



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

BOARD OF COMMISSIONERS REGULAR MEETING
7:00 PM Board Meeting
January 12, 2026
AGENDA

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement
3. Proposed Agenda
4. Public Comments
5. Minutes of Board Meeting from December 8, 2025
6. 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 Reports
 - e. WWTP Monthly Report
 - f. Police Activity Reports
 - g. Action Items from Prior BOC Meeting
 - h. Status of Grants
 - i. Budget Amendments 6, 7, 8, 9
7. Committee Reports
 - a. Finance and Administration (Ms. Hunter)
 - 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)
8. Old Business
 - a. Increase in Water Usage From Dameron Building – for information
 - b. Certifications of Engineering Services Procurement for Grants: SRP-W-0224 Sanitary Sewer Rehab, SRP-W-0044 WWTP Improvements Phase IV, 2026 Water and Wastewater AIA – for consideration
9. New Business
 - a. Southern Software Agreement Renewals (Administration, Police) – for consideration
10. Announcements
11. Closed Session “to discuss matters relating to the location or expansion of industries or other businesses”
NC GS 143-318.11(4)
12. Adjournment

Conflict of Interest Disclaimer

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

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

Citizen Comments

Rules for Citizen Comments

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

**Town of Warrenton
Board of Commissioners**



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Robert F. Davie, Jr. – Town Administrator

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BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING

December 8, 2025

7:00 P.M.

Minutes

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner Jason Young	Commissioner Dian Sourelis
Commissioner Michael Coffman	Commissioner John Blalock
Commissioner Aaron Ayscue	Robert Davie, Town Administrator
Bill Perkinson, Public Works Director	
Brandon Elliott, Public Works Director	
David Elliott, Chief of Police	

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 on Monday, December 8, 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 Blalock.

Conflict of Interest Statement and Proposed Agenda

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented with a minor change – moving item 11 a. to item 8.5. Commissioner Ayscue made a motion to approve the proposed agenda as amended, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

Public Comments

There were none.

Minutes

The minutes of the November 10, 2025, Board of Commissioners meeting were presented. Commissioner Coffman made a motion to approve the minutes, with a second by Commissioner Young. The motion was approved by unanimous vote.

Swearing In of Newly Elected Officials

Judge Ben Hunter administered the oath of office to Commissioners Aaron Ayscue, Mary Hunter, and Jason Young. Upon swearing in, the Commissioners and Judge Hunter signed and executed the oaths of office. Judge Hunter administered the oath of office to Mayor Walter Gardner. Accompanying the Mayor was his wife Mishew Gardner. Upon swearing in, Mayor Gardner and Judge Hunter signed and executed the oaths of office.

Commissioner Committee Assignments

The Mayor indicated that Committee Assignments were unchanged from the previous year as current Commissioners wished to remain in their current assignments. Commissioner Blalock motioned to approve the Committee Assignments with a second by Commissioner Ayscue. The motion was approved by unanimous vote.

Appointment of Mayor Pro Tem

Mayor Gardner asked for nominations for Mayor Pro Tem. Commissioner Blalock asked if Commissioner Hunter would accept a renomination. With her consent, Commissioner Young nominated Commissioner Hunter as Mayor Pro Tem, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.

Recognition of Woody King

(Item 11 a. moved to item 8.5) Mayor Gardner read a proclamation recognizing citizen Woody King for his fifteen years of service to the Town of Warrenton during the Christmas season as Santa Claus. Mr. King accepted the award and described how much he enjoyed watching children from Warrenton and Warren County grow up each Christmas. He stated that after his first couple of seasons he grew a real beard and thereafter was referred to as the “real Santa.” He has greatly enjoyed the role and plans to continue into the future.

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 Report
- (g) Action Items from Prior BOC Meeting
- (h) Status of Grants
- (i) Response Letter to Dr. Jerman

Commissioner Blalock made a motion to approve the Consent Agenda as presented, with a second by Commissioner Hunter. 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 indicated that this would be the last board meeting with retiring Public Works Director, Bill Perkinson. He thanked him for his 25 years of service at the Town and highlighted, with Town Administrator’s input,

- how he had recently created solutions at the Treatment plant that even engineers could not solve. Additional Commissioners spoke highly of Mr. Perkinson's tenure, and the full Board congratulated him and thanked him for his unwavering service.
- (c) Public Safety – Commissioner Ayscue had no additional report other than agenda items. Commissioner Blalock inquired into a recent success in locating a lost individual through the Flock camera system. Chief David Elliott described how it assisted in locating a Nash County citizen.
 - (d) Human Resources – Information Technology – Commissioner White was not in attendance. Town Administrator, Robert Davie asked for referrals to fill a part-time position at the water window. He also indicated that six or seven PC systems must be upgraded in order to accommodate Windows 11 and that funds to pay for them could be drawn from the FEMA IT Security grant.
 - (e) Revitalization/Historic District Commission – Commissioner Coffman stated that the Historic District Commission considered two Certificate of Appropriateness applications this month. A COA was approved for Debbe Speer at 331 N. Main Street, allowing her to install fencing. A second COA for the Baptist apartments was tabled until further information is provided.
 - (f) Beautification/Facilities – Ms. Sourelis thanked the Police Chief for setting up solar Christmas lights on two crepe myrtles at the courthouse square. She stated that additional lights have been purchased for a total of eight crepe myrtles, she indicated that six additional black and white signs for vacant storefronts have been ordered.
 - (g) Planning/Zoning/Annexation – Commissioner Young had no additional report other than agenda items.

Old Business

- a) **Social District Ordinance – for discussion and consideration** – Town Administrator, Robert Davie presented an updated Social District ordinance allowing for the district during two town festivals – Eastern Bluebird Festival on the fourth Saturday in April and the Harvest Festival on the second Saturday in October. After some discussion, Commissioner Blalock made a motion to approve the ordinance, with a second by Commissioner White. The motion was approved by unanimous vote.
- b) **Water Sewer Ordinance Update – for discussion and consideration** – Town Administrator, Robert Davie informed the Board that staff, with assistance from an attorney specializing in ordinance development, had made final changes to the Water and Sewer ordinances, which had not been materially altered since 1985. He indicated that the update was three years in the making. With the possibility of making future changes at any time, Commissioner Blalock motioned to approve the ordinances as presented, with a second by Commissioner Sourelis. The motion was approved by unanimous vote.

New Business

- (a) **Appointment of Officers – for consideration** - Mayor Gardner presented and reviewed the list of annual appointment of officers. Commissioner Blalock made a motion to approve appointments, with a second by Commissioner Coffman. The motion was approved by unanimous vote.

(b) Duke Energy Underground Power – for discussion and consideration – Town

Administrator, Robert Davie reviewed options for underground versus overhead power along W. Market Street to the new EV Charging Station. The Town is applying for and expecting a credit from Duke Energy for installation in the amount of \$8848. Cost to the Town for Duke Energy to install wiring underground will be \$4785.61. Based on the likelihood of receiving the credit, Commissioner Sourelis made a motion to approve the underground wiring, with a second by Commissioner Coffman. The motion was approved by unanimous vote.

Announcements – Mayor Gardner announced that the Christmas Parade will be held at 5:00 on December 13, 2025, the employee luncheon on December 17 at noon and a groundbreaking for the Warren County Farmers Market on December 18 at 2:00.

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

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Period Ending 12/31/2025

34 FRONTIER WARREN								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
34-335-340 State Econ & Infra Dev Grant FW Rev	13,333	0.00	0.00	0.00	0.00	(13,333.00)		
34-351-422 Rent Paid to Town Frontier Warren	41,850	0.00	2,600.00	7,147.00	13,537.00	(28,313.00)	32%	
34-381-037 Transfer in from GF	1,988	0.00	0.00	0.00	0.00	(1,988.00)		
Revenues Totals:	57,171	0.00	2,600.00	7,147.00	13,537.00	(43,634.00)	24%	
Expenses								
34-405-203 Supplies	300	0.00	0.00	0.00	34.26	265.74	11%	
34-405-250 Lights/Heat/Security	3,000	909.57	173.67	511.87	1,265.43	825.00	73%	
34-405-251 Telephone/Internet	2,900	1,326.40	198.40	595.20	1,478.00	95.60	97%	
34-405-255 Bldg Maint/Clean Srvs	2,800	1,360.00	135.00	1,130.00	1,417.00	23.00	99%	
34-405-400 Liability Insurance	38	0.00	0.00	0.00	0.00	38.00		
34-405-422 Rent Paid by Town	34,500	12,000.00	3,000.00	9,000.00	21,000.00	1,500.00	96%	
34-405-499 Miscellaneous	300	0.00	0.00	0.00	0.00	300.00		
Non-Departmental Totals:	43,838	15,595.97	3,507.07	11,237.07	25,194.69	3,047.34	93%	
34-432-701 State Econ & Infra Dev Grant FW Exp	13,333	0.00	0.00	0.00	13,333.33	(0.33)	100%	
Totals:	13,333	0.00	0.00	0.00	13,333.33	(0.33)	100%	
Expenses Totals:	57,171	15,595.97	3,507.07	11,237.07	38,528.02	3,047.01	95%	
34 FRONTIER WARREN	Revenues Over/(Under) Expenses:		(907.07)	(4,090.07)	(24,991.02)			

Budget vs Actual

Town of Warrenton
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Period Ending 12/31/2025

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	620,784	0.00	179,487.47	284,597.44	266,532.04	(354,251.96)	43%
37-302-302 Ad Valorem Taxes - Prior Year	5,000	0.00	131.11	2,831.41	3,739.97	(1,260.03)	75%
37-302-303 Ad Valorem Taxes - all other prior years	2,000	0.00	2,381.65	2,381.65	2,071.08	71.08	104%
37-302-304 Ad Valorem Taxes - Penalties & Interest	2,200	0.00	518.74	789.70	1,480.62	(719.38)	67%
37-307-310 Motor Vehicles - Current	41,054	0.00	3,857.36	13,023.00	24,633.46	(16,420.54)	60%
37-320-320 Local Option Sales Tax Monthly	377,000	0.00	31,940.72	98,726.17	102,774.78	(274,225.22)	27%
37-320-321 Annual Refund of Sales Tax the Town paid	0	0.00	0.00	0.00	37,665.00	37,665.00	
37-325-325 Utility Franchise Tax Quarterly	88,600	0.00	22,506.10	22,506.10	22,851.63	(65,748.37)	26%
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	0.00	99.94	211.95	(788.05)	21%
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	0.00	165.12	315.68	(284.32)	53%
37-335-335 Powell Bill	33,916	0.00	16,785.32	16,785.32	33,570.64	(345.36)	99%
37-345-344 Historic District Comm Fees	200	0.00	0.00	25.00	50.00	(150.00)	25%
37-345-345 Zone Board of Adj	1,800	0.00	50.00	450.00	2,000.00	200.00	111%
37-345-346 Code Enforcement	3,500	0.00	325.00	1,450.00	2,050.00	(1,450.00)	59%
37-351-353 Landfill Fees Residential	208,926	0.00	17,787.24	52,776.54	106,174.80	(102,751.20)	51%
37-351-355 Cemetery Fees	700	0.00	1,000.00	1,000.00	1,000.00	300.00	143%
37-351-356 Police Rpt Fees	50	0.00	0.00	0.00	0.00	(50.00)	
37-351-357 Court Fees	200	0.00	4.50	13.50	22.50	(177.50)	11%
37-351-360 Cell Tower Rent	64,680	0.00	2,964.50	8,893.50	11,049.50	(53,630.50)	17%
37-351-361 Parking/Ordinance Collections PD	100	0.00	0.00	0.00	0.00	(100.00)	
37-351-401 Debt Setoff Landfill	100	0.00	0.00	0.00	0.00	(100.00)	
37-365-001 Interest Income	60	0.00	0.00	5.12	22.16	(37.84)	37%
37-365-002 NCCMT Debt Setoff Disbursement	500	0.00	0.00	0.00	0.00	(500.00)	
37-365-034 Storefront Beautification Rev	15,000	0.00	0.00	5,000.00	7,260.00	(7,740.00)	48%

