



Walter M. Gardner, Jr. – Mayor  
Robert Davie - 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)

---

**BOARD OF COMMISSIONERS REGULAR MEETING**  
**6:45 Public Hearing for FY 2023-24 Budget**  
**7:00 PM June 15, 2023**  
**AGENDA**

Public Hearing

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 May 8, 2023, Minutes of Work Session on May 31, 2023
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 April BOC Meeting
6. Committee Reports
  - a. Finance and Administration (Ms. Hunter)
    - i. FY 2023-24 Budget Ordinance – for consideration
  - b. Public Works (Mr. Fleming)
  - c. Public Safety (Mr. Ayscue)
  - d. Human Resources/Information Technology (Mr. Blalock)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
  - f. Beautification/Facilities (Ms. Britt)
  - g. Planning/Zoning/Annexation (Mr. Young)
7. Old Business
  - a. Status of Grants – for information
  - b. Update on Parking Lot and Soffit Projects – for information
8. New Business
  - a. Resolution Opposing NC Senate Bill 675 – for consideration
  - b. Budget Amendment for Computer Server – for consideration
9. Announcements
10. Adjournment

WOMACK PUBLISHING  
PO BOX 530  
CHATHAM VA 24531  
(434) 432-1654ext

ORDER CONFIRMATION (CONTINUED)

Salesperson: Not Applicable

Printed at 06/02/23 15:49 by mmose-wp

-----  
Acct #: 7491

Ad #: 54321

Status: New

**PUBLIC HEARING NOTICE**

Notice is hereby served that the Warrenton Board of Commissioners will hold a public hearing on Thursday, June 15, 2023, in the meeting room of Town Hall located at 113 S. Bragg Street, Warrenton, NC. At 6:45 PM comments will be received on the Proposed Budget for FY 2023-24. All interested citizens are urged to attend.

A copy of the budget will be available for public review at the Warrenton Town Hall, by calling 252-257-1122 and making an appointment. The budget will also be available on the Town's website: [www.warrenton.nc.gov](http://www.warrenton.nc.gov)

Following the public hearing, the regularly scheduled Board of Commissioner's meeting will also be held at 7:00 PM on Thursday, June 15, 2023, instead of Monday, June 12, 2023.

Mayor Walter M. Gardner, Jr.  
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**



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)

---

**BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING**

**May 8, 2023, 7:00 P.M.**

**Minutes**

Those in attendance were:

Mayor Walter Gardner	Commissioner John Blalock
Commissioner Al Fleming	Commissioner Jason Young
Commissioner Michael Coffman	Commissioner Aaron Ayscue
Town Administrator, Robert Davie	
Meredith Valentine, Finance Officer	
Chief Goble Lane, Police Department	
Bill Perkinson, Public Works Director	
Tracy Stevenson, Minute Taker	
Lucy Weldon, Media	

**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, May 8, 2023 at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need and for all the fallen firefighters. The Pledge of Allegiance was led by Commissioner Ayscue.

**Conflict of Interest Statement and Proposed Agenda**

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented. Commissioner Coffman made a motion to approve the proposed agenda, with a second by Commissioner Fleming. The motion was approved by unanimous vote.

**Public Comments**

Dwayne Hicks addressed the board to voice his concern of alleged complaints involving Sgt. Oakley with the Town of Warrenton Police Department. Mr. Hicks stated he did not have any copies of written complaints.

**Minutes**

The minutes of the April 10, 2023, meeting and public hearing were presented. Commissioner Blalock made a motion to approve the minutes as presented, with a second by Commissioner Coffman. 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 April BOC meeting

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

### **Committee Reports**

- (a) Finance and Administration –Commissioner Hunter was not in attendance. Town Administrator, Robert Davie presented the proposed FY 2023-2024 Budget. Mr. Davie recommended a public hearing to receive citizen comments be held on June 12, 2023 at 6:45 p.m. prior to the regularly scheduled Town of Warrenton Board of Commissioner’s meeting. “The General Fund budget is proposed to be \$1,502,338 which represents an increase of \$20,293 from the FY 2022-23 budget after deducting out a special one-time appropriation of \$50,000 for municipal parking. (It is also important to note that ARP funds have slightly skewed the current General Fund Budget.) Despite paying attention to areas for identifiable savings, the primary causes for the rise in operating costs are inflation in cost of goods and services and a cost-of-living increase. For the first time in over fourteen years there is a planned increase in ad valorem taxes. Projected ad valorem revenues for FY 2023-2024 reflect a three-cent increase in the tax rate. In Enterprise Fund 38 an increase is also shown in the amount of \$17,543, primarily due to inflation, costs of goods, and Cost of Living Adjustments (COLAs) for employees and reflects an increase in revenue from changes to accessibility fees. Enterprise Fund 39 also shows an increase of \$56,742, again due to inflation, cost of electricity, insurance, contribution to General Fund and COLAs even with a slight decrease in Warrenton’s percentage out of the three partners. Fund 34 for Frontier Warren shows a significant decrease of \$11,950, from reduced utility payments.” After expressing additional needs of funding, the Board members set a Budget work session for May 31, 2023 at 5:30 p.m. at Town Hall.
- (b) Public Works – Commissioner Fleming had no additional report other than agenda items.
- (c) Public Safety – Commissioner Ayscue had no additional report other than agenda items. He recognized Chief Lane who informed the Board of an officer involved accident while responding to a call but stated there were no injuries.
- (d) Human Resources – Information Technology – Commissioner Blalock had no additional report other than agenda items.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated that the Historic District Commission approved one application for Certificate of Appropriateness in April. He further stated that due to weather 75% of vendors registered for Spring Fest did not show. Mayor Gardner thanked Mr. Coffman and all the volunteers for their hard work for the event.

- (f) Beautification/Facilities – Commissioner Britt was not in attendance.
- (g) Planning/Zoning/Annexation – Commissioner Young stated that the Zoning Board approved two variance requests for the CDBG Neighborhood Grant properties. He had no additional report other than agenda items.

## **Old Business**

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

**Fund 55 – NC DEQ Water Infrastructure WWTP** – \$2,100,000 to rehab most severe area 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. Grant being closed out.

**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. Final closeout documents received from NC Commerce. Final annual report due July 2023.

**Fund 67 – NC Neighborhood Revitalization Program** – CDBG funds to assist in repairing houses owned by citizens of low or moderate incomes. Preliminary title work completed (legal). NC Commerce has granted an additional \$200,000 in funding due to construction cost increases. Demolition of houses is complete. Second house delivery scheduled. Third house being constructed offsite.

**Fund 68 – Building Reuse Grant** – Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic. Job reporting to Commerce and closeout documentation is underway.

**Fund 69 – Volkswagen Settlement Grant** – Town awarded \$218,000 for new garbage and dump trucks. Utility/dump truck delivered to Town. Awaiting final reimbursement from the state.

**Fund 71 – Brownfield Grant** – This \$300,000 grant will be used to analyze the environmental issues with multiple properties in Warrenton. Phase II being scheduled for several properties in Town. Phase I is continuing on additional properties.

**Fund 74 – USDA Community Facilities \$154,488 (trucks)** – Town awarded approximately 55% grant with balance in a 7-year loan. Grant complete.

**Fund 75 – USDA Community Facilities \$106,864 (police SUVs)** – Town awarded approximately 55% grant with balance in a 7-year loan. Two SUVs have been delivered. Grant complete.

#### ***Grant Applications Pending:***

- FEMA Hazard Mitigation grant – for berm to prevent flooding at WWTP.
- NCDEQ Stormwater AIA – for evaluating stormwater issues.
- NCDEQ – for up to \$500,000 in grant funding for WWTP.
- Golden Leaf Foundation – funding of stormwater issue along N. Main, N. Front and Brehon Street.

- (b) Server Hosting Options – for discussion and consideration** - Town Administrator, Robert Davie informed the board that the Town's main server, hosting financial and utility personal information is over eight years old, and the server software is over 10 years old. Microsoft will no longer be supporting our version of software as of October 2023, leaving

it vulnerable to hacking. Furthermore, the current server has only one drive and does not utilize RAID, or redundant hard drives. The Town has two options for replacing the server: purchase and install a new server at Town Hall or allow Southern Software to purchase a server and host the server at Microsoft Azure. The plusses and minuses are:

Hosted Server: (Southern Software – Microsoft Azure)

- Microsoft responsible for security
- More robust security by Microsoft
- Hardware and software upgrades are responsibility of Southern Software and Microsoft
- Reduced support fees from VC3
- Cost: \$8,460 annually.

Local Server:

- Town and VC3 are responsible for security.
- Security will not be as robust as Microsoft's.
- Town responsible for continuous software updates and hardware updates every 5 years
- Cost: \$12,240.

Commissioner Blalock made a motion to proceed with the Local Server option with VC3 support, with a second by Commissioner Young. The motion was approved by unanimous vote.

### **New Business**

- (a) **Verizon Wireless Amendment – for consideration (pending legal review)** – Town Administrator, Robert Davie presented the Third Amendment to Water Tower Attachment Communication Site Agreement. He further stated no money was involved with the amendment as the antenna were being replaced only. Commissioner Blalock made a motion to approve the amendment as presented, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.
- (b) **Granite Agency Agreement, Broadband for WWTP – for consideration (legal approved)** – Town Administrator, Robert Davie presented the Granite Agency Agreement for location/verification of broadband access at the WWTP as the current internet connection is woefully inadequate. He further stated no money was required at this time. Commissioner Blalock made a motion to approve the agreement, with a second by Commissioner Young. The motion was approved by unanimous vote.
- (c) **National Main Street Affiliation, Annual Renewal – for consideration (pending legal review)** – Town Administrator, Robert Davie presented the renewal of the National Main Street Affiliation with no changes to the cost which remains at \$375.00. Commissioner Fleming made a motion to approval the renewal as presented, with a second by Commissioner Blalock. The motion was approved by unanimous vote.
- (d) **Budget Amendments 15, 16, 17 – for consideration** – Town Administrator, Robert Davie presented Budget Amendment 15 to pay for expenses over the grant award for the garbage truck due to delays and cost increases and to close out the grant project. Commissioner Blalock made a motion to approve the budget amendment as presented, with a second by Commissioner Ayscue. The motion was approved by

unanimous vote. Mr. Davie presented Budget Amendment 16 to pay for expenses over the grant award for the dump truck caused by cost increases as well as to close out the grant project. Commissioner Blalock made a motion to approve the budget amendment as presented, with a second by Commissioner Young. The motion was approved by unanimous vote. Mr. Davie presented Budget Amendment 17 to pay for expenses over the grant award for the two Police vehicles caused by a cost increase. Commissioner Blalock made a motion to approve the budget amendment as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.

