



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

P.O. Box 281
Warrenton, NC 27589-0281
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www.warrenton.nc.gov

BOARD OF COMMISSIONERS REGULAR MEETING
7:00 PM Board Meeting
March 9, 2026
AGENDA

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement
3. Proposed Agenda
4. Public Comments
5. Minutes of Board Meeting from February 9, 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 Including Four Sewer Adjustments
 - e. WWTP Monthly Report
 - f. Police Activity Reports
 - g. Action Items from Prior BOC Meeting
 - h. Status of Grants
 - i. Budget Amendments 12, 13, 14
7. Committee Reports
 - a. Finance and Administration (Ms. Hunter)
 - b. Public Works (Mr. Blalock)
 - c. Public Safety (Mr. Ayscue)
 - d. Human Resources/Information Technology (Mr. White)
 - e. Revitalization/Historic District Commission (Mr. Coffman)
 - f. Beautification/Facilities (Ms. Sourelis)
 - g. Planning/Zoning/Annexation (Mr. Young)
8. Old Business
 - a. Christmas Decorations – for discussion and consideration
 - b. Budget Amendment 10 – for discussion and consideration
9. New Business
 - a. RFQ for On-Call Engineering Services – for discussion and consideration
 - b. Surplus of Police Department Equipment (trade in) – for discussion and consideration
10. Announcements
11. Adjournment

Conflict of Interest Disclaimer

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

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

Citizen Comments

Rules for Citizen Comments

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

Town of Warrenton
Board of Commissioners



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
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BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING

February 9, 2026

7:00 P.M.

Minutes

Those in attendance were:

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

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, February 9, 2026, at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need. Mayor Gardner requested that everyone keep Richard Hunter in their thoughts as he had hip surgery today as well as Commissioner Blalock who is dealing with back and leg issues. The Pledge of Allegiance was led by Commissioner Jason Young.

Conflict of Interest Statement and Proposed Agenda

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

New Business

- (e) Audit Contract with Joyce and Company, CPA - for discussion and consideration.

Mayor Gardner further requested the following deletion to the proposed agenda:

Old Business

- (a) Christmas Decorations – for discussion and consideration

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

Public Comments

There were none.

Minutes

The minutes of the January 12, 2026, Board of Commissioners meeting were presented. Commissioner Coffman made a motion to approve the minutes as presented, with a second by Commissioner White. 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
- (e) WWTP Monthly Report
- (f) Police Activity Report
- (g) Action Items from Prior BOC Meeting
- (h) Status of Grants

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

Committee Reports

- (a) Finance and Administration –Commissioner Hunter was not in attendance.
- (b) Public Works – Commissioner Blalock had no additional report other than agenda items.
- (c) Public Safety – Commissioner Ayscue was not in attendance. Chief David Elliott presented the monthly report to the Board.
- (d) Human Resources – Information Technology – Commissioner White had no additional report other than agenda items.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated there was no Historic District Commission meeting due to weather conditions. He stated that the Revitalization Committee met and discussed the Bluebird Festival for April 25, 2026.
- (f) Beautification/Facilities – Commissioner Sourelis updated the Board on the progress of the Tourist Development Authority (TDA).
- (g) Planning/Zoning/Annexation – Commissioner Young had no additional report other than agenda items.

Old Business

- a) **Christmas Decorations – for discussion and consideration** – Removed from agenda – continued to next month's meeting.
- b) **Budget Amendment 10 – for discussion and consideration**– To be considered at next month's meeting.
- c) **Budget Amendment 11 – for discussion and consideration** – Town Administrator, Robert Davie presented Budget Amendment 11 to pay for attorney Ginger Booker to review the water/sewer ordinances and make clarifications, revisions, and bring ordinances up to date with current laws. Commissioner Blalock made a motion to approve the Budget Amendment as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.

New Business

- (a) **Grant project ordinance – for discussion and consideration** - Town Administrator, Robert Davie presented the AIA Stormwater Mapping Grant Project Ordinance for approval. Commissioner White made a motion to approve the Grant Project Ordinance as presented, with a second by Commissioner Coffman. The motion was approved by unanimous vote.
- (b) **Refer Special Use Application to Planning Board & Schedule Public Hearing – for consideration** – Town Administrator, Robert Davie presented a Special Use Application for a Gaming establishment at 139 South Main Street to be sent to the Planning Board for recommendation. Commissioner Young made a motion to approve the referral as requested, with a second by Commissioner White. The motion was approved by unanimous vote. The Public Hearing will be held prior to the regular Board of Commissioners meeting on April 13, 2026, at 6:45 p.m.
- (c) **Water Rate Increases – for information** – Town Administrator, Robert Davie informed the Board of a water rate increase that is expected from the County for the next fiscal year, which will require a rate increase from the current water rate of \$3.17 to a minimum rate of \$4.92 for Town of Warrenton customers.
- (d) **Town Hall Repairs – for information** – Town Administrator, Robert Davie informed the Board of water damage at Town Hall due to a water heater failure on the second floor. He further stated that an insurance claim has been filed and the Town will have a \$2500 deductible.
- (e) **Audit Agreement - for discussion and consideration** – Town Administrator, Robert Davie presented the audit agreement with Joyce and Company, CPA. For the annual audit in the amount of \$41,300 for approval. Commissioner Blalock made a motion to approve the agreement as presented, with a second by Commissioner Sourelis. The motion was approved by unanimous vote.

Announcements – There were none.

With no further business, the meeting was adjourned.

Mission

“Historically Great – Progressively Strong”

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

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

GOAL 1: To improve water and sewer Infrastructure.

Key Strategic Actions

Work on the \$15 million of improvements already identified

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

Ongoing

GOAL 2: To generate activity in downtown.

Key Strategic Actions

Revisualize SpringFest

Short term

Encourage pop-ups, like Lake Gaston coffee

Short term

Explore intern possibilities

Short term

Clean up Storefronts

Short term;

Seek compliance on existing violations.

Ongoing

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

Medium term

Fund Start Streetscape Plan (only as oppty presents)

Ongoing

GOAL 3: To add or enhance recreational opportunities.

Key Strategic Actions

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

Short term

CORE

Ongoing

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

Ongoing

GOAL 4: To improve relationships with key partners.

Key Strategic Actions

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

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

Short term

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

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

Short term and
Ongoing

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

Key Strategic Actions

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

GOAL 6: To sustain the work of the organization.

Key Strategic Actions

Plan for Key Staff Retirements

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

Budget vs Actual

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Period Ending 2/28/2026

34 FRONTIER WARREN								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
34-335-340 State Econ & Infra Dev Grant FW Rev	13,333	0.00	0.00	0.00	0.00	(13,333.00)		
34-351-422 Rent Paid to Town Frontier Warren	41,850	0.00	2,050.00	3,900.00	17,437.00	(24,413.00)	42%	
34-381-037 Transfer in from GF	1,988	0.00	0.00	0.00	0.00	(1,988.00)		
Revenues Totals:	57,171	0.00	2,050.00	3,900.00	17,437.00	(39,734.00)	30%	
Expenses								
34-405-203 Supplies	300	0.00	111.84	111.84	146.10	153.90	49%	
34-405-250 Lights/Heat/Security	3,000	428.40	333.92	607.06	1,872.49	699.11	77%	
34-405-251 Telephone/Internet	2,900	912.26	215.74	414.14	1,892.14	95.60	97%	
34-405-255 Bldg Maint/Clean Srvs	2,800	1,310.00	0.00	50.00	1,467.00	23.00	99%	
34-405-400 Liability Insurance	38	19.00	0.00	9.50	9.50	9.50	75%	
34-405-422 Rent Paid by Town	34,500	6,000.00	3,000.00	6,000.00	27,000.00	1,500.00	96%	
34-405-499 Miscellaneous	300	0.00	0.00	0.00	0.00	300.00		
Non-Departmental Totals:	43,838	8,669.66	3,661.50	7,192.54	32,387.23	2,781.11	94%	
34-432-701 State Econ & Infra Dev Grant FW Exp	13,333	0.00	0.00	0.00	13,333.33	(0.33)	100%	
Totals:	13,333	0.00	0.00	0.00	13,333.33	(0.33)	100%	
Expenses Totals:	57,171	8,669.66	3,661.50	7,192.54	45,720.56	2,780.78	95%	
34 FRONTIER WARREN	Revenues Over/(Under) Expenses:		(1,611.50)	(3,292.54)	(28,283.56)			

Budget vs Actual

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Period Ending 2/28/2026

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	620,784	0.00	0.00	220,020.45	486,552.49	(134,231.51)	78%
37-302-302 Ad Valorem Taxes - Prior Year	5,000	0.00	0.00	324.09	4,064.06	(935.94)	81%
37-302-303 Ad Valorem Taxes - all other prior years	2,000	0.00	0.00	0.00	2,071.08	71.08	104%
37-302-304 Ad Valorem Taxes - Penalties & Interest	2,200	0.00	0.00	35.04	1,515.66	(684.34)	69%
37-307-310 Motor Vehicles - Current	41,054	0.00	3,340.57	3,340.57	27,974.03	(13,079.97)	68%
37-320-320 Local Option Sales Tax Monthly	377,000	0.00	31,787.88	63,062.53	165,837.31	(211,162.69)	44%
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	22,851.63	(65,748.37)	26%
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	144.27	245.42	457.37	(542.63)	46%
37-325-330 Solid Waste Disposal Tax Qrly	600	0.00	176.92	176.92	492.60	(107.40)	82%
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	0.00	25.00	75.00	(125.00)	38%
37-345-345 Zone Board of Adj	1,800	0.00	100.00	450.00	2,450.00	650.00	136%
37-345-346 Code Enforcement	3,500	0.00	75.00	150.00	2,200.00	(1,300.00)	63%
37-351-353 Landfill Fees Residential	208,926	0.00	17,692.06	35,842.54	142,017.34	(66,908.66)	68%
37-351-355 Cemetery Fees	700	0.00	0.00	0.00	1,000.00	300.00	143%
37-351-356 Police Rpt Fees	50	0.00	0.00	0.00	0.00	(50.00)	
37-351-357 Court Fees	200	0.00	4.50	4.50	27.00	(173.00)	14%
37-351-360 Cell Tower Rent	64,680	0.00	5,659.50	30,544.81	41,594.31	(23,085.69)	64%
37-351-361 Parking/Ordinance Collections PD	100	0.00	0.00	0.00	0.00	(100.00)	
37-351-401 Debt Setoff Landfill	100	0.00	0.00	0.00	0.00	(100.00)	
37-365-001 Interest Income	60	0.00	4.17	7.52	45.00	(15.00)	75%
37-365-002 NCCMT Debt Setoff Disbursement	500	0.00	0.00	0.00	0.00	(500.00)	
37-365-034 Storefront Beautification Rev	15,000	0.00	0.00	0.00	7,260.00	(7,740.00)	48%