Budget vs Actual

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Period Ending 12/31/2025

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-365-351 Revitalization Comm	25,000	0.00	0.00	921.18	5,701.18	(19,298.82)	23%	
37-365-354 Quilters Lane Revenue	750	0.00	0.00	0.00	0.00	(750.00)		
37-365-358 Branded Merchandise for Sale	1,000	0.00	0.00	0.00	0.00	(1,000.00)		
37-365-370 WWTP 25% of GF Exp	64,057	0.00	0.00	10,208.32	26,392.88	(37,664.12)	41%	
37-365-371 WS 25% of GF Exp	122,255	0.00	0.00	17,796.96	51,432.01	(70,822.99)	42%	
37-365-374 Insurance Proceeds GF	7,478	0.00	0.00	1,216.00	7,477.55	0.00	100%	
37-365-401 Mis/Revenue/License Tags	100	0.00	0.00	0.00	0.00	(100.00)		
37-365-410 Interest Investment NCCMT	24,000	0.00	0.00	4,005.70	10,328.34	(13,671.66)	43%	
Revenues Totals:	1,712,610	0.00	279,739.71	545,667.67	726,807.77	(985,801.78)	42%	
Expenses								
37-401-010 Salary - Full Time	181,117	0.00	15,622.36	44,667.08	91,110.96	90,006.04	50%	
37-401-012 Salary - Adm Assistant	56,039	0.00	4,818.80	13,356.40	28,297.20	27,741.80	50%	
37-401-020 ER-FICA Taxes	13,856	0.00	1,194.64	3,415.60	6,966.88	6,889.12	50%	
37-401-021 ER-FICA Taxes - Adm Assistant	4,287	0.00	368.16	1,020.32	2,161.60	2,125.40	50%	
37-401-030 ER-Retirement - Orbit	49,257	0.00	4,333.52	12,300.96	25,314.49	23,942.51	51%	
37-401-040 ER-Health Insurance	35,000	1,969.60	2,886.43	8,242.53	15,594.24	17,436.16	50%	
37-401-050 ER-Life Insurance	570	232.50	93.00	139.50	325.50	12.00	98%	
37-401-060 ER-Workman's Comp	400	137.68	0.00	(5.84)	256.48	5.84	99%	
37-401-200 Travel Expense	2,000	39.38	366.28	461.48	461.48	1,499.14	25%	
37-401-203 Supplies	5,000	568.94	64.28	1,058.64	1,485.38	2,945.68	41%	
37-401-250 Light, Heat & Security	8,500	2,873.39	817.91	1,258.44	2,864.61	2,762.00	68%	
37-401-251 Telephone & Postage	4,000	1,290.04	349.11	905.07	1,590.06	1,119.90	72%	
37-401-255 Bldg. Maint/ Clean SVS	22,278	2,082.84	2,077.81	5,487.75	14,755.40	5,439.96	76%	
37-401-256 Bank Fees/ Petty Cash	3,750	0.00	300.00	900.00	1,800.00	1,950.00	48%	
37-401-295 Training	5,000	0.00	0.00	0.00	340.00	4,660.00	7%	
37-401-301 Computer Maint	9,000	4,245.19	733.18	2,281.28	4,744.54	10.27	100%	
37-401-302 Software Support	1,000	251.86	35.98	107.94	474.59	273.55	73%	
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	71.17	71.17	71.17	928.83	7%	

Budget vs Actual

Town of Warrenton
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Period Ending 12/31/2025

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	500.00	0.00	100%
37-401-307 Special Events	2,500	30.00	1,104.34	1,243.57	1,353.57	1,116.43	55%
37-401-309 Advertising	2,270	0.00	0.00	295.45	295.45	1,974.55	13%
37-401-310 Dues & Subscriptions	4,000	426.00	475.00	475.00	2,543.15	1,030.85	74%
37-401-325 NC Sales/Use Tax Paid (No Tax)	2,000	438.16	0.00	381.84	1,551.95	9.89	100%
37-401-400 Liability Insurance	7,800	72.45	0.00	1,607.65	1,607.65	6,119.90	22%
37-401-401 County Tax Collection Svs	8,000	0.00	2,759.25	4,385.84	4,659.40	3,340.60	58%
37-401-405 Audit Expense	13,117	0.00	3,637.50	3,637.50	12,700.00	417.00	97%
37-401-410 Election Cost	8,500	0.00	0.00	0.00	0.00	8,500.00	
37-401-415 Economic Development	352	0.00	0.00	83.97	352.05	0.03	100%
37-401-420 Attorney Fees	3,500	1,200.00	0.00	0.00	1,200.00	1,100.00	69%
37-401-497 Sales & Uses Tax Expense	0	0.00	0.00	4,922.82	12,878.18	(12,878.18)	
37-401-499 Miscellaneous Expense	3,552	1,054.00	2,010.00	2,410.00	2,440.00	57.92	98%
37-401-802 Truist Parking Lot Loan Principal	10,576	0.00	0.00	0.00	5,218.99	5,357.01	49%
37-401-832 Truist Parking Lot Loan Interest	5,667	0.00	0.00	0.00	2,902.01	2,764.99	51%
37-401-998 Contingency	3,096	0.00	0.00	0.00	0.00	3,096.00	
General Government Totals:	478,284	16,912.03	44,118.72	115,111.96	249,229.48	212,142.69	56%
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	375.00	750.00	750.00	50%
37-402-020 ER - FICA TAXES	115	0.00	9.56	28.68	57.36	57.64	50%
37-402-060 Workers Comp Mayor & Council	70	21.71	0.00	0.00	48.29	0.00	100%
37-402-200 Travel Expense	300	0.00	0.00	0.00	0.00	300.00	
37-402-295 Training	1,500	0.00	0.00	60.00	60.00	1,440.00	4%
37-402-402 Commission offsite meetings	200	0.00	0.00	0.00	0.00	200.00	
Governing Body Totals:	3,685	21.71	134.56	463.68	915.65	2,747.64	25%
37-405-345 Zoning/Ordinances	7,500	0.00	0.00	162.00	7,040.00	460.00	94%
37-405-407 Branded Clothing Sales	1,000	0.00	0.00	0.00	0.00	1,000.00	
37-405-423 Quilters Lane	1,250	0.00	0.00	0.00	1,090.00	160.00	87%
37-405-430 Historic District Comm	220	0.00	0.00	181.43	181.43	38.57	82%
37-405-434 Storefront Beautification Exp	15,000	4.66	740.00	1,657.44	1,157.44	13,837.90	8%

Budget vs Actual

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Period Ending 12/31/2025

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-405-450 Revitalization Comm	25,000	0.00	320.00	3,826.10	4,173.22	20,826.78	17%
37-405-470 Small Town Maint St	1,500	0.00	0.00	0.00	0.00	1,500.00	
Non-Departmental Totals:	51,470	4.66	1,060.00	5,826.97	13,642.09	37,823.25	27%
37-501-010 SALARY FULL TIME	291,566	610.16	23,817.86	65,078.86	134,156.40	156,799.22	46%
37-501-014 Salary - Part Time	12,000	0.00	2,850.00	4,020.00	9,420.00	2,580.00	79%
37-501-015 Salary-LEO Separation Allowance	15,000	0.00	1,085.94	3,257.82	6,515.64	8,484.36	43%
37-501-016 Salary - Admin Assistant	43,827	0.00	3,879.60	10,538.80	22,192.40	21,634.60	51%
37-501-019 Salary - Over-Time	10,000	0.00	404.64	439.38	2,255.52	7,744.48	23%
37-501-020 ER-FICA Taxes	26,431	0.00	2,430.93	6,315.14	13,227.72	13,203.28	50%
37-501-030 ER - Retirement Orbit	78,982	0.00	6,376.72	17,257.61	35,984.13	42,997.87	46%
37-501-031 ER - 401K 5%	15,084	7,868.21	1,591.13	3,655.92	7,200.61	15.18	100%
37-501-040 ER - Health Insurance	55,982	1,128.75	3,544.62	10,091.61	18,746.45	36,106.80	36%
37-501-050 ER - Life Insurance	1,152	387.50	155.00	232.50	542.50	222.00	81%
37-501-060 ER - Workman's Comp	6,525	0.00	0.00	(194.12)	6,331.34	194.12	97%
37-501-200 Travel Expense	1,500	545.44	130.07	254.56	254.56	700.00	53%
37-501-203 Supplies	5,000	438.43	452.31	1,322.30	2,467.43	2,094.14	58%
37-501-204 Uniforms	5,000	1,382.48	374.14	1,041.09	1,104.35	2,513.17	50%
37-501-205 Equipment & Material	4,000	302.50	388.20	566.19	1,021.46	2,676.04	33%
37-501-206 Ammunition	420	0.00	0.00	0.00	0.00	420.00	
37-501-250 Light, Heat & Security	9,000	2,873.40	817.91	1,258.43	2,864.60	3,262.00	64%
37-501-251 Telephone & Postage	8,106	3,470.46	1,677.44	2,228.22	4,184.14	451.44	94%
37-501-252 Fuel	15,000	7,928.47	1,288.67	4,252.90	7,071.53	0.00	100%
37-501-255 Bldg Maint/Clean Svs	10,301	1,389.18	1,964.50	4,158.43	8,911.20	0.38	100%
37-501-295 Training	2,000	0.00	0.00	330.00	1,976.38	23.62	99%
37-501-301 Computer Maint	9,532	4,361.67	763.42	2,409.70	5,081.05	89.28	99%
37-501-302 Software Support	9,337	1,184.23	259.99	1,039.97	8,152.77	0.00	100%
37-501-318 Freight Charges	250	0.00	0.00	0.00	0.00	250.00	
37-501-351 Maint & Repair Equip	4,000	0.00	34.22	34.22	1,230.22	2,769.78	31%
37-501-370 2019 Dodge Car 100	1,500	399.25	257.28	523.69	600.75	500.00	67%

