



Department of Finance

Town of Warrenton
21 Main Street
Warrenton, Virginia 20186
(540) 347-1101

MEMORANDUM

TO: Christopher E. Martino, Interim Town Manager

FROM: Stephanie Miller, Finance Director

DATE: October 25, 2022

RE: FY 2022 Carryover Requests for Approval

The resolution to adopt the FY 2023 budget included language delegating approval of the re-appropriation of certain operating year-end balances to the Town Manager. A copy of the resolution is attached. Funding for capital projects and asset replacements is automatically re-appropriated at year-end but a summary is provided for your information.

Departments have identified the operating balances necessary to fund ongoing efforts and purchases as of June 30, 2022. The total request is \$543,177.99 and is summarized by fund below:

OPERATING TOTALS BY FUND:

100	General	\$ 321,056.95
305	General Asset Replacement	\$ -
301	General Capital	\$ -
201	ARPA	\$ -
501	WS Operating	\$ 139,820.23
510	WS Capital	\$ -
550	Stormwater	\$ 19,996.03
601	Motor Pool	\$ -
610	Information Technology	\$ 62,304.78
		\$ 543,177.99

Further detail can be found on the attachment **FY 2022 Carryover Requests – Operating.**

Please let me know if you have any questions.

Attachments:

FY23 Adopted Budget Resolution
FY 2022 Carryover Requests – Operating
FY 2022 Carryover Requests - Capital

Approved
Stephanie Miller 10/26/22

RESOLUTION

A RESOLUTION TO ADOPT AND APPROPRIATE THE FISCAL YEAR 2023 BUDGET AND THE FISCAL YEAR 2023 – 2028 CAPITAL IMPROVEMENT PROGRAM

WHEREAS, Code of Virginia §15.2-2503 requires that the Town Manager submit a proposed budget to the Town Council on or before the first day of April each year, and that the Council approve the budget no later than the date on which the fiscal year begins; and

WHEREAS, Section 15-1 of the Code of Ordinances of the Town of Warrenton requires that the Town Council adopt a tax rate for all real estate and for tangible personal property no later than the fourteenth day of May of each calendar year; and

WHEREAS, the Town Manager submitted the Fiscal Year 2023 Proposed Budget to the Town Council on April 1, 2022 and work sessions were held by the Council during April, May, and June 2022 to discuss the Proposed Budget and any changes thereto; and

WHEREAS, a duly advertised Public Hearing was held on May 10, 2022 to receive public comment and the tax rates for all real estate and for tangible personal property were adopted on that date; now, therefore, be it

RESOLVED that the Fiscal Year 2023 – 2028 Capital Improvement Program for the Town of Warrenton is hereby adopted; and be it

RESOLVED FURTHER, that all outstanding encumbrances as of June 30, 2022 are hereby re-appropriated to FY 2023 to the same department or account for which they are encumbered in FY 2022, as approved by the Town Manager; and be it

RESOLVED FURTHER, that appropriations designated for capital projects and asset replacement projects that are unexpended as of June 30, 2022 are hereby re-appropriated to FY 2023 to the same projects; and be it

RESOLVED FURTHER, that all unencumbered FY 2022 appropriations lapse for budget items other than capital projects, asset replacement projects, contracts and grants; and be it

RESOLVED FURTHER, that the Town Manager, or designee, may approve necessary accounting or budget transfers between funds to enable the proper accounting for capital or asset replacement projects; and be it

RESOLVED FURTHER, that the Fiscal Year 2023 Budget for the Town of Warrenton is hereby adopted and the amounts summarized below are hereby appropriated for the Fiscal Year Beginning July 1, 2022:

