



Office of the Town Manager  
Frank Cassidy

# STAFF REPORT

## 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

<b>Council Meeting Date:</b>	November 12, 2025
<b>Agenda Title:</b>	Community Development Financial Overview
<b>Requested Action:</b>	For information only
<b>Department / Agency Lead:</b>	Finance & Procurement
<b>Staff Lead:</b>	Brooke Campbell, Budget Manager

## EXECUTIVE SUMMARY

Each month from August through January we will provide financial overviews of one or more departments as part of the council meeting agenda. The purpose of the financial overview is to provide a detailed look into each department's budget. Each financial overview will contain line-by-line detail on the relevant department's budget, a chart summarizing the trend in actual expenditures, and a chart summarizing budget versus actual spending. Departments will provide separate reports and presentations detailing their operations.

As a result, each department will have the opportunity to present, and the council will have the opportunity to review their financial information before the delivery of the proposed budget on April 1st.

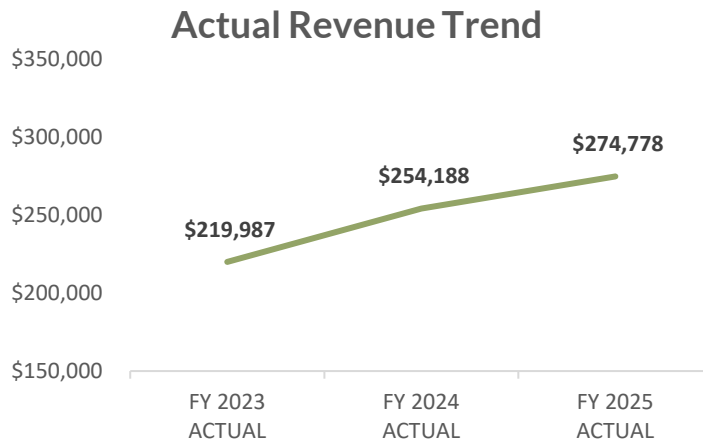
## BACKGROUND

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

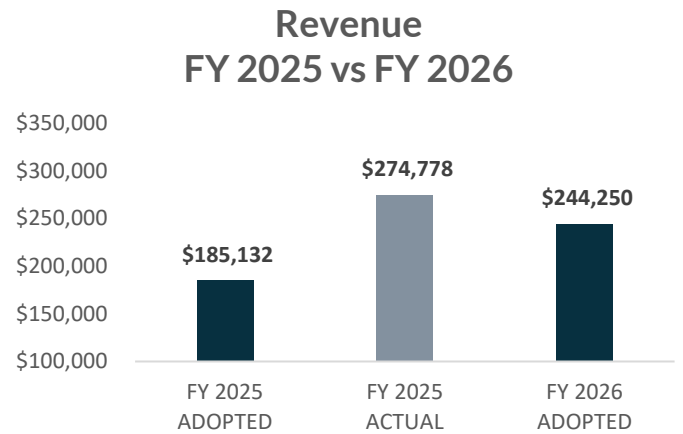
The below tables and charts provide a financial summary of the community development function.

## Revenue - Permits & Fees

ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
PERMITS & OTHER LICENSES	219,987	254,188	185,132	274,778	244,250
<b>TOTAL</b>	<b>\$219,987</b>	<b>\$254,188</b>	<b>\$ 185,132</b>	<b>\$274,778</b>	<b>\$244,250</b>