- (e) **Warren County Site Identification Project – for information –** Town Administrator, Robert Davie presented the Warren County Site Identification Project which points to potential industrial and/or economic development sites in Warren County. He stated that five of the county's desired sites are within the Town of Warrenton's Extra-Territorial Jurisdiction ( ETJ ), with their favored site located behind State Employees Credit Union.
- (f) **Declaration of Public Arts Day– for consideration –** Town Administrator, Robert Davie presented the Declaration of Public Arts Day, citing the first Saturday in June of each year will be Warrenton's Public Arts Day. Commissioner Blalock made a motion to approve the declaration, with a second by Commissioner Fleming. The motion was approved by unanimous vote.

**Announcements** - There were none.

Mayor Gardner requested that the Board proceed to Closed Session per NC General Statute 143.318.11 (a)(5) regarding negotiations. Commissioner Fleming made a motion for the Board to go into closed session, with a second by Commissioner Young. The motion was approved by unanimous vote. Commissioner Fleming motioned to return to regular session with a second by Commissioner Blalock. The motion was approved by unanimous vote.

With no further business, the meeting was adjourned.





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)

---

**BOARD OF COMMISSIONERS CALLED BUDGET MEETING**

**MAY 31, 2023**

**5:30 P.M.**

**Minutes**

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner John Blalock	Commissioner Al Fleming
Commissioner Jason Young	Commissioner Michael Coffman
Commissioner Margaret Britt	
Town Administrator, Robert Davie	
Chief Goble Lane, Police Department	
Meredith Valentine, Finance Director	
Bill Perkinson, Public Works Director	
Tracy Stevenson, Assistant Finance Clerk	
Luci Weldon, Media	

Mayor Gardner called the meeting to order at 5:30 PM. Town Administrator Davie reviewed items requested by the Board from the previous Board of Commissioners' regular meeting: funding for the Plummer Hook and Ladder Museum, soffit repair at Town Hall and the municipal parking lot. Added to the list were three additional items for discussion: a slight increase needed in IT funding, language for water/sewer tap fees and a request to make a part-time position into a full-time position.

Mayor Gardner suggested financing as a possible solution to funding items such as the parking lot and/or soffits. Commissioner Blalock was not in favor of funding the museum, as it has a positive balance of over \$28,000 in its account, and he is in favor of a tax increase to help fund needed items. Commissioner Young noted that the average tax rate among ten municipalities in the area is over 70 cents and Warrenton is currently at 65 cents. Commissioner Coffman noted that \$32,000 of ARP funding could be applied to the soffits and a loan could be used for the parking lot and include paving the lot, which received affirmation from Commissioners Britt, Young and Hunter.

Commissioner Blalock noted that a 1% reduction in the proposed 3% cost of living adjustment would save \$15,000. Commissioner Britt was not in favor. The mayor asked if the finance committee had considered a 5-cent hike in the tax rate? Commissioner Hunter stated that it

was discussed and considered. Other commissioners supported a 5-cent increase because taxes have not been raised in fifteen years. Commissioner Hunter suggested seeking advice for the next 15-year cycle, with regard to taxes and planning, from the UNC School of Government.

Commissioner Fleming expressed support for the part-time position being made full-time.

The Board directed the Town Administrator to include in the proposed budget an expenditure of ARP funding for the soffits, the full-time position, and a 5-cent increase in the tax rate. Once financing is determined for the parking lot a budget amendment could be made to the proposed budget after its adoption.

Due to the timing of advertising requirements for the annual budget, the regular Board of Commissioners meeting for June will be rescheduled for Thursday, June 15, 2023 at 7:00 PM with a public hearing for the budget scheduled for 6:45 PM, prior to the meeting.

With no more discussion on the budget, Commissioner Coffman asked the Board to support a Quilters Lane project of painting crosswalks in the form of quilt patterns at the corners of East and West Market Streets and to help pay for the \$490 cost of paint. The Board asked the Town Administrator to work with Commissioner Coffman to determine where the funds could be found in the current, not proposed, budget.

With no further business, the meeting was adjourned.

## Budget vs Actual

Town of Warrenton  
6/1/2023 5:18:23 PM

Page 1 Of 15

Period Ending 5/31/2023

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	0.00	(5,000.00)		
34-335-344 Contribution from WC to Frontier Warren	10,000	0.00	0.00	0.00	0.00	(10,000.00)		
34-351-362 Frontier Warren Events	500	0.00	0.00	0.00	225.00	(275.00)	45%	
34-351-422 Rent Paid to Town Frontier Warren	42,320	0.00	2,260.00	4,850.00	26,330.00	(15,990.00)	62%	
34-352-363 Donations	0	0.00	0.00	0.00	80.00	80.00		
<b>Revenues Totals:</b>	<b>57,820</b>	<b>0.00</b>	<b>2,260.00</b>	<b>4,850.00</b>	<b>26,635.00</b>	<b>(31,185.00)</b>	<b>46%</b>	
<b>Expenses</b>								
34-405-203 Supplies	900	200.00	0.00	162.79	283.97	416.03	54%	
34-405-250 Lights/Heat/Security	4,250	385.62	216.12	546.83	3,845.61	18.77	100%	
34-405-251 Telephone/Internet	3,700	6.00	306.94	613.88	3,571.34	122.66	97%	
34-405-255 Bldg Maint/Clean Svcs	6,000	3,380.00	85.00	135.00	1,785.00	835.00	86%	
34-405-309 Advertising	1,000	0.00	0.00	0.00	0.00	1,000.00		
34-405-332 Signs below \$5,000	500	0.00	0.00	0.00	0.00	500.00		
34-405-400 Liability Insurance	170	0.00	0.00	0.00	117.50	52.50	69%	
34-405-422 Rent Paid by Town	36,000	0.00	3,000.00	6,000.00	36,000.00	0.00	100%	
34-405-499 Miscellaneous	300	0.00	0.00	0.00	0.00	300.00		
<b>Non-Departmental Totals:</b>	<b>52,820</b>	<b>3,971.62</b>	<b>3,608.06</b>	<b>7,458.50</b>	<b>45,603.42</b>	<b>3,244.96</b>	<b>94%</b>	
34-431-700 NC IDEA Grant Expense	5,000	0.00	0.00	0.00	0.00	5,000.00		
<b>Totals:</b>	<b>5,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>		
<b>Expenses Totals:</b>	<b>57,820</b>	<b>3,971.62</b>	<b>3,608.06</b>	<b>7,458.50</b>	<b>45,603.42</b>	<b>8,244.96</b>	<b>86%</b>	
<b>34 FRONTIER WARREN</b>	<b>Revenues Over/(Under) Expenses:</b>		<b>(1,348.06)</b>	<b>(2,608.50)</b>	<b>(18,968.42)</b>			

## Budget vs Actual

Town of Warrenton  
6/1/2023 5:18:23 PM

Page 2 Of 15

Period Ending 5/31/2023

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	424,000	0.00	2,057.88	5,546.95	404,430.59	(19,569.41)	95%
37-302-302 Ad Valorem Taxes - Prior Year	8,500	0.00	555.76	679.78	3,830.04	(4,669.96)	45%
37-302-303 Ad Valorem Taxes - all other prior years	8,500	0.00	381.16	471.38	2,306.55	(6,193.45)	27%
37-302-304 Ad Valorem Taxes - Penalties & Interest	3,300	0.00	216.42	376.05	2,154.46	(1,145.54)	65%
37-307-310 Motor Vehicles - Current	41,000	0.00	3,013.58	7,493.58	36,170.28	(4,829.72)	88%
37-320-320 Local Option Sales Tax Monthly	340,000	0.00	24,891.98	53,178.49	238,297.85	(101,702.15)	70%
37-320-321 Annual Refund of Sales Tax the Town paid	33,500	0.00	0.00	0.00	22,519.79	(10,980.21)	67%
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	0.00	42,334.74	(43,665.26)	49%
37-325-326 Beer & Wine Tax Annual	3,600	0.00	3,875.15	3,875.15	3,875.15	275.15	108%
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	103.68	103.68	935.55	(64.45)	94%
37-325-329 PD Narcotics Tax	100	0.00	253.75	253.75	253.75	153.75	254%
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	163.53	163.53	665.99	65.99	111%
37-335-335 Powell Bill	24,888	0.00	0.00	0.00	29,013.37	4,125.37	117%
37-345-345 Zone Board of Adj	400	0.00	0.00	0.00	1,800.00	1,400.00	450%
37-345-346 Code Enforcement	2,750	0.00	100.00	400.00	2,300.00	(450.00)	84%
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	185,088	0.00	15,642.30	30,977.62	170,424.20	(14,663.80)	92%
37-351-355 Cemetery Fees	700	0.00	0.00	0.00	0.00	(700.00)	
37-351-356 Police Rpt Fees	50	0.00	0.00	5.00	90.00	40.00	180%
37-351-357 Court Fees	300	0.00	45.00	90.00	256.50	(43.50)	86%
37-351-360 Cell Tower Rent	62,340	0.00	0.00	2,695.00	26,950.00	(35,390.00)	43%
37-351-361 Parking/Ordinance Collections PD	250	0.00	0.00	0.00	680.00	430.00	272%
37-351-401 Debt Setoff Landfill	100	0.00	36.12	36.12	115.85	15.85	116%
37-351-601 Debt Setoff Fire Inspection	0	0.00	0.00	79.00	79.00	79.00	
37-365-001 Interest Income	50	0.00	0.00	1.62	51.07	1.07	102%