Budget vs Actual

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-501-371 2017 Dodge Car 200	1,500	237.30	10.00	272.70	389.72	872.98	42%	
37-501-372 2016 Dodge Car 300	1,500	704.77	0.00	102.73	647.96	147.27	90%	
37-501-373 2017 Dodge Car 400	1,300	500.00	10.00	10.00	10.00	790.00	39%	
37-501-376 2019 Dodge Car 700	1,500	302.29	10.00	207.71	207.71	990.00	34%	
37-501-377 2023 Dodge Car 125	1,500	0.00	143.75	852.59	852.59	647.41	57%	
37-501-378 2023 Dodge Car 225	1,500	82.15	293.02	524.60	524.60	893.25	40%	
37-501-400 Liability Insurance	23,797	72.45	0.00	5,714.55	5,714.55	18,010.00	24%	
37-501-415 Medical	3,000	360.00	0.00	0.00	0.00	2,640.00	12%	
37-501-420 Attorney Fees	12,500	5,355.00	1,395.00	1,395.00	1,395.00	5,750.00	54%	
37-501-433 COP Program	3,000	444.03	0.00	294.61	(123.23)	2,679.20	11%	
37-501-499 Miscellaneous	857	0.00	0.00	355.94	355.94	501.02	42%	
37-501-804 Police 2019 Cars Loan Principal (USDA)	5,268	0.00	0.00	5,114.59	5,114.59	153.41	97%	
37-501-805 Police 2023 Cars Loan Principle (USDA)	7,651	0.00	0.00	0.00	0.00	7,651.00		
37-501-834 Police 2019 Cars Loan Interest (USDA)	158	0.00	0.00	311.41	311.41	(153.41)	197%	
37-501-835 Police 2023 Cars Loan Interest (USDA)	1,327	0.00	0.00	0.00	0.00	1,327.00		
Police Department Totals:	707,853	42,328.12	56,406.36	155,269.65	316,893.99	348,630.89	51%	
37-601-014 Salary - Part Time Code Enforcement	2,682	0.00	214.12	844.52	1,727.08	954.92	64%	
37-601-020 ER-FICA Taxes	230	0.00	16.38	64.62	132.16	97.84	57%	
37-601-060 Workers Comp	660	66.59	0.00	(24.05)	569.36	24.05	96%	
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		
37-601-437 Contract Srvs Fire Protection	87,600	0.00	7,300.00	21,900.00	43,800.00	43,800.00	50%	
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	90.00	90.00	460.00	16%	
Fire Totals:	93,928	66.59	7,530.50	22,875.09	46,318.60	47,542.81	49%	

Budget vs Actual

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-651-330 Christmas Lights/Santa House	1,784	920.00	720.00	823.96	823.96	40.04	98%
37-651-331 Haley Haywood Park	751	0.00	0.00	0.00	0.00	751.00	
37-651-332 Signs below \$5,000	2,000	0.00	0.00	0.00	182.48	1,817.52	9%
37-651-333 Street Beautification - Below \$5,000	4,000	0.00	0.00	917.70	1,546.09	2,453.91	39%
37-651-335 Street Lighting Electric Bill	32,000	15,319.30	2,697.59	7,936.78	15,680.70	1,000.00	97%
Signs and Lights Totals:	40,535	16,239.30	3,417.59	9,678.44	18,233.23	6,062.47	85%
37-701-010 Salary - Full Time	83,462	0.00	7,932.55	20,888.35	40,286.85	43,175.15	48%
37-701-019 Over-Time	1,026	0.00	106.71	182.04	182.04	843.96	18%
37-701-020 ER-FICA Taxes	6,693	0.00	611.93	1,602.66	3,085.12	3,607.88	46%
37-701-030 ER - Retirement - Orbit	18,171	0.00	1,675.76	4,438.37	8,534.56	9,636.44	47%
37-701-040 ER-Health Insurance	24,036	457.65	920.90	2,522.82	5,233.54	18,344.81	24%
37-701-050 ER-Life Insurance	391	81.35	97.02	145.53	240.37	69.28	82%
37-701-060 ER-Workman's Comp	1,856	0.00	0.00	(59.13)	1,796.37	59.63	97%
37-701-203 Supplies	5,500	1,356.75	332.53	1,461.42	3,499.20	644.05	88%
37-701-204 Uniforms	3,400	1,967.12	102.50	896.72	1,432.88	0.00	100%
37-701-251 Telephone & Postage	540	192.84	59.02	173.11	338.16	9.00	98%
37-701-252 Fuel	10,000	6,734.88	775.15	1,532.72	2,981.19	283.93	97%
37-701-312 Tree Removal	3,600	0.00	0.00	3,600.00	3,600.00	0.00	100%
37-701-351 Maint & Repair Equip	9,052	6,886.25	0.00	0.00	2,164.82	0.93	100%
37-701-352 Vehicle Maintenance	6,629	0.00	2,694.34	4,021.74	6,280.74	347.88	95%
37-701-400 Liability Insurance	9,795	0.00	0.00	2,303.11	2,303.11	7,491.89	24%
37-701-431 Street Debris Disposal	4,500	0.00	1,400.00	3,680.00	3,680.00	820.00	82%
37-701-500 Capital Outlay over \$5000	2,070	0.00	0.00	0.00	2,069.50	0.50	100%
37-701-895 Mowing	(16,000)	0.00	(1,333.00)	(3,999.00)	(7,998.00)	(8,002.00)	50%
Streets Totals:	174,721	17,676.84	15,375.41	43,390.46	79,710.45	77,333.33	56%
37-710-361 Maint & Repair POWELL BILL	15,000	0.00	4,000.00	4,000.00	5,100.00	9,900.00	34%
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	100.00	0.00	100%
Powell Bill Totals:	15,100	0.00	4,000.00	4,000.00	5,200.00	9,900.00	34%

Budget vs Actual

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-801-010 Salary - Full Time Sanitation	58,089	0.00	5,381.56	14,692.68	27,767.27	30,321.73	48%
37-801-019 Salary - Over Time Sanitation	537	0.00	0.00	510.75	510.75	26.25	95%
37-801-020 ER - FICA Sanitation	4,503	0.00	408.14	1,152.40	2,146.31	2,356.69	48%
37-801-030 ER - Retirement - Orbit Sanitation	12,225	0.00	1,140.89	3,223.13	4,971.28	7,253.72	41%
37-801-040 ER - Health Insurance	15,273	43.95	1,861.23	4,772.79	5,567.75	9,661.30	37%
37-801-050 ER - Life Insurance	251	24.80	9.92	14.88	34.72	191.48	24%
37-801-060 Workman's Compensation	3,665	1,363.12	0.00	(69.31)	2,232.57	69.31	98%
37-801-203 Supplies	430	135.10	79.05	79.05	293.95	0.95	100%
37-801-204 Uniforms	1,976	562.75	144.74	1,068.00	1,413.25	0.00	100%
37-801-251 Telephone & Postage	500	303.87	32.95	98.90	193.83	2.30	100%
37-801-252 Fuel	3,674	2,252.50	130.48	315.59	977.98	443.52	88%
37-801-350 Landfull Fees	23,358	14,879.53	1,327.51	4,820.26	8,301.98	176.49	99%
37-801-352 Vehicle Maintenance	2,582	374.03	813.49	1,094.41	2,207.05	0.65	100%
37-801-400 Liability Insurance	5,720	0.00	0.00	1,302.07	1,302.07	4,417.93	23%
Sanitation Totals:	132,783	19,939.65	11,329.96	33,075.60	57,920.76	54,922.32	59%
37-901-034 Transfer Out to Frontier Warren	1,988	0.00	0.00	0.00	0.00	1,988.00	
37-901-038 Transfer Out to WS for USDA Loan	7,281	0.00	7,281.00	7,281.00	7,281.00	0.00	100%
37-901-079 Transfer out to USDA Leaf Machine Grant	2,813	0.00	0.00	2,813.00	2,813.00	0.00	100%
37-901-889 Transfer Out to USDA Loan Reserve	2,169	0.00	0.00	0.00	0.00	2,169.00	
Transfers Out Totals:	14,251	0.00	7,281.00	10,094.00	10,094.00	4,157.00	71%
Expenses Totals:	1,712,610	113,188.90	150,654.10	399,785.85	798,158.25	801,262.40	53%
37 GENERAL FUND Revenues Over/(Under) Expenses:			129,085.61	145,881.82	(71,350.48)		

Budget vs Actual

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
38-351-401 Water Sales	911,133	0.00	79,119.44	236,743.56	429,578.89	(481,554.11)	47%
38-351-402 Debt Setoff WATER	53	0.00	0.00	97.58	97.58	44.58	184%
38-351-404 Sewer Services	717,364	0.00	61,215.85	178,974.49	328,763.75	(388,600.25)	46%
38-351-407 Debt Setoff SEWER	42	0.00	0.00	98.02	98.02	56.02	233%
38-351-408 Town Taps/Connection Fee	22,000	0.00	0.00	1,927.01	5,701.30	(16,298.70)	26%
38-351-416 Dis/Reconnection Fee	9,960	0.00	454.62	1,395.82	3,668.54	(6,291.46)	37%
38-351-417 Fire Sprinkler	2,620	0.00	349.50	1,048.50	1,961.10	(658.90)	75%
38-351-418 Late Fees/Penalty/Cut Off	20,972	0.00	1,324.71	4,530.92	8,993.04	(11,978.96)	43%
38-351-419 Returned Check Fee	987	0.00	245.00	490.00	730.00	(257.00)	74%
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	25	0.00	0.00	55.00	55.00	30.00	220%
38-365-410 Interest/investment Income NCCMT	13,628	0.00	0.00	2,001.48	5,160.81	(8,467.19)	38%
38-365-421 Account Activation Fee	2,925	0.00	225.00	775.00	1,725.00	(1,200.00)	59%
38-365-851 Misc Revenue WATER	0	0.00	259.49	641.89	641.89	641.89	
38-381-037 Transfer In From GF	7,281	0.00	7,281.00	7,281.00	7,281.00	0.00	100%
38-395-396 Apropriated Fund Balance (Budget Only)	60,310	0.00	0.00	0.00	0.00	(60,310.00)	
Revenues Totals:	1,769,300	0.00	150,474.61	436,060.27	794,455.92	(974,844.08)	45%
Expenses							
38-851-010 Salary Full Time	124,185	0.00	13,108.10	30,354.81	57,767.17	66,417.83	47%
38-851-014 Salary - Part Time	12,876	0.00	903.74	2,932.02	6,456.46	6,419.54	50%
38-851-019 Salary Over-Time	7,987	0.00	164.74	472.88	1,130.84	6,856.16	14%
38-851-020 ER-FICA Taxes	11,096	0.00	1,081.92	2,574.77	4,981.54	6,114.46	45%
38-851-030 ER - Retirement Orbit	25,633	0.00	2,485.66	5,650.03	10,549.36	15,083.64	41%
38-851-040 ER - Health Insurance WATER	24,997	371.18	1,711.88	4,761.99	8,966.71	15,659.11	37%
38-851-050 ER - Life Insurance	382	162.47	47.46	81.11	213.37	6.16	98%
38-851-060 ER - Workman's Comp	1,112	304.64	0.00	(76.40)	730.96	76.40	93%

