a driver of economic development is showing promise. A recent grant award will help fast-track the launch of small businesses, further enhancing local economic vitality.

Conclusion

I am pleased to present my twelfth proposed budget as Town Administrator. I would like to extend my sincere thanks to the staff for their assiduous support and invaluable contributions throughout the process. This budget reflects the priorities of both the Board of Commissioners and the citizens of Warrenton. While it includes a significant tax increase, it also demonstrates fiscal responsibility by minimizing expenses through holding the line in employee benefit costs, generating new revenue from cellular site rentals, and avoiding unnecessary new expenditures. I remain sanguine regarding Warrenton's future. Our continued focus on attracting new businesses, forging strategic partnerships, and aggressively pursuing grant opportunities will strengthen our long-term financial outlook. These efforts will help drive organic growth, ultimately increasing sales tax revenue, 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	\$32.00
In-town use rate per 1000 gallons	\$9.49
Out-of-town availability rate	\$48.15
Out-of-town use rate per 1000 gallons	\$13.24

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

In-town	\$7.49
Out-of-town	\$9.49

Sewer Rates (monthly)

In-town availability rate	\$18.50
In-town use rate per 1000 gallons	\$13.41
Out-of-town availability rate	\$42.56
Out-of-town use rate per 1000 gallons	\$18.06

WATER/SEWER DEPARTMENT RATES

C0: Office occupancy fee water/sewer (4 addtl occupants intown)	\$64.00
C1: Office occupancy fee water/sewer (3 addtl occupants intown)	\$48.00
C2: Office occupancy fee water/sewer (2 addtl occupants intown)	\$32.00
C3: Residential occupancy fee water/sewer (8 units – apt bldg intown)	\$404.00
C4: Office occupancy fee water/sewer (1 addtl occupant intown)	\$16.00
C5: Occupancy fee water/sewer (36 units – apt bldg intown)	\$1,818.00
C6: Occupancy fee water/sewer (32 units – apt bldg intown)	\$1,616.00
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)	\$16.00
C9: Occupancy fee water/sewer (26 units – apt/office bldg intown)	\$1313.00
C10 Office occupancy fee water/sewer (5 addtl occupants intown, plus resid.)	\$80.00
LF2: Garbage pickup twice weekly	\$100.00

New account deposit: \$150.00 in town, \$200 out of town with Social Security number. Those without Social Security number shall pay a deposit of \$300.00 in town, \$400 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	\$100.00
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	\$1900
1" water tap	\$2200
1" water tap w/2-3/4" branch metered services	\$2800
2" water tap-- requires outside contractor, cost TBD by the job +10%	
4" sewer 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.

BUDGET MESSAGE – FY 2024-2025

The cost of restoration will be determined from evaluation performed by the Town. Existing sewer services must have a clean-out near the property edge for Town to evaluate sewer connection. When there is no clean-out, property owner is responsible for cost of installing clean-out according to Town specifications before evaluation can take place.

Split Meters

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

POLICE DEPARTMENT FEES

Junk car removal fee: No Charge

Police reports \$5

Violations and civil penalties:

Noise Ordinance \$50

Fire lane, public or private \$50

Fire hydrant \$50

Blocking driveway, public or private \$50

No parking zone \$50

Parking left side to curb \$50

Parking on sidewalk \$50

Double parking \$50

Parking too close to corner \$50

2-hour parking limit \$50

2-hour parking limit – second violation \$50

Special services available only when personnel and equipment are available.

Special police presence requested for events such as parades: \$100 plus \$50 per hour per man

STREET AND SANITATION SPECIAL SERVICES FEES

Landfill Fee: \$36.00

Special services available only when personnel and equipment are available.

Special debris or garbage pick-up fee \$100 plus \$50 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 \$36.00 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	\$100 per hour plus \$50 per hour per man
Misc. labor fee	\$50 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 Fees:

Zoning Permit	\$50
Special Use Permit	\$300
Variance Fee	\$300
Plan Approval Fee	\$200

Subdivision Fees:

Concept Plan	\$400
Preliminary Plan	\$400
Revised Preliminary Plan	\$400
Major Final Plat	\$200
Minor Final Plat	\$200
Special Purpose	\$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.	\$75
5001 to 10000 sq. ft.	\$100
Over 10000 sq. ft.	\$150
Mixed Occupancy	
Occupant	\$50
Common Area	\$50
Accessory Buildings	\$60
Mandated Inspections	
Rest Homes	\$150
Day Cares	\$75
Family Care Homes	\$75
Foster Care Homes	\$50
Schools	\$150
Churches	\$75
Fireworks Display	\$50
Tents	\$25
Flammable Storage Tanks	\$60
Hazardous Explosive	\$75
Re-inspections	
First re-inspection	No charge
Second re-inspection	\$50
Three or more re-inspections	\$75/each

