



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

P.O. Box 281
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BOARD OF COMMISSIONERS REGULAR MEETING
7:00 PM April 11, 2022
AGENDA

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes of Board Meeting on March 14, 2022
5. Consent Agenda
 - a. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
 - b. Monthly Checks Report
 - c. Public Works Monthly Report
 - d. WWTP Monthly Report
 - e. Police Activity Reports
 - f. Action Items from February BOC Meeting
 - g. Budget Amendments #10, 11, 12
6. Committee Reports
 - a. Finance and Administration (Ms. Hunter)
 - i. Initial Budget Presentation at May BOC meeting
 - b. Public Works (Mr. Fleming)
 - c. Public Safety (Mr. Ayscue)
 - d. Human Resources/Information Technology (Mr. Blalock)
 - e. Revitalization/Historic District Commission (Mr. Coffman)
 - f. Beautification/Facilities (Ms. Britt)
 - g. Planning/Zoning/Annexation (Mr. Young)
7. Old Business
 - a. Status of Grants – for information
 - b. Report on Downtown Ordinance Review by NC Commerce – for information
 - c. Water Bills Online – for information
 - d. Macon and Main DOT Discussions – for information
8. New Business
 - a. Vehicle Rotation, USDA Grant Application – for consideration
 - b. Rural Transformation Grant Application – for consideration
 - c. Pitney Bowes Agreement – for consideration
 - d. Schedule Public Hearing for Special Use Permit (109 S. Hall St)
9. Announcements
10. 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
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BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING

March 14, 2022

7:00 P.M.

Minutes

In attendance were:

Commissioner John Blalock	Commissioner Michael Coffman
Commissioner Al Fleming	Commissioner Jason Young
Commissioner Margaret Britt	Town Administrator, Robert Davie
Commissioner Aaron Ayscue	William “Bill” Perkinson, Public Works
Chief of Police, Goble Lane	Tracy Stevenson, Minute Taker

Call to Order – Pledge of Allegiance and Moment of Silence

Mayor Gardner and Mayor Pro Tem Hunter were unable to attend. In their absence, Commissioner John Blalock called the regular monthly meeting of the Town of Warrenton to order on Monday, March 14, 2022 at 7:00 p.m. Due to COVID restrictions, the Town Hall was not open to the public but the meeting was shared via Zoom. A Moment of Silence was held for all who are sick, suffering, and in need. The Pledge of Allegiance was led by Commissioner Coffman.

Conflict of Interest Statement and Proposed Agenda

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

Public Comments

Previous to the meeting the Town Administrator sent an email to the Sunshine list requesting that citizens wishing to make public comments, submit their names to be recognized. Commissioner Blalock recognized Ida Pearce who stated that the new paving of the trail at Hayley Haywood Park was greatly appreciated, but expressed concern over dirt bikes on the trail and would like to see signs posted prohibiting the same. Commissioner Blalock recognized Mark Wethington who questioned the appropriation of ARP funds prior to public input and who requested that the Town act on the Dr. Julian Haywood historic marker. Dr. Cosmos George had requested to speak but was unable to attend. Commissioner Blalock recognized Jennie Franklin who spoke on behalf of Dr. George. Ms. Franklin expressed support for the proposed historic marker of Dr. Julian Haywood. Mario Gills had requested to make public comments but his attorney, William Collier, advised him not to speak at this time.

Minutes of Board Meeting on February 14, 2022

The minutes of February 14, 2022 were presented. Commissioner Fleming made a motion to approve the minutes as presented, which was seconded by Commissioner Britt. The motion was approved by unanimous vote.

Consent Agenda

- (a) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (b) Monthly Check Report
- (c) Public Works Monthly Report
- (d) WWTP Monthly Report
- (e) Police Activity Report
- (f) Action Items from February BOC meeting
- (g) Budget Amendment 9

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

Committee Reports

- (a) Finance and Administration – In Commissioner Hunter’s absence, Town Administrator Robert Davie had no additional report other than agenda items.
- (b) Public Works – Commissioner Fleming stated the Public Works department was running as usual but had no additional report other than agenda items.
- (c) Public Safety – Commissioner Ayscue informed the Board that the past month had been less active than the prior month, which he attributed to the increased patrol by town officers.
- (d) Human Resources – Information Technology – Commissioner Blalock had no additional report other than agenda items.
- (e) Revitalization/Historic District Commission – Commissioner Coffman reported that the Historic District Commission received Certificate of Appropriateness for properties located at 400 S. Main Street; 332 N. Main Street; and 417 S. Main Street, which were approved. Commissioner Coffman informed the board that plans for Springfest were underway, but more vendors were needed. In reference to the reorganization of the Revitalization Committee, Commissioner Coffman stated he would like to have more time to sit down with Commissioners Ayscue and Young as well as Town Administrator Robert Davie and would like the restructure to be more in line with the Small Town Main Street program.
- (f) Beautification/Facilities – Commissioner Britt had no additional report other than agenda items. Commissioner Britt questioned the plan for the vacant lot at the old Milano’s property. Town Administrator, Robert Davie stated that Preservation Warrenton had received a quote for landscaping work at the location, and had one other quote that included more than just landscaping. Commissioner Britt asked if the plan for the site included a mural for the exposed wall of the CC’s Showers of Distinction. Mr. Davie stated that work needed to be done to the building before any final decision was made about the outer wall.
- (g) Planning/Zoning/Annexation – Commissioner Young stated that Warrenton is required by the State of North Carolina to revise its zoning ordinances and come into

compliance with recently overhauled state zoning statutes. The State is also requiring the town to conduct and complete a Comprehensive Plan, to include public input that determines the Town's long term goals for planning and zoning. At the same time, citizens and Board members have identified the need for updating other ordinances outside of Zoning and Planning such as: Tethering, Adult Entertainment, Business License, Axe throwing and gaming language. For compliance with State statutes in Chapter 160D and the implementation of the Comprehensive Plan, the Kerr Tar COG has provided the town with a quote for these services at a cost of \$5,000 to be budgeted in FY 2022/2023. Commissioner Britt made a motion to approve the contract with Kerr Tar for the Comprehensive Plan, with a second by Commissioner Fleming. The motion was approved by unanimous vote. For the update and development of the other ordinances, the Town will utilize retired experts from the Piedmont COG. Costs have not yet been determined but funding for outside assistance will be budgeted in FY 2022/2023.

Old Business

(a) Status of Grants

Fund 53 – NC Commerce Main Street Downtown Redevelopment – Project received extension to June 30, 2022.

Fund 55 – NC DEQ Water Infrastructure WWTP - Work from Change Order is in progress.

Fund 72 NC Main Street Solutions Warrenton Brewery Grant – Construction target completion date of March 31, 2022.

Fund 67 – NC Neighborhood Revitalization Program – Received results from lead based paint and asbestos analysis of properties.

Fund 68 – Building Reuse Grant – Reimbursement for NC Commerce has been received and paid out to Warrenton Veterinary Clinic.

Fund 69 – Volkswagen Settlement Grant – Utility/dump truck is scheduled to be built in April, a delay from February. An additional eight weeks will be necessary for addition of lights and signage to be completed. It will be necessary to make up some funding from budget due to a price increase since grant was awarded.

Fund 71 – Brownfield Grant – Town working on Phase 1 and Phase 2 environmental assessments of old county jail.

No Fund – NC IDEA – Ice House Grant – 4th Cohort set for March 24, 2022. Ten attendees have registered to date.

Town Administrator Robert Davie informed the Board that staff had begun its review of the three year tax value comparison and had presented resulting concerns to the Warren County Tax Assessor and were awaiting a response.

(b) Update on Frontier Warren

Town Administrator showed a Power Point presentation: *Frontier Warren – Two-Year Review*. He stated that Frontier Warren has met and/or exceeded the beginning metrics established during BOC Approvals by Warrenton and Warren County.

- (c) **Update of Possible ARP Expenditures** – Town Administrator Robert Davie presented a Summary of APR Eligible Uses and explained to the Board those expenditures that would be possible to implement for the Town of Warrenton as some would require a system for determining income of households that the town is not equipped to implement. He further stated that a work session may be helpful to go over the documentation of eligible expenditures in more detail and/or seek outside advice.

New Business

- (a) **Resolutions to Apply for NC DEQ Water/Sewer Grants** – Town Administrator Robert Davie presented the Board with three resolutions required by NC DEQ to pursue state grant assistance for Water, Sewer, and WWTP projects. Commissioner Coffman made a motion to approve the resolutions, with a second by Commissioner Ayscue. The motion was approved by unanimous vote.
- (b) **Uniform Agreement Renewals** – Town Administrator Robert Davie presented a Customer Service Agreement renewal with Uni-First, for staff uniforms in the Public Works department. The renewal will take effect on July 1, 2022. Mr. Davie noted that the renewal did contain a price increase, however it locked in the pricing with no additional increases for several years. Commissioner Young made a motion to approve the Uni-First Agreement renewal, with a second by Commissioner Coffman. The motion was approved by unanimous vote.
- (c) **Water Consumption** – Town Administrator Robert Davie presented a Water Consumption report for review. He informed the Board that unbilled water was currently at 19% of total water purchases, but that this figure was down from 26% and 27% in the prior two fiscal years and due primarily to recent grant project repairs. He further explained that this improvement reduced Town expenses, but that the State of NC would like this percentage to be around 15%.
- (d) **Kudos to Bill Perkinson** – Town Administrator Robert Davie informed the Board that the Town is now applying for six million dollars in water and sewer grant funds in the April round of funding with the State. The Town's contract engineer, Gary Flowers of Municipal Engineering, informed Mr. Davie that out of eighteen grant applications Warrenton was the only one that tracked incidents and provided supporting documentation on water/sewer issues. Mr. Davie explained how Warrenton's Public Works department keeps its detailed records while putting the Town in a better position to receive grant funds relative to other water/sewer districts. Commissioner Britt and the Board applauded Mr. Perkinson for his efforts.
- (e) **Return to In-Person Board Meetings** – Commissioner Blalock stated that COVID-19 cases were trending down in Warren County (only 2 active cases as of today's date) and suggested that future board meetings re-open to the public and eliminate the need for Zoom. Commissioner Coffman indicated he would need to utilize Zoom to attend meetings in the future due to planned surgery. Commissioner Fleming made a motion to re-open meetings to the public and end Zoom offerings unless needed by the Board. A second was made by Commissioner Britt. The motion was approved by unanimous vote.

Announcements – There were none.

With no further business, the meeting was adjourned.

Budget vs Actual

Town of Warrenton
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Period Ending 3/31/2022

34 FRONTIER WARREN								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
34-335-341 NC IDEA Grant Revenue	5,000	0.00	0.00	0.00	5,000.00	0.00	100%	
34-335-344 Contribution from WC to Frontier Warren	10,000	0.00	10,000.00	10,000.00	10,000.00	0.00	100%	
34-351-362 Frontier Warren Events	0	0.00	141.00	573.30	871.80	871.80		
34-351-422 Rent Paid to Town Frontier Warren	24,000	0.00	2,360.00	6,200.00	22,280.00	(1,720.00)	93%	
34-352-363 Donations	2,000	0.00	18.00	208.50	582.25	(1,417.75)	29%	
Revenues Totals:	41,000	0.00	12,519.00	16,981.80	38,734.05	(2,265.95)	94%	
Expenses								
34-405-098 American Rescue Plan Reimbursement	(13,000)	0.00	0.00	0.00	0.00	(13,000.00)		
34-405-203 Supplies	1,191	134.59	0.00	0.00	673.68	382.73	68%	
34-405-250 Lights/Heat/Security	4,000	0.00	381.20	1,285.03	3,865.53	134.47	97%	
34-405-251 Telephone/Internet	3,000	608.05	281.94	839.50	2,264.64	127.31	96%	
34-405-255 Bldg Maint/Clean Svcs	3,789	0.00	360.00	1,370.00	3,770.00	19.00	99%	
34-405-309 Advertising	628	0.00	0.00	0.00	0.00	627.50		
34-405-400 Liability Insurance	93	0.00	0.00	42.00	49.50	43.00	54%	
34-405-422 Rent Paid by Town	36,000	6,000.00	3,000.00	9,000.00	30,000.00	0.00	100%	
34-405-499 Miscellaneous	300	0.00	0.00	0.00	300.00	0.00	100%	
Non-Departmental Totals:	36,000	6,742.64	4,023.14	12,536.53	40,923.35	(11,665.99)	132%	
34-431-700 NC IDEA Grant Expense	5,000	0.00	1,250.00	1,250.00	3,750.00	1,250.00	75%	
Totals:	5,000	0.00	1,250.00	1,250.00	3,750.00	1,250.00	75%	
Expenses Totals:	41,000	6,742.64	5,273.14	13,786.53	44,673.35	(10,415.99)	125%	
34 FRONTIER WARREN	Revenues Over/(Under) Expenses:		7,245.86	3,195.27	(5,939.30)			

Budget vs Actual

Town of Warrenton
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Period Ending 3/31/2022

37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
37-302-301 Ad Valorem Taxes - Current	403,379	0.00	77,240.20	207,553.48	403,865.45	486.45	100%
37-302-302 Ad Valorem Taxes - Prior Year	6,000	0.00	316.96	324.99	5,404.61	(595.39)	90%
37-302-303 Ad Valorem Taxes - all other prior years	3,000	0.00	1,029.86	1,029.86	403.23	(2,596.77)	13%
37-302-304 Ad Valorem Taxes - Penalties & Interest	1,800	0.00	687.68	706.74	1,813.45	13.45	101%
37-307-310 Motor Vehicles - Current	36,007	0.00	5,600.84	8,797.63	22,794.85	(13,212.15)	63%
37-320-320 Local Option Sales Tax Monthly	270,000	0.00	30,789.51	85,264.90	164,476.46	(105,523.54)	61%
37-320-321 Annual Refund of Sales Tax the Town paid	0	0.00	0.00	0.00	23,439.89	23,439.89	
37-325-325 Utility Franchise Tax Quarterly	86,000	0.00	20,302.39	20,302.39	41,861.65	(44,138.35)	49%
37-325-326 Beer & Wine Tax Annual	3,600	0.00	0.00	0.00	0.00	(3,600.00)	
37-325-328 Refund of Gas Tax paid monthly	1,000	0.00	168.25	357.78	916.61	(83.39)	92%
37-325-329 PD Narcotics Tax	100	0.00	0.00	0.00	0.00	(100.00)	
37-325-330 Solid Waste Disposal Tax Qrly	0	0.00	0.00	168.14	482.57	482.57	
37-335-335 Powell Bill	24,128	0.00	0.00	0.00	29,194.85	5,066.85	121%
37-345-345 Zone Board of Adj	500	0.00	400.00	425.00	500.00	0.00	100%
37-345-346 Code Enforcement	2,750	0.00	550.00	1,050.00	2,850.00	100.00	104%
37-351-350 Run Warrenton 5K	2,500	0.00	0.00	0.00	0.00	(2,500.00)	
37-351-353 Landfill Fees Residential	180,480	0.00	15,703.40	46,955.73	139,129.04	(41,350.96)	77%
37-351-355 Cemetery Fees	1,400	0.00	0.00	0.00	0.00	(1,400.00)	
37-351-356 Police Rpt Fees	50	0.00	5.00	15.00	45.00	(5.00)	90%
37-351-357 Court Fees	300	0.00	18.00	63.00	229.50	(70.50)	77%
37-351-359 Charge for Grass Mowing	0	0.00	0.00	0.00	1,212.50	1,212.50	
37-351-360 Cell Tower Rent	29,400	0.00	2,695.00	8,085.00	24,255.00	(5,145.00)	83%
37-351-361 Parking/Ordinance Collections PD	250	0.00	0.00	0.00	50.00	(200.00)	20%
37-351-401 Debt Setoff Landfill	100	0.00	0.00	0.00	53.00	(47.00)	53%

