



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**

**7:00 PM Board Meeting**

**June 9, 2025**

**AGENDA**

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes of Board Meeting May 12, 2025
5. Consent Agenda
  - a. Mission and Goals
  - b. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
  - c. Monthly Checks Report
  - d. Public Works Monthly Report
  - e. WWTP Monthly Report
  - f. Police Activity Reports
  - g. Action Items from Prior BOC Meeting
  - h. Budget Amendment #12
6. Committee Reports
  - a. Finance and Administration (Ms. Hunter)
    - i. Updates to FY 2025-26 Budget Ordinance – for consideration
  - b. Public Works (Mr. Blalock)
  - c. Public Safety (Mr. Ayscue)
  - d. Human Resources/Information Technology (Mr. White)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
  - f. Beautification/Facilities (Ms. Sourelis)
  - g. Planning/Zoning/Annexation (Mr. Young)
7. Old Business
  - a. Status of Grants – for information
  - b. Update on Unaccounted-For Water – for information
8. New Business
  - a. Encroachment Agreement for Warren County Farmers Market – for consideration
  - b. Resolution Opposing House Bill 765 – for discussion and consideration
  - c. Main Street Agreement Annual Renewal – for consideration
9. Announcements
10. Adjournment

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

ORDER CONFIRMATION

Salesperson: HEATHER ABBOTT

Printed at 05/14/25 11:07 by hcall-wp

Acct #: 14839

Ad #: 74592

Status: New WHOLD

TOWN OF WARRENTON  
PO BOX 281  
WARRENTON NC 27589

Start: 05/21/2025 Stop: 05/28/2025  
Times Ord: 2 Times Run: \*\*\*  
STD 3.00 X 2.42 Words: 118  
Total STD 7.26  
Class: 380 Public Notice  
Rate: CL Cost: 143.30

Contact: ROBERT DAVIE-TOWN ADMINISTRA  
Phone: (252)257-1122  
Fax#:  
Email: townadministrator@warrenton.  
Agency:

Ad Descrpt: PUBLIC HEARING NOTICE NOT  
Given by: \*  
P.O. #:  
Created: hcall 05/14/25 10:58  
Last Changed: hcall 05/14/25 11:07

PUB	ZONE	EDT	TP	START	INS	STOP	SMTWTFS
WR	A	99	W	Wed 05/21/25	2	Wed 05/28/25	W

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

Name (print or type)

Name (signature)

**PUBLIC HEARING NOTICE**

Notice is hereby served that the Warrenton Board of Commissioners will hold a public hearing on Monday, June 9, 2025, in the meeting room of Town Hall located at 113 S. Bragg Street, Warrenton, NC. At 6:45PM comments will be received on the Proposed Budget for FY 2025-26. 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: <https://www.warrenton.nc.gov/page/budget>

Following the public hearing, the regularly scheduled Board of Commissioner's meeting will also be held at 7:00 PM.

Mayor Walter M. Gardner, Jr.  
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**

**April 14, 2025**

**7:00 P.M.**

**Minutes**

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner John Blalock	Commissioner Nat White
Commissioner Jason Young	Commissioner Dian Sourelis
Commissioner Michael Coffman	
Robert Davie, Town Administrator	
Bill Perkinson, Public Works Director	
David Elliott, Chief of Police	
Meredith Valentine, Finance Officer	
Tracy Stevenson, Minute Taker	

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

Mayor Walter Gardner called the regular monthly meeting of the Town of Warrenton Board of Commissioners to order Monday, April 14, 2025, at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need. The Pledge of Allegiance was led by Commissioner Young.

**Conflict of Interest Statement and Proposed Agenda**

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented. **Mayor Gardner requested an addition to the proposed agenda:**

- 5. Consent Agenda**
- N. T-Mobile Antenna Lease**

Commissioner Coffman made a motion to approve the amended proposed agenda, with a second by Commissioner Young. The motion was approved by unanimous vote.

**Public Comments**

Steve Milligan thanked the Town Board and Chief Elliott for approving and enforcing the ordinance pertaining to fowl within the city limits.

## **Minutes**

The minutes of the March 10, 2025, board meeting were presented. Commissioner Coffman made a motion to approve the minutes as presented, with a second by Commissioner Sourelis. The motion was approved by unanimous vote.

## **Consent Agenda**

- (a) Mission and Goals
- (b) Year-to-date Revenue and Expenditure Reports (Budget vs. Actual)
- (c) Monthly Check Report
- (d) Public Works Monthly Report
- (e) WWTP Monthly Report
- (f) Police Activity Report
- (g) Action Items from Prior BOC Meeting
- (h) Budget Amendment for Powell Bill Expenditure – for consideration
- (i) Budget Amendment for Revitalization Budget – for consideration
- (j) Budget Amendment to Close Out EPA Grant – for consideration.
- (k) ESA (Engineering Services Agreement – NCDEQ Water Grant – for consideration and subject to legal review
- (l) ESA-NCDEQ Storm Water Grant – for consideration and subject to legal review
- (m) ESA-NCDEQ Wastewater Treatment Grant – for consideration, subject to legal review
- (n) T-Mobile Antenna Lease Agreement

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

## **Committee Reports**

- (a) Finance and Administration – Commissioner Hunter had no additional report other than agenda items.
- (b) Public Works – Commissioner Blalock had no additional report other than agenda items.
- (c) Public Safety – Commissioner Ayscue was not in attendance. There was no additional report other than agenda items. Chief of Police, David Elliott presented the incident summary for the month of March 2025. Chief Elliott announced that the Public Safety Committee will hold a meeting on Wednesday, April 16, 2025, at 3:00 PM, at Town Hall.
- (d) Human Resources – Information Technology – Commissioner White had no additional report other than agenda items. Town Administrator, Robert Davie stated that part-time employee, Gary Beyer, has been hired full-time.
- (e) Revitalization/Historic District Commission – Commissioner Coffman informed the Board that the Tar Heel Traveler, Scott Mason interviewed Mayor Gardner and will be aired on April 22, 2025. He further stated that Mr. Mason will be in attendance for the Eastern Bluebird Festival. Commissioner Coffman stated that the Historic District Commission did not meet this month.
- (f) Beautification/Facilities – Commissioner Sourelis informed the Board that the banners are here and that Public Works Director, Bill Perkinson will have the

banners up at least around the Courthouse Square in time for the Easter Bluebird Festival. She further stated that Ride Divine will be coming to Warrenton with hundreds of cyclists expected to attend.

- (g) Planning/Zoning/Annexation – Commissioner Young had no additional report other than agenda items.

## **Old Business**

### **(a) Status of Grants –for information**

**NC DEQ Wastewater** – Town awarded \$1,000,000 for improvements to the town’s sewer lines.

**NC DEQ WWTP** - \$2,000,000 awarded. Project to replace 44-year-old rotors and clean out oxidation ditch #1, which are currently the most critical issues at the WWTP and bring the oxidation ditch #2 online.

**NC DEQ Water Infrastructure Rehab** – Town-wide Water System Improvements: \$1,564,600 (Received award notice.) Resolution to accept award is in Board Packet for April 2025.

**NC DEQ Water AIA Stormwater Planning** – Town awarded \$400,000 for stormwater planning. Town has adopted resolution accepting award.

**Fund 67 – NC Neighborhood Revitalization Program** – CDBG 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. Selected low bidder for final grant recipient on Brehon Street. Awaiting additional funding approval from NC Commerce Dept before acceptance of bid by Town Board.

**Golden Leaf Storm Water Grant** – Town awarded \$196,447.50 for stormwater repairs to Brehon Street. Survey of affected area is complete. Single bid received which is over budget. Working out edits to bid.

### ***Southern Crescent Regional Commission***

This grant is designed to “Foster Entrepreneurial and Business Development Activities.” Budget is \$100,000 of which \$20,000 is in-kind match provided by Research Triangle Foundation, Kerr-Tar COG, Lake Gaston Chamber of Commerce, and Town of Warrenton. Recruiting of cohort underway. Six of eight slots filled.

### ***NCLM Assistance Grant***

Funded by ARP through NCLM, the League engaged the legal firm of Parker Poe to assist the Town in making changes, at no cost to the Town:

- Compliance of zoning code with any updated requirements from state
- Review of sign ordinances
- Recommendations for driveway sizes

Estimate items to be presented to Board by May of 2025.

### ***FEMA Cybersecurity Grant:***

- State and Local Cybersecurity Grant awarded to the Town of Warrenton in the amount of \$48,982. Sequentially implementing parts of grant project.

### ***In Progress Grant Applications:***

- NC Dept of Air Quality grant application for replacement of EV Charging Station in amount of approximately \$145,000. Received email indicating possible approval and forwarding to selection committee.

- (b) Update on Unaccounted for Water – for information** –Town Administrator, Robert Davie informed the Board that two exit meters have been installed by Warren County and are

showing a general increase of between 10,000 and 15,000 gallons per day or 300,000 to 450,000 gallons per month. Bill Perkinson stated that Rural Water is set to return to finish leak detection on Thursday. Mr. Davie informed the Board that the state has raised its minimum requirements for 100% grant and Warrenton's in-town water and sewer rates would have to be increased by \$5 per month at the 5000 gallon level in order to qualify. However, during the current round of applications, town engineers believe that the State will consider Warrenton's status as a vulnerable utility over rates and therefore, we are applying for larger grants and our full list of needs.

**(c) Approval of Quote/Bid for Email Conversion, FEMA Grant – for consideration -** Town

Administrator, Robert Davie presented the Board with a quote from Katalyst to switch from GoDaddy software to Microsoft 365 software. He stated that the project would be solely grant funded. Commissioner Blalock made a motion to approve the quote as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.

**(d) Approval of Quote/Bid for Brehon Street Stormwater – for consideration –** Town

Administrator, Robert Davie presented a quote from IWALY for the Brehon Street Stormwater Improvements. Mr. Davie stated that this quote does not include engineering oversight. Mr. Davie and Public Works Director, Bill Perkinson, both feel confident in proceeding without engineering oversight. Commissioner White made a motion to approve the quote as presented, with a second by Commissioner Sourelis. The motion was approved by unanimous vote.

**(e) Grant Project Ordinance for SCRC – for consideration –** Town Administrator, Robert Davie presented the Grant Project Ordinance for Southern Regional Crescent Commission for the Frontier Warren Accelerator Project for consideration. Commissioner Coffman made a motion to approve the Grant Project Ordinance as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

**(f) Resolutions for Grant Application for Wastewater Infrastructure – for consideration –**

Town Administrator, Robert Davie presented the following resolutions required for applications for the Fall Round Funding for Water, Sewer, and Wastewater:

- Resolution to apply for grant funding for all areas
- Resolution updating and adopting the revised WWTP Asset Management Plan
- Resolution updating and adopting the revised 10-Year WWTP Capital Improvements Plan
- Resolution updating and adopting the revised Water and Wastewater Collection systems Asset Management Plan
- Resolution updating and adopting the revised Water and Wastewater Collection 10-Year CIP

Commissioner Coffman made a motion to approve all resolutions as presented, with a second by Commissioner Blalock. The motion was approved by unanimous vote.

**(g) Resolution for EBS Grant Portal – for consideration –** Town Administrator, Robert Davie presented the Resolution Authorizing Reimbursements for NC DEQ Grants, appointing Meredith Valentine, Finance Director, and Robert Davie, Town Administrator as “creator” and “submitter” to EBS, the online grant reimbursement portal. Commissioner Coffman made a motion to approve the resolution as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

- (h) **Resolution Accepting Funding Offer – NC DEQ Water Grant – for consideration –** Town Administrator, Robert Davie presented the Resolution Accepting Funding Offer for a State Revolving Loan in the amount of \$1,564,000 for the construction of the Town-Wide Water System Improvements. Commissioner Blalock made a motion to approve the resolution as presented, with a second by Commissioner Coffman. The motion was approved by unanimous vote.
- (i) **Amendment to Engineering Agreement for Golden Leaf Grant – for consideration and subject to legal review –** Town Administrator, Robert Davie presented the Amendment to Engineering Agreement for Golden Leaf Grant for consideration, subject to legal review. Commissioner Blalock made a motion to approve the amendment as presented, with a second by Commissioner Coffman. The motion was approved by unanimous vote

### **New Business**

- (a) **Contract with Bluebird Festival Band - for consideration and subject to legal review -** Town Administrator, Robert Davie presented the Nu-Blue Performance Agreement in the amount of \$1,800 for entertaining at the Eastern Bluebird Festival for consideration and subject to legal review. Commissioner Blalock made a motion to approve the contract as presented, with a second by Commissioner Sourelis. The motion was approved by unanimous vote.

**Announcements** – There were none.

**Closed Session** – *to consider the qualifications, competence, performance, character, fitness, conditions of initial employment (NC GS 143-318.11 (a)(6))*

Commissioner Blalock made a motion to enter in closed session, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

Commissioner Blalock made a motion to return to open session, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

With no further action or business, the meeting was adjourned.



## 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

Short term

CORE

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 invitation from Warren County Government to attend joint board meetings and shared interests.

- Possible 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 vs Actual

Town of Warrenton  
6/4/2025 11:34:52 AM

Page 1 Of 15

Period Ending 5/31/2025

34 FRONTIER WARREN								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
34-335-340 State Econ & Infra Dev Grant FW Rev	80,000	0.00	0.00	0.00	0.00	(80,000.00)		
34-351-422 Rent Paid to Town Frontier Warren	48,540	0.00	4,630.00	6,230.00	40,810.00	(7,730.00)	84%	
<b>Revenues Totals:</b>	128,540	0.00	4,630.00	6,230.00	40,810.00	(87,730.00)	32%	
<b>Expenses</b>								
34-405-203 Supplies	500	0.00	0.00	102.28	353.02	146.98	71%	
34-405-250 Lights/Heat/Security	3,000	155.64	144.39	350.49	2,525.47	318.89	89%	
34-405-251 Telephone/Internet	3,000	203.12	198.40	395.60	2,435.04	361.84	88%	
34-405-255 Bldg Maint/Clean Srvs	3,000	905.00	0.00	50.00	1,685.00	410.00	86%	
34-405-400 Liability Insurance	170	0.00	0.00	0.00	37.50	132.50	22%	
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	2,870	0.00	0.00	0.00	0.00	2,870.00		
<b>Non-Departmental Totals:</b>	48,540	1,263.76	3,342.79	6,898.37	43,036.03	4,240.21	91%	
34-432-701 State Econ & Infra Dev Grant FW Exp	80,000	26,666.67	13,333.33	53,333.32	53,333.32	0.01	100%	
<b>Totals:</b>	80,000	26,666.67	13,333.33	53,333.32	53,333.32	0.01	100%	
<b>Expenses Totals:</b>	128,540	27,930.43	16,676.12	60,231.69	96,369.35	4,240.22	97%	
<b>34 FRONTIER WARREN Revenues Over/(Under) Expenses:</b>			(12,046.12)	(54,001.69)	(55,559.35)			

## Budget vs Actual

Town of Warrenton  
6/4/2025 11:34:52 AM

Page 2 Of 15

Period Ending 5/31/2025

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	482,907	0.00	15,058.85	15,058.85	486,254.79	3,347.79	101%
37-302-302 Ad Valorem Taxes - Prior Year	5,000	0.00	2,089.55	2,089.55	7,377.14	2,377.14	148%
37-302-303 Ad Valorem Taxes - all other prior years	2,000	0.00	89.21	89.21	843.53	(1,156.47)	42%
37-302-304 Ad Valorem Taxes - Penalties & Interest	2,200	0.00	973.36	973.36	2,417.91	217.91	110%
37-307-310 Motor Vehicles - Current	54,180	0.00	4,985.51	10,644.25	43,459.62	(10,720.38)	80%
37-320-320 Local Option Sales Tax Monthly	377,000	0.00	26,716.67	53,710.19	242,636.05	(134,363.95)	64%
37-320-321 Annual Refund of Sales Tax the Town paid	0	0.00	0.00	0.00	21,034.93	21,034.93	
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	0.00	0.00	44,818.97	(41,181.03)	52%
37-325-326 Beer & Wine Tax Annual	0	0.00	3,274.43	3,274.43	3,274.43	3,274.43	
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	0.00	162.81	1,216.94	216.94	122%
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	160.51	160.51	640.97	40.97	107%
37-335-335 Powell Bill	31,826	0.00	0.00	0.00	33,916.20	2,090.20	107%
37-345-344 Historic District Comm Fees	0	0.00	50.00	654.00	729.00	729.00	
37-345-345 Zone Board of Adj	3,000	0.00	50.00	350.00	950.00	(2,050.00)	32%
37-345-346 Code Enforcement	3,000	0.00	375.00	600.00	4,400.00	1,400.00	147%
37-351-353 Landfill Fees Residential	208,224	0.00	17,389.48	34,637.51	188,905.14	(19,318.86)	91%
37-351-356 Police Rpt Fees	50	0.00	0.00	0.00	10.00	(40.00)	20%
37-351-357 Court Fees	250	0.00	4.50	13.50	69.79	(180.21)	28%
37-351-360 Cell Tower Rent	32,340	0.00	0.00	2,695.00	26,950.00	(5,390.00)	83%
37-351-361 Parking/Ordinance Collections PD	500	0.00	0.00	0.00	50.00	(450.00)	10%
37-351-401 Debt Setoff Landfill	100	0.00	0.00	28.69	86.72	(13.28)	87%
37-365-001 Interest Income	50	0.00	0.00	3.31	62.81	12.81	126%
37-365-351 Revitalization Comm	17,000	0.00	500.00	8,004.00	18,455.00	1,455.00	109%
37-365-358 Branded Merchandise for Sale	0	0.00	0.00	260.00	260.00	260.00	
37-365-366 Surplus Property	4,000	0.00	0.00	2,575.00	2,575.00	(1,425.00)	64%

## Budget vs Actual

Town of Warrenton  
6/4/2025 11:34:52 AM

Page 3 Of 15

Period Ending 5/31/2025

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-365-370 WWTP 25% of GF Exp	61,428	0.00	0.00	4,896.00	51,705.55	(9,722.45)	84%	
37-365-371 WS 25% of GF Exp	110,354	0.00	0.00	8,279.00	100,807.30	(9,546.70)	91%	
37-365-401 Mis/Revenue/License Tags	0	0.00	0.00	0.00	290.00	290.00		
37-365-410 Interest Investment NCCMT	28,000	0.00	0.00	2,046.47	22,336.62	(5,663.38)	80%	
37-395-395 Powell Bill Apropriated Fund Balance (Budget Only)	13,608	0.00	0.00	0.00	0.00	(13,608.00)		
37-395-396 Appropriated Fund Balance (Budget Only)	47,712	0.00	0.00	0.00	0.00	(47,712.00)		
<b>Revenues Totals:</b>	<b>1,572,329</b>	<b>0.00</b>	<b>71,717.07</b>	<b>151,205.64</b>	<b>1,306,534.41</b>	<b>(265,794.59)</b>	<b>83%</b>	
<b>Expenses</b>								
37-401-010 Salary - Full Time	175,867	0.00	14,098.96	28,197.92	161,774.16	14,092.84	92%	
37-401-012 Salary - Adm Assistant	54,432	0.00	4,144.00	8,288.00	50,278.00	4,154.00	92%	
37-401-020 ER-FICA Taxes	13,454	0.00	1,077.96	2,155.92	12,368.42	1,085.58	92%	
37-401-021 ER-FICA Taxes - Adm Assistant	4,164	0.00	316.42	632.84	3,839.12	324.88	92%	
37-401-030 ER-Retirement - Orbit	47,096	0.00	3,730.68	7,461.36	43,364.62	3,731.38	92%	
37-401-040 ER-Health Insurance	30,780	0.00	2,884.65	5,120.03	30,696.77	83.23	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	302	0.00	0.00	0.00	302.07	0.00	100%	
37-401-200 Travel Expense	681	0.00	0.00	0.00	680.24	0.76	100%	
37-401-203 Supplies	4,798	240.54	707.26	881.06	3,225.95	1,331.51	72%	
37-401-250 Light, Heat & Security	6,923	418.50	216.96	458.77	6,472.38	32.12	100%	
37-401-251 Telephone & Postage	4,000	194.18	256.09	551.22	2,757.61	1,048.21	74%	
37-401-255 Bldg. Maint/ Clean SVS	9,000	819.00	0.00	389.32	5,548.80	2,632.20	71%	
37-401-256 Bank Fees/ Petty Cash	3,750	0.00	300.00	600.00	3,300.00	450.00	88%	
37-401-295 Training	1,625	0.00	0.00	0.00	268.00	1,357.00	16%	
37-401-301 Computer Maint	4,800	510.95	737.29	1,056.48	4,112.84	176.21	96%	
37-401-302 Software Support	2,500	71.96	62.35	167.84	1,992.42	435.62	83%	
37-401-303 Software Purchase less than \$5,000	3,102	0.00	0.00	0.00	3,102.30	0.00	100%	

## Budget vs Actual

Town of Warrenton  
6/4/2025 11:34:52 AM

Page 4 Of 15

Period Ending 5/31/2025

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-401-304 Website	800	0.00	0.00	0.00	412.50	387.50	52%	
37-401-305 Technology Upgrades	1,000	0.00	0.00	0.00	0.00	1,000.00		
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	500.00	0.00	100%	
37-401-307 Special Events	1,425	100.00	0.00	0.00	1,281.62	43.38	97%	
37-401-309 Advertising	2,270	0.00	0.00	0.00	134.10	2,135.90	6%	
37-401-310 Dues & Subscriptions	3,500	0.00	0.00	140.00	3,257.93	242.07	93%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	1,326	0.00	0.00	256.17	1,324.31	1.69	100%	
37-401-400 Liability Insurance	7,500	1,607.65	0.00	0.00	5,598.58	293.77	96%	
37-401-401 County Tax Collection Svs	8,000	0.00	273.16	273.16	7,490.91	509.09	94%	
37-401-405 Audit Expense	12,084	0.00	0.00	0.00	11,500.00	584.00	95%	
37-401-420 Attorney Fees	3,500	0.00	1,497.00	1,497.00	2,697.00	803.00	77%	
37-401-497 Sales & Uses Tax Expense	0	0.00	3,033.17	4,591.97	32,679.81	(32,679.81)		
37-401-499 Miscellaneous Expense	4,710	4.00	163.97	3,632.32	4,629.71	76.22	98%	
37-401-802 Truist Parking Lot Loan Principal	10,039	0.00	0.00	0.00	10,039.46	0.00	100%	
37-401-832 Truist Parking Lot Loan Interest	6,203	0.00	0.00	0.00	6,202.55	0.00	100%	
37-401-998 Contingency	3,041	0.00	0.00	0.00	0.00	3,040.69		
General Government Totals:	433,748	3,966.78	33,547.92	66,447.38	422,408.18	7,373.04	98%	
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%	
37-402-060 Workers Comp Mayor & Council	70	0.00	0.00	0.00	0.00	70.00		
37-402-200 Travel Expense	300	0.00	0.00	83.20	83.20	216.80	28%	
37-402-295 Training	100	0.00	0.00	0.00	0.00	100.00		
37-402-402 Commission offsite meetings	200	0.00	0.00	0.00	0.00	200.00		
Governing Body Totals:	2,285	0.00	134.56	352.32	1,563.36	721.64	68%	
37-405-345 Zoning/Ordinances	20,200	0.00	146.20	4,646.20	10,146.20	10,053.80	50%	
37-405-407 Branded Clothing Sales	500	0.00	0.00	500.00	500.00	0.00	100%	
37-405-423 Quilters Lane	500	0.00	0.00	0.00	88.43	411.57	18%	
37-405-430 Historic District Comm	220	0.00	0.00	0.00	0.00	220.00		
37-405-450 Revitalization Comm	17,000	0.00	395.00	9,418.80	16,520.17	479.83	97%	

