



TOWN OF WARRENTON, VIRGINIA
Fiscal Year 2024 Proposed Budget

OFFICE OF THE TOWN MANAGER
21 Main Street, Warrenton, Virginia 20186

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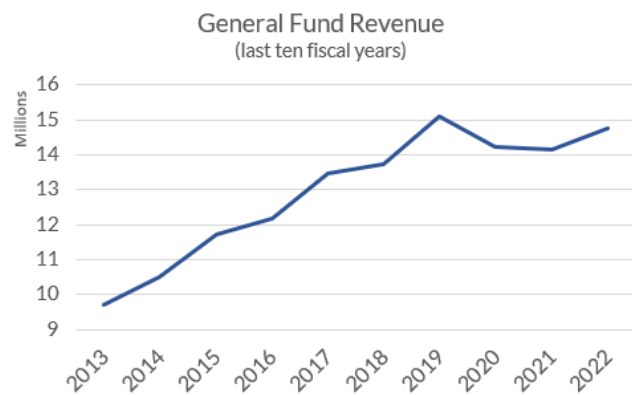
March 31, 2023

Honorable Mayor, Members of Town Council, and Town Residents,

I am pleased to present the Fiscal Year 2024 Proposed Budget, which has been developed in support of the Council's mission, values, and long-term vision for the Town. During the last six months, Town staff have continued to align our activities with Plan Warrenton 2040 in furtherance of our commitment to delivering quality services to the community.

The proposed budget represents a balancing act between addressing inflationary pressures while acknowledging the lingering economic impact of the pandemic. Projections for Fiscal Year 2023 reflect a positive net change in fund balance; however, this is largely thanks to the use of ARPA funding. Federal funding sources have supported communities across the country through the pandemic but will not be an ongoing factor in our balancing of the budget.

While the Town's current revenue sources have demonstrated resilience, the Town's tax rate structure is heavily dependent upon economically sensitive sources. The chart to the right removes Federal stimulus funding to show the trend of regular revenue sources upon which the Town may rely.



Resiliency is a primary focus for the Town, recognizing our core mission to deliver quality, high-level services to Town residents. The Town Council held a Fiscal Retreat on February 25, 2023, to review the Town's financial condition and trends, receive preliminary results of the Classification and Compensation Study, and to preview the proposed 2024-2029 Capital Improvement Program. The data presented showed that the Town has capacity to address its human capital needs and to provide a balance of cash and debt funding in support of the Town's infrastructure and capital requirements. The proposed budget addresses those needs.

The total proposed budget for FY 2024 is \$41.2 million to fund governmental and utility operations, and investment in the Town's capital infrastructure. This is an increase of \$10 million over the FY 2023 budget. The bulk of this change is the capital program, which increased by \$9.1 million. The operating increase across all funds is \$919,607, or 3.7%. The General Fund operating increase is \$788,552, or 4.3% compared to FY23.

HIGHLIGHTS

- Elimination of Motor Vehicle License Tax: The budget proposes to eliminate the Motor Vehicle License Tax. This is a \$25 per vehicle tax that is assessed annually and is not subject to proration. Many taxpayers receive a bill from the Town that only includes this fee, since we continue to offer 100% tax relief on vehicles valued less than \$20,000.
 - This is offset by an **increase in the personal property tax rate from \$1.00 to \$1.50** per \$100 of assessed value to produce neutral revenue. If this change is adopted, many taxpayers who own older vehicles will not receive a personal property tax bill from the Town.
- Internal Service Funds: To enhance transparency, we have dissolved the internal service funds – Information Technology and Fleet (formerly Motor Pool). These are now departments within the General Fund. The Water and Sewer Fund and the Stormwater Management Fund will transfer funds to the General Fund to account for the services provided to their respective functions. The change may distort some of the year over year comparisons in this first year. We have added footnotes to assist in understanding the impact.
- Capital Improvement Program: The Draft 2024-2029 Capital Improvement Program totals \$13.8 million for FY 2024. This includes \$7.9 million for General Fund projects, \$5 million for Water and Sewer projects, and \$0.9 million for Stormwater projects. We have reviewed the capital program with our financial advisors. The Town has the capacity to issue debt to support these intergenerational projects and those issuances will be brought forward to Council as the need for the funding approaches. There is no debt proposed in the FY24 budget; however, debt will need to be issued in the future to support the capital program.
- Water and Sewer Rates: The Town engaged the services of a consultant to conduct a rate study update due to the realignment of the capital program and inflationary concerns. The preliminary results of the rate study have been incorporated. **An average monthly In-Town residential bill (based on 3,000 gallons of consumption) will increase from \$36.19 to \$43.03.** The model assumes the issuance of debt in future years to support the system's capital needs. We continue to work with the consultant and our financial advisors to refine the model and will have a formal presentation at the May work session.
- Human Capital:
 - Classification and Compensation: At the fiscal retreat, Council received the results of the Classification and Compensation Study. The budget includes the recommended 10% across the board adjustment to the pay of current employees to advance them to the correct range on the new pay scale. The last time that a compensation study was

E X P E R I E N C E

undertaken and partially implemented was 2015, so the adjustment is long overdue. The total impact of this adjustment is \$941,426.

- Merit Program: Another recommendation discussed during the retreat was a modification in the timing of merit increases. Previously, merit increases and cost-of-living (COLA) adjustments were provided on July 1. The merit will now be implemented each year on January 1. The proposed budget includes a proposed merit range of 0-3% with a total impact of \$135,644.
- New positions: The proposed budget includes the addition of seven positions and the upgrade to full-time of four existing part-time Maintenance Workers. The new positions are:
 - Communications Manager
 - Network Engineer
 - Human Capital Generalist
 - Deputy Town Manager
 - Economic Development Manager
 - Building Official
 - Fitness Supervisor

The budget is one of the most important tools that we use to plan the improvements and continued service delivery that make the Town of Warrenton a great place to live. I would like to thank the Council for the opportunity to serve in this capacity and for their vision and support of Town staff in our endeavors. I look forward to our collaboration as we work together to produce the best budget possible.

Sincerely,

Thomas L. Cureton

Tommy Cureton, MS, CPRP, CPP
Acting Town Manager

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COMBINED BUDGET SUMMARY

The following provides a summary of the budget for Fiscal Year 2023-2024 across all appropriated funds compared to the budget for Fiscal Year 2022-2023. Greater detail is provided for the General Fund, followed by summary totals for the other funds. Further detail is provided throughout the document.

TOTAL ESTIMATED REVENUE ALL FUNDS

	Revenue/Sources	FY 2023 Adopted	FY 2024 Proposed	Variance (\$)	Variance (%)
GENERAL FUND	General Property Taxes	\$1,449,235	\$1,871,670	422,435	29%
	Other Local Taxes	9,675,138	11,113,121	1,437,983	15%
	Permits & Fees	328,065	288,064	(40,001)	-12%
	Fines & Forfeitures	139,871	77,500	(62,371)	-45%
	Use of Money/Property	128,257	500,000	371,743	290%
	Charges for Services	760,877	1,090,439	329,562	43%
	Miscellaneous Revenue	319,771	221,633	(98,138)	-31%
	State Revenue	2,971,638	2,971,638	-	-
	Transfers in	-	539,913	539,913	-
	Bond proceeds	200,000	-	(200,000)	-100%
	Use of Fund Balance	440,232	4,378,808	3,938,576	895%
	GENERAL FUND TOTAL	\$16,413,084	\$23,052,786	6,639,702	40%
OTHER FUNDS	Capital Projects	\$50,000	\$2,770,359	2,720,359	5441%
	General Asset Replacement	150,000	1,646,350	1,496,350	998%
	Water & Sewer Operating	6,596,935	8,082,832	1,485,897	23%
	Water & Sewer Capital	4,111,102	5,466,700	1,355,598	33%
	Stormwater Management	1,957,867	1,479,428	(478,439)	-24%
	Motor Pool	640,963	-	(640,963)	-100%
	Information Technology	1,638,011	-	(1,638,011)	-100%
	ARPA Fund	2,101,642	3,269,910	1,168,268	56%
	OTHER FUNDS TOTAL	\$17,246,520	\$22,715,579	5,469,059	32%
	TOTAL ALL FUNDS	\$33,659,604	\$45,768,365	\$12,108,761	36%
	LESS TRANSFERS	(2,478,974)	(4,416,709)	(1,937,735)	78%
	TOTAL ESTIMATED REVENUES	\$31,180,630	\$41,351,656	\$10,171,026	33%

TOTAL APPROPRIATIONS ALL FUNDS

	Expenditures/Uses	FY 2023 Adopted	FY 2024 Proposed	Variance (\$)	Variance (%)
GENERAL FUND	General Government	\$2,157,328	\$4,764,031	2,606,703	121%
	Public Safety	4,255,790	3,791,492	(464,298)	-11%
	Public Works	4,568,483	5,547,571	979,088	21%
	Parks & Recreation	2,608,455	2,466,871	(141,584)	-5%
	Community Development	1,346,411	1,400,225	53,814	4%
	Contributions	68,354	58,954	(9,400)	-14%
	Nondepartmental	352,645	389,666	37,021	10%
	Debt Service	855,618	824,238	(31,380)	-4%
	Transfers out	200,000	3,809,738	3,609,738	1805%
	GENERAL FUND TOTAL	\$16,413,084	\$23,052,786	6,639,702	40%
OTHER FUNDS	Capital Projects	\$50,000	\$2,770,359	2,720,359	5441%
	General Asset Replacement	150,000	1,646,350	1,496,350	998%
	Water & Sewer Operating	6,596,935	8,082,832	1,485,897	23%
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	LESS TRANSFERS	(2,478,974)	(4,416,709)	(1,937,735)	78%
	TOTAL ESTIMATED APPROPRIATIONS	\$31,180,630	\$41,351,656	\$10,171,026	33%

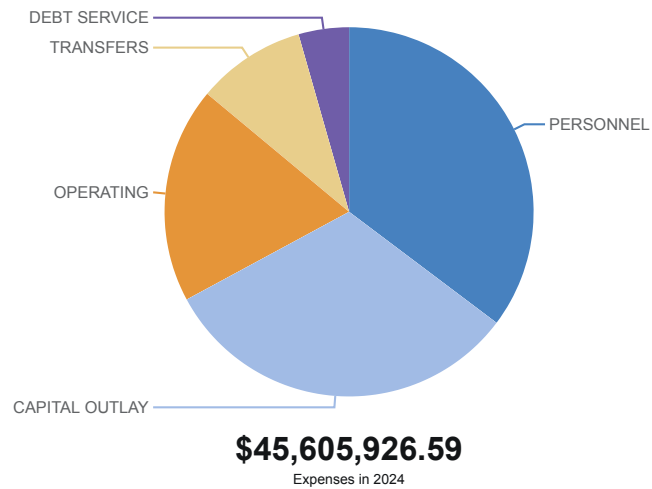
INTRODUCTION

PERSONNEL & COMPENSATION SUMMARY

The Town of Warrenton views its workforce as the most valuable asset in creating a vibrant community and delivering quality services to taxpayers. The Town completed an update to its classification and compensation system in FY23. The primary goals of the study are attracting and retaining employees and ensuring employee satisfaction. The Town is currently conducting an organizational staffing study.

FY24 EXPENDITURES BY CATEGORY

Data Updated Mar 30, 2023,
12:19 PM



HIGHLIGHTS OF EXPENSES RELATED TO PERSONNEL

During the Fiscal Retreat held on March 25, 2023, the Town Council received the results of the recently completed classification and compensation study. Prior to this study, the last classification and compensation adjustment was done in 2015. Additionally, a cost-of-living adjustment was included in only 2 of the last 8 budget cycles. As such, the compensation system has lagged behind those of our peers for many years. The FY24 budget programs the recommended 10% classification and compensation increase to ensure that all employees are on the new pay scale.

A merit increase of up to an additional 3% (based on the results of their performance evaluation) has been budgeted for employees with an effective date of January 1. The merit program partially assists in addressing compression but periodic studies are necessary to fully correct the impact of compression over time.

Health Insurance is always a concern for both employees and employers. The Town is fully insured with The Local Choice (TLC), a pooled program of local governments administered by the Virginia Department of Human Resource Management. The Town's renewal for FY24 premiums reflects a 0% change. The FY24 cost for health insurance coverage is \$1,809,883 across all funds.

Full-time employees accrue annual and sick leave on a monthly basis. Annual leave is capped at a maximum number of hours based on years of service. Employees are eligible for a leave payout when they leave Town employment in good standing with the Town and provide at least two weeks' notice. The expense associated with leave payouts is typically absorbed by salary and benefit savings while attempting to hire a replacement.

The Town is a member of the Virginia Retirement System (VRS), which provides a retirement benefit and group life insurance coverage. All full-time employees are covered by the retirement plan and are required to contribute 5% of their salary to the plan. The Town's rates are set on a biennial basis, based on an actuarial report commissioned by VRS. Group Life Insurance premiums are paid in full by the Town. The Town's retirement contribution rate for FY24 is 10.55% and is budgeted at \$1,094,014. The group life insurance rate is 1.34% and accounts for \$138,955. The Town is also required to pay for short and long-term disability coverage for employees who are covered under the Hybrid VRS plan (those hired after January 1, 2014). This coverage is budgeted at \$34,379 for FY24.

The Federal Insurance Contributions Act (FICA) requires the Town to pay a share of Social Security and Medicare taxes for employees. The current rate for Social Security is 6.20% of wages; for Medicare, the rate is 1.45%. For FY24, FICA is estimated to cost the Town \$869,530.

FULL-TIME EQUIVALENTS

The following tables show changes in positions that are included in the FY 2024 Budget.

NEW POSITIONS

FUND	POSITION	DEPARTMENT	NET COST
General Fund	Maintenance Workers (4)	Public works	\$163,626

Note: the above table shows existing part-time positions that will be upgraded to full-time and absorb more duties.

UPGRADED POSITIONS

FUND	POSITION	DEPARTMENT	NOTES
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POSITIONS ELIMINATED

FUND	POSITION	DEPARTMENT	NOTES
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The following table shows positions that have been requested in the FY 2024 Budget.

POSITIONS ADDED

FUND	POSITION	DEPARTMENT	TOTAL COST
General Fund	Communications Manager	Communications	\$97,770
General Fund	Network Engineer	Information Technology	\$124,433
General Fund	Human Capital Generalist	Human Capital	\$106,464
General Fund	Deputy Town Manager	Executive	\$209,741
General Fund	Economic Development Manager	Community Development	\$160,164
General Fund	Building Official	Community Development	\$135,201
General Fund	Fitness Supervisor	Parks & Recreation	\$72,314
Computer equipment cost per position = \$6,604			\$46,228
Total cost			\$952,315

- Per Virginia Code, every local building department shall have a building official as the executive official in charge of the department. This function is currently performed by the Director of Public Works and Public Utilities. The addition of this position will allow for proper alignment of the position within the Department of Community Development.
- The Economic Development Manager has been restored but will report to the Director of Community Development instead of the Town Manager.
- The Deputy Town Manager position functioned well during the past eight months and has been added to enhance the management function.
- The Communications Manager was added to fill an identified need, as the functions are currently being performed by others.
- A Human Capital Generalist was added to perform the daily administrative functions for the Human Capital Department.
- Within the Information Technology department, a Network Engineer was added to aid in supporting the Town's network and the execution of the IT strategic plan. This position is part of the recommendation from an analysis of the Town's information technology function.
- A Fitness Supervisor was added in the Parks and Recreation department to assist with various programs at the WARF.

HEADCOUNT BY DEPARTMENT

The following document shows all full-time and part-time positions for every department and division for the Town of Warrenton. Allocations and Full Time Equivalents are shown in the subsequent tables.

PERSONNEL	FY23 Budget	FY24 Budget	Change
LEGISLATIVE			
Town Clerk	1	1	-
TOTAL FULL-TIME PERSONNEL	1	1	0
TOWN MANAGER			
Town Manager	1	1	-
Deputy Town Manager	-	1	1
Executive Assistant	1	1	-
TOTAL FULL-TIME PERSONNEL	2	3	1
HUMAN CAPITAL			
Human Capital Manager	1	1	-
Human Capital Generalist	-	1	1
TOTAL FULL-TIME PERSONNEL	1	2	1
ECONOMIC DEVELOPMENT			
Economic Development Manager	-	1	1
TOTAL FULL-TIME PERSONNEL	0	1	1
COMMUNICATIONS			
Communications Manager	-	1	1
Marketing Coordinator	-	1	1
TOTAL FULL-TIME PERSONNEL	0	2	2
EMERGENCY SERVICES/ RISK MANAGEMENT			
Emergency Services/Risk Manager	1	1	-
TOTAL FULL-TIME PERSONNEL	1	1	-
FINANCE & PROCUREMENT			
Director of Finance	1	1	-
Revenue & Collections Manager	1	1	-
Account Coordinator, <i>Tax Administrator</i>	1	1	-
Account Coordinator, <i>Payroll</i>	1	1	-
Account Coordinator, <i>A/P</i>	1	1	-
Budget Manager	1	1	-
Accounting Manager	-	1	1
Procurement Coordinator	1	1	-
Customer Service Representative	2	2	-
Financial Coordinator (ARPA-funded)	1	1	-
TOTAL FULL-TIME PERSONNEL	10	11	
PART-TIME PERSONNEL			
Customer Service Representative	1	1	-
TOTAL PART-TIME PERSONNEL	1	1	-
POLICE DEPARTMENT			
Chief of Police	1	1	-
Deputy Chief	1	1	-
Police Lieutenant	2	2	-

Police Corporal	9	8	(1)
Police Sergeant	5	4	(1)
Police Officer	12	13	1
Sr. Administrative Assistant	1	1	-
Records Clerk	1	1	-
TOTAL FULL-TIME PERSONNEL	32	31	(1)
PART-TIME PERSONNEL			
Accreditation Manager	1	2	1
Parking Enforcement Officer	1	1	-
Intern	2	-	(2)
TOTAL PART-TIME PERSONNEL	4	3	(1)
PUBLIC WORKS ADMINISTRATION			
Director of Public Works & Utilities	1	1	-
Assistant Director, Public Works	-	1	1
PW/PU Superintendent	1	-	(1)
Chief Equipment Mechanic/Facilities Manager	1	1	-
Senior Administrative Assistant	1	2	1
TOTAL FULL-TIME PERSONNEL	4	5	1
PUBLIC WORKS STREETS MAINTENANCE			
Senior Crew Supervisor	2	2	-
Maintenance Worker	4	8	4
Motor Equipment Operator 1	5	5	-
Motor Equipment Operator 2	2	1	(1)
Motor Equipment Operator 3	-	1	1
TOTAL FULL-TIME PERSONNEL	13	17	4
PART-TIME PERSONNEL			
Maintenance Worker <i>Seasonal</i>	2	-	(2)
Maintenance Worker	2	2	-
TOTAL PART-TIME PERSONNEL	4	2	(2)
PUBLIC WORKS SANITATION			
Crew Supervisor	2	1	(1)
Motor Equipment Operator 1	3	3	-
Maintenance Worker	1	2	1
TOTAL FULL-TIME PERSONNEL	6	6	-
PUBLIC WORKS FACILITIES MAINTENANCE			
Maintenance Mechanic	-	1	1
Building Engineer	1	1	
Cemetery Caretaker	1	1	
Maintenance Worker	3	3	
Equipment Mechanic	-	2	2
TOTAL FULL-TIME PERSONNEL	5	8	3
PART-TIME PERSONNEL			
Traffic Signals/Sign Maintenance	1	1	-
TOTAL PART-TIME PERSONNEL	1	1	-
INFORMATION TECHNOLOGY			
Director, Information Technology	1	1	-
Information Technology Administrator	1	1	-

Help Desk Administrator	2	2	-
Network Engineer	-	1	1
Administrative Assistant	1	1	-
TOTAL FULL-TIME PERSONNEL	5	6	1
PARKS & RECREATION ADMINISTRATION			
Director of Parks & Recreation	1	1	-
Assistant Director of Parks & Recreation	1	1	-
Operations and Contracts Technician	1	1	-
Facility Services Coordinator	1	1	-
Recreation Programmer	1	1	-
Marketing Coordinator	1	-	-
TOTAL FULL-TIME PERSONNEL	6	5	-
PARKS & RECREATION AQUATICS CENTER			
Aquatics Coordinator	1	1	-
Aquatics Supervisor	1	1	-
Fitness Supervisor	-	1	1
TOTAL FULL-TIME PERSONNEL	2	3	1
PART-TIME PERSONNEL*			
Manager on Duty	0	1	1
Lifeguard	4	11	7
Fitness Instructor	3	4	1
Customer Services Specialist	6	5	(1)
Water Safety Instructor	-	1	1
Aquatics Instructor	-	1	1
TOTAL PART-TIME PERSONNEL	13	23	10
COMMUNITY DEVELOPMENT PLANNING			
Director, Planning & Community Development	1	1	-
Planning Manager	1	1	-
Planner	1	1	-
TOTAL FULL-TIME PERSONNEL	3	3	-
COMMUNITY DEVELOPMENT DEVELOPMENT SERVICES			
Zoning Administrator	1	1	-
Zoning Official	1	1	-
Code Enforcement Officer	2	2	-
Permit Technician	2	2	-
Building Official	-	1	1
TOTAL FULL-TIME PERSONNEL	6	7	1
PART-TIME PERSONNEL			
Visitor's Center Attendant	2	2	-
TOTAL PART-TIME PERSONNEL	2	2	-
WATER & SEWER METER READING			
Meter Supervisor	1	1	-
TOTAL FULL-TIME PERSONNEL	1	1	-
WATER & SEWER SOURCE OF SUPPLY			
WTP/WWTP Chief Operator	1	-	(1)
Superintendent, WTP	1	1	-
WTP/WWTP Operator A	2	3	1

WTP/WWTP Operator B	1	2	1
WTP/WWTP Operator Trainee	2	2	-
TOTAL FULL-TIME PERSONNEL	7	8	1
WATER & SEWER TRANSMISSION & DISTRIBUTION			
Public Utilities Superintendent	1	1	-
Senior Crew Supervisor	1	-	(1)
Utility Locator	1	1	-
Utility Maintenance Worker	1	4	3
Team Lead	1	-	(1)
Mechanical Equipment Operator 2	1	-	(1)
Maintenance Worker	2	-	(2)
Logistics Coordinator	-	1	1
TOTAL FULL-TIME PERSONNEL	8	7	(1)
WATER & SEWER WASTEWATER PLANT			
Superintendent, WWTP	1	1	-
Plant Mechanic	1	1	-
WTP/WWTP Chief Operator	1	1	-
WTP/WWTP Operator A	1	1	-
WTP/WWTP Operator B	3	3	-
WTP/WWTP Operator Trainee	3	4	1
TOTAL FULL-TIME PERSONNEL	10	11	1
PART-TIME PERSONNEL			
WWTP Technician	-	1	1
Extra Help	-	1	1
TOTAL PART-TIME PERSONNEL	0	2	2
WATER & SEWER ADMINISTRATION			
Assistant Director, Utilities	1	1	-
Engineer	1	1	-
Junior Engineer (ARPA Funded)	1	-	(1)
Project Coordinator (ARPA Funded)	1	1	-
Administrative Assistant	1	1	-
Utility Billing Coordinator	1	1	-
TOTAL FULL-TIME PERSONNEL	6	5	(1)
STORMWATER			
Stormwater Inspector	1	1	-
GIS Technician	1	1	-
Stormwater Administrator	1	1	-
TOTAL FULL-TIME PERSONNEL	3	3	-

*Please note that due to the schedule typically worked by part time Parks and Recreation employees, their FY 2024 headcount is determined by the following formula: Headcount = Employee Count x .2.

POSITION ALLOCATION

The following summary shows all full-time and part-time positions and the allocations of funding for each position in the FY 2024 budget.

PERSONNEL	General Fund	Water & Sewer Fund	Stormwater Fund	ARPA Fund
LEGISLATIVE				
Town Clerk	100%			
TOWN MANAGER				
Town Manager	80%	20%		
Deputy Town Manager	80%	20%		
Executive Assistant	80%	20%		
HUMAN CAPITAL				
Human Capital Manager	75%	25%		
Human Capital Generalist	100%			
ECONOMIC DEVELOPMENT				
Economic Development Manager	100%			
COMMUNICATIONS				
Communications Manager	100%			
Marketing Coordinator	100%			
EMERGENCY SERVICES/ RISK MANAGEMENT				
Emergency Services/Risk Manager	50%	50%		
FINANCE & PROCUREMENT				
Director of Finance	70%	30%		
Revenue & Collections Manager	70%	30%		
Account Coordinator, Tax Administrator	75%		25%	
Account Coordinator, Payroll	60%	40%		
Account Coordinator, A/P	70%	30%		
Budget Manager	50%	50%		
Accounting Manager	50%	50%		
Procurement Coordinator	50%	50%		
Customer Service Representative	70%	30%		
Financial Coordinator (ARPA-funded)				100%
Customer Service Representative (PT)	70%	30%		
POLICE DEPARTMENT				
Chief of Police	100%			
Deputy Chief	100%			
Police Lieutenant	100%			
Police Corporal	100%			
Police Sergeant	100%			
Police Officer	100%			
Sr. Administrative Assistant	100%			
Records Clerk	100%			
Accreditation Manager (PT)	100%			
Parking Enforcement Officer (PT)	100%			
PUBLIC WORKS ADMINISTRATION				
Director of Public Works & Utilities	50%	50%		
Assistant Director, Public Works	100%			
Chief Equipment Mechanic/Facilities Manager	80%	20%		
Senior Administrative Assistant		100%		
Senior Administrative Assistant	75%	25%		
PUBLIC WORKS STREETS MAINTENANCE				
Senior Crew Supervisor	100%			
Maintenance Worker	100%			

Motor Equipment Operator 1	100%			
Motor Equipment Operator 2	100%			
Motor Equipment Operator 3	100%			
Maintenance Worker (PT)	100%			
PUBLIC WORKS SANITATION				
Crew Supervisor	100%			
Motor Equipment Operator 1	100%			
Maintenance Worker	100%			
PUBLIC WORKS FACILITIES MAINTENANCE				
Maintenance Mechanic	100%			
Building Engineer	100%			
Cemetery Caretaker	100%			
Maintenance Worker	100%			
Equipment Mechanic	100%			
Traffic Signals/Sign Maintenance (PT)	100%			
INFORMATION TECHNOLOGY				
Director, Information Technology	83%	15%	2%	
Information Technology Administrator	83%	15%	2%	
Help Desk Administrator	83%	15%	2%	
Network Engineer	83%	15%	2%	
Administrative Assistant	83%	15%	2%	
PARKS & RECREATION ADMINISTRATION				
Director of Parks & Recreation	100%			
Assistant Director of Parks & Recreation	100%			
Operations and Contracts Technician	100%			
Facility Services Coordinator	100%			
Recreation Programmer	100%			
PARKS & RECREATION AQUATICS CENTER				
Aquatics Coordinator	100%			
Aquatics Supervisor	100%			
Fitness Supervisor	100%			
Manager on Duty (PT)	100%			
Lifeguard (PT)	100%			
Fitness Instructor (PT)	100%			
Customer Services Specialist (PT)	100%			
Water Safety Instructor (PT)	100%			
Aquatics Instructor (PT)	100%			
COMMUNITY DEVELOPMENT PLANNING				
Director, Planning & Community Development	100%			
Planning Manager	100%			
Planner	100%			
COMMUNITY DEVELOPMENT DEVELOPMENT SERVICES				
Zoning Administrator	100%			
Zoning Official	75%		25%	
Code Enforcement Officer	100%			
Permit Technician	75%		25%	
Building Official	100%			
Visitor's Center Attendant (PT)	100%			
WATER & SEWER METER READING				
Meter Supervisor		100%		
WATER & SEWER SOURCE OF SUPPLY				
Superintendent, WTP		100%		
WTP/WWTP Operator A		100%		

WTP/WWTP Operator B		100%		
WTP/WWTP Operator Trainee		100%		
WATER & SEWER TRANSMISSION & DISTRIBUTION				
Public Utilities Superintendent		100%		
Utility Locator		100%		
Utility Maintenance Worker		100%		
Logistics Coordinator		100%		
WATER & SEWER WASTEWATER PLANT				
Superintendent, WWTP		100%		
Plant Mechanic		100%		
WTP/WWTP Chief Operator		100%		
WTP/WWTP Operator A		100%		
WTP/WWTP Operator B		100%		
WTP/WWTP Operator Trainee		100%		
WWTP Technician (PT)		100%		
Extra Help (PT)		100%		
WATER & SEWER ADMINISTRATION				
Assistant Director, Utilities		88%		12%
Engineer	20%	50%	30%	
Project Coordinator		72%		28%
Administrative Assistant		100%		
Utility Billing Coordinator		100%		
STORMWATER				
Stormwater Inspector			100%	
GIS Technician			100%	
Stormwater Administrator			100%	

SUMMARY OF FULL-TIME EQUIVALENTS

The following staffing summary shows changes in full-time equivalent staffing by department from FY 2023 to FY 2024. Part-time staff who work for the Town are limited to working no more than 29 hours per week, so the equivalent maximum amount of a part-time employee is 0.725 FTE, rounded throughout this document to 0.73. Part-time employees are the WARF are estimated to be equivalent to .20 FTE as many of the employees work less hours than part-time employees in other departments. It is important to note that in FY23, a part-time WARF employee equated to .13. This accounts for 9.63 of the increase between FY23 and FY24.

