



Office of the Town Manager
Frank Cassidy

Warrenton Town Council
Carter Nevill, Mayor
Heather Sutphin, Ward 1
William Semple, Ward 2
Brett Hamby, Ward 3
James Hartman, Ward 4 Vice Mayor
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

STAFF REPORT

Council Meeting Date:	November 12, 2024
Agenda Title:	Community Development Financial Overview
Requested Action:	For information only
Department / Agency Lead:	Finance Department
Staff Lead:	Brooke Campbell, Budget Manager

EXECUTIVE SUMMARY

The Community Development function consists of three (3) departments, Development Services, Planning, and Visitor's Center. These three (3) budgets capture the cost to operate each department as well as the cost of ten (10) full-time and two (2) part-time staff. The Community Development section of the budget also includes the operating costs of the Planning Commission, Board of Zoning Appeals, and the Architectural Review Board.

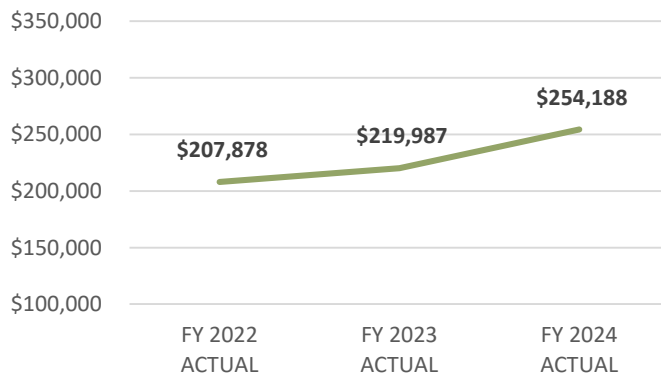
BACKGROUND

The below tables and charts provide a financial summary of the Community Development function.

Revenue - Permits & Fees

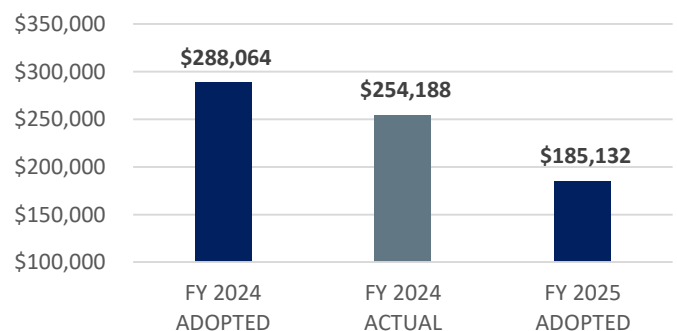
ACCOUNT NAME	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2024 ACTUAL	FY 2025 ADOPTED
PERMITS & OTHER LICENSES	207,878	219,987	288,064	254,188	185,132
TOTAL	\$ 207,878	\$ 219,987	\$ 288,064	\$ 254,188	\$ 185,132

Actual Revenue Trend



In FY 2023, revenue increased 5.8% or \$12,109 over FY 2022.
FY 2024 revenue increased 16% or \$34,201 over FY 2023.

Revenue FY 2024 vs FY 2025

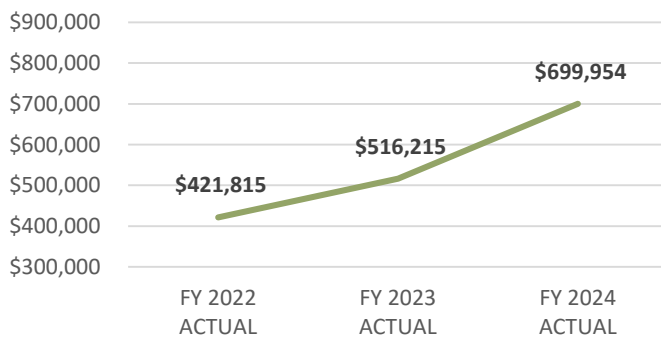


In FY 2024, the total projected revenue for Permits & Fees was \$288,064. FY 2024 actual revenue totaled \$254,188. The FY 2025 projected revenue for Permits & Fees is \$185,132.