REVENUE SOURCES

GENERAL FUND	AMOUNT
General Property Tax	1,449,235
Meals Tax	4,500,000
BPOL Tax	2,272,525
Local Sales Tax	670,422
Bank Stock Tax	800,000
Consumer Utility Tax	495,419
Other Local Taxes	936,772
Permits and Fees	328,065
Fines and Forfeitures	139,871
Use of Money/Property	128,257
Charges for Services	760,877
Miscellaneous Revenue	319,771
State Revenue	2,971,638
Federal Revenue	-
Transfers / Proffers	-
Bond Proceeds	200,000
<u>Use of Fund Balance</u>	440,232
Total General Fund	\$16,413,085
OTHER FUNDS	
Capital Improvement Fund	50,000
General Asset Replacement Fund	150,000
Water and Sewer Operating Fund	6,596,935
Water and Sewer Capital Fund	4,111,102
Stormwater Utility Fund	1,957,867
Motor Pool Fund	640,963
Information Technology Fund	1,638,011
<u>ARPA Fund</u>	<u>2,101,642</u>
Total Other Funds	\$17,246,520
Total All Funds	\$33,659,606
Less Transfers	-2,478,974
Total Estimated Revenue	\$31,180,632

EXPENDITURES/ USES

GENERAL FUND	AMOUNT
General Government	2,157,328
Public Safety	4,255,790
Public Works	4,568,483
Parks and Recreation	2,608,455
Community Development	1,346,411
Contributions	68,354
Non-departmental	352,645
Debt Service	855,618
<u>Transfers – Capital</u>	200,000
Total General Fund	\$ 16,413,085
OTHER FUNDS	
Capital Improvement Fund	50,000
General Asset Replacement Fund	150,000
Water and Sewer Operating Fund	6,596,935
Water and Sewer Capital Fund	4,111,102
Stormwater Utility Fund	1,957,867
Motor Pool Fund	640,963
Information Technology Fund	1,638,011
<u>ARPA Fund</u>	<u>2,101,642</u>
Total Other Funds	\$17,246,520
Total All Funds	\$33,659,606
Less Transfers	-2,478,974
Total Estimated Expenditures	\$31,180,632

Totals may not be exact due to rounding



Brandie M. Schaeffer, Town Clerk

FY 2022 CARRYOVER REQUESTS - OPERATING

Fund	Department	Description	Reason	PO #	Vendor	Amount	Fund	Dept	Acct
GF operating	Comm Dev	Prof. Svcs, Crosswalk Improvements, PFM Update		12879	Kittleson & Associates	\$ 15,215.75	100	81100	3100
GF operating	Council	Public Relations		13271	Profecta Marketing	\$ 5,000.00	100	11010	3100
GF operating	Econ Dev	Marketing / Ad Campaign		13119	Model B	\$ 51,666.65	100	81700	3100
GF operating	Econ Dev	Marketing / Ad Campaign		13270	Film Vision Media	\$ 4,000.00	100	81700	3100
GF operating	Econ Dev	Marketing / Ad Campaign		13271	Profecta Marketing	\$ 13,825.00	100	81700	3100
GF operating	Facilities	Public Works feasibility study				\$ 100,000.00	100	43200	3100
GF operating	Finance	Tax structure review	Fall or Winter?	13273	Davenport & Co	\$ 5,076.21	100	12420	3100
GF operating	Town Manager	Public Relations		13271	Profecta Marketing	\$ 1,500.00	100	12110	3100
IT		OpenGov budget software	ongoing implementation	13262	SHI International Corp.	\$ 38,654.78	610	12520	3100
IT		Managed Support Service	ongoing support	13268	Shawn Stern Computer Services	\$ 7,150.00	610	12520	3100
Stormwater		consulting support - MS4 permit & TMDL update		13292	Wiley & Wilson	\$ 15,000.00	550	43500	3100
Stormwater		stream characterization for nutrient reduction credit	work initiated but not complete	13298	HGS, LLC	\$ 4,996.03	550	43500	3100
WS operating	Administration	Truck Water Filling Station Design	project bids over budget, project delays	12665	The Thrasher Group	\$ 6,595.00	501	45400	3100
WS operating	Administration	Tax structure review	Fall or Winter?	13273	Davenport & Co	\$ 3,384.15	501	45400	3100
GF operating	Finance	FY22 Audit Services	to be completed in the Fall	13318	Brown Edwards	\$ 21,300.00	100	12420	3120
WS operating	Administration	FY22 Audit Services	to be completed in the Fall	13318	Brown Edwards	\$ 16,200.00	501	45400	3120
IT		cyber assessment - incident response plan testing & training	in process	13311	SBS Cybersecurity	\$ 9,000.00	610	12520	3130
IT		MSFT O365 MFA implementation	in process	13322	GRS Technology Solutions	\$ 7,500.00	610	12520	3130
WS operating	WWTP		closes in FY23	13259	Patterson Construction	\$ 2,603.90	501	45300	3310
WS operating	WTP->WWTP	WTP contractual repair balance	fund WWTP chemicals in FY23			\$ 12,038.00	501	45300	6025
GF operating	Police	New security alarm system for police department	Vendor unable to complete installation prior to June 30th	13363	Silent Partner Security	\$ 10,975.00	100	31100	3320
GF operating	Parks	Trail Maintenance				\$ 10,000.00	100	71600	3400
GF operating	Arterial Streets	asphalt marking	materials are delayed/back-ordered	13206	Mullen's Markings	\$ 15,000.00	100	41500	3990
GF operating	Collector Streets	asphalt marking	materials are delayed/back-ordered	13144	Mullen's Markings	\$ 7,142.46	100	41600	3990
GF operating	Collector Streets	asphalt marking	materials are delayed/back-ordered	13206	Mullen's Markings	\$ 6,000.00	100	41600	3990
GF operating	Council	Public Relations		13271	Profecta Marketing	\$ 2,500.00	100	11010	5890
WS operating	WWTP	Replacement of part		13279	Atlantic Pump and Equipment	\$ 16,836.50	501	45300	6009
GF operating	Arterial Streets	chemicals for snow removal	expected price increase - anticipate that budget will not be sufficient in FY23	13267	Morton Salt	\$ 16,541.20	100	41500	6025