PERSONNEL	FY23 Budget	FY24 Budget	Change
GENERAL GOVERNMENT			
Legislative	1.00	1.00	-
Executive	1.61	2.40	0.79
Emergency Services	0.50	0.50	-
Human Capital	0.50	1.75	1.25
Communications	-	2.00	2.00
Finance and Procurement	6.59	7.86	1.27
Information Technology	5.00	5.15	0.15
General Government Subtotal	15.20	20.66	5.46
PUBLIC SAFETY			
Police Department	32.16	33.18	1.02
Public Safety Subtotal	32.16	33.18	1.02
PARKS & RECREATION			
Aquatic Center	15.37	26.00	10.63
Parks & Recreation	0.36	-	(0.36)
Administration	5.75	5.00	(1)
Parks & Recreation Subtotal	21.48	31	9.52
COMMUNITY DEVELOPMENT			
Planning	4.39	2.50	(1.89)
Development Services	4.97	6.75	1.78
Visitor Center	1.00	1.45	0.45
Economic Development	-	1	1
Community Development Subtotal	10.36	11.7	1.34
STORMWATER MANAGEMENT			
Stormwater Management	5.10	4.40	(0.70)
Stormwater Management Subtotal	5.10	4.40	(0.70)
PUBLIC WORKS			
Administration	4.60	3.80	(0.80)
Streets Maintenance	16.66	17.9	1.24
Sanitation	6.00	6.00	-
Facilities	6.73	6.08	(0.65)
Fleet	2.45	2.45	-
Public Works Subtotal	36.44	36.23	(0.21)
WATER & SEWER			
Meter Department	1	1	-
Water Treatment Plant	6.73	7.73	0.99
Transmission and Distribution	8.00	7.00	(1.00)
Wastewater Treatment Plant	10.97	11.82	0.85
Public Utilities Administration	10.00	11.17	1.17
Water & Sewer Subtotal	36.7	38.71	2.01
TOTAL FULL-TIME EQUIVALENTS	157.44	175.89	18.45

INTRODUCTION

WORKFORCE TRENDS & DEMOGRAPHICS

This section of the Personnel and Compensation Summary highlights trends and demographics of the Town's existing workforce.

CALENDAR YEAR 2022 TURNOVER

In Calendar Year (CY) 2022, overall employee turnover increased over CY 2021 with a total of 84 employees. There were fewer retirements in 2022 (8 in CY 2021 compared to 4 in CY 2022), but voluntary turnover increased by 12, or 19%. There were 4 involuntary terminations in CY 2022 compared to 3 in 2021. The increase in voluntary terminations is likely related to the continued impacts of the "Great Resignation."

The high turnover rate for part-time is mostly related to the seasonal nature of the operations at the Warrenton Aquatic and Recreation Facility, which employs many school aged individuals. Human Capital has also removed any part-time individuals who had not worked for an extended amount of time (9+ months) from the employee roster, increasing the turnover figure.

CY 22 Employee Turnover Totals

	Full-Time	Part-Time	Overall
Voluntary Termination	27	49	76
Involuntary Termination	1	3	4
Retirement	2	2	4
Total Turnover CY 2022	30	54	84
Total Turnover CY 2021	40	35	75
Total Turnover CY 2020	21	43	64

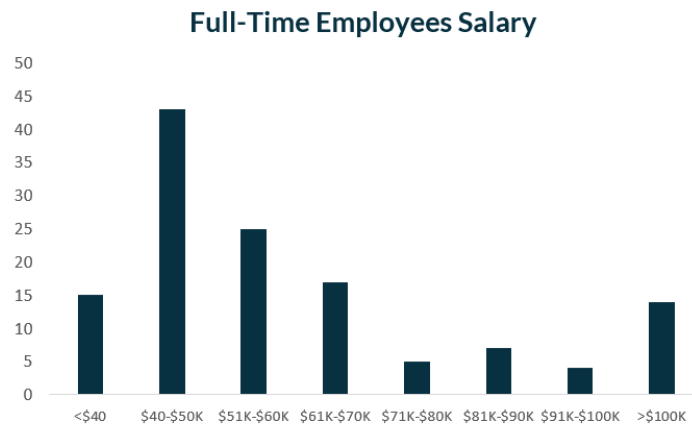
SALARY DISTRIBUTION & AVERAGES

The following table shows the average annual pay for Town full-time and part-time employees:

Average Annual Pay	2020	2021	2022	% Difference 2021-2022
Full-Time	\$57,067.88	\$58,859.61	\$61,356.85	4.24%
Part-Time	15.82*	\$16.49*	\$18.02*	7.82%

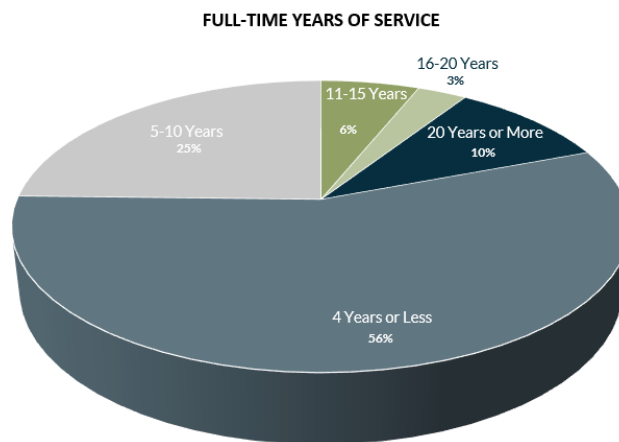
**Due to the nature of part-time work, wages are calculated on an hourly rather than an annual basis.*

The following graph illustrates that the majority of full-time employees (65%) earn between \$40,000 and \$70,000 annually. 36% of full-time employees earn more than the average salary of \$61,357. 12% of full-time employees earn less than \$40,000 per year. It should be noted that these figures do not include the impact of overtime.



FULL-TIME YEARS OF SERVICE

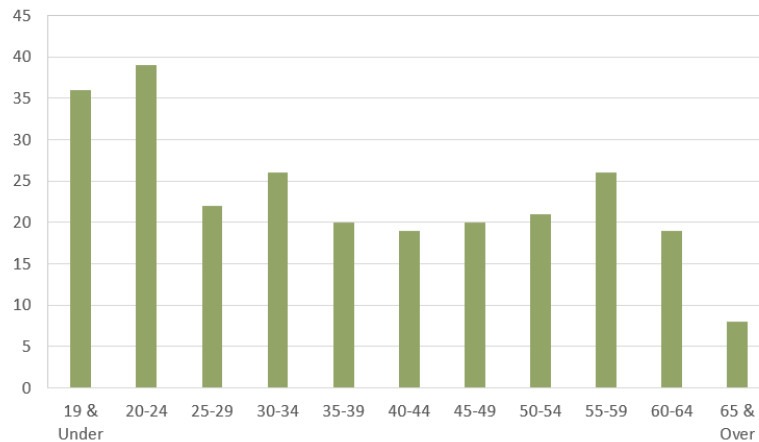
More than half of the current full-time workforce (81%) has been employed with the Town for 10 years or less; 10% have worked for the Town for 20 years or more. Over half (56%) have been with the Town less than four years.



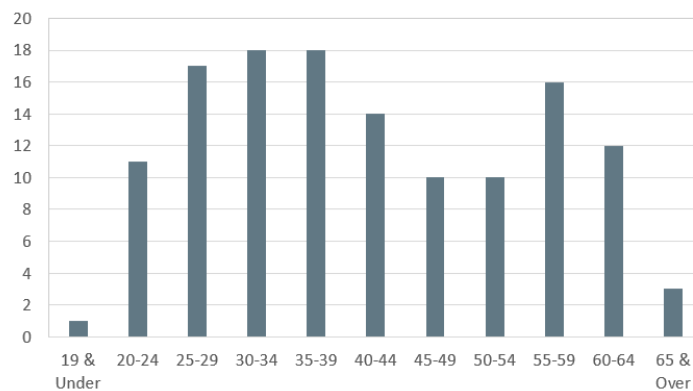
EMPLOYEE DEMOGRAPHICS

As illustrated by the inverted bell curves in the following graphs, about 54% of the Town's workforce falls under the age of 30 and over the age of 50. As noted earlier, staffing at the Warrenton Aquatic and Recreation Facility is a younger demographic, typically school-aged and part-time. The first graph below shows the demographics for all employees. The second graph focuses only on full-time.

Employees By Age Distribution



Full-Time Employees By Age Distribution



BUDGET PROCESS

FISCAL YEAR 2024 BUDGET CALENDAR

DATE	EVENT
October 2022	Request for Budget Submissions sent to Town Departments and Outside Agencies
December 31, 2022	Fiscal Year 2024 Budget Submissions due to the Director of Finance
January 2023	Budget Submissions compiled by the Director of Finance and forwarded to the Town Manager
January 31, 2023	Outside Organization Funding Requests due to Finance Department
February-March, 2023	The Town Manager will review budget requests, studies and reports, and work with the Director of Finance to draft Proposed Budget.
February 2023	Planning Commission Work Session to review the Draft 2024-2029 Capital Improvement Plan for consistency with the Comprehensive Plan. <i>As needed.</i>
March 2023	Planning Commission Public Hearing on the Draft 2024 – 2029 Capital Improvement Plan. <i>As needed.</i>
April 1, 2023	Delivery of the Town Manager's Proposed Budget to the Town Council
April-May, 2023	Work Sessions and Special Meetings held by the Town Council to review the Proposed Budget
May 9, 2023	The Town Council held a Public Hearing on the Fiscal Year 2024 Proposed Budget
June 13, 2023	Adoption of the Fiscal Year 2024 Budget by the Town Council
July 1, 2023	Beginning of Fiscal Year 2024

BASIS OF ACCOUNTING & BUDGETING

According to the Code of Virginia, the Town is required to have a balanced budget and undergo an annual financial audit by an independent certified public accountant. A balanced budget is one in which all proposed expenditures and other financial uses are fully funded by projected revenues and other financing sources. The Commonwealth of Virginia requires that the town budget be based on fund accounting, which is a system of accounting that matches the sources of revenue (such as taxes or service fees) with the uses (program costs) of that revenue. Therefore, the town budgets and accounts for its revenues and expenditures in various funds. The fund structure and use section provides further detail on this topic.

ACCOUNTING BASIS

Each fund is considered a separate accounting entity, with operations accounted for in a separate set of self-balancing accounts, which comprise assets, liabilities, fund equity, revenues and expenditures, or expenses as appropriate.

Governmental funds, which include the General Fund, Capital Improvement Program Fund, and the Perpetual Care Fund (a permanent fund), are accounted for on the modified accrual basis of accounting. Revenue is considered available and recorded if it is collectible within the current period or within 45 days thereafter to be used to pay liabilities of the current period. Expenditures are generally recorded when the related fund liability is incurred or expended. The basis of accounting and the basis of budgeting is the same for governmental funds.

Proprietary funds use the accrual basis of accounting. Revenue is recognized when earned and expenses are recognized when incurred. In addition, capital purchases are budgeted while depreciation expenses are not budgeted.

As promulgated by the Government Accounting Standards Board in Statement No. 34, the town's basic financial statements include separate fund-based presentations and two basic government-wide financial statements. These two government-wide statements are the statement of net assets and the statement of activities.

BUDGETARY BASIS

Annual budgets spanning the fiscal year (July 1 – June 30) are prepared on a basis consistent with generally accepted accounting principles. For proprietary funds, depreciation expense is not budgeted, but is recorded and reported for financial purposes.

The Town Council adopts an annual appropriations resolution that establishes the funding level for each fund. The legal level of budgetary control is at the fund level. The Town Manager is delegated the authority to approve transfers between departments and agencies as long as aggregated appropriations or estimated revenues are not altered at the fund level. Changes to appropriations at the fund level must be approved by the Town Council.

All appropriations lapse at the end of the fiscal year. Unfinished projects are subject to review and re-appropriation by the Town Council.

INTRODUCTION

MISSION STATEMENT, VISION, AND VALUE STATEMENT

On August 9, 2016, the Town Council adopted the following Mission Statement and Vision and Value Statement to serve as a guide for operations of the Town and the allocation of resources.

MISSION STATEMENT

In cooperation with and for our Citizens, the Mayor, Town Council and the Staff of Warrenton are dedicated to providing public safety, economic opportunity, and quality public services in an attractive, well-planned community with historic character for the benefit, enjoyment and accessibility of all.

VISION & VALUE STATEMENT

To achieve our Mission, we strive to provide high level services in a cost-effective manner; display honesty, respectfulness, and fairness in all relationships; support the health and economic well-being of our citizens and businesses; preserve our historic small-town character; encourage opportunities, services and infrastructure that allow people of all means to live, work and visit here; and address public concerns and opportunities promptly and effectively.

We recognize our Mission can be achieved only by the exchange of information and that through teamwork we can maintain an environment in which we can maximize our potential.

COMMUNITY

BACKGROUND

The Town of Warrenton is located in the north central Piedmont region of Virginia, approximately 45 miles southwest of Washington, D.C. The Town encompasses 4.5 square miles and is the county seat for Fauquier County. The estimate from the U.S. Census Bureau for Warrenton's population for the year 2019 was 10,027 residents. .

HISTORY

Warrenton had its origin at the junction of the Falmouth-Winchester and Alexandria-Culpeper roads, where a trading post known as the Red Store was established. At the time of the Revolution a settlement had begun. By 1790 the first courthouse and a jail were built, and an academy named for General Joseph Warren, a Revolutionary War hero, was founded. Richard Henry Lee donated 71 acres of land for the county seat, which was incorporated as the Town of Warrenton in 1810.

By the 1850's a railroad reached the town, which boasted several churches, thriving mercantile establishments, a weekly newspaper, and one or two schools; however, for well over a century the town grew slowly, being chiefly the trading center for a rural area and a place of residence for merchants, county officials and professionals. Early on, it achieved a reputation for its salubrious climate and pleasant social life.

During the Civil War, the town was near the scene of battles and skirmishes during which the churches and schools were used as hospitals, frequently occupied by Federal troops. Warrenton was the object of raids by Colonel John S. Mosby, known as the "Gray Ghost," who later made his home here and practiced law in the California Building across Court Street. A monument to Mosby stands beside the Old Courthouse. He is buried in the Warrenton cemetery. Duvall Goldsmith, inventor of the coffee percolator, was a local citizen, as was William "Extra Billy" Smith, who was twice Governor of Virginia.

There have been seven courthouses in Warrenton, the Fauquier County seat. Since 1795, four have stood on the same site on Main Street as the existing Old Courthouse built in 1890. Fire destroyed some of the earlier structures. The present Circuit Courthouse, usually called the "new" courthouse by local residents, opened in 1974 as a legal-office complex. It is located on Culpeper Street, adjacent to the Warren Green Hotel. The Warren Green Hotel is used as office space by Fauquier County Government. The Old Courthouse still houses the General District Court.

TOWN GOVERNMENT

The Town of Warrenton is organized under a Council-Manager form of government. The Town Council is comprised of a Mayor, one member from each of the Town's five Wards, and two at-large members. The Mayor does not vote, except in the case of a tie. The Council appoints a Town Manager, who serves at the pleasure of Council and is charged with managing the day-to-day operations of the Town. Also appointed are the positions of Town Attorney and the Town Clerk.

Towns in Virginia have overlapping tax districts with the Counties in which they are located. Town residents pay property taxes to both the County and the Town. Town residents enjoy the services provided by Fauquier County and receive additional services from the Town, such as refuse collection, police protection, street and sidewalk maintenance, planning and zoning and parks and recreation facilities.

PRINCIPAL OFFICIALS

ELECTED OFFICIALS: TOWN COUNCIL

Carter Nevill

Mayor

Paul Mooney

At Large

David McGuire

At Large

Heather Sutphin

Ward 1

William T. Semple II

Ward 2

Brett A. Hamby

Ward 3

James N. Hartman III

Ward 4

John B. "Jay" Heroux III

Ward 5

APPOINTED OFFICIALS

Tommy Cureton

Acting Town Manager

Martin Crim

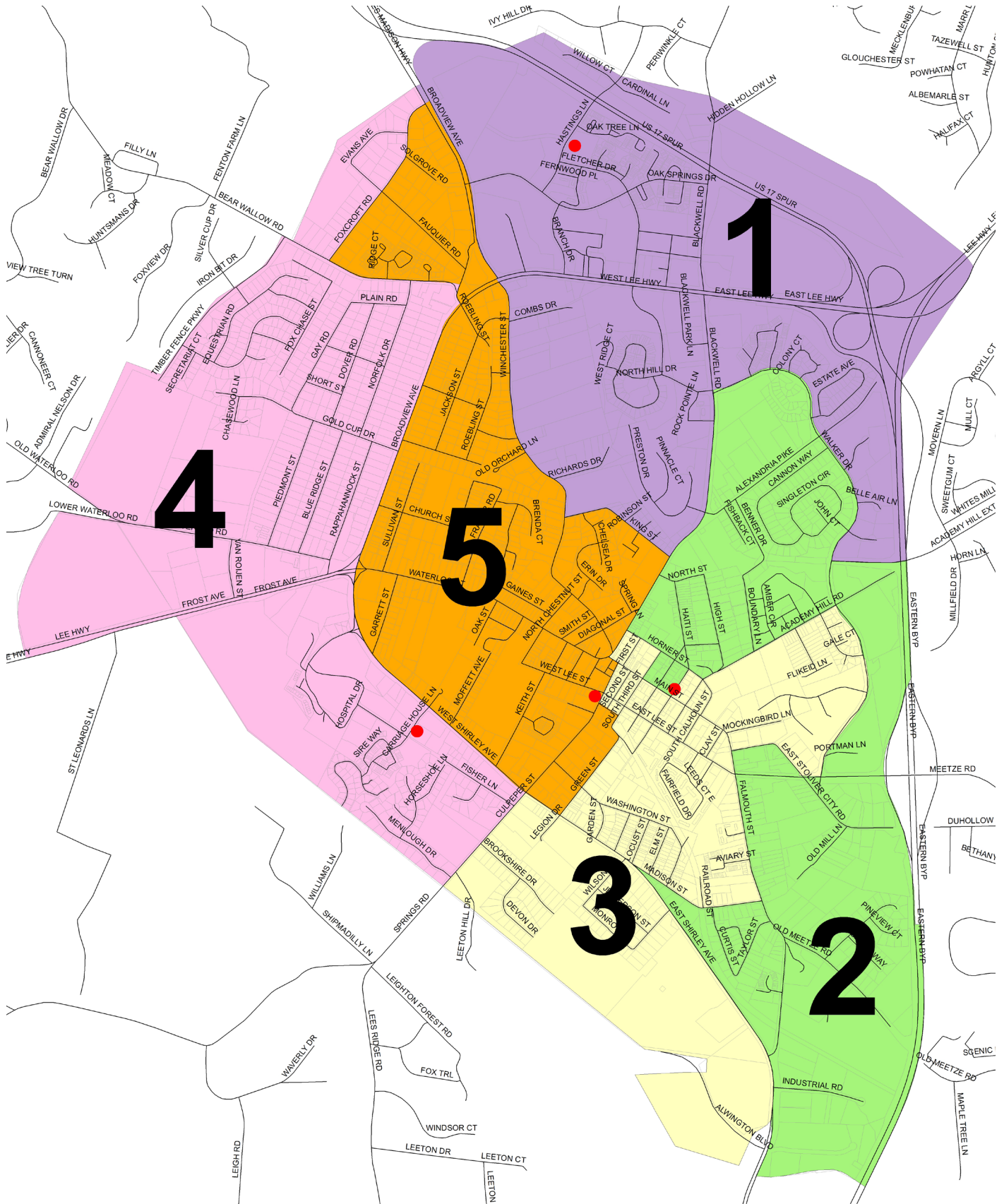
Vanderpool, Frostick & Nishanian

Town Attorney

Stephen Clough

Town Clerk

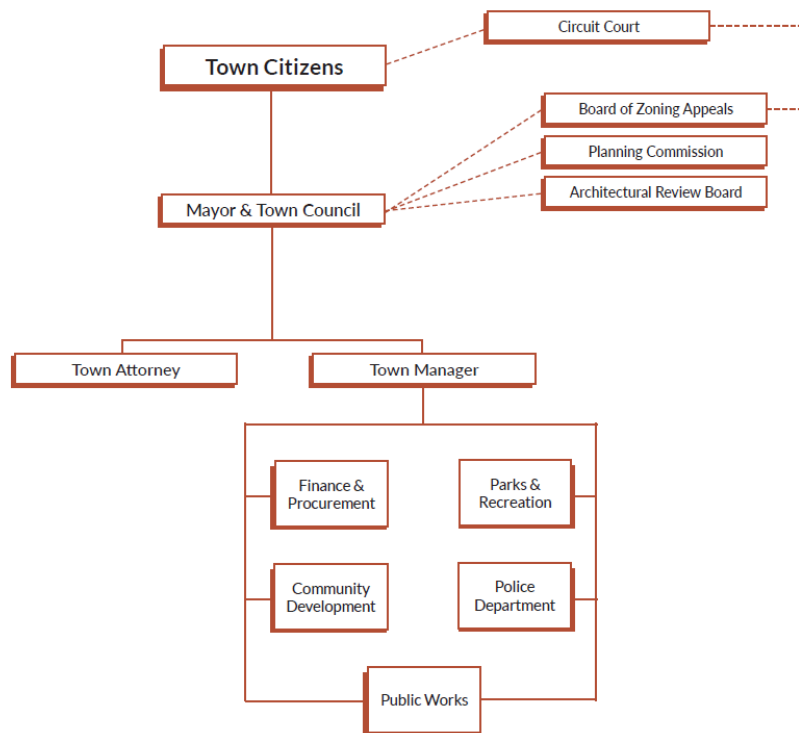
WARD MAP



ORGANIZATIONAL CHART

ORGANIZATIONAL CHART

Departmental organization charts are provided in each budget section.



FUND STRUCTURE AND USES

The Town of Warrenton's financial system is organized into funds. These funds can be broken down into two major types: governmental and proprietary funds.

GOVERNMENTAL FUNDS

Governmental funds focus on current financial resources and use the modified accrual basis of accounting. Revenue is recognized when determined to be collectible within the period, and liabilities are recorded when incurred. The Town of Warrenton has four governmental funds, described in more detail below.

GENERAL FUND

This is the government's primary operating fund. This fund accounts for all tax revenues and expenditures such as general government administration, public safety, public works, community development, and recreation.

CAPITAL IMPROVEMENT PLAN FUND

This fund accounts for capital outlay and capital projects approved as part of the Town's Capital Improvement Plan (CIP). The threshold for items included in the current CIP is \$10,000. The CIP process is described in more detail in the program description for the Capital Improvement Program Fund.

GENERAL ASSET REPLACEMENT FUND

This fund was established in FY 2021. It serves as a sinking fund for the replacement of existing assets that the Town utilizes to provide services to residents. Such assets include vehicles, network servers and other large repair and replacement projects.

AMERICAN RESCUE PLAN ACT OF 2021 (ARPA) FUND

This is a Special Revenue fund was created to account for the American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. The Town of Warrenton was awarded \$10.4 million to be used for COVID-19 expenditures or negative economic impacts related to the pandemic.

PROPRIETARY FUNDS

There are two types of proprietary funds: enterprise funds and internal service funds. These funds use the accrual basis of accounting, similar to private sector businesses. Enterprise funds account for the delivery of goods and services to the public. Internal Service funds account for the delivery of goods and services from one Town department to others on a cost reimbursement basis. The Town has three enterprise funds and previously had two internal service funds, described below.

ENTERPRISE FUNDS

Water & Sewer Operating Fund - accounts for all revenues and expenses related to water production, transmission, distribution and sewage treatment.

Water & Sewer Capital Fund – accounts for all capital outlay and improvements for the water and sewer utility function.

Stormwater Management Fund – accounts for all revenues and expenses related to the State-mandated Stormwater Management program, including capital expenses. This fund became active for fiscal year 2022.

INTERNAL SERVICE FUNDS (No longer used as of FY 2024)

Motor Pool – previously accounted for all expenditures for repair and maintenance of Town vehicles and motorized equipment. These expenses are now accounted for in the Fleet Department of the General Fund.

Information Technology – previously accounted for all expenditures related to information technology needs of Town departments. These expenses are now accounted for in the Information Technology Department of the General Fund.

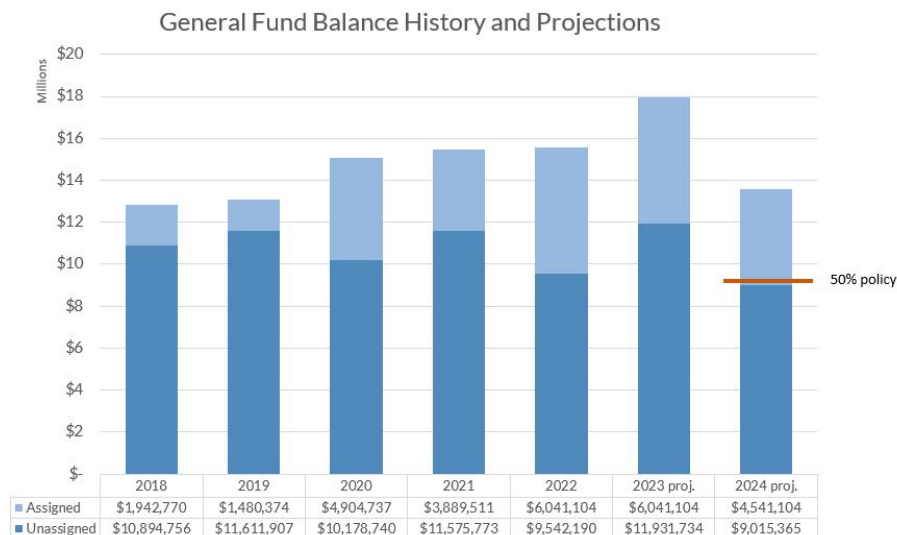
Note: The Capital Improvement Program Fund and the General Asset Replacement Fund are combined with the General Fund for purposes of financial reporting in the Annual Comprehensive Financial Report.

ESTIMATED FUND BALANCE

The Town's main operating fund is the General Fund. The fund balance of the General Fund may be likened to a savings account. In any given year, if revenues are greater than expenditures (sometimes referred to as a surplus) this amount is added to the fund balance of the General Fund. Similarly, if expenditures exceed revenues, then the Town's obligations are met by utilizing a portion of this fund balance. Fund balance is divided into several categories, which represent what is committed to other uses and what is available to spend.