Expenditure - Development Services

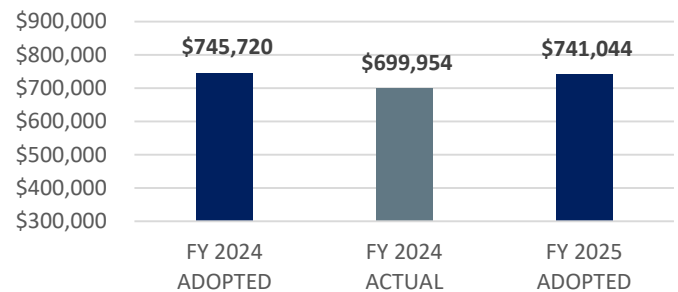
ACCOUNT NAME	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2024 ACTUAL	FY 2025 ADOPTED
PERSONNEL SUBTOTAL	419,015	511,009	719,970	695,263	724,044
PROFESSIONAL SERVICES	-	-	900	1,125	1,000
TEMPORARY HELP SERVICES	-	-	3,500	-	1,000
MAINTENANCE CONTRACTS	-	-	4,250	-	-
PRINTING	319	-	500	33	500
POSTAGE	14	123	100	434	2,000
LEASE OF EQUIPMENT	-	-	1,000	-	1,000
TRAVEL	870	1,046	3,000	-	1,000
TRAINING	477	2,207	3,000	1,322	3,000
MEMBERSHIPS & DUES	100	145	1,000	486	1,500
PURCHASING	1,021	1,685	8,500	1,292	6,000
TOTAL	\$ 421,815	\$ 516,215	\$ 745,720	\$ 699,954	\$ 741,044

Actual Expenditure Trend
Development Services



In FY 2023, expenses increased 22% or \$94,400 over FY 2022. FY 2024 expenses increased 36% or \$183,738 over FY 2023.

Expenditure
FY 2024 vs FY 2025
Development Services

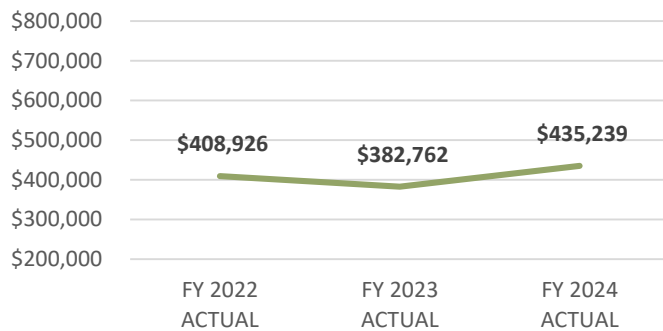


In FY 2024, the total adopted budget for the Development Services department was \$745,720. FY 2024 expenses totaled \$699,954. The FY 2025 adopted budget for the department is \$741,044.

Expenditure - Planning

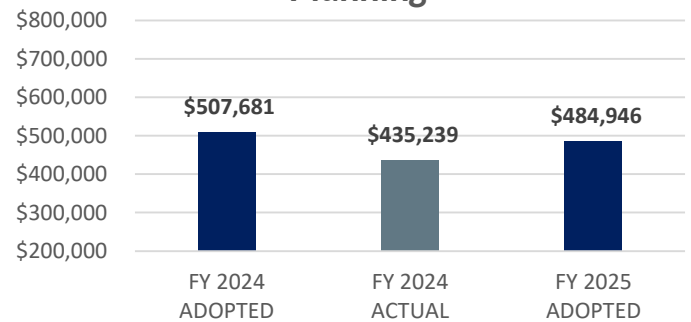
ACCOUNT NAME	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2024 ACTUAL	FY 2025 ADOPTED
PERSONNEL SUBTOTAL	320,238	329,061	352,822	353,357	364,545
PROFESSIONAL SERVICES	44,008	33,161	95,000	62,616	90,000
CONTRACTUAL REPAIR	-	-	1,500	-	-
MAINTENANCE CONTRACTS	27,153	-	8,208	-	-
PRINTING	239	217	1,000	-	1,000
ADVERTISING/MARKETING	-	50	8,000	-	-
POSTAGE	1,721	2,084	4,500	2,164	1,000
LEASE OF EQUIPMENT	601	601	9,144	601	1,500
TRAVEL	-	2,152	4,500	781	4,500
TRAINING	1,890	1,440	5,500	810	5,500
CONTRIBUTION PLANNING DISTRICT	10,185	10,284	10,284	10,284	10,401
MEMBERSHIPS & DUES	1,244	1,929	3,000	2,644	3,000
PURCHASING	1,648	1,783	4,223	1,982	3,500
TOTAL	\$408,926	\$382,762	\$507,681	\$435,239	\$484,946