FIRE SUPPRESSION FEES

In Town - \$.30 per 1,000 sq ft (\$3 minimum)

Out of Town - \$.60 per 1,000 sq ft (\$6 minimum)

Current Rate Codes in Use:

F1 - Fire Sprinkler 60,000 ft² - \$36.00

F2 - Fire Sprinkler 170,000 ft² - \$102.00

F3 - Fire Sprinkler 32,000 ft² - \$9.60

F4 - Fire Sprinkler 52,000 ft² - \$31.20

F5 - Fire Sprinkler 14,000 ft² - \$4.20

F6 – Fire Sprinkler 25,000 ft² - \$7.50

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	\$25
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 Governing Board of the Town of Warrenton, North Carolina:

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore established for this Town:

GENERAL FUND APPROPRIATIONS

General Government \$497,329

Public Safety \$707,853

Sanitation \$129,222

Streets \$176,115

Lights Signs \$40,535

Fire/Code Enforcement \$93,928

Powell Bill \$15,100

Transfers Out \$11,438

TOTAL \$1,671,520

Section 2: It is estimated that the following revenue will be available in the General Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

GENERAL FUND REVENUE

Current Year's Property Taxes \$620,784

Motor Vehicle Taxes \$41,054

Penalties and interest on real property taxes \$2200

Powell Bill Funds \$33,916

Franchise Taxes \$88,600

Local Option Sales Tax \$377,000

Transfer from Water and Sewer Fund \$122,255

Transfer from Waste-Water Treatment Fund \$64,057

Rental Income from Antennae \$64,680

Landfill Fees \$206,064

Other Revenue \$50,910

TOTAL \$1,671,520

Section 3: The following amounts are hereby appropriated expenses in the Frontier Warren Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore approved for the Town:

Rent Paid by Town \$34,500

Utilities/Insurance \$5,900

Maintenance \$2,800

Miscellaneous Expenses \$638

State Economic Development Grant \$8,000

TOTAL \$51,838

BUDGET MESSAGE – FY 2024-2025

Section 4: It is estimated that the following revenues will be available in the Frontier Warren Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Rent \$41,850
Transfer from GF \$1,988
State Economic Development Grant \$8,000
TOTAL \$51,838

Section 5: The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of accounts heretofore approved for the Town:

Water Purchases \$250,000
Water Operations \$424,902
Water Loan Principal, Interest and Reserve \$50,469
Water Transfer to General Fund \$59,399
Sewer Service Purchases \$428,941
Sewer Operations \$404,992
Sewer Loan Principal, Interest and Reserve \$76,163
Sewer Transfer to General Fund \$59,399
Loan Reserve \$9,560
TOTAL \$1,763,825

Section 6: It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Water Sales \$911,133
Sewer Services \$717,364
Additional Services \$80,493
Fund Balance Appropriation \$54,835
TOTAL \$1,763,825

Section 7: The following amounts are appropriated in the Wastewater Treatment Fund for the fiscal year beginning beginning July 1, 2025, and ending June 30, 2026:

Plant Maintenance and Repair \$120,000
Sludge Removal \$72,000
Transfer to General Fund \$64,003
Treatment Services \$ 773,295
TOTAL \$1,029,298

Section 8: It is estimated that the following revenues will be available in the Wastewater Treatment Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

Septic Disposal Services \$49,980
Warrenton Sewer Revenues \$428,941
County Sewer Revenues \$312,109
Norlina Sewer Revenues \$238,268
TOTAL \$1,029,298

BUDGET MESSAGE – FY 2024-2025

Section 9: There is hereby levied a tax at the rate of sixty cents (\$0. 60) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2025, for the purpose of raising the revenue listed "Current Year's Property Taxes" in the General Fund in Section 2 of this ordinance.

This rate is based on a total valuation of property for the purposes of taxation of \$108,710,910 and an estimated rate of collection of 96.51%.

Section 10: The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a) Transfers between line-item expenditures within a department without limitation and without a report being required.
- b) All transfers between funds require prior approval by the Governing Board in an amendment to the Budget Ordinance.

Section 13: Copies of this Budget Ordinance shall be furnished to the Clerk to the Governing Board and to the Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 9th day of June 2025.

Town of Warrenton Mayor

Town of Warrenton Clerk