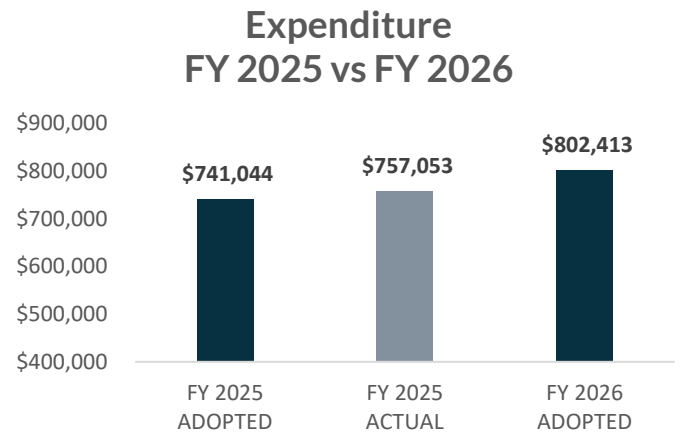
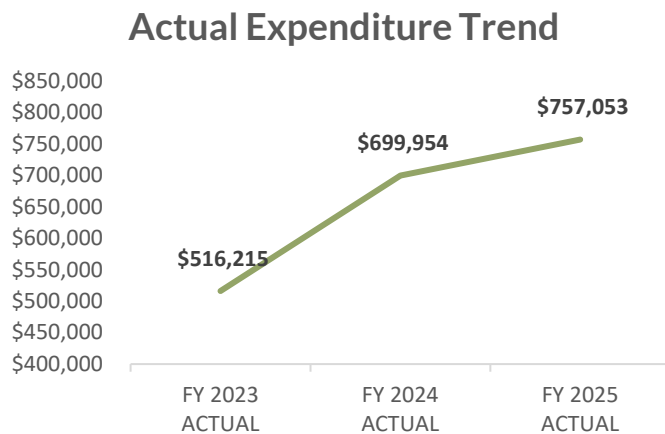
*In FY 2024, revenue increased 15.5% or \$34,201 over FY 2023. FY 2025 revenue increased 8.1% or \$20,590 over FY 2024.*



*In FY 2025, the total projected revenue for permits & fees was \$185,132. FY 2025 actual revenue totaled \$274,778. The FY 2026 projected revenue for permits & fees is \$244,250.*

## Expenditure - Development Services

ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
PERSONNEL SUBTOTAL	511,009	695,263	724,044	752,518	785,913
PROFESSIONAL SERVICES	-	1,125	2,000	800	1,000
PRINTING	-	33	500	242	-
POSTAGE	123	434	2,000	309	2,000
LEASE OF EQUIPMENT	-	-	1,000	-	500
TRAVEL	1,046	-	1,000	115	1,000
TRAINING	2,207	1,322	3,000	580	2,500
MEMBERSHIPS & DUES	145	486	1,500	906	1,500
PURCHASING	1,685	1,292	6,000	1,584	8,000
<b>TOTAL</b>	<b>\$ 516,215</b>	<b>\$ 699,954</b>	<b>\$ 741,044</b>	<b>\$ 757,053</b>	<b>\$802,413</b>

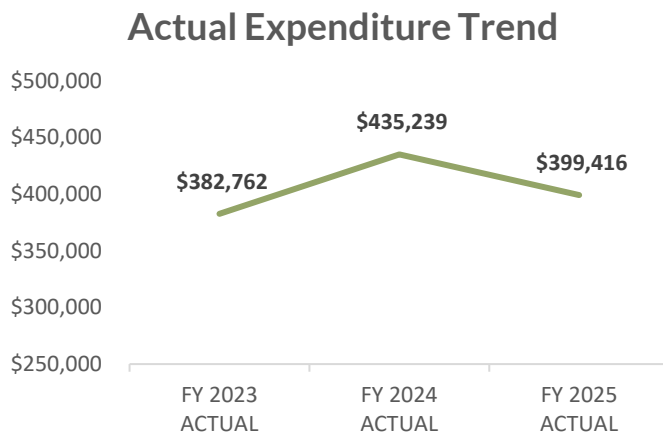


In FY 2024, expenses increased 35.6% or \$183,738 over FY 2023. FY 2025 expenses increased 8.2% or \$57,100 over FY 2024.

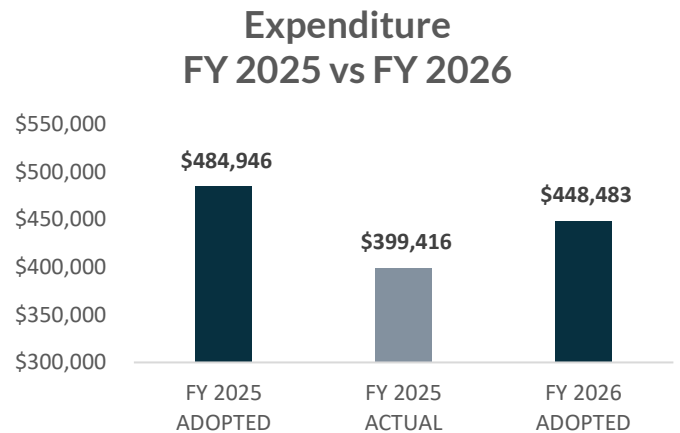
In FY 2025, the total adopted budget for the development services department was \$741,044. FY 2025 expenses totaled \$757,053. The FY 2026 adopted budget for the department is \$802,413.