UNASSIGNED FUND BALANCE

Unassigned Fund Balance represents the amount that is available for spending and can be used as a measure of the overall fiscal health of the Town. The Town maintains adherence to an adopted fund balance policy that maintains the unassigned portion of fund balance at a level equal to 50% of the current General Fund operating budget. The following chart provides a recent history of the Town's General Fund total fund balance, and the portion that is unassigned.



Since 2018 the Town has maintained a total fund balance in the range of \$12.5M to \$15.7M, with a significant portion of that figure classified as unassigned and available for spending. The projected total ending fund balance for FY23 is \$18.0M. It is important to note that this positive net increase is largely owing to the use of ARPA funding for items that would have otherwise impacted the General Fund.

The Town follows an adopted policy that maintains 50% of General Fund operating expenditures in unassigned fund balance. The 50% policy reserve amount for the FY24 budget is \$9.3M. This budget projects the fund balance will fall below that threshold at 48.3% of General Fund operating expenditures in reserve by June 30, 2024.

GENERAL FUND SUMMARY

The Town's General Fund serves as the chief operating account for the Town government. All tax revenues and revenues not required to be reported in another fund are accounted for here. Functional expenditures accounted for in the General Fund include general government administration, public safety, public works, recreation, and community development.

GENERAL FUND REVENUE

	FY 2023 ADOPTED	FY 2024 PROPOSED
GENERAL PROPERTY TAXES	\$1,449,235	\$1,871,670
OTHER LOCAL TAXES	\$9,675,139	\$11,113,121
PERMITS & FEES	\$328,064	\$288,064
FINES & FORFEITURES	\$139,871	\$77,500
USE OF MONEY/PROPERTY	\$128,257	\$500,000
CHARGES FOR SERVICES	\$760,877	\$1,090,439
MISCELLANEOUS REVENUE	\$319,770	\$221,633
STATE REVENUE	\$2,971,638	\$2,971,638
NON-REVENUE RECEIPTS	\$200,000	\$0
TRANSFERS IN	\$0	\$539,913
USE OF FUND BALANCE	\$440,232	\$4,378,808
TOTAL	\$16,413,083	\$23,052,786

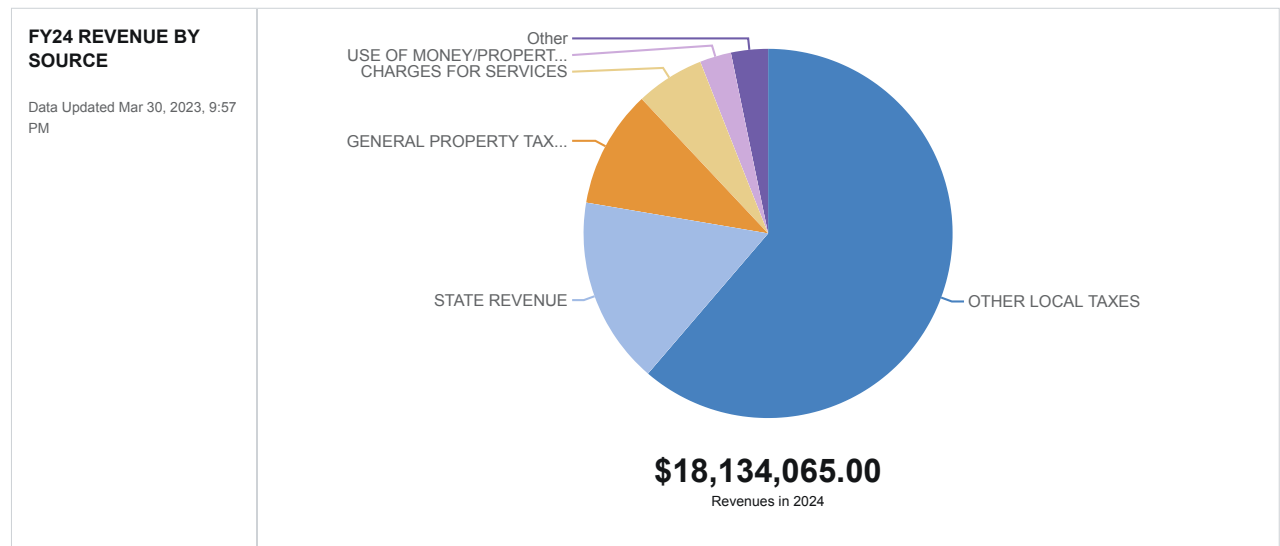
GENERAL FUND EXPENDITURES

	FY 2023 ADOPTED	FY 2024 PROPOSED
GENERAL GOVERNMENT	\$2,157,324	\$4,664,219
PUBLIC SAFETY	\$4,255,792	\$3,791,492
COMMUNITY DEVELOPMENT	\$1,346,411	\$1,556,705
PUBLIC WORKS	\$4,568,483	\$5,547,571
HEALTH & WELFARE	\$323,361	\$361,232
PARKS AND RECREATION	\$2,608,456	\$2,410,203
CONTRIBUTIONS	\$97,638	\$87,388
TRANSFERS	\$200,000	\$3,809,738
DEBT SERVICE	\$855,618	\$824,238
TOTAL	\$16,413,083	\$23,052,786

GENERAL FUND REVENUE

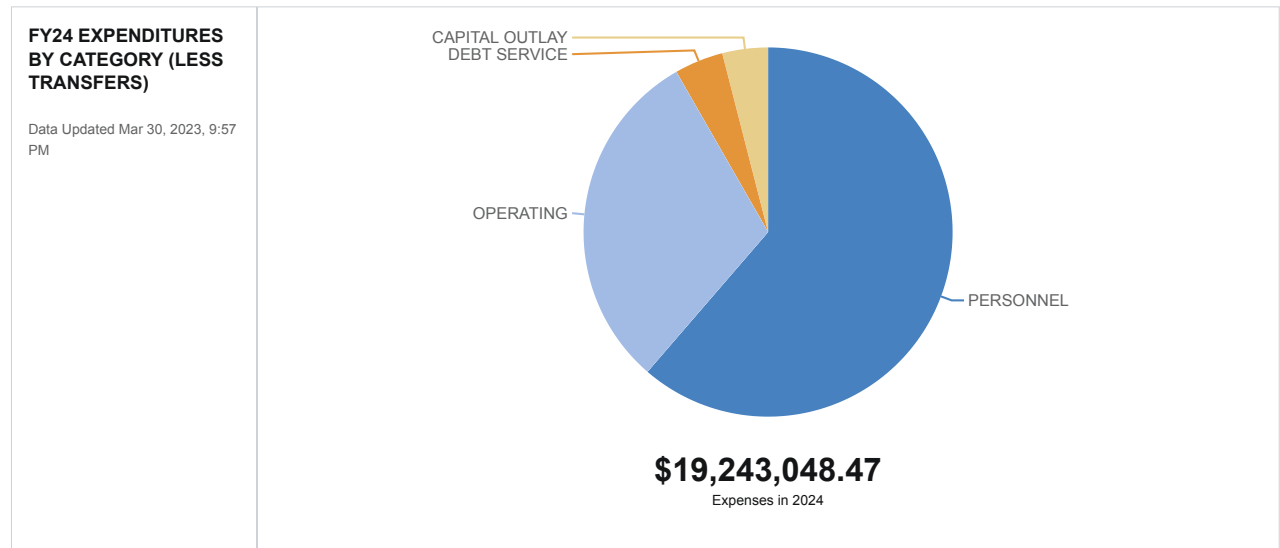
The FY24 General Fund Budget reflects an increase in revenue when compared to the FY23 Budget. The largest increase is in Other Local Taxes category. Other Local Taxes remains the largest source of revenue for the General Fund. This category includes Meals Tax, Sales Tax, Business, Professional and Occupational License (BPOL) Tax, Lodging Tax, Cigarette Tax, Bank Franchise Tax, and Consumer Utility Tax. The FY24 budget proposes to eliminate the motor vehicle license fee. The elimination of this revenue is offset by an increase in the personal property tax rate. Additionally, the budget includes an increased use of fund balance over the prior year budget. The fund balance is used to fund capital projects and covers a small operating deficit. The increase in use of fund balance is due to a larger capital program and the fact that in FY23, American Rescue Plan Act CSLFRF (Coronavirus State and Local Fiscal Recovery Funds) funds were used to fund projects in the Capital Asset Replacement Plan and Capital Improvement Program. Total Revenue also represents an increase compared to the FY23 Budget.

The following chart shows the percentage of General Fund Revenue by source.

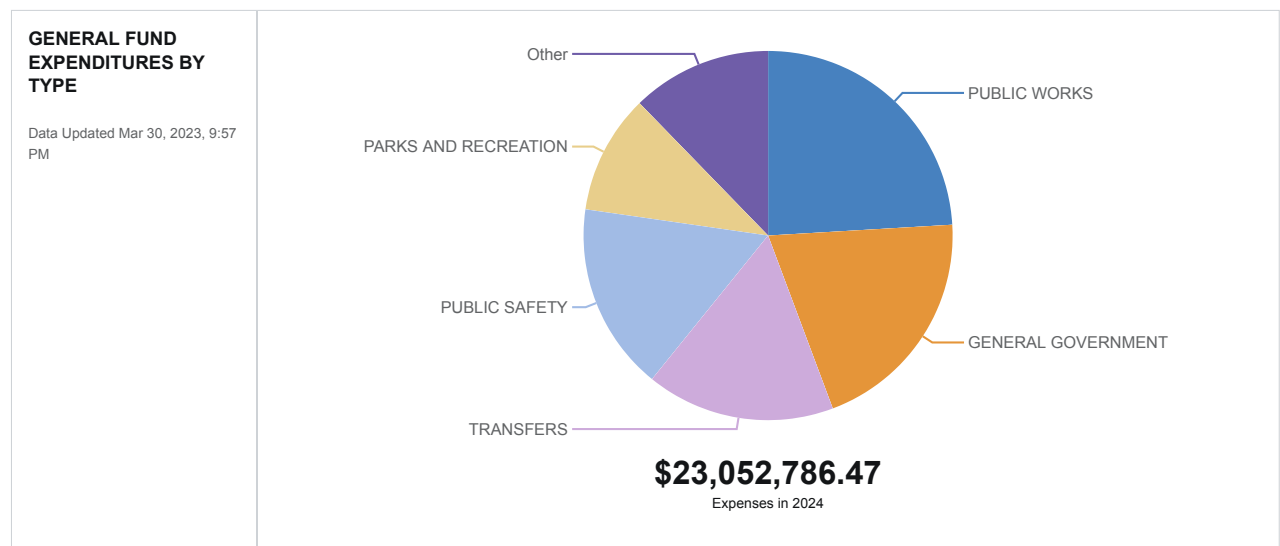


GENERAL FUND EXPENDITURES

The following chart illustrates general fund expenditures by category. The largest category of expenditure for the General Fund is personnel.



The chart below provides an overview of general fund expenditures by functional area. In the budget detail for the general fund that follows, departmental expenditures are grouped by functional area (general government, public safety, etc.). A leading page summarizing the function is followed by detail for the departments within that function.



GENERAL FUND REVENUE

The following table provides a multi-year comparison of General Fund Revenues by Source.

LOCAL

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
GENERAL PROPERTY TAXES	\$1,379,006	\$1,456,918	\$1,449,235	\$1,871,670
OTHER LOCAL TAXES	\$8,733,891	\$8,785,869	\$9,675,139	\$11,113,121
PERMITS & FEES	\$294,301	\$207,878	\$328,064	\$288,064
FINES & FORFEITURES	\$112,113	\$76,229	\$139,871	\$77,500
USE OF MONEY/PROPERTY	\$22,472	-\$98,131	\$128,257	\$500,000
CHARGES FOR SERVICES	\$468,599	\$1,075,663	\$760,877	\$1,090,439
MISCELLANEOUS REVENUE	\$245,825	\$427,190	\$319,770	\$221,633
TOTAL	\$11,256,208	\$11,931,617	\$12,801,213	\$15,162,427

STATE & FEDERAL

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
STATE REVENUE	\$2,970,170	\$2,999,607	\$2,971,638	\$2,971,638
FEDERAL REVENUE	\$1,843	\$11,539	\$0	\$0
TOTAL	\$2,972,013	\$3,011,145	\$2,971,638	\$2,971,638

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
USE OF FUND BALANCE	\$0	\$0	\$440,232	\$4,378,808
TOTAL	\$0	\$0	\$440,232	\$4,378,808

GENERAL PROPERTY TAXES

The Fauquier County Commissioner of the Revenue serves as the assessor for both real estate and personal property located in the Town.

General property taxes are estimated to be \$1,871,670 and account for 8.1% of General Fund revenue in FY 2024. The County conducts a general real estate reassessment every four years. The values for the most recent reassessment were effective January 1, 2022. The total value of the Town's parcels increased 22% due to the reassessment, and Town Council chose to equalize the real estate tax rate to \$0.0401 (from \$0.05). Town real estate taxes are billed in two installments each year – the first half is due June 15th and the second half is due December 15th.

In projecting personal property tax revenues, the Town relies on estimates provided by the Commissioner of the Revenue. Since tax year 2007, the Town has received a fixed lump sum payment from the Commonwealth of \$718,492 in accordance with the Personal Property Tax Relief Act. This enables the Town to continue to provide 100% personal property tax relief to the owners of qualified vehicles.

FY 2024 PROPOSED TAX RATES

Property Category	Tax Rate PER \$100 ASSESSED VALUE	Assessment Ratio
Real Estate	\$0.0401	100%
Mobile Homes	\$0.00	100%
Tangible Personal Property – General	\$1.50 proposed	100%
Tangible Personal Property – Handicapped	\$0.00	100%
Motor Homes, Campers and Boats	\$0.00	100%
Machinery and Tools	\$1.50 proposed	100%
Business Personal Property & Computers	\$1.50 proposed	100%

OTHER LOCAL TAXES

This category represents the largest source of revenue for the General Fund. It is comprised of nine different local taxes, shown in the chart below and described in detail in the subsequent paragraphs.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
MEALS TAX	\$2,828,431	\$3,296,859	\$4,500,000	\$5,500,000
CIGARETTE TAX	\$180,437	\$173,866	\$427,321	\$338,000
BANK FRANCHISE TAX	\$1,367,587	\$1,330,962	\$800,000	\$1,200,000
MOTOR VEHICLE LICENSE	\$239,788	\$219,887	\$225,000	\$0
BUSINESS LICENSE TAXES	\$2,438,043	\$1,964,786	\$2,272,525	\$2,272,525
FRANCHISE LICENSE TAXES	\$61,994	\$60,058	\$64,452	\$63,076
LODGING TAX	\$197,050	\$261,215	\$220,000	\$250,000
CONSUMER UTILITY TAXES	\$495,402	\$499,399	\$495,419	\$490,020
LOCAL SALES AND USE TAXES	\$925,159	\$978,837	\$670,422	\$999,500
TOTAL	\$8,733,891	\$8,785,869	\$9,675,139	\$11,113,121

LOCAL SALES TAXES

The Town of Warrenton and Fauquier County levy a 1% local sales tax as allowed by State law. This revenue item is collected by the Commonwealth in conjunction with the State sales and use tax and is returned to the County for distribution. Fauquier County receives 50% of local sales tax collection with the remaining 50% split between the County and Incorporated Towns based on the number of school aged children in each locality. Revenue estimates are based on prior year's receipts and historical trends. The Town is projecting an increase in local sales tax revenue based on recent trends.

CONSUMER UTILITY TAXES

The Town levies a consumer utility tax on residential and commercial electric and natural gas utilities. The revenue estimate is based on recent trends, which have remained level. Tax rates are shown in the following tables.

ELECTRIC CONSUMER UTILITY TAX	
Class	Rate
Residential	20% of the minimum monthly charge imposed plus \$0.0158865 for each kilowatt-hour delivered. Maximum monthly tax is \$3.00.
Commercial / Industrial	20% of the minimum monthly charge imposed plus \$0.015009 for each kilowatt-hour delivered. Maximum monthly tax is \$20.00.

NATURAL GAS UTILITY TAX	
Class	Rate
Residential	20% of the minimum monthly charge imposed plus \$0.186 for each CCF delivered. Maximum monthly tax is \$3.00.
Commercial / Industrial	20% of the minimum monthly charge imposed plus \$0.15566 for each CCF delivered. Maximum monthly tax is \$20.00.

BUSINESS, PROFESSIONAL, & OCCUPATION LICENSE (BPOL) TAX

The Town requires every business located within the corporate limits to pay an annual license tax based upon their prior calendar year gross receipts. Businesses are taxed at varying rates based on classifications developed by the State. In FY 2019, the Town lowered the rates for the two highest categories by ten percent – Professional Services and Business Services. This is the second largest local revenue source for the General Fund.

Business Category	Rate/\$100 Gross Receipts	Minimum Allowed
Business, Personal & Repair Services	16.83¢	36.00¢
Contractors	8.50¢	16.00¢
Professional, Financial & Real Estate Services	26.78¢	58.00¢
Retail	10.00¢	20.00¢
Wholesale	4.25¢	5.00¢

UTILITY CONSUMPTION TAXES

Effective January 1, 2001, the Commonwealth of Virginia mandated that in addition to consumer utility taxes, purchasers of electric utility services are also subject to a consumption tax. This tax must be charged monthly to consumers by the electric service providers. The tax includes two state components and one local component. Revenue in this category has been fairly level through the years. The local tax rate structure is shown in the table to the right.

Usage (kWh)	Local Tax Rate
Up to 2,500	\$0.00038 / kWh
Over 2,500 up to 50,000	\$0.00024 / kWh
Over 50,000	\$0.00018 / kWh

MOTOR VEHICLE LICENSES

The Town historically required a motor vehicle decal to be purchased annually and placed on all motor vehicles garaged in the Town as proof of payment of personal property taxes. The Town Council voted to eliminate the annual decal requirement as part of the FY 2017 budget process and implemented an annual vehicle license fee instead. The vehicle license fee is included on personal property tax bills, due December 15th. The FY24 budget proposes to eliminate the motor vehicle license fee by increasing the personal property tax rate by \$0.50 per \$100 of assessed value.

BANK FRANCHISE TAXES

The Town levies a tax on the net capital of all banks located within the corporate limits at the rate of 80% of the State's franchise tax rate. The rate is 80¢ per \$100 of net capital. This category has trended higher in recent years so the budget has been conservatively increased.

MEALS TAX

The Town currently levies a 6% local tax on meals as defined by the model meals tax ordinance adopted in 2000. It is a significant source of revenue for the General Fund budget, and is dependent on the regional travel and tourism economy in addition to residents.

CIGARETTE TAX

As a member of the Northern Virginia Cigarette Tax Board, the Town levies a local tax on all cigarettes sold within the corporate limits. The tax rate is 40¢ per packet. First levied in FY 1992, this revenue stream has reflected decreases in recent years, most likely for health reasons.

PERMITS, FEES, & LICENSES

This revenue source consists primarily of user and permit fees for building or planning related items. Total revenues in this category have been adjusted according to estimates of zoning and building activity. Fees associated with the Town's Municipal Cemetery are also included in this revenue category.

FINES & FORFEITURES

This category represents a small component of the General Fund budget. Court Fines & Forfeitures are traffic, civil and criminal fines received from the Juvenile & Domestic Relations, General District and Circuit Courts. Court fine collection has decreased significantly, partly due to a 2021 law that reduces traffic stops. Parking Fines are those assessed by the Town Police Department and collected by the Town. In 2015, the Town Council passed a resolution authorizing the addition of the E-summons fee to tickets written in the Town. This \$5.00 charge is added to tickets written within the Town limits and is remitted to the Town monthly.

USE OF MONEY & PROPERTY

Interest and investment revenue fluctuate with the general economy and the level of the Town's cash balances. In the fall of 2016, the Town Council amended the Town's Investment Policy to authorize the investment of Town funds in the Virginia Investment Pool. This has resulted in higher earnings in subsequent years. Interest rates are rising, so the estimate in this category has increased compared to prior periods.

CHARGES FOR SERVICES

Revenue in this category includes rentals of pavilions and fields at various parks, and membership and other fees for the use of the Warrenton Aquatic and Recreation Facility (WARF).

MISCELLANEOUS REVENUE

The primary sources of revenue in this category are a contribution from the PATH Foundation in support of a third route for the Circuit Rider, and an annual contribution for the support of the Warrenton Fauquier Visitor's Center from Fauquier County. Additionally, this revenue category includes the sale of surplus property, recycling income, and recovered costs. The sale of burial permits and proffers for traffic control, recreation, fire, and rescue are also accounted for in this category. Revenue estimates are based on historical data.

STATE REVENUE

NON-CATEGORICAL AID

Receipts from the Commonwealth not earmarked for a particular program are included in this category. For the Town, this category includes Motor Vehicle Rental Tax, Rolling Stock Tax, and Communications Sales Tax. A 5% tax on short-term vehicle rentals is collected by the Virginia Department of Motor Vehicles, and then returned to the locality in which the rental took place. Rolling Stock tax is levied by the Commonwealth on railroad lines and motor carriers located within the corporate limits. The Communications Sales Tax is collected by providers and remitted to the State on a monthly basis. Although games of skill are banned in Virginia, a law was enacted in 2020 to tax and regulate games of skills for one year as a response to the COVID-19 pandemic. That law has expired, and games of skill are banned once again.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
COMMUNICATIONS SALES TAX	\$396,605	\$384,948	\$384,622	\$384,622
MOTOR VEHICLE RENTAL TAX	\$111,148	\$143,280	\$129,823	\$129,823
GAME OF SKILL TAX	\$5,904	\$0	\$0	\$0
ROLLING STOCK TAX	\$112	\$53	\$77	\$77
TOTAL	\$513,769	\$528,280	\$514,522	\$514,522

CATEGORICAL AID

This revenue category reflects grants and reimbursements from the Commonwealth that are to be expended by the locality for specific programs. Dollar amounts in this category vary from year to year based upon program availability and established reimbursement rates. Estimates in all categories are based on preliminary estimates from the Commonwealth except for street and highway maintenance, which is based on an actual per mile reimbursement rate for Town maintained arterial and collector streets and will remain level.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
STATE GRANT PD (NOT DCJS)	\$0	\$1,312	\$0	\$0
STATE GRANT	\$237,815	\$219,681	\$233,186	\$233,186
VDOT STREET & HWY MAINT	\$1,455,512	\$1,480,415	\$1,450,000	\$1,450,000
LITTER CONTROL	\$7,355	\$8,795	\$6,589	\$6,589
STATE ASSET FORFEITURE PROCEEDS	\$599	\$3,731	\$6,355	\$6,355
PPTRA REVENUE	\$718,492	\$718,492	\$718,492	\$718,492
VDFFP AID TO LOCALITIES	\$36,628	\$38,900	\$37,994	\$37,994
VCA GRANT	\$0	\$0	\$4,500	\$4,500
TOTAL	\$2,456,401	\$2,471,327	\$2,457,116	\$2,457,116

NON-REVENUE RECEIPTS

USE OF FUND BALANCE

The use of fund balance in the amount of \$4,378,808 is necessary to balance the FY 2024 budget for the General Fund. This amount is used to cover the transfer to the Capital Improvement Program Fund, the General Asset Replacement Fund and a small operating deficit.

GENERAL GOVERNMENT ADMINISTRATION

FUNCTION OVERVIEW

This functional area accounts for the general administration of Town government. Departments accounted for in this grouping include Legislative (Town Council), Executive (Office of the Town Manager), Legal Services (Town Attorney), Information Technology, the Department of Finance and Procurement, Other Organizations, and Elections. Emergency Services, Human Capital, and Communications are divisions of the Office of the Town Manager.

Information Technology was previously an internal service fund and costs were allocated to departments based upon the number of network users in that department. IT will now be a General Fund department. The Water and Sewer Fund and the Stormwater Management Fund will provide transfers to cover the costs associated with their functions.

Notes:

- For comparison purposes, the IT function had a budget of \$1,638,011 in FY 2023.
- Economic Development is now part of the Department of Community Development.

BUDGET SUMMARY

Greater detail for each of the departments is provided in the following pages.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
LEGISLATIVE ADMINISTRATION	\$212,551	\$204,198	\$313,000	\$253,967
EXECUTIVE ADMINISTRATION	\$256,207	\$259,829	\$330,903	\$446,640
LEGAL SERVICES	\$171,604	\$310,536	\$195,747	\$267,500
HUMAN CAPITAL	\$0	\$102,355	\$143,412	\$289,673
INFORMATION TECHNOLOGY	\$0	\$0	\$0	\$2,149,867
FINANCE AND PROCUREMENT	\$671,317	\$777,350	\$973,254	\$924,241
OTHER ORGANIZATIONS	\$7,652	\$8,030	\$9,342	\$8,625
ELECTORAL BOARD & OFFICIALS	\$0	\$0	\$15,950	\$5,475
EMERGENCY SERVICES	\$26,053	\$101,684	\$175,716	\$135,939
COMMUNICATIONS	\$0	\$60,661	\$0	\$182,292
TOTAL	\$1,345,383	\$1,824,643	\$2,157,324	\$4,664,219

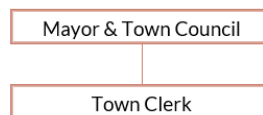
LEGISLATIVE

PROGRAM DESCRIPTION

The Council of the Town of Warrenton consists of seven Council members and an independently elected Mayor, each of whom serve four-year overlapping terms. All legislative powers of the Town are vested in the Town Council. The Mayor of Warrenton presides over the meetings of Council but does not vote in the Council meetings except in the case of a tie. The Council, under the laws of the Commonwealth of Virginia and the Town Charter, determines the needs of the citizenry and the best way to respond to these needs, by establishing ordinances, policies, and adopting budgets which underwrite the kind, manner, and cost of the types of services to be delivered.

CURRENT STAFFING

The Legislative function consists of a seven-member elected Town Council, an elected Mayor, and a Town Clerk, who is appointed by the Town Manager.



BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$120,521	\$114,359	\$173,320	\$178,817
OPERATING	\$92,030	\$89,839	\$138,680	\$75,150
CAPITAL OUTLAY	\$0	\$0	\$1,000	\$0
TOTAL	\$212,551	\$204,198	\$313,000	\$253,967

STAFFING SUMMARY

	FY2021	FY2022	FY2023	FY2024
FTE Amount				
FTE Amount	0.73	0.73	1.00	1.00
FTE AMOUNT	0.73	0.73	1.00	1.00

BUDGET REQUEST / ANALYSIS

The Council budget includes funds for the Mayor and Council members' salaries and fringe benefits, the Town Clerk, advertising costs for Council-related public hearings, travel expenses for elected officials to attend conferences and other typical operating expenses to support Mayoral and Council activities. The total proposed budget for Town Council decreased from the prior fiscal year's budget. This savings is largely due to the removal of the Information Technology Allocation, which added \$60,949 to the operating category in FY 2023. 40

EXECUTIVE

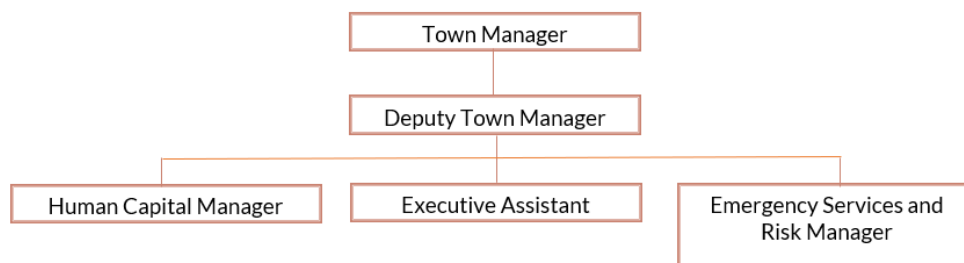
PROGRAM DESCRIPTION

The Executive Department accounts for the operation of the Town Manager's office. According to the Town Charter, the Town Manager is the chief executive officer of the Town and is responsible to the Council for the proper administration of the Town government. The duties and powers of the Town Manager are:

- To see that all laws and ordinances are enforced;
- To exercise supervision and control over all administrative departments and divisions.
- To attend all regular meetings of the council, with the right to take part in the discussion, but having no vote.
- To recommend to the council for adoption such measures as he or she may deem necessary or desirable.
- To execute all contracts on behalf of the town.
- To prepare and submit to the council the annual budget.
- To keep the council advised as to the present and future needs of the town and as to all operations of its government.
- To perform all such other duties as may be prescribed by the charter, or be required of the Town Manager by the council.