Actual Expenditure Trend Planning



In FY 2023, expenses decreased 6.4%, a reduction of \$26,164 compared to FY 2022. FY 2024 expenses increased 14% or \$52,478 over FY 2023.

Expenditure FY 2024 vs FY 2025 Planning



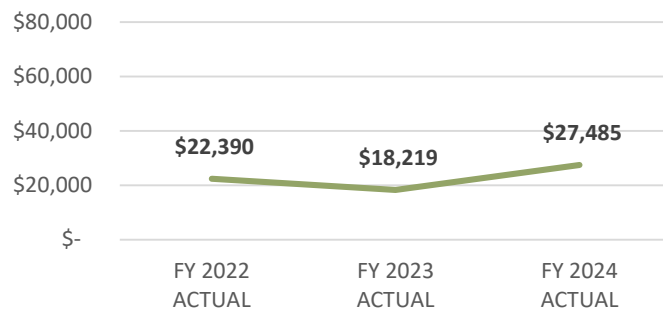
In FY 2024, the total adopted budget for the Planning department was \$507,681. FY 2024 expenses totaled \$435,239. The FY 2025 adopted budget for the department is \$484,946.

Expenditure - Visitor's Center

ACCOUNT NAME	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2024 ACTUAL	FY 2025 ADOPTED
PERSONNEL SUBTOTAL	22,310	18,136	67,526	26,471	69,269
PRINTING	-	-	100	-	100
ADVERTISING/MARKETING	-	-	100	-	100
FUEL	-	-	1,500	-	-
ELECTRICITY	-	-	2,000	-	-
POSTAGE	52	83	300	116	300
LEASE OF EQUIPMENT	-	-	2,250	-	2,250
TRAVEL	-	-	-	843	-
TRAINING	-	-	500	55	500
MEMBERSHIPS & DUES	-	-	300	-	300
PURCHASING	28	-	500	-	500
TOTAL	\$ 22,390	\$ 18,219	\$ 75,076	\$ 27,485	\$ 73,319

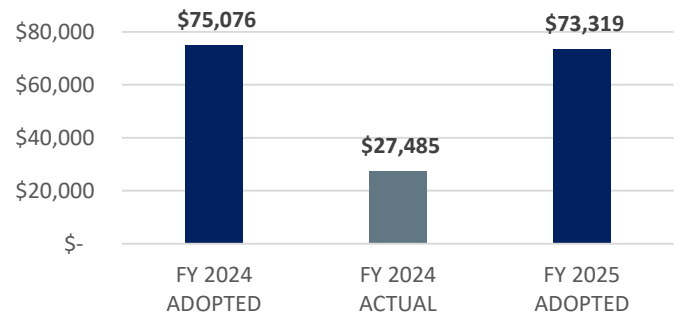
Please note that Community Development receives an annual contribution in the amount of \$42,600 from Fauquier County for the operation of the Visitor's Center.

Actual Expenditure Trend Visitor's Center



In FY 2023, expenses decreased 19%, a reduction of \$4,170 compared to FY 2022. FY 2024 expenses increased 51% or \$9,265 over FY 2023.

Expenditure FY 2024 vs FY 2025



In FY 2024, the total adopted budget for the Visitor's Center was \$75,076. FY 2024 expenses totaled \$27,485. The FY 2025 adopted budget for the department is \$73,319.

STAFF RECOMMENDATION

ATTACHMENTS

None.