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-851-203 Supplies	35,000	7,009.65	2,638.35	16,849.53	22,648.41	5,341.94	85%
38-851-204 Uniforms	3,120	1,496.49	126.29	1,138.92	1,623.51	0.00	100%
38-851-250 Light & Heat & Security	6,090	2,611.43	621.65	1,216.61	2,111.59	1,366.98	78%
38-851-251 Telephone & Postage	10,896	5,842.00	946.37	2,793.91	5,017.42	36.58	100%
38-851-252 Fuel	10,000	5,924.07	477.27	1,208.83	2,470.75	1,605.18	84%
38-851-255 Bldg. Maint/Clean Svs	5,649	818.01	779.58	2,234.04	4,830.78	0.21	100%
38-851-260 Electric Tank/Pumps	3,401	1,388.42	363.84	748.02	1,161.58	851.00	75%
38-851-296 Continuing Education	1,300	0.00	480.00	830.00	830.00	470.00	64%
38-851-301 Computer Maintenance	5,819	2,951.96	459.58	1,367.86	2,768.97	98.07	98%
38-851-302 Software Support	9,300	123.46	0.00	93.25	8,649.80	526.74	94%
38-851-305 Technology Upgrades	2,250	0.00	35.58	35.58	35.58	2,214.42	2%
38-851-309 Advertising	265	0.00	0.00	102.03	102.03	162.97	39%
38-851-310 Dues & Subscriptions	880	87.50	0.00	25.00	219.17	573.33	35%
38-851-313 State Permits	1,331	0.00	180.00	180.00	1,331.00	0.00	100%
38-851-345 Water Tank Contract	21,061	10,530.08	0.00	5,265.04	10,530.08	0.84	100%
38-851-347 Lab Analysis	1,200	470.00	70.00	390.00	530.00	200.00	83%
38-851-351 Maint. & Repair Equip	6,227	0.00	2,818.24	3,754.65	5,919.48	307.52	95%
38-851-352 Vehicle Maintenance	3,750	0.00	284.73	945.03	2,381.28	1,368.72	64%
38-851-400 Town Liability Insurance	13,253	36.22	0.00	3,042.75	3,042.75	10,174.03	23%
38-851-405 Audit Expense	6,559	0.00	1,818.75	1,818.75	6,350.00	209.00	97%
38-851-434 WS grant expense	31,292	0.00	0.00	0.00	19.00	31,273.00	0%
38-851-448 External Contract	17,018	172.50	0.00	3,422.50	16,844.76	0.74	100%
38-851-451 Water Purchase	250,000	168,241.63	28,207.50	56,266.48	81,758.37	0.00	100%
38-851-500 Capital Outlay \$5000 and Above	2,070	0.00	0.00	0.00	2,069.50	0.50	100%
38-851-802 USDA Public Works Trucks - Princ Water	6,109	0.00	0.00	0.00	0.00	6,109.00	
38-851-803 USDA Town Hall/WS Loan Principal	29,858	0.00	2,328.50	2,328.50	2,328.50	27,529.50	8%

Budget vs Actual

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-851-833 USDA Town Hall/WS Loan Interest	14,502	0.00	1,312.00	1,312.00	1,312.00	13,190.00	9%
38-851-836 USDA Public Works Trucks - Int Water	856	0.00	0.00	0.00	0.00	856.00	
38-851-895 Grass Cutting Expense	16,000	0.00	1,333.00	3,999.00	7,998.00	8,002.00	50%
38-851-896 WS 25% of GF Expense	59,399	0.00	0.00	8,898.47	25,715.99	33,683.01	43%
38-851-998 Contingency	1,832	0.00	0.00	0.00	0.00	1,832.00	
Water Totals:	784,770	208,541.71	64,784.73	167,017.96	311,396.71	264,831.58	66%
38-852-010 Salary - Full Time	124,185	0.00	13,108.10	30,354.81	57,659.33	66,525.67	46%
38-852-014 Salary - Part Time	12,876	0.00	903.57	2,931.85	6,456.12	6,419.88	50%
38-852-019 Salary - Over Time Sewer	7,987	0.00	319.55	1,411.12	2,371.97	5,615.03	30%
38-852-020 ER - FICA Sewer	11,096	0.00	1,095.83	2,652.81	5,081.37	6,014.63	46%
38-852-030 ER-Retirement Orbit	25,633	0.00	2,530.73	5,840.77	10,776.30	14,856.70	42%
38-852-040 ER-Health Insurance SEWER	24,997	371.04	1,711.81	4,761.87	8,966.45	15,659.51	37%
38-852-050 ER-Life Insurance	382	162.51	47.44	81.08	213.33	6.16	98%
38-852-060 ER-Workman's Comp	1,112	304.65	0.00	(76.40)	730.95	76.40	93%
38-852-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00	
38-852-203 Supplies	33,624	4,300.67	5,335.72	18,406.16	28,917.60	405.73	99%
38-852-204 Uniforms	3,120	1,496.60	126.29	1,138.83	1,623.40	0.00	100%
38-852-250 Light & Heat & Security	7,000	2,611.41	621.64	1,216.66	2,111.57	2,277.02	67%
38-852-251 Telephone & Postage	11,312	5,824.78	959.23	2,845.51	5,112.63	374.59	97%
38-852-252 Fuel	10,000	5,924.09	477.26	1,208.80	2,470.73	1,605.18	84%
38-852-255 Bldg. Maint/Clean Svs	5,649	818.01	1,184.92	2,639.39	4,830.79	0.20	100%
38-852-260 Electric Tank/Pumps	12,000	6,698.33	965.09	2,492.09	5,077.11	224.56	98%
38-852-296 Continuing Education	1,300	0.00	300.00	300.00	385.00	915.00	30%
38-852-301 Computer Maint.	5,819	2,951.93	459.55	1,367.81	2,768.88	98.19	98%
38-852-302 Software Support	9,300	123.46	0.00	93.25	8,649.79	526.75	94%
38-852-305 Technology Upgrades	2,250	0.00	35.58	35.58	35.58	2,214.42	2%
38-852-309 Advertising	500	0.00	0.00	392.45	392.45	107.55	78%

Budget vs Actual

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Period Ending 12/31/2025

38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
38-852-310 Dues & Subscriptions	880	87.50	0.00	25.00	219.17	573.33	35%
38-852-313 State Permits	1,500	0.00	265.00	265.00	265.00	1,235.00	18%
38-852-351 Maint & Repair Equip	6,227	0.00	2,818.24	3,754.65	5,919.47	307.53	95%
38-852-352 Vehicle Maintenance	3,750	0.00	284.73	945.02	2,381.25	1,368.75	64%
38-852-400 Liability Insurance	7,228	36.23	0.00	1,688.52	1,688.52	5,503.25	24%
38-852-405 Audit Expense	6,559	0.00	1,818.75	1,818.75	6,350.00	209.00	97%
38-852-434 WS Grant Expense	15,000	0.00	0.00	0.00	19.00	14,981.00	0%
38-852-435 Purchase of Sewer Services	434,416	0.00	0.00	54,548.77	157,295.40	277,120.60	36%
38-852-448 External Contract	22,000	8,012.56	4,734.65	6,279.15	7,239.15	6,748.29	69%
38-852-473 WWTP Rehab Annual Payment	22,073	0.00	0.00	0.00	0.00	22,073.00	
38-852-500 Capital Outlay \$5000 and Above	2,070	0.00	0.00	0.00	2,069.50	0.50	100%
38-852-802 USDA Public Works Trucks - Princ Sewer	6,109	0.00	0.00	0.00	0.00	6,109.00	
38-852-803 USDA Town Hall/WS Loan Principal	29,858	0.00	2,328.50	2,328.50	2,328.50	27,529.50	8%
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,388	0.00	0.00	0.00	0.00	14,388.00	
38-852-809 John Riggans Easement Pmt	1,000	0.00	0.00	0.00	0.00	1,000.00	
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	13,750.00	0.00	0.00	0.00	0.00	100%
38-852-833 USDA Town Hall/WS Loan Interest	14,502	0.00	1,312.00	1,312.00	1,312.00	13,190.00	9%
38-852-836 USDA Public Works Trucks - Int Sewer	856	0.00	0.00	0.00	0.00	856.00	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	2,200	1,100.00	0.00	1,100.00	1,100.00	0.00	100%
38-852-896 WS 25% of GF Expense	59,399	0.00	0.00	8,898.49	25,716.02	33,682.98	43%
38-852-998 Contingency	848	0.00	0.00	0.00	0.00	848.00	
Sewer Expenses Totals:	974,970	54,573.77	43,744.18	163,058.29	368,534.33	551,861.90	43%
38-901-889 Transfer Out to USDA Loan	9,560	0.00	0.00	0.00	0.00	9,560.00	

Budget vs Actual

Period Ending 12/31/2025

38 WATER / SEWER								
Description		Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Reserve								
Transfers Out Totals:		9,560	0.00	0.00	0.00	0.00	9,560.00	
Expenses Totals:		1,769,300	263,115.48	108,528.91	330,076.25	679,931.04	826,253.48	53%
38 WATER / SEWER Revenues Over/(Under) Expenses:				41,945.70	105,984.02	114,524.88		

Budget vs Actual

Town of Warrenton
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Period Ending 12/31/2025