## Budget vs Actual

Town of Warrenton  
6/1/2023 5:18:23 PM

Page 3 Of 15

Period Ending 5/31/2023

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-365-002 NCCMT Debt Setoff Disbursement	0	0.00	(159.12)	42.00	(101.05)	(101.05)	
37-365-351 Revitalization Comm	9,500	0.00	0.00	480.00	4,530.00	(4,970.00)	48%
37-365-358 Branded Merchandise for Sale	40	0.00	0.00	0.00	30.00	(10.00)	75%
37-365-370 WWTP 25% of GF Exp	56,781	0.00	0.00	4,611.67	48,113.79	(8,667.21)	85%
37-365-371 WS 25% of GF Exp	105,308	0.00	0.00	8,276.40	91,480.32	(13,827.68)	87%
37-365-373 Insurance Proceeds - Police	1,451	0.00	0.00	0.00	1,450.73	(0.27)	100%
37-365-401 Mis/Revenue/License Tags	0	0.00	0.00	0.00	2,142.38	2,142.38	
37-365-410 Interest Investment NCCMT	50	0.00	0.00	2,071.77	15,046.88	14,996.88	30094%
37-365-501 Misc Revenue POLICE	0	0.00	9.00	9.00	509.00	509.00	
37-381-070 Transfer in from ARP Grant	4,911	0.00	0.00	0.00	4,911.00	0.00	100%
37-381-074 Transfer In from Rural Transformation Grant	24,825	0.00	0.00	0.00	0.00	(24,825.00)	
37-395-396 Apropriated Fund Balance (Budget Only)	111,463	0.00	0.00	0.00	0.00	(111,463.00)	
Revenues Totals:	1,543,845	0.00	51,186.19	121,917.54	1,157,647.78	(386,197.22)	75%
Expenses							
37-401-010 Salary - Full Time	170,397	0.00	13,288.66	26,577.32	152,539.26	17,857.74	90%
37-401-012 Salary - Adm Assistant	51,530	0.00	3,907.20	7,814.40	47,436.40	4,093.60	92%
37-401-020 ER-FICA Taxes	12,686	0.00	1,015.98	2,031.96	11,662.04	1,023.96	92%
37-401-021 ER-FICA Taxes - Adm Assistant	3,928	0.00	298.30	596.60	3,621.68	306.32	92%
37-401-030 ER-Retirement - Orbit	41,917	0.00	3,258.62	6,517.24	37,766.47	4,150.53	90%
37-401-040 ER-Health Insurance	29,880	240.00	2,439.81	4,946.16	29,639.55	0.00	100%
37-401-050 ER-Life Insurance	576	0.00	48.00	96.00	576.00	0.00	100%
37-401-060 ER-Workman's Comp	400	0.00	0.00	0.00	347.97	52.03	87%
37-401-200 Travel Expense	1,100	0.00	0.00	93.67	279.05	820.95	25%
37-401-203 Supplies	5,000	414.10	532.36	634.22	3,385.57	1,200.33	76%
37-401-250 Light, Heat & Security	9,690	1,431.58	297.66	737.00	6,138.00	2,120.42	78%
37-401-251 Telephone & Postage	3,000	286.08	196.09	455.12	2,546.28	167.64	94%

## Budget vs Actual

Town of Warrenton  
6/1/2023 5:18:23 PM

Page 4 Of 15

Period Ending 5/31/2023

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-401-255 Bldg. Maint/ Clean SVS	6,267	944.33	0.00	471.33	5,290.07	32.27	99%
37-401-256 Bank Fees/ Petty Cash	3,600	0.00	(183.73)	500.00	3,150.00	450.00	88%
37-401-301 Computer Maint	3,600	283.75	346.25	733.00	2,747.00	569.25	84%
37-401-302 Software Support	3,300	35.96	144.85	217.82	2,631.18	632.86	81%
37-401-304 Website	2,775	0.00	0.00	0.00	412.50	2,362.50	15%
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	0.00	500.00	
37-401-307 Special Events	737	0.00	75.00	75.00	736.99	0.02	100%
37-401-309 Advertising	4,483	0.00	0.00	0.00	4,389.07	93.43	98%
37-401-310 Dues & Subscriptions	3,000	0.00	0.00	136.00	2,910.00	90.00	97%
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	0.00	0.00	23.82	310.49	389.51	44%
37-401-400 Liability Insurance	7,095	0.00	0.00	0.00	5,950.99	1,144.01	84%
37-401-401 County Tax Collection Svs	8,000	0.00	48.17	191.53	6,563.79	1,436.21	82%
37-401-405 Audit Expense	10,667	0.00	0.00	0.00	10,666.66	0.34	100%
37-401-415 Economic Development	54,000	0.00	0.00	0.00	52,276.00	1,724.00	97%
37-401-420 Attorney Fees	3,500	1,200.00	0.00	0.00	1,200.00	1,100.00	69%
37-401-497 Sales & Uses Tax Expense	0	0.00	1,117.57	5,261.26	25,332.36	(25,332.36)	
37-401-499 Miscellaneous Expense	1,867	0.00	0.00	0.00	1,587.28	279.71	85%
37-401-801 Town Hall Roof Loan-Principal	5,554	0.00	462.89	925.78	5,022.13	531.87	90%
37-401-831 Town Hall Roof Loan - Interest Admin	338	0.00	9.37	18.74	172.73	165.27	51%
37-401-998 Contingency	1,272	0.00	0.00	0.00	0.00	1,272.28	
General Government Totals:	451,358	4,835.80	27,303.05	59,053.97	427,287.51	19,234.69	96%
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	250.00	1,375.00	125.00	92%
37-402-020 ER - FICA TAXES	115	0.00	9.56	19.12	105.16	9.84	91%
37-402-200 Travel Expense	200	0.00	0.00	0.00	87.29	112.71	44%
37-402-295 Training	225	0.00	0.00	0.00	0.00	225.00	
37-402-402 Commission offsite meetings	350	0.00	0.00	0.00	350.00	0.00	100%
Governing Body Totals:	2,390	0.00	134.56	269.12	1,917.45	472.55	80%
37-405-345 Zoning/Ordinances	10,035	0.00	0.00	0.00	9,999.12	35.88	100%

## Budget vs Actual

Town of Warrenton  
6/1/2023 5:18:23 PM

Page 5 Of 15

Period Ending 5/31/2023

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	0.00	500.00	
37-405-430 Historic District Comm	361	0.00	0.00	0.00	0.00	361.00	
37-405-440 Run Warrenton 5K	2,500	0.00	0.00	0.00	0.00	2,500.00	
37-405-450 Revitalization Comm	7,717	0.00	1,205.00	1,330.00	3,088.13	4,628.90	40%
37-405-470 Small Town Maint St	3,983	0.00	0.00	1,778.87	3,982.97	0.00	100%
Non-Departmental Totals:	25,096	0.00	1,205.00	3,108.87	17,070.22	8,025.78	68%
37-501-010 SALARY FULL TIME	234,056	0.00	20,127.78	36,930.76	216,097.74	17,958.26	92%
37-501-014 Salary - Part Time	37,873	0.00	2,320.00	6,420.00	37,792.42	80.58	100%
37-501-016 Salary - Admin Assistant	40,123	0.00	3,086.40	6,172.80	37,586.80	2,536.40	94%
37-501-019 Salary - Over-Time	12,006	0.00	1,839.56	3,511.34	11,944.70	61.30	99%
37-501-020 ER-FICA Taxes	24,469	0.00	2,078.48	4,025.94	23,027.74	1,441.26	94%
37-501-030 ER - Retirement Orbit	54,757	0.00	4,954.18	9,213.69	50,364.35	4,392.65	92%
37-501-031 ER - 401K 5%	13,191	1,597.88	1,098.37	2,022.11	11,402.12	191.00	99%
37-501-040 ER - Health Insurance	39,584	0.00	2,468.15	4,946.27	30,314.09	9,269.71	77%
37-501-050 ER - Life Insurance	1,186	0.00	80.00	176.00	1,120.00	66.00	94%
37-501-060 ER - Workman's Comp	6,420	0.00	0.00	0.00	4,209.57	2,210.43	66%
37-501-200 Travel Expense	824	0.00	0.00	166.60	166.60	657.40	20%
37-501-203 Supplies	4,600	362.46	324.53	604.80	3,433.67	803.87	83%
37-501-204 Uniforms	5,070	307.05	281.81	281.81	3,796.02	966.93	81%
37-501-205 Equipment & Material	3,500	197.62	70.00	242.05	3,008.78	293.60	92%
37-501-250 Light, Heat & Security	7,508	1,534.95	159.65	420.43	4,879.20	1,093.85	85%
37-501-251 Telephone & Postage	10,770	2,537.45	812.86	1,667.74	7,765.71	466.84	96%
37-501-252 Fuel	21,400	0.00	2,167.54	4,279.55	21,383.55	16.45	100%
37-501-255 Bldg Maint/Clean Svs	6,004	944.33	0.00	471.33	5,026.40	33.27	99%
37-501-295 Training	2,000	129.09	45.91	45.91	1,419.38	451.53	77%
37-501-301 Computer Maint	5,484	594.50	404.50	1,308.50	4,888.01	0.99	100%
37-501-302 Software Support	6,740	0.00	500.00	500.00	6,605.29	134.71	98%
37-501-351 Maint & Repair Equip	7,959	0.00	1,811.84	2,331.84	7,074.00	885.00	89%
37-501-370 2019 Dodge Car 100	2,000	740.46	345.06	345.06	1,201.53	58.01	97%

## Budget vs Actual

Town of Warrenton  
6/1/2023 5:18:23 PM

Page 6 Of 15

Period Ending 5/31/2023

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-501-371 2017 Dodge Car 200	3,697	0.00	0.00	114.48	2,886.74	810.26	78%	
37-501-372 2016 Dodge Car 300	1,900	841.94	0.00	0.00	801.46	256.60	86%	
37-501-373 2017 Dodge Car 400	7,673	285.52	0.00	2,214.50	6,638.41	749.07	90%	
37-501-374 2010 Ford Car 500	1,500	240.33	0.00	127.71	1,035.33	224.34	85%	
37-501-375 2008 Ford Car 600	1,500	0.00	0.00	0.00	1,178.54	321.46	79%	
37-501-376 2019 Dodge Car 700	2,885	201.66	0.00	743.10	2,487.56	195.78	93%	
37-501-377 2023 Dodge Car 125	1,000	0.00	0.00	0.00	0.00	1,000.00		
37-501-400 Liability Insurance	16,952	0.00	0.00	0.00	12,749.62	4,202.38	75%	
37-501-415 Police Shots Medical	1,000	0.00	770.00	770.00	815.00	185.00	82%	
37-501-433 COP Program	500	0.00	0.00	0.00	500.00	0.00	100%	
37-501-436 PD Narcotics Tax/Proceeds	142	0.00	0.00	0.00	141.89	0.11	100%	
37-501-499 Miscellaneous	4,589	514.00	0.00	98.47	3,807.07	267.43	94%	
37-501-801 Town Hall Roof Loan Principal	5,485	0.00	462.89	925.78	5,022.13	462.89	92%	
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,343	0.00	0.00	0.00	4,342.69	0.31	100%	
37-501-803 Police Security Camera Loan Principal (USDA)	1,272	0.00	0.00	0.00	1,271.97	0.03	100%	
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,681	0.00	0.00	0.00	4,680.60	0.40	100%	
37-501-831 Town Hall Roof Loan - Interest PD	183	0.00	9.37	18.74	172.73	10.22	94%	
37-501-832 Police 2017 Cars Loan Interest (USDA)	438	0.00	0.00	0.00	437.31	0.69	100%	
37-501-833 Police Security Camera Loan Interest (USDA)	61	0.00	0.00	0.00	61.03	0.00	100%	
37-501-834 Police 2019 Cars Loan Interest (USDA)	746	0.00	0.00	0.00	745.40	0.60	100%	
Police Department Totals:	608,070	11,029.24	46,218.88	91,097.31	544,283.15	52,757.61	91%	
37-601-014 Salary - Part Time Code Enforcement	3,333	0.00	122.40	413.10	3,455.02	(122.40)	104%	
37-601-020 ER-FICA Taxes	230	0.00	9.36	31.61	213.93	16.07	93%	