## Budget vs Actual

Town of Warrenton  
6/4/2025 11:34:52 AM

Page 5 Of 15

Period Ending 5/31/2025

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-405-470 Small Town Maint St	2,500	1,403.80	0.00	1,231.63	1,481.63	(385.43)	115%
Non-Departmental Totals:	40,920	1,403.80	541.20	15,796.63	28,736.43	10,779.77	74%
37-501-010 SALARY FULL TIME	175,829	0.00	15,846.79	30,747.12	136,231.87	39,596.74	77%
37-501-014 Salary - Part Time	57,400	0.00	3,390.00	9,030.00	56,820.00	580.00	99%
37-501-015 Salary-LEO Separation Allowance	14,396	0.00	1,085.94	2,171.88	11,945.34	2,450.66	83%
37-501-016 Salary - Admin Assistant	42,566	0.00	3,232.00	6,464.00	39,334.00	3,232.00	92%
37-501-018 Salary PD Weekend	6,435	0.00	0.00	0.00	6,435.00	0.00	100%
37-501-019 Salary - Over-Time	10,000	0.00	683.55	929.55	6,210.79	3,789.21	62%
37-501-020 ER-FICA Taxes	24,200	0.00	1,832.36	3,732.48	19,471.15	4,728.85	80%
37-501-030 ER - Retirement Orbit	64,462	0.00	3,949.83	7,059.84	32,155.03	32,307.37	50%
37-501-031 ER - 401K 5%	13,688	6,567.36	826.52	1,583.84	7,120.64	0.00	100%
37-501-040 ER - Health Insurance	46,712	1,589.40	2,505.44	4,751.47	19,866.04	25,256.56	46%
37-501-050 ER - Life Insurance	1,010	0.00	80.00	144.00	624.00	386.00	62%
37-501-060 ER - Workman's Comp	5,520	0.00	0.00	0.00	5,517.81	2.19	100%
37-501-200 Travel Expense	200	0.00	0.00	0.00	111.06	88.94	56%
37-501-203 Supplies	6,380	1,232.61	281.24	413.47	4,845.67	301.62	95%
37-501-204 Uniforms	6,000	987.65	158.61	2,764.71	4,554.72	457.63	92%
37-501-205 Equipment & Material	4,000	199.73	111.91	111.91	3,556.50	243.77	94%
37-501-250 Light, Heat & Security	8,050	418.50	216.96	458.76	7,109.76	521.74	94%
37-501-251 Telephone & Postage	8,110	261.09	713.09	1,455.28	7,000.37	848.54	90%
37-501-252 Fuel	20,000	5,092.89	1,476.49	2,755.09	9,907.11	5,000.00	75%
37-501-255 Bldg Maint/Clean Svs	6,344	819.00	0.00	389.32	4,385.37	1,139.63	82%
37-501-295 Training	670	0.00	0.00	200.00	607.10	63.00	91%
37-501-301 Computer Maint	9,951	487.95	2,734.79	3,553.48	7,555.49	1,907.56	81%
37-501-302 Software Support	10,459	1,320.00	850.00	850.00	7,212.55	1,926.45	82%
37-501-305 Technology Upgrades	3,000	109.51	0.00	0.00	2,664.99	225.50	92%
37-501-351 Maint & Repair Equip	4,000	869.11	1,120.11	1,705.86	1,737.35	1,393.54	65%
37-501-370 2019 Dodge Car 100	1,500	0.00	0.00	357.53	357.53	1,142.47	24%
37-501-371 2017 Dodge Car 200	1,500	15.53	0.00	754.78	1,484.47	0.00	100%

## Budget vs Actual

Town of Warrenton  
6/4/2025 11:34:52 AM

Page 6 Of 15

Period Ending 5/31/2025

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-501-372 2016 Dodge Car 300	1,500	584.26	0.00	725.39	750.99	164.75	89%
37-501-373 2017 Dodge Car 400	1,500	506.96	0.00	762.76	840.47	152.57	90%
37-501-376 2019 Dodge Car 700	1,500	642.93	0.00	57.07	829.16	27.91	98%
37-501-377 2023 Dodge Car 125	1,500	400.00	0.00	0.00	640.42	459.58	69%
37-501-378 2023 Dodge Car 225	1,500	274.15	125.85	125.85	139.45	1,086.40	28%
37-501-400 Liability Insurance	19,346	5,714.55	0.00	0.00	13,631.05	0.00	100%
37-501-415 Medical	3,000	140.00	135.00	135.00	1,330.00	1,530.00	49%
37-501-420 Attorney Fees	15,000	11,565.00	0.00	0.00	3,435.00	0.00	100%
37-501-433 COP Program	2,666	0.00	0.00	1,291.95	2,665.79	0.00	100%
37-501-499 Miscellaneous	1,130	0.00	342.40	454.40	1,118.70	10.90	99%
37-501-500 Capital Outlay \$5,000 and over	14,000	0.00	0.00	0.00	0.00	14,000.00	
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,630	0.00	0.00	0.00	4,629.14	0.86	100%
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,965	0.00	0.00	0.00	4,964.39	0.61	100%
37-501-805 Police 2023 Cars Loan Principle (USDA)	7,410	0.00	0.00	0.00	7,409.74	0.26	100%
37-501-832 Police 2017 Cars Loan Interest (USDA)	151	0.00	0.00	0.00	150.86	0.14	100%
37-501-834 Police 2019 Cars Loan Interest (USDA)	462	0.00	0.00	0.00	461.61	0.39	100%
37-501-835 Police 2023 Cars Loan Interest (USDA)	1,568	0.00	0.00	0.00	1,567.26	0.74	100%
Police Department Totals:	634,209	39,798.18	41,698.88	85,936.79	449,385.74	145,025.08	77%
37-601-014 Salary - Part Time Code Enforcement	2,682	0.00	283.68	409.76	2,751.48	(69.48)	103%
37-601-020 ER-FICA Taxes	230	0.00	21.71	31.36	210.55	19.45	92%
37-601-060 Workers Comp	660	0.00	0.00	0.00	617.19	42.81	94%
37-601-252 Fuel/Truck Expense/Insurance	456	0.00	0.00	0.00	0.00	456.00	
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	0.00	200.00	



## Budget vs Actual

Town of Warrenton  
6/4/2025 11:34:52 AM

Page 7 Of 15

Period Ending 5/31/2025

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-601-437 Contract Srvs Fire Protection	87,600	0.00	7,300.00	14,600.00	80,300.00	7,300.00	92%
37-601-475 Donation to Town Fire	1,550	0.00	0.00	0.00	0.00	1,550.00	
37-601-476 Code Enforcement Exp	550	0.00	0.00	0.00	0.00	550.00	
Fire Totals:	93,928	0.00	7,605.39	15,041.12	83,879.22	10,048.78	89%
37-651-330 Christmas Lights/Santa House	1,747	0.00	0.00	0.00	1,747.00	0.00	100%
37-651-331 Haley Haywood Park	768	0.00	0.00	0.00	0.00	768.00	
37-651-332 Signs below \$5,000	2,000	0.00	0.00	0.00	516.02	1,483.98	26%
37-651-333 Street Beautification - Below \$5,000	4,000	86.00	756.77	841.77	3,095.98	818.02	80%
37-651-335 Street Lighting Electric Bill	30,500	1,689.66	2,594.89	4,985.56	28,606.26	204.08	99%
Signs and Lights Totals:	39,015	1,775.66	3,351.66	5,827.33	33,965.26	3,274.08	92%
37-701-010 Salary - Full Time	61,826	0.00	5,899.21	11,040.87	61,138.16	687.84	99%
37-701-014 Salary - Part Time	19,140	0.00	0.00	304.00	14,447.04	4,692.96	75%
37-701-019 Over-Time	1,366	0.00	0.00	0.00	400.90	965.10	29%
37-701-020 ER-FICA Taxes	6,299	0.00	450.12	865.54	5,798.84	500.16	92%
37-701-030 ER - Retirement - Orbit	16,345	0.00	1,206.40	2,257.88	12,889.16	3,455.84	79%
37-701-040 ER-Health Insurance	15,128	297.15	1,272.89	2,451.27	14,830.49	0.36	100%
37-701-050 ER-Life Insurance	426	21.92	14.88	56.00	304.48	99.60	77%
37-701-060 ER-Workman's Comp	1,400	0.00	0.00	0.00	1,399.22	0.78	100%
37-701-203 Supplies	5,083	0.00	0.00	73.01	5,083.00	0.00	100%
37-701-204 Uniforms	3,900	870.56	0.00	228.70	3,029.44	0.00	100%
37-701-251 Telephone & Postage	925	294.37	54.06	111.09	630.63	0.00	100%
37-701-252 Fuel	12,762	1,531.69	691.45	1,157.19	7,487.86	3,742.45	71%
37-701-256 Street Maintenance	1,758	0.00	27.13	717.13	1,757.12	0.88	100%
37-701-351 Maint & Repair Equip	17,039	2,993.00	812.54	812.54	14,045.27	0.73	100%
37-701-352 Vehicle Maintenance	5,548	0.00	0.00	1,188.45	5,363.72	184.28	97%
37-701-400 Liability Insurance	8,517	2,303.11	0.00	0.00	6,213.72	0.17	100%
37-701-431 Street Debris Disposal	4,894	0.00	0.00	0.00	4,894.00	0.00	100%
37-701-895 Mowing	(16,000)	0.00	(1,333.00)	(2,666.00)	(14,663.00)	(1,337.00)	92%

## Budget vs Actual

Town of Warrenton  
6/4/2025 11:34:52 AM

Page 8 Of 15

Period Ending 5/31/2025

Streets Totals:	166,356	8,311.80	9,095.68	18,597.67	145,050.05	12,994.15	92%
37-710-361 Maint & Repair POWELL BILL	4,425	0.00	0.00	0.00	4,425.00	0.00	100%
37-710-500 Capital Outlay \$5000 and above	24,283	0.00	0.00	24,231.00	24,231.00	52.00	100%
Powell Bill Totals:	28,708	0.00	0.00	24,231.00	28,656.00	52.00	100%
37-801-010 Salary - Full Time Sanitation	54,199	0.00	3,667.00	6,354.60	44,109.16	10,089.84	81%
37-801-019 Salary - Over Time Sanitation	872	0.00	553.03	553.03	871.22	0.78	100%
37-801-020 ER - FICA Sanitation	4,213	0.00	318.63	520.32	3,399.18	813.82	81%
37-801-030 ER - Retirement - Orbit Sanitation	11,262	0.00	810.65	1,360.26	6,458.60	4,803.40	57%
37-801-040 ER - Health Insurance	13,808	428.25	280.80	537.32	9,627.57	3,752.18	73%
37-801-050 ER - Life Insurance	259	53.20	10.40	10.40	204.80	1.00	100%
37-801-060 Workman's Compensation	3,682	0.00	0.00	0.00	3,664.92	17.08	100%
37-801-203 Supplies	568	0.00	0.00	27.48	544.76	23.24	96%
37-801-204 Uniforms	2,912	1,575.34	0.00	90.81	1,336.66	0.00	100%
37-801-251 Telephone & Postage	500	159.52	30.76	63.67	340.48	0.00	100%
37-801-252 Fuel	3,978	455.23	189.38	369.23	2,262.35	1,260.42	68%
37-801-350 Landfull Fees	20,250	4,183.62	0.00	1,600.63	15,335.43	730.95	96%
37-801-352 Vehicle Maintenance	1,755	0.00	0.00	0.00	1,754.22	0.78	100%
37-801-400 Liability Insurance	4,974	1,302.07	0.00	0.00	3,671.21	0.72	100%
Sanitation Totals:	123,232	8,157.23	5,860.65	11,487.75	93,580.56	21,494.21	83%
37-901-038 Transfer Out to WS for USDA Loan	7,281	0.00	0.00	0.00	7,281.00	0.00	100%
37-901-889 Transfer Out to USDA Loan Reserve	2,647	0.00	0.00	0.00	0.00	2,647.00	
Transfers Out Totals:	9,928	0.00	0.00	0.00	7,281.00	2,647.00	73%
Expenses Totals:	1,572,329	63,413.45	101,835.94	243,717.99	1,294,505.80	214,409.75	86%
37 GENERAL FUND Revenues Over/(Under) Expenses:			(30,198.11)	(92,998.33)	12,028.61		

## Budget vs Actual

Town of Warrenton  
6/4/2025 11:34:52 AM

Page 9 Of 15

Period Ending 5/31/2025

38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
38-351-401 Water Sales	821,313	0.00	71,884.51	142,897.98	714,479.22	(106,833.78)	87%
38-351-402 Debt Setoff WATER	224	0.00	(19.88)	1,246.60	1,299.60	1,075.60	580%
38-351-404 Sewer Services	695,580	0.00	59,674.14	116,647.97	576,632.37	(118,947.63)	83%
38-351-407 Debt Setoff SEWER	196	0.00	300.38	1,147.31	1,188.71	992.71	606%
38-351-408 Town Taps/Connection Fee	32,711	0.00	1,713.12	6,224.63	26,668.72	(6,042.28)	82%
38-351-416 Dis/Reconnection Fee	9,468	0.00	300.00	1,380.99	8,159.02	(1,308.98)	86%
38-351-417 Fire Sprinkler	2,337	0.00	244.20	493.80	2,378.46	41.46	102%
38-351-418 Late Fees/Penalty/Cut Off	22,742	0.00	474.94	2,305.00	18,011.57	(4,730.43)	79%
38-351-419 Returned Check Fee	900	0.00	0.00	50.00	630.00	(270.00)	70%
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	200	0.00	55.00	471.22	496.22	296.22	248%
38-365-001 Interest Income	15	0.00	0.00	0.00	0.00	(15.00)	
38-365-014 Cash Over and Short (Daily Difference)	0	0.00	0.00	0.00	(25.00)	(25.00)	
38-365-373 Insurance Proceeds W/S	0	0.00	0.00	0.00	1,157.69	1,157.69	
38-365-410 Interest/investment Income NCCMT	14,324	0.00	0.00	1,020.37	11,158.83	(3,165.17)	78%
38-365-421 Account Activation Fee	2,513	0.00	200.00	400.00	2,775.00	262.00	110%
38-365-851 Misc Revenue WATER	0	0.00	0.00	0.00	30.00	30.00	
38-381-037 Transfer In From GF	7,281	0.00	0.00	0.00	7,281.00	0.00	100%
38-395-396 Apropriated Fund Balance (Budget Only)	232,517	0.00	0.00	0.00	0.00	(232,517.00)	
<b>Revenues Totals:</b>	<b>1,842,321</b>	<b>0.00</b>	<b>134,826.41</b>	<b>274,285.87</b>	<b>1,372,321.41</b>	<b>(469,999.59)</b>	<b>74%</b>
<b>Expenses</b>							
38-851-010 Salary Full Time	110,766	0.00	8,571.96	17,697.22	104,877.20	5,888.80	95%
38-851-014 Salary - Part Time	18,125	0.00	892.10	1,944.84	14,894.49	3,230.51	82%
38-851-019 Salary Over-Time	7,129	0.00	180.12	253.50	5,596.47	1,532.53	79%
38-851-020 ER-FICA Taxes	10,453	0.00	708.11	1,462.69	9,234.68	1,218.32	88%

## Budget vs Actual

Town of Warrenton  
6/4/2025 11:34:52 AM

Page 10 Of 15

Period Ending 5/31/2025

38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-030 ER - Retirement Orbit	21,886	0.00	1,505.96	3,126.16	19,440.27	2,445.73	89%
38-851-040 ER - Health Insurance WATER	20,220	1,752.63	1,548.94	3,005.09	18,368.97	98.40	100%
38-851-050 ER - Life Insurance	500	70.88	31.52	63.04	379.36	49.76	90%
38-851-060 ER - Workman's Comp	1,112	0.00	0.00	0.00	825.36	286.64	74%
38-851-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-851-203 Supplies	32,129	4,597.14	2,065.41	2,734.93	25,815.43	1,716.43	95%
38-851-204 Uniforms	2,600	426.12	0.00	166.18	2,173.88	0.00	100%
38-851-250 Light & Heat & Security	6,090	488.95	138.35	351.51	4,703.39	897.66	85%
38-851-251 Telephone & Postage	10,222	749.54	545.45	1,598.45	8,457.73	1,014.73	90%
38-851-252 Fuel	9,914	1,935.96	454.30	1,118.85	6,955.38	1,022.66	90%
38-851-255 Bldg. Maint/Clean Svs	3,117	409.50	0.00	194.68	2,192.77	514.73	83%
38-851-260 Electric Tank/Pumps	3,401	388.33	283.93	353.24	2,412.87	599.80	82%
38-851-296 Continuing Education	1,300	0.00	0.00	0.00	362.50	937.50	28%
38-851-301 Computer Maintenance	3,500	611.82	271.92	555.63	2,886.53	1.65	100%
38-851-302 Software Support	9,625	63.46	180.89	320.06	8,799.70	761.84	92%
38-851-305 Technology Upgrades	196	0.00	0.00	0.00	12.50	183.50	6%
38-851-309 Advertising	140	0.00	62.50	62.50	62.50	77.50	45%
38-851-310 Dues & Subscriptions	501	25.00	0.00	12.50	475.22	0.78	100%
38-851-313 State Permits	1,270	0.00	0.00	0.00	1,270.00	0.00	100%
38-851-345 Water Tank Contract	20,567	1,000.00	0.00	4,141.64	19,566.56	0.44	100%
38-851-347 Lab Analysis	2,210	305.00	70.00	320.00	1,170.00	735.00	67%
38-851-351 Maint. & Repair Equip	3,944	0.00	0.00	0.00	3,693.22	250.78	94%
38-851-352 Vehicle Maintenance	3,750	191.46	0.00	185.10	2,624.85	933.69	75%
38-851-400 Town Liability Insurance	11,524	3,042.75	0.00	0.00	8,480.87	0.38	100%
38-851-405 Audit Expense	5,750	0.00	0.00	0.00	5,750.00	0.00	100%
38-851-408 Town Tap Expense	6,865	0.00	0.00	0.00	6,865.00	0.00	100%
38-851-448 External Contract	21,583	0.00	6,578.00	6,578.00	21,582.18	0.82	100%
38-851-451 Water Purchase	251,000	49,423.11	0.00	0.00	173,362.69	28,214.20	89%
38-851-500 Capital Outlay \$5000 and Above	64,058	0.00	0.00	8,106.00	64,058.00	0.00	100%

## Budget vs Actual

Town of Warrenton  
6/4/2025 11:34:52 AM

Page 11 Of 15

Period Ending 5/31/2025

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-851-802 USDA Public Works Trucks - Princ Water	8,773	0.00	0.00	0.00	8,772.85	0.15	100%	
38-851-803 USDA Town Hall/WS Loan Principal	29,300	0.00	0.00	0.00	2,300.00	27,000.00	8%	
38-851-833 USDA Town Hall/WS Loan Interest	14,863	0.00	0.00	0.00	1,340.50	13,522.50	9%	
38-851-836 USDA Public Works Trucks - Int Water	1,109	0.00	0.00	0.00	1,108.62	0.38	100%	
38-851-895 Grass Cutting Expense	16,000	0.00	1,333.00	2,666.00	14,663.00	1,337.00	92%	
38-851-896 WS 25% of GF Expense	55,177	0.00	0.00	4,139.50	50,403.63	4,773.37	91%	
Water Totals:	790,884	65,481.65	25,422.46	61,157.31	625,939.17	99,463.18	87%	
38-852-010 Salary - Full Time	110,766	0.00	8,571.96	17,144.14	104,457.25	6,308.75	94%	
38-852-014 Salary - Part Time	18,000	0.00	892.10	1,944.84	14,731.36	3,268.64	82%	
38-852-019 Salary - Over Time Sewer	6,629	0.00	434.07	792.63	5,991.53	637.47	90%	
38-852-020 ER - FICA Sewer	10,453	0.00	753.62	1,513.79	9,533.28	919.72	91%	
38-852-030 ER-Retirement Orbit	21,886	0.00	1,546.43	3,106.12	19,343.98	2,542.02	88%	
38-852-040 ER-Health Insurance SEWER	20,220	1,770.16	1,548.96	3,005.13	18,396.87	52.97	100%	
38-852-050 ER-Life Insurance	500	70.88	31.52	63.04	379.36	49.76	90%	
38-852-060 ER-Workman's Comp	826	0.00	0.00	0.00	825.35	0.65	100%	
38-852-200 Travel Expense	3	0.00	0.00	0.00	0.00	3.00		
38-852-203 Supplies	27,934	829.48	454.98	904.75	26,947.19	157.33	99%	
38-852-204 Uniforms	2,600	426.23	0.00	166.16	2,173.77	0.00	100%	
38-852-250 Light & Heat & Security	7,000	489.09	138.34	291.22	4,642.96	1,867.95	73%	
38-852-251 Telephone & Postage	11,011	749.63	600.33	1,636.47	9,319.95	941.42	91%	
38-852-252 Fuel	9,654	1,935.97	454.29	1,118.84	6,929.81	788.22	92%	
38-852-255 Bldg. Maint/Clean Svs	3,117	409.50	0.00	194.68	2,192.77	514.73	83%	
38-852-260 Electric Tank/Pumps	12,000	367.30	961.92	1,911.59	10,632.70	1,000.00	92%	
38-852-296 Continuing Education	534	0.00	0.00	0.00	320.00	214.00	60%	
38-852-301 Computer Maint.	3,500	611.87	271.90	555.62	2,886.45	1.68	100%	
38-852-302 Software Support	9,625	63.46	180.88	320.05	8,799.69	761.85	92%	

## Budget vs Actual

Town of Warrenton  
6/4/2025 11:34:52 AM

Page 12 Of 15

Period Ending 5/31/2025

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-305 Technology Upgrades	13	0.00	0.00	0.00	12.48	0.52	96%	
38-852-309 Advertising	503	0.00	0.00	0.00	502.50	0.50	100%	
38-852-310 Dues & Subscriptions	501	25.00	0.00	12.50	475.20	0.80	100%	
38-852-313 State Permits	1,960	0.00	1,760.00	1,760.00	1,960.00	0.00	100%	
38-852-351 Maint & Repair Equip	3,803	0.00	0.00	0.00	3,777.74	25.26	99%	
38-852-352 Vehicle Maintenance	1,853	0.00	0.00	0.00	1,852.86	0.14	100%	
38-852-400 Liability Insurance	6,285	1,688.52	0.00	0.00	4,595.99	0.49	100%	
38-852-405 Audit Expense	5,750	0.00	0.00	0.00	5,750.00	0.00	100%	
38-852-408 Town Tap Expense	21,511	0.00	0.00	0.00	21,511.00	0.00	100%	
38-852-435 Purchase of Sewer Services	402,384	0.00	0.00	34,066.40	366,037.44	36,346.56	91%	
38-852-448 External Contract	20,398	0.00	0.00	2,777.16	20,397.67	0.33	100%	
38-852-473 WWTP Rehab Annual Payment	21,935	0.00	20,883.59	20,883.59	20,883.59	1,051.41	95%	
38-852-500 Capital Outlay \$5000 and Above	33,738	0.00	24,039.87	24,039.87	33,662.42	75.58	100%	
38-852-802 USDA Public Works Trucks - Princ Sewer	8,773	0.00	0.00	0.00	8,772.88	0.12	100%	
38-852-803 USDA Town Hall/WS Loan Principal	29,300	0.00	0.00	0.00	2,300.00	27,000.00	8%	
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,388	0.00	0.00	14,387.20	14,387.20	0.80	100%	
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	13,750.00	13,750.00	0.00	100%	
38-852-833 USDA Town Hall/WS Loan Interest	14,863	0.00	0.00	0.00	1,340.50	13,522.50	9%	
38-852-836 USDA Public Works Trucks - Int Sewer	1,109	0.00	0.00	0.00	1,108.65	0.35	100%	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	2,475	0.00	0.00	1,237.50	2,475.00	0.00	100%	
38-852-896 WS 25% of GF Expense	55,177	0.00	0.00	4,139.50	50,403.67	4,773.33	91%	
Sewer Expenses Totals:	937,727	9,437.09	63,524.76	151,722.79	825,461.06	102,828.85	89%	

Budget vs Actual

Period Ending 5/31/2025

38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-901-902 Transfer Out to Water Treatment Plant	113,710	0.00	113,710.00	113,710.00	113,710.00	0.00	100%
Transfers Out Totals:	113,710	0.00	113,710.00	113,710.00	113,710.00	0.00	100%
Expenses Totals:	1,842,321	74,918.74	202,657.22	326,590.10	1,565,110.23	202,292.03	89%
38 WATER / SEWER Revenues Over/(Under) Expenses:			(67,830.81)	(52,304.23)	(192,788.82)		