Budget vs Actual

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Period Ending 3/31/2022

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-365-001 Interest Income	50	0.00	10.86	17.98	30.34	(19.66)	61%	
37-365-351 Revitalization Comm	9,500	0.00	1,320.00	1,460.00	1,480.00	(8,020.00)	16%	
37-365-358 Branded Merchandise for Sales	500	0.00	0.00	12.00	40.00	(460.00)	8%	
37-365-366 Surplus Property	1,500	0.00	0.00	1,452.50	8,712.50	7,212.50	581%	
37-365-370 WWTP 25% of GF Exp	44,247	0.00	3,547.80	10,630.18	32,803.12	(11,443.88)	74%	
37-365-371 WS 25% of GF Exp	87,356	0.00	6,859.10	21,717.46	71,228.54	(16,127.46)	82%	
37-365-374 Insurance Proceeds GF	13,240	0.00	0.00	13,240.00	13,240.00	0.00	100%	
37-365-401 Mis/Revenue/License Tags	100	0.00	0.00	3,228.30	3,228.30	3,128.30	3228%	
37-365-410 Interest Investment NCCMT	500	0.00	0.00	8.39	34.55	(465.45)	7%	
37-365-501 Misc Revenue POLICE	500	0.00	0.00	0.00	0.00	(500.00)		
37-395-396 Apropriated Fund Balance (Budget Only)	108,823	0.00	0.00	0.00	0.00	(108,822.55)		
Revenues Totals:	1,319,060	0.00	167,244.85	432,866.45	993,775.01	(325,284.54)	75%	
Expenses								
37-401-010 Salary - Full Time	128,031	0.00	10,191.98	30,575.94	94,828.62	33,202.38	74%	
37-401-012 Salary - Adm Assistant	47,353	0.00	3,600.00	10,800.00	34,750.00	12,603.00	73%	
37-401-020 ER-FICA Taxes	9,747	0.00	779.12	2,337.36	7,249.02	2,497.98	74%	
37-401-021 ER-FICA Taxes - Adm Assistant	3,623	0.00	274.84	824.52	2,653.06	969.94	73%	
37-401-030 ER-Retirement - Orbit	31,806	0.00	2,510.14	7,530.42	23,583.31	8,222.69	74%	
37-401-040 ER-Health Insurance	24,780	4,254.18	2,073.27	6,083.37	20,064.18	461.64	98%	
37-401-050 ER-Life Insurance	504	24.00	48.00	144.00	480.00	0.00	100%	
37-401-060 ER-Workman's Comp	400	0.00	0.00	0.00	326.20	73.80	82%	
37-401-098 American Rescue Plan Reimbursement	(30,103)	0.00	0.00	0.00	0.00	(30,103.07)		
37-401-200 Travel Expense	745	0.00	0.00	0.00	0.00	745.00		
37-401-203 Supplies	4,090	308.57	92.10	807.01	2,207.07	1,573.86	62%	
37-401-250 Light, Heat & Security	12,000	733.58	814.36	1,865.10	4,923.14	6,343.28	47%	
37-401-251 Telephone & Postage	3,000	670.98	168.58	609.88	1,936.77	392.25	87%	
37-401-255 Bldg. Maint/ Clean SVS	5,545	579.99	453.00	806.67	3,341.46	1,623.55	71%	

Budget vs Actual

Town of Warrenton
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Period Ending 3/31/2022

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-401-256 Bank Fees/ Petty Cash	3,150	0.00	350.00	850.00	2,500.00	650.00	79%	
37-401-295 Training	1,025	0.00	0.00	0.00	325.00	700.00	32%	
37-401-301 Computer Maint	3,770	870.49	179.00	792.29	2,899.14	0.37	100%	
37-401-302 Software Support	2,570	154.43	43.48	4.50	1,770.18	645.46	75%	
37-401-304 Website	1,575	0.00	0.00	0.00	1,575.00	0.00	100%	
37-401-305 Technology Upgrades	910	0.00	909.01	909.01	909.01	0.99	100%	
37-401-306 Awning 25% Fund	500	0.00	0.00	0.00	0.00	500.00		
37-401-307 Special Events	576	0.00	0.00	0.00	576.00	0.00	100%	
37-401-309 Advertising	1,300	0.00	0.00	0.00	87.33	1,212.67	7%	
37-401-310 Dues & Subscriptions	2,800	138.00	0.00	418.00	2,607.00	55.00	98%	
37-401-325 NC Sales/Use Tax Paid (No Tax)	700	0.00	0.00	31.12	328.52	371.48	47%	
37-401-400 Liability Insurance	7,072	0.00	0.00	1,612.14	3,210.37	3,861.63	45%	
37-401-401 County Tax Collection Svs	8,000	0.00	1,198.75	3,153.84	6,795.87	1,204.13	85%	
37-401-405 Audit Expense	9,200	0.00	0.00	0.00	4,150.00	5,050.00	45%	
37-401-410 Election Cost	4,566	0.00	0.00	4,520.70	4,520.70	45.00	99%	
37-401-415 Economic Development	12,000	2,000.00	1,000.00	3,000.00	10,000.00	0.00	100%	
37-401-420 Attorney Fees	28,500	1,200.00	0.00	0.00	18,200.00	9,100.00	68%	
37-401-497 Sales & Uses Tax Expense	0	0.00	2,093.29	6,319.96	17,382.40	(17,382.40)		
37-401-499 Miscellaneous Expense	640	0.00	50.67	145.66	(10.59)	650.59	-2%	
37-401-700 WDRI Grant Expense	132	0.00	0.00	131.81	131.81	0.19	100%	
37-401-801 Town Hall Roof Loan-Principal	7,026	0.00	451.28	1,353.84	5,671.79	1,354.48	81%	
37-401-803 USDA Town Hall/WS Loan Principal	4,431	0.00	0.00	0.00	4,431.00	0.00	100%	
37-401-831 Town Hall Roof Loan - Interest Admin	260	0.00	20.98	62.94	188.82	70.98	73%	
37-401-833 USDA Town Hall/WS Loan Interest	2,850	0.00	0.00	0.00	2,850.00	0.00	100%	
37-401-998 Contingency	1,000	0.00	0.00	0.00	0.00	1,000.00		
General Government Totals:	346,073	10,934.22	27,301.85	85,690.08	287,442.18	47,696.87	86%	

Budget vs Actual

Town of Warrenton
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Period Ending 3/31/2022

37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-402-014 Mayor Part Time Salary	1,500	0.00	125.00	375.00	1,125.00	375.00	75%	
37-402-020 ER - FICA TAXES	115	0.00	9.56	28.68	86.04	28.96	75%	
37-402-200 Travel Expense	200	0.00	0.00	0.00	0.00	200.00		
37-402-295 Training	900	0.00	0.00	0.00	900.00	0.00	100%	
37-402-402 Commission offsite meetings	50	0.00	0.00	36.08	36.08	13.92	72%	
Governing Body Totals:	2,765	0.00	134.56	439.76	2,147.12	617.88	78%	
37-405-407 Branded Clothing Sales	500	0.00	0.00	0.00	0.00	500.00		
37-405-430 Historic District Comm	14,870	0.00	0.00	0.00	1,806.00	13,064.00	12%	
37-405-440 Run Warrenton 5K	2,500	0.00	0.00	0.00	0.00	2,500.00		
37-405-450 Revitalization Comm	9,500	0.00	0.00	0.00	492.91	9,007.09	5%	
37-405-470 Small Town Maint St	2,200	0.00	0.00	740.00	1,115.00	1,085.00	51%	
Non-Departmental Totals:	29,570	0.00	0.00	740.00	3,413.91	26,156.09	12%	
37-501-010 SALARY FULL TIME	211,873	0.00	14,700.26	46,259.86	155,611.98	56,261.02	73%	
37-501-014 Salary - Part Time	10,000	0.00	1,160.00	3,194.00	7,455.99	2,544.01	75%	
37-501-016 Police Clerical Salary	34,795	0.00	2,676.80	8,030.40	25,979.60	8,815.40	75%	
37-501-019 Salary - Over-Time	7,000	0.00	1,666.52	4,138.98	6,884.64	115.36	98%	
37-501-020 ER-FICA Taxes	20,066	0.00	1,533.90	4,679.19	14,862.68	5,203.32	74%	
37-501-030 ER - Retirement Orbit	46,440	0.00	3,578.86	10,981.86	35,423.89	11,016.11	76%	
37-501-031 ER - 401K 5%	10,912	2,571.74	818.34	2,519.94	8,124.83	215.43	98%	
37-501-040 ER - Health Insurance	38,960	8,498.90	2,668.10	7,822.42	30,310.30	150.80	100%	
37-501-050 ER - Life Insurance	1,010	145.20	80.00	240.00	864.00	0.80	100%	
37-501-060 ER - Workman's Comp	6,420	0.00	0.00	0.00	4,600.47	1,819.53	72%	
37-501-200 Travel Expense	1,000	0.00	0.00	0.00	988.16	11.84	99%	
37-501-203 Supplies	3,000	416.76	183.71	909.22	2,143.85	439.39	85%	
37-501-204 Uniforms	2,000	0.00	0.00	758.59	1,817.38	182.62	91%	
37-501-205 Equipment & Material	3,000	0.00	299.78	498.76	1,964.20	1,035.80	65%	
37-501-250 Light, Heat & Security	10,908	1,355.93	734.59	1,664.48	4,329.79	5,222.28	52%	
37-501-251 Telephone & Postage	9,387	634.52	737.47	2,373.15	7,180.38	1,572.10	83%	
37-501-252 Fuel	18,000	0.00	1,897.06	5,666.38	17,719.56	280.44	98%	

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-501-255 Bldg Maint/Clean Svs	5,904	579.99	453.00	806.67	4,063.13	1,260.88	79%
37-501-295 Training	2,000	(0.20)	608.84	608.84	608.84	1,391.36	30%
37-501-301 Computer Maint	5,856	1,078.00	333.00	1,457.00	3,619.67	1,158.33	80%
37-501-302 Software Support	6,665	0.00	39.00	39.00	6,649.71	15.29	100%
37-501-351 Maint & Repair Equip	3,000	0.00	345.00	1,495.66	2,032.43	967.57	68%
37-501-370 2019 Dodge Car 100	1,000	0.00	0.00	27.45	108.44	891.56	11%
37-501-371 2017 Dodge Car 200	1,000	0.00	0.00	69.94	728.92	271.08	73%
37-501-372 2016 Dodge Car 300	1,500	0.00	0.00	817.20	984.25	515.75	66%
37-501-373 2017 Dodge Car 400	2,300	0.00	0.00	0.00	2,208.84	91.16	96%
37-501-374 2010 Ford Car 500	1,000	0.00	0.00	284.98	336.46	663.54	34%
37-501-375 2008 Ford Car 600	1,000	0.00	0.00	0.00	0.00	1,000.00	
37-501-376 2019 Dodge Car 700	1,500	0.00	86.28	272.51	1,183.81	316.19	79%
37-501-400 Liability Insurance	12,400	0.00	289.80	4,573.27	7,783.69	4,616.31	63%
37-501-415 Police Shots Medical	500	0.00	0.00	0.00	0.00	500.00	
37-501-433 COP Program	500	0.00	0.00	0.00	0.00	500.00	
37-501-436 PD Narcotics Tax/Proceeds	142	0.00	0.00	0.00	0.00	142.00	
37-501-499 Miscellaneous	3,410	1,682.12	202.16	405.16	(13.40)	1,741.28	49%
37-501-801 Town Hall Roof Loan Principal	6,890	0.00	451.28	1,353.84	5,671.86	1,218.42	82%
37-501-802 Police 2017 Cars Loan Principal (USDA)	4,206	0.00	0.00	0.00	4,206.00	0.00	100%
37-501-803 Police Security Camera Loan Principal (USDA)	1,243	0.00	0.00	0.00	1,242.46	0.54	100%
37-501-804 Police 2019 Cars Loan Principal (USDA)	4,545	0.00	0.00	0.00	4,544.28	0.72	100%
37-501-831 Town Hall Roof Loan - Interest PD	388	0.00	20.98	62.94	188.88	199.12	49%
37-501-832 Police 2017 Cars Loan Interest (USDA)	574	0.00	0.00	0.00	574.00	0.00	100%
37-501-833 Police Security Camera Loan Interest (USDA)	91	0.00	0.00	0.00	90.54	0.46	99%
37-501-834 Police 2019 Cars Loan Interest	882	0.00	0.00	0.00	881.72	0.28	100%

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
(UDSA)								
Police Department Totals:	503,267	16,962.96	35,564.73	112,011.69	373,956.23	112,348.09	78%	
37-601-014 Salary - Part Time Code Enforcement	3,000	0.00	260.10	566.10	2,529.48	470.52	84%	
37-601-020 ER-FICA Taxes	230	0.00	19.90	43.32	150.74	79.26	66%	
37-601-252 Fuel/Truck Expense/Insurance	435	0.00	0.00	0.00	0.00	435.00		
37-601-352 Vehicle Maintenance	200	0.00	0.00	0.00	0.00	200.00		
37-601-437 Contract Srvs Fire Protection	70,000	0.00	5,833.33	17,499.99	52,499.97	17,500.03	75%	
37-601-475 Donation to Town Fire	1,500	0.00	0.00	0.00	0.00	1,500.00		
37-601-476 Code Enforcement Exp	5,300	0.00	0.00	0.00	5,000.00	300.00	94%	
37-601-710 Fire Museum Expense	10,000	0.00	0.00	0.00	0.00	10,000.00		
Fire Totals:	90,665	0.00	6,113.33	18,109.41	60,180.19	30,484.81	66%	
37-651-330 Christmas Lights/Santa House	906	0.00	0.00	905.45	905.45	0.55	100%	
37-651-331 Haley Haywood Park	1,650	0.00	0.00	0.00	25.57	1,624.43	2%	
37-651-332 Signs below \$5,000	2,194	227.76	1,388.16	1,388.16	1,562.59	403.65	82%	
37-651-333 Street Beautification - Below \$5,000	4,765	257.88	0.00	2,355.10	3,733.33	773.79	84%	
37-651-335 Street Lighting Electric Bill	23,000	6,073.31	1,891.34	5,671.94	15,926.69	1,000.00	96%	
Signs and Lights Totals:	32,515	6,558.95	3,279.50	10,320.65	22,153.63	3,802.42	88%	
37-701-010 Salary - Full Time	56,378	0.00	4,210.82	12,706.48	37,382.97	18,995.03	66%	
37-701-014 Salary - Part Time	16,316	0.00	1,104.19	3,397.48	11,065.16	5,250.84	68%	
37-701-019 Over-Time	1,160	0.00	0.00	0.00	61.55	1,098.45	5%	
37-701-020 ER-FICA Taxes	5,659	0.00	405.41	1,228.39	3,699.71	1,959.29	65%	
37-701-030 ER - Retirement - Orbit	13,832	0.00	798.68	2,424.96	7,879.93	5,952.07	57%	
37-701-040 ER-Health Insurance	14,114	758.00	1,208.16	3,547.18	10,450.48	2,905.52	79%	
37-701-050 ER-Life Insurance	383	0.00	32.32	96.96	285.80	97.20	75%	
37-701-060 ER-Workman's Comp	1,837	0.00	0.00	0.00	1,836.17	0.83	100%	
37-701-203 Supplies	3,203	342.28	108.07	410.02	2,153.54	707.18	78%	
37-701-204 Uniforms	3,720	808.88	227.31	796.11	2,491.12	420.00	89%	

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37 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
37-701-251 Telephone & Postage	936	128.18	60.32	213.66	671.82	136.00	85%
37-701-252 Fuel	8,000	194.54	1,461.07	2,423.06	7,424.87	380.59	95%
37-701-256 Street Maintenance	5,760	0.00	0.00	(27,381.00)	5,760.00	0.00	100%
37-701-312 Tree Removal	500	0.00	0.00	0.00	500.00	0.00	100%
37-701-351 Maint & Repair Equip	7,226	0.00	65.00	524.78	5,891.42	1,334.58	82%
37-701-352 Vehicle Maintenance	20,569	0.00	11,589.59	12,499.76	18,578.21	1,990.79	90%
37-701-400 Liability Insurance	6,328	0.00	0.00	1,434.45	3,015.96	3,312.04	48%
37-701-431 Street Debris Disposal	3,500	0.00	0.00	0.00	3,500.00	0.00	100%
37-701-895 Mowing	(16,000)	0.00	(1,125.00)	(3,375.00)	(10,125.00)	(5,875.00)	63%
Streets Totals:	153,421	2,231.88	20,145.94	10,947.29	112,523.71	38,665.41	75%
37-710-361 Maint & Repair POWELL BILL	18,167	198.00	0.00	5,800.00	8,412.00	9,557.00	47%
37-710-405 Audit Expense POWELL BILL	100	0.00	0.00	0.00	0.00	100.00	
37-710-810 BB&T Battle Ave Sewer Loan POWELL - Prin	5,637	0.00	0.00	0.00	0.00	5,637.00	
37-710-830 BB&T Battle Ave Sewer Loan POWELL - Int	224	0.00	0.00	0.00	0.00	224.00	
Powell Bill Totals:	24,128	198.00	0.00	5,800.00	8,412.00	15,518.00	36%
37-801-010 Salary - Full Time Sanitation	48,527	0.00	3,732.72	11,198.16	35,661.72	12,865.28	73%
37-801-019 Salary - Over Time Sanitation	624	0.00	0.00	0.00	0.00	624.00	
37-801-020 ER - FICA Sanitation	3,764	0.00	279.40	838.20	2,669.69	1,094.31	71%
37-801-030 ER - Retirement - Orbit Sanitation	9,201	0.00	679.36	2,038.08	6,490.48	2,710.52	71%
37-801-040 ER - Health Insurance	11,101	1,934.04	937.07	2,749.93	9,058.92	108.04	99%
37-801-050 ER - Life Insurance	281	10.80	21.60	64.80	216.00	54.20	81%
37-801-060 Workman's Compensation	4,080	0.00	0.00	0.00	4,079.31	0.69	100%
37-801-203 Supplies	750	0.00	0.00	0.00	275.15	474.85	37%
37-801-204 Uniforms	2,196	308.57	134.87	441.31	1,541.43	346.00	84%
37-801-251 Telephone & Postage	516	153.31	33.81	116.49	362.69	0.00	100%
37-801-252 Fuel	3,000	0.00	443.14	641.86	1,940.12	1,059.88	65%
37-801-350 Landfull Fees	19,300	4,133.21	1,482.04	4,639.08	15,166.79	0.00	100%

