



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

P.O. Box 281  
Warrenton, NC 27589-0281  
(252) 257-1122 Fax (252)2579219  
[www.warrenton.nc.gov](http://www.warrenton.nc.gov)

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**BOARD OF COMMISSIONERS REGULAR MEETING**

**6:45 PM Public Hearings**

**7:00 PM Board Meeting**

**June 8, 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 May 11, 2026
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. Sewer Adjustments
  - f. WWTP Monthly Report
  - g. Police Activity Reports
  - h. Action Items from Prior BOC Meeting
  - i. Status of Grants
7. Check Presentation – Beth Townsend, Duke Energy
8. 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)
    - i. Statements of Interest to Serve
    - ii. Mural Agreement subject to legal review – for discussion and consideration
  - f. Beautification/Facilities (Ms. Sourelis)
  - g. Planning/Zoning/Annexation (Mr. Young)
    - i. Siren Fundraising Update
9. Old Business
  - a. Budget Changes – for information and discussion
  - b. Budget Resolution – for discussion and consideration
  - c. Budget Amendment #17 – for consideration
  - d. Christmas Decorations – for discussion and consideration
  - e. Administrator’s Recommended Changes for HDC – for information and discussion
10. New Business
  - a. USDA RBDG Grant Application – for information, discussion and consideration
  - b. MESCO Engineering Agreements, Project Scopes – for discussion and consideration

- c. DSI Printer Agreement – for discussion and consideration
  - d. Crosswalk Mockup – for information
11. Announcements
  12. Closed Session: NC GS 143-318.11.a.4 To discuss matters relating to the expansion of a business
  13. Adjournment

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ORDER CONFIRMATION

Salesperson: HEATHER ABBOTT

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Acct #: 14839

Ad #: 82688

Status: New WHOLD

TOWN OF WARRENTON  
PO BOX 281  
WARRENTON NC 27589

Start: 05/20/2026 Stop: 05/27/2026  
Times Ord: 2 Times Run: \*\*\*  
STD 3.00 X 2.42 Words: 119  
Total STD 7.26  
Class: 380 Public Notice  
Rate: LEG Cost: 292.40  
# Affidavits: 1

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

Ad Descrpt: PUBLIC HEARING NOTICE NOT  
Given by: \*  
P.O. #:   
Created: hcall 05/06/26 08:06  
Last Changed: hcall 05/06/26 08:09

PUB	ZONE	EDT	TP	START	INS	STOP	SMTWTF	S
WR	A	99	W	Wed 05/20/26	2	Wed 05/27/26	W	

AUTHORIZATION

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

Name (print or type)

Name (signature)

**PUBLIC HEARING NOTICE**

Notice is hereby served that the Warrenton Board of Commissioners will hold a public hearing on Monday, June 8, 2026, in the meeting room of Town Hall located at 113 S. Bragg Street, Warrenton, NC. At 6:45 PM comments will be received on the Proposed Budget for FY 2026-27. All interested citizens are urged to attend.

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

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

Mayor Walter M. Gardner, Jr.  
Board of Commissioners



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

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## **Public Notice**

Public notice is hereby given that the Town of Warrenton will hold a public meeting at 6:45 PM on Monday, June 8, 2026, at Town Hall, 113 S. Bragg Street in Warrenton, to receive comments pertaining to the proposed purchase of vehicles for the Public Works Department and Police Departments. Funding for the proposed project will be through grant/loan funding provided by USDA Rural Development. A regular Board of Commissioners' meeting will immediately follow the public hearing.

Walter M. Gardner, Jr. -- Mayor



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

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## **Public Notice**

Public notice is hereby given that the Town of Warrenton will hold a public meeting at 6:45 PM on Monday, June 8, 2026, at Town Hall, 113 S. Bragg Street in Warrenton, to receive comments pertaining to the proposed purchase and installation of a permanent public light display at the courthouse square. Funding for the proposed project will be through grant funding provided by USDA Rural Development. A regular Board of Commissioners' meeting will immediately follow the public hearing.

Walter M. Gardner, Jr. -- Mayor

## **Conflict of Interest Disclaimer**

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

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

## **Citizen Comments**

### **Rules for Citizen Comments**

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

**Town of Warrenton**  
**Board of Commissioners**



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

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**BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING**

**May 11, 2026**

**7:00 P.M.**

**Minutes**

Those in attendance were:

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

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

Mayor Walter Gardner called the regular monthly meeting of the Town of Warrenton Board of Commissioners to order on Monday, May 12, 2026, 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 White.

**Conflict of Interest Statement and Proposed Agenda**

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented. Mayor Gardner requested that a Closed Session be added to the existing agenda. Commissioner Coffman made a motion to approve the proposed agenda as amended, with a second by Commissioner White. The motion was approved by unanimous vote.

**Public Comments**

Steve Milligan addressed the Board, thanking the Mayor, Town Administrator, Town Board, especially Commissioner Coffman and the Revitalization Committee on the great success of the Eastern Bluebird Festival. He further expressed what a great feeling it is to see the town come alive.

## **Minutes**

The minutes of the April 13, 2026, Board of Commissioners meeting and Public Hearing were presented. Commissioner Blalock made a motion to approve the minutes as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.

## **Consent Agenda**

- (a) Mission and Goals
- (b) Year-to-date Revenue and Expenditure Reports (Budget vs. Actual)
- (c) Monthly Checks Report
- (d) Public Works Monthly Report including Four Sewer Adjustments
- (e) WWTP Monthly Report
- (f) Police Activity Report
- (g) Action Items from Prior BOC Meeting
- (h) Budget Amendments 15, 16

Commissioner Young 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. Town Administrator, Robert Davie presented the FY 2026-2027 Proposed Budget. The proposed General Fund Budget for FY 2026-2027 is \$1,842,977, an increase of \$171,457 (10%) over FY 2025-2026. Though the budget does not include a proposed increase in the ad valorem tax rate, revenues and expenditures will rise by the same approximate amounts. The FY 2026-2027 in Enterprise Fund 38 (Water & Sewer) budget represents a net increase of \$100,960 over the previous year, due in large part to one-time grant project fees and rising water rates from the regional water system which are expected to increase by 50%. Enterprise Fund 39 (WWTP) shows an increase of \$111, 675, due in large part to \$90,000 in one-time grant fees. Frontier Warren (Fund 34) has been closed and is not included in the budget. The proposed budget includes a 3% salary increase to maintain competitiveness in the current labor market. Liability insurance is anticipated to increase by 5 to 10%. Audit costs are set to increase 5% under the current three-year contract. Health insurance costs are rising by 9.7%.
- (b) Public Works – Commissioner Blalock had no additional report other than agenda items.
- (c) Public Safety – Commissioner Ayscue had no additional report other than agenda items. Chief David Elliott presented the monthly Police Department activity report.
- (d) Human Resources – Information Technology – Commissioner White had no additional report other than agenda items.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated the Historic District Commission approved one Certificate of Appropriateness for Dian Sourelis to repair driveway and add a concrete parking pad. He stated that the Eastern Bluebird Festival was a success with approximately 2500 people in attendance.
- (f) Beautification/Facilities – Commissioner Sourelis had no additional report other than agenda items.

- (g) Planning/Zoning/Annexation – Commissioner Young had no additional report other than agenda items. He informed the Board that the siren repairs would require more money than previously thought and that calls were being made for donation requests.

**Status of Grants – Changes are underlined.**

**NC DEQ Wastewater Asset Inventory & Assessment AIA-W-0349**

Warrenton has been awarded \$150,000 to assess its wastewater infrastructure.

**NC DEQ Water Asset Inventory & Assessment AIA-D-0346**

Warrenton has been awarded \$150,000 to assess its water infrastructure.

**NC DEQ Water AIA Stormwater Planning SRP-SW-007**

Team has completed camera and cleaning work on stormwater drains and pipes and is preparing a report with asset map for the Town.

**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. State has completed the bid process and will decide on awardee. Town must spend \$5000 for Municipal Engineering to conduct a survey and secure an easement for the Red Hill Loop generator.

**NCDEQ:**

- Dates below have been moved up by two weeks.
- May 11th Remobilize/Frame Concrete Pad for DCFC
- May 12th Pour Concrete Pad for DCFC
- May 13th Set new DCFC, and wiring
- May 14th Final Inspection
- Meter Set and Start-up Pending Duke Scheduling

**NCDEQ Viable Utility Grant Application**

Municipal Engineering has applied for \$3,800,000 in grant funds during the Spring round for viable utility funding. This amount would supplement the \$2,000,000 already received to bring online the second oxidation ditch and update the current oxidation ditch.

**Office of Representative Don Davis**

In March 2026, the office of Representative Don Davis applied, on behalf of the Town, for \$1,440,000 as a federal appropriation to be used to construct an ultraviolet disinfection system at WWTP. Town match would be \$360,000 if awarded.

**Old Business**

- a) **Resolution Approving On-Call Engineering Services – for consideration–** Town Administrator, Robert Davie presented the Resolution to Approve Engineering Firms for On-Call Services. He further stated that bids were received from Municipal Engineering, Bolton & Menk, and Wooten. The resolution accepts their proposals and

approves the following engineering firms for On-Call Engineering services: Municipal Engineering, Bolton & Menk, and Wooten. Commissioner Blalock made a motion to approve the resolution as presented, with a second by Commissioner Sourelis. The motion was approved by unanimous vote.

- b) Resolution Accepting Grant Funds for Sanitary Sewer Rehab – for consideration –** Town Administrator, Robert Davie presented the Resolution Accepting Grant Funds for Sanitary Sewer Rehab stating that the Town accepts the State Reserve Grant offer of \$1,000,000. Commissioner Blalock made a motion to approve the Resolution as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

### **New Business**

- (a) Annual National Main Street Agreement Renewal 2026 Spring – for consideration -** Town Administrator, Robert Davie presented the Annual National Main Street Agreement Renewal for 2026 Spring for consideration. Commissioner Coffman made a motion to approve the renewal agreement as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.
- (b) Change Order Request by Nova Charge – for discussion and consideration –** Town Administrator, Robert Davie presented a Change Order request from Nova Charge for \$6,129.00. He further stated that this is for installation of the new Charging Station. Nova Charge states that the change order is due based on the second mobilization due to duration of utility work required by Duke Progress Energy. After some discussion, the Board agreed that this was not due to any fault of the Town. Commissioner Blalock made a motion to deny approval of the Change Order Request, with a second by Commissioner Young. The motion to deny was approved by unanimous vote.

**Announcements** – Mayor Gardner reminded the Board member so the joint meeting with the Historic District Commission on Tuesday, May 12, 2026, at 5:00 P.M. at Town Hall.

### **Closed Session**

Commissioner Ayscue made a motion to go into closed session, with a second by Commissioner Hunter. The motion was approved by unanimous vote. In closed session, Commissioner Blalock motioned to return to open session. Commissioner White seconded the motion, and the motion was approved by unanimous vote.

With no further business, Commissioner Blalock motioned to adjourn the meeting. Commissioner Sourelis seconded the motion and the motion was approved by unanimous vote.

**Mission**

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

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

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

**GOAL 1: To improve water and sewer Infrastructure.**

Key Strategic Actions

Work on the \$15 million of improvements already identified

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

Ongoing

**GOAL 2: To generate activity in downtown.**

Key Strategic Actions

Revisualize SpringFest

Short term

Encourage pop-ups, like Lake Gaston coffee

Short term

Explore intern possibilities

Short term

Clean up Storefronts

Short term;

Seek compliance on existing violations.

Ongoing

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

Medium term

Fund Start Streetscape Plan (only as oppty presents)

Ongoing

**GOAL 3: To add or enhance recreational opportunities.**

Key Strategic Actions

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

Short term

CORE

Ongoing

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

Ongoing

**GOAL 4: To improve relationships with key partners.**

Key Strategic Actions

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

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

Short term

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

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

Short term and  
Ongoing

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

**Key Strategic Actions**

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

**GOAL 6: To sustain the work of the organization.**

**Key Strategic Actions**

Plan for Key Staff Retirements

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

## Budget vs Actual

Town of Warrenton  
6/1/2026 10:16:27 AM

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Period Ending 5/31/2026

34 FRONTIER WARREN								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
34-335-340 State Econ & Infra Dev Grant FW Rev	13,333	0.00	13,333.35	13,333.35	13,333.35	0.35	100%	
34-351-422 Rent Paid to Town Frontier Warren	41,850	0.00	260.00	9,110.00	27,737.00	(14,113.00)	66%	
34-381-037 Transfer in from GF	1,988	0.00	0.00	0.00	0.00	(1,988.00)		
<b>Revenues Totals:</b>	57,171	0.00	13,593.35	22,443.35	41,070.35	(16,100.65)	72%	
<b>Expenses</b>								
34-405-203 Supplies	300	0.00	0.00	0.00	146.10	153.90	49%	
34-405-250 Lights/Heat/Security	3,000	203.24	117.10	278.05	2,400.53	396.23	87%	
34-405-251 Telephone/Internet	2,900	0.00	0.00	215.66	2,323.57	576.43	80%	
34-405-255 Bldg Maint/Clean Srvs	2,800	360.00	0.00	900.00	2,367.00	73.00	97%	
34-405-400 Liability Insurance	38	9.50	0.00	0.00	19.00	9.50	75%	
34-405-422 Rent Paid by Town	34,500	0.00	0.00	0.00	30,000.00	4,500.00	87%	
34-405-499 Miscellaneous	300	0.00	0.00	0.00	0.00	300.00		
<b>Non-Departmental Totals:</b>	43,838	572.74	117.10	1,393.71	37,256.20	6,009.06	86%	
34-432-701 State Econ & Infra Dev Grant FW Exp	13,333	0.00	0.00	0.00	13,333.33	(0.33)	100%	
<b>Totals:</b>	13,333	0.00	0.00	0.00	13,333.33	(0.33)	100%	
<b>Expenses Totals:</b>	57,171	572.74	117.10	1,393.71	50,589.53	6,008.73	89%	
<b>34 FRONTIER WARREN</b>	<b>Revenues Over/(Under) Expenses:</b>		<b>13,476.25</b>	<b>21,049.64</b>	<b>(9,519.18)</b>			

## Budget vs Actual

Town of Warrenton  
6/1/2026 10:16:27 AM

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Period Ending 5/31/2026

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
37-302-301 Ad Valorem Taxes - Current	620,784	0.00	5,026.36	5,026.36	588,986.55	(31,797.45)	95%	
37-302-302 Ad Valorem Taxes - Prior Year	5,000	0.00	13.25	13.25	4,622.06	(377.94)	92%	
37-302-303 Ad Valorem Taxes - all other prior years	2,000	0.00	190.37	190.37	5,897.43	3,897.43	295%	
37-302-304 Ad Valorem Taxes - Penalties & Interest	2,200	0.00	244.16	244.16	5,061.86	2,861.86	230%	
37-307-310 Motor Vehicles - Current	41,054	0.00	0.00	4,048.19	35,792.20	(5,261.80)	87%	
37-320-320 Local Option Sales Tax Monthly	377,000	0.00	28,647.00	56,864.01	258,612.01	(118,387.99)	69%	
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	0.00	0.00	42,956.58	(45,643.42)	48%	
37-325-326 Beer & Wine Tax Annual	0	0.00	3,287.13	3,287.13	3,287.13	3,287.13		
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	0.00	157.85	784.55	(215.45)	78%	
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	153.64	153.64	646.24	46.24	108%	
37-335-335 Powell Bill	33,916	0.00	0.00	0.00	33,570.64	(345.36)	99%	
37-345-344 Historic District Comm Fees	200	0.00	434.00	5,434.00	5,534.00	5,334.00	2767%	
37-345-345 Zone Board of Adj	1,800	0.00	(300.00)	(250.00)	2,500.00	700.00	139%	
37-345-346 Code Enforcement	3,500	0.00	300.00	450.00	2,950.00	(550.00)	84%	
37-351-353 Landfill Fees Residential	208,926	0.00	17,765.98	35,649.05	196,282.69	(12,643.31)	94%	
37-351-355 Cemetery Fees	700	0.00	700.00	700.00	1,700.00	1,000.00	243%	
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	9.00	27.00	67.50	(132.50)	34%	
37-351-360 Cell Tower Rent	64,680	0.00	5,659.50	11,319.00	58,572.81	(6,107.19)	91%	
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	32.00	32.00	(68.00)	32%	
37-352-363 Donations	0	0.00	4,195.00	4,195.00	4,195.00	4,195.00		
37-365-001 Interest Income	60	0.00	0.00	5.54	68.30	8.30	114%	
37-365-002 NCCMT Debt Setoff	500	0.00	(500.89)	0.00	0.00	(500.00)		

## Budget vs Actual

Town of Warrenton  
6/1/2026 10:16:27 AM

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Period Ending 5/31/2026

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Disbursement								
37-365-034 Storefront Beautification Rev	15,000	0.00	0.00	0.00	6,760.00	(8,240.00)	45%	
37-365-351 Revitalization Comm	25,000	0.00	0.00	4,728.00	16,274.18	(8,725.82)	65%	
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	20.00	20.00	20.00	(980.00)	2%	
37-365-370 WWTP 25% of GF Exp	64,057	0.00	0.00	5,174.77	53,265.25	(10,791.75)	83%	
37-365-371 WS 25% of GF Exp	122,255	0.00	0.00	10,196.32	104,670.63	(17,584.37)	86%	
37-365-374 Insurance Proceeds GF	11,174	0.00	0.00	0.00	11,173.57	0.00	100%	
37-365-401 Mis/Revenue/License Tags	100	0.00	0.00	0.00	0.34	(99.66)	0%	
37-365-410 Interest Investment NCCMT	24,000	0.00	0.00	1,788.60	19,422.79	(4,577.21)	81%	
37-365-501 Misc Revenue POLICE	0	0.00	500.00	500.00	554.14	554.14		
37-381-038 Transfer in from W/S	883	0.00	0.00	0.00	0.00	(883.00)		
37-395-395 Powell Bill Apropriated Fund Balance (Budget Only)	7,241	0.00	0.00	0.00	0.00	(7,241.00)		
37-395-396 Appropriated Fund Balance (Budget Only)	5,350	0.00	0.00	0.00	0.00	(5,350.00)		
<b>Revenues Totals:</b>	<b>1,729,780</b>	<b>0.00</b>	<b>66,344.50</b>	<b>149,954.24</b>	<b>1,501,925.45</b>	<b>(227,854.12)</b>	<b>87%</b>	
Expenses								
37-401-010 Salary - Full Time	182,213	0.00	14,960.78	29,702.35	167,257.19	14,955.86	92%	
37-401-012 Salary - Adm Assistant	56,039	0.00	4,268.80	8,537.60	51,775.60	4,263.40	92%	
37-401-020 ER-FICA Taxes	13,940	0.00	1,144.02	2,271.27	12,789.43	1,150.42	92%	
37-401-021 ER-FICA Taxes - Adm Assistant	4,287	0.00	326.08	652.16	3,955.04	331.96	92%	
37-401-030 ER-Retirement - Orbit	49,489	0.00	4,076.66	8,106.85	46,434.87	3,054.49	94%	
37-401-040 ER-Health Insurance	35,000	0.00	2,747.51	5,495.02	29,331.79	5,668.21	84%	
37-401-050 ER-Life Insurance	570	0.00	46.50	93.00	558.00	12.00	98%	
37-401-060 ER-Workman's Comp	400	137.68	0.00	0.00	256.48	5.84	99%	
37-401-200 Travel Expense	2,000	0.00	0.00	0.00	884.88	1,115.12	44%	
37-401-203 Supplies	4,500	146.65	100.13	114.11	2,365.73	1,987.62	56%	
37-401-250 Light, Heat & Security	8,500	776.22	254.99	507.58	5,254.26	2,469.52	71%	

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-401-251 Telephone & Postage	4,000	226.81	210.05	502.39	2,727.09	1,046.10	74%	
37-401-255 Bldg. Maint/ Clean SVS	25,974	4,795.09	1,033.98	3,721.98	19,917.84	1,261.29	95%	
37-401-256 Bank Fees/ Petty Cash	3,750	300.00	300.00	600.00	3,300.00	150.00	96%	
37-401-295 Training	3,033	0.00	0.00	25.00	365.00	2,668.49	12%	
37-401-301 Computer Maintenance	9,042	702.40	780.31	1,446.61	8,339.26	0.34	100%	
37-401-302 Software Support	1,000	71.96	35.98	71.96	654.49	273.55	73%	
37-401-304 Website	413	0.00	0.00	0.00	412.50	0.50	100%	
37-401-305 Technology Upgrades	820	322.66	0.00	0.00	484.19	12.81	98%	
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	500.00	0.00	100%	
37-401-307 Special Events	1,800	0.00	0.00	175.00	1,650.29	149.71	92%	
37-401-309 Advertising	2,270	733.48	0.00	0.00	295.45	1,241.07	45%	
37-401-310 Dues & Subscriptions	4,000	0.00	0.00	140.00	2,893.15	1,106.85	72%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	2,000	337.88	0.00	30.87	1,652.23	9.89	100%	
37-401-400 Liability Insurance	8,354	1,778.85	0.00	0.00	6,575.40	0.00	100%	
37-401-401 County Tax Collection Svs	9,790	0.00	98.33	98.33	9,711.89	78.11	99%	
37-401-405 Audit Expense	12,717	0.00	0.00	0.00	12,700.00	17.00	100%	
37-401-410 Election Cost	8,153	0.00	0.00	6,472.82	6,472.82	1,680.52	79%	
37-401-415 Economic Development	352	0.00	0.00	0.00	352.05	0.03	100%	
37-401-420 Attorney Fees	3,500	0.00	1,200.00	1,200.00	2,400.00	1,100.00	69%	
37-401-497 Sales & Uses Tax Expense	0	0.00	0.00	2,249.94	23,610.47	(23,610.47)		
37-401-499 Miscellaneous Expense	4,252	0.00	28.71	48.71	3,142.19	1,109.73	74%	
37-401-802 Truist Parking Lot Loan Principal	10,576	0.00	0.00	0.00	10,575.50	0.50	100%	
37-401-832 Truist Parking Lot Loan Interest	5,667	0.00	0.00	0.00	5,666.50	0.50	100%	
37-401-998 Contingency	3,078	0.00	0.00	0.00	1,070.00	2,008.00	35%	
General Government Totals:	481,980	10,329.68	31,612.83	72,263.55	446,331.58	25,318.96	95%	
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	250.00	1,375.00	125.00	92%	
37-402-020 ER - FICA TAXES	115	0.00	9.56	19.12	105.16	9.84	91%	
37-402-060 Workers Comp Mayor & Council	70	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		

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-402-295 Training	1,500	0.00	0.00	0.00	103.64	1,396.36	7%	
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	269.12	1,632.09	2,031.20	45%	
37-405-345 Zoning/Ordinances	8,000	532.00	0.00	0.00	7,040.00	428.00	95%	
37-405-407 Branded Clothing Sales	500	0.00	200.00	200.00	200.00	300.00	40%	
37-405-423 Quilters Lane	1,250	0.00	0.00	0.00	1,090.00	159.82	87%	
37-405-430 Historic District Comm	220	0.00	41.37	41.37	222.80	(2.62)	101%	
37-405-434 Storefront Beautification Exp	15,000	1,626.20	1,362.79	1,202.79	1,804.43	11,569.37	23%	
37-405-450 Revitalization Comm	25,000	500.00	248.98	3,233.69	7,898.91	16,601.09	34%	
37-405-470 Small Town Maint St	1,500	0.00	0.00	174.76	1,488.50	11.50	99%	
Non-Departmental Totals:	51,470	2,658.20	1,853.14	4,852.61	19,744.64	29,067.16	44%	
37-501-010 SALARY FULL TIME	285,496	0.00	20,499.74	41,667.00	248,061.37	37,434.41	87%	
37-501-014 Salary - Part Time	20,175	0.00	2,055.00	4,245.00	20,175.00	0.00	100%	
37-501-015 Salary-LEO Separation Allowance	15,000	0.00	1,085.94	2,171.88	11,945.34	3,054.66	80%	
37-501-016 Salary - Admin Assistant	43,827	0.00	3,329.60	6,659.20	40,338.72	3,488.28	92%	
37-501-019 Salary - Over-Time	5,408	0.00	674.88	674.88	3,415.05	1,992.63	63%	
37-501-020 ER-FICA Taxes	26,431	0.00	2,094.86	4,199.49	24,497.57	1,933.43	93%	
37-501-030 ER - Retirement Orbit	78,982	0.00	5,561.23	11,120.77	66,052.66	12,929.34	84%	
37-501-031 ER - 401K 5%	15,084	2,150.50	1,058.73	2,117.09	12,918.32	15.18	100%	
37-501-040 ER - Health Insurance	53,197	0.00	3,363.87	6,727.74	35,565.80	17,631.20	67%	
37-501-050 ER - Life Insurance	1,152	0.00	77.50	155.00	930.00	222.00	81%	
37-501-060 ER - Workman's Comp	6,525	0.00	0.00	0.00	6,331.34	194.12	97%	
37-501-200 Travel Expense	944	0.00	0.00	0.00	791.78	152.56	84%	
37-501-203 Supplies	5,000	464.81	345.41	1,161.96	4,113.76	421.43	92%	
37-501-204 Uniforms	4,331	425.90	199.98	656.89	3,449.69	455.41	89%	
37-501-205 Equipment & Material	6,694	3,838.87	951.38	951.38	2,617.59	237.09	96%	
37-501-206 Ammunition	640	0.00	640.00	640.00	640.00	0.00	100%	
37-501-250 Light, Heat & Security	6,668	776.22	254.99	507.58	5,254.26	637.52	90%	
37-501-251 Telephone & Postage	8,106	436.48	183.22	489.43	7,283.02	386.54	95%	

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-501-252 Fuel	17,000	643.55	2,125.73	3,649.04	14,403.08	1,953.37	89%
37-501-255 Bldg Maint/Clean Svs	12,236	755.45	768.17	1,926.50	11,415.41	64.69	99%
37-501-295 Training	2,000	0.00	0.00	0.00	1,976.38	23.62	99%
37-501-301 Computer Maintenance	9,792	757.40	662.42	1,847.83	9,026.41	8.19	100%
37-501-302 Software Support	10,259	396.28	989.99	1,139.98	9,862.72	0.00	100%
37-501-305 Technology Upgrades	736	322.66	0.00	0.00	402.03	10.97	99%
37-501-310 Dues and Subscriptions	537	0.00	0.00	0.00	537.00	0.00	100%
37-501-351 Maint & Repair Equip	5,085	55.02	904.67	904.67	4,866.11	163.87	97%
37-501-370 2019 Dodge Car 100	2,330	156.53	0.00	1,072.79	1,739.75	433.79	81%
37-501-371 2017 Dodge Car 200	1,500	237.30	0.00	0.00	709.72	552.98	63%
37-501-372 2016 Dodge Car 300	1,300	147.70	332.80	389.87	1,127.82	24.48	98%
37-501-373 2017 Dodge Car 400	915	0.00	0.00	0.00	376.87	538.28	41%
37-501-376 2019 Dodge Car 700	1,255	0.00	10.99	260.99	1,025.77	229.01	82%
37-501-377 2023 Dodge Car 125	1,500	0.00	0.00	91.24	943.83	556.17	63%
37-501-378 2023 Dodge Car 225	1,500	0.00	0.00	23.84	1,272.93	227.07	85%
37-501-400 Liability Insurance	23,797	5,086.70	0.00	0.00	16,054.60	2,655.70	89%
37-501-415 Medical	1,992	0.00	0.00	0.00	360.00	1,632.00	18%
37-501-420 Attorney Fees	12,500	5,040.00	0.00	0.00	1,710.00	5,750.00	54%
37-501-433 COP Program	3,000	0.00	0.00	295.99	1,298.81	1,701.19	43%
37-501-499 Miscellaneous	556	0.00	(48.00)	(48.00)	435.94	120.00	78%
37-501-804 Police 2019 Cars Loan Principal (USDA)	5,115	0.00	0.00	0.00	5,114.59	0.00	100%
37-501-805 Police 2023 Cars Loan Principle (USDA)	7,651	0.00	0.00	0.00	7,650.55	0.45	100%
37-501-834 Police 2019 Cars Loan Interest (USDA)	311	0.00	0.00	0.00	311.41	0.00	100%
37-501-835 Police 2023 Cars Loan Interest (USDA)	1,327	0.00	0.00	0.00	1,326.45	0.55	100%
Police Department Totals:	707,853	21,691.37	48,123.10	95,700.03	588,329.45	97,832.18	86%
37-601-014 Salary - Part Time Code	2,682	0.00	315.20	315.20	2,987.88	(305.88)	111%

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Enforcement</b>								
37-601-020 ER-FICA Taxes	230	0.00	24.12	24.12	228.63	1.37	99%	
37-601-060 Workers Comp	660	66.59	0.00	0.00	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	14,600.00	80,300.00	7,300.00	92%	
37-601-475 Donation to Town Fire	1,550	0.00	0.00	0.00	0.00	1,550.00		
37-601-476 Code Enforcement Exp	550	0.00	0.00	0.00	90.00	460.00	16%	
Fire Totals:	93,928	66.59	7,639.32	14,939.32	84,175.87	9,685.54	90%	
37-651-330 Christmas Lights/Santa House	2,430	0.00	102.60	102.60	2,429.16	0.84	100%	
37-651-332 Signs below \$5,000	892	0.00	706.35	706.35	888.83	3.17	100%	
37-651-333 Street Beautification - Below \$5,000	5,213	0.00	903.66	2,151.55	3,697.64	1,515.36	71%	
37-651-335 Street Lighting Electric Bill	32,000	1,785.03	2,709.53	5,419.59	29,214.97	1,000.00	97%	
Signs and Lights Totals:	40,535	1,785.03	4,422.14	8,380.09	36,230.60	2,519.37	94%	
37-701-010 Salary - Full Time	82,171	0.00	6,477.90	12,955.80	76,118.50	6,052.50	93%	
37-701-019 Over-Time	1,126	0.00	994.38	1,002.70	1,214.68	(88.68)	108%	
37-701-020 ER-FICA Taxes	6,693	0.00	568.56	1,061.68	5,888.33	804.67	88%	
37-701-030 ER - Retirement - Orbit	18,171	0.00	1,584.13	2,959.21	16,327.38	1,843.62	90%	
37-701-040 ER-Health Insurance	17,698	0.00	840.93	1,681.86	9,438.19	8,259.81	53%	
37-701-050 ER-Life Insurance	489	0.00	48.51	97.02	482.92	6.08	99%	
37-701-060 ER-Workman's Comp	1,856	0.00	0.00	0.00	1,796.37	59.63	97%	
37-701-203 Supplies	6,500	871.64	273.14	619.90	4,758.23	870.13	87%	
37-701-204 Uniforms	3,400	921.81	677.42	677.42	2,478.19	0.00	100%	
37-701-251 Telephone & Postage	735	115.80	53.48	53.48	555.20	64.00	91%	
37-701-252 Fuel	9,945	1,119.01	1,145.75	1,724.82	7,070.58	1,755.41	82%	
37-701-312 Tree Removal	3,600	0.00	0.00	0.00	3,600.00	0.00	100%	
37-701-351 Maint & Repair Equip	10,708	0.00	0.00	0.00	10,707.49	0.51	100%	
37-701-352 Vehicle Maintenance	15,264	110.90	1,792.93	6,968.92	15,068.09	84.63	99%	

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-701-400 Liability Insurance	9,795	1,788.96	0.00	244.00	6,707.23	1,298.81	87%	
37-701-431 Street Debris Disposal	4,500	0.00	0.00	0.00	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)	(2,666.00)	(14,663.00)	(1,337.00)	92%	
Streets Totals:	178,721	4,928.12	13,124.13	27,380.81	153,297.88	20,494.62	89%	
37-710-361 Maint & Repair POWELL BILL	22,241	0.00	(5,000.00)	(4,674.00)	17,241.00	5,000.00	78%	
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	100.00	0.00	100%	
Powell Bill Totals:	22,341	0.00	(5,000.00)	(4,674.00)	17,341.00	5,000.00	78%	
37-801-010 Salary - Full Time Sanitation	58,089	0.00	4,655.56	9,311.12	53,372.85	4,716.15	92%	
37-801-019 Salary - Over Time Sanitation	517	0.00	0.00	0.00	510.75	6.25	99%	
37-801-020 ER - FICA Sanitation	4,503	0.00	352.60	705.20	4,085.61	417.39	91%	
37-801-030 ER - Retirement - Orbit Sanitation	12,225	0.00	986.98	1,973.96	10,399.67	1,825.33	85%	
37-801-040 ER - Health Insurance	15,273	0.00	1,852.44	3,704.88	14,829.95	443.05	97%	
37-801-050 ER - Life Insurance	251	0.00	4.96	9.92	59.52	191.48	24%	
37-801-060 Workman's Compensation	3,665	1,363.12	0.00	0.00	2,232.57	69.31	98%	
37-801-203 Supplies	430	0.00	0.00	0.00	423.70	6.30	99%	
37-801-204 Uniforms	1,976	0.00	35.15	35.15	1,976.00	0.00	100%	
37-801-251 Telephone & Postage	535	0.00	113.82	113.82	399.40	135.60	75%	
37-801-252 Fuel	3,339	600.00	299.15	587.29	2,378.62	360.38	89%	
37-801-350 Landfill Fees	23,678	4,906.00	1,494.00	3,413.84	16,359.80	2,412.20	90%	
37-801-352 Vehicle Maintenance	3,932	339.03	0.00	962.51	3,169.56	423.14	89%	
37-801-400 Liability Insurance	6,603	1,735.49	0.00	0.00	4,867.25	0.26	100%	
Sanitation Totals:	135,016	8,943.64	9,794.66	20,817.69	115,065.25	11,006.84	92%	
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	0.00	0.00	7,281.00	0.00	100%	
37-901-079 Transfer out to USDA Leaf Machine Grant	2,813	0.00	0.00	0.00	2,813.00	0.00	100%	
37-901-889 Transfer Out to USDA Loan	2,169	0.00	0.00	0.00	0.00	2,169.00		