## Budget vs Actual

Town of Warrenton  
6/4/2025 11:34:52 AM

Page 14 Of 15

Period Ending 5/31/2025

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
39-351-405 Septic Disposal Service	42,074	0.00	9,445.00	11,405.00	50,380.00	8,306.00	120%
39-351-470 Town Sewer Revenues	402,384	0.00	0.00	34,066.40	366,037.44	(36,346.56)	91%
39-351-471 Sewer Revenues - County	322,189	0.00	0.00	27,277.08	293,087.43	(29,101.57)	91%
39-351-472 Sewer Rev Norlina	218,881	0.00	0.00	18,530.84	199,110.64	(19,770.36)	91%
39-365-373 Insurance Proceeds WWTP	0	0.00	0.00	0.00	1,157.69	1,157.69	
39-381-038 Transfer In from Water/Sewer	113,710	0.00	113,710.00	113,710.00	113,710.00	0.00	100%
39-381-055 Transfer in from WWTP Grant	10,834	0.00	0.00	0.00	10,833.61	0.00	100%
<b>Revenues Totals:</b>	<b>1,110,072</b>	<b>0.00</b>	<b>123,155.00</b>	<b>204,989.32</b>	<b>1,034,316.81</b>	<b>(75,754.80)</b>	<b>93%</b>
<b>Expenses</b>							
39-861-010 Salary - Full Time	221,987	0.00	18,108.13	34,783.96	204,354.46	17,632.54	92%
39-861-014 Salary - Part Time	21,250	0.00	722.26	2,153.93	20,514.29	735.71	97%
39-861-019 Over-Time	15,927	0.00	410.26	1,737.02	11,573.88	4,353.12	73%
39-861-020 ER-FICA Taxes	19,835	0.00	1,308.52	2,631.85	16,198.97	3,636.03	82%
39-861-030 ER - Retirement Orbit	49,205	0.00	3,462.88	6,850.86	38,848.74	10,356.26	79%
39-861-040 ER- Health Insurance	38,067	106.20	3,240.13	6,300.11	36,883.74	1,077.06	97%
39-861-050 ER-Life Insurance	785	0.00	55.68	97.91	729.27	55.73	93%
39-861-060 ER-Workman's Comp	2,115	0.00	0.00	0.00	1,583.40	531.60	75%
39-861-200 Travel Expense	500	0.00	0.00	0.00	0.00	500.00	
39-861-203 Supplies	96,724	16,897.98	6,158.75	11,497.31	78,827.58	998.44	99%
39-861-204 Uniforms	4,420	77.24	0.00	325.87	4,342.76	0.00	100%
39-861-250 Light, Heat & Security	113,000	32.50	6,255.70	12,629.88	70,784.71	42,182.79	63%
39-861-251 Telephone & Postage	6,690	838.09	504.08	1,066.57	5,419.73	432.18	94%
39-861-252 Fuel	10,250	1,747.04	588.81	1,257.73	7,987.66	515.30	95%
39-861-296 Continuing Education	1,380	0.00	0.00	0.00	402.50	977.50	29%
39-861-301 Computer Maint.	7,000	487.95	628.79	947.98	4,694.30	1,817.75	74%
39-861-302 Software Support	4,208	808.46	43.33	182.49	2,747.62	651.92	85%
39-861-305 Technology Upgrades	2,000	0.00	0.00	0.00	25.00	1,975.00	1%
39-861-309 Advertising	1,000	0.00	62.50	62.50	569.00	431.00	57%



## Budget vs Actual

Town of Warrenton  
6/4/2025 11:34:52 AM

Page 15 Of 15

Period Ending 5/31/2025

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
39-861-310 Dues & Subscriptions	154	0.00	0.00	0.00	0.00	154.00	
39-861-318 Freight Charges	2,250	341.63	216.84	547.57	1,908.37	0.00	100%
39-861-342 Maint & Repair Plant	111,190	355.42	1,201.25	5,931.91	107,458.91	3,375.67	97%
39-861-344 Sludge Removal	72,000	2,173.00	9,170.00	9,170.00	66,827.00	3,000.00	96%
39-861-345 Beaver Control	750	0.00	0.00	200.00	200.00	550.00	27%
39-861-346 Lab Material & Supplies	11,526	0.00	177.00	184.00	11,016.03	509.97	96%
39-861-347 Lab Analysis	27,435	1,976.00	3,392.00	5,598.00	25,459.00	0.00	100%
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	2,880.00	2,880.00	120.00	96%
39-861-349 OSHAComp/Safety M&S	1,500	0.00	0.00	0.00	1,125.00	375.00	75%
39-861-352 Vehicle Maintenance	4,750	191.46	0.00	104.53	2,731.96	1,826.58	62%
39-861-400 Liability Insurance	20,520	5,428.83	0.00	0.00	15,090.70	0.47	100%
39-861-405 Audit Expense	11,500	0.00	0.00	0.00	11,500.00	0.00	100%
39-861-441 Certify Lab Services	1,000	0.00	0.00	365.18	465.18	534.82	47%
39-861-444 Permits & Fees	15,199	825.00	825.00	1,770.00	14,373.33	0.67	100%
39-861-446 Influent Debris Removal	6,654	444.92	586.48	1,172.96	6,209.08	0.00	100%
39-861-500 Capital Outlay \$5000 and Over	119,265	0.00	0.00	0.00	119,235.88	29.12	100%
39-861-810 NCDEQ WWTP Phase 2 Principal	23,607	0.00	0.00	23,606.60	23,606.60	0.40	100%
39-861-897 WWTP 25% of GF Exp	61,428	0.00	0.00	4,896.00	51,705.55	9,722.45	84%
39-861-998 Contingency	1	0.00	0.00	0.00	0.00	0.61	
WWTP - Expenses Totals:	1,110,072	32,731.72	57,118.39	138,952.72	968,280.20	109,059.69	90%
Expenses Totals:	1,110,072	32,731.72	57,118.39	138,952.72	968,280.20	109,059.69	90%
39 WWTP Revenues Over/(Under) Expenses:			66,036.61	66,036.60	66,036.61		

## Check Listing

Date From: 5/1/2025 Date To: 5/31/2025

Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
06/02/2025 10:49 AM

Page: 1 of 4

Check Number	Bank	Vendor	Date	Amount
68738	30	Core & Main	05/02/2025	<u>\$1,627.39</u>
68739	30	DUKE ENERGY PROGRESS	05/02/2025	<u>\$109.12</u>
68740	30	KING'S FITNESS & NUTRITION CENTER	05/02/2025	<u>\$330.00</u>
68741	30	LAKE GASTON SIGNS & GRAPHIC CO.	05/02/2025	<u>\$123.83</u>
68742	30	QUILL CORPORATION	05/02/2025	<u>\$240.13</u>
68743	30	USDA, APHIS-WILDLIFE SERVICES	05/02/2025	<u>\$200.00</u>
68744	30	Wireless Research Center of NC	05/02/2025	<u>\$13,333.33</u>
68745	30	AMAZON CAPTIAL SERVICES, INC.	05/07/2025	<u>\$47.48</u>
68746	30	CAROLINA DIGITAL PHONE INC	05/07/2025	<u>\$316.00</u>
68747	30	DOCUMENT SYSTEMS, INC	05/07/2025	<u>\$159.06</u>
68748	30	DUKE ENERGY PROGRESS	05/07/2025	<u>\$2,357.97</u>
68749	30	ELECTRIC MOTOR SHOP	05/07/2025	<u>\$985.00</u>
68750	30	GUPTON SERVICES, INC	05/07/2025	<u>\$472.95</u>
68751	30	INDEPENDENT MAILING SYSTEMS INC	05/07/2025	<u>\$121.70</u>
68752	30	INVOICE CLOUD, INC.	05/07/2025	<u>\$137.80</u>
68753	30	PITNEY BOWES GLOBAL	05/07/2025	<u>\$97.45</u>
68754	30	QUILL CORPORATION	05/07/2025	<u>\$115.03</u>
68755	30	WILSON'S WATER SERVICES	05/07/2025	<u>\$825.00</u>
68756	30	Community Eye Care	05/08/2025	<u>\$169.42</u>
68757	30	DUKE ENERGY PROGRESS	05/08/2025	<u>\$131.97</u>
68758	30	WARREN COUNTY PUBLIC UTILITIES	05/08/2025	<u>\$20,883.59</u>
68759	30	AMAZON CAPTIAL SERVICES, INC.	05/12/2025	<u>\$128.04</u>
68760	30	BREEDLOVE ELECTRIC, INC	05/12/2025	<u>\$803.40</u>
68761	30	GRANVILLE FARMS, INC.	05/12/2025	<u>\$9,170.00</u>
68762	30	LAKE BALANCE CALIBRATION SOLUTIONS	05/12/2025	<u>\$170.00</u>
68763	30	Spectrum Business	05/12/2025	<u>\$169.99</u>
68764	30	WARREN AUTO PARTS, INC.	05/12/2025	<u>\$1,338.64</u>
68765	30	WOMACK PUBLISHING CO. INC.	05/12/2025	<u>\$146.20</u>
68766	30	AMAZON CAPTIAL SERVICES, INC.	05/14/2025	<u>\$96.24</u>
68767	30	DOCUMENT SYSTEMS, INC	05/14/2025	<u>\$246.24</u>
68768	30	DUKE ENERGY PROGRESS	05/14/2025	<u>\$1,634.47</u>
68769	30	GFL ENVIRONMENTAL	05/14/2025	<u>\$586.48</u>

## Check Listing

Date From: 5/1/2025 Date To: 5/31/2025

Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
06/02/2025 10:49 AM

Page: 2 of 4

Check Number	Bank	Vendor	Date	Amount
68770	30	PETE SMITH TIRE & QUICK LUBE, INC	05/14/2025	<u>\$1,295.90</u>
68771	30	PETE SMITH TIRE & QUICK LUBE, INC	05/14/2025	<u>\$28.96</u>
68772	30	UNITED PARCEL SERVICE	05/14/2025	<u>\$174.36</u>
68773	30	VC3, Inc.	05/14/2025	<u>\$1,311.84</u>
68774	30	WARREN AUTO PARTS, INC.	05/14/2025	<u>\$90.91</u>
68775	30	WATER GUARD, INC.	05/14/2025	<u>\$3,240.97</u>
68776	30	FIRST CITIZENS BANK	05/16/2025	<u>\$3,581.98</u>
68777	30	ABBOTT'S EXCAVATION COMPANY, INC	05/16/2025	<u>\$3,500.00</u>
68778	30	AMAZON CAPTIAL SERVICES, INC.	05/16/2025	<u>\$142.85</u>
68779	30	BLUE RIDGE SPRINGS, INC	05/16/2025	<u>\$151.80</u>
68780	30	DOCUMENT SYSTEMS, INC	05/16/2025	<u>\$145.35</u>
68781	30	DUKE ENERGY PROGRESS	05/16/2025	<u>\$6,223.20</u>
68782	30	GALLS QUARTERMASTER	05/16/2025	<u>\$169.32</u>
68783	30	GUPTON SERVICES, INC	05/16/2025	<u>\$130.00</u>
68784	30	NCDEQ-DIVISION OF	05/16/2025	<u>\$1,760.00</u>
68785	30	PETE SMITH TIRE & QUICK LUBE, INC	05/16/2025	<u>\$134.34</u>
68786	30	WARREN AUTO PARTS, INC.	05/16/2025	<u>\$85.31</u>
68787	30	WRIGHT EXPRESS FSC	05/16/2025	<u>\$1,476.49</u>
68788	30	AT&T MOBILITY II LLC	05/20/2025	<u>\$453.10</u>
68789	30	BANZET,THOMPSON, STYERS & MAY, PLLC	05/20/2025	<u>\$297.00</u>
68790	30	BANZET,THOMPSON, STYERS & MAY, PLLC	05/20/2025	<u>\$1,200.00</u>
68791	30	DUKE ENERGY PROGRESS	05/20/2025	<u>\$155.80</u>
68792	30	TIME WARNER CABLE	05/20/2025	<u>\$190.00</u>
68793	30	UNITED PARCEL SERVICE	05/20/2025	<u>\$42.48</u>
68794	30	AMAZON CAPTIAL SERVICES, INC.	05/22/2025	<u>\$167.37</u>
68795	30	AT&T MOBILITY II LLC	05/22/2025	<u>\$773.44</u>
68796	30	DUKE ENERGY PROGRESS	05/22/2025	<u>\$66.40</u>
68797	30	FRONTIER NATURAL GAS	05/22/2025	<u>\$24.88</u>
68798	30	FRONTIER NATURAL GAS	05/22/2025	<u>\$12.42</u>
68799	30	INFORMATION TECHNOLOGY SERVICE	05/22/2025	<u>\$206.00</u>
68800	30	JAMES WILLIAMS	05/22/2025	<u>\$86.96</u>
68801	30	KING'S FITNESS & NUTRITION CENTER	05/22/2025	<u>\$330.00</u>

## Check Listing

Date From: 5/1/2025 Date To: 5/31/2025  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
06/02/2025 10:49 AM

Page: 3 of 4

Check Number	Bank	Vendor	Date	Amount
68802	30	TASHAYNNA SEWARD	05/22/2025	<u>\$90.15</u>
68803	30	UNIFIRST CORPORATION	05/22/2025	<u>\$373.63</u>
68804	30	UNUM LIFE INSURANCE COMPANY OF AMERICA	05/22/2025	<u>\$563.14</u>
68805	30	WARREN AUTO PARTS, INC.	05/22/2025	<u>\$19.48</u>
68806	30	AMAZON CAPTIAL SERVICES, INC.	05/27/2025	<u>\$122.64</u>
68807	30	FLEMING INVESTMENT COMPANY	05/27/2025	<u>\$3,000.00</u>
68808	30	GARY V. WILLIAMS	05/27/2025	<u>\$320.00</u>
68809	30	LINSTAR	05/27/2025	<u>\$12.80</u>
68810	30	QUALITY EQUIPMENT LLC	05/27/2025	<u>\$525.79</u>
68811	30	SANFORD ELECTRICAL CONTRACTORS, LLC	05/27/2025	<u>\$25,662.56</u>
68812	30	SHENDA DEBNAM	05/27/2025	<u>\$150.00</u>
68813	30	VERIZON WIRELESS	05/27/2025	<u>\$320.08</u>
68814	30	AETNA	05/27/2025	<u>\$14,403.11</u>
68815	30	HUMANA SPECIALTY BENEFITS	05/27/2025	<u>\$29.38</u>
68816	30	Marlin Leasing Corporation	05/27/2025	<u>\$161.85</u>
68817	30	MERITECH INC	05/27/2025	<u>\$3,462.00</u>
68818	30	MUNICIPAL INSURANCE TRUST	05/27/2025	<u>\$793.48</u>
68819	30	BANZET,THOMPSON, STYERS & MAY, PLLC	05/29/2025	<u>\$364.00</u>
68820	30	DUKE ENERGY PROGRESS	05/29/2025	<u>\$105.21</u>
68821	30	KPH PAVING & LANDSCAPING, INC.	05/29/2025	<u>\$3,078.00</u>
68822	30	PRUDENTIAL RETIREMENT	05/29/2025	<u>\$1,279.14</u>
68823	30	SOUTHERN SOFTWARE, INC.	05/29/2025	<u>\$850.00</u>
68824	30	VC3, Inc.	05/29/2025	<u>\$3,509.41</u>
68825	30	WRIGHT EXPRESS FSC	05/29/2025	<u>\$1,054.53</u>
68826	30	Clark & Assoc. Advertising, Inc	05/30/2025	<u>\$526.35</u>
68827	30	KATALYST NETWORK GROUP LLC	05/30/2025	<u>\$4,374.08</u>
68828	30	WARREN AUTO PARTS, INC.	05/30/2025	<u>\$4.74</u>
91	Checks Totaling -			<b>\$150,078.90</b>

### Totals By Fund

	Checks	Voids	Total
34	\$16,676.12		\$16,676.12
36	\$3,033.17		\$3,033.17
37	\$26,007.13		\$26,007.13

Check Listing

Date From: 5/1/2025 Date To: 5/31/2025  
Vendor Range: 1 800 FLAGPOLE.COM - ZIMA CORPORATION

Town of Warrenton  
06/02/2025 10:49 AM

Check Number	Bank	Vendor		Date	Amount
			Checks	Voids	Total
38			\$64,358.27		\$64,358.27
39			\$35,542.71		\$35,542.71
67			\$364.00		\$364.00
78			\$4,097.50		\$4,097.50
Totals:			\$150,078.90		\$150,078.90

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator  
**Date:** June 3, 2025  
**Re:** May 2025 Monthly Activity Report for Public Works

---

## Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) 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...Estimated Cost - \$75,000). (2) Purchase water main valve exercising equipment (Estimated Cost – \$30,000). (3) Purchase spare pump for Riggans Sewer Lift Station – (Estimated Cost for pump - \$29,000.00). (4) Purchase spare pump for F&M Sewer Lift Station and install emergency port – (Estimated Cost – \$65,000). (5) Highway 158 Business East Water Customers...From Highway 58 to just past Red Hill Loop Road...Abandon old 2-inch galvanized water main and reconnect active services to 8-inch PVC water main (Estimated Cost - \$50,000.00). (6) North Main Street Elevated Tank – Repair level/pump controls. (Estimated Cost – \$2,533.00). (7) 2-Inch Water Main Valve – Located at Wilcox and Rodwell Street Intersection. Replace Leaking valve. (Estimated Cost – \$3,500.00). (8) Red Hill Loop Road Sewer Lift Station. Replace two 2 HP grinder pumps. (Estimated Cost – \$5,500.00).
- **Completed Water and Sewer System Maintenance/Repair Related Information:**  
(1) Repair – Asphalt Cuts. Contractor: KPH Paving... (Labor and Materials - \$3,078.00). (2) Emergency Repair – Franklin Street 2-inch Water Main. Repaired ruptured pipe. Contractor: Abbott's Excavation Company... (Labor and Mobilization - \$3,500.00, Materials provided by Town). (3) Repair – Red Hill Loop Sewer Lift Station. Replaced all electrical and motor controls. Please note: Original components dated back to the early 1980's and were at end of life condition. Contractor: Sanford Electric... (Labor and Materials - \$24,039.87).

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

**Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$6,578.00**

**Total cost for Capital Improvements Above \$5,000.00 (Account No. 38-852-500) - \$24,039.87**

- **Water System Fire Hydrants Out of Service:** No change. We currently have 12 of 171 hydrants that are out of service for various reasons. A status report has been included in the board packet with details.
- **Unaccounted for Water %:** Please note these statistics: **3-Month Average (March – May, 2025) unaccounted for water is 24%. (3-month average: 4,058,333 gallons purchased and 3,054,666 gallons sold)** May 2025 unaccounted for water was 17%. (3,833,000 gallons purchased and 3,198,000 gallons sold). April 2025 unaccounted for water was 18%. (3,859,000 gallons purchased and 3,170,000 gallons sold). March 2025 unaccounted for water was 38%. (4,483,000 gallons purchased and 2,796,000 gallons sold).
- **Water and Sewer Adjustment Request:** For consideration at the June 9, 2025, meeting of the Board of Commissioners. **Selena Mooring** – 411 N. Main St., Account #003-0001310-1. Billing Period: March 17, 2025 – April 15, 2025. Filled swimming pool. Normal usage 6,000 gallons. Request is for sewer adjustment of 38,000 gallons at \$13.41/1000. Total \$509.58. Adjustment recommended by staff.

#### Streets and Sanitation

- **Current Tasks:** Tree pruning. Street curb and gutter cleaning. Signs repair/replacement. Loose leaves/debris pick-up. Grass Cutting. Water and sewer line right of ways trimming and cutting.

# Memo

**To:** Town Commissioners  
**From:** Bill Perkinson  
**CC:** Mayor, Town Administrator, Warren County Director of Public Utilities, Norlina Director of Public Works  
**Date:** June 3, 2025  
**Re:** May 2025 Monthly Activity Report for WWTP

---

- **Pending Equipment Maintenance and 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)** (3) Replace Influent Pump 3 Double Mechanical Seal. **(Estimated Parts and Labor Cost –\$4,000)** (4) WWTP Sewer Trunk Line – additional construction work to resolve drainage issues. **(Estimated Cost –\$12,500)** (5) Oxidation Ditch 2 – integrate SCADA system for control of 4 existing mixers. **(Estimated Cost –\$21,000)** (6) Mechanical Bar Screen – Replace main chain, upper and lower drive sprockets, bearings, and rakes. **(Estimated Cost –\$38,000)** (7) Replace Influent Pump 2 and 3 Impeller. **(Estimated Parts and Labor Cost – Gathering Information)**
- **Completed Plant Maintenance/Repair Related Information:** None to report.

**Total cost for Repairs (Account No. 39-861-342) - \$0.00**

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month with a total flow of 13.25 million gallons.



### Hydrants Out of Service as of 6-3-25

Hydrant #	Location	Hydrant Brand	Model	Bury Depth	Year	Description of Problem (vehicle damage, leaking, etc.)	Parts Needed
19	West Ridgeway & Spring St.	MH	#445310	?	1974	No water coming out of hydrant.	
47	Wilcox & Spring	Clow	Medallion	4 1/2	2013	Inadequate Flow	
31	220 Hayley St.	MH	#445310	4 1/2	1973	Hydrant assembly is seized.	
33	Across from 514 W Franklin St.	WATEROUS	W-67U	?	?	Hydrant assembly is seized.	
52	End of Pluto St.	Kennedy	150`	?	1974	Hydrant assembly is seized.	
66	209 Warren St.	USP	855600	5 1/2	1984	Hydrant assembly is seized.	
72	204 Red Hill Loop Rd.	USP	855600	5 1/2	1984	Flange is broken - hydrant leaks.	Ordered flange repair kit from Consolidated Pipe 3-5-25 - 5/7/25 - Supplier has not received repair kit.
80	On Right in front of Armory	Mueller	Centurion	4 1/2	1990	Hydrant will not cut off.	Valve seat received.
82	Across from 318 N. Bute St.	Mueller	Centurion	4 1/2	?	Vehicle damage - damage is beyond repair.	
110	Left of Walgreens E. Macon St.	Mueller	Centurion	4 1/2	1975	No water coming out of hydrant.	Valve seat received.
139	Hall Street	MH	#445310	4 1/2	1974	Hydrant will not cut off	
91	S Main St & College St	Mueller	Centurion	4 1/2	1986	Hydrant or hydrant leg is leaking.	Valve seat received.

# Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(05/01/2025 - 05/31/2025)

<No Event Type Specified>	1	911 Hang-up	1
Accident	5	Alarm Activation	14
Animal Complaint	1	Assist Fire Dept	1
Assist NPD	1	Assist WC EMS	6
Assist WCSO	6	Check Station/ Checkpoint	1
Disabled Vehicle	2	Disturbance	3
Domestic	1	Foot Patrol	4
Found Property/Item	1	Fraud	2
Injury to Personal Property	1	Other	2
Parking Violation	1	Property Check – Business	6
Shots fired	2	Suspicious Person / Vehicle	5
Talk with Officer	3	Traffic Control	1
Traffic Stop	23	Trespassing	4
Welfare Check	1		

**Total Number Of Events: 99**

# Warrenton PD

## Board of Commissions Meeting - June 2025

DATE	EVENT TYPE	STATUS
5/2/2025	Obtaining Property by False Pretenses/Felony	Active
5/2/2025	Damage to Property	Closed
5/4/2025	Assault on a Female	Closed
5/9/2025	Welfare Check	Active
5/13/2025	Found Property	Closed
5/14/2025	Property Damage	Closed
5/16/2025	Damage to Personal Property	Closed
5/21/2025	Damage to Personal Property	Closed
5/22/2025	Obtaining Property by False Pretense	Active



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 April 2025 – Action Items Checklist**

1. Make changes to zoning map with Reynolds Tavern change. (cont.)
2. Execute recombination deed with Mayor and submit to Mitch Styers for filing at Register of Deeds.
  - ✓ Awaiting reply from Mitch Styers
3. Follow up with Postmaster on Post Office box at corner of E. Market and S. Main
  - ✓ Followed up. Postmaster promised would address new box.
4. Investigate mobile app for tourism
5. Notify NCDOT of stormwater issue at S. Main at Dameron building
  - ✓ Contacted DOT. Agreed to vacuum out stormwater drains
6. Execute various grant agreements, resolutions, etc.
  - ✓ Done
7. Execute Nu Blu band agreement
  - ✓ Done

# Warrenton Budget Amendments

Date:6/9/2025

Number:#12

Purpose of Amendment:

The purpose of this BA is to update the Goldenleaf Grant per their requirements.