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
39-351-405 Septic Disposal Service	49,980	0.00	7,920.00	25,535.00	36,235.00	(13,745.00)	72%
39-351-470 Town Sewer Revenues	434,416	0.00	0.00	54,548.77	157,295.40	(277,120.60)	36%
39-351-471 Sewer Revenues - County	316,092	0.00	0.00	39,691.08	114,452.15	(201,639.85)	36%
39-351-472 Sewer Rev Norlina	241,310	0.00	0.00	30,300.73	87,374.37	(153,935.63)	36%
39-365-861 Misc Revenue WWTP	0	0.00	0.00	0.00	20.00	20.00	
Revenues Totals:	1,041,798	0.00	7,920.00	150,075.58	395,376.92	(646,421.08)	38%
Expenses							
39-861-010 Salary - Full Time	250,406	0.00	27,525.84	64,991.68	124,053.09	126,352.91	50%
39-861-014 Salary - Part Time	9,455	0.00	888.75	2,332.50	4,870.00	4,585.00	52%
39-861-019 Over-Time	17,343	0.00	1,060.59	3,508.63	7,401.65	9,941.35	43%
39-861-020 ER-FICA Taxes	21,206	0.00	2,143.62	5,017.99	9,558.54	11,647.46	45%
39-861-030 ER - Retirement Orbit	53,582	0.00	5,704.90	13,437.69	25,427.98	28,154.02	47%
39-861-040 ER- Health Insurance	46,714	712.69	3,834.87	10,379.14	18,884.23	27,117.08	42%
39-861-050 ER-Life Insurance	802	297.37	108.16	173.40	429.71	74.92	91%
39-861-060 ER-Workman's Comp	1,584	36.71	0.00	(38.38)	1,508.91	38.38	98%
39-861-200 Travel Expense	500	0.00	0.00	0.00	0.00	500.00	
39-861-203 Supplies	77,930	18,529.34	7,092.77	18,178.97	41,792.37	17,608.29	77%
39-861-204 Uniforms	5,460	2,248.69	260.28	2,230.46	3,211.31	0.00	100%
39-861-250 Light, Heat & Security	90,000	42,795.78	6,819.06	17,948.57	35,494.22	11,710.00	87%
39-861-251 Telephone & Postage	6,808	3,449.16	627.80	1,759.38	3,342.97	15.87	100%
39-861-252 Fuel	10,250	6,506.97	479.06	1,533.58	2,844.56	898.47	91%
39-861-296 Continuing Education	1,500	0.00	120.00	120.00	120.00	1,380.00	8%
39-861-301 Computer Maint.	10,289	4,944.83	653.04	2,107.92	4,435.50	908.67	91%
39-861-302 Software Support	3,699	473.46	0.00	2,453.91	3,225.53	0.01	100%
39-861-305 Technology Upgrades	2,000	0.00	0.00	0.00	0.00	2,000.00	
39-861-309 Advertising	1,000	0.00	0.00	527.63	527.63	472.37	53%
39-861-310 Dues & Subscriptions	154	0.00	0.00	0.00	0.00	154.00	
39-861-318 Freight Charges	2,250	0.00	229.86	229.86	1,150.08	1,099.92	51%

Budget vs Actual

Town of Warrenton
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Period Ending 12/31/2025

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
39-861-342 Maint & Repair Plant	120,000	4,248.47	26,588.50	53,723.07	88,605.56	27,145.97	77%
39-861-344 Sludge Removal	72,000	45,407.00	8,711.50	8,711.50	26,593.00	0.00	100%
39-861-345 Beaver Control	750	0.00	0.00	0.00	0.00	750.00	
39-861-346 Lab Material & Supplies	11,526	0.00	809.73	2,144.23	7,623.45	3,902.55	66%
39-861-347 Lab Analysis	27,225	13,141.00	1,715.00	6,992.00	14,084.00	0.00	100%
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	0.00	0.00	3,000.00	
39-861-349 OSHAComp/Safety M&S	1,500	0.00	0.00	0.00	150.00	1,350.00	10%
39-861-352 Vehicle Maintenance	4,750	0.00	284.72	857.30	1,991.80	2,758.20	42%
39-861-400 Liability Insurance	25,068	72.45	0.00	5,428.83	5,428.83	19,566.72	22%
39-861-405 Audit Expense	13,117	0.00	3,637.50	3,637.50	12,700.00	417.00	97%
39-861-434 WWTP Grant Expenst	30,000	0.00	0.00	0.00	0.00	30,000.00	
39-861-441 Certify Lab Services	1,000	0.00	110.00	110.00	282.00	718.00	28%
39-861-444 Permits & Fees	15,674	4,950.00	1,037.00	2,687.00	10,723.08	0.92	100%
39-861-446 Influent Debris Removal	7,044	3,251.05	815.84	2,021.29	3,792.95	0.00	100%
39-861-500 Capital Outlay \$5000 and Over	2,070	0.00	0.00	0.00	2,069.49	0.51	100%
39-861-810 NCDEQ WWTP Phase 2 Principal	23,607	0.00	0.00	0.00	0.00	23,607.00	
39-861-897 WWTP 25% of GF Exp	64,003	0.00	0.00	10,208.32	26,392.88	37,610.12	41%
39-861-998 Contingency	6,532	0.00	0.00	0.00	0.00	6,532.00	
WWTP - Expenses Totals:	1,041,798	151,064.97	101,258.39	243,413.97	488,715.32	402,017.71	61%
Expenses Totals:	1,041,798	151,064.97	101,258.39	243,413.97	488,715.32	402,017.71	61%
39 WWTP Revenues Over/(Under) Expenses:			(93,338.39)	(93,338.39)	(93,338.40)		

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Check Number	Bank	Vendor	Date	Amount
69448	30	BOWERS & BURROWS INC	12/02/2025	<u>\$361.45</u>
69449	30	COLUMBIAN MUTUAL LIFE INS CO	12/02/2025	<u>\$36.89</u>
69450	30	COMMONWEALTH ENGINEERING & SALES, INC.	12/02/2025	<u>\$1,846.60</u>
69451	30	DUKE ENERGY PROGRESS	12/02/2025	<u>\$119.76</u>
69452	30	FRANKLIN BROS NURSERY	12/02/2025	<u>\$106.64</u>
69453	30	GARY V. WILLIAMS	12/02/2025	<u>\$160.00</u>
69454	30	GRANVILLE FARMS, INC.	12/02/2025	<u>\$8,711.50</u>
69455	30	GREGORY POOLE EQUIPMENT CO.	12/02/2025	<u>\$911.88</u>
69456	30	MERITECH INC	12/02/2025	<u>\$1,785.00</u>
69457	30	Mission Communications, LLC	12/02/2025	<u>\$1,233.13</u>
69458	30	MUTUAL OF OMAHA	12/02/2025	<u>\$1,650.22</u>
69459	30	NCWTFO CERTIFICATION BOARD	12/02/2025	<u>\$180.00</u>
69460	30	PEAC SOLUTIONS	12/02/2025	<u>\$161.85</u>
69461	30	PRUDENTIAL RETIREMENT	12/02/2025	<u>\$1,652.34</u>
69462	30	RICK EDWARDS ELECTRIC	12/02/2025	<u>\$720.00</u>
69463	30	UNIFIRST CORPORATION	12/02/2025	<u>\$614.07</u>
69464	30	WARREN COUNTY PUBLIC UTILITIES	12/02/2025	<u>\$14,863.08</u>
69465	30	WESLEY MEMORIAL UMC	12/02/2025	<u>\$160.00</u>
69466	30	WPCSOCC	12/02/2025	<u>\$371.00</u>
69467	30	WPCSOCC	12/02/2025	<u>\$106.00</u>
69468	30	WRIGHT EXPRESS FSC	VOIDED 12/02/2025	<u>\$1,548.60</u>
69469	30	Core & Main	12/04/2025	<u>\$3,613.34</u>
69470	30	DOCUMENT SYSTEMS, INC	12/04/2025	<u>\$261.00</u>
69471	30	PETE SMITH TIRE & QUICK LUBE, INC	12/04/2025	<u>\$371.24</u>
69472	30	SONITROL INTEGRATED SECURITY	12/04/2025	<u>\$1,538.04</u>
69473	30	VAUGHAN & SON AUTOBODY	12/04/2025	<u>\$2,875.33</u>
69474	30	WILSON'S WATER SERVICES	12/04/2025	<u>\$825.00</u>
69475	30	Ron Eric Dawson	12/04/2025	<u>\$800.00</u>
69476	30	AMAZON CAPITAL SERVICES, INC.	12/08/2025	<u>\$39.47</u>

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69477	30	DOCUMENT SYSTEMS, INC	12/08/2025	<u>\$98.56</u>
69478	30	DUKE ENERGY PROGRESS	12/08/2025	<u>\$143.04</u>
69479	30	GFL ENVIRONMENTAL	12/08/2025	<u>\$181.51</u>
69480	30	INVOICE CLOUD, INC.	12/08/2025	<u>\$151.70</u>
69481	30	PLATTERIFIC CATERING, LLC	12/08/2025	<u>\$334.66</u>
69482	30	Purchase Power (Pitney Bowes)	12/08/2025	<u>\$200.00</u>
69483	30	Spectrum Business	12/08/2025	<u>\$169.99</u>
69484	30	THE DAILY DISPATCH	12/08/2025	<u>\$158.10</u>
69485	30	UNIFIRST CORPORATION	12/08/2025	<u>\$475.84</u>
69486	30	AAA GAS AND APPLIANCE CO.	12/09/2025	<u>\$417.62</u>
69487	30	BREEDLOVE ELECTRIC, INC	12/09/2025	<u>\$2,420.56</u>
69488	30	GFL ENVIRONMENTAL	12/09/2025	<u>\$639.65</u>
69489	30	SCOTT ERIC LILES	12/09/2025	<u>\$6,000.00</u>
69490	30	TK ELEVATOR CORPORATION	12/09/2025	<u>\$4,769.28</u>
69491	30	TRI-COUNTY POWER EQUIPMENT INC	12/09/2025	<u>\$245.38</u>
69492	30	AMAZON CAPITAL SERVICES, INC.	12/10/2025	<u>\$278.21</u>
69493	30	BURNETT LIME COMPANY, INC	12/10/2025	<u>\$4,682.31</u>
69494	30	Ron Eric Dawson	12/10/2025	<u>\$1,050.00</u>
69495	30	SUNBELT RENTALS, INC	12/10/2025	<u>\$5,054.24</u>
69496	30	USA Bluebook	12/10/2025	<u>\$273.08</u>
69497	30	BLUE RIDGE SPRINGS, INC	12/12/2025	<u>\$239.20</u>
69498	30	CAROLINA DIGITAL PHONE INC	12/12/2025	<u>\$316.00</u>
69499	30	DUKE ENERGY PROGRESS	12/12/2025	<u>\$10,550.54</u>
69500	30	DUKE ENERGY PROGRESS	12/12/2025	<u>\$4,783.40</u>
69501	30	GUPTON SERVICES, INC	12/12/2025	<u>\$130.00</u>
69502	30	NC GOV. FINANCE OFFICERS ASSOC	12/12/2025	<u>\$100.00</u>
69503	30	PLATTERIFIC CATERING, LLC	12/12/2025	<u>\$335.34</u>
69504	30	SCOTT ERIC LILES	12/12/2025	<u>\$15,000.00</u>
69505	30	AHNER SECURITY INC.	12/17/2025	<u>\$149.45</u>