FY 2022 CARRYOVER REQUESTS - OPERATING

Fund	Department	Description	Reason	PO #	Vendor	Amount	Fund	Dept	Acct
GF operating	Collector Streets	chemicals for snow removal	expected price increase - anticipate that budget will not be sufficient in FY23	13267	Morton Salt	\$ 9,338.29	100	41600	6025
WS operating	WTP	WTP chemicals balance	chemical cost inflation - budget too low for FY23			\$ 14,066.55	501	45100	6025
WS operating	Meters	Meters parts balance	fund WWTP chemicals in FY23			\$ 41,164.00	501	45300	6025
WS operating	Trans & Dist	Gravel for streets	projects not completed in FY22 - will need to be completed in FY23	13216	Luck Stone	\$ 9,923.13	501	45200	6099
GF operating	Collector Streets	asphalt and other related products	projects not completed in FY22 - will need to be completed in FY23	13243	Superior Paving	\$ 12,476.39	100	41600	6099
WS operating	Trans & Dist	miscellaneous gravel, rock, stone and other aggregates	projects delays in FY22 - will need to be completed in FY23	13216	Luck Stone	\$ 9,923.00	501	45200	6099
GF operating	Parks	Fireworks for event held on July 1, 2022	deposit made in FY22, event not until FY23	13314	Innovative Pyrotechnic	\$ 13,500.00	100	71600	6100
WS operating	WTP	Generator rental	emergency - storm	13341	Carter Machinery	\$ 7,086.00	501	45100	6125
TOTAL						\$ 543,177.99			

OPERATING TOTALS BY FUND:

100	General	\$ 321,056.95
305	General Asset Replacement	\$ -
301	General Capital	\$ -
201	ARPA	\$ -
501	WS Operating	\$ 139,820.23
510	WS Capital	\$ -
550	Stormwater	\$ 19,996.03
601	Motor Pool	\$ -
610	Information Technology	\$ 62,304.78
		\$ 543,177.99