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**37 GENERAL FUND**

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Reserve</b>							
Transfers Out Totals:	14,251	0.00	0.00	0.00	10,094.00	4,157.00	71%
Expenses Totals:	1,729,780	50,424.34	111,703.88	239,929.22	1,472,242.36	207,112.87	88%
<b>37 GENERAL FUND Revenues Over/(Under) Expenses:</b>			<b>(45,359.38)</b>	<b>(89,974.98)</b>	<b>29,683.09</b>		

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### 38 WATER / SEWER

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
<b>Revenues</b>							
38-351-401 Water Sales	911,133	0.00	76,973.01	151,914.08	823,484.29	(87,648.71)	90%
38-351-402 Debt Setoff WATER	53	0.00	400.83	1,254.93	1,440.25	1,387.25	2717%
38-351-404 Sewer Services	717,364	0.00	60,067.75	115,758.95	627,425.93	(89,938.07)	87%
38-351-407 Debt Setoff SEWER	42	0.00	423.70	1,001.37	1,232.17	1,190.17	2934%
38-351-408 Town Taps/Connection Fee	22,000	0.00	0.00	394.78	8,031.49	(13,968.51)	37%
38-351-416 Dis/Reconnection Fee	9,960	0.00	685.39	1,219.12	6,257.80	(3,702.20)	63%
38-351-417 Fire Sprinkler	2,620	0.00	345.30	694.80	3,704.40	1,084.40	141%
38-351-418 Late Fees/Penalty/Cut Off	20,972	0.00	2,100.62	4,029.16	19,235.32	(1,736.68)	92%
38-351-419 Returned Check Fee	987	0.00	35.00	35.00	1,045.00	58.00	106%
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	25	0.00	138.10	389.35	444.35	419.35	1777%
38-365-373 Insurance Proceeds W/S	1,483	0.00	0.00	0.00	1,482.54	0.00	100%
38-365-410 Interest/investment Income NCCMT	13,628	0.00	0.00	893.10	9,704.17	(3,923.83)	71%
38-365-421 Account Activation Fee	2,925	0.00	175.00	400.00	2,900.00	(25.00)	99%
38-365-851 Misc Revenue WATER	0	0.00	0.00	0.00	641.89	641.89	
38-381-037 Transfer In From GF	7,281	0.00	0.00	0.00	7,281.00	0.00	100%
38-395-396 Apropriated Fund Balance (Budget Only)	65,310	0.00	0.00	0.00	0.00	(65,310.00)	
<b>Revenues Totals:</b>	<b>1,775,783</b>	<b>0.00</b>	<b>141,344.70</b>	<b>277,984.64</b>	<b>1,514,310.60</b>	<b>(261,471.94)</b>	<b>85%</b>
<b>Expenses</b>							
38-851-010 Salary Full Time	122,085	0.00	9,218.65	18,429.39	106,902.99	15,182.01	88%
38-851-014 Salary - Part Time	12,626	0.00	968.15	1,866.63	11,985.61	640.39	95%
38-851-019 Salary Over-Time	5,406	0.00	221.49	377.40	2,650.20	2,755.80	49%
38-851-020 ER-FICA Taxes	11,096	0.00	793.65	1,576.32	9,265.31	1,830.69	84%
38-851-030 ER - Retirement Orbit	25,633	0.00	1,710.44	3,415.50	19,669.61	5,963.39	77%
38-851-040 ER - Health Insurance WATER	24,997	51.42	1,724.37	3,448.74	17,602.52	7,343.06	71%
38-851-050 ER - Life Insurance	382	15.15	28.69	57.38	360.69	6.16	98%

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38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-851-060 ER - Workman's Comp	1,112	304.64	0.00	0.00	730.96	76.40	93%	
38-851-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00		
38-851-203 Supplies	36,000	2,476.74	580.41	1,235.31	32,881.24	642.02	98%	
38-851-204 Uniforms	3,120	734.83	336.17	336.17	2,385.17	0.00	100%	
38-851-250 Light & Heat & Security	5,520	803.93	157.98	329.78	4,175.33	540.74	90%	
38-851-251 Telephone & Postage	11,666	2,151.25	695.23	1,411.30	9,097.63	417.12	96%	
38-851-252 Fuel	8,620	1,645.74	874.62	1,618.72	6,052.62	921.64	89%	
38-851-255 Bldg. Maint/Clean Svs	6,672	501.16	384.10	963.27	6,082.41	88.43	99%	
38-851-260 Electric Tank/Pumps	3,401	57.84	74.61	437.46	2,573.23	769.93	77%	
38-851-296 Continuing Education	1,074	0.00	0.00	0.00	1,074.00	0.00	100%	
38-851-301 Computer Maintenance	5,499	451.21	399.67	824.81	4,887.75	160.04	97%	
38-851-302 Software Support	9,300	0.00	0.00	0.00	8,773.26	526.74	94%	
38-851-305 Technology Upgrades	742	403.34	0.00	0.00	241.60	96.66	87%	
38-851-309 Advertising	123	20.54	0.00	0.00	102.03	0.00	100%	
38-851-310 Dues & Subscriptions	880	0.00	34.10	34.10	316.92	563.08	36%	
38-851-313 State Permits	1,331	0.00	0.00	0.00	1,331.00	0.00	100%	
38-851-345 Water Tank Contract	21,061	0.00	0.00	5,265.04	21,060.16	0.84	100%	
38-851-347 Lab Analysis	1,600	330.00	70.00	320.00	1,240.00	30.00	98%	
38-851-351 Maint. & Repair Equip	8,327	0.00	0.00	1,804.57	8,050.09	276.91	97%	
38-851-352 Vehicle Maintenance	4,491	0.00	193.49	556.33	3,881.81	609.46	86%	
38-851-400 Town Liability Insurance	13,253	2,837.38	0.00	0.00	8,800.83	1,614.79	88%	
38-851-405 Audit Expense	6,559	0.00	0.00	0.00	6,350.00	209.00	97%	
38-851-434 WS grant expense	19	0.00	0.00	0.00	19.00	0.00	100%	
38-851-448 External Contract	32,335	(77.50)	3,200.00	12,850.00	30,194.76	2,217.57	93%	
38-851-451 Water Purchase	220,239	35,903.06	26,693.47	58,283.50	154,275.94	30,060.00	86%	
38-851-499 Miscellaneous	2,500	0.00	0.00	0.00	2,500.00	0.00	100%	
38-851-500 Capital Outlay \$5000 and Above	23,385	0.00	0.00	0.00	2,069.50	21,315.50	9%	
38-851-802 USDA Public Works Trucks - Princ Water	6,109	0.00	0.00	0.00	6,108.52	0.48	100%	

## Budget vs Actual

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38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-851-803 USDA Town Hall/WS Loan Principal	29,858	0.00	0.00	0.00	2,328.50	27,529.50	8%	
38-851-833 USDA Town Hall/WS Loan Interest	14,502	0.00	0.00	0.00	1,312.00	13,190.00	9%	
38-851-836 USDA Public Works Trucks - Int Water	856	0.00	0.00	0.00	855.96	0.04	100%	
38-851-895 Grass Cutting Expense	16,000	0.00	1,333.00	2,666.00	14,663.00	1,337.00	92%	
38-851-896 WS 25% of GF Expense	59,399	0.00	0.00	5,098.16	52,335.31	7,063.69	88%	
Water Totals:	757,992	48,610.73	49,692.29	123,205.88	565,187.46	144,194.08	81%	
38-852-010 Salary - Full Time	122,085	0.00	9,218.44	18,429.18	106,368.10	15,716.90	87%	
38-852-014 Salary - Part Time	12,626	0.00	968.15	1,866.63	11,985.11	640.89	95%	
38-852-019 Salary - Over Time Sewer	5,786	0.00	0.00	35.01	3,634.20	2,151.80	63%	
38-852-020 ER - FICA Sewer	11,096	0.00	778.78	1,554.30	9,324.30	1,771.70	84%	
38-852-030 ER-Retirement Orbit	25,633	0.00	1,675.67	3,357.13	19,814.76	5,818.24	77%	
38-852-040 ER-Health Insurance SEWER	24,997	51.38	1,724.35	3,448.69	17,602.13	7,343.49	71%	
38-852-050 ER-Life Insurance	382	15.23	28.68	57.36	360.61	6.16	98%	
38-852-060 ER-Workman's Comp	1,112	304.65	0.00	0.00	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	34,924	2,043.84	446.68	1,033.05	32,265.55	614.61	98%	
38-852-204 Uniforms	3,120	734.99	336.16	336.16	2,385.01	0.00	100%	
38-852-250 Light & Heat & Security	6,615	803.95	157.97	329.76	4,383.14	1,427.91	78%	
38-852-251 Telephone & Postage	11,717	2,113.89	712.85	1,446.62	9,272.81	330.30	97%	
38-852-252 Fuel	9,620	1,645.75	874.61	1,618.71	6,052.59	1,921.66	80%	
38-852-255 Bldg. Maint/Clean Svs	6,672	501.16	384.10	963.27	6,082.42	88.42	99%	
38-852-260 Electric Tank/Pumps	12,000	2,317.96	749.06	1,625.23	9,502.41	179.63	99%	
38-852-296 Continuing Education	1,300	0.00	0.00	0.00	385.00	915.00	30%	
38-852-301 Computer Maintenance	5,999	451.19	399.66	824.78	4,887.58	660.23	89%	
38-852-302 Software Support	9,300	0.00	0.00	0.00	8,773.25	526.75	94%	
38-852-305 Technology Upgrades	762	403.34	0.00	0.00	241.60	117.06	85%	

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38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-309 Advertising	500	20.55	0.00	0.00	392.45	87.00	83%	
38-852-310 Dues & Subscriptions	880	0.00	34.10	34.10	316.92	563.08	36%	
38-852-313 State Permits	1,500	0.00	0.00	0.00	265.00	1,235.00	18%	
38-852-351 Maint & Repair Equip	8,327	0.00	0.00	1,804.57	8,050.08	276.92	97%	
38-852-352 Vehicle Maintenance	4,491	0.00	193.48	556.30	3,881.75	609.52	86%	
38-852-400 Liability Insurance	7,228	1,658.88	0.00	0.00	5,089.61	479.51	93%	
38-852-405 Audit Expense	6,559	0.00	0.00	0.00	6,350.00	209.00	97%	
38-852-434 WS Grant Expense	5,195	5,000.00	176.00	176.00	195.00	0.00	100%	
38-852-435 Purchase of Sewer Services	434,416	0.00	0.00	41,958.17	332,514.18	101,901.82	77%	
38-852-448 External Contract	23,620	1,766.11	0.00	1,478.18	21,771.15	82.74	100%	
38-852-473 WWTP Rehab Annual Payment	22,073	0.00	0.00	21,874.28	21,874.28	198.72	99%	
38-852-499 Miscellaneous	2,500	0.00	0.00	0.00	2,500.00	0.00	100%	
38-852-500 Capital Outlay \$5000 and Above	42,070	40,000.00	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	1,270.72	4,838.28	21%	
38-852-803 USDA Town Hall/WS Loan Principal	29,858	0.00	0.00	0.00	7,166.32	22,691.68	24%	
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,388	0.00	0.00	14,387.20	14,387.20	0.80	100%	
38-852-809 John Riggans Easement Pmt	1,000	1,000.00	0.00	0.00	0.00	0.00	100%	
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	0.00	13,750.00	13,750.00	0.00	100%	
38-852-833 USDA Town Hall/WS Loan Interest	14,502	0.00	0.00	0.00	1,312.00	13,190.00	9%	
38-852-836 USDA Public Works Trucks - Int Sewer	856	0.00	0.00	0.00	855.98	0.02	100%	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	2,200	0.00	0.00	1,100.00	2,200.00	0.00	100%	
38-852-896 WS 25% of GF Expense	59,399	0.00	0.00	5,098.16	52,335.32	7,063.68	88%	
38-852-998 Contingency	848	0.00	0.00	0.00	0.00	848.00		

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Sewer Expenses Totals:	1,008,230	60,832.87	18,858.74	139,142.84	752,598.98	194,798.42	81%
38-901-889 Transfer Out to USDA Loan Reserve	9,560	0.00	0.00	0.00	0.00	9,560.00	
Transfers Out Totals:	9,560	0.00	0.00	0.00	0.00	9,560.00	
Expenses Totals:	1,775,783	109,443.60	68,551.03	262,348.72	1,317,786.44	348,552.50	80%
38 WATER / SEWER Revenues Over/(Under) Expenses:			72,793.67	15,635.92	196,524.16		

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39 WWTP								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
<b>Revenues</b>								
39-351-405 Septic Disposal Service	49,980	0.00	4,875.00	9,335.00	55,550.00	5,570.00	111%	
39-351-470 Town Sewer Revenues	434,416	0.00	0.00	41,958.17	332,514.18	(101,901.82)	77%	
39-351-471 Sewer Revenues - County	316,092	0.00	0.00	30,529.84	241,945.81	(74,146.19)	77%	
39-351-472 Sewer Rev Norlina	241,310	0.00	0.00	23,306.90	184,704.81	(56,605.19)	77%	
39-365-373 Insurance Proceeds WWTP	1,483	0.00	0.00	0.00	1,482.55	0.00	100%	
39-365-861 Misc Revenue WWTP	0	0.00	0.00	0.00	20.00	20.00		
<b>Revenues Totals:</b>	<b>1,043,281</b>	<b>0.00</b>	<b>4,875.00</b>	<b>105,129.91</b>	<b>816,217.35</b>	<b>(227,063.20)</b>	<b>78%</b>	
<b>Expenses</b>								
39-861-010 Salary - Full Time	246,906	0.00	19,136.48	38,195.94	225,491.87	21,414.13	91%	
39-861-014 Salary - Part Time	9,455	0.00	700.00	1,435.00	8,807.50	647.50	93%	
39-861-019 Over-Time	14,829	0.00	495.81	1,238.13	12,188.59	2,640.58	82%	
39-861-020 ER-FICA Taxes	21,206	0.00	1,474.08	2,965.11	17,552.09	3,653.91	83%	
39-861-030 ER - Retirement Orbit	53,582	0.00	3,799.59	7,651.44	46,019.68	7,562.32	86%	
39-861-040 ER- Health Insurance	41,314	28.23	3,614.61	7,229.23	36,985.23	4,300.54	90%	
39-861-050 ER-Life Insurance	802	0.00	59.66	119.32	735.76	66.24	92%	
39-861-060 ER-Workman's Comp	1,584	36.71	0.00	0.00	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	76,430	7,905.88	5,315.11	8,819.30	66,602.97	1,921.15	97%	
39-861-204 Uniforms	5,460	710.62	674.60	674.60	4,749.38	0.00	100%	
39-861-250 Light, Heat & Security	90,000	12,968.47	7,139.66	14,670.32	76,696.08	335.45	100%	
39-861-251 Telephone & Postage	7,158	341.63	1,164.63	1,432.51	6,388.42	427.95	94%	
39-861-252 Fuel	9,765	1,747.71	900.35	1,569.09	6,179.80	1,837.49	81%	
39-861-296 Continuing Education	120	0.00	0.00	0.00	120.00	0.00	100%	
39-861-301 Computer Maintenance	10,289	674.50	650.71	1,302.74	7,717.33	1,897.17	82%	
39-861-302 Software Support	4,099	714.10	0.00	0.00	3,384.89	0.00	100%	
39-861-305 Technology Upgrades	1,100	484.00	0.00	0.00	0.00	616.00	44%	
39-861-309 Advertising	1,000	41.08	0.00	0.00	527.63	431.29	57%	
39-861-310 Dues & Subscriptions	3,154	0.00	0.00	2,880.00	2,880.00	274.00	91%	

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39 WWTP								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
39-861-318 Freight Charges	1,220	0.00	25.70	25.70	1,175.78	44.23	96%	
39-861-342 Maint & Repair Plant	140,714	12,287.79	5,993.90	16,374.49	126,559.32	1,866.72	99%	
39-861-344 Sludge Removal	68,235	10,890.00	8,032.50	17,610.00	56,063.00	1,282.00	98%	
39-861-346 Lab Material & Supplies	11,711	65.02	65.61	622.16	10,957.97	688.01	94%	
39-861-347 Lab Analysis	32,625	5,595.00	2,707.00	6,814.00	27,030.00	0.00	100%	
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	6,233	0.00	9.40	251.29	4,131.50	2,101.05	66%	
39-861-400 Liability Insurance	25,068	5,466.20	0.00	0.00	16,527.94	3,073.86	88%	
39-861-405 Audit Expense	13,117	0.00	0.00	0.00	12,700.00	417.00	97%	
39-861-434 WWTP Grant Expense	30,000	0.00	0.00	0.00	0.00	30,000.00		
39-861-441 Certify Lab Services	1,000	0.00	88.00	464.59	746.59	253.41	75%	
39-861-444 Permits & Fees	16,381	970.00	970.00	1,940.00	15,410.08	0.92	100%	
39-861-446 Influent Debris Removal	7,044	2,180.05	225.36	431.35	4,863.95	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	23,606.60	23,606.60	0.40	100%	
39-861-897 WWTP 25% of GF Exp	64,003	0.00	0.00	5,174.77	53,265.25	10,737.75	83%	
WWTP - Expenses Totals:	1,043,281	63,106.99	63,242.76	163,497.68	879,793.60	100,379.96	90%	
Expenses Totals:	1,043,281	63,106.99	63,242.76	163,497.68	879,793.60	100,379.96	90%	
39 WWTP	Revenues Over/(Under) Expenses:		(58,367.76)	(58,367.77)	(63,576.25)			

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69937	30	A FULL CLEANING SERVICES LLC	05/01/2026	<u>\$900.00</u>
69938	30	LAKE GASTON SIGNS & GRAPHIC CO.	05/01/2026	<u>\$875.00</u>
69939	30	SONITROL INTEGRATED SECURITY	05/01/2026	<u>\$1,067.00</u>
69940	30	AT&T MOBILITY II LLC	05/06/2026	<u>\$771.04</u>
69941	30	BLUE RIDGE SPRINGS, INC	05/06/2026	<u>\$25.00</u>
69942	30	DUKE ENERGY PROGRESS	05/06/2026	<u>\$102.70</u>
69943	30	Spectrum Business	05/06/2026	<u>\$169.99</u>
69944	30	WRIGHT EXPRESS FSC	05/06/2026	<u>\$2,079.10</u>
69945	30	ZIMA CORPORATION	05/06/2026	<u>\$2,231.00</u>
69946	30	A FULL CLEANING SERVICES LLC	05/11/2026	<u>\$1,800.00</u>
69947	30	BARBARA MEDLIN KOEHN	05/11/2026	<u>\$46.63</u>
69948	30	CAROLINA DIGITAL PHONE INC	05/11/2026	<u>\$316.00</u>
69949	30	DOCUMENT SYSTEMS, INC	05/11/2026	<u>\$172.94</u>
69950	30	DUKE ENERGY PROGRESS	05/11/2026	<u>\$2,464.38</u>
69951	30	GUPTON SERVICES, INC	05/11/2026	<u>\$455.81</u>
69952	30	MOSCA DESIGN	05/11/2026	<u>\$754.02</u>
69953	30	TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, IN	05/11/2026	<u>\$120.00</u>
69954	30	UNIFIRST CORPORATION	05/11/2026	<u>\$1,391.59</u>
69955	30	WARREN COUNTY PUBLIC UTILITIES	05/11/2026	<u>\$12,596.53</u>
69956	30	CHRISTINE DICKINSON	05/11/2026	<u>\$13.99</u>
69957	30	DOCUMENT SYSTEMS, INC	05/11/2026	<u>\$123.34</u>
69958	30	DUKE ENERGY PROGRESS	05/11/2026	<u>\$8,651.15</u>
69959	30	KATALYST NETWORK GROUP LLC	05/11/2026	<u>\$2,378.00</u>
69960	30	MERITECH INC	05/11/2026	<u>\$2,707.00</u>
69961	30	QUILL CORPORATION	05/11/2026	<u>\$213.45</u>
69962	30	UNIFIRST CORPORATION	05/11/2026	<u>\$1,097.84</u>
69963	30	All American Welding & Machine, LLC	05/15/2026	<u>\$4,016.90</u>
69964	30	AMAZON CAPITAL SERVICES, INC.	05/15/2026	<u>\$99.89</u>
69965	30	CHRISTINE DICKINSON	05/15/2026	<u>\$823.80</u>

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69966	30	CRAIG'S FIREARM SUPPLY	05/15/2026	<u>\$822.79</u>
69967	30	Cross Creek Outdoor Supplies	05/15/2026	<u>\$683.20</u>
69968	30	FIRST CITIZENS BANK	05/15/2026	<u>\$3,713.06</u>
69969	30	NC DEPARTMENT OF LABOR	05/15/2026	<u>\$200.00</u>
69970	30	ROBERT DAVIE	05/15/2026	<u>\$41.37</u>
69971	30	SOUTHERN SOFTWARE, INC.	05/15/2026	<u>\$850.00</u>
69972	30	FRONTIER NATURAL GAS	05/18/2026	<u>\$14.40</u>
69973	30	GFL ENVIRONMENTAL	05/18/2026	<u>\$225.36</u>
69974	30	GRANVILLE FARMS, INC.	05/18/2026	<u>\$8,032.50</u>
69975	30	INVOICE CLOUD, INC.	05/18/2026	<u>\$143.35</u>
69976	30	NORTH CAROLINA 811, INC	05/18/2026	<u>\$34.10</u>
69977	30	PETE SMITH TIRE & QUICK LUBE, INC	05/18/2026	<u>\$553.15</u>
69978	30	PETE SMITH TIRE & QUICK LUBE, INC	05/18/2026	<u>\$1,714.85</u>
69979	30	USA Bluebook	05/18/2026	<u>\$622.66</u>
69980	30	WARREN AUTO PARTS, INC.	05/18/2026	<u>\$3.18</u>
69981	30	WARREN COUNTY PUBLIC WORKS	05/18/2026	<u>\$1,494.00</u>
69982	30	WILSON'S WATER SERVICES	05/18/2026	<u>\$970.00</u>
69983	30	AMAZON CAPITAL SERVICES, INC.	05/20/2026	<u>\$62.58</u>
69984	30	AT&T MOBILITY II LLC	05/20/2026	<u>\$771.04</u>
69985	30	DOCUMENT SYSTEMS, INC	05/20/2026	<u>\$253.24</u>
69986	30	DUKE ENERGY PROGRESS	05/20/2026	<u>\$234.89</u>
69987	30	INFORMATION TECHNOLOGY SERVICE	05/20/2026	<u>\$244.48</u>
69988	30	KING'S FITNESS & NUTRITION CENTER	05/20/2026	<u>\$300.00</u>
69989	30	MERITECH INC	05/20/2026	<u>\$70.00</u>
69990	30	PETE SMITH TIRE & QUICK LUBE, INC	05/20/2026	<u>\$355.26</u>
69991	30	TAR HEEL TIRE SALES/SERVICE	05/20/2026	<u>\$10.68</u>
69992	30	TRI-COUNTY POWER EQUIPMENT INC	05/20/2026	<u>\$201.69</u>
69993	30	CURTIS WAYNE DANIEL JR.	05/21/2026	<u>\$3,200.00</u>
69994	30	FRONTIER NATURAL GAS	05/21/2026	<u>\$18.37</u>

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Check Number	Bank	Vendor	Date	Amount
69995	30	LAKE BALANCE CALIBRATION SOLUTIONS	05/21/2026	<u>\$88.00</u>
69996	30	MOSCA DESIGN	05/21/2026	<u>\$140.17</u>
69997	30	SouthData, Inc	05/21/2026	<u>\$677.89</u>
69998	30	ALISON COX	05/26/2026	<u>\$17.20</u>
69999	30	BANZET,THOMPSON, STYERS & MAY, PLLC	05/26/2026	<u>\$176.00</u>
70000	30	BANZET,THOMPSON, STYERS & MAY, PLLC	05/26/2026	<u>\$1,200.00</u>
70001	30	EFP CAPITAL INC	05/26/2026	<u>\$40.10</u>
70002	30	HUMANA SPECIALTY BENEFITS	05/26/2026	<u>\$29.38</u>
70003	30	MUTUAL OF OMAHA	05/26/2026	<u>\$1,691.43</u>
70004	30	NC DEPT OF STATE TREASURER	05/26/2026	<u>\$639.17</u>
70005	30	PRUDENTIAL RETIREMENT	05/26/2026	<u>\$1,438.73</u>
70006	30	WARREN AUTO PARTS, INC.	05/26/2026	<u>\$224.95</u>
70007	30	AMAZON CAPITAL SERVICES, INC.	05/28/2026	<u>\$70.05</u>
70008	30	BLUE RIDGE SPRINGS, INC	05/28/2026	<u>\$115.55</u>
70009	30	GREGORY POOLE EQUIPMENT CO.	05/28/2026	<u>\$325.09</u>
70010	30	HAWKINS, INC.	05/28/2026	<u>\$4,610.75</u>
70011	30	NORTH CAROLINA 811, INC	05/28/2026	<u>\$34.10</u>
70012	30	Pete Smith Garage, Inc.	05/28/2026	<u>\$1,753.83</u>
70013	30	PETE SMITH TIRE & QUICK LUBE, INC	05/28/2026	<u>\$30.12</u>
70014	30	WARREN COUNTY PUBLIC UTILITIES	05/28/2026	<u>\$14,096.94</u>
78	Checks Totaling -			<b>\$101,703.74</b>

### Totals By Fund

	Checks	Voids	Total
34	\$1,017.10		\$1,017.10
36	\$1,388.00		\$1,388.00
37	\$26,407.66		\$26,407.66
38	\$38,648.19		\$38,648.19
39	\$34,242.79		\$34,242.79
Totals:	\$101,703.74		\$101,703.74

# Memo

**To:** Town Commissioners  
**From:** Brandon Elliott  
**CC:** Mayor, Town Administrator  
**Date:** June 2, 2026  
**Re:** May 2026 Monthly Activity Report for Public Works

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## Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) Install magnetic flow meter in 14-inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners...Estimated Cost - \$75,000). (2) Purchase water main valve exercising equipment (Estimated Cost – \$30,000). (3) Purchase spare pump for Riggans Sewer Lift Station – (Estimated Cost for pump - \$29,000.00). (4) Purchase spare pump for F&M Sewer Lift Station and install emergency port – (Estimated Cost – \$65,000). (5) Highway 158 Business East Water Customers...From Highway 58 to just past Red Hill Loop Road...Abandon old 2-inch galvanized water main and reconnect active services to 8-inch PVC water main (Estimated Cost - \$50,000.00). (6) Fairlane Tank Vault- Replace 12" check valve and 12" butterfly valve. (Estimated Cost 28,000).
  - **Completed Water and Sewer System Maintenance/Repair Related Information:**  
(1) Repairs – Repair to Driveway/Bridge caused by a water leak at J. Riggan's. (Cost \$3,200).
- Total cost for Maintenance and Repair Equipment (Account No. 38-851-351 & 38-852-351) – 0.00**
- Total cost for External Contract Maintenance and Repair (Account No. 38-851-448 & 38-852-448) - \$3,200.00**
- **Water System Fire Hydrants Out of Service:** No change. We currently have 12 of 171 hydrants that are out of service for various reasons. A status report has been included in the board packet with details.
  - **Unaccounted for Water %:** Please note these statistics: **3-Month Average (March 2026 – May 2026) Unaccounted for water is 26%. May 2026 unaccounted for water was 18%.** (4,093,000 gallons purchased and 3,370,000 gallons sold). Please see attached summary for full historical information.
  -

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



# Memo

**To:** Town Commissioners

**From:** Brandon Elliott

**CC:** Mayor, Town Administrator, Warren County Director of Public Utilities, Norlina Director of Public Works

**Date:** June 2, 2026

**Re:** 2026 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) Repair – Replacement of Sockets on Bar Screen. (Labor 2,231.00). (2) Emergency Repair – Repair of Grit removal system. (Labor \$3,612.50 and Parts 150.40).

**Total cost for Repairs (Account No. 39-861-342) - \$5,993.90**

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month with a total flow of 13.248 million gallons.

**Hydrants Out of Service as of 5/5/26**

<b>Hydrant #</b>	<b>Location</b>	<b>Hydrant Brand</b>	<b>Model</b>	<b>Barrel Size</b>	<b>Year</b>	<b>Description of Problem (vehicle damage, leaking, etc.)</b>	<b>Parts Needed</b>
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	We have the tool to try to repair this hydrant
31	220 Hayley St.	MH	#445310	4 1/2	1973	Hydrant assembly is seized.	Going to Replace
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	85560	5 1/2	1984	Flange is broken - hydrant leaks.	Flange kit needed
80	On Right in front of Armory	Mueller	Centurion	4 1/2	1990	Hydrant will not cut off.	
82	Across from 318 N. Bute St.	Mueller	Centurion	4 1/2	?	Vehicle damage - damage is beyond repair.	Going to Replace
110	Left of Walgreens E. Macon St.	Mueller	Centurion	4 1/2	1975	No water coming out of hydrant	

**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	4,593,000
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	5,880,000
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	4,438,000
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	4,464,000
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	4,093,000
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	50,206,000

**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	3,577,000
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	3,288,000
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	2,916,000
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	3,244,000
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	3,370,000
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	35,793,000

**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	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	22
February	17	18	34	31	28	25	19	43	19	23	9	30	15	5	44
March	53	29	28	24	34	36	40	43	34	34	8	42	39	38	34
April	50	40	33	28	24	39	32	2	38	27	-4	13	41	18	27
May	57	41	41	41	29	26	27	23	43	7	12	21	44	17	18
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	15	27	43	35	28



# Town of Warrenton Public Works

113 S Bragg St | PO Box 281  
Warrenton, NC 27589  
Office: (252) 257-3315 | Fax: (252) 257-9219  
warrenton.nc.gov

## Sewer Adjustment Request

Name John Moorias

Account Number 003-0001310-2

Phone Number 252 425 1701

Service Address 411 N Main st

A sewer adjustment may offset the sewer cost associated with increased water usage from pool filling, outdoor watering, or plumbing leaks. To be eligible for sewer adjustment, consumption for the requested billing cycle must exceed the account's 12-month average by more than 1,000 gallons. All requests should be submitted before the due date. Eligible requests will be forwarded to the Town Administrator for review. If a request for a sewer adjustment is pending as of the due date, the full invoice amount remains payable to prevent late penalties and/or service disconnection. Any approved adjustment will be subsequently credited to the account.

Billing Cycle 4-15-5-15-2026

Reason for Request:

Leak - To be eligible, please clearly identify the location of the leak and submit documentation of repair with this request. Ongoing leaks will not be considered for adjustment.

Location of Leak 411 N Main st - back yard

Documentation Included repaired myself - visible in N360

Outdoor Watering

Pool Filling - To be eligible, please provide exact date(s) pool was filled. Additional requests made due to refilling the pool within the same calendar year require photographic documentation confirming the pool was not drained into the sewer system.