Budget vs Actual

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Period Ending 2/28/2026

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-365-351 Revitalization Comm	25,000	0.00	2,930.00	4,110.00	9,811.18	(15,188.82)	39%
37-365-354 Quilters Lane Revenue	750	0.00	0.00	0.00	0.00	(750.00)	
37-365-358 Branded Merchandise for Sale	1,000	0.00	0.00	0.00	0.00	(1,000.00)	
37-365-370 WWTP 25% of GF Exp	64,057	0.00	0.00	6,030.79	37,882.17	(26,174.83)	59%
37-365-371 WS 25% of GF Exp	122,255	0.00	0.00	13,347.27	76,546.58	(45,708.42)	63%
37-365-373 Insurance Proceeds - Police	0	0.00	2,496.02	2,496.02	2,496.02	2,496.02	
37-365-374 Insurance Proceeds GF	7,478	0.00	0.00	0.00	7,477.55	0.00	100%
37-365-401 Mis/Revenue/License Tags	100	0.00	0.00	0.00	0.00	(100.00)	
37-365-410 Interest Investment NCCMT	24,000	0.00	0.00	1,862.26	14,114.95	(9,885.05)	59%
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)	6,915	0.00	0.00	0.00	0.00	(6,915.00)	
37-395-396 Appropriated Fund Balance (Budget Only)	4,000	0.00	0.00	0.00	0.00	(4,000.00)	
Revenues Totals:	1,724,408	0.00	64,410.89	382,075.73	1,128,048.97	(596,358.58)	65%
Expenses							
37-401-010 Salary - Full Time	181,117	0.00	14,522.36	31,921.52	123,032.48	58,084.52	68%
37-401-012 Salary - Adm Assistant	56,039	0.00	4,268.80	10,672.00	38,969.20	17,069.80	70%
37-401-020 ER-FICA Taxes	13,856	0.00	1,110.48	2,440.80	9,407.68	4,448.32	68%
37-401-021 ER-FICA Taxes - Adm Assistant	4,287	0.00	326.08	815.20	2,976.80	1,310.20	69%
37-401-030 ER-Retirement - Orbit	49,257	0.00	3,983.72	9,029.81	34,344.30	14,912.70	70%
37-401-040 ER-Health Insurance	35,000	1,181.76	2,747.51	5,495.02	21,089.26	12,728.98	64%
37-401-050 ER-Life Insurance	570	139.50	46.50	93.00	418.50	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	39.38	0.00	0.00	461.48	1,499.14	25%
37-401-203 Supplies	5,000	182.82	(8.61)	762.07	2,247.45	2,569.73	49%
37-401-250 Light, Heat & Security	8,500	1,984.65	493.52	981.22	3,845.83	2,669.52	69%
37-401-251 Telephone & Postage	4,000	872.60	180.93	424.70	2,014.76	1,112.64	72%
37-401-255 Bldg. Maint/ Clean SVS	22,278	3,368.18	984.13	1,040.46	15,795.86	3,114.16	86%

Budget vs Actual

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Period Ending 2/28/2026

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-401-256 Bank Fees/ Petty Cash	3,750	0.00	300.00	600.00	2,400.00	1,350.00	64%	
37-401-295 Training	4,446	0.00	0.00	0.00	340.00	4,105.75	8%	
37-401-301 Computer Maint	9,000	2,811.89	611.04	1,433.30	6,177.84	10.27	100%	
37-401-302 Software Support	1,000	179.90	35.98	71.96	546.55	273.55	73%	
37-401-304 Website	800	0.00	0.00	0.00	412.50	387.50	52%	
37-401-305 Technology Upgrades	1,000	12.00	400.03	400.03	471.20	516.80	48%	
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	500.00	0.00	100%	
37-401-307 Special Events	2,500	30.00	0.00	121.72	1,475.29	994.71	60%	
37-401-309 Advertising	2,270	0.00	0.00	0.00	295.45	1,974.55	13%	
37-401-310 Dues & Subscriptions	4,000	426.00	305.00	305.00	2,848.15	725.85	82%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	2,000	368.75	0.00	69.41	1,621.36	9.89	100%	
37-401-400 Liability Insurance	8,354	3,557.70	72.45	3,188.90	4,796.55	0.00	100%	
37-401-401 County Tax Collection Svs	8,000	0.00	0.00	3,305.70	7,965.10	34.90	100%	
37-401-405 Audit Expense	13,117	0.00	0.00	0.00	12,700.00	417.00	97%	
37-401-410 Election Cost	8,500	0.00	0.00	0.00	0.00	8,500.00		
37-401-415 Economic Development	352	0.00	0.00	0.00	352.05	0.03	100%	
37-401-420 Attorney Fees	3,500	1,200.00	0.00	0.00	1,200.00	1,100.00	69%	
37-401-497 Sales & Uses Tax Expense	0	0.00	2,264.00	4,252.11	19,946.20	(19,946.20)		
37-401-499 Miscellaneous Expense	3,552	400.52	0.00	653.48	3,093.48	57.92	98%	
37-401-802 Truist Parking Lot Loan Principal	10,576	0.00	0.00	5,356.51	10,575.50	0.50	100%	
37-401-832 Truist Parking Lot Loan Interest	5,667	0.00	0.00	2,764.49	5,666.50	0.50	100%	
37-401-998 Contingency	3,096	0.00	0.00	0.00	0.00	3,096.00		
General Government Totals:	478,284	16,893.33	32,643.92	86,198.41	338,243.80	123,147.07	74%	
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	250.00	1,000.00	500.00	67%	
37-402-020 ER - FICA TAXES	115	0.00	9.56	19.12	76.48	38.52	67%	
37-402-060 Workers Comp Mayor & Council	70	21.71	0.00	0.00	48.29	0.00	100%	
37-402-200 Travel Expense	300	0.00	0.00	0.00	0.00	300.00		
37-402-295 Training	1,500	0.00	0.00	0.00	60.00	1,440.00	4%	
37-402-402 Commission offsite meetings	200	0.00	0.00	0.00	0.00	200.00		

Budget vs Actual

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Governing Body Totals:	3,685	21.71	134.56	269.12	1,184.77	2,478.52	33%
37-405-345 Zoning/Ordinances	7,500	0.00	0.00	0.00	7,040.00	460.00	94%
37-405-407 Branded Clothing Sales	1,000	0.00	0.00	0.00	0.00	1,000.00	
37-405-423 Quilters Lane	1,250	0.00	0.00	0.00	1,090.00	160.00	87%
37-405-430 Historic District Comm	220	0.00	0.00	0.00	181.43	38.57	82%
37-405-434 Storefront Beautification Exp	15,000	0.00	718.20	1,014.20	2,171.64	12,828.36	14%
37-405-450 Revitalization Comm	25,000	500.00	0.00	0.00	4,173.22	20,326.78	19%
37-405-470 Small Town Maint St	1,500	1,045.24	434.76	434.76	434.76	20.00	99%
Non-Departmental Totals:	51,470	1,545.24	1,152.96	1,448.96	15,091.05	34,833.71	32%
37-501-010 SALARY FULL TIME	286,566	0.00	20,400.56	51,738.23	185,894.63	100,671.15	65%
37-501-014 Salary - Part Time	17,000	0.00	1,500.00	6,510.00	15,930.00	1,070.00	94%
37-501-015 Salary-LEO Separation Allowance	15,000	0.00	1,085.94	2,171.88	8,687.52	6,312.48	58%
37-501-016 Salary - Admin Assistant	43,827	0.00	3,163.12	8,157.52	30,349.92	13,477.08	69%
37-501-019 Salary - Over-Time	10,000	0.00	0.00	156.33	2,411.85	7,588.15	24%
37-501-020 ER-FICA Taxes	26,431	0.00	1,980.45	5,159.22	18,386.94	8,044.06	70%
37-501-030 ER - Retirement Orbit	78,982	0.00	5,348.44	13,466.00	49,450.13	29,531.87	63%
37-501-031 ER - 401K 5%	15,084	5,308.99	1,020.03	2,559.22	9,759.83	15.18	100%
37-501-040 ER - Health Insurance	53,197	677.25	3,363.87	6,727.74	25,474.19	27,045.56	49%
37-501-050 ER - Life Insurance	1,152	232.50	77.50	155.00	697.50	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	1,300	0.00	568.05	537.22	791.78	508.22	61%
37-501-203 Supplies	5,000	1,457.22	182.69	40.68	2,508.11	1,034.67	79%
37-501-204 Uniforms	4,331	626.10	405.15	629.91	1,734.26	1,970.64	54%
37-501-205 Equipment & Material	5,800	3,230.00	575.63	467.63	1,489.09	1,080.91	81%
37-501-206 Ammunition	420	0.00	0.00	0.00	0.00	420.00	
37-501-250 Light, Heat & Security	9,000	1,984.65	493.52	981.23	3,845.83	3,169.52	65%
37-501-251 Telephone & Postage	8,106	2,781.95	183.11	864.97	5,049.11	274.98	97%
37-501-252 Fuel	15,000	5,188.53	66.27	2,739.94	9,811.47	0.00	100%
37-501-255 Bldg Maint/Clean Svs	11,524	2,024.51	521.38	577.71	9,488.91	10.36	100%
37-501-295 Training	2,000	0.00	0.00	0.00	1,976.38	23.62	99%
37-501-301 Computer Maint	9,532	3,005.48	633.47	1,356.19	6,437.24	89.28	99%