CURRENT STAFFING

Staffing for this department consists of a full-time Town Manager, a Deputy Town Manager, the Human Capital Manager, the Emergency Services and Risk Manager and a full-time Executive Assistant. All Department Directors report to the Town Manager.



GOALS

1. Evaluate and adjust the organizational structure for improved service.
2. Maintain fiscal vigilance as the Town emerges from the pandemic.
3. Work with Council to complete and execute the Town's strategic plan and vision.
4. Plan and implement capital improvements.
5. Continue to improve the use of technology throughout the organization.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$208,302	\$212,279	\$228,124	\$410,840
OPERATING	\$47,905	\$47,550	\$102,779	\$35,800
TOTAL	\$256,207	\$259,829	\$330,903	\$446,640

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Executive	2.35	1.61	1.61	2.40
FTE AMOUNT	2.35	1.61	1.61	2.40

BUDGET REQUEST / ANALYSIS

The FY 2024 proposed budget reflects an increase compared to the current budget. The increase is driven by the addition of the Deputy Town Manager position. All of the positions are allocated 80% to this department and 20% to the Water and Sewer fund.

The operating category includes items for office equipment leases, memberships and dues, travel and training, subscriptions, and office supplies. The operating decrease of is primarily due to the removal of the allocation of Information Technology and Motor Pool expenses as well as reductions in office equipment leases, travel, and training. All other operating items remain unchanged for FY 2024.

EMERGENCY SERVICES & RISK MANAGEMENT

PROGRAM DESCRIPTION

The Emergency Services and Risk Manager is responsible for ensuring that disaster-related plans are up to date, exercised and meet the applicable State and Federal criteria. The position is responsible for staffing the Emergency Operations Center and coordinating incident response, management, and mitigation. Safety and risk management programs seek to promote safe working environments, conformance to OSHA regulations, and to realize cost savings related to property, workers compensation, and liability insurance.

CURRENT STAFFING

This department is staffed by one full-time Emergency Services and Risk Manager who reports directly to the Town Manager. The position is allocated 50/50 between the General Fund and the Water and Sewer Fund.

FY 2023 HIGHLIGHTS

1. Hazard Communication plan development, implementation, and training
2. Work with departments and the Human Capital Manager to implement safety training during new employee on-boarding
3. Continue to focus on NIM/ICS implementation
4. Threat and Hazard Identification Risk Analysis (THIRA)
5. Local Capability Assessment for Readiness (LCAR)

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$22,036	\$46,806	\$61,905	\$48,039
OPERATING	\$4,017	\$54,877	\$105,311	\$87,900
CAPITAL OUTLAY	\$0	\$0	\$8,500	\$0
TOTAL	\$26,053	\$101,684	\$175,716	\$135,939

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Emergency Services	0.50	0.50	0.50	0.50
FTE AMOUNT	0.50	0.50	0.50	0.50

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for Emergency Services and Risk Management represents a decrease compared to FY 2023. The decrease in operating is primarily due to the removal of the IT and Motor Pool allocation expenses as well as a reduction in professional services costs. Personnel expenses decreased largely due to a change in health insurance election as well as a reduction in worker's compensation projections.

In addition, there is no request for capital expenditures in the current year.

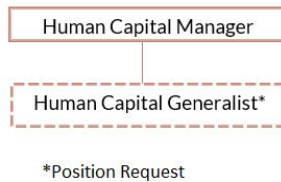
HUMAN CAPITAL

PROGRAM DESCRIPTION

This department's mission is to deliver thought and servant leadership that meets the needs of our employees (current and prospective), Town residents, the Town Manager, and the Town Council. To achieve maximum efficiency and success, the Human Capital department is broken into four pillars: Recruitment, Benefits, Governance, and Cultivation.

CURRENT STAFFING

This function is currently staffed by one full-time Human Capital Manager who reports to the Town Manager. This position is split 75/25 between the General Fund and the Water and Sewer Fund. There is a request in the FY2024 budget to add a Human Capital Generalist, which is allocated 100% to the General Fund.



FY 2023 HIGHLIGHTS

1. Began updating policies and procedures to meet state/federal guidelines as well as adapt to our culture.
2. Completed Town Class & Compensation Study and began to implement changes based on results.
3. Started Organization Study.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$0	\$76,650	\$100,640	\$269,473
OPERATING	\$0	\$25,706	\$42,772	\$20,200
TOTAL	\$0	\$102,355	\$143,412	\$289,673

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Human Capital	0.00	0.50	0.50	1.75
FTE AMOUNT	0.00	0.50	0.50	1.75

BUDGET REQUEST / ANALYSIS

This department was established in FY 2022. The FY 2024 budget shows an increase over FY 2023. The increase in personnel is due to the requested Human Capital Generalist position as well as expenses related to employee recognition and wellness programs. A decrease of in operating expenses is due to the removal of the IT allocation expense in FY 2024.

Goals, Objectives, and Measures

Mission: To deliver thought and servant leadership that meets the needs of our employees (current and prospective), Town residents, Town Manager, and the Town Council. To achieve maximum efficiency and success, the HC department is broken into four pillars: Recruitment, Benefits, Governance, and Cultivation.

The following goals and objectives have been identified by the Human Capital Department.

Goals	Objectives	Performance Metrics
Promoting and recruiting the best qualified workforce through strategic, tactical, and community (internal/external) engagement and outreach initiatives.	<ul style="list-style-type: none"> • Implement targeted recruitment efforts • Build strong and lasting relationships to promote the Town as the best place to work. • Engage the community through social media, events, and sponsorships 	<ul style="list-style-type: none"> • Track the ROI of recruiting efforts by identifying # of candidates in attendance, # of candidates interviewed, # of candidates hired, and # of candidates retained. • Track # of views to postings to the # of applications to # hires.
Develop, execute, and maintain an agile compensation strategy that incorporates a competitive salary and benefits package through continuous market trends analyses of similar local governments.	<ul style="list-style-type: none"> • Develop and maintain a competitive compensation structure • Implement modernized strategies to enrich our employees through professional development, work/life balance, and rewards and recognition programs. 	<ul style="list-style-type: none"> • Begin to track professional development requests, tuition assistance requests, seminars, etc. to be able to identify costs and to determine best practices for each program/allowance. • Conduct survey on cultivation programs to determine best practices for the Town.
Create, establish, and communicate effective and practical policies and procedures that promote equity and integrity while adhering to Town code of conduct as well as regulatory compliance.	<ul style="list-style-type: none"> • Execute and maintain comprehensive compliance program that provides employee education and continuous monitoring. • Ensure the Town is agile in policy reform and policy and procedure accountability 	<ul style="list-style-type: none"> • Conduct survey on cultivation programs to determine best practices for the Town. • Work with legal counsel on best practices to ensure Town is compliant on all factors. Quarterly check-ins with legal.
Empowering employees by providing them with the necessary tools and training to perform their daily duties.	<ul style="list-style-type: none"> • Continuous improvement of retention programs • Encourage training and development opportunities. • Develop, execute, and maintain a robust performance management program • Motivate employees through a supportive rewards and recognition program • Work with Risk Management officer to promote a safe work environment for all employees 	<ul style="list-style-type: none"> • Conduct survey on training and development program desires within the Town. Track acceptance of program through professional development requests, tuition assistance requests, seminars, etc. • Work with Risk Management to track injury reports and determine if new program guidance and/or communication was a factor in program data.

INFORMATION TECHNOLOGY

PROGRAM DESCRIPTION

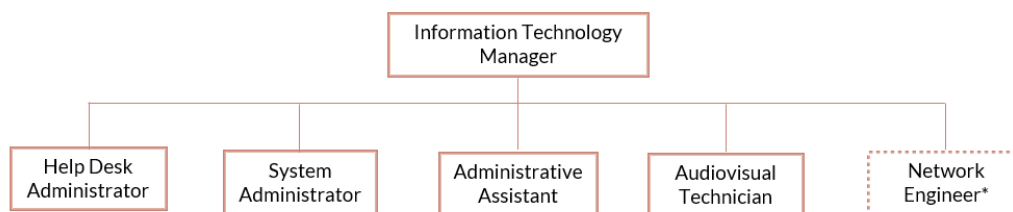
Prior to FY 2024, Information Technology was an Internal Service Fund that included all information technology costs. These costs were allocated to departments based upon the number of network users in that department.

Beginning with FY 2024, Information Technology will be a General Fund department. All information technology costs will be captured in this department, but there will no longer be an allocation to the other departments in the General Fund. The Water and Sewer Fund and the Stormwater Management Fund will transfer funds to the General Fund to account for the services provided to their respective functions.

A comprehensive assessment of the function was completed in FY 2023. That assessment produced a transformation roadmap that will guide the department's operations over the next two years.

CURRENT STAFFING

The Information Technology Department consists of five full time employees. Beginning is FY 2024 each of these employees are allocated 83%, 15%, and 2% to the General Fund, Water and Sewer Operating Fund, and Stormwater Fund, respectively. This allocation represents the services provided to each of these funds from the department employees.



*Position Request

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$250,629	\$602,667	\$1,067,475	\$1,475,397
PERSONNEL	\$352,540	\$403,813	\$518,536	\$618,170
CAPITAL OUTLAY	\$40,730	\$231,786	\$52,000	\$56,300
TOTAL	\$643,898	\$1,238,265	\$1,638,011	\$2,149,867

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Information Technology	4.00	4.00	5.00	5.15
FTE AMOUNT	4.00	4.00	5.00	5.15

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for the Information Technology department has increased compared to the FY 2023 budget. The increase of in Operating is primary due to the effect of the department absorbing all of the Communications and Mobile Devices costs previously allocated to other departments as well as increases in Maintenance Contracts for technology services used by Town Staff. The increase in the personnel category is related to the request for a Network Engineer as well as COLA increases for the current staff. The increase in capital expenditure is related to purchases of computer equipment.

Goals, Objectives, and Measures

Mission: The Information Technology Department strives to provide the technology required for the fulfillment of the Town's mission in an efficient and effective manner. The IT department assists in the technical analysis, design, procurement, implementation, operation and support of computing infrastructure and services.

The following goals and objectives have been identified by the Information Technology Department.

Goals	Objectives	Performance Metrics
Provide a stable, reliable, and secure network to support the town's information technology needs	• Provide service to Town employees through a Help Desk	• 1353 Help Desk Tickets created / 1343 resolved (7/1/2022 - 3/26/2023) 8 Months data
	• Respond to Cybersecurity Events	1 incident in 2022 and 1 incident in 2023 - both resolved within 48 hours
Provide excellent customer service to all internal and external information technology customers	• Process Help Desk tickets in a timely manner	On average we respond with 14 minutes to all tickets.
	• Equipment uptime and availability	100% computer uptime through good management and best practice staging of equipment.

COMMUNICATIONS

PROGRAM DESCRIPTION

This division was created in FY 2022 and centralized responsibility for such items as Public Information Officer duties, social media, the Town Crier, and other informational and promotional materials for all Town departments.

CURRENT STAFFING

The Department was previously staffed by one full-time Marketing Coordinator who reported to the Town Manager, then was moved to Parks and Recreation. The FY24 budget includes a request for a Communications Manager. In addition, the Marketing Coordinator will be moved from Parks and Recreation to this department and report to the Communications Manager.



*Position Request

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$0	\$50,233	\$0	\$182,292
OPERATING	\$0	\$10,428	\$0	\$0
TOTAL	\$0	\$60,661	\$0	\$182,292

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Communications	0.00	1.00	0.00	2.00
FTE AMOUNT	0.00	1.00	0.00	2.00

BUDGET REQUEST / ANALYSIS

The FY 2023 budget for Communications was \$0. In FY 2024 the budget is made up of the salary and benefits expense for the Communications Manager position request and Marketing Coordinator position.

LEGAL SERVICES

PROGRAM DESCRIPTION

The line of authority for the Town Attorney and other related legal assistance for the Town of Warrenton is outlined in the Town Code. The attorney is a contracted employee of the Council, serving at Council's discretion.

The Town Attorney advises Council and the Town staff on a wide range of legal issues that arise in the conduct of Town business. The Town Attorney handles police matters, including representing the Town in municipal court twice a month. The Town Attorney also works with the Planning Commission, Architectural Review Board and Board of Zoning Appeals as needed.

CURRENT STAFFING

The Legal Services department is staffed by one attorney, on a contractual basis.



BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$150,122	\$297,547	\$195,747	\$267,500
PERSONNEL	\$21,482	\$12,989	\$0	\$0
TOTAL	\$171,604	\$310,536	\$195,747	\$267,500

BUDGET REQUEST / ANALYSIS

Contractual professional legal fees are split 75% / 25% between the General Fund and the Water and Sewer Operating Fund. The budget request for FY 2024 reflects an increase over the FY 2023 budget. This increase has been projected based on actual billings in the current year.

FINANCE & PROCUREMENT

PROGRAM DESCRIPTION

The mission of the Department of Finance and Procurement is to promote excellence and transparency in the delivery of effective and efficient financial management services to our internal and external customers and stakeholders. This is accomplished by adhering to sound financial management practices, demonstrating integrity in all that we do, and working as a team to support the Town's mission, vision, and values.

The department manages the Town's budgeting, accounting, financial reporting, treasury, procurement, taxation, and billing operations. Department staff also serve as the first point of contact with citizens either personally at Town Hall or through the Town's main phone line and website staff email.

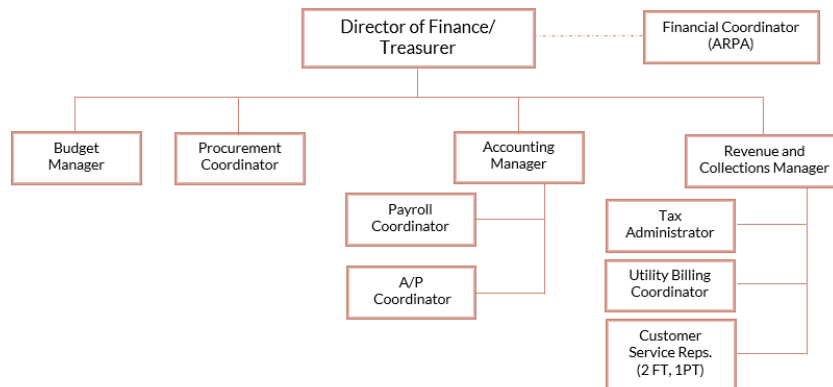
The Town's Annual Comprehensive Financial Report has been awarded the Certificate of Achievement for Excellence in Financial Reporting for the last 27 years. The program was established by the Government Finance Officers Association (GFOA) in 1945 to assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare financial reports that evidence the spirit of transparency and full disclosure. Reports submitted to the program are reviewed by selected members of the GFOA professional staff and the GFOA Special Review Committee, which includes individuals with expertise in public sector financial reporting.

Financial information is provided to the Town Council on a quarterly basis. This includes financial statements, revenue trend analysis, and details regarding collection activities. More detailed analysis regarding projections is provided as needed. As prescribed by the Code of Virginia, the Town Manager's proposed budget is delivered to Council prior to April 1st each year, and the results of the annual external audit are presented to Council in a public session during the month of December.

CURRENT STAFFING

The Department of Finance and Procurement currently has eleven full-time employees and one part-time employee. The staffs' wages are allocated between this department, the Water and Sewer Administration department, and the Stormwater Management fund based on the estimated level of support provided to each fund's departments.

For FY 2024, the allocation to this department is 7.86 FTEs, the allocation to Water and Sewer Administration is 3.62, and the allocation to Stormwater is 0.25; totaling 11.73 FTE. Please note that while the Financial Coordinator is included in the FTE count here, the position is fully funded by ARPA.



FY2023 HIGHLIGHTS

1. Continued to reduce delinquent balances by outsourcing collections and facilitating understanding of taxes through outreach.
2. Improved the annual budget preparation process by implementing new software that produces an easy to read, online document.
3. Facilitated more involvement from departments in the development of the budget and the Capital Improvement Program.
4. Implemented transparency and financial improvements to the Capital Improvement Program.
5. Ensured compliance for ARPA and other grant spending, including timely and accurate reporting.

KEY PROJECTS FOR FY 2024

1. Document all processes for contingency planning and in preparation for a potential ERP conversion.
2. Strengthen internal controls by reviewing processes and identifying opportunities for enhancement.
3. Create a robust analysis and forecasting model.
4. Apply for and obtain the GFOA Distinguished Budget Presentation Award.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$470,843	\$563,790	\$657,895	\$750,156
OPERATING	\$200,475	\$213,560	\$314,859	\$174,085
CAPITAL OUTLAY	\$0	\$0	\$500	\$0
TOTAL	\$671,317	\$777,350	\$973,254	\$924,241

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Finance and Procurement	6.82	6.32	6.59	7.86
FTE AMOUNT	6.82	6.32	6.59	7.86

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for the Finance department has decreased compared to FY 2023. The increase in Personnel expenses is due to the addition of the Accounting Manager position, which was not included in the FY 2023 budget but was added during the year, as well as COLA raises for staff. The decrease in Operating expenses is due to the removal of the expenses related to the Information Technology allocation. This decrease was partially offset by the increase in expenses for professional services such as financial advisors and audit services. There are no capital expenditures in the FY 2024 budget.

The expense associated with being a member of the Northern Virginia Cigarette Tax Board is included. The NVCTB provides administration and enforcement of the tax. Each month, the Town receives a distribution of the tax collected, net of NVCTB's administrative expenses. To truly show the cost of administering the tax, the full amount of revenue is recognized and offset by the reporting of the expense here. The result of budgeting for the recognition of this expense produces no net impact to the general fund (revenue offset by expense).

Goals, Objectives, and Measures		
Mission: To accurately and efficiently administer the treasury, budgeting, procurement, accounting and financial reporting functions of the town.		
The following goals and objectives have been identified by the Finance Department.		
Goals	Objectives	Performance Metrics
Improve budgeting process and transparency	• Enhance the Capital Improvement Program (CIP) for transparency and alignment with the annual budget	• Produce a streamlined and easy to read CIP document
	• Create a budget document that meets the criteria for a GFOA Distinguished Budget Presentation Award.	• Apply for and obtain the award
Excellence in accounting and financial reporting for both internal and external stakeholders.	• Continue to receive an unqualified audit opinion and the GFOA Certificate of Achievement for Excellence in Financial Reporting	• Continued receipt of unmodified audit opinion and certificate of excellence
Improve collections	• Reduce the number of delinquent accounts	• Comparison of current and prior year delinquent accounts
Improve and streamline the procurement process.	• Implement a P-Card program	• Successful implementation of program (<i>underway in FY23</i>)

OTHER ORGANIZATIONS

PROGRAM DESCRIPTION

This department contains costs relating to Town-wide memberships and dues in professional organizations providing resources to local governments. Group memberships include the Virginia Municipal League and the Institute of Government at the University of Virginia.

The Town is provided direct technical, lobbying, and legislative assistance through its participation in the Virginia Municipal League. The Virginia Institute of Governments keeps local governments apprised of technological changes and product improvements.

The Town is a member of the Fauquier Chamber of Commerce. The Town frequently partners with the Chamber to obtain feedback from businesses located in Town on certain issues that pertain to the local economy.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OTHER CHARGES				
VIRGINIA MUNICIPAL LEAGUE	\$6,527	\$6,905	\$6,700	\$7,000
VA INSTITUTE OF GOVERNMENT	\$0	\$0	\$500	\$500
FAUQUIER CHAMBER OF COMMERCE	\$1,125	\$1,125	\$1,025	\$1,125
NATIONAL LEAGUE OF CITIES	\$0	\$0	\$1,117	\$0
OTHER CHARGES TOTAL	\$7,652	\$8,030	\$9,342	\$8,625
TOTAL	\$7,652	\$8,030	\$9,342	\$8,625

BUDGET REQUEST / ANALYSIS

The total request for Other Organizations in FY 2024 reflects a decrease of \$717 due to the net effect of removing the budget for membership to the National League of Cities and the increase in price for membership to the Fauquier Chamber of Commerce.

ELECTIONS

PROGRAM DESCRIPTION

The Code of Virginia requires municipal elections and makes localities responsible for the costs associated with them. This department accounts for all costs incurred to hold Town Council elections. Elections for Town Council seats are held every two years.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OTHER CHARGES	\$0	\$0	\$7,800	\$3,900
MATERIALS AND SUPPLIES	\$0	\$0	\$3,000	\$1,500
CONTRACTUAL SERVICES	\$0	\$0	\$150	\$75
TOTAL	\$0	\$0	\$10,950	\$5,475

BUDGET REQUEST / ANALYSIS

In FY 2023, there were two elections held for the At-Large council seats. In FY2024, there will be one special election held for the Ward 5 seat where a council-appointed member has been serving. As such, expenses have been reduced by half to reflect the cost of only one election.

GENERAL FUND EXPENDITURES

PUBLIC SAFETY

FUNCTION OVERVIEW

The Public Safety budget now only includes the Town Police Department. Prior to FY 2023, it also supported the operations of the Warrenton Volunteer Fire Company. That function was transferred to Fauquier County in FY 2022.

BUDGET SUMMARY

PUBLIC SAFETY EXPENDITURES

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$2,856,691	\$2,544,758	\$3,085,612	\$3,415,690
OPERATING	\$795,905	\$856,408	\$1,169,240	\$374,862
CAPITAL OUTLAY	\$35,806	\$6,758	\$940	\$940
TOTAL	\$3,688,402	\$3,407,925	\$4,255,792	\$3,791,492

PUBLIC SAFETY REVENUE

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
STATE GRANT	\$237,815	\$219,681	\$233,186	\$233,186
COURT FINES & FORFEITURES	\$68,133	\$40,568	\$92,538	\$40,000
VDGP AID TO LOCALITIES	\$36,628	\$38,900	\$37,994	\$37,994
PARKING FINES	\$39,035	\$33,250	\$35,000	\$35,000
E-SUMMONS FEE	\$4,945	\$2,412	\$12,333	\$2,500
STATE ASSET FORFEITURE PROCEEDS	\$599	\$3,731	\$6,355	\$6,355
TOTAL	\$387,155	\$338,542	\$417,406	\$355,035

Public Safety represents one of the largest section of the General Fund budget. Expenditures and revenues for this function have both decreased for FY 2024.

Detail for each Department's budget is provided in the following sections.

POLICE DEPARTMENT

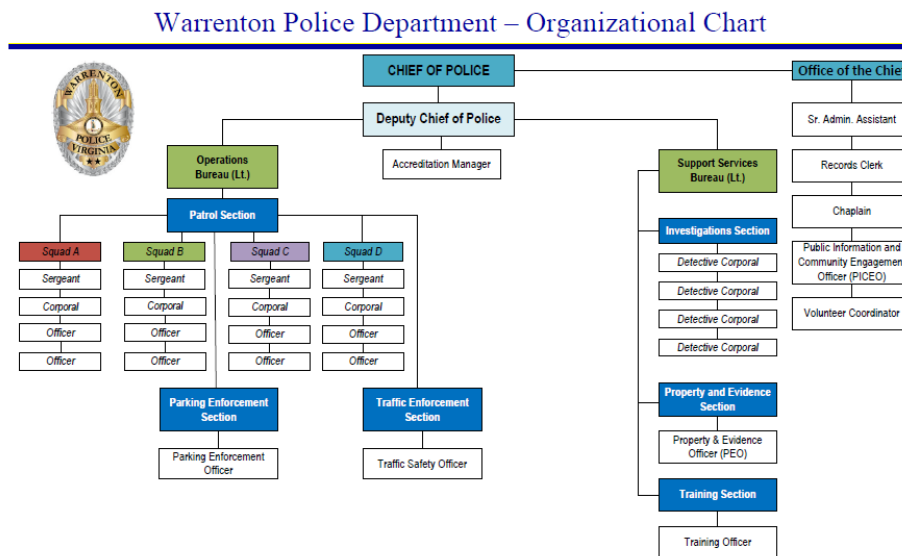
PROGRAM DESCRIPTION

The Police Department provides law enforcement, public safety services, crime prevention, and Neighborhood Watch. Working closely with Town businesses and citizens, the Department's objective is to prevent and/or reduce crimes through a community oriented policing concept. The Department delivers services to businesses and citizens through interaction and community involvement.

The mission of the Warrenton Police Department is to work in partnership with the residents and businesses of the community to provide a safe and secure environment. With community service as the foundation, the Police Department is driven to enhance the quality of life by providing effective law enforcement services through transparent and impartial policing.

CURRENT STAFFING

Police Department staffing can be viewed below:



BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$2,665,047	\$2,384,549	\$3,085,612	\$3,415,690
OPERATING	\$748,308	\$814,583	\$1,169,240	\$374,862
CAPITAL OUTLAY	\$35,806	\$6,758	\$940	\$940
TOTAL	\$3,449,161	\$3,205,891	\$4,255,792	\$3,791,492

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Police Department	31.91	31.91	32.16	33.18
FTE AMOUNT	31.91	31.91	32.16	33.18

BUDGET REQUEST / ANALYSIS

The decreased budget in FY 2024 for the Police Department is mainly driven by the removal of the Motor Pool and Information Technology allocations from the operating category. This decrease is partially offset by an increase in the personnel category related to COLA raises for the department. The capital category has remained flat year over year,

FIRE DEPARTMENT

PROGRAM DESCRIPTION

During FY 2022, the Town's two firefighters transitioned to employment with the Fauquier County Department of Fire, Rescue, and Emergency Management.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$191,645	\$160,209	\$0	\$0
OPERATING	\$47,597	\$41,825	\$0	\$0
TOTAL	\$239,241	\$202,034	\$0	\$0

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Fire Department	2.00	2.00	0.00	0.00
FTE AMOUNT	2.00	2.00	0.00	0.00

BUDGET REQUEST / ANALYSIS

There is no budget for FY2024. The Town continues to provide support through a capital contribution to the Warrenton Volunteer Fire Company. Details on this contribution can be found in the [Non-Departmental](#) section of this document.

PUBLIC WORKS

FUNCTION OVERVIEW

The Public Works and Utilities Department is responsible for all Town functions involving maintenance of roadways and all appurtenances thereof, maintenance of Town Facilities and resources; maintenance and purchasing of vehicles; supplying quality drinking water; treating and processing waste water; enforcing and overseeing construction projects in right of ways and Town properties; managing stormwater and MS4 programs; and working with all other Town Departments to insure efficient and effective delivery of Town services. The Department is separated into two distinct Departments for proper oversight and management- Public Works and Utilities. Each Department has an Assistant Director who oversees the related Divisions.