## Expenditure - Planning

ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
<b>PERSONNEL SUBTOTAL</b>	<b>329,061</b>	<b>353,357</b>	<b>364,545</b>	<b>360,555</b>	<b>381,518</b>
PROFESSIONAL SERVICES	33,211	62,616	90,000	23,954	42,064
PRINTING	217	-	1,000	660	1,000
POSTAGE	2,084	2,164	1,000	1,418	1,000
LEASE OF EQUIPMENT	601	601	1,500	601	500
TRAVEL	2,152	781	4,500	-	2,000
TRAINING	1,440	810	5,500	-	5,000
CONTRIBUTION PLANNING DISTRICT	10,284	10,284	10,401	10,401	10,401
MEMBERSHIPS & DUES	1,929	2,644	3,000	1,703	2,000
PURCHASING	1,783	1,982	3,500	125	3,000
<b>TOTAL</b>	<b>\$382,762</b>	<b>\$435,239</b>	<b>\$484,946</b>	<b>\$399,416</b>	<b>\$448,483</b>



*In FY 2024, expenses increased 13.71% or \$52,478 compared to FY 2023. FY 2025 expenses decreased 8.2% or \$35,823 over FY 2024.*

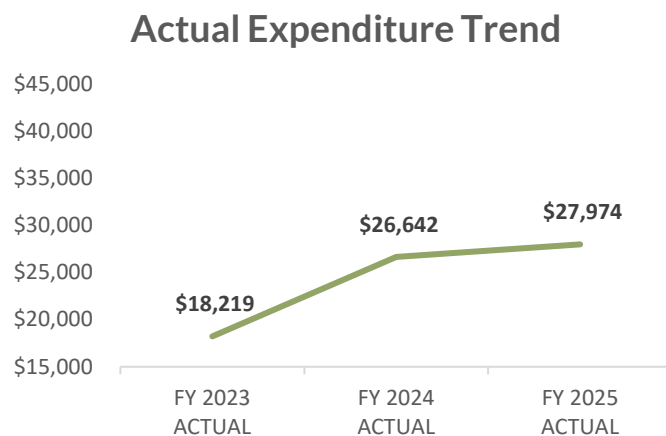


*In FY 2025, the total adopted budget for the planning department was \$484,946. FY 2025 expenses totaled \$399,416. The FY 2026 adopted budget for the department is \$448,483.*

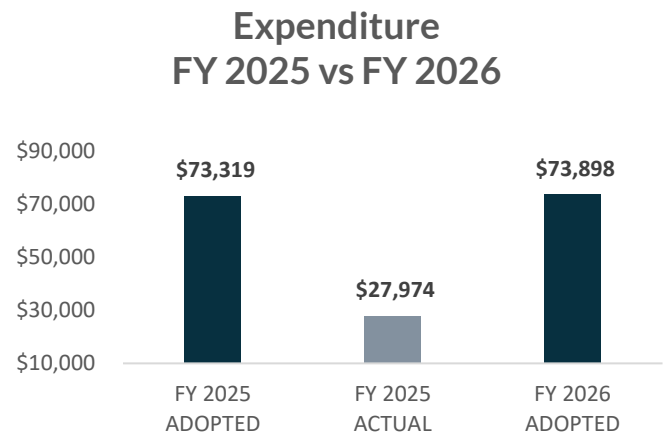
## Expenditure - Visitor's Center

ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
<b>PERSONNEL SUBTOTAL</b>	<b>18,136</b>	<b>26,471</b>	<b>69,269</b>	<b>27,921</b>	<b>69,848</b>
PRINTING	-	-	100	-	100
ADVERTISING/MARKETING	-	-	100	-	-
POSTAGE	83	116	300	53	300
LEASE OF EQUIPMENT	-	-	2,250	-	2,250
TRAINING	-	55	500	-	500
MEMBERSHIPS & DUES	-	-	300	-	300
PURCHASING	-	-	500	-	600
<b>TOTAL</b>	<b>\$18,219</b>	<b>\$26,642</b>	<b>\$ 73,319</b>	<b>\$27,974</b>	<b>\$ 73,898</b>

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



In FY 2024, expenses increased 46.2% or \$8,422 compared to FY 2023. FY 2025 expenses increased 5.0% or \$1,333 over FY 2024.



In FY 2025, the total adopted budget for the visitor's center was \$73,319. FY 2025 expenses totaled \$27,974. The FY 2026 adopted budget for the department is \$73,898.

## STAFF RECOMMENDATION

## ATTACHMENTS

None.