Budget vs Actual

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-501-302 Software Support	9,337	754.25	139.99	429.98	8,582.75	0.00	100%	
37-501-305 Technology Upgrades	413	10.00	402.03	402.03	402.03	0.97	100%	
37-501-310 Dues and Subscriptions	537	0.00	200.00	537.00	537.00	0.00	100%	
37-501-351 Maint & Repair Equip	5,085	2,785.00	0.00	0.00	1,230.22	1,069.78	79%	
37-501-370 2019 Dodge Car 100	1,500	465.46	0.00	0.00	600.75	433.79	71%	
37-501-371 2017 Dodge Car 200	1,500	237.30	320.00	320.00	709.72	552.98	63%	
37-501-372 2016 Dodge Car 300	1,500	704.77	89.99	89.99	737.95	57.28	96%	
37-501-373 2017 Dodge Car 400	1,300	133.13	366.87	366.87	376.87	790.00	39%	
37-501-376 2019 Dodge Car 700	1,500	245.22	557.07	557.07	764.78	490.00	67%	
37-501-377 2023 Dodge Car 125	1,500	0.00	0.00	0.00	852.59	647.41	57%	
37-501-378 2023 Dodge Car 225	1,500	0.00	571.24	571.24	1,095.84	404.16	73%	
37-501-400 Liability Insurance	23,797	10,173.40	72.45	5,253.35	10,967.90	2,655.70	89%	
37-501-415 Medical	2,147	0.00	0.00	360.00	360.00	1,787.00	17%	
37-501-420 Attorney Fees	12,500	5,040.00	0.00	315.00	1,710.00	5,750.00	54%	
37-501-433 COP Program	3,000	1,080.00	0.00	206.05	82.82	1,837.18	39%	
37-501-499 Miscellaneous	556	0.00	22.00	22.00	377.94	178.00	68%	
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	0.00	7,651.00		
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	0.00	1,327.00		
Police Department Totals:	707,853	48,145.71	44,310.82	114,427.20	431,321.19	228,386.10	68%	
37-601-014 Salary - Part Time Code Enforcement	2,682	0.00	441.28	567.36	2,294.44	387.56	86%	
37-601-020 ER-FICA Taxes	230	0.00	33.76	43.41	175.57	54.43	76%	
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		

Budget vs Actual

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
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	7,300.00	58,400.00	29,200.00	67%	
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	7,775.04	7,910.77	61,529.37	32,332.04	66%	
37-651-330 Christmas Lights/Santa House	1,784	0.00	0.00	1,045.37	1,869.33	(85.33)	105%	
37-651-331 Haley Haywood Park	751	0.00	0.00	0.00	0.00	751.00		
37-651-332 Signs below \$5,000	2,000	0.00	0.00	0.00	182.48	1,817.52	9%	
37-651-333 Street Beautification - Below \$5,000	4,000	0.00	0.00	0.00	1,546.09	2,453.91	39%	
37-651-335 Street Lighting Electric Bill	32,000	9,914.71	2,710.09	5,404.59	21,085.29	1,000.00	97%	
Signs and Lights Totals:	40,535	9,914.71	2,710.09	6,449.96	24,683.19	5,937.10	85%	
37-701-010 Salary - Full Time	86,007	0.00	8,483.90	18,403.95	58,690.80	27,316.20	68%	
37-701-019 Over-Time	1,026	0.00	0.00	0.00	182.04	843.96	18%	
37-701-020 ER-FICA Taxes	6,693	0.00	492.48	1,246.75	4,331.87	2,361.13	65%	
37-701-030 ER - Retirement - Orbit	18,171	0.00	1,373.32	3,453.93	11,988.49	6,182.51	66%	
37-701-040 ER-Health Insurance	24,036	330.00	840.93	1,681.86	6,915.40	16,790.60	30%	
37-701-050 ER-Life Insurance	391	0.00	48.51	97.02	337.39	53.61	86%	
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	5,500	1,266.26	210.86	402.15	3,901.35	332.39	94%	
37-701-204 Uniforms	3,400	1,599.23	104.34	367.89	1,800.77	0.00	100%	
37-701-251 Telephone & Postage	540	136.55	0.00	56.29	394.45	9.00	98%	
37-701-252 Fuel	10,000	1,448.29	38.70	1,811.37	4,792.56	3,759.15	62%	
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	10,507	0.00	0.00	6,536.67	8,701.49	1,805.51	83%	
37-701-352 Vehicle Maintenance	6,629	0.00	0.00	0.00	6,280.74	347.88	95%	
37-701-400 Liability Insurance	9,795	4,065.92	0.00	2,127.16	4,430.27	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%	

Budget vs Actual

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-701-895 Mowing	(16,000)	0.00	(1,333.00)	(2,666.00)	(10,664.00)	(5,336.00)	67%
Streets Totals:	178,721	8,846.25	10,260.04	33,519.04	113,229.49	56,644.88	68%
37-710-361 Maint & Repair POWELL BILL	21,915	0.00	326.00	326.00	5,426.00	16,489.00	25%
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	100.00	0.00	100%
Powell Bill Totals:	22,015	0.00	326.00	326.00	5,526.00	16,489.00	25%
37-801-010 Salary - Full Time Sanitation	58,089	0.00	4,655.56	11,638.90	39,406.17	18,682.83	68%
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	881.50	3,027.81	1,475.19	67%
37-801-030 ER - Retirement - Orbit Sanitation	12,225	0.00	986.98	2,467.45	7,438.73	4,786.27	61%
37-801-040 ER - Health Insurance	15,273	26.37	1,852.44	3,704.88	9,272.63	5,974.00	61%
37-801-050 ER - Life Insurance	251	14.88	4.96	9.92	44.64	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	5.35	129.75	129.75	423.70	0.95	100%
37-801-204 Uniforms	1,976	35.15	154.28	527.60	1,940.85	0.00	100%
37-801-251 Telephone & Postage	500	272.70	0.00	31.17	225.00	2.30	100%
37-801-252 Fuel	3,674	620.00	0.00	604.19	1,582.17	1,471.83	60%
37-801-350 Landfull Fees	23,378	11,746.78	1,411.50	3,282.88	11,584.86	46.36	100%
37-801-352 Vehicle Maintenance	2,582	374.03	0.00	0.00	2,207.05	0.65	100%
37-801-400 Liability Insurance	6,603	3,470.98	0.00	1,829.69	3,131.76	0.26	100%
Sanitation Totals:	133,666	17,929.36	9,548.07	25,107.93	83,028.69	32,707.68	76%
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 Reserve	2,169	0.00	0.00	0.00	0.00	2,169.00	
Transfers Out Totals:	14,251	0.00	0.00	0.00	10,094.00	4,157.00	71%
Expenses Totals:	1,724,408	103,362.90	108,861.50	275,657.39	1,083,931.55	537,113.10	69%

Budget vs Actual

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37 GENERAL FUND	Revenues Over/(Under) Expenses:	(44,450.61)	106,418.34	44,117.42
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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
38-351-401 Water Sales	911,133	0.00	83,397.23	157,852.12	587,431.01	(323,701.99)	64%
38-351-402 Debt Setoff WATER	53	0.00	0.00	0.00	97.58	44.58	184%
38-351-404 Sewer Services	717,364	0.00	65,229.06	121,069.14	449,832.89	(267,531.11)	63%
38-351-407 Debt Setoff SEWER	42	0.00	0.00	0.00	98.02	56.02	233%
38-351-408 Town Taps/Connection Fee	22,000	0.00	0.00	0.00	5,701.30	(16,298.70)	26%
38-351-416 Dis/Reconnection Fee	9,960	0.00	457.92	907.92	4,576.46	(5,383.54)	46%
38-351-417 Fire Sprinkler	2,620	0.00	349.50	699.00	2,660.10	40.10	102%
38-351-418 Late Fees/Penalty/Cut Off	20,972	0.00	1,575.67	4,134.52	13,127.56	(7,844.44)	63%
38-351-419 Returned Check Fee	987	0.00	140.00	245.00	975.00	(12.00)	99%
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	25	0.00	0.00	0.00	55.00	30.00	220%
38-365-373 Insurance Proceeds W/S	0	0.00	1,482.54	1,482.54	1,482.54	1,482.54	
38-365-410 Interest/investment Income NCCMT	13,628	0.00	0.00	930.54	7,052.92	(6,575.08)	52%
38-365-421 Account Activation Fee	2,925	0.00	275.00	475.00	2,200.00	(725.00)	75%
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)	
Revenues Totals:	1,774,300	0.00	152,906.92	287,795.78	1,083,213.27	(691,086.73)	61%
Expenses							
38-851-010 Salary Full Time	122,085	0.00	9,322.02	21,511.19	79,278.36	42,806.64	65%
38-851-014 Salary - Part Time	12,626	0.00	1,015.04	2,630.97	9,087.43	3,538.57	72%
38-851-019 Salary Over-Time	6,156	0.00	271.62	1,044.66	2,175.50	3,980.50	35%
38-851-020 ER-FICA Taxes	11,096	0.00	808.96	1,920.25	6,901.79	4,194.21	62%
38-851-030 ER - Retirement Orbit	25,633	0.00	1,738.90	4,013.36	14,562.72	11,070.28	57%
38-851-040 ER - Health Insurance WATER	24,997	234.90	1,724.37	3,462.70	12,429.41	12,332.69	51%
38-851-050 ER - Life Insurance	382	101.22	28.69	61.25	274.62	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	4,487.97	2,865.16	7,924.49	30,572.90	939.13	97%	
38-851-204 Uniforms	3,120	1,071.00	122.01	425.49	2,049.00	0.00	100%	
38-851-250 Light & Heat & Security	6,090	1,657.01	602.31	1,050.64	3,162.23	1,270.76	79%	
38-851-251 Telephone & Postage	10,896	4,364.75	891.77	1,486.75	6,504.17	27.08	100%	
38-851-252 Fuel	10,000	3,815.66	490.41	1,375.41	3,846.16	2,338.18	77%	
38-851-255 Bldg. Maint/Clean Svs	6,492	1,135.67	260.19	288.36	5,119.14	237.19	96%	
38-851-260 Electric Tank/Pumps	3,401	780.47	315.79	607.95	1,769.53	851.00	75%	
38-851-296 Continuing Education	1,300	0.00	194.00	244.00	1,074.00	226.00	83%	
38-851-301 Computer Maintenance	5,819	2,101.39	414.34	850.57	3,619.54	98.07	98%	
38-851-302 Software Support	9,300	0.00	0.00	123.46	8,773.26	526.74	94%	
38-851-305 Technology Upgrades	1,738	0.00	206.02	206.02	241.60	1,496.40	14%	
38-851-309 Advertising	265	0.00	0.00	0.00	102.03	162.97	39%	
38-851-310 Dues & Subscriptions	880	57.95	29.55	29.55	248.72	573.33	35%	
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	5,265.04	0.00	5,265.04	15,795.12	0.84	100%	
38-851-347 Lab Analysis	1,200	150.00	0.00	320.00	850.00	200.00	83%	
38-851-351 Maint. & Repair Equip	8,327	0.00	0.00	50.00	5,969.48	2,357.52	72%	
38-851-352 Vehicle Maintenance	3,750	0.00	0.00	0.00	2,381.28	1,368.72	64%	
38-851-400 Town Liability Insurance	13,253	5,674.76	36.22	2,920.70	5,963.45	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	31,292	0.00	0.00	0.00	19.00	31,273.00	0%	
38-851-448 External Contract	17,768	922.50	0.00	0.00	16,844.76	0.74	100%	
38-851-451 Water Purchase	250,000	154,007.56	14,234.07	14,234.07	95,992.44	0.00	100%	
38-851-499 Miscellaneous	2,500	0.00	0.00	2,500.00	2,500.00	0.00	100%	
38-851-500 Capital Outlay \$5000 and Above	2,070	0.00	0.00	0.00	2,069.50	0.50	100%	
38-851-802 USDA Public Works Trucks - Princ Water	6,109	0.00	0.00	6,108.52	6,108.52	0.48	100%	