PUBLIC WORKS

The Public Works Department is responsible for maintaining 91.87 lane miles of roadway and right of way, a significant number of public sidewalks, an 18-acre public cemetery, ten (10) traffic signals, 40 miles of storm sewers, maintenance of the Town's vehicle and equipment fleets, all parks properties and various public buildings. The department provides curbside refuse collection twice-weekly to households and businesses, provides curbside recycling collection once a week for newsprint, cardboard, plastics and metals and also provides brush and leaf collection on a periodic and as needed basis for the Town's citizens and businesses. The department provides fall and spring cleanups, which allow citizens to clean up and clean out their properties with staff collecting and transporting to the landfill. In addition, the recycling program continues to accept office paper at the Public Works facility. Seven of the nine Public Works divisions are funded through the Town's General Fund. The arterial and collector budgets with a portion of the street budget are funded through annual road maintenance payments from the Virginia Department of Transportation (VDOT),

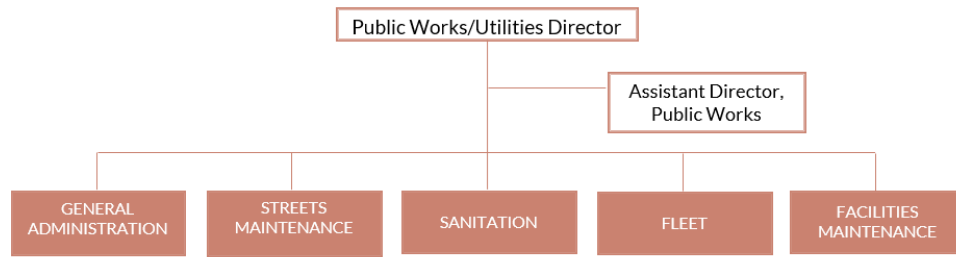
Funding for the numerous budgets within the Public Works Department have enabled the Town to maintain the public street surfaces at a level of quality at /above VDOT standards, as noted by compliments from the VDOT Resident Office. The paving schedule is moderate, based on the current roadway conditions and is adequate to maintain the streets to the high standards expected by the citizens and motoring public. The department does its best to ensure Warrenton's citizens receive the highest level of service possible within the budgetary limits set by the Council.

CURRENT STAFFING

The Department of Public Works has five divisions:

1. General Administration
2. Streets Maintenance
3. Sanitation
4. Fleet
5. Facilities Maintenance

These divisions will be discussed in more detail on the following pages.



BUDGET SUMMARY

The total Public Works Budget has increased for FY 2024. Further detail on each department is provided in the pages that follow.

PUBLIC WORKS EXPENDITURES

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
GENERAL ADMINISTRATION	\$453,456	\$467,428	\$626,796	\$543,230
STREET MAINTENANCE	\$982,363	\$1,043,577	\$1,113,868	\$1,535,875
ARTERIAL STREET MAINTENANCE	\$291,090	\$232,017	\$440,354	\$502,800
COLLECTOR STREET MAINTENANCE	\$291,255	\$257,038	\$732,003	\$687,900
REFUSE COLLECTION	\$439,998	\$512,852	\$548,469	\$451,643
RECYCLING PROGRAM	\$155,749	\$143,422	\$158,921	\$108,854
FLEET	\$0	\$0	\$0	\$582,302
FACILITIES	\$277,802	\$767,011	\$948,072	\$1,127,468
CEMETERY	\$108,668	\$30,734	\$0	\$7,500
TOTAL	\$3,000,381	\$3,454,079	\$4,568,483	\$5,547,571

PUBLIC WORKS REVENUE

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
VDOT STREET & HWY MAINT	\$1,455,512	\$1,480,415	\$1,450,000	\$1,450,000
TOTAL	\$1,455,512	\$1,480,415	\$1,450,000	\$1,450,000

Goals, Objectives, and Measures

Mission: To deliver exceptional government service; To uphold standards established to protect the Public Health, Safety, and Welfare of all residents, business owners, and visitors; To provide an environment where people enjoy living, working, playing, and investing, while providing responsible management of public resources to meet the challenges of today and tomorrow.

The following goals and objectives have been identified by the Public Works Department.

Goals	Objectives	Performance Metrics
Employee Recruitment and Retention	• Establish outreach for recruitment	• Leverage social media
		• Work with high schools and LFCC
		• Create an internship program
	• Continue to refine job descriptions and work towards a compensation study	• Define opportunities within work classifications
		• Upgrade pay scales
Continuous Improvement	• Establish efficiencies in operations	• Create internal opportunities for advancement
		• Establish clear lines of responsibility and reporting
		• Refine and develop equity in organizational structure
	• Implement daily budgeting review with proper oversight	• Empower staff at all levels
		• Ensure supervisory staff understand budgeting
Leverage Technology	• Provide sufficient and proper tools to staff	• Identify best cost practices
		• Mobile and desktops
		• Use HC forms and processes
	• Training	• Properly equip training room
		• Work with IT on training for staff
		• Train supervisors on software
	• GIS	• Develop processes for paperless functions
		• Increase usage of GIS
Fiscal responsibility	• Develop assessment process for costs and expenditures	• Mapping and route efficiencies
		• Develop weekly review with monthly oversight of budgets
	• Ensure equipment is best for the job	• Develop purchase best practices
		• Engage all users in vetting
	• Align finances with tasks	• Source multi-use equipment
Establish a Road repaving/maintenance schedule	• Prioritize maintenance schedules	• Identify outsourcing as needed
		• Create divisional accountability
Assist stormwater with facility improvements	• Work with Stormwater team to identify projects	• Identify 5 year plan to repave and maintain roads
		• Create a list of projects
	• Identify and track sediments	• Identify credits
		• Report to MS4 inspector

PUBLIC WORKS ADMINISTRATION

PROGRAM DESCRIPTION

The Administration Division is responsible for all Public Works functions and services, the development and management of the operational budget, departmental personnel management, development of short- and long-range maintenance and capital improvement programs, management of the vehicle and equipment maintenance and replacement programs, maintenance of streets, streetlights and traffic signals, and for the review and approval of site development plans.

The budget supports all costs associated with day-to-day operation and management of the Public Works Department and its varied functions. Expenses within the budget support a wide range of public works functions such as daily citizen contacts, project development and oversight, personnel and financial administration and departmental planning that are needed to maintain the current high level of service for FY 2024.

Traffic related issues remain a priority and staff will continue to pursue additional VDOT and other grant programs (Revenue Sharing, Primary Road and SMARTSCALE) to supplement funding for future budgets, while remaining flexible with the timing as target dates continue to move out.

Public Works and Utilities combine their efforts and projects in the permitting of development projects under the Virginia Stormwater Management Permit (VSMP) program and has incorporated the implementation of the Municipal Separate Storm Sewer System (MS4) permit under the Virginia Department of Environmental Quality (DEQ). Key assistance is in the development of projects to meet the permit reduction goals in the Total Maximum Daily Limit (TMDL) Action Plan developed in 2018. This year we worked hard to develop a Facilities Division to our Department.

CURRENT STAFFING

The Administration Division is staffed by the Director, an Engineer, the Public Works Assistant Director, and two Administrative Assistants. The Director also serves as Director of Public Utilities; 50% of the Director's salary is allocated to the Public Works department and the other 50% is allocated to the Public Utilities budget. The Engineer is allocated 20% to the Public Works Administration budget, 50% to the Public Utilities Budget, and the remaining 30% to the Stormwater Management Fund. In addition, one of the Administrative Assistants is allocated 75% to the Public Works Administration budget, and 25% to the Public Utilities budget. The Facilities and Fleet Manager is also allocated 35% to this department.

KEY PROJECTS IN FY 2024

1. Continue to work with Human Capital to provide additional training for employee development, retention, and succession planning.
2. Initiate and manage projects for the upgrades and repairs to the WWTP and the WTP as outlined as priorities through the CIP.
3. TMDL Action Plan and MS4 compliance, nutrient targets of 40% reduction.
4. Continued Broadview Avenue Project support, review design for quality-of-life enhancements.
5. Implement a Facilities Master Plan.
6. Continue to apply the philosophy of walkability and complete streets in all operations and improvements.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$370,628	\$400,297	\$463,035	\$491,625
OPERATING	\$82,828	\$65,798	\$162,261	\$50,105
CAPITAL OUTLAY	\$0	\$1,332	\$1,500	\$1,500
TOTAL	\$453,456	\$467,428	\$626,796	\$543,230

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Public Works Administration	4.60	4.60	4.60	3.80
FTE AMOUNT	4.60	4.60	4.60	3.80

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for the Public Works Administration Division reflects an overall decrease over FY2024. The decrease is mainly caused by the removal of the Motor Pool and Information Technology allocations from the Operating Budget. The personnel increase is due to the COLA raises for the department. Capital Outlay has remained flat year over year.

STREET MAINTENANCE

PROGRAM DESCRIPTION

The Street Maintenance Division is responsible for all maintenance and repair activities associated with the 93.47 lane miles of public roads and 15.5 miles of storm sewer within the corporate limits (no change this past year). This section of the Public Works budget appropriates funds used for snow removal, street cleaning, litter control, routine maintenance, repair work, and small construction projects along the Town's public roadways and rights of way.

Landscaping is identified as a separate division within Streets from an operational standpoint to increase efficiencies and effectiveness. This was an organization move to better align tasks and functions within a specific Division of responsibility. This also provided a better organizational structure for reporting, operations, and oversight.

Landscaping is responsible for the maintenance of all right of ways, green space and public ways attached associated with the public roads and storm sewer in Town. This section of the Public Works budget appropriates funds used for snow removal, street cleaning, litter control, routine maintenance, and grass cutting functions along the Town's public roadways and rights of way.

The Virginia Department of Transportation provides reimbursement, which is accounted for in the categorical aid revenue section of this budget, for the maintenance of both Arterial and Collector streets.

CURRENT STAFFING

This Division is staffed with maintenance crews who are responsible with insuring that the appearance of the Town's streets are maintained to the level expected by the Town's citizens. Personnel funds in this budget supplement the Arterial and Collector budgets when work is specifically performed to those classifications of roadways. As the seasons and workloads require, the department uses seasonal parttime employees to supplement staff with summer weed-eating, fall leaf collection and miscellaneous work around Town.

KEY PROJECTS IN FY 2024

1. Traffic Signal Interconnectivity along Lee Highway.
2. Continued improvements incorporating the philosophy of walkability and complete streets into every improvement.
3. Cooperation with Community Development in assisting VDOT with Broadview Avenue Improvements; project review and technical details.
4. Continue sidewalk Improvements.
5. Assess and reassess maintenance of all properties versus use of independent contractors.
6. Continue to assist and collaborate with Facilities Maintenance Division to refine and develop the Division.
7. Continue to refine operations of brush removal and disposal.
8. Work to improve and upgrade the gateways.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$625,843	\$695,891	\$802,824	\$1,423,035
OPERATING	\$346,224	\$335,482	\$296,044	\$87,840
CAPITAL OUTLAY	\$10,296	\$12,203	\$15,000	\$25,000
TOTAL	\$982,363	\$1,043,577	\$1,113,868	\$1,535,875

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Streets	16.66	16.66	16.66	17.90
FTE AMOUNT	16.66	16.66	16.66	17.90

BUDGET REQUEST / ANALYSIS

The FY 2024 Street Maintenance Budget reflects an overall increase from the FY 2023 budget. In the Personnel category, there are 4 part time maintenance workers upgraded to full time and COLA raises for the current staff driving the increase. The upgrade from part time to full time workers will allow the department to more effectively schedule and utilize staff while continuing to provide a high level of service to Town residents.

The decrease in the Operating Category is the result of the net effect of the increase in the cost of many of the materials, supplies, and contractual services and the decrease resulting from the removal of the Motor Pool and Information Technology allocations.

Capital Expenditures have increased to allow for the increased prices of equipment and replacement parts due to inflation.

ARTERIAL STREET MAINTENANCE

PROGRAM DESCRIPTION

The costs associated with the maintenance activities of the 30.39 major street and highway lane miles within the corporate limits are grouped under this budget. Arterial Streets are the most significant roads in the area, serving the major centers of activity, constitute the highest traffic volume corridor and carry the major portion of through traffic in urban areas. The roads that are designated as arterial streets under the Federal Highway System are U.S. 17, U.S. 29 Business, U.S. 211, and U.S. 15 Business.

CURRENT STAFFING

Street Maintenance personnel costs are charged to this department when work related to arterial streets is performed.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$129,706	\$114,510	\$187,300	\$301,600
PERSONNEL	\$124,516	\$102,732	\$155,554	\$14,700
CAPITAL OUTLAY	\$36,868	\$14,775	\$97,500	\$186,500
TOTAL	\$291,090	\$232,017	\$440,354	\$502,800

BUDGET REQUEST / ANALYSIS

The Arterial Streets budget has increased over FY 2023. The personnel charges for Arterial and Collector Street budgets are allocated from the main Street Maintenance division budget. The \$14,700 budgeted here only reflects amounts budgeted for compensation related to snow removal and overtime performed on Arterial Streets.

The Operating portion of the Arterial Streets budget saw the largest increase due to increased projected costs for both raw materials used for repairs completed by Town staff as well as for the cost of contracted services. The department saw bids from vendors double during FY 2023 for striping, cross walks, stop bars, and other associated services and the trend of increased costs is expected to continue into FY 2024.

Rising costs for both materials and vendors as well as efforts to continue to upgrade safety measures such as traffic calming and walkability improvements are the drivers for the increase in Capital Expenditures.

COLLECTOR STREET MAINTENANCE

PROGRAM DESCRIPTION

The Collector Street Maintenance Division budget provides funding for maintenance of the less traveled streets of the Town, as defined by the Virginia Department of Transportation. The Town has 63.08 lane miles of Collector streets. Collector streets provide land access service and traffic circulation within residential, commercial and industrial areas. The collector streets system facilitates traffic flows within the town and provides access to the arterial system, which are the main highway streets through and serving the town.

CURRENT STAFFING

Street Maintenance personnel costs are charged to this department when work related to collector streets is performed.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
CAPITAL OUTLAY	\$36,909	\$60,544	\$393,000	\$403,500
OPERATING	\$156,203	\$137,271	\$209,500	\$273,500
PERSONNEL	\$98,142	\$59,223	\$129,503	\$10,900
TOTAL	\$291,255	\$257,038	\$732,003	\$687,900

BUDGET REQUEST / ANALYSIS

The Collector Streets budget has decreased compared to FY 2023. The personnel charges for Arterial and Collector Street budgets are allocated from the main Street Maintenance division budget. The \$10,900 budgeted here only reflects amounts budgeted for compensation related to snow removal and overtime performed on Collector Streets.

The Operating portion of the Collector Streets budget saw an increase primarily due to increased projected costs for materials and supplies along with increased maintenance efforts as the department works on items that were previously deferred.

Rising costs and increased maintenance efforts also drove the slight increase in capital expenditures year over year.

SANITATION

PROGRAM DESCRIPTION

The Sanitation Function accounts for the expenditures related to refuse collection and the Town's recycling program. This is a separate Division within Public Works however given the workload and level of service provided, it is not a fully standalone operation. The Sanitation Division is staffed by two teams of three staff who report directly to the Public Works Assistant Director.

The Refuse Collection budget covers all costs of collection and disposal of solid waste by Town crews. This includes twice a week refuse collection and disposal of junk and materials during the Town's twice annual community cleanups. Refuse collection is provided to all homes in the community and to a portion of the qualifying businesses in the Town without additional fees or charges being assessed. Service is provided to businesses whose trash can be accommodated by bags or containers, which can be manually handled by the crews.

The Recycling operation accounts for all costs associated with the coordination and management of the recycling collection program for the Town of Warrenton. The collection activity of co-mingled household and business materials, metal, and plastics has been a program with the Town for over 27 years. Newspapers and corrugated cardboard are collected one day a week by the Town's refuse crews. This year, glass collection ceased, and options are being considered due to operational changes requiring curbside sorting. Currently Public works does not have the best equipment to manage this approach effectively and efficiently as desired.

The Town's goal relating to the recycling program is to meet the mandated rates for the community, as established by the Commonwealth of Virginia, and to provide a service to the public that protects the environment and reduces tonnage of waste going to the county landfill, while working within the requirements of Town Code and the landfill operational requirements.

CURRENT STAFFING

The Sanitation duties of refuse and recycling collection are handled by six full-time employees. Their time handling those two divisions is allocated 80% to Refuse Collection and 20% to the Recycling Program.

KEY PROJECTS IN FY 2024

1. Develop outreach and implement programs to better align services with our existing Town Code.
2. This year we are expecting delivery of our new trucks. Our goal is to develop new procedures to build the expected efficiencies of these new trucks into our daily operations.
3. Refine operations for efficiency and effectiveness with better use of technology.
4. Develop a semi-automated refuse and recycling program.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$454,315	\$487,898	\$502,053	\$506,168
OPERATING	\$141,433	\$168,377	\$205,337	\$54,328
TOTAL	\$595,747	\$656,274	\$707,390	\$560,496

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Refuse	4.80	4.80	4.80	4.80
Recycling	1.20	1.20	1.20	1.20
FTE AMOUNT	6.00	6.00	6.00	6.00

BUDGET REQUEST / ANALYSIS

The FY 2024 budget reflects an overall decrease when compared to the FY 2023 budget. The personnel category reflects a small decrease related to a reduction projected overtime costs. In Operating expenses there was a decrease due to the net effect of the increase in costs for supplies and services and the decrease related to the removal of the Motor Pool and Information Technology allocations.

The budget does not include tipping fees to the Fauquier County Landfill for household trash; the budget includes \$40,000 (an increase of \$20,000) for Landfill Operations to cover other fees not associated with household refuse, which have been increasing due to the Fauquier County Landfill operating as a transfer station.

Staff continues to promote recycling to individual citizens and businesses. The Town's recycling numbers are currently incorporated with Fauquier County's for a combined reporting to DEQ. Staff will continue to make a concerted effort to encourage local business involvement in the recycling program and to provide more accurate accounting of the recycling volume derived from large businesses. Every ton recycled is one less ton sent to a landfill, reducing the cost of landfill operations and extending its capacity.

Overall costs have remained level due to the continued use of the County recycling center at the Fauquier County Landfill, at no cost for handling the material. The County is constantly looking for ways to expand their facilities to accommodate a wider range of recyclable products. Staff continues to work with County staff to keep informed as to new program developments and to be able to adjust the Town program accordingly.

FLEET

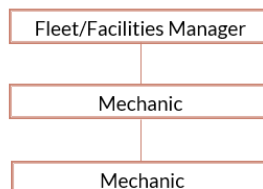
PROGRAM DESCRIPTION

The Fleet Department strives to provide an efficient, complete fleet management program, which responsibly fulfills the vehicle and equipment needs of the various Town departments through cost-effective practices and dedicated personal service. The fleet staff has responsibility for the maintenance of all Town vehicles and pieces of equipment (ranging from police cars to refuse trucks, and other equipment such as backhoes, chain saws and weed eaters).

Prior to FY 2024, Fleet was known as Motor pool and was an Internal Service Fund that captured vehicle-related costs across the Town. These costs were then allocated to departments based upon the actual work performed on the vehicles, plus an overhead charge. Beginning with FY 2024, Fleet will be a General Fund department. All vehicle-related costs will be captured in this department, but there will no longer be an allocation to the other departments in the General Fund. The Water and Sewer Fund and the Stormwater Management Fund will provide transfers to the General Fund to account for the services provided to their respective functions.

CURRENT STAFFING

The Fleet Department is staffed by three full-time employees. The Fleet and Facilities Manager's salary is allocated 45% to Fleet, 35% to Public Works Administration, and 20% to Public Utilities Administration.



KEY PROJECTS FOR FY 2024

1. Continue implementation of the Facilities & Fleet Division Merger with the addition of industrial staff from our Utility Plants;
2. Address environmental concerns for Facilities by developing policies and procedures pertaining to environmental and sustainable initiatives;
3. Develop a Facilities Strategic and Master plan to guide the division in its daily work;
4. Continue to implement the capital asset replacement plan with improved efficiencies in mind

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$296,845	\$306,570	\$358,565	\$331,974
PERSONNEL	\$207,974	\$207,418	\$275,398	\$241,723
CAPITAL OUTLAY	\$2,657	\$5,160	\$7,000	\$8,605
TOTAL	\$507,476	\$519,148	\$640,963	\$582,302

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Fleet	2.45	2.45	2.45	2.45
FTE AMOUNT	2.45	2.45	2.45	2.45

BUDGET REQUEST / ANALYSIS

The FY 2024 budget shows an overall decrease over FY 2023. The decrease in Operating expenses is due to the net effect of the increase of the cost for materials and supplies and the removal of the expense related to the Information Technology Allocation. The reductions in Personnel expenses is related to the removal of the budget for part-time help in this department. Similar to other departments, Capital expenses have increased due to rising costs of equipment.

FACILITIES MAINTENANCE

PROGRAM DESCRIPTION

Facilities Maintenance is responsible for the maintenance, repair, and custodial functions of Town-owned or occupied buildings and grounds. Facilities included are Town Hall, the Public Works Facility, the Cemetery building with restroom, all Town parks, Town parking lots, 18 Court St., the “old” visitors center on Calhoun St., and all other Town-owned properties. The grounds include parking lots, public green space, traffic lights, all Town-owned signs, trails, and the gateway signage to Warrenton. This budget does not include the Warrenton Aquatic and Recreation Facility, which is covered in the Parks and Recreation departmental budget, or the two rental houses included in the Water and Sewer Operating Fund budget.

CURRENT STAFFING

The Facilities Maintenance Division is staffed by one building engineer, a maintenance mechanic, three maintenance workers, a Cemetery Caretaker. The division is also supplemented with street or part-time help when needed.

KEY PROJECTS FOR FY 2024

1. Design and Implementation of a Strategic Facilities Master Plan (SFP).
2. Continue implementing internal and external maintenance practices and contracts as allowed by staffing and budgetary limitations.
3. Continue to support all facility functions at Town-owned properties.
4. Facilitate communication link for Town traffic lights along Broadview Avenue and Lee Highway
5. Continue gateway upgrades and improvements.
6. Support Way Finding within Tow
7. Develop an actual Facilities Maintenance Division and program to ensure routine maintenance and repairs to all Town-owned properties.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$202,414	\$488,036	\$503,597	\$592,864
PERSONNEL	\$75,201	\$277,975	\$438,975	\$475,604
CAPITAL OUTLAY	\$187	\$1,000	\$5,500	\$59,000
TOTAL	\$277,802	\$767,011	\$948,072	\$1,127,468

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
General Properties	2.73	7.00	6.73	6.08
FTE AMOUNT	2.73	7.00	6.73	6.08

BUDGET REQUEST / ANALYSIS

The FY2024 Facilities Maintenance Budget has shown an overall increase over FY 2023. The increase in Operating expenses is due to increasing costs for supplies and services used by the department including personal protective equipment, repair parts for traffic signals, and town parking lot improvements net of the effect of the removal of Motor Pool and Information Technology expenses previously allocated to this department. Increases in Personnel costs are related to COLA adjustments for the staff of the department as well as health insurance election changes. The increase in capital expenses is due to the department's focus on replacing street and traffic signs throughout Town during FY 2024.

PARKS & RECREATION

FUNCTION OVERVIEW

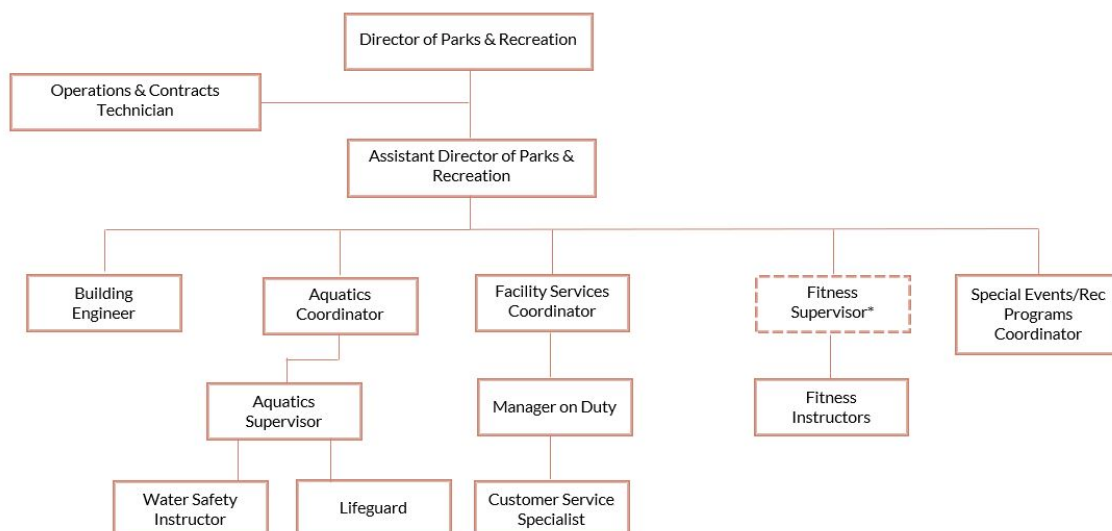
The Town operates Academy Hill Park, Eva Walker Park, Sam Tarr Park, Rady Park, the Skateboard Park, the Fun for All Playground, and the Dog Park in addition to the Warrenton Aquatic and Recreation Facility. In addition, the department manages several large events and competitions throughout the year.

BUDGET SUMMARY

Detailed descriptions of the budgets for each of the departments listed above is provided in the following pages.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
AQUATIC CENTER	\$1,131,100	\$1,602,905	\$1,643,229	\$1,586,588
P&R ADMINISTRATION	\$403,423	\$366,559	\$703,140	\$562,561
MAINTENANCE - PARKS	\$226,361	\$164,656	\$262,087	\$261,054
TOTAL	\$1,760,884	\$2,134,120	\$2,608,456	\$2,410,203

CURRENT STAFFING



*Position Request

Goals, Objectives, and Measures

Mission: The mission of the Town of Warrenton Parks and Recreation Department is to provide leisure and wellness services that will continue to result in personal accomplishment, self-satisfaction, and community and family unity for all citizens. The Department serves all citizens in an equitable fashion regardless of background, ability level, or age. Our mission is to provide programs, facilities, and services that will enhance the quality of life in our community and further perpetuate The Town of Warrenton as an exceptional place to live, work, and play.

The following goals and objectives have been identified by the Parks and Recreation Department. Performance metrics have also been named.

Goals	Objectives	Performance Metrics
Increase the number of programming amenities offered by the department	• Increase program participants by a minimum of 2% annually.	• Total number of participants enrolled in Recreation Programs
		• Annual percent increase in participants
		• Number of volunteer hours served
		• Number of programs held
		• Number of programs meeting 90% utilization
		• Satisfaction rate of participants
Enhance department marketing efforts	• Increase public engagement by 5% annually	• Number of social media followers
		• Number of news and announcement subscribers
		• Percent growth in followers and subscribers
Establish a viable cost recovery methodology	• Provide a wide variety of safe and healthy recreational opportunities at the WARF to achieve target expenditure recovery.	• Number of hours for facility rental reservations
		• Percentage of expenses recovered through revenue at the WARF
		• Total number of annual memberships purchased
		• Renewal rate of annual memberships
		• Total number of daily visits to the WARF
Increase Park Use	• Increase Park visits by 1% annually by properly maintaining facilities and providing diverse recreational opportunities while developing innovative methods to maintain service levels.	• Number of daily park visits
		• Number of pavilion rentals
		• Number of field rentals

ADMINISTRATION

PROGRAM DESCRIPTION

This budget supports all the department's various programs to make certain they perform and function effectively and efficiently. This administrative effort provides leadership, direction, oversight, management, technical assistance, contract management, and staff training assistance. This department's workload includes management of the WARF, five parks, the Fun for All Playground, Skateboard Park, Dog Park and the lake feature. The administration coordinates with other Town departments, Town Council and the Town Manager. Policies and procedures are developed, reviewed, revised and implemented.

CURRENT STAFFING

The Administration currently consists of a Director, Assistant Director, an Operations and Contracts Technician, a Facility Services Coordinator, and a Special Events & Recreation Program Coordinator. The Marketing Coordinator still provides support to Parks and Recreation but is programmed now in the Communications Department.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$319,623	\$325,896	\$561,313	\$519,561
OPERATING	\$83,800	\$40,663	\$141,827	\$43,000
TOTAL	\$403,423	\$366,559	\$703,140	\$562,561

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Parks Administration	3.69	3.73	5.75	5.00
FTE AMOUNT	3.69	3.73	5.75	5.00

BUDGET REQUEST / ANALYSIS

The FY 2024 Parks Administration budget reflects a decrease over the FY 2023 budget. Personnel increases are due to COLA raises for the staff of the department. The decrease in Operating expenses is due to the removal of the Motor Pool and Information Technology allocations. There are no capital expenses for this department.