## Budget vs Actual

Town of Warrenton  
6/1/2023 5:18:23 PM

Page 7 Of 15

Period Ending 5/31/2023

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-601-252 Fuel/Truck Expense/Insurance	144	0.00	0.00	0.00	0.00	144.38	
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	11,666.66	64,166.63	5,833.37	92%
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	258	0.00	0.00	0.00	0.00	258.00	
37-601-710 Fire Museum Expense	19,984	0.00	0.00	0.00	19,984.00	0.00	100%
Fire Totals:	95,649	0.00	5,965.09	12,111.37	87,819.58	7,829.42	92%
37-651-330 Christmas Lights/Santa House	1,731	0.00	0.00	0.00	1,730.02	0.98	100%
37-651-331 Haley Haywood Park	725	0.00	0.00	0.00	121.00	604.00	17%
37-651-332 Signs below \$5,000	2,496	0.00	825.68	825.68	2,495.22	0.78	100%
37-651-333 Street Beautification - Below \$5,000	4,563	0.00	931.38	931.38	3,362.63	1,200.37	74%
37-651-335 Street Lighting Electric Bill	23,000	0.00	2,043.23	4,087.18	21,584.11	1,415.89	94%
Signs and Lights Totals:	32,515	0.00	3,800.29	5,844.24	29,292.98	3,222.02	90%
37-701-010 Salary - Full Time	54,454	0.00	3,528.32	6,877.82	50,960.94	3,493.06	94%
37-701-014 Salary - Part Time	16,493	0.00	1,185.50	2,403.39	13,607.73	2,885.27	83%
37-701-019 Over-Time	1,299	0.00	0.00	0.00	0.00	1,299.00	
37-701-020 ER-FICA Taxes	5,770	0.00	359.44	707.66	4,925.40	844.60	85%
37-701-030 ER - Retirement - Orbit	13,057	0.00	831.89	1,638.07	11,551.81	1,505.19	88%
37-701-040 ER-Health Insurance	16,867	166.20	1,377.70	2,786.62	16,700.19	0.61	100%
37-701-050 ER-Life Insurance	388	0.00	32.32	64.64	387.84	0.16	100%
37-701-060 ER-Workman's Comp	1,837	0.00	0.00	0.00	1,827.28	9.72	99%
37-701-203 Supplies	3,494	14.29	163.86	269.51	2,667.81	811.90	77%
37-701-204 Uniforms	3,869	414.89	77.67	466.52	3,454.11	0.00	100%
37-701-251 Telephone & Postage	936	0.00	0.00	0.00	594.48	341.52	64%
37-701-252 Fuel	12,597	137.78	41.67	1,755.11	10,292.96	2,166.26	83%
37-701-351 Maint & Repair Equip	9,848	0.00	0.00	0.00	9,847.42	0.58	100%
37-701-352 Vehicle Maintenance	8,056	0.00	223.45	1,616.53	7,695.55	360.45	96%
37-701-400 Liability Insurance	5,738	0.00	0.00	0.00	4,434.30	1,303.70	77%

## Budget vs Actual

Town of Warrenton  
6/1/2023 5:18:23 PM

Page 8 Of 15

Period Ending 5/31/2023

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-701-431 Street Debris Disposal	3,517	0.00	0.00	0.00	3,500.00	17.00	100%	
Streets Totals:	158,220	733.16	7,821.82	18,585.87	142,447.82	15,039.02	90%	
37-710-361 Maint & Repair POWELL BILL	29,699	0.00	0.00	0.00	11,011.00	18,688.00	37%	
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	0.00	100.00		
Powell Bill Totals:	29,799	0.00	0.00	0.00	11,011.00	18,788.00	37%	
37-801-010 Salary - Full Time Sanitation	49,503	0.00	3,807.92	7,615.84	45,558.21	3,944.79	92%	
37-801-019 Salary - Over Time Sanitation	692	0.00	141.18	141.18	635.18	56.82	92%	
37-801-020 ER - FICA Sanitation	3,840	0.00	295.74	580.68	3,459.40	380.60	90%	
37-801-030 ER - Retirement - Orbit Sanitation	8,688	0.00	748.35	1,469.95	8,725.08	(37.08)	100%	
37-801-040 ER - Health Insurance	13,063	0.00	1,090.77	2,157.52	12,678.73	384.27	97%	
37-801-050 ER - Life Insurance	260	0.00	21.60	43.20	259.20	0.80	100%	
37-801-060 Workman's Compensation	4,080	0.00	0.00	0.00	4,059.19	20.81	99%	
37-801-203 Supplies	781	0.00	0.00	0.00	428.57	352.58	55%	
37-801-204 Uniforms	2,309	77.23	47.40	284.90	2,231.77	0.00	100%	
37-801-251 Telephone & Postage	516	0.00	0.00	0.00	338.83	177.17	66%	
37-801-252 Fuel	3,781	720.95	0.00	456.97	2,779.05	281.00	93%	
37-801-350 Landfill Fees	19,250	0.00	1,405.66	2,835.44	17,213.64	2,036.36	89%	
37-801-352 Vehicle Maintenance	1,000	0.00	0.00	214.45	615.82	384.18	62%	
37-801-400 Liability Insurance	4,886	0.00	0.00	0.00	3,628.58	1,257.42	74%	
Sanitation Totals:	112,649	798.18	7,558.62	15,800.13	102,611.25	9,239.72	92%	
37-901-038 Transfer Out to WS for USDA Loan	7,281	0.00	0.00	0.00	7,281.00	0.00	100%	
37-901-053 Transfer Out to MS Downtown Red Milano's	11,600	0.00	0.00	0.00	11,600.00	0.00	100%	
37-901-069 Transfer Out to NC VW Grant	9,218	0.00	9,217.85	9,217.85	9,217.85	0.00	100%	
Transfers Out Totals:	28,099	0.00	9,217.85	9,217.85	28,098.85	0.00	100%	
Expenses Totals:	1,543,845	17,396.38	109,225.16	215,088.73	1,391,839.81	134,608.81	91%	
37 GENERAL FUND Revenues Over/(Under) Expenses:			(58,038.97)	(93,171.19)	(234,192.03)			

## Budget vs Actual

Town of Warrenton  
6/1/2023 5:18:23 PM

Page 9 Of 15

Period Ending 5/31/2023

38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
38-351-401 Water Sales	801,660	0.00	81,234.53	139,542.74	675,679.78	(125,980.22)	84%
38-351-402 Debt Setoff WATER	78	0.00	0.00	31.50	387.90	309.90	497%
38-351-404 Sewer Services	623,274	0.00	83,195.80	127,531.16	529,924.59	(93,349.41)	85%
38-351-407 Debt Setoff SEWER	42	0.00	0.00	76.45	594.86	552.86	1416%
38-351-408 Town Taps	18,000	0.00	(275.00)	1,225.00	6,085.21	(11,914.79)	34%
38-351-416 Dis/Reconnection Fee	8,972	0.00	675.00	907.55	6,385.78	(2,586.22)	71%
38-351-417 Fire Sprinkler	2,302	0.00	183.54	375.48	2,026.74	(275.26)	88%
38-351-418 Late Fees/Penalty/Cut Off	1,000	0.00	1,264.32	2,437.79	18,526.86	17,526.86	1853%
38-351-419 Returned Check Fee	400	0.00	100.00	155.00	780.00	380.00	195%
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	55	0.00	165.00	220.00	573.56	518.56	1043%
38-365-001 Interest Income	36	0.00	0.00	3.22	33.62	(2.38)	93%
38-365-014 Cash Over and Short (Daily Difference)	4	0.00	0.00	0.00	(0.78)	(4.78)	-20%
38-365-366 Sale of Fixed Assets/Surplus Property	0	0.00	0.00	5,155.60	8,860.60	8,860.60	
38-365-410 Interest/investment Income NCCMT	23	0.00	0.00	1,035.05	7,518.17	7,495.17	32688%
38-365-421 Account Activation Fee	2,400	0.00	350.00	575.00	2,700.00	300.00	113%
38-365-851 Misc Revenue WATER	32	0.00	0.00	0.00	0.00	(32.00)	
38-381-037 Transfer In From GF	7,281	0.00	0.00	0.00	7,281.00	0.00	100%
38-381-070 Transfer in from ARP Grant	4,792	0.00	0.00	0.00	4,792.05	0.05	100%
38-395-396 Apropriated Fund Balance (Budget Only)	43,326	0.00	0.00	0.00	0.00	(43,326.00)	
<b>Revenues Totals:</b>	<b>1,513,677</b>	<b>0.00</b>	<b>166,893.19</b>	<b>279,271.54</b>	<b>1,272,149.94</b>	<b>(241,527.06)</b>	<b>84%</b>
<b>Expenses</b>							
38-851-010 Salary Full Time	105,650	0.00	8,083.66	16,061.32	98,370.54	7,279.46	93%
38-851-014 Salary - Part Time	16,987	0.00	1,300.25	2,657.32	16,222.66	764.34	96%
38-851-019 Salary Over-Time	7,308	0.00	333.86	417.38	4,500.97	2,807.03	62%