Date(s) Pool was Filled \_\_\_\_\_

Signature [Signature] Date 5-5-26

### For Town of Warrenton Use Only

12-Month Consumption Average 2K

Billing Cycle Usage 20K

Requested Adjustment in Gallons 18K

Sewer Usage Rate \$13.41

Total Requested Adjustment \$241.<sup>38</sup>

Eligible for Adjustment?  Yes  No

Clerk Initials [Signature] Date 5-28-26

Adjustment:  Approved  Denied

Entered in FMS By: \_\_\_\_\_ Date \_\_\_\_\_

Town Administrator Signature requires board approval Date 6-9-2026



# Town of Warrenton Public Works

113 S Bragg St | PO Box 281  
Warrenton, NC 27589  
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Date(s) Pool was Filled \_\_\_\_\_

Signature [Handwritten Signature] Date 5-5-26

For Town of Warrenton Use Only

12-Month Consumption Average 2K

Billing Cycle Usage 20K

Requested Adjustment in Gallons 18K

Sewer Usage Rate \$13.41

Total Requested Adjustment \$241.<sup>38</sup>

Eligible for Adjustment?  Yes  No

Clerk Initials [Signature] Date 5-28-26

Adjustment:  Approved  Denied

Entered in FMS By: \_\_\_\_\_ Date \_\_\_\_\_

Town Administrator Signature requires board approval Date 6-9-2026

# Activity Log Event Summary (Cumulative Totals)

## Warrenton Police Department

(05/03/2026 - 06/03/2026)

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911 Hang-up	1	Accident	8
Alarm Activation	7	Arrest	1
Assist Fire Dept	2	Assist Highway Patrol	1
Assist Motorist	1	Assist Other Department	1
Assist WC EMS	1	Assist WCSO	18
Careless and Reckless Driving	2	Check Station/ Checkpoint	1
Civil Dispute	1	Communicating Threats	1
Dispute	1	Disturbance	1
Escort	3	Follow up Investigation	3
Foot Patrol	8	Found Property/Item	2
Fraud	3	Injury to Personal Property	1
Investigation and/or Interview	2	Larceny	1
Other	2	Patrol	7
Property Check – Business	95	Property Check – Residential	25
Shots fired	1	Suspicious Person / Vehicle	4
Talk with Officer	11	Traffic Control	1
Traffic Stop	4	Trespassing	2
Warrant	2	Welfare Check	3

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**Total Number Of Events: 228**

# Incident Unassigned (Active)

## Warrenton Police Department

(05/01/2026 - 06/01/2026)

Incident Number:	Location:	Offense:	Victim:	Incident Date:	Case Age:	Reporting Officer:
26-00980	Timeout Sports Bar - N Main St	90Z - Disturbance	STATE OF NC, STATE OF NC	5/3/2026	31	206 - PO1 William E. Plyler, II
26-01009	104 Ridgecrest Dr	90OJ - Communicating Threats	Pendergrass, Adayeshia Teliayah	5/6/2026	28	206 - PO1 William E. Plyler, II
26-01033	Braggin Rooster - 120 S Main St	13B - Assault on a Female	Leonard, Bryanna Tametra	5/9/2026	25	203 - Chief DAVID ELLIOTT
26-01083	E Macon St	90Z - Injury to Real Property	Town of Warrenton, Town of Warrenton	5/15/2026	19	206 - PO1 William E. Plyler, II
26-01131	Town of Warrenton - 113 S Bragg St	250 - Uttering Forged Checks and Securities	Town of Warrenton, Town of Warrenton	5/20/2026	14	192 - Sergeant Michael E. Tharrington
26-01180				5/28/2026	6	203 - Chief DAVID ELLIOTT
26-01198	670 W Ridgeway St	26A - Obtaining Property by False Pretenses	SECU, SECU	6/1/2026	2	207 - SGT. B L. Strother

**Total Incidents Unassigned: 7**



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

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

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### **BOC Meeting May 2026 – 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
  - ✓ Contact new BOE director when appointed.
4. Post FY 2026-27 proposed budget on town website
  - ✓ Done
5. Execute resolution for On-Call engineers and notify engineers
  - ✓ Done
6. Execute NCDEQ grant resolution and forward to NCDEQ
  - ✓ Done
7. Execute NC Main Street annual agreement
  - ✓ Awaiting Docusign reset
8. Notify EV Charging company of board vote
  - ✓ Done



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

P.O. Box 281  
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**STATUS OF GRANTS (Changes are underlined)**

**NC DEQ Wastewater Asset Inventory & Assessment AIA-W-0349**

Warrenton has been awarded \$150,000 to assess its wastewater infrastructure

**NC DEQ Water Asset Inventory & Assessment AIA-D-0346**

Warrenton has been awarded \$150,000 to assess its water infrastructure

**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. DEQ has approved engineering design plans.

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

- Town awarded \$400,000 for stormwater planning. Town has adopted resolution accepting award. Team has completed camera and cleaning work on stormwater drains and pipes and is preparing a report with asset map for the Town.

**NCDEQ: WWTP Improvements SRP-W-0044**

- Warrenton has been approved grants to receive \$3,000,000. ER will need to be adjusted for \$3,000,000 to utilize grant funds only and not a loan. This grant may be combined with \$2,000,000 already awarded for WWTP.

**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. Bids received by the State have come in higher than the amount of prior funding and are being rebid.

**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.

**NCDEQ Charging Station:**

The EV Charger has been installed and is awaiting account set up by Duke Energy. Staff plan to set the initial charge rate at 50 cents per kilowatt-hour, exceeding costs the Town will incur from Duke Energy.

**NCDEQ Viable Utility Grant Application**

- Municipal Engineering has applied for a \$3,800,000 in grant funds during the Spring round for viable utility funding. This amount would supplement the \$2,000,000 already received to bring online the second oxidation ditch and update the current oxidation ditch.

**Office of Representative Don Davis**

- In March 2026 the office of Representative Don Davis has applied, on behalf of the Town, for \$1,440,000 as a federal appropriation to be used to construct an ultraviolet disinfection system at the WWTP. Town match would be \$360,000 if awarded.

**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 2026

# TOWN OF WARRENTON

*"Historically Great - Progressively Strong"*

P. O. Box 281

Warrenton, NC 27589-0281

PHONE (252) 257-3315 FAX (252) 257-9219

[www.warrenton.nc.gov](http://www.warrenton.nc.gov)

## STATEMENT OF INTEREST TO SERVE

If you are a Town of Warrenton or Warren County resident and would like to be appointed or volunteer your time and expertise to your community, please complete and return to:

Warrenton Board of Commissioners  
c/o Town Administrator  
P O Box 281  
Warrenton, NC 27589

**Please list in order of preference the Boards and Commissions for which you would be willing to serve:**

- |                                    |          |
|------------------------------------|----------|
| 1. <u>Revitalization committee</u> | 3. _____ |
| 2. _____                           | 4. _____ |

**Your full name:** Angie Rivera

Date of Birth: 04/22/1976 Sex F Race Puerto Rican

Mailing Street Address: 317 Fairview St

City and Zip Code Warrenton

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone 704-490-0872

Job Title Business owner

Company or Agency ARA Healing

Email Address angieallison1@icloud.com

Are you a full time resident of the Town of Warrenton  YES  NO

### Educational Background

Name of High School Attended Colonial High School

Name of College Attended Southeastern

Degree Received Board Certification Licensing

Please list any military experience and rank when discharged \_\_\_\_\_

\_\_\_\_\_

If you are presently serving or have previously served as an elected or appointed official, please explain: \_\_\_\_\_

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**Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications. *Please feel free to attach a resume if so desired.***

**Work Experience** Marketing, website development, payroll.

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**Volunteer Experience** Watchmen of the streets, Charlotte free store and food pantry

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How did you become aware of Town of Warrenton volunteer or appointment opportunities? (Please circle appropriate response)

Newspaper      Current Town of Warrenton Volunteer      Web Site      Staff      Other

If other, please explain \_\_\_\_\_

**I affirm that the above statements are true and if appointed, I will serve to the best of my ability.**

Signature Angie Rivera

Date 05/04/2026

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c/o Town Administrator

P O Box 281

Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Warrenton Revitalization Committee
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Lenore T. McGahy

Date of Birth 10-11-1971 Sex F Race Caucasian

Mailing Street Address: 403 Jones Chapel Rd

City and Zip Code Norlina 27563

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone 919-538-7663

Job Title Owner - Whimsical Moon

Company or Agency Whimsical Moon

Email Address lenoremcgahy@gmail.com

Are you a full time resident of the Town of Warrenton  YES  NO

### Educational Background

Name of High School Attended Riverhead High School

Name of College Attended St. John's University

Degree Received Bachelor of Science

Please list any military experience and rank when discharged n/a

If you are presently serving or have previously served as an elected or appointed official, please explain: \_\_\_\_\_

N/A

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications. Please feel free to attach a resume if so desired.

Work Experience Owner of Whimsical Moon (downtown Warrenton) w/ experience in retail ops, marketing, customer engagement. Co-Owner of Far Electric w/exp in business management & repairs. Administrative Staff at Firecrackers Volleyball, as well as Social Media Manager, and Community Outreach.

Volunteer Experience Served on the Franklinton Steering Committee in 2018. Volunteer member of the Board of Directors at Firecrackers Volleyball Club (2020-2021)

How did you become aware of Town of Warrenton volunteer or appointment opportunities? (Please circle appropriate response)

Newspaper

Current Town of Warrenton Volunteer

Web Site

Staff

Other

If other, please explain It was mentioned to me by Cynthia Jenkins and Darrin Moore

I affirm that the above statements are true and if appointed, I will serve to the best of my ability.

Signature Dune M. Kelly  
Date May 14, 2024

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c/o Town Administrator  
P O Box 281  
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Reutilization
2. Finance & Admin
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name: Madelynn Ayscue Hundley

Date of Birth: 7/8/1999 Sex female Race White

Mailing Street Address: 343 Warren Plains - Norlina Rd

City and Zip Code Norlina, NC 27563

Home Phone N/A Work Phone 252 597 5737 Cell Phone 919 729 4400

Job Title Director of Operations

Company or Agency Henderson Collegiate Charter School

Email Address ayscue.maddie.ma@gmail.com

Are you a full time resident of the Town of Warrenton  YES  NO

### Educational Background

Name of High School Attended Louisburg High School

Name of College Attended East Carolina & UNCP

Degree Received Business Administration (undergrad & grad)

Please list any military experience and rank when discharged N/A

If you are presently serving or have previously served as an elected or appointed official, please explain: \_\_\_\_\_

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications. *Please feel free to attach a resume if so desired.*

Work Experience Director of operations, Finance Admin,  
ASST. Director of childcare

Volunteer Experience Church volunteer, event coordinator at  
local church

How did you become aware of Town of Warrenton volunteer or appointment opportunities? (Please circle appropriate response)

Newspaper

Current Town of Warrenton Volunteer

Web Site

Staff

Other

If other, please explain \_\_\_\_\_

I affirm that the above statements are true and if appointed, I will serve to the best of my ability.

Signature

M. Meyer

Date

5/12/2026

# TOWN OF WARRENTON

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c/o Town Administrator  
P O Box 281  
Warrenton, NC 27589

**Please list in order of preference the Boards and Commissions for which you would be willing to serve:**

1. Historic District Commission 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

Your full name: Meagan Elizabeth McMillan

Date of Birth: 03/02/2002 Sex F Race White

Mailing Street Address: 311 Warren St

City and Zip Code Warrenton 27589

Home Phone ---- Work Phone ----- Cell Phone 336-409-4470

Job Title Lighting Designer

Company or Agency KCI Associates of NC, PA

Email Address meaganmcmillan14@gmail.com

Are you a full time resident of the Town of Warrenton Y YES      NO

### Educational Background

Name of High School Attended North Davidson High School

Name of College Attended Western Carolina University (B.S) Boston Architectural College (MA)

Degree Received Interior Design-2024 Historic Preservation- Current

Please list any military experience and rank when discharged N/A

\_\_\_\_\_

If you are presently serving or have previously served as an elected or appointed official, please explain: N/A

**Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications. *Please feel free to attach a resume if so desired.***

**Work Experience** Assistant Designer- PastForward Design

Tour Guide President- Western Carolina University

**Volunteer Experience** \_\_\_\_\_

Hurricane Helene Relief- 2024

Greening up the Mountain- 2022

Various events with Church Youth Group- 2016-2020

How did you become aware of Town of Warrenton volunteer or appointment opportunities? (Please circle appropriate response)

Newspaper      Current Town of Warrenton Volunteer      Web Site      Staff      **Other**

If other, please explain Flyers for Town of Warrenton

**I affirm that the above statements are true and if appointed, I will serve to the best of my ability.**

Signature Meagan McMillan

Date 09/17/25

# Meagan McMillan

Interior Designer

## Contact

336-409-4470

<https://meaganmcmillan14.wixsite.com/mysite>

[meaganmcmillan14@gmail.com](mailto:meaganmcmillan14@gmail.com)

## About Me

I graduated from WCU's Interior Design program, a CIDA accredited program, with honors. I completed an internship focusing in historic preservation. Participated in RASC and SURF published designer. Currently working as a lighting designer with Duke Energy.

## Volunteer

- Hurricane Relief- Oct. 2024
- Greening up the Mountain- Apr. 2022

## Accolades

- Magna Cum Laude Graduate
- SURF Published Designer
- Tour Guide Executive Board member- held 2 positions
- Girl Scouts Silver Award

## Skills

- Revit
- AutoCAD
- Hand Drafting
- Sketch-up
- Communication
- Leadership
- Attention to Detail

## Education

- **Bachelor of Science in Interior Design**  
*Western Carolina University* 2020-2024  
Graduated Magna Cum Laude. Member of Design 4 Health. Tour Guide President. Interior Design Tutor.
- **Masters of Design Studies in Historic Preservation**  
*Boston Architectural College* 2025-Present  
Started program in the fall of 2025

## Experience

- **Lighting Designer**  
*KCI Associates of NC* 2025-Present
  - Outdoor lighting design
  - Design Lite
  - Consulted with customers
  - Performed office tasks
- **Assistant Designer**  
*PastForward Design* 2023-2024
  - Internship
  - Designed historic commercial and residential spaces
  - Calculated lumens
  - Inventory and organization
  - Multitasking
- **Tour Guide President**  
*Western Carolina University* 2021-2024
  - Provided academic and historical knowledge
  - Informed potential students
  - Minute taking and record keeping
  - Leadership & Training
  - Recruitment
- **Interior Design Tutor**  
*WCU College of Art and Design* 2022-2024
  - Tutored students in AutoCAD, Revit, Photoshop
  - Performed office tasks and organization
  - Assisted professors
  - Closing duties
  - Program Ambassador

## References

### Erin Adams

WCU Interior Design  
Program Coordinator

Phone: 970-310-7651

Email: eeadams@wcu.edu

### Emily Bingham

WCU Senior Assistant  
Director of Campus Visits

Phone: 828-227-7317

Email: ebingham@wcu.edu

### Kimberly Smith

Business Services Coordinator

Phone: 828-227-7321

## MURALIST AGREEMENT

This Agreement is made and entered into as of **June \_\_ 2026** by and between:

Town of Warrenton, North Carolina  
(Hereinafter referred to as "Town")

AND

Daniel Guevara Diaz  
128 Shady Lane  
Warrenton, NC 27589  
(Hereinafter referred to as "Muralist")

### **1. Purpose**

The purpose of this Agreement is to outline the terms and conditions under which the Muralist will create a mural on behalf of the Town.

### **2. Project Description**

The Muralist agrees to create a mural at 103 N. Main Street in the Town, based upon a pre-approved draft. Any edits and/or requests from the Town will not exceed three (3) exchanges with the Muralist (although each exchange may have multiple requests). If the Town and Muralist cannot reach a design agreement after three (3) exchanges, the Muralist is not obligated to move forward with the project. The Town will not request any changes to the design once the Muralist has begun painting.

### **3. Timeline**

- Start Date: June 2026 (or upon agreement of design)
- Completion Date: September 2026 (or three months from start date)
- The Town understands that the Muralist will primarily paint on weekends and weather permitting. A one-month extension from the agreed upon completion date is permissible if needed.
- The Muralist shall provide regular updates to the Town regarding progress.

### **4. Compensation**

The Town agrees to pay the Muralist a total fee of **\$2,500** for the completed work. Payment shall be made as follows:

- \$1,250 deposit upon signing
- \$1,250 final payment upon completion

### **5. Materials and Supplies**

The Town agrees to provide access to water and electricity as needed. The Town is not responsible for any additional materials and/or supplies.

## **6. Ownership and Copyright**

- The Muralist retains the copyright to the artwork created but grants the Town a perpetual, non-exclusive license to use images of the mural for promotional purposes. The Town will attribute the mural to the artist.
- The Town will allow the Muralist to sign the wall/mural.
- The Town will not use the artwork to generate revenue from direct sales of items using the mural (for example, t-shirts, postcards, prints, etc.) without a compensation agreement with the Muralist.
- The mural will be located on a privately held building. The Town will secure all permissions for mural completion with the building owner prior to the Muralist finalizing the design. Any agreement and/or contract with the building owner will be handled by the Town.

## **7. Maintenance and Care**

The Town agrees to maintain the mural and address any deterioration in perpetuity or until the end of the Town's agreement with the building owner of 103 N. Main St and/or until the Town decides they want to replace the mural subject to this agreement. The Muralist is not obligated to repair or address any ongoing maintenance needs; however, the Town agrees to offer all repair and maintenance opportunities to the original Muralist. The Town and Muralist will agree on a separate fee for repairs that is fair market and reasonable to both parties.

## **8. Permits and Approvals**

The Town is responsible for obtaining any necessary permits or approvals required to complete the mural.

The mural will be located on a privately held building. The Town will secure all permissions for mural completion with the building owner prior to the Muralist finalizing the design. Any agreement and/or contract with the building owner will be handled by the Town.

## **9. Insurance**

The Town will obtain and maintain liability insurance for the mural project. This insurance will cover any injuries or damages related to the installation and display of the mural.

The parties hereto have executed this Agreement as of the date below.

Town of Warrenton

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Daniel Guevara Diaz

By: \_\_\_\_\_

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

DRAFT



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

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

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### **Very Minor Changes to Proposed FY 2026-27 Budget Since May BOC Meeting**

These changes are only reflected in the narrative. There were no changes to the actual dollar amounts budgeted as they will have nominal effect.

1. “A \$1.65 per 1,000 gallons increase to the water usage rate”. \$1.65 was changed to **\$1.66**.
2. “A slight decrease is planned for out-of-town user sewer rate, from \$42.56 to \$42.50”. \$42.50 was changed to **\$42.55**.
3. It was stated that the Town would NOT be seeking grant/loan funding for any vehicles, however, the Town will be seeking grant/loan funding for two Public Works trucks and two Police Patrol vehicles to replace existing aging vehicles (12 years old in Public Works and 9 years old in Police Departments). There is no financial impact on the proposed budget as USDA loan portions are deferred for one year.

# PROPOSED BUDGET

FISCAL YEAR 2026-2027



Town Administrator and Budget Officer

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

Mayor: Walter M. Gardner, Jr. (Term expires 12/29)  
Address: PO Box 281, Warrenton, NC 27589  
Email Address: w.gardner@warrenton.nc.gov  
Business Address: Warrenton Insurance Agency, Inc.  
131 South Main St. (PO Box 633), Warrenton, NC 27589  
Business Phone: 252-257-3104  
Cell Phone: 252-213-3034

Mayor Pro Tem: Mary Hunter (12/29)  
Address: PO Box 281, Warrenton, NC 27589  
Email Address: m.hunter@warrenton.nc.gov

Commissioner: Jason Young (12/29)  
Address: PO Box 281, Warrenton, NC 27589  
Email Address: j.young@warrenton.nc.gov

Commissioner: Aaron Ayscue (12/29)  
Address: PO Box 281, Warrenton, NC 27589  
Email Address: a.ayscue@warrenton.nc.gov

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

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

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

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

### **Senior Staff**

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

**Mission**

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

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

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

**GOAL 1: To improve water and sewer Infrastructure.**

Key Strategic Actions

Work on the \$15 million of improvements already identified.

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

Ongoing ✓

**GOAL 2: To generate activity in downtown.**

Key Strategic Actions

Revisualize SpringFest

Short term ✓

Encourage pop-ups, like Lake Gaston coffee

Short term

Explore intern possibilities

Short term

Clean up Storefronts

Short term ✓

Seek compliance on existing violations.

Ongoing ✓

Develop job description and salary range for intern position

Medium term

Fund/Start Streetscape Plan (only as opportunity presents)

Ongoing

**GOAL 3: To add or enhance recreational opportunities.**

Key Strategic Actions

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

Short term ✓

CORE (Community Outdoor Recreation opportunities with County)

Ongoing

Keep eye out for grants for existing park improvements

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

- Gauge developer interest in redeveloping into teacher housing

Short term

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

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

Short term and  
Ongoing

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

Key Strategic Actions

Budget Message 2026-27

- 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 optys 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 Teresa to keep getting certifications (ongoing) Ongoing ✓

## Town of Warrenton FY 2026-2027 Proposed Budget Message

Honorable Mayor and Members of the Warrenton Board of Commissioners,

In accordance with the North Carolina Local Government Budget and Fiscal Control Act, I am pleased to submit the proposed Fiscal Year (FY) 2026–2027 Budget for the Town of Warrenton for your review and consideration.

As required by North Carolina General Statute §159-13, local boards of commissioners must receive the proposed budget from the town’s budget officer no later than June 1 and adopt the final budget ordinance by July 1 of each fiscal year. A public hearing to solicit citizen input on the proposed budget is recommended for Monday, June 8, 2026, at 6:45 PM at Warrenton Town Hall, located at 113 S. Bragg Street. Copies of the proposed budget may be obtained at Town Hall by appointment or downloaded from the Town’s website at [www.warrenton.nc.gov](http://www.warrenton.nc.gov).

### Overview of the FY 2026–2027 Proposed Budget

#### General Fund

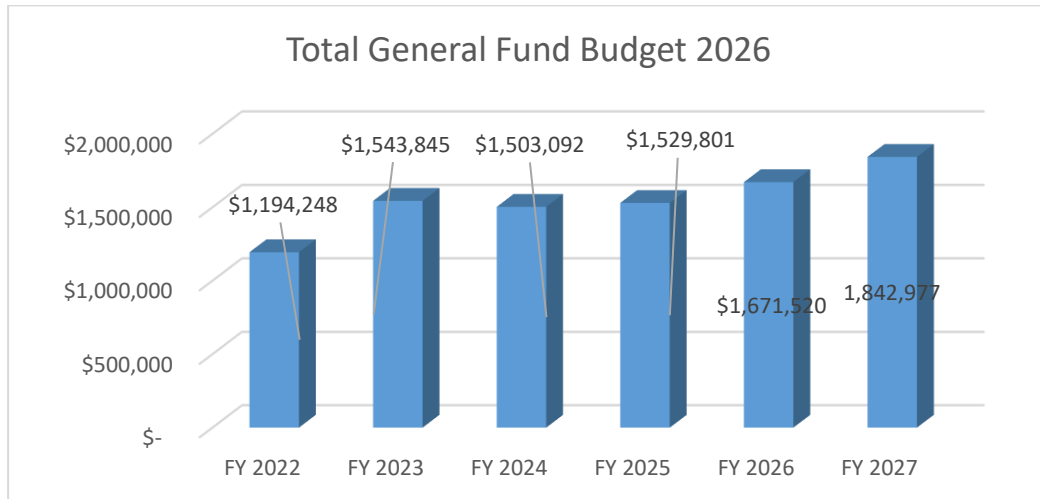
- The proposed General Fund budget for FY 2026-2027 is **\$1,842,977, an increase of \$171,457 (10%)** over FY 2025–2026. A requirement to begin budgeting for reimbursed sales taxes is responsible for 3% of the overall increase. This budget reflects efforts to maintain fiscal discipline while accounting for rising costs driven by inflation and increased operational expenses, in the Administration and Police Departments. **Though the budget does not include a proposed increase in the ad valorem tax rate, revenues and expenditures will rise by the same approximate amounts.**

#### Enterprise Funds

- **Enterprise Fund 38 (Water & Sewer):** The FY 2026–27 budget represents a net increase of **\$100,960** over the previous year, due in large part to one-time grant project fees and rising water rates from the regional water system which are expected to increase by 50%, representing \$70,000 of the \$100,960 increase. The budget includes an increase of **\$1.66 per 1,000 gallons in the water rate for both in-town and out-of-town customers**. This increase is simply passing along the regional water increase at cost.
- **Enterprise Fund 39:** This fund shows an increase of **\$111,675**, due in large part to \$90,000 in one-time grant fees. However, increases are projected in areas such as laboratory testing, grant-related expenses, and insurance costs.
- **Frontier Warren (Fund 34):** This fund has been closed and is not included in the budget.

### General Fund Highlights & Considerations

- **Fund Balance Goal:** A primary objective remains to continue **positive contributions to the Town’s General Fund balance**, which increased last year but which declined in prior years due to capital improvement expenditures. \$12,067 of fund balance is appropriated in the 2026-27 budget, compared to \$5350 in the current budget. As always, staff hope to hold down expenses and conclude the FY with a positive contribution to Fund Balance.

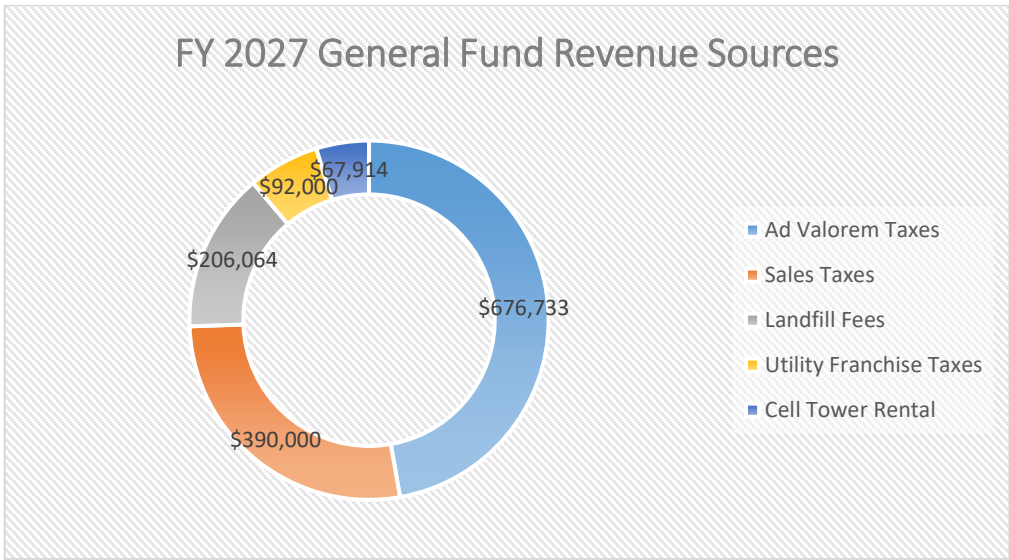


- **Police Department:** The proposed Police Department budget increases by **\$32,000**, expecting a fully staffed department. The Chief has successfully recruited qualified candidates committed to Warrenton’s community.
- **Employee Compensation:** The proposed budget includes a **3% salary increase** to maintain competitiveness in the current labor market. For context, Mercer’s national survey projects average salary growth of approximately 3.5% across the United States. In addition, targeted salary adjustments are recommended for finance personnel in response to sustained and challenging market conditions affecting recruitment and retention.
- **Retirement Contributions expected to increase:**
  - General staff contribution rate increasing from **14.35% to 15.1%**
  - Police Department contribution rising from **16.18% to 17.10%**
  - Additionally, the Town must contribute **6.85%** of total salaries toward its long-term retirement liability, which has **eight years remaining** in a 22-year schedule.
- **Election Costs:** No election costs are budgeted as there is no scheduled election.
- **Utilities and Maintenance:**
  - **Electricity costs** will rise by 9.2% due to approved Duke Energy rate increases.
  - **\$7,000** is allocated for the second year in a row for maintenance of the Town Hall building.
- **Legal and Administrative:** The budget includes \$10,000 for legal fees in the Police Dept.
- **Website Accessibility & IT Infrastructure:** In accordance with the requirements of the Americans with Disabilities Act, local governments must ensure their websites meet minimum accessibility standards. The budget includes a cost-effective, one-time expenditure of \$1,500 to bring the Town’s website into compliance. Additionally, \$700 is budgeted for the replacement of a network switch that is no longer supported by the manufacturer and presents a potential cybersecurity risk.
- **Interest income** is projected to remain stable.
- **Insurance and Audit:**
  - **Liability insurance** is anticipated to increase by **5 to 10%**.
  - **Audit costs** are increasing increase 5% under the current 3-year contract.
  - **Health insurance** costs are rising by 9.7%.

- **Public Safety & Services:**
  - Include a continued contribution of **\$87,000** to the Warrenton Rural Fire Department in the 3<sup>rd</sup> year of a 5-year agreement.
- The **LEO Separation Allowance** requires continued annual funding of **\$13,213** for the next five years.
- **Fees and Revenues:**
  - There are no increases in **subdivision fees, NSF fees, and tap fees** for water and sewer services.
- No contribution to the **Plummer Hook & Ladder Museum** is planned.
- **Fund Balance Status:**
  - **Overall Fund Balance increased by \$134,000 from \$1,081,000 to \$1,215,000.**
  - **Unrestricted Fund Balance** stands at **\$719,000**, a decrease of **\$47,000** from the previous year. The reason for the decrease of Unrestricted Fund Balance while overall Fund Balance increased is primarily due to grant reimbursements owed to the Town.
  - Unrestricted Fund Balance represents 60.33% of General Fund expenditures, slightly above the Town’s policy threshold of 58.85%.

**HIGHLIGHTS:**

- *Finance Department salary costs increasing due to market forces.*
- *No tax increase is planned.*



- **Projected ad valorem tax revenues** for FY 2026-2027 are based on no increase in the property tax rate. Even following the recent revaluation of real property in 2026, the Town’s overall tax base has grown from approximately \$7 million to \$115 million, representing a 6% increase in assessed value.
- The proposed **tax rate for FY 2026-2027 will remain at \$0.60**, which we believe will generate sufficient revenue to support essential services and address rising costs.
- The Town of Warrenton relies on Warren County for property tax billing, valuation, and collection services.

**Rental income** from a new agreement with T-Mobile Communications, which began in April of 2025, provides \$32,340 annually from the lease of space for a cellular antenna. This revenue stream helps offset the rising costs within the General Fund. Total revenue from two cellular antenna leases will be \$67,914.

**Interest income** is projected to remain at \$24,000, as Federal Reserve projections indicate little change in the prime interest rate.

**Fee revenues**, including permits, service charges, and administrative fees, along with other general revenue sources are projected to remain largely unchanged from FY 2025–2026 levels.

**Property taxes** remain the primary source of revenue for the General Fund, accounting for approximately one-third of total revenues. For FY 2026–2027, property tax revenue is projected at \$676,733, an increase of approximately \$56,000 over the current FY, based on an ad valorem tax rate of \$0.60 per \$100 of assessed value. Property tax revenues alone are insufficient to support General Fund operations and, notably, do not fully cover the cost of operating the Police Department.

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

The past fiscal year was a revaluation year, with total taxable property values increasing by 70% since the last revaluation eight years ago. The property tax collection rate has increased slightly to 97.17%, from 96.51% in the prior fiscal year.

Motor vehicle tax revenues, administered by the State, have increased by over \$10,000 in the 2025-2026 FY. Utility tax revenues are expected to increase from \$9,846 to \$11,333.

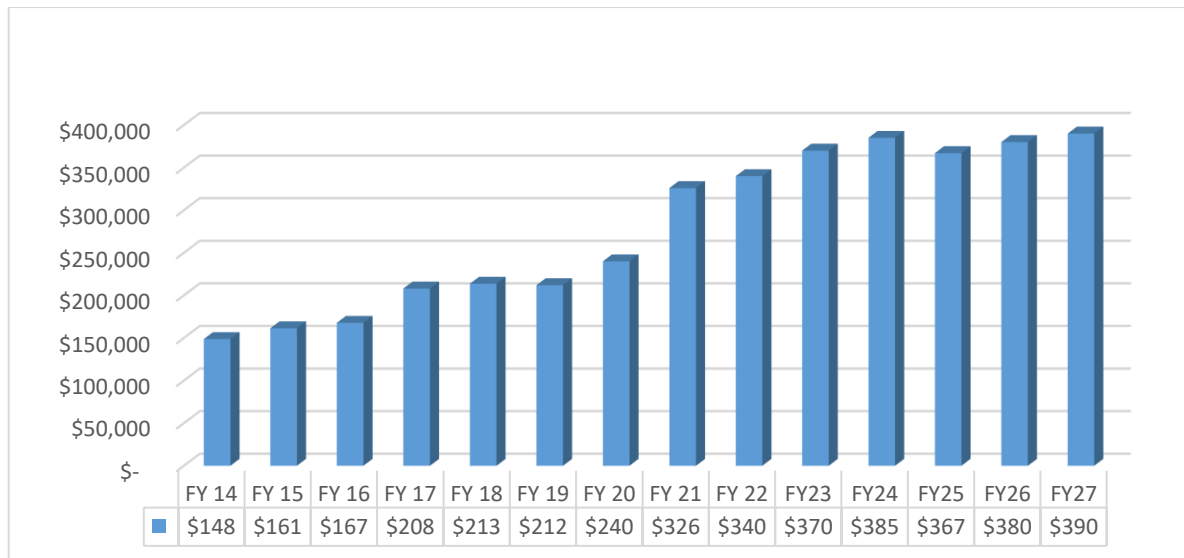
The figures below reflect annual tax bases and tax rates for the last fifteen years.