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37 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
37-801-352 Vehicle Maintenance	377	0.00	0.00	165.06	375.06	1.94	99%	
37-801-400 Liability Insurance	3,555	0.00	0.00	1,221.53	3,520.15	34.85	99%	
Sanitation Totals:	107,272	6,539.93	7,744.01	24,114.50	81,357.51	19,374.56	82%	
37-901-032 Transfer out to Capital Project Parking Lot	25,000	0.00	0.00	25,000.00	25,000.00	0.00	100%	
37-901-037 Transfer Out To GF Bank 30	0	0.00	0.00	0.00	(500.00)	500.00		
37-901-068 Transfer Match to Warrenton Animal Clinic Grant	2,500	0.00	0.00	0.00	0.00	2,500.00		
37-901-889 Transfer Out to USDA Loan Reserve	1,883	0.00	0.00	0.00	0.00	1,883.00		
Transfers Out Totals:	29,383	0.00	0.00	25,000.00	24,500.00	4,883.00	83%	
Expenses Totals:	1,319,060	43,425.94	100,283.92	293,173.38	976,086.48	299,547.13	77%	
37 GENERAL FUND Revenues Over/(Under) Expenses:			66,960.93	139,693.07	17,688.53			

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38 WATER / SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
38-351-401 Water Sales	776,347	0.00	66,622.68	193,220.08	541,855.57	(234,491.43)	70%
38-351-402 Debt Setoff WATER	302	0.00	0.00	40.61	77.98	(224.02)	26%
38-351-404 Sewer Services	594,414	0.00	50,418.48	147,539.65	410,411.77	(184,002.23)	69%
38-351-407 Debt Setoff SEWER	501	0.00	0.00	0.00	41.74	(459.26)	8%
38-351-408 Town Taps	18,651	0.00	0.00	9,004.95	16,923.26	(1,727.74)	91%
38-351-416 Dis/Reconnection Fee	7,320	0.00	894.90	2,844.90	7,007.22	(312.78)	96%
38-351-417 Fire Sprinkler	2,253	0.00	178.14	534.42	1,640.40	(612.60)	73%
38-351-418 Late Fees/Penalty/Cut Off	12,741	0.00	60.00	770.00	816.38	(11,924.62)	6%
38-351-419 Returned Check Fee	430	0.00	50.00	125.00	250.00	(180.00)	58%
38-351-420 Debt Setoff Late Fees/Penalty/Cut Off	27	0.00	0.00	0.00	55.00	28.00	204%
38-365-001 Interest Income	26	0.00	7.70	14.63	29.65	3.65	114%
38-365-014 Cash Over and Short (Daily Difference)	0	0.00	0.00	0.00	3.66	3.66	
38-365-410 Interest/investment Income NCCMT	0	0.00	0.00	4.19	17.25	17.25	
38-365-421 Account Activation Fee	2,875	0.00	275.00	575.00	2,075.00	(800.00)	72%
38-365-851 Misc Revenue WATER	63	0.00	0.00	29.99	31.49	(31.51)	50%
Revenues Totals:	1,415,950	0.00	118,506.90	354,703.42	981,236.37	(434,713.63)	69%
Expenses							
38-851-010 Salary Full Time	97,849	0.00	7,549.02	22,624.82	68,627.12	29,221.88	70%
38-851-014 Salary - Part Time	18,194	0.00	1,289.38	3,995.99	12,897.15	5,296.85	71%
38-851-019 Salary Over-Time	6,477	0.00	292.71	1,282.14	3,336.80	3,140.20	52%
38-851-020 ER-FICA Taxes	9,373	0.00	674.48	2,062.44	6,263.38	3,109.62	67%
38-851-030 ER - Retirement Orbit	17,584	0.00	1,233.67	3,763.55	10,327.74	7,256.26	59%
38-851-040 ER - Health Insurance WATER	18,024	856.27	1,495.20	4,384.44	12,983.06	4,184.67	77%
38-851-050 ER - Life Insurance	440	31.86	35.60	106.80	332.94	75.20	83%
38-851-060 ER - Workman's Comp	2,274	0.00	0.00	0.00	1,070.01	1,203.99	47%

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38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-851-200 Travel Expense	215	0.00	0.00	0.00	0.00	215.00		
38-851-203 Supplies	31,783	1,113.51	2,275.55	16,108.17	30,168.19	501.40	98%	
38-851-204 Uniforms	2,172	696.58	134.76	453.08	1,475.42	0.00	100%	
38-851-250 Light & Heat & Security	4,384	314.47	426.37	1,175.07	3,223.76	845.77	81%	
38-851-251 Telephone & Postage	8,029	1,911.00	644.90	2,021.72	6,078.56	39.44	100%	
38-851-252 Fuel	6,000	119.72	923.63	1,757.00	5,231.97	648.31	89%	
38-851-255 Bldg. Maint/Clean Svs	3,039	290.01	226.50	403.33	1,385.92	1,363.07	55%	
38-851-260 Electric Tank/Pumps	3,423	962.92	229.39	921.12	2,226.91	233.17	93%	
38-851-296 Continuing Education	625	0.00	0.00	0.00	150.00	475.00	24%	
38-851-301 Computer Maintenance	2,547	373.50	157.87	426.03	1,375.38	798.12	69%	
38-851-302 Software Support	10,492	12.38	17.50	110.79	10,428.64	50.98	100%	
38-851-305 Technology Upgrades	2,250	0.00	0.00	0.00	466.77	1,783.23	21%	
38-851-309 Advertising	265	0.00	0.00	0.00	264.35	0.65	100%	
38-851-310 Dues & Subscriptions	424	37.50	12.50	37.50	385.51	0.99	100%	
38-851-313 State Permits	1,250	0.00	0.00	0.00	1,051.59	198.41	84%	
38-851-345 Water Tank Contract	18,176	3,762.74	0.00	4,431.95	13,072.78	1,340.48	93%	
38-851-347 Lab Analysis	1,460	460.00	70.00	435.00	1,000.00	0.00	100%	
38-851-351 Maint. & Repair Equip	1,803	(184.17)	0.00	606.15	1,986.42	0.75	100%	
38-851-352 Vehicle Maintenance	3,500	0.00	425.91	431.99	3,023.56	476.44	86%	
38-851-400 Town Liability Insurance	7,160	0.00	0.00	1,314.74	3,056.02	4,103.98	43%	
38-851-405 Audit Expense	4,347	0.00	0.00	0.00	2,075.00	2,272.00	48%	
38-851-448 External Contract	24,907	1,117.75	3,572.98	5,503.48	22,556.62	1,232.13	95%	
38-851-451 Water Purchase	201,423	61,476.22	0.00	46,273.08	139,946.54	0.24	100%	
38-851-801 Town Hall Roof Loan - Principal	2,708	0.00	225.64	676.92	2,030.76	677.24	75%	
38-851-802 USDA Public Works Trucks - Princ Water	2,567	0.00	0.00	0.00	2,566.80	0.20	100%	
38-851-803 USDA Town Hall/WS Loan Principal	26,000	0.00	0.00	0.00	0.00	26,000.00		
38-851-831 Town Hall Roof Loan - Interest	130	0.00	10.49	31.47	94.41	35.49	73%	

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38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Water								
38-851-833 USDA Town Hall/WS Loan Interest	14,423	0.00	0.00	0.00	0.00	14,423.00		
38-851-836 USDA Public Works Trucks - Int Water	351	0.00	0.00	0.00	350.20	0.80	100%	
38-851-895 Grass Cutting Expense	16,000	0.00	1,125.00	3,375.00	10,125.00	5,875.00	63%	
38-851-896 WS 25% of GF Expense	43,678	0.00	3,429.55	10,858.74	35,614.27	8,063.73	82%	
Water Totals:	615,746	73,352.26	26,478.60	135,572.51	417,249.55	125,143.69	80%	
38-852-010 Salary - Full Time	97,849	0.00	7,522.92	22,568.76	68,551.07	29,297.93	70%	
38-852-014 Salary - Part Time	18,194	0.00	1,289.38	3,995.99	13,062.76	5,131.24	72%	
38-852-019 Salary - Over Time Sewer	6,477	0.00	300.24	1,471.90	5,364.55	1,112.45	83%	
38-852-020 ER - FICA Sewer	9,373	0.00	694.36	2,136.59	6,627.91	2,745.09	71%	
38-852-030 ER-Retirement Orbit	17,584	0.00	1,230.30	3,748.99	10,618.95	6,965.05	60%	
38-852-040 ER-Health Insurance SEWER	18,025	856.28	1,496.08	4,387.08	12,991.72	4,177.00	77%	
38-852-050 ER-Life Insurance	449	0.00	36.24	108.72	339.34	109.66	76%	
38-852-060 ER-Workman's Comp	1,191	0.00	0.00	0.00	1,070.00	121.04	90%	
38-852-098 American Resecu Plan Reimbursement	(17,720)	0.00	0.00	0.00	0.00	(17,720.33)		
38-852-200 Travel Expense	202	0.00	0.00	0.00	0.00	202.00		
38-852-203 Supplies	43,018	17,359.10	991.97	(2,475.31)	25,646.36	12.87	100%	
38-852-204 Uniforms	2,172	696.79	134.73	453.02	1,475.21	0.00	100%	
38-852-250 Light & Heat & Security	5,981	788.15	426.37	1,175.06	3,223.65	1,969.20	67%	
38-852-251 Telephone & Postage	8,029	1,911.20	644.87	2,021.64	6,077.98	39.82	100%	
38-852-252 Fuel	6,000	119.75	923.62	1,778.19	5,409.92	470.33	92%	
38-852-255 Bldg. Maint/Clean Svs	3,039	290.01	226.50	403.33	1,385.94	1,363.05	55%	
38-852-260 Electric Tank/Pumps	14,000	6,406.42	740.15	2,079.74	6,732.89	860.69	94%	
38-852-296 Continuing Education	625	0.00	0.00	0.00	150.00	475.00	24%	
38-852-301 Computer Maint.	2,547	373.50	157.87	426.03	1,375.38	798.12	69%	
38-852-302 Software Support	10,492	12.37	17.50	110.79	10,428.61	51.02	100%	

Budget vs Actual

Town of Warrenton
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Period Ending 3/31/2022

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-305 Technology Upgrades	933	0.00	0.00	0.00	466.74	466.26	50%	
38-852-309 Advertising	683	0.00	0.00	0.00	682.83	0.17	100%	
38-852-310 Dues & Subscriptions	423	37.50	12.50	37.50	385.50	0.00	100%	
38-852-313 State Permits	1,250	0.00	0.00	0.00	150.00	1,100.00	12%	
38-852-351 Maint & Repair Equip	1,803	(184.17)	0.00	606.14	1,986.40	0.77	100%	
38-852-352 Vehicle Maintenance	3,500	0.00	425.91	431.98	2,953.51	546.49	84%	
38-852-400 Liability Insurance	7,160	0.00	0.00	1,388.02	3,129.31	4,030.69	44%	
38-852-405 Audit Expense	4,347	0.00	0.00	0.00	2,075.00	2,272.00	48%	
38-852-435 Purchase of Sewer Services	334,513	0.00	0.00	37,682.66	153,844.20	180,668.80	46%	
38-852-448 External Contract	34,404	1,330.25	3,812.97	(655.53)	30,461.10	2,612.15	92%	
38-852-473 WWTP Rehab Annual Payment	25,357	0.00	0.00	0.00	0.00	25,357.00		
38-852-801 Town Hall Roof Loan - Principal	2,708	0.00	225.64	676.92	2,030.82	677.18	75%	
38-852-802 USDA Public Works Trucks - Princ Sewer	2,567	0.00	0.00	0.00	2,566.80	0.20	100%	
38-852-803 USDA Town Hall/WS Loan Principal	26,000	0.00	0.00	0.00	0.00	26,000.00		
38-852-804 NCDEQ Unity, Bute & Battle Sewer Rehab Princ Only	14,977	0.00	0.00	0.00	0.00	14,977.00		
38-852-809 John Riggans Easement Pmt	1,000	0.00	0.00	1,000.00	1,000.00	0.00	100%	
38-852-810 BB&T Battle Avenue Sewer Loan - Principal	6,485	0.00	0.00	0.00	0.00	6,485.00		
38-852-811 NCDEQ Sewer Rehab Annual Loan- Principal	13,750	0.00	0.00	0.00	0.00	13,750.00		
38-852-830 BB&T Battle Ave Sewer Loan - Int	267	0.00	0.00	0.00	0.00	267.00		
38-852-831 Town Hall Roof Loan - Interest Sewer	130	0.00	10.49	31.47	94.47	35.49	73%	
38-852-833 USDA Town Hall/WS Loan Interest	14,423	0.00	0.00	0.00	0.00	14,423.00		
38-852-836 USDA Public Works Trucks - Int Sewer	351	0.00	0.00	0.00	350.20	0.80	100%	

Budget vs Actual

Town of Warrenton
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Period Ending 3/31/2022

38 WATER / SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
38-852-837 NCDEQ Sewer Rehab Annual Loan- Interest	3,300	0.00	0.00	0.00	1,650.00	1,650.00	50%	
38-852-896 WS 25% of GF Expense	43,678	0.00	3,429.55	10,858.72	35,614.27	8,063.73	82%	
Sewer Expenses Totals:	791,536	29,997.15	24,750.16	96,448.40	419,973.39	341,564.96	57%	
38-901-889 Transfer Out to USDA Loan Reserve	8,669	0.00	0.00	0.00	0.00	8,669.00		
Transfers Out Totals:	8,669	0.00	0.00	0.00	0.00	8,669.00		
Expenses Totals:	1,415,950	103,349.41	51,228.76	232,020.91	837,222.94	475,377.65	66%	
38 WATER / SEWER Revenues Over/(Under) Expenses:			67,278.14	122,682.51	144,013.43			

Budget vs Actual

Town of Warrenton
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Period Ending 3/31/2022

39 WWTP							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
39-351-405 Septic Disposal Service	18,828	0.00	5,130.00	14,235.00	42,340.00	23,512.00	225%
39-351-470 Town Sewer Revenues	334,513	0.00	0.00	37,682.66	153,844.20	(180,668.80)	46%
39-351-471 Sewer Revenues - County	190,349	0.00	0.00	21,442.65	87,542.32	(102,806.68)	46%
39-351-472 Sewer Rev Norlina	194,521	0.00	0.00	21,912.67	89,461.23	(105,059.77)	46%
39-365-001 Interest Income	0	0.00	0.33	0.59	2.33	2.33	
39-365-861 Misc Revenue WWTP	1,000	0.00	0.00	0.00	4.50	(995.50)	0%
Revenues Totals:	739,211	0.00	5,130.33	95,273.57	373,194.58	(366,016.42)	50%
Expenses							
39-861-010 Salary - Full Time	168,825	0.00	13,178.47	39,222.85	119,661.35	49,163.65	71%
39-861-014 Salary - Part Time	13,673	0.00	1,205.85	3,918.14	12,697.42	975.58	93%
39-861-019 Over-Time	14,064	0.00	346.92	2,342.86	7,937.72	6,126.28	56%
39-861-020 ER-FICA Taxes	15,037	0.00	930.07	2,888.85	8,914.76	6,122.24	59%
39-861-030 ER - Retirement Orbit	33,686	0.00	2,134.06	6,679.00	19,734.15	13,951.85	59%
39-861-040 ER- Health Insurance	27,820	1,858.28	2,357.46	6,913.28	20,310.37	5,651.35	80%
39-861-050 ER-Life Insurance	625	137.76	50.24	150.72	445.92	41.32	93%
39-861-060 ER-Workman's Comp	2,324	0.00	0.00	0.00	2,081.21	242.79	90%
39-861-200 Travel Expense	500	0.00	0.00	0.00	0.00	500.00	
39-861-203 Supplies	51,130	6,553.63	164.15	5,555.42	42,941.31	1,635.06	97%
39-861-204 Uniforms	3,120	1,161.03	175.17	665.73	1,958.97	0.00	100%
39-861-250 Light, Heat & Security	95,000	20,352.60	17,800.09	17,800.09	65,933.40	8,714.00	91%
39-861-251 Telephone & Postage	7,873	1,406.61	671.47	2,127.57	6,408.65	57.74	99%
39-861-252 Fuel	9,000	648.97	705.78	1,558.42	5,393.12	2,957.91	67%
39-861-296 Continuing Education	2,036	0.00	461.00	1,736.00	2,036.00	0.00	100%
39-861-301 Computer Maint.	4,369	1,759.62	363.40	899.70	2,608.80	0.58	100%
39-861-302 Software Support	3,670	24.75	17.50	770.79	3,181.52	463.73	87%
39-861-305 Technology Upgrades	2,000	0.00	0.00	0.00	466.74	1,533.26	23%
39-861-309 Advertising	1,000	0.00	0.00	0.00	833.91	166.09	83%