FY 2022 CARRYOVER REQUESTS - CAPITAL

Fund	Department	Description	Reason	PO #	Vendor	Amount	Fund	Dept	Acct
GF operating	Police	Grant and donated funds for Community Police Academy	Next session will be fall 2022			\$ 68.84	100	31100	8220
GF operating	Arterial Streets	Sidewalk Construction	Sidewalk construction not completed during FY22	13244	Espina Paving	\$ 21,692.50	100	41500	8256
GF operating	Arterial Streets	Arterial Street Improvements & Paving	Delayed paving on Walker Dr.; funds needed to pave Walker Drive and Timberfence Pkwy			\$ 70,000.00	100	41500	8257
GF operating	Arterial Streets	Collector Street Improvements & Paving	Delayed paving on Walker Dr.; funds needed to pave Walker Drive and Timberfence Pkwy			\$ 667,425.00	100	41500	8257
GF capital		Hook Lift Ampiroll and Bodies	manufacturer delays/product fabrication lead times	13151	Maryland Industrial	\$ 160,294.00	301	93500	8400
GF capital		Comp. Plan Update	disputed amount	12901	Michael Baker	\$ 18,261.32	301	93500	8800
GF capital		Broadview Avenue	project in easement acquisition phase			\$ 488,000.00	301	94500	8105
GF capital				12879		\$ 3,153.57	301	94500	8153
GF capital		Crosswalk Improvements	project balance			\$ 11,197.50	301	94500	8153
GF capital		VDOT Urban Projects	project balance			\$ 25,000.00	301	94500	8156
GF capital		Sidewalk Construction	project balance			\$ 300,779.00	301	94500	8164
GF capital		Eva Walker Park	project balance (AARP grant funds); installation and ribbon cutting in FY23			\$ 6,583.26	301	94500	8220
GF capital		Garrett St. pond retrofit	engineering design	13099	Wiley & Wilson	\$ 2,350.00	550	45500	8110
GF capital		Main Street Design Plan		12712	Bohler Engineering	\$ 33,449.01	301	94500	8500
GF capital		Main Street Design Plan	project balance			\$ 62,500.00	301	94500	8500
GF capital				12879		\$ 3,507.50	301	94500	8520
GF capital		Timber Fence Trail - segment 2 drawing completion		13264	LPDA	\$ 13,488.00	301	94500	8800
GF capital		Timber Fence Trail - record plat for segment 2		13265	Carson Land Consultants	\$ 1,980.00	301	94500	8800
GF capital		Hook Lift Ampiroll and Bodies	manufacturer delays/product fabrication lead times	13185	Maryland Industrial	\$ 143,807.00	305	93500	8200
GF Asset Repl.		Public Works Asset Replacement	project balance for guardrail replacements			\$ 24,315.24	305	93500	8400
GF Asset Repl.		Whitecoat for competition pool	scheduling issues; to be completed in August	13285	Millennium Pool Service	\$ 79,370.70	305	93500	8700
GF Asset Repl.		Eva Walker Park	Proffered funds to be used for fence; installation of memorial fence panels completed in FY23			\$ 29,905.00	301	94500	8220
GF Asset Repl.		WARF roof repair - project not started	unable to secure time for contractor to complete the work			\$ 73,927.26	305	93500	8700
WS operating	WTP	WTP laboratory testing equipment	add to FY23 balance to replace outdated equipment			\$ 9,000.00	501	45100	8201
WS operating	WTP->WWTP	Warrenton dam repair balance	fund WWTP chemicals in FY23			\$ 46,290.00	501	45300	6025
WS operating	WTP->WWTP	Airlie dam repair balance	fund WWTP chemicals in FY23			\$ 20,000.00	501	45300	6025
WS operating	Trans & Dist	Sewer jetter pump	pump not available	13304	Sewer Equipment of America	\$ 11,311.00	501	45200	8201
WS operating	WWTP	Blower Heliflow for Denite filter	not to be delivered until FY23	13365	Excelsior Blower Systems	\$ 20,436.00	501	45300	8201
WS capital		engineering review of Cedar Run pump station	postponed due to other projects/budget			\$ 80,000.00	510	44000	8100
WS capital		WTP Flocculation Tank				\$ 35,000.00	510	44000	8110
WS capital		Warrenton Dam improvements	dam permit renewal & spillway	13209	Whitman Requardt	\$ 67,078.05	510	44000	8120
WS capital		Warrenton Dam improvements	project balance			\$ 16,770.00	510	44000	8120
WS capital		Waterline replacements	project balance			\$ 105,000.00	510	44000	8200
WS capital		Gravity sludge thickener upgrades	project could not be completed within budget			\$ 95,000.00	510	44000	8300
WS capital		Sewer Cleaner Vacuum Truck Body	manufacturer delays/product fabrication lead times	13245	Infrastructure Solutions	\$ 318,000.00	510	44000	8600
WS capital		FY22 funding balance for sewer cleaner vacuum truck body				\$ 55,939.00	510	44000	8600
WS capital		prelim. Eng. Report for plant expansion to 3.0 mgd		13172	Whitman Requardt	\$ 13,992.30	510	44000	8850
WS capital		Secondary solids holding tank	engineering and permitting not complete			\$ 275,000.00	510	44000	8850
WS capital		CM & Inspections for I&I rehab work	rehab put on hold to fund other critical repairs	13305	Hydrostructures LLC	\$ 49,754.00	510	44000	8866
WS capital		Sewer line rehabilitation project balance	contractor delayed - will start in FY23			\$ 255,246.00	510	44000	8866
WS capital		Secondary clarifier repairs/upgrades & GST additional funds	budgeted in out years; failed during July 2022; transfer funding from sewer line rehab.			\$ 220,000.00	501	45300	3310
WS capital		Gravity sludge thickener upgrades	additional funding necessary - bids were significantly higher than budget; transfer funding from sewer line rehab.			\$ 155,000.00	510	44000	8300