Fiscal Year	Taxable Assessed Value	Tax Rate
FY 2013	\$74,469,147	0.61
FY 2014	\$73,471,472	0.61
FY 2015	\$73,332,883	0.61
FY 2016	\$74,218,966	0.61
FY 2017	\$74,606,021	0.61
FY 2018	\$70,931,094	0.65
FY 2019	\$72,011,978	0.65
FY 2020	\$72,417,087	0.65
FY 2021	\$76,732,079	0.65
FY 2022	\$72,099,363	0.65
FY 2023	\$76,177,886	0.65
FY 2024	\$72,320,743	0.70
FY 2025	\$72,066,665	0.76
FY 2026	\$108,710,910	0.60
FY 2027	\$114,129,993	0.60

**Tax Calculations**

2026 - 2027	Assessed Value	Assessed Rate	Tax Rev Assessed	Collection Rate	Expected Revenue
Real & Personal Property	\$ 114,129,993	0.0060	\$684,780	97.17%	\$665,400
Vehicles	\$ 9,450,251	0.0060	\$56,418	99.5%	\$56,136
Utility Property	\$ 1,890,213	0.0060	\$11,333	100%	\$11,333
<b>Total Revenue</b>	<b>\$ 125,470,457</b>	<b>0.0060</b>	<b>\$752,531</b>		<b>\$732,869</b>

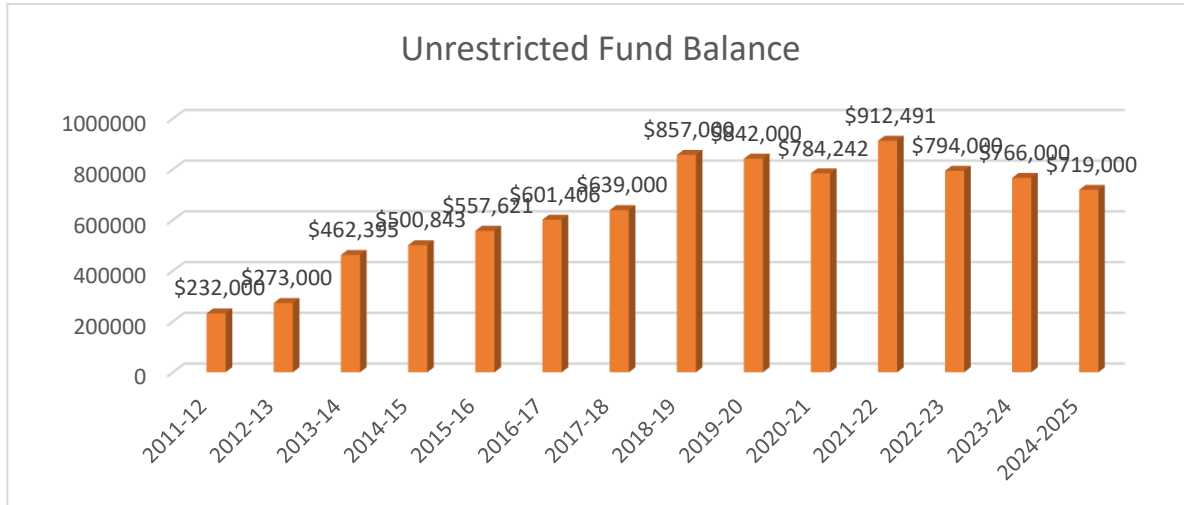
**The second largest source of governmental fund revenue is sales tax.** Overall, sales tax revenues have increased slightly year-over-year. Because sales tax distribution is based in part on population, the Town's share is highly dependent on population growth within Warrenton's municipal limits relative to population increases elsewhere in Warren County. Without a proportional rise in Warrenton's population, significant growth in sales tax revenue will remain constrained. However, the recent renovation of the Dameron Building into twenty-two apartments is projected to generate an approximate 3% increase in sales tax revenues in FY 2026–27, with the impact beginning in January.



Minor revenue sources are projected to remain relatively stable throughout FY 2026–2027. Efforts to minimize expenditures across all departments remains increasingly difficult. Grants are pursued at every available opportunity to offset expenses. For only the second time in the past five years,

the Town’s General Fund budget relies only on a small appropriation of fund balance, reflecting a temporary easing of capital demands following recent investments such as the parking lot acquisition and construction.

The current budget includes a full allocation of Powell Bill expenditures. In the prior two years a partial allocation of Powell Bill expenditures were budgeted to allow the Town to rebuild its Powell Bill fund balance.



### General Fund Expenses

Overall, the proposed budget reflects the Board of Commissioners’ strategic priorities, aiming to enhance the quality of services while maintaining strict fiscal discipline. The largest allocations in the budget continue to support core operational areas, including public safety, general administration, streets, and sanitation, as well as health and liability insurance across all departments.

No vehicle or equipment purchases are planned for FY 2026–27 in either General Fund or Enterprise Funds, although multiple Public Works trucks are aging quickly and approaching 12 years in service.

The Frontier Warren Fund has been eliminated from the Budget, as building leases have expired prior to the beginning of the new FY and tenants turned over to the property owner.

To help balance the FY 2026-2027 budget, health insurance expenditures are carefully managed, and typically employee benefits are reduced to partially offset rising premiums.

Following the 3% across-the-board salary increase in FY 2025 and 2026 the proposed budget continues this commitment to quality staff with an additional 3% salary adjustment for FY 2026-2027.

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

#### General Fund Expenses

- **“Overall property valuation has increased.”**
- **“Eliminating the need to raise taxes.”**

## Budget Message 2026-27

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

### Street Department

Street Department activities consist of accommodating special requests by citizens such as power washing sidewalks, changing banners, and continuing a focus on downtown. Other areas of focus are:

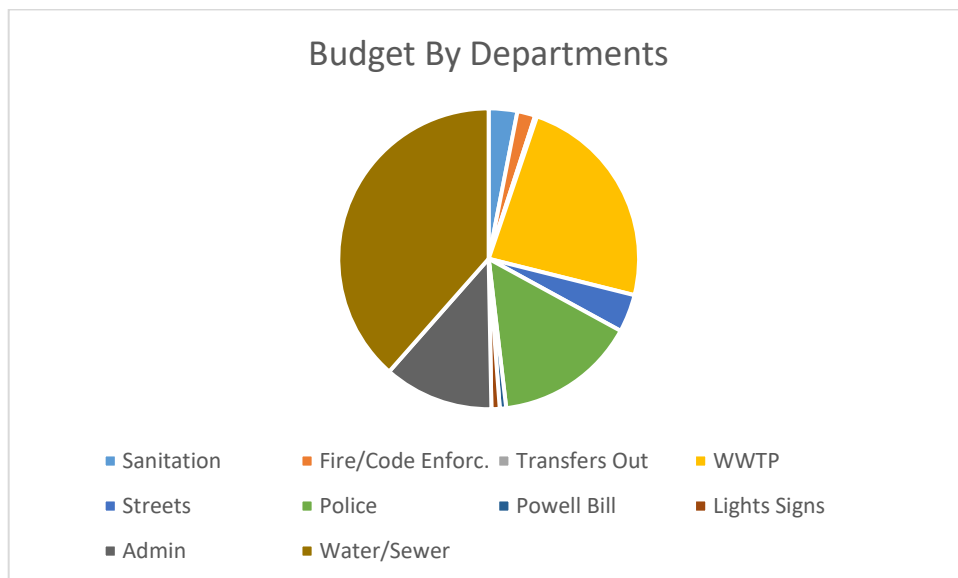
- Cross training of the Public Works personnel, a strategic asset to the Town
- Continuing to offer year-round debris pickup
- Utilizing a new Leaf Machine.
- Acquiring a pressure washing attachment for sidewalk cleaning.
- Continuing areas of regular cleanup, Hayley Haywood Park, Hall Street, Town cemetery, Plummer cemetery, utility strips, Cannon House area, dog waste stations, municipal parking lot, corner of Macon and Main, and Reynolds Tavern.

A stormwater asset assessment is underway, as the Town has received \$400,000 in grant funding from the State to evaluate and prioritize future investments and perform immediate remediation of blocked pipes. Upon conclusion of the assessment, contractors will provide the Town with a stormwater system map.

Equipment needs for the street department include a larger size mower, ideally a 60-inch zero turn. The largest mowers are currently 36-inch mowers, insufficient in size to efficiently mow Hayley-Haywood Park, water tower areas, and cemetery and which contribute to unnecessary wear and tear on the 36-inch mowers.

### Sanitation

Citizens' feedback on trash pickup continues to be positive. There is no planned increase in the Landfill Fee of \$36.50, although costs of disposal from Warren County have increased approximately 10%.



## **Police Department**

The Police Department's budget reflects continued investment in competitive salary adjustments to attract and retain qualified officers relative to surrounding agencies. As a result, four of five full-time positions are currently filled. The remaining position is anticipated to be filled this summer, with the department sponsoring a candidate for Basic Law Enforcement Training beginning in July and concluding in December 2026.

The Town continues to utilize Flock Safety Cameras, which carry an annual recurring cost. Staff intends to pursue grant funding in the upcoming fiscal year to offset these expenses and eliminate the need for General Fund support. Should grant funding not be secured, the Board will need to determine whether to continue funding the program through the Police Department's budget.

The Flock camera system has assisted in resolving six cases to date, including incidents involving property damage, missing persons, and theft. The system provides critical coverage within town limits when officers are unavailable or not in the immediate vicinity and also supports investigations by neighboring agencies, contributing to overall public safety in Warrenton.

The department is approaching its long-term staffing goal of five full-time positions, supported by enhanced recruitment efforts aimed at strengthening operational capacity and service delivery. Part-time officers will remain budgeted for special events and unforeseen circumstances, including support for social district activities, while reducing reliance on external law enforcement resources. The long-term objective is to maintain full staffing and minimize dependence on part-time personnel.

## **Unfunded Priorities in General Fund**

- Implementation of Streetscape Plan, underground utilities
- Large zero turn mower for park, cemetery, right of ways
- Backhoe to replace current, 20+ year-old backhoe

## **Enterprise Funds**

### **Water Sewer Fund 38**

The recent hiring of Brandon Elliott to replace Bill Perkinson as Public Works Director is a bright spot in what was once considered a significant operational challenge.

The budget continues one-time grant administration fees totaling \$46,292, of which \$15,000 is budgeted from revenues and the remainder from Restricted Fund Balance.

The Kerr Lake Regional Water System (KLRWS) implemented a rate restructuring midway through FY 2023–2024, resulting in both immediate and recurring annual increases in the cost of purchased water. The rate increase from KLRWS for FY 2026-2027 is expected to be 50 to 55% higher than the current rate. To address these significant cost increases, the budget includes:

- A \$1.66 per 1,000 gallons increase in the usage rate, which is simply passing along the Town's costs at break even to Town customers.

In-town users would see an increase in the usage rate from \$9.49 per 1000 gallons to \$11.15 and out-of-town users would increase from \$13.24 to \$14.90. The large volume user rates would increase from \$7.49 to \$9.15 for in-town and from \$9.49 to \$11.15 for out-of-town. These

## Budget Message 2026-27

increases are simply passing along the exact costs from Warren County. There is no planned increase in the water availability rates.

These adjustments will apply to all 940 water users and are essential to cover increased purchase costs from Warren County and the Kerr Lake Regional Water System. Additionally, the increase will help the Town meet the minimum threshold required to qualify for 100% grant funding from the State of North Carolina.

Rates for sewer services will also increase, but only on the usage rate. For in-town users the rate per 1000 gallons would increase from \$13.41 to \$16.50 and for out-of-town users from \$18.06 to \$21.00. A slight decrease is planned for the out-of-town user rate, from \$42.56 to \$42.55 upon the advice of the UNC School of Government regarding the lack of pennies in circulation.

Despite these adjustments, overall water and sewer usage remains flat, largely due to the loss of high-volume users. While the renovation of the Dameron Building has increased the number of water/sewer accounts by 26, account closures in the month of February were 14, and the overall number of accounts remains around 940 customers.

One bright spot in the Water/Sewer department is the reduction in purchases of water from Warren County. Purchases for the current FY are expected to be around \$165,000, as compared to \$217,000 in the previous fiscal year and \$230,000 in FY24. These savings are due to recent efforts in reducing unaccounted for water.

Having filled key staff positions in the current year, a priority in the FY 2026-2027 budget remains the reduction of unaccounted-for water. The Town will continue efforts to identify and repair leaks, evaluate billing practices, and replace aging water meters—all critical steps in improving system efficiency and revenue capture.

Fund 38 has relied on cash reserve contributions in recent years to pay for reimbursable grant portions as well as to fund capital projects. The current unrestricted net position is \$440,093, down from \$657,535 in the prior year, of which nearly \$100,000 was part of a prepayment on a grant project.

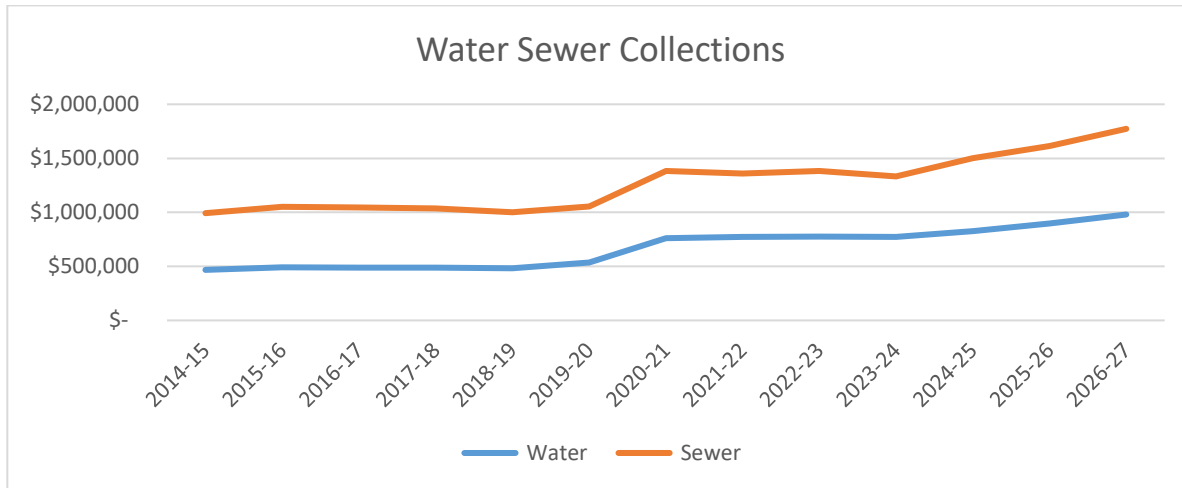
The proposed budget also includes increases for employees that have received certifications necessary for operating the Public Works Department, such as Cross Connection certification.

There are no fee increases for water and sewer taps as they were increased in the 2025-2026 FY budget. There are very slight adjustments in fees for offices or apartments with multiple units.

Similar to the General Fund, Fund 38 relies on cutting costs, limiting health insurance, and increasing rates when necessary to meet grant requirements or to pass along costs from the regional system.

The Town has successfully secured state grant funding for water system upgrades, wastewater treatment improvements, and stormwater infrastructure assessment. It continues to aggressively pursue additional funding through the North Carolina Department of Environmental Quality and through Federal appropriations. To improve competitiveness for 100% grant-funded awards, the Town has historically divided larger initiatives into smaller, more targeted projects. Also, the Town is pursuing a legislative appropriation, for the WWTP, with assistance from Rep. Don Davis' office.

## Budget Message 2026-27



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

- Water Revenues: \$81,666
- Sewer Revenues: \$66,088

Grant projects expected to begin in FY 2026-2027 include:

- Town-wide water system improvements of \$1,564,600
- Town-wide sewer system improvements of \$1,000,000

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

- Sewer System Rehabilitation  
8,750 LF of Sewer rehab/replacement  
Total estimated cost: \$3,750,000
- Water System Rehabilitation  
15,400 LF of pipe and Fairlane tank vault rehabilitation  
Total estimated cost: \$4,000,000
- Replacement of Water Tank at Fairlane  
Total estimated cost \$2,000,000 to \$3,000,000

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

The expenses of the Wastewater Treatment Plant (WWTP) are shared by the Town, Norlina, and Warren County. In FY 2025–2026, the Town’s portion of the WWTP services decreased from 43.80% to 43.43%, consequently decreasing the Town’s required contribution.

The proposed budget for Fund 39 is \$1,153,473, an increase from \$1,029,298 in the prior year. A significant portion of this increase is attributed to a one-time grant administration fee of \$90,000 based on a \$5,000,000 grant award.

Looking ahead to FY 2026–2027, as Warren County is willing, the Town aims to restart negotiations regarding the 40-year lease for the WWTP, which expired on December 31, 2021. Under the terms of the current lease, Warren County is primarily responsible for securing capital funding for plant upgrades, although the Town continues to pursue grant funding from the North Carolina Department of Environmental Quality (NC DEQ), as it qualifies for 100% grant awards.

## Budget Message 2026-27

Furthermore, the Town is hopeful that discussions between Warren County, the Town of Norlina, and Warrenton regarding the operating agreement for the WWTP will be renewed. The current agreement, last amended in 2005, allows for the continued operation of the plant unless a new contract is agreed upon by all parties. As the holder of the State-issued operating license, the Town continues to maintain exemplary inspection records, which ensure the renewal of the license.

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

Fees for sludge have been slightly adjusted upwards but remain competitive with other plants.

Among the unfunded priorities for the WWTP, which are part of ongoing grant applications, are upgrades to the filter building and tertiary filters. Although the plant is over 46 years old, replacing the aging facility is financially unfeasible, as it would cost the Town and its partners tens of millions of dollars. Remaining long-standing issues of a forty-six-year-old treatment plant include:

- Filter Rehab
- Office Annex

Total estimated cost: \$6,000,000

## Outstanding Loans and Audits

By State Statute (NC GS 159-55) a municipality's General Fund debt shall not exceed eight percent (8%) of the assessed value of property. Warrenton's maximum debt load for the General Fund is approximately \$9,200,000 while current debt stands at \$415,759. In the eyes of the Local Government Commission the USDA loan for Town Hall is considered an Enterprise Loan, giving the Water Sewer Fund a total outstanding debt of \$4,108,072. However, General Fund is offsetting a portion of the Water Sewer loan payment for Town Hall as General Fund is benefiting from use of the office space at Town Hall. A final payment to USDA of \$5,426, for two Police vehicles on a seven-year loan, will be in the 2026-27 budget. The parking lot loan which began in the 2024-25 FY has an annual payment of \$8,121. The recently acquired leaf machine loan begins in January 2027 with an annual payment of \$9,830 for five years.

Improvements in the purchase order process have resulted in zero findings for the past three audits.

## Grants and Legislative Appropriations

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

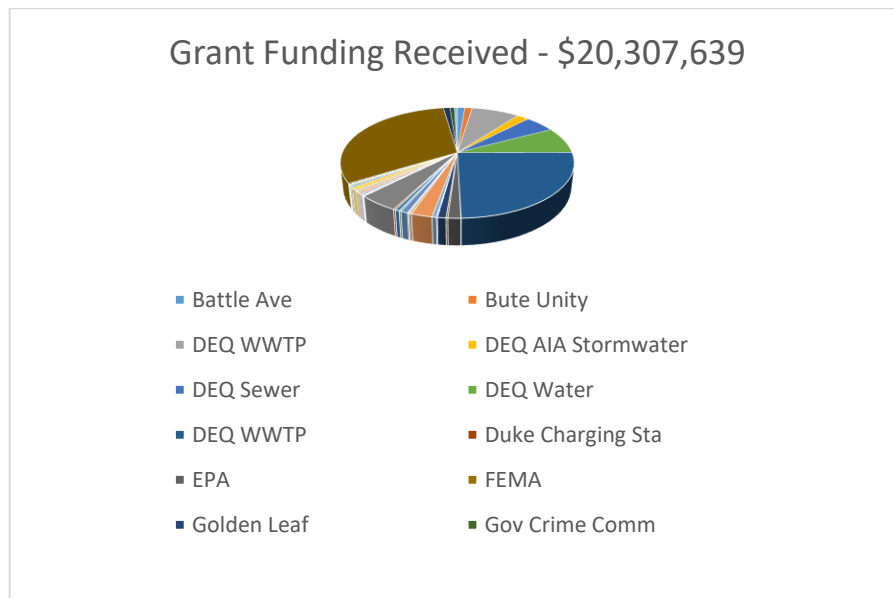
However, due to significant increases in infrastructure material costs, grants administered through the North Carolina Department of Environmental Quality Water and Sewer programs have required

## Budget Message 2026-27

adjustment to remain within allocated funding levels. While original applications accounted for anticipated inflation, continued cost escalation has necessitated a reduction in project scope to maintain financial feasibility.

Following the closeout of two grants in FY 2025–26, the Town currently manages ten active grant projects, with an additional grant application and federal appropriation in progress.

In total, existing and prospective grants and appropriations could support up to \$10,800,000 in critical repairs and improvements to the Wastewater Treatment Plant, of which \$5,000,000 has already been awarded. An additional \$2,800,000 has been secured for improvements to the Town’s water and sewer infrastructure.



## Economic Development

Continued investment in critical infrastructure — such as downtown parking, water, sewer, and wastewater systems — along with proactive planning for residential subdivisions, is beginning to yield tangible results, particularly in the form of increased interest in residential development. Recent tax revaluation data shows that property values within the Town limits have risen at a higher rate than those in surrounding areas — a clear sign of Warrenton’s growing appeal. The Dameron Building, which created and leased 22 new apartments along with four new retail spaces, is a very concrete example of housing demand in Warrenton.

Expanding single-family housing and attracting residential developers remain top priorities.

## Conclusion

I am pleased to present my thirteenth proposed budget as Town Administrator. I would like to extend my sincerest thanks to the staff for their assiduous support throughout the process. This budget reflects the priorities of both the Board of Commissioners and the citizens of Warrenton. It also demonstrates fiscal responsibility by keeping the tax rate constant, by minimizing expenses in

Budget Message 2026-27

employee benefit costs, by generating new revenue from cellular site rentals, and by purchasing only what is needed rather than what is desired. I remain sanguine regarding Warrenton's future as the continued focus on attracting new businesses and aggressively pursuing grant opportunities strengthens our long-term financial outlook. These efforts will help drive organic growth, ultimately increasing sales tax revenue, ad valorem taxes, and utility collections.

Respectfully submitted,

Robert Davie -- Town Administrator and Budget Officer

## **WATER/SEWER DEPARTMENT RATES**

### **Water Rates (monthly)**

In-town availability rate	\$32.00
In-town use rate per 1000 gallons	\$11.15
Out-of-town availability rate	\$48.15
Out-of-town use rate per 1000 gallons	\$14.90

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

In-town	\$9.15
Out-of-town	\$11.15

### **Sewer Rates (monthly)**

In-town availability rate	\$18.50
In-town use rate per 1000 gallons	\$16.50
Out-of-town availability rate	\$42.55
Out-of-town use rate per 1000 gallons	\$21.00

## WATER/SEWER DEPARTMENT RATES

C0: Office occupancy fee water/sewer (4 addtl occupants intown)	\$60.60
C1: Office occupancy fee water/sewer (3 addtl occupants intown)	\$45.45
C2: Office occupancy fee water/sewer (2 addtl occupants intown)	\$30.30
C3: Residential occupancy fee water/sewer (8 units – apt bldg intown)	\$404.00
C4: Office occupancy fee water/sewer (1 addtl occupant intown)	\$15.15
C5: Occupancy fee water/sewer (36 units – apt bldg intown)	\$1,818.00
C6: Occupancy fee water/sewer (32 units – apt bldg intown)	\$1,616.00
<del>C7: 2" Waterline to boiler that also supplies office toilets</del>	<del>\$40.00</del>
C8: Water & sewer availability to small office behind house (consumption measured by house meter)	\$16.00
C9: Occupancy fee water/sewer (26 units – apt/office bldg intown)	\$1313.00
C10 Office occupancy fee water/sewer (5 addtl occupants intown, plus resid.)	\$75.75
 LF2: Garbage pickup twice weekly	 \$100.00

New account deposit: \$150.00 in town, \$200 out of town with Social Security number. Those without Social Security number shall pay a deposit of \$300.00 in town, \$400 out of town. No new deposit fee will be charged for customers who wish to open additional accounts if they have an existing account that has been maintained in good standing for at least a year. All customers will have at least one account secured by a deposit.

User fee: \$25 non-refundable, with opening of new account  
 Re-set fee: \$250.00 plus the cost of any necessary repairs

**Disconnect/reconnect fee:**

This is a processing fee for reconnection and resumption of service when discontinued by Town due to nonpayment of water charges, or when split service does not allow service to be turned off. This fee is in addition to late payment fees and/or bad check fees.

This fee is also charged when service is disconnected or reconnected at the request of the account holder. An exception is made for irrigation systems because they are a secondary account for a regular account. They are charged only when active; there will be no charge to turn irrigation systems on or off seasonally once a year:

During business hours	\$30.00
Any other time	\$100.00
 No fault meter test (during business hours only)	 \$30.00
Penalty for stealing water (plus court costs)	\$500.00
 Bad check fee	 \$35.00
Late payment fee	\$25.00

## WATER/SEWER DEPARTMENT TAP FEES

### Water Taps:

¾ " water tap	\$1900
1" water tap	\$2200
1" water tap w/2-3/4" branch metered services	\$2800
2" water tap-- requires outside contractor, cost TBD by the job +10%	
4" sewer tap – requires outside contractor, cost TBD by the job +10%	

### Sewer Taps:

Greater than 4" sewer or where main is deeper than 4 feet—requires outside contractor, cost TBD by the job +10%

2" sewer force main—requires outside contractor, cost TBD by the job +10%

The water tap charge includes parts and installation of the tap itself, the connection line from the main to the water meter and the meter at the edge of the road or sidewalk. The sewer tap includes parts and installation of the tap itself, the connection line from sewer main to the cleanout at the edge of the road or sidewalk and the cleanout itself. The customer will be responsible for the other costs of installing service. This includes the cost of outside contractors when necessary and the cost of all utility locating, bores, street, gutter and sidewalk repairs. These costs can vary greatly depending on the location and depth of the water or sewer main. A cost estimate will be presented at the time. Connection will not be allowed until county building permits have been approved. Payment must be made in advance. All new sewer taps will include a clean out. Town responsibility for maintaining sewer service will be from the sewer main to the edge of the road or cleanout installed at edge of road or sidewalk. Property owners are responsible for installing cleanouts in existing lines. Town is not responsible for sewer service lines without this cleanout and residents will have to consult with a plumber to determine the location of the problem. The Town is responsible for water service to the water meter outlet only.

Individual pump stations are required to connect to force mains and to serve customers below grade of gravity mains. The rated power of the pump will be determined by the location. Property owner may contract with outside contractor for the pump station or have Town install as part of the overall project. Property owner will have own plumber make final connection after all approvals.

The Town will not connect unless the following requirements have been met:

- Force Main Connection - The pump must be capable of supplying at least 20 lbs. more pressure than the force main. Gravity Main Connection – Minimum of 60 feet Total Dynamic Head
- Must be a grinder pump
- Must have 1000-gallon reserve capacity
- Must have approved check valve
- Must have isolation valve
- County building permit has been signed / Town has approved. Vacant Buildings

When a building has been vacant for a year or more the cost of restoring service will be as if for a new building as described in the previous section, with the property owner assuming all costs.

## BUDGET MESSAGE – FY 2026-2027

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

### Split Meters

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

## POLICE DEPARTMENT FEES

Junk car removal fee:	No Charge
Police reports	\$5

Violations and civil penalties:

Noise Ordinance	\$50
Fire lane, public or private	\$50
Fire hydrant	\$50
Blocking driveway, public or private	\$50
No parking zone	\$50
Parking left side to curb	\$50
Parking on sidewalk	\$50
Double parking	\$50
Parking too close to corner	\$50
2-hour parking limit	\$50
2-hour parking limit – second violation	\$50

Special services available only when personnel and equipment are available.

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

## STREET AND SANITATION SPECIAL SERVICES FEES

Landfill Fee: \$36.00

Special services available only when personnel and equipment are available.

Special debris or garbage pick-up fee \$100 plus \$50 per hour per man

A special pickup is defined as:

- Any pickup in addition to the once-a-week pickup covered in the town landfill fee is considered a special pickup.
- More than four trash cans or 100 pounds for the once-a-week scheduled pickup.
- Excessive yard debris that requires more than one truck load per week.
- Twice-weekly garbage pickup is \$100 added to a regular \$36.00 landfill fee.

Special projects requiring specialized equipment such as unusual volume of leaves to pick up: \$25 per hour per man assigned plus \$75 per hour.

Street sweeper, leaf vacuum, backhoe	\$100 per hour plus \$50 per hour per man
Misc. labor fee	\$50 per hour per man

### **Note on Garbage Collection:**

The Town of Warrenton collects household garbage once weekly. Garbage must be bagged; loose garbage in cans will not be collected. The maximum amount that will be collected is four standard garbage cans; more than that is considered commercial. Cans must be placed near the side or rear of the house not in the front yard or at the curb. Cans should be covered and not allowed to collect water as cans with water will not be collected and will breed mosquitoes. Dogs must be housed, penned or tied or garbage will not be collected.

Sanitation workers will pick up normal household garbage. They will not pick up animal litter or waste, furniture, carpet/flooring material, insulation, construction debris, old wood, used oil and oil filters, antifreeze, white goods, tires, lead acid batteries or any clearly hazardous materials.

### **Note on Loose Leaf Pickup:**

All debris pickup is performed year-round. Leaves, trimmings and sticks must be separated into separated piles for pickup.

## WASTE WATER TREATMENT PLANT FEES

Sludge hauled from any source	0 – 1500 Gallons	\$85.00
	1,501 – 2,000 Gallons	\$100.00
	2,001 – 3,000 Gallons	\$125.00
	3,001 – 3,500 Gallons	\$145.00

## WARRENTON CEMETERY FEES

### Rates and Charges

	<u>In Town</u>	<u>Out of Town</u>
Burial plot	\$400	\$500
Permit for burial	\$100	\$200
Digging of grave (contract cost plus)	\$200	\$300
Penalty for not acquiring permit (all fees plus)	\$200	\$200

\* Proof of residency must be provided at the time of permit request.

\* Individual graves for pets are not allowed

## ZONING AND PERMIT FEES

### Zoning Fees:

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

### Subdivision Fees:

Concept Plan	\$400
Preliminary Plan	\$400
Revised Preliminary Plan	\$400
Major Final Plat	\$200
Minor Final Plat	\$200
Special Purpose	\$200

## **COPY AND RESEARCH FEES**

Per page fee for copies \$.25

If the request is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the Town, or if producing the record in the medium requested results in a greater use of information technology resources than that established by the Town for reproduction of the volume of information requested, then the Town may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the actual cost incurred for such extensive use of information technology resources or the labor costs of the personnel providing the services, or for a greater use of information technology resources that is actually incurred by the Town or attributable to the Town.

## FIRE INSPECTION FEES

Commercial / Business	
Up to 5000 sq. ft.	\$75
5001 to 10000 sq. ft.	\$100
Over 10000 sq. ft.	\$150
Mixed Occupancy	
Occupant	\$50
Common Area	\$50
Accessory Buildings	\$60
Mandated Inspections	
Rest Homes	\$150
Day Cares	\$75
Family Care Homes	\$75
Foster Care Homes	\$50
Schools	\$150
Churches	\$75
Fireworks Display	\$50
Tents	\$25
Flammable Storage Tanks	\$60
Hazardous Explosive	\$75
Re-inspections	
First re-inspection	No charge
Second re-inspection	\$50
Three or more re-inspections	\$75/each

## **FIRE SUPPRESSION FEES**

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

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

### Current Rate Codes in Use:

F1 - Fire Sprinkler 60,000 ft<sup>2</sup> - \$36.00

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

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

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

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

F6 – Fire Sprinkler 25,000 ft<sup>2</sup> - \$7.50

## **NUISANCE FEES**

Towing Charges Saturday and Sunday	\$175
Towing Charges Monday through Friday	\$125
Engaging Wrecker without Tow	\$65
Towing of large vehicles	\$400
Tow Truck Waiting fee per hour/each extra hour	\$65
Use of Dolly during Towing	\$75
Storage Charges per Day	\$40
Administrative Towing Fee	\$50

## HISTORIC DISTRICT COMMISSION FEES

Minor COA Application fee	Waived
Major COA Application fee	\$25
Penalty Fee	\$100

## **SPECIAL APPROVALS**

The Board of Commissioners hereby grants and approves that:

The Town Administrator may use his best judgment to make any water and/or sewer billing adjustments as he deems appropriate up to a maximum of \$200. Adjustments over \$200 are to be approved by the Board of Commissioners.

Any adjustments to Ad Valorem Taxes must be approved by the Board of Commissioners.

The Town Administrator may use his best judgment to make any adjustments to the burial fee and payment thereof as he deems appropriate.

The Town Administrator may use his best judgment to negotiate the removal of junk cars that have been ordered removed by the Board of Commissioners as he deems appropriate.

The Town Administrator may use his best judgment to transfer budget line items within departments as long as the total department budget is not exceeded. The Board of Commissioners must approve expenses that would cause the department budget to be exceeded.

The Town Administrator may use his best judgment to renegotiate with and/or change providers of contract services to the Town when it is in the financial best interest of the Town.

## ANNUAL OPERATING BUDGET ORDINANCE

**BE IT ORDAINED** by the Governing Board of the Town of Warrenton, North Carolina:

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2026, and ending June 30, 2027, in accordance with the chart of accounts heretofore established for this Town:

**GENERAL FUND APPROPRIATIONS**

General Government \$574,788  
Public Safety \$739,251  
Sanitation \$149,873  
Streets \$198,023  
Lights Signs \$43,160  
Fire/Code Enforcement \$93,781  
Powell Bill \$33,670  
Transfers Out \$10,433  
**TOTAL \$1,842,979**

Section 2: It is estimated that the following revenue will be available in the General Fund for the fiscal year beginning July 1, 2026, and ending June 30, 2027:

**GENERAL FUND REVENUE**

Current Year's Property Taxes \$684,733  
Motor Vehicle Taxes \$56,136  
Penalties and interest on real property taxes \$4000  
Powell Bill Funds \$33,570  
Franchise Taxes \$92,000  
Local Option Sales Tax \$425,200  
Transfer from Water and Sewer Fund \$137,217  
Transfer from Waste-Water Treatment Fund \$69,438  
Rental Income from Antennae \$64,680  
Landfill Fees \$208,926  
Other Revenue \$67,079  
**TOTAL \$1,842,979**

Section 3: The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2026, and ending June 30, 2027, in accordance with the chart of accounts heretofore approved for the Town:

Water Purchases \$250,000  
Water Operations \$471,109  
Water Loan Principal, Interest and Reserve \$50,469  
Water Transfer to General Fund \$50,116  
Sewer Service Purchases \$479,240  
Sewer Operations \$415,163  
Sewer Loan Principal, Interest and Reserve \$81,079  
Sewer Transfer to General Fund \$68,608  
Loan Reserve \$9,476  
**TOTAL \$1,875,260**

BUDGET MESSAGE – FY 2026-2027

Section 4: It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2026, and ending June 30, 2027:

Water Sales \$980,000  
Sewer Services \$793,060  
Additional Services \$66,081  
Fund Balance Appropriation \$36,119  
**TOTAL \$1,875,260**

Section 5: The following amounts are appropriated in the Wastewater Treatment Fund for the fiscal year beginning July 1, 2026, and ending June 30, 2027:

Plant Maintenance and Repair \$130,000  
Sludge Removal \$72,000  
Transfer to General Fund \$69,438  
Treatment Services \$ 882,035  
**TOTAL \$1,153,473**

Section 6: It is estimated that the following revenues will be available in the Wastewater Treatment Fund for the fiscal year beginning July 1, 2026, and ending June 30, 2027:

Septic Disposal Services \$50,106  
Warrenton Sewer Revenues \$479,240  
County Sewer Revenues \$359,514  
Norlina Sewer Revenues \$264,613  
**TOTAL \$1,153,473**

Section 7: There is hereby levied a tax at the rate of sixty cents (\$0. 60) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2026, for the purpose of raising the revenue listed "Current Year's Property Taxes" in the General Fund in Section 2 of this ordinance.