Budget vs Actual

Town of Warrenton
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Period Ending 3/31/2022

39 WWTP								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
39-861-310 Dues & Subscriptions	132	0.00	0.00	0.00	131.33	0.67	99%	
39-861-318 Freight Charges	1,900	252.26	144.00	539.49	1,596.99	50.75	97%	
39-861-342 Maint & Repair Plant	70,192	1,653.31	9,734.54	11,695.90	48,275.06	20,263.63	71%	
39-861-344 Sludge Removal	60,000	2,620.00	0.00	16,392.50	37,380.00	20,000.00	67%	
39-861-345 Beaver Control	750	0.00	0.00	0.00	0.00	750.00		
39-861-346 Lab Material & Supplies	9,150	326.05	449.77	2,109.89	7,722.24	1,101.71	88%	
39-861-347 Lab Analysis	18,466	0.00	1,371.50	5,385.47	11,542.45	6,923.55	63%	
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	1,000	637.50	0.00	174.00	174.00	188.50	81%	
39-861-352 Vehicle Maintenance	4,250	0.00	38.07	179.17	1,760.57	2,489.43	41%	
39-861-400 Liability Insurance	20,500	0.00	0.00	3,655.65	8,785.80	11,714.20	43%	
39-861-405 Audit Expense	8,694	0.00	0.00	0.00	4,150.00	4,544.00	48%	
39-861-441 Certify Lab Services	1,000	0.00	0.00	174.00	792.40	207.60	79%	
39-861-444 Permits & Fees	9,232	0.00	750.00	1,600.00	6,981.66	2,250.34	76%	
39-861-446 Influent Debris Removal	5,664	0.00	495.22	1,470.11	4,178.72	1,485.28	74%	
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	44,247	0.00	3,547.80	10,630.18	32,803.12	11,443.88	74%	
39-861-998 Contingency	1,675	0.00	0.00	0.00	0.00	1,675.00		
WWTP - Expenses Totals:	739,211	39,392.37	57,092.53	147,235.78	489,819.66	209,998.97	72%	
Expenses Totals:	739,211	39,392.37	57,092.53	147,235.78	489,819.66	209,998.97	72%	
39 WWTP Revenues Over/(Under) Expenses:			(51,962.20)	(51,962.21)	(116,625.08)			

Check Listing

Date From: 3/1/2022 Date To: 3/31/2022

Vendor Range: 1 800 FLAGPOLE.COM - YVONNE D MATTHEWS

Town of Warrenton
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Check Number	Bank	Vendor	Date	Amount
64590	30	AAA GAS AND APPLIANCE CO.	03/02/2022	<u>\$57.33</u>
64591	30	CHARLES R. UNDERWOOD, INC.	03/02/2022	<u>\$731.24</u>
64592	30	MERITECH INC	03/02/2022	<u>\$1,441.50</u>
64593	30	Pete Smith Garage, Inc.	03/02/2022	<u>\$10,404.54</u>
64594	30	UNIFIRST CORPORATION	03/02/2022	<u>\$1,183.25</u>
64595	30	WRIGHT EXPRESS FSC	03/02/2022	<u>\$1,987.45</u>
64596	30	DUKE ENERGY PROGRESS	03/03/2022	<u>\$17,800.09</u>
64597	30	LITTLE ENVIRONMENTS, PLLC	03/03/2022	<u>\$13,000.00</u>
64598	30	NEWCOMB TECH	03/03/2022	<u>\$959.68</u>
64599	30	SOUTHERN SOFTWARE, INC.	03/03/2022	<u>\$250.00</u>
64600	30	WILLIAMS FIRE SPRINKLER	03/03/2022	<u>\$999.00</u>
64601	30	A FULL CLEANING SERVICES LLC	03/07/2022	<u>\$360.00</u>
64602	30	CAROLINA DIGITAL PHONE INC	03/07/2022	<u>\$316.00</u>
64603	30	Cash	03/07/2022	<u>\$100.00</u>
64604	30	PETE DUTY AND ASSOCIATES, INC	03/07/2022	<u>\$736.85</u>
64605	30	WALKER AUTO STORES	03/07/2022	<u>\$30.51</u>
64606	30	BREEDLOVE ELECTRIC, INC	03/09/2022	<u>\$143.94</u>
64607	30	CNA SURETY DIRECT BILL	03/09/2022	<u>\$289.80</u>
64608	30	Community Eye Care	03/09/2022	<u>\$92.84</u>
64609	30	DEPARTMENT OF THE SECRETARY	03/09/2022	<u>\$38.00</u>
64610	30	LAWMENS	03/09/2022	<u>\$134.06</u>
64611	30	Radio Communications Co.	03/09/2022	<u>\$368.29</u>
64612	30	UNITED PARCEL SERVICE	03/09/2022	<u>\$72.00</u>
64613	30	WARREN AUTO PARTS, INC.	03/09/2022	<u>\$34.16</u>
64614	30	A FULL CLEANING SERVICES LLC	03/10/2022	<u>\$360.00</u>
64615	30	AMAZON CAPTIAL SERVICES, INC.	03/10/2022	<u>\$70.42</u>
64616	30	BLUE RIDGE SPRINGS, INC	03/10/2022	<u>\$140.25</u>
64617	30	CHARLES R. UNDERWOOD, INC.	03/10/2022	<u>\$25.51</u>
64618	30	DOCUMENT SYSTEMS, INC	03/10/2022	<u>\$120.67</u>
64619	30	DUKE ENERGY PROGRESS	03/10/2022	<u>\$179.63</u>
64620	30	DUKE ENERGY PROGRESS	03/10/2022	<u>\$1,764.52</u>
64621	30	FERGUSON ENTERPRISES LLC	03/10/2022	<u>\$6,294.99</u>

Check Listing

Date From: 3/1/2022 Date To: 3/31/2022
Vendor Range: 1 800 FLAGPOLE.COM - YVONNE D MATTHEWS

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Check Number	Bank	Vendor	Date	Amount
64622	30	GFL ENVIRONMENTAL	03/10/2022	<u>\$495.22</u>
64623	30	HARRIS ENTERPRISES	03/10/2022	<u>\$4,035.17</u>
64624	30	Spectrum Business	03/10/2022	<u>\$129.98</u>
64625	30	WARREN AUTO PARTS, INC.	03/10/2022	<u>\$207.10</u>
64626	30	DUKE ENERGY PROGRESS	03/14/2022	<u>\$1,617.73</u>
64627	30	ELECTRO-CHEMICAL DEVICES	03/14/2022	<u>\$449.77</u>
64628	30	HARRIS EQUIPMENT COMPANY	03/14/2022	<u>\$5,230.95</u>
64629	30	NORTH CAROLINA 811, INC	03/14/2022	<u>\$25.00</u>
64630	30	PETE SMITH TIRE & QUICK LUBE, INC	03/14/2022	<u>\$664.79</u>
64631	30	SONITROL INTEGRATED SECURITY	03/14/2022	<u>\$1,302.00</u>
64632	30	FIRST CITIZENS BANK	03/17/2022	<u>\$1,941.80</u>
64633	30	ALWAYS CARE BENEFITS, INC.	03/17/2022	<u>\$470.64</u>
64634	30	DOCUMENT SYSTEMS, INC	03/17/2022	<u>\$55.98</u>
64635	30	GALLS QUARTERMASTER	03/17/2022	<u>\$506.00</u>
64636	30	PETE SMITH TIRE & QUICK LUBE, INC	03/17/2022	<u>\$92.10</u>
64637	30	TIME WARNER CABLE	03/17/2022	<u>\$177.97</u>
64638	30	UNITED PARCEL SERVICE	03/17/2022	<u>\$36.00</u>
64639	30	US CELLULAR	03/17/2022	<u>\$1,359.54</u>
64640	30	WARREN COUNTY PUBLIC WORKS	03/17/2022	<u>\$1,482.04</u>
64641	30	WILSON'S WATER SERVICES	03/17/2022	<u>\$750.00</u>
64642	30	WRIGHT EXPRESS FSC	03/17/2022	<u>\$1,897.06</u>
64643	30	Brimar Industries	03/18/2022	<u>\$1,481.86</u>
64644	30	CENTURY LINK COMMUNICATIONS	03/18/2022	<u>\$287.81</u>
64645	30	Core & Main	03/18/2022	<u>\$1,299.40</u>
64646	30	DOCUMENT SYSTEMS, INC	03/18/2022	<u>\$311.86</u>
64647	30	DUKE ENERGY PROGRESS	03/18/2022	<u>\$79.77</u>
64648	30	FRONTIER NATURAL GAS	03/18/2022	<u>\$137.43</u>
64649	30	PROFESSIONAL MAIL SERVICES, INC	03/18/2022	<u>\$148.33</u>
64650	30	PROFESSIONAL MAIL SERVICES, INC	03/18/2022	<u>\$412.56</u>
64651	30	CARDNO USA, INC.	03/21/2022	<u>\$2,155.00</u>
64652	30	HUMANA SPECIALTY BENEFITS	03/21/2022	<u>\$29.38</u>
64653	30	KORITA STEVERSON	03/21/2022	<u>\$1,250.00</u>

Check Listing

Date From: 3/1/2022 Date To: 3/31/2022

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Check Number	Bank	Vendor	Date	Amount
64654	30	NEWCOMB TECH	03/21/2022	<u>\$121.70</u>
64655	30	TIME WARNER CABLE	03/21/2022	<u>\$97.97</u>
64656	30	United Healthcare	03/21/2022	<u>\$14,326.39</u>
64657	30	CHARLES KEARNEY	03/23/2022	<u>\$15.52</u>
64658	30	DANIELLE FORD	03/23/2022	<u>\$43.80</u>
64659	30	GEORGE A COLEMAN	03/23/2022	<u>\$45.00</u>
64660	30	JAMES HEINZE & ANNA KEEL	03/23/2022	<u>\$3.07</u>
64661	30	ROANOKE TAR FORESTRY & REALITY CO	03/23/2022	<u>\$118.00</u>
64662	30	SALLIE WHITE	03/23/2022	<u>\$86.64</u>
64663	30	TATIYONNA JOHNSON	03/23/2022	<u>\$62.16</u>
64664	30	WARRENTON SUPPLY COMPANY	03/23/2022	<u>\$50.00</u>
64665	30	DUKE ENERGY PROGRESS	03/25/2022	<u>\$188.01</u>
64666	30	FRONTIER NATURAL GAS	03/25/2022	<u>\$99.76</u>
64667	30	HARRIS ENTERPRISES	03/25/2022	<u>\$165.47</u>
64668	30	INFORMATION TECHNOLOGY SERVICE	03/25/2022	<u>\$175.46</u>
64669	30	KING'S FITNESS & NUTRITION CENTER	03/25/2022	<u>\$375.00</u>
64670	30	UNITED PARCEL SERVICE	03/25/2022	<u>\$36.00</u>
64671	30	VERIZON WIRELESS	03/25/2022	<u>\$280.07</u>
64672	30	ALANNA FLYNNE MEARES	03/29/2022	<u>\$1,000.00</u>
64673	30	COLUMBIAN MUTUAL LIFE INS CO	03/29/2022	<u>\$37.88</u>
64674	30	FLEMING INVESTMENT COMPANY	03/29/2022	<u>\$3,000.00</u>
64675	30	FRONTIER NATURAL GAS	03/29/2022	<u>\$64.14</u>
64676	30	HARRIS ENTERPRISES	03/29/2022	<u>\$1,425.11</u>
64677	30	MUNICIPAL INSURANCE TRUST	03/29/2022	<u>\$768.79</u>
64678	30	PRUDENTIAL RETIREMENT	03/29/2022	<u>\$1,207.34</u>
64679	30	DUKE ENERGY PROGRESS	03/30/2022	<u>\$110.47</u>
64680	30	NC DEQ	03/30/2022	<u>\$5,953.59</u>
64681	30	PROFESSIONAL MAIL SERVICES, INC	03/30/2022	<u>\$5.38</u>
64682	30	SONITROL INTEGRATED SECURITY	03/30/2022	<u>\$46.20</u>
64683	30	VAUGHAN & SON AUTOBODY	03/30/2022	<u>\$1,220.28</u>
64684	30	WRIGHT EXPRESS FSC	03/30/2022	<u>\$1,838.19</u>
64685	30	PRECISION ELECTRIC, INC.	03/31/2022	<u>\$2,287.40</u>

Check Listing

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Check Number	Bank	Vendor	Date	Amount
96		Checks Totaling -		\$126,261.55

Totals By Fund

	Checks	Voids	Total
32	\$13,000.00		\$13,000.00
34	\$5,273.14		\$5,273.14
36	\$2,093.29		\$2,093.29
37	\$37,512.49		\$37,512.49
38	\$21,508.96		\$21,508.96
39	\$38,500.09		\$38,500.09
64	\$5,953.59		\$5,953.59
70	\$264.99		\$264.99
71	\$2,155.00		\$2,155.00
Totals:	\$126,261.55		\$126,261.55

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator
Date: April 6, 2022
Re: March 2022 Monthly Activity Report for Public Works

Water and Sewer

- **Water and Sewer System Needs – Unfunded:** **(1)** West Ridgeway St. sewer main (general location is in area between Ridgeway Street and Fairlane Drive) – Determine exact location of sewer main and right of way. **(2)** Install magnetic flow meter in 14-inch sewer force main where Town of Norlina's and Warren County's Sewer enters Town of Warrenton's sewer system (meter would give us precise measurement of volume of sewer in route to the wastewater treatment plant from our partners thus helping to ensure accurate portioning of monthly wastewater treatment expense between the three partners). **(3)** Purchase water and sewer line camera/locating equipment. **(4)** Purchase water main valve exercising equipment.
- **Completed Water and Sewer System Maintenance/Repair Related Information:** **(1)** Repair – JCB Backhoe – Replaced oil block heater and cord. – Contractor: Harris Enterprises (Labor - \$180.00, Parts – Parts purchased directly by Town). **(2)** Repair – JCB Backhoe – Replaced forward and reverse switch. – Contractor: Harris Enterprises (Labor - \$475.00, Parts – Purchased directly by Town). **(3)** Repair – Kioti Tractor – Trouble-shooted and repaired cranking problem. – Contractor: Harris Enterprises (Labor - \$300.00, Parts – \$0.00). **(4)** Repair – King Street Elevated Water Tank – Rebuilt the pilot valve. – Contractor: Harris Enterprises (Labor - \$480.00, Parts supplied by Town). **(5)** Water and Sewer Tap Installation – 217 N. Main Street – New customer paid all labor and parts costs in tap fees. – Contractor: Harris Equipment Company (Labor and Sewer Connection Parts - \$5,230.96, Water Connection Parts supplied by Town). **(6)** Repair – F & M Sewer Lift Station – Trouble-shooted and repaired issue with generator transfer switch. – Contractor: Harris Enterprises (Labor - \$450.00, Parts – \$0.00). **(7)** Repair – F & M Sewer Lift Station – Replaced vacuum system electrical solenoids. – Contractor: Harris Enterprises (Labor - \$90.00, Parts – Supplied by Town). **(8)** Repair – John Riggan Sewer Lift Station – Repaired vacuum system leaking elbow. – Contractor: Harris Enterprises (Labor - \$180.00, Parts – Supplied by Town).

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) - \$7,385.95

Streets and Sanitation

- **Current Tasks:** Tree pruning. Street curb and gutter cleaning. Signs repair/replacement. Loose leaves/debris pick-up. Grass Cutting.

