



Office of the Town Manager  
Frank Cassidy

**Warrenton Town Council**  
Carter Nevill, Mayor  
Roy Francis, Ward 1  
William Semple, Ward 2  
Larry Kovalik, Ward 3  
Michele O'Halloran, Ward 4  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

# STAFF REPORT

<b>Council Meeting Date:</b>	June 10, 2025
<b>Agenda Title:</b>	Budget work session
<b>Requested Action:</b>	Consider the Fiscal Year 2026 Proposed Budget and 2026-2031 Capital Improvement Plan for adoption
<b>Department / Agency Lead:</b>	Finance
<b>Staff Lead:</b>	Brooke Campbell, Budget Manager

## EXECUTIVE SUMMARY

The annual budget is typically adopted at the June Council meeting. A public hearing on the budget was duly advertised and held during the May Council meeting and the real estate tax and personal property tax rates were adopted for the calendar year. During the months of April and May there were several budget work sessions and a presentation from the Town's financial advisor, Davenport.

At the May 29<sup>th</sup> special meeting, the council discussed several cuts to the proposed budget. These changes are detailed below and represent a savings of **\$656,127** across all funds. These items are reflected in the newest budget scenario, scenario 9.

## BACKGROUND

Scenario 9		
Description	Savings	Note
<b>Cuts to outside agencies</b>	<b>\$140,115</b>	<b>See attachment for detail.</b>
<b>Legal fee update</b>	<b>\$46,000</b>	<b>Per updated projections. See attachment for detail.</b>
<b>Insurance update</b>	<b>\$12,417</b>	<b>Per renewal received from VRSA.</b>
<b>Cuts to professional services</b>	<b>\$114,336</b>	<b>Total</b>
<i>Community Development</i>	<i>\$48,936</i>	<i>Planning professional services</i>
<i>Police Department</i>	<i>\$5,400</i>	<i>PD professional services</i>
<i>Aquatic Center</i>	<i>\$1,000</i>	<i>WARF professional services</i>
<i>Public Works</i>	<i>\$50,000</i>	<i>Streets contractual services</i>
<i>Town Council Retreat</i>	<i>\$5,000</i>	<i>Council retreat</i>
<i>Planning Commission</i>	<i>\$2,500</i>	<i>PC professional services</i>
<i>Architectural Review Board</i>	<i>\$1,500</i>	<i>ARB professional services</i>
<b>Defer Eva Walker Park project (PR-002)</b>	<b>\$230,000</b>	<b>CIP.</b>
<b>Remove PD motorcycle</b>	<b>\$38,259</b>	<b>CARP.</b>
<b>Reduce waterplay structure</b>	<b>\$75,000</b>	<b>CARP. Reduced from \$375 to \$300k.</b>

**\$656,127**

## STAFF RECOMMENDATION

Staff recommends that Council adopt the following ordinances and resolutions to adopt and appropriate the Fiscal Year 2026 Budget and to adopt the 2026-2031 Capital Improvement Program:

1. A Resolution to Adopt and Appropriate the Fiscal Year 2026 Budget and the Fiscal Year 2026 – 2031 Capital Improvement Program
2. A Resolution of the Town Council of the Town of Warrenton Establishing the Percentage Relief Granted to Qualifying Personal Use Vehicles Subject to the Town of Warrenton's Personal Property Tax for the 2025 Tax Year
3. An Ordinance to Establish Business, Professional and Occupational License Tax Rates for the Tax Year Beginning July 1, 2025
4. An Ordinance to Establish Water and Sewer Rates and Service Fees Effective July 1, 2025
5. An Ordinance to Warrenton Aquatic and Recreation Facility (WARF) Fees Effective July 1, 2025
6. An Ordinance to Establish Special Event Fees Effective July 1, 2025

### **Service Level/Policy Impact**

The proposed budget provides a roadmap for the capital improvements and continued service delivery that the Town provides for fiscal year 2026.

### **Fiscal Impact**

The total proposed budget under scenario 9 for FY26 is \$52.3 million, excluding interfund transfers, to fund governmental, stormwater, and water & sewer operations, and investment in the town's capital infrastructure.

### **Legal Impact**

- Code of Virginia Section 15.2-2503 requires that the local governing body approve the budget no later than the date on which the fiscal year begins.

### **ATTACHMENTS**

---

- Outside Agencies – 5.29.2025
- Legal Fee Update
- Scenario 9 Operating
- Scenario 9 Full
- Cuts by Fund