



Office of the Town Manager

Frank Cassidy

# STAFF REPORT

## Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Jay Heroux, Ward 5

Paul Mooney, At Large

David McGuire, At Large

<b>Council Meeting Date:</b>	May 14, 2024
<b>Agenda Title:</b>	Budget Work Session
<b>Requested Action:</b>	Information only
<b>Department / Agency Lead:</b>	Finance Department
<b>Staff Lead:</b>	Brooke Campbell, Budget Manager

## EXECUTIVE SUMMARY

Information was presented at the last council meeting on the Proposed Fiscal Year 2024-2025 Annual Budget and financial policy updates. Council has requested an overview of the Fiscal Year 2025-2030 Proposed Capital Improvement Plan as well as detail on actual spending figures and projections for FY 2024.

The Capital Improvement Plan (CIP) is a multi-year plan for major capital expenditures, such as the construction, reconstruction, renovation, or replacement of a public building or facility or surveys and studies leading to such physical improvements mentioned above. The CIP details the capital projects that the Town intends to pursue and a plans the anticipated levels of financing needed to fund these capital projects over the six-year period. The CIP is neither a firm commitment to a particular project nor a limitation to a particular cost. It is a basic tool for prioritizing and scheduling anticipated projects and financing, a key element in planning and managing future debt service requirements.

The capital budget is appropriated on an annual basis. The first year of the multi-year plan is included in the proposed budget.

## BACKGROUND

Fiscal Year 2025-2030 Proposed Capital Improvement Plan was delivered to Council of April 1, 2024. The FY 2025 proposed budget includes the following:

## GENERAL FUND CAPITAL PROJECTS

### Parks and Recreation

Project #	Project Name	FY25 2024-25
PR-001	ADA Playground Replacements	\$ 150,000
PR-004	Park Pavilions	42,000
PR-007	Replace Natatorium Lighting	215,000
		<b>\$ 407,000</b>

### Transportation & Circulation

Project #	Project Name	FY25 2024-25
TC-004	Sidewalk Handicap Ramps	\$ 100,000
TC-008	Improvements to Main Street	146,003
TC-013	Washington Street Sidewalk	200,000
TC-018	Courthouse Square Traffic Improvement	10,000
TC-019	Annual Paving Schedule	800,000
		<b>\$ 1,256,003</b>

## WATER & SEWER FUND CAPITAL PROJECTS

### Water Projects

Project #	Project Name	FY25 2024-25
W-005	Warrenton Reservoir Dam	300,000
W-006	Broadview Waterline Betterment	600,000
W-007	Utility Connection Program	63,000
W-008	Mt. Tank Line Power	100,000
W-013	Raw Water Pumps	770,000
W-018	Lancaster Drive Waterline Replacement	1,500,000
		<b>\$ 3,333,000</b>

### Sewer Projects

Project #	Project Name	FY25 2024-25
S-001	Primary Clarifiers & Sludge Pump Station	\$ 6,300,000
S-002	I&I Reduction	420,000
S-006	Secondary Clarifier and Sludge Pump	420,000
S-007	Wastewater Treatment Plant Pump Station	157,500
		<b>\$ 7,297,500</b>

Water & Sewer Capital Projects

10,630,500

## STORMWATER MANAGEMENT FUND CAPITAL PROJECTS

Project #	Project Name	FY25 2024-25
SM-003	Stream Retrofit Rady Park	\$ 5,000
SM-004	Master Drainage Plan	500,000
SM-005	BMP & Filterra Facilities	150,000
		<b>\$ 655,000</b>

The Town must periodically perform major maintenance or upgrades on the facilities and equipment that are used to deliver services to citizens. This schedule provides a multi-year plan for the necessary upkeep of those items. These projects are not considered part of the CIP but facilitate financial planning by anticipating the Town's fiscal requirements on a long-term basis.

### **GENERAL FUND MAINTENANCE PROJECTS**

#### **General Government**

Project Name	FY25 2024-25
IT Infrastructure	\$ 65,000
Enterprise Resource Planning System	300,000
TH HVAC Replacement	100,000
WPD HVAC Replacement	50,000
TH Foundation Repairs	140,000
Traffic Light Detection	300,000
Sign Replacement	15,000
	<b>\$ 970,000</b>

#### **Public Safety**

Project Name	FY25 2024-25
Public Safety Radio Replacements	70,000
	<b>\$ 70,000</b>

#### **Parks & Recreation**

Project Name	FY25 2024-25
Fitness Equipment Replacement	\$ 25,000
Replace Chiller at WARF	340,000
WARF Structural Repairs	25,000
	<b>\$ 390,000</b>

#### **Public Works**

Project Name	FY25 2024-25
Public Works Roof Replacement	180,000
Facilities Energy Management Program	25,000
Facilities Asphalt Resurfacing	55,000
Guard Rail Replacement	75,000
	<b>\$ 335,000</b>

**TOTAL GENERAL FUND MAINTENANCE PROJECTS** **\$ 1,765,000**

### **WATER & SEWER FUND MAINTENANCE PROJECTS**

Project Name	FY25 2024-25
Facilities Energy Management Program	\$ 25,000
Facilities Physical Security	100,000
Fleet Management Vehicle: UD	45,000
WTP Renovation	295,000
WS HVAC Replacement	25,000
Dam Maintenance	65,000
GAC Replacement	80,000
Meter Reading Devices	141,000
Reliability Measures	60,000

**TOTAL WATER & SEWER FUND MAINTENANCE PROJECTS** **\$ 836,000**

**STAFF RECOMMENDATION**

---

Staff will provide a presentation on the proposed CIP.

**Service Level/Policy Impact**

The proposed budget provides a roadmap for the improvements and continued service delivery that the Town provides for fiscal year 2025.

**Fiscal Impact**

The total proposed budget for FY 2025 is \$43.8 million, excluding interfund transfers, to fund governmental, stormwater, water & sewer operations, and investment in the Town's capital infrastructure. CIP totals by fund are as follows: General fund \$1.7 million, Water & Sewer Fund \$10.6 million, and Stormwater Fund \$655 thousand.

**Legal Impact**

- Town Code Section 15-1 provides that tax rates must be set by May 14th.
- Code of Virginia Section 15.2-2503 requires that the local governing body approve the budget no later than the date on which the fiscal year begins.

**ATTACHMENTS**

---

FY 2025 Capital Improvement Plan

Budget Detail (FY2022-2024 Q3 actuals, FY2024 projections, FY2025 proposed)

Fiscal Policy Updates & Additions