FY 2022 CARRYOVER REQUESTS - CAPITAL

Fund	Department	Description	Reason	PO #	Vendor	Amount	Fund	Dept	Acct
WS capital		Automated fill station for water trucks at landfill	bids exceeded budget; awaiting lease agreement with county; reprogrammed in FY23 - adding this amount to FY23 to cover increase in cost			\$ 253,157.00	510	45500	8110
WS capital		Connection improvements	project balance - not currently underway			\$ 7,000.00	510	45500	8115
WS capital		Design of clearwell storage at WTP				\$ 95,000.00	510	45500	8140
WS capital		Engineering support - Water main design / Broadview betterment		13008	McCormick Taylor	\$ 12,573.00	510	45500	8230
WS capital		WWTP hydraulic improvement design	plant expansion			\$ 30,000.00	510	45500	8700
WS capital		WWTP improvements				\$ 50,000.00	510	45500	8835
WS operating	Administration	design improvements to WWTP	plant expansion			\$ 50,000.00	510	45500	8835
WS capital		WWTP Solids handling		12881	Whitman Requardt	\$ 3,440.62	510	45500	8850
Stormwater		5th St. Bioretention project	project has not started			\$ 107,798.00	550	45500	8000
Stormwater		design & permitting for Hampton Stream restoration	project has not started			\$ 25,000.00	550	45500	8100
Stormwater		Construction of Garrett St Pond Retrofit	project has not started			\$ 138,610.00	550	45500	8110
IT		Laserfiche	ongoing project; phasing in throughout departments	13239	MCCi Laserfiche	\$ 26,725.50	610	12520	8207
TOTAL						\$ 4,889,175.17			

CAPITAL TOTALS BY FUND:

100	General	\$ 759,186.34
305	Gen. Asset Repl.	\$ 351,325.20
301	Gen. Capital	\$ 1,130,543.16
201	ARPA	\$ -
501	WS Operating	\$ 107,037.00
510	WS Capital	\$ 2,242,949.97
550	Stormwater	\$ 271,408.00
601	Motor Pool	\$ -
610	Info. Tech.	\$ 26,725.50
		\$ 4,889,175.17