This rate is based on a total valuation of property for the purposes of taxation of \$114,129,993 and an estimated rate of collection of 97.17%.

Section 8: The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

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

Section 10: Copies of this Budget Ordinance shall be furnished to the Clerk to the Governing Board and to the Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 8th day of June 2026.

\_\_\_\_\_  
Town of Warrenton Mayor

\_\_\_\_\_  
Town of Warrenton Clerk

LOAN PAYMENTS										
	Outstanding Loans	Original	Loan	Loan	Fiscal	Fiscal	Fiscal	Fiscal	Due	Last
		Principal	Total	Balance	2023-2024	2024-2025	2025-2026	2026-2027	Date	Payment
Loans	<b>Fund 37</b>									
USDA 2019	Two PD Cars & Cameras	\$33,800	\$37,982	\$10,380	\$5,426	\$5,426	\$5,426	\$5,426	20-Nov	2026
USDA 2023	Two PD Vehicles USDA	\$55,400		\$40,814	\$8,977	\$8,977	\$8,977	\$8,977	28-Mar	2031
Truist	Parking Lot	\$125,000	\$162,420	\$110,133	\$8,121	\$8,121	\$8,121	\$8,121	Feb/Aug	2033
USDA 2020	TH LOAN USDA	\$228,000		\$205,287	\$7,280	\$7,280	\$7,280	\$7,280	17-Dec	2060
USDA 2026	Leaf Machine	\$43,000	\$49,144	\$49,144				\$9,830	29-Jan	2031
		<b>\$485,200</b>		<b>\$415,759</b>				<b>\$39,634</b>		
	<b>Fund 38</b>									
Warren County	Phase I - WWTP Rehab	\$842,428	\$1,061,937	\$336,971	\$23,918	\$21,935	\$22,073	\$21,437	June	2033
NCDEQ 2013	Sewer Ph. 1 rehab 2013	\$275,000	\$331,168	\$96,250	\$16,500	\$16,225	\$15,950	\$15,675	1-May	2033
USDA 2022	3 PW Trucks USDA #1	\$69,500	\$76,629	\$41,179	\$10,947	\$10,947	\$10,947	\$10,947	10-Jan	2030
	3 PW Trucks USDA #2	\$18,400	\$20,874	\$11,015	\$2,982	\$2,982	\$2,982	\$2,982	10-Jan	2030
USDA 2020	WS Bond USDA	\$2,615,000	\$3,254,591	\$2,295,000	\$81,653	\$81,045	\$81,438	\$80,819	1-Jun	2059
NCDEQ 2020	Unity/Bute Sewer	\$112,235	\$112,235	\$78,565	\$5,612	\$5,612	\$5,612	\$5,612	1-May	2040
NCDEQ 2020	Battle Ave	\$175,509	\$175,509	\$122,856	\$8,775	\$8,775	\$8,775	\$8,775	1-May	2040
		<b>\$4,108,072</b>		<b>\$2,981,836</b>				<b>\$146,247</b>		
	<b>Fund 39</b>									
NCDEQ 2020	Phase 2-WWTP Rehab	\$472,132	\$472,132	\$354,099	\$23,607	\$23,607	\$23,607	\$23,607	1-May	2041
								<b>\$23,607</b>		

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
Fund: 37							
Type: R							
37-302-301	Ad Valorem Taxes - Current	R	\$482,907.00	\$460,501.96	\$620,784.00	\$583,960.19	\$676,733.00
37-302-302	Ad Valorem Taxes - Prior Year	R	\$5,000.00	\$9,580.23	\$5,000.00	\$4,608.81	\$5,000.00
37-302-303	Ad Valorem Taxes - all other prior years	R	\$2,000.00	\$1,255.55	\$2,000.00	\$5,707.06	\$3,000.00
37-302-304	Ad Valorem Taxes - Penalties & Interest	R	\$2,200.00	\$2,417.91	\$2,200.00	\$4,817.70	\$4,000.00
37-307-310	Motor Vehicles - Current	R	\$54,180.00	\$54,598.55	\$41,054.00	\$35,792.20	\$56,136.00
37-320-320	Local Option Sales Tax Monthly	R	\$377,000.00	\$367,442.24	\$377,000.00	\$229,965.01	\$390,000.00
37-320-321	Annual Refund of Sales Tax the Town paid	R	\$0.00	\$0.00	\$0.00	\$37,665.00	\$35,200.00
37-325-325	Utility Franchise Tax Quarterly	R	\$86,000.00	\$92,677.06	\$88,600.00	\$42,956.58	\$92,000.00
37-325-326	Beer & Wine Tax Annual	R	\$0.00	\$3,274.43	\$0.00	\$0.00	\$0.00
37-325-328	Refund of Gas Tax paid monthly	R	\$1,000.00	\$1,900.45	\$1,000.00	\$784.55	\$600.00
37-325-329	PD Narcotics Tax	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-325-330	Solid Waste Disposal Tax Qrly	R	\$600.00	\$640.97	\$600.00	\$492.60	\$600.00
37-335-335	Powell Bill	R	\$31,826.00	\$33,916.20	\$33,916.00	\$33,570.64	\$33,570.00
37-345-344	Historic District Comm Fees	R	\$0.00	\$754.00	\$200.00	\$5,100.00	\$200.00
37-345-345	Zone Board of Adj	R	\$3,000.00	\$1,300.00	\$1,800.00	\$2,800.00	\$2,000.00
37-345-346	Code Enforcement	R	\$3,000.00	\$4,475.00	\$3,500.00	\$2,650.00	\$2,500.00
37-351-353	Landfill Fees Residential	R	\$208,224.00	\$206,944.45	\$208,926.00	\$178,516.71	\$208,926.00
37-351-355	Cemetery Fees	R	\$0.00	\$0.00	\$700.00	\$1,000.00	\$700.00
37-351-356	Police Rpt Fees	R	\$50.00	\$10.00	\$50.00	\$0.00	\$50.00
37-351-357	Court Fees	R	\$250.00	\$78.79	\$200.00	\$58.50	\$50.00
37-351-359	Charge for Grass Mowing	R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-351-360	Cell Tower Rent	R	\$32,340.00	\$31,011.63	\$64,680.00	\$52,913.31	\$64,680.00
37-351-361	Parking/Ordinance Collections PD	R	\$500.00	\$50.00	\$100.00	\$0.00	\$50.00
37-351-401	Debt Setoff Landfill	R	\$100.00	\$86.72	\$100.00	\$32.00	\$100.00
37-365-001	Interest Income	R	\$50.00	\$12,538.57	\$60.00	\$68.30	\$60.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-365-002	NCCMT Debt Setoff Disbursement	R	\$0.00	\$0.00	\$500.00	\$0.00	\$100.00
37-365-034	Storefront Beautification Rev	R	\$0.00	\$0.00	\$15,000.00	\$6,760.00	\$7,000.00
37-365-351	Revitalization Comm	R	\$17,000.00	\$18,455.00	\$25,000.00	\$16,274.18	\$16,000.00
37-365-358	Branded Merchandise for Sale	R	\$0.00	\$260.00	\$1,000.00	\$0.00	\$1,000.00
37-365-370	WWTP 25% of GF Exp	R	\$61,428.00	\$61,117.61	\$64,057.00	\$48,090.48	\$69,438.00
37-365-371	WS 25% of GF Exp	R	\$110,354.00	\$110,353.96	\$122,255.00	\$94,474.31	\$137,217.00
37-365-401	Mis/Revenue/License Tags	R	\$0.00	\$290.76	\$100.00	\$0.34	\$0.00
37-365-410	Interest Investment NCCMT	R	\$28,000.00	\$26,490.02	\$24,000.00	\$17,634.19	\$24,000.00
37-395-396	Appropriated Fund Balance (Budget Only)	R	\$47,712.00	\$0.00	\$5,350.00	\$0.00	\$12,067.00
			\$1,554,721.00	\$1,502,422.06	\$1,709,732.00	\$1,406,692.66	\$1,842,977.00
Type: E							
37-401-010	Salary - Full Time	E	\$175,873.12	\$173,739.35	\$182,213.05	\$152,296.41	\$196,227.00
37-401-012	Salary - Adm Assistant	E	\$54,425.88	\$52,807.37	\$56,039.00	\$47,506.80	\$61,995.00
37-401-020	ER-FICA Taxes	E	\$13,454.00	\$13,159.68	\$13,939.85	\$11,645.41	\$15,012.00
37-401-021	ER-FICA Taxes - Adm Assistant	E	\$4,164.00	\$4,155.60	\$4,287.00	\$3,628.96	\$4,743.00
37-401-030	ER-Retirement - Orbit	E	\$47,096.00	\$46,347.77	\$49,489.36	\$42,358.21	\$56,700.00
37-401-040	ER-Health Insurance	E	\$30,780.00	\$30,696.77	\$35,000.00	\$26,584.28	\$34,152.00
37-401-050	ER-Life Insurance	E	\$576.00	\$576.00	\$570.00	\$511.50	\$558.00
37-401-060	ER-Workman's Comp	E	\$302.07	\$302.07	\$400.00	\$256.48	\$380.00
37-401-200	Travel Expense	E	\$681.00	\$680.24	\$2,000.00	\$884.88	\$2,000.00
37-401-203	Supplies	E	\$4,596.12	\$3,668.18	\$4,500.00	\$2,265.60	\$4,000.00
37-401-250	Light, Heat & Security	E	\$7,265.83	\$7,227.75	\$8,500.00	\$4,999.27	\$8,500.00
37-401-251	Telephone & Postage	E	\$3,976.30	\$3,044.32	\$4,000.00	\$2,517.04	\$4,000.00
37-401-255	Bldg. Maint/ Clean SVS	E	\$9,000.00	\$6,529.93	\$25,974.22	\$18,883.86	\$25,000.00
37-401-256	Bank Fees/ Petty Cash	E	\$3,750.00	\$3,600.00	\$3,750.00	\$3,000.00	\$3,600.00
37-401-295	Training	E	\$719.82	\$268.00	\$3,033.49	\$365.00	\$5,000.00
37-401-301	Computer Maint	E	\$5,308.82	\$5,285.82	\$9,018.00	\$7,558.95	\$9,000.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-401-302	Software Support	E	\$2,500.00	\$2,064.38	\$1,000.00	\$618.51	\$2,000.00
37-401-304	Website	E	\$800.00	\$412.50	\$413.00	\$412.50	\$788.00
37-401-305	Technology Upgrades	E	\$0.00	\$0.00	\$497.00	\$484.19	\$1,200.00
37-401-306	Awning 25% Fund	E	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
37-401-307	Special Events	E	\$1,425.00	\$1,406.62	\$1,800.00	\$1,650.29	\$2,500.00
37-401-309	Advertising	E	\$2,270.00	\$345.40	\$2,270.00	\$295.45	\$2,270.00
37-401-310	Dues & Subscriptions	E	\$3,500.00	\$3,257.93	\$4,000.00	\$2,893.15	\$3,500.00
37-401-325	NC Sales/Use Tax Paid (No Tax)	E	\$2,494.42	(\$101.97)	\$2,000.00	\$1,652.23	\$2,500.00
37-401-400	Liability Insurance	E	\$7,500.00	\$7,206.23	\$8,354.25	\$6,575.40	\$9,245.00
37-401-401	County Tax Collection Svs	E	\$8,000.00	\$7,490.91	\$9,790.00	\$9,613.56	\$9,800.00
37-401-405	Audit Expense	E	\$12,084.00	\$11,500.00	\$12,717.00	\$12,700.00	\$13,770.00
37-401-415	Economic Development	E	\$0.00	\$0.00	\$352.08	\$352.05	\$0.00
37-401-420	Attorney Fees	E	\$3,500.00	\$2,697.00	\$3,500.00	\$1,200.00	\$3,500.00
37-401-497	Sales & Uses Tax Expense	E	\$0.00	\$0.00	\$0.00	\$23,610.47	\$32,700.00
37-401-499	Miscellaneous Expense	E	\$4,709.93	\$2,937.25	\$4,251.92	\$3,113.48	\$5,000.00
37-401-802	Truist Parking Lot Loan Principal	E	\$10,039.46	\$10,039.45	\$10,576.00	\$10,575.50	\$11,141.00
37-401-832	Truist Parking Lot Loan Interest	E	\$6,202.55	\$6,202.56	\$5,667.00	\$5,666.50	\$5,102.00
37-401-998	Contingency	E	\$1,604.38	\$0.00	\$3,078.00	\$1,070.00	\$5,000.00
37-402-014	Mayor Part Time Salary	E	\$1,500.00	\$1,500.00	\$1,500.00	\$1,250.00	\$1,500.00
37-402-020	ER - FICA TAXES	E	\$115.00	\$114.72	\$115.00	\$95.60	\$115.00
37-402-060	Workers Comp Mayor & Council	E	\$70.00	\$0.00	\$70.00	\$48.29	\$70.00
37-402-200	Travel Expense	E	\$300.00	\$83.20	\$300.00	\$0.00	\$300.00
37-402-295	Training	E	\$100.00	\$0.00	\$1,500.00	\$103.64	\$300.00
37-402-402	Commission offsite meetings	E	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
37-405-345	Zoning/Ordinances	E	\$20,200.00	\$10,146.20	\$8,000.00	\$7,040.00	\$5,700.00
37-405-407	Branded Clothing Sales	E	\$500.00	\$500.00	\$500.00	\$0.00	\$500.00
37-405-430	Historic District Comm	E	\$220.00	\$0.00	\$220.00	\$181.43	\$220.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-405-434	Storefront Beautification Exp	E	\$0.00	\$0.00	\$15,000.00	\$441.64	\$7,000.00
37-405-450	Revitalization Comm	E	\$17,000.00	\$16,943.92	\$25,000.00	\$7,649.93	\$16,000.00
37-405-470	Small Town Maint St	E	\$2,500.00	\$1,481.63	\$1,500.00	\$1,488.50	\$1,500.00
37-501-010	SALARY FULL TIME	E	\$175,088.61	\$154,388.87	\$286,565.78	\$227,561.63	\$318,063.00
37-501-014	Salary - Part Time	E	\$58,140.00	\$54,767.14	\$20,000.00	\$18,120.00	\$10,000.00
37-501-015	Salary-LEO Separation Allowance	E	\$14,396.00	\$13,212.27	\$15,000.00	\$10,859.40	\$13,213.00
37-501-016	Salary - Admin Assistant	E	\$42,566.00	\$41,306.74	\$43,827.00	\$37,009.12	\$45,142.00
37-501-019	Salary - Over-Time	E	\$10,000.00	\$6,702.79	\$6,798.89	\$2,740.17	\$5,000.00
37-501-020	ER-FICA Taxes	E	\$24,200.00	\$20,969.23	\$26,431.00	\$22,402.71	\$28,038.00
37-501-030	ER - Retirement Orbit	E	\$64,462.40	\$35,958.40	\$78,982.00	\$60,491.43	\$82,141.00
37-501-031	ER - 401K 5%	E	\$13,688.00	\$8,157.03	\$15,084.00	\$11,859.59	\$15,687.00
37-501-040	ER - Health Insurance	E	\$46,712.00	\$19,866.04	\$53,197.00	\$32,201.93	\$56,838.00
37-501-050	ER - Life Insurance	E	\$1,010.00	\$624.00	\$1,152.00	\$852.50	\$1,296.00
37-501-060	ER - Workman's Comp	E	\$5,520.00	\$5,517.81	\$6,525.46	\$6,331.34	\$4,500.00
37-501-200	Travel Expense	E	\$200.00	\$111.06	\$944.34	\$791.78	\$1,500.00
37-501-203	Supplies	E	\$6,379.90	\$6,113.72	\$5,000.00	\$3,768.35	\$5,000.00
37-501-204	Uniforms	E	\$6,000.00	\$5,394.64	\$4,331.00	\$3,249.71	\$5,000.00
37-501-205	Equipment & Material	E	\$4,000.00	\$3,605.50	\$5,800.00	\$1,666.21	\$4,000.00
37-501-206	Ammunition	E	\$0.00	\$0.00	\$420.00	\$0.00	\$1,000.00
37-501-250	Light, Heat & Security	E	\$8,050.00	\$7,865.13	\$8,928.00	\$4,999.27	\$8,195.00
37-501-251	Telephone & Postage	E	\$8,110.00	\$7,726.00	\$8,106.04	\$7,099.80	\$8,151.00
37-501-252	Fuel	E	\$20,000.00	\$12,715.82	\$15,000.00	\$12,277.35	\$18,000.00
37-501-255	Bldg Maint/Clean Svs	E	\$6,344.00	\$5,366.50	\$12,235.55	\$10,647.24	\$12,000.00
37-501-295	Training	E	\$670.10	\$607.10	\$2,000.00	\$1,976.38	\$2,000.00
37-501-301	Computer Maint	E	\$9,951.00	\$8,603.22	\$9,532.00	\$8,363.99	\$9,000.00
37-501-302	Software Support	E	\$10,459.00	\$8,346.26	\$9,409.00	\$8,872.73	\$8,530.00
37-501-304	Website	E	\$0.00	\$0.00	\$0.00	\$0.00	\$788.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-501-305	Technology Upgrades	E	\$2,664.99	\$2,664.99	\$413.00	\$402.03	\$3,000.00
37-501-310	Dues and Subscriptions	E	\$0.00	\$0.00	\$537.00	\$537.00	\$867.00
37-501-318	Freight Charges	E	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
37-501-351	Maint & Repair Equip	E	\$4,000.00	\$3,061.32	\$5,085.00	\$3,961.44	\$4,000.00
37-501-370	2019 Dodge Car 100	E	\$1,500.00	\$357.53	\$2,330.07	\$1,739.75	\$1,500.00
37-501-371	2017 Dodge Car 200	E	\$1,500.00	\$1,484.47	\$1,500.00	\$709.72	\$1,500.00
37-501-372	2016 Dodge Car 300	E	\$1,500.00	\$750.99	\$1,000.00	\$795.02	\$1,500.00
37-501-373	2017 Dodge Car 400	E	\$1,500.00	\$957.19	\$1,215.15	\$376.87	\$1,500.00
37-501-376	2019 Dodge Car 700	E	\$1,500.00	\$829.16	\$1,254.78	\$1,014.78	\$1,500.00
37-501-377	2023 Dodge Car 125	E	\$1,500.00	\$731.66	\$1,500.00	\$943.83	\$1,500.00
37-501-378	2023 Dodge Car 225	E	\$1,500.00	\$1,139.45	\$1,500.00	\$1,272.93	\$1,500.00
37-501-400	Liability Insurance	E	\$19,345.60	\$19,345.60	\$23,797.00	\$16,054.60	\$26,147.00
37-501-415	Medical	E	\$3,000.00	\$1,470.00	\$1,992.00	\$360.00	\$3,000.00
37-501-420	Attorney Fees	E	\$15,000.00	\$3,435.00	\$12,500.00	\$1,710.00	\$10,000.00
37-501-433	COP Program	E	\$3,000.80	\$2,765.79	\$3,000.00	\$1,298.81	\$3,000.00
37-501-499	Miscellaneous	E	\$1,129.60	\$1,118.70	\$555.94	\$483.94	\$1,000.00
37-501-804	Police 2019 Cars Loan Principal (USDA)	E	\$4,965.00	\$4,964.39	\$5,114.59	\$5,114.59	\$5,269.00
37-501-805	Police 2023 Cars Loan Principle (USDA)	E	\$7,410.00	\$7,409.74	\$7,651.00	\$7,650.55	\$7,900.00
37-501-834	Police 2019 Cars Loan Interest (UDSA)	E	\$462.00	\$461.61	\$311.41	\$311.41	\$158.00
37-501-835	Police 2023 Cars Loan Interest (USDA)	E	\$1,568.00	\$1,567.26	\$1,327.00	\$1,326.45	\$1,078.00
37-601-014	Salary - Part Time Code Enforcement	E	\$3,003.64	\$2,814.52	\$2,682.00	\$2,672.68	\$2,800.00
37-601-020	ER-FICA Taxes	E	\$230.00	\$215.37	\$230.00	\$204.51	\$215.00
37-601-060	Workers Comp	E	\$624.00	\$617.19	\$660.00	\$569.36	\$660.00
37-601-252	Fuel/Truck Expense/Insurance	E	\$492.00	\$492.00	\$456.00	\$0.00	\$456.00
37-601-352	Vehicle Maintenance	E	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
37-601-437	Contract Srvs Fire Protection	E	\$87,600.00	\$87,600.00	\$87,600.00	\$73,000.00	\$87,600.00
37-601-475	Donation to Town Fire	E	\$1,550.00	\$1,055.70	\$1,550.00	\$0.00	\$1,550.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-601-476	Code Enforcement Exp	E	\$228.36	\$202.50	\$550.00	\$90.00	\$300.00
37-651-330	Christmas Lights/Santa House	E	\$1,747.00	\$1,747.00	\$2,430.00	\$2,326.56	\$1,875.00
37-651-331	Haley Haywood Park	E	\$768.00	\$0.00	\$0.00	\$0.00	\$785.00
37-651-332	Signs below \$5,000	E	\$1,298.00	\$516.02	\$886.00	\$182.48	\$2,000.00
37-651-333	Street Beautification - Below \$5,000	E	\$4,000.00	\$3,095.98	\$5,219.00	\$2,793.98	\$4,000.00
37-651-335	Street Lighting Electric Bill	E	\$31,202.00	\$31,200.58	\$32,000.00	\$26,505.44	\$34,500.00
37-701-010	Salary - Full Time	E	\$66,569.00	\$65,447.15	\$82,171.00	\$69,640.60	\$88,500.00
37-701-014	Salary - Part Time	E	\$14,448.00	\$13,683.59	\$0.00	\$0.00	\$0.00
37-701-019	Over-Time	E	\$1,366.00	\$400.90	\$1,026.00	\$220.30	\$1,425.00
37-701-020	ER-FICA Taxes	E	\$6,248.00	\$6,069.50	\$6,693.00	\$5,319.77	\$6,811.00
37-701-030	ER - Retirement - Orbit	E	\$16,345.00	\$13,619.08	\$18,171.00	\$14,743.25	\$19,542.00
37-701-040	ER-Health Insurance	E	\$15,128.00	\$14,830.49	\$20,598.00	\$8,597.26	\$24,100.00
37-701-050	ER-Life Insurance	E	\$426.00	\$304.48	\$489.00	\$434.41	\$423.00
37-701-060	ER-Workman's Comp	E	\$1,400.00	\$1,399.22	\$1,856.00	\$1,796.37	\$1,856.00
37-701-203	Supplies	E	\$5,191.00	\$5,190.73	\$5,500.00	\$4,485.09	\$6,000.00
37-701-204	Uniforms	E	\$4,186.00	\$4,032.41	\$3,400.00	\$1,800.77	\$3,600.00
37-701-251	Telephone & Postage	E	\$925.00	\$684.69	\$680.00	\$501.72	\$540.00
37-701-252	Fuel	E	\$12,368.00	\$8,276.02	\$10,000.00	\$5,924.83	\$12,500.00
37-701-312	Tree Removal	E	\$0.00	\$0.00	\$3,600.00	\$3,600.00	\$3,600.00
37-701-351	Maint & Repair Equip	E	\$17,039.00	\$16,688.27	\$10,708.00	\$10,707.49	\$14,000.00
37-701-352	Vehicle Maintenance	E	\$5,548.00	\$5,363.72	\$13,463.62	\$13,275.16	\$7,000.00
37-701-400	Liability Insurance	E	\$8,517.00	\$8,516.83	\$9,795.00	\$6,707.23	\$9,795.00
37-701-431	Street Debris Disposal	E	\$4,894.00	\$4,894.00	\$4,500.00	\$3,680.00	\$4,500.00
37-701-500	Capital Outlay over \$5000	E	\$0.00	\$0.00	\$2,070.00	\$2,069.50	\$0.00
37-701-805	USDA Leaf Machine Principal	E	\$0.00	\$0.00	\$0.00	\$0.00	\$7,842.00
37-701-835	USDA Leaf Machine Interest	E	\$0.00	\$0.00	\$0.00	\$0.00	\$1,989.00
37-701-895	Mowing	E	(\$16,000.00)	(\$15,996.00)	(\$16,000.00)	(\$13,330.00)	(\$16,000.00)