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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	855.96	855.96	0.04	100%	
38-851-895 Grass Cutting Expense	16,000	0.00	1,333.00	2,666.00	10,664.00	5,336.00	67%	
38-851-896 WS 25% of GF Expense	59,399	0.00	0.00	6,673.64	38,273.28	21,125.72	64%	
38-851-998 Contingency	1,832	0.00	0.00	0.00	0.00	1,832.00		
Water Totals:	787,270	186,132.49	36,904.44	90,851.00	408,131.36	193,006.15	75%	
38-852-010 Salary - Full Time	122,085	0.00	9,179.74	21,084.35	78,743.68	43,341.32	64%	
38-852-014 Salary - Part Time	12,626	0.00	1,014.88	2,630.81	9,086.93	3,539.07	72%	
38-852-019 Salary - Over Time Sewer	7,406	0.00	948.34	1,227.22	3,599.19	3,806.81	49%	
38-852-020 ER - FICA Sewer	11,096	0.00	851.93	1,906.79	6,988.16	4,107.84	63%	
38-852-030 ER-Retirement Orbit	25,633	0.00	1,852.20	4,010.57	14,786.87	10,846.13	58%	
38-852-040 ER-Health Insurance SEWER	24,997	234.80	1,724.34	3,462.65	12,429.10	12,333.10	51%	
38-852-050 ER-Life Insurance	382	101.27	28.68	61.24	274.57	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	34,124	3,109.06	781.06	1,686.38	30,603.98	410.96	99%	
38-852-204 Uniforms	3,120	1,071.15	121.99	425.45	2,048.85	0.00	100%	
38-852-250 Light & Heat & Security	7,000	1,657.01	810.23	1,258.53	3,370.10	1,972.89	72%	
38-852-251 Telephone & Postage	11,312	4,309.80	899.87	1,513.71	6,626.34	375.86	97%	
38-852-252 Fuel	10,000	3,815.70	490.40	1,375.42	3,846.15	2,338.15	77%	
38-852-255 Bldg. Maint/Clean Svs	6,492	1,135.68	260.19	288.36	5,119.15	237.17	96%	
38-852-260 Electric Tank/Pumps	12,000	4,878.72	898.78	1,864.54	6,941.65	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 Maint.	5,819	2,101.40	414.33	850.53	3,619.41	98.19	98%	
38-852-302 Software Support	9,300	0.00	0.00	123.46	8,773.25	526.75	94%	

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38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-305 Technology Upgrades	1,738	0.00	206.02	206.02	241.60	1,496.40	14%	
38-852-309 Advertising	500	0.00	0.00	0.00	392.45	107.55	78%	
38-852-310 Dues & Subscriptions	880	57.95	29.55	29.55	248.72	573.33	35%	
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	50.00	5,969.47	2,357.53	72%	
38-852-352 Vehicle Maintenance	3,750	0.00	0.00	0.00	2,381.25	1,368.75	64%	
38-852-400 Liability Insurance	7,228	3,317.76	36.23	1,742.21	3,430.73	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	15,000	0.00	0.00	0.00	19.00	14,981.00	0%	
38-852-435 Purchase of Sewer Services	434,416	0.00	0.00	32,042.40	230,220.01	204,195.99	53%	
38-852-448 External Contract	22,000	4,713.27	3,924.25	4,951.75	12,190.90	5,095.83	77%	
38-852-473 WWTP Rehab Annual Payment	22,073	0.00	0.00	0.00	0.00	22,073.00		
38-852-499 Miscellaneous	2,500	0.00	0.00	2,500.00	2,500.00	0.00	100%	
38-852-500 Capital Outlay \$5000 and Above	2,070	0.00	0.00	0.00	2,069.50	0.50	100%	
38-852-802 USDA Public Works Trucks - Princ Sewer	6,109	0.00	0.00	1,270.72	1,270.72	4,838.28	21%	
38-852-803 USDA Town Hall/WS Loan Principal	29,858	0.00	0.00	4,837.82	7,166.32	22,691.68	24%	
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,388	0.00	0.00	0.00	0.00	14,388.00		
38-852-809 John Riggans Easement Pmt	1,000	1,000.00	0.00	0.00	0.00	0.00	100%	
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	13,750.00	0.00	0.00	0.00	0.00	100%	
38-852-833 USDA Town Hall/WS Loan Interest	14,502	0.00	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	855.98	855.98	0.02	100%	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	2,200	1,100.00	0.00	0.00	1,100.00	0.00	100%	
38-852-896 WS 25% of GF Expense	59,399	0.00	0.00	6,673.63	38,273.30	21,125.70	64%	

Budget vs Actual

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Period Ending 2/28/2026

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-998 Contingency	848	0.00	0.00	0.00	0.00	848.00		
Sewer Expenses Totals:	977,470	46,658.22	24,473.01	98,930.09	514,230.28	416,581.50	57%	
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:	1,774,300	232,790.71	61,377.45	189,781.09	922,361.64	619,147.65	65%	
38 WATER / SEWER	Revenues Over/(Under) Expenses:		91,529.47	98,014.69	160,851.63			

Budget vs Actual

Town of Warrenton
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Period Ending 2/28/2026

39 WWTP								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
39-351-405 Septic Disposal Service	49,980	0.00	1,545.00	5,815.00	42,050.00	(7,930.00)	84%	
39-351-470 Town Sewer Revenues	434,416	0.00	0.00	32,042.40	230,220.01	(204,195.99)	53%	
39-351-471 Sewer Revenues - County	316,092	0.00	0.00	23,314.87	167,513.96	(148,578.04)	53%	
39-351-472 Sewer Rev Norlina	241,310	0.00	0.00	17,798.90	127,882.50	(113,427.50)	53%	
39-365-373 Insurance Proceeds WWTP	0	0.00	1,482.55	1,482.55	1,482.55	1,482.55		
39-365-861 Misc Revenue WWTP	0	0.00	0.00	0.00	20.00	20.00		
Revenues Totals:	1,041,798	0.00	3,027.55	80,453.72	569,169.02	(472,628.98)	55%	
Expenses								
39-861-010 Salary - Full Time	250,406	0.00	18,988.99	44,276.38	168,329.47	82,076.53	67%	
39-861-014 Salary - Part Time	9,455	0.00	726.25	1,802.50	6,672.50	2,782.50	71%	
39-861-019 Over-Time	17,343	0.00	891.83	3,299.05	10,700.70	6,642.30	62%	
39-861-020 ER-FICA Taxes	21,206	0.00	1,497.73	3,583.56	13,142.10	8,063.90	62%	
39-861-030 ER - Retirement Orbit	53,582	0.00	3,844.13	9,212.54	34,640.52	18,941.48	65%	
39-861-040 ER- Health Insurance	46,714	422.16	3,614.62	7,257.15	26,141.38	20,150.46	57%	
39-861-050 ER-Life Insurance	802	170.30	59.66	127.07	556.78	74.92	91%	
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	77,930	12,131.83	8,205.39	12,434.84	54,227.21	11,570.96	85%	
39-861-204 Uniforms	5,460	1,385.22	245.95	863.47	4,074.78	0.00	100%	
39-861-250 Light, Heat & Security	90,000	24,733.59	9,245.14	18,673.59	54,167.81	11,098.60	88%	
39-861-251 Telephone & Postage	6,858	2,689.73	240.15	780.68	4,123.65	44.62	99%	
39-861-252 Fuel	10,250	5,159.45	574.43	1,192.81	4,037.37	1,053.18	90%	
39-861-296 Continuing Education	1,373	0.00	0.00	0.00	120.00	1,253.00	9%	
39-861-301 Computer Maint.	10,289	3,640.63	668.85	1,304.20	5,739.70	908.67	91%	
39-861-302 Software Support	3,699	314.10	0.00	159.36	3,384.89	0.01	100%	
39-861-305 Technology Upgrades	2,000	0.00	0.00	0.00	0.00	2,000.00		
39-861-309 Advertising	1,000	0.00	0.00	0.00	527.63	472.37	53%	
39-861-310 Dues & Subscriptions	154	0.00	0.00	0.00	0.00	154.00		

