



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

Council Meeting Date:	January 13, 2026
Agenda Title:	Parks & Recreation Department Overview
Requested Action:	For information only
Department / Agency Lead:	Finance Department
Staff Lead:	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 parks & recreation function is broken down into three (3) departments for budgetary purposes:

- The aquatic & recreational facility department captures the cost to operate the Warrenton Aquatic and Recreation Facility (WARF). This department has four (4) full-time staff and 20 full-time equivalent hours available for part-time staff.
- The parks department captures the cost to maintain the Town's parks and their related facilities. This department has one (1) part-time staff member.
- Administration costs are captured in the parks & recreation administration department. This department has four (4) full-time staff.

Principal and interest payments related to the WARF building are captured in the debt service section of the budget. Further, there are several projects in the Capital Improvement Plan under the purview of the parks & recreation function.

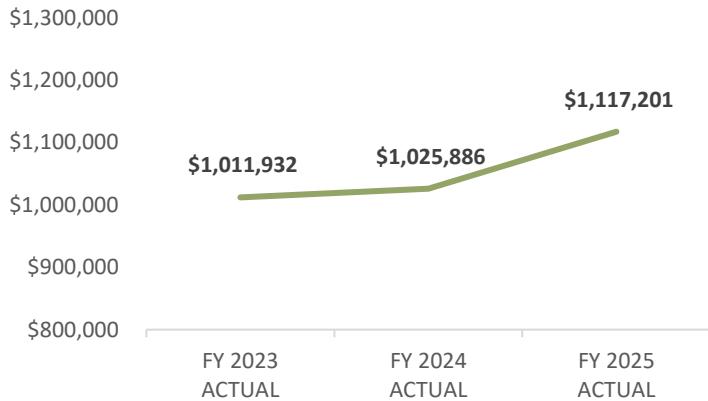
The following tables and charts provide a financial summary of the parks and recreation function by department.

Warrenton Aquatic & Recreation Facility (WARF) Department

WARF Revenue

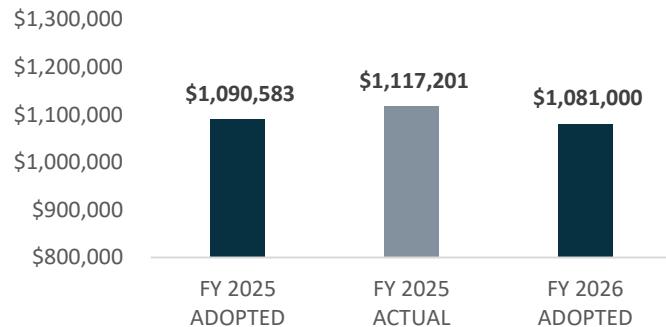
ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
MERCHANDISE	3,252	3,665	4,000	9,562	4,000
MISCELLANEOUS WARF FEES	-	24	-	-	-
SWIM LANE RENTALS	206,036	186,113	239,594	174,197	190,000
AQUATICS PROGRAMS	147,666	124,203	169,885	143,956	170,000
ANNUAL PASS	324,272	329,091	324,933	376,091	325,000
DAY PASS	239,158	267,948	240,604	288,063	270,000
FITNESS CLASSES	33,192	34,094	30,097	35,448	35,000
RECREATION PROGRAMS	1,340	5,819	15,000	12,190	10,000
FACILITY RENTALS	45,448	52,695	46,470	54,068	53,000
VENDING	11,567	6,783	5,000	8,528	9,000
WARF SPONSORSHIPS	-	15,450	15,000	15,100	15,000
TOTAL	\$ 1,011,932	\$ 1,025,886	\$ 1,090,583	\$ 1,117,201	\$ 1,081,000

Actual Revenue Trend



FY 2024 revenues increased by \$13,954 or 1.4% over FY 2023. In FY 2025, revenues increased by \$91,316 or 8.9% over FY 2024.

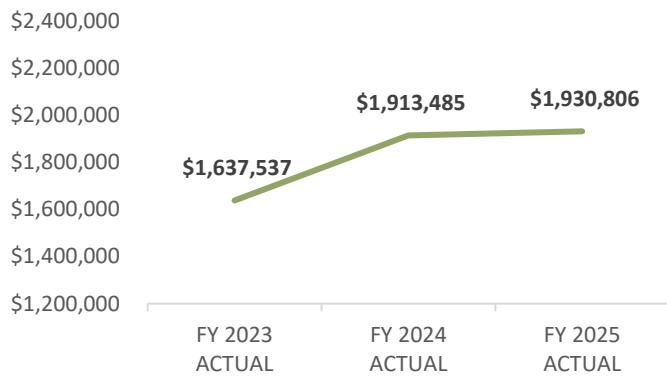
Revenue FY 2025 vs FY 2026



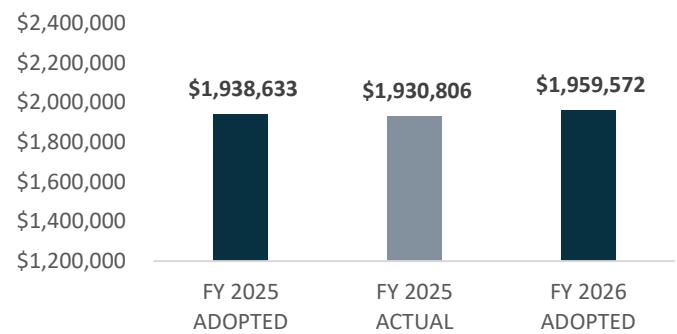
In FY 2025, the total projected revenue for the WARF was \$1,090,583. FY 2025 actual revenue totaled \$1,117,201. The FY 2026 projected revenue for the WARF is \$1,081,000.