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
37-701-998	Contingency	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-710-361	Maint & Repair POWELL BILL	E	\$4,425.00	\$4,425.00	\$22,241.00	\$22,241.00	\$33,570.00
37-710-405	Audit Expense POWELL BILL	E	\$0.00	\$0.00	\$100.00	\$100.00	\$100.00
37-801-010	Salary - Full Time Sanitation	E	\$54,199.00	\$46,454.67	\$58,089.00	\$48,717.29	\$65,682.00
37-801-014	Salary - Part Time Sanitation	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-801-019	Salary - Over Time Sanitation	E	\$872.00	\$871.22	\$517.00	\$510.75	\$873.00
37-801-020	ER - FICA Sanitation	E	\$4,213.00	\$3,578.07	\$4,503.00	\$3,733.01	\$5,091.00
37-801-030	ER - Retirement - Orbit Sanitation	E	\$11,262.00	\$6,463.34	\$12,225.00	\$9,412.69	\$14,609.00
37-801-040	ER - Health Insurance	E	\$13,808.00	\$9,627.57	\$15,273.00	\$12,977.51	\$15,305.00
37-801-050	ER - Life Insurance	E	\$259.00	\$204.80	\$251.00	\$54.56	\$272.00
37-801-060	Workman's Compensation	E	\$3,682.00	\$3,664.92	\$3,665.00	\$2,232.57	\$3,665.00
37-801-203	Supplies	E	\$568.00	\$550.25	\$430.00	\$423.70	\$1,000.00
37-801-204	Uniforms	E	\$2,912.00	\$2,091.08	\$1,976.00	\$1,940.85	\$2,100.00
37-801-251	Telephone & Postage	E	\$500.00	\$371.24	\$500.00	\$285.58	\$500.00
37-801-252	Fuel	E	\$3,978.00	\$2,522.78	\$3,374.00	\$2,079.47	\$4,500.00
37-801-350	Landfull Fees	E	\$20,250.00	\$20,034.75	\$23,678.00	\$14,865.80	\$26,183.00
37-801-352	Vehicle Maintenance	E	\$1,755.00	\$1,754.22	\$3,931.73	\$3,169.56	\$2,500.00
37-801-400	Liability Insurance	E	\$4,974.00	\$4,973.28	\$6,603.00	\$4,867.25	\$7,593.00
37-901-038	Transfer Out to WS for USDA Loan	E	\$7,281.00	\$7,281.00	\$7,281.00	\$7,281.00	\$7,281.00
37-901-889	Transfer Out to USDA Loan Reserve	E	\$2,647.00	\$0.00	\$2,169.00	\$0.00	\$3,152.00
			\$1,515,922.70	\$1,319,087.03	\$1,715,228.57	\$1,350,162.66	\$1,842,979.00
			\$3,070,643.70	\$2,821,509.09	\$3,424,960.57	\$2,756,855.32	\$3,685,956.00
Fund: 38							
Type: R							
38-351-401	Water Sales	R	\$821,313.00	\$827,112.72	\$911,133.00	\$746,375.16	\$980,000.00
38-351-402	Debt Setoff WATER	R	\$224.00	\$1,636.26	\$53.00	\$1,107.48	\$100.00
38-351-404	Sewer Services	R	\$695,580.00	\$674,847.69	\$717,364.00	\$567,358.18	\$793,060.00
38-351-407	Debt Setoff SEWER	R	\$196.00	\$1,447.00	\$42.00	\$808.47	\$200.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
38-351-408	Town Taps/Connection Fee	R	\$32,711.00	\$27,965.33	\$22,000.00	\$8,031.49	\$8,000.00
38-351-416	Dis/Reconnection Fee	R	\$9,468.00	\$9,314.22	\$9,960.00	\$5,572.41	\$9,000.00
38-351-417	Fire Sprinkler	R	\$2,337.00	\$2,644.86	\$2,620.00	\$3,359.10	\$3,500.00
38-351-418	Late Fees/Penalty/Cut Off	R	\$22,742.00	\$19,764.71	\$20,972.00	\$17,134.70	\$20,900.00
38-351-419	Returned Check Fee	R	\$900.00	\$680.00	\$987.00	\$1,010.00	\$1,000.00
38-351-420	Debt Setoff Late Fees/Penalty/Cut Off	R	\$200.00	\$590.95	\$25.00	\$306.25	\$100.00
38-365-410	Interest/investment Income NCCMT	R	\$14,324.00	\$13,233.63	\$13,628.00	\$8,811.07	\$13,000.00
38-365-421	Account Activation Fee	R	\$2,513.00	\$3,200.00	\$2,925.00	\$2,725.00	\$3,000.00
38-381-037	Transfer In From GF	R	\$7,281.00	\$7,281.00	\$7,281.00	\$7,281.00	\$7,281.00
38-395-396	Apropriated Fund Balance (Budget Only)	R	\$232,517.00	\$0.00	\$65,310.00	\$0.00	\$36,119.00
			\$1,842,306.00	\$1,589,718.37	\$1,774,300.00	\$1,369,880.31	\$1,875,260.00
Type: E							
38-851-010	Salary Full Time	E	\$113,450.00	\$112,207.11	\$122,085.00	\$97,684.34	\$124,560.00
38-851-014	Salary - Part Time	E	\$15,801.00	\$15,537.91	\$12,626.00	\$11,017.46	\$13,202.00
38-851-019	Salary Over-Time	E	\$7,011.00	\$5,596.47	\$5,406.00	\$2,428.71	\$8,768.00
38-851-020	ER-FICA Taxes	E	\$10,093.00	\$9,440.90	\$11,096.00	\$8,471.66	\$11,210.00
38-851-030	ER - Retirement Orbit	E	\$21,886.00	\$19,599.81	\$25,633.00	\$17,959.17	\$25,439.00
38-851-040	ER - Health Insurance WATER	E	\$18,510.00	\$18,368.97	\$24,997.00	\$15,878.15	\$24,699.00
38-851-050	ER - Life Insurance	E	\$500.00	\$379.36	\$382.00	\$332.00	\$500.00
38-851-060	ER - Workman's Comp	E	\$969.00	\$825.36	\$1,112.00	\$730.96	\$1,112.00
38-851-200	Travel Expense	E	\$0.00	\$0.00	\$215.00	\$0.00	\$500.00
38-851-203	Supplies	E	\$32,129.00	\$27,652.85	\$36,000.00	\$32,300.83	\$38,000.00
38-851-204	Uniforms	E	\$2,958.00	\$2,941.65	\$3,120.00	\$2,049.00	\$3,400.00
38-851-250	Light & Heat & Security	E	\$6,090.00	\$5,109.64	\$5,520.00	\$4,017.35	\$6,390.00
38-851-251	Telephone & Postage	E	\$10,222.00	\$9,982.15	\$11,466.00	\$8,402.40	\$10,896.00
38-851-252	Fuel	E	\$9,914.00	\$7,825.23	\$10,000.00	\$5,178.00	\$9,000.00
38-851-255	Bldg. Maint/Clean Svs	E	\$3,117.00	\$2,683.33	\$6,672.00	\$5,698.31	\$6,492.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
38-851-260	Electric Tank/Pumps	E	\$3,401.00	\$2,594.51	\$3,401.00	\$2,498.62	\$3,401.00
38-851-295	Training	E	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
38-851-296	Continuing Education	E	\$1,281.00	\$362.50	\$1,300.00	\$1,074.00	\$1,300.00
38-851-301	Computer Maintenance	E	\$3,806.00	\$3,544.91	\$5,819.00	\$4,488.08	\$5,819.00
38-851-302	Software Support	E	\$9,625.00	\$9,424.70	\$9,300.00	\$8,773.26	\$9,300.00
38-851-304	Website	E	\$0.00	\$0.00	\$0.00	\$0.00	\$788.00
38-851-305	Technology Upgrades	E	\$27.00	\$12.50	\$1,738.00	\$241.60	\$1,000.00
38-851-309	Advertising	E	\$140.00	\$87.50	\$265.00	\$102.03	\$265.00
38-851-310	Dues & Subscriptions	E	\$501.00	\$500.22	\$880.00	\$282.82	\$880.00
38-851-313	State Permits	E	\$1,270.00	\$1,270.00	\$1,331.00	\$1,331.00	\$1,400.00
38-851-345	Water Tank Contract	E	\$20,567.00	\$19,566.56	\$21,061.00	\$21,060.16	\$21,600.00
38-851-347	Lab Analysis	E	\$2,210.00	\$1,275.00	\$1,200.00	\$1,170.00	\$2,200.00
38-851-351	Maint. & Repair Equip	E	\$3,944.00	\$3,693.22	\$8,327.00	\$8,050.09	\$9,000.00
38-851-352	Vehicle Maintenance	E	\$3,750.00	\$2,816.31	\$4,491.27	\$3,688.32	\$5,000.00
38-851-400	Town Liability Insurance	E	\$11,524.00	\$11,523.62	\$13,253.00	\$8,800.83	\$14,578.00
38-851-405	Audit Expense	E	\$5,750.00	\$5,750.00	\$6,559.00	\$6,350.00	\$6,559.00
38-851-434	WS grant expense	E	\$0.00	\$0.00	\$21,592.00	\$19.00	\$31,292.00
38-851-448	External Contract	E	\$21,583.00	\$21,582.18	\$28,038.00	\$26,994.76	\$25,000.00
38-851-451	Water Purchase	E	\$252,710.00	\$216,311.35	\$250,000.00	\$127,582.47	\$250,000.00
38-851-473	Un Used, No tras history	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
38-851-498	Capital Outlay Below \$5000	E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
38-851-500	Capital Outlay \$5000 and Above	E	\$64,058.00	\$0.00	\$2,070.00	\$2,069.50	\$0.00
38-851-802	USDA Public Works Trucks - Princ Water	E	\$8,773.00	\$0.00	\$6,109.00	\$6,108.52	\$6,271.00
38-851-803	USDA Town Hall/WS Loan Principal	E	\$29,300.00	\$0.00	\$29,858.00	\$2,328.50	\$28,958.00
38-851-833	USDA Town Hall/WS Loan Interest	E	\$14,863.00	\$14,823.76	\$14,502.00	\$1,312.00	\$14,193.00
38-851-836	USDA Public Works Trucks - Int Water	E	\$1,109.00	\$1,109.13	\$856.00	\$855.96	\$694.00
38-851-895	Grass Cutting Expense	E	\$16,000.00	\$15,996.00	\$16,000.00	\$13,330.00	\$16,000.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
38-851-896	WS 25% of GF Expense	E	\$55,177.00	\$55,176.96	\$59,399.00	\$47,237.15	\$68,608.00
38-851-998	Contingency	E	\$0.00	\$0.00	\$1,832.00	\$0.00	\$11,920.00
38-852-010	Salary - Full Time	E	\$113,030.00	\$112,568.68	\$122,085.00	\$97,149.66	\$124,560.00
38-852-014	Salary - Part Time	E	\$15,736.00	\$15,374.62	\$12,626.00	\$11,016.96	\$13,202.00
38-852-019	Salary - Over Time Sewer	E	\$6,511.00	\$6,257.39	\$7,056.00	\$3,634.20	\$8,768.00
38-852-020	ER - FICA Sewer	E	\$10,453.00	\$9,833.25	\$11,096.00	\$8,545.52	\$11,210.00
38-852-030	ER-Retirement Orbit	E	\$21,886.00	\$19,717.75	\$25,633.00	\$18,139.09	\$25,439.00
38-852-040	ER-Health Insurance SEWER	E	\$20,220.00	\$18,396.87	\$24,997.00	\$15,877.78	\$24,699.00
38-852-050	ER-Life Insurance	E	\$500.00	\$379.36	\$382.00	\$331.93	\$407.00
38-852-060	ER-Workman's Comp	E	\$826.00	\$825.35	\$1,112.00	\$730.95	\$1,112.00
38-852-200	Travel Expense	E	\$3.00	\$0.00	\$215.00	\$0.00	\$300.00
38-852-203	Supplies	E	\$28,370.00	\$30,610.52	\$34,124.00	\$31,818.87	\$38,000.00
38-852-204	Uniforms	E	\$2,958.00	\$2,941.48	\$3,120.00	\$2,048.85	\$3,120.00
38-852-250	Light & Heat & Security	E	\$7,000.00	\$5,049.18	\$6,615.00	\$4,225.17	\$7,000.00
38-852-251	Telephone & Postage	E	\$11,028.00	\$10,867.83	\$11,517.00	\$8,559.96	\$11,312.00
38-852-252	Fuel	E	\$9,637.00	\$7,799.66	\$10,000.00	\$5,177.98	\$9,000.00
38-852-255	Bldg. Maint/Clean Svs	E	\$3,117.00	\$2,683.33	\$6,672.00	\$5,698.32	\$6,492.00
38-852-260	Electric Tank/Pumps	E	\$12,000.00	\$11,540.36	\$12,000.00	\$8,753.35	\$12,000.00
38-852-295	Training	E	\$300.00	\$300.00	\$0.00	\$0.00	\$1,000.00
38-852-296	Continuing Education	E	\$320.00	\$320.00	\$1,300.00	\$385.00	\$1,300.00
38-852-301	Computer Maint.	E	\$3,806.00	\$3,544.82	\$5,819.00	\$4,487.92	\$5,819.00
38-852-302	Software Support	E	\$9,625.00	\$9,424.69	\$9,300.00	\$8,773.25	\$9,300.00
38-852-304	Website	E	\$0.00	\$0.00	\$0.00	\$0.00	\$788.00
38-852-305	Technology Upgrades	E	\$13.00	\$12.48	\$1,738.00	\$241.60	\$1,000.00
38-852-309	Advertising	E	\$503.00	\$502.50	\$500.00	\$392.45	\$500.00
38-852-310	Dues & Subscriptions	E	\$501.00	\$500.20	\$880.00	\$282.82	\$880.00
38-852-313	State Permits	E	\$1,960.00	\$1,960.00	\$1,500.00	\$265.00	\$1,500.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
38-852-351	Maint & Repair Equip	E	\$3,803.00	\$3,777.74	\$8,327.00	\$8,050.08	\$6,000.00
38-852-352	Vehicle Maintenance	E	\$1,853.00	\$1,852.86	\$4,491.27	\$3,688.27	\$5,000.00
38-852-400	Liability Insurance	E	\$6,285.00	\$6,284.51	\$7,228.00	\$5,089.61	\$7,458.00
38-852-405	Audit Expense	E	\$5,750.00	\$5,750.00	\$6,559.00	\$6,350.00	\$6,559.00
38-852-434	WS Grant Expense	E	\$0.00	\$0.00	\$15,000.00	\$19.00	\$15,000.00
38-852-435	Purchase of Sewer Services	E	\$402,384.00	\$424,845.16	\$434,416.00	\$290,556.01	\$479,240.00
38-852-448	External Contract	E	\$20,398.00	\$20,397.67	\$22,350.00	\$21,771.15	\$22,000.00
38-852-473	WWTP Rehab Annual Payment	E	\$20,884.00	\$20,883.59	\$22,073.00	\$21,874.28	\$21,438.00
38-852-500	Capital Outlay \$5000 and Above	E	\$33,721.00	\$0.00	\$2,070.00	\$2,069.50	\$0.00
38-852-802	USDA Public Works Trucks - Princ Sewer	E	\$8,773.00	\$0.00	\$6,109.00	\$1,270.72	\$6,271.00
38-852-803	USDA Town Hall/WS Loan Principal	E	\$29,300.00	(\$0.01)	\$29,858.00	\$7,166.32	\$29,858.00
38-852-804	NCDEQ Unity, Bute & Battle Sewer Rehab Princ	E	\$14,388.00	\$0.00	\$14,388.00	\$14,387.20	\$14,388.00
38-852-809	John Riggans Easement Pmt	E	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
38-852-811	NCDEQ Sewer Rehab Annual Loan- Principal	E	\$13,750.00	\$0.00	\$13,750.00	\$13,750.00	\$13,750.00
38-852-833	USDA Town Hall/WS Loan Interest	E	\$14,863.00	\$14,823.77	\$14,502.00	\$1,312.00	\$14,193.00
38-852-836	USDA Public Works Trucks - Int Sewer	E	\$1,109.00	\$1,108.65	\$856.00	\$855.98	\$694.00
38-852-837	NCDEQ Sewer Rehab Annual Loan- Interest	E	\$2,475.00	\$2,475.00	\$2,200.00	\$2,200.00	\$1,925.00
38-852-896	WS 25% of GF Expense	E	\$55,177.00	\$55,177.00	\$59,399.00	\$47,237.16	\$68,608.00
38-852-998	Contingency	E	\$0.00	\$0.00	\$848.00	\$0.00	\$12,000.00
38-901-889	Transfer Out to USDA Loan Reserve	E	\$0.00	\$0.00	\$9,560.00	\$0.00	\$9,476.00
			\$1,700,235.00	\$1,455,357.93	\$1,770,782.54	\$1,192,080.92	\$1,875,260.00
			\$3,542,541.00	\$3,045,076.30	\$3,545,082.54	\$2,561,961.23	\$3,750,520.00
Fund: 39							
Type: R							
39-351-405	Septic Disposal Service	R	\$42,074.00	\$55,805.00	\$49,980.00	\$50,675.00	\$50,106.00
39-351-470	Town Sewer Revenues	R	\$402,384.00	\$424,845.16	\$434,416.00	\$290,556.01	\$479,240.00
39-351-471	Sewer Revenues - County	R	\$322,189.00	\$340,174.97	\$316,092.00	\$211,415.97	\$359,514.00
39-351-472	Sewer Rev Norlina	R	\$218,881.00	\$231,099.83	\$241,310.00	\$161,397.91	\$264,613.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
			\$985,528.00	\$1,051,924.96	\$1,041,798.00	\$714,044.89	\$1,153,473.00
Type: E							
39-861-010	Salary - Full Time	E	\$222,024.00	\$245,124.82	\$250,406.00	\$206,355.39	\$254,542.00
39-861-014	Salary - Part Time	E	\$21,213.00	\$20,361.43	\$9,455.00	\$8,107.50	\$9,455.00
39-861-019	Over-Time	E	\$15,767.00	\$12,206.00	\$14,829.17	\$11,692.78	\$18,000.00
39-861-020	ER-FICA Taxes	E	\$19,835.00	\$17,079.85	\$21,206.00	\$16,078.01	\$21,652.00
39-861-030	ER - Retirement Orbit	E	\$49,205.00	\$41,091.69	\$53,582.00	\$42,220.09	\$57,780.00
39-861-040	ER- Health Insurance	E	\$38,067.00	\$36,883.74	\$46,714.00	\$33,370.62	\$45,588.00
39-861-050	ER-Life Insurance	E	\$785.00	\$729.27	\$802.00	\$676.10	\$849.00
39-861-060	ER-Workman's Comp	E	\$1,955.00	\$1,583.40	\$1,584.00	\$1,508.91	\$1,584.00
39-861-200	Travel Expense	E	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
39-861-203	Supplies	E	\$102,071.00	\$101,846.04	\$72,930.00	\$61,287.86	\$83,000.00
39-861-204	Uniforms	E	\$5,875.00	\$5,874.88	\$5,460.00	\$4,074.78	\$5,750.00
39-861-250	Light, Heat & Security	E	\$88,592.00	\$77,014.01	\$90,000.00	\$69,556.42	\$96,500.00
39-861-251	Telephone & Postage	E	\$6,690.00	\$6,133.63	\$6,858.00	\$5,223.79	\$6,778.00
39-861-252	Fuel	E	\$10,250.00	\$9,040.48	\$10,065.00	\$5,279.45	\$10,250.00
39-861-295	Training	E	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
39-861-296	Continuing Education	E	\$1,380.00	\$402.50	\$120.00	\$120.00	\$1,500.00
39-861-301	Computer Maint.	E	\$7,000.00	\$5,656.30	\$10,289.00	\$7,066.62	\$10,289.00
39-861-302	Software Support	E	\$4,208.00	\$3,097.61	\$4,098.99	\$3,384.89	\$3,699.00
39-861-304	Website	E	\$0.00	\$0.00	\$0.00	\$0.00	\$788.00
39-861-305	Technology Upgrades	E	\$2,000.00	\$25.00	\$1,100.00	\$0.00	\$1,000.00
39-861-309	Advertising	E	\$1,000.00	\$594.00	\$1,000.00	\$527.63	\$1,000.00
39-861-310	Dues & Subscriptions	E	\$154.00	\$0.00	\$3,154.00	\$2,880.00	\$3,500.00
39-861-318	Freight Charges	E	\$2,320.00	\$2,319.67	\$1,220.01	\$1,150.08	\$2,250.00
39-861-342	Maint & Repair Plant	E	\$125,460.00	\$117,789.88	\$140,713.83	\$120,565.42	\$130,000.00
39-861-344	Sludge Removal	E	\$75,539.00	\$75,538.50	\$68,235.00	\$48,030.50	\$72,000.00

GL Account	GLAcct Desc	Type	P/Y Budget	P/Y Actual	Current Bgt	Current Act	Recommended
39-861-345	Beaver Control	E	\$750.00	\$200.00	\$0.00	\$0.00	\$750.00
39-861-346	Lab Material & Supplies	E	\$11,526.00	\$11,333.42	\$11,711.00	\$10,892.36	\$11,526.00
39-861-347	Lab Analysis	E	\$27,435.00	\$25,120.00	\$27,225.00	\$24,323.00	\$35,000.00
39-861-349	OSHAComp/Safety M&S	E	\$1,500.00	\$1,125.00	\$1,500.00	\$150.00	\$1,500.00
39-861-352	Vehicle Maintenance	E	\$4,728.00	\$2,923.42	\$6,232.55	\$4,122.10	\$4,750.00
39-861-400	Liability Insurance	E	\$20,520.00	\$20,519.53	\$25,068.00	\$16,527.94	\$29,668.00
39-861-405	Audit Expense	E	\$11,500.00	\$11,500.00	\$13,117.00	\$12,700.00	\$13,117.00
39-861-434	WWTP Grant Expense	E	\$0.00	\$0.00	\$30,000.00	\$0.00	\$90,000.00
39-861-441	Certify Lab Services	E	\$930.00	\$465.18	\$1,000.00	\$658.59	\$1,000.00
39-861-444	Permits & Fees	E	\$15,199.00	\$15,000.83	\$16,381.00	\$14,440.08	\$15,079.00
39-861-446	Influent Debris Removal	E	\$6,793.00	\$6,792.76	\$7,044.00	\$4,638.59	\$7,044.00
39-861-500	Capital Outlay \$5000 and Over	E	\$119,265.00	\$0.00	\$2,070.00	\$2,069.49	\$0.00
39-861-810	NCDEQ WWTP Phase 2 Principal	E	\$23,607.00	(\$0.10)	\$23,607.00	\$23,606.60	\$23,607.00
39-861-897	WWTP 25% of GF Exp	E	\$61,428.00	\$61,117.61	\$64,003.00	\$48,090.48	\$69,438.00
39-861-998	Contingency	E	\$0.61	\$0.00	\$0.00	\$0.00	\$12,240.00
			\$1,107,071.61	\$936,490.35	\$1,043,280.55	\$811,376.07	\$1,153,473.00
			\$2,092,599.61	\$1,988,415.31	\$2,085,078.55	\$1,525,420.96	\$2,306,946.00
Not Contains([Fund], '36') And Not Contains([Fund], '40') And Not Contains([Fund], '42') And Not Contains([Fund], '43') And Not Contains([Fund], '45') And Not Contains([Fund], '46')							





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

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Warrenton, NC 27589-0281  
(252) 257-1122 Fax (252) 257-9219  
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### **Closing Out Fund 34 (Frontier Warren)**

As part of the year-end audit process, auditors have required a final accounting adjustment to close out Fund 34 (Frontier Warren). Because Fund 34 does not maintain an independent fund balance, the General Fund must record a fund balance transfer of \$46,545 to fully reconcile and close the fund.

The majority of this impact has already been recognized in prior fiscal years, with only approximately \$9,000 attributable to expenditures incurred during the current fiscal year.

While the total adjustment may appear significant, it represents costs accumulated over a six-year period. Furthermore, approximately three-fourths of the amount is attributable to improvements made to the Henderson Fruit & Produce building, where tenant upfit costs were exchanged in lieu of rental payments. These improvements provided a long-term benefit to the facility while supporting the successful occupancy and activation of the space.

The proposed adjustment is primarily an accounting measure necessary to properly conclude Fund 34 activities and ensure accurate financial reporting.





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### **Christmas Wreath Bulb and Bow Replacement**

Replacement bulbs and a replacement red bow were ordered from Mosca Design. To test the time it takes to replace the bulbs and bows, I had one wreath delivered to my office. Several things were different than expected.

1. There are only 25 LED lights per wreath, not 50.
2. LED lights took just a few minutes to replace.
3. None of the wreaths had ever been adjusted since they were initially ordered and delivered. Anthony said he could change out the wreaths.
4. I pulled out the wreath greenery, as it was wrapped around the metal frame in its original condition. This change better exposed the LED lights.

The costs for bulb and bow replacement include the following:

- 63 bows at \$45.60 each: \$2,873
- 30 bags of LED lights with a quantity of 25 per bag: \$855
- Shipping and handling: TBD
  - **Total not including shipping = \$3,728**



355 Park Avenue  
 Youngsville, NC 27596  
 800-332-6798  
 (919)954-0200

# Invoice

Date	Invoice #
5/22/2026	46496

<b>Bill To:</b>
Town of Warrenton, NC Attn: Dian Sourelis PO Box 281 Warrenton, NC 27589

<b>Ship To:</b>
Town of Warrenton, NC Attn: Dian Sourelis 133 S Bragg Street Warrenton, NC 27589 US

P.O. No.	Terms	Sales Rep	Ship Via	County
	Net 20	SKH	UPS Ground	Warren
Qty	Item	Description	Price	Amount
2	LED Lamps ...	LED C-7 Faceted Sun Warm White Lamp (Bag of 25)	28.50	57.00T
1	Premium Bows	FBGT-4-RV 18" Red Velvet Bow 4-loop with Gold Trim - 22" Tails	45.60	45.60T
1	UPS/Shipping	Shipping/Handling Charges	28.71	28.71T
		Total sales tax calculated by AvaTax	8.86	8.86

Please feel free to call our office for instructions on how to make payments via Quickbooks, ACH or Wire transfer. Phone: 800-332-6798	<b>Payments</b>	<b>\$0.00</b>
	<b>Balance Due</b>	<b>\$140.17</b>



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## **HDC Process Recommended Changes**

**Priority #1** Design Standards will be strictly adhered to in their current form. Changes to the Design Standards will be taken up as needed/desired. HDC Board votes will be based on adherence to design standards, unless undue financial hardship is demonstrated.

### **Priority #2** After-The-Fact COAs

ATF COAs will be handled in accordance with the ordinances and in the following manner:

1. Larger fine of \$500 to be incurred automatically if no COA is sought before work is done. If unauthorized work is discovered by Town Administrator, then Notice of Violation will be issued allowing for 30 days to remedy or to discuss remedies with Town Administrator. After 30 days of Notice Of Violation and no contact or activity from property owner, a penalty of \$100 per day will be assessed. No penalties will be applied as long as property owner trying to resolve in good faith.
2. Penalty payments must be received on or before submission date of ATF COA.
3. An ATF COA application must be consistent with Design Standards.

**Priority #3** A letter highlighting these above processes will be mailed to every property owner in the historic district, prior to implementation. Penalties will be highlighted as an insert to each Design Standards booklet provided upon opening a water account.

**Priority #4** Wording developed to insert in Ordinance, Chapter 153.91 for \$500 ATF penalty.

### **Priority #5** Enforcement

Internal process to follow up on specific requirements and details of each approved COA will be as follows:

- Approved COAs will be tracked in software Cloud Permit. Depending on the timeframe or property owner's expectation for completion of work (repairs, changes, new tree plantings) a follow-up inspection date will be set up. Results of follow-up inspections will be provided to HDC in their regular board packet for review.
- A list of violators and ATF applicants will be created.



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**Project Title:**

Warren County Regional Creative Placemaking & Downtown Revitalization Initiative

**Lead Organization:**

Town of Warrenton, North Carolina

**Partner Organizations:**

Warren County, Warren County Arts Council, Warren County School District, Heritage Quilters, Preservation Warrenton, Warrenton Rotary Club

**Project Overview**

Regional Creative Placemaking & Downtown Revitalization is a groundbreaking placemaking initiative that will transform the historic courthouse square in Warrenton, North Carolina, into a vibrant digital canvas through the art of 3D Projection Mapping. This project brings together artists, students, and community organizations to co-create immersive light-based public art experiences that animate the courthouse façade with stories, culture, and creativity unique to Warren County.

The installation will feature rotating digital content – developed locally – that artfully reimagines the courthouse architecture using advanced but user-friendly 3D animation, video, and projection software. By utilizing this innovative art form, the project seeks to invigorate the local economy, build community pride, support artistic careers, assist historically disadvantaged individuals and position Warrenton as a destination for cultural tourism.

Warrenton respectfully requests \$50,000 to (a) purchase projection equipment and media server, (b) complete professional installation and calibration, and (c) produce initial content and training from XO IMMERSIVE, located in Raleigh, NC. These investments directly enable first-year operations and build durable capacity for years and decades to come. Local match and in-kind support valued at \$32,420 – including volunteer hours, matching dollars, and other sponsorships – are already committed to leverage USDA’s grant.

**Innovative and Experimental Approach**

Regional Creative Placemaking & Downtown Revitalization would represent the only continuous small-town 3D Projection Mapping project in the country. While this cutting-edge medium has been used in major cities and festivals worldwide, its application in a rural, economically distressed community like Warrenton is both bold and transformative. This

distinction will position Warrenton as a regional attraction and a potential feature story for state and regional tourism campaigns, further amplifying its draw.

This project is not merely about jobs and economic development – it is about reimagining the role of public space in our small town. It creates a dynamic canvas where art, history, and culture intersect in real-time, challenging traditional boundaries between audience and artist, structure and story. The courthouse, usually a static and formal structure, will become a living, animated symbol of community transformation.

### **Creativity and Community-Driven Art**

The creative process is deeply inclusive. Local high school and community college students will work with local artists to produce animated content. Themes will evolve with the seasons and community events – celebrating everything from quilting heritage to local festivals, like the Bluebird and Harvest Moon festivals, as well as holidays.

Content will include quilt pattern animations, holiday illusions, or rotating architecture that visually "unwraps" the courthouse façade. For example, a quilt-themed projection could coincide with a quilt show and live stitching event, supported by local merchants involved in the trade. This blending of visual storytelling and community commerce exemplifies a holistic approach to placemaking.

### **Job Creation**

Specifically, the project would create opportunities for:

- **Local artists, animators, and digital media creators** to develop and manage projection mapping content;
- **Technical and production support services**, including audio/visual installation, projection equipment operation, programming, and event setup;
- **Students and emerging creatives** to gain hands-on workforce training in digital design, animation, media production, and collaborative technology applications, helping prepare them for future employment in creative and technology-based industries;
- **Downtown businesses and entrepreneurs** through increased visitor traffic during events and seasonal installations, resulting in greater demand for restaurants, retail shops, lodging, and related services;
- **Event-related employment and vendor opportunities** associated with festivals, markets, performances, and themed downtown programming connected to the projection displays.

Because this project will be directly tied to local merchants through its content, it will sustain and support current and additional part-time and full-time jobs for existing businesses including restaurants, breweries, distilleries, craft shops, clothing shops and other retail establishments.

The project also strengthens long-term economic development by positioning Warrenton and Warren County as a regional cultural tourism destination. Increased visitation and downtown activity can support the expansion of existing businesses while encouraging the establishment of new small businesses, creative enterprises, and tourism-related services.

Additionally, by building local digital arts capacity instead of relying exclusively on outside consultants, the initiative intentionally develops local talent and entrepreneurial opportunities within Warren County.

### **Entrepreneurial Spirit and Local Empowerment**

This project is a model of entrepreneurial public leadership. It is championed by the Town Administrator, who brings both private startup and public sector experience, and who has secured partnerships across public, private, and nonprofit sectors. The Town Administrator has successfully partnered with Research Triangle Foundation (RTF) (RTP.org), establishing the first partnership with RTF in its sixty-five-year history. This partnership has led to the creation of Frontier Warren in downtown Warrenton, modeled after Frontier RTP. This partnership has recently resulted in a local cohort of startup companies participating in a grant-funded accelerator program which demonstrated how to scale a business and secure funding in an historically disadvantaged community.

Rather than relying solely on outside consultants, Regional Creative Placemaking & Downtown Revitalization will build local digital arts capacity, positioning young residents for potential careers in design, animation, and media. With an initial content framework in place, new content can be added at minimal cost, encouraging sustainable local innovation.

The project strengthens Warrenton's cultural economy by fostering relationships among artists, educators, businesses, and civic groups. It leverages the creative economy not as an accessory to economic development, but as its engine. We believe this unique blend of tradition and innovation directly aligns with USDA's mission to strengthen small-town vitality, foster innovation, and connect communities in meaningful and enduring ways.

This alignment is evident in three ways: connectivity (uniting residents and visitors in shared public space), innovation (applying advanced projection technology in a rural setting), and small-town revitalization (boosting economic activity and cultural engagement).

### **Creative Placemaking at Its Core**

Regional Creative Placemaking & Downtown Revitalization transforms not just a building, but the way residents and visitors feel about and experience place. It activates public space in ways that are visual, emotional, and participatory – encouraging people to linger, engage, and return.

Focusing on the recently adopted placemaking initiative highlighting Warrenton as the Eastern Bluebird Capital, this project will build on existing identity, help boost community pride, and generate buzz in surrounding and larger population centers. Increasing the focus on the adopted bluebird emblem while attracting outside interest—addresses a dual goal of placemaking.

In sum, Regional Creative Placemaking & Downtown Revitalization is a luminous example of how small towns can adopt cutting-edge approaches to catalyze cultural and economic

renewal. It offers a replicable, scalable model for other rural communities seeking to ignite imagination and investment through bold, inclusive, and creative placemaking.

Local businesses will benefit not only from increased tourism but also from greater participation by residents drawn to evening activities and cultural programming. Because new projection content, in addition to bluebird content, will be developed continuously for the courthouse façade, local merchants will be integrated into interactive, game-like experiences that create both excitement and revenue opportunities. For example, a projection might hide a playful image – such as a slice of pizza—that, when spotted and photographed, could be redeemed for a complimentary slice with the purchase of dinner at the local pizzeria. Another example would be a “Seasonal Specials” during the fall projection series. A small pumpkin or autumn leaf image could be hidden in the content. Spotters could present the photo for a seasonal drink special at local cafés or restaurants. These creative tie-ins foster community engagement while directly driving customers to downtown businesses.

Tourism in Warrenton is projected to grow by tens of thousands of additional visitors in the first year, using PlacerAI’s analysis of anonymized cell phone location data to track downtown visitor traffic. This surge would represent one of the most significant single-year tourism increases in the town’s and county’s history. Projected first-year metrics include at least 12,000 event attendees, 25 to 50 students trained in digital art, and participation from a minimum of 15 local businesses in projection-related promotions.

### **Educational Focus: Student Art Through Technology**

As part of Regional Creative Placemaking & Downtown Revitalization, students from Warren County New Tech High School will be engaged in the creation of original, animated artwork that will be projected onto Warrenton’s historic courthouse. Students will be able to quickly learn the user-friendly mapping software in order to create unique, themed, local presentations for display.

New Tech students will gain exposure to digital art tools while learning basic animation, design, and collaboration skills. Most importantly, they will see their artwork projected publicly — giving them a sense of pride, ownership, and validation as young artists.

By working with students from New Tech, Regional Creative Placemaking & Downtown Revitalization will involve an historically underrepresented group, providing an opportunity for underrepresented individuals to work with cutting edge technology while collaborating – adding, editing, and animating shared digital content on the same canvas. This shared process will encourage teamwork, creativity, and digital storytelling, further benefiting an historically disadvantaged group. Recruitment will be coordinated through direct collaboration with school counselors, local nonprofits, and community liaisons to ensure broad participation, with a goal of at least 60% of participants from underserved groups.

Impact on this historically underprivileged group will be significant, reaching up to 200 students annually and up to 50 in depth for at least the next decade to come.

## Shovel Ready Project

Regional Creative Placemaking & Downtown Revitalization is a truly shovel-ready project – fully conceptualized, community-vetted, and poised for immediate implementation. The Town of Warrenton has already secured local matching funds, and partnerships with key stakeholders are firmly in place. Project leadership has been actively engaged for several years, and only recently has the cost of technology in this area come down to affordable levels. All technical groundwork – including vendor consultations, design planning, and public engagement – has already taken place. The site, infrastructure, and permitting are ready to support immediate installation upon funding approval. This high-impact initiative is not aspirational; rather it is ready to implement, ensuring that grant dollars will yield swift, visible, and enduring returns for the community.

## Long-term Sustainability

To ensure the long-term sustainability of Regional Creative Placemaking & Downtown Revitalization, new projection content will be developed annually at minimal cost by leveraging the skills of students, local artists, and volunteers. This community-driven approach minimizes reliance on outside vendors while fostering local creative capacity. Managed by the Town of Warrenton, a preventative maintenance plan will be implemented to keep projection equipment in optimal condition, including routine inspections, software updates, and timely repairs, ensuring uninterrupted programming. The project will operate on a recurring schedule aligned with seasonal events and community celebrations, keeping the experience fresh and engaging year-round. Matching funds and in-kind contributions – including volunteer hours, technical expertise from partner organizations, and sponsorships from local businesses – will provide ongoing financial and operational support, guaranteeing that the program continues to thrive well beyond the initial grant period.

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## Video Sampling

<https://www.youtube.com/watch?v=xkiEXGACJdI>



## Visual Sampling

<b>Projection Mapping Project</b>		
<b>Description</b>	<b>Estimated Cost</b>	
Projector with 16k lumens or greater	\$ 45,000	
Media server - Mac mini M4	\$ 3,000	
Heavy Duty extension cords, cables adapters	\$ 200	
Mapping Software	\$ 750	
XO Immersive Content creation	\$ 14,050	
Environmental Enclosure	\$ 12,000	
	<b>\$ 75,000</b>	

Requesting \$60,000 from USDA  
Seeking \$15,000 in local match

**SHORT FORM OF AGREEMENT  
BETWEEN OWNER AND ENGINEER  
FOR  
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of \_\_\_\_\_ (“Effective Date”) between the Town of Warrenton, North Carolina (“Owner”) and Municipal Engineering, Inc. (MEI) (“Engineer”).

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

**2026 Sanitary Sewer Asset Assessment and Evaluation (“Project”).**

**Project Description**

In March 2026, the Town of Warrenton was awarded a \$150,000 wastewater system Asset Inventory and Assessment (AIA) Grant from the NCDEQ Division of Water Infrastructure. The town will use these funds to update portions of its sewer collection system GIS maps and database, perform an assessment of the town’s sewer lift stations, conduct a CCTV inspection of approx. 10,000 linear feet of clay collection system gravity sewers including manhole inspections and smoke testing, and update the town’s Wastewater System Asset Management Plan (AMP) and 10-Year Capital Improvements Plan (CIP).

The project is funded through the Division of Water Infrastructure (DWI) Asset Inventory and Assessment (AIA) grant program and is eligible to receive up to a maximum of \$150,000 in grant funding from the State Reserve Grant Program with a required match of 0%.

The ENGINEER’S **Scope of Services** under this Agreement are generally identified as follows:

**1. Project Management**

Project Management is estimated to span twenty-four (24) months to be completed by the ENGINEER as follows:

- a) Project Scoping and Contract Preparation
- b) Project Kick-Off Meeting with OWNER
- c) Maintain a project filing system to document and retain project records
- d) Maintain project costs accounting system
- e) Review monthly budgets and invoices for engineering services to oversee and document project progress
- f) Meet with the Owner a minimum of bi-monthly, via teleconference, conference call, email or in person to present findings, discuss issues that may arise and review the status of the project work, significant findings, budget and schedule, to date. All bi-monthly meetings will include the preparation of meeting agendas and the distribution of meeting minutes to attendees as well as copies to the Division of Water Infrastructure.

- g) Prepare and distribute project meeting minutes to include a record of decisions made and actions assigned.
- h) Provide coordination and administration of any sub-consultants.

## 2. Update GIS Mapping System and Database

- a) The ENGINEER shall provide services to update the GPS/GIS based mapping system and database due to water system improvement projects and knowledge gained through routine O&M activities performed since the system was GIS mapped in 2018, including inventory location of pipes, valves, hydrants, water meters, pump stations, major treatment facility structures, materials, asset features, age, etc. and provide connectivity and update the GIS mapping for water system assets in ESRI ArcGIS format.
- b) Prior to initial GPS/GIS fieldwork, ENGINEER shall review and compile existing systems maps, as-built drawings, interview town staff, and other data sources to identify updates, correct errors in original maps, assist in the asset inventory and to obtain relevant and missing data.
- c) The ENGINEER is responsible for locating only those above or below ground assets that are visible, readily accessed and safe to enter. It is not the responsibility of the ENGINEER to expose any valves, meters, vaults, or any other water system assets that are covered, paved over or for any reason, inaccessible or unsafe to enter. If such cases arise, the ENGINEER will coordinate with the OWNER to have these assets uncovered or exposed, at the OWNER's expense, so that they may be inventoried and mapped. ***MEI personnel are not certified for confined space entry and will not enter any environment considered hazardous or a confined space.***
- d) Upon completion of the updates, the ENGINEER will meet with town staff to review the updates to assure the mapping deliverables accurately reflect the current water system infrastructure assets.
- e) Project deliverables include two (2) hardcopies of the overall system map and map books, and digital copies of the mapping products and ESRI shape files on a USB flash drive.