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Check Number	Bank	Vendor	Date	Amount
69506	30	BURNETT LIME COMPANY, INC	12/17/2025	\$1,152.90
69507	30	KATALYST NETWORK GROUP LLC	12/17/2025	\$2,378.00
69508	30	LAKE GASTON SIGNS & GRAPHIC CO.	12/17/2025	\$740.00
69509	30	WARREN AUTO PARTS, INC.	12/17/2025	\$16.56
69510	30	A FULL CLEANING SERVICES LLC	12/22/2025	\$725.00
69511	30	DUKE ENERGY PROGRESS	12/22/2025	\$230.14
69512	30	FRONTIER NATURAL GAS	12/22/2025	\$30.63
69513	30	INFORMATION TECHNOLOGY SERVICE	12/22/2025	\$258.33
69514	30	JASON YOUNG	12/22/2025	\$325.00
69515	30	PAYNTER'S AUTO & TRACTOR REPAIR	12/22/2025	\$5,750.07
69516	30	PETE SMITH TIRE & QUICK LUBE, INC	12/22/2025	\$751.55
69517	30	WARREN COUNTY PUBLIC WORKS	12/22/2025	\$1,146.00
69518	30	FLEMING INVESTMENT COMPANY	12/23/2025	\$3,000.00
69519	30	HUMANA SPECIALTY BENEFITS	12/23/2025	\$58.76
69520	30	JOYCE AND COMPANY, CPA	12/23/2025	\$10,912.50
69521	30	KING'S FITNESS & NUTRITION CENTER	12/23/2025	\$300.00
69522	30	MUTUAL OF OMAHA	12/23/2025	\$1,691.43
69523	30	Teague Campbell Dennis & Gorham	12/23/2025	\$1,395.00
69524	30	TIME WARNER CABLE	12/23/2025	\$190.00
69525	30	FIRST CITIZENS BANK	12/23/2025	\$4,460.32
69526	30	AMAZON CAPITAL SERVICES, INC.	12/23/2025	\$65.09
69527	30	Core & Main	12/23/2025	\$258.15
69528	30	CURTIS WAYNE DANIEL JR.	12/23/2025	\$4,000.00
69529	30	ELECTRO-CHEMICAL DEVICES	12/23/2025	\$523.14
69530	30	FRONTIER NATURAL GAS	12/23/2025	\$161.06
69531	30	GFL ENVIRONMENTAL	12/23/2025	\$176.19
69532	30	SouthData, Inc	12/23/2025	\$697.58
69533	30	USA Bluebook	12/23/2025	\$717.94
69534	30	ZIMA CORPORATION	12/23/2025	\$1,844.64

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69535	30	AT&T MOBILITY II LLC	12/29/2025	<u>\$789.81</u>
69536	30	AT&T MOBILITY II LLC	12/29/2025	<u>\$1,335.42</u>
69537	30	Carolina Images by Angela, LLC	12/29/2025	<u>\$334.13</u>
69538	30	COLUMBIAN MUTUAL LIFE INS CO	12/29/2025	<u>\$26.09</u>
69539	30	DOCUMENT SYSTEMS, INC	12/29/2025	<u>\$32.28</u>
69540	30	ENVIRONMENTAL SAFETY PROFESSIONALS, INC.	12/29/2025	<u>\$110.00</u>
69541	30	PETE SMITH TIRE & QUICK LUBE, INC	12/29/2025	<u>\$587.12</u>
69542	30	PRUDENTIAL RETIREMENT	12/29/2025	<u>\$1,813.75</u>
69543	30	TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, IN	12/29/2025	<u>\$240.00</u>
69544	30	WRIGHT EXPRESS FSC	12/29/2025	<u>\$1,288.67</u>
69545	30	AMAZON CAPITAL SERVICES, INC.	12/30/2025	<u>\$153.60</u>
69546	30	ELIZABETH A GLAZE	12/30/2025	<u>\$138.62</u>
69547	30	GALLS QUARTERMASTER	12/30/2025	<u>\$61.14</u>
69548	30	KATALYST NETWORK GROUP LLC	12/30/2025	<u>\$9,111.45</u>
69549	30	KURT BALOK	12/30/2025	<u>\$150.00</u>
69550	30	TEYAN WIGGINS	12/30/2025	<u>\$200.00</u>
69551	30	VERIZON WIRELESS	12/30/2025	<u>\$320.08</u>
69552	30	WARREN AUTO PARTS, INC.	12/30/2025	<u>\$36.53</u>
69553	30	WARREN COUNTY PUBLIC UTILITIES	12/30/2025	<u>\$13,344.42</u>
69554	30	Wash Depot	12/30/2025	<u>\$30.00</u>
69555	30	HARRIS INVESTMENTS	12/31/2025	<u>\$1,400.00</u>
69556	30	DUKE ENERGY PROGRESS	12/31/2025	<u>\$124.82</u>
69557	30	PEAC SOLUTIONS	12/31/2025	<u>\$161.85</u>
69558	30	Pete Smith Garage, Inc.	12/31/2025	<u>\$1,215.79</u>
69559	30	Purchase Power (Pitney Bowes)	12/31/2025	<u>\$198.36</u>
69560	30	SCOTT ERIC LILES	12/31/2025	<u>\$1,800.00</u>
69561	30	Spectrum Business	12/31/2025	<u>\$169.99</u>
69562	30	SYD COOPER	12/31/2025	<u>\$250.00</u>

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Check Number	Bank	Vendor	Date	Amount
69563	30	USA Bluebook	12/31/2025	\$193.96
116	Checks Totaling -			\$186,544.95

Totals By Fund

	Checks	Voids	Total
34	\$3,507.07		\$3,507.07
36	\$2,822.65		\$2,822.65
37	\$44,072.99	\$905.63	\$43,167.36
38	\$61,661.89	\$550.22	\$61,111.67
39	\$61,161.63	\$92.75	\$61,068.88
78	\$8,535.32		\$8,535.32
80	\$4,783.40		\$4,783.40
Totals:	\$186,544.95	\$1,548.60	\$184,996.35

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator
Date: January 5, 2025
Re: December 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).

- **Completed Water and Sewer System Maintenance/Repair Related Information:**

(1) Repair – Kioti Tracker repair. Replaced clutch, pressure plate, release and pilot bearing. Repaired exhaust. Labor 2,215.00 and Parts 3,421.48. (2) Sunbelt rental of Skidsteer to cut right of ways because tracker was being repaired. (Rental cost 4,734.65)

Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) - \$2,818.24

Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$7,552.89

- **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 (October – December 2025) Unaccounted for water is 26%. December 2025 unaccounted for water was 36%.** (4,004,000 gallons purchased and 3,384,000 gallons sold). Please see attached summary for full historical information.

- **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. Brick sidewalk power washing.

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator, Warren County Director of Public Utilities, Norlina Director of Public Works
Date: January 5, 2025
Re: December 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) WWTP Sewer Trunk Line – additional construction work to resolve drainage issues. **(Estimated Cost –\$12,500)** (4) Oxidation Ditch 2 – integrate SCADA system for control of 4 existing mixers. **(Estimated Cost –\$21,000)**

- **Completed Plant Maintenance/Repair Related Information:** (1) Emergency Repair – Oxidation Ditch Mixer repair for Mixer shaft 1,3 and 4 Contractor: Liles Pump Company. (Parts and Labor 22,800.00) (2) Repair – Oxidation Ditch Mixer 2 installed and wired up. (Labor 480.00 and Parts 1,787.50) (3) Preventative Maintenance – Changed Oil in Influent Gearbox on Mechanical Bar Rake. (Labor 160.00. Parts provided by Town.) (4) Parts - # Flat Steel wear bars for Grit removal systems. (Parts 281.00) (5) Repair – Lime Slurry Pump #2 (Parts 220.00 and Labor 860.00)

Total cost for Repairs (Account No. 39-861-342) - \$26,588.50

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month with a total flow of 10.366 million gallons.

Hydrants Out of Service as of 1-5-26

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.

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	FY 2025 - 2026
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	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	4,819,000
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	4,503,000
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	4,568,000
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	4,451,000
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	4,003,000
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	4,394,000
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	4,316,000	
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	60,945,000	26,738,000

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	FY 2025 - 2026
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	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	3,265,000
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	3,326,000
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	3,401,000
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	3,191,000
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	3,384,000
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	2,831,000
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	3,387,000	
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	38,246,000	19,398,000

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	FY 2025 - 2026
Month									%	%	%	%	%	%	%
July	38	54	33	28	34	28	43	34	19	29	44	25	51	41	32
August	30	42	21	10	16	42	18	41	8	33	24	17	46	47	26
September	36	55	21	8	6	21	33	40	12	19	13	35	53	49	26
October	35	55	23	38	37	24	37	45		33	13	32	61	56	28
November	22	23	29	24	10	17	22	42	20	29	26	33	66	43	15
December	42	18	28	9	29	55	58	54	10	51	10	51	30	40	36
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	22	
Average	38	37	30	24	26	32	34	37	26	27	17	27	43	35	27

Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(12/01/2025 - 12/31/2025)

911 Hang-up	3	Abandoned Vehicle	1
Alarm Activation	7	Assist Elderly/Lost person	1
Assist Fire Dept	2	Assist Motorist	3
Assist NPD	1	Assist WC EMS	3
Assist WCSO	4	Careless and Reckless Driving	1
Civil Dispute	2	Complaint	2
Disturbance	4	Escort	5
Follow up Investigation	1	Foot Patrol	2
Found Property/Item	1	Fraud	1
Funeral Escort	2	Investigation and/or Interview	3
Open Door (Business)	1	Ordinance Violation	2
Other	3	Patrol	11
Property Check – Business	72	Property Check – Residential	17
Talk with Officer	5	Traffic Control	1
Training	1		

Total Number Of Events: 162



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

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BOC Meeting December 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 a reply from Mitch Styers
3. Investigate options to opt out of early voting and voting at one location on election day
 - ✓ Contacted Debbie Formyduval. Will follow up when she returns from surgery.
4. Implement Social District ordinance
 - ✓ Underway
5. Implement updated Water Sewer ordinances
 - ✓ Underway
6. Contact Duke Energy about underground wiring
 - ✓ Done



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STATUS OF GRANTS

NC DEQ Waste Water SRP-W-0224

- Town awarded \$1,000,000 for improvements to the town's sewer lines. (SRP projects limited to \$3MM award every 5 years for both water and sewer.) Engineering plans due to State by December 2025. Possible project bid Spring 2026.

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. Engineering plans being developed, due to State by June 2026.

NC DEQ Water Infrastructure Rehab SRF-D-2057

- Town-Wide Water System Improvements: \$1,564,600 (Received award notice.) Engineering plans have been submitted to the State for review. Possible project bid in Winter 2025.

NC DEQ Water AIA Stormwater Planning SRP-SW-0007

- Town awarded \$400,000 for stormwater planning. Town has adopted resolution accepting award. Awaiting further direction/meetings from Municipal Engineering.

Golden Leaf Storm Water Grant

- Town awarded \$196,447.50 for stormwater repairs to Brehon Street.
- Survey of affected area is complete.
- Construction began on 5/5/2025. Recently approved 220 feet stormwater piping connecting to the project area, will begin construction in November.

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.

FEMA Generator Grant:

- Town on the list to receive funding to establish backup generators at Red Hill Loop and Ridgeway Warrenton pump stations totaling approximately \$170,000. During power outages this will keep user sewage flowing and reduce costs of pumping out sewage.

NCDEQ:

- NC Dept of Air Quality grant application for replacement of EV Charging Station in amount of approximately \$141,000. This 100% grant has been awarded to the Town of Warrenton. Construction of the charging station to begin in November.