## Budget vs Actual

Town of Warrenton  
6/1/2023 5:18:23 PM

Page 10 Of 15

Period Ending 5/31/2023

38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-020 ER-FICA Taxes	9,941	0.00	713.38	1,403.85	8,721.98	1,219.02	88%
38-851-030 ER - Retirement Orbit	19,774	0.00	1,434.79	2,804.89	17,273.69	2,500.31	87%
38-851-040 ER - Health Insurance WATER	23,979	58.32	1,274.38	2,811.00	18,186.57	5,734.11	76%
38-851-050 ER - Life Insurance	500	10.56	25.04	60.64	416.64	72.80	85%
38-851-060 ER - Workman's Comp	1,162	0.00	0.00	0.00	1,162.31	0.00	100%
38-851-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-851-203 Supplies	35,000	1,592.60	841.64	4,261.63	24,069.52	9,337.88	73%
38-851-204 Uniforms	2,220	250.66	44.71	268.52	1,969.34	0.00	100%
38-851-250 Light & Heat & Security	5,042	780.91	79.83	313.98	4,085.20	175.89	97%
38-851-251 Telephone & Postage	9,571	500.83	367.57	977.56	8,847.16	223.01	98%
38-851-252 Fuel	10,300	1,764.17	418.61	1,158.36	6,398.60	2,137.23	79%
38-851-255 Bldg. Maint/Clean Svs	3,622	472.17	0.00	235.67	2,494.54	655.62	82%
38-851-260 Electric Tank/Pumps	4,200	872.43	160.04	226.91	2,241.64	1,085.93	74%
38-851-296 Continuing Education	1,306	0.00	0.00	0.00	1,305.98	0.02	100%
38-851-301 Computer Maintenance	2,106	161.41	179.55	453.18	1,943.64	0.95	100%
38-851-302 Software Support	9,400	0.00	33.33	33.33	8,831.22	568.78	94%
38-851-305 Technology Upgrades	2,144	0.00	0.00	0.00	309.96	1,834.04	14%
38-851-309 Advertising	265	0.00	0.00	0.00	0.00	265.00	
38-851-310 Dues & Subscriptions	687	262.50	12.50	25.00	424.34	0.16	100%
38-851-313 State Permits	1,052	0.00	0.00	0.00	1,043.75	8.25	99%
38-851-345 Water Tank Contract	18,832	0.00	0.00	4,799.80	18,831.35	0.65	100%
38-851-347 Lab Analysis	1,500	190.00	0.00	460.00	1,310.00	0.00	100%
38-851-351 Maint. & Repair Equip	3,000	0.00	0.00	0.00	1,836.45	1,163.55	61%
38-851-352 Vehicle Maintenance	4,428	0.00	223.45	660.55	4,427.60	0.40	100%
38-851-400 Town Liability Insurance	6,980	0.00	0.00	0.00	6,979.71	0.29	100%
38-851-405 Audit Expense	5,334	0.00	0.00	0.00	5,333.34	0.66	100%
38-851-434 WS grant expense	68	0.00	0.00	0.00	68.00	0.00	100%
38-851-448 External Contract	19,423	0.00	0.00	5,149.09	19,422.81	0.19	100%
38-851-451 Water Purchase	200,000	0.00	0.00	16,124.87	171,948.94	28,051.06	86%

## Budget vs Actual

Town of Warrenton  
6/1/2023 5:18:23 PM

Page 11 Of 15

Period Ending 5/31/2023

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-851-801 Town Hall Roof Loan - Principal	2,743	0.00	231.45	462.90	2,511.09	231.45	92%	
38-851-802 USDA Public Works Trucks - Princ Water	2,651	0.00	0.00	0.00	2,650.22	0.78	100%	
38-851-803 USDA Town Hall/WS Loan Principal	29,244	0.00	0.00	0.00	2,243.50	27,000.00	8%	
38-851-831 Town Hall Roof Loan - Interest Water	92	0.00	4.68	9.36	86.34	6.12	93%	
38-851-833 USDA Town Hall/WS Loan Interest	15,527	0.00	0.00	0.00	1,397.00	14,130.00	9%	
38-851-836 USDA Public Works Trucks - Int Water	267	0.00	0.00	0.00	266.78	0.22	100%	
38-851-896 WS 25% of GF Expense	52,654	0.00	0.00	4,138.20	45,740.17	6,913.83	87%	
38-851-998 Contingency	76	0.00	0.00	0.00	0.00	76.36		
Water Totals:	635,251	6,916.56	15,762.72	65,975.31	513,873.55	114,460.39	82%	
38-852-010 Salary - Full Time	105,650	0.00	8,083.47	16,061.13	98,456.36	7,193.64	93%	
38-852-014 Salary - Part Time	16,987	0.00	1,300.25	2,657.32	16,222.67	764.33	96%	
38-852-019 Salary - Over Time Sewer	5,700	0.00	553.35	943.60	5,184.04	515.96	91%	
38-852-020 ER - FICA Sewer	9,941	0.00	757.31	1,498.39	9,135.00	806.00	92%	
38-852-030 ER-Retirement Orbit	19,774	0.00	1,473.18	2,875.97	17,425.81	2,348.19	88%	
38-852-040 ER-Health Insurance SEWER	18,256	63.72	1,274.71	2,811.64	18,191.42	0.86	100%	
38-852-050 ER-Life Insurance	500	10.56	25.68	61.92	424.32	65.12	87%	
38-852-060 ER-Workman's Comp	1,162	0.00	0.00	0.00	1,162.31	0.00	100%	
38-852-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00		
38-852-203 Supplies	30,228	1,499.26	1,528.39	4,960.66	27,971.71	757.03	97%	
38-852-204 Uniforms	2,220	250.87	44.71	268.50	1,969.13	0.00	100%	
38-852-250 Light & Heat & Security	6,000	877.47	79.83	313.97	3,988.61	1,133.92	81%	
38-852-251 Telephone & Postage	9,477	500.72	359.50	899.64	8,745.22	231.06	98%	
38-852-252 Fuel	10,300	1,764.25	418.61	1,228.15	6,468.32	2,067.43	80%	
38-852-255 Bldg. Maint/Clean Svs	3,622	472.17	0.00	235.67	2,494.55	655.61	82%	
38-852-260 Electric Tank/Pumps	10,608	0.00	942.34	1,995.74	9,568.71	1,039.29	90%	

## Budget vs Actual

Town of Warrenton  
6/1/2023 5:18:23 PM

Page 12 Of 15

Period Ending 5/31/2023

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-296 Continuing Education	740	0.00	19.64	19.64	739.64	0.36	100%	
38-852-301 Computer Maint.	2,106	161.42	179.54	453.15	1,943.62	0.96	100%	
38-852-302 Software Support	9,400	0.00	33.33	33.33	8,831.18	568.82	94%	
38-852-305 Technology Upgrades	2,144	0.00	0.00	0.00	234.70	1,909.30	11%	
38-852-309 Advertising	683	0.00	0.00	0.00	326.63	356.37	48%	
38-852-310 Dues & Subscriptions	687	262.50	12.50	25.00	424.33	0.17	100%	
38-852-313 State Permits	1,500	0.00	1,310.00	1,310.00	1,463.75	36.25	98%	
38-852-351 Maint & Repair Equip	3,000	0.00	0.00	0.00	1,836.44	1,163.56	61%	
38-852-352 Vehicle Maintenance	4,428	0.00	223.45	660.53	4,427.52	0.48	100%	
38-852-400 Liability Insurance	5,552	0.00	0.00	0.00	5,018.81	533.19	90%	
38-852-405 Audit Expense	5,334	0.00	0.00	0.00	5,333.34	0.66	100%	
38-852-434 WS Grant Expense	68	0.00	0.00	0.00	68.00	0.00	100%	
38-852-435 Purchase of Sewer Services	363,112	0.00	0.00	24,218.68	319,083.13	44,028.87	88%	
38-852-448 External Contract	17,468	375.00	731.74	731.74	17,092.08	0.92	100%	
38-852-473 WWTP Rehab Annual Payment	25,700	0.00	24,005.23	24,005.23	24,005.23	1,694.77	93%	
38-852-801 Town Hall Roof Loan - Principal	2,743	0.00	231.45	462.90	2,511.09	231.45	92%	
38-852-802 USDA Public Works Trucks - Princ Sewer	2,650	0.00	0.00	0.00	2,650.22	0.00	100%	
38-852-803 USDA Town Hall/WS Loan Principal	29,244	0.00	0.00	0.00	2,243.50	27,000.00	8%	
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,839	0.00	0.00	0.00	14,387.20	451.80	97%	
38-852-809 John Riggans Easement Pmt	1,000	0.00	0.00	0.00	1,000.00	0.00	100%	
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	0.00	0.00	13,750.00	0.00	100%	
38-852-831 Town Hall Roof Loan - Interest Sewer	91	0.00	4.68	9.36	86.34	4.68	95%	
38-852-833 USDA Town Hall/WS Loan Interest	15,527	0.00	0.00	0.00	1,397.00	14,130.00	9%	
38-852-836 USDA Public Works Trucks - Int	267	0.00	0.00	0.00	266.78	0.22	100%	

## Budget vs Actual

Town of Warrenton  
6/1/2023 5:18:23 PM

Page 13 Of 15

Period Ending 5/31/2023

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Sewer								
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,025	0.00	0.00	0.00	3,025.00	0.00	100%	
38-852-896 WS 25% of GF Expense	52,654	0.00	0.00	4,138.20	45,740.15	6,913.85	87%	
38-852-998 Contingency	1	0.00	0.00	0.00	0.00	0.72		
Sewer Expenses Totals:	828,353	6,237.94	43,592.89	92,880.06	705,293.86	116,820.84	86%	
38-901-039 Transfer Out to WWTP Fund 39	43,326	0.00	0.00	0.00	43,326.00	0.00	100%	
38-901-069 Transfer Out to NC VW Grant	6,748	0.00	6,747.86	6,747.86	6,747.86	0.00	100%	
Transfers Out Totals:	50,074	0.00	6,747.86	6,747.86	50,073.86	0.00	100%	
Expenses Totals:	1,513,677	13,154.50	66,103.47	165,603.23	1,269,241.27	231,281.23	85%	
38 WATER / SEWER Revenues Over/(Under) Expenses:			100,789.72	113,668.31	2,908.67			