Fund Name:

Admin/Street

## Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Trans In/77-381-037	\$347.00	-

Subtotal347-

Total347

Grand Total-

## Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Easement-Platting/77-430-703	\$347.00	-
	-	

Subtotal347-

Total347



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 FY 2025-26 Budget**

- Updated Revitalization from \$10,000 to \$25,000, both expense and revenue lines.
- Updated fee for solid waste from \$36.00 to \$36.50. Updated associated revenue and expense lines by \$2,862.00.
- Increased the grant expense in Fund 39 by \$12,500 and added \$12,500 to the revenue side according to percentage of each partner. These additions changed the Town's contribution based on its share of Fund 39 correspondingly changed Fund 38 by \$5475. Revenue in water sewer increased fund balance by \$5475.
- Bad check fee from \$25 to \$35
- Wording changes:
  - "Activation Fee" to "User Fee"
  - "Tamper Fee" to "Re-set Fee"
- Updated fee for Re-set Fee from \$150 to \$250

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
Fund: 34							
Type: R							
34-335-34	State Econ & Infra Dev Grant FW Rev	R	\$0.00	\$0.00	\$80,000.00	\$0.00	\$8,000.00
34-351-42	Rent Paid to Town Frontier Warren	R	\$31,000.00	\$36,318.80	\$48,540.00	\$38,860.00	\$41,850.00
34-381-03	Transfer in from GF	R	\$14,870.00	\$14,870.00	\$0.00	\$0.00	\$1,988.00
			\$45,870.00	\$51,188.80	\$128,540.00	\$38,860.00	\$51,838.00
Type: E							
34-405-20	Supplies	E	\$178.00	\$147.15	\$500.00	\$353.02	\$300.00
34-405-25	Lights/Heat/Security	E	\$3,000.00	\$2,383.99	\$3,000.00	\$2,525.47	\$3,000.00
34-405-25	Telephone/Internet	E	\$3,000.00	\$2,698.64	\$3,000.00	\$2,435.04	\$2,900.00
34-405-25	Bldg Maint/Clean Svcs	E	\$3,522.00	\$13,910.80	\$3,000.00	\$1,685.00	\$2,800.00
34-405-40	Liability Insurance	E	\$170.00	\$150.00	\$170.00	\$37.50	\$38.00
34-405-42	Rent Paid by Town	E	\$36,000.00	\$36,000.00	\$36,000.00	\$33,000.00	\$34,500.00
34-405-49	Miscellaneous	E	\$0.00	\$0.00	\$2,870.00	\$0.00	\$300.00
34-432-70	State Econ & Infra Dev Grant FW Exp	E	\$0.00	\$0.00	\$80,000.00	\$53,333.32	\$8,000.00
			\$45,870.00	\$55,290.58	\$128,540.00	\$93,369.35	\$51,838.00
			\$91,740.00	\$106,479.38	\$257,080.00	\$132,229.35	\$103,676.00
Fund: 37							
Type: R							
37-302-30	Ad Valorem Taxes - Current	R	\$456,502.00	\$427,948.30	\$482,907.00	\$486,254.79	\$620,784.00
37-302-30	Ad Valorem Taxes - Prior Year	R	\$4,000.00	\$5,361.09	\$5,000.00	\$7,377.14	\$5,000.00
37-302-30	Ad Valorem Taxes - all other prior years	R	\$4,000.00	\$838.89	\$2,000.00	\$843.53	\$2,000.00
37-302-30	Ad Valorem Taxes - Penalties & Interest	R	\$4,000.00	\$2,576.93	\$2,200.00	\$2,417.91	\$2,200.00
37-307-31	Motor Vehicles - Current	R	\$43,259.00	\$51,400.62	\$54,180.00	\$32,815.37	\$41,054.00
37-320-32	Local Option Sales Tax Monthly	R	\$385,000.00	\$374,654.26	\$377,000.00	\$242,636.05	\$377,000.00
37-325-32	Utility Franchise Tax Quarterly	R	\$86,000.00	\$88,667.44	\$86,000.00	\$44,818.97	\$88,600.00
37-325-32	Beer & Wine Tax Annual	R	\$3,400.00	\$4,143.02	\$0.00	\$0.00	\$0.00
37-325-32	Refund of Gas Tax paid monthly	R	\$1,200.00	\$1,147.59	\$1,000.00	\$1,216.94	\$1,000.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-325-33	Solid Waste Disposal Tax Qrly	R	\$600.00	\$675.21	\$600.00	\$640.97	\$600.00
37-335-33	Powell Bill	R	\$29,013.00	\$31,826.31	\$31,826.00	\$33,916.20	\$33,916.00
37-345-34	Historic District Comm Fees	R	\$0.00	\$175.00	\$0.00	\$729.00	\$200.00
37-345-34	Zone Board of Adj	R	\$1,800.00	\$3,525.00	\$3,000.00	\$900.00	\$1,800.00
37-345-34	Code Enforcement	R	\$2,750.00	\$3,155.00	\$3,000.00	\$4,250.00	\$3,500.00
37-351-35	Landfill Fees Residential	R	\$208,224.00	\$204,875.91	\$208,224.00	\$187,534.42	\$208,926.00
37-351-35	Cemetery Fees	R	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00
37-351-35	Police Rpt Fees	R	\$55.00	\$45.00	\$50.00	\$10.00	\$50.00
37-351-35	Court Fees	R	\$200.00	\$269.89	\$250.00	\$69.79	\$200.00
37-351-36	Cell Tower Rent	R	\$32,340.00	\$26,777.77	\$32,340.00	\$26,950.00	\$64,680.00
37-351-36	Parking/Ordinance Collections PD	R	\$700.00	\$360.00	\$500.00	\$50.00	\$100.00
37-351-40	Debt Setoff Landfill	R	\$100.00	\$123.58	\$100.00	\$86.72	\$100.00
37-351-60	Debt Setoff Fire Inspection	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-365-00	Interest Income	R	\$50.00	\$6,528.92	\$50.00	\$59.50	\$60.00
37-365-00	NCCMT Debt Setoff Disbursement	R	\$0.00	\$0.00	\$0.00	\$433.37	\$500.00
37-365-34	HDC Debt Setoff	R	\$0.00	\$604.00	\$0.00	\$0.00	\$0.00
37-365-35	Revitalization Comm	R	\$11,285.00	\$11,285.00	\$17,000.00	\$18,455.00	\$25,000.00
37-365-35	Branded Merchandise for Sale	R	\$0.00	\$200.00	\$0.00	\$260.00	\$1,000.00
37-365-36	Surplus Property	R	\$6,832.82	\$6,832.06	\$4,000.00	\$2,575.00	\$0.00
37-365-37	WWTP 25% of GF Exp	R	\$60,675.00	\$60,310.53	\$61,428.00	\$51,705.55	\$64,057.00
37-365-37	WS 25% of GF Exp	R	\$107,630.00	\$109,829.46	\$110,354.00	\$100,807.30	\$122,255.00
37-365-40	Mis/Revenue/License Tags	R	\$2,000.00	(\$4,659.97)	\$0.00	\$290.00	\$100.00
37-365-41	Interest Investment NCCMT	R	\$20,000.00	\$28,933.08	\$28,000.00	\$22,336.62	\$24,000.00
37-395-39	Powell Bill Apropriated Fund Balance (Bu	R	\$0.00	\$0.00	\$13,608.00	\$0.00	\$0.00
37-395-39	Appropriated Fund Balance (Budget Onl	R	\$94,236.36	\$0.00	\$47,712.00	\$0.00	\$0.00
			\$1,566,552.18	\$1,448,409.89	\$1,572,329.00	\$1,270,440.14	\$1,689,382.00
Type: E							



GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-401-01	Salary - Full Time	E	\$170,770.00	\$170,898.92	\$175,867.00	\$154,724.68	\$181,117.00
37-401-01	Salary - Adm Assistant	E	\$52,868.00	\$52,922.00	\$54,432.00	\$48,206.00	\$56,039.00
37-401-02	ER-FICA Taxes	E	\$13,064.00	\$13,070.62	\$13,454.00	\$11,987.65	\$13,856.00
37-401-02	ER-FICA Taxes - Adm Assistant	E	\$4,045.00	\$4,036.20	\$4,164.00	\$3,522.70	\$4,287.00
37-401-03	ER-Retirement - Orbit	E	\$44,057.00	\$44,139.79	\$47,096.00	\$41,499.28	\$49,257.00
37-401-04	ER-Health Insurance	E	\$38,375.00	\$36,702.11	\$30,780.00	\$28,322.12	\$35,000.00
37-401-05	ER-Life Insurance	E	\$576.00	\$576.00	\$576.00	\$528.00	\$570.00
37-401-06	ER-Workman's Comp	E	\$283.28	\$283.28	\$302.07	\$302.07	\$400.00
37-401-20	Travel Expense	E	\$250.00	\$191.82	\$681.00	\$680.24	\$2,000.00
37-401-20	Supplies	E	\$4,487.86	\$3,136.99	\$4,798.00	\$2,645.65	\$5,000.00
37-401-25	Light, Heat & Security	E	\$8,888.87	\$8,765.99	\$6,923.00	\$6,472.38	\$8,500.00
37-401-25	Telephone & Postage	E	\$4,515.00	\$2,898.75	\$4,000.00	\$2,757.61	\$4,000.00
37-401-25	Bldg. Maint/ Clean SVS	E	\$6,070.00	\$4,716.92	\$9,000.00	\$5,548.80	\$16,918.00
37-401-25	Bank Fees/ Petty Cash	E	\$3,750.00	\$3,610.00	\$3,750.00	\$3,300.00	\$3,750.00
37-401-29	Training	E	\$1,140.00	\$987.08	\$1,625.00	\$268.00	\$5,000.00
37-401-30	Computer Maint	E	\$4,815.00	\$4,212.31	\$4,800.00	\$3,837.71	\$9,000.00
37-401-30	Software Support	E	\$3,477.66	\$3,030.68	\$2,500.00	\$1,992.42	\$1,000.00
37-401-30	Software Purchase less than \$5,000	E	\$0.00	\$0.00	\$3,102.30	\$3,102.30	\$0.00
37-401-30	Website	E	\$1,600.00	\$812.50	\$800.00	\$412.50	\$800.00
37-401-30	Technology Upgrades	E	\$1,880.00	\$1,861.91	\$1,000.00	\$0.00	\$1,000.00
37-401-30	Awning 25% Fund	E	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
37-401-30	Special Events	E	\$2,284.56	\$2,334.56	\$1,425.00	\$1,281.62	\$2,500.00
37-401-30	Advertising	E	\$2,270.00	\$1,710.00	\$2,270.00	\$134.10	\$2,270.00
37-401-31	Dues & Subscriptions	E	\$2,956.00	\$2,950.00	\$3,500.00	\$3,257.93	\$4,000.00
37-401-32	NC Sales/Use Tax Paid (No Tax)	E	\$951.27	\$951.27	\$1,326.00	\$1,324.31	\$2,000.00
37-401-40	Liability Insurance	E	\$7,000.00	\$6,462.59	\$7,500.00	\$5,598.58	\$7,800.00
37-401-40	County Tax Collection Svs	E	\$7,994.00	\$6,583.95	\$8,000.00	\$7,490.91	\$8,000.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-401-40	Audit Expense	E	\$11,500.00	\$11,500.00	\$12,084.00	\$11,500.00	\$13,117.00
37-401-41	Election Cost	E	\$7,355.56	\$7,355.56	\$0.00	\$0.00	\$8,500.00
37-401-42	Attorney Fees	E	\$3,448.73	\$2,400.00	\$3,500.00	\$2,697.00	\$3,500.00
37-401-49	Sales & Uses Tax Expense	E	\$0.00	\$16,858.22	\$0.00	\$29,646.64	\$0.00
37-401-49	Capital Outlay below \$5000	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-401-49	Miscellaneous Expense	E	\$155.00	\$155.00	\$4,709.93	\$4,629.71	\$2,000.00
37-401-80	Truist Parking Lot Loan Principal	E	\$4,827.25	\$4,827.25	\$10,039.46	\$10,039.46	\$10,576.00
37-401-83	Truist Parking Lot Loan Interest	E	\$3,293.75	\$3,293.75	\$6,202.55	\$6,202.55	\$5,667.00
37-401-99	Contingency	E	\$684.15	\$0.00	\$3,040.69	\$0.00	\$5,000.00
37-402-01	Mayor Part Time Salary	E	\$1,500.00	\$1,500.00	\$1,500.00	\$1,375.00	\$1,500.00
37-402-02	ER - FICA TAXES	E	\$115.00	\$114.72	\$115.00	\$105.16	\$115.00
37-402-06	Workers Comp Mayor & Council	E	\$70.00	\$57.68	\$70.00	\$0.00	\$70.00
37-402-20	Travel Expense	E	\$0.00	\$0.00	\$300.00	\$83.20	\$300.00
37-402-29	Training	E	\$930.00	\$892.50	\$100.00	\$0.00	\$1,500.00
37-402-40	Commission offsite meetings	E	\$200.00	\$158.00	\$200.00	\$0.00	\$200.00
37-405-34	Zoning/Ordinances	E	\$200.00	\$0.00	\$20,200.00	\$10,146.20	\$7,500.00
37-405-40	Branded Clothing Sales	E	\$500.00	\$0.00	\$500.00	\$500.00	\$1,000.00
37-405-42	Quilters Lane	E	\$2,453.22	\$2,449.44	\$500.00	\$88.43	\$500.00
37-405-43	Historic District Comm	E	\$220.00	\$0.00	\$220.00	\$0.00	\$220.00
37-405-44	Run Warrenton 5K	E	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
37-405-45	Revitalization Comm	E	\$10,440.40	\$6,874.81	\$17,000.00	\$16,520.17	\$25,000.00
37-405-47	Small Town Maint St	E	\$2,500.00	\$1,706.69	\$2,500.00	\$1,481.63	\$1,500.00
37-405-89	Budgeted Increase to Fund Balance	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-501-01	SALARY FULL TIME	E	\$172,395.75	\$158,742.25	\$175,828.61	\$127,669.70	\$310,944.00
37-501-01	Salary - Part Time	E	\$105,000.00	\$102,647.42	\$57,400.00	\$56,250.00	\$0.00
37-501-01	Salary-LEO Separation Allowance	E	\$0.00	\$0.00	\$14,396.00	\$11,402.37	\$15,000.00
37-501-01	Salary - Admin Assistant	E	\$37,100.00	\$37,306.00	\$42,566.00	\$37,718.00	\$43,827.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-501-01	Salary - Over-Time	E	\$17,000.00	\$15,360.63	\$10,000.00	\$6,210.79	\$10,000.00
37-501-02	ER-FICA Taxes	E	\$24,438.00	\$23,910.84	\$24,200.00	\$18,619.08	\$26,431.00
37-501-03	ER - Retirement Orbit	E	\$52,203.00	\$44,323.27	\$64,792.00	\$30,279.90	\$78,982.00
37-501-03	ER - 401K 5%	E	\$13,618.00	\$8,690.47	\$13,688.00	\$6,294.12	\$15,084.00
37-501-04	ER - Health Insurance	E	\$41,120.00	\$21,085.54	\$46,712.00	\$17,450.60	\$55,982.00
37-501-05	ER - Life Insurance	E	\$1,010.00	\$675.79	\$1,010.00	\$544.00	\$1,152.00
37-501-06	ER - Workman's Comp	E	\$6,420.00	\$4,736.63	\$5,520.00	\$5,517.81	\$4,500.00
37-501-20	Travel Expense	E	\$994.00	\$490.31	\$200.00	\$111.06	\$1,500.00
37-501-20	Supplies	E	\$5,406.00	\$4,967.47	\$6,050.00	\$4,791.72	\$5,000.00
37-501-20	Uniforms	E	\$5,000.00	\$2,395.47	\$6,000.00	\$4,554.72	\$5,000.00
37-501-20	Equipment & Material	E	\$7,200.00	\$6,911.93	\$4,000.00	\$3,556.50	\$4,000.00
37-501-20	Ammunition	E	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
37-501-25	Light, Heat & Security	E	\$9,500.00	\$6,929.58	\$8,050.00	\$7,109.76	\$9,000.00
37-501-25	Telephone & Postage	E	\$9,237.00	\$7,498.45	\$8,110.00	\$7,000.37	\$8,000.00
37-501-25	Fuel	E	\$23,000.00	\$21,864.35	\$20,000.00	\$9,907.11	\$15,000.00
37-501-25	Bldg Maint/Clean Svs	E	\$6,320.00	\$4,860.91	\$6,344.00	\$4,385.37	\$6,000.00
37-501-29	Training	E	\$2,000.00	\$891.56	\$1,000.00	\$607.10	\$2,000.00
37-501-30	Computer Maint	E	\$5,990.00	\$4,863.81	\$9,951.00	\$5,133.86	\$8,000.00
37-501-30	Software Support	E	\$8,553.00	\$7,374.26	\$10,459.00	\$6,362.55	\$6,000.00
37-501-30	Technology Upgrades	E	\$5,000.00	\$4,650.20	\$3,000.00	\$2,664.99	\$3,000.00
37-501-31	Freight Charges	E	\$500.00	\$233.99	\$0.00	\$0.00	\$250.00
37-501-35	Maint & Repair Equip	E	\$7,680.00	\$6,642.55	\$4,000.00	\$1,737.35	\$4,000.00
37-501-37	2019 Dodge Car 100	E	\$3,000.00	\$1,773.63	\$1,500.00	\$357.53	\$1,500.00
37-501-37	2017 Dodge Car 200	E	\$4,350.00	\$3,680.09	\$1,500.00	\$1,484.47	\$1,500.00
37-501-37	2016 Dodge Car 300	E	\$1,500.00	\$989.75	\$1,500.00	\$750.99	\$1,500.00
37-501-37	2017 Dodge Car 400	E	\$5,500.00	\$4,779.28	\$1,500.00	\$840.47	\$1,500.00
37-501-37	2019 Dodge Car 700	E	\$7,075.00	\$5,429.95	\$1,500.00	\$829.16	\$1,500.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-501-37	2023 Dodge Car 125	E	\$1,500.00	\$477.33	\$1,500.00	\$640.42	\$1,500.00
37-501-37	2023 Dodge Car 225	E	\$4,479.25	\$3,295.73	\$1,500.00	\$139.45	\$1,500.00
37-501-40	Liability Insurance	E	\$18,000.00	\$12,523.30	\$19,345.60	\$13,631.05	\$23,797.00
37-501-41	Medical	E	\$1,000.00	\$110.00	\$3,000.00	\$1,330.00	\$3,000.00
37-501-42	Attorney Fees	E	\$0.00	\$0.00	\$15,000.00	\$3,435.00	\$12,500.00
37-501-43	COP Program	E	\$1,500.00	\$277.89	\$2,665.79	\$2,665.79	\$3,000.00
37-501-49	Miscellaneous	E	\$2,922.82	\$2,574.40	\$800.00	\$776.30	\$1,000.00
37-501-80	Police 2019 Cars Loan Principal (USDA)	E	\$4,822.00	\$4,821.02	\$4,965.00	\$4,964.39	\$5,268.00
37-501-80	Police 2023 Cars Loan Principle (USDA)	E	\$7,177.00	\$7,176.50	\$7,410.00	\$7,409.74	\$7,651.00
37-501-83	Police 2019 Cars Loan Interest (USDA)	E	\$605.00	\$604.98	\$462.00	\$461.61	\$158.00
37-501-83	Police 2023 Cars Loan Interest (USDA)	E	\$1,801.00	\$1,800.50	\$1,568.00	\$1,567.26	\$1,327.00
37-601-01	Salary - Part Time Code Enforcement	E	\$2,682.00	\$2,648.89	\$2,682.00	\$2,593.88	\$2,682.00
37-601-02	ER-FICA Taxes	E	\$230.00	\$202.60	\$230.00	\$198.49	\$230.00
37-601-06	Workers Comp	E	\$660.00	\$620.56	\$660.00	\$617.19	\$660.00
37-601-25	Fuel/Truck Expense/Insurance	E	\$456.00	\$456.00	\$456.00	\$0.00	\$456.00
37-601-35	Vehicle Maintenance	E	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
37-601-43	Contract Srvs Fire Protection	E	\$70,000.00	\$69,999.96	\$87,600.00	\$80,300.00	\$87,600.00
37-601-47	Donation to Town Fire	E	\$1,546.65	\$1,546.30	\$1,550.00	\$0.00	\$1,550.00
37-601-47	Code Enforcement Exp	E	\$550.35	\$544.00	\$550.00	\$0.00	\$550.00
37-651-33	Christmas Lights/Santa House	E	\$2,257.00	\$2,255.18	\$1,747.00	\$1,747.00	\$1,750.00
37-651-33	Haley Haywood Park	E	\$258.00	\$156.00	\$768.00	\$0.00	\$785.00
37-651-33	Signs below \$5,000	E	\$650.00	\$650.00	\$2,000.00	\$516.02	\$2,000.00
37-651-33	Street Beautification - Below \$5,000	E	\$4,778.00	\$4,612.43	\$4,000.00	\$3,095.98	\$4,000.00
37-651-33	Street Lighting Electric Bill	E	\$28,807.00	\$28,683.82	\$30,500.00	\$28,606.26	\$32,000.00
37-651-50	Capital Outlay \$5000 and over	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-701-01	Salary - Full Time	E	\$57,445.00	\$58,585.09	\$61,826.00	\$57,809.78	\$86,007.00
37-701-01	Salary - Part Time	E	\$17,161.00	\$16,400.22	\$19,140.00	\$14,447.04	\$0.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-701-01	Over-Time	E	\$1,338.00	\$532.61	\$1,366.00	\$400.90	\$1,482.00
37-701-02	ER-FICA Taxes	E	\$5,964.00	\$5,761.54	\$6,299.00	\$5,544.80	\$6,693.00
37-701-03	ER - Retirement - Orbit	E	\$14,858.00	\$14,507.08	\$16,840.00	\$12,208.50	\$18,171.00
37-701-04	ER-Health Insurance	E	\$21,680.00	\$20,791.05	\$17,626.00	\$13,617.60	\$24,036.00
37-701-05	ER-Life Insurance	E	\$468.00	\$468.00	\$426.00	\$289.60	\$391.00
37-701-06	ER-Workman's Comp	E	\$1,761.51	\$1,761.51	\$1,400.00	\$1,399.22	\$1,400.00
37-701-09	Salary Reimbursement COVID	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-701-20	Supplies	E	\$4,904.49	\$4,786.86	\$5,083.00	\$5,083.00	\$5,500.00
37-701-20	Uniforms	E	\$4,212.00	\$3,353.62	\$3,900.00	\$3,029.44	\$3,400.00
37-701-25	Telephone & Postage	E	\$925.00	\$692.55	\$925.00	\$630.63	\$540.00
37-701-25	Fuel	E	\$12,043.00	\$10,070.60	\$12,762.00	\$6,970.26	\$10,000.00
37-701-25	Street Maintenance	E	\$0.00	\$0.00	\$1,758.00	\$1,757.12	\$0.00
37-701-31	Tree Removal	E	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$1,200.00
37-701-35	Maint & Repair Equip	E	\$12,128.00	\$12,127.33	\$14,046.00	\$13,232.73	\$14,000.00
37-701-35	Vehicle Maintenance	E	\$7,140.00	\$7,139.58	\$5,548.00	\$5,363.72	\$5,000.00
37-701-40	Liability Insurance	E	\$6,899.00	\$6,898.61	\$8,517.00	\$6,213.72	\$9,795.00
37-701-43	Street Debris Disposal	E	\$1,152.00	\$1,000.00	\$4,894.00	\$4,894.00	\$4,500.00
37-701-49	Capital Outlay below \$5,000	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-701-50	Capital Outlay over \$5000	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-701-80	LGFCU Street Truck & Trailer Loan Princi	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-701-83	LGFCU Street Truck & Trailer Loan Inter	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-701-89	Mowing	E	(\$16,000.00)	(\$15,996.00)	(\$16,000.00)	(\$14,663.00)	(\$16,000.00)
37-701-99	Contingency	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-710-36	Maint & Repair POWELL BILL	E	\$15,913.00	\$2,715.86	\$4,425.00	\$4,425.00	\$15,000.00
37-710-40	Audit Expense POWELL BILL	E	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
37-710-80	UN USED NUMBER-CAN BE RENAMED N	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-801-01	Salary - Full Time Sanitation	E	\$48,988.00	\$51,204.28	\$54,199.00	\$42,543.16	\$58,089.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-801-01	Salary - Part Time Sanitation	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-801-01	Salary - Over Time Sanitation	E	\$380.00	\$365.90	\$872.00	\$871.22	\$770.00
37-801-02	ER - FICA Sanitation	E	\$3,954.00	\$3,859.35	\$4,213.00	\$3,281.48	\$4,503.00
37-801-03	ER - Retirement - Orbit Sanitation	E	\$10,185.00	\$10,111.11	\$11,262.00	\$6,190.70	\$12,225.00
37-801-04	ER - Health Insurance	E	\$17,048.00	\$16,037.49	\$13,808.00	\$9,346.77	\$15,273.00
37-801-05	ER - Life Insurance	E	\$260.00	\$259.20	\$259.00	\$194.40	\$251.00
37-801-06	Workman's Compensation	E	\$4,415.00	\$4,414.84	\$3,682.00	\$3,664.92	\$3,665.00
37-801-09	Salary Reimbursement COVID	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-801-20	Supplies	E	\$1,000.00	\$741.99	\$568.00	\$544.76	\$1,000.00
37-801-20	Uniforms	E	\$2,808.00	\$2,179.26	\$2,912.00	\$1,336.66	\$1,976.00
37-801-25	Telephone & Postage	E	\$720.00	\$368.88	\$500.00	\$340.48	\$500.00
37-801-25	Fuel	E	\$3,645.00	\$2,839.73	\$3,978.00	\$2,072.97	\$4,000.00
37-801-35	Landfull Fees	E	\$20,250.00	\$18,797.52	\$20,250.00	\$15,335.43	\$23,112.00
37-801-35	Vehicle Maintenance	E	\$1,000.00	\$680.09	\$1,755.00	\$1,754.22	\$1,000.00
37-801-40	Liability Insurance	E	\$4,368.00	\$4,367.30	\$4,974.00	\$3,671.21	\$5,720.00
37-801-50	Capital Outlay \$5000 and over	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-901-03	Transfer out to Capital Project Parking L	E	\$55,324.00	\$55,324.00	\$0.00	\$0.00	\$0.00
37-901-03	Transfer Out to Frontier Warren	E	\$14,870.00	\$14,870.00	\$0.00	\$0.00	\$1,988.00
37-901-03	Transfer Out to WS for USDA Loan	E	\$7,281.00	\$7,281.00	\$7,281.00	\$7,281.00	\$7,281.00
37-901-88	Transfer Out to USDA Loan Reserve	E	\$2,781.00	\$0.00	\$2,647.00	\$0.00	\$2,169.00
			\$1,558,622.38	\$1,446,531.68	\$1,522,830.00	\$1,210,633.43	\$1,689,382.00
			\$3,125,174.56	\$2,894,941.57	\$3,095,159.00	\$2,481,073.57	\$3,378,764.00
Fund: 38							
Type: R							
38-320-32	Annual Refund of Sales Tax the Town p	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
38-350-01	DAILY DIFFERENCE Do Not Use	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
38-351-40	Water Sales	R	\$849,438.00	\$772,980.18	\$821,313.00	\$702,852.88	\$911,133.00
38-351-40	Debt Setoff WATER	R	\$224.00	\$1,161.21	\$224.00	\$1,173.87	\$53.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
38-351-40	Sewer Services	R	\$632,186.00	\$562,392.01	\$695,580.00	\$566,407.06	\$717,364.00
38-351-40	Debt Setoff SEWER	R	\$196.00	\$1,247.84	\$196.00	\$936.07	\$42.00
38-351-40	Town Taps/Connection Fee	R	\$18,000.00	\$36,514.93	\$32,711.00	\$26,668.72	\$22,000.00
38-351-41	Dis/Reconnection Fee	R	\$9,122.00	\$7,255.64	\$9,468.00	\$8,069.02	\$9,960.00
38-351-41	Fire Sprinkler	R	\$2,176.00	\$2,336.88	\$2,337.00	\$2,368.86	\$2,620.00
38-351-41	Late Fees/Penalty/Cut Off	R	\$21,850.00	\$21,659.24	\$22,742.00	\$17,886.57	\$20,972.00
38-351-41	Returned Check Fee	R	\$825.00	\$750.00	\$900.00	\$630.00	\$987.00
38-351-42	Debt Setoff Late Fees/Penalty/Cut Off	R	\$91.00	\$476.85	\$200.00	\$441.22	\$25.00
38-365-41	Interest/investment Income NCCMT	R	\$8,184.00	\$14,455.07	\$14,324.00	\$11,158.83	\$13,628.00
38-365-42	Account Activation Fee	R	\$2,813.00	\$2,375.00	\$2,513.00	\$2,650.00	\$2,925.00
38-381-03	Transfer In From GF	R	\$7,281.00	\$7,281.00	\$7,281.00	\$7,281.00	\$7,281.00
38-395-39	Apropriated Fund Balance (Budget Only)	R	\$18,094.00	\$0.00	\$232,517.00	\$0.00	\$60,310.00
			\$1,570,480.00	\$1,430,885.85	\$1,842,306.00	\$1,348,524.10	\$1,769,300.00
Type: E							
38-851-01	Salary Full Time	E	\$106,974.00	\$119,674.13	\$110,766.00	\$100,591.22	\$124,185.00
38-851-01	Salary - Part Time	E	\$12,979.00	\$13,316.57	\$18,125.00	\$14,484.10	\$12,876.00
38-851-01	Salary Over-Time	E	\$4,120.00	\$4,119.39	\$7,754.00	\$5,596.47	\$7,987.00
38-851-02	ER-FICA Taxes	E	\$9,126.00	\$9,642.28	\$10,453.00	\$8,890.24	\$11,096.00
38-851-03	ER - Retirement Orbit	E	\$16,953.00	\$18,528.16	\$21,886.00	\$18,694.24	\$25,633.00
38-851-04	ER - Health Insurance WATER	E	\$24,215.02	\$23,966.89	\$20,220.00	\$16,820.03	\$24,997.00
38-851-05	ER - Life Insurance	E	\$500.00	\$394.23	\$500.00	\$347.84	\$382.00
38-851-06	ER - Workman's Comp	E	\$1,163.00	\$1,111.85	\$1,112.00	\$825.36	\$1,112.00
38-851-20	Travel Expense	E	\$44.54	\$0.00	\$215.00	\$0.00	\$215.00
38-851-20	Supplies	E	\$35,088.44	\$34,737.52	\$32,129.00	\$25,663.97	\$35,000.00
38-851-20	Uniforms	E	\$2,496.00	\$2,222.19	\$2,600.00	\$2,173.88	\$3,120.00
38-851-25	Light & Heat & Security	E	\$6,090.00	\$4,790.11	\$6,090.00	\$4,703.39	\$6,090.00
38-851-25	Telephone & Postage	E	\$9,819.00	\$9,427.41	\$10,222.00	\$8,307.69	\$10,896.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
38-851-25	Fuel	E	\$10,300.00	\$7,264.49	\$9,914.00	\$6,829.39	\$10,000.00
38-851-25	Bldg. Maint/Clean Svs	E	\$2,530.00	\$2,266.04	\$3,117.00	\$2,192.77	\$5,113.00
38-851-26	Electric Tank/Pumps	E	\$3,198.00	\$2,699.48	\$3,401.00	\$2,307.66	\$3,401.00
38-851-29	Training	E	\$562.50	\$481.25	\$0.00	\$0.00	\$0.00
38-851-29	Continuing Education	E	\$808.00	\$388.56	\$1,300.00	\$362.50	\$1,300.00
38-851-30	Computer Maintenance	E	\$4,001.94	\$3,525.44	\$3,500.00	\$2,886.53	\$5,124.00
38-851-30	Software Support	E	\$9,000.00	\$7,752.03	\$9,000.00	\$8,662.14	\$9,300.00
38-851-30	Technology Upgrades	E	\$1,790.00	\$1,789.45	\$196.00	\$12.50	\$2,250.00
38-851-30	Advertising	E	\$0.00	\$0.00	\$140.00	\$62.50	\$265.00
38-851-31	Dues & Subscriptions	E	\$450.00	\$426.84	\$501.00	\$475.22	\$880.00
38-851-31	State Permits	E	\$1,270.00	\$1,270.00	\$1,270.00	\$1,270.00	\$1,270.00
38-851-34	Water Tank Contract	E	\$19,816.00	\$19,731.97	\$20,567.00	\$19,566.56	\$20,500.00
38-851-34	Lab Analysis	E	\$2,210.00	\$2,425.00	\$2,210.00	\$1,100.00	\$1,200.00
38-851-35	Maint. & Repair Equip	E	\$2,218.59	\$2,218.46	\$3,944.00	\$3,693.22	\$4,000.00
38-851-35	Vehicle Maintenance	E	\$1,428.00	\$1,426.24	\$3,750.00	\$2,624.85	\$3,750.00
38-851-40	Town Liability Insurance	E	\$10,659.00	\$10,658.30	\$11,524.00	\$8,480.87	\$13,253.00
38-851-40	Audit Expense	E	\$5,750.00	\$5,750.00	\$5,750.00	\$5,750.00	\$6,559.00
38-851-40	Town Tap Expense	E	\$0.00	\$0.00	\$6,865.00	\$6,865.00	\$0.00
38-851-43	WS grant expense	E	\$0.00	\$0.00	\$0.00	\$0.00	\$31,292.00
38-851-44	External Contract	E	\$26,817.00	\$26,816.83	\$21,583.00	\$18,504.18	\$15,000.00
38-851-45	Water Purchase	E	\$230,000.00	\$227,092.29	\$251,000.00	\$173,362.69	\$250,000.00
38-851-50	Capital Outlay \$5000 and Above	E	\$5,685.47	\$0.00	\$64,058.00	\$64,058.00	\$0.00
38-851-80	USDA Public Works Trucks - Princ Water	E	\$8,534.00	\$0.00	\$8,773.00	\$8,772.85	\$6,109.00
38-851-80	USDA Town Hall/WS Loan Principal	E	\$29,272.00	\$0.00	\$29,300.00	\$2,300.00	\$29,858.00
38-851-83	USDA Town Hall/WS Loan Interest	E	\$15,196.00	\$15,156.56	\$14,863.00	\$1,340.50	\$14,502.00
38-851-83	USDA Public Works Trucks - Int Water	E	\$1,349.00	\$1,348.39	\$1,109.00	\$1,108.62	\$856.00
38-851-89	Grass Cutting Expense	E	\$16,000.00	\$15,996.00	\$16,000.00	\$14,663.00	\$16,000.00



GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
38-851-89	WS 25% of GF Expense	E	\$53,815.00	\$54,914.72	\$55,177.00	\$50,403.63	\$59,399.00
38-851-99	Contingency	E	\$77.50	\$0.00	\$0.00	\$0.00	\$10,000.00
38-852-01	Salary - Full Time	E	\$107,834.00	\$119,759.67	\$110,766.00	\$100,171.27	\$124,185.00
38-852-01	Salary - Part Time	E	\$13,037.00	\$13,316.09	\$18,000.00	\$14,320.97	\$12,876.00
38-852-01	Salary - Over Time Sewer	E	\$6,024.00	\$5,811.86	\$7,254.00	\$5,725.67	\$7,987.00
38-852-02	ER - FICA Sewer	E	\$9,756.00	\$10,171.99	\$10,453.00	\$9,155.47	\$11,096.00
38-852-03	ER-Retirement Orbit	E	\$17,388.00	\$18,805.34	\$21,886.00	\$18,543.58	\$25,633.00
38-852-04	ER-Health Insurance SEWER	E	\$24,150.06	\$24,021.07	\$20,220.00	\$16,847.91	\$24,997.00
38-852-05	ER-Life Insurance	E	\$500.00	\$382.71	\$500.00	\$347.84	\$382.00
38-852-06	ER-Workman's Comp	E	\$1,163.00	\$1,111.84	\$826.00	\$825.35	\$1,112.00
38-852-20	Travel Expense	E	\$209.26	\$0.00	\$3.00	\$0.00	\$215.00
38-852-20	Supplies	E	\$21,152.62	\$5,765.96	\$27,934.00	\$26,920.22	\$28,000.00
38-852-20	Uniforms	E	\$2,496.00	\$2,221.94	\$2,600.00	\$2,173.77	\$3,120.00
38-852-25	Light & Heat & Security	E	\$6,028.00	\$5,300.62	\$7,000.00	\$4,642.96	\$7,000.00
38-852-25	Telephone & Postage	E	\$10,047.00	\$9,582.28	\$11,011.00	\$9,169.92	\$11,312.00
38-852-25	Fuel	E	\$10,001.00	\$7,308.74	\$9,654.00	\$6,803.82	\$10,000.00
38-852-25	Bldg. Maint/Clean Svs	E	\$2,530.00	\$2,266.04	\$3,117.00	\$2,192.77	\$5,113.00
38-852-26	Electric Tank/Pumps	E	\$10,722.00	\$10,594.85	\$12,000.00	\$10,632.70	\$12,000.00
38-852-29	Training	E	\$562.50	\$481.25	\$0.00	\$0.00	\$0.00
38-852-29	Continuing Education	E	\$371.00	\$265.00	\$534.00	\$320.00	\$1,300.00
38-852-30	Computer Maint.	E	\$5,000.00	\$3,255.41	\$3,500.00	\$2,886.45	\$5,124.00
38-852-30	Software Support	E	\$9,000.00	\$7,752.00	\$9,000.00	\$8,662.14	\$9,300.00
38-852-30	Technology Upgrades	E	\$2,250.00	\$1,789.42	\$13.00	\$12.48	\$2,250.00
38-852-30	Advertising	E	\$683.00	\$326.63	\$503.00	\$502.50	\$500.00
38-852-31	Dues & Subscriptions	E	\$439.33	\$426.83	\$501.00	\$475.20	\$880.00
38-852-31	State Permits	E	\$1,960.00	\$1,960.00	\$1,960.00	\$1,960.00	\$1,500.00
38-852-35	Maint & Repair Equip	E	\$3,046.59	\$3,046.41	\$3,803.00	\$3,777.74	\$4,000.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
38-852-35	Vehicle Maintenance	E	\$3,750.00	\$1,426.18	\$1,853.00	\$1,852.86	\$3,750.00
38-852-40	Liability Insurance	E	\$5,851.00	\$5,469.47	\$6,285.00	\$4,595.99	\$7,228.00
38-852-40	Audit Expense	E	\$5,750.00	\$5,750.00	\$5,750.00	\$5,750.00	\$6,559.00
38-852-40	Town Tap Expense	E	\$0.00	\$0.00	\$21,511.00	\$21,511.00	\$0.00
38-852-43	WS Grant Expense	E	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
38-852-43	Purchase of Sewer Services	E	\$387,485.00	\$381,996.27	\$402,384.00	\$331,971.04	\$434,416.00
38-852-44	External Contract	E	\$29,726.17	\$24,713.42	\$20,398.00	\$20,397.67	\$22,000.00
38-852-47	WWTP Rehab Annual Payment	E	\$22,772.00	\$22,772.00	\$21,935.00	\$20,883.59	\$22,073.00
38-852-50	Capital Outlay \$5000 and Above	E	\$5,685.47	\$0.00	\$33,738.00	\$9,622.55	\$0.00
38-852-80	USDA Public Works Trucks - Princ Sewer	E	\$8,534.00	\$0.00	\$8,773.00	\$8,772.88	\$6,109.00
38-852-80	USDA Town Hall/WS Loan Principal	E	\$29,272.00	\$0.00	\$29,300.00	\$2,300.00	\$29,858.00
38-852-80	NCDEQ Unity, Bute & Battle Sewer Reha	E	\$14,388.00	\$0.00	\$14,388.00	\$14,387.20	\$14,388.00
38-852-80	John Riggans Easement Pmt	E	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
38-852-81	NCDEQ Sewer Rehab Annual Loan- Princ	E	\$13,750.00	\$0.00	\$13,750.00	\$13,750.00	\$13,750.00
38-852-83	USDA Town Hall/WS Loan Interest	E	\$15,196.00	\$15,156.58	\$14,863.00	\$1,340.50	\$14,502.00
38-852-83	USDA Public Works Trucks - Int Sewer	E	\$1,349.00	\$1,348.40	\$1,109.00	\$1,108.65	\$856.00
38-852-83	NCDEQ Sewer Rehab Annual Loan- Inter	E	\$2,750.00	\$2,750.00	\$2,475.00	\$2,475.00	\$2,200.00
38-852-89	WS 25% of GF Expense	E	\$53,815.00	\$54,914.74	\$55,177.00	\$50,403.67	\$59,399.00
38-852-99	Contingency	E	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00
38-901-88	Transfer Out to USDA Loan Reserve	E	\$9,314.00	\$0.00	\$0.00	\$0.00	\$9,560.00
			\$1,569,044.00	\$1,426,350.08	\$1,728,611.00	\$1,373,946.94	\$1,769,300.00
			\$3,139,524.00	\$2,857,235.93	\$3,570,917.00	\$2,722,471.04	\$3,538,600.00
Fund: 39							
Type: R							
39-351-40	Septic Disposal Service	R	\$62,340.00	\$39,640.00	\$42,074.00	\$48,410.00	\$49,980.00
39-351-47	Town Sewer Revenues	R	\$387,485.00	\$381,996.27	\$402,384.00	\$331,971.04	\$434,416.00
39-351-47	Sewer Revenues - County	R	\$240,446.00	\$237,040.46	\$322,189.00	\$265,810.35	\$316,092.00
39-351-47	Sewer Rev Norlina	R	\$222,003.00	\$218,858.15	\$218,881.00	\$180,579.80	\$241,310.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
			\$912,274.00	\$877,534.88	\$985,528.00	\$826,771.19	\$1,041,798.00
Type: E							
39-861-01	Salary - Full Time	E	\$199,426.00	\$223,037.53	\$221,987.00	\$195,010.52	\$250,406.00
39-861-01	Salary - Part Time	E	\$15,816.00	\$16,642.99	\$20,450.00	\$20,153.16	\$9,455.00
39-861-01	Over-Time	E	\$13,522.00	\$13,521.90	\$16,838.00	\$11,310.13	\$17,343.00
39-861-02	ER-FICA Taxes	E	\$15,222.00	\$15,677.22	\$19,835.00	\$15,518.05	\$21,206.00
39-861-03	ER - Retirement Orbit	E	\$39,428.99	\$37,503.18	\$49,205.00	\$37,030.74	\$53,582.00
39-861-04	ER- Health Insurance	E	\$44,979.00	\$41,581.16	\$38,067.00	\$33,643.61	\$46,714.00
39-861-05	ER-Life Insurance	E	\$625.00	\$600.06	\$674.00	\$673.59	\$802.00
39-861-06	ER-Workman's Comp	E	\$2,121.00	\$2,120.55	\$2,115.00	\$1,583.40	\$1,584.00
39-861-20	Travel Expense	E	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
39-861-20	Supplies	E	\$63,196.53	\$62,335.16	\$96,724.00	\$78,813.54	\$80,000.00
39-861-20	Uniforms	E	\$4,883.00	\$4,404.64	\$4,420.00	\$4,342.76	\$5,460.00
39-861-25	Light, Heat & Security	E	\$119,000.00	\$112,094.51	\$113,000.00	\$70,784.71	\$90,000.00
39-861-25	Telephone & Postage	E	\$9,050.00	\$7,127.14	\$6,690.00	\$5,399.72	\$6,778.00
39-861-25	Fuel	E	\$9,735.00	\$8,311.79	\$10,250.00	\$7,911.29	\$10,250.00
39-861-29	Training	E	\$1,125.00	\$962.50	\$0.00	\$0.00	\$0.00
39-861-29	Continuing Education	E	\$1,210.00	\$150.00	\$1,380.00	\$402.50	\$1,500.00
39-861-30	Computer Maint.	E	\$6,221.00	\$5,487.39	\$7,000.00	\$4,378.67	\$9,289.00
39-861-30	Software Support	E	\$4,233.00	\$3,563.75	\$4,208.00	\$2,747.62	\$2,781.00
39-861-30	Technology Upgrades	E	\$1,575.00	\$1,498.05	\$2,000.00	\$25.00	\$2,000.00
39-861-30	Advertising	E	\$729.00	\$1,499.78	\$1,000.00	\$569.00	\$1,000.00
39-861-31	Dues & Subscriptions	E	\$139.33	\$139.33	\$154.00	\$0.00	\$154.00
39-861-31	Freight Charges	E	\$2,746.00	\$2,533.97	\$2,250.00	\$1,908.37	\$2,250.00
39-861-34	Maint & Repair Plant	E	\$104,176.01	\$104,176.01	\$111,190.00	\$107,458.91	\$120,000.00
39-861-34	Sludge Removal	E	\$69,000.00	\$61,129.50	\$72,000.00	\$66,827.00	\$72,000.00
39-861-34	Beaver Control	E	\$750.00	\$575.00	\$750.00	\$200.00	\$750.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
39-861-34	Lab Material & Supplies	E	\$11,764.00	\$11,762.77	\$11,526.00	\$11,016.03	\$11,526.00
39-861-34	Lab Analysis	E	\$23,243.00	\$25,467.00	\$27,435.00	\$22,067.00	\$26,300.00
39-861-34	Tar - Pamlico Dues	E	\$2,937.00	\$2,880.00	\$3,000.00	\$2,880.00	\$3,000.00
39-861-34	OSHAComp/Safety M&S	E	\$145.00	\$145.00	\$1,500.00	\$1,125.00	\$1,500.00
39-861-35	Maint & Repair Equipment	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
39-861-35	Vehicle Maintenance	E	\$1,403.00	\$987.77	\$4,750.00	\$2,731.96	\$4,750.00
39-861-40	Liability Insurance	E	\$19,679.00	\$19,678.43	\$20,520.00	\$15,090.70	\$25,068.00
39-861-40	Audit Expense	E	\$11,500.00	\$11,500.00	\$11,500.00	\$11,500.00	\$13,117.00
39-861-43	WWTP Grant Expenst	E	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00
39-861-44	Certify Lab Services	E	\$525.00	\$524.20	\$1,000.00	\$465.18	\$1,000.00
39-861-44	Permits & Fees	E	\$15,735.00	\$13,960.00	\$15,199.00	\$14,373.33	\$15,079.00
39-861-44	Influent Debris Removal	E	\$6,466.00	\$6,461.73	\$6,654.00	\$6,209.08	\$7,044.00
39-861-50	Capital Outlay \$5000 and Over	E	\$5,685.47	\$0.00	\$119,265.00	\$119,235.88	\$0.00
39-861-81	NCDEQ WWTP Phase 2 Principal	E	\$23,607.00	\$0.00	\$23,607.00	\$23,606.60	\$23,607.00
39-861-89	WWTP 25% of GF Exp	E	\$60,675.00	\$60,310.53	\$61,428.00	\$51,705.55	\$64,003.00
39-861-89	Depreciation Expense	E	\$0.00	\$58,386.22	\$0.00	\$0.00	\$0.00
39-861-99	Contingency	E	\$0.67	\$0.00	\$0.61	\$0.00	\$10,000.00
			\$912,274.00	\$938,736.76	\$1,110,071.61	\$948,698.60	\$1,041,798.00
			\$1,824,548.00	\$1,816,271.64	\$2,095,599.61	\$1,775,469.79	\$2,083,596.00

# PROPOSED BUDGET

FISCAL YEAR 2025-2026



Town Administrator and Budget Officer

---

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

Mayor: Walter M. Gardner, Jr. (Term expires 12/25)  
Address: PO Box 281, Warrenton, NC 27589  
Email Address: w.gardner@warrenton.nc.gov  
Business Address: Warrenton Insurance Agency, Inc.  
131 South Main St. (PO Box 633), Warrenton, NC 27589  
Business Phone: 252-257-3104  
Cell Phone: 252-213-3034

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

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

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

Commissioner: Michael Coffman (12/27)  
Address: PO Box 281, Warrenton, NC 27589  
Email Address: m.coffman@warrenton.nc.gov

Commissioner: Dian Sourelis (12/27)  
Address: PO Box 281, Warrenton, NC 27589  
Email Address: d.sourelis@warrenton.nc.gov

Commissioner: Nat White (12/27)  
Address: PO Box 281, Warrenton, NC 27589  
Email Address: n.white@warrenton.nc.gov

Commissioner: John Blalock (12/27)  
Address: PO Box 281, Warrenton, NC 27589  
Email Address: j.blalock@warrenton.nc.gov

### **Senior Staff**

Meredith Valentine, Director of Finance, 252-257-1122  
Bill Perkinson, Director of Public Works, 252-257-1776  
David Elliott, Chief of Police, 252-257-3123  
Robert Davie, Town Administrator, 252-257-1122

## Mission

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

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

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

#### **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



## Town of Warrenton FY 2025–2026 Proposed Budget Message

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 the proposed Fiscal Year (FY) 2025–2026 Budget for the Town of Warrenton for your review and consideration.