## 3. Sanitary Sewer Lift Station Inspection and Evaluation

The ENGINEER shall provide services to perform an inspection and evaluation of the town's sanitary sewer lift stations, as follows:

- a) Conduct an on-site, aboveground visual inspection of each of the town's sanitary sewer lift stations;
- b) Review record drawings, O&M manuals, work orders, repair histories and other available documents to assist in the lift station assessments;
- c) Prepare a Technical Memorandum describing each lift station including known or estimated age, type of station, capacity, current condition of each station, issues of concern including security, personnel safety issues, telemetry and standby power capabilities and accessibility issues. Technical Memorandum shall also include recommendations on repair/rehabilitation efforts and planning-level opinions of probable costs for each station for inclusion in the revised 10-Year Wastewater

Capital Improvements Plan (CIP). Deliverables shall be provided in electronic PDF format on USB thumb drive.

#### **4. Sewer System Condition Assessment and Evaluation**

- a) The ENGINEER shall provide services to perform a condition assessment of select segments of the wastewater collection system (segments and final quantities TBD by Owner and Engineer) including smoke testing and cleaning/CCTV inspection of approximately 12,000± linear feet of gravity sewers and Level 2 inspection of approximately 30 manholes. All inspections shall be performed in accordance with National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) and Manhole Assessment Certification Program (MACP) guidelines.
- b) Assist the OWNER with procurement of service providers utilizing tools such as smoke testing and CCTV video inspection of lines and manholes to inspect and assess condition.
- c) Prepare and administer sub-consultant agreement for smoke testing, CCTV pipeline and manhole condition assessment services.
- d) Project deliverables shall include smoke testing reports (w/GIS database/coordinates) and photos, manhole inspection reports and photos (MACP compliant) and copies of all CCTV inspection videos. Deliverables shall be provided in electronic PDF format on USB thumb drive.

#### **5. Asset Management Plan Update**

Part of the AIA grant project involves updating the town's current Wastewater Asset Management Plan (AMP). The ENGINEER will work with the OWNER's Asset Management Team to revise and update the AMP to reflect changes that have occurred since the document was first created and implemented in March 2021. The AMP update will review the following core components of the plan and update each section, as required:

- Asset Inventory and Condition Assessments
- Level of Service
- Critical Assets
- Operations & Maintenance Plan
- 10-Year Capital Improvements Plan
- User Rates, Annual Revenues

#### **6. Capital Improvement Projects Planning/CIP Updates**

Based on results from the condition assessments the ENGINEER will assist the OWNER in identifying and developing projects for inclusion into the Town's 10-year Wastewater CIP. The ENGINEER will assist the OWNER in creating and adopting the actual CIP document and inclusion of recommended projects into the CIP. The following criteria will be provided to the OWNER for each potential CIP Project:

- Description of Project
- Need for Project
- Year Needed

- Estimated Project Costs
- Potential Funding Sources

## 7. Grant Administration

- a) The ENGINEER shall assist the OWNER with preparing periodic reimbursement/disbursement requests for the town's submittal via the state's EBS portal for payment, including preparation of a minimum bi-monthly status reports. The ENGINEER has budgeted for the preparation and submittal of six (6) reimbursement requests.
- b) Preparation and submittal of the AIA Preliminary Project Scope to the NCDEQ/DWI.
- c) ENGINEER shall submit draft project deliverables to the state, for approval, prior to submittal of final deliverables to the Town's governing board for acceptance. Final deliverables shall include digital (PDF) copies of all project deliverables and an Executive Summary describing the Project, objectives, difficulties encountered, goals met, and a final cost.
- d) Grant/loan close-out activities.

Owner and Engineer further agree as follows:

### 1.01 *Basic Agreement and Period of Service*

- A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above. Owner shall pay Engineer for its services as set forth in Paragraphs 7.01 and 7.02.
- B. Engineer shall complete its services within twenty-four (24) months of the date specified in the State's Grant Offer & Acceptance letter to the OWNER for Project No. AIA-W-0349.

### 2.01 *Payment Procedures*

- A. *Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension. Payments will be credited first to interest and then to principal.

### 3.01 *Termination*

- A. The obligation to continue performance under this Agreement may be terminated:
  1. For cause,

- a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.
- b. By Engineer:
  - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
  - 2) upon seven days written notice if the Engineer's services for the Project are delayed for more than 90 days for reasons beyond Engineer's control.

Engineer shall have no liability to Owner on account of a termination by Engineer under Paragraph 3.01.A.1.b.

- c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.

- B. The terminating party under Paragraph 3.01.A may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.
- C. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination.

#### 4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and

said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any contractor, subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

#### 5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. This Agreement is to be governed by the law of the state or jurisdiction in which the Project is located.
- C. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment for all services relating to preparation of the documents and subject to the following limitations: (1) Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer; (2) any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants; (3) Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or

resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and (4) such limited license to Owner shall not create any rights in third parties.

- D. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.
- E. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7.01 *Basis of Payment—Lump Sum*

- A. Using the procedures set forth in Paragraph 2.01, Owner shall pay Engineer as follows:

Phase/Description	Basis	Fee
Project Management (.1)	LS	\$ 10,000.00
GIS Mapping Updates (.2)	LS	20,000.00
Sewer Lift Station Inspection/Evaluation/Tech Memo (. 3)	LS	30,000.00
CCTV Sewer Inspection, MH Inspection, Smoke Testing (.4)	LS	60,000.00
Assessment Management Plan/10-Yr. CIP Updates (.5)	LS	20,000.00
Grant Administration (Task .6)	LS	10,000.00
<b>TOTAL ENGINEERING SERVICES FEE</b>		<b>\$ 150,000.00</b>

- B. The portion of the compensation amount billed monthly for Engineer's services will be based upon Engineer's estimate of the percentage of the total services actually completed during the billing period.

7.02 *Additional Services:* For additional services of Engineer's employees engaged directly on the Project, including services resulting from changes in the defined "Scope of Services", extent or character of the Project, the Owner shall pay Engineer an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class; plus

reimbursable expenses and Engineer's consultants' charges, if any. Engineer's standard hourly rates are attached as Appendix 1.

Attachments: Appendix 1, Engineer's Standard Hourly Rates

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER: Town of Warrenton, North Carolina

ENGINEER: Municipal Engineering, Inc.

By: \_\_\_\_\_

By: Carol Woodie

Print Name: Robert Davie

Print Name: Carol Woodie

Title: Town Administrator

Title: President

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

Date Signed: 5-29-26

Engineer License or Firm's  
Certificate Number: F-0812 and C-586

State of: North Carolina

Address for giving notices:

Address for giving notices:

Town of Warrenton

Municipal Engineering, Inc.

PO Box 281

68 Shipwash Drive

Warrenton, NC 27589

Garner, NC 27529

Attn: Robert Davie, Town Administrator

Attn: Gary M. Flowers, PE

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Finance Officer

\_\_\_\_\_  
Date

*THIS SPACE INTENTIONALLY LEFT BLANK*

This is **Appendix 1, Engineer's Standard Hourly Rates**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated \_\_\_\_\_, 2026.

**Engineer's Standard Hourly Rates**

A. *Standard Hourly Rates:*

1. Standard Hourly Rates are set forth in this Appendix 1 and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Paragraphs 7.01 and 7.02, and are subject to annual review and adjustment.

B. *Schedule of Hourly Rates:*

Hourly rates for services performed on or after the Effective Date are:

**STANDARD HOURLY RATE SCHEDULE**

Effective January 1, 2026 (reviewed/modified periodically)

Senior Principal Engineer	\$245.00 per hour
Sr. Principal Project Manager/Engineer	200.00 per hour
Senior Project Engineer	190.00 per hour
Senior Principal Project Manager	185.00 per hour
Professional Geologist	185.00 per hour
Senior Engineer I	165.00 per hour
Funding Director	175.00 per hour
Funding Administrator	175.00 per hour
Expert Witness	250.00 per hour
Design Engineer	105.00 per hour
Environmental Specialist II	120.00 per hour
Environmental Specialist I	95.00 per hour
Lead Senior Designer	115.00 per hour
Senior Designer	100.00 per hour
Design Technician	95.00 per hour
Professional Land Surveyor	185.00 per hour
Survey - Robotics	160.00 per hour
Survey - GPS	175.00 per hour
GIS Technician	100.00 per hour
Survey Technician	95.00 per hour
Senior Construction Observer	95.00 per hour
QA/QC Field Supervisor	105.00 per hour
Administrative Assistant	70.00 per hour
Consultants	Cost plus 15%
Direct Costs	Cost plus 15%

**Note:** There is no charge for mileage.

Municipal Engineering, Inc. reserves the right to periodically adjust the aforementioned rate schedule.

# **Preliminary Project Scope**



**2026 Wastewater System**

**Asset Inventory & Assessment (AIA)**

**State Project No. AIA-W-0349**

## **Section 1 – Project Information**

**Project Name:** Warrenton 2026 Warrenton Wastewater Asset Inventory & Assessment

**State Project No.:** AIA-W-0349

**Funding Cycle:** Fall 2025 Application Cycle

**Contact Information:** Robert Davie, Town Administrator  
Town of Warrenton  
PO Box 281  
Warrenton, NC 27589  
Phone: 252-257-1122 (ext. 201)  
Email: [townadministrator@warrenton.nc.gov](mailto:townadministrator@warrenton.nc.gov)

**Engineering Contact:** Gary M. Flowers, PE,  
Municipal Engineering, Inc.  
68 Shipwash Drive  
Garner, NC 27529  
Phone: 919-815-1758  
Email: [gflowers@mesco.com](mailto:gflowers@mesco.com)

## **Section 2 – Project Narrative**

In March of 2026, the Town of Warrenton was awarded a \$150,000 sewer system Asset Inventory and Assessment (AIA) Grant with a required match of 0.0%. The town intends to use these funds to update the current GIS mapping system, perform an assessment of the town's six (6) wastewater lift stations, inspect and assess terra cotta (clay) sewers within the gravity collection system, and update their existing Asset Management Plan and 10-Year Capital Improvements Plan.

The GIS mapping system updates are necessary to update the town's GIS mapping system and database due to improvements from a USDA funded sewer rehab project and two state funded rehab projects that were completed after the initial GIS mapping of the collection system was completed in 2018.

The pipeline and manhole inspection/assessments are necessary since approximately 40% of the town's current collector sewers are constructed of terra cotta (clay) pipe. The assessment will include internal CCTV inspection of targeted clay gravity sewers and brick manholes. The inspection/assessment will also include smoke testing the same clay gravity sewer lines to locate possible cross connections and sources of inflow. The project work will include assessing and evaluating the town's six (6) sanitary sewer lift stations. These assessments are necessary since the wastewater lift stations are over 30 years old and lack emergency pump around capabilities and onsite, emergency back-up power.

The proposed scope of work will target some of the oldest and most vulnerable areas of the town's sewer collection system and their six lift stations to identify and prioritize critical infrastructure projects to address the town's primary challenges of excessive inflow/infiltration, age of infrastructure and infrastructure at risk of failure. Once these areas are identified, potential rehabilitation/renewal projects will be developed, prioritized and planning level cost estimates will be prepared for inclusion into the updated 10-year Wastewater Capital Improvements Plan. The town's current AMP will also be updated to include revisions and improvements made since the previous wastewater AIA was adopted in 2019 and will include the updated 10-Year CIP.

The project is a continuation of the wastewater assessment work started in 2018 when the state awarded the town a \$150,000 wastewater AIA grant (Project No. E-AIA-W-18-0131). The project funds were used primarily to GIS map the town's entire sanitary sewer collection system and perform a CCTV condition assessment of 14,000 linear feet of terra cotta clay sewers within the collection system. As a result of the information gathered during the assessment phase of that project, the town was able to secure funding from the Spring 2024 application cycle to rehabilitate critical segments of the collection system. The project was awarded a \$1,000,000 State Reserve Project Grant funding (DWI Project No.: SRP-W-0224).

### **Section 3 – Itemized Tasks**

The proposed Wastewater Asset Inventory & Assessment will include the following major scope of services:

**Gis Mapping System Updates** - The project work will include updates to the town's current GIS mapping system and database due to improvements from a USDA funded sewer rehab project and two state funded rehab projects that were completed after the initial GIS mapping of the collection system was completed in 2018. The rehabilitated portions of the collection system will be geo-located and standard attributes such as material, size, and date of rehabilitation will be assigned to each feature. Once the field work is completed, an updated system map and mapping deliverables will be prepared and presented to the town. **Estimated Cost: \$20,000.**

**Sewer Lift Station Inspection/Evaluation/Technical Memorandum:** This work will focus on inspecting and evaluating six of the town's ten sewer lift stations. Most of these stations are in excess of 50 years old, are in poor condition, lack proper safety equipment for O&M personnel and have no emergency standby power supply. Each of these stations will be visually inspected and assessed by an engineer. Once completed, a technical memorandum will be prepared describing the current condition of the stations and will include recommendations on repair/rehabilitation efforts and provide costs for each station for inclusion in the update 10-Year Wastewater CIP. **Estimated Cost: \$30,000**

**CCTV Sewer Pipeline Inspection, Level II Aboveground Manhole Inspection and Smoke Testing:** The work will include CCTV inspection and smoke testing of approximately 10,000± linear feet of mostly 8-inch terra cotta (clay) pipes. The CCTV inspection will identify, note and score all pipe structural and O&M defects encountered during the inspection using National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) criteria. Similarly, an aboveground Level II inspection of approximately 44 old brick manholes, associated with the sewers to be inspected, will be performed to note and score structural and O&M defects observed in the manholes. The manhole inspections will also utilize standard NASSCO Manhole Assessment Certification Program (MACP) criteria for noting and scoring defects. The smoke testing will be performed along the same sections of sewer to locate and identify items that usually contribute to inflow such as missing cleanout caps, cross connections with the storm system, and manhole cover/frame defects. **Estimated Cost: \$60,000**

**Wastewater Asset Management Plan (AMP) & 10-Year CIP Updates:** The town's current Wastewater AMP will be updated to reflect changes in the previously adopted AMP including changes in town personnel, updates to population and demographic data, rate structure updates, changes in asset inventory data and attributes, changes and/or revisions to the O&M plan. Additionally, the 10-Year Wastewater CIP will be updated based on the findings of the Pipeline/Manhole assessments, smoke testing and lift station evaluations. Future projects will be developed for the revised CIP to address the issues discovered during the condition assessment. **Estimated Cost: \$20,000**

**Project Management:** Project Management will include working face-to-face with town staff to define the project scope and work areas, establish and maintain a project filing system for storage and retrieval of project documents, establish and maintain a project budget and schedule consistent with the town's intended scope of work (as presented in the funding application), meet with the town a minimum of bi-monthly, via teleconference, email or in person to present findings, discuss issues that may arise and review the status of the project work, significant findings, budget and schedule, to date. All bi-monthly meetings will include a written project update to be distributed to the town and the Division of Water Infrastructure. Project Management is estimated to span 24 months. **Estimated Cost: \$10,000**

**Grant Administration:** Grant Administration will include general administration of the State's AIA grant (AIA-W-0349) during the course of the project. Grant Administration will include assisting the Owner with preparation of the Preliminary AIA Scope of Work, preparing grant reimbursement requests using the state's EBS system, periodic and final reports detailing activities and accomplishments of the Project containing a one-page executive summary describing the Project, how it was implemented, to what degree the established objectives were met, difficulties encountered and its final cost. The Grant Administration will span the grant timeline estimated at twenty-four (24) months. **Estimated Cost: \$10,000**

**SUMMARY - ESTIMATED PROJECT COSTS:**

PROJECT TASKS	ESTIMATED COSTS
Project Management	\$ 10,000
GIS Mapping Updates	20,000
Sewer Lift Station Inspection/Evaluation/Technical Memorandum	30,000
CCTV Sewer Inspection, Level II Manhole inspection, Smoke Testing	60,000
Asset Management Plan & 10-Year CIP Updates	20,000
Grant Administration	10,000
<b>TOTAL ESTIMATED PROJECT COSTS</b>	<b>\$ 150,000</b>

**Section 4 – Project Schedule**

The proposed Project Schedule is estimated to be completed within 24 months of the date of the anticipated Grant Offer. The proposed Project Schedule for the Warrenton Wastewater AIA grant work is shown below.

**PROPOSED PROJECT SCHEDULE:**

TASK	DURATION (MONTHS)	MILESTONE DATES
Project Management	24	August 2026 through July 2028
GIS Mapping Updates	8	September 2026 through April 2027
Sewer Lift Station Inspection/Assessments	6	October 2026 through March 2027
CCTV Pipe, Manhole Inspection, Smoke Tests	6	January 2027 through June 2027
Asset Management Plan/10-Yr. CIP Update	6	August 2027 through January 2027
Grant Administration	24	August 2026 through July 2028

## **Section 4 – Deliverables**

The AIA Project Deliverables will include one (1) hard copy and one (1) digital copy, in PDF format) of all project deliverables and shall include the following:

- **GIS Mapping Updates:** Updated GIS maps will be provided to the town in PDF and electronic formats and will include 24"x 36" hard copies of overall system maps and map books which will include a gridded "index" sheet and enlarged 11"x 17" section maps coordinated with the map book index sheet. All GIS database files, including shape files will also be furnished to the town;
- **Sanitary Sewer Pump Station Assessment:** A Technical Memorandum of the assessment of the six (6) sanitary sewer pump stations including photos and recommendations for renewal/rehabilitation efforts and estimated costs;
- **CCTV Sanitary Sewer Inspection/Assessment:** All gravity sewer CCTV Condition Assessment videos, photos, inspection reports, all Level II manhole inspection photos and reports, and all smoke testing reports, photos and GIS coordinates will be furnished to the town;
- **Asset Management Plan & 10-Year CIP Updates:** Updates to the town's current Asset Management Plan will include one (1) bound copy and one (1) digital copy of the updated plan and CIP for review, adoption and implementation by the Warrenton Board of Aldermen. The town's updated 10-Year CIP will include potential projects identified through the assessment work, and will include prioritizing projects based on criticality and determining a cost and timing for those projects. The revised 10-Year CIP matrix will be included as part of the town's updated Asset Management Plan.

## **Section 5 – AIA Program Requirements**

1. **Local Match:** Per the Letter of Intent to Fund, dated March 20, 2026, the required match is 0%.
2. **Project Reports:** Project progress will be issued to the WI no less frequent than every other month throughout the project and with each disbursement request.
3. **Project Guidelines:** The project will adhere to the DWI's "Water and Wastewater Utility Evaluation Guidance Document: Asset Inventory and Assessment, Capital Cost, and Operating Cost Analyses" document
4. **Draft Deliverables:** The Draft deliverable package will be submitted to the DWI before the town's governing body is presented with the results of the AIA project
5. **Final Deliverables:** The Final deliverable package will be submitted to the DWI after the town's governing body is presented with the findings, conclusions, and recommendations of the AIA project.
6. **GIS Shape Files:** The Final deliverable package will include the appropriate GIS layers created or updated during the AIA project such that the DWI can determine the service area boundary of the utility, including gaps in service coverage.

**SHORT FORM OF AGREEMENT  
BETWEEN OWNER AND ENGINEER  
FOR  
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of \_\_\_\_\_ (“Effective Date”) between the Town of Warrenton, North Carolina (“Owner”) and Municipal Engineering, Inc. (MEI) (“Engineer”).

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

**2026 Water System Asset Inventory and Assessment (AIA) (“Project”).**

**Project Description**

The Town of Warrenton was awarded a \$150,000 water system Asset Inventory and Assessment (AIA) Grant from the NCDEQ Division of Water Infrastructure. The town will use these funds to update portions of its water system GIS mapping system, develop a hydraulic model of its water system, update the town’s Water System Asset Management Plan (AMP) and 10-Year Capital Improvements Plan (CIP), and assist the town with the purchase of portable valve exercising equipment.

The project is funded through the Division of Water Infrastructure (DWI) Asset Inventory and Assessment (AIA) grant program and is eligible to receive up to a maximum of \$150,000 in grant funding from the State Reserve Grant Program with a required match of 0%.

The ENGINEER’S **Scope of Services** under this Agreement are generally identified as follows:

**1. Project Management**

Project Management is estimated to span twenty-four (24) months to be completed by the ENGINEER as follows:

- a) Project Scoping and Contract Preparation
- b) Project Kick-Off Meeting with OWNER
- c) Maintain a project filing system to document and retain project records
- d) Maintain project costs accounting system
- e) Review monthly budgets and invoices for engineering services to oversee and document project progress
- f) Meet with the Owner a minimum of bi-monthly, via teleconference, conference call, email or in person to present findings, discuss issues that may arise and review the status of the project work, significant findings, budget and schedule, to date. All bi-monthly meetings will include the preparation of meeting agendas and the distribution of meeting minutes to attendees as well as copies to the Division of Water Infrastructure.

- g) Prepare and distribute project meeting minutes to include a record of decisions made and actions assigned.
- h) Provide coordination and administration of any sub-consultants.

## 2. Update GIS Mapping System and Database

- a) The ENGINEER shall provide services to update the GPS/GIS based mapping system and database due to water system improvement projects and knowledge gained through routine O&M activities performed since the system was GIS mapped in 2018, including inventory location of pipes, valves, hydrants, water meters, pump stations, major treatment facility structures, materials, asset features, age, etc. and provide connectivity and update the GIS mapping for water system assets in ESRI ArcGIS format.
- b) Prior to initial GPS/GIS fieldwork, ENGINEER shall review and compile existing systems maps, as-built drawings, interview town staff, and other data sources to identify updates, correct errors in original maps, assist in the asset inventory and to obtain relevant and missing data.
- c) The ENGINEER is responsible for locating only those above or below ground assets that are visible, readily accessed and safe to enter. It is not the responsibility of the ENGINEER to expose any valves, meters, vaults, or any other water system assets that are covered, paved over or for any reason, inaccessible or unsafe to enter. If such cases arise, the ENGINEER will coordinate with the OWNER to have these assets uncovered or exposed, at the OWNER's expense, so that they may be inventoried and mapped. ***MEI personnel are not certified for confined space entry and will not enter any environment considered hazardous or a confined space.***
- d) Upon completion of the updates, the ENGINEER will meet with town staff to review the updates to assure the mapping deliverables accurately reflect the current water system infrastructure assets.
- e) Project deliverables include two (2) hardcopies of the overall system map and map books, and digital copies of the mapping products and ESRI shape files on a USB flash drive.

## 2. Water System Hydraulic Model

The consultant will utilize existing and updated GIS system maps, plans, specifications, past water construction projects; interview town staff, and other additional information available for the completion of a water system hydraulic model.

The Consultant shall perform field investigation to verify the available data and shall collect additional data necessary for the hydraulic models. The data shall include, but not be limited to, pump station capacities, pump curves, water storage tank volumes, pressure relief valve capacities and settings, elevations, water demands including average daily flow (ADF) and peak flows for the major water users within the system.

After records review and field investigation, the Consultant shall develop a water system hydraulic model. The Model shall include, but not be limited to, the following attributes:

- Line lengths

- Line diameters
- Friction factors of pipes
- Node elevations
- Representative demands at each node
- Water storage characteristics & elevations
- Any major Control valves
- All pumping stations characteristics in the water system

The Model shall be calibrated to observe the current field conditions. Field calibration measurements shall be conducted at key locations to provide accurate calibration. If required, the town will perform some fire flow tests for calibration which shall be provided to the ENGINEER. Hazen-Williams C-Factors shall be assigned based on relative historical values and calibration changes shall be made to the model values on a global basis. Once the base model is calibrated, the Consultant shall perform the following:

- Steady-state analyses of the water distribution system with pumps and tanks under average daily demand and maximum daily demand.
- Extended Period Simulation analyses of the water distribution system based on the average, daily operating conditions and parameters.
- Water Quality analyses on the water system to determine how the system will behave under extreme conditions and if high water age is a potential problem for the system.

At the completion of modeling, the consultant shall prepare a summary report. Shortcomings in flow, pressure, head loss, and water quality shall be noted in the report based on a criterion supplied by the Town or developed in coordination with the Consultant. A plan shall be developed prioritizing recommended enhancements for future improvements.

1. Replacing old cast iron lines, making recommendations for replacement sizes.
2. Completing system loops to provide proper system backbone, residual disinfection, and elimination of maintenance problems caused by dead ends.
3. Addition/replacement of water lines where flow and pressure deficiencies, known areas of chronic discolored water calls and main breaks are identified.
4. Correcting inadequate system pressures and flow to meet AWWA standards.
5. Analysis of existing storage and system capacity.

### **3. Update Current Water System Asset Management Plan**

The ENGINEER will update the current Water System Asset Management Plan. The updated plan will meet the NC Division of Water Infrastructure standards for asset management plans and shall update the following core components:

1. Asset Inventory
2. Level of Service
3. Critical Assets
4. Operation and Maintenance Strategy
5. 10-Year Capital Improvement Plan
6. Revenue Structure

7. Asset Management Team.

4. **Update Current 10-Year Capital Improvement Planning**

The ENGINEER will assist the OWNER in updating the Town's current 10-year Capital Improvements Plan (CIP). The ENGINEER will assist the OWNER in revising and adopting the CIP document and inclusion of recommended projects into the CIP matrix. The following criteria will be provided to the OWNER for each potential CIP Project:

- Description of Project
- Need for Project
- Year Needed
- Estimated Project Costs
- Potential Funding Sources

5. **Purchase of Portable Valve Exercising Equipment**

The OWNER shall directly purchase the portable valve exercising equipment to aid the town in establishing a systematic, system-wide valve exercising program to ensure that system water valves to prevent seizing and sticking of valves, ensure emergency readiness and extend the lifespan of the valves. The OWNER will be responsible for soliciting proposals from qualified vendors of such equipment and shall be responsible for vendor/equipment selection. This task is not part of the Engineering Services Agreement.

6. **Grant/Loan Administration**

- a) The ENGINEER shall assist the OWNER with preparing periodic reimbursement/disbursement requests for the town's submittal via the state's EBS portal for payment, including preparation of a minimum bi-monthly status reports. The ENGINEER has budgeted for the preparation and submittal of six (6) reimbursement requests.
- b) Preparation and submittal of the AIA Preliminary Project Scope to the NCDEQ/DWI.
- c) ENGINEER shall submit draft project deliverables to the state, for approval, prior to submittal of final deliverables to the Town's governing board for acceptance. Final deliverables shall include an Executive Summary describing the Project, objectives, difficulties encountered, and goals met, and a final cost.
- d) Grant/loan close-out activities.

Owner and Engineer further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above. Owner shall pay Engineer for its services as set forth in Paragraphs 7.01 and 7.02.
- B. Engineer shall complete its services within twenty-four (24) months of the date specified in the State's Grant Offer & Acceptance letter to the OWNER for Project No. AIA-D-0346.

## 2.01 *Payment Procedures*

- A. *Invoices*: Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension. Payments will be credited first to interest and then to principal.

## 3.01 *Termination*

- A. The obligation to continue performance under this Agreement may be terminated:
1. For cause,
    - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.
    - b. By Engineer:
      - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
      - 2) upon seven days written notice if the Engineer's services for the Project are delayed for more than 90 days for reasons beyond Engineer's control.

Engineer shall have no liability to Owner on account of a termination by Engineer under Paragraph 3.01.A.1.b.

- c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.
- B. The terminating party under Paragraph 3.01.A may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.
- C. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination.

#### 4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any contractor, subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

#### 5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.

- B. This Agreement is to be governed by the law of the state or jurisdiction in which the Project is located.
- C. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any construction work; or for any decision made regarding the construction contract requirements, or any application, interpretation, or clarification of the construction contract other than those made by Engineer.
- D. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment for all services relating to preparation of the documents and subject to the following limitations: (1) Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer; (2) any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants; (3) Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and (4) such limited license to Owner shall not create any rights in third parties.
- E. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.
- F. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste as defined by the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq., or radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (1) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (2) warrants that the Site is in full compliance with applicable Laws and Regulations.

- G. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7.01 *Basis of Payment—Lump Sum*

- A. Using the procedures set forth in Paragraph 2.01, Owner shall pay Engineer as follows:

Phase/Description	Basis	Fee
Project Management (Task .1)	LS	\$ 10,000.00
GIS Mapping System Updates (Task .2)	LS	30,000.00
Water System Hydraulic Model (Task .3)	LS	50,000.00
Asset Management Plan Updates (Task .4)	LS	25,000.00
10-Year Capital Improvements Plan Updates (Task .5)	LS	10,000.00
Portable Valve Exercising Equipment Purchase by Town	NIC*	15,000.00
Grant Administration (Task .5)	LS	10,000.00
<b>TOTAL ENGINEERING SERVICES FEE</b>		<b>\$ 150,000.00</b>

\*Purchase of the portable valve exercising equipment shall be by the OWNER and is not part of the Engineering Services Agreement.

- B. The portion of the compensation amount billed monthly for Engineer's services will be based upon Engineer's estimate of the percentage of the total services actually completed during the billing period.

7.02 *Additional Services:* For additional services of Engineer's employees engaged directly on the Project, including services resulting from changes in the defined "Scope of Services", extent or character of the Project, the Owner shall pay Engineer an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer's consultants' charges, if any. Engineer's standard hourly rates are attached as Appendix 1.

Attachments: Appendix 1, Engineer's Standard Hourly Rates

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER: Town of Warrenton, North Carolina

ENGINEER: Municipal Engineering, Inc.

By: \_\_\_\_\_

By: Carol Woodie

Print Name: Robert Davie

Print Name: Carol Woodie

Title: Town Administrator

Title: President

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

Date Signed: 5-29-26

Engineer License or Firm's Certificate  
Number: F-0812 and C-586

State of: North Carolina

Address for giving notices:

Address for giving notices:

Town of Warrenton

Municipal Engineering, Inc.

PO Box 281

68 Shipwash Drive

Warrenton, NC 28589

Garner, NC 27529

Attn: Robert Davie. Town Administrator

Attn: Gary M. Flowers, PE

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Finance Officer

\_\_\_\_\_  
Date

This is **Appendix 1, Engineer's Standard Hourly Rates**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated \_\_\_\_\_, 2026.

**Engineer's Standard Hourly Rates**

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A. *Standard Hourly Rates:*

1. Standard Hourly Rates are set forth in this Appendix 1 and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Paragraphs 7.01 and 7.02, and are subject to annual review and adjustment.

B. *Schedule of Standard Hourly Rates:*

Hourly rates for services performed on or after the Effective Date are:

**MUNICIPAL ENGINEERING, Inc.**  
**N.C. Engineering & Surveying License No. F-0812**  
**N.C. Geologist License No. C-586**

Effective January 1, 2026 (reviewed/modified periodically)

Senior Principal Engineer	\$245.00 per hour
Sr. Principal Project Manager/Engineer	200.00 per hour
Senior Project Engineer	190.00 per hour
Senior Principal Project Manager	185.00 per hour
Professional Geologist	185.00 per hour
Senior Engineer I	165.00 per hour
Funding Director	175.00 per hour
Funding Administrator	175.00 per hour
Expert Witness	250.00 per hour
Design Engineer	105.00 per hour
Environmental Specialist II	120.00 per hour
Environmental Specialist I	95.00 per hour
Lead Senior Designer	115.00 per hour
Senior Designer	100.00 per hour
Design Technician	95.00 per hour
Professional Land Surveyor	185.00 per hour
Survey - Robotics	160.00 per hour
Survey - GPS	175.00 per hour
GIS Technician	100.00 per hour
Survey Technician	95.00 per hour
Senior Construction Observer	95.00 per hour
QA/QC Field Supervisor	105.00 per hour
Administrative Assistant	70.00 per hour
Consultants	Cost plus 15%
Direct Costs	Cost plus 15%

**Note: There is no charge for mileage.**

# **Preliminary Project Scope**



**2026 Water System**

**Asset Inventory & Assessment (AIA)**  
**State Project No. AIA-D-0346**

## **Section 1 – Project Information**

**Project Name:** Warrenton 2026 Warrenton Water Asset Inventory & Assessment

**State Project No.:** AIA-D-0346

**Funding Cycle:** Fall 2025 Application Cycle

**Contact Information:** Robert Davie, Town Administrator  
Town of Warrenton  
PO Box 281  
Warrenton, NC 27589  
Phone: 252-257-1122 (ext. 201)  
Email: [townadministrator@warrenton.nc.gov](mailto:townadministrator@warrenton.nc.gov)

**Engineering Contact:** Gary M. Flowers, PE,  
Municipal Engineering, Inc.  
68 Shipwash Drive  
Garner, NC 27529  
Phone: 919-815-1758  
Email: [gflowers@mesco.com](mailto:gflowers@mesco.com)

## **Section 2 – Project Narrative**

In March of 2026, the Town of Warrenton was awarded a \$150,000 water system Asset Inventory and Assessment (AIA) Grant with a required match of 0.0%. The town intends to use these funds to update the current GIS mapping system, develop a hydraulic model of the water system, update their existing Water System Asset Management Plan and 10-Year Capital Improvements Plan, and purchase portable valve exercising equipment.

The GIS mapping system updates are necessary to update the town's GIS mapping system and database due to improvements from a USDA funded water system improvements project that was completed after the initial GIS mapping of the collection system was completed in 2018. In addition, information discovered through routine and emergency O&M activities, since the maps were created, will be used to clarify previously unknown and contradictory system data. Having accurate, updated mapping products so readily available to town staff can save money, hasten repairs, and lessen water losses and reduce service interruptions when responding to leaks or line breaks. The added accuracy to the system maps will also result in a more accurate water system hydraulic model which is also part of the scope of work for this project.