## Budget vs Actual

Town of Warrenton  
6/1/2023 5:18:23 PM

Page 14 Of 15

Period Ending 5/31/2023

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
39-351-405 Septic Disposal Service	56,940	0.00	5,855.00	12,740.00	60,650.00	3,710.00	107%
39-351-470 Town Sewer Revenues	363,112	0.00	0.00	24,218.68	319,083.13	(44,028.87)	88%
39-351-471 Sewer Revenues - County	194,153	0.00	0.00	12,949.52	170,610.97	(23,542.03)	88%
39-351-472 Sewer Rev Norlina	213,183	0.00	0.00	14,218.78	187,333.54	(25,849.46)	88%
39-365-001 Interest Income	2	0.00	0.00	0.20	2.40	0.40	120%
39-381-038 Transfer In from Water/Sewer	43,326	0.00	0.00	0.00	43,326.00	0.00	100%
<b>Revenues Totals:</b>	<b>870,716</b>	<b>0.00</b>	<b>5,855.00</b>	<b>64,127.18</b>	<b>781,006.04</b>	<b>(89,709.96)</b>	<b>90%</b>
<b>Expenses</b>							
39-861-010 Salary - Full Time	186,071	0.00	13,671.14	27,367.40	171,129.17	14,941.83	92%
39-861-014 Salary - Part Time	17,097	0.00	1,392.54	2,789.96	15,076.38	2,020.62	88%
39-861-019 Over-Time	15,869	0.00	922.26	2,084.06	8,326.40	7,542.60	52%
39-861-020 ER-FICA Taxes	16,756	0.00	1,126.76	2,274.15	13,782.57	2,973.43	82%
39-861-030 ER - Retirement Orbit	39,040	0.00	2,521.28	5,067.27	30,595.98	8,444.02	78%
39-861-040 ER- Health Insurance	32,233	88.30	2,267.23	4,804.92	30,078.49	2,066.21	94%
39-861-050 ER-Life Insurance	625	10.88	39.36	89.60	592.00	22.12	96%
39-861-060 ER-Workman's Comp	2,324	0.00	0.00	0.00	2,259.21	64.79	97%
39-861-200 Travel Expense	500	0.00	0.00	0.00	0.00	500.00	
39-861-203 Supplies	57,000	1,441.67	4,337.47	10,995.23	48,013.11	7,545.22	87%
39-861-204 Uniforms	3,120	394.28	61.90	371.90	2,725.72	0.00	100%
39-861-250 Light, Heat & Security	105,000	3,264.67	8,758.08	17,959.77	97,021.33	4,714.00	96%
39-861-251 Telephone & Postage	9,821	590.51	425.77	834.95	9,229.74	0.75	100%
39-861-252 Fuel	10,250	2,591.04	617.71	1,379.68	7,134.19	524.77	95%
39-861-296 Continuing Education	2,000	0.00	0.00	0.00	925.00	1,075.00	46%
39-861-301 Computer Maint.	4,182	354.92	334.27	854.75	3,859.62	(32.08)	101%
39-861-302 Software Support	4,087	0.00	33.33	33.33	4,086.14	0.86	100%
39-861-305 Technology Upgrades	1,125	0.00	0.00	0.00	234.70	890.30	21%
39-861-309 Advertising	1,000	0.00	0.00	0.00	636.50	363.50	64%
39-861-310 Dues & Subscriptions	135	0.00	0.00	0.00	135.33	0.01	100%



## Budget vs Actual

Town of Warrenton  
6/1/2023 5:18:23 PM

Page 15 Of 15

Period Ending 5/31/2023

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
39-861-318 Freight Charges	2,145	0.00	142.43	297.23	1,888.97	256.03	88%
39-861-342 Maint & Repair Plant	47,805	0.00	875.00	875.00	47,204.40	600.60	99%
39-861-344 Sludge Removal	70,000	0.00	9,040.50	18,150.50	61,356.50	8,643.50	88%
39-861-345 Beaver Control	750	0.00	0.00	0.00	0.00	750.00	
39-861-346 Lab Material & Supplies	8,135	0.00	0.00	554.30	7,873.19	261.35	97%
39-861-347 Lab Analysis	18,565	1,558.50	1,654.00	3,553.00	17,006.45	0.05	100%
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	0.00	2,880.00	120.00	96%
39-861-349 OSHAComp/Safety M&S	1,326	1,125.00	0.00	0.00	174.00	27.00	98%
39-861-352 Vehicle Maintenance	4,667	0.00	223.45	426.63	2,884.61	1,782.39	62%
39-861-400 Liability Insurance	14,624	0.00	0.00	0.00	13,635.22	988.78	93%
39-861-405 Audit Expense	10,667	0.00	0.00	0.00	10,666.66	0.34	100%
39-861-441 Certify Lab Services	1,000	337.03	0.00	0.00	100.00	562.97	44%
39-861-444 Permits & Fees	14,535	450.00	825.00	1,650.00	14,085.00	0.00	100%
39-861-446 Influent Debris Removal	6,042	549.75	511.55	1,027.91	5,463.09	29.16	100%
39-861-810 NCDEQ WWTP Phase 2 Principal	23,607	0.00	0.00	0.00	23,606.60	0.40	100%
39-861-897 WWTP 25% of GF Exp	56,781	0.00	0.00	4,611.67	48,113.79	8,667.21	85%
39-861-998 Contingency	6	0.00	0.00	0.00	0.00	5.66	
WWTP - Expenses Totals:	791,890	12,756.55	49,781.03	108,053.21	702,780.06	76,353.39	90%
39-901-055 Transfer Out to WWTP Grant	78,826	0.00	0.00	0.00	78,826.00	0.00	100%
Fund 55							
Transfers Out Totals:	78,826	0.00	0.00	0.00	78,826.00	0.00	100%
Expenses Totals:	870,716	12,756.55	49,781.03	108,053.21	781,606.06	76,353.39	91%
39 WWTP Revenues Over/(Under) Expenses:			(43,926.03)	(43,926.03)	(600.02)		

## Check Listing

Date From: 5/1/2023 Date To: 5/31/2023

Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
06/01/2023 05:20 PM

Page: 1 of 4

Check Number	Bank	Vendor	Date	Amount
66143	30	AMAZON CAPTIAL SERVICES, INC.	05/02/2023	<u>\$38.42</u>
66144	30	CARDNO USA, INC.	05/02/2023	<u>\$9,172.00</u>
66145	30	NEWCOMB TECH	05/02/2023	<u>\$1,081.38</u>
66146	30	Radio Communications Co.	05/02/2023	<u>\$2,617.46</u>
66147	30	UNIFIRST CORPORATION	05/02/2023	<u>\$350.73</u>
66148	30	WARREN AUTO PARTS, INC.	05/02/2023	<u>\$171.83</u>
66149	30	WARREN COUNTY PUBLIC UTILITIES	05/02/2023	<u>\$24,005.23</u>
66150	30	WILSON'S WATER SERVICES	05/02/2023	<u>\$825.00</u>
66151	30	Viola Long	05/02/2023	<u>\$1,800.00</u>
66152	30	DOCUMENT SYSTEMS, INC	05/03/2023	<u>\$47.64</u>
66153	30	EDWARD PENDERGRASS	05/03/2023	<u>\$72.29</u>
66154	30	MOBILE COMMUNICATIONS AMERICA	05/03/2023	<u>\$670.67</u>
66155	30	MOTOROLA SOLUTIONS INC	05/03/2023	<u>\$350.00</u>
66156	30	PRO, INC.	05/03/2023	<u>\$2,500.00</u>
66157	30	COUNTRYBOY'S EXCAVATING	05/04/2023	<u>\$356.74</u>
66158	30	DUKE ENERGY PROGRESS	05/04/2023	<u>\$125.10</u>
66159	30	FOSTER SEPTIC TANK CLEANING	05/04/2023	<u>\$1,250.00</u>
66160	30	INVOICE CLOUD, INC.	05/04/2023	<u>\$136.70</u>
66161	30	NORTH CAROLINA 811, INC	05/04/2023	<u>\$25.00</u>
66162	30	PETE SMITH TIRE & QUICK LUBE, INC	05/04/2023	<u>\$109.33</u>
66163	30	Purchase Power (Pitney Bowes)	05/04/2023	<u>\$150.00</u>
66164	30	WPCSOCC	05/09/2023	<u>\$85.00</u>
66165	30	BANZET, THOMPSON, STYERS & MAY, PLLC	05/09/2023	<u>\$26.00</u>
66166	30	CAROLINA DIGITAL PHONE INC	05/09/2023	<u>\$316.00</u>
66167	30	CARTER'S LOCK & KEY	05/09/2023	<u>\$85.00</u>
66168	30	Community Eye Care	05/09/2023	<u>\$101.40</u>
66169	30	DOCUMENT SYSTEMS, INC	05/09/2023	<u>\$390.53</u>
66170	30	DUKE ENERGY PROGRESS	05/09/2023	<u>\$1,908.75</u>
66171	30	NEWCOMB TECH	05/09/2023	<u>\$1,182.79</u>
66172	30	Spectrum Business	05/09/2023	<u>\$169.98</u>
66173	30	THE FMRT GROUP	05/09/2023	<u>\$700.00</u>
66174	30	UNUM LIFE INSURANCE COMPANY OF AMERICA	05/09/2023	<u>\$571.16</u>