As required by North Carolina General Statute §159-13, local boards of commissioners must receive the proposed budget from the town’s budget officer no later than June 1 and adopt the final budget ordinance by July 1 of each fiscal year. A public hearing to solicit citizen input on the proposed budget is recommended for Monday, June 9, 2025, at 6:45 PM at Warrenton Town Hall, located at 113 S. Bragg Street. Copies of the proposed budget may be obtained at Town Hall by appointment or downloaded from the Town’s website at [www.warrenton.nc.gov](http://www.warrenton.nc.gov).

### Overview of the FY 2025–2026 Proposed Budget

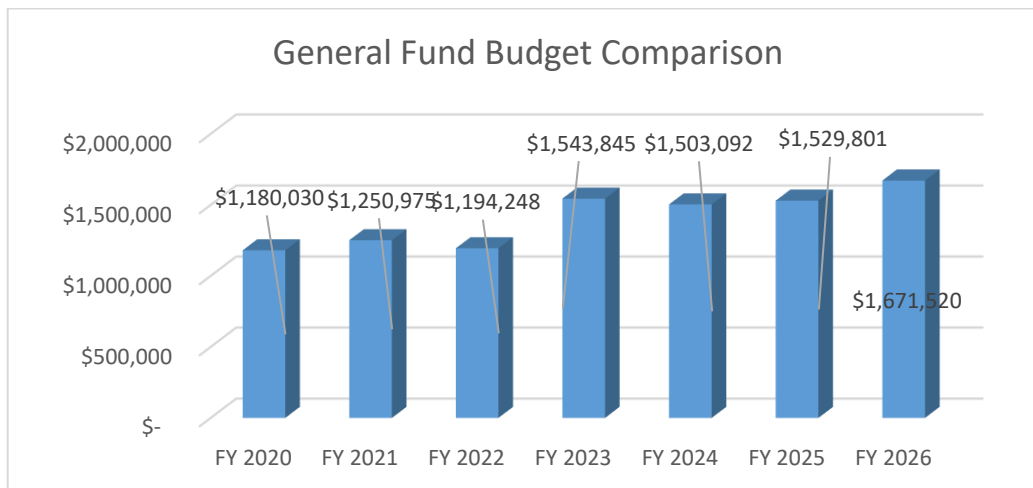
#### General Fund

- The proposed General Fund budget for FY 2025–2026 is **\$1,671,520**, an increase of **\$99,191 (6%)** over FY 2024–2025. This budget reflects efforts to maintain fiscal discipline while accounting for rising costs driven by inflation and increased operational expenses, particularly in the Police Department. For the third consecutive year—after fourteen years without a property tax increase—the budget includes a proposed **12-cent increase in the ad valorem tax rate** to help address rising expenditures.

#### Enterprise Funds

- **Enterprise Fund 38 (Water & Sewer):** While showing a nominal year-over-year decrease of **\$43,179**, this is due to large grant-funded expenditures in FY 2024–25. Adjusted for these reimbursements, the FY 2025–26 budget represents a net increase of **\$74,821**, primarily due to rising water rates from the regional water system and general inflation. The budget includes a **\$3.00 monthly increase in the water access fee** and a **\$0.40 per 1,000 gallons increase** in water usage rates.
- **Enterprise Fund 39:** This fund shows a decrease of **\$80,627**, primarily from reduced capital expenditures and lower electricity usage. However, increases are projected in areas such as laboratory testing, grant-related expenses, and insurance costs.
- **Frontier Warren (Fund 34):** This fund remains flat year-over-year. However, after a period of self-sustainability, it will require a modest Town subsidy of **\$1,988** through May 2026. Notably, rent revenues from the grocery store space have declined due to a reduced rate under new ownership, effective March 1, 2025.

## General Fund Highlights & Considerations

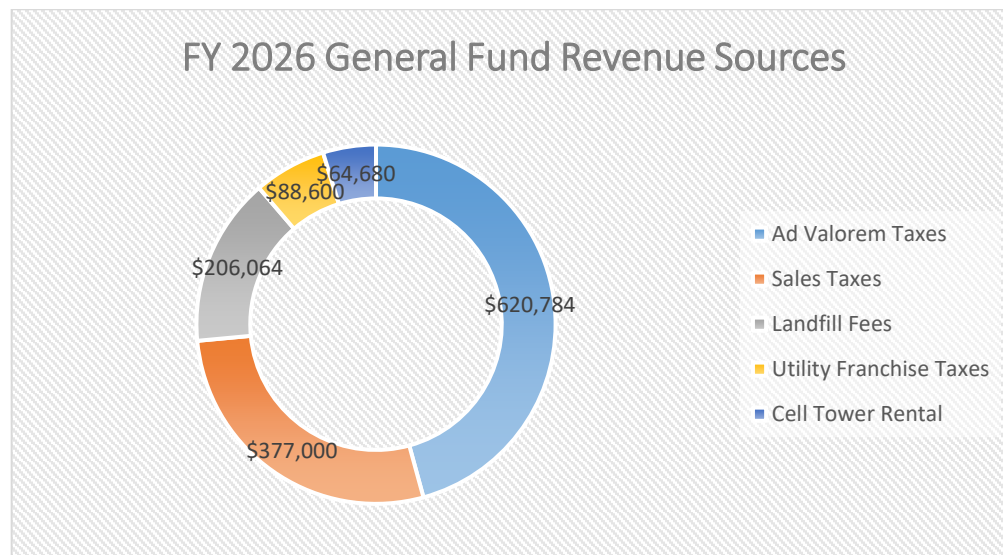


- **Fund Balance Goal:** A primary objective remains to return to **positive contributions to the Town's unrestricted General Fund balance**, which has declined in recent years. Due to ongoing cost pressures, this goal is deferred to future years.
- **Police Department:** The proposed Police Department budget increases by nearly **\$100,000**, reflecting efforts to fully staff the department. Despite salaries being below neighboring municipalities, the Town has successfully recruited candidates committed to Warrenton's community.
- **Employee Compensation:** A **3% salary increase** is included to remain competitive. For reference, Mercer's national survey anticipates an average **3.8% salary increase** across the U.S.
- **Retirement Contributions:**
  - General staff contribution rate increases from **13.6% to 14.35%**
  - Police Department contribution rises from **15.10% to 16.18%**
  - Additionally, the Town must contribute **6.85%** of total salaries toward its long-term retirement liability, which has **nine years remaining** in a 22-year schedule.
- **Election Costs:** **\$8,500** allocated for FY 2025–26 election expenses.
- **Utilities and Maintenance:**
- **Electricity costs** expected to rise due to approved Duke Energy rate increases.
- **\$6,000** allocated for delayed maintenance of the Town Hall building.
- **Legal and Administrative:**
- **\$10,000** budgeted for anticipated legal expenses.
- **\$6,500** included for zoning software updates.
- **Interest income** projected to decline by **\$4,000** due to expected rate drops.
- **Insurance and Audit:**
- **Liability insurance** anticipated to increase by **15%**.
- **Audit costs** projected to grow **5% annually** under the current 3-year contract.
- **Health insurance** costs expected to rise but held below **5%**.
- **Public Safety & Services:**
- Continued contribution of **\$87,000** to the Warrenton Rural Fire Department as part of a 5-year agreement.

- The **LEO Separation Allowance** requires annual funding of **\$14,996** for the next five years.
- **Fees and Revenues:**
- Increases in **subdivision fees**, **NSF fees**, and **tap fees** for water and sewer services.
- **\$32,000 in new revenue** from a recently executed **T-Mobile contract**.
- No contribution to the **Plummer Hook & Ladder Museum** in this year's budget.
- **Frontier Warren Leasing:**
- The Town will not renew leases at Frontier Warren after May 2026.
- Tenants will be encouraged to negotiate directly with the property owner.
- A sublease agreement with **Duke's Meats, LLC** was executed in March 2025 and will continue through May 2026.
- **Fund Balance Status:**
  - **Unrestricted Fund Balance** stands at **\$766,000**, a decrease of **\$28,000** from the previous year.
  - This represents **49.39% of General Fund expenditures**, below the Town's policy threshold of **58.85%**.

**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 tax revenues for FY 2025–2026 reflect a proposed 12-cent increase in the property tax rate. Following the recent revaluation of real property in Warrenton, the Town's overall tax base has grown from approximately \$67.5 million to \$115 million, representing a 70% increase in assessed value.

Based on the revised valuations, the revenue-neutral tax rate is calculated at \$0.48 per \$100 of assessed value, compared to the current rate of \$0.76. The proposed tax rate for FY 2025–2026 is \$0.60, which remains below the pre-revaluation rate while generating sufficient revenue to support essential services and address rising costs.

The Town of Warrenton relies on Warren County for property tax billing, valuation, and collection services. Additionally, sales tax revenues, which are distributed by the State based on population and location of sales, are influenced by broader demographic trends. While sales tax receipts are consistent with FY 2024–2025 projections, future growth will depend on Warrenton’s population increasing at a rate greater than other areas of the County. A rising number of certificates of occupancy and residents outside the Town limits can dilute Warrenton's share of these revenues.

**Rental income** from a new agreement with T-Mobile Communications, beginning July 1, 2025, will provide \$32,340 annually from the lease of space for a cellular antenna. This new revenue stream will help offset some of the rising costs within the General Fund.

**Interest income** is projected to decline to \$17,000, down from more than \$20,000 in the current fiscal year. This decrease aligns with Federal Reserve projections indicating a potential decline in the prime interest rate from 4.4% to 3.9%.

**Fee revenues**, including permits, service charges, and administrative fees, are expected to remain stable, along with other general revenue sources, which are projected to remain largely unchanged from FY 2024–2025 levels.

**Property taxes** remain the primary source of revenue for the General Fund, accounting for approximately one-third of total revenues. For FY 2025–2026, property tax revenue is projected at \$620,784, based on an ad valorem tax rate of \$0.60 per \$100 of assessed value. Despite this contribution, property tax revenues alone are insufficient to cover the full cost of operating the Police Department.

To reduce reliance on property taxes, the Town actively pursues grant funding opportunities. Over the past twelve years, Warrenton has secured grant funding totaling more than three times the amount collected through ad valorem taxes, significantly enhancing the Town’s financial capacity without burdening local taxpayers.

The upcoming fiscal year is a revaluation year, with total taxable property values increasing by 70% since the last revaluation eight years ago. While this expansion broadens the tax base, the property tax collection rate has declined slightly to 96.51%, down from 97.89% in the prior fiscal year.

Motor vehicle tax revenues, administered by the State, are projected to experience a modest increase. However, utility tax revenues are expected to decline due to self-reported asset reductions by providers. Notably, Duke Energy and Brightspeed reported a combined decrease in taxable asset value from \$3,974,746 to \$1,856,662 in 2024, resulting in lower utility tax revenues for the Town.

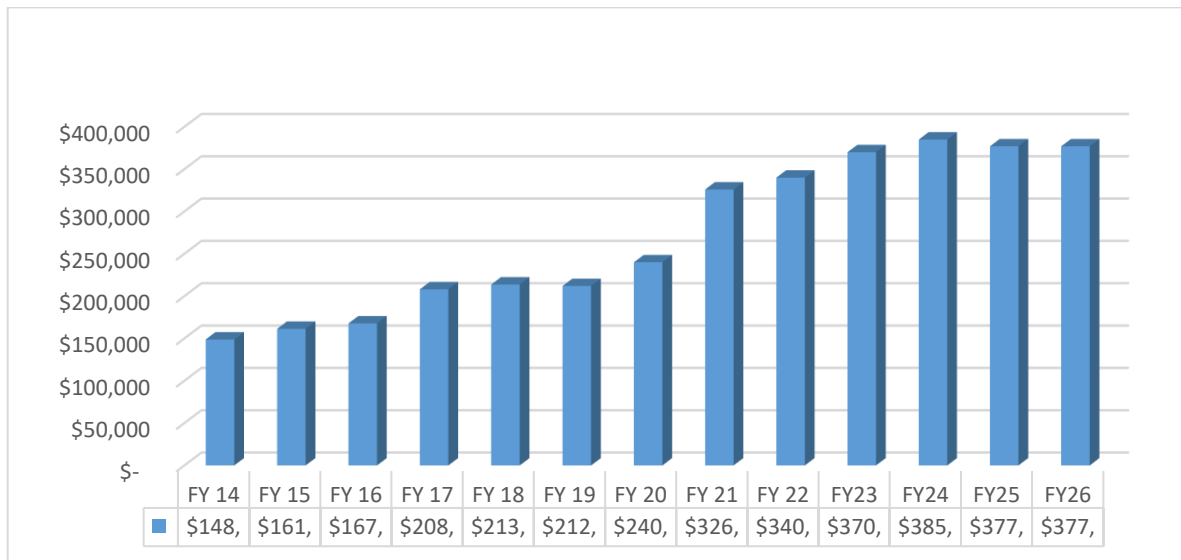
The figures below reflect annual tax bases and tax rates for the most recent fourteen years.

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		<b>\$671,685</b>

**The second largest source of governmental fund revenue is sales tax.** Overall, sales tax revenues have remained relatively flat year-over-year, reflecting limited growth in local consumer activity. Because sales tax distribution is based in part on population, the Town's share is highly dependent on population growth within Warrenton's municipal limits relative to population increases elsewhere in Warren County. Without a proportional rise in Warrenton's population, significant growth in sales tax revenue will remain constrained.



Other significant revenue sources generated at the state level include Utility Franchise Taxes, projected at \$86,000, and Motor Vehicle Taxes, estimated at \$41,054. While Utility Franchise Tax revenue is expected to remain unchanged from the previous year, Motor Vehicle Tax revenue reflects a decline of over 20%, primarily due to the reduced ad valorem tax rate of \$0.60 per \$100.

Locally generated revenues include landfill fees, projected at \$206,064, which are slightly below last year's levels, and cell tower rental income, currently at \$64,680. The recent contract with T-Mobile, expected to be in effect for the full fiscal year, will double the Town's existing rental income from telecommunications equipment, providing a meaningful boost to General Fund revenues.

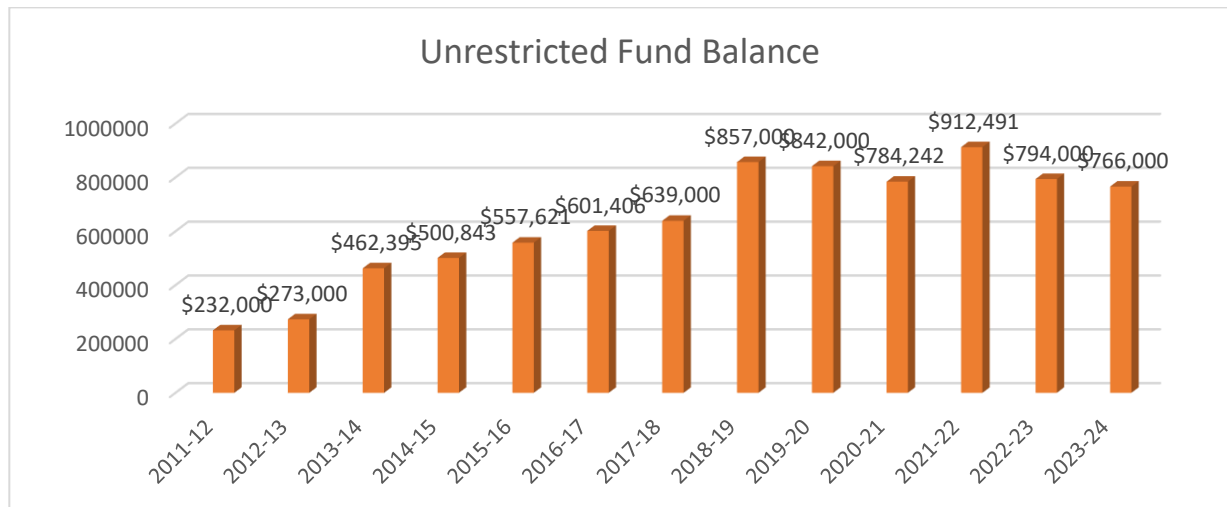
Minor revenue sources are projected to remain relatively stable throughout FY 2025–2026.

Despite strong efforts by staff to minimize expenditures across all departments, doing so has become increasingly difficult amid ongoing inflationary pressures. For the first time in several years, the Town's General Fund budget does not rely on a Fund Balance appropriation, signaling progress toward greater fiscal sustainability.

For the past three years, the Town has aimed to restore its Unrestricted Fund Balance to exceed the adopted threshold of 58.85% of General Fund expenditures. As of the current fiscal year, the Fund Balance stands at 49.39%, below the target. The Local Government Commission continues to monitor the Town's compliance with this threshold.

Additionally, the Restricted Fund Balance in the General Fund declined from \$1,114,000 to \$1,081,000 in the prior fiscal year.

To help limit tax increases, the current budget includes only a partial allocation of Powell Bill expenditures. If these costs were fully funded within the budget, the Town would require an additional 1.5 cents on the property tax rate to cover them.



### General Fund Expenses

Overall, the proposed budget reflects the Board of Commissioners’ strategic priorities, aiming to enhance the quality of services while maintaining strict fiscal discipline. The largest allocations in the budget continue to support core operational areas, including public safety, general administration, streets and sanitation, as well as 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 exceeding its operating costs. In contrast, the lease agreement with Duke’s Meat and Seafood will result in a projected shortfall of \$1,988 relative to associated Town expenses. The leases for 136 and 140 S. Main Street are scheduled to expire in May 2026 and will not be renewed, as the Town transitions away from direct leasing responsibilities.

#### **General Fund Expenses**

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

To help balance the FY 2025–2026 budget, health insurance expenditures have been carefully managed, and overall employee benefit costs have been reduced to partially offset rising premiums. Following the 3% across-the-board salary increase in FY 2024–2025, the proposed budget continues this commitment with an additional 3% salary adjustment for all employees.

Persistent inflationary pressures in the national economy continue to impact the cost of goods and services regularly purchased by the Town. While the budget incorporates known cost increases, it does not attempt to forecast future inflation beyond current, confirmed rates.

The budget also includes continued membership in key professional organizations, such as the National Main Street Program, NC Main Street, the Kerr-Tar Council of Governments, and the UNC School of Government, which support community development, training, and regional collaboration.

The Town has successfully secured state grant funding for water system upgrades, wastewater treatment improvements, and stormwater infrastructure assessment. It continues to aggressively pursue additional funding through the North Carolina Department of Environmental Quality

(NCDEQ). To improve competitiveness for 100% grant-funded awards, the Town has historically divided larger initiatives into smaller, more targeted projects. However, in the current funding cycle, the Town has submitted a single application requesting over \$17 million, taking advantage of increased funding availability under revised state guidelines.

### Street Department

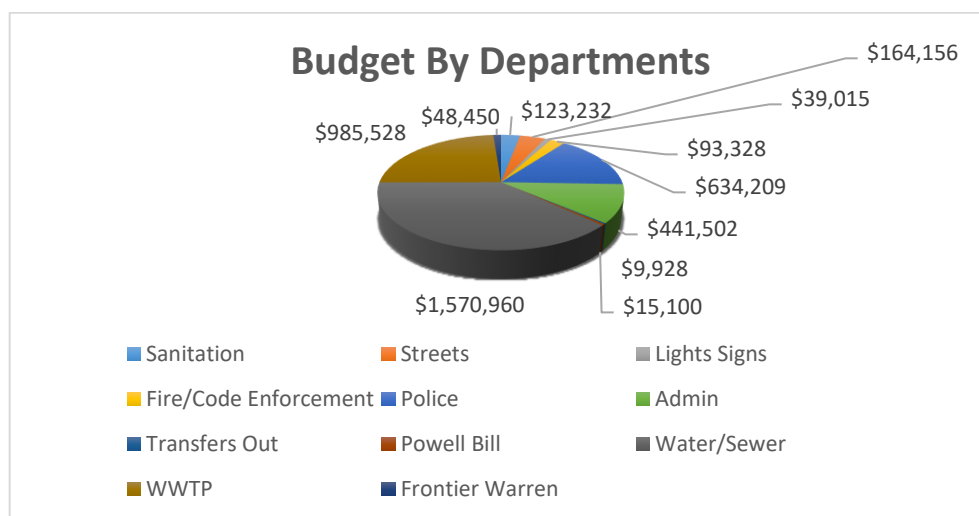
Street Department activities consist of accommodating special requests by citizens such as power washing sidewalks, changing banners, and increasing the rate of cleanup downtown. Other areas of focus are:

- 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**

Staffing transitions are a top priority in the FY 2025–2026 budget, particularly in preparation for the retirement of two key employees who serve critical roles in Funds 38 and 39. To ensure a smooth transition, the budget includes funding for one month of overlap, allowing a new hire to shadow the Wastewater Treatment Plant (WWTP) Director and the Lab Supervisor/Admin Assistant.

While the retirement of the Public Works Director also presents a significant operational challenge, no additional staffing has been included in the current budget for that transition. Recruitment efforts began several months in advance to attract credentialed candidates, and the Town has identified a highly qualified applicant. If successfully hired, this individual is expected to save the Town over \$100,000 annually in salary and benefits due to their qualifications and experience.

The budget also includes one-time grant administration fees totaling \$46,292, equal to 1.5% of awarded grant amounts. These fees will be covered by the restricted fund balance, ensuring no impact on operational revenues.

The Kerr Lake Regional Water System implemented a rate restructuring midway through FY 2023–2024, resulting in both immediate and recurring annual increases in the cost of purchased water. While the rate increase for FY 2025–2026 is expected to be modest, a significant increase is projected for FY 2026–2027. To address these rising costs, the budget includes:

- A \$3.00 increase in the monthly water access fee, and
- A \$0.40 per 1,000 gallons increase in the usage rate

These adjustments will apply to all 943 water users and are essential not only to cover increased purchase costs from Warren County, but also to ensure the Town meets the minimum rate threshold required to qualify for 100% grant funding from the State of North Carolina.

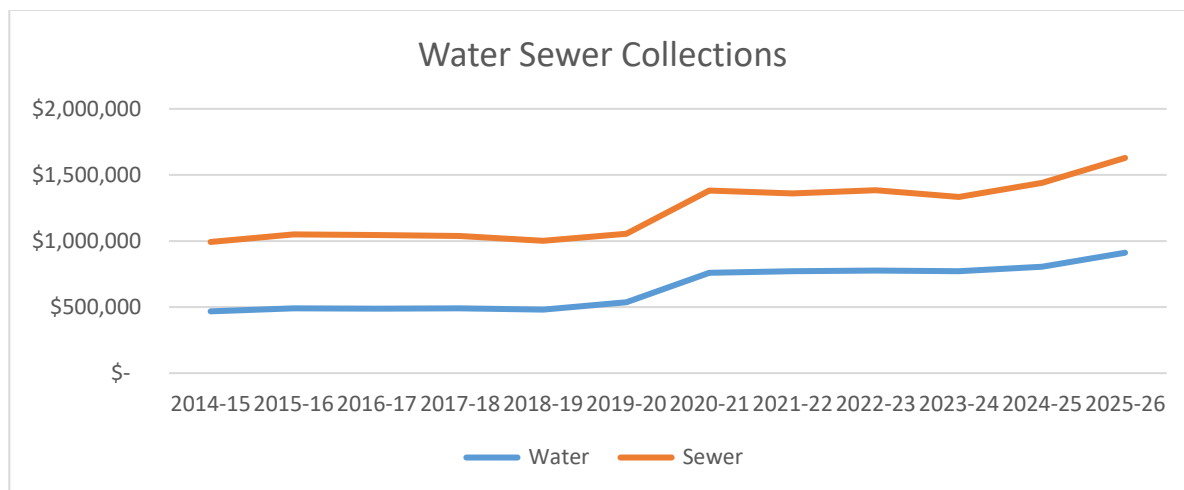
Despite these adjustments, overall water and sewer usage remains flat, largely due to the loss of high-volume users, such as the Fresenius Dialysis Center. However, the planned renovation of the Dameron Building is expected to increase the total number of water/sewer accounts, offering a modest offset.