As previously mentioned, the proposed scope of work also includes the development of a water system hydraulic model. An accurate and calibrated water model will provide the asset management team a clearer and more accurate representation of the actual conditions in the current system. Greater understanding of system dynamics through a hydraulic model will improve operational decisions and help management and O&M staff make more thoughtful, forward-looking decisions that involve significant investment and potential impacts to the community. Another benefit of a hydraulic model is that it can also help uncover missing or incorrect data in the system such as incorrect pipe diameters or closed valves. The model can also be very useful to the town's fire department in obtaining its fire ratings from the State Fire Marshall every five years.

The town's current Water System AMP and 10-Year CIP has already benefitted the town by providing a guidance to management, financial and operational staff to proactively manage their water system assets. The 10-Year CIP, which is updated every two years, has already helped to identify, prioritize, and seek funding for critical infrastructure projects such as the Town-Wide Water System Improvements project funded by the NCDWI (SRF-S-2057). The proposed project will update the currently adopted AMP and CIP to reflect recent changes in key personnel, water asset inventories, and newly identified infrastructure projects.

The final component of the proposed project will be the purchase of portable valve exercising equipment. The valve exercising equipment is needed by O&M crews to quickly operate water valves to ensure they remain functional and reliable. Regular use of this equipment, as part of a system-wide valve exercising program, is a critical part of preventive maintenance for water distribution systems to prevent seizing and sticking of valves, ensure emergency readiness, and extend the lifespan of the valves.

The project is a continuation of the water system AIA work awarded in February 2017 when the state awarded the town a \$150,000 water system AIA grant (Project No. E-AIA-D-17-0104). The project funds from that award were used to create a GIS map and database of the town's entire water system and create a water system Asset Management Plan and 10-Year Capital Improvements Plan. As a result of the development of those asset tools, the town was able to secure funding in March 2024 to rehabilitate critical segments of the water distribution system. The project, which is currently underway, was awarded a \$1,564,000 State Revolving Fund (SRF) loan by the Division of Water Infrastructure (DWI Project No.: SRF-D-2057).

### **Section 3 – Itemized Tasks**

The proposed Water System Asset Inventory & Assessment project will include the following major scope of services:

**GIS Mapping System Updates** - The project work will include updates to the town's current GIS mapping system and database due to improvements from a USDA funded water project and to clarify system unknowns, connectivity discrepancies, and resolve erroneous attributes and contradictions discovered through routine O&M work. The updated portions of the water system will be geo-located and standard attributes such as material, size, and age will be assigned to each feature. Once the field work is completed, an updated system map and mapping deliverables will be prepared and presented to the town. **Estimated Cost: \$30,000**

**Develop a Water System Hydraulic Model:** The proposed work will involve the development of a calibrated water system hydraulic model. The model will be used by the town for evaluating, planning, budgeting and constructing needed water system upgrades that will satisfy the current and projected water system needs. The model will use current and upgraded GIS mapping and inventory data, demand and usage information from the town, production data from the water provider, elevated tank data and current hydrant flows to develop and calibrate the model. The model will be developed using Water GEMS software. **Estimated Cost: \$50,000**

**Water System Asset Management Plan (AMP) Updates:** The town's current Water System AMP will be updated to reflect changes in the previously adopted AMP including changes in town personnel, updates to population and demographic data, rate structure updates, changes in asset inventory data and attributes, changes and/or revisions to the existing O&M plan. **Estimated Cost: \$25,000**

**10-Year Water System Capital Improvements Plan (CIP) Updates:** The current 10-Year CIP will be updated to include necessary water infrastructure improvements projects. The updates will be based on discussions with managerial, financial, and technical staff to identify and prioritize critical water infrastructure projects and seek funding for such projects through user rate increases, state and federal funds/grants, or a combination of funding sources. **Estimated Cost: \$10,000**

**Purchase Portable Valve Exercising Equipment:** A portion of the AIA funds will be used to purchase portable valve exercising equipment. The equipment will be used as part of a periodic, system-wide valve exercising program to ensure that the water system valves remain in good working order and reliable.  
**Estimated Cost: \$15,000**

**Project Management:** Project Management will include working face-to-face with town staff to refine the project scope and work areas, establish and maintain a project filing system for storage and retrieval of project documents, establish and maintain a project budget and schedule consistent with the town’s intended scope of work (as presented in the funding application and project scope), meet with the town a minimum of bi-monthly, via teleconference, email or in person to present findings, discuss issues that may arise and review the status of the project work, significant findings, budget and schedule, to date. All bi-monthly meetings will include a written project update to be distributed to the town and the Division of Water Infrastructure. Project Management is estimated to span 24 months. **Estimated Cost: \$10,000**

**Grant Administration:** Grant Administration will include general administration of the State’s AIA grant (AIA-D-0346) during the course of the project. Grant Administration will include assisting the Owner with preparation of the Preliminary AIA Scope of Work, preparing grant reimbursement requests using the state’s EBS system, periodic and final reports detailing activities and accomplishments of the Project containing an executive summary describing the Project, how it was implemented, to what degree the established objectives were met, difficulties encountered and its final cost. The Grant Administration will span the grant timeline estimated at twenty-four (24) months. **Estimated Cost: \$10,000**

**SUMMARY - ESTIMATED PROJECT COSTS:**

PROJECT TASKS	ESTIMATED COSTS
Project Management	\$ 10,000
GIS Mapping Updates	30,000
Develop Water System Hydraulic Model	50,000
Asset Management Plan Updates	25,000
10-Year Capital Improvements Plan Updates	10,000
Purchase Portable Valve Exercising Equipment	15,000
Grant Administration	10,000
<b>TOTAL ESTIMATED PROJECT COSTS</b>	<b>\$ 150,000</b>

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## **Section 4 – Project Schedule**

The proposed Project Schedule is estimated to be completed within 24 months of the date of the anticipated Grant Offer. The proposed Project Schedule for the Warrenton Water System AIA grant work is shown below.

### **PROPOSED PROJECT SCHEDULE:**

<b>TASK</b>	<b>DURATION (MONTHS)</b>	<b>MILESTONE DATES</b>
Project Management	24	August 2026 through July 2028
GIS Mapping Updates	8	September 2026 through April 2027
Water System Hydraulic Model	6	October 2026 through March 2027
Asset Management Plan Update	6	January 2027 through June 2027
10-Yr. Capital Improvements Plan Update	6	August 2027 through January 2027
Purchase Portable Valve Exercising Equipment	6	
Grant Administration	24	August 2026 through July 2028

## **Section 4 – Deliverables**

The AIA Project Deliverables will include hard copies and digital copies, as appropriate, of all project deliverables and shall include the following:

- **GIS Mapping Updates:** Updated GIS maps will be provided to the town in PDF and electronic formats and will include 24”x 36” hard copies of overall system maps and map books which will include a gridded “index” sheet and enlarged 11”x 17” section maps coordinated with the map book index sheet. All GIS database files, including shape files will also be furnished to the town;
- **Water System Hydraulic Model:** a water system hydraulic model will be built using WaterGEMS software by Bentley Systems (provided by the Engineer). Once the model has been constructed and properly calibrated, a copy of all digital input data and files used to construct the model will be delivered to the town, on USB flash drives, for use by the town for use the town, should they purchase WaterGEMS software for in-house use, or by other engineers/consultants utilizing WaterGEMS software;
- **Asset Management Plan Updates:** One (1) bound hard copy and one (1) digital copy in MS Word and PDF format of the updated Water System Asset Management Plan;
- **10-Year Capital Improvements Plan Updates:** One (1) hard copy and one (1) digital copy in Excel and PDF format of the updated 10-Year Capital Improvements Plan. The CIP will also be incorporated into the updated AMP deliverables;
- **Portable Valve Exercising Equipment:** The portable valve exercising equipment will be purchased directly by the town and shall be delivered complete and ready for service and shall include all warranty information, user manuals and any other documentation required for the town to begin using the equipment.

## **Section 5 – AIA Program Requirements**

1. **Local Match:** Per the Letter of Intent to Fund, dated March 20, 2026, the required match is 0%.
2. **Project Reports:** Project progress will be issued to the WI no less frequent than every other month throughout the project and with each disbursement request.
3. **Project Guidelines:** The project will adhere to the DWI’s “Water and Wastewater Utility Evaluation Guidance Document: Asset Inventory and Assessment, Capital Cost, and Operating Cost Analyses” document
4. **Draft Deliverables:** The Draft deliverable package will be submitted to the DWI before the town’s governing body is presented with the results of the AIA project
5. **Final Deliverables:** The Final deliverable package will be submitted to the DWI after the town’s governing body is presented with the findings, conclusions, and recommendations of the AIA project.
6. **GIS Shape Files:** The Final deliverable package will include the appropriate GIS layers created or updated during the AIA project such that the DWI can determine the service area boundary of the utility, including gaps in service coverage.



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

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

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### **Necessary Upgrade of Printers -- Justification**

DSI, the Town's printer provider, ran some numbers on upgrading our current fleet of 6 Xerox WC3215's to the new B315 model, which will save the Public Works department \$23 per month.

Currently, Public Works averages around 2,750 pages per month across all 6 machines. The Town's current plan on the WC3215s averages \$273 per month.

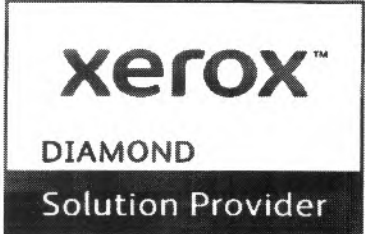
Monthly Base: \$206.73 (Inc 1,600 BLK)  
OVR @ .0582 x 1150 = \$66.93  
TCO: \$273.66

After upgrading all 6 printers to B315s, the new monthly rate will drop to \$249.  
Monthly Base: \$249 (Inc 3K BLK)  
OVR @ .039  
TCO: \$249



**Document Systems, Inc.**

**EZ-Office Agreement**



**Customer:** Town of Warrenton

**Bill To:** Po Box 281  
Warrenton, NC 27589

**Install:** WWT Plant  
Town Hall

Solution	Contract: N/A	
Product Model / Description	Agreement Information	Trade Information
<b>Model: (6) Xerox B315DN B/W A4 MFP</b> - Initial Customer Ed & Analyst Services	<b>EZ-Office Rental Program</b>  <b>Delivery/Removal: \$100/Unit *Waived per Steven</b>  <i>Excludes all applicable sales taxes, property taxes, and admin fees.</i>	<b>Model: WC3215DN (K6B981039)</b> <b>Model: WC3215DN (K6B980808)</b> <b>Model: WC3215DN (K6B980813)</b> <b>Model: WC3215DN (K6B981036)</b> <b>Model: WC3215DN (K6B981043)</b> <b>Model: WC3215DN (K6B980801)</b> <i>Customer is responsible for all charges thru removal date.</i>

**Analyst Services** include Setup for Scan to Email & Printing on up to 5 PC's. Additional PC's @ \$20 Each.

Supplies & Maintenance (SAM)		Print Charges			Maintenance Plan Features
Billing Cycle	Base Charge	Meter	Volume Band	Per Print Rate	
<b>Monthly</b>	<b>\$249.00</b>	<b>BLK</b>	<b>3,000</b>	<b>Inc.</b>	- Includes all service parts, labor, and consumable supplies, excluding paper & staples.  - Term: 12 Months - Pricing Fixed for 60 Months
		<b>BLK</b>	<b>3,001 +</b>	<b>.039</b>	
		<b>CLR</b>	<b>NA</b>		
		<b>CLR</b>	<b>NA</b>		

Pricing Excludes Applicable Taxes

Authorized Signature		
Customer acknowledges receipt of the items of this agreement which consists of 3 pages including this face page.		Thank You for your business! This Agreement is proudly presented by DSI  <b>Steven Brame</b>  252-433-4888 / 800-510-3732
Print: <u>Robert Davie</u>	Phone: <u>252-257-1122</u>	
Signature: <u>[Signature]</u>	Date: <u>5-12-2026</u>	
Sales Tax Exempt? (Check One) NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> If Yes, Please Provide Sales Tax Exempt Certificate		



## Terms & Conditions

### INTRODUCTION:

**1. PRODUCTS.** "Products" means the equipment ("Equipment"), Software and supplies identified in this Agreement. You agree the Products are for your business use (not resale) in the United States and its territories and possessions ("U.S.") and will not be used for personal, household or family purposes.

**2. CONSUMABLE SUPPLIES.** If "Consumable Supplies" is identified in Maintenance Plan features, Maintenance Services will include black toner and/or solid ink and color toner and/or solid ink, if applicable ("Consumable Supplies"). Highlight color toner, clear toner, and custom toner are excluded. Depending on the Equipment model, Consumable Supplies may also include developer, fuser agent, imaging units, waste cartridges, transfer rolls, transfer belts, transfer units, belt cleaner, maintenance kits, print cartridges, drum cartridges, waste trays and cleaning kits. DSI may charge a shipping and handling fee for Consumable Supplies. **Consumable Supplies, including those originally delivered in the equipment, are property of DSI until used by you, and you will use them only with the Equipment for which "Consumable Supplies" is identified in Maintenance Plan features. Upon cancellation or expiration of this Agreement, DSI may estimate/pro-rate and bill you for unused Consumable Supplies including any supplies on hand and remaining in the equipment.** If your use of Consumable Supplies exceeds Xerox's published yield by more than 10%, DSI will notify you of such excess usage. If such excess usage does not cease within 30 days after such notice, DSI may charge you for such excess usage or terminate this agreement. Upon request, you will provide current meter reads and/or an inventory of Consumable Supplies in your possession.

**3. CARTRIDGES.** If DSI is providing Maintenance Services for Equipment utilizing cartridges designated by DSI as customer replaceable units, including copy/print cartridges and xerographic modules or fuser modules ("Cartridges"), you agree to use only unmodified Cartridges purchased directly from DSI or its authorized supply providers in the U.S. Cartridges packed with Equipment and replacement Cartridges may be new, remanufactured or reprocessed. Remanufactured and reprocessed Cartridges meet DSI's new Cartridge performance standards and contain new or reprocessed components. To enhance print quality, Cartridge(s) for many models of Equipment have been designed to cease functioning at a predetermined point. In addition, many Equipment models are designed to function only with Cartridges that are newly manufactured original Xerox Cartridges or with Cartridges intended for use in the U.S.

**4. MAINTENANCE SERVICES.** Except for Equipment identified as "No Svc", DSI will keep the Equipment in good working order ("Maintenance Services"). Maintenance Services will be provided during DSI's standard working hours in areas open for repair service for the Equipment. Maintenance Services excludes repairs due to: (i) misuse, neglect or abuse; (ii) failure of the installation site or the PC workstation used with the Equipment to comply with Xerox's published specifications; (iii) use of options, accessories or products not serviced by DSI or Xerox; (iv) non-Xerox or DSI alterations, relocation, service or supplies; or (v) failure to perform operator maintenance procedures identified in operators manuals. Replacement parts may be new, reprocessed or recovered and all replaced parts become DSI's property. DSI will, as your exclusive remedy for DSI's failure to provide Maintenance Services, replace the Equipment with an identical model or, at DSI's option, another model with comparable features and capabilities (IDR). There will be no additional charge for the replacement Equipment during the remainder of the initial Term. If the initial Term has been satisfied, the Customer agrees to maintain service on the replacement Equipment for a minimum of 24 months. Equipment replacement period, 5 years (used Equipment, 2 years). If meter reads are a component of your Maintenance Plan, you will provide them using the method and frequency identified by DSI. If you do not provide a meter reading, DSI may estimate the reading and bill you accordingly. If your machine is serviced directly by DSI and your machine is down, you may be provided a loaner at the sole discretion of DSI. DSI may charge you a Delivery/Removal fee of \$150 and up to .049 per page mono, and .249 color for usage. Guaranteed serviceability is five years on "New" equipment and two years on "Used" equipment.

**5. EQUIPMENT STATUS.** Unless you are acquiring "Previously Installed" Equipment, Equipment will be (1) "Newly Manufactured", which may contain some reconditioned components; (2) "Factory Produced New Model", which is manufactured and newly serialized at a Xerox factory, adds functions and features to a product previously disassembled to a Xerox predetermined standard, and contains new and reconditioned components; or (3) "Remanufactured", which has been factory produced following disassembly to a Xerox predetermined standard and contains new and reconditioned components.

**6. SOFTWARE LICENSE.** DSI or Xerox grants you a non-exclusive, non-transferable license to use in the U.S.: (a) software and accompanying documentation provided with Xerox-brand Equipment ("Base Software") only with the Xerox-brand Equipment with which it was delivered; and (b) software and accompanying documentation identified in this Agreement as "Application Software" only on any single unit or equipment for as long as you are current in the payment of all applicable software license fees. "Base Software" and "Application Software" are referred to collectively as "Software". You have no other rights and may not: (1) distribute, copy, modify, create derivatives or, decompile, or reverse engineer Software; (2) activate Software delivered with the Equipment in an inactivated state; or (3) allow others to engage in same. Title to, and all intellectual property rights in, Software will reside solely with Xerox/DSI or and/or its licensors (who will be third party beneficiaries of this Section). Software may contain code capable of automatically disabling the Equipment. Disabling code may be activated if: (x) Xerox/DSI is denied access to periodically reset such code; (y) you are notified of a default under this Agreement; or (z) your license is terminated or expires. The Base Software license will terminate; (i) if you no longer use or possess the Equipment;

(ii) you are a lessor of the Equipment and your first lessee no longer uses or possesses it; or (iii) upon the expiration or termination of this Agreement, unless you have exercised your option to purchase the equipment. Neither DSI/Xerox nor its licensors warrant that Software will be free from errors or that its operation will be uninterrupted. The foregoing terms do not apply to Diagnostic Software or to software/documentation accompanied by a click-wrap or shrink-wrap license agreement or otherwise made subject to a separate license agreement.

**7. SOFTWARE SUPPORT.** Xerox/DSI (or a designated servicer) will provide the software support set forth below ("Software Support"). For Base Software, Software Support will be provided during the initial Term and any renewal period but in no event longer than 5 years after Xerox stops taking customer orders for the subject model of Equipment. For Application Software, Software Support will be provided as long as you are current in the payment of all applicable software license and support fees. Xerox will maintain a web-based or toll-free hotline during Xerox's standard working hours to report Software problems and answer Software-related questions. Xerox, either directly or with its vendors, will make reasonable efforts to: (a) assure that Software performs in material conformity with its user documentation; (b) provide available workarounds or patches to resolve Software performance problems; and (c) resolve coding errors for (i) the current Release and (ii) the previous Release for a period of 6 months after the current Release is made available to you. Xerox/DSI will not be required to provide Software Support if you have modified the Software. New releases of Software that primarily incorporate compliance updates and coding error fixes are designated as "Maintenance Releases" or "Updates". Maintenance Releases or Updates that Xerox may make available will be provided at no charge and must be implemented within six months. New releases of Software that include new content functionality ("Feature Releases") will be subject to additional license fees at Xerox/DSI's then-current pricing. Maintenance Releases, Updates and Feature Releases are collectively referred to as "Releases". Each Release will be considered Software governed by the Software License and Software Support provisions of this Agreement (unless otherwise noted). Implementation of a Release may require you to procure, at your expense, additional hardware and/or software from Xerox/DSI or another entity. Upon installation of a Release, you will return or destroy all prior Releases.

**8. DIAGNOSTIC SOFTWARE.** Software used to evaluate or maintain the Equipment ("Diagnostic Software") is included with the Equipment. Diagnostic Software is a valuable trade secret of Xerox. Title to Diagnostic Software will remain with Xerox or its licensors. Xerox does not grant you any right to use Diagnostic Software for any purpose (or allow third parties to do so). You will allow Xerox reasonable access to the Equipment to remove or disable Diagnostic Software if you are no longer receiving Maintenance Services from Xerox/DSI, provided that any on-site access to you facility will be during your normal business hours.

**9. XEROX DEVICE AGENT (XDA).** All Equipment must be on the customer's network. The PageConnect Assistant/Xerox Device Agent Software is a proprietary software application owned by Xerox Corporation and/or its suppliers. The PPA/XDA operates only on Microsoft Windows 10 & newer operating Systems and must be installed on the end user's computer network to (a) monitor all print devices on the end user's network and (b) send automatic meter reads and device information to Xerox and DSI. The associated Microsoft .Net Framework software is also required and must be installed on the same PC running the PPA/XDA Software. End-users acknowledge that the PPA/XDA collects and reports data on all print devices on their network. DSI nor Xerox is not responsible for any delay, error, failure, problem or technical malfunction of any telephone or network lines, computer systems, servers, or software, or failure or delay of delivery of electronic mail or other electronic communications due to technical problems, viruses or traffic congestion on the internet or combination thereof. When a device is not communicating, you will be notified by DSI. You must provide DSI a current meter read immediately and will be charged a \$100 non-communicating device fee if communication is not restored within 10 business days.

**10. PC / WORKSTATION REQUIREMENTS.** In order to receive Analyst Support and/or Software Support for Equipment requiring connection to a PC or Workstation, you must utilize a PC or workstation that either (1) has been provided by Xerox or (2) meets Xerox's published specifications.

**11. ANALYST SUPPORT.** Analyst Support includes Laptop/Desktop Diagnostics for Printing, Scanning and Configuration support to ensure equipment is communicating with Customer's network. Initial Install Analyst Support hours included shall be referenced on the face of this Agreement, each additional hour will be billed at DSI's then-current rate. If no Analyst Support hours are present on the face of this Agreement, then all Analyst Support hours shall be billable. DSI is not responsible for any equipment failure or loss of data while installing, repairing or servicing equipment. Customer is responsible for backing up all data.

### PRICING PLAN/OFFERING SELECTED:

**12. COMMENCEMENT & TERM.** This Agreement is valid when accepted by DSI. The Term for each unit of Equipment will commence upon: (i) the delivery of customer-installable Equipment; or (ii) the installation of Xerox-installable Equipment ("Commencement Date") and will continue for the number of full calendar months shown as "Lease Term" on the face of this Agreement. Unless either party provides notice of termination at least thirty days before the expiration of the initial Term, it will renew automatically on a month-to-month basis on the same terms and conditions. During this renewal period, either party may terminate the Agreement upon at least 30 days notice. Upon termination, you will make the Products available for removal by DSI. At the time of removal, the Equipment will be in the same condition as when delivered (reasonable wear & tear excepted).

**13. CREDIT HISTORY.** DSI may conduct an investigation of your Credit History. Even if the products ordered under this Agreement have been delivered, DSI may within sixty days following its acceptance of their Agreement, revoke that acceptance upon written notice of your credit approval



## Terms & Conditions

has been denied. DSI may at any time request, and you agree to promptly furnish, a copy of your last audited fiscal year-end financial statement.

**14. PAYMENT.** Payment must be received by DSI within 30 days after the invoice date. Restrictive covenants on payment instruments will not reduce your obligations.

**15. OTHER CHARGES.** If a payment is not received by DSI within 10 days after the due date, DSI may charge, and you will pay, a late fee of \$15 plus a finance charge of 1.5% per month.

**16. PRICE INCREASES.** DSI may annually increase the maintenance component of the Minimum Payment and Print Charges, up to 10% for the first 5 years and up to 25% thereafter. For Application Software, DSI may annually increase the software license or support fees.

**17. DELIVERY, REMOVAL & RELOCATION.** Equipment prices include standard delivery charges and, for Equipment for which DSI retains ownership, standard removal charges. Non-standard delivery, removal and Equipment relocation must be arranged (or approved in advance) by DSI and will be at your expense.

**18. TAXES.** Prices are exclusive of all state and local sales, use, excise, privilege and similar taxes. You will be responsible for such taxes (including import taxes & Tariffs), fees or charges of any kind (including interest and penalties) assessed by any governmental entity on this Agreement or the amounts payable under this Agreement ("Taxes"), which will be included in DSI's invoice unless you timely provide proof of your tax-exempt status. If a taxing authority determines that DSI did not collect all applicable Taxes, you shall remain liable to DSI for such additional Taxes.

**19. LEASE PURCHASE OPTION.** If not in default, you may purchase the Equipment "AS IS, WHERE IS" and WITHOUT ANY WARRANTY AS TO CONDITION OR VALUE, at the end of the initial Term for the "Purchase Option" indicated on the face of this Agreement (i.e., either a set dollar amount or the fair market value of the Equipment at the expiration of the initial Term), plus all applicable Taxes.

**20. MANAGED PRINT SERVICES (MPS) / EZ Office Program.** All MPS/EZ Office program Equipment can be New or Refurbished and will remain the property of DSI. At the expiration of the Term referenced on the face of this Agreement, the customer shall have the following options: (i) continue with the program on a month-to-month basis; (ii) explore options for upgrading to Equipment with new or additional features on a new MPS program; or (iii) return the Equipment to DSI and cease the MPS billing. If the Customer wishes to upgrade their equipment mid-stream the MPS Term, there will be no penalty for upgrading if more than half of the original Term has been satisfied. DSI may cancel this agreement at any time with 30 days written notice. Customer may cancel at any time within 30 days of installation.

**21. DEFAULT & REMEDIES.** You will be in default under this Agreement if (1) DSI does not receive any payment within 15 days after the date it is due, or (2) you breach any other obligation in this or any other agreement with DSI. If you default, DSI may, in addition to its other remedies (including cessation of Maintenance Services), remove the Equipment at your expense and require immediate payment, as liquidated damages for loss of bargain and not as penalty, of (a) all amounts then due, plus interest from the due date until paid at the rate of 1.5% per month; (b) the Minimum Payments (less the Maintenance Services and Consumable Supplies components thereof, as reflected on DSI's books and records) remaining in the Term, discounted at 4% per annum; (c) the applicable Purchase Option; and (d) all applicable Taxes. You will pay all reasonable costs, including attorneys' fees, incurred by DSI to enforce this Agreement. If you make the Equipment available for removal by DSI within 30 days after notice of default, in the same condition as when delivered (reasonable wear and tear excepted), you will receive a credit for the fair market value of the Equipment as determined by DSI, less any costs incurred by DSI.

**22. DATA SECURITY.** Certain models of Equipment can be configured to include a variety of data security features. There may be an additional cost associated with certain data security features. The selection, suitability and use of data security features are solely the Customer's responsibility. Upon request, DSI/Xerox will provide additional information to Customer regarding the security features available for Equipment models. **IT IS SOLELY YOUR RESPONSIBILITY TO SECURE ANY SENSITIVE DATA AND PERMANENTLY DELETE SUCH DATA FROM THE INTERNAL MEDIA STORAGE PRIOR TO RETURNING ANY EQUIPMENT (INCLUDING ALL TRADE UNITS) TO DSI. YOU SHALL HOLD DSI HARMLESS FROM YOUR FAILURE TO SECURE AND PERMANENTLY DELETE ALL SUCH END USER DATA AS OUTLINED IN THIS SECTION.** To retain the hard drive from your device for security purposes, you will be charged \$395 plus tax for a replacement drive.

### GENERAL TERMS & CONDITIONS

**23. NON-CANCELABLE AGREEMENT.** THIS AGREEMENT CANNOT BE CANCELLED OR TERMINATED EXCEPT AS EXPRESSLY PROVIDED HEREIN. YOUR OBLIGATION TO MAKE ALL PAYMENTS, AND TO PAY ANY OTHER AMOUNTS DUE OR TO BECOME DUE, IS ABSOLUTE AND UNCONDITIONAL AND NOT SUBJECT TO DELAY, REDUCTIONS, SET-OFF, DEFFENSE, COUNTERCLAIM OR RECOUPMENT FOR ANY REASON WHATSOEVER, IRRESPECTIVE OF DSI'S PERFORMANCE OF ITS OBLIGATIONS HEREUNDER. ANY CLAIM AGAINST DSI MAY BE ASSERTED IN A SEPARATE ACTION AND SOLELY AGAINST DSI. DSI MAY ALSO CHARGE YOU A \$250 CANCELLATION FEE (PER MACHINE) FOR ANY MAINTENANCE PROGRAM CANCELED BEFORE THE TERM EXPIRATION.

**24. REPRESENTATIONS.** The individuals signing this Agreement are duly authorized to do so and all financial information you provide completely and accurately represents your financial condition.

**25. LIMITATION OF LIABILITY.** IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES IN ANY WAY ARISING OUT OF OR RELATING TO THIS AGREEMENT, WHETHER

THE CLAIM ALLEGES TORTUOUS CONDUCT (INCLUDING NEGLIGENCE) OR ANY OTHER LEAGAL THEORY. Without the prior written consent of DSI, which shall not be unreasonably withheld, you may not assign any of your rights or obligations under this Agreement, or resell, lease, lend or permit a lien or encumbrance of any kind against any Equipment for which you have not yet obtained title free and clear of any DSI security interests.

**26. CREDIT REPORTS.** You authorize DSI or its agent to obtain credit reports from commercial credit reporting agencies.

**27. FORCE MAJEUR.** DSI will not be liable to you during any period in which its performance is delayed or prevented, in whole or in part, by a circumstance beyond its reasonable control. DSI will notify you if such a circumstance occurs.

**28. PROTECTION OF DSI'S RIGHTS.** You authorize DSI or its agent to file, by any permissible means, financing statements necessary to protect DSI's rights as lessor of the Equipment. You will promptly notify DSI of a change in ownership, or if you relocate your principal place of business or change the name of your business.

**29. WARRANTY DISCLAIMER.** DSI DISCLAIMS THE IMPLIED WARRANTIES OF NON-INFRINGEMENT AND FITNESS FOR A PARTICULAR PURPOSE AND FOLLOWING THE EXPIRATION OF ANY EXPRESS WARRANTY, DSI DISCLAIMS THE IMPLIED WARRANTY OF MERCHANTABILITY. This Agreement is a "finance lease" under Article 2A of the Uniform Commercial Code and, except to the extent expressly provided herein, and as permitted by applicable law, you waive all of your rights and remedies as a lessee under Article 2A.

**30. ASSIGNMENT.** Except for assignment by DSI to a parent, subsidiary or affiliate of DSI, or to securitize this Agreement as part of a financing transaction ("Permitted Assignment"), neither party will assign any of its rights or obligations under this Agreement without the prior written consent of the other party. In the event of a Permitted Assignment: (a) DSI may, without your prior written consent, release to the proposed assignee information it has about you related to this Agreement; (b) the assignee will have all the rights but none of the obligations of DSI hereunder; (c) you will continue to look to DSI for performance of DSI's obligations, including the provision of Maintenance Services; (d) you waive and release the assignee from any claim relating to or arising from the performance of DSI's obligations hereunder; (e) you shall not assert any defense, counterclaim or setoff you may have against an assignee; and (f) you will remit payments in accordance with instructions of the assignee.

**31. MISCELLANEOUS.** Notices must be in writing and will be deemed given 5 days after mailing, or 2 days after sending by nationally recognized overnight courier. Notices will be sent to you at the "Bill To" address identified in this Agreement, and to DSI at the inquiry address set forth on your most recent invoice, or its agents to communicate with you by any electronic means (including cellular) or electronic address you provide to DSI. This Agreement constitutes the entire agreement as to its subject matter, supersedes all prior oral and written agreements, and will be governed by the laws of the State of North Carolina (without regard to conflict-of-law principles). In any action to enforce this Agreement, the parties agree (a) to the jurisdiction and venue of the federal and state courts in Vance County, North Carolina, and (b) to waive their right to a jury trial. **If a court finds any term of this Agreement unenforceable, the remaining terms shall remain in effect.** The failure by either party to exercise any right or remedy will not constitute a waiver of such right or remedy. Each party may retain a reproduction (e.g., electronic image, photocopy, facsimile) of this agreement which will be admissible in any action to enforce it, but only the Agreement held by DSI will be considered an Original. DSI may accept this Agreement either by signature or by commencing performance. Changes to this Agreement must be in writing and signed by both parties. Any terms on your ordering documents will be of no force or effect. The following four sentences control over every other part of this Agreement. Both parties will comply with applicable laws. DSI will not charge or collect any amounts in excess of those allowed by applicable law. Any part of this Agreement that would, but for the last four sentences of this Section, be read under any circumstances to allow for a change higher than that allowed under any applicable legal limit, is modified by this Section to limit the amounts chargeable under this Agreement to the maximum amount allowed under the legal limit. If, in any circumstances, any amount in excess of that allowed by law is charge or received, any such charge will be deemed limited by the amount legally allowed and any amount received by DSI in excess of that legally allowed will be applied by DSI to the payments of amounts legally owed under this Agreement, or refunded to you.

**32. REMOTE SERVICES.** Certain models of Equipment are supported and serviced using data that is automatically collected by DSI/Xerox from the Equipment via electronic transmission from the Equipment to a secure off-site location. Examples of automatically transmitted data include product registration, meter read, supply level, Equipment configuration and settings, software version, and problem/fault code data. All such data shall be transmitted in a secure manner specified by DSI/Xerox. The automatic data transmission capability will not allow DSI/Xerox to read, view or download the content of any Customer documents residing on or passing through the Equipment or Customer's information management systems.



We need a minimum of 20 ft for pedestrian visibility at the crosswalk. Currently there is 11 ft between were the crosswalk needs to be and the first parking stall.

We need a minimum of 20 ft for pedestrian visibility at the crosswalk. Currently there is 9 ft between were the crosswalk needs to be and the first parking stall.