AQUATIC & RECREATIONAL FACILITY

PROGRAM DESCRIPTION

This budget supports all personnel, program activities, building maintenance and operational functions including, repairs/replacements, janitorial, utilities, chemicals and support services for the operation and maintenance of the Warrenton Aquatic and Recreation Facility (WARF). The objective of this facility is to provide land and aquatic-based recreational and fitness programming and activities for youth and adults of the Town of Warrenton and its guests.

CURRENT STAFFING

The WARF currently has two full-time staff members an Aquatic Supervisor and an Aquatic Coordinator. The FY 2024 request for a Fitness Supervisor would increase full-time staffing to three. The facility is comprised primarily of part-time staff, to include the positions of Customer Service Representatives, Managers on Duty, Head Lifeguards, Fitness Instructors, and Lifeguards. Part-time employees at the WARF are estimated to be equivalent to .20 FTE as many of the employees work less hours than part-time employees in other departments. It is important to note that in FY23, a part-time WARF employee equated to .13. This accounts for 9.63 of the FTE increase between FY23 and FY24.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$531,428	\$799,173	\$757,906	\$884,638
OPERATING	\$599,166	\$786,918	\$865,323	\$681,950
CAPITAL OUTLAY	\$506	\$16,815	\$20,000	\$20,000
TOTAL	\$1,131,100	\$1,602,905	\$1,643,229	\$1,586,588

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Aquatic Center	20.19	19.32	15.37	26.00
FTE AMOUNT	20.19	19.32	15.37	26.00

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for the WARF has decreased over the FY 2023 budget. Personnel expenditures are budgeted to increase due to the addition of a Fitness Supervisor as well as COLA increases for existing staff. Operating expenses declined primarily due to the removal of the Motor Pool and Information Technology allocated expenses. Capital expenses remained flat year over year.

PARKS

PROGRAM DESCRIPTION

The goal of this department is to maintain the Town's park facilities to provide high quality outdoor park facilities, open space, cultural programs and services for Town of Warrenton residents and its guests. The Town maintains Eva Walker Park, Rady Park, Sam Tarr Park, Academy Hill Park, Fun for All Playground, Skateboard Park, the Dog Park, and the lake, grounds, and trails at the WARF complex.

CURRENT STAFFING

The Public Works Department provides staff for the maintenance and upkeep of our park facilities. Maintenance of these spaces is coordinated through a collaborative effort between the Parks and Recreation Director and Public Works Director.

BUDGET SUMMARY

PARKS

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$116,561	\$144,889	\$250,066	\$253,454
PERSONNEL	\$109,800	\$19,767	\$4,521	\$100
CAPITAL OUTLAY	\$0	\$0	\$7,500	\$7,500
TOTAL	\$226,361	\$164,656	\$262,087	\$261,054

BUDGET REQUEST / ANALYSIS

The FY 2024 Parks budget has increased slightly over FY 2023. The increase in Operating expenses was driven by maintenance contracts for portable restrooms and mowing services slightly offset by the removal of the Motor Pool and Information Technology allocations. Personnel are provided by Public Works for Parks Maintenance and therefore, the only Personnel expense is a small allotment for any overtime expenses related to maintenance work at the parks. Capital expenses for playground equipment remain the same year over year.

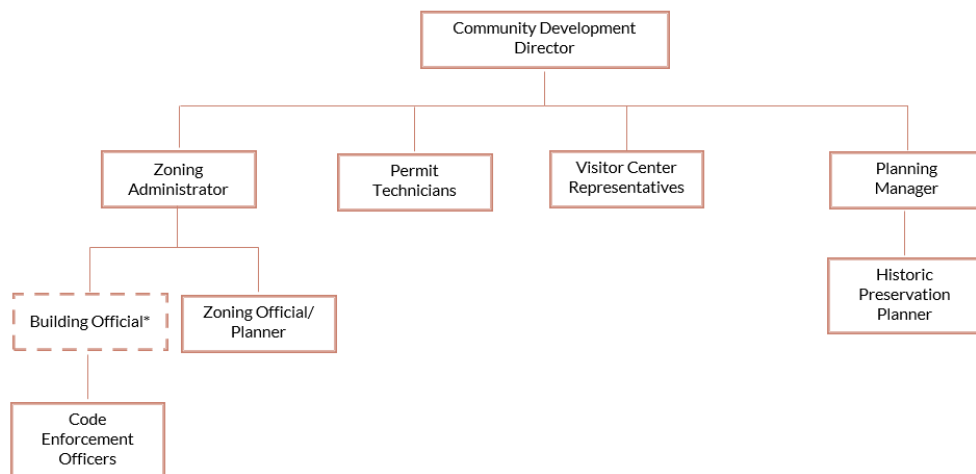
COMMUNITY DEVELOPMENT

FUNCTION OVERVIEW

The Community Development Department oversees the Town's built and physical environments. The Department is responsible for current planning, long range planning, building and zoning permits, erosion and sediment control, and inspections. The Department enforces the Zoning and Subdivision Ordinance, Building Code, Fire Code, Town Code, and Historic District Guidelines. The Department provides research, data, and staff support for the Town Council, Planning Commission, Board of Zoning Appeals, Architectural Review Board, and acts as a liaison to multiple outside organizations such as Rappahannock-Rapidan Planning District Commission (PD9) and Fauquier County Committees. All land use applications and plans for new construction are reviewed and approved through Community Development along with updates to the Town's Comprehensive Plan, development review ordinances (Zoning, Subdivision, and Historic District Guidelines) and the Capital Improvement Plan.

The Farmers' Market continues to operate on the weekends. Although the responsibility for the Farmers' Market lies with Experience Old Town Warrenton, Community Development continues to oversee and support the market

CURRENT STAFFING



**Position Request*

BUDGET SUMMARY

The total budget for this function has increased as compared to FY 2023. Detail for each of the departments listed above is provided in the following pages.

COMMUNITY DEVELOPMENT EXPENDITURES

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
DEVELOPMENT SERVICES	\$503,655	\$498,113	\$626,685	\$757,303
PLANNING	\$615,201	\$494,630	\$591,839	\$517,737
VISITOR CENTER	\$45,331	\$32,818	\$84,431	\$75,076
PLANNING COMMISSION	\$17,383	\$17,905	\$28,071	\$20,126
BOARD OF ZONING APPEALS	\$2,081	\$2,980	\$3,000	\$3,000
ARCHITECTURAL REVIEW BOARD	\$5,476	\$3,325	\$12,385	\$8,094
ECONOMIC DEVELOPMENT	\$207,675	\$102,405	\$0	\$175,369
TOTAL	\$1,396,804	\$1,152,175	\$1,346,411	\$1,556,705

COMMUNITY DEVELOPMENT REVENUE

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Proposed
GENERAL FUND	\$336,901	\$250,478	\$370,664	\$330,664
TOTAL	\$336,901	\$250,478	\$370,664	\$330,664

Goals, Objectives, and Measures

Mission: To provide outstanding customer service and enhance the quality of life for all residents and businesses within the Town.

The following goals and objectives have been identified by Community Development. Performance metrics have also been named, but the department will begin to track them in FY23.

Goals	Objectives	Performance Metrics
Replace GovSense with OpenGov	<ul style="list-style-type: none"> • Provide a forward facing component to allow for the application of permits online. 	<ul style="list-style-type: none"> • Use of online application portal by residents and contractors.
		<ul style="list-style-type: none"> • Ease of use for set-up and tracking of permits.
	<ul style="list-style-type: none"> • Complete implementation by mid-March. 	<ul style="list-style-type: none"> • Ability for online payments.
		<ul style="list-style-type: none"> • Ability to track permits online and communicate with town staff to streamline the permitting process.
Septic Remediation	<ul style="list-style-type: none"> • Qualify for comprehensive grant to abandon drain fields in Town and have residents hook-up to public sewer. 	<ul style="list-style-type: none"> • Removal of existing drain fields.
	<ul style="list-style-type: none"> • Mitigate costs as much as possible. 	<ul style="list-style-type: none"> • Use of grants to offset cost to hook-up to public sewer.
Processing Applications in a Timely Fashion	<ul style="list-style-type: none"> • Influx of Special Use Permits and Site Development Plans. 	<ul style="list-style-type: none"> • Process applications to completion within 4-6 months.
		<ul style="list-style-type: none"> • Building permits processed within 5-10 working days.
	<ul style="list-style-type: none"> • Continue processing large amount of Building Permit Applications. 	<ul style="list-style-type: none"> • Achieve cooperation and abatement of violations as quickly as possible.
	<ul style="list-style-type: none"> • Work with property owners on valid complaints. 	
Affordable Housing	<ul style="list-style-type: none"> • Create more attainable housing opportunities in the Town. 	<ul style="list-style-type: none"> • Form an affordable housing committee.
		<ul style="list-style-type: none"> • Develop key areas that will create the most impact in creating attainable housing.
Guide to Historic Resources	<ul style="list-style-type: none"> • Update Historic District Guidelines to reflect changes in national standards and needs of surveyed properties. 	<ul style="list-style-type: none"> • Submit approved document to DHR for CLG requirements.
	<ul style="list-style-type: none"> • Establish a guide to be utilized Town-wide encouraging preservation beyond the Historic District. 	

PLANNING DIVISION

PROGRAM DESCRIPTION

The Planning division provides support in the areas of current land use, legislative cases, transportation, long-range planning, community development and administration. The Division provides research and support for the Town Council, Planning Commission, Architectural Review Board, and the Transportation Safety Commission. Additionally, the Division is responsible for developing and updating the Town's Comprehensive Plan, development and review of the Historic District Design Guidelines and the Capital Improvements Program.

CURRENT STAFFING

The Planning Division consists of the Director of Community Development, a Planning Manager and a Historic Preservation Planner. The Director of Community Development, for budgeting purposes, is programmed in this division although the position's salary is split 50/50 between Planning and Development Services.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$421,484	\$320,238	\$333,412	\$362,878
OPERATING	\$193,717	\$174,392	\$257,427	\$153,859
CAPITAL OUTLAY	\$0	\$0	\$1,000	\$1,000
TOTAL	\$615,201	\$494,630	\$591,839	\$517,737

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Planning	4.14	4.14	4.39	2.50
FTE AMOUNT	4.14	4.14	4.39	2.50

BUDGET REQUEST / ANALYSIS

The budget for FY 2024 reflects an overall decrease when compared to FY 2023. The increase in Personnel expenses is due to COLA raises for staff as well as change in insurance elections. The Planning Division's Operating expenses have remained flat, except for the removal of the Information Technology allocation, which is what drove the decrease in expenses year over year. Capital expenses for furniture and fixtures remain flat.

DEVELOPMENT SERVICES DIVISION

PROGRAM DESCRIPTION

The Development Services Division provides support in the areas of zoning, erosion and sediment control, community development, and administration. The Division enforces the regulations of the Zoning and Subdivision Ordinance, Building Code and the Town Code. The Division also provides research and support for the Town Council, Board of Zoning Appeals, and Architectural Review Board. All plans for new construction, rehabilitation of existing structures and development of properties in the Town are reviewed and approved by the Development Services Division. Additionally, the Division is responsible for development review ordinances, rendering zoning verifications and determinations, addressing, reviewing and updating ordinances; all inspections for the Town to ensure compliance with Federal, State and Local ordinances for the protection of public health and safety with respect to the occupancy and sufficiency of property use and development. Inspection activities include building and fire code compliance, soil and erosion control, site development, utilities and zoning consistency. The Division also enforces the Building Maintenance and Fire Prevention Codes, provides technical advice to citizens, contractors and business owners, aids in the Town execution of public projects, and assists other Town staff members.

The division delivers a high level of service to the public and ensures a minimum standard of compliance with Town ordinances based upon both the mission and value statements adopted by the Town Council. The division strives to keep citizens, contractors, businesses and other staff members up to date on any Zoning Ordinance and Building Code changes.

Building Inspections is supported by the fees charged for the plan review and field work scheduled as part of the application process. The Town building fees continue to be reviewed to ensure that they sustain the services provided by the Town and reflect the appropriate cost of the permit and inspection process. Community Development monitors nearby and similar communities and the cost of Town services to update fees as appropriate. The use of outside expertise and professional services to accommodate the inspection load without arbitrarily increasing staff as a part of the budget has been an effective tool in assuring reasonable responses to the building community at the most cost-effective means.

CURRENT STAFFING

The Development Services Division is staffed by two Code Enforcement Officers, a Zoning Administrator, two Permit Technicians (split 75/25 with Stormwater Management fund), and a Zoning Official (split 75/25 with Stormwater Management fund). The Community Development Director's salary is allocated 50/50 between this division and Planning.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$434,268	\$419,015	\$457,444	\$731,553
OPERATING	\$69,387	\$79,098	\$169,241	\$25,750
TOTAL	\$503,655	\$498,113	\$626,685	\$757,303

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Development Services	4.48	4.72	4.97	6.75
FTE AMOUNT	4.48	4.72	4.97	6.75

BUDGET REQUEST / ANALYSIS

The budget for FY 2024 reflects an overall increase over FY 2023. Increases in Personnel expenses are related to a new position added to the budget for a Building Official, as well as COLA raises and increase overtime expenses to account for staff time spent working on committees. The Building Official would be responsible for building inspections and code enforcement, the duties are currently being performed by the Director of Public Works and Utilities.

The decrease in Operation expenses is due to the removal of the Motor Pool and Information Technology allocations from the department. Otherwise, Operating expenses were kept flat year over year.

VISITOR'S CENTER

PROGRAM DESCRIPTION

The Warrenton-Fauquier Visitor's Center is open five days a week to provide tourism and information services to the public about the Town and surrounding area. The Visitor's Center is located at 21 Main Street.

CURRENT STAFFING

The Visitor Center is staffed by two part-time positions.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$31,990	\$22,310	\$45,644	\$67,526
OPERATING	\$13,342	\$10,508	\$38,787	\$7,550
TOTAL	\$45,331	\$32,818	\$84,431	\$75,076

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Visitor Center	1.00	1.00	1.00	1.45
FTE AMOUNT	1.00	1.00	1.00	1.45

BUDGET REQUEST / ANALYSIS

The FY 2024 budget reflects a decrease compared with the current fiscal year. During FY 2023 there was one vacant position, which has now been filled and accounts for the small increase in Personnel expenses. In order to qualify as a Certified Tourist Information Center in Virginia, the Visitor's Center must be open year-round a minimum of five days per week, two of which should be Saturday and Sunday. As such, the Visitor's Center is staffed five days a week.

Operating expenses show a decrease related to the removal of the Information Technology allocation from the department. Other Operating expenses have remained flat year over year.

Funding in the amount of \$42,600 is provided annually by Fauquier County to support the efforts of the Visitors Center. This results in a net expenditure to the Town for FY 2024 of \$32,476.

PLANNING COMMISSION

PROGRAM DESCRIPTION

The Planning Commission is established by Section 2-162 of the Town Code as enabled by §15.2-2210 of the Code of Virginia. The Code of Virginia specifies in §15.2-2221 that the duties of Planning Commissions include the following tasks. To effectuate this chapter, the local planning commission shall:

1. Exercise general supervision of, and make regulations for, the administration of its affairs.
2. Prescribe rules pertaining to its investigations and hearings.
3. Supervise its fiscal affairs and responsibilities, under rules and regulations as prescribed by the governing body.
4. Keep a complete record of its proceedings; and be responsible for the custody and preservation of its papers and documents.
5. Make recommendations and an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction.
6. Prepare, publish and distribute reports, ordinances and other material relating to its activities.
7. Prepare and submit an annual budget in the manner prescribed by the governing body of the county or municipality.
8. If deemed advisable, establish an advisory committee or committees.

CURRENT STAFFING

The Planning Commission consists of a minimum of five (5) and a maximum of fifteen (15) members. The Planning Manager serves as staff support to the Commission.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$10,227	\$13,495	\$13,564	\$11,626
OPERATING	\$7,157	\$4,410	\$14,507	\$8,500
TOTAL	\$17,383	\$17,905	\$28,071	\$20,126

BUDGET REQUEST / ANALYSIS

The budget for the Planning Commission for FY 2024 shows a decrease as compared to the current year. The decrease is driven by the removal of the Information Technology Allocation from the department. Personnel expenses remained mostly flat, Planning Commissioners receive a monthly stipend of \$125.

BOARD OF ZONING APPEALS

PROGRAM DESCRIPTION

The Board of Zoning Appeals (BZA) is established by the Code of Virginia to hear and decide upon requests for special exceptions and appeals from any order, decision or determination made by an administrative officer enforcing the Town's Zoning or Subdivision Ordinance. The Board also interprets the district zoning map where uncertainty exists regarding the location of a district boundary and authorizes variances from the strict terms of the Zoning Ordinance where a clear hardship can be demonstrated. Nominations for the BZA are solicited by Town Council from the general public and are representative of the Town at-large. Recommendations for appointment are made to and approved by the Circuit Court.

CURRENT STAFFING

The Board consists of Chairman, Vice-Chairman and three members. The Zoning Administrator, Town Attorney and a part-time secretary provide staff support. The Board strives to provide quality and timely services to those citizens in need of Board actions. The meetings are regularly scheduled on the first Tuesday of each month.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$2,081	\$962	\$3,000	\$3,000
PERSONNEL	\$0	\$2,019	\$0	\$0
TOTAL	\$2,081	\$2,980	\$3,000	\$3,000

BUDGET REQUEST / ANALYSIS

The budget for the Board of Zoning Appeals is level funded for FY 2024. Operating expenditures include costs for advertising, printing, and professional services.

ARCHITECTURAL REVIEW BOARD

PROGRAM DESCRIPTION

The Architectural Review Board's (ARB) primary function is to review applications for construction, reconstruction, substantial exterior alteration, demolition, relocation and signage within the Town's historic district. In addition, the ARB assists the Town Council, Planning Commission and property owners in matters involving historically significant sites and buildings; advises owners of historic landmarks or contributing structures on preservation efforts; and proposes additions to the historic district. The ARB is supported by Town staff, which prepares reports for their review, schedules meetings and provides general administrative support.

Specific architectural services are obtained on occasion to advise the Board on unique structural details as the need arises. The Board meets monthly on the fourth Thursday and often meets on an as-needed basis to accommodate the needs of Town citizens.

CURRENT STAFFING

The ARB consists of a Chairman, Vice-Chairman and three other members appointed by the Town Council. The Preservation Planner and an Administrative Assistant provides staff support to the Board.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$4,683	\$2,826	\$4,844	\$4,844
OPERATING	\$793	\$499	\$7,541	\$3,250
TOTAL	\$5,476	\$3,325	\$12,385	\$8,094

BUDGET REQUEST / ANALYSIS

The budget for the Architectural Review Board for FY 2024 shows a decrease compared to FY 2023. This is due to the removal of the Information Technology allocation from the department. Members of the board receive a monthly stipend of \$75.

CONTRIBUTIONS TO OUTSIDE AGENCIES

PROGRAM DESCRIPTION

Contributions to outside agencies support community organizations that provide health and welfare services, education, arts and cultural programs, entertainment, and enrichment to the citizens of the Town.

BUDGET SUMMARY

DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
Aging Together	\$4,250	\$4,250	\$4,250	\$4,250
Allegro Community School for the Arts	\$9,000	-	-	-
Boys & Girls Club of Fauquier	\$7,650	\$7,650	\$7,650	\$7,650
Fauquier CADRE	\$1,530	-	-	-
Fauquier Community Action Committee	\$7,650	\$7,650	\$7,650	\$7,650
Fauquier Community Child Care	\$3,443	\$3,443	\$3,443	\$3,443
Fauquier Food Bank	\$2,869	\$2,869	\$2,869	\$2,869
Fauquier County Youth Orchestra	\$2,125	\$1,750	\$1,750	-
Fauquier Family Shelter Services	\$5,126	\$5,126	\$5,126	\$5,126
Fauquier Free Clinic	\$7,650	\$7,650	\$7,650	\$7,650
Fauquier Habitat for Humanity	\$8,500	-	-	-
Fauquier Historical Society	\$7,650	-	\$15,300	\$7,650
Gloria Dingus Music Alliance	\$2,125	-	-	-
Hospice Support of Fauquier	\$4,250	\$4,250	\$4,250	\$4,250
Laurel Ridge Community College	\$5,738	\$5,738	\$5,738	\$5,738
Leadership Fauquier	\$2,295	-	-	\$0
Literacy Volunteers	\$1,913	\$1,913	\$1,913	\$1,913
Piedmont Dispute Resolution Center	\$765	\$765	\$765	\$765
Winter Celebration of the Arts	\$4,500	\$0	\$0	\$0
TOTAL	\$89,029	\$53,054	\$68,354	\$58,954

BUDGET REQUEST / ANALYSIS

Aging Together

Aging Together provides programs and services to older adults in Warrenton. The program is a collaborative effort built on an alliance of organizations and individuals who actively participate in one or more County Teams and regional committees and work together across agencies, counties and interest areas. The program exists primarily due to the work of hundreds of volunteers who demonstrate the motivation and passion that make our communities better as we grow older. It has been recognized by state and national organizations as a leader in the field of aging. The organization requested a \$5,000 contribution.

Boys & Girls Club of Fauquier

The mission of the Boys & Girls Club is to help boys and girls of all backgrounds, especially those in need, to build confidence, to develop character and to acquire the skills needed to become productive, civic-minded, responsible adults. The organization requested a \$25,000 contribution. Town Manager has proposed a flat contribution with FY 2023.

Fauquier Community Action Committee (Head Start/Bright Stars Program)

The Fauquier Community Action Committee (FCAC) Head Start/Bright Stars program provides a quality comprehensive preschool program to children and families of low income in Fauquier County. The program is offered to 3- and 4-year-olds that meet the federal income poverty guidelines. The organization requested a \$7,650 contribution.

Fauquier Community Child Care

The Fauquier Community Child Care (FCCC) program, which provides affordable childcare in concert with Fauquier County Public Schools, provides an important childcare service to Warrenton residents at Brumfield, Bradley and P.B. Smith Elementary Schools. The organization requested a \$4,500 contribution.

Fauquier Community Food Bank / Thrift Store

The Fauquier Community Food Bank / Thrift Store provides food and household provisions to residents of Fauquier County living below federal poverty guidelines. The organization requested a \$5,000 contribution.

Fauquier Family Shelter Services

Fauquier Family Shelter Services (FFSS) was established in 1988 by concerned individuals and social service agencies to alleviate the pain of poverty and homelessness in Fauquier County. FFSS provides the only emergency shelter in the County and provides an intensive one-year program at nearby Vint Hill to assist families in transitioning from being homeless to maintaining stable and independent living. The organization requested a \$6,100 contribution.

Fauquier Free Clinic

The clinic provides primary medical care to uninsured residents with a special effort to include all children. Local practitioners who volunteer their time and talent provide all medical and dental care. The Town's donation will be used to purchase medications for uninsured residents of the Town and to support operations. The organization requested funding of \$9,000.

Fauquier Historical Society

The Fauquier Historical Society operates the Old Jail Museum, which is centrally located in the Town of Warrenton and open six days a week. The purpose of the organization is to preserve and maintain objects, documents and other memorabilia of historic interest pertaining to the County of Fauquier, the Commonwealth of Virginia, or the United States. The organization requested a \$10,000 contribution. Town Manager has proposed a flat contribution with FY 2021, as FY 2023 consisted of the contribution for both FY 2022 and FY 2023.

Hospice Support of Fauquier

Hospice Support of Fauquier is a non-profit organization with a mission to provide non-medical supportive care to people with chronic disease or life-threatening illness, and their caregivers. Hospice Support of Fauquier has received contributions from the Town in years past. The organization requested a \$5,000 contribution.

Laurel Ridge Community College Foundation

Since 2017, the Town has provided funding to offer two scholarships for one year for Town of Warrenton residents. The program consists of an academic scholarship and a work force scholarship. LRCC requested funding of \$6,000.

Literacy Volunteers of Fauquier County

The overarching goals of Literacy Volunteers of Fauquier County (LVFC) are to improve the reading, writing, basic communication, study and computer skills of adults in our community and to promote learning as a fundamental goal. LVFC provides these services at their headquarters in Warrenton, the Warrenton Library and at other cooperative sites throughout the County. They also provide one-on-one tutoring in reading, writing, and math skills as well as English as a Second Language (ESL). The organization requested funding in the amount of \$2,500.

Piedmont Dispute Resolution Center

The staff at the Piedmont Dispute Resolution Center works with the court system and are assigned by the courts to a wide range of mediation responsibilities involving juvenile and domestic abuse, domestic problems, divorce, and juvenile issues. In addition, the Center trains peer mediators for the school system who are often able to resolve issues between students before they escalate into serious problems. The organization requested funding of \$765.

NONDEPARTMENTAL

PROGRAM DESCRIPTION

This function includes the funding for, Transportation Services, the Main Street Program, Virginia Commission for the Arts, and the Warrenton Volunteer Fire Company.

BUDGET SUMMARY

DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED	Change
Transportation Services	\$125,665	\$127,795	\$127,795	\$165,666	\$37,871
Main Street Program	-	\$65,000	\$65,000	\$65,000	-
VCA CCP Program	\$9,000	\$9,000	\$9,000	\$9,000	-
Warrenton Caboose	-	\$850	\$850	-	\$ (850)
Warrenton Volunteer Fire Company	-	-	\$150,000	\$150,000	-
TOTAL	\$ 134,665	\$ 202,645	\$ 352,645	\$ 389,666	\$ 37,021

BUDGET REQUEST / ANALYSIS

Transportation Services

Operated by Virginia Regional Transit (VRT), the Circuit Rider provides access to affordable transportation for Town residents. Federal funding covers 50% of the expenses associated with the program, 32% represents the Town's share of funding, and the remaining 18% is provided by the State. Although the COVID-19 pandemic hindered many government, nonprofit, and business services provided to residents, Warrenton Circuit Rider routes continued uninterrupted throughout the pandemic. The Town will continue to fund the federally prescribed local match total of \$165,666. The PATH Foundation has committed \$53,429 to offset the Town's cost-share.

Main Street Program

The Main Street Program function is provided by Experience Old Town Warrenton (EOTW), a community non-profit organization committed to building a Main Street District of thriving business, history, and social activities. The Program envisions a vibrant, beautified Old Town Warrenton with a focus on a dynamic, organized district of retail and restaurants that preserves and builds upon our historic character. Such vitality fosters opportunities for growth: economically, socially, and culturally. This vision supports and attracts businesses and visitors, and just as importantly, directly enhances the quality of life for the residents of our community. EOTW has requested an additional \$10,000 for FY 2024, but flat funding has been proposed by the Town Manager.

Virginia Commission for the Arts (VCA) Creative Communities Partnership Program

This program typically funds a Summer Concert Series in the Town.

Warrenton Volunteer Fire Company

Until mid-FY 2022, the Town of Warrenton provided support to the Warrenton Volunteer Fire Company in the form of funding for two full-time firefighters and a capital allocation of \$150,000 for the maintenance and upgrade of its apparatus. Although the Fire and Rescue Services personnel have transferred to Fauquier County, the Town continues to provide the capital support.

DEBT SERVICE

PROGRAM DESCRIPTION

This function includes the funding for principal and interest payments for General Fund lease/purchase agreements and general obligation bonds.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY2024 PROPOSED
DEBT SERVICE	\$967,596	\$899,701	\$855,618	\$824,238
TOTAL	\$967,596	\$899,701	\$855,618	\$824,238

BUDGET REQUEST / ANALYSIS

Debt service payments totaling \$824,238 are budgeted for FY 2024. This consists of \$500,000 in principal payments and \$324,238 in interest payments. The chart to the right shows the principal and interest requirements in support of each issuance.

Issued for	Principal	Interest	Total
WARF	\$ 385,000	\$ 210,766	\$ 595,766
Town Hall	\$ 115,000	\$ 113,472	\$ 228,472
Total	\$ 500,000	\$ 324,238	\$ 824,238

During FY 2023, the Town made the final payment under the 2017 capital lease, which was issued for the purchase of police vehicles.