NCDEQ:

- Spring round of funding from NCDEQ has been preliminarily announced. Warrenton has been approved grants to receive \$3,000,000.

USDA Community Facilities:

- USDA has awarded the Town a grant/loan package for purchase of leaf machine. \$93,000 total, requesting \$50,000 in grant funding and \$43,000 financed over 5 years with annual payment of \$9898. Awaiting delivery of leaf machine to hold closing. USDA also closed due to federal government shutdown.

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 sizesEstimate items to be presented to Board in Fall 2025

Warrenton Budget Amendments

Date:1/12/2026

Number:#6

Purpose of Amendment: The purpose of this budget amendment is to increase the budget in the VW Charging Station Grant using fund balance to pay for the additional cost of underground wiring.

Fund Name:

GF/VW Charging Station Grant

Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Appropriated FB/37-395-396	4,786	-
Trans In/80-381-037	4,786	

Subtotal9,572-

Total9,572

Grand Total-

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Trans Out/37-901-080	4,786	-
Grant Exp/80-431-702	4,786	

9,572-

9,572

Warrenton Budget Amendments

Date:1/12/2026

Number:#7

Purpose of Amendment:

The purpose of this BA is to increase the equipment repair line to repair the leaf box that holds the collected leaves.

Fund Name:

Streets

Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Aprop FB/37-395-396	4,000	-
	-	

Subtotal4,000-

Total4,000

Grand Total-

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Equip Repair/ 37-701-351	4,000	-
	-	

Subtotal4,000-

Total4,000

Warrenton Budget Amendments

Date:1/12/2026

Number:#8

Purpose of Amendment:

The purpose of this BA is to pay for stormwater repairs on S. Hall St. & E. Franklin St. using Powell Bill fund balance.

Fund Name:

Powell Bill

Revenue

Account Title/Number:	Increase Amount	Decrease Amount
PB Apropr FB/37-395-395	6,915	-
	-	

Subtotal6,915-

Total6,915

Grand Total-

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Maint & Repair/ 37-710-361	6,915	-
	-	

Subtotal6,915-

Total6,915

Warrenton Budget Amendments

Date:1/12/2026

Number:#9

Purpose of Amendment:

The purpose of this BA is to increase the budget for liability insurance in Sanation. The new contract for 2026 has a larger increase for Sanitation than was budgeted.

Fund Name:

Sanitation

Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Approp FB/37-395-396	883	-
	-	
Subtotal	883	-
Total	883	
Grand Total	-	

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Liab Ins/37-801-400	883	-
	-	
Subtotal	883	-
Total	883	
Grand Total	-	



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Increase in Water/Sewer Usage at Dameron Building

Last two billing cyclers for Dameron Building show an increase from zero gallons to an average of between 37,000 and 42,000 gallons per month, generating between \$2200 and \$2300 per month or over \$25,000 annually.

This is the Town's first significant increase in water/sewer usage in many, many years. When water usage has been declining in general due to conservation and the loss of top-ten users such as Elberta Crate and Just Save Grocery, this increase is much needed. The Dameron Building is now in the top ten user category.

Division of Water Infrastructure

Professional Engineering Services Procurement

Section 602(b)(14) of the Clean Water Act requires projects receiving CWSRF funding to comply with engineering procurement guidelines. To comply, you must follow NCGS 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying Services. You cannot exempt yourself using NCGS 143-64.32. Complete and sign this form and provide the information indicated to ensure that engineering services for your project are eligible for reimbursement.

Applicant: Town of Warrenton

Project Name: 2026 Water and Wastewater AIA

State Project Number: TBD

1) List the basic services being provided: (planning, design, inspection etc.)

Engineering survey, design, permitting, construction administration/inspection, funding administration

2) Provide documentation of the announcement and qualifications requested.

3) List the firms the announcement was discussed with or that proposals were received from in order of quality.

Municipal Engineering, Inc.

4) Was a contract negotiated with the best qualified firm? Yes No (circle)
If no, explain why.

By signing below, I Robert Davie, the Authorized Representative designated for this project in the project application, attest that the contract pricing, as seen in the attached contract(s), contains pricing that is fair and reasonable based on scope, complexity, professional nature, and the estimated value of the services being provided and the firm selected, was selected based on their qualifications.

Robert Davie, Town Administrator
(signed name, title and date)

(SRF staff use only – Check and initial here if debarment status checked and firm is NOT debarred ☐ _____)

Division of Water Infrastructure

Professional Engineering Services Procurement

Section 602(b)(14) of the Clean Water Act requires projects receiving CWSRF funding to comply with engineering procurement guidelines. To comply, you must follow NCGS 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying Services. You cannot exempt yourself using NCGS 143-64.32. Complete and sign this form and provide the information indicated to ensure that engineering services for your project are eligible for reimbursement.

Applicant: Town of Warrenton

Project Name: WWTP Improvements Phase IV

State Project Number: SRP-W-0044

1) List the basic services being provided: (planning, design, inspection etc.)

Engineering survey, design, permitting, construction administration/inspection, funding administration

2) Provide documentation of the announcement and qualifications requested.

3) List the firms the announcement was discussed with or that proposals were received from in order of quality.

Municipal Engineering, Inc.

4) Was a contract negotiated with the best qualified firm? Yes No (circle)
If no, explain why.

By signing below, I Robert Davie, the Authorized Representative designated for this project in the project application, attest that the contract pricing, as seen in the attached contract(s), contains pricing that is fair and reasonable based on scope, complexity, professional nature, and the estimated value of the services being provided and the firm selected, was selected based on their qualifications.

Robert Davie, Town Administrator
(signed name, title and date)

(SRF staff use only – Check and initial here if debarment status checked and firm is NOT debarred ☐ _____)

Division of Water Infrastructure

Professional Engineering Services Procurement

Section 602(b)(14) of the Clean Water Act requires projects receiving CWSRF funding to comply with engineering procurement guidelines. To comply, you must follow NCGS 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying Services. You cannot exempt yourself using NCGS 143-64.32. Complete and sign this form and provide the information indicated to ensure that engineering services for your project are eligible for reimbursement.

Applicant: Town of Warrenton

Project Name: Sanitary Sewer Rehabilitation

State Project Number: SRP-W-0224

1) List the basic services being provided: (planning, design, inspection etc.)

Engineering survey, design, permitting, construction administration/inspection, funding administration

2) Provide documentation of the announcement and qualifications requested.

3) List the firms the announcement was discussed with or that proposals were received from in order of quality.

Municipal Engineering, Inc.

4) Was a contract negotiated with the best qualified firm? Yes No (circle)
If no, explain why.

By signing below, I Robert Davie, the Authorized Representative designated for this project in the project application, attest that the contract pricing, as seen in the attached contract(s), contains pricing that is fair and reasonable based on scope, complexity, professional nature, and the estimated value of the services being provided and the firm selected, was selected based on their qualifications.

Robert Davie, Town Administrator
(signed name, title and date)

(SRF staff use only – Check and initial here if debarment status checked and firm is NOT debarred ☐ _____)



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

Southern Software Annual Renewal Agreements

FMS Financial Management System

- New annual cost: \$4414
- 15% increase over previous year or \$575

RMS & QuarterMaster Police Management System

- New annual cost for QuarterMaster: \$867
- RMS cost of \$3838, no increase over prior year.

**SOUTHERN SOFTWARE'S
ANNUAL SOFTWARE SUPPORT AGREEMENT
Financial Management System (FMS)
8:30 a.m., EST to 5:00 p.m., EST**

This support agreement covers support from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday.

Problem Resolution

Southern Software will provide customer support for mission critical operation of **FMS**, from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday. This Agreement does not constitute a warranty but provides for mission critical problem resolutions and non-mission critical problem resolutions of repeatable errors during normal business hours, EST. Southern Software cannot warrant the product will operate free of problems in perpetuity. Southern Software does not warrant third party software applications used in programs provided to customers, i.e., Microsoft® Word. The purpose of this Agreement is to provide the necessary technical assistance to ensure a timely problem resolution and to minimize downtime. Mission critical is defined as "any problem that renders the entire system unstable or inoperable".

For problems covered under this Agreement, Southern Software will provide the following:

- Telephone response within five hours of notification of the problem. During this initial response, support personnel will determine the nature of the problem and severity. An attempt to resolve the problem will be made by giving instructions to the customer.
- If this is unsuccessful or the severity too great, then Southern Software will escalate to a Level 2 response. A Level 2 response involves a support technician connecting remotely to the customer's network using industry standard secure remote diagnostic methods to attempt to resolve the problem.
- If the problem is unable to be detected or resolved with a Level 2 response, then a technician will be scheduled for an onsite visit. There is no cost to the customer for the onsite visit as long as the problem is with a Southern Software product or equipment covered by a Southern Software support contract and as long as the problem is not due to a virus or negligent actions/treatment.

The user understands support staff may provide a temporary fix. A permanent fix will be provided at a later date.

Program Updates

Southern Software will provide program updates to support customers as new updates, fixes and features are added. Updates will be made universally to all supported customers at one time. No custom programming will be performed.

Third Party

If, at any time, an update to a third party's software is required, Southern Software will not incur the cost of such upgrade.

System Administrator

The customer agrees to have a designated administrator (primary contact for support and update issues). It is highly desirable that the administrator be knowledgeable in networking and Windows® operating systems.

Data Backup Statement

The customer understands that it is the customer's responsibility to ensure data backups are being made daily and verified for accuracy.

Virus Statement

The customer agrees to have virus protection software loaded on each machine and agrees to update it weekly. (Southern Software recommends updating your virus protection software on each machine daily.) This support DOES NOT cover assistance in the recovery of damage caused by viruses or ransomware.

Southern Software will charge a fee for virus recovery assistance

Items not covered under this annual support agreement

- **Installation and setup of new equipment.**
- **Transferring of data.**
- **Moving equipment from one site to another.**
- **On-site installation/reinstallation of Southern Software products or installation/reinstallation of third party software/products.**
- **Virus damage/recovery repair work.**
- **Recovery/repair work related to natural disasters such as lightning, floods, etc..**
- **Replacement of equipment that is out of warranty.**
- **Cost of upgrades to third party software including but not limited to Microsoft products (i.e. Office, SQL, etc.), Anti-virus software, remote connectivity products, etc. or cost of updates to operating systems.**
- **On-site Training.**
- **Interfaces with third party products.**
- **Balancing of any Southern Software financial application data or reports. For example, Bank Reconciliation or Balancing the Master Balance Report to the Accounts Receivables**
- **Tax data conversions**
- **General data conversions**
- **Correction/Reversal of duplicate and/or incorrect transaction postings due to user error such as duplicate year-end closeouts, duplicate/incorrect penalty postings, duplicate/incorrect bill processing, etc.**
- **Data loss due to drive crashes, machine failures, etc..**
- **Installation, Training and Data Conversions for Software Re-architecture.**

Benefits

- The Software Support Agreement only covers software developed by Southern Software.
- Toll-free telephone support, Monday through Friday, 8:30 a.m. to 5:00 p.m., EST.
- Software Updates for Southern Software products.
- Remote System Support.
- Annual User's Conference.
- Free hardware/network assessments for upgrades.
- Free follow-up/new employee training at Southern Software's office.
- Free web training.