Budget vs Actual

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Period Ending 2/28/2026

39 WWTP								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
39-861-318 Freight Charges	2,200	0.00	0.00	0.00	1,150.08	1,049.92	52%	
39-861-342 Maint & Repair Plant	120,000	6,811.97	8,908.53	15,128.80	103,734.36	9,453.67	92%	
39-861-344 Sludge Removal	72,000	34,779.50	10,627.50	10,627.50	37,220.50	0.00	100%	
39-861-345 Beaver Control	750	0.00	0.00	0.00	0.00	750.00		
39-861-346 Lab Material & Supplies	11,526	130.63	1,603.21	1,623.15	9,246.60	2,148.77	81%	
39-861-347 Lab Analysis	27,225	9,150.00	2,025.00	3,991.00	18,075.00	0.00	100%	
39-861-348 Tar - Pamlico Dues	3,000	0.00	0.00	0.00	0.00	3,000.00		
39-861-349 OSHAComp/Safety M&S	1,500	0.00	0.00	0.00	150.00	1,350.00	10%	
39-861-352 Vehicle Maintenance	4,750	0.00	0.00	0.00	1,991.80	2,758.20	42%	
39-861-400 Liability Insurance	25,068	10,932.42	72.45	5,632.89	11,061.72	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 Expenst	30,000	0.00	0.00	0.00	0.00	30,000.00		
39-861-441 Certify Lab Services	1,000	0.00	0.00	0.00	282.00	718.00	28%	
39-861-444 Permits & Fees	15,801	3,300.00	952.00	1,777.00	12,500.08	0.92	100%	
39-861-446 Influent Debris Removal	7,044	2,611.40	0.00	639.65	4,432.60	0.00	100%	
39-861-500 Capital Outlay \$5000 and Over	2,070	0.00	0.00	0.00	2,069.49	0.51	100%	
39-861-810 NCDEQ WWTP Phase 2 Principal	23,607	0.00	0.00	0.00	0.00	23,607.00		
39-861-897 WWTP 25% of GF Exp	64,003	0.00	0.00	6,030.79	37,882.17	26,120.83	59%	
39-861-998 Contingency	6,532	0.00	0.00	0.00	0.00	6,532.00		
WWTP - Expenses Totals:	1,041,798	118,399.64	72,991.81	150,417.98	644,591.80	278,806.56	73%	
Expenses Totals:	1,041,798	118,399.64	72,991.81	150,417.98	644,591.80	278,806.56	73%	
39 WWTP Revenues Over/(Under) Expenses:			(69,964.26)	(69,964.26)	(75,422.78)			

Check Listing

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Check Number	Bank	Vendor	Date	Amount
69647	30	AMAZON CAPITAL SERVICES, INC.	02/04/2026	<u>\$67.12</u>
69648	30	BOWERS & BURROWS INC	02/04/2026	<u>\$700.63</u>
69649	30	DOCUMENT SYSTEMS, INC	02/04/2026	<u>\$23.94</u>
69650	30	DUKE ENERGY PROGRESS	02/04/2026	<u>\$127.95</u>
69651	30	GREGORY POOLE EQUIPMENT CO.	02/04/2026	<u>\$2,957.00</u>
69652	30	HAWKINS, INC.	02/04/2026	<u>\$2,730.56</u>
69653	30	MOSLEY PLUMBING CO., INC.	02/04/2026	<u>\$1,585.18</u>
69654	30	PETE SMITH TIRE & QUICK LUBE, INC	02/04/2026	<u>\$60.92</u>
69655	30	RJA FIRE EXTINGUISHERS SALES & SERVICE, INC.	02/04/2026	<u>\$106.75</u>
69656	30	Spectrum Business	02/04/2026	<u>\$169.99</u>
69657	30	TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, IN	02/04/2026	<u>\$120.00</u>
69658	30	AAA GAS AND APPLIANCE CO.	02/06/2026	<u>\$644.19</u>
69659	30	AMAZON CAPITAL SERVICES, INC.	02/06/2026	<u>\$74.62</u>
69660	30	BLUE RIDGE SPRINGS, INC	02/06/2026	<u>\$170.00</u>
69661	30	CAROLINA DIGITAL PHONE INC	02/06/2026	<u>\$316.00</u>
69662	30	Core & Main	02/06/2026	<u>\$2,510.76</u>
69663	30	DOCUMENT SYSTEMS, INC	02/06/2026	<u>\$364.66</u>
69664	30	DUKE ENERGY PROGRESS	02/06/2026	<u>\$2,464.91</u>
69665	30	FIRST CITIZENS BANK	02/06/2026	<u>\$22.00</u>
69666	30	GRANVILLE FARMS, INC.	02/06/2026	<u>\$1,650.00</u>
69667	30	INVOICE CLOUD, INC.	02/06/2026	<u>\$171.40</u>
69668	30	MERITECH INC	02/06/2026	<u>\$2,025.00</u>
69669	30	NORTH CAROLINA 811, INC	02/06/2026	<u>\$34.10</u>
69670	30	PETE SMITH TIRE & QUICK LUBE, INC	02/06/2026	<u>\$1,779.39</u>
69671	30	Purchase Power (Pitney Bowes)	02/06/2026	<u>\$150.00</u>
69672	30	QUILL CORPORATION	02/06/2026	<u>\$189.43</u>
69673	30	Teresa Harris	02/06/2026	<u>\$70.14</u>
69674	30	USA Bluebook	02/06/2026	<u>\$569.65</u>

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Check Number	Bank	Vendor	Date	Amount
69675	30	WARREN AUTO PARTS, INC.	02/06/2026	<u>\$72.88</u>
69676	30	WARREN COUNTY PUBLIC UTILITIES	02/06/2026	<u>\$14,234.07</u>
69677	30	WILSON'S WATER SERVICES	02/06/2026	<u>\$825.00</u>
69678	30	Always N Bloom	02/11/2026	<u>\$53.75</u>
69679	30	DUKE ENERGY PROGRESS	02/11/2026	<u>\$10,846.74</u>
69680	30	DUKE ENERGY PROGRESS	02/11/2026	<u>\$204.63</u>
69681	30	GALLS QUARTERMASTER	02/11/2026	<u>\$80.25</u>
69682	30	GUPTON SERVICES, INC	02/11/2026	<u>\$130.00</u>
69683	30	HACH COMPANY	02/11/2026	<u>\$860.41</u>
69684	30	KATALYST NETWORK GROUP LLC	02/11/2026	<u>\$2,378.00</u>
69685	30	NCL OF WISCONSIN, INC.	02/11/2026	<u>\$429.56</u>
69686	30	PETE SMITH TIRE & QUICK LUBE, INC	02/11/2026	<u>\$97.40</u>
69687	30	WRIGHT EXPRESS FSC	02/11/2026	<u>\$66.27</u>
69688	30	AMAZON CAPITAL SERVICES, INC.	02/16/2026	<u>\$323.93</u>
69689	30	BEER STOP	02/16/2026	<u>\$718.20</u>
69690	30	LAKE GASTON CHAMBER OF COMMERCE	02/16/2026	<u>\$230.00</u>
69691	30	RANES HEATING & AC, INC	02/16/2026	<u>\$493.99</u>
69692	30	SouthData, Inc	02/16/2026	<u>\$1,575.60</u>
69693	30	FIRST CITIZENS BANK	02/16/2026	<u>\$5,107.06</u>
69694	30	ALARM MAN OF NC LLC	02/18/2026	<u>\$107.50</u>
69695	30	AMAZON CAPITAL SERVICES, INC.	02/18/2026	<u>\$127.92</u>
69696	30	BANZET, THOMPSON, STYERS & MAY, PLLC	02/18/2026	<u>\$326.00</u>
69697	30	BREEDLOVE ELECTRIC, INC	02/18/2026	<u>\$3,736.69</u>
69698	30	DUKE ENERGY PROGRESS	02/18/2026	<u>\$198.91</u>
69699	30	FRONTIER NATURAL GAS	02/18/2026	<u>\$129.29</u>
69700	30	GREGORY POOLE EQUIPMENT CO.	02/18/2026	<u>\$5,744.01</u>
69701	30	MUNICIPAL ENGINEERING INC	02/18/2026	<u>\$83,000.00</u>
69702	30	NC DIVISION OF MOTOR VEHICLES	02/18/2026	<u>\$2,006.00</u>
69703	30	NCDEQ-DIVISION OF ENERGY, MINERAL AND LAND RESOURC	02/18/2026	<u>\$127.00</u>

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Check Number	Bank	Vendor	Date	Amount
69704	30	PETE SMITH TIRE & QUICK LUBE, INC	02/18/2026	<u>\$1,439.14</u>
69705	30	UNIFIRST CORPORATION	02/18/2026	<u>\$1,703.75</u>
69706	30	USA Bluebook	02/18/2026	<u>\$249.62</u>
69707	30	WARREN AUTO PARTS, INC.	02/18/2026	<u>\$21.07</u>
69708	30	WARREN COUNTY PUBLIC WORKS	02/18/2026	<u>\$1,411.50</u>
69709	30	FLEMING INVESTMENT COMPANY	02/18/2026	<u>\$3,000.00</u>
69710	30	JOHN W RIGGAN	02/18/2026	<u>\$1,000.00</u>
69711	30	BURNETT LIME COMPANY, INC	02/24/2026	<u>\$4,646.44</u>
69712	30	CNA SURETY DIRECT BILL	02/24/2026	<u>\$289.80</u>
69713	30	COLUMBIAN MUTUAL LIFE INS CO	02/24/2026	<u>\$26.09</u>
69714	30	DUKE ENERGY PROGRESS	02/24/2026	<u>\$35.93</u>
69715	30	FRONTIER NATURAL GAS	02/24/2026	<u>\$196.13</u>
69716	30	GRANVILLE FARMS, INC.	02/24/2026	<u>\$8,977.50</u>
69717	30	HUMANA SPECIALTY BENEFITS	02/24/2026	<u>\$29.38</u>
69718	30	INFORMATION TECHNOLOGY SERVICE	02/24/2026	<u>\$258.23</u>
69719	30	KING'S FITNESS & NUTRITION CENTER	02/24/2026	<u>\$300.00</u>
69720	30	MUTUAL OF OMAHA	02/24/2026	<u>\$1,691.43</u>
69721	30	NORTH CAROLINA 811, INC	02/24/2026	<u>\$25.00</u>
69722	30	PRUDENTIAL RETIREMENT	02/24/2026	<u>\$1,400.03</u>
69723	30	RJA FIRE EXTINGUISHERS SALES & SERVICE, INC.	02/24/2026	<u>\$83.27</u>
69724	30	TIME WARNER CABLE	02/24/2026	<u>\$207.34</u>
78	Checks Totaling -			\$183,079.00

Totals By Fund

	Checks	Voids	Total
34	\$3,678.57		\$3,678.57
36	\$2,264.00		\$2,264.00
37	\$20,236.95		\$20,236.95
38	\$29,648.74		\$29,648.74
39	\$43,924.74		\$43,924.74
77	\$326.00		\$326.00
81	\$83,000.00		\$83,000.00
Totals:	\$183,079.00		\$183,079.00

Memo

To: Town Commissioners
From: Brandon Elliott
CC: Mayor, Town Administrator
Date: March 5, 2026
Re: February 2026 Monthly Activity Report for Public Works

Water and Sewer

- **Water and Sewer System Needs – Unfunded:** (1) Install magnetic flow meter in 14-inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners... Estimated Cost - \$75,000). (2) Purchase water main valve exercising equipment (Estimated Cost – \$30,000). (3) Purchase spare pump for Riggans Sewer Lift Station – (Estimated Cost for pump - \$29,000.00). (4) Purchase spare pump for F&M Sewer Lift Station and install emergency port – (Estimated Cost – \$65,000). (5) Highway 158 Business East Water Customers... From Highway 58 to just past Red Hill Loop Road... Abandon old 2-inch galvanized water main and reconnect active services to 8-inch PVC water main (Estimated Cost - \$50,000.00).