TRANSFERS

PROGRAM DESCRIPTION

This function accounts for the transfer of funds from the General Fund to other funds as necessary to supplement operations and capital programs.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
TRANSFERS	\$1,108,755	\$1,700,744	\$200,000	\$3,809,738
TOTAL	\$1,108,755	\$1,700,744	\$200,000	\$3,809,738

BUDGET REQUEST / ANALYSIS

The FY 2024 requested transfers to the Capital Improvement Program Fund and Capital Asset Replacement Fund represents the difference between the total estimated costs of the projects budgeted in the Capital Improvement Program and the General Asset Replacement Fund.

CAPITAL IMPROVEMENT PROGRAM FUND

Budgeted amounts for the Capital Improvement Program (CIP) Fund are derived from the first year of the five-year (CIP) document each year. The CIP is updated annually, at which time the schedule and projects are evaluated, and any new projects may be added. The threshold for inclusion is \$100,000 and an estimated useful life of at least 10 years. The CIP document is presented to the Planning Commission for comments prior to being forwarded to Council each year. The Planning Commission typically conducts a work session followed by a Public Hearing on the CIP. Their recommendations are considered by the Town Manager in the formulation of the budget for the Capital Improvement Program Fund. The CIP document may be found under a separate tab in the budget binder.

Revenue that is specifically related to projects is budgeted within the Capital Improvements Program Fund, with the balance financed by a transfer from the General Fund.

BUDGET SUMMARY

CAPITAL IMPROVEMENT PROGRAM FUND REVENUE

	FY 2023 ADOPTED	FY 2024 PROPOSED
TRANSFERS IN	\$50,000	\$2,770,359
TOTAL	\$50,000	\$2,770,359

CAPITAL IMPROVEMENT PROGRAM FUND EXPENDITURES

	FY 2023 ADOPTED	FY 2024 PROPOSED
CAPITAL OUTLAY	\$50,000	\$2,770,359
TOTAL	\$50,000	\$2,770,359

LOCAL REVENUE

TRANSFERS FROM GENERAL FUND

This is the balance of funding necessary to implement the requirements of the annual CIP program. In FY 2023 there was a significant reduction in the required transfers due to projects being offset by ARPA funding.

CAPITAL IMPROVEMENT PROGRAM EXPENDITURES

PROGRAM DESCRIPTION

The Capital Improvements Fund represents the best efforts of the Town's citizens, Council, staff, and Planning Commission to identify and recommend major construction projects over the next five years for the Town in a manner which allows for long-range fiscal planning utilizing available tax dollars. The first year of the Capital Improvement Plan, as amended during the budget process, is funded in the Town's annual budget. Comparisons to the prior year, apart from overall dollar amount, are not provided as the types of projects from one year to the next vary a great deal.

BUDGET SUMMARY

	FY 2024 PROPOSED
BROADVIEW AVENUE (VDOT)	\$1,000,000
MAIN STREET REPAVING	\$375,000
PUBLIC WORKS FACILITY RELOCATION	\$335,000
CAPITAL PROJECTS CONTINGENCY	\$251,851
SIDEWALK HANDICAP RAMPS	\$250,000
WATERLOO IMPROVEMENTS	\$250,000
SIDEWALK CONSTRUCTION	\$158,508
EVA WALKER PARK IMPROVEMENTS	\$100,000
PARKS AND RECREATION MASTER PLAN	\$50,000
TOTAL	\$2,770,359

PROJECT DESCRIPTIONS

Broadview Avenue (VDOT)

The goal of this project is to improve safety and access management to businesses. The project originated as a VDOT Urban Project which is currently in the design phase with construction grant funding requested under SMART Scale and Highway Safety Improvement programs. Raised medians, landscaping, stormwater management, pedestrian safety and evaluation for potential additional signalization along the corridors between Waterloo Street and Winchester Street intersection. Approximately \$512,000 was provided (and currently held in escrow by VDOT) by Primary Road Paving Funds for Broadview Avenue approved in FY18. The project was approved for funding under SMART Scale Round 2. \$488,000 was allocated in FY22 for this project, and an additional \$1,000,000 was committed by Town Council to address rising costs and supplement Smart Scale funding.

Main Street Repaving

Main Street's pavement is at a critical point. Project TW-010, Improvements to Main Street, calls for sidewalk improvements in conjunction with repaving to the 5th street intersection. Construction for TW-010 is not projected to be completed until FY28. The pavement will not last that long in its current state, necessitating the need to repave it now. The road will be milled 2" and repaved with an SM9.5 asphalt surface. Any crosswalks, curbs, or gutter with hazards will be repaired to specifications. Sidewalks will be evaluated as-needed.

Public Works Facility Relocation

Relocation of the public works facility following the Town's boundary line adjustment. First phase is to fund the completion of engineering study to include the entire area of the proposed layout of the proposed building, geo-technical study, preliminary zoning, and preliminary site plan work.

Capital Projects Contingency

For FY 2024 a contingency is built into the budget for all capital projects. The contingency is set at 10% of total Town funding for each project and ensures that the Capital Improvement Program is budgeted conservatively and takes into account the possibility for project overruns or the identification of additional work needed to complete project goals.

Sidewalk Handicap Ramps

Sidewalk improvements for handicap curb cut ramps are needed throughout Town. This project is an effort to bring sidewalks that are continuing to deteriorate as well as improving sidewalks to better meet Americans with Disabilities Act (ADA) accessibility needs. At this time, an estimate up to 100 curb cut ramps throughout Town will need to be improved at a cost of \$2,500 each.

Waterloo Improvements

Waterloo Street is part of the Walkability Audit analysis to address speeding and safety along the residential corridor. As data collection and assessments continue, next steps are to survey the entire corridor, add vertical treatments, and engineer drainage. Then, as data states what is needed to meet the goals, install next set of safety improvements. Community engagement will continue to be part of the solution process.

Sidewalk Construction

Construction of missing and deteriorated sections of sidewalk at locations in the Town to provide safe pedestrian corridors as follows:

FY24 - Academy Hill Road sidewalk from High Street to Sterling Court.

Eva Walker Park Improvements

The FY24 estimate provides for cost estimations and construction drawings for the total master plan concept in conjunction with site analysis, soils and geotech testing, survey and site investigation. The future year estimate is for construction of a natural amphitheater.

Parks and Recreation Master Plan

Funding will be used to develop a Parks and Recreation Master Plan for the town to guide long term investments.

GENERAL ASSET REPLACEMENT FUND

PROGRAM DESCRIPTION

The purpose of the fund is to plan for the ongoing replacement of the Town's existing vehicles, equipment, and major systems. By annually updating a five-year asset replacement plan, the Town strives to provide cash funding to cover planned replacements.

The Town adheres to a Fleet Vehicle and Equipment Replacement Policy, which utilizes metrics regarding vehicle maintenance and repair costs in addition to age and mileage to determine when it is more cost-effective to the Town to replace a vehicle. Another large category of expense is the maintenance and replacement of computers, servers and networks. The Information Technology Plan calls for the replacement of such equipment based on the useful life of the assets.

For FY2024 the General Asset Replacement expense amount is funded by a transfer from the General Fund. In FY 2023, ARPA funding was utilized to cover \$1,036,866 in asset replacements.

SUMMARY OF GENERAL ASSET REPLACEMENT BUDGET

GENERAL ASSET REPLACEMENT FUND REVENUE

	FY 2023 ADOPTED	FY 2024 PROPOSED
TRANSFERS IN	\$150,000	\$1,646,350
TOTAL	\$150,000	\$1,646,350

GENERAL ASSET REPLACEMENT FUND EXPENDITURES

	FY 2024 PROPOSED
POLICE DEPARTMENT VEHICLES	\$360,000
FLEET REPLACEMENT PROGRAM	\$330,000
ERP SYSTEM	\$300,000
FACILITIES IMPROVEMENTS	\$115,000
ELEVATOR REPLACEMENT	\$100,000
IT ASSET REPLACEMENT	\$66,200
WARF PARKING LOT	\$55,000
TRAFFIC LIGHT UPDATES	\$52,650
BASKETBALL COURT RESURFACING	\$50,000
HVAC REPLACEMENT	\$50,000
GUARDRAIL REPLACEMENT	\$50,000
SIGN REPLACEMENT	\$45,000
STRATEGIC FACILITIES MASTER PLAN	\$40,000
FITNESS EQUIPMENT REPLACEMENT	\$25,000
RESURFACE TRAILS	\$7,500
TOTAL	\$1,646,350

REVENUE

Transfers

The funding for the FY 2024 General Asset Replacement Fund will be transferred from the unassigned fund balance in the General Fund.

EXPENDITURES

Police Department Vehicles

Purchase of four hybrid police explorer units. These units would be assigned to the patrol division. The current cost of one up-fitted patrol unit has increased to \$60,000 due to materials and vehicle price increases.

Fleet Replacement Program

Scheduled fleet replacements per the adopted fleet replacement plan. Includes trucks, snowplows, and a wheel loader for FY 2024.

Enterprise Resource Planning (ERP) System

In order to meet the needs of the Town's Finance Department, and provide revenue collection services for the citizens and businesses, the Information Technology Department recommends the replacement of our current financial software. Adhering to best practices is key to good governance.

Facilities Improvements

Includes roof replacements, energy management, and asphalt resurfacing for FY 2024.

Elevator Replacement

Replacement of the original elevator in the 21 Main Street Building. This unit is over 50 years old and overdue for a retrofit. The replacement unit will feature non-proprietary parts, unlike our current unit, which is manufacturer specific. The current unit was also out of service for three months while waiting for parts to be fabricated for the unit.

Information Technology Asset Replacement

The Town utilizes various forms of hardware to perform daily functions. That hardware requires replacement within a scheduled time frame. The items to be replaced are desktop computers, laptops, mobile devices, network equipment and servers.

WARF Parking Lot

Repave and restripe parking lot at WARF.

Traffic Light Updates

Replacement of hardware and components of the Traffic Signal System within the town. This project would ensure the success of our aging traffic signal network. There may be an opportunity for fiber integration into the traffic boxes with updates of hardware. The budget is formed based on an annual 6.5% of the \$90,000 in hardware that each traffic box houses. The lights in the system are: Blackwell Road, North Hill Drive, Fletcher Drive, Branch Drive, Rt. 17 & Winchester Street, Rt. 211, Van Roijen St., Carriage House Ln., and Culpeper Street. FY 24 will focus on establishing a communication network between intersections to allow for condition monitoring and outage reporting.

Guardrail Replacement

Several guardrails throughout Town are in need of replacement. The estimates for the project were done in 2017 and never budgeted

Basketball Court Resurfacing

Resurface the current basketball court at Eva Walker Park.

HVAC Replacement

HVAC study & subsequent partial replacement of multiple HVAC systems at the Police Department. The department has eight (8) units that were installed in 2002. All of these units are at/or beyond the end of their useful life. The building struggles with HVAC issues on a frequent basis. A study will need to be conducted to analyze the systems and their application. The building has frequent humidity problems that are contributing to the HVAC issues.

Sign Replacement

Replacement of signs, posts, bases, and hardware. The project will replace out of compliance signs. The list of streets will be available based on the annual condition assessment that is reported by facilities & fleet management. The project will allow a contractor to replace all out of compliance signs in the selected area at once. The first year also covers a reflectometer tool that will assist with inventory of our signs.

Strategic Facilities Master Plan

The strategic facility plan (SFP) is the platform upon which to create scenarios and develop potential solutions that will help us sustain our facilities, land, and associated properties. Facilities are the second largest investment, with the largest being human capital. This means that every decision should be linked back to the SFP. This plan will become the stepping stone leading us into all replacement, modification, and renovation projects. The project will also help align our capital asset replacement projects back to a planned goal adopted by our governing body in conjunction with the comprehensive plan 2040.

Fitness Equipment Replacement

Replace 14 spin bikes, and replace 24 computers for spin bikes.

Resurface Trails

Crack seal repairs and new seal coat for the walking trails at Warrenton Sports Complex.

WATER & SEWER OPERATING FUND

PROGRAM DESCRIPTION

The Town's Water and Sewer Operating Fund, which includes all revenues and expenses for the production and distribution of drinking water, and collection and disposal of sewage in Warrenton and certain areas surrounding the Town, is an Enterprise Fund. Monies used to support this budget are derived via monthly collections for services used by the Town's 5,011 residential and business accounts, plus other miscellaneous charges. The Town conducted a rate study in Fiscal Year 2022 and a small update to that study in Fiscal Year 2023. The service rates included in this budget are based on the results of that study.

SUMMARY OF BUDGET

WATER & SEWER OPERATING FUND REVENUE

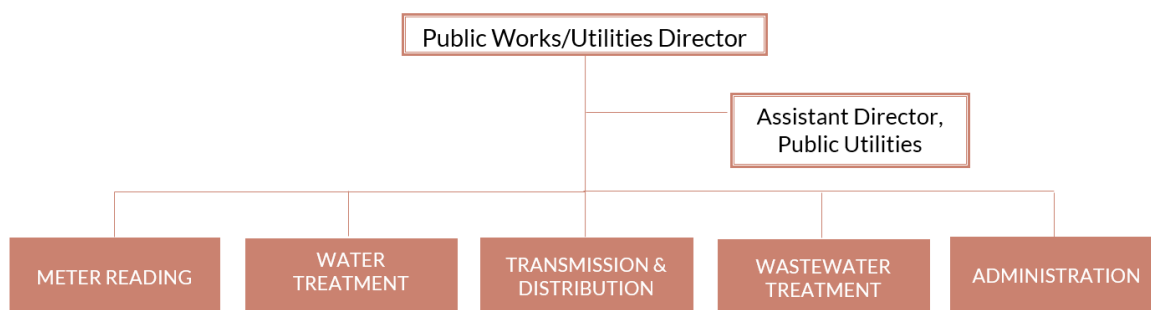
	FY 2023 ADOPTED	FY 2024 PROPOSED
CHARGES FOR SERVICES	\$6,265,142	\$7,012,774
USE OF FUND BALANCE	\$153,786	\$867,053
USE OF MONEY/PROPERTY	\$125,000	\$135,000
MISCELLANEOUS REVENUE	\$40,000	\$55,000
PERMITS & FEES	\$13,005	\$13,005
TOTAL	\$6,596,933	\$8,082,832

WATER & SEWER OPERATING FUND EXPENDITURES

	FY 2023 ADOPTED	FY 2024 PROPOSED
WASTEWATER PLANT OPERATION	\$2,193,364	\$2,443,307
WATER TREATMENT PLANT	\$1,500,224	\$1,411,414
WATER/SEWER ADMINISTRATION	\$985,412	\$1,479,272
DEBT SERVICE	\$755,189	\$1,193,627
TRANSMISSION AND DISTRIBUTION	\$866,401	\$800,716
METER READING	\$296,343	\$263,666
TRANSFERS	\$0	\$490,830
TOTAL	\$6,596,933	\$8,082,831

CURRENT STAFFING

Detail regarding the staffing for each department is described in the following sections.



WATER & SEWER OPERATING REVENUES

The following table provides a multi-year comparison of Water and Sewer Revenues by Source.

The Town conducted a rate study in Fiscal Year 2022. This budget projects a planned increase in rates effective July 1, 2023 based on the results of the study.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERMITS & FEES	\$12,375	\$10,200	\$13,005	\$13,005
USE OF MONEY/PROPERTY	\$164,365	\$256,784	\$125,000	\$135,000
CHARGES FOR SERVICES	\$5,401,590	\$5,527,377	\$6,265,142	\$7,012,774
MISCELLANEOUS REVENUE	\$36,675	\$85,019	\$40,000	\$55,000
FEDERAL REVENUE	\$28,054	\$23,007	\$0	\$0
USE OF FUND BALANCE	\$0	\$0	\$153,786	\$867,053
TOTAL	\$5,643,060	\$5,902,388	\$6,596,933	\$8,082,832

LOCAL REVENUE

Permits & Fees

This category includes fees for establishing new service, late fees and reconnection fees. The estimate is based on historical revenue. For FY2024, the revenue in this category is estimated to be \$13,005, flat with the current year. The following table shows the current fees:

Fee Type	Fee
New Service	\$25
Security Deposit	\$150 residential & commercial
Late Fee	\$5
Reconnection Fee	\$40

Use of Money & Property

The Town owns two residential properties located on the water plant and reservoir grounds. These properties are leased to Town employees at market rates and adjusted annually based on the Consumer Price Index. The Town also generates revenue from leasing space on the Town's water tower to telecommunications companies. Currently, there are four major carriers.

Interest and investment revenue fluctuate with the general economic conditions and the level of utility fund cash balances. The FY 2024 estimate is increased compared to FY 2023 to reflect the current and projected interest rate environment.

Charges for Services

The Town currently provides water and sewer services to approximately 5,011 residential and commercial customers. The past year has been fairly static, with a net increase of 64 accounts. The estimated revenue for charges for services in the budget is based on preliminary recommendations from the Water and Sewer rate study conducted by NewGen.

The current rate schedule is listed below, followed by the proposed schedule that would be effective July 1, 2023.

Base Charge (for usage <2,000 gallons):						
Meter Size	IN TOWN RATES			OUT OF TOWN RATES		
	Water	Sewer	Total	Water	Sewer	Total
5/8	\$6.43	\$12.56	\$18.99	\$9.65	\$18.84	\$28.49
¾	9.65	18.84	28.49	14.47	28.26	42.73
1	16.08	31.40	47.48	24.11	47.10	71.21
1 ½	32.15	62.80	94.95	48.23	94.20	142.43
2	51.44	100.48	151.92	77.16	150.72	227.88
3	112.53	219.80	332.33	168.79	329.70	498.49
4	202.55	395.64	598.19	303.82	593.46	897.28
6	417.95	816.40	1,234.35	626.93	1,224.60	1,851.53
8	514.40	1,004.80	1,519.20	771.60	1,507.20	2,278.80
Commodity Rate, per 1,000 gallons						
Usage	Water	Sewer	Total	Water	Sewer	Total
> 2,000	\$7.13	\$10.07	\$17.20	\$10.70	\$15.11	\$25.81

PROPOSED RATES, EFFECTIVE JULY 1, 2023:

Base Charge (for usage <2,000 gallons):						
Meter Size	IN TOWN RATES			OUT OF TOWN RATES		
	Water	Sewer	Total	Water	Sewer	Total
5/8	8.78	13.35	22.13	13.17	20.03	33.20
3/4	13.17	20.03	33.20	19.76	30.04	49.80
1	21.95	33.38	55.33	32.93	50.06	82.99
1 1/2	43.90	66.75	110.65	65.85	100.13	165.98
2	70.24	106.80	177.04	105.36	160.20	265.56
3	153.65	233.63	387.28	230.48	350.44	580.92
4	276.57	420.53	697.10	414.86	630.79	1,045.65
6	570.70	867.75	1,438.45	856.05	1,301.63	2,157.68
8	702.40	1,068.00	1,770.40	1,053.60	1,602.00	2,655.60
Commodity Rate, per 1,000 gallons:						
Usage	Water	Sewer	Total	Water	Sewer	Total
> 2,000	10.20	10.70	20.90	15.30	16.05	31.35

Miscellaneous Revenue (Recoveries & Rebates)

Revenues generated in this category are minor in nature and difficult to estimate on other than a historical trend basis. Included are costs expended or incurred, then recovered. This category also includes charges for the sale of meters and other connection materials charged directly to contractors or homeowners. This figure is based on new connections projected for the coming year.

Transfers

Estimates for revenues and expenditures for FY 2024 for the Water and Sewer Operating Fund show a deficit, this requires a transfer from reserves to fully fund the program.

WATER & SEWER OPERATING EXPENSES

During calendar year 2022, the water and wastewater treatment plants continued to operate within treatment parameters as issued by the Virginia Departments of Health and Environmental Quality. The water treatment plant produced an average of 1,185,048 gallons of potable water per day and the wastewater treatment plant treated approximately 1,980,000 gallons of sewage per day. Both numbers are below the 2.5 million gallons per day permitted for the wastewater plant and the 2.3 million gallons per day (MGD) permitted for the water resources.

The overall operating budget is an increase over FY 2023. Capital outlay, chemicals, and electrical costs for water/sewer treatment continue to be major expenditures.

The water treatment plant is in its twelfth year of operation since the upgrade to 3.4 million gallons per day capacity. A new chemical building was completed at the end of 2020 and was the last major facility upgrade. Water production for the past four years has remained fairly constant.

The Meter Reading functions with only one person supplemented by help from the Transmission and Distribution division. Over 90% of the meters are remote or touch read. The remaining manual read meters are being addressed on an individual basis under the operating budget. The metering system is reaching a point that unaccounted water may be due to remote read meters reaching the unit battery life and needing replacement. Thus, the adopted budget includes a significant increase in the section "meters and supplies" line for replacements. New construction units are installed with the latest devices. The material cost of the meter is paid by the builder through the meter fee.

The Transmission and Distribution (T&D) section continues to be on a maintenance related budget with a primary focus on servicing of the extensive and aging water-sewer system and new construction only for minor projects. The program includes more flushing of waterlines, adherence to the established schedule for annual and biannual valve & hydrant inspection and more frequent cleaning of sewer lines to prevent backups.

The wastewater treatment plant permit requires annual reporting to the Department of Environmental Quality on the activities of the collection maintenance and operation maintenance program by August of each year.

BUDGET SUMMARY

Detail regarding the expenses for each department is described in the following sections.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
UTILITIES				
METER READING	\$182,442	\$162,769	\$296,343	\$263,666
WATER TREATMENT PLANT	\$1,044,258	\$1,074,607	\$1,500,224	\$1,411,414
TRANSMISSION AND DISTRIBUTION	\$712,771	\$661,796	\$866,401	\$800,716
WASTEWATER PLANT OPERATION	\$1,810,558	\$2,036,536	\$2,193,364	\$2,443,307
WATER/SEWER ADMINISTRATION	\$710,841	\$840,460	\$985,412	\$1,479,272
UTILITIES TOTAL	\$4,460,870	\$4,776,167	\$5,841,744	\$6,398,374
TRANSFERS	\$0	\$688,131	\$0	\$490,830
DEBT SERVICE	\$382,881	\$438,089	\$755,189	\$1,193,627
TOTAL	\$4,843,751	\$5,902,388	\$6,596,933	\$8,082,831

Goals, Objectives, and Measures

Mission: To deliver exceptional government service; To uphold standards established to protect the Public Health, Safety, and Welfare of all residents, business owners, and visitors; To provide an environment where people enjoy living, working, playing, and investing, while providing responsible management of public resources to meet the challenges of today and tomorrow. Provide professional customer service in maintenance and replacement of water and waste water delivery lines and infrastructure.

The following goals and objectives have been identified by the departments in the Water & Sewer Fund.

Goals	Objectives	Performance Metrics
Produce potable water that complies with all state and federal agencies	• Increase resiliency	• Able to produce water in all conditions
	• Increase Capacity & Quality	• Ensure all water tests are passed
	• Ensure adequate staffing numbers are met	• Able to adapt to increasing Regulations
Ensure all water demands are met	• Ensure demands and delivery capabilities are met	• Adequate storage capacity
		• Infrastructure maintained & in good working order
		• Ensure adequate chemical stores are on site
Implement the Upgrade and Expansion Report	• Develop CIP and CARP to identify and map out improvements	• Gain approval for phase 1 projects
	• Establish the timeline for upgrades and expansion	• Engage contractors as needed
		• Establish the phase 2 and 3 projects

METER READING

PROGRAM DESCRIPTION

The Meter Reading Division is responsible for the reading of an average of 5,000 water meters and providing the data to the Finance Department for billing and revenue collection. In addition, the section provides routine maintenance to all customer meters, to include the thawing of frozen meters due to extreme cold weather, the inspections required under the State's cross connection and backflow prevention programs, periodic calibration, and replacement of unserviceable meters. The accuracy of readings is critical and enables the Town to collect the optimum amount of revenue possible with the most reliable meter data. The meter calibration testing frequency depends upon their annual usage, wear and tear and potential for revenue loss or generation. Staff also responds to customer concerns relative to unusually high or low water bills and often assists customers in identifying leaks in their service lines or homes and businesses. Staff also provide "Locate" services when needed for construction projects and as requested through 811 calls.

CURRENT STAFFING

The Meter Reading Division is staffed by one full-time employee with supplemental help from Transmission and Distribution section.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$104,708	\$97,214	\$219,595	\$170,365
PERSONNEL	\$77,020	\$65,554	\$76,728	\$93,281
CAPITAL OUTLAY	\$714	\$0	\$20	\$20
TOTAL	\$182,442	\$162,769	\$296,343	\$263,666

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Meter Department	1.00	1.00	1.00	1.00
FTE AMOUNT	1.00	1.00	1.00	1.00

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for the Meter Reading Division reflects an increase over FY 2023. Operating expenses decreased due to the removal of the Information Technology and Motor Pool allocations. The decrease was slightly offset due to increases for materials and supplies due to inflation. On the Personnel side, increases are related to COLA raises for staff as well as a change in health insurance election. Capital expenses related to furniture and fixtures remained flat year over year.

WATER TREATMENT PLANT

PROGRAM DESCRIPTION

The Water Treatment Plant Division is responsible for the safe and efficient operation of the Town's municipal water supply assets, which consist of the Water Treatment Plant (WTP), wells and reservoirs. The operation strives to provide safe, aesthetically pleasing, and pleasant tasting water to meet the demands of the Town's over 5,000 residential and commercial customers. Included in the budget is the continued long-term maintenance and servicing of the three water storage tanks (a 200,000 gallon backwash tank at the treatment plant, the 500,000 gallon elevated tank and the 1,500,000 gallon ground storage tank).

Energy and chemicals continue to be major cost elements, fortunately both are projected for cost increases. General maintenance and the replacement of components are on the rise due to age and the rise in costs for parts and instrumentation, but expenditures are held down by staff performing more maintenance in house and only contract out as needed.

The plant continues to operate 12 to 16 hours per day, 365 days a year. There were no permit violations or inspection deficiencies during calendar year 2022. The EPA is constantly evaluating unregulated contaminants for consideration to add to the treatment requirements.

CURRENT STAFFING

The water treatment plant is staffed by one part time and seven full-time employees.

FY 2023 HIGHLIGHTS

1. Inspected dams and provided maintenance as required;
2. Identified needed upgrades and maintenance and implemented as necessary;
3. Continued with engineering for new clear wells and pumping station

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$489,997	\$604,570	\$774,437	\$744,808
PERSONNEL	\$545,313	\$429,901	\$651,787	\$656,256
CAPITAL OUTLAY	\$8,949	\$40,135	\$74,000	\$10,350
TOTAL	\$1,044,258	\$1,074,607	\$1,500,224	\$1,411,414

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Water Treatment Plant	6.73	6.73	6.73	7.73
FTE AMOUNT	6.73	6.73	6.73	7.73

BUDGET REQUEST / ANALYSIS

The FY 2024 budget reflects a decrease when compared to the FY 2023 budget. This is due to the decrease from the removal of the Motor Pool and Information Technology allocations partially offset by the increase in costs for materials and supplies.

Personnel expenses remained relatively flat due to the net effect of COLA increases for staff and a decrease in expenses for extra help for the department. Capital Expenses for FY 2024 are related to the purchase of equipment for the division.

TRANSMISSION & DISTRIBUTION

PROGRAM DESCRIPTION

The Transmission and Distribution Division is responsible for the daily maintenance, repair, and servicing of 89 miles of water line and 69 miles of sewer. Activities include repairing main breaks, replacing old and deteriorated water and sewer lines, maintaining water and sewer line easements, clearing obstructions from clogged sewage lines, collecting data with flow meters to identify high areas of inflow and infiltration in the gravity sewage system. The water system is flushed twice a year to remove sediments and minerals from the main lines. The 751 fire hydrants and valves are serviced annually.

The division continues to focus in the coming year on the maintenance and servicing of the extensive and aging water-sewer system. The program includes flushing of waterlines, adherence to the established schedule for annual and biannual valve and hydrant inspections, and more frequent cleaning of sewer lines to prevent backups. This is a continuing effort of conducting Inflow and Infiltration rehabilitation work to identify inflow and infiltration sources, and make necessary improvements.