System Access/Customer Responsibility

The customer agrees to provide a dedicated computer capable of remote access for support purposes. The computer designated for remote connectivity shall allow access to all computers on the network requiring support.

This Annual Software Support Agreement provides coverage that begins October 1, 2026 and ends September 30, 2027.

FMS Annual Support \$4,414.00

By signing this document, you are confirming that you have read and understand the terms and conditions of the annual support agreement.

Important - Support Renewal Clause

A lapse in support renewal will require that all outstanding support balances be paid in full prior to reinstatement of support. Support fees are non-refundable.

Customer Representative Signature

Date

WARRENTON (TOWN OF), NC - (FMS)

Name of Department

NOTE: IF A PURCHASE ORDER NUMBER IS REQUIRED ON THE SUPPORT INVOICE PLEASE ENTER HERE_____. IF THE NUMBER IS NOT AVAILABLE AT THIS TIME, PLEASE FAX THE PURCHASE ORDER TO (910)695-0251 WHEN IT IS AVAILABLE.

☐

NO PURCHASE ORDER NUMBER WILL BE REQUIRED.

**SOUTHERN SOFTWARE'S
ANNUAL SOFTWARE SUPPORT AGREEMENT
QUARTERMASTER (QMS)
8:30 a.m., EST to 5:00 p.m., EST**

This support agreement covers support from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday.

Problem Resolution

Southern Software will provide customer support for mission critical operation of **QuarterMaster**, from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday. This Agreement does not constitute a warranty but provides for mission critical problem resolutions and non-mission critical problem resolutions of repeatable errors during normal business hours, EST. Southern Software cannot warrant the product will operate free of problems in perpetuity. Southern Software does not warrant third party software applications used in programs provided to customers, i.e., Microsoft® Word. The purpose of this Agreement is to provide the necessary technical assistance to ensure a timely problem resolution and to minimize downtime. Mission critical is defined as "any problem that renders the entire system unstable or inoperable".

For problems covered under this Agreement, Southern Software will provide the following:

- Telephone response within five hours of notification of the problem. During this initial response, support personnel will determine the nature of the problem and severity. An attempt to resolve the problem will be made by giving instructions to the customer.
- If this is unsuccessful or the severity too great, then Southern Software will escalate to a Level 2 response. A Level 2 response involves a support technician connecting remotely to the customer's network using industry standard secure remote diagnostic methods to attempt to resolve the problem.
- If the problem is unable to be detected or resolved with a Level 2 response, then a technician will be scheduled for an onsite visit. There is no cost to the customer for the onsite visit as long as the problem is with a Southern Software product or equipment covered by a Southern Software support contract and as long as the problem is not due to a virus or negligent actions/treatment.

The user understands support staff may provide a temporary fix. A permanent fix will be provided at a later date.

Program Updates

Southern Software will provide program updates to support customers as new updates, fixes and features are added. Updates will be made universally to all supported customers at one time. No custom programming will be performed.

Third Party

If, at any time, an update to a third party's software is required, Southern Software will not incur the cost of such upgrade.

System Administrator

The customer agrees to have a designated administrator (primary contact for support and update issues). It is highly desirable that the administrator be knowledgeable in networking and Windows® operating systems.

Data Backup Statement

The customer understands that it is the customer's responsibility to ensure data backups are being made daily and verified for accuracy.

Virus Statement

The customer agrees to have virus protection software loaded on each machine and agrees to update it weekly. (Southern Software recommends updating your virus protection software on each machine daily.) This support DOES NOT cover assistance in the recovery of damage caused by viruses or ransomware.

Southern Software will charge a fee for virus recovery assistance

Items not covered under this annual support agreement

- **Installation and setup of new equipment.**
- **Transferring of data.**
- **Moving equipment from one site to another.**
- **On-site installation/reinstallation of Southern Software products or installation/reinstallation of third party software/products.**
- **Virus damage/recovery repair work.**
- **Recovery/repair work related to natural disasters such as lightning, floods, etc..**
- **Replacement of equipment that is out of warranty.**
- **Cost of upgrades to third party software including but not limited to Microsoft products (i.e. Office, SQL, etc.), Anti-virus software, remote connectivity products, etc. or cost of updates to operating systems.**
- **On-site Training.**
- **Interfaces with third party products.**
- **Data conversions**
- **Data loss due to drive crashes, machine failures, etc..**
- **Installation, Training and Data Conversions for Software Re-architecture.**

Benefits

- The Software Support Agreement only covers software developed by Southern Software.
- Toll-free telephone support, Monday through Friday, 8:30 a.m. to 5:00 p.m., EST.
- Software Updates for Southern Software products.
- Remote System Support.
- Annual User's Conference.
- Free hardware/network assessments for upgrades.
- Free follow-up/new employee training at Southern Software's office.
- Free web training.

System Access/Customer Responsibility

The customer agrees to provide a dedicated computer capable of remote access for support purposes. The computer designated for remote connectivity shall allow access to all computers on the network requiring support.

This Annual Software Support Agreement provides coverage that begins June 11, 2027 and ends June 10, 2028.

QuarterMaster Annual Support \$867.00

By signing this document, you are confirming that you have read and understand the terms and conditions of the annual support agreement.

Important - Support Renewal Clause

A lapse in support renewal will require that all outstanding support balances be paid in full prior to reinstatement of support. Support fees are non-refundable.

Customer Representative Signature

Date

WARRENTON PD, NC - (QUARTERMASTER)

Name of Department

NOTE: IF A PURCHASE ORDER NUMBER IS REQUIRED ON THE SUPPORT INVOICE PLEASE ENTER HERE_____. IF THE NUMBER IS NOT AVAILABLE AT THIS TIME, PLEASE FAX THE PURCHASE ORDER TO (910)695-0251 WHEN IT IS AVAILABLE.

☐ NO PURCHASE ORDER NUMBER WILL BE REQUIRED.

**SOUTHERN SOFTWARE'S
ANNUAL SOFTWARE SUPPORT AGREEMENT
Records Management System (RMS)
8:30 a.m., EST to 5:00 p.m., EST**

This support agreement covers support from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday.

Problem Resolution

Southern Software will provide customer support for mission critical operation of **RMS**, from 8:30 a.m. to 5:00 p.m., EST, Monday through Friday. This Agreement does not constitute a warranty but provides for mission critical problem resolutions and non-mission critical problem resolutions of repeatable errors during normal business hours, EST. Southern Software cannot warrant the product will operate free of problems in perpetuity. Southern Software does not warrant third party software applications used in programs provided to customers, i.e., Microsoft® Word. The purpose of this Agreement is to provide the necessary technical assistance to ensure a timely problem resolution and to minimize downtime. Mission critical is defined as "any problem that renders the entire system unstable or inoperable".

For problems covered under this Agreement, Southern Software will provide the following:

- Telephone response within five hours of notification of the problem. During this initial response, support personnel will determine the nature of the problem and severity. An attempt to resolve the problem will be made by giving instructions to the customer.
- If this is unsuccessful or the severity too great, then Southern Software will escalate to a Level 2 response. A Level 2 response involves a support technician connecting remotely to the customer's network using industry standard secure remote diagnostic methods to attempt to resolve the problem.
- If the problem is unable to be detected or resolved with a Level 2 response, then a technician will be scheduled for an onsite visit. There is no cost to the customer for the onsite visit as long as the problem is with a Southern Software product or equipment covered by a Southern Software support contract and as long as the problem is not due to a virus or negligent actions/treatment.

The user understands support staff may provide a temporary fix. A permanent fix will be provided at a later date.

Program Updates

Southern Software will provide program updates to support customers as new updates, fixes and features are added. Updates will be made universally to all supported customers at one time. No custom programming will be performed.

Third Party

If, at any time, an update to a third party's software is required, Southern Software will not incur the cost of such upgrade.

System Administrator

The customer agrees to have a designated administrator (primary contact for support and update issues). It is highly desirable that the administrator be knowledgeable in networking and Windows® operating systems.

Data Backup Statement

The customer understands that it is the customer's responsibility to ensure data backups are being made daily and verified for accuracy.

Virus Statement

The customer agrees to have virus protection software loaded on each machine and agrees to update it weekly. (Southern Software recommends updating your virus protection software on each machine daily.) This support DOES NOT cover assistance in the recovery of damage caused by viruses or ransomware.

Southern Software will charge a fee for virus recovery assistance

Items not covered under this annual support agreement

- **Installation and setup of new equipment.**
- **Transferring of data.**
- **Moving equipment from one site to another.**
- **On-site installation/reinstallation of Southern Software products or installation/reinstallation of third party software/products.**
- **Virus damage/recovery repair work.**
- **Recovery/repair work related to natural disasters such as lightning, floods, etc..**
- **Replacement of equipment that is out of warranty.**
- **Cost of upgrades to third party software including but not limited to Microsoft products (i.e. Office, SQL, etc.), Anti-virus software, remote connectivity products, etc. or cost of updates to operating systems.**
- **On-site Training.**
- **Interfaces with third party products.**
- **Data conversions**
- **Data loss due to drive crashes, machine failures, etc..**
- **Installation, Training and Data Conversions for Software Re-architecture.**

Benefits

- The Software Support Agreement only covers software developed by Southern Software.
- Toll-free telephone support, Monday through Friday, 8:30 a.m. to 5:00 p.m., EST.
- Software Updates for Southern Software products.
- Remote System Support.
- Annual User's Conference.
- Free hardware/network assessments for upgrades.
- Free follow-up/new employee training at Southern Software's office.
- Free web training.

System Access/Customer Responsibility

The customer agrees to provide a dedicated computer capable of remote access for support purposes. The computer designated for remote connectivity shall allow access to all computers on the network requiring support.

This Annual Software Support Agreement provides coverage that begins October 1, 2026 and ends September 30, 2027.

RMS Annual Support \$3,839.00

By signing this document, you are confirming that you have read and understand the terms and conditions of the annual support agreement.

Important - Support Renewal Clause

A lapse in support renewal will require that all outstanding support balances be paid in full prior to reinstatement of support. Support fees are non-refundable.

Customer Representative Signature

Date

WARRENTON PD, NC - (RMS)

Name of Department

NOTE: IF A PURCHASE ORDER NUMBER IS REQUIRED ON THE SUPPORT INVOICE PLEASE ENTER HERE _____. IF THE NUMBER IS NOT AVAILABLE AT THIS TIME, PLEASE FAX THE PURCHASE ORDER TO (910)695-0251 WHEN IT IS AVAILABLE.

☐ NO PURCHASE ORDER NUMBER WILL BE REQUIRED.