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

(1) Repair – Replaced block Heater at John Riggens Lift Station Generator (Labor 1,073.50) and (Parts 81.91). (2) Preventive Maintenance – PM service at John Riggens Sewer Lift Station (Labor 1,207.50) and (Parts 1,257.82). (3) Preventive Maintenance – PM 1 service at F.M lift Station (Labor 225.75) and (Parts 78.77)

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) - \$3,924.25

- **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 (December 2025 – February 2026) Unaccounted for water is 34%. February 2026 unaccounted for water was 44%.** (5,880,000 gallons purchased and 3,288,000 gallons sold). Please see attached summary for full historical information.

- We had several leaks caused by the really cold weather at the beginning of February. These are listed below and all have been corrected. Our daily water consumption went back to normal after February 11th.
- 2/3/26 – Mag’s Market – 2” fire line – flooded building – Unmetered (fire lines are not metered).
- 2/4/26 – Wilcox & Rodwell Street – 2” water main at valve box leaking.
- 2/6/26 – 6” Cast iron pipe (CIP) from Hwy 401 to King Street. – Line was repaired on 2/9/26
- 2/10/26 – King Street tank running over – Transducer line that senses pressure malfunctioned.

Streets and Sanitation

- **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. Brick sidewalk power washing. Snow removal.

Memo

To: Town Commissioners
From: Brandon Elliott
CC: Mayor, Town Administrator, Warren County Director of Public Utilities, Norlina Director of Public Works
Date: March 5, 2025
Re: February 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 – Digester Mixer power cable replaced. Installed and wired up by Breedlove Electric. (Labor 1,905.00 and Parts 1,595.41). (2) Emergency Repair – Volt Regulator for Generator at WWTP. (Labor 2,730.00 and Parts 2,082.32 and Miscellaneous 595.80)

Total cost for Repairs (Account No. 39-861-342) - \$8,908.53

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month with a total flow of 11.135 million gallons.

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														
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	
April	8,474,900	6,125,000	6,494,000	6,870,000	5,275,000	6,246,000	5,982,653	5,837,000	6,161,000	4,985,000	4,076,000	3,855,167	5,199,000	3,859,000	
May	9,256,300	6,672,640	6,582,362	6,850,000	6,155,000	6,039,000	5,890,033	6,725,000	6,605,000	4,297,000	4,014,000	4,511,167	5,882,000	3,833,000	
June	9,941,150	5,006,600	6,656,000	6,320,000	7,404,000	6,419,000	6,047,314	7,800,000	6,766,000	4,357,000	4,469,000	3,334,167	6,480,000	4,316,000	
Total	94,862,400	84,219,930	74,843,262	74,325,000	73,959,000	74,605,605	76,961,000	83,505,000	75,437,000	65,527,000	53,460,667	55,810,835	75,211,835	60,945,000	37,211,000

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														
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	
April	4,201,009	3,687,003	4,321,000	4,965,000	4,010,000	3,797,000	4,041,000	5,713,009	3,809,003	3,650,000	4,248,000	3,367,000	3,072,000	3,170,000	
May	3,987,008	3,938,003	3,893,000	4,056,000	4,384,000	4,494,000	4,286,000	5,192,007	3,787,003	3,988,000	3,547,000	3,576,000	3,270,000	3,198,000	
June	5,473,014	5,039,000	4,096,000	5,871,000	4,650,000	4,882,000	3,843,000	3,707,007	4,378,003	4,190,000	3,765,000	3,571,000	3,808,000	3,387,000	
Total	57,391,227	52,521,112	52,295,000	56,096,000	54,330,000	50,477,000	49,827,004	51,597,032	58,904,049	47,012,014	44,388,006	39,881,000	40,161,200	38,246,000	26,263,000

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	40	34	36	8	42	39	38	
April	50	40	33	28	24	39	32	2	38	27	13	41	18		
May	57	41	41	41	29	26	27	23	43	7	12	21	44	17	
June	45	-1	38	7	37	24	36	52	35	4	16	-7	41	22	
Average	38	37	30	24	26	32	34	37	26	27	17	27	43	35	29

Hydrants Out of Service as of 3/3/26

Hydrant #	Location	Hydrant Brand	Model	Barrell Size	Year	Description of Problem (vehicle damage, leaking, etc.)	Parts Needed
19	West Ridgeway & Spring St.	MH	#445310	?	1974	No water coming out of hydrant	
47	Wilcox & Spring	Clow	Medallion	4 1/2	2013	Inadequate Flow	We have the tool to try to repair this hydrant
31	220 Hayley St.	MH	#445310	4 1/2	1973	Hydrant assembly is seized.	
33	Across from 514 W Franklin St.	WATEROUS	W-67U	?	?	Hydrant assembly is seized.	
41	320 N. Main Street	Mueller	Centurion	4 1/2	2002	Vehicle Damage	Flange and large pumper nozzle cap.
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 should be here by 3/11/26
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.	Cannot be repaired
110	Left of Walgreens E. Macon St.	Mueller	Centurion	4 1/2	1975	No water coming out of hydrant	



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 Leanna Shives
Phone Number (252) 213-3758

Account Number 005.0007540.2
Service Address 526 Fairlane Dr

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 Jan 15 - Feb 15

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 under house

Documentation Included receipt from plumber

- 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 Leanna Shives Date 3/2/26

For Town of Warrenton Use Only

12-Month Consumption Average 3K Billing Cycle Usage 19K

Requested Adjustment in Gallons 16K Sewer Usage Rate \$13.4

Total Requested Adjustment \$214.56

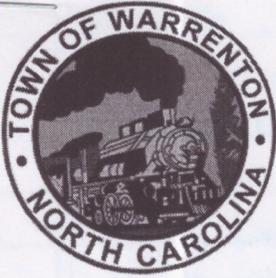
Eligible for Adjustment? Yes No

Clerk Initials [Signature] Date 3.3.26

Adjustment: Approved Denied

Entered in FMS By: _____ Date _____

Town Administrator Signature requires board approval Date 3.9.2026



Town of Warrenton Public Works

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Sewer Adjustment Request

Name MARY LOUISE JONES Account Number 001-0001270-2
Phone Number 252-204-8401 Service Address 137 BATTLE AVE

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 1/15-2/16/2026

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 CONNECTION POINT AT METER HAD FROZEN AND SPLIT OPEN

Documentation Included LETTER FROM LANDLORD - REPAIRED HIMSELF

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 MARY LOUISE JONES Date 3/4/26

For Town of Warrenton Use Only

12-Month Consumption Average 2K Billing Cycle Usage 59K

Requested Adjustment in Gallons 57K Sewer Usage Rate \$13.41

Total Requested Adjustment \$764.37

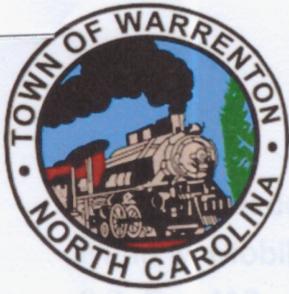
Eligible for Adjustment? Yes No

Clerk Initials [Signature] Date 3.5.2026

Adjustment: Approved Denied

Entered in FMS By: _____ Date _____

Town Administrator Signature requires board approval Date 3.9.2026



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3/4/26

Sewer Adjustment Request

Name Judith Andersen Account Number 002.0000540.3
Phone Number 480-823-9944 Service Address 124 Queen Ave Warrenton NC 27589

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 Jan 15 - Feb 16

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 Under Traylor and near meter

Documentation Included Letter from Landlord

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 Judith Andersen Date 3-5/26

For Town of Warrenton Use Only

12-Month Consumption Average 2K Billing Cycle Usage 15K

Requested Adjustment in Gallons 13K Sewer Usage Rate \$18.06

Total Requested Adjustment \$234.78

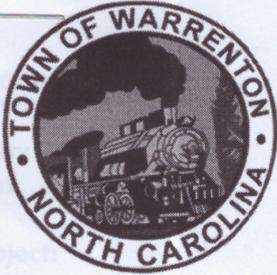
Eligible for Adjustment? Yes No

Clerk Initials [Signature] Date 3.5.2026

Adjustment: Approved Denied

Entered in FMS By: _____ Date _____

Town Administrator Signature requires board approval Date 3.9.2026



Town of Warrenton Public Works

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Sewer Adjustment Request

Name MUTUALWIN FREEDON CAMP - MICHAEL BERNSTEIN

Account Number 006-0001441-1

Phone Number 415-310-7854

Service Address 165 HOLLAND BLAND RD

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 12/15-1/15/2026

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 OUTDOOR HOSES BURST

Documentation Included LETTER FROM PLUMBER

- 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 MICHAEL BERNSTEIN

Date 3/5/26

For Town of Warrenton Use Only

12-Month Consumption Average 4K

Billing Cycle Usage 21K

Requested Adjustment in Gallons 17K

Sewer Usage Rate \$18.06

Total Requested Adjustment \$307.02

Eligible for Adjustment? Yes No

Clerk Initials [Signature] Date 3.5.2026

Adjustment: Approved Denied

Entered in FMS By: _____ Date _____

Town Administrator Signature requires board approval

Date 3.9.2026



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Sewer Adjustment Request

Name Warren County Human Resources Account Number 005-0000900-3
Phone Number 252-257-3574 Service Address 540 W. Ridgeway St. Warrenton NC 27589

