



**Department of Finance**

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

**MEMORANDUM**

TO: Frank Cassidy, Interim Town Manager  
FROM: Brooke Campbell, Budget Manager  
DATE: September 25, 2023  
RE: FY 2023 Carryover Requests for Approval

Frank,

The resolution to adopt the FY 2024 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, ongoing projects with open purchase orders, and grant funds is automatically re-appropriated at year-end, but a summary is provided for your information.

Departments have identified the below operating balances as necessary to fund ongoing efforts and purchases as of June 30, 2023. The total request is \$660,356.43 and is summarized by fund below.

Fund Number	Fund Name	Request
100	General Fund	\$249,680.76
501	Water & Sewer Operating Fund	\$410,675.67
<b>Total</b>		<b>\$660,356.43</b>

Further detail can be found on the attachment **FY23 to FY24 Operating Carryover Requests**.

Please let me know if you have any questions.

Sincerely,  
Brooke Campbell

Attachments:

- FY24 Adopted Budget Resolution
- FY23 to FY24 Operating Carryover Requests
- FY23 to FY24 Other Carryover Summary

**A RESOLUTION TO ADOPT AND APPROPRIATE THE FISCAL YEAR 2024 BUDGET AND THE  
FISCAL YEAR 2024 - 2029 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 2024 Proposed Budget to the Town Council on March 31, 2023 and work sessions were held by the Council during April and May 2023 to discuss the Proposed Budget and any changes thereto; and

**WHEREAS**, a duly advertised Public Hearing was held on May 9, 2023 to receive public comment and the tax rates for all real estate and tangible personal property were adopted on that date; and

**NOW, THEREFORE, BE IT RESOLVED** that the Fiscal Year 2024 - 2029 Capital Improvement Program for the Town of Warrenton is hereby adopted;

**BE IT FURTHER RESOLVED** that all outstanding encumbrances as of June 30, 2023 are hereby re-appropriated to FY 2024 to the same department or account for which they are encumbered in FY 2023, as approved by the Town Manager;

**BE IT FURTHER RESOLVED** that appropriations designated for capital projects and asset replacement projects that are unexpended as of June 30, 2023 are hereby re-appropriated to FY 2024 to the same projects; and be it;

**BE IT FURTHER RESOLVED** that all unencumbered FY 2023 appropriations lapse for budget items other than capital projects, asset replacement projects, contracts and grants, unless otherwise authorized by the Town Manager;

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

**BE IT FURTHER RESOLVED** that the Fiscal Year 2024 Budget for the Town of Warrenton is hereby adopted and the amounts summarized below are hereby appropriated for the Fiscal Year Beginning July 1, 2023:

**ATTACHMENT:** FY 2024 Budget and Capital Improvement Program

**Votes:**

**Ayes:** Ms. Heather Sutphin; Mr. Brett Hamby; Mr. James Hartman, Vice Mayor; Mr. Jay Heroux; Mr. David McGuire.

**Nays:** Mr. William Semple; Mr. Paul Mooney.

**Absent from Meeting:**

**For Information:**

Director of Finance

ATTEST:



Town Recorder

**FY23 to FY24 Operating Carryover Requests**

GL	Amount	Notes
<p><b>IT - Maintenance Contracts</b> 100-012520-3320</p>	<p>\$ 157,000.00</p>	<p>To cover anticipated FY24 shortfalls. The IT department has stated that there has been an ongoing problem with other departments communicating changes in contract prices and requests for new softwares within the appropriate timeframe in the budget cycle.</p> <p>To address this issue for FY24 the department wishes to carryover the balance in their maintenance contracts line item as a contingency.</p> <p>To address this issue for FY25 and going forward the Budget Manager and IT department have agreed to meet at least monthly. The Budget Manager will also include inquiries regarding department's IT systems in her quarterly budget meetings with departments.</p>
<p><b>IT - Professional Services</b> 100-012520-3100</p>	<p>\$ 36,420.00</p>	<p>The adopted FY24 budget includes \$39,800 in 3100 for Cartegraph Implementation and \$13,500 in 3320 for Software Cartegraph Management - Facilities.</p> <p>The most recent quote from the vendor (attached to physical copy of the Carryover Request Form) shows that the implementation cost and first year of software usage would cost \$74,804. As such, the IT department requests to carryover the \$36,420 in savings from moving away from UpKeep in order to ensure the entire cost of the Cartegraph is able to be covered in FY24.</p>
<p><b>IT - Professional Services</b> 100-012520-3100</p>	<p>\$ 50,000.00</p>	<p>The IT department requests to carryover unspent funds in their Professional Services line from FY23 in order to fund a Project Manager for the Implementation of Cartegraph.</p>