CURRENT STAFFING

The Transmission and Distribution Division is staffed by seven full-time employees.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$552,653	\$480,367	\$616,677	\$622,116
OPERATING	\$157,693	\$181,428	\$225,224	\$154,100
CAPITAL OUTLAY	\$2,425	\$0	\$24,500	\$24,500
TOTAL	\$712,771	\$661,796	\$866,401	\$800,716

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Transmission and Distribution	8.00	8.00	8.00	7.00
FTE AMOUNT	8.00	8.00	8.00	7.00

BUDGET REQUEST / ANALYSIS

The FY 2024 budget reflects a decrease over the current budget. The increase in personnel due to COLA raises was partially offset by the reduction of full time equivalents and personnel expenses allocated to the department. The decrease in Operating expenses is due to the removal of the Motor Pool and Information Technology allocations and was slightly offset by increases in materials and supplies costs due to inflation. Expenses in the capital category remain the same.

WASTEWATER TREATMENT

PROGRAM DESCRIPTION

The Wastewater Treatment Plant (WWTP) Division is responsible for processing of the community's sanitary sewage to regulatory standards to protect the downstream environment. Laboratory testing is performed on the wastewater and receiving waters to ensure compliance with receiving stream standards or discharge requirements put in place by the Department of Environmental Quality (DEQ). Testing for Biochemical Oxygen Demand, Total Suspended Solids, Total Residual Chlorine, pH, Dissolved Oxygen, Total Kjeldahl Nitrogen, and Ammonia are tested daily. Annual testing includes the Toxic Monitoring Program, 503 Sludge monitoring, and the annual Pretreatment report submitted by Town staff.

The wastewater plant is rated as a 2.5 million gallons per day (MGD) Class I facility. Treatment begins at the head works with screening and grit removal, followed by primary sedimentation. The second process involves the new Moving Bed Bio Reactors (MBBR). The third phase employs chemical coagulation and flocculation followed by secondary sedimentation. The final stage of treatment includes nutrient removal via deep bed filtration, disinfection with ultraviolet lamps, and post aeration before discharge into the unnamed tributary to Great Run. Sludge that is generated by the treatment process is anaerobically digested, dewatered by a 2 meter belt press, hauled away by an outside contractor and land applied. In addition to the operation of the wastewater treatment plant, this department is also responsible for the operation and maintenance of eight sanitary sewer pump stations.

Costs for chemicals, energy and general repairs continue to be major portions of the budget. The plant is meeting the nutrient reduction goals/limits set by DEQ. The WWTP continues to require identification and prioritization to replace many of the plant components which are at end of life. A major effort this year is to initiate a newly organized CIP project list to address the necessary improvements for the next five years. The priorities of these projects is based on the age of the equipment, the status of the operation of the equipment, the function within the process, the single point failure concerns, and the objective of meeting the target of operational capacity by the year 2030. This capacity target was established in the 2022 Capacity Study recently completed and is being used as a reference for prioritizations of equipment upgrades.

CURRENT STAFFING

The Wastewater Treatment Plant Division is staffed by eleven full-time employees, supplemented by part-time staff.

FY 2023 HIGHLIGHTS

1. Primary clarifier
2. Secondary clarifier
3. Digesters
4. Gravity sludge thickener project completion
5. Sludge drying beds
6. Headworks components

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$1,009,386	\$1,240,252	\$1,318,956	\$1,360,967
PERSONNEL	\$801,172	\$775,848	\$866,408	\$1,074,340
CAPITAL OUTLAY	\$0	\$20,436	\$8,000	\$8,000
TOTAL	\$1,810,558	\$2,036,536	\$2,193,364	\$2,443,307

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Wastewater Treatment Plant	10.97	10.97	10.97	11.82
FTE AMOUNT	10.97	10.97	10.97	11.82

BUDGET REQUEST / ANALYSIS

The FY 2024 budget reflects an increase over FY 2023. Increases in chemical supplies, contractual services, and laboratory services were partially offset by the removal of the Motor Pool and Information Technology allocations in the Operating category. Personnel expenses increased due to COLA raises and an increase in the amount of overtime requested for the department in order to account for the high volume of capital projects upcoming in FY 2024.

ADMINISTRATION

PROGRAM DESCRIPTION

The Utilities Department is one of two Departments within the Public Works and Utilities Department. Utilities is responsible for all water and wastewater operations, including production, delivery, processing, and maintenance. Utilities is responsible for the operation of the Water Treatment Plant (WTP), the Wastewater Treatment Plant (WWTP), Transmission and Delivery (T&D), Meters and Locate, and Stormwater Management. Day to day operations is overseen by the Assistant Director of Public Utilities.

This Administration Division of Utilities budget houses costs associated with the Public Utilities Administrative operations. This is including several positions shared with Public Works operations and because they are funded through the Utilities fund, must be identified. The positions partially or fully funded by Utilities include the Director, the Assistant Director, and Administrative Assistant and the Engineer.

The Department manages the overall operation of water production and wastewater treatment, water and wastewater line construction and maintenance, meter reading, and capital projects. This budget also funds the administrative activities at Town Hall associated with the billing for water/sewer services and the accounting for the enterprise fund. The department is responsible for the management and oversight of the other utility budgets. It is the mission of the department to ensure safe drinking water and environmentally compliant wastewater treatment to protect public health and to keep the public informed through the annual "Consumer Confidence Report".

CURRENT STAFFING

The Administration Division is staffed by four full-time employees- the Assistant Director of Public Utilities, the Project Coordinator, the Utilities Billing Coordinator, and a Senior Administrative Assistant. The Director of Public Works and Utilities is also allocated 50% here. Also included are the allocations of twenty three general government position salaries that support the water and sewer operating fund.

KEY PROJECTS FOR FY 2024

1. Wastewater Treatment Plant projects as outlined in the Capital Improvement Program.
2. Water Treatment Plant projects as outlined in the Capital Improvement Program.
3. Continue work on Inflow and Infiltration reduction projects.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$526,104	\$618,094	\$727,239	\$1,240,357
OPERATING	\$184,737	\$222,366	\$255,173	\$235,915
CAPITAL OUTLAY	\$0	\$0	\$3,000	\$3,000
TOTAL	\$710,841	\$840,460	\$985,412	\$1,479,272

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Public Utilities Administration	4.48	4.98	10.00	11.17
FTE AMOUNT	4.48	4.98	10.00	11.17

BUDGET REQUEST / ANALYSIS

The FY 2024 budget is an increase over FY 2023. Increases in Personnel expenses are due COLA raises as well as to the two positions that were funded by ARPA, Assistant Director of Utilities and Project Manager, being brought back into the Water & Sewer Operating fund for the majority of FY 2024. The decrease in Operating expenses is due to the removal of the Motor Pool and Information Technology Allocation which was partially offset by increases in costs of materials and repairs due to inflation. Capital expenditures remain flat year over year.

Staff continues to work with consultants in improving plant operations, identifying infrastructure upgrades and evaluating the water and sewer system impacts of developments on the system's ability to serve. Staff also continues to monitor and investigate operational improvements to enhance nutrient removal in the WWTP treatment process - the objective being to not just meet the permit limits, but also to generate nutrient credits for the Town's MS4 Stormwater mandate.

Staff continues to evaluate operations to balance production, staffing and demands to better serve the Town. A main objective of staff is to ensure there are adequate utility resources to support community build-out requirements. Staff, working with billing and accounting, continues to seek update meter technology/software for customer service. The professional services line item is for outside consulting assistance to help resolve problems and help with identifying future program requirements primarily for the water and wastewater treatment plant operations.

With the utility service population over 10,000, the water and sewer system is a "medium" category system with the associated regulatory demands and requirements on staff resources. Staff will continue to stay current with the latest operational technology and ahead of regulatory changes, along with positioning the Town to take

DEBT SERVICE

PROGRAM DESCRIPTION

This category includes principal, interest and related charges associated with the issuance of long-term debt for capital improvements.

In FY 2024 the total debt service of \$1,193,627 consists of principal payments of \$740,000 and interest payments of \$453,627.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
DEBT SERVICE	\$382,881	\$438,089	\$755,189	\$1,193,627
TOTAL	\$382,881	\$438,089	\$755,189	\$1,193,627

WATER & SEWER CAPITAL FUND

OVERVIEW

The Town's Water and Sewer Capital Fund is an enterprise fund that accounts for revenue earmarked for capital improvements and the costs associated with those improvements.

SUMMARY OF BUDGET

WATER & SEWER CAPITAL FUND REVENUE

	FY 2023 ADOPTED	FY 2024 PROPOSED
INTEREST REVENUE	\$1,000	\$40,000
SEWER CONNECTION FEES	\$488,430	\$100,000
WATER CONNECTION FEES	\$223,864	\$50,000
PROCEEDS FROM INDEBTEDNESS	\$1,876,133	\$4,000,000
TRANSFER FROM RESERVES	\$1,521,675	\$1,276,700
TOTAL	\$4,111,102	\$5,466,700

WATER & SEWER CAPITAL FUND EXPENDITURES

	FY 2023 ADOPTED	FY 2024 PROPOSED
WATER/SEWER ASSET REPLACEMENTS	\$2,763,000	\$410,000
CAPITAL PROJECTS	\$1,348,102	\$5,056,700
TOTAL	\$4,111,102	\$5,466,700

WATER & SEWER CAPITAL REVENUES

INTEREST REVENUE

This category accounts for investment earnings from Water and Sewer funds invested with the Local Government Investment Pool, the Virginia Investment Pool, and the Virginia State Non-Arbitrage Program (SNAP). Estimates in this category have been increase since the bond issued a \$5.15 million bond for Water and Sewer projects in Fiscal Year 2023. These funds are invested in SNAP.

AVAILABILITY FEES (WATER AND SEWER CONNECTION FEES)

Water and Sewer one-time availability fees for new and rehabilitated construction are recorded in this line item. Non-revenue receipts are difficult to estimate and are directly related to new development or new construction in the Town and within its service area. This category reflects a decrease in revenues for FY 2024 based on expected activity related to adopted developments.

PROCEEDS FROM INDEBTEDNESS

In Fiscal Year 2023, the Town entered into a \$5.15 million loan to finance Water and Sewer capital projects. This amount represents the projected balance available for use in FY 2024.

TRANSFERS / USE OF RESERVES

For FY 2024, the transfers from Reserves are used to fund the remainder of the capital program not covered by the above Revenue streams.

WATER & SEWER CAPITAL EXPENSES

This budget includes funds for replacement and major repair of existing assets and construction of new projects under the Council's guidelines for capital projects and purchases of new equipment for water and sewer operations.. Further detail for each category is provided in the Capital Improvement Plan.

WATER & SEWER CAPITAL EXPENSES

	FY 2023 ADOPTED	FY 2024 PROPOSED
WATER/SEWER ASSET REPLACEMENTS	\$2,763,000	\$410,000
CAPITAL PROJECTS	\$1,348,102	\$5,056,700
TOTAL	\$4,111,102	\$5,466,700

WATER & SEWER ASSET REPLACEMENTS/ MAJOR REPAIRS

	FY 2023 ADOPTED	FY 2024 PROPOSED
STRATEGIC FACILITIES MASTER PLAN	\$0	\$40,000
WATERLINE REPLACEMENTS	\$955,000	\$0
I&I REDUCTION PROGRAM	\$500,000	\$0
POST AERATION TANK UPGRADE	\$25,000	\$0
UV DISINFECTION	\$300,000	\$0
FACILITIES IMPROVEMENTS	\$145,000	\$95,000
WARRENTON DAM REPAIRS	\$100,000	\$0
GST UPGRADES	\$350,000	\$0
FLEET REPLACEMENT PROGRAM	\$388,000	\$275,000
TOTAL	\$2,763,000	\$410,000

WATER & SEWER ASSET REPLACEMENTS/ MAJOR REPAIRS

Strategic Facilities Master Plan

Strategic facility planning is the platform upon which to create scenarios and develop potential solutions that will help us sustain our facilities, land, and associated properties. Facilities are the second largest investment, with the largest being human capital. This means that every decision should be linked back to the plan. This plan will become the stepping stone leading us into all replacement, modification, and renovation projects. The project will also help align our capital asset replacement projects back to a planned goal adopted by our governing body in conjunction with the comprehensive plan 2040.

Facilities Improvements

For FY 2024 this includes Facilities Physical Security, Roof Replacements, and Asphalt Resurfacing throughout Town Facilities

Fleet Replacement Program

Scheduled fleet replacements per the adopted fleet replacement program. For FY 2024 this includes three trucks and a Wheel Loader.

WATER & SEWER CAPITAL PROJECTS

	FY 2023 ADOPTED	FY 2024 PROPOSED
SECONDARY CLARIFIER & SLUDGE PUMP	\$0	\$150,000
WWTP PUMP STATION	\$0	\$75,000
DEWATERED SLUDGE STORAGE	\$0	\$60,000
SECONDARY SLUDGE PUMP	\$0	\$25,000
CAPITAL PROJECTS CONTINGENCY	\$0	\$459,700
WATERLINE REPLACEMENTS	\$0	\$717,000
WARRENTON DAM REPAIRS	\$0	\$300,000
FILTER CONTROL VALVES	\$0	\$250,000
PRIMARY CLARIFIER & SLUDGE PUMP STN	\$0	\$650,000
I&I REDUCTION PROGRAM	\$0	\$650,000
BROADVIEW WATERLINE BETTERMENT	\$62,812	\$810,000
WTP CLEARWELL PROJECT	\$834,000	\$500,000
WATER FILL STATION	\$253,157	\$0
CONNECTION IMPROVEMENTS	\$93,133	\$60,000
GST UPGRADES	\$105,000	\$0
SECONDARY DIGESTER / HOLDING TANKS	\$0	\$350,000
TOTAL	\$1,348,102	\$5,056,700

Secondary Clarifier & Sludge Pump

Replacement of the secondary clarifier, which captures and removes wastewater solids prior to the denitrification filters.

WWTP Pump Station

Replacement of the wetwell pump station that provides flow throughout the Wastewater Treatment Plant.

Dewatered Sludge Storage

Biosolids Storage. This project will completely rehab the storage structure which is beginning to show severe signs of degradation. Scope of work is also to include adding more square footage to the units to increase the amount of solids able to be stored.

Secondary Sludge Pump

Replacement of existing piston sludge pumps at the secondary clarifiers. Sludge is pumped from the clarifiers to the gravity sludge thickener.

Capital Projects Contingency

For FY 2024 a contingency is built into the budget for all capital projects. The contingency is set at 10% of total Town funding for each project and ensures that the Capital Improvement Program is budgeted conservatively and takes into account the possibility for project overruns or the identification of additional work needed to complete project goals.

Waterline Replacements

For FY 2024, this includes the replacement of Cast Iron piping through the Cast Iron Waterline Program as well as the replacement of the watermain on Rappahannock Street through the Waterline Replacement - Rappahannock St. project.

Warrenton Dam Repairs

Engineering evaluation, design, and future needs for the Warrenton Dam. Considerable study is needed to address feasibility and comply with environmental impact and mitigation. A downstream inundation study from a potential break was conducted in FY17 and a structural analysis is required to determine the needs of the existing dam or if a new dam structure will be required.

Filter Control Valves

Replace outdated/failing valves. The current valves have to be reprogrammed on a daily basis.

Primary Clarifiers & Sludge Pump Station

Primary clarifiers capture and remove wastewater solids from the influent flow at the plant. This project will also include the replacement of the Primary Clarifier sludge pumping station and all associated supporting infrastructure, all of which are well beyond their expected useful lifespan. This upgrade is in route to bring the facilities treatment capacity from 2.5mgd to 3.0mgd.

I&I Reduction Program

This project seeks to reduce inflow and infiltration into the wastewater system from heavy rainfall events and from broken/damaged piping. This project has been underway for several years and has shown positive results in reducing overall I&I and targets the focus of sewer line rehabilitation efforts.

Broadview Waterline Betterment

As part of the Broadview Road Improvements project, the Town is planning to make improvements to the Water Distribution System for improved service to businesses and better fire protection.

WTP Clearwell Project

Study, design, and installation of a clearwell at the Water Treatment Plant or storage within the distribution network. This will allow for additional resiliency.

Connection Improvements

The Utility Connection Program seeks to ensure all residents who desire to hook up to public water and sewer have an available line. For example, a portion of Old Meetze Road, East Street, Richard's Lane, and Broadview Avenue near the Town boundary do not have public waterlines. None of these locations have been surveyed or engineered, so projected budgets are only a placeholder for planning.

Secondary Digester

A new digester will use bacteria to break down wastewater biosolids.

STORMWATER MANAGEMENT FUND

PROGRAM DESCRIPTION

Because stormwater runoff is the most common cause of water pollution, state and federal clean water statutes require localities to have programs related to stormwater runoff and protecting their water resources. The Town of Warrenton is an MS4, or a Municipal Separate Storm Sewer System, and is permitted to levy a stormwater utility fee to pay for the program. The fee was established by ordinance during the FY 2021 budget process, but Council delayed collection due to the COVID-19 pandemic. The collection of this fee began in FY 2022, and the Stormwater Management Fund was established as an enterprise fund to sustain the program.

The Stormwater team works to consistently protect our environment by reducing flooding to protect Town residents and property, supporting healthy streams, and creating a healthier and more sustainable community in compliance with the Town's MS4 Permit administered by the Virginia Department of Environmental Quality (VDEQ).

CURRENT STAFFING

This division is staffed by three full-time employees- the Stormwater Administrator, a Stormwater Inspector, and a GIS Technician. 30% of an Engineer and 25% of the Tax Administrator, two permit Technicians, and Zoning Official are budgeted here. 2% of Information Technology employees have also been allocated here to reflect the services provided to the fund from the IT Department.

KEY PROJECTS FOR FY 2024

1. Complete Stream Restoration Projects as outlined in FY 24 CIP.
2. Continue maintaining tree board and Tree City USA programs.
3. Continue reporting various requirements to the Virginia Department of Environmental Quality (VDEQ).
4. Continue working with the community to find new ways to educate citizens about stormwater and outreach programs.
5. Continue building a digital stormwater inventory.
6. Continue working with Finance Department to clarify stormwater Utility Fee information to be included with bills.

BUDGET OVERVIEW

STORMWATER MANAGEMENT FUND REVENUE

	FY 2023 ADOPTED	FY 2024 PROPOSED
CHARGES FOR SERVICES	\$788,083	\$700,000
STATE REVENUE	\$48,989	\$0
FEDERAL REVENUE	\$1,120,795	\$369,000
USE OF FUND BALANCE	\$0	\$410,428
TOTAL	\$1,957,867	\$1,479,428

STORMWATER MANAGEMENT FUND EXPENDITURES

	FY 2023 ADOPTED	FY 2024 PROPOSED
STORMWATER MANAGEMENT OPERATIONS	\$444,114	\$586,339
CAPITAL PROJECTS	\$943,908	\$844,006
TRANSFERS	\$569,845	\$49,083
TOTAL	\$1,957,867	\$1,479,428

OPERATING REVENUE

STORMWATER MANAGEMENT FEES

This fee is a “fee for service” based on the cost to manage stormwater that runs off impervious surfaces, such as roofs and parking areas. Developed single family residential properties fall into one to three rate tiers based on the total impervious area of the property. Impervious area refers to solid surfaces on a property that will not allow rainwater to seep into the ground (e.g. – building and parking areas). The following table shows the current fees:

Tier	Impervious Area (sq. feet)	Fee Per Month
Tier 1	400 - 1,299	\$5.55
Tier 2	1,300 - 4,499	\$6.94
Tier 3	4,500 +	\$17.37

Non-residential fees are based on the overall impervious area of a parcel divided by the equivalent residential unit of 2,200 square feet and then multiplied by \$5.55 per month.

The fees are billed twice each year on the Town’s real estate tax bill. The bills are due on June 15th and December 15th. The fee is expected to generate \$700,000 in FY 2024. The amount is less than what was budgeted for FY 2023 and is based on actual billings for the FY 2023.

GRANT REVENUE (STATE AND FEDERAL)

For FY 2024, there is one capital project included in the CIP that is eligible for a grant. The stream restoration project, detailed below, has been approved for a Federal Stormwater Local Assistance Fund (SLAF) Grant.

OPERATING EXPENSE

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$0	\$397,407	\$316,943	\$424,234
OPERATING	\$0	\$54,708	\$230,670	\$77,704
CAPITAL OUTLAY	\$0	\$9,917	\$840,409	\$928,407
TRANSFERS	\$0	\$0	\$569,845	\$49,083
TOTAL	\$0	\$462,033	\$1,957,867	\$1,479,428

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Stormwater Management	3.00	2.00	5.10	4.40
FTE AMOUNT	3.00	2.00	5.10	4.40

BUDGET REQUEST / ANALYSIS

The FY 2024 budget represents a decrease compared to FY 2023. Personnel expenses increased due to COLA raises for staff, changes in health insurance elections, and the addition of the allocation of IT staff expenses discussed above. Operating expenses decreases due to the removal of the Motor Pool and Information Technology allocation. In addition, expenses related to a Bio Swale were included in FY 2023, this project will not incur any operating expenses in FY 2024. There are four capital projects driving the Capital Outlay Category, discussed below. There is a transfer to the general fund equal to the surplus in the Fund.

Asset replacement and capital projects include the following:

STORMWATER MANAGEMENT CAPITAL PROJECTS

	FY 2024 PROPOSED
STREAM RESTORATION	\$738,006
MASTER DRAINAGE PLAN	\$100,000
CAPITAL PROJECTS CONTINGENCY	\$84,401
STREAM RETROFIT RADY PARK	\$6,000
TOTAL	\$928,407

Stream Restoration

As part of the Town's MS4 Permit, it is required to develop credits for stream bed improvements and credits for nutrient reductions. The Town has a significant unnamed tributary to Cedar Run that parallels Lee Highway from Blackwell Rd and flows to the Bypass. While the Town does not own all of the property through which this stream flows, it does offer an opportunity to work with the property owners to prepare a stream restoration project that can enhance the environment and provide credits. The MS4 permit renewed and the Town is now in a new five year cycle that at the end of which will need to have justified 40% of the total nutrient reduction credits, by 2023. 2028 will be the end of the 3rd permit cycle where the Town will need to meet 100% of its target reductions. The Town received approval for a SLAF grant to help fund this project.

Master Drainage Plan

An update to the 1990 Master Drainage Plan (MDP) is needed to take into account improvements completed to date, existing infill projects and their infrastructure, and the impacts of those developments on the existing drainage system. This updated MDP will provide the Town with a listing of high priority drainage improvements needed to the storm drainage infrastructure system to reduce flooding and to improve runoff quality controls.

Capital Projects Contingency

For FY 2024 a contingency is built into the budget for all capital projects. The contingency is set at 10% of total Town funding for each project and ensures that the Capital Improvement Program is budgeted conservatively and takes into account the possibility for project overruns or the identification of additional work needed to complete project goals.

Stream Retrofit Rady Park

This project includes the restoration of 593 Linear Feet of natural stream that conveys stormwater from Fauquier County through Rady Park and back into Fauquier County. It is a badly eroded stream that Parks & Recreation is concerned causes a safety issue for equipment and local park users. This project is a potential benefit for nutrient reduction credits if soil testing shows acceptable parameters. If so, it would be a possible candidate for a SLAF Grant. This is also a possible teaming effort with the County for the portion of the stream that traverses the County.

Goals, Objectives, and Measures

Mission: To deliver exceptional government service; To uphold standards established to protect the Public Health, Safety, and Welfare of all residents, business owners, and visitors; To provide an environment where people enjoy living, working, playing, and investing while providing responsible management of public resources to meet the challenges of today and tomorrow. Manage and implement an effective MS4 and Stormwater program designed for maximum credits and effectiveness.

The following goals and objectives have been identified by the Stormwater Management Department.

Goals	Objectives	Performance Metrics
Continue with identifying, development, and design of Stream Restoration projects, Lee Hwy. / Hampton Inn project; and Rady Park.	<ul style="list-style-type: none"> • Reduce pollution generated and minimize potential impact of SW runoff, soil erosion, and flooding 	<ul style="list-style-type: none"> • Design and approval plans.
Stormwater inventory	<ul style="list-style-type: none"> • Continue building an accurate digital storm sewer system map. 	<ul style="list-style-type: none"> • New storm inlets located in GIS collector software.
Stormwater and Outreach programs	<ul style="list-style-type: none"> • Continue working with the community to find new ways to learn about the stormwater. 	<ul style="list-style-type: none"> • Elaborate additional documentation, manuals, and guidance.
Respond to drainage issues and SW utility fees.	<ul style="list-style-type: none"> • Use system to receive phone calls/emails and promptly respond. 	<ul style="list-style-type: none"> • Number of complaints annually received.
	<ul style="list-style-type: none"> • Transfer incident to proper authority and promptly investigate. Ensure all drainage issues and SW utility fee questions are answered. 	<ul style="list-style-type: none"> • Collect appropriate forms/information from staff.
		<ul style="list-style-type: none"> • Track % of complaints annually solved.
	<ul style="list-style-type: none"> • Develop a strategic plan to minimize SW and drainage complaints. Update website, clean storm drains, sweep streets, pro-active inspections to the storm sewer systems, constructions sites, etc. 	<ul style="list-style-type: none"> • Pounds of sediments collected.
		<ul style="list-style-type: none"> • Miles swept.
		<ul style="list-style-type: none"> • Number of inspections performed.
		<ul style="list-style-type: none"> • Elaborate additional documentation, manuals, guidance.

AMERICAN RESCUE PLAN ACT (ARPA) FUND

PROGRAM DESCRIPTION

As part of the American Rescue Plan Act of 2021, the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) delivered \$350 billion to State, Local, and Tribal governments across the country to support their recovery from the COVID-19 public health emergency. The CSLFRF provided for \$19.53 billion to support tens of thousands of Non-Entitlement Units of government (NEUs), which are local governments typically serving a population under 50,000. Allocations for NEUs were sent to states based on population. The Town of Warrenton was awarded \$10,403,180 under this Act. These funds may be used to cover eligible incurred during the period of March 3, 2021 and December 31, 2024.

CURRENT STAFFING

The Town will continue to use ARPA funding for the ARPA Coordinator who was hired in FY22 to handle all the reporting and administration of these funds. A portion of the Assistant Director of Utilities and Project Coordinator salaries will also be funded under this program to assume the increased workload that will come from the additional capital items in the Water and Sewer program. Headcounts for these positions are included in their relevant departments.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
CAPITAL OUTLAY	\$0	\$0	\$1,502,449	\$2,900,000
PERSONNEL	\$0	\$47,026	\$506,843	\$169,910
OPERATING	\$0	\$5,000	\$92,350	\$200,000
TOTAL	\$0	\$52,026	\$2,101,642	\$3,269,910

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for the ARPA Fund is less than FY 2023. In FY 2024 the capital outlay is related to accessible playground replacements (see below) and expenses related to a deed provision at the wastewater treatment plant. Personnel expenses have decreased as the Assistant Director of Utilities and Project Coordinator salaries will only be funded for a portion of the year (until each of their one year anniversaries) and the Junior Engineer position is not in the budget for FY 2024. Operating expenses in the FY 2024 budget include funding for a comprehensive update of the Town's zoning ordinance.

ARPA CAPITAL PROJECTS

	FY 2024 PROPOSED
PARK LAND ACQUISITION	\$1,600,000
WWTP CAPITAL PAYMENT	\$1,000,000
ADA PLAYGROUND REPLACEMENTS	\$300,000
TOTAL	\$2,900,000

Park Land Acquisition

This acquisition will serve to provide another park to support Plan Warrenton 2040's open space goals.

Wastewater Treatment Plant Capital Payment

The deed to a portion of the land upon which the wastewater treatment plant calls for an additional payment.

Accessible Playground Replacement

Replace current playground structures in parks with American's with Disabilities Act (ADA) compliant structures. FY24 funds will address equipment at Sam Tarr Park and Rady Park.