Memo

To: Town Commissioners
From: Bill Perkinson
CC: Mayor, Town Administrator, Warren County Director of Public Works, Norlina Director of Public Works
Date: April 6, 2022
Re: March 2022 Monthly Activity Report for WWTP

- **Pending Equipment Repairs: (1)** Effluent filter controls – Safety issue - Replace cylinders and control mechanism for valves located in pit area of filter building. **(2)** Sand blast and refinish site metal structures. **(Estimated Cost – Refinishing remaining structures - \$58,000)**
- **Completed Plant Maintenance/Repair Related Information: (1)** Repair – Administration Building Hot Water Heater. Existing unit had significant tank leak, replaced with exact duplicate unit...24 KW 80-gallon commercial unit. Contractor: Harris Enterprises (Labor - \$860.00, plumbing fittings - \$80.00, Replacement water heater unit purchased directly from Ferguson Enterprises - \$5,897.14). **(2)** Repair – Lime Silo. Replaced electric 2-inch water line control valve. Additionally, programmed spare hydro-pneumatic tank level indicator. Contractor: Harris Enterprises (Labor - \$330.00, Materials – Provided from plant spare parts inventory). **(3)** Repair – Influent Pump No. 1. Replaced faulty motor soft-start. Contractor: Harris Enterprises (Labor - \$270.00, Motor Soft-Start purchased directly from Precision Electric - \$2,287.40). **(4)** Repair – Washwater Control Room. Converted existing fluorescent light fixtures to LED. Contractor: Harris Enterprises (Labor - \$90.00, Materials – Provided by Plant).

Total cost for Repairs (Account No. 39-861-342) - \$9,734.54.00

- **Plant Discharge Quality:** Our discharge quality remained good throughout the entire month; 22.22 million gallons were treated.

Activity Detail Summary (by Category)

Warrenton Police Department

(03/01/2022 - 03/31/2022)

Incident\Investigations

23C - Shoplifting	2
23G - Theft of Motor Vehicle Parts or Accessories	2
23H - All Other Larceny	6
26A - False Pretenses/Swindle/Confidence Game	1
26B - Credit Card/Automatic Teller Machine Fraud	2
280 - Stolen Property Offenses	1
290 - Destruction/Damage/Vandalism of Property	3
90C - Disorderly Conduct	1
90J - Trespass of Real Property	1
90Z - All Other Offenses	1
Total Offenses	20
Total Incidents	11

Arrests

23C - Shoplifting	1
23H - All Other Larceny	2
26A - False Pretenses/Swindle/Confidence Game	2
26B - Credit Card/Automatic Teller Machine Fraud	1
280 - Stolen Property Offenses	1
90J - Trespass of Real Property	1
Total Charges	8
Total Arrests	3

Accidents

Total Accidents 0

Citations

Driving While License Revoked	1
No Insurance	1
No Operator License	1

Activity Detail Summary (by Category)

Warrenton Police Department

(03/01/2022 - 03/31/2022)

Citations

Other (Infraction)	3
Speeding (Infraction)	2
Secondary Charge	4
Total Charges	12
Total Citations	8

Warning Tickets

Total Charges	0
Total Warning Tickets	0

Ordinance Tickets

Fire Lane Violation	1
No Parking Zone Violation	1
Security Violation Chapter 115.04	1
Total Ordinance Tickets	3

Criminal Papers

Total Criminal Papers Served	0
Total Criminal Papers	0

Civil Papers

Total Civil Papers Served	0
Total Civil Papers	0

Activity Log Event Summary (Cumulative Totals)

Warrenton Police Department

(03/01/2022 - 03/31/2022)

<No Event Type Specified>	1	911 Hang-up	2
Abandoned Vehicle	1	Accident	4
Alarm Activation	19	Assault-Physical	1
Assist Highway Patrol	3	Assist Motorist	3
Assist NPD	4	Assist Other Department	4
Assist VCISO	1	Assist WC EMS	2
Assist WCISO	10	C.O.P.S. - Main St	1
Civil Dispute	1	Complaint	1
Court	1	Disabled Vehicle	3
Disturbance	7	Domestic	3
Escort	4	Fight	2
Foot Patrol	2	Fraud	1
Funeral Escort	5	Investigation and/or Interview	1
Larceny	10	Medical / Person Hurt or Sick	2
Non Law Enforcement Issue	2	Open Door (Business)	2
Ordinance Violation	2	Parking Violation	7
Property Check – Business	87	Suspicious Person / Vehicle	10
Talk with Officer	7	Traffic Stop	26
Trespassing	3	Vehicle Maintenance	1
Warrant	1	Welfare Check	2

Total Number Of Events: 249

Warrenton Budget Amendments

Date:

4/11/2022

 Number:

#12

Purpose of Amendment:

The purpose of this amendment is to reduce the budget of the USDA TH/WS Grant to the actual expenditure. The amount of the reduction will be applied to the principal balance of the \$228,000 installment loan from USDA.
--

Fund Name:

USDA TH/WS GRANT

Revenue

Account Title/Number:	Increase Amount	Decrease Amount
Loan Proceeds/61-331-004		7,246
Subtotal	-	7,246
Total	(7,246)	
Grand Total	-	

Expenditure

Account Title/Number:	Increase Amount	Decrease Amount
Contingency/61-400-212		7,246
Subtotal	-	7,246
Total	(7,246)	
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

STATUS OF GRANTS

(Fund 53) NC Commerce Main Street Downtown Redevelopment -- \$500,000 to redevelop 107 N. Main Street.

- Received bids for Phase 2. Received some lower bids for electrical, concrete and plumbing. Phase 2 plans may be revised and rebid, else project could continue as Phase 1 cost estimates are similar to prior estimates.
- Town placed building under its insurance policy.
- Project received extension to June 30, 2022.

(Fund 55) NC DEQ Water Infrastructure WWTP -- \$2,100,000 to rehab most severe areas of WWTP

- Town \$1,600,000 with 100% grant and Town to pay 1.5% processing fee. Town borrowing additional \$500,000 to pay for cost increases in marketplace.
- Waiting on equipment which is delayed by manufacturer. Earliest delivery is June/July of this year, particularly for switch gear. SCADA arriving sooner than June but still waiting. Working with Tommy Breedlove on installation of SCADA. Materials are delayed across most projects with Municipal Engineering.

(Fund 72) NC Main Street Solutions Warrenton Brewery Grant - \$100,000 grant with 2 to 1 match. This grant is to help renovate 120 S. Main Street for a Brewery and Meadery.

- NC Commerce and Main Street extended the grant deadline to December 31, 2021. New owners have applied for transfer of grant funding from Commerce. Commerce has approved transfer of grant.
- Construction target completion date April 30, 2022.

(Fund 67) NC Neighborhood Revitalization Program

- CDGB funds to assist in repairing houses owned by citizens of low or moderate incomes.
- Preliminary title work completed (legal).
- Scheduling a meeting with property owners to discuss options given pricing increases on materials and labor. Cost to remediate environmental issues has been determined.

(Fund 68) Building Reuse Grant

- Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic.
- Grant deadline extended to December 12, 2022.

- Reimbursement from NC Commerce has been received and paid out to Warrenton Veterinary Clinic
- Construction still not complete. Not yet entered into reporting period with NC Commerce.

(Fund 69) Volkswagen Settlement Grant

- Town awarded \$218,000 for new garbage and dump trucks.
- Utility/dump truck scheduled to be built in April, a delay from February. Upon completion of manufacturing, 8 additional weeks needed for addition of lights, signage on truck. Will have to make up some funding from budget because of price increases since grant was awarded.

(Fund 71) Brownfield Grant

- This grant will analyze the environmental issues with multiple properties in Warrenton.
- The Town has been officially been awarded a grant of \$300,000.
- Town working on first Phase 1 and Phase 2 of old county jail

(No Fund) NC IDEA – Ice House Grant

- Town awarded and received \$5,000 from NC IDEA to pay for teachers for two more Ice House classes.
- 4th cohort began in March 2022

Town of Warrenton Downtown Zoning Ordinance Planning Report Review and Recommendations



March 23, 2022



For the **Town of Warrenton** by the
North Carolina Department of Commerce
Rural Economic Development Division
NC Main Street and Rural Planning Center



NC DEPARTMENT
of COMMERCE
RURAL ECONOMIC
DEVELOPMENT



Town of Warrenton

Town Hall, 113 South Bragg Street, Town of Warrenton, Warrenton, NC 27589
Telephone: 252-257-1122 Town Hall

Robert Davie – Town Administrator
townadministrator@warrenton.nc.gov



North Carolina Department of Commerce

Rural Economic Development Division
NC Main Street and Rural Planning Center

Mark Zeigler, Project Manager, Community Economic Development Planner
mzeigler@nccommerce.com
Wilmington Office - 127 Cardinal Drive Extension, Wilmington, NC 28405

Chuck Halsall, Project Advisor, Main Street Coordinator,
Downtown Programming and Technical Services
chalsall@nccommerce.com
Greenville Office – PO Box 1587, Greenville, NC 27835

Note: Downtown Warrenton street photos on cover sheet from Google Maps Street View.

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1. Introduction

This document contains a downtown ordinance planning report review and recommendations for the Town of Warrenton, North Carolina. The information is recommended to be used for planning, the Town Main Street program, downtown business district, and historic district.

The Town of Warrenton contacted the North Carolina Department of Commerce – Main Street and Rural Planning Center for planning assistance. In December 2021, a memorandum of understanding was prepared and signed by the Town Administrator, and a resolution requesting services from the NC Main Street and Rural Planning Center was adopted by the Town.

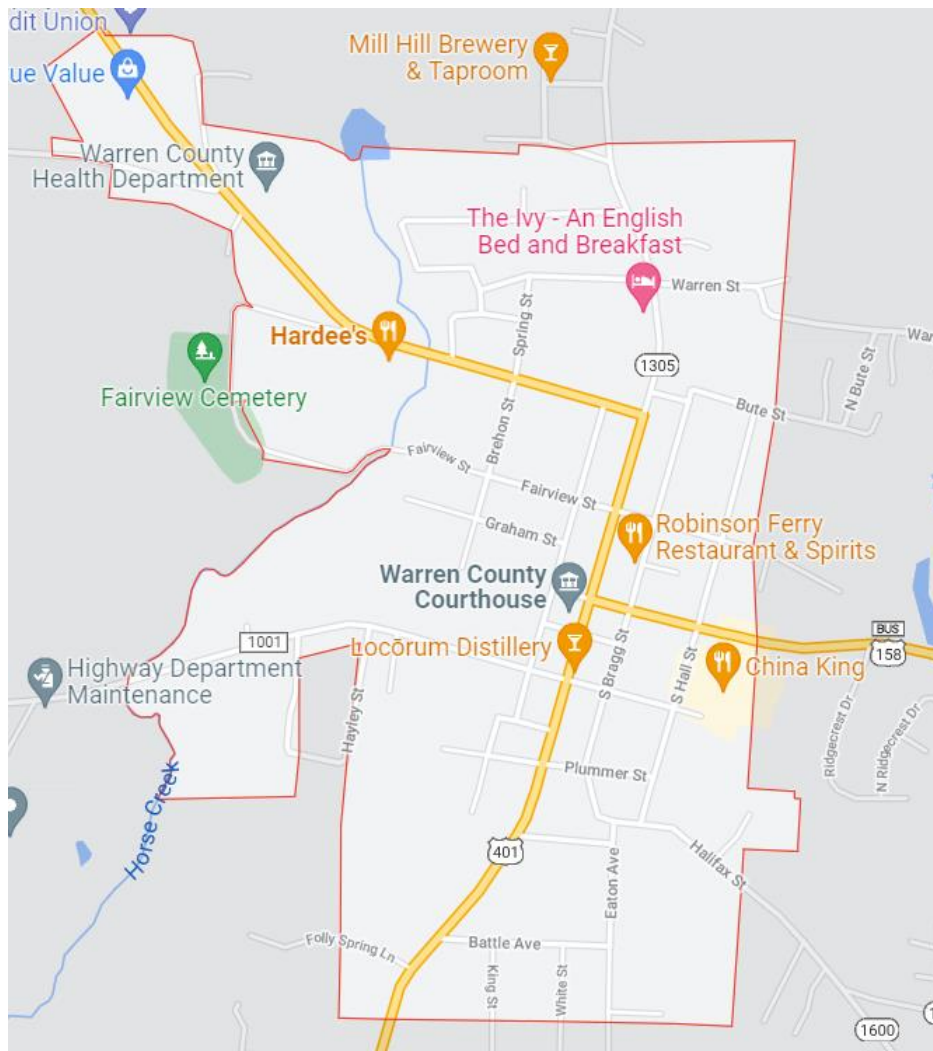


Figure 1-1. The above map shows the **Town of Warrenton**. Main roads are SR-401 and Business SR-158. (Google maps)

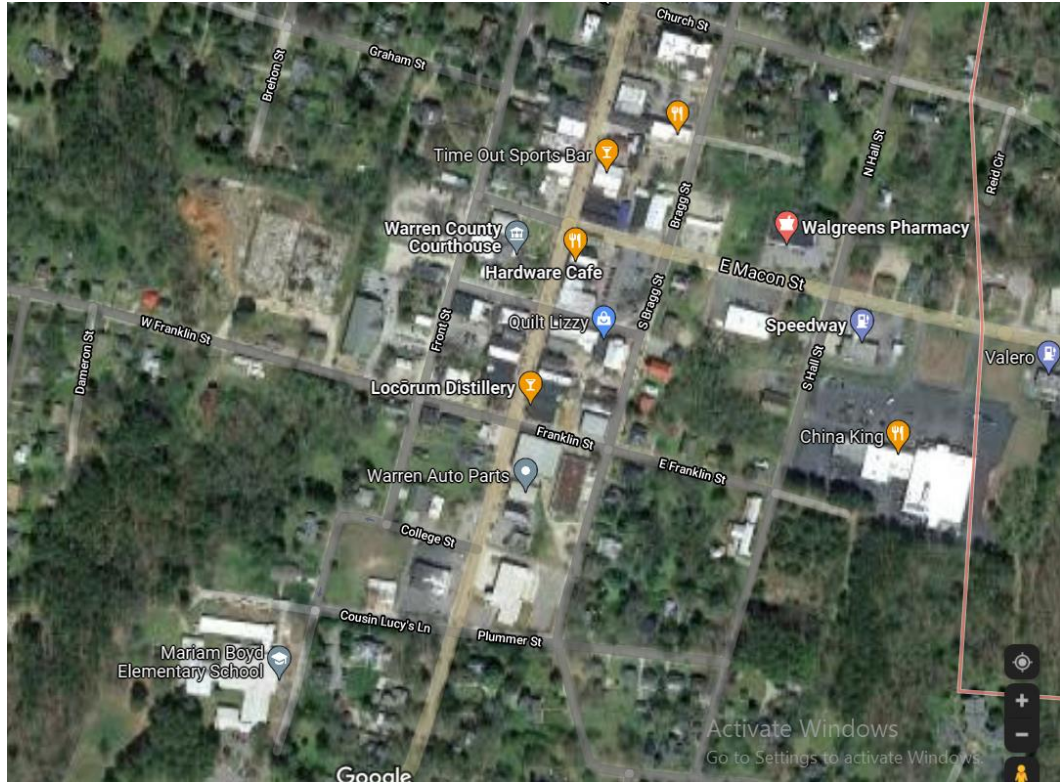


Figure 1-2. The above aerial photo map shows the general **downtown area of Warrenton**. (Google maps)

2. Guiding Town Mission, Downtown Goals, and Planning

Town Mission Statement and Downtown Goals

The five key principals of the **Town of Warrenton mission** are the following. They are from the Downtown Streetscape Master Plan Report – 2017.

- *Maintaining small town charm*
- *Keeping business district active*
- *Keeping young people excited about being here*
- *Respecting history while engaging the future*
- *Increasing prosperity and vibrancy*

The Warrenton **Downtown Streetscape Master Plan Report (2017) goals** are the following.

- *Activate the street to encourage reuse and occupation of the existing retail storefronts.*
- *Create an interesting and inviting destination to attract regional visitors.*

- *Create a space that will extend activity hours downtown.*
- *Create a center for the downtown for special events and daily activities.*
- *Provide multiple forms of access through downtown for bicycles and pedestrians.*
- *Encourage citizens to stay local.*
- *Create a fabric of improvements that encourage redevelopment and expansion of the downtown.*
- *Join Civic and Institutional buildings (School, Library, Courthouse, Town Hall).*
- *Create a branding mechanism that will identify the town, limits of downtown and directional wayfinding through the downtown area.*



Figure 2-1. **From the Downtown Streetscape Master Plan Report - 2017:** showing the County courthouse, park, and adjacent buildings. The adjacent map shows the plan area (in red).

Warren County 2002-2022 Comprehensive Development Plan

The Town of Warrenton does not have a town wide land use plan and receives general guidance from the County Comprehensive Plan. Five general goals are presented in the County plan and are the following.