GL	Amount	Notes
<b>WWTP - Purchasing</b> 501-045300-6000	\$ 3,155.00	Placed order in May 2023, did not receive part until August 2023. WWTP requests to carryover funds to pay for the part in FY24.
<b>WWTP - Training</b> 501-045300-5540	\$ 5,000.00	This carryover request is related to budget transfer #302 previously approved by the Town Manager on 9/14/2023.
<b>WWTP - Travel</b> 501-045300-5510	\$ 1,000.00	5540 & 5510 - The new superintendent at the WWTP is looking to focus on training and would like to send 2 operators to DEQ Short School. This carryover will assist in paying for the fees and related travel expenses.
<b>WWTP - Materials &amp; Supplies</b> 501-045300-6099	\$ 5,000.00	6099 - This amount will help to ensure the office at the WWTP has the proper materials and supplies needed to efficient complete day to day tasks
<b>WWTP - Chemical Supplies</b> 501-045300-6025	\$ 50,000.00	The price of chemicals used in the wastewater treatment process continues to increase. In addition, the WWTP plant has been using increased amounts of two specific chemicals, Del Pack and Soda Ash. These chemicals are used to help the digester as the plant has started to transfer a higher volume through to avoid hauling away solids. The current superintendent predicts that upcoming upgrades to the GST will continue to put pressure on the digester which is not scheduled for an upgrade itself until FY26. This carryover will help to fund FY24 chemical purchases in light in the price increases & increased usage described above
<b>WWTP -Contractual Repair/Maintenance</b> 501-045300-3310	\$ 42,987.80	In FY23 the WWTP spent a total of \$281,856.32 between the contractual repairs and maintenance and maintenance contracts line items. In FY24 these same line items have a total budget of only \$259,800. With several projects, including the headworks slide gates and wet well #3 slide rail repair, already planned in the first quarter of FY24, there are not sufficient funds to both catch up on deferred maintenance and completed planned projects. As such, the department requests to carryover the unspent FY23 funds to make up for the anticipated shortfall in FY24.
<b>WWTP - Payments on Contracts</b> 501-045300-3990	\$ 28,322.48	

GL	Amount	Notes
<b>WWTP - Equipment</b> 501-045300-8201	\$ 28,436.00	The WWTP current has several areas that are gravity fed as well as areas where pumps are as old as 65 years are relied upon. The WWTP is looking to carry over their equipment line item in order to replace some of these pumps during FY24.
<b>WTP - Warrenton Dam Repair</b> 501-045100-8900	\$ 50,000.00	There were no projects that needed to be completed during the FY23 budget year and it would be imperative to reallocate these funds to their respective line items for the FY24 budget year.
<b>WTP - Airlie Dam Repair</b> 501-045100-8910	\$ 15,000.00	
<b>WTP - Chemical Supplies</b> 501-045100-6025	\$ 23,007.79	Carryover requested of FY23 funds into the FY24 budget year to ensure there is no overage on the 6025 line item due to chemical cost increases.
<b>WTP - Maintenance Contracts</b> 501-045100-3320	\$ 158,766.60	This carryover request is related to the budget transfer submitted & approved on 9/21/2023. This request is necessary as the FY24 Maintenance contracts line already has a negative balance as the price of the contract with USG for Tank Maintenance is significantly higher in FY24 because of increased maintenance requirements as compared to prior years. Completion of this carryover request will allow the department to fund the maintenance with USG as well as other maintenance contracts during the year.
<b>PW Streets - Purchasing</b> 100-041200-6000	\$ 1,169.66	Order was placed June 2023 - 7 weeks to process order. Department requests to carryover funds to pay for the part in FY24.
<b>Facilities - Collector Traffic Signs</b> 100-043200-8266	\$ 5,091.10	This carryover request is related to the budget transfers approved on 9/14/2023 & 9/22/2023. Following the completion of traffic studies by Kittelson Town Staff will use these funds to install the necessary signage, posts, and hardware in the areas of the studies.

**Total Operating Carryover Requested      \$    660,356.43**

**FY23 to FY24 Other Carryover Summary**

Type of Carryover	Amount
Open POs	\$ 2,651,488.65
Capital Projects	7,744,870.98
Grant (ARPA)	5,025,563.24
Grant (Other)	187,905.11
Grant (VDOT - Streets)	286,280.09

**Total Other Carryover     \$ 15,896,108.07**

Department	Open PO Balance
Water & Sewer	1,455,117.08
Public Works	506,127.10
Stormwater Management	488,303.30
Community Development	98,985.08
Information Technology	42,281.09
Finance	35,025.00
Human Capital	19,000.00
Town Council	6,650.00
<b>Total Carryover Due to Open POs</b>	<b>2,651,488.65</b>