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 01/15/2026 - 02/15/2026

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 Backflow Preventer

Documentation Included repair done in house

- 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 3/5/2026

For Town of Warrenton Use Only

12-Month Consumption Average 1K Billing Cycle Usage 43K

Requested Adjustment in Gallons 42K Sewer Usage Rate \$13.41

Total Requested Adjustment \$563.22

Eligible for Adjustment? Yes No

Clerk Initials [Signature] Date 3.6.26

Adjustment: Approved Denied

Entered in FMS By: _____ Date _____

Town Administrator Signature requires board approval Date 3.9.2026

Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(02/01/2026 - 02/28/2026)

911 Hang-up	2	Accident	4
Alarm Activation	9	Arrest	1
Assist Highway Patrol	1	Assist Motorist	1
Assist NPD	1	Assist WCSO	8
Complaint	1	Disabled Vehicle	1
Domestic	1	Follow up Investigation	3
Foot Patrol	1	Fraud	1
Investigation and/or Interview	2	Juvenile Issues	1
Loitering	1	Ordinance Violation	1
Other	2	Patrol	15
Property Check – Business	68	Property Check – Residential	14
Suspicious Person / Vehicle	2	Talk with Officer	8
Traffic Control	1	Traffic Stop	7
Trespassing	2	Welfare Check	2

Total Number Of Events: 161



Warrenton Police Department



Board of Commissions Meeting - **March** (reporting period: **February**)

DATE	EVENT TYPE	STATUS
2/3/2026	Simple Assault (Juvenile)	Active
	Civil Dispute over Residency	
2/8/2026	DOA	Closed
2/16/2026	FTA-Criminal Summons	Closed
2/16/2026	Obtaining Property by False Pretense	Active
	Exploit Disable/Elder Trust	
	FTA-Criminal Summons	
	FTA-Criminal Summons	
2/17/2026	Injury to Real Property	Active
2/20/2026	Uttering Forged Checks and Securities	Active
2/20/2026	Damage to Property >\$200	Active
2/26/2026	Traffic Accident/Property Damage	Active
2/27/2026	Call for Service	Closed



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

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BOC Meeting February 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
 - ✓ Contacted Debbie Formyduval. Will follow up when she returns from surgery.
4. Make sure Game Room special use application is complete.
 - ✓ Complete application has been submitted
5. Advertise and schedule public hearing for Game Room on April 14, 2026 at 6:45 PM.
 - ✓ Ad scheduled with Warren Record for April 1 and 8.
6. Execute audit agreement with Mayor.
 - ✓ Done
7. Put Budget Amendment #10 on March meeting agenda
 - ✓ Done



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

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STATUS OF GRANTS (Changes are underlined)

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. A team has inspected all stormwater infrastructure and is in the process of clearing any blockages found in stormwater pipes.

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. Sent State opt in to State Centric project bidding and management process. A follow up agreement between state and town will be generated. A 5% match is required from the Town, which is lower than usual because this award is part of Helene funding. The Town will also be required to pay for fencing. Once the agreement to manage and bid the project is signed, the state will go out to bid for 30 days. Normally, they seek three bids.

USDA Community Facilities:

- USDA has awarded the Town a grant/loan package for purchase of leaf machine. \$93,000 total, requesting \$50,000 in grant funding and \$43,000 financed over 5 years with annual payment of \$9898. The Town has taken delivery of the leaf machine and a loan closing has been completed.

Golden Leaf Storm Water Grant

- Town awarded \$196,447.50 for stormwater repairs to Brehon Street.
- Survey of affected area is complete.
- Construction began on 5/5/2025. Recently approved 220 feet stormwater piping connecting to the project area has been completed and all reimbursements have been applied for.

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:

- NC Dept of Air Quality grant application for replacement of EV Charging Station in amount of approximately \$141,000. This 100% grant has been awarded to the Town of Warrenton. Awaiting approvals from Warren County before can install electrical, both for the EV Station and for Duke Energy's underground wiring.

NCLM Assistance Grant

- Funded by ARP through NCLM, the League engaged the legal firm of Parker Poe to assist the Town in making changes, at no cost to the Town, to:
 - Compliance of zoning code with any updated requirements from state
 - Review of sign ordinances
 - Recommendations for driveway sizesEstimate items to be presented to Board in Fall 2025

Warrenton Budget Amendments

Date: 3/9/2026
 Number: #12

Purpose of Amendment: The purpose of this BA is to increase insurance proceeds revenue and vehicle maintenance expense to repair damage to the 2023 Chevy Silverado.

Fund Name: WS/WWTP

Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Insurance Proceeds/38-365-373	1482.54	-
Insurance Proceeds/39-365-373	1482.55	
Subtotal	2,965	-
Total	2,965	
Grand Total	-	

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Vehicle Maintenance W/38-851-352	741.27	-
Vehicle Maintenance S/38-852-352	741.27	
Vehicle Maint WWTP/39-861-352	1482.55	
Subtotal	2,965	-
Total	2,965	
Grand Total		



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

Other Christmas Decoration Information

Typical life of bulb – 5 years
Typical life of bow – 5-7 years

Current wreaths purchased in June 2017 for \$12,770

Cost of bulb replacements: \$1 per LED bulb. 40 bulbs per wreath. 33 wreaths. $40 \times 33 = \$1,320$

Cost of wreath replacements with alternative: \$24 per bow. 66 bows. $24 \times 66 = \$1,584$

Cost of wreath replacements with alternative: \$55 per bow. 66 bows. $55 \times 66 = \$3,630$

Existing variety: velvet, padded, gold trim, 18 inch

Alternative variety: velvet, solid red, 24 inch



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On Call Engineering Services

Staff would like to solicit On Call Engineering Services from two engineering firms in particular, Wooten and Bolten & Menk. Both have offices in Raleigh and Wooten is based in Raleigh and used by Warren County, currently for the farmers market project.

With this solicitation, and eventual selection, the Town could utilize their services on projects smaller than \$50,000 without going through the engineering bidding process.

An example would be the parking lot the town constructed, small W/S jobs that require engineering, etc.

Staff is seeking Board approval.

REQUEST FOR QUALIFICATIONS

On-Call General Engineering Services for the Town of Warrenton

RFQ # 2026 - 1

Introduction:

The Town of Warrenton is seeking qualified firms/individuals to be considered to support multi-disciplined professional engineering services to the town. This request for qualifications is intended to provide the Town of Warrenton with a flexible and effective way to respond to a range of engineering needs with an available firm ready to help in as many ways as possible. The firms selected shall have experience in, but not limited to, water, sewer, stormwater, asset condition, transportation, parks and recreation, civil construction, and public facilities.

Summary:

Request for Qualifications (RFQ) from qualified professional engineering firms for on-call engineering services pertaining to the Town of Warrenton's water distribution system, sanitary sewer system, stormwater, parks and other departments as deemed necessary. Services shall also include but are not limited to engineering, procurement, inspection of utility systems, surveying and civil engineering.

Direct Inquiries To:

Robert Davie, Town Administrator, Town of Warrenton
townadministrator@warrenton.nc.gov

RFQ Publication Date:

March 15, 2026

Proposal Deadline:

2:00pm, April 15, 2026

Delivery of Submissions:

Please submit three (3) paper copies and one (1) electronic copy of the statement of qualifications to:

Town of Warrenton
Attn: Robert Davie
PO Box 662
Warrenton, NC 27589

Project Information

The Town of Warrenton is requesting qualifications (RFQ) from qualified professional engineering firms to assist the Town with Water Utilities, Sanitary Sewer, Stormwater, Parks, Transportation and Civil Engineering projects and all related services.

1) Water Distribution System

Work under this category will include the typical professional services associated with public water distribution system projects including, but not limited to, distribution mains, transmission mains, booster stations, ground storage, and elevated tanks. These include but are not limited to project management, project development, budgeting, engineering analysis and studies, surveying, preliminary design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of as built drawings and documentation, project closeout, and other professional services as needed to meet the Town's goals.

2) Sanitary Sewer System

Work under this category will include the typical professional services associated with sanitary sewer collection system projects including, but not limited to, gravity mains, force mains, and lift stations. These include but are not limited to project management, project development, budgeting, engineering analysis and studies, surveying, preliminary design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of as built drawings and documentation, project closeout, and other professional services as needed to meet the Town's goals.

3) Stormwater

Work under this category will include the typical professional engineering services associated with water resources projects including, but not limited to, stormwater pipes and culverts, stream and bank restoration/stabilization, dams, Best Management Practices (BMPs), stormwater/flooding management and mitigation, and erosion control management. These include but are not limited to project management, project development, budgeting, engineering analysis and studies, surveying, preliminary design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of as-builts, project closeout, and other professional services as needed to meet the Town's goals.

4) Transportation & Parks

Work under this category will include the typical professional services associated with transportation and park projects including, but not limited to, roadways, sidewalks, multi-use paths, greenways, parks and recreation and parking. These include but are not limited to project management, project development, budgeting, engineering analysis and studies, surveying, preliminary design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of as-builts, project closeout, and other professional services as needed to meet the Town's goals.

5) Administrative

Work under this category will include the typical professional engineering services of a general nature that may overlap with some of all of the other categories. Services under this category may include, but are not limited to, program management, engineering plan reviews, rate studies, system development fee studies, asset and record management, asset conditioning, environmental engineering, land surveying, ADA transitioning, pavement condition surveys, long range planning, GIS assistance, grants and loans assistance, delegated local permitting authority, and other professional services as may be needed to meet the Town's goals.

Scope of Work

The Town of Warrenton anticipates selecting one or more firms to provide services. Upon selection of this firm, the firm shall provide the Town with a written proposal each time work is requested by the Town. The Town makes no guarantee of a specific volume of work or a total contracted amount arising from this solicitation.