1. To promote, expand and diversify the economic base and job opportunities in Warren County in such a way that will maximize the use our workers while protecting our environment.
2. To promote, encourage and stimulate the conservation of existing housing and the construction of new housing needed currently as well as need to attract new families to Warren County.
3. To provide and maintain, adequate county services and facilities to accommodate economic development and growth and to protect the public health and general welfare.
4. To encourage development at a rate and in a pattern which can be efficiently served by existing and planned service and facilities.
5. To develop a transportation system that will address economic development and local travel concerns.

From the County Comprehensive Plan - Goal 1 is an objective that more closely references the Town.

Objective: Promote tourism and preserve existing historic sites, encourage designation of new sites.

Strategy: 1. Coordinate efforts to incorporate a Downtown Revitalization program in the incorporated Towns of Warrenton, Norlina, and Macon and create improve entrance corridors to the main street area of downtown Warren County.

Strategy: 2. Coordinate efforts with local historical groups to research and inventory potential new historic sites for incorporation in the Historic Registry, market as tourism and history feature of the County.

Review and recommendation regarding Town planning including the downtown area is the following.

- The Town should prepare and adopt a future land use plan or comprehensive plan. This plan should include public input, a vision, goals, and policies. The Town currently lacks such a plan. A benefit of this type of plan is that it would provide a proactive guide for the Town growth into the future. And would increase the ability for the Town to apply and secure grants. The “Small Town Planning Handbook” by T.L. Daniels et. al. is a good resource from the American Planning Association. Topics in the plan for example could include: natural environment; housing; current and future land use; transportation; public facilities and resources e.g. parks, water and sewer, police, fire, emergency management system, solid waste, historic resources; and economic development.

3. Zoning districts, historic district, and maps

Zoning Districts Downtown Area

The following Figure 3-1 on the next page is a map excerpt from the Town-wide zoning ordinance map and shows zoning districts in the general downtown area. The following four zoning districts in the downtown area and their descriptions from the Town zoning ordinance are listed below. The downtown core is predominately composed of the Downtown Business District, and adjacent to this district are three more districts.

R-12 - Residential Single-Family District

Residential Single-Family District. The purpose of this district is to provide for existing residential single-family homes and the establishment of new single-family homes.

O&I - Office and Institutional District

Office and Institutional District. The purpose of this district is to provide areas for office and institutional use, and to establish a buffer between residential areas and commercial and industrial areas.

C-1 - Downtown Business District

Downtown Business District. The purpose of this district is to provide areas for those retail trade and service purposes which are properly located in a downtown area.

C-2 - Highway Business District

Highway Business District. The purpose of this district is to provide areas for commercial and service uses which require larger sites than are available in the downtown areas, or which serve the needs of the traveling public.

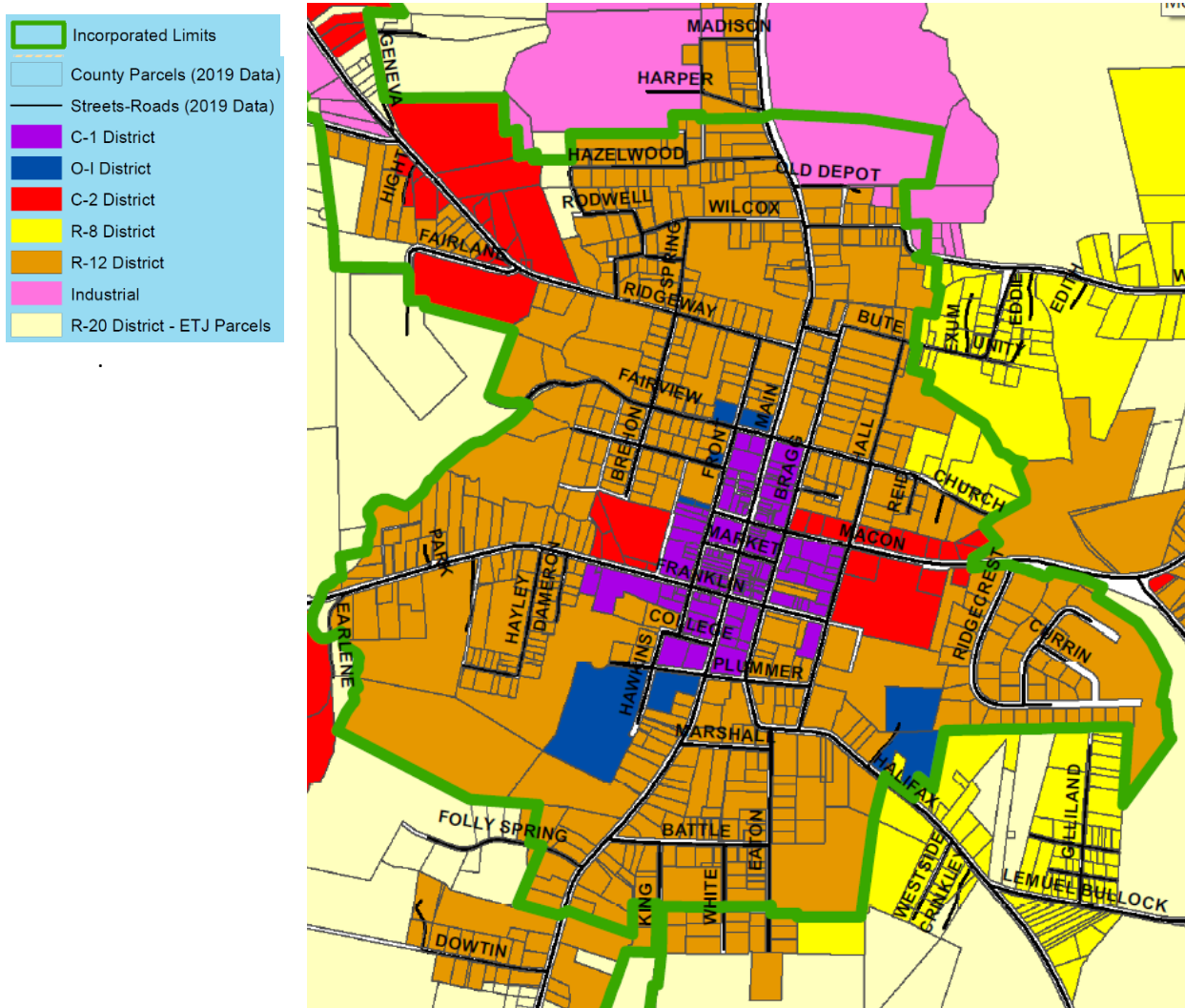


Figure 3-1. The above is an excerpt from the Town zoning map and shows the location of the general downtown area. The downtown is mostly composed of the Downtown Business District (C-1 purple). Adjacent and surrounding the C-1 district are lesser amounts of Highway Business District (C-2 red), and Office and Institutional District (O&I blue). Residential Single-Family District (R-12 tan-brown) surrounds the downtown.

Historic District

Since 2007 the Town has had the operational [Warrenton Historic District Commission](#). The mission is:

“To identify, preserve, and protect Warrenton’s historic resources and to educate the public about those resources and historic preservation in general.”

The location of the Historic District is downtown and is shown in the following Figure 3-2. The Historic District is guided by the Commission and the **Warrenton Design Guidelines – 2009**. The purpose of the guidelines is the following.

“The primary purpose of these design guidelines is to assist property owners as they plan changes which are appropriate to the special character of Warrenton’s historic districts and to assist the Warrenton Historic District Commission and its staff in reviewing the appropriateness of such changes.”

The historic development of the downtown is an essential physical and economic asset to the fabric of the Town.

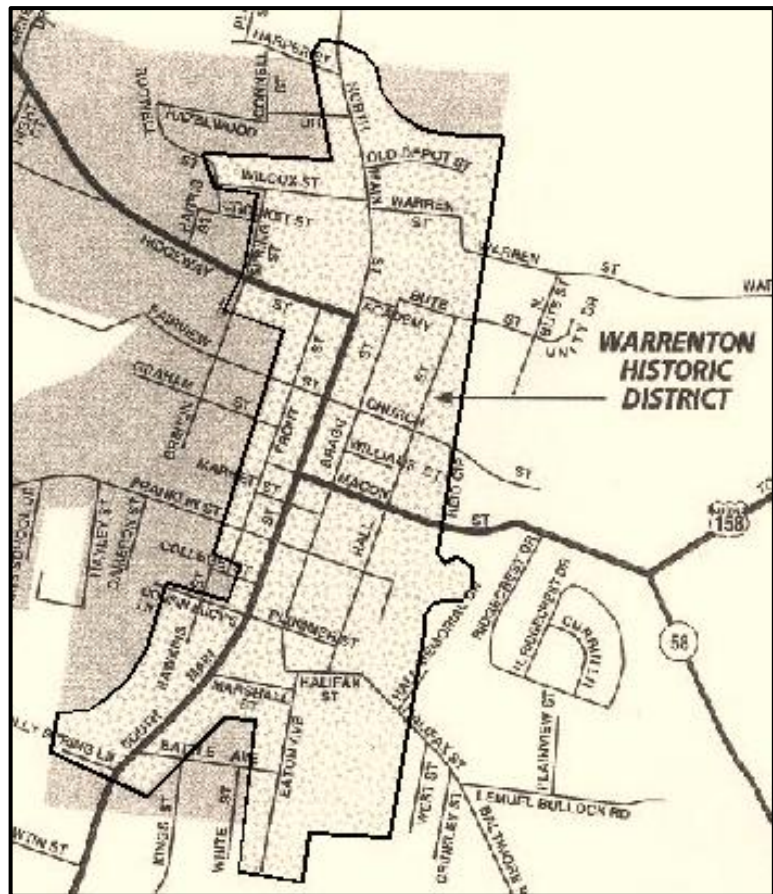
Figure 3-2. The adjacent map shows the location of the **Warrenton Historic District** in the central part of the Town. (From the Warrenton Design Guidelines plan 2009).



The historic Town Hall.



One of the historic homes in the Warrenton.



Review and recommendations regarding zoning districts and the historic district for the downtown are the following.

- The Town should assess whether the boundaries in the downtown for the above discussed zoning districts and historic district need adjustment or not.

- The Town should continue to assess the impact of any request to rezone property from an existing district to a different one in the downtown and whether this potential rezone would be appropriate or not.
- The Town may want to consider language in the ordinance that a general goal in the downtown area is to develop and encourage multi-generational housing. This type of housing strives to make neighborhoods accessible, safe, and inclusive for children, youth, families, adults, and the elderly. (For more information see: “Multigenerational Planning” Family-Friendly Communities Briefing Papers 02, by the American Planning Association 2011).
- **The Town should continue to support the Historic District Commission and use of the Historic District Guidelines. The Commission and guidelines are an invaluable resource to protecting and guiding growth for the downtown and town.** It would be advisable to periodically contact the NC State Historic Preservation Office for resources regarding best management practices, education, updates, and potential grants.

4. Uses: permitted, special, conditional

The following is a review of the zoning that is permitted, special use, and conditional use; pertinent to the general downtown and adjacent area from the Town zoning ordinance – Chapter 151. The allowed uses and associated districts are conceptually shown with the following Figure 4-1. The types of uses allowed generally increase in intensity from low to high intensity; from R-12, to O&I, to C-1, and to C-2.



Figure 4-1. Conceptual relationship between land use intensity and Warrenton zoning district type and uses allowed in the general downtown and adjacent area.

The following Table 4-1 lists some permitted use examples in the downtown and adjacent area from the Town zoning ordinance – Sections 151.045 and 151.046. There are many more uses that are permitted as shown in the Tables of Permitted Uses. The reader is referred there for more detail. The variety of uses depending on the type and intensity are permitted by right, by conditional use with the Board of Adjustment, and by special use with the Board of Commissioners.

Table 4-1. Some permitted use examples in the downtown and adjacent area.

- **Residential Single-Family**
 - Includes housing e.g. single-family detached, two-family, bed and breakfast, etc.
- **Office and Institutional**
 - Includes e.g. offices, community center, church, school, government, retirement home, etc.
- **Downtown Business**
 - Includes e.g. restaurant, coffee shop, bank, motel, drug store-pharmacy, doctor’s clinic, etc.
- **Highway Business**
 - Includes e.g. shopping center, grocery store, convenience food store, service station, various sorts of retail, etc.

Review and recommendations regarding Table of Permitted Uses, and special and conditional uses for the downtown and adjacent are the following.

- The zoning code allows mixed use in the Downtown Business District (C-1) meaning nonresidential and residential in the same building by special permit. Best planning practice in a downtown is to allow nonresidential (commercial) on the ground floor at the front facing the street, and potentially residential in the back on the ground floor. And allow residential above the first floor if the building is more than one story. The Town allows mixed use residential on the first floor provided it does not take up more than 40% of the space. The Town may want to revise the ordinance to provide additional clarity for the mixed use language.
- The zoning code is silent on allowing a business to have a drive-through (e.g. with a restaurant) in the Downtown Business District. Prohibiting drive-throughs in a town downtown is considered a best planning practice, as a goal is to encourage pedestrian walkability and a high quality of livability in the downtown, and to prevent low density strip development. Not allowing drive-throughs in the Downtown Business District would be a good use restriction.
- The Table of Permitted Uses does not allow manufacturing in the downtown. Current NC Main Street program - best planning practice is to allow small scale manufacturing downtown. More information can be found regarding this for example at the following websites: recastcity.com and [vhttps://smartgrowthamerica.org/resources/made-in-place/](https://smartgrowthamerica.org/resources/made-in-place/).

5. Density and dimensional requirements

The following Tables 5-1 to 5-4 are the density and dimensional requirements in the existing Town zoning ordinance - sections 151.045 and 151.046. This is for the four districts in the general downtown area; R-12 Residential Single-Family, O&I Office and Institutional; C-1 Downtown Business; and C-2 Highway Business.

Table 5-1. R-12 - Residential Single-Family District.

Lot area – minimum	12,000 sq. ft.; single-family, two-family (2 du), two-townhouse units (2 du)
Lot width - minimum	100 feet; single-family, two-family (2 du), two-townhouse units (2 du)
Front yard setback - minimum	30 feet
Side yard setback - minimum	10 feet; except on corner lot 15 feet
Rear yard setback - minimum	25 feet
Building height - maximum	35 feet

Table 5-2. O&I - Office and Institutional District.

Lot area – minimum	20,000 sq. ft.
Lot width - minimum	100 feet
Front yard setback - minimum	30 feet
Side yard setback - minimum	10 feet
Rear yard setback - minimum	25 feet
Building height - maximum	50 feet

Table 5-3. C-1 - Downtown Business District.

Lot area – minimum	20,000 sq. ft.
Lot width - minimum	100 feet
Front yard setback - minimum	None
Side yard setback - minimum	None
Rear yard setback - minimum	None
Building height - maximum	50 feet

Table 5-4. C-2 - Highway Business District.

Lot area – minimum	20,000 sq. ft.
Lot width - minimum	100 feet
Front yard setback - minimum	30 feet
Side yard setback - minimum	10 feet
Rear yard setback - minimum	25 feet
Building height - maximum	50 feet

Review and recommendations regarding density and dimensional requirements for the general downtown area are the following.

- The density and dimensional requirements for districts R-12 - Residential Single-Family, Office and Institutional, and Highway Business should remain as found in the current ordinance.
- Consideration should be given to eliminating the 20,000 sq. ft. minimum lot size and 100 ft. minimum lot width in the Downtown Business District (C-1). Research of zoning ordinances from nearby city-towns of Louisburg, Henderson, and Oxford shows that they do not have a commercial minimum lot size in their downtowns, and do not have a minimum lot width. A goal is to encourage commercial development and infill in the downtown and not restrict it by minimum lot size and width.

- The Downtown Business District should consider ordinance language that: the front yard setbacks of existing buildings, on one or both sides of a lot, are used to determine the front yard setback for new buildings, or additions, and provide room for a sidewalk.
- The Downtown Business District should continue to have no minimum setbacks for front, side, or rear, except to provide room for a sidewalk.
- The maximum building height should continue to be 35 feet in R-12, and 50 feet in the Office and Institutional, Downtown Business, and Highway Business districts.

6. Off-street parking

The following Tables 6-1 and 6-2 show ordinance required off-street parking in Warrenton compared to American Planning Association standards. Generally, the Warrenton required minimum is about the same as the APA standards.