**FY23 to FY24 Capital Project Carryover**

FUND	DEPT	ACCT#	DESCRIPTION	Carryover Amount
301	93500	8800	COMPREHENSIVE PLAN UPDATE	18,261
301	94500	8042	PARK LAND ACQUISITION	100,000
301	94500	8105	BROADVIEW AVENUE (VDOT)	488,000
301	94500	8153	CROSSWALK IMPROVEMENTS	11,198
301	94500	8156	VDOT URBAN PROJECTS	25,000
301	94500	8164	SIDEWALK CONSTRUCTION	300,779
301	94500	8500	MAIN STREET DESIGN PLAN	95,949
301	94500	8800	TIMBER FENCE TRAIL PROJECT	456,947
305	93500	8028	IT ASSET REPLACEMENT	13,298
305	93500	8029	SEASONAL BEAUTIFICATIONS	50,000
305	93500	8151	GUARD RAIL REPLACEMENT	169
305	93500	8400	PUBLIC WORKS ASSET REPLACEMENT	10,632
510	44000	8180	FACILITIES IMPROVEMENTS	75,358
510	44000	8300	GST UPGRADES	53,156
510	44000	8600	FLEET REPLACEMENT PROGRAM	5,256
510	44000	8866	SEWER LINE REHABILITATION	268,676
510	45500	8018	FACILITY RENOVATION	28,751
510	45500	8039	WATERLINE REPLACEMENTS	677,721
510	45500	8040	WARRENTON DAM REPAIRS	116,770
510	45500	8160	FILTER CONTROL VALVES	1,173,886
510	45500	8230	BROADVIEW AVE HYDRANTS	45,784
510	45500	8700	WWTP HYDRAULIC IMPROVEMENTS	30,000
510	45500	8710	PRIMARY CLARIFIER & SLUDGE PUMP STN	2,093,924
510	45500	8830	WTP CLEARWELL PROJECT	833,680
510	45500	8835	WWTP IMPROVEMENTS	50,000
510	45500	8850	SECONDARY DIGESTER / HOLDING TANKS	146,876
550	43500	8030	GARRET ST POND RETROFIT	10,953
550	45500	8000	BIO SWALE 5TH ST PARKING LOT	138,224
550	45500	8001	PW SHOP AND YARD	265,625
550	45500	8002	STREAM RETROFIT RADY PARK	135,000
550	45500	8100	STREAM RESTORATION	25,000

**Total Carryover Due to Capital Projects**

**7,744,871**

**FY23 to FY24 ARPA Funding Carryover**

<b>Fund</b>	<b>Dept</b>	<b>Acct</b>	<b>Description</b>	<b>Carryover Amount</b>
201	12520	8610	INFORMATION TECHNOLOGY	19,568
201	13000	8100	ADA IMPROVEMENTS - POLLING LOCATION	147,857
201	45500	8000	PRIMARY CLARIFIER & SLUDGE PUMP STN	4,500,000
201	81700	3100	PROFESSIONAL SERVICES	42,350
201	93500	8025	HVAC REPLACEMENT	55,000
201	93500	8401	SALT SPREADERS	9,401
201	93500	8402	LEAF MACHINE	10,572
201	94500	8004	ADA PLAYGROUND REPLACEMENTS	150,000
201	94500	8011	WATERLOO IMPROVEMENTS	39,927
201	94500	8016	TIMBER FENCE TRAILWAY	50,889
<b>Total Carryover Due to ARPA Funding</b>				<b>5,025,563.24</b>

**FY23 to FY24 Grant Fund Carryover**

Description	Original Grant Amount	Revenue GL	Expense GL	Carryover
Litter Control	10,248	3-100-024040-0007	4-100-042400-6099	9,704
5th St Bio Swale	48,989	3-550-024040-0001	4-550-045500-8000	48,989
Garret St. Pond	129,610	3-550-033000-1000	4-550-044000-8030	94,213
Historic District Grant	35,000	3-100-033030-08000	4-100-081100-3100	35,000
<b>Total Carryover Due to Grant Funding</b>				<b>187,905</b>

**FY23 to FY24 Streets - VDOT Carryover**

Fund	Dept	ACCT#	DESCRIPTION	Carryover
100	41500	8257	STREET IMPROVEMENTS & PAV	236,767.58
100	41500	8260	TRAFFIC CALMING	1,218.75
100	41500	8261	TREE MAINTENANCE	2,500.00
100	41600	8257	STREET IMPROVEMENTS & PAV	42,193.76
100	41600	8261	TREE MAINTENANCE	2,100.00
100	41600	8262	TRAFFIC CALMING	1,500.00
<b>Total Carryover Due Streets - VDOT</b>				<b>286,280</b>