Submittal Instructions and Requirements

Instructions

Interested firms are invited to submit their qualifications for consideration. The submittal should contain at a minimum, the information requested in "Submittal Requirements" below. Firms shall **submit three (3) paper copies and one (1) electronic PDF copy of the completed proposal** to *Robert Davie at Town of Warrenton, PO Box 281, Warrenton, NC 27589* no later than **2:00 p.m, April 15, 2026.**

The submittal deadline is absolute. Prospective firms and individuals must ensure the Statement of Qualifications is received by the due date and time. Late submittals will not be considered. Statement of Qualifications received after the due date and time will not be accepted or considered and will be returned to the sender without review.

The RFQ may be downloaded from the Town of Warrenton's web page. Note that any amendments will be posted to the Town's website as well.

RFQ Questions

Questions regarding this RFQ may be directed to Robert Davie, Town Administrator, via email at townadministrator@warrenton.nc.gov. Questions and responses will be posted to the town's website. The deadline to receive questions regarding the RFQ is **April 7th, 2026** and final responses will be posted by **April 10th, 2026.**

Submittal Requirements

Any firm that would like to be considered for this project must submit the following information as part of their statement of qualifications:

- A cover letter/Letter of Interest/ Statement (5 pages maximum) that states the firm's interest and expertise in one or more of the specific categories listed above that briefly describes which services that are provided by the firm, when the firm was founded, number of employees, office locations, including any proposed sub-consultants with like information.
- A list of key staff /sub-consultants proposed for project assignment including the Principal in Charge, Project Manager/Engineer, Construction Administrator, Sub-Consultants, etc. This should include overall experience, tenure with the firms/subs, certifications/ license's, and areas of expertise. (10 pages maximum – 1 page maximum per person/sub-consultant.)

- Related Project Experience comprised of five recently completed municipal projects, including client/reference contact information, brief project description, initial & final project budget, construction costs & fees. (10 pages maximum- 1 page per project.)
- Description of similar projects that demonstrate experience related to the technical aspects of the scope of work; include previous project experience working with a government agency within the past five (5) years.
- Firm's standard billing rate sheet.
- Maximum RFQ submittal document size is 20 pages, excluding firms work examples.

Fees will be negotiated as a part of the contract negotiation process after a firm(s) is selected.

Selection Procedure

In order to be considered firms must meet the following criteria:

- Firm must be properly registered with the Office of the Secretary of State of North Carolina.
- Firm must be properly registered with the North Carolina Board of Registration for Professional Engineers and Land Surveyors.
- Firm must employ at least one (1) North Carolina Registered Professional Engineer in responsible charge of the work anticipated as a result of this solicitation.

A committee consisting of town staff, elected official and regional council representative will evaluate each statement of qualifications based on the specific submittal information requested and may also utilize interviews, reference checks, past performance, etc. to evaluate and rate each submittal. It is anticipated that multiple firms will be selected.

Contract Duration

Each firm selected under this RFQ will be eligible for an initial term of three (3) years from the date of selection. The Town has the sole option to extend the selected firm(s) term for one (1) additional three (3) year term. Therefore, the maximum length of time that a selected consultant is eligible to complete work under this RFQ is six (6) years. However, the Town reserves the right to cancel this at any time and solicit new SOQ's.

Anticipated annual contract amounts for on-call services will be dependent upon specific needs for supplemental engineering services and available funding. No work is guaranteed under any contract with work assigned on an as needed basis to be determined by the Town of Warrenton in its sole and absolute discretion. The town will only consider one consultant at a time for any specific project, and should negotiations fail, price negotiations will be terminated with the selected firm and begin negotiations with another firm. The Town reserves the right to assign additional tasks to the selected firms, based on the Town's need, and the firm's availability, as well as past and current performance of the firm(s).

Evaluation Criteria

The following criteria will be utilized to select a firm(s):

- Qualifications, certifications, and abilities of key staff identified in the Proposal package as demonstrated by performance/role in projects of a similar nature.
- Firms experience with similar work and the record of successful results of that work.
- Responsiveness to the RFQ and firm's approach to the project's scope.
- Clearly established capacity to complete scope of work on a timely basis.
- Proximity to Town and Knowledge of the Town.

Additional Information

Public Records

Upon receipt by the Town of Warrenton, your Qualifications Package is considered a public record except from material that qualifies as "Trade Secret" information under N.C. General Statute 66-152 and 132-1.2. Your Qualifications Package will be reviewed by the Selection Committee, as well as other staff and members of the general public who submit a public record request. To properly designate material has a trade secret under these circumstances, each firm must take the following precautions: any trade secrets submitted by a firm should be marked "Trade Secret – Confidential and Proprietary Information- Do not disclose Except for the Purpose of Evaluating this Qualifications Package," on each page of the trade secret materials contained.

In submitting a Qualifications Package, each firm agrees that the Town of Warrenton may reveal any trade secret materials contained in such response to all staff and town officials involved in the selection process and to any outside consultant or other third parties who serve on the Selection Committee. Furthermore, each firm agrees to indemnify and hold harmless the town and each of its officers, employees and agents from costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire Qualifications Package as a trade secret may be disqualified from the selection process.

Conditions, Clarifications and Reservations

The town reserves the sole discretion and right to (1) reject any or all responses, (2) waive informalities in a response, (3) select a firm that has submitted a fully responsive Statement of Qualifications and who is determined by the town to be a professional, qualified firm to be in the best interest of the town, or (4) take whatever action or make whatever decision it determines to be appropriate. The Town of Warrenton assumes no obligation in this general solicitation of Statements of Qualifications and all costs and expenses of responding to this RFQ shall be borne by the interested firms or individuals.

Federal Uniform Guidance

If funding for any procurement is awarded from a federal source, whether in whole or in part, all provisions of 2 C.F.R. 200 will apply and will be followed by the Town and the firm.

Equal Employment Opportunity

All firms will be required to follow Federal Equal Employment Opportunity Commission (EEOC) policies. The Town will require that the successful firm(s) offer equal employment opportunity to all persons without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

Firms and any sub-consultants with offices in North Carolina which are paying unemployment and income taxes in North Carolina will be granted preference over those firms that do not.

Minority Businesses (MBE) or Disadvantaged Businesses (DBE)

Minority Businesses Enterprises (MBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses in North Carolina shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, The Town of Warrenton will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin. The Town of Warrenton will undertake a good faith effort to notify minority firms.

Drug-Free Workplace

During the performance of this Request, the selected firm(s) agree(s) to provide a drug-free workplace for its employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or any illegal drug is prohibited in the workplace; specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the firm maintains a drug-free workplace.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a firm, the employees of which are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or any illegal drug during the performance of the Request.



David A. Elliott
Chief of Police

Agenda Item:

Request for Board Approval – Trade-In and Purchase of Police Department Duty Weapons

The Warrenton Police Department is requesting Board approval to trade in existing duty weapons and purchase replacement weapons. The total cost of the purchase is **\$3,000**, which will be fully funded from existing Police Department budget lines. No additional funds or budget amendments are required. This request ensures officers are equipped with reliable and up-to-date duty weapons that are in keeping with the updated Criminal Justice In-Service Standards for Firearms Certification.

Please see the attached quote from Craig's Firearm Supply Inc., Police Distributor.

Respectfully,

David A. Elliott
Police Chief

Note: The cost of the new weapons includes Aimpoint sights and holsters.

0422-2020



Craig's Firearm Supply Inc.
Police Distributor

5620 Concord Pkwy S., Concord, NC 28027
Phone 980-258-0444/0445 ~ Fax 980-258-0453

8761 Chapman Highway, Knoxville, TN 37920
Phone 865-573-4567 ~ Fax 865-573-0820

tonyl@craigsfirearms.com

TO: CHIEF DAVID ELLIOTT
AGENCY: WARRENTON PD
DATE: 02/04/26

PHONE: 984-331-9150
EMAIL: policechief@warrenton.nc.gov
Quote will be honored for 90 days.

A copy of this quote must accompany your purchase order.

EACH

MANUFACTURER MUST HAVE A SEPARATE PURCHASE ORDER.

AGENCIES ARE RESPONSIBLE FOR ALL TAXES		PLEASE INCLUDE ORI NUMBER WITH ORDER.		
PART #	ITEM DESCRIPTION	PRICE	QTY.	EXT.
P64550B02DC8A3	GLOCK 45 (GEN6) DC8 Aimpoint COA BOF/UCSR LE	\$800.63	6	\$4,803.78
	NC SALES TAX AT THE 6.75% WARREN COUNTY	\$54.04000	6	\$324.24000
45ND00BK-R	Blackhawk T-Series L3DLBR Glock 17,19,45,47 W/AODC,TLR-1 RH	\$128.46000	6	\$770.76000
	NC SALES TAX AT THE 6.75% WARREN COUNTY	\$8.67000	6	\$52.02000
	LESS TRADE OF THE FOLLOWING			
UPA1750302AB	USED GLOCK GEN 5 G17, AMGLO BOLD NIGHT SIGHTS, 3 MAGS, CASE	-\$275.00000	6	-\$1,650.00000
ANIBRR22MS4-COM	Used Heritage Manufacturing Inc (22 Cal Rough Rider Combo 4.75) Model RR22MS4. (as new in box)	-\$115.00000	2	-\$230.00000
U-SS1911-45ST	Used Sig Sauer 1911 45acp Nitron Slite SAO Stainless, 4 MAGS, CASE	-\$585.00000	1	-\$585.00000
USWMP15-AR22	USED S&W MP15-22	-\$90.00000	1	-\$90.00000
	PER NC D.O.R., ALL NC SALES TAX MUST BE APPLIED TO THE PURCHASE PRICE OF GOODS, AND NOT THE POST-TRADE DIFFERENCE WHERE THAT IS A FACTOR.			
	ALL GLOCK PRICING IS AT OR BELOW NC STATE TERM CONTRACT 4615A			

TOTAL

\$3,395.80

Please call with any questions about this quote.

Thank you,

Tony Lardo
NC Law Enforcement Sales

CELL 865-388-6337

- * Govt. agency prices do not include sales tax or FET where applicable
- * Prices are due and payable NET 30 days for each invoice
- * Trade-In pistols must be in good, serviceable working order
- * Deductions made if trade-ins are damaged or not as specified
- * Trade-In or exchange pistols must be complete with 3 magazines, working sights,
in original box, unless otherwise noted.
- * Trade-In or exchange pistols must be turned in within 30 days after receipt of new
Glock pistols, unless other arrangements have been made and approved