Table 6-1. Town of Warrenton ordinance – off-street parking. (du = dwelling unit; sp = space)

	Minimum	Warrenton compared to American Planning Assoc.
Single Family	2 / du	Same
Multi-Family	2 / du + 1 sp. for each 4 du	About the same
Office - general	1 sp. / 300 sq. ft.	About the same
Doctor or dentist office	6 sp. /each doctor-dentist + 1 for ea. other employee	-
Restaurant other (sit down)	1.2 sp. / 100 sq. ft. (1 sp. / 83 sq. ft.)	Slightly lower
Retail – low generator	1 sp. / 500 sq. ft.	Lower
Other commercial retail	1 sp. / 200 sq. ft.	Higher
Service station	2 sp. / gas pump + 3 for each grease rack	-
Industrial	1 sp. / each employee	-

Table 6-2. American Planning Association standards – off-street parking.

	sp. / sq. ft.	sps. / 1000 sq. ft.
Single Family	2 / du	-
Multi-Family	2 / du	-
Office	1 / 278	3.6 / 1000
Medical general	1 / 182	5.5 / 1000
Restaurant	1 / 65	15.5 / 1000
Retail	1 / 286	3.5 / 1000
Manufacturing	1 / 667	1.5 / 1000

From: "APA - Planning Urban Design Standards - 2007" book.

Review and recommendations regarding off-street parking for the downtown are the following.

- Analysis of Warrenton and the three researched nearby city-towns (Oxford, Louisburg, Henderson) shows that off-street parking in the downtown should have flexibility in the language, to allow no minimum, or possibly accommodation for a lower amount of off-

street parking than typical non-downtown suburban highway commercial development. For a new use with an existing building in downtown, Warrenton achieves parking flexibility with the following ordinance language.

Warrenton. “In the central business district, the Zoning Administration may allow a new use to be established in an existing building even if all parking requirements of this section cannot be met for the new use, provided that as much off-street parking as can reasonably be provided is provided by the use, and no foreseeable traffic congestion problems will be created.” 151.060 (B)(8)(c)

- Additionally, Warrenton may want to consider new ordinance language for the downtown that would allow development to be exempt for off street parking requirements or a lower amount. Examples from three nearby city-towns zoning ordinances show flexibility for parking in the downtown.

Louisburg, NC. “Lots located in the Central Business District (B-1) shall be exempt from the off-street parking requirements required herein.”

Henderson, NC. “Developments in the B1 (downtown) District which meet any of the following criteria shall be exempt from the parking requirements of Section 501: (a) developments which do not involve an increase of more than 25% in the existing building floor area; (b) developments which involving only a change of use and which will not increase the number of parking spaces required under this ordinance by more than 25%; (c) developments which are in the “Parking Overlay District,” which map is adopted by reference and included in this subsection.”

Oxford, NC. “Uses in the CBD, Central Business District, are exempt from the minimum parking requirements in this section.”

- If there are issues with parking in the downtown area, the Town may want to conduct a parking study and parking management plan. Generally, best planning practice in a downtown is to have as much on-street parking as possible, and a reduction in off-street required parking. The reason for this is to have a higher building density and a more walkable downtown. A goal of downtown off-street parking is to encourage long-term building infill, yielding a more vibrant and development healthy pedestrian oriented downtown.
- A comparison zoning ordinance from Oxford has language to encourage bicycle use and provision of bicycle parking spaces. Warrenton may want to add this type of language when the ordinance is updated.

7. Landscaping: screening, parking lot, and street yard

The Town ordinance addresses vegetative screening buffer strips for example between non-residential relatively more intense use, from residential zoned property (Section 151.026). However, the Town ordinance does not address general landscaping for new non-residential development properties. Such as for new commercial and industrial development regarding parking lot and street yard landscaping. General benefits of landscaping for the Town could be the following (from the new 2021 ordinance from Oxford, NC).

- Protect, refurbish, and improve the aesthetic appeal, scenic beauty, and economic value of properties within the town.
- Maintain an overall coverage of trees and landscaping for the community in order to maximize the economic vitality and positive community image associated with the town’s vegetation.
- Protect and enhance property values.
- Maintain the aesthetic quality of the community as a whole.
- Mitigate the negative impacts of noise, glare, air and water pollution, and soil erosion on the environment of the town and its inhabitants.

Review and recommendations regarding landscaping for the downtown and town are the following.

- Continue to require buffer strip language as found in the Town ordinance.
- For parking lots and street yards the Town should consider requiring landscaping for non-residential development. Landscaping ordinance information was reviewed from the nearby Oxford and Henderson. Oxford has a new 2021 Unified Development Ordinance (Chapter 8) and addresses thoroughly landscaping with the following topics.
 - Applicability
 - Alternate methods of compliance
 - Retention and protection of large trees
 - Minimum tree canopy coverage requirements
 - Shade trees in parking areas
 - Street trees
 - Design and maintenance
 - Planting list
- Oxford has additional language (Sections 8.2.2 F and 8.3 A) to address landscaping in the downtown. This is because of higher densities and small to no setbacks in the downtown. This language includes the following.
 - Alternate landscaping plans, plant materials or planting methods may be used in the central business district, or where unreasonable or impractical situations would result from strict application of landscaping requirements.
 - The administrator may approve an alternative landscaping plan.
 - The performance of an alternate landscaping plan must be reviewed by the administrator and the appearance commission.
 - Landscaping for narrow lots that may be found in the downtown is addressed.

The Town may want to consider something similar to the above ordinance example language for landscaping in the downtown area.

8. Signs

The signage in the downtown is controlled by the Town zoning ordinance article 151. 75 to 80. A comparison of Warrenton downtown sign ordinance type and size is shown in Tables 8-1 and 2. Generally, the allowed sign size in Warrenton is larger by about twice that of the town of Davidson, NC. The town of Oxford allows more sign area than Warrenton. Henderson allowed signs in the downtown are both less and more than what is permitted in Warrenton.

Table 8-1. Sign type and size ordinance comparison of Warrenton and Davidson.

Sign type	Warrenton	Davidson
Ground sign - Free standing sign	40 sq. ft. sign; 20' tall.	Building setback greater than or equal to 20'; 16 sq. ft. sign, 8' tall.
Wall sign	1.25 sq. ft. per each running foot of building façade.	5% ground floor façade area or 24 sq. ft. whichever is greater; 18' high maximum above ground.
Projecting sign	20 sq. ft. maximum.	12 sq. ft. maximum; 3' wide maximum; 4' projecting from building. 18' maximum above ground.

Wall sign example - computations

Warrenton: e.g. 80 feet wide front building façade. $1.25 \times 80 = 100$ sq. ft. wall sign.

Davidson: e.g. 80 feet wide front building façade x 12' tall = $80 \times 12 \times 5\% = 48$ sq. ft. wall sign

Oxford: e.g. 80 feet wide front building façade x 12' tall = $80 \times 12 \times 10\% = 96$ sq. ft. wall sign

Table 8-2. Sign type and size ordinance comparison of Oxford and Henderson.

Sign type	Oxford – central business district	Henderson – central business district
Ground - free standing - pole sign	1 sq. ft. per linear street frontage; 100 sq. ft. maximum; 15' maximum height.	30 sq. ft. maximum; bottom of sign minimum 9' above public right of way.
Wall sign	10% area of wall façade.	For a lot less than 200' wide total sign area not to exceed 75 sq. ft.
Projecting sign	Suspended sign 6 sq. ft. with bottom of sign minimum 9' off ground clearance.	30 sq. ft. maximum; with bottom of sign minimum 9' off ground clearance.

Review and recommendation regarding signs in the Warrenton downtown are the following.

- Generally, best management planning practices are to have small aesthetically attractive pleasing signs in a small town. The general goal is to avoid sign clutter and have signs that are a pedestrian scale. The town may want to consider revising the existing ordinance for new development to have smaller maximum allowed areas in the downtown; e.g. free standing signs, wall signs, and projecting signs. If the preceding were to occur consideration would have to be given for removing or phased out (amortizing) non-conforming signs; perhaps e.g. 5 to 10 years into the future.
- The Town ordinance should continue to not allow electronic messaging moving signs (Section 151.077). These types of signs are generally visually degrading particularly in a downtown.

- Consideration should be given to not allowing roof signs in the ordinance. They are usually considered to be visually aesthetically degrading for a town.

9. Bars

In the Warrenton zoning ordinance bars are not in the definitions section, table of uses, or listed as a special or conditional use. The following four North Carolina nearby municipalities: Henderson, Nashville, Oxford, and Roanoke Rapids were researched regarding zoning ordinance language for bars.

Definitions of Bars

The following are bar definitions from zoning ordinances in the reviewed municipalities.

Henderson

- Night Club, Tavern, or Lounge. An establishment where either the gross receipts from alcoholic beverages and/or charges exceed the gross receipts from nonalcoholic beverages and food, or where food and beverages is served, and live entertainment presented. Where a night club, tavern or lounge is in a hotel or City of Henderson Updated 11/8/2021 motel or golf or country club with a restaurant that might not otherwise meet the definition set out above, the permitting authority may consider the size of the facilities and determine that the use is an accessory use.

Nashville

- No definition

Oxford

- Bar – Tavern. A business where alcoholic beverages are sold for on-site consumption, which are not part of a larger restaurant. Includes bars, taverns, pubs, and similar establishments where any food service is subordinate to the sale of alcoholic beverages. May also include beer brewing as part of a microbrewery and other beverage tasting facilities.

Roanoke Rapids

- A bar, nightclub, or lounge means an establishment operated for profit used primarily for the serving of alcoholic beverages to patrons and where the sale of prepared food, if provided, is accessory to the primary use. Entertainment and dancing facilities may, or may not be provided. Any nightclub, bar or lounge which provides facilities or services which will satisfy any portion of the definition of "adult establishment" under G.S. 14-202.10 shall be considered a "sexually oriented business." Any nightclub, bar or lounge, whether public or private, which serves alcoholic beverages shall be licensed to dispense such beverages by the state.

Zoning Districts Allowed for Bars

The following are the zoning districts where bars are allowed from zoning ordinances in the reviewed municipalities.

Table 9-1. Review of municipalities zoning districts that allow bars.

Municipality	Downtown	General Commercial
Henderson	Central business district	Highway commercial
Nashville	Central business district	General business
Oxford	Central business district	Highway business
Roanoke Rapids	Central business district	General business

How Permitted – Bars

The following reviewed municipalities show that bars are permitted by special use permit and by right.

Table 9-2. Review of municipalities bars permitting.

- Henderson – Central business district and highway commercial – both by special use permit.
- Nashville – Central business district and general commercial – both by special use permit.
- Oxford – Central business district and highway business – permitted by right with supplemental standards.
- Roanoke Rapids – Central business and general business – both permitted by right.

Additional Requirements - Bars

The following are a review of municipalities and their additional requirements for bars. These requirements include separation, Alcohol Beverage Control Commission, noise, parking, screening, and fencing.

Henderson

- Section 652B: Night Clubs, Taverns, Lounges and Dance Halls
- 652B.1 Location. No night club, tavern or lounge (except night clubs, taverns or lounges with 25,000 square feet of individual building floor area that are located within a shopping center with at least 100,000 square feet of total area) shall be located within a radius of 500 feet of any school, church, hospital, funeral home, domiciliary home, rooming house, residential dwelling unit or residential zoning district.
- 652B.2 State Standards. Any night club, tavern or lounge shall demonstrate that it can meet the standards for on premises ABC Permit under Chapter 18, Article 10 of the North Carolina General Statutes in the event that any alcoholic beverages are to be consumed on the premises.
- 652B.3 Noise. Every night club, tavern or lounge shall be designed and constructed as to prevent unreasonably loud noise from emanating beyond the premises in such a manner that they would disturb nearby uses.
- 652B.4 Dance Halls. Dance halls serving alcoholic beverages shall be deemed to be a nightclub. Dance Halls serving no alcoholic beverages shall not meet the locational or State standards set forth in subsections 652B.1 and 652B.2 but shall meet the noise requirements set forth in section 652B.3

Nashville

- Nightclubs, bars, lounges and the like. Special use regulations.
 - a. Approved by: Town council.
 - b. Special use districts: General Business B-1 and Central Business B-2.
 - c. Minimum lot area: Same as district in which it is located.
 - d. Parking:
 1. B-1: One space for each 100 square feet of gross floor area.
 2. B-2: Not applicable.

Town of Warrenton – Downtown Zoning Ordinance Planning Report Review and Recommendations

- e. Screening and fencing: A screen of not less than six feet high of dense plant material where lot abuts a residential lot. The screen must be opaque from the ground to a height of six feet. The opaque screen may be composed of a wall, fence, landscaped earth berm, planted vegetation, or existing vegetation.
- f. Plans required must show:
 - 1. Internal circulation pattern and provisions for parking.
 - 2. Control of noise, dust, traffic and visual impact.
 - 3. Signing (size and locations).
 - 4. Surrounding land uses within 500 feet of the property.
- g. Other requirements: Consideration should be given to whether the proposed use shall threaten the integrity of the area in question.

Oxford

- Bar, Tavern (NB, HB, CMU)
 - A. Separation Requirements: All new Bar or Tavern uses shall be located no closer than 500 feet to any property use for residential purpose or within a residential zoning district, church, school, park or playground, Night Club, or other Bar or Tavern.
 - B. Minimum Net Floor Area: All Bar or Tavern uses shall have a minimum net floor area of 2000 square feet.

Roanoke Rapids

- A nightclub or any structures associated therewith shall not be located within five hundred (500) feet of a residence or residential zoning district, as measured from the closest edge of the building to the nearest property line of the residential zoning or residential use.
- For the purposes of this section, a nightclub is any place which provides or has available for its patrons or members regularly scheduled entertainment either in the form of music either live or by a disc jockey or other means, or other live performer or entertainer; wherein the sale or service of beverages (alcoholic and non-alcoholic) for the consumption on the premises may or may not occur.
- A nightclub may be further characterized by the provision of an area or stage where patrons may observe entertainment such as live bands, comedy, magic, dancers, etc.
- A nightclub frequently, but not necessarily, is distinguished from restaurants by the establishment of a cover charge while inside or to enter.
- Adult nightclubs shall conform to the locational criteria set forth in Section 151-166 (b).


Review and recommendation regarding potentially having bars in Warrenton in the downtown (and highway business) are the following.

- Warrenton may want to consider allowing bars in the Downtown Business District and the Highway Business District. Research of nearby municipalities shows that bars are allowed in these type of areas (Table 9-1). **The town may want to consider allowing bars by special use permit (Table 9-2). A best planning practice would be to include a bar definition. Additional supplemental requirements may be necessary depending on the town development practices and town culture regarding alcohol beverages. As shown in the above preceding information this could include language regarding separation, the Alcohol Beverage Control Commission, noise, screening, and fencing.** Off-street parking in the downtown would likely not be necessary (see recommendations and discussion in Section 6), but would be required in highway business.

Appendix – Encouraging downtown development – brochure examples

The following is a brochure example, and also are links to Main Street programs providing guidance to business and developers for downtown development.

**Doing Business
in Historic
Downtown**



WAXHAW
NORTH CAROLINA

Tel: (704) 843-2195

Process Overview

Consult with staff to determine if proposed use is allowed.

↓

If proposed use is not allowed or if it is a Conditional Use, staff will explain your options.

↓

If proposed use is allowed, fill out necessary zoning & building permit applications. Obtain property owner signature if you are not the property owner.

↓

Staff will contact you when all permits have been processed.

↓

Call to schedule any inspections (if needed).

↓

Obtain a Business License from Town Hall

↓

****OPEN YOUR BUSINESS!**

PREPARING FOR SUCCESS DOWNTOWN

Downtown Waxhaw is a great environment in which to do business. Prior to leasing or purchasing a building, be sure to check the following issues:

1. **Permits:** Obtain all necessary permits prior to opening your business. Typical permits include a zoning use permit, a sign permit, a business license and an upfit permit for any interior modifications. Other permits may be required.
2. **Signage:** A sign permit is required prior to installing an outdoor sign. Be sure to review the Town UDO prior to ordering or purchasing any signage. The Planning staff can also provide you with information relating to the number, location, size and type of signs allowed in downtown Waxhaw.
3. **Change of use:** If a building is changing use from one activity to another, such as going from a retail shop to a restaurant, the space might require major renovation to meet planning, building and fire codes, like adding additional restrooms, handicap access, sprinklers and other improvements. Proper permits need to be obtained.
4. **Parking:** Be sure to evaluate the parking needs for customers and employees.
5. **Trash Removal:** The Town of Waxhaw does not provide trash pick-up for commercial businesses. You will need to hire a private contractor to haul away your trash. If you would like to install a dumpster on-site, please discuss this option with staff. All dumpsters have to be screened in accordance with the UDO.

Figure A-1. A brochure example; Waxhaw NC – Doing business in historic downtown.

Waxhaw, NC – Steps to opening a business.

<https://www.waxhaw.com/home/showpublisheddocument/1540/637737790174130000>

Albemarle, NC – Commercial and industrial business development guide brochure.

<https://www.albemarledowntown.com/wp-content/uploads/2014/04/CityBusinessBrochure.pdf>

Marion, NC – Business resource guide brochure.

<https://www.marionnc.org/DocumentCenter/View/317/Economic-Development-Resources-PDF>

Wytheville, VA – Starting a business downtown checklist.