## Check Listing

Date From: 5/1/2023 Date To: 5/31/2023

Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
06/01/2023 05:20 PM

Page: 2 of 4

Check Number	Bank	Vendor	Date	Amount
66175	30	US CELLULAR	05/09/2023	<u>\$585.04</u>
66176	30	WRIGHT EXPRESS FSC	05/09/2023	<u>\$2,167.54</u>
66177	30	BLUE RIDGE SPRINGS, INC	05/11/2023	<u>\$25.00</u>
66178	30	DUKE ENERGY PROGRESS	05/11/2023	<u>\$945.36</u>
66179	30	DUKE ENERGY PROGRESS	05/11/2023	<u>\$178.64</u>
66180	30	GFL ENVIRONMENTAL	05/11/2023	<u>\$511.55</u>
66181	30	PETE SMITH TIRE & QUICK LUBE, INC	05/11/2023	<u>\$368.02</u>
66182	30	PROFESSIONAL MAIL SERVICES, INC	05/11/2023	<u>\$1.89</u>
66183	30	PROFESSIONAL MAIL SERVICES, INC	05/11/2023	<u>\$6.46</u>
66184	30	UNITED PARCEL SERVICE	05/11/2023	<u>\$79.82</u>
66185	30	WARREN COUNTY PUBLIC WORKS	05/11/2023	<u>\$1,405.66</u>
66186	30	MONCURE HOMES	05/12/2023	<u>\$157,464.00</u>
66187	30	AMAZON CAPTIAL SERVICES, INC.	05/16/2023	<u>\$61.16</u>
66188	30	BRIGHTSPEED COMMUNICATIONS	<b>VOIDED</b> 05/16/2023	<u>\$288.09</u>
66189	30	BURNETT LIME COMPANY, INC	05/16/2023	<u>\$4,052.02</u>
66190	30	DRAWINGBOARD PRINTING	05/16/2023	<u>\$175.28</u>
66191	30	DUKE ENERGY PROGRESS	05/16/2023	<u>\$9,237.04</u>
66192	30	MERITECH INC	05/16/2023	<u>\$1,654.00</u>
66193	30	NCDEQ-DIVISION OF	05/16/2023	<u>\$1,310.00</u>
66194	30	TIME WARNER CABLE	05/16/2023	<u>\$182.97</u>
66195	30	United Healthcare	05/16/2023	<u>\$13,248.51</u>
66196	30	BRIGHTSPEED COMMUNICATIONS	05/16/2023	<u>\$288.09</u>
66197	30	FIRST CITIZENS BANK	05/17/2023	<u>\$2,968.15</u>
66198	30	AMAZON CAPTIAL SERVICES, INC.	05/17/2023	<u>\$133.04</u>
66199	30	DOCUMENT SYSTEMS, INC	05/17/2023	<u>\$330.91</u>
66200	30	DUKE ENERGY PROGRESS	05/17/2023	<u>\$138.01</u>
66201	30	GRANVILLE FARMS, INC.	05/17/2023	<u>\$9,040.50</u>
66202	30	JUST FLOWERS LLC	05/17/2023	<u>\$80.06</u>
66203	30	UNITED PARCEL SERVICE	05/17/2023	<u>\$62.61</u>
66204	30	GALLS QUARTERMASTER	05/18/2023	<u>\$266.72</u>
66205	30	KORMAN SIGNS INC	05/18/2023	<u>\$881.42</u>
66206	30	MARIA PARHAM HOSPITAL	05/18/2023	<u>\$70.00</u>

## Check Listing

Date From: 5/1/2023 Date To: 5/31/2023  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
06/01/2023 05:20 PM

Page: 3 of 4

Check Number	Bank	Vendor	Date	Amount
66207	30	Michael B. Williams	05/18/2023	<u>\$1,500.00</u>
66208	30	NC Quick Pass	05/18/2023	<u>\$19.64</u>
66209	30	PETE SMITH TIRE & QUICK LUBE, INC	05/18/2023	<u>\$842.95</u>
66210	30	PROFESSIONAL MAIL SERVICES, INC	05/18/2023	<u>\$452.86</u>
66211	30	PROFESSIONAL MAIL SERVICES, INC	05/18/2023	<u>\$149.96</u>
66212	30	Radio Communications Co.	05/18/2023	<u>\$496.33</u>
66213	30	FRONTIER NATURAL GAS	05/22/2023	<u>\$25.06</u>
66214	30	FRONTIER NATURAL GAS	05/22/2023	<u>\$12.42</u>
66215	30	HUMANA SPECIALTY BENEFITS	05/22/2023	<u>\$29.38</u>
66216	30	MOBILE COMMUNICATIONS AMERICA	05/22/2023	<u>\$1,560.51</u>
66217	30	PETE SMITH TIRE & QUICK LUBE, INC	05/22/2023	<u>\$1,496.60</u>
66218	30	Swank Motion Pictures	05/22/2023	<u>\$1,180.00</u>
66219	30	TIME WARNER CABLE	05/22/2023	<u>\$117.97</u>
66220	30	WARREN AUTO PARTS, INC.	05/22/2023	<u>\$154.90</u>
66221	30	AT&T MOBILITY II LLC	05/25/2023	<u>\$21.16</u>
66222	30	DOCUMENT SYSTEMS, INC	05/25/2023	<u>\$134.51</u>
66223	30	DUKE ENERGY PROGRESS	05/25/2023	<u>\$166.40</u>
66224	30	FLEMING INVESTMENT COMPANY	05/25/2023	<u>\$3,000.00</u>
66225	30	INFORMATION TECHNOLOGY SERVICE	05/25/2023	<u>\$164.07</u>
66226	30	MUNICIPAL INSURANCE TRUST	05/25/2023	<u>\$703.24</u>
66227	30	COLUMBIAN MUTUAL LIFE INS CO	05/30/2023	<u>\$37.20</u>
66228	30	D VICTOR COLEMAN	05/30/2023	<u>\$42.03</u>
66229	30	INTERPLAT SOLUTIONS, INC	05/30/2023	<u>\$500.00</u>
66230	30	MARIELA MENDOZA	05/30/2023	<u>\$200.00</u>
66231	30	PRUDENTIAL RETIREMENT	05/30/2023	<u>\$1,487.37</u>
66232	30	Radio Communications Co.	05/30/2023	<u>\$74.73</u>
66233	30	RENEE DRZEWIECKI	05/30/2023	<u>\$95.55</u>
66234	30	SCH INVESTMENTS LLC	05/30/2023	<u>\$150.00</u>
66235	30	STEVEN E LIMER	05/30/2023	<u>\$124.73</u>
93	Checks Totaling -			<b>\$274,539.26</b>

### Totals By Fund

	Checks	Voids	Total
34	\$3,608.06		\$3,608.06

Check Listing

Date From: 5/1/2023 Date To: 5/31/2023  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
06/01/2023 05:20 PM

Check Number	Bank	Vendor		Date	Amount
			Checks		Total
36			\$1,185.95		\$1,185.95
37			\$26,260.96		\$26,260.96
38			\$37,599.17		\$37,599.17
39			\$32,006.22	\$288.09	\$31,718.13
67			\$161,764.00		\$161,764.00
70			\$26.00		\$26.00
71			\$9,172.00		\$9,172.00
76			\$2,916.90		\$2,916.90
Totals:			\$274,539.26	\$288.09	\$274,251.17

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** June 6, 2023  
**Re:** May 2023 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) Emergency Locating Service. Sewer line located at 521 US Hwy 158 East. Located exact path of this sewer service so that it could be excavated and repaired. Contractor: Country Boy's Excavating (Labor and Mobilization - \$336.74). (2) Preventative Maintenance. F and M Mobile Home Park. Cleaned and removed grease from wet well. Contractor: Foster Septic Tank Cleaning (Labor and Mobilization - \$375.00).

**Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$00.00**

**Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$731.74**

## 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:** June 6, 2023  
**Re:** May 2023 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)** Preventative Maintenance - Oxidation Ditch No. 2. Removed scum build-up from waste stream. Contractor: Foster Septic Tank Cleaning (Mobilization and Labor - \$875.00).

**Total cost for Repairs (Account No. 39-861-342) - \$875.00**

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month; 13.92 million gallons were treated.



# Warrenton Police Department

## Monthly Summary

---



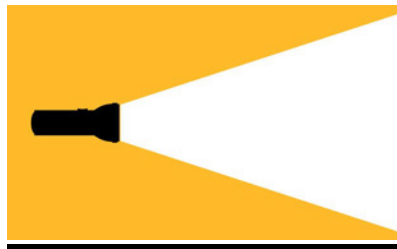
**Good News:** There is a significant increase in “Assist WCSO” events in the Activity Log, reflecting Sheriff John Branche's leadership. The relationship between our departments has undergone a positive change, and we again have a Mutual Aid Agreement in place.

### **Cop Stops**

**5/14/2023- Injured Person** At 1745 hours on Eaton Ave, near Marshall Street, Chief Lane responded to a call of an injured person. Upon arrival, Chief Lane found a 33-year-old black male lying in the roadway with a significant cut to the back of his head. Fire responded EMS was en route. A 35-year-old black female arrived on the scene and stated that she and the victim had been arguing about the broken door on her Jeep while on their way to Speedway and that the victim “jumped” from the moving vehicle after she turned onto Eaton Ave. The victim was taken to the hospital and treated. Several attempts were made to contact the victim, but he would not return our calls. The case is closed due to the fact that no criminal act could be substantiated.

**5/20/2023- DWI** Sgt. Oakley stopped a vehicle for speeding and driving without lights on at 1255 hours. There were three individuals in the vehicle. Sgt. Oakley intended to give a warning for lights and speeding until he smelled the odor of alcohol coming from the vehicle. Acting on the premise that the young female driver could be a designated driver for the two passengers, Sgt. Oakley wanted to verify the female's driver's license before letting them leave. Although her license came back valid and the vehicle was properly registered, the answer to the questions asked by Sgt. Oakley did not add. He asked the female to go to the vehicle's rear and speak with him. The driver got out, stopped at the rear tire, and was told to go to the rear. She complied, but she stumbled, and when Sgt. Oakley asked if she had anything to drink that evening. She replied yes, “2, maybe 3”. The 23-year-old female was arrested and taken to the Magistrate's Office, where she provided a breath sample into the Intoximeter, resulting in a .19 BAC.





## **Officer Spotlight**

**Officer Tharrington** – Received his RADAR CERTIFICATION after attending training from May 1<sup>st</sup> through the 5<sup>th</sup> in Rocky Mount. ***Congratulations to Officer Eric Tharrington!***

(Officer Tharrington will be attending training June 5 -9 for his Intoxilyzer Certification)

**Sergeant Oakley**- On March 21, 2023, Sgt. Mark Oakley received his EMT certification, and now we have two Registered EMTs on the WPD force. ***Congratulations to Sergeant Mark Oakley!***

### **\*Complaints\***

**5/5/2023 – Loud Music** in the area of Bragg and Church Streets. Chief Lane was on Bragg Street, and Officer Amos was on Williams Court; the officers could not hear loud music.

**5/6/2023 – Time Out Sports Bar** called 911 to request assistance with clearing people and vehicles from the Pete Smith parking lot. Upon the Officer's arrival, Officer's vehicles began leaving, some pulling out in front of others and some without burning headlights. Both Officers were out of their vehicles at this time.