WARF Expenditure

ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
PERSONNEL SUBTOTAL	827,524	1,042,355	1,140,530	1,060,781	1,080,065
PROFESSIONAL SERVICES	2,134	1,100	-	-	-
CONTRACTUAL REPAIR	80,735	131,993	111,220	155,295	100,000
MAINTENANCE CONTRACTS	89,523	59,812	42,000	43,276	55,914
JANITORIAL SERVICES	61,152	61,152	65,000	61,152	65,000
PRINTING	1,862	-	-	-	-
ELECTRICITY	299,730	336,198	303,803	336,092	353,513
FUEL	129,387	89,019	90,000	89,102	90,000
POSTAGE	-	90	100	175	100
LEASE OF EQUIPMENT	-	3,707	3,500	6,053	28,500
TRAINING	1,698	4,642	4,000	1,440	4,000
PURCHASING	74,212	93,543	88,480	81,619	88,480
PROGRAM SUPPLIES	-	-	10,000	2,689	10,000
CHEMICAL SUPPLIES	35,230	38,679	36,000	33,074	40,000
CREDIT CARD FEES	-	-	24,000	25,992	24,000
EQUIPMENT	34,352	51,195	20,000	34,065	20,000
TOTAL	\$ 1,637,537	\$ 1,913,485	\$ 1,938,633	\$ 1,930,806	\$ 1,959,572

Actual Expenditure Trend

In FY 2024, expenses increased 16.9% or \$275,948 over FY 2023. FY 2025 expenses increased 0.9% or \$17,321 over FY 2024.

**Expenditure
FY 2025 vs FY 2026**

In FY 2025, the total adopted budget for the WARF department was \$1,938,633. FY 2025 expenses totaled \$1,930,806. The FY 2026 adopted budget for the department is \$1,959,572.

WARF Recovery Ratio

TYPE	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
EXPENDITURE	1,637,537	1,913,485	1,938,633	1,930,806	1,959,572
REVENUE	1,011,932	1,025,886	1,090,583	1,117,201	1,081,000
RECOVERY RATIO	62%	54%	56%	58%	55%

The WARF's recovery ratio declined from 62% to 54% from FY 2023 to FY 2024. In FY 2025, the ratio increased to 58%.

Debt Service for WARF Building

Debt service related to this department includes the principal and interest on the debt for the WARF building. FY 2023 payments totaled \$594,984, FY 2024 payments totaled \$595,766, and FY 2025 payments totaled \$595,522. Future payments, including FY 2026, are included in the schedule below:

Fiscal Year	Total Debt Service
2026	599,125
2027	596,575
2028	597,872
2029	597,888
2030	596,622
2031	598,947
2032	594,863

Current Capital Improvement Plan (CIP) Projects - WARF

Project #	Project Name	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	Total
PR-006	WARF Basketball Court Construction	-	-	-	-	-	100,000	100,000
PR-008	Skatepark Replacement at the WARF	-	300,000	-	-	-	-	300,000

Current Capital Asset Replacement Plan (CARP) Projects - WARF

Project Name	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	Total
Repaving and Restriping WARF Parking Lot	60,000	-	-	-	-	-	60,000
Waterplay Structure Replacement	300,000	-	-	-	-	-	300,000
WARF Boiler Replacement	-	-	540,000	-	-	-	540,000

Parks Department

Parks Revenue

ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
PARKS USER FEES	7,410	9,043	9,435	9,243	9,500

Parks Expenditure

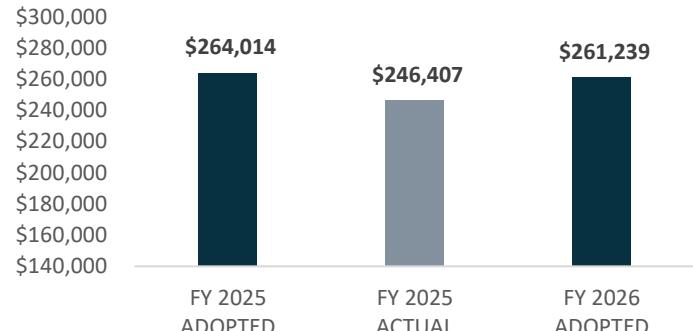
ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
PERSONNEL SUBTOTAL	1,494	15,524	41,154	84,218	32,639
MAINTENANCE CONTRACTS	86,717	80,737	82,000	85,714	82,000
PARK MAINTENANCE	34,104	14,249	56,000	4,573	56,000
TRAIL MAINTENANCE	55	261	-	-	-
FIELDS MAINTENANCE	-	295	10,000	10,352	10,000
ASPHALT	4,329	-	1,500	265	1,500
ELECTRICITY	6,147	8,141	2,460	5,137	8,200
LEASE OF EQUIPMENT	2,861	1,717	3,000	494	3,000
PURCHASING	19,255	11,008	10,400	11,983	10,400
PROGRAM SUPPLIES	-	-	5,000	2,804	3,000
SPECIAL EVENTS	21,442	43,028	45,000	39,488	47,000
PLAYGROUND EQUIPMENT	-	-	7,500	1,379	7,500
TOTAL	\$ 176,404	\$ 174,961	\$ 264,014	\$ 246,407	\$ 261,239