<https://downtownwytheville.org/wp-content/uploads/2016/05/New-Business-Help-Downtown-Wytheville.pdf>

End of Plan Report



NEW PAYMENT PORTAL & CONVENIENT PAYMENT OPTIONS

Dear Customer,

The Town of Warrenton has launched a new payment service, offering you greater flexibility to view and pay your utility bill online. Additionally, you will have more choices to pay your bill, including by text message.

You can look forward to being able to:

- Pay your bill any time via an easy-to-use online portal
- Manage your account and view up to two years of payment history
- Receive email reminders when your bill is ready, when a scheduled payment is pending and a confirmation after making a payment
- Set it and forget it with AutoPay ... save time and avoid late or missed payments
- Pay with credit/debit card, e-check, Apple Pay and Google Pay, PayPal, and Venmo



**Pay
Online**



**Pay
by Phone**



**Pay
by Text**



**Schedule
a Payment**



AutoPay



Paperless

What this means for current ACH Bank Draft customers:

Starting in a few months, if you are currently enrolled in **AutoPay with ACH Bank Draft**, your **payments will process as usual**. No action is required, but we encourage you to create a payment account to view your bill online and take advantage of the new options.

With the new system, there will be a \$0.30 processing fee incurred.

If you have any questions, call us at: (252)257-3315.

Thank you,

The Town of Warrenton



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

USDA Community Facilities Grant – Vehicles

History

Since 2016, the Town has made a practice of purchasing vehicles through a grant and loan program offered by the USDA. Prior to 2016 vehicles were purchased with cash and no grant funding was received. Two recent exceptions to this vehicle purchase program are the trash truck and dump truck which were and are being purchased with nearly 100% Volkswagen settlement grant dollars. From the USDA Community Facilities grant, the Town will receive 55% grant, in effect purchasing a patrol car or truck and getting one for free. The balance of the purchase price or 45% is typically financed with the USDA over a seven year period at an interest rate that is below rates offered by LGFCU, SECU or First Citizens Bank.

Justification

General Fund 37

- Two patrol cars, Dodge Durangos, Pricing \$90,000
- Two vehicles will be made surplus
- Approximate increase of \$500 per vehicle per year for insurance

W/S Fund 38

- Three ¾ ton pickup trucks (manufacturer TBD) \$152,000
- Two trucks will be made surplus
- Approximate increase of \$500 per vehicle per year for insurance

Applying the proceeds from the sale of existing vehicles could further reduce annual payments or either add to fund balance. The interest rate is yet to be determined. The monthly payment for the loan portion of each police vehicle would approximate \$6643 per year for seven years based on a 4% annual interest rate. The water/sewer vehicles will approximate \$11,220 per year for seven years. Taking receipt of the vehicles after July 1, 2022 in the upcoming fiscal period will result in a first payment due in the following fiscal year of 2023-2024.

Request

It is at this time that the Board would need to decide if Warrenton wants to take advantage of this grant/loan.

	LOAN PAYMENTS										
	Outstanding Loans	Original	Loan	Loan and Prin	FY	FY	FY	FY	FY	Due	Last
		Principal	Total	Balance	2020-21	2021-22	2022-23	2023-24	2024-25	Date	Payment
LENDERS	FUND 37										
Fist Citizens	Town Hall Roof split	\$ 150,000	\$ 113,342	\$ 34,002	\$ 11,334	\$ 11,334	\$ 11,334	\$ 2,833		26-Sep	2023
USDA 2019	Two PD Cars	\$ 33,800	\$ 37,982	\$ 26,614	\$ 5,684	\$ 5,684	\$ 5,684	\$ 5,684	\$ 5,684	20-Nov	2026
USDA 2017	Two Police Cars 200&400	\$ 29,500	\$ 33,460	\$ 23,900	\$ 4,780	\$ 4,780	\$ 4,780	\$ 4,780	\$ 4,780	Sep	2024
USDA 2016	Police Cameras	\$ 8,500	\$ 9,327	\$ 5,332	\$ 1,333	\$ 1,333	\$ 1,333	\$ 1,333		12-Dec	2023
BB&T	Battle Ave sewer rehab Powell Bill	\$ -	\$ -	\$ 11,720	\$ 5,860	\$ 5,860				12-Apr	2022
USDA	Town Hall Loan Portion USDA				\$ 7,280	\$ 7,280	\$ 7,280	\$ 7,280	\$ 7,280	1-Jun	2060
	SUBTOTAL FUND 37'	\$ 221,800	\$ 194,111	\$ 101,568	\$ 36,271	\$ 36,271	\$ 30,411	\$ 21,910	\$ 17,744		
	FUNDS 38 and 39										
Warren County	Phase I - WWTP Rehab	\$ 842,428	\$ 1,061,937	\$ 338,000	\$ 25,760	\$ 24,539	\$ 24,119	\$ 23,608	\$ 23,143	June	2033
NCDEQ	Sewer rehab 2013	\$ 275,000	\$ 331,168	\$ 178,750	\$ 17,325	\$ 17,050	\$ 16,775	\$ 16,500	\$ 16,225	1-May	2033
BB&T	Battle Ave sewer rehab W/S	\$ 143,000	\$ 192,519	\$ 13,948	\$ 6,975	\$ 6,485				12-Apr	2022
USDA	2 PW Trucks	\$ 36,000	\$ 40,838	\$ 29,170	\$ 5,834	\$ 5,834	\$ 5,834	\$ 5,834	\$ 5,834	24-Oct	2024
First Citizens	Town Hall Roof split		\$ 56,671	\$ 17,001	\$ 5,667	\$ 5,667	\$ 5,667	\$ 1,417		26-Sep	2023
NCDEQ	Phase 2 - WWTP Rehab	\$ 472,132	\$ 472,132	\$ -		\$ 10,422	\$ 10,422	\$ 10,422	\$ 10,422		2041
NCDEQ	NC DEQ - Battle Ave	\$ 115,000	\$ 115,000	\$ 115,000	\$ 5,750	\$ 5,750	\$ 5,750	\$ 5,750	\$ 5,750	1-May	2040
NCDEQ	NC DEQ - Bute Unity	\$ 184,531	\$ 184,531	\$ 184,531	\$ 9,227	\$ 9,227	\$ 9,227	\$ 9,227	\$ 9,227	1-May	2040
USDA	WS LOAN	\$ 2,615,000	\$ 3,254,531	\$ 3,697,721	\$ 73,326	\$ 80,845	\$ 82,260	\$ 81,652	\$ 81,045	1-Jun	2060
	SUBTOTAL FUND 38	\$ 3,840,663	\$ 4,647,390	\$ 4,236,121	\$124,104	\$141,280	\$135,935	\$130,802	\$128,503		
	TOTALS FUNDS 37 AND 38	\$ 4,062,463	\$ 4,841,501	\$ 4,337,689	\$160,375	\$177,551	\$166,345	\$152,712	\$146,247		



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

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NC COMMERCE RURAL TRANSFORMATION GRANT

I. GRANT SUMMARY

NC Session Law 2021-180 and the associated appropriation committee report allocated \$50 million of Coronavirus State Fiscal Recovery Funds (SFRF) from the American Rescue Plan Act (ARPA) of 2021 and the U.S. Department of Treasury to the North Carolina Department of Commerce, Rural Economic Development Division (REDD), to administer a new Rural Transformation Grant program. Accordingly, the REDD has established the Rural Transformation Grant Fund as part of its Rural Engagement and Investment (RE&I) Program. The RTGF (\$50 million in (ARPA) funding) will provide grant resources, training, technical assistance, and education programs to local governments to help communities acquire critical resources, advance project implementation, build local capacity, and respond to critical issues relating to COVID-19 pandemic and recovery. The RTGF will help rural communities revitalize main street and downtown districts, seed and advance initiatives that build local capacity, revitalize, and strengthen neighborhoods, foster small business recovery/sustainability, and support economic growth.

II. PURPOSE OF THE FUND

The fund will support projects under four programs:

- **Downtown Revitalization**
- **Resilient Neighborhoods**
- **Community Enhancement for Economic Growth**
- **Rural Community Capacity Building**

These programs will support projects that:

- Provide **public improvements that help retain businesses** and attract customers to business districts.
- Support **downtown economic development** initiatives that are intended to help retain and create jobs, spur private investment, support small businesses, and leverage main street and downtown districts as economic engines.
-
-

- Facilitate **business building improvements** by allowing businesses to rehabilitate or restore buildings to support business growth and sustainability, and lead to the creation of full-time jobs.
- Create **resilient neighborhoods** through community development, neighborhood revitalization, community resiliency, economic investments, and quality of life improvements.
- Increase the **local government capacity** of rural and distressed communities through training, technical assistance, and educational programs that help units of government increase administrative efficiencies, enhance public service delivery, support COVID-19 pandemic recovery efforts, and create sustainability.

Support **community enhancements for economic growth** through the acquisition of land and buildings, the preparation/development of neighborhood properties and business sites, and the removal of non-historic structural and physical barriers for the purpose of enhancing community growth and economic development opportunities.

III. WARRENTON PROPOSAL TO COMMERCE

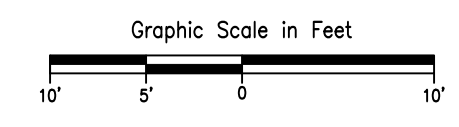
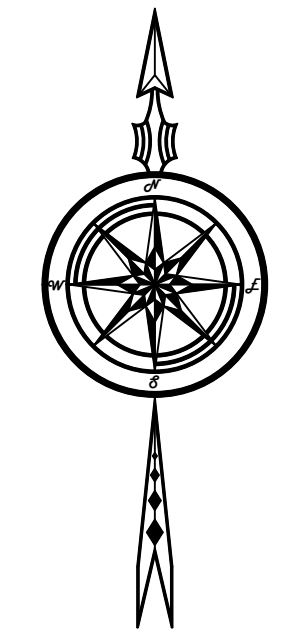
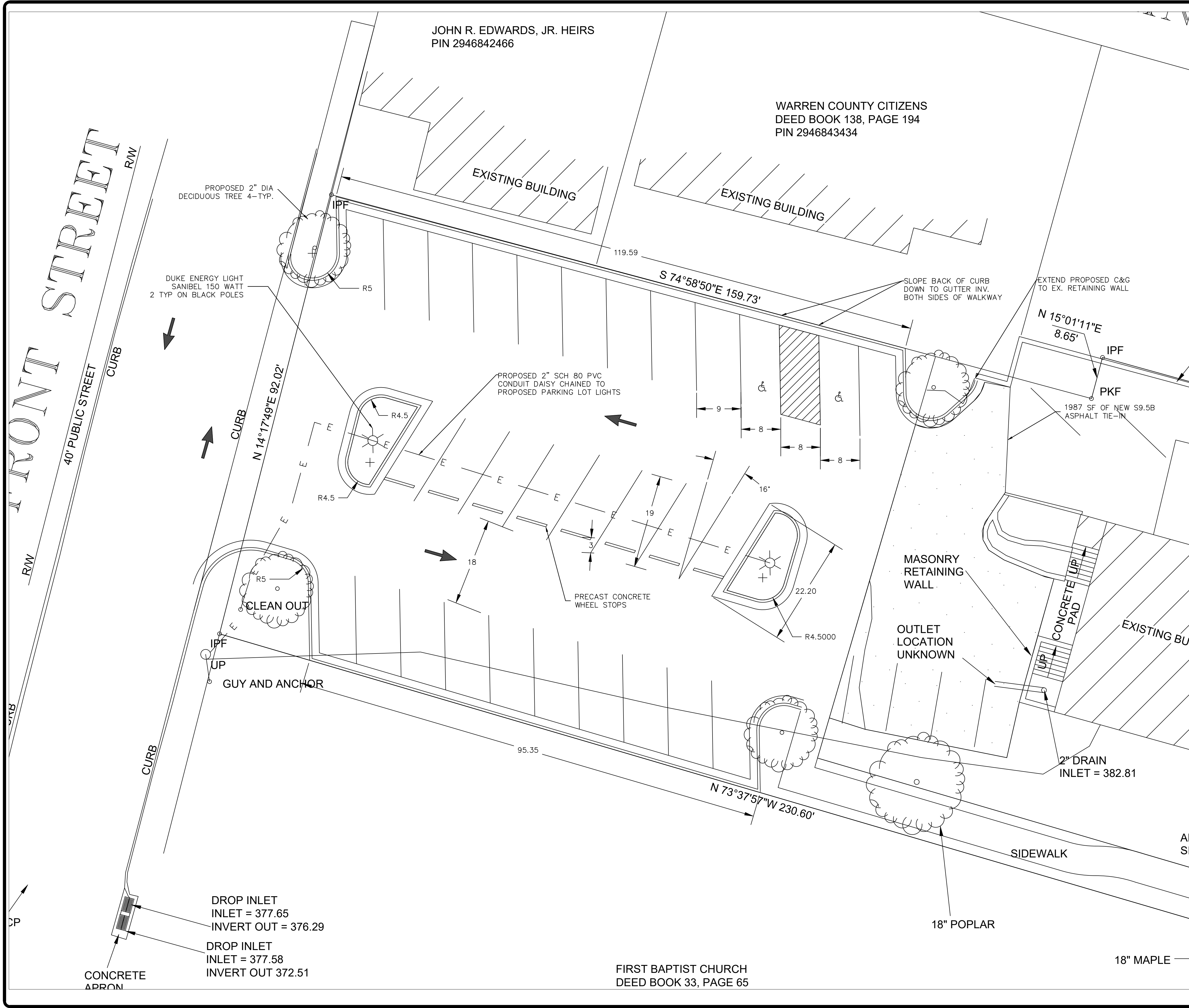
- The application due date for the first of two rounds of funding is May 2, 2022.
- Warrenton is eligible for up to \$950,000 in total.
- For each of the above categories if building improvement is involved the building and property must be owned by the Town of Warrenton.

Instead of using fund balance to purchase and construct a proposed parking along S. Front Street apply for grant funds to cover the costs. With approximately \$50,000 for the purchase and \$250,000 for the construction the grant would cover the entire costs with no matching dollars required.

The grant will allow for approximately \$18,500 to cover grant application and administration costs, which would be helpful in the upcoming budget.

Request

It is at this time, the Board would need to decide if Warrenton wants to take advantage of this grant/loan for this purpose.



**PROPOSED PARKING 30 SPACES
WARRENTON PARKING LOT
207 S FRONT ST
WARRENTON, NC 27589**

1. PROPOSED 28 STD PARKING SPACES 9'x19' AND SKEWED AT 74-DEG OFF FACE OF CURB.
2. PROPOSED 2 HANDICAP SPACES 8'x19' WITH AN 8' AISLE BETWEEN THE HC SPACES.
3. PROVIDE 2 HANDICAP PARKING SIGNS WHERE THE LEFT SIGN IS FOR VANS.
4. WHEEL STOPS IN CENTER BAY SHALL BE INSET 3' INTO PARKING SPACE.
4. PROPOSED ASPHALT SECTION IS 2" S9.5B OVER 8" OF ABC.
5. STRIPING SHALL BE THERMO-PLASTIC
6. CURB SHALL SLOPE DOWN AT HC AISLE. AND THREE(3) SIDEWALK INTERSECTIONS.
7. PROPOSED 6" SIDEWALK FROM PROPOSED PARKING LOT TO S. MAIN ST. SHALL BE CONCRETE, DYED RED AND STAMPED IN THE SAME BRICK PATTERN AS THE SIDEWALK ON S. MAIN ST.
8. PROPOSED SIDEWALK RUNNING PARALLEL TO FRONT ST SHALL BE 5' WIDE AND RUN FROM THE SOUTHERN PROPERTY LINE AT THE PARKING LOT TO THE EXISTING SIDEWALK ON THE NORTHERN END OF FRONT ST.
9. PROPOSED CURB AND GUTTER SHALL TIE-IN TO THE EXISTING CURB AND GUTTER ON FRONT ST.
10. PROPOSED C&G IN THE NE QUADRANT SHALL TIE-IN TO THE EXISTING RETAINING WALL.
11. CONTRACTOR SHALL RESTRIPE NATIONWIDE'S PARKING LOCATED IN THE SOUTHWEST CORNER OF THEIR LOT BEHIND THE BUILDING.
12. CONTRACTOR SHALL INSTALL 2" SCH 80 PVC FROM THE EXISTING POWER POLE IN THE SE CORNER TO ALL THREE(3) PROPOSED PARKING LOT LIGHTS. DUKE ENERGY SHALL BUILD THE FOUNDATIONS, SET THE LIGHTS AND PULL THE WIRE.



Final Drawings
Review Purposes ONLY

NO.	DATE	DESCRIPTION	BY	CAD

21-118