**5/9/2023 – Industry Trucking** driver approached Officer Tharrington while he was on stationary patrol on Main Street. The driver stated that he and other truck drivers are having difficulty pulling out onto Main Street off Plummer Street due to poor visibility. Tree branches and signage are blocking the view down South Main Street, making it unsafe to pull out. Officer Tharrington advised the driver that he would pass this information on to the appropriate department. (Note: I believe the Streets Department has already trimmed up the tree branches at this location)

# Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(05/01/2023 - 05/31/2023)

911 Hang-up	5	Accident	4
Alarm Activation	11	Arrest	1
Assist Fire Dept	1	Assist Highway Patrol	2
Assist Motorist	4	Assist NPD	1
Assist Other Department	3	Assist WC EMS	12
Assist WCSO	11	C.O.P.S.- Neighborhood Patrol	1
Check Station/ Checkpoint	1	Civil Dispute	2
*Complaint *	3	Court	1
Disabled Vehicle	3	Dispute	3
Disturbance	5	Domestic	2
Downed Tree / Power Line	2	DWI	2
Escort	1	Follow up Investigation	10
Foot Patrol	8	Found Property/Item	1
Fraud	1	Funeral Escort	1
Injury to Real Property	1	Investigation and/or Interview	1
Larceny	2	Littering	1
Loitering	1	Mental Patient	1
Non Law Enforcement Issue	1	Open Door (Residence)	1
Ordinance Violation	7	Other	1
Parking Violation	2	Patrol	59
Property Check – Business	53	Property Check – Residential	6
Shots fired	1	Suspicious Person / Vehicle	11
Talk with Officer	18	Traffic Control	1
Traffic Light / Street Safety Issue	1	Traffic Stop	45
Training	9	Trespassing	5
Welfare Check	4		

Total Number Of Events: 334

# Traffic Stop Summary

## Warrenton Police Department

(05/01/2023 - 05/31/2023)

<b>Total Number of Traffic Stops</b>	45	<b>Driver Arrested?</b>		<b>Basis for Search</b>	
		Yes	2	Erratic/Suspicious Behavior	1
		No	43	Informant's Tip	0
<b>Initial Purpose of Traffic Stop</b>		<b>Passenger(s) Arrested?</b>		Observation of Suspected Contraband	1
Checkpoint	0	Yes	0	Other Official Information	0
Driving While Impaired	0	No	45	Suspicious Movement	0
Investigation	4	<b>Officer(s) Encountered Physical Resistance From Driver/Passenger(s)?</b>		Witness Observation	0
Other Motor Vehicle Violation	1	Yes	0	<b>Vehicle Searched?</b>	
Safe Movement Violation	5	No	45	Yes	1
Seat Belt Violation	3	<b>Officer(s) Engaged in Use of Force Against Driver/Passenger(s)?</b>		No	0
Speed Limit Violation	19	Yes	0	<b>Driver Searched?</b>	
Stop Light/Sign Violation	6	No	45	Yes	1
Vehicle Equipment Violation	4	<b>Officer(s) Injured as a Result of the Stop?</b>		No	0
Vehicle Regulatory Violation	3	Yes	0	<b>Passenger Searched?</b>	
<b>Driver's Age</b>		No	45	Yes	0
Under 18	4	<b>Driver Injured as a Result of the Stop?</b>		No	1
18 to 29	9	Yes	0	<b>Personal Effects of the Driver/Passenger(s) Searched?</b>	
30 to 39	14	No	45	Yes	0
40 and Older	18	<b>Passenger(s) Injured as a Result of the Stop?</b>		No	1
<b>Driver's Race</b>		Yes	0	<b>Contraband Found as Result of Search?</b>	
White	9	No	45	Yes	1
Black	34	<b>Vehicle/Driver/Passenger(s) Search Initiated Subsequent to the Traffic Stop?</b>		No	1
Native American	2	Yes	0	<b>Contraband Found</b>	
Asian	0	No	45	Drugs	0
Other	0	<b>Type of Search</b>		Alcohol	0
<b>Driver's Sex</b>		Consent	0	Money	0
Male	26	Search Warrant	0	Weapons	0
Female	19	Probable Cause	1	Other	0
<b>Driver's Ethnicity</b>		Search Incident to Arrest	0	<b>Property Seized as Result of Search?</b>	
Non-Hispanic	19	Protective Frisk	0	Yes	1
Hispanic	3			No	0
<b>Enforcement Action Taken as a Result of the Traffic Stop</b>				<b>Property Seized</b>	
Citation Issued	21			Motor Vehicle	0
No Action Taken	1			Personal Property	1
On-View Arrest	2			Other Property	0
Verbal Warning	18				
Written Warning	3				

# Traffic Stop Summary

Warrenton Police Department

(05/01/2023 - 05/31/2023)

## Searched Passenger's Age

Under 18

18 to 29

30 to 39

40 and Older

## Searched Passenger's Race

White

Black

Native American

Asian

Other

## Searched Passenger's Sex

Male

Female

## Searched Passengers's Ethnicity

Non-Hispanic

Hispanic



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)

---

### **BOC Meeting May 2023 – 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. Update zoning map with changes to Holland Bland Road (Michael Bernstein parcel). Prepare zoning map for update with BOC. (cont.)
3. Update ordinances with Bar and Adult additions. Add Meter Tampering ordinance to master copy of ordinances. Strike “private or” and add “where” to Parking Oversized Vehicles ordinance and add to master copy of ordinances. After legal review, update ordinances with Pan Handling, Axe Throwing, Tethering, Tree additions, 51.0432 Availability Fees.
4. Inform nuisance properties of violations and final notice
  - ✓ Final notice of violations sent. CC’s installed new windows and resolved violation.
5. Execute agreement with IT support provider VC3 and purchase new server through VC3
  - ✓ Done
6. Renew agreements on Frontier Warren
  - ✓ Done
7. Execute Granite Agency agreement for broadband to WWTP
  - ✓ Done
8. Execute Main Street USA renewal agreement
  - ✓ Done
9. Execute Public Arts Day declaration
  - ✓ Done



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)

---

### **Changes to Budget Since Work Session**

- Recalculated Ad Valorem Tax Revenue for General Fund based on 70 cents
- Recalculated Revenue for W/S Fund to include part-time to full-time position
- ARP Funding for soffits at Town Hall not included in General Fund, as it will be paid directly out of ARP Grant Project Fund.
- Added language for tap fees.
- Added \$400 to IT lines in General Fund
- Police Department special fees and language added (example: for parades)
- Added in anticipation of Dameron Building coming online in 2023.
  - C9: Occupancy fee water/sewer (22 units – apt bldg intown)  
\$825.00



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)

---

## **STATUS OF GRANTS**

**(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.
- Grant being closed out.

**(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.

- Closeout documents received from NC Commerce. Final Annual Report due July 2023.

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

- CDGB funds to assist in repairing houses owned by citizens of low or moderate incomes.
- NC Commerce has granted an additional \$200,000 in funding due to inflation.
- Second house delivery scheduled, footings in. Third house being constructed offsite.

**(Fund 68) Building Reuse Grant**

- Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic.
- Job reporting to Commerce and closeout documentation is pending.

**(Fund 69) Volkswagen Settlement Grant**

- Town awarded \$218,000 for new garbage and dump trucks. Received final reimbursement from State on dump truck. Grant being closed out.

**(Fund 71) Brownfield Grant**

- This \$300,000 grant to analyze environmental issues on properties in Warrenton.
- Phase I's and Phase II's being conducted for several properties.

### **Outstanding/In Progress Grant Applications:**

- FEMA Hazard Mitigation grant – for berm to prevent flooding at WWTP
- NCDEQ Stormwater AIA – for evaluating stormwater issues
- NCDEQ – for up to \$500,000 in grant funding for WWTP
- Golden Leaf Foundation – funding of stormwater issue along N. Main, N. Front and Brehon Street up to \$250,000





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  
www.warrenton.nc.gov

## Parking Lot Update

- Quit Claim of Alley Parcel needed
- With addition of alley parcel, a shift of parking lot to 5 feet from the edge of the southern property line is needed
- Surveyor stake off revised plat with new offset is needed
- Loan from Civic or First Citizens for \$125,000 is needed

## Costs:

6.	Curb & gutter	310	LF	\$	35	\$ 10,850	
7.	Driveway Cuts	1	LS	\$	5,556	\$ 5,556	
8.	ABC	600	Tons	\$	35	\$ 21,000	
9.	Asphalt	200	Tons	\$	250	\$ 50,000	
10.	Striping	750	LF	\$	7	\$ 8,250	
11.	Landscaping	1	LS	\$	7,500	\$ 7,500	
12.	Final Clean-up & Seeding	1	LS	\$	5,000	\$ 5,000	
13.	Sidewalk - 5' ProWag	150	LF	\$	40	\$ 6,000	
14.	Electrician	1	ls	\$	7,500	\$ 7,500	
15.	Contractor mark-up(25%)	1				\$ 42,000	
16.	Concrete Bumpers	8	EA	\$85		680	
Contingency						\$ 15,164	\$125,000

Bumpers at a cost of \$ is not included in above. Engineering and surveying costs not yet known, however estimated to be less than \$4,000. Padding in several areas (ABC, Final Clean-up, Electrician) exists.





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)

---

**RESOLUTION  
BY THE BOARD OF COMMISSIONERS  
OF THE TOWN OF WARRENTON  
SENATE BILL 675 – EXTRA TERRITORIAL JURISDICTION**

**Whereas**, the Extra Territorial Jurisdiction (ETJ) functions as a vital component of Warrenton’s economy and its economic development; and

**Whereas**, due to proximity, the ETJ should be linked to economic development of the Town rather than county; and

**Whereas**, the vast majority of citizens residing in the ETJ use the Town’s water and sewer infrastructure; and

**Whereas**, residents of the ETJ are proportionally represented on the Town’s planning and zoning boards; and

**Whereas**, expanding the Town limits is heavily restricted under North Carolina statute outside of voluntary annexation; and

**Whereas**, eliminating municipal responsibility for the ETJ will detrimentally impact and set back long standing and current economic development efforts;

**Therefore**, we the Board of Commissioners of the Town of Warrenton do hereby oppose Senate Bill 675, now under consideration at the North Carolina legislature, and request that our representatives, Michael Wray and Bobby Hanig, vote against SB 675.

Resolved June 15, 2023

---

Walter M. Gardner, Jr. Mayor

## Warrenton Budget Amendments

Date:

6/15/2023

**Number:**

#18

**Purpose of Amendment:**

The purpose of this BA is to use fund balance to purchase a new server per board direction.

**Fund Name:**

## General Fund

## Revenue

[illegible]

Subtotal

**\$ 12,241**

—

**Total**

**\$ 12,241**

**Grand Total**

—

### Expenditure

[illegible]

**\$ 12,241**

**\$ 12,241**