Actual Expenditure Trend



In FY 2024, expenses decreased 0.8% or \$1,443 over FY 2023. FY 2025 expenses increased 40.8% or \$71,446 over FY 2024.

Expenditure FY 2025 vs FY 2026



In FY 2025, the total adopted budget for the parks department was \$264,014. FY 2025 expenses totaled \$246,407. The FY 2026 adopted budget for the department is \$261,239.

Current Capital Improvement Plan (CIP) Projects - Parks

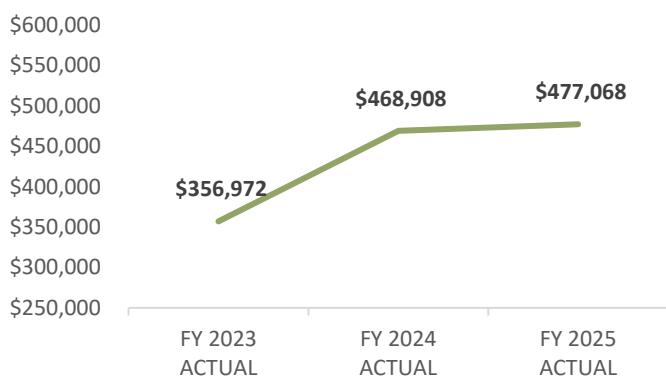
Project #	Project Name	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	Total
PR-002	Eva Walker Park Improvements	\$ -	\$ 230,000	\$ 175,000	\$ 200,000	\$ 200,000	\$ 150,000	\$ 955,000
PR-004	Park Pavilions	-	-	55,000	45,000	-	-	100,000
PR-005	Park Restrooms	-	-	-	-	100,000	-	100,000

Current Capital Asset Replacement Plan (CARP) Projects - Parks

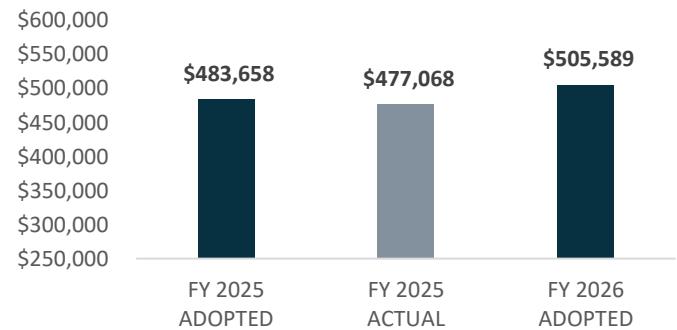
Project Name	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	FY30 2029-30	FY31 2030-31	Total
Rady Park Bridge Replacement	25,000	-	100,000	-	-	-	125,000

Parks & Recreation Administration Department**Administration Expenditure**

ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
PERSONNEL SUBTOTAL	347,267	460,810	470,558	465,555	491,879
PRINTING	68	240	-	-	-
POSTAGE	67	2	100	2	100
LEASE OF EQUIPMENT	601	601	-	601	610
TRAVEL	1,502	1,463	3,000	3,347	3,000
TRAINING	2,874	3,725	5,000	5,400	5,000
PURCHASING	4,594	2,067	5,000	2,163	5,000
TOTAL	\$ 356,972	\$ 468,908	\$ 483,658	\$ 477,068	\$ 505,589

Actual Expenditure Trend

In FY 2024, expenses increased 31.4% or \$111,936 over FY 2023. FY 2025 expenses increased 1.7% or \$8,161 over FY 2024.

**Expenditure
FY 2025 vs FY 2026**

In FY 2025, the total adopted budget for the parks & recreation administration department was \$483,658. FY 2025 expenses totaled \$477,068. The FY 2026 adopted budget for the department is \$505,589.

Parks & Recreation Recovery Ratio

TYPE	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 ACTUAL	FY 2026 ADOPTED
EXPENDITURE	2,170,913	2,557,354	2,686,305	2,654,281	2,726,400
REVENUE	1,019,342	1,034,929	1,100,018	1,126,444	1,090,500
RECOVERY RATIO	47%	40%	41%	42%	40%

STAFF RECOMMENDATION**Service Level/Policy Impact****Fiscal Impact****Legal Impact****ATTACHMENTS**