While Fund 38 has relied on Fund Balance contributions in recent years—and will again in FY 2025–2026—it maintains a healthy restricted cash reserve of \$657,000, dedicated exclusively to water and sewer operations. A more aggressive return to rebuilding the fund balance will be postponed to future fiscal years, once current cost pressures subside.

The budget also includes a personnel adjustment: two part-time positions in Public Works will be consolidated into one full-time role, resulting in a \$4,400 increase in the Water/Sewer budget due to health insurance eligibility.

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 filling key staff positions, a second major priority in the FY 2025–2026 budget is reducing unaccounted-for water losses. The Town will continue efforts to identify and repair leaks, evaluate billing practices, and replace aging water meters—all critical steps in improving system efficiency and revenue capture.

It is also important to highlight that current water and sewer rates in Warrenton fall below the State’s minimum threshold to qualify for 100% grant funding from the North Carolina Department of Environmental Quality (NCDEQ). To meet this requirement, the proposed budget includes a rate increase of approximately \$5 per month for the average user consuming 5,000 gallons, bringing the Town into compliance with the State’s grant eligibility standards.

The fact that NCDEQ is increasing its minimum rate threshold statewide reflects a broader trend of rising utility costs across North Carolina. This adjustment ensures the Town remains competitive in securing critical infrastructure funding while responsibly addressing the true cost of providing water and sewer services.

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**

The transition of leadership within the Public Works Department, as key staff members approach retirement, significantly impacts the budgets of both Funds 38 and 39. Although the number of positions will remain unchanged, there will be a shift in responsibilities to ensure continuity. Notably, the expenses of the Wastewater Treatment Plant (WWTP) are shared by the Town, Norlina, and Warren County. In FY 2024–2025, the Town’s portion of the WWTP services increased from 42.65% to 43.80%, reflecting a \$25,963 increase in the Town’s planned contributions. These changes are incorporated into the budgets of both Funds 38 and 39.

The proposed budget for Fund 39 is \$1,029,298, an increase from \$912,274 in the prior year. A significant portion of this increase is attributed to a one-time grant administration fee of \$30,000 (1.5% of a \$2,000,000 grant award). However, there is some positive news: the Town has successfully reduced electricity costs through recent improvements to influent pumps at the WWTP.

Looking ahead to FY 2025–2026, the Town aims to restart negotiations with Warren County regarding the 40-year lease for the WWTP, which expired on December 31, 2021. Under the terms of the current lease, Warren County is primarily responsible for securing capital funding for plant upgrades, although the Town continues to pursue grant funding from the North Carolina Department of Environmental Quality (NC DEQ), as it qualifies for 100% grant awards. Furthermore, the Town is hopeful that discussions between Warren County, the Town of Norlina, and Warrenton regarding the operating agreement for the WWTP will be renewed. The current agreement, last amended in 2005, allows for the continued operation of the plant unless a new contract is agreed upon by all parties. As the holder of the State-issued operating license, the Town continues to maintain exemplary inspection records, which ensure the renewal of the license.

In recent years, the WWTP was reclassified from a Grade 3 to a Grade 4 facility, which has increased operational requirements, including five-day per week lab testing (up from three days per week). Additionally, the plant operator must hold a Grade 4 license, with the backup operator requiring a Grade 3 license. The Town is currently maintaining a temporary contract to meet the certification requirements for the backup operator.

Among the unfunded priorities for the WWTP, which are part of ongoing grant applications, are upgrades to the filter building and tertiary filters. Although the plant is over 44 years old, replacing the aging facility is financially unfeasible, 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 Special Revenue Fund 34 is included in the proposed budget to support the Frontier Warren partnership with the Research Triangle Foundation. This fund accounts for the revenues and expenses associated with the Frontier Warren project. Revenues are primarily derived from rent payments, though these are expected to decrease by \$3,000 due to a reduction in rent from Duke's Meat and Seafood, resulting in a \$1,988 expense for the Town. Utility and rent expenses are expected to remain stable. The Town's current lease agreements for Fund 34 will expire on May 9, 2026, and will not be renewed. Following the expiration of these leases, Fund 34 is anticipated to be closed out shortly thereafter. Notable accomplishments funded through Fund 34 include the successful attraction and retention of a grocery store in Warrenton, the addition of nine businesses to the downtown area, and the revitalization of two vacant buildings.

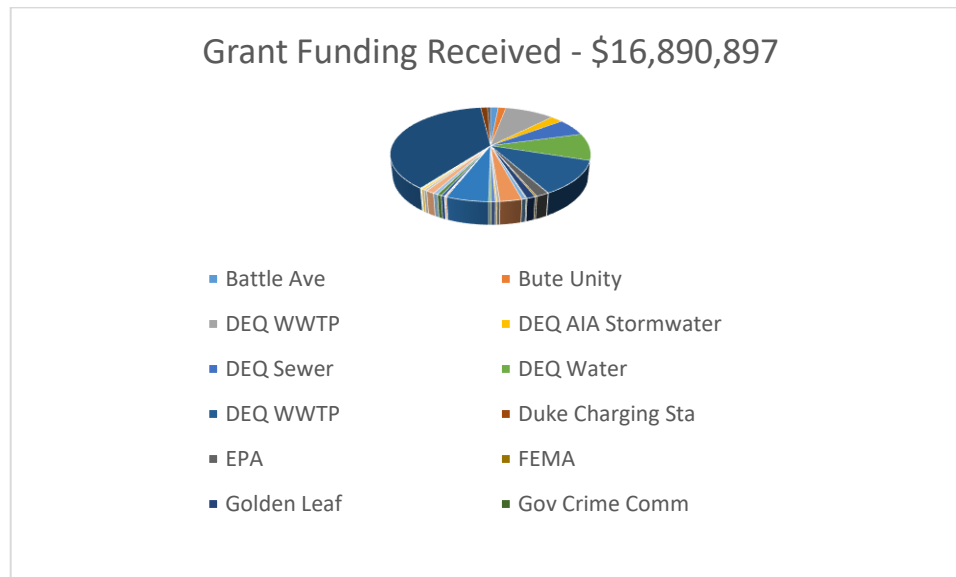
## **Outstanding Loans**

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 remains committed to pursuing grant funding to help offset budget expenditures wherever possible. Ongoing applications to the North Carolina Department of Environmental Quality (NC DEQ), along with continued advocacy for appropriations from State and Federal legislators, are essential to addressing Warrenton's critical needs in water, sewer, and wastewater infrastructure, as well as supporting General Fund priorities.

However, due to significant price increases in infrastructure materials, Golden Leaf and DEQ Water/Sewer grants have been adjusted to stay within their respective budgets. Although original grant applications accounted for anticipated price increases, the escalating costs have necessitated a reduction in the scope of work to ensure the projects remain financially viable.



## 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
<del>C7: 2" Waterline to boiler that also supplies office toilets</del>	<del>\$40.00</del>
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.

User fee: \$25 non-refundable, with opening of new account  
Re-set fee: \$250.00 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	\$35.00
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 ft<sup>2</sup> - \$36.00

F2 - Fire Sprinkler 170,000 ft<sup>2</sup> - \$102.00

F3 - Fire Sprinkler 32,000 ft<sup>2</sup> - \$9.60

F4 - Fire Sprinkler 52,000 ft<sup>2</sup> - \$31.20

F5 - Fire Sprinkler 14,000 ft<sup>2</sup> - \$4.20

F6 – Fire Sprinkler 25,000 ft<sup>2</sup> - \$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 \$512,329  
Public Safety \$707,853  
Sanitation \$132,084  
Streets \$176,115  
Lights Signs \$40,535  
Fire/Code Enforcement \$93,928  
Powell Bill \$15,100  
Transfers Out \$11,438  
**TOTAL \$1,689,382**

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 \$208,926  
Other Revenue \$65,910  
**TOTAL \$1,689,382**

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 \$434,416  
Sewer Operations \$404,992  
Sewer Loan Principal, Interest and Reserve \$76,163  
Sewer Transfer to General Fund \$59,399  
Loan Reserve \$9,560  
**TOTAL \$1,769,300**

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 \$60,310  
**TOTAL \$1,769,300**

Section 7: The following amounts are appropriated in the Wastewater Treatment Fund for the fiscal year 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 \$ 785,795  
**TOTAL \$1,041,798**

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 \$434,416  
County Sewer Revenues \$316,092  
Norlina Sewer Revenues \$241,310  
**TOTAL \$1,041,798**

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



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**

### **NC DEQ Waste Water SRP-W-0224**

- Town awarded \$1,000,000 for improvements to the town's sewer lines.

### **NC DEQ WWTP SRP-W-0220**

- \$2,000,000 awarded. Project to replace 44-year-old rotors and clean out oxidation ditch #1, which are currently the most critical issues at the WWTP and bring oxidation ditch #2 online.

### **NC DEQ Water Infrastructure Rehab SRF-D-2057**

- Town-Wide Water System Improvements: \$1,564,600 (Received award notice.) Resolution to accept award is in Board Packet for April 2025.

### **NC DEQ Water AIA Stormwater Planning SRP-SW-0007**

- Town awarded \$400,000 for stormwater planning. Town has adopted resolution accepting award.

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

- CDBG funds to assist in repairing houses owned by citizens of low or moderate incomes.
- NC Commerce has granted an additional \$20,000 in funding due to inflation.
- Received additional funding from NC Commerce. Arranging for final work on final property.

### **Golden Leaf Storm Water Grant**

- Town awarded \$196,447.50 for stormwater repairs to Brehon Street.
- Survey of affected area is complete.
- Bid awarded. Construction begun on 5/5/2025.

### **Southeast Crescent Regional Commission**

- This grant is designed to "Foster Entrepreneurial and Business Development Activities". Budget is \$100,000 of which \$20,000 is in-kind match provided by Research Triangle Foundation, Kerr-Tar COG, Lake Gaston Chamber of Commerce and Town of Warrenton. Cohort underway. Eight of eight slots filled. One-on-one and group trainings.



**NCLM Assistance Grant**

- Funded by ARP through NCLM, the League engaged the legal firm of Parker Poe to assist the Town in making changes, at no cost to the Town, to:
  - Compliance of zoning code with any updated requirements from state
  - Review of sign ordinances
  - Recommendations for driveway sizes

Estimate items to be presented to Board by May of 2025

**FEMA Cybersecurity Grant:**

- State and Local Cybersecurity Grant awarded to the town of Warrenton in the amount of \$48,982. Sequentially implementing parts of grant project.

**In Progress Grant Applications:**

- NC Dept of Air Quality grant application for replacement of EV Charging Station in amount of approximately \$145,000. Received email indicating possible approval and forwarding to selection committee.

Bulk Water Purchased From Warren County

	FY 2011 - 2012	FY 2012 - 2013	FY 2013 - 2014	FY 2014 - 2015	FY 2015 - 2016	FY 2016 - 2017	FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020	FY 2020 - 2021	FY 2021 - 2022	FY 2022 - 2023	FY 2023 - 2024	FY 2024 - 2025
Month	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased	Gallons Purchased
July	8,165,930	10,236,700	5,985,900	6,951,000	6,030,000	6,229,000	6,396,000	6,936,000	7,800,000	6,605,000	6,658,000	4,470,000	7,551,167	5,808,000
August	8,853,170	10,071,600	6,082,000	5,915,000	7,050,000	6,787,000	6,176,000	7,205,000	7,438,000	6,766,000	4,981,333	4,160,000	6,017,167	5,828,000
September	8,055,100	9,384,800	6,031,000	4,848,000	6,000,000	6,404,000	5,996,000	7,235,000	6,180,000	5,282,000	4,228,333	5,180,000	7,272,167	6,470,000
October	7,112,400	8,593,100	5,532,000	5,809,000	6,130,000	4,997,001	6,018,000	7,437,000	6,306,000	5,638,000	3,961,333	5,154,000	8,937,167	6,660,000
November	6,923,700	4,977,400	5,677,000	5,892,000	5,420,000	5,744,000	5,832,000	6,969,000	5,910,000	5,682,000	4,762,333	4,886,000	9,638,167	5,555,000
December	7,166,100	5,293,190	5,383,000	5,037,000	5,990,000	7,305,000	9,051,000	8,237,000	5,129,000	6,756,000	4,123,333	6,145,000	5,316,000	5,001,000
January	6,216,600	6,086,000	6,602,000	5,974,000	5,747,000	6,465,604	7,768,000	6,389,000	5,646,000	5,320,000	4,509,000	4,710,000	4,722,000	5,233,000
February	5,770,050	5,693,400	6,890,000	6,570,000	6,152,000	5,947,000	5,422,000	6,668,000	5,376,000	4,852,000	4,100,000	4,282,167	3,665,000	3,899,000
March	8,927,000	6,079,500	6,928,000	7,289,000	6,606,000	6,023,000	6,382,000	6,067,000	6,120,000	4,987,000	3,578,000	5,123,167	4,532,000	4,483,000
April	8,474,900	6,125,000	6,494,000	6,870,000	5,275,000	6,246,000	5,982,653	5,837,000	6,161,000	4,985,000	4,076,000	3,855,167	5,199,000	3,859,000
May	9,256,300	6,672,640	6,582,362	6,850,000	6,155,000	6,039,000	5,890,033	6,725,000	6,605,000	4,297,000	4,014,000	4,511,167	5,882,000	3,833,000
June	9,941,150	5,006,600	6,656,000	6,320,000	7,404,000	6,419,000	6,047,314	7,800,000	6,766,000	4,357,000	4,469,000	3,334,167	6,480,000	
Total	94,862,400	84,219,930	74,843,262	74,325,000	73,959,000	74,605,605	76,961,000	83,505,000	75,437,000	65,527,000	53,460,667	55,810,835	75,211,835	56,629,000

Water Sales - Gallons Billed Out to Town Customers

	FY 2011 - 2012	FY 2012 - 2013	FY 2013 - 2014	FY 2014 - 2015	FY 2015 - 2016	FY 2016 - 2017	FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020	FY 2020 - 2021	FY 2021 - 2022	FY 2022 - 2023	FY 2023 - 2024	FY 2024 - 2025
Month	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold	Gallons Sold
July	5,044,040	4,746,009	3,983,000	4,987,000	3,955,000	4,478,000	3,656,000	4,588,000	6,318,006	4,692,003	3,760,000	3,360,000	3,711,000	3,447,000
August	6,226,031	5,874,014	4,779,000	5,304,000	5,914,000	3,956,000	5,043,004	4,266,000	6,810,003	4,553,003	3,793,000	3,458,000	3,261,000	3,105,000
September	5,175,024	4,242,015	4,735,000	4,478,000	5,627,000	5,082,000	3,994,000	4,369,000	5,412,004	4,302,001	3,658,000	3,355,000	3,419,000	3,318,000
October	4,602,016	3,859,012	4,270,000	3,592,000	3,875,000	3,815,000	3,772,000	4,110,000	7,454,004	3,772,000	3,445,000	3,516,000	3,496,000	2,931,000
November	5,403,028	3,849,010	4,041,000	4,466,000	4,851,000	4,790,000	4,557,000	4,020,000	4,716,004	4,041,000	3,510,000	3,266,000	3,253,000	3,179,000
December	4,149,021	4,348,014	3,852,000	4,597,000	4,237,000	3,317,000	3,837,000	3,764,000	4,592,004	3,293,007	3,703,000	3,016,000	3,737,100	3,011,000
January	4,187,013	3,934,009	4,773,000	3,708,000	4,028,000	3,543,000	4,613,000	4,417,000	3,769,003	3,500,000	3,962,000	3,422,000	3,219,100	3,017,000
February	4,785,012	4,690,010	4,540,000	4,529,000	4,437,000	4,440,000	4,374,000	3,829,005	4,379,008	3,751,000	3,717,000	2,982,000	3,131,000	3,687,000
March	4,159,011	4,315,013	5,012,000	5,543,000	4,362,000	3,883,000	3,811,000	3,622,004	3,480,004	3,280,000	3,280,006	2,992,000	2,784,000	2,796,000
April	4,201,009	3,687,003	4,321,000	4,965,000	4,010,000	3,797,000	4,041,000	5,713,009	3,809,003	3,650,000	4,248,000	3,367,000	3,072,000	3,170,000
May	3,987,008	3,938,003	3,893,000	4,056,000	4,384,000	4,494,000	4,286,000	5,192,007	3,787,003	3,988,000	3,547,000	3,576,000	3,270,000	3,198,000
June	5,473,014	5,039,000	4,096,000	5,871,000	4,650,000	4,882,000	3,843,000	3,707,007	4,378,003	4,190,000	3,765,000	3,571,000	3,808,000	
Total	57,391,227	52,521,112	52,295,000	56,096,000	54,330,000	50,477,000	49,827,004	51,597,032	58,904,049	47,012,014	44,388,006	39,881,000	40,161,200	34,859,000

Unaccounted-For Water (%)

	FY 2011 - 2012	FY 2012 - 2013	FY 2013 - 2014	FY 2014 - 2015	FY 2015 - 2016	FY 2016 - 2017	FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020	FY 2020 - 2021	FY 2021 - 2022	FY 2022 - 2023	FY 2023 - 2024	FY 2024 - 2025
Month									% _o	% _o	% _o	% _o	% _o	% _o
July	38	54	33	28	34	28	43	34	19	29	44	25	51	41
August	30	42	21	10	16	42	18	41	8	33	24	17	46	47
September	36	55	21	8	6	21	33	40	12	19	13	35	53	49
October	35	55	23	38	37	24	37	45		33	13	32	61	56
November	22	23	29	24	10	17	22	42	20	29	26	33	66	43
December	42	18	28	9	29	55	58	54	10	51	10	51	30	40
January	33	35	28	38	30	45	41	31	33	34	12	27	32	42
February	17	18	34	31	28	25	19	43	19	23	9	30	15	5
March	53	29	28	24	34	36	40	40	43	34	8	42	39	38
April	50	40	33	28	24	39	32	2	38	27		13	41	18
May	57	41	41	41	29	26	27	23	43	7	12	21	44	17
June	45	-1	38	7	37	24	36	52	35	4	16	-7	41	
Average	38	37	30	24	26	32	34	37	26	27	17	27	43	



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)

---

**The need for a NCDOT encroachment agreement** is because the Warren County Farmers Market project proposes to connect to existing utilities located in the NCDOT right-of-way.

This means that an agreement is required between the following three parties, Warren County (the owner of the project), Warrenton (the owner of the utility), and NCDOT (the owner of the property where the utilities reside). NCDOT requires agreements anytime a utility or other encroachment is proposed in their ROW, and they need approval from the other parties involved before they will review the encroachment and sign it as well.

If you have any other questions let me know or give me a call

**Justin Bright, EI**

*Project Engineer Assistant*

(919) 828-0531 x845 • Office  
120 N. Boylan Ave.  
Raleigh, NC 27603

**Wooten**

ROUTE SR1119 PROJECT \_\_\_\_\_ COUNTY OF Warren STATE OF NORTH CAROLINA

DEPARTMENT OF TRANSPORTATION

THREE PARTY RIGHT OF WAY  
ENCROACHMENT AGREEMENT ON  
PRIMARY AND SECONDARY SYSTEM

-AND-

Warren County

-AND-

Town of Warrenton

THIS AGREEMENT, made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Department of Transportation, party of the first part; and Warren County party of the second part; and Town of Warrenton party of the third part,

WITNESSETH

THAT WHEREAS, the party of the second part desires to encroach on the right of way of the public road designated as Route(s) SR1119, located 275 LF West of the intersection of SR1119 and 401 BUS

with the construction and/or erection of: a water line and tap to the existing main along SR1119. Replacement of existing manhole not located in the NCDOT ROW, the required disturbance to replace will temporarily encroach on the ROW. Removal of approx. 60 LF of existing driveway and curb and gutter located 50 LF West of SR1119 and 401 BUS.

WHEREAS, it is to the material advantage of the party of the second part to effect this encroachment, and the party of the first part in the exercise of authority conferred upon it by statute, is willing to permit the encroachment within the limits of the right of way as indicated, subject to the conditions of this agreement;

NOW, THEREFORE, IT IS AGREED that the party of the first part hereby grants to the party of the second part the right and privilege to make this encroachment as shown on attached plan sheet(s), specifications and special provisions which are made a part hereof upon the following conditions, to wit:

That the installation, operation, and maintenance of the above described facility will be accomplished in accordance with the party of the first part's latest UTILITIES ACCOMMODATIONS MANUAL, and such revisions and amendments thereto as may be in effect at the date of this agreement. Information as to these policies and procedures may be obtained from the Division Engineer or State Utilities Manager of the party of the first part.

That the said party of the second part binds and obligates himself to install and maintain the encroaching facility in such safe and proper condition that it will not interfere with or endanger travel upon said highway, nor obstruct nor interfere with the proper maintenance thereof, to reimburse the party of the first part for the cost incurred for any repairs or maintenance to its roadways and structures necessary due to installation and existence of the facilities of the party of the second part, and if at any time the party of the first part shall require the removal of or changes in the location of the said facilities, that the said party of the second part binds himself, his successors and assigns, to promptly remove or alter the said facilities, in order to conform to the said requirement, without any cost to the party of the first part.

That the party of the second part agrees to provide during construction and any subsequent maintenance proper signs, signal lights, flagmen and other warning devices for the protection of traffic in conformance with the latest Manual on Uniform Traffic Control Devices for Streets and Highways and Amendments or Supplements thereto. Information as to the above rules and regulations may be obtained from the Division Engineer of the party of the first.

That the party of the second part hereby agrees to indemnify and save harmless the party of the first part from all damages and claims for damage that may arise by reason of the installation and maintenance of this encroachment.

That the party of the second part agrees to restore all areas disturbed during installation and maintenance to the satisfaction of the Division Engineer of the party of the first part. The party of the second part agrees to exercise every reasonable precaution during construction and maintenance to prevent eroding of soil; silting or pollution of rivers, streams, lakes, reservoirs, other water impoundments, ground surfaces or other property; or pollution of the air. There shall be compliance with applicable rules and regulations of the North Carolina Division of Environmental Management, North Carolina Sedimentation Control Commission, and with ordinances and regulations of various counties, municipalities and other official agencies relating to pollution prevention and control. When any installation or maintenance operation disturbs the ground surface and existing ground cover, the party of the second part agrees to remove and replace the sod or otherwise reestablish the grass cover to meet the satisfaction of the Division Engineer of the party of the first part.

That the party of the second part agrees to assume the actual cost of any inspection of the work considered to be necessary by the Division Engineer of the party of the first part.

That the party of the second part agrees to have available at the construction site, at all times during construction, a copy of this agreement showing evidence of approval by the party of the first part. The party of the first part reserves the right to stop all work unless evidence of approval can be shown.

Provided the work contained in this agreement is being performed on a completed highway open to traffic; the party of the second part agrees to give written notice to the Division Engineer of the party of the first part when all work contained herein has been completed. Unless specifically requested by the party of the first part, written notice of completion of work on highway projects under construction will not be required.

That in the case of noncompliance with the terms of this agreement by the party of the second part, the party of the first part reserves the right to stop all work until the facility has been brought into compliance or removed from the right of way at no cost to the party of the first part.

That it is agreed by both parties that this agreement shall become void if actual construction of the work contemplated herein is not begun within one (1) year from the date of authorization by the party of the first part unless written waiver is secured by the party of the second part from the party of the first part.

During the performance of this contract, the second party, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor"), agrees as follows:

- a. Compliance with Regulations: The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U. S. Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- b. Nondiscrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- c. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- d. Information and Reports: The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- e. Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to,
  - (1) withholding of payments to the contractor under the contract until the contractor complies, and/or
  - (2) cancellation, termination or suspension of the contract, in whole or in part.
- f. Incorporation of Provisions: The contractor shall include the provisions of paragraphs "a" through "f" in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Department of Transportation to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

That when title to the subject that constitutes the aforesaid encroachment passes from the party of the second part and vests in the party of the third part, the party of the third part agrees to assume all responsibilities and rights and to perform all obligations as agreed to herein by the party of the second part.

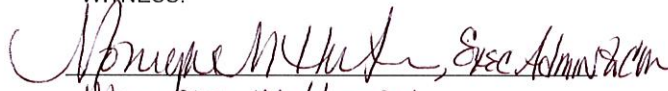
R/W (166) : Party of the Second Part certifies that this agreement is true and accurate copy of the form R/W (166) incorporating all revisions to date.

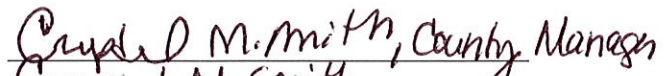
IN WITNESS WHEREOF, each of the parties to this agreement has caused the same to be executed the day and year first above written.

DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_  
DIVISION ENGINEER

WITNESS:

  
Monique M. Hinton

  
Crystal M. Smith, County Manager

Second Party

WITNESS:

Third Party



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 Opposing House Bill 765 – Local Government Development Regulations Omnibus**

**WHEREAS**, the North Carolina General Assembly is currently considering **House Bill 765**, titled the “*Local Government Development Regulations Omnibus*,” which proposes far-reaching changes to land use and zoning authority across all municipalities and counties in the state;

**WHEREAS**, House Bill 765 would impose statewide mandates on minimum residential densities based on population size and significantly limit or override local authority to regulate critical elements such as parking requirements, street design, setbacks, and other development standards essential to protecting public health, safety, and welfare;

**WHEREAS**, the bill establishes rigid timelines for zoning and site plan decisions, including a provision that would grant automatic approval if action is not taken within 90 days—regardless of a community’s infrastructure capacity, public input, or adherence to local planning processes;

**WHEREAS**, House Bill 765 exposes local elected and appointed officials to personal civil liability, including the risk of punitive damages, for actions taken in the course of performing their land use and zoning responsibilities, thereby discouraging civic participation and undermining sound governance;

**WHEREAS**, the Town of Warrenton affirms the importance of local decision-making, public engagement, and the thoughtful, community-based planning necessary to guide responsible growth and preserve the character and well-being of our town;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Board of the Town of Warrenton, North Carolina, that it **strongly opposes House Bill 765** and urges the North Carolina General Assembly to reject this legislation in order to protect the ability of local governments to plan for their communities in a manner that is responsive, deliberate, and accountable to the people they serve.

Adopted this 9<sup>th</sup> day of June 2025 by unanimous vote.

---

Walter M. Gardner, Jr. – Mayor



**NC SMALL TOWN  
MAIN STREET**  
*Designated Community*

Name of City/Town: \_\_\_\_\_

Date: \_\_\_\_\_

## **2025-2026 Annual Agreement North Carolina Small Town Main Street® Designation**

**Designated Small Town Main Street communities (Small Town Main Street Coordinator and Town Manager, Clerk, or Mayor, depending on who is managing the program) must sign this document and return it to the NC Main Street & Rural Planning Center no later than June 30, 2025, to remain active in the program.**

A signed document confirms that the local Small Town Main Street program has a thorough understanding of the benefits and requirements of active participation in the NC Main Street program. **The Small-Town Main Street Coordinator should share a copy of the signed document with the Small-Town Main Street Committee or Board.**

### **Program Background**

#### **Nationally:**

**Main Street America™** has been helping revitalize older and historic commercial districts for more than 40 years. Today it is a network of more than 1,200 neighborhoods and communities, rural and urban, that share both a commitment to place and to building stronger communities through preservation-based economic development. Main Street America is a program of the nonprofit National Main Street Center, a subsidiary of the National Trust for Historic Preservation.

Main Street America is a mark of distinction. It is a seal, recognizing that participating programs, organizations, and communities are part of a national movement with a proven track record for celebrating community character, preserving local history, and generating impressive economic returns. Since 1980, over 2,000 communities have been part of Main Street, bringing renewed energy and activity to America's downtowns and commercial districts, securing more than \$101.6 billion in new investment, creating 168,693 net new businesses and 746,897 net new jobs, and rehabilitating 326,119 buildings.

Main Street America is a time-tested strategy. Main Street America communities are encouraged to make use of a time-tested approach, known as the Main Street Approach. The Main Street Approach is rooted in a commitment to broad-based community engagement, a holistic understanding of the factors that impact the quality of life in a community, and strategic focus on the core principles of downtown and neighborhood revitalization: Economic Vitality, Quality Design, Effective Promotion, and Sustainable Organization. For more information, visit [www.mainstreet.org](http://www.mainstreet.org).

## **In North Carolina:**

The NC Main Street & Rural Planning Center within the N.C. Department of Commerce is the licensed agency that is charged with administering the Main Street program throughout the state. The Center is committed to following the program guidelines and licensing agreement as outlined by the National Main Street Center and signed by the N.C. Department of Commerce.

The N.C. Department of Commerce designates communities as a “North Carolina Small Town Main Street community”. When designated, the local city or town government, and specifically the chief elected official, is notified of the designation. The city or town government determines who will administer the Small-Town Main Street program locally, and the town manager communicates that information to the N.C. Main Street & Rural Planning Center. **From time to time, that administration may change. If there is a change, this document outlines the steps that must be followed for a change in local administration to occur.**

## **Benefits for NC Small Town Main Street Communities**

**North Carolina Small Town Main Street communities benefit from the following:**

### **Partnership:**

- Communities selected to participate in the Small-Town Main Street program become partners with the North Carolina Department of Commerce, NC Main Street & Rural Planning Center in a long-term, asset-based economic development effort that has proven to have a positive impact on investment and job creation.
- Small Town Main Street communities are limited in number and therefore receive focused and personal attention from NC Main Street staff.
- North Carolina communities are selected through a competitive process and only a few are designated; therefore, Small Town Main Street designation is an honor bestowed upon only a few special communities.
- In the first several years of a local Small Town Main Street program, the state of North Carolina invests approximately \$100,000 in on-site visits, training, and technical assistance. After the initial start-up phase, the state annually invests approximately \$5,000 in each Small-Town Main Street community in the form of ongoing town-specific technical assistance, and statewide and on-site training for directors and volunteers.

### **Training:**

- Small Town Main Street communities are eligible to attend and participate in the NC Main Street Conference, NC Main Street Basic Training, Board and Committee Training, Biannual Regional Meetings, and subject specific workshops.
- Designated North Carolina Small Town Main Street communities receive one free registration to the North Carolina Main Street Conference held in March.

### **Technical Assistance:**



- The North Carolina Main Street program staff guides designated communities through a strategic planning process which helps communities create a vision, develop economic development strategies that will transform downtown, and produce action plans so that limited resources are focused, and results are magnified.
- The North Carolina Main Street staff guide participating communities through board development, volunteer development and downtown manager training.
- The North Carolina Main Street staff provide guidance and support to communities on ways to find and develop financial resources.
- Property and business owners in Small Town Main Street communities receive **upon request free building exterior design recommendations** from design specialists at the UNC-Greensboro Department of Interior Architecture, in collaboration with the NC Main Street & Rural Planning Center staff.
- The North Carolina Main Street staff can provide upon request **retail market analysis** for Main Street & Small-Town Main Street programs.
- North Carolina Main Street staff has extensive experience in organizational development and nonprofit management, historic preservation, building rehabilitation, investment tax credits, incentive programs, tourism development, marketing, image building, special event development, communications, and a range of other pertinent areas.
- The North Carolina Main Street staff is among the nation's leading authorities on downtown development with experience helping North Carolina towns with revitalization challenges.
- The North Carolina Main Street staff conducts an annual program assessment and review of each Small-Town Main Street program.
- The North Carolina Main Street staff conducts an annual budget and salary analysis of Small-Town Main Street programs.
- The North Carolina Main Street staff conducts an annual statistical data collection and analysis.

#### Network:

- North Carolina Small Town Main Street communities may use the Main Street trademarks on materials designed to promote the work of their program in collaboration with the state of North Carolina and the National Main Street Center.
- The North Carolina Main Street network possesses some of the most experienced downtown development professionals in the country.
- Small Town Main Street communities may take advantage of and participate in a special network of Main Street cities statewide and nationally, with over 1,200 communities across the nation, and 45 city, state, and regional Coordinating Programs, that participate in the Main Street program. This allows them to learn best practices, techniques, and strategies for downtown development.

#### Funding:

- When available, Main Street communities are eligible to apply for downtown revitalization funding programs to assist small business development and property rehabilitation, as well as funding to support public building and infrastructure improvements.
- The NC Main Street & Rural Planning Center maintains and distributes a funding guide of federal, state, corporate, and foundation sources commonly used for funding downtown projects.

#### Resources:

- Through the North Carolina Main Street program, communities can identify resource people, consultants, and specialists on topics of interest to the community.

#### **Economic Impact:**

- Since 1980, over 117 communities have directly benefited from the North Carolina Main Street program, bringing economic strength to North Carolina's downtown commercial districts, securing over \$5 billion in new investment, creating more than 35,143 net new jobs, and rehabilitating 7,833 buildings.
- The North Carolina Main Street staff facilitates statewide economic impact studies and collects data to determine trends in Main Street and Small-Town Main Street communities.

#### **Recognition:**

- Designated North Carolina Small Town Main Street communities are eligible to receive statewide recognition through the North Carolina Small Town Main Street Awards program.
- North Carolina Small Town Main Street communities receive publicity about their programs through press releases distributed through the N.C. Department of Commerce, NC Main Street & Rural Planning Center updates and annual reports, Main Street presentations and the NC Main Street Center social media sites.

\*Note – in the event of a natural disaster or pandemic event, programs and services may be changed, conducted virtually or cancelled in accordance to recommended guidelines from the Center for Disease Control and NC State Emergency Management.

### **Requirements of Designated NC Small Town Main Street Communities**

Small Town Main Street communities are 5,000 and under in population at the time of designation.

- 1. Participate in all the services provided by the NC Main Street & Rural Planning Center.**
- 2. Staffing Requirements: Designate a paid OR volunteer Small Town Main Street Coordinator (5 hours/week minimum) who will coordinate and facilitate the work of the program.** If your town decides to move up to the NC Main Street designation, you must reach out to the NC Main Street Center to discuss those requirements and hire staff as appropriate to meet the requirements.
- 3. The Small-Town Main Street program should be an advisory board of the city, OR a non-profit that the city has appointed to manage the administration of the Small-Town Main Street program.**
- 4. Establish a broad-based community commitment to revitalization for the commercial district with strong support from both the public and private sectors. This includes:**
  - **Partnerships and Collaborations** with local governments as well as with both nonprofit organizations and private sector entities that demonstrate shared responsibilities for the district's revitalization and its program. Examples:
    - Participation in strategy development and planning.
    - Collaboration in the implementation of programming or work plans.
    - Monetary and non-monetary resources for the Main Street program.
    - Engagement of elected officials and/or staff in the Main Street program Board and committees.
    - Promoting the district revitalization and its partnership with Main Street.

- **\*\*It is required by Main Street America™ and the expectation of the NC Main Street program that the city contribute monetarily to the Main Street program. Contributions should be enough to cover at minimum the director's salary and benefits or in the case of the Small-Town Main Street program, programming and projects that will have an economic impact on the downtown district.**
- **Community Outreach** to connect and engage with ALL sectors of the community such as businesses, property owners, workforce, other organizations, and residents. Examples include:
  - The program's external marketing, online, printed, social media, etc. clearly promotes the role and impact of the Main Street program.
  - Main Street's leadership and staff are actively engaged in public relations activities that educate, build awareness, and promote the Main Street program.
  - Main Street highlights positive stories about the district through a variety of media tools.
- Main Street has **maintained communication and implemented public relations** that inform and educate the public sector or local government about the district and the Main Street program.
- Main Street has **promoted the district's positive image, brand identity, and assets**. Examples of this include:
  - A distinctive brand has been created and implemented for **the district**.
  - A distinctive brand has been created and implemented for **the organization**.
  - Social media platforms are used to promote the value of the district and the Main Street program.
  - An annual report is produced, noting success across the Four Points.

**5. Inclusive Leadership and Organizational Capacity.** Main Street's greatest resources are PEOPLE and a belief that everyone in the community has a place in Main Street. Main Street places a strong priority on human capital and developing a clear operational structure and practices that increase the organization's capacity to engage **ALL sectors of the community** and leverage their participation in their revitalization efforts. This includes:

- Having an **inclusive organizational structure and diverse volunteer engagement**, demonstrating commitment to diverse, inclusive, and equitable district and community engagement. Examples of this include:
  - The organization's **stated mission and core values show a commitment to engaging ALL sectors** of the community it serves.
  - Internal and external messaging promotes that **Main Street has a place for everyone in the community and that diverse engagement is welcomed and valued**. Communication tools address language barriers as appropriate.
  - Work plans and programming activities **address accessibility and inclusive design** for all community members.
  - The organization's policies address **equitable access** for all district and community stakeholders in the organization's leadership structure (Board and committees) as well as in specific projects and activities.
- The Main Street organization has **implemented an inclusive volunteer program that demonstrates the capacity to implement approved annual work plans and programming for the district**. Examples:
  - Clearly outlined volunteer needs for approved work plans or programming activities are in place and promoted broadly.
  - A proactive effort to recruit diverse volunteers representing the entire community in a culturally competent way.

- Active volunteer coordination throughout the year that ensures attention to thoughtful placement, rotation, and retention of new and existing volunteers.
- Volunteers at all levels have access to and receive appropriate orientation, training, and leadership development throughout the year.
- **The Main Street Board of Directors or Advisory Board is formed with a diverse and balanced representation** of district and community stakeholders. The following are recommended: district business and property owners, district and community residents, community businesses/corporations, and institutions such as schools, universities, foundations, nonprofit organizations, and government.
- **The Main Street organization has developed a leadership base (board, staff, committee members, and volunteers) that reflects the district and community**, considering a broad range of dimensions of diversity, including race, ethnicity, gender, education, physical and mental ability, veteran status, and income level. The program should take proactive measures to ensure under-represented groups are included as part of Main Street's leadership base.
- **Active board leadership and supporting volunteer base.** Board members have demonstrated active engagement in the Main Street program throughout the year. Ideally, **100 percent but no less than 75 percent of Board members have attended board meetings 75 percent of the time throughout the year, New Board members have participated in board orientation, and existing Board members have participated in at least one training offered by the Coordinating program.** Board members have played an active role on the board by leading a committee, a task force, or a key initiative. Board members have advocated for the program and the district within the community, in coordination with Main Street staff and the rest of the board.
- **Professional staff management.** The Main Street organization has maintained the level of professional staff necessary to achieve its mission, goals, and annual work. This includes meeting the minimum staffing requirements as noted above in #2. For the STMS, the expectation is to have someone with the city/town who will manage the program, OR a volunteer coordinator who manages the program. It is NOT a requirement to have paid staff at the STMS designation level. ONLY if you elect to move up to Main Street designation status.
- **Effective Operational Structure.** The Main Street organization has developed appropriate operational and organizational practices to manage effectively, which must include:
  - **Clearly defined mission statement** that confirms the purpose of the organization.
  - **Established bylaws**, which are reviewed annually and revised appropriately to carry out the program's mission for the district.
  - **Operating policies and procedures** that outline internal and external communication practices, conflicts of interest, personnel management, leadership selections, elections and terms, Board roles and responsibilities, etc.
  - **Appropriate insurance** for the organization, Board/staff, and its programming.
  - **Legal and fiscal requirements** are met and maintained as required with its tax status or operational structure.

**6. Diversified Funding and Sustainable Program Operations.** A successful revitalization program must have the financial resources necessary to carry out its work and sustain its operations. Program sustainability relies on diversity of revenue streams, as dependency on one primary or only source could jeopardize the program's

operations. This includes having a **Balanced Funding Structure** with a **diverse mix of public and private** sector sources, **Strategic Revenue Development and Fundraising, Financial Management and Best Practices.**

7. **Strategy-Driven Programming.** Change is an important guiding principle for Main Street. Main Street programs should define and manage change from one year to the next through a **strategy-driven work plan and an aligned implementation process.** Planning is guided by **Inclusive Community and Market-Informed Inputs.**

Main Street organizations must:

- Have an appropriate written **mission statement**, which is **reviewed annually and updated as appropriate.**
- Have an appropriate **vision statement** for downtown that is **reviewed annually and updated as appropriate.** The vision statement should define the economic potential of downtown.
- Establish an annual work plan/planning process for downtown. A comprehensive annual work plan provides a detailed blueprint for the Main Street program's activities; reinforces the program's accountability both within the organization and in the broader community; and provides measurable objectives by which the program can track its progress.
- Have a **work plan with a balance of activities in each of the four broad program** areas that comprise the Main Street approach: Economic Vitality, Quality Design, Effective Promotion, and Sustainable Organization.
- The work plan should contain measurable objectives, including timelines, budgets, desired outcomes, and specific responsibilities.
- The work plan should be reviewed and updated annually.
- **Involve, ideally, the full board in developing the annual work plan.** At a minimum, the full board should adopt/approve the annual work plan which includes Transformation/Economic Development Strategies.
- **Distribute work activities and tasks** to a broad range of volunteers and program participants.
- Have significant progress in each of the four points based on the work plan submitted for the previous year.
- Maintain an updated building and business inventory list.
- Maintain an asset map recognizing distinctive place-based assets within the district that highlight unique and competitive advantages and market opportunities.
- Have strategies that reflect opportunities driven by local and national trends.
- Have annual fund-development goals and allocations that are guided by the Transformation or Economic Development Strategies.

8. **Preservation-Based Economic Development.** A Main Street organization must adopt and exhibit a Historic Preservation Ethic and Design Management Program. A Main Street organization will focus on, **Preservation Ethics and Education on Historic and Cultural Assets, Standards and Best Practices for Place-based, People – Focused on the Design and Promotion of Historic, Heritage and Cultural Assets.** Historic preservation is central to the Main Street program's purpose and is what makes historic and traditional commercial districts authentic places.

Additionally:

- Advocates for preservation, re-use over demolition.
- When faced with a potential demolition or substantial structural alteration of a significant, historic, or traditional building in the Main Street district, the **program actively works to prevent the demolition or alteration, including working with appropriate partners at the state, local, or national level to attempt to stay or alter the proposed activity;** developing alternative strategies for the building's use; and/or

educating local leaders about the importance of retaining existing buildings and maintaining their architectural integrity.

- The program has, or is working toward putting in place, active and effective design management. program (which may include financial incentives, design assistance, regulatory relief, design review, education, and other forms of management).
- The program encourages appropriate building renovation, restoration, and rehabilitation projects.
- The program works to find creative, adaptive use, financing, and physical rehabilitation solutions for preserving old buildings.
- The program recognizes the importance of planning and land-use policies that support the revitalization of existing commercial centers and works toward putting planning and land-use policies in place that make it as easy (if not easier) to develop property within the commercial district as it is outside the commercial district. Similarly, it ensures that financing, technical assistance, and other incentives are available to facilitate the process of attracting investment to the historic commercial district.
- The program builds public awareness for the commercial district's historic buildings and for good design.

9. **Demonstrate Impact and Results.** As a part of a national network, Main Street America™, with a proven record for generating strong economic returns and strengthening the district's position within a highly competitive marketplace the local Main Street organization **Demonstrate the Value of Main Street, Measure and Package Quantitative and Qualitative Outcomes** and **Promote Progress and Demonstrate Impact and Results.**
10. **Training & Education Requirements:**
  - **Orientation is required for a New Main Street Director.** These are held virtually each month, and new directors are required to attend a virtual orientation within three months of the start date (if not previously attended as an MS Director in another MS Town).
  - **Basic Training is required for a NEW Main Street Director** each time there is a change at the local level, if said NEW director has not previously attended Main Street Director attendance at Main Street Basic Training, and each time there is a change in management (if not previously attended).
  - **Regional Meetings:** Main Street Director/STMS Coordinator (or Volunteer if Director cannot) attendance at a minimum of one of two bi-annual regional meetings each year. (Held in May and November.) \*It is recommended that the Director (or STMS Coordinator) attend both meetings, not just one.
  - **NC Main Street Conference:** Main Street Director and a minimum of one volunteer attendance at the annual NC Main Street Conference - (NCMS provides each designated STMS community with one complimentary registration).
  - **Other training courses are offered** to the STMS programs, where attendance is expected.
11. **Reporting:** Submit annual statistical data in July and Budget & Salary information and Program Assessment Survey in January, as requested, to the NCMS&RP Center.
12. **Maintain an annual membership** with the National Main Street Center at the [Main Street America Community Member](#) level.
13. **Reimbursement of NC Main Street & Rural Planning Center's travel expenses**, when traveling to the local community, at the IRS state rate, plus meals at the state per diem rate and lodging by the NC Main Street & Rural Planning Center Travel Policy.
14. **Sublicense & Logo Placement.** The local Main Street Program **must also sign and follow the National Main Street sublicense agreement and must comply with all Accredited or Affiliate community requirements** including placing the *Designated NC Main Street Community* logo on the Main Street program website and use

the logo when appropriate on social media, email, and marketing materials **Logos and website language will be sent in June by Main Street America following receipt of signed agreements.**

**If the Small Town Main Street program decides to designate another organization to manage the program there are documents needed for a change in administration of the Local Main Street Program, including if the organization changes from a nonprofit, government, or quasi-public-private structure to a different structure:**

- The City/Town Council has the authority to designate another agency/entity to administer the Main Street program.
  - North Carolina Main Street Center requires:
    - A resolution from the City/Town Council that authorizes this change.
    - Minutes of the City/Town Council Meeting demonstrating the majority vote.
    - Documentation demonstrating how the entity that will be administering the Main Street Program will address the items listed under the requirements section of this document.

**\*These documents must be emailed to the Director of the NC Main Street & Rural Planning Center within two months of a change in administration.**

## **Benefits of Membership with The National Main Street Center**

**(Required for all active, designated N.C. Main Street and Small-Town Main Street communities.)**

As a Designated Main Street Member, your community is a recognized leader among the largest network of commercial district organizations in the world. Tap into the expertise of our large network of Main Street Programs, BIDs, CDCs, planners, local government agencies, consultants, and others to learn, research, and share useful experiences. This guide explains the benefits of membership and how to access these tools.

### **Your benefits include:**

- Access to The Point, our exclusive online member networking platform.
- Access to *Main Street News*, a weekly newsletter on new trends, stories from the field, and need-to-know information for those in the commercial district revitalization field.
- Members-only rates at the annual Main Street Now Conference and the Main Street America Institute.
- Access to our digital library of must-read revitalization publications and resource guides, including exclusive training materials on the Main Street Approach and full archives.
- Free online training opportunities.
- Full access to the Main Street Knowledge Hub with sample documents, articles, reports, and more from your peers and experts in the field — all at your fingertips.
- Access to tailored insurance products from the National Trust Insurance Services, LLC.
- Family-level membership with the National Trust for Historic Preservation, including a subscription to *Preservation* magazine.
- Exclusive eligibility to be recognized as an Affiliate or Accredited Main Street America program.
- Exclusive eligibility to enter into a Licensing Agreement with the NMSC or your Coordinating Program to use the Main Street America™ name and logo.
- Eligibility to apply for the Great American Main Street Awards and other special awards and grant programs.

- Up to six free sub-memberships to share access to resources with your team.
- And more!

**Annual Dues: \$375**

Information from: <https://www.mainstreet.org/join>

## Signature Page

Designated Small Main Street City/Town:

Name of the administrating organization if different from the city:

Check Which One Applies:

Public (Town) Administered

Private (Non-Profit) Administered

Quasi-Public-Private (Town/Non-Profit) Administered

Small-Town Main Street Coordinator (if it is a **Town Manager**, then the mayor signs off below):

Name: Robert Davie

Title: Town Administrator

Signature:

Date:

Name of Town Manager **OR Mayor**, depending on Program Structure:

Title:

Signature of Town Manager:

Date: