

Town of Warrenton, Virginia



APPROVED JUNE 8, 2010

**FY 2011 Proposed Budget
July 1, 2010 – June 30, 2011**

Jan Jackson

TOWN OF WARRENTON
 PROPOSED ANNUAL BUDGET
 FISCAL YEAR 2011
 TABLE OF CONTENTS

approved - no changes - June 8, 2011

Manager's Message	1
Budget Schedule	7
General Fund	
Summary	8
Revenues	
General Property Taxes	9
Other Local Taxes	11
Other Sources of Revenue	16
Expenditures	20
Town Council	21
General & Financial Administration	23
Town Manager	24
Legal	26
Finance & Human Resources	27
Memberships & Dues	29
Electoral Board	30
Public Safety	31
Police Department	32
Fire & Rescue	35
Inspections	36
Public Works	38
Administration	40
Street Maintenance	42
Arterial Street Maintenance	44
Collector Street Maintenance	46
Refuse Collection	48

Recycling Collection.....	50
General Properties.....	52
Contributions.....	54
Maintenance Cemetery.....	58
Cultural Enrichment.....	60
Planning & Community Development.....	62
Planning & Zoning.....	64
Visitor's Center.....	67
Board of Zoning Appeals.....	69
Architectural Review Board.....	70
Transfers & Reserves.....	72
Debt Service.....	73
 Capital Projects Fund	
Summary.....	74
Revenues.....	75
Expenditures.....	76
 Water & Sewer Fund	
Summary.....	79
Revenues.....	80
Expenses.....	84
Meter Reading Department.....	87
Source of Supply.....	89
Transmission & Distribution.....	91
Wastewater Treatment Plant.....	93
Administration.....	95
Capital Outlay.....	97
Debt Service.....	100
 Parks & Recreation Fund	
Summary.....	101
Revenues.....	102

Town Manager's Budget Message

TO: George Fitch, Mayor
Members of Town Council

FROM: Kenneth L. McLawhon
Town Manager

DATE: April 1, 2010

In accordance with the Town of Warrenton's Town Charter and Code, the following fiscal information is submitted for the upcoming fiscal year. The Fiscal Year 2010/2011 budget and Capital Improvement Program are comprehensively addressed herein. The operating "budgets" contain the fiscal plan for the operation of the Town for a period of twelve months. The General Fund budget represents the first section of the binder. It continues to be supported by local tax revenues, fees, and state reimbursements which are necessary to provide local services. Second is the Proprietary (Enterprise/Utility) budget which is intended to be financed from revenues generated by customers or user fees associated with the provision of water and wastewater services. The third fund is the Recreation Fund which is intended to ultimately be supported via user fees; however, support via the General Fund and other sources is necessary at this point. The Capital Improvement Program is also included in this budget binder.

The Town's real estate owners will wish to note that this general fund financial plan continues to be supported by a 1.5 cent (.015) per \$100 of assessed value real estate tax rate. Similarly, no changes or increases in the personal property tax rate are being recommended. This budget continues to allow property tax relief for vehicles valued at \$20,000 or less at one hundred percent. The Town continues to maintain an exemplary level of service in each of its departments such as public works, public safety, utilities, planning/zoning, street maintenance, refuse/recycling collection and administration through a truly amazing level of efficiency and effectiveness. In the current economic climate, I am pleased to state this year's proposed General and Enterprise budgets continue to:

- Maintain the existing real estate tax rate of \$0.015 per \$100 assessed value and does not recommend increases in the personal property tax (maintain personal property tax relief at 100% for vehicles valued at \$20,000 or less)
- Maintain the existing utility rate structure.
- Undertake Capital Improvements Projects

Each fund's budget will also continue to include a reserve equal to fifteen percent (15%) of the fund's total expenditures. This reserve, adopted by Council in December 1998, sets aside an additional safeguard and is not available for appropriation without authorization from the governing body.

	ADOPTED BUDGET FY2008	ADOPTED BUDGET FY2009	ADOPTED BUDGET FY2010	PROPOSED BUDGET FY2011
General Fund Operations	\$7,340,714	\$7,475,475	\$7,164,847	\$7,184,025
Water/Sewer Fund Operations	\$3,548,759	\$3,739,562	\$3,956,312	\$4,011,972
General Fund Transfers to Fund Balance, Capital Projects	\$2,418,843	\$2,778,441	\$2,328,964	\$1,653,646
Water/Sewer Fund Transfers to Reserves & Capital Projects Fund		\$3,561,043	\$189,049	
Capital Projects Fund	\$428,500	\$513,500	\$199,000	\$375,325
Water/Sewer Capital Projects	\$8,410,000	\$2,042,608	\$410,000	\$838,000

Issues that Transcend the Budgets

All departmental budgets are constantly developed with the Town's guiding principles in mind. These guidance items were developed by the Governing Body. They are to:

- Keep Warrenton unique.
- Operate Town government as a business.

- Increase recreational and leisure choices.
- Support “Responsible Growth to Build Out”.
- Preserve a polished and vibrant historic downtown.

Warrenton continues to remain cautiously upbeat about meals tax, sales tax and other business related discretionary revenues which drive the local economy. However, the category of interest earnings is down considerably given the state of economic affairs. In spite of the current economic conditions, State budgetary issues and other volatility, revenues are projected to be sufficient to meet the operational requirements associated with Warrenton’s current expenses and those which are associated with the Town’s newer facilities.

Health Insurance

The following table represents both the Town and Employee cost for the various health and dental insurance offerings for FY2011. Proposed rates for FY2011 reflect a 19.27% decrease below the proposal by the current provider:

Plan/Coverage	PROPOSAL CURRENT PROVIDER (FY2011)			PROPOSAL BY NEW PROVIDER (FY2011)		
	Total	Town Share	Employee Share	Total	Town Share	Employee Share
<i>BASIC</i>						
Single	568.98	568.98	0	442.72	442.72	0
Double	1,081.09	932.22	148.87	841.16	725.32	115.84
Parent/Children	1,422.50	1,207.70	214.80	1,106.79	939.67	167.12
Family	1,610.22	1,361.12	249.10	1,252.89	1,059.07	193.82
<i>PREMIUM</i>						
Single	599.19	568.98	30.21	475.66	442.72	32.94
Double	1,146.32	932.22	214.10	903.75	725.33	178.42
Parent/Children	1,508.32	1,207.70	300.62	1,189.41	939.67	249.74
Family	1,707.39	1,361.12	346.27	1,346.11	1,059.07	287.04

General Fund Budget

SUMMARY OF GENERAL FUND REVENUES for FY2008 through 2011				
	2007-2008	2008-2009	2009-2010	2010-2011
General Property Taxes	625,270	646,900	620,700	551,200
Other Local Taxes	6,129,192	6,314,400	5,706,036	5,541,754
Licenses, Permits & Fees	411,665	399,500	344,810	143,180
Fines & Forfeitures	135,000	139,100	139,100	139,100
Revenue from Use of Money/Property	103,890	206,890	258,909	53,300
Miscellaneous Revenue	102,500	77,719	79,224	83,346
Non-Categorical Aid	128,069	120,080	64,030	80,030
Categorical Aid	2,123,971	2,339,327	2,326,002	2,166,985
Transfers & Reserves	-	10,000	10,000	78,776
TOTAL GENERAL FUND REVENUES	\$9,759,557	\$10,253,916	\$9,548,811	\$8,837,671

Water and Sewer Fund Budget

The water and sewer fund's operating budget is essentially a maintenance budget at \$4,011,972 or 1.4% greater than the FY2010 budget of \$3,956,312. This Variance is mainly a result of chemical and electrical expenses.

SUMMARY OF WATER AND SEWER REVENUES for FY2008 through 2011				
	2007-2008	2008-2009	2009-2010	2010-2011
Permits Privilege Fees & Licenses	10,000	11,000	11,000	8,500
Revenue from Use of Money/Property	223,710	240,786	227,000	148,000
Charges for Services	4,320,690	4,551,700	3,784,998	3,848,444
Miscellaneous Revenue	66,959	49,200	36,300	34,800
Grant Revenue	3,620,250	2,221,571	50,000	200,000
Non-Revenue Receipts	1,078,000	1,078,000	446,063	375,000
Transfers & Reserves	2,639,150	1,190,956	-	235,228
TOTAL WATER/SEWER FUND REVENUE	\$11,958,759	9,343,213	\$4,555,361	\$4,849,972

SUMMARY OF WATER AND SEWER EXPENDITURES for FY2008 through 2011				
	2007-2008	2008-2009	2009-2010	2010-2011
Water Supply, Distribution & Billing	\$1,566,794	\$1,671,327	1,705,722	1,771,266
Wastewater Plant Operation	1,276,258	1,321,261	1,483,894	1,509,984
Water/Sewer Administration	705,707	746,974	766,696	730,722
Reserve for Contingencies	-	50,000	-	-
Debt Service	-	-	-	-
Subtotal	3,548,759	3,789,562	3,956,312	4,011,972
Capital Projects	8,410,000	2,042,608	410,000	838,000
Transfers & Reserves	-	3,511,043	189,049	-
TOTAL WATER/SEWER FUND REVENUE	\$11,958,759	9,343,213	4,555,361	4,849,972

Summary: The details of each department and section follow the respective narrative for that department or section.

SCHEDULE TO CONSIDER THE FISCAL YEAR 2010-2011 BUDGET

<u>DATE</u>	<u>EVENT</u>
September 30, 2009	Package of Budgetary Instructions Delivered to Agencies and Departments.
December 31, 2009	Funding Requests Submitted to Finance Director.
January 29, 2010	Draft Budget Completed by Finance Director and submitted to Town Manager
January 2010- End of March, 2010	Town Manager's Review of Draft Budgets, studies/reports and preparation of recommended budget.
April, 2010	Delivery of Proposed Budget to Council.
Mid-April and May, 2010 (Dates to be determined by Council)	Worksessions on Proposed Budget. Proposed Date for Public Hearing and special meetings, if needed.
End of May, 2010 – First of June 2010	Consideration/adoption of FY 2010-2011 budget

**TOWN OF WARRENTON, VIRGINIA
SUMMARY OF BUDGET FOR LAST TWO FISCAL YEARS**

<u>REVENUES</u>	<u>ADOPTED 2009-2010</u>	<u>PROPOSED 2010-2011</u>
General Property Taxes	\$ 620,700	\$ 551,200
Other Local Taxes	5,706,036	5,541,754
Licenses, Permits & Fees	344,810	143,180
Fines & Forfeitures	139,100	139,100
Revenue from Use of Money/Property	258,909	53,300
Miscellaneous Revenue	79,224	83,346
Non-Categorical Aid	64,030	80,030
Categorical Aid	2,326,002	2,166,985
Transfers & Reserves	10,000	78,776
TOTAL GENERAL FUND REVENUES	\$ 9,548,811	\$ 8,837,671
<u>EXPENDITURES</u>		
Legislative Department	\$ 187,310	\$ 175,877
Executive Department	196,535	187,615
Legal Services	174,228	103,086
Finance Department	443,032	433,228
Memberships & Dues	6,762	7,012
Electoral Board & Officials	5,805	
Public Safety Department	2,771,193	2,836,415
Public Works Department	2,812,862	2,923,800
Contributions	117,361	107,361
Planning & Community Development	449,759	409,631
Debt Service	-	-
Subtotal	\$ 7,164,847	\$ 7,184,025
Transfers & Reserves	2,383,964	1,653,646
TOTAL GENERAL FUND EXPENDITURES	\$ 9,548,811	\$ 8,837,671

General Fund Sources of Revenue

General Property Taxes

General Fund Revenues for FY 2011 total \$8,837,671.

**Revenue Description:
FY 2011 Estimate:**

**General Property Taxes
\$551,200**

FY 2011 Proposed Property Tax Rates

Property Category	Tax Rate (per \$100 assessed valuation)	Assessment Ratio
Real Estate	\$0.015	100%
Mobile Homes	\$0.00	100%
Tangible Personal Property – General	\$1.00	100%
Tangible Personal Property – Handicapped	\$0.00	100%
Motor Homes, Campers and Boats	\$0.00	100%
Machinery and Tools	\$1.00	100%
Business Personal Property & Computers	\$1.00	100%

General property tax revenues account for 6.2 % of General Fund revenue in FY 2011. The reduction in overall reliance on general property taxes is an ongoing trend that began in FY 1997. Several tax rate decreases and three general reassessments later, the Town once again maintains its tax rate to accommodate a ‘revenue neutral’ tax bill as a result of the 2009 general reassessment of real property for the citizens of the Town of Warrenton. As a result of the 2009 reassessment, according to the Fauquier County Commissioner of Revenue, the Town can expect a decrease in assessed value for all residential property in 2010. The overall flattening of new and existing residential real estate construction and related sales, real estate tax revenues will decrease slightly for

FY 2011. In projecting real estate property tax revenues, the Town relies on assessed value projections prepared by Fauquier County that uses the following factors in determining property values:

- previous year's tax base
- cumulative values of all property reassessed during the year
- estimates of new construction
- estimates of building renovations, additions, etc.

In projecting personal property tax revenues, the Town adds prior years' total assessments and factors in current year estimates based upon historical trends. With the official demise of the 1998 Personal Property Tax Relief Act in FY 2007, the Town of Warrenton proposes no personal property tax rate increase to maintain the provision of 100% of relief to the owners of qualified vehicles with the Town's share of categorical aid from the Commonwealth of \$718,492 for FY 2011.

Personal property tax revenue estimates are down slightly to \$325,000 from FY 2010 estimate of \$350,000. The nominal decrease is due primarily to the current downturn in the economy. For tax year 2007 and onward, the Town will receive a fixed lump sum payment from the Commonwealth of \$718,492. This Categorical Aid item allowed the Town to provide relief of \$2,084,920 from July 1, 2006 through January 31, 2010, leaving a carryover to FY 2011 of \$789,047. This carryover will be added to the FY 2011 Commonwealth reimbursement of \$718,492 to enable Council to once again provide 100% relief for the tax year FY 2011.

Over the past decade the Town has averaged collecting approximately 99.6% of all general property taxes assessed due to lower property tax bills due to rate reductions and the PPTRA.

General Fund Sources of Revenue

Other Local Taxes

Revenue Description:
FY 2011 Estimate:

Local Sales Tax
\$450,000

The Town of Warrenton and Fauquier County levy a 1% local sales tax as allowed by State law. This revenue item is collected by the Commonwealth, along with the variable rate state sales and use tax, and returned to the County for distribution. Fauquier County receives 50% of local sales tax collections with the remaining 50% split between the County and Incorporated Towns based on the number of school aged children in each locality. Revenue estimates are based on prior year's receipts and projected changes in retail sales based on historical trends and projected revenue by the Commonwealth. We are projecting a decrease of \$\$6,000 or 1.3% which is consistent with the current monthly receipts. Local sales tax revenue account for 5.1 % of the Town's General Fund budget.

Revenue Description:
FY 2011 Estimate:

Consumer Utility Taxes
\$467,630

The town's levies a consumer utility tax on residential and commercial electricity and natural gas utilities.

A consumer tax on electric utilities is as follows:

Residential	20% of the minimum monthly charge imposed plus \$.0158865 for each kilowatt-hour delivered. Maximum monthly tax is \$3.00.
Commercial/ Industrial	20% of the minimum monthly charge imposed plus \$.015009 for each kilowatt-hour delivered. Maximum monthly tax is \$20.00.

A consumer tax on natural gas utilities is as follows:

Residential	20% of the minimum monthly charge imposed plus \$.186 for each CCF delivered. Maximum monthly tax is \$3.00.
Commercial/Industrial	20% of the minimum monthly charge imposed plus \$.15566 for each CCF delivered. Maximum monthly tax is \$20.00.

Revenue estimates are based on prior year's revenues. A flat FY2010 growth rate was used for this projection. Consumer utility taxes are a significant source of revenue for the Town, growing steadily over the past decade.

Revenue Description:

Business, Professional, Trade or Occupational License (BPOL)

FY 2011 Estimate:

\$1,400,000

The Town requires every business located within the corporate limits to pay an annual license tax based upon the business's prior calendar year gross receipts. Businesses are taxed at varying rates based on classifications developed by the State:

Town of Warrenton Business, Professional, Trade or Occupational License (BPOL) Tax Rates – FY 2011

Business Category	FY 2009	FY 2010	Maximum Allowed by State Law
Business, personal & repair services	18.70¢	18.70¢	36.00¢
Contractors	8.50¢	8.50¢	16.00¢
Professional, financial & real estate services	29.75¢	29.75¢	58.00¢
Retail	10.00¢	10.00¢	20.00¢
Wholesale	4.25¢	4.25¢	5.00¢

While this tax and the associated revenue is closely tied to the success of the business community, the actual revenue received over the past ten years has been relatively stable. Revenue estimates are developed focusing on prior year's receipts, tax rate changes, and general economic trends. Physical observation and subsequent identification of new unlicensed businesses within the corporate limits, an annual function of the finance department, provide additional sources for taxation and are taken into consideration in budgetary estimates. It remains clear that the BPOL levied on local business represent a sizeable revenue source accounting for approximately 15.8 % of the General Fund budget.

Revenue Description:

FY 2011 Estimate:

Franchise Fee Utilities

\$48,795

In prior years, the Town levied a franchise fee on all public utilities providing services to Town Citizens. Effective January 1, 2001, the franchise fee for electric and natural gas utilities became known as the "local consumption tax" due to state law changes, and is in lieu of the gross receipts tax previously imposed by localities on public utilities. Annual budget estimates are based on historical data. Collected for five years, this revenue source has become more stable and more accurate historical trends have become available. For FY 2011, estimates for the two remaining components of this local tax are relatively flat.

The FY 2011 tax rate for the local electric utility consumption tax, as set by the Commonwealth is:

Level of Consumption	Tax Rate
First 2,500 kWh delivered	\$0.00038 per kWh
Over 2,500 but less than 50,000 kWh	\$0.00024 per kWh
In excess of 50,000 kWh	\$0.00018 per kWh

The FY 2011 tax rate for the local natural gas utility consumption tax, as set by the Commonwealth is \$0.004 per 100 cubic feet (CCF) delivered per month on the first 500 CCF.

The FY 2011 gross receipts tax on telephone utilities was repealed and replaced by the 5% Communications Sales and Use Tax effective January 1, 2007. Estimates from this revenue stream are included in the State Communications Sales and Use Tax section below.

The FY 2011 franchise fee on cable TV was repealed and replaced by the 5% State Communications Sales and Use Tax effective January 1, 2007. Estimates from this revenue stream are included in the State Communications Sales and Use Tax section below.

Revenue Description:
FY 2011 Estimate:

Motor Vehicle Licenses
\$92,000

The Town requires a motor vehicle decal to be placed on all motor vehicles garaged in the Town as proof of payment of personal property taxes. Annual budget estimates, based on historical data, a decrease in cost for senior citizens beginning in FY 2003, and a decrease in cost for all decals in FY 2004, yield 1.0 % of General Fund revenues for FY 2011.

Revenue Description:
FY 2011 Estimate:

Bank Stock Tax
\$363,000

The Town levies a tax on the net capital of all banks located within the corporate limits at the rate of 80% of the State's franchise tax rate. The Town's current rate is 80¢ per \$100 of net capital. Annual budget estimates are based on historic data and were reduced significantly in FY 2005 due to the merger of a major local bank. A more accurate revenue estimate for FY 2011 is available, due to having a full years' activity for four commercial banks that have entered the Warrenton market in the last several years. Staff is projecting a slight increase of \$586 from the FY 2010 budget estimate to keep in line with actual FY 2009 receipts. The importance of this revenue line item in the overall General Fund budget requires close monitoring over the next few years to determine the fiscal impact recent changes in key players will have on the Town. Bank Stock Tax currently accounts for nearly 4.1% of FY 2011 General Fund revenues.

Revenue Description:
FY 2011 Estimate:

Meals Tax
\$1,800,000

The Town levies a 4% local tax on meals as defined by the model meals tax ordinance adopted in 2000. A significant source of revenue, representing 20.4% of FY 2011 General Fund revenue, it is largely dependent on the regional travel and tourism economy and the quality and quantity of available establishments within the Town limits. Collected for the first time in FY 1987, meals tax revenues have been consistent, showing a direct relation to the general economic climate. The FY 2011 estimate assumes some leveling of past years double-digit growth in revenue due in part to several new restaurant openings within the corporate limits. The fear that the number of recently established restaurants just outside the corporate limits would siphon off in-town receipts has not occurred. The full impact of any potential revenue seepage will be more clearly understood over the next several budget cycles.

Revenue Description:
FY 2011 Estimate:

Cigarette Tax
\$200,000

The Town levies a local tax on all cigarettes sold within the corporate limits. The FY 2011 tax rate remains at 7.5 mills (.0075¢) per cigarette or 15¢ per packet. First levied in FY 1992, this revenue stream is showing a slight downward movement over the last four budget cycles which may have been the effect of a 5¢ tax rate increase in FY 1995. In FY 2011, cigarette tax revenue is expected to account for 2.3% of all General Fund revenue.

Revenue Description:
FY 2011 Estimate:

Transient Occupancy Tax
\$180,000

Transient occupancy tax collections have decreased during the past several years with FY 2011 revenues estimated with emphasis placed upon historical trends and current economic projections. For the upcoming fiscal year, estimates for transient occupancy tax are adjusted downward to reflect the current economic trend. Transient occupancy tax accounts for 2.0% of total General Fund revenue.

Note: All local taxes levied are specifically authorized under the laws of the Commonwealth of Virginia at varying allowable levels.

Revenue Description:
FY 2011 Estimate:

Communications Sales & Use Tax
\$540,329

The Town previously levied a consumer utility tax on telephone and cable utilities. This revenue source was eliminated by the 2007 General Assembly effective January 1, 2007 and replaced by a 5% Communications Sales and Use Tax. With the assurance from the Commonwealth that the elimination of this tax would be revenue neutral to all localities, each town, city, and county underwent a formal audit of telecommunications tax receipts it received in FY 2006. The results of these audits will be used to allocate the new state telecommunications tax back to the individual localities. This local tax consists of the following components, formerly levied by the Town:

Consumer Utility Taxes – Telephone
Franchise Fee – Cable
Franchise Fee – Telephone

General Fund Sources of Revenue

Other

The balance of General Fund revenue for FY 2011 totals \$2,774,817 or 31.1% of all General Fund revenues. These revenue sources consist primarily of reimbursements, aid or grants from the Commonwealth of Virginia and Federal Government, fines, investment income, miscellaneous user fees and transfers.

**Revenue Description:
FY 2011 Estimate:**

**Permits, Fees & Licenses
\$143,180**

This revenue source consists primarily of user and permit fees for building or planning related items. In 2005, the Town studied the fee schedules of other jurisdictions within the Commonwealth and found it appropriate to revise and amend a portion of the Town's fee structure to reflect the updated cost of development services and include service elements that were not previously in the fee schedule. Zoning and land development application fees were revised at that time and once again used as a basis for budget estimates in FY 2011. Total revenues in this category have been adjusted according to estimates of zoning and building activity in conjunction with the proposed revisions in the fee schedules.

Additionally, user fees associated with the Town's Municipal Cemetery are included in this revenue category.

**Revenue Description:
FY 2011 Estimate:**

**Fines & Forfeitures
\$139,100**

Court Fines & Forfeitures are traffic, civil and criminal fines received from General District and Circuit Courts. Parking Fines are those assessed by the Town Police Department and collected by the Town.

**Revenue Description:
FY 2011 Estimate:**

**Revenue from Use of Money/Property
\$53,300**

Interest and investment revenue fluctuates with the general economy and the level of the Town's cash balance. The decrease in this line item is due to lower than expected market yields. Continued use of excess funds for the Capital Projects and the unknowns relating to timing of substantial payments to vendors make this revenue category difficult to project. Rental income from lease of General Fund property is also reflected in this line item and is based upon current lease agreements.

**Revenue Description:
FY 2011 Estimate:**

**Miscellaneous Revenue
\$83,346**

The primary source of revenue in this category is the third annual contribution to the support of the Warrenton Fauquier Visitor's Center by Fauquier County. Their FY 2011 contribution is based 50% of the FY 2010 projected expenditures for the Center. Additionally, this revenue category consists primarily of recycling income, recovered costs, revenue from sale of plastic trashcan liners and sale of miscellaneous material and supplies. Also included is the sale of cemetery lots and proffers for traffic control, recreation, fire, and rescue. Revenue estimates, based on historical data, anticipated new construction build-out, and other contractual commitments by commercial and residential builders and developers, represent approx 0.9% of total General Fund revenue estimates for FY 2011.

**Revenue Description:
FY 2011 Estimate:**

**Non-Categorical Aid
\$80,030**

Receipts from the Commonwealth not earmarked for a particular program are included in this category.

Motor Vehicle Rental Tax	\$80,000
Rolling Stock Tax	30
Total Non-Categorical Aid	\$80,030

The Commonwealth eliminated ABC profits to Towns in FY 2009. A 5% tax on short-term vehicle rentals is collected by the Virginia Department of Motor Vehicles, and then returned to the locality in which the rental took place. This revenue line item is affected inversely by a downturn in the economy. Rolling Stock tax is levied by the Commonwealth on railroad lines and motor carriers located within the corporate limits and varies slightly each year.

Estimates for non-categorical aid are based on State budgetary forecasts provided to local governments. Non-categorical aid currently represents 0.9% of the proposed General Fund budget.

Revenue Description:
FY 2011 Estimate:

Categorical Aid
\$2,141,985

This revenue category reflects all grants and reimbursements due from the Commonwealth and Federal Government that are to be expended by the locality for specific programs. Dollar amounts in this category are based on specified reimbursement rates which are previously approved grants and vary from year to year based upon program availability and established reimbursement rates. Estimates in all categories are based on preliminary estimates from the Commonwealth with the exception of street and highway maintenance which is based on an actual per mile reimbursement rate for Town maintained arterial and collector streets. The Town anticipates Categorical items to remain flat with HB 599 funding to remain at prior year adjusted level of 94% of FY2010 funding. FY 2011 VDOT Revenue Sharing Funds will provide additional asphalt overlay and related arterial and connector street maintenance and improvements. This grant requires a 50% local match for all expenditures. The recently awarded VDOT Bike and Pedestrian Safety Program Grant will enable the Town to complete orphaned sections of sidewalk on Broadview Avenue and Lee Highway. FY 2011 Categorical Aid items include:

Description	Projection
Street & Highway Maintenance	\$1,131,310
PPTRA Revenue	718,492
DJCP Law Enforcement Grant – Section 599 Funds	204,683
Distribution of Fire Programs	16,000
Bluemont Concert Series Pass Through Grant	5,000
Litter Control Grant	4,000
VDOT Revenue Sharing Funding	60,000
VDOT Bike & Pedestrian Grant	2,500
Total Categorical Aid	\$2,141,985

With the transition of the PPTRA program from a vehicle based entitlement plan to a fixed block grant funding based on guaranteed annual funding, the Town’s allocation of the \$950 million pie is \$718,492 and must be used to provide tax relief to owners of qualified vehicles. With the changes in the method of allocating funding from a percentage relief to a fixed annual amount, it is clear that this action by the Commonwealth will have a negative impact on General Fund revenues in the years to come.

Revenue Description:

FY 2011 Estimate:

Revenue from Federal Government

\$25,000

This funding source represents the Federal portion (90%) of the VDOT Bike & Pedestrian Safety Program grant to be used to eliminate orphaned sidewalk, curb and gutter along Broadview Avenue and Lee Highway.

Revenue Description:

FY 2011 Estimate:

Non-Revenue Receipts

\$78,776

This funding source represents transfers from other funds and from reserves for projects previously approved by Council.

	----- Prior Years -----			----- FY/2010 Current Year -----			----- FY/2011 Budget Year -----		
	Revenue FY/2007	Revenue FY/2008	Revenue FY/2009	Adopted Budget	Actual On 2010/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
000999									
011000									
011010									
011010-0105									
011010-1994						33-			
011010-1995						98-			
011010-1996						98-			
011010-1997			5-			98-			
011010-1998			5-			98-			
011010-1999			4-			161-			
011010-2000			3-			117-			
011010-2001			2-			51-			
011010-2002	77-		2-			36-			
011010-2003	77-		2-			36-			
011010-2004	129-	19				36-			
011010-2005	3,214-	119-	3			50-			
011010-2006	128,039-	1,899-	419-			69-			
011010-2007	134,700-	125,797-	1,193-			140-			
011010-2008		133,781-	123,837-			925-			
011010-2009			134,701-	254,600-	122,724-				
011010-2010							210,000-		
---TOTAL DEPARTMENT---	266,236-	261,600-	260,147-	254,600-	124,770-		210,000-		
011020									
011020-2005	359-								
011020-2006	2,910-	8-							
011020-2007	1,951-	2,338-	12-		6-				
011020-2008		2,108-	1,822-		392-				
011020-2009			2,138-	4,100-	2,217-				
011020-2010							4,200-		
---TOTAL DEPARTMENT---	5,220-	4,454-	3,972-	4,100-	2,615-		4,200-		
011030									
011030-2002	951-	449-	6						
011030-2003	591-	885-	16						
011030-2004	1,370-	1,108-	430-		376-				
011030-2005	8,164-	3,587-	1,105-		124-				
011030-2006	333,226-	2,484-	1,285-		7				
011030-2007		339,350-	6,761-		155				
011030-2008		884	344,085-		8,401-				
011030-2009				350,000-	310,646-				
011030-2010							325,000-		
---TOTAL DEPARTMENT---	344,302-	346,979-	353,644-	350,000-	319,385-		325,000-		
011060									
011060-0001	8,091-	8,117-	8,080-	8,000-	6,593-		8,000-		
011060-0002	3,774-	3,695-	2,969-	4,000-	3,376-		4,000-		
---TOTAL DEPARTMENT---	11,865-	11,812-	11,049-	12,000-	9,969-		12,000-		
TOTAL - ** GENERAL PROPERTY TAXES **	627,623-	624,845-	628,812-	620,700-	456,739-		551,200-		

		----- Prior Years -----			----- FY/2010 Current Year -----		----- FY/2011 Budget Year -----			
		Revenue FY/2007	Revenue FY/2008	Revenue FY/2009	Adopted Budget	Actual On 2010/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
012000	** OTHER LOCAL TAXES **									
012010-0001	LOCAL SALES TAX	542,586-	509,630-	461,030-	456,000-	341,489-		450,000-		
	--TOTAL DEPARTMENT--	542,586-	509,630-	461,030-	456,000-	341,489-		450,000-		
012020	** CONSUMER'S UTILITY TAXES									
012020-0001	ELECTRICAL UTILITY TAX	313,412-	315,862-	297,075-	321,640-	243,222-		322,630-		
012020-0002	NATURAL GAS UTILITY TAX	143,379-	146,880-	161,282-	141,470-	119,028-		145,000-		
012020-0003	TELEPHONE UTILITY TAX	272,455-	8-			746-				
	--TOTAL DEPARTMENT--	729,246-	462,750-	458,357-	463,110-	362,996-		467,630-		
012030	** BUSINESS LICENSE TAXES **									
012030-2003	2003 BPOL	358-	5,135-							
012030-2004	2004 BPOL	698-	7,601-							
012030-2005	2005 BPOL	2,046-	11,434-	39-		34-				
012030-2006	2006 BPOL	9,782-	10,915-	39-		47-				
012030-2007	2007 BPOL	391,658-	13,065-	15		4,840-				
012030-2008	2008 BPOL	1,247,542-	149,751-	10,228-		7,936-				
012030-2009	2009 BPOL		1,140,158-	183,590-		12,604-				
012030-2010	2010 BPOL			1,054,890-	1,500,000-	290,522-				
012030-2011	2011 BPOL					132,889-		1,400,000-		
012030-3000	PRECIOUS METALS & GEMS PERMIT									
	--TOTAL DEPARTMENT--	1,652,084-	1,338,059-	1,248,771-	1,500,000-	448,872-		1,400,000-		
012040	** FRANCHISE LICENSE TAXES *									
012040-0001	FRANCHISE FEE-CABLE TV	97,528-		39,200-		2,529-				
012040-0002	CONSUMPTION TAX-ELECTRIC	37,827-	34,580-	35,027-	38,808-	31,514-		38,800-		
012040-0003	CONSUMPTION TAX-NATURAL GAS	10,428-	22,179-	11,522-	7,559-	7,843-		9,995-		
012040-0004	FRANCHISE FEE-TELEPHONE	18,455-	14,433-	22,676-		34,511-				
012040-0006	FRANCHISE FEE - FIBER									
	--TOTAL DEPARTMENT--	164,238-	71,192-	108,425-	46,367-	76,397-		48,795-		
012050	** MOTOR VEHICLE LICENSE **									
012050-2007	2007 MOTOR VEHICLE LICENSES	90,144-	4,910-							
012050-2008	2008 MOTOR VEHICLE LICENSES		86,544-	4,805-						
012050-2009	2009 MOTOR VEHICLES LICENSE			91,440-	91,500-	5,140-				
012050-2010	2010 MOTOR VEHICLE LICENSE					83,110-		92,000-		
	--TOTAL DEPARTMENT--	90,144-	91,454-	96,245-	91,500-	88,250-		92,000-		
012060	** BANK STOCK TAXES **									
012060-0001	BANK FRANCHISE TAXES	357,730-	354,680-	355,391-	362,414-	44,690-		363,000-		
	--TOTAL DEPARTMENT--	357,730-	354,680-	355,391-	362,414-	44,690-		363,000-		
012070	** MEALS TAXES **									
012070-2005	2005 MEALS TAX	13-				7				
012070-2006	2006 MEALS TAX	904,464-	5,064-	79		107-				
012070-2007	2007 MEALS TAX	871,016-	889,141-	2,166-		500-				
012070-2008	2008 MEALS TAX		854,870-	1,092,075-		51				
012070-2009	2009 MEALS TAX			722,254-	1,800,000-	1,048,115-				

		Prior Years			FY/2010 Current Year		FY/2011	Budget Year	
	Revenue	Revenue	Revenue	Adopted	Actual On	Projected	Department	WARRENTON	
	FY/2007	FY/2008	FY/2009	Budget	2010/03	Revenue	Request	Recommends	
								Adopted	
								Budget	
** MEALS TAXES **									
012070-2010					249,823-		1,800,000-		
	2010 MEALS TAX								
	---TOTAL DEPARTMENT---	1,775,493-	1,749,075-	1,816,416-	1,800,000-	1,298,487-	1,800,000-		
** TOBACCO TAXES **									
012080									
012080-0001	CIGARETTE TAX	197,195-	222,415-	189,124-	200,000-	142,056-	200,000-		
	---TOTAL DEPARTMENT---	197,195-	222,415-	189,124-	200,000-	142,056-	200,000-		
** HOTEL & MOTEL ROOM TAXES									
012100									
012100-2007	2007 LODGING TAX	80,137-	83,827-						
012100-2008	2008 LODGING TAX		67,445-	110,655-					
012100-2009	2009 LODGING TAX			63,743-	196,245-	102,700-			
012100-2010	2010 LODGING TAX					18,765-	180,000-		
	---TOTAL DEPARTMENT---	80,137-	151,272-	174,398-	196,245-	121,465-	180,000-		
COMMUNICATIONS SALES TAX									
012200									
012200-0001	COMMUNICATIONS SALES & USE T	265,079-	618,169-	561,660-	590,400-	407,359-	540,329-		
	---TOTAL DEPARTMENT---	265,079-	618,169-	561,660-	590,400-	407,359-	540,329-		
TOTAL - ** OTHER LOCAL TAXES **									
		5,853,932-	5,568,696-	5,469,817-	5,706,036-	3,332,061-	5,541,754-		
** PERMITS & OTHER LICENSE *									
013030									
013030-0007	SUBDIVISION FEES	13,897-	25,150	4,920-	11,452-	2,240-	4,280-		
013030-0008	BUILDING PERMITS	147,112-	92,513-	58,470-	80,585-	18,543-	31,388-		
013030-0009	ZONING PERMITS	9,109-	6,705-	5,660-	6,842-	3,910-	6,310-		
013030-0010	ELECTRICAL PERMITS	21,935-	12,492-	13,384-	26,357-	5,628-	9,450-		
013030-0011	PLUMBING PERMITS			19,146-	20,030-	8,100-	13,524-		
013030-0012	MECHANICAL PERMITS			8,950-	10,350-	4,178-	6,900-		
013030-0013	VA STATE FEE LEVY		2,565	121-	940-	249-	246-		
013030-0014	MISC PERMITS			478-	1,070-	64-	384-		
013030-0019	SIGN PERMITS	9,601-	10,612-	7,550-	9,242-	3,920-	5,210-		
013030-0020	ADMINISTRATIVE			1,329-	950-	1,342-	2,054-		
013030-0021	DEMOLITION PERMITS			845-	1,165-	356-	390-		
013030-0023	CERT OF OCCUPANCY ELEVATOR	4,025-	3,810-	3,710-	3,388-	3,275-	4,350-		
013030-0026	BURIAL PERMITS	27,250-	25,100-	28,950-	30,000-	15,950-	20,000-		
013030-0030	SOLICITORS PERMIT								
013030-0031	TAXI DRIVER PERMITS	85-							
013030-0032	ZONING FEES	5,847-	5,661-	5,512-	10,867-	80-	1,000-		
013030-0035	ZONING APPEALS FEES	1,000-			202-	1,163-	500-		
013030-0036	REZONING FEES				1,000-	1,050-	1,000-		
013030-0037	SITE DEVELOPMENT FEES	36,242-	19,641	6,664	55,659-	6,845-	13,030-		
013030-0038	REVIEW/INSPECT FEES	44,288-	41,833-	42,674-	60,042-	15,515-	19,222-		
013030-0040	ARB APPEAL FEE	200-							
013030-0041	UTILITY CONST. PERMIT	1,200-	1,850-	660-	3,689-	840-	1,500-		
013030-0042	COURT RECOVERY FEES								
013030-0043	FIRE INSPECTION FEES			795-	10,980-	2,223-	2,442-		
	---TOTAL DEPARTMENT---	321,791-	153,220-	196,490-	344,810-	95,471-	143,180-		
TOTAL - ** PERMITS & OTHER LICENSE *									
		321,791-	153,220-	196,490-	344,810-	95,471-	143,180-		

		Prior	Years		FY/2010	Current	Year		FY/2011	Budget	Year
	Revenue	Revenue	Revenue		Adopted	Actual On	Projected	Department	WARRENTON	Year	
	FY/2007	FY/2008	FY/2009		Budget	2010/03	Revenue	Request	Recommends	Adopted	Budget
014010	** FINES & FORFEITURES **										
014010-0001	COURT FINES & FORFEITURES	104,228-	93,367-	107,376-	97,900-	92,207-		97,900-			
014010-0002	PARKING FINES	35,205-	26,150-	43,405-	41,200-	33,955-		41,200-			
	--TOTAL DEPARTMENT--	139,433-	119,517-	150,781-	139,100-	126,162-		139,100-			
TOTAL - ** FINES & FORFEITURES **											
		139,433-	119,517-	150,781-	139,100-	126,162-		139,100-			
015000	** REVENUE USE OF MONEY **										
015010-0001	INTEREST REVENUE	747,521-	402,506-	235,729-	250,000-	25,847-		45,000-			
015010-0003	UNREALIZED GAIN/LOSS ON INVE										
	--TOTAL DEPARTMENT--	747,521-	402,506-	235,729-	250,000-	25,847-		45,000-			
015020	** REVENUE USE OF PROPERTY *										
015020-0001	RENTAL INCOME	3,912-	3,720-	3,875-	3,969-	2,648-		3,900-			
015020-0005	VISITOR CENTER SPACE RENTAL	340-	3,855-	5,995-	4,940-	4,025-		4,400-			
	--TOTAL DEPARTMENT--	4,252-	7,575-	9,870-	8,909-	6,673-		8,300-			
TOTAL - ** REVENUE USE OF MONEY **											
		751,773-	410,081-	245,599-	258,909-	32,520-		53,300-			
018030	** RECOVERIES & REBATES **										
018030-0001	RECOVERIES & REBATES	13,487-	108,530-	35,132-	15,000-	16,573-		15,000-			
	--TOTAL DEPARTMENT--	13,487-	108,530-	35,132-	15,000-	16,573-		15,000-			
018990	** MISCELLANEOUS REVENUE **										
018990-0001	MISCELLANEOUS REVENUE	23,866-	3,240-	13,289-	2,000-	1,079-		2,000-			
018990-0002	ITEMS SOLD AT AUCTION					14,187-		10,000-			
018990-0003	SALE OF MAPS & PUBLICATIONS										
018990-0004	SALE OF PRINTED MATERIAL	1,853-	1,660-	1,328-	2,305-	833-		1,000-			
018990-0005	SALE OF MAIL'S & SUPPLIES				1,000-						
018990-0006	SALE OF SALVAGE & JUNK	347-	6,574-	20-	1,000-	20-		1,000-			
018990-0007	SALE OF CEMETERY LOTS			400-							
018990-0013	SALE OF PLASTIC BAGS	3,095-	3,073-	3,460-	3,200-	2,471-		3,500-			
018990-0014	RECYCLING INCOME	11,512-	20,255-	8,570-	12,000-	8,979-		12,000-			
018990-0041	PROFFERS - FIRE & RESCUE		7,969-	404-		404-					
018990-0044	PROFFERS - GENERAL		22,500-								
018990-0052	DONATIONS-POLICE DEPARTMENT	25-	2,000-	1,500-							
018990-0054	SALE OF REAL PROPERTY										
018990-0057	FAUQUIER COUNTY FOR VISITOR		42,719-	42,719-	42,719-	42,600-		38,846-			
	--TOTAL DEPARTMENT--	40,698-	109,990-	71,690-	64,224-	70,573-		68,346-			
TOTAL - ** RECOVERIES & REBATES **											
		54,185-	218,520-	106,822-	79,224-	87,146-		83,346-			

		Prior	Years		FY/2010	Current	Year		FY/2011	Budget	
		Revenue	Revenue	Revenue	Adopted	Actual On	Projected	Department	WARRENTON	Year	Adopted
		FY/2007	FY/2008	FY/2009	Budget	2010/03	Revenue	Request	Recommends		Budget
022010	** NONCATEGORICAL AID **										
022010-0003	MOTOR VEHICLE RENTAL TAX	83,935-	60,071-	74,146-	64,000-	55,268-		80,000-			
022010-0008	ROLLING STOCK TAX	54-	80-	30-	30-	112-		30-			
022010-0010	COMMUNICATIONS SALES TAX										
	—TOTAL DEPARTMENT—	83,989-	60,151-	74,176-	64,030-	55,380-		80,030-			
TOTAL - ** NONCATEGORICAL AID **											
		83,989-	60,151-	74,176-	64,030-	55,380-		80,030-			
024040	**CATEGORICAL AID**										
024040-0001	DJCP LAW ENFORCE. GRANT	233,760-	234,828-	225,999-	218,000-	159,058-		204,683-			
024040-0002	LOCAL LAW BLOCK GRANT					6,126-					
024040-0003	PLANNING GRANT - DHCD										
024040-0006	STREET & HWY MAINTENANCE	1,044,584-	1,078,245-	1,130,813-	1,149,310-	843,484-		1,131,310-			
024040-0007	LITTER CONTROL	2,943-	3,685-	3,588-	4,000-	2,931-		4,000-			
024040-0008	STATE ASSET FORFEITURE PROCE	9,354-	5,450-	887-		4,280-					
024040-0009	FEDERAL ASSET FORFEITURE PRO		2,215-								
024040-0010	PPTRA REVENUE	722,924-	718,492-	718,492-	718,492-	718,492-		718,492-			
024040-0012	DISTRIBUTION OF FIRE PROGRAM	16,178-	17,583-		16,200-	36,553-		16,000-			
024040-0014	BLUEMONT SERIES GRANT	5,000-	5,000-	5,000-	5,000-	5,000-		5,000-			
024040-0019	LOUDOUN TRANSIT										
024040-0020	DEPT OF CRIMINAL JUSTICE	19,052-		19,052-							
024040-0022	DEPT OF HISTORIC RESOURCES G										
024040-0023	PATROL OFFICER GRANT										
024040-0024	GANG TASK FORCE - LOUDOUN	7,771-	315-								
024040-0098	VDOT REVENUE SHARING	15,351-	88,577-	131,444-	80,000-	159,065-		60,000-			
024040-0099	MISCELLANEOUS GRANTS	1,323-		2,940-		3,248-					
024040-0100	VDOT BIKE/PED SAFETY PROGRAM				13,500-			2,500-			
	—TOTAL DEPARTMENT—	2,078,240-	2,154,390-	2,238,215-	2,204,502-	1,938,237-		2,141,985-			
TOTAL - **CATEGORICAL AID**											
		2,078,240-	2,154,390-	2,238,215-	2,204,502-	1,938,237-		2,141,985-			
033030	**REVENUE FROM FEDERAL GOVER										
033030-0001	DJCP GRANT-FEDERAL										
033030-0002	TRANSPORTATION SAFETY-FEDERA		2,600-								
033030-0003	GROUND TRANSPORTATION			3,000-							
033030-0004	EMERGENCY SERVICES										
033030-0005	FEMA GRANT										
033030-0006	DEPT CRIMINAL JUSTICE SERVIC		22,896-								
033030-0007	HOMELAND SECURITY - FEDERAL	6,351-									
033030-0008	USDA RURAL DEVELOPMENT GRANT	28,058-	14,849-								
033030-0009	DOT BIKE/PED SAFETY PROGRAM				121,500-			25,000-			
	—TOTAL DEPARTMENT—	34,409-	40,345-	3,000-	121,500-			25,000-			
TOTAL - **REVENUE FROM FEDERAL GOVER											
		34,409-	40,345-	3,000-	121,500-			25,000-			

- B U D G E T -

R E V E N U E

ACCOUNTING PERIOD 2010/03

	Prior Years			FY/2010 Current Year			FY/2011 Budget Year		
	Revenue FY/2007	Revenue FY/2008	Revenue FY/2009	Adopted Budget	Actual On 2010/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
041000									
041000-0001									
041050-0001									
041050-0610			79,775						
041050-9501									
041050-9511				10,000-			2,000-		
041050-9998							76,776-		
041050-9999									
			79,775	10,000-			78,776-		
			79,775	10,000-			78,776-		
TOTAL - ** NON REVENUE RECEIPTS **			79,775	10,000-			78,776-		
TOTAL FOR FUND	9,945,375-	9,349,765-	9,033,937-	9,548,811-	6,123,716-		8,837,671-		

**Town of Warrenton
FY 2011 Budget**

Function:	Governmental
Fund:	General
Department:	

Program Description:

The General Fund accounts for all revenue and expenditures applicable to the general operations of the Town that are not accounted for in other funds.

Manager's Message:

The General Fund is a budget supported by local tax revenues, locally generated fees and, to a certain extent, state reimbursements used to support functions which governments are typically expected to provide to their citizens. The proposed FY 2011 General Fund budget is \$8,837,671 a decrease of \$711,140 from the current fiscal year. This represents a 7.4% decrease from the current FY 2010 budget.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	68.15	68.15	68.15	68.15	0.00
Part Time	14.00	14.00	14.00	14.00	0.00
Total	82.15	82.15	82.15	82.15	0.00

**Town of Warrenton
FY 2011 Budget**

Function:	Legislative
Fund:	General
Department:	Town Council

Program Description:

The Council of the Town of Warrenton consists of seven Council members and an independently elected Mayor, each of whom serve four-year overlapping terms. All legislative powers of the Town are vested in the Town Council. The Mayor of Warrenton presides over the meetings of Council, but does not vote in the Council meetings except in the case of a tie.

The Council, under the laws of the Commonwealth of Virginia and the Town Charter, determines the needs of the citizenry and the best way to respond to these needs, establishes ordinances, policies, and budgets which underwrite the kind, manner, and cost of the types of services to be delivered.

Manager's Message:

The FY 2011 proposed budget for Town Council operating expenses is \$175,877. The proposed budget includes \$2,000 for continuation of indexing of Council minutes, maintaining the Town Code on the Internet by Municipal Code Corporation, and microfilming Council records. It should be noted that the Council took the first step in making all of the Council's minutes readily available to the public via the Town's web site over a decade ago. Continuation of funding for this endeavor will continue to allow the Town to make Town information, managed by the Town Recorder, available to the public in electronic form.

The Council budget includes funds for the Mayor and Council member's salaries and fringe benefits, fifty percent of the part-time position for the Town Recorder/Executive Secretary, advertising costs for Council-related public hearings, travel expenses for elected officials to attend conferences and other typical operating expenses to support Mayoral and Council activities.

An additional amount of 12,500 is included for the Town's 2010 Birthday Celebration to be coordinated with the Partnership for Warrenton Foundation (also see line # 4-100-81100-5685).

Once again, this year, data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,016 per user for FY 2011.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	.50	.50	.50	0	.50
Part Time	.00	.00	.00	.25	.25
Total	.50	.50	.50	.25	.25

	Prior Expenditure FY/2008	Years Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year Projected Expenditure	—FY/2011 Department Request	Budget Year Town Manager Recommends	Adopted Budget
11010	** LEGISLATIVE ADMINISTRATION							
011010	** LEGISLATIVE ADMINISTRATION							
011010-1000	9,600	9,600	9,600	6,400		9,600		
011010-1102	29,868	33,600	33,600	22,400		33,600		
011010-1103	32,211	32,387	31,703	21,876		27,487		
011010-1300	2,851	2,561	3,000	2,088				
011010-2100	4,807	5,300	5,730	3,465		5,408		
011010-2210	3,498	3,648	3,735	2,419				
011010-2300	42,207	40,246	44,238	29,064		39,029		
011010-2400	279	257	260	163				
011010-2700	41	59	54	35		54		
011010-2899	1,322	1,474	850	1,986		1,478		
011010-3100		196	1,500			1,500		
011010-3101	2,794	2,663	4,400	975		4,400		
011010-3105	17,164	600						
011010-3200			500			250		
011010-3320			950	75		950		
011010-3350			5,000			12,500		
011010-3351			1,500					
011010-3500	3,925	4,347	5,400	2,393		5,000		
011010-3600	2,277	899	2,000	1,613		1,500		
011010-3901	700	1,325	2,000	700		2,000		
011010-4100	2,124	1,534	4,367	3,070		6,048		
011010-5210	3,132	2,669	3,000	1,441		3,000		
011010-5230	810	907	700	654		700		
011010-5306	34	35	41	23		41		
011010-5307	9,044	9,039	10,104	6,442		10,104		
011010-5308	537	754	978	546		978		
011010-5410	2,807	2,465	1,850	1,412		2,000		
011010-5510	5,977	3,125	4,000	3,125		4,000		
011010-5540	1,655	3,390	1,700	378		1,700		
011010-5810	258		100	38		100		
011010-5890	1,732	895	1,500	425		1,500		
011010-6001	990	1,611	850	509		850		
011010-6012	42	93	100			100		
011010-8202	250	1,004	2,000					
— TOTAL PROGRAM —	182,936	166,683	187,310	113,715		175,877		
—TOTAL DEPARTMENT—	182,936	166,683	187,310	113,715		175,877		
TOTAL - ** LEGISLATIVE ADMINISTRATION	182,936	166,683	187,310	113,715		175,877		

**Town of Warrenton
FY 2011 Budget**

Function:	General and Financial Administration
Fund:	General
Department:	

Program Description:

General and Financial Administration includes funding for operation of the Town Manager’s Office, Department of Finance and Human Resources, the General Fund related activities of the Town Attorney’s office, and Town Memberships and Dues.

Manager’s Message:

General and Financial Administration includes funding for daily operation of the Town Manager’s Office, Department of Finance and Human Resources, General Fund related activities of the Town Attorney’s office, payments to the Board of Elections for holding Town elections, Town memberships and dues. Total expenditures for the proposed FY 2011 are \$730,941, a 10.9%, or \$89,616 decrease than the adopted FY 2010 budget. Funding in this category represents 8.3% of the total General Fund budget for FY 2011.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	5.50	5.50	5.50	5.25	0.25
Part Time	.70	.70	.70	.70	0.00
Total	6.20	6.20	6.20	5.95	0.25

Function:	General and Financial Administration
Fund:	General
Department:	Town Manager

Program Description:

The Town Manager's office is comprised of a manager and a part-time executive secretary that also serves as Town Recorder.

The Manager is responsible for ensuring that the Town's government functions smoothly on a daily basis. He also has specific responsibilities and authority, as conferred by the Town's Code and Charter.

Manager's Message:

The Town Manager's proposed budget for FY 2011 of \$187,615 reflects a decrease of \$8,920 below FY 2010 which was \$196,535. Also noted is the allocation of data processing expenses to each department for the fifth year. The Manager's salary and benefits, as noted in prior budgets, are split with the Utilities Fund on an 80/20 basis based upon division of duties to those program areas. The Recorder's part time salary, as previously noted, is split with the Council budget on a 50/50 basis. Other proposed expenditures continue funding for travel and training for the Recorder and Manager, as well as a continuation of general office expenses at previous levels of funding.

This year, data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,016 per user for FY 2011. The Town Manager department has 1.5 users representing an allocation to account 4100 of \$3,024 for FY 2011.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	1.30	1.30	1.30	.80	0.50
Part Time	0.00	0.00	0.00	0.25	0.25
Total	1.30	1.30	1.30	1.05	0.25

	Prior Expenditure FY/2008	Years Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year Projected Expenditure	—FY/2011 Department Request	Budget Town Manager Recommends	Year Adopted Budget
12110	** EXECUTIVE ADMINISTRATION **							
012110	** EXECUTIVE ADMINISTRATION **							
012110-1101		89,380	93,574	99,956	67,200	105,888		
012110-1102		30,516	30,231	31,703	19,691	27,487		
012110-1300			2,223	2,000				
012110-2100		9,269	9,712	8,133	6,410	9,192		
012110-2210		13,700	14,678	15,509	10,407	12,474		
012110-2300		13,617	14,488	16,096	10,223	12,607		
012110-2400		1,093	1,035	1,080	702	837		
012110-2700		184	267	220	156	220		
012110-2840		3,640	3,224	3,360	1,960	3,360		
012110-2899		139	212	130	122	155		
012110-3100				100		100		
012110-3200				500		500		
012110-3310				100		100		
012110-3320								
012110-3500			46					
012110-3600								
012110-4100		5,522	3,989	5,677	3,990	3,024		
012110-5210		73	99	100	38	100		
012110-5230		2,696	2,824	2,000	1,678	2,000		
012110-5306		103	106	120	68	120		
012110-5307		1,130	1,130	1,201	805	1,201		
012110-5308		514	655	800	535	800		
012110-5410		3,009	2,165	2,400	1,282	1,900		
012110-5510		1,841	1,557	1,500	1,631	1,750		
012110-5540		512	468	600	606	800		
012110-5550				1,000		1,000		
012110-5810		939	745	1,000	1,132	1,000		
012110-6001		255	489	500	100	500		
012110-6012		784	790	500	257	500		
012110-8202		250	29	250				
— TOTAL PROGRAM —	179,166	184,736	196,535	128,993		187,615		
—TOTAL DEPARTMENT—	179,166	184,736	196,535	128,993		187,615		

**Town of Warrenton
FY 2011 Budget**

Function:	General and Financial Administration
Fund:	General
Department:	Legal Services

Program Description:

The line of authority for the Town Attorney and other related legal assistance for the Town of Warrenton is outlined in the Town Code. The attorney is an employee of the Council, serving at Council's discretion. The Council "contracts out" legal services for the Town.

The Town Attorney advises Council and the Town staff on a wide range of legal issues that arise in the conduct of Town business such as traffic related cases, personnel issues, ordinance drafting, property and right of way acquisition and land use and planning issues. The Town Attorney also handles police matters including representing the Town in twice-monthly municipal court. The Town Attorney also works with the Planning Commission, Architectural Review Board and Board of Zoning Appeals as needed.

Manager's Message:

The legal services budget reflects the decision of the Town Council based on a Request for Proposal award. Beginning July 1, 2005, contractual professional legal fees were split 75%/ 25% between the general fund and the water & sewer fund. There is a significant decrease in the FY 2011 budget of \$71,142 due to the reduction of Professional Services.

- B U D G E T -

E X P E N S E

ACCOUNTING PERIOD 2010/03

	--- Prior Years ---		--- Current Year ---			---FY/2011 Budget Year ---		
	Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Actual On 2010/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
12210	** LEGAL SERVICES **							
012210	** LEGAL SERVICES **							
012210-1100								
	SALARY-TOWN ATTORNEY	2,400	2,400	2,400	1,600	2,400		
012210-2100	FICA EXPENSE	10	29	184	9	138		
012210-2300	HEALTH INSURANCE	11,988	11,173	12,701	8,211	8,802		
012210-3100	PROF SERVICES - LEGAL	74,250	76,125	76,125	53,288	83,928		
012210-3120	PROF SERVICES - OUTSIDE COUNSEL	35,676	125,103	75,000	170,686			
012210-5307	PUBLIC OFFICIALS LIABILITY INS	1,130	1,130	1,278	805	1,278		
012210-5510	TRAVEL	430	620	2,500	677	2,500		
012210-5540	TRAINING	620	890	2,500	314	2,500		
012210-5810	MEMBERSHIPS & DUES	270	270	540	545	540		
012210-6012	SUBSCRIPTIONS	3,521	2,649	1,000		1,000		
	--- TOTAL PROGRAM ---	130,295	220,389	174,228	236,135	103,086		
	---TOTAL DEPARTMENT---	130,295	220,389	174,228	236,135	103,086		

Function:	General and Financial Administration
Fund:	General
Department:	Finance and Human Resources

Program Description:

The Finance and Human Resources Department provides overall management and supervision of the Town's financial and human resources operations. The department develops financial policy recommendations for the Town Manager and Council. It coordinates central systems development and administers the central computer system and website. The department provides general accounting and financial reporting services, prepares the Comprehensive Annual Financial Report (CAFR) and the annual budget, provides cash management and investments, coordinates capital financing, develops and administers personnel rules and regulation and administers the Town's data processing, purchasing and risk management functions. The staff also serves as the first point of contact with citizens either personally at Town Hall's reception desk or through monitoring of the Town's phone system and website email.

Manager's Message:

The Finance Department continues to establish itself as a department willing and capable of operating efficiently, providing a wide variety of essential services to both its external and internal customers in a timely manner.

With only minor budget increases over the past seven fiscal years, the range of services provided and responsibilities assumed have increased significantly. The department has continued to develop and monitor a Departmental Task Manager in an attempt to capture and better define the responsibilities of each member of the department. The Task Manager has helped the department to better schedule both routine and non-routine tasks.

Responsibilities of the department include tax billing and collection, maintenance of website, preparation and collection of utility bills, personnel administration, benefits administration, investment of Town funds, accounts payable, payroll, and administration of the cemetery records and management of all Town-related financial records.

The department's proposed FY 2011 budget reflects a decrease of \$9,804 or 2.2 % less than FY 2010. This decrease is due to a reduction of the per user cost in data processing and the elimination of travel and training from the FY 2011 budget.

Data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,016 per user for FY 2011. The Finance Department has an allocation to account 4100 of \$11,290 for FY 2011.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	4.20	4.20	4.20	4.20	0.00
Part Time	.70	1.60	1.40	1.40	0.00
Total	4.90	5.80	5.60	5.60	0.00

FY 2009 Significant Accomplishments:

- Received Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial reporting for the Town's Comprehensive Annual Financial Report (CAFR) for the period ending 06/30/09
- Maintained a Departmental Task Manager, a dynamic document that clearly defines the responsibilities for each position
- Continue a cross-training program to insure uninterrupted service to Town citizens and other Town departments

FY 2011 Departmental Goals:

- Apply and receive Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial reporting for the Town's Comprehensive Annual Financial Report (CAFR)
- Maintain Departmental Task Manager, a dynamic document that clearly defines the responsibilities for each position
- Continue to cross-train employees for the most effective and efficient operation

	— Prior Years — Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year — Projected Expenditure	—FY/2011 Department Request	Budget Town Manager Recommends	Year — Adopted Budget
12420	** DIRECTOR OF FINANCE **							
012420	** DIRECTOR OF FINANCE **							
012420-1101	96,782	62,087	66,266	43,049		71,497		
012420-1102	29,325	33,971	37,898	23,285		39,336		
012420-1104	105,533	107,258	113,917	73,389		116,126		
012420-1300	16,561	28,347	29,899	14,011		30,341		
012420-2100	23,805	22,161	18,971	15,481		19,683		
012420-2210	27,469	24,266	25,451	16,741		26,547		
012420-2300	37,728	36,916	47,302	24,707		39,558		
012420-2400	2,204	1,710	1,772	1,128		1,780		
012420-2700	314	454	560	266		560		
012420-2850		1,256	2,000			2,000		
012420-2890	1,624	1,624	1,700	1,624		1,700		
012420-2899	818	698	560	493		644		
012420-3100	208	218	3,000	449		3,000		
012420-3120	11,985	14,853	15,600	14,853		15,000		
012420-3150	899	485	1,000	84		1,000		
012420-3310			500			500		
012420-3320			1,000					
012420-3500	4,968	4,439	8,000	4,225		6,000		
012420-3600	7,536	2,725	4,000	670		3,000		
012420-3901			500					
012420-4100	20,813	13,960	22,270	15,653		11,290		
012420-5210	11,116	12,485	13,000	8,510		13,000		
012420-5230	3,225	3,610	4,000	2,603		4,000		
012420-5306	1,701	1,624	1,800	1,182		1,800		
012420-5307	2,261	2,260	2,566	1,610		2,566		
012420-5308	1,080	1,502	1,600	1,252		1,600		
012420-5410	2,901	4,243	3,000	1,978		4,500		
012420-5510	67	504	1,000	133				
012420-5540	349	270	1,000	95				
012420-5810	427	1,042	1,300	697		1,100		
012420-6001	3,963	3,405	4,500	1,326		4,200		
012420-6012	948	988	1,800	667		1,200		
012420-6021	1,530	1,636	1,600	1,725		1,700		
012420-6022	1,017	761	2,700	6,261		7,000		
012420-8202	250	1,189	1,000			1,000		
-- TOTAL PROGRAM --	419,407	391,425	443,032	278,147		433,228		
--TOTAL DEPARTMENT--	419,407	391,425	443,032	278,147		433,228		

Function:	General and Financial Administration
Fund:	General
Department:	Town Memberships & Dues

Program Description:

The Department contains costs relating to Town-wide memberships and dues in professional organizations providing resources to local governments. Group memberships include the Virginia Municipal League and the Institute of Government at the University of Virginia.

Manager's Message:

The Town is provided direct technical, lobbying, and legislative assistance through its participation in the Virginia Municipal League. There is no change in memberships and dues for the Virginia Institute of Governments, an organization which keeps local governments apprised of technological changes and product improvements.

A request for \$1,025 to fund the Town's continued membership in the Fauquier County Chamber of Commerce is included in the FY 2011 proposed budget. This year, for the first time, \$250.00 is requested for membership in the newly formed Greater Warrenton Chamber of Commerce.

	— Prior Years —		— Current Year —			—FY/2011 Budget Year —		
	Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Actual On 2010/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
12600	** OTHER ORGANIZATIONS **							
012600	** OTHER ORGANIZATIONS **							
012600-5811		VIRGINIA MUNICIPAL LEAGUE	4,925	5,168	5,237	5,237		
012600-5813		VA INSTITUTE OF GOVERNMENT	500	500	500	500		
012600-5814		FAUQUIER CHAMBER OF COMMERCE	775	1,025	1,025	1,025		
012600-5815		GREATER WARRENTON CHAMBER OF C				250		
	— TOTAL PROGRAM —		6,200	6,693	6,762	5,737	7,012	
	—TOTAL DEPARTMENT—		6,200	6,693	6,762	5,737	7,012	

Function:	Board of Elections
Fund:	General
Department:	Electoral Board

Program Description:

The Code of Virginia requires municipal elections and makes these localities responsible for the costs associated with them. This department accounts for all costs incurred to hold Town Council elections.

Manager's Message:

No election this budget year.

Function:	Public Safety
Fund:	General
Department:	

Program Description:

The Public Safety budget includes financial support for the Police, Volunteer Fire, and Inspections departments.

Manager's Message:

FY 2011 functional proposed expenditures of \$2,836,415 represent 32.1% of the total General Fund budget which is an increase of \$65,222 above the FY 2010 budget.

The Police Department shows an increase in expenditures of \$65,402. The Town of Warrenton's contribution for the Fire Department remains unchanged from the previous fiscal year and continues to have in reserve training/communication funds. The Inspections Department shows a decrease in FY 2011 of \$911 or 0.4% due to adjustments in staff and consolidation of the Permit Technician and Code Enforcement Officer positions during the economic downturn.

Personnel Summary:

See table on page 33

Function:	Public Safety
Fund:	General
Department:	Police Department

Program Description:

The Police Department provides law enforcement, public safety services, crime prevention, and Neighborhood Watch. Working closely with Town businesses and citizens, the department's objective is to prevent and/or reduce crimes through a community oriented policing concept. The department delivers services to businesses and citizens through interaction and community involvement.

Manager's Message:

The Department has responsibility within the Town's boundaries for enforcing laws of the Commonwealth, parking enforcement, traffic control, community policing, criminal investigations, crime prevention, and other police-related activities. The Department strives to keep up with current crime trends, crime statistics, demands for service, increased population and community service needs. Two squads work permanent 7 am to 7 pm, and two squads work 7 pm to 7 am. One officer works an overlap shift of 5 pm to 1 am, and another officer works 10 am to 6 pm.

During 2009, the Department made 5,998 arrests to include: 2,140 traffic citations, 2,991 parking tickets, 1,429 written warnings and 438 felony and misdemeanor arrests. The Town of Warrenton continues to be one of the safest communities of its size. We have few violent crimes which account for less than 8% of our total number of cases.

As we hire and retain more qualified officers, there is a true desire to focus more on community policing. Officers will be more proactive within the community by walking foot patrols and utilizing bike patrols to get closer to members of the community and establish relationships, thus creating a flow of information that leads to case closure. With the transfer of a position from patrol to full time motor position last year and an additional part time position for training and motors this year, we hope to continue to increase our traffic enforcement. In 2009, we reduced the number of reportable accidents by 26%. Our full time drug K-9 has been instrumental in conducting drug searches which has led to the apprehension of drug users and dealers as well as the recovery of various types of narcotics.

Last year we made our Auxiliary Officer who works strictly on accreditation, a part time position as the process is very time consuming. This has allowed us to maintain the standards required for us to keep our accreditation.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor, and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year's actual usage for FY 2011 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

FY 2011 Personnel:

Full Time Sworn	22.00
Part Time: Accreditation Manager, Administrative Assistant, Part Time Police Officer/Parking Enforcement and Training Coordinator	4.00
Full Time Clerical	2.00
Total Personnel	24 Full Time 4 Part Time

FY 2009 Significant Accomplishments:

- Maintained full accreditation from the Virginia Law Enforcement Professional Standards Commission.
- Numerous drug arrests were accomplished by the Community Services division and town officers.
- One officer was recognized by MADD for his significant contributions towards DUI enforcement.
- One officer was recognized by the Ruritan Club as officer of the year.

FY 2011 Departmental Goals:

- To increase safety of the citizens of the town of Warrenton. To continue to handle calls for service in a timely, courteous and professional manner as well as provide personal service on all calls.
- To increase police visibility through bicycle patrols and foot patrols.
- To increase traffic regulation as requested by the residents with the use of the motor program, staffed with a full time officer.
- To provide for extended surveillance and undercover work in order to continue the pressure on drug traffic and gang activity.
- To increase officer safety by keeping shifts staffed adequately.
- To cut overtime costs by having more manpower to accomplish the goals of the agency and address the concerns and needs of the community.

	Prior Expenditure FY/2008	Years Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year Projected Expenditure	—FY/2011 Department Request	Budget Town Manager Recommends	Year Adopted Budget
31100	** POLICE DEPARTMENT **							
031100	** POLICE DEPARTMENT **							
031100-1101	76,879	79,606	86,782	54,835		91,023		
031100-1102	66,664	69,226	74,262	47,645		80,147		
031100-1103	55,479	64,152	68,675	44,330		72,026		
031100-1104	256,956	271,976	342,622	160,283		182,947		
031100-1105	497,160	507,591	457,336	359,585		667,589		
031100-1106	72,512	68,113	72,605	46,442		75,357		
031100-1107	71,320	80,604	60,000	61,869		70,000		
031100-1108	67,317	69,750	74,628	50,376		74,708		
031100-1109								
031100-1110	3,612	3,941	3,125	2,417				
031100-1111	43,661	44,498	48,202	30,285		37,945		
031100-1112						37,500		
031100-1113								
031100-1114		5,888	11,111	17,454		33,370		
031100-1301	210,434	177,518	145,000	111,053		160,000		
031100-1302	5,638	6,460	15,360	4,601		10,000		
031100-2100	104,073	105,571	114,331	73,765		123,246		
031100-2210	123,470	133,067	138,149	87,469		135,904		
031100-2300	164,014	139,447	169,826	99,360		194,025		
031100-2400	10,529	10,238	11,427	6,864		10,939		
031100-2700	21,912	31,774	27,289	18,613		27,289		
031100-2885	885		3,750					
031100-2899	2,711	2,494	2,400	1,745		2,745		
031100-3100	15,238	17,569	10,000	6,753		7,000		
031100-3105			1,000					
031100-3110	50,518		7,500	28				
031100-3120	898	50	2,500			2,500		
031100-3310	2,309	3,351	9,300	2,620		9,400		
031100-3320	4,069	39	4,455			4,536		
031100-3500	1,410	5,700	4,000	825		6,200		
031100-3600	99	389	750	570		750		
031100-3800	1,020	700	1,250	260		750		
031100-4100	101,943	76,704	114,627	80,571		56,448		
031100-4200	202	2,144	500	5				
031100-4200-110	36,732	34,431	33,304	22,671		36,185		
031100-4200-310	6,324	5,754	5,734	996		4,885		
031100-4200-535	16,124	17,401	17,000	14,463		17,000		
031100-4200-608	50,237	43,888	46,000	30,804		44,000		
031100-4200-609	24,527	21,731	22,238	12,774		21,030		
031100-4200-699	27,436	11,003	24,875	3,009		11,175		
031100-5210	1,605	1,767	2,000	897		2,000		
031100-5230	17,083	23,639	14,400	13,845		13,632		
031100-5306								
031100-5307	20,593	23,015	27,763	14,313		27,763		
031100-5410	5,983	5,347	6,000	3,034		5,306		
031100-5510	8,829	6,611	5,000	5,248		1,000		

	— Prior Years —		— Current Year —			— FY/2011 Budget Year —		
	Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Actual On 2010/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
31100	** POLICE DEPARTMENT **							
031100-5540								
031100-5810								
031100-6001								
031100-6010								
031100-6011								
031100-6012								
031100-6023								
031100-6099								
031100-7001								
031100-8202								
031100-8203								
031100-8205								
031100-8207								
031100-8221								
031100-8222								
031100-8223								
— TOTAL PROGRAM —	2,345,704	2,265,622	2,374,403	1,547,668		2,439,805		
—TOTAL DEPARTMENT—	2,345,704	2,265,622	2,374,403	1,547,668		2,439,805		
TOTAL - ** POLICE DEPARTMENT **	2,345,704	2,265,622	2,374,403	1,547,668		2,439,805		

Function:	Public Safety
Fund:	General
Department:	Fire and Rescue Services

Program Description:

The Town of Warrenton provides support to the Warrenton Volunteer Fire Department which includes both the Volunteer Fire Company and the Volunteer Rescue. Also included in this function are costs associated with the Town’s Fire Marshall.

Manager’s Message:

The men and women of the Warrenton Volunteer Fire Department continue to operate an almost totally volunteer fire department, with the assistance of the Town and Fauquier County. The Town provides funding for one full time paid driver.

It is recommended that the annual contribution line item historically provided by the Town remain at \$50,496.

Personnel Summary:

	Actual FY2007	Actual FY2008	Budget FY2010	Proposed FY2011	Change
Full Time	1.25	1.25	1.25	1.25	0.00
Part Time	0.00	0.00	0.00	0.00	0.00
Total	1.25	1.25	1.25	1.25	0.00

	— Prior Years — Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year Projected Expenditure	—FY/2011 Department Request	Budget Town Manager Recommends	Year Adopted Budget
32100	** FIRE & RESCUE SERVICES **							
032100	** FIRE & RESCUE SERVICES **							
032100-1101		49,999	52,598	56,284	38,114	55,116		
032100-1102		15,436	16,064	17,150	11,131	18,002		
032100-2100		5,012	5,288	5,618	3,788	5,593		
032100-2210		7,517	8,138	8,525	5,529	8,613		
032100-2300		1,472	1,327	1,481	943	1,393		
032100-2400		600	574	593	373	578		
032100-2700		952	1,380	1,267	809	1,267		
032100-2899		168	50	125	84	144		
032100-3100		83						
032100-3310								
032100-5230		202	761	700	418	700		
032100-5308		433	498	424	554	550		
032100-5510								
032100-5540		25,600	6,700					
032100-5686		50,496	50,496	50,496	37,872	50,496		
032100-5687								
032100-5688		17,583		16,000		16,000		
032100-5699								
032100-5810			289			942		
032100-6011		1,217	548	1,000	707	1,000		
032100-6099			40		50			
032100-8203		8,675						
— TOTAL PROGRAM —	185,445	144,751	159,663	100,372		160,394		
—TOTAL DEPARTMENT—	185,445	144,751	159,663	100,372		160,394		
TOTAL - ** FIRE & RESCUE SERVICES **	185,445	144,751	159,663	100,372		160,394		

Function:	Public Safety
Fund:	General
Department:	Inspections Department

Program Description:

The Inspections Department provides all inspections for the Town to insure compliance with Federal, state and local ordinances for the protection of public health and safety with respect to the occupancy and sufficiency of property use and development. Inspection activities include building and fire code compliance; soil and erosion control; site development, utilities and zoning consistency. The department also enforces the Building Maintenance and Fire Prevention Codes; provides technical advice to citizens, contractors and business owners; aids in the Town execution of public projects; and assists other Town staff members.

The Department, while partially included in the Public Safety functional classification, is under the supervision of the Director of Planning & Community Development reflecting the enforcement and ordinance responsibilities under that department. The Inspections Department delivers a level of service to the public and insures a minimum standard of compliance with Town ordinances based upon both the mission and value statements adopted by the Town Council. The Department strives to keep citizens, contractors, businesses and other staff members up to date on any Building Code changes.

Manager's Message:

The Inspection Department activity has changed dramatically over the last few years. Residential building permits have decreased during the last four years, while commercial permits have remained relatively stable. Total permits declined by 42.0% in 2008 compared with 2007 and further declined by 9.0% in 2009. While private development inspections have not varied nearly as much and the inspection of public improvements and infrastructure has increased requiring significantly more time per inspection than typical building inspections. Infrastructure inspections include utilities for subdivisions, road improvements and other public projects. Total inspections have experienced a decline over the last four years. There were 3,559 inspections performed in 2008 (down 3.9% from 2007) and 3,126 in 2009 (-12.2%). The inspections included building permits, erosion and sediment control, fire protection, site development and public utilities plus signage, elevators, zoning, special facilities and property maintenance. Inspections for fire protection and erosion & sediment control have only been tracked for the last two years and are increasing as a formal part of the inspections program. The fee schedule for fire inspections was adopted two years ago and is anticipated to represent an increasing

part of inspection revenues in FY 2011. The Inspectors are also responsible for enforcement of these codes generally including notices to comply, stop work orders, corrections statements and, when required, appearance and testimony in court.

The Town has received numerous building permit applications and processed them to the continued high standard of construction that has become the hallmark of Town development. Significant commercial projects in the past year include completion of a new branch facility for The Fauquier Bank; the demolition of the Friendly's Restaurant and beginning phase of construction for the White Horse Car Wash; and renovation or expansion of existing properties along Broadview Avenue. Very little residential development has been presented with only a handful of new dwellings permitted. Continuing projects include the development of duplex units at Sterling Court, single-family homes at Cardinal Fields and the infilling of small subdivisions that were previously approved.

Building Inspections is supported by the fees charged for the plan review and field work scheduled as part of the application process. The Town building fees continue to be reviewed to insure that they sustain the services provided by the Town and reflect the appropriate cost of the permit and inspection process. The Building Department monitors nearby and similar communities and the cost of Town services to update fees as appropriate. The use of outside expertise and professional services to accommodate the inspection load without arbitrarily increasing staff as a part of the proposed budget has been an effective tool in assuring reasonable responses to the building community at the most cost effective means.

Inspection services have been consolidated with the other departments including Fire & Rescue, Utilities and Community Development (Zoning). This is reflected in budget allocations where 25% of the Building Official salary is shared with the Fire & Rescue budget (for the Fire Marshall position), 50% of the Permit Technician (part time) and 40% of a Building Inspector is shared with Planning & Community Development to support permit application intake and zoning inspections for ordinance compliance. The full time Building Technician position has been reduced to a part time position in favor of shared personnel between Building and Planning & Community Development. These revisions began in FY 2010 and have offered ways of making the best use of personnel and accommodating budget changes and work load variations from year to year. The FY 2011 proposed budget for Building Inspections is decreased slightly by \$911 or 0.4% from last year.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	2.00	2.00	2.35	2.35	0.0
Part Time	0.00	0.50	0.50	0.25	0.0
Total	2.00	2.50	2.85	2.60	0.0

	Prior Expenditure FY/2008	Years Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year Projected Expenditure	—FY/2011 Department Request	Budget Town Manager Recommends	Year Adopted Budget
34100	** INSPECTIONS DEPARTMENT **							
034100	** INSPECTIONS DEPARTMENT **							
034100-1100								
034100-1108								
034100-1300								
034100-2100								
034100-2210								
034100-2300								
034100-2400								
034100-2700								
034100-2899								
034100-3100								
034100-3200								
034100-3320								
034100-3500								
034100-3701								
034100-4100								
034100-4200-110								
034100-4200-310								
034100-4200-535								
034100-4200-608								
034100-4200-609								
034100-4200-699								
034100-5210								
034100-5230								
034100-5308								
034100-5410								
034100-5510								
034100-5540								
034100-5810								
034100-6001								
034100-6011								
034100-6012								
034100-6024								
034100-6099								
034100-8202								
034100-8207								
— TOTAL PROGRAM —	191,497	209,736	237,127	150,351		236,216		
—TOTAL DEPARTMENT—	191,497	209,736	237,127	150,351		236,216		
TOTAL - ** INSPECTIONS DEPARTMENT **	191,497	209,736	237,127	150,351		236,216		

Function:	Public Works
Fund:	General
Department:	

Program Description:

The Public Works Department is responsible for maintaining approximately 94.08 lane miles of roadway and right of way, a significant number of public sidewalks, an 18-acre public cemetery, ten (10) traffic signals, 15.5 miles of storm sewers, approximately 192 pieces of Town equipment and vehicles, six public parks and various public buildings. The Warrenton Recreation and Aquatic Complex along with the parks are the responsibility of the recreation department, but continue to need support by the public works department. The department continues to provide curbside refuse collection twice-weekly to households and businesses, provides curbside recycling collection once a week for newsprint, cardboard, plastics and metals and also provides brush and leaf collection on a periodic and “as needed” basis for the Town’s citizens and businesses. Twice a year, the department provides fall and spring cleanups, which allows citizens to cleanup and clean-out their properties with staff collecting and transporting to the landfill. In addition, the recycling program continues to accept office paper at the Public Works facility. Seven of the nine Public Works budgets are funded through the Town’s General Fund and two budgets, the arterial and collector street budgets are funded partially through annual road maintenance payments from the Virginia Department of Transportation, which are estimated to be approximately \$1,131,310 in FY 2011 with an additional \$60,000 anticipated in VDOT revenue sharing for the year.

Manager’s Message:

The combined General Fund proposed budget for FY 2011 for the Public Works function totals \$2,923,800, which is an increase of \$110,938 or 3.9% over the current fiscal year for the eight operating budgets. Budget allows for only \$5,000 in landfill tipping fees (as a contingency) based on the current position of the Fauquier County governing body of not charging the county’s incorporated communities. All street positions are fully funded. A significant portion of the motor pool administrative costs continue to be distributed to the Public Works budget which operates over 60 percent of all town vehicles and equipment with fuel costs continuing to rise. Data processing costs are broken out to each budget.

The Public Works Department continues to represent the largest portion of all General Fund expenditures and is a department that touches almost all citizens of the Town on a daily basis. The department's responsibilities continue to increase as new citizens move

into the community (even as the construction growth period has slowed) and to meet the challenge to provide the same high level of service to these additions to the community in the current economic climate.

Funding for the numerous budgets within the Public Works Department have enabled the Town to maintain the public street surfaces at a level of quality above VDOT standards, as noted by compliments from the VDOT Resident Office. The paving schedule continues to be aggressive in order to maintain the streets to the high standards expected by the citizens and motoring public. Streets to be repaved are Lee Street extended, East Street, Jefferson Street, Cleveland Street, Monroe Street, Wilson Street, Green Street, North Third Street and Chestnut Street. The town's streets continued to receive compliments from VDOT staff during the annual street maintenance inspection. Coupled with the growth in infrastructure and the maintenance responsibilities that are tied to the improvements, the department continues to do its best to ensure Warrenton's citizens receive the highest level of service possible within the budgetary limits set by the Council.

The department continues to try to hire more mature part-time help to supplement the staff instead of seasonal "summer student" help, which is shorter in duration (mid June to mid August) and less dependable.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	28.15	28.15	27.4	27.4	0.00
Part Time	6.50	6.50	6.50	6.50	0.00
Total	34.65	34.65	33.95	33.95	0.00

Function:	Public Works
Fund:	General
Department:	Public Works Administration

Program Description:

The Administrative Department is responsible for all Public Works functions and services, the development and management of the operational budget, departmental personnel management, development of short and long range maintenance and capital improvement programs, management of the vehicle and equipment maintenance and replacement programs, the enforcement of the Town's Storm Water Management Program, maintenance of streets, street lights and traffic signals and for the review and approval of site development plans.

Manager's Message:

The proposed FY 2011 administration budget for the Public Works Department reflects an increase of \$331 which is 0.1% over the current FY 2010 budget. The budget increase is primarily due to the personnel costs and associated benefits. Included in the budget is the use of professional services for on call arborist consultation and professional help on energy conservation questions as they arise. The capital outlay program is an increase over past years and will be an additional demand on staff for administration and management.

Staff will be involved in the closeout of two prior year revenue sharing projects and the implementation of a new VDOT revenue sharing project to install mast arms for the traffic signals at 3 intersections. Other capital projects involve facility improvements at public works and two projects for the old town area.

The budget supports all costs associated with day-to-day operation and management of the Public Works department and its varied functions. Expenses within the budget support a wide range of public works functions such as daily citizen contacts, project development, and oversight, personnel and financial administration and departmental planning that will continue to be maintained at current high level of service for FY 2011. The "Professional Services" line item continues to provide funds to accommodate miscellaneous surveying costs, property appraisals, easement plats, and technical assistance for Public Works related projects, consulting services of a certified arborist and energy conservation. Administration is the primary staff in the review and approval of

site development plans for streets, sidewalks, drainage, and storm water management. Pedestrian connectivity around town and especially to the recreation complex is a priority and staff will continue to pursue additional VDOT and other grant program funding.

This year, data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,016 per user for FY 2011 for the 6.0 users in the Public Works Administrative department.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year’s actual usage for FY 2011 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed. Administration has 4 dedicated vehicles and 2 pool vehicles (older pickup trucks) for use by the other sections and staff.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	5.15	5.15	4.45	4.45	0.00
Part Time	0.00	0.00	0.00	0.00	0.00
Total	5.15	5.15	4.45	4.45	0.00

	— Prior Years — Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Current Year — Actual On 2010/03	Projected Expenditure	—FY/2011 Department Request	Budget Year — Town Manager Recommends	Adopted Budget
41100	** GENERAL ADMINISTRATION **							
041100	** GENERAL ADMINISTRATION **							
041100-1102		27,831	29,445	31,004	20,044	30,423		
041100-1103		59,898	60,910	64,259	41,970	66,805		
041100-1104		76,818	77,071	82,746	52,520	86,269		
041100-1105								
041100-1106		21,452	23,198	23,852	14,804	23,717		
041100-1110		55,380						
041100-1111			59,240	63,821	40,567	67,603		
041100-1300		2,600	1,635	4,000	4,524	4,000		
041100-2100		15,629	16,014	19,914	10,988	21,099		
041100-2210		27,986	29,784	31,040	20,410	32,084		
041100-2300		34,246	31,666	36,403	22,207	35,355		
041100-2400		2,227	2,100	2,161	1,375	2,152		
041100-2600		499						
041100-2700		3,750	5,438	4,478	3,185	4,478		
041100-2899		1,973	581	515	506	592		
041100-3100		9,866	13,680	10,000	5,644	10,000		
041100-3310				200		200		
041100-3320				4,994	200	4,994		
041100-3500			90	250		250		
041100-3600		2,628	3,372	2,500	632	2,500		
041100-4100		21,238	13,500	19,214	13,761	12,096		
041100-4200-110		2,581	2,245	2,340	1,498	2,120		
041100-4200-310				230	2			
041100-4200-535		2,435	2,382	2,562	1,752	2,562		
041100-4200-608		1,290	1,912	2,300	1,169	1,600		
041100-4200-609		851	1,881	772	1,726	1,430		
041100-4200-699		1,487	727	1,348	199	705		
041100-5210		846	225	800	195	500		
041100-5230		4,271	3,023	6,500	2,057	6,500		
041100-5306		178	184	198	117	198		
041100-5307		2,261	2,260	2,692	1,610	2,692		
041100-5308		1,243	1,592	1,597	1,160	1,597		
041100-5410		2,992	2,590	3,500	1,425	3,000		
041100-5510		41	345	600	181	200		
041100-5540		882	1,085	1,200	1,222	300		
041100-5810		278	490	350	440	350		
041100-6001		2,702	3,477	2,700	1,245	3,000		
041100-6012		36	16	100	40	100		
041100-6026		115	250	250	184	250		
041100-8202		55	172	250		250		
— TOTAL PROGRAM —	388,565	392,580	431,640	269,559		431,971		
—TOTAL DEPARTMENT—	388,565	392,580	431,640	269,559		431,971		

Function:	Public Works
Fund:	General
Department:	Street Maintenance

Program Description:

The Street Maintenance Department is responsible for all maintenance and repair activities associated with the 94.08 lane miles of public roads and 15.5 miles of storm sewer within the corporate limits. This section of the Public Works budget appropriates funds used for snow removal, street cleaning, litter control, routine maintenance, repair work, small construction projects and grass cutting functions along the Town's public roadways and rights of way. The Virginia Department of Transportation provides reimbursement, which is accounted for in the categorical aid revenue section of this report, for the maintenance of both arterial and collector streets.

Manager's Message:

The "Street Maintenance" budget provides funds to be used for tree maintenance, snow removal, street cleaning, litter pick up, routine maintenance, curb and other types of traffic related markings, repair work, small construction projects and grass cutting functions along the Town's public roadways and rights of way. The Public Works Department is staffed with two street maintenance crews and one weed eating crew (composed of summer hires) who are responsible with insuring that the appearance of the Town's streets are maintained to the level expected by the Town's citizens. Personnel related funds in this budget are supplemented by the arterial and collector budgets when work is specifically performed to those classifications of roadways. The proposed street budget is an increase of \$80,285 or 9.8% over the FY 2010 budget due to an increase and better allocation of personnel costs and benefits within the Street, Arterial and Collector budgets, which are applied against the annual VDOT maintenance payments. The overall proposed street budget to include Streets, Arterials and Collectors is an increase of \$72,572 which is 4.7% over FY 2010. Equipment items have been reduced to allow for the purchase of a used pickup truck to replace one of the 20+ year vehicles, a replacement leaf box, mower trailer and a much needed snow blower for the town responsible sidewalks. As the seasons and workloads require, the department uses part time help in addition to summer weed-eating and miscellaneous work around town. Staff continues to try to attract more mature and reliable part-time help when available for wages slightly above that of the seasonal school help.

Maintenance of landscaping along right of ways is a major time and resource commitment. The street budgets (Arterial and Collector) have a tree maintenance line item for tree care. The paving schedule continues to be responsive in order to maintain the streets to the high standards expected by the citizens and motoring public. Streets to be repaved are Lee Street extended, East Street, Jefferson

Street, Cleveland Street, Monroe Street, Wilson Street, Green Street, North Third Street and Chestnut Street. The town's streets continued to receive compliments from VDOT staff during the annual street maintenance inspection.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year's actual usage for FY 2011 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed. Maintenance costs are subject to unexpected increases as the older equipment needs more expensive repairs. The streets section has the largest number of vehicles that are the most heavily used of any town section/department. A new street sweeper is programmed in the capital improvement program as a lease purchase, along with another used pickup truck, lawnmower trailer, leaf box and snow blower as part of this budget.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	14.00	14.00	14.00	14.00	0.00
Part Time	5.40	5.40	5.40	5.40	0.00
Total	19.40	19.40	19.40	19.40	0.00

	Prior Expenditure FY/2008	Years Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year Projected Expenditure	Department Request	—FY/2011 Town Manager Recommends	Budget Year Adopted Budget
41200	** STREET MAINTENANCE **							
041200	** STREET MAINTENANCE **							
041200-1107	65,017	65,269	62,108	46,995		65,778		
041200-1301	239,576	257,020	275,764	159,964		317,735		
041200-1302	3,109	3,574	6,000	5,172		8,000		
041200-2100	22,056	23,979	29,870	15,674		35,102		
041200-2210	55,098	58,414	55,753	38,788		62,577		
041200-2300	112,216	81,373	116,093	66,054		116,241		
041200-2400	9,466	7,849	7,205	4,827		7,521		
041200-2700	21,788	31,594	25,730	18,508		25,730		
041200-2899	274	2,101	1,300	989		1,610		
041200-3100	45	630		135				
041200-3310								
041200-3701	2,176	1,800	2,500	1,001		2,300		
041200-4200	5	25						
041200-4200-110	65,785	74,856	63,844	50,441		79,565		
041200-4200-310	10,512	22,787	10,431	14,417		11,980		
041200-4200-535	11,606	11,899	12,274	10,011		12,274		
041200-4200-608	35,981	30,873	32,000	22,460		27,000		
041200-4200-609	41,882	53,097	39,472	49,758		63,530		
041200-4200-699	48,192	25,598	46,194	6,694		26,180		
041200-5110	200		1,000	200		1,000		
041200-5410	4,160	4,200	5,000	104		5,000		
041200-5510	1,385	1,022	900	4,766		500		
041200-5540	951	995	1,800	844		400		
041200-6002	235	190	500	779		500		
041200-6011	1,153	2,548	2,500	597		2,500		
041200-6024	1,407	1,091	1,500	574		1,500		
041200-6025	19,762	43,224	1,500	35,885		1,500		
041200-6095			1,600			1,600		
041200-6099	10,966	14,044	10,000	10,784		11,000		
041200-8201	32,819	17,375	5,500	5,039		10,000		
041200-8251			500			500		
041200-8254	155	1,791	500			500		
— TOTAL PROGRAM —	817,977	839,218	819,338	571,460		899,623		
—TOTAL DEPARTMENT—	817,977	839,218	819,338	571,460		899,623		

Function:	Public Works
Fund:	General
Department:	Arterial Street Maintenance

Program Description:

The costs associated with the maintenance activities of the 30.88 major street and highway lane miles within the corporate limits are grouped under this budget. Arterial Streets are the most significant roads in the area, serving the major centers of activity, constitute the highest traffic volume corridor and carry the major portion of through traffic in urban areas.

Manager's Message:

The arterial street maintenance budget funds road work and assigns costs for expenses related to maintenance, repairs and improvements to the Town's arterial network, as designated under the Federal Highway System (U.S. 17, U.S. 29 Business, U.S. 211, U.S. 15 Business, etc.). This proposed budget request is a decrease of \$31,465, a decrease of 8.1% below the FY 2010 budget. Lee Street extended from the eastern corporate limits to Falmouth Street is scheduled to be milled and resurfaced. Replacement of damaged or deteriorated curbs and gutters is programmed for various locations around town at a maintenance level. The Capital program includes a VDOT Revenue Sharing Project to replace the wire hanging traffic signals at the Blackwell Road, Waterloo and Van Roijen intersections with new poles and mast arms. This will allow for the use of the more reliable video cameras to activate the signals. Staff will continue to pursue potential alternative funding sources from VDOT.

The "Payments on Contracts" item continues to help supplement the in-house staff in the maintenance of the public right of ways, gateways to Town and traffic signals. These activities include tree and landscape maintenance (to include the welcome sign areas), contract mowing of the Route 29 By-pass, assistance with tree mulching and contracting of snow removal in one or more new subdivisions that are somewhat isolated. Included in the budget for the year is a dedicated line item for tree maintenance, contract mowing of selected areas continues to enable the full time staff level to be maintained at the current level for the past 8 years.

Personnel Summary:

Staff for this department is included in the general street maintenance department immediately preceding. Personal services, indicated above, include the total dollar value of actual services performed on arterial streets.

	— Prior Expenditure FY/2008	Years Expenditure FY/2009	— Adopted Budget	— Current Actual On 2010/03	Year Projected Expenditure	—FY/2011 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
41500								
041500								
041500-1301								
041500-1302								
041500-2100								
041500-3310								
041500-3990								
041500-5110								
041500-5410								
041500-6002								
041500-6025								
041500-6035								
041500-6099								
041500-8254								
041500-8255								
041500-8256								
041500-8257								
041500-8260								
041500-8261								
— TOTAL PROGRAM —	272,485	445,232	388,042	303,680		356,577		
—TOTAL DEPARTMENT—	272,485	445,232	388,042	303,680		356,577		

Function:	Public Works
Fund:	General
Department:	Collector Street Maintenance

Program Description:

The costs relating to maintenance activities for the 63.2 lane miles of collector streets are accounted for in this function. Collector streets provide land access service and traffic circulation within residential, commercial and industrial areas. The collector streets system facilitates traffic flows within the town and provides access to the arterial system, which are the main highway streets through and serving the town.

Manager's Message:

The FY 2011 Collector Street proposed budget is an increase of \$23,752 which is 7.4% over the current year's budget. The increase is due to increased electric costs for added street lights (\$8,000) and a slight increase in the street paving schedule (\$7,167). The street milling and paving schedule include, East Street, Jefferson Street, Cleveland Street, Monroe Street, Wilson Street, Green Street, North Third Street and Chestnut Street. The Collector budget provides funding for work on the less traveled streets of the Town as defined by the Virginia Department of Transportation.

Under the departmental budget, salaries and benefits are drawn down as projects are implemented or as work is carried out, similar to the Arterial budget. Funds are included under appropriate categories for snow removal, miscellaneous sidewalk curb and gutter repairs, supplies, replacement of damaged and old street signs, and centerline markings. In addition to the street paving, the budget covers the spot replacement of damaged/deteriorated curbs/gutters and sidewalks at various locations around town, which is reduced in this budget to a maintenance level. Included in the budget under the "payments on contracts" line item are funds for centerline & parking striping (\$6,000) and contract snow removal (\$4,000). There is \$4,000 budgeted for tree maintenance and \$5,000 identified for potential traffic calming projects that worked their way through the committee/review process established in 2010. It is not anticipated that any additional new streets will be added to the inventory for the fiscal year due to residential development being at a stand-still and current development projects consisting of small private streets.

Personnel Summary:

Staff for this department is included in the general street maintenance department immediately proceeding. Personal services, indicated above, include the total dollar value of actual services performed on arterial streets.

	— Prior	Years —		— Current	Year —	—FY/2011 Budget Year —		
	Expenditure	Expenditure	Adopted	Actual On	Projected	Department	Town Manager	Adopted
	FY/2008	FY/2009	Budget	2010/03	Expenditure	Request	Recommends	Budget
41600	** COLLECTOR STREET MAINTENANC							
041600	** COLLECTOR STREET MAINTENANC							
041600-1301	44,994	39,103	50,000	46,359		60,000		
041600-1302	2,593	3,098	10,000	15,245		9,000		
041600-2100	3,518	3,116	4,055	4,194		4,055		
041600-3990	6,112	6,503	10,000	3,965		10,000		
041600-5110	78,515	78,914	70,000	46,070		78,000		
041600-5410		493	3,000	825		2,000		
041600-6002			400	44		400		
041600-6025	5,701	16,481	18,630			19,215		
041600-6099	7,071	4,515	12,000	6,606		12,000		
041600-8254	2,014	552	600	32		600		
041600-8255	9,925	7,907	3,500	1,860		3,500		
041600-8256	32,408	38,537	25,000	21,294		25,000		
041600-8257	3,907	89,547	106,413	132,653		113,580		
041600-8260			500	475		500		
041600-8261	5,625	3,009	4,000	950		4,000		
041600-8262	5,202	2,889	5,000	2,283		5,000		
— TOTAL PROGRAM —	<u>207,585</u>	<u>294,664</u>	<u>323,098</u>	<u>282,855</u>		<u>346,850</u>		
—TOTAL DEPARTMENT—	207,585	294,664	323,098	282,855		346,850		
TOTAL - ** GENERAL ADMINISTRATION **	<u>1,686,612</u>	<u>1,971,694</u>	<u>1,962,118</u>	<u>1,427,554</u>		<u>2,035,021</u>		

Function:	Public Works
Fund:	General
Department:	Refuse Collection

Program Description:

The Refuse Collection budget covers all costs of collection and disposal of solid waste by Town crews including twice a week refuse collection and disposal of junk and materials during the Town's twice annual community cleanups. As Council knows, refuse collection is provided to all homes in the community and to a portion of the qualifying businesses in the Town without additional fees or charges being assessed. Service is provided to businesses whose trash can be accommodated by bags or containers, which can be manually handled by the crews.

Manager's Message:

The proposed FY 2011 budget of \$384,644 for refuse collection is an increase of \$12,491 an increase of 3.4% over the FY 2010 budget. The proposed budget allows for only \$5,000 in landfill tipping fees (as a contingency) based on the current position of the Fauquier County governing body, which still waive the fees for the incorporated towns of the county.

Every resident continues to receive a year's supply of trash bags at no cost which can be picked up at the Public Works facility, the Visitor's Center and have the ability to buy additional boxes of bags from Town Hall. The Town's waste stream has only grown slightly over the past 12 months with the slowdown in the housing market, but is projected to be over the current 4,000 tons in 2011.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year's actual usage for FY 2011 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed. The trash trucks are the most heavily used pieces of equipment in the town fleet. A new replacement truck is re-programmed for FY 2012. The section has two moderately aged vehicles, but must keep two older vehicles (both over 11 years) in service for backup and recycling support.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	4.80	4.80	4.80	4.80	0.00
Part Time	0.00	0.00	0.00	0.00	0.00
Total	4.80	4.80	4.80	4.80	0.00

	— Prior Expenditure FY/2008	Years — Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year — Projected Expenditure	—FY/2011 Department Request	Budget Year — Town Manager Recommends	Adopted Budget
42300	** REFUSE COLLECTION **							
042300	** REFUSE COLLECTION **							
042300-1300	168,354	188,153	191,373	131,169		199,308		
042300-2100	12,591	13,865	14,640	9,535		15,247		
042300-2210	12,564	15,715	21,224	11,217		22,159		
042300-2300	22,244	46,423	52,634	35,225		52,029		
042300-2400	1,003	1,124	1,477	756		1,486		
042300-2600								
042300-2700	13,161	19,084	17,261	11,180		17,261		
042300-2899	20	337	480	312		522		
042300-3310								
042300-3701	851	802	950	432		950		
042300-3815	84,243		5,000			5,000		
042300-4200								
042300-4200-110	8,175	6,140	7,412	6,794		8,590		
042300-4200-310	2,063	11,651	1,871	150		11,640		
042300-4200-535	3,923	3,416	4,346	2,211		4,346		
042300-4200-608	16,029	10,224	19,540	8,308		10,100		
042300-4200-609	6,860	6,943	6,220	9,143		10,745		
042300-4200-699	6,793	3,385	6,159	902		3,695		
042300-5308	988	1,141	1,266	1,134		1,266		
042300-6011	324	320	700	481		700		
042300-6051	19,030	17,787	19,000	17,899		19,000		
042300-6099	657	905	600	570		600		
042300-8201								
— TOTAL PROGRAM —	379,873	347,415	372,153	247,418		384,644		
—TOTAL DEPARTMENT—	379,873	347,415	372,153	247,418		384,644		

Function:	Public Works
Fund:	General
Department:	Recycling Program

Program Description:

The Recycling department accounts for all costs associated with the coordination and management of the recycling collection program for the Town of Warrenton. The collection activity of co-mingled household and business glass, metal, and plastics has been a program with the town for over 20 years. Newspapers and corrugated cardboard are collected one day a week by the Town's refuse crews with leaf and brush collection performed by other Public Works crews.

The Town's goal relating to the recycling program is to meet the mandated rates for the community, as established by the Commonwealth of Virginia, and to provide a service to the public that protects the environment and reduces tonnage of waste going to the county landfill.

Manager's Message:

The proposed FY 2011 budget of \$126,402 for recycling collection is an increase of \$7,786 or 6.6% above the FY 2010 budget. The increase is due to increased maintenance cost for the older trash trucks used for recycling and a change in personnel support with associated increase in benefit costs. Staff continues to stress recycling to the individual citizens and business involvement to again surpass the state mandated rate, of 25%, with a 32% overall rate for the community in 2009. Staff will continue to make a concerted effort to involve the local businesses in the recycling program and provide more accurate accounting of the recycled products of the large businesses, which with the cardboard alone from the grocery and large retail stores represent a large volume of recycled material should push the rate higher in the coming fiscal year. Every ton recycled is one less ton sent to the landfill.

Town staff collects newspapers and cardboard weekly along with co-mingled recycling in blue bags set at curbside. The costs have been kept steady by the continued use of the County recycling center at the Fauquier County landfill, at no cost for handling the material. There is no anticipated charge for the co-mingled recycling for FY2011 by Fauquier County Landfill. The county is expanding their facilities to accommodate a wider range of recyclable products currently collected as trash. Staff will continue to work with county staff to keep informed as to new program developments and to be able to adjust the town program accordingly.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year's actual usage for FY 2011 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	1.20	1.20	1.20	1.20	0.00
Part Time	0.60	0.60	0.60	0.60	0.00
Total	1.80	1.80	1.80	1.80	0.00

	----- Prior Years -----		----- Current Year -----		-----FY/2011 Budget Year-----			
	Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Actual On 2010/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
42400	** RECYCLING PROGRAM **							
042400	** RECYCLING PROGRAM **							
042400-1300	55,089	58,005	61,320	41,294		63,305		
042400-2100	4,092	4,252	4,691	3,007		4,843		
042400-2210	3,201	3,929	7,011	2,795		7,245		
042400-2300	5,561	10,357	13,159	8,469		13,007		
042400-2400	255	281	2,600	188		372		
042400-2600								
042400-2700	4,492	6,514	5,238	3,816		5,238		
042400-2899	5	10	120			138		
042400-3500			100	245		100		
042400-3600			100			100		
042400-3701	171	200		108				
042400-4200								
042400-4200-110	1,622	2,471	1,471	2,107		3,960		
042400-4200-310	1,160	680	1,052	304		830		
042400-4200-535	1,764	1,642	1,822	1,134		1,822		
042400-4200-608	7,957	10,962	8,200	3,524		11,000		
042400-4200-609	1,067	2,190	967	1,823		3,820		
042400-4200-699	1,349	883	1,223	280		1,080		
042400-5308	358	312	342	287		342		
042400-6051	7,956	10,393	9,000	8,260		9,000		
042400-6099		1,449	200	81		200		
— TOTAL PROGRAM —	96,099	114,530	118,616	77,722		126,402		
—TOTAL DEPARTMENT—	96,099	114,530	118,616	77,722		126,402		
TOTAL - ** REFUSE COLLECTION **	475,972	461,945	490,769	325,140		511,046		

Function:	Public Works
Fund:	General
Department:	General Properties

Program Description:

This department is responsible for maintenance; repair and custodial functions for the Town owned or occupied buildings and grounds. The buildings included are Town Hall, Public Works Facility, the Public Safety Facility, 2 rental houses, and the Salvation Army Building on 3rd Street, Visitor Center and the Cemetery building with restroom. The grounds include parking lots, public green space and the gateway signage to Warrenton. This budget does not include the Warrenton Aquatic Center, which is covered in the Recreation Fund budget or the two rental houses which are included in the Utility Department budget.

Building maintenance is performed primarily by the building maintenance mechanic with the care of open spaces supplemented by Public Works crews and seasonal personnel.

Manager's Message:

The "Maintenance" budget provides funding for operation of all Town-owned buildings, structures and properties, their maintenance and repair. The proposed FY 2011 budget is an increase of \$17,975 or 7.6% over the current budget. This is a maintenance level budget for the town facilities with no major improvements or replacements of building components. In the capital improvement program there is a project for the repair and replacement of failing roof trusses for the vehicle sheds at the Public works facility. Within the budget, staff will look for ways to be more energy efficient and environmentally compatible. The current janitorial service contract is anticipated to be extended, but is subject to change if mutually agreed upon by the town and contractor. The town facilities, experience high use by staff and the public, which relates to the high level of maintenance required. The Visitor Center and public safety facility are heavily scheduled and used by outside groups. The facilities and grounds continue to be a challenge to the limited staff. In order to keep the permanent staffing at the current level, contracting for maintenance /repairs will be continued to be used when possible (\$4,000) to cover service contracts for HVAC systems. The Town Hall is showing its age and the effects of the environment and is scheduled to have the front block veneer repaired and window trim replaced. Parking lot repair funding of \$7,500 will address repairs to those lots not programmed in the CIP for facelift. The materials and supplies for maintenance continue to increase in quantities and cost.

The lease of the building on S. 3rd Street to the Salvation Army is scheduled to be terminated in 2010. The future use of the building is currently undecided as to whether the town will continue to rent or dispose. The renting of the building comes with the maintenance costs of the facility as a “landlord” for a structure that is a continuing source of maintenance.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year’s actual usage for FY 2011 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	1.00	1.00	1.00	1.00	0.00
Part Time	0.00	0.00	0.00	0.00	0.00
Total	1.00	1.00	1.00	1.00	0.00

	— Prior	Years —	—	Current	Year —	—FY/2011	Budget	Year —
	Expenditure	Expenditure	Adopted	Actual On	Projected	Department	Town Manager	Adopted
	FY/2008	FY/2009	Budget	2010/03	Expenditure	Request	Recommends	Budget
43200	** GENERAL PROPERTIES **							
043200	** GENERAL PROPERTIES **							
043200-1300	WAGES & EXTRA HELP	31,097	33,609	41,884	23,056	43,381		
043200-1301	WAGES - SNOW REMOVAL	446	581	1,000	4,016	1,000		
043200-2100	FICA EXPENSE	2,750	2,596	3,281	2,035	3,395		
043200-2210	RETIREMENT	3,887	4,232	4,463	2,911	5,110		
043200-2300	HEALTH INSURANCE		1,327		3,901	5,571		
043200-2400	LIFE INSURANCE	2,114	2,102	2,171	1,399	2,203		
043200-2700	WORKER'S COMPENSATION	649	941	1,000	551	1,000		
043200-2899	MISCELLANEOUS BENEFITS		20	100	67	115		
043200-3100	PROFESSIONAL SERVICES	1,518	40		505			
043200-3310	CONTRACTUAL REPAIR/MAINT	15,510	24,029	20,000	8,718	20,000		
043200-3320	MAINTENANCE CONTRACTS	4,599	8,144	4,000	9,553	6,000		
043200-3330	JANITORIAL SERVICE	44,017	41,546	46,000	20,818	51,000		
043200-3356	MODIFICATION-PUBLIC WORKS BLDG	4,194						
043200-3701	UNIFORM RENTAL	251	245	212	128	212		
043200-4200	VEHICLE EXPENSES		80					
043200-4200-110	MOTOR POOL LABOR	775	824	703	436	990		
043200-4200-310	CONTRACTUAL REPAIR	261	114	237	1,001	1,050		
043200-4200-535	AUTOMOTIVE INSURANCE	824	832	1,000	611	1,000		
043200-4200-608	FUEL	3,149	2,517	2,300	2,086	2,700		
043200-4200-609	REPAIR PARTS & TIRES	2,052	833	1,860	151	680		
043200-4200-699	OTHER MOTOR POOL COSTS	1,132	293	1,026	58	305		
043200-5110	ELECTRIC CURRENT	34,273	39,984	35,000	18,699	38,000		
043200-5120	FUEL	17,384	21,122	22,000	14,635	22,000		
043200-5230	COMMUNICATION	2,434	2,728	2,700	1,966	2,700		
043200-5302	FIRE INSURANCE	8,452	9,279	12,000	6,977	12,000		
043200-5308	GENERAL LIABILITY INS.	610	879	1,080	646	1,080		
043200-5410	LEASE OF EQUIPMENT	1,737	909	1,000	115	1,000		
043200-5540	TRAINING	161	55	500	44			
043200-6007	REPAIRS BUILDINGS & GROUNDS	6,258	5,666	8,000	459	8,000		
043200-6011	WEARING APPAREL	41	235	134		134		
043200-6025	CHEMICAL SUPPLIES	1,774	3,815					
043200-6032	REPAIRS PARKING LOTS		807	7,500		7,500		
043200-6033	REPAIRS - WELCOME SIGNS			500		500		
043200-6099	MATERIALS & SUPPLIES	15,905	17,900	15,000	13,811	16,000		
043200-8202	FURNITURE & FIXTURES	1,405	6,691	500	838	500		
043200-8258	LANDSCAPING-PARKLOTS/VISITOR C	6,667		500		500		
—	TOTAL PROGRAM —	216,326	234,975	237,651	140,191	255,626		
—	TOTAL DEPARTMENT—	216,326	234,975	237,651	140,191	255,626		
TOTAL -	** GENERAL PROPERTIES **	216,326	234,975	237,651	140,191	255,626		

Function:	Contributions
Fund:	General
Department:	

Program Description:

This function summarizes contributions made by the Town to outside agencies.

Manager's Message:

There are several agency requests and budgets which the Town provides funding assistance to which are not grouped together under any particular functional category of the Town's budget, all of which are also discussed separately in the budget narrative. These requests address a wide range of services to an even wider range of citizens; many of whom are in need of the service provided by the specified nonprofit. These agencies have been funded by Council in the past at various levels, recognizing that the agencies also directly serve Fauquier County, and by extension also many of Warrenton's citizens. These not-for-profit organizations' services provide improvements to the quality of life of many individuals who are least able to help themselves. As such, the agencies are viewed as partners with the Town government in providing services the Town could not otherwise provide as efficiently.

In formulating policy for budget development it was determined that the next fiscal year's budget would be "maintenance of service level". The majority of agencies requested level funding and requested increases were reduced to previous year's levels.

Function:	Contributions
Fund:	General
Department:	Welfare Social Services

Program Description:

Contributions in this category include human service related contributions to a number of agencies, including:

- Fauquier Community Action
- Fauquier Family Shelter Services
- Fauquier Community Child Care
- Fauquier Free Clinic
- Piedmont Dispute Resolution Center
- Circuit Rider
- Literacy Volunteers of Fauquier
- Fauquier Cadre
- Rappahannock/ Rapidan Medical Reserve

Manager's Message:

Fauquier Community Action:

Level funding recommended. Fauquier Community Action (FCA) is to receive continued funding of \$7,500 for FY 2011 that is used to leverage other federal and state grants. The Community Action Agency continues to operate numerous programs that benefit Warrenton residents, such as Bright Stars, Head Start, nutritional services, etc.

Fauquier Family Shelter Services:

Fauquier Family Shelter Services has requested level funding of \$6,700.

Fauquier Community Child Care:

Fauquier Community Child Care (FCCC) is to receive level funding in the amount of \$4,500 for FY 2011. The FCCC program, which provides affordable childcare in concert with the Fauquier County Schools, provides an important child care service to Warrenton residents at Brumfield, Bradley and P.B. Smith Elementary Schools.

Fauquier Free Clinic:

Level funding requested and recommended. The Fauquier Free Clinic's funding for FY 2011 remains at \$10,000. The Clinic provides primary medical care to uninsured residents with a special effort to include all children. Local practitioners who volunteer their time and talent provide all medical and dental care. The town's donation will be used to purchase medications for uninsured residents of the town and to support operations.

Piedmont Dispute Resolution Center:

Level funding requested and recommended. The Piedmont Dispute Resolution Center will receive funding in the amount of \$1,000. The part-time staff at the Center works with the court system and staff are assigned by the courts to a wide range of mediation responsibilities involving juvenile and domestic abuse, domestic problems, divorce and juvenile issues. In addition, the Center trains peer mediators for the school system who are often able to resolve issues between students before they escalate into serious problems. Funding is recommended to continue at the requested level.

Circuit Rider:

The Town is proposing to provide \$39,961 in direct funding, and \$5,200 of "in-kind" services necessary to maintain and fuel the bus.

Literacy Volunteers of Fauquier:

The FY 2011 request by Literacy Volunteers of Fauquier of \$2,500 is included in this budget.

Fauquier Cadre:

Fauquier CADRE, (Community Alliance for Drug Rehabilitation and Education) is dedicated to minimizing the threat of alcohol, tobacco, and drug use in the Fauquier County community. CADRE, although primarily dedicated to adolescents and young adults, readily provides information, education, and referrals to all persons who need assistance with alcohol, tobacco, and drug prevention. Town Manager recommends level funding of \$2,000 for FY 2011, per the agency's request.

Rappahannock/Rapidan Medical Reserves:

Funding request is \$500. Town Manager recommends \$500 funding for FY 2011.

	— Prior Expenditure FY/2008	Years — Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year — Projected Expenditure	—FY/2011 Department Request	Budget Year — Town Manager Recommends	Adopted Budget
53500	** WELFARE & SOCIAL SERVICES *							
053500	** WELFARE & SOCIAL SERVICES *							
053500-5691	10,405	10,000	10,000	7,500				
053500-5692								
053500-5693	7,500	7,500	7,500	5,625	7,500			
053500-5694	6,700	6,700	6,700	5,025	6,700			
053500-5695	4,500	4,500	4,500	3,375	4,500			
053500-5697	10,000	10,000	10,000	7,500	10,000			
053500-5698	1,000	1,000	1,000	750	1,000			
053500-5700	39,961	39,961	39,961	29,971	39,961			
053500-5700-001	13,226	10,550	5,200	7,581	5,200			
053500-5701	4,135	640						
053500-5703	2,500	2,500	2,500	625	2,500			
053500-5704	1,000	2,000	2,000	1,500	2,000			
053500-5707	500	500	500	375	500			
— TOTAL PROGRAM —	101,427	95,851	89,861	69,827	79,861			
—TOTAL DEPARTMENT—	101,427	95,851	89,861	69,827	79,861			
TOTAL - ** WELFARE & SOCIAL SERVICES *	101,427	95,851	89,861	69,827	79,861			

Function:	Public Works
Fund:	General
Department:	Maintenance - Cemetery

Program Description:

This activity includes all Town direct expenses for the maintenance of the 18+ acre historic cemetery in the Town.

Manager's Message:

The FY 2011 budget represents proposed expenditures of \$122,107, a very slight decrease of \$217 which is 0.2% below FY 2010. The proposed budget provides staffing to address the year round maintenance requirements and the need to establish some continuity in the cemetery for the future. A tree maintenance line item is included to the budget for professional trimming and pruning of the larger trees that are beyond staff capability and need extra care in handling around the headstones.

The Town has come to the end of generating revenue from the sale of lots. Thirty five (35) cremation sites are left, with no sites sold in the past year. Although all full size lots have been sold, staff still is involved with 25-35 burials a year, which generates approximately \$20,000 in fees for opening and closing the grave sites. Staff surveyed surrounding cemeteries and found that the town opening/closing grave fees needed adjustments, which are presented under the revenue section.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year's actual usage for FY 2011 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed. Although the primary equipment of the cemetery are mowers and small equipment, this budget allocates the costs of the backhoe and dump truck usage for the graves dug and closed each year.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	1.00	2.00	2.00	2.00	0.00
Part Time	1.00	0.50	.00	.00	0.00
Total	2.00	2.50	2.00	2.00	0.00

	Prior Expenditure FY/2008	Years Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year Projected Expenditure	FY/2011 Department Request	Budget Year Town Manager Recommends	Adopted Budget
71400								
071400								
071400-1300								
071400-2100								
071400-2210								
071400-2300								
071400-2400								
071400-2700								
071400-2899								
071400-3310								
071400-3701								
071400-3990								
071400-4200-110								
071400-4200-310								
071400-4200-535								
071400-4200-608								
071400-4200-609								
071400-4200-699								
071400-5110								
071400-5120								
071400-5302								
071400-5308								
071400-5410								
071400-6003								
071400-6007								
071400-6011								
071400-6024								
071400-6099								
071400-8201								
071400-8202								
071400-8203								
071400-8261								
— TOTAL PROGRAM —	104,338	112,483	122,324	66,766		122,107		
—TOTAL DEPARTMENT—	104,338	112,483	122,324	66,766		122,107		
TOTAL - ** MAINTENANCE CEMETERY **	104,338	112,483	122,324	66,766		122,107		

Function:	Contributions
Fund:	General
Department:	Cultural Enrichment

Program Description:

Contributions in this category include arts and historical related contributions to a number of agencies, including:

- **Bluemont Concert Series**
- **Fauquier Historical Society**
- **Heritage Day – Mosby Foundation**
- **First Night Warrenton**

Bluemont Concert Series:

The Town Manager recommends continued funding in the amount of \$10,000 for FY 2011. Through the Local Government Challenge Grant we receive \$5,000 from the Virginia Commission for the Arts which we forward to Bluemont.

Fauquier Historical Society:

The Town Manager recommends funding for this organization for FY 2011 in the amount of \$10,000, consistent with prior years funding.

Heritage Day – Mosby Foundation:

The organization's funding request is in the amount of \$2,500 to fund a Heritage Day event. The Town Manager recommends funding of \$2,500 for this event in FY 2011.

First Night Warrenton:

Bluemont Concert Series request funding in the amount of \$5,000 for the annual New Years Eve plus the annual of cost of registering this event with the National organization. The Town Manager recommends full funding for First Night Warrenton in FY 2011. This amount includes the annual First Night Registration Fee.

- B U D G E T -

E X P E N S E

ACCOUNTING PERIOD 2010/03

	----- Prior Years -----		----- Current Year -----		-----FY/2011 Budget Year-----			
	Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Actual On 2010/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
72600	** CULTURAL ENRICHMENT **							
072600	** CULTURAL ENRICHMENT **							
072600-5691	CONTR-BLUEMONT CONCERT SERIES	11,164	12,521	10,000	10,000	10,000		
072600-5692	CONTR-MOSBY FOUNDATION MATCH	250,000						
072600-5694	CONTR-FAUQUER HISTORICAL	10,000	10,000	10,000	7,500	10,000		
072600-5697	CONTR-AFRO AMERICAN HISTORIC							
072600-5698	MOSBY FOUNDATION - HERITAGE DA	1,500	2,500	2,500	1,875	2,500		
072600-5699	CONTR-FIRST NIGHT OUT	5,000	5,000	5,000	1,250	5,000		
	--- TOTAL PROGRAM ---	277,664	30,021	27,500	20,625	27,500		
	---TOTAL DEPARTMENT---	277,664	30,021	27,500	20,625	27,500		
TOTAL - ** CULTURAL ENRICHMENT **	277,664	30,021	27,500	20,625		27,500		

Function:	Planning and Community Development
Fund:	General
Department:	

Program Description:

The functional classification of Planning and Community Development includes funding for all operational aspects of Planning, Zoning, Building Administration and Erosion and Sediment Control which includes current planning/zoning (zoning administration, rezoning, site plan review, etc.), long range planning, the Architectural Review Board, Planning Commission, Board of Zoning Appeals, Regional Planning District Commission coordination, special projects and the land development review process. The Department of Economic Development was consolidated within the Department of Planning and Community Development and no longer has a separate budget. Critical elements of the economic development program have been retained and include funding for the Town-County Visitor Center and the Partnership for Warrenton Foundation and close coordination with the Fauquier County Economic Development Office as an integral part of these services.

Manager's Message:

The Community Development function includes funding for all operations of the Department of Planning and Community Development such as zoning administration, special use and rezoning applications, long-range planning, staff support for the Architectural Review Board, Planning Commission, Board of Zoning Appeals, funding for the Regional Planning District Commission (PD-9) and the Warrenton Visitor's Center. The FY 2011 proposed budget is \$409,631, a \$40,128 or 8.9% decrease below the FY 2010 budget of \$449,759. This is due to the completion of the comprehensive plan elements as well as the initial services for continuing GIS work. The operating portion of the budget reflects the economic conditions of the Town and attempts a more realistic alignment with the anticipated revenues consistent with the building and development activities that are expected over the next few years.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	6.70	5.80			
Part Time	1.00	.60			
Total	7.70	6.40			

Function:	Planning and Community Development
Fund:	General
Department:	Planning and Zoning

Program Description:

The Department of Planning and Zoning provides support in the areas of current planning, long-range planning, community development and administration. The department enforces the regulations of the Zoning and Subdivision Ordinance, Building Code and the Town Code. The department provides research and support for the Town Council, Planning Commission, Board of Zoning Appeals, Architectural Review Board, and the Transportation Safety Commission. All plans for new construction, rehabilitation of existing structures and development of properties in the Town are reviewed and approved by the Planning and Zoning Department. Additionally, the department is responsible for developing and updating the Town's Comprehensive Plan, development review ordinances (Zoning, Subdivision and Historic District Design Guidelines) and the Capital Improvements Program.

Manager's Message:

Planning and Zoning provides a wide range of services to the Town that include administrative, advisory, ordinance enforcement and general staff level functions for most appointed officials and departments. The activities that exemplify these functions are monitoring and administering the land development review ordinances (zoning, subdivision and historic district guidelines); development permits (zoning, building, erosion and sediment control); and reviewing proposals for new or renovated development through preliminary concept, sketch and site plans. Staff supports the procedural functions of appointed boards/commissions of the Town including the Planning Commission, Board of Zoning Appeals, Architectural Review Board and others. The department also provides research and advisory expertise on community development issues to the Town Council, various appointed bodies and Town operating departments. Information and research assistance includes grant applications, preparation of the annual Capital Improvement Program and maintenance of the Geographic Information System (computerized data and mapping).

The proposed budget for FY 2011 is \$329,669 which reflects a decrease of \$29,369 or 8.2% below FY 2010. Some staff changes were made during FY 2010 for more effective staff use by sharing the front desk reception/Permit Technician position between administration and building inspection. This provides better customer service for applicants to improve submissions and makes better

use of building department personnel. Another measure undertaken to deal with the economic realities was the combination of the Director and Community Development Assistant/Economic Development Planner positions. This removes the full-time salary and fringe benefits from the budget in favor of a combined role until the economy and development revenues improve. This assures the continuation of key planning functions to allow the highest quality of Town services. The budget provides for a full range of professional staff services with appropriate consulting functions to insure that critical landscaping, traffic and urban design elements are competently addressed with each development proposal.

The department will continue its focus on the procedures and communication of development issues with the Town and the public. While the ordinances were amended, a number of minor revisions have been identified and will be executed in the coming year. Staff can also focus on ancillary tools to assist the development review activities and provide uniform information to aide the Town in development decisions. Permits, applications and violations have been consolidated into electronic logs to adequately track progress and maintain continuity of the review process. The GIS adds the opportunity to correlate differing data elements and expand the staff review process as well as increase the availability of information to Council and the public.

The department is anticipating closer coordination with Town agencies and departments to help achieve its objectives and improve efficiencies in the budget. There is already coordination of inspections through cooperative administration and consolidation of field inspections with the Building Department. A series of Standard Operating Procedures created within the past five years is under review to update departmental functions. In the past few years, this resulted in a streamlining of certain office operations and coordination with other departments, such as coordinated site reviews for bond reduction and "As Built" drawings that are triggered by the Certificate of Occupancy request rather than at bond release.

There will be continued involvement with Fauquier County and the Rappahannock-Rapidan Regional Planning District Commission (PD9) to coordinate local and regional planning issues. The Town has benefited from participation in the Rural Transportation Committee at PD9. This has identified essential traffic and road issues and enabled the Town to participate in supplemental funding opportunities for traffic studies and facilities. Joint planning activities have been established with Fauquier County Planning for site plan and transportation coordination and it is anticipated that these will become more formalized over the coming years.

This year, data processing costs incurred for routine network support, hardware, software, infrastructure, communications and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,016 per user for FY 2011. The Planning and Community Development Department has an allocation to account 4100 of \$3,024 for FY 2011.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	4.70	4.70	3.40	2.40	- 1.00
Part Time	0.50	0.50	0.30	0.30	0.00
Total	5.20	5.20	3.70	2.70	- 1.00

	Prior Expenditure FY/2008	Years Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year Projected Expenditure	—FY/2011 Department Request	Budget Year Town Manager Recommends	Year Adopted Budget
81100	*PLANNING & COMMUNITY DEVELOPM							
081100	*PLANNING & COMMUNITY DEVELOPM							
081100-1101	7,200	7,125	7,200	4,500		7,200		
081100-1102	78,435	78,721	43,082	56,571		74,332		
081100-1104	51,323	52,082	54,924	1,643				
081100-1105	28,675	31,849		421				
081100-1106	28,801	33,393	19,238	12,985		21,018		
081100-1107	36,946	41,591	44,834	48,244		41,231		
081100-1108	132	5,764	8,136	6,095		6,980		
081100-1300	9,970	2,714	2,400					
081100-2100	18,225	18,702	13,756	9,886		11,533		
081100-2210	22,007	25,018	19,093	13,773		16,089		
081100-2300	27,372	31,895	24,696	16,287		20,055		
081100-2400	1,756	2,006	1,329	977		1,079		
081100-2700	844	1,224	1,312	717		1,312		
081100-2899	484	530	290	255		276		
081100-3100	3,628	6,449	20,000	9,720		20,000		
081100-3103		1,200						
081100-3104								
081100-3105	2,378	2,808	2,500	1,506				
081100-3106								
081100-3109				3,450				
081100-3110	9,220		1,000			1,000		
081100-3200	6,532			1,377		1,000		
081100-3310			300			300		
081100-3320	310	200	500			2,500		
081100-3500	1,371	231	800	130		600		
081100-3600	5,532	8,866	4,000	4,130		5,000		
081100-4100	21,594	15,341	17,467	12,277		6,048		
081100-5210	2,410	4,016	2,500	1,663		3,000		
081100-5230	1,619	1,812	1,775	1,317		1,900		
081100-5306	137	141	148	90		148		
081100-5307	10,174	10,168	11,278	7,247		11,278		
081100-5308	1,653	1,943	2,010	1,603		2,010		
081100-5410	9,446	7,060	9,850	3,700		7,630		
081100-5510	966	2,593	2,250	267				
081100-5540	940	1,505	1,200	390				
081100-5685	30,000	35,000	30,000	22,500		55,000		
081100-5687	2,500	5,000						
081100-5690	5,958	6,899	6,900	6,835		6,900		
081100-5810	1,003	1,313	1,320	383		1,000		
081100-6001	2,091	1,743	1,500	968		1,500		
081100-6012	1,243	884	400	381		600		
081100-6099		192	450	138		250		
081100-8202	1,333		600			500		
081100-8207		888				400		
— TOTAL PROGRAM —	431,542	448,866	359,038	252,426		329,669		
—TOTAL DEPARTMENT—	431,542	448,866	359,038	252,426		329,669		

Function:	Planning and Community Development
Fund:	General
Department:	Visitor's Center

Program Description:

This program is somewhat unique in that the Town of Warrenton has changed from operating the "Visitor's Center" with two other partners, to operating the facility independently. The new Town Visitor's Center is in operation and providing tourism and information services to the public about the Town and surrounding area.

Manager's Message:

The Town of Warrenton has been focusing upon the economic benefits of tourism for a number of years. In fact, meals and lodging revenues comprise a significant portion of the Town's revenues and justify the Town's investment in tourism related endeavors. The facility has been in operation at its current location for over two years. It has been a welcomed addition to the downtown and has worked well with other organizations to promote the Town of Warrenton.

The Visitor's Center is providing an excellent space for tourism information and community uses. Negotiations are proceeding for joint use by the Greater Warrenton Chamber of Commerce and various volunteer organizations are expected to continue to take advantage of the central location and meeting opportunities provided in the facility. The operation of this center would not have been possible without the dedicated assistance of the part-time staff members and volunteers, which serve the tourist and our community.

The operational funding request is consistent with the prior year's budget and represents full operation of the facility and staffing. This is accomplished with a proposed FY 2011 budget of \$77,692 a decrease of 7.5% below the current budget.

This year, data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$3,186 per user for FY 2011. The Visitor's Center has the equivalent of 1.5 users (3.0 part-time covering one position) representing an allocation to account 4100 of \$4,779 for FY 2011.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	0.00	0.00	0.00	0.00	0.00
Part Time	3.00	3.00	3.00	3.00	0.00
Total	3.00	3.00	3.00	3.00	0.00

	Prior Expenditure FY/2008	Years Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year Projected Expenditure	FY/2011 Department Request	Budget Year Town Manager Recommends	Budget Year Adopted Budget
81200	**VISITOR CENTER**							
081200	**VISITOR CENTER**							
081200-1300	46,738	47,068	48,775	30,280		50,720		
081200-2100	3,575	3,601	3,731	2,316		3,880		
081200-2700	44	64	68	211		68		
081200-2899	50	40	300	360		225		
081200-3100	250							
081200-3310	744	100	100			100		
081200-3500	1,610		500	289		500		
081200-3600	2,654	1,855	5,000			2,000		
081200-3990								
081200-4100	3,892	3,056	4,367	3,143		3,024		
081200-5110	2,985	3,136	3,600	1,782		3,600		
081200-5120	1,453	1,685	2,400	1,096		2,400		
081200-5210	1,127	1,290	1,500	682		1,500		
081200-5230	4,111	2,836	4,200	1,757		4,200		
081200-5410	1,600	2,624	2,400	1,666		2,400		
081200-5510	72	608	400					
081200-5540	175	140	400					
081200-5691		2,500						
081200-5810	1,668	665	1,415	240		1,200		
081200-6001	805	462	1,000	280		800		
081200-6012	321	249	325	107		325		
081200-6099	776	526	1,000	176		750		
081200-8202	30,647	580	2,500	406				
081200-8207								
	105,297	73,085	83,981	44,791		77,692		
	105,297	73,085	83,981	44,791		77,692		

Function:	Planning and Community Development
Fund:	General
Department:	Board of Zoning Appeals (BZA)

Program Description:

The Board of Zoning Appeals is established by State Code to hear and decide upon requests for special exceptions and appeals from any order, decision or determination made by an administrative officer enforcing the Town's Zoning or Subdivision Ordinance. The Board also interprets the district zoning map where uncertainty exists regarding the location of a district boundary and authorizes variances from the strict terms of the Zoning Ordinance where a clear hardship can be demonstrated. Nominations for the BZA are solicited by Town Council from the general public and are representative of the Town at-large. Recommendations for appointment are made to and approved by the Circuit Court.

The Board consists of Chairman, Vice-Chairman and three members. The Zoning Administrator, Town Attorney and a part-time secretary provide staff support. The Board strives to provide quality and timely services to those citizens in need of Board actions. The meetings are regularly scheduled on the first Tuesday of each month. During FY 2010, the Board heard one (1) application for variance (special exceptions became special use permits in the 2006 zoning amendment and are heard by the Town Council) for an exception to the maximum front yard setback in the R-6 District. The revisions of the 2006 Zoning Ordinance amendment have resolved many previous problems with the bulk regulations.

Manager's Message:

The Board of Zoning Appeals provides the opportunity to adjust the execution of the ordinance to accommodate property and structures that could not otherwise meet the adopted standards of development due to unusual circumstances or age that preceded the current code. The Board operates under strictly specified procedures and regulations or state statute that determines the latitude and degree of flexibility that can be exercised on any case. As a result, there are no formal work plans other than those dictated by their quasi-judicial responsibilities to hear cases of variances, special exception and appeals of staff determinations. The Department of Planning and Community Development serves as staff advisors and support for this function. The proposed FY 2011 budget represents a decrease of 52.4% below FY 2010 demonstrating the declining activity due to the amended ordinances, which accommodated many of the anomalies that generated the need for property variances.

- B U D G E T -

E X P E N S E

ACCOUNTING PERIOD 2010/03

	----- Prior Years -----		----- Current Year -----			-----FY/2011 Budget Year-----		
	Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Actual On 2010/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
81400								
081400								
081400-1300								
081400-2100								
081400-3600	471		1,000	829		1,000		
081400-5210			200			100		
081400-5510			100	37				
081400-5540			475					
— TOTAL PROGRAM —	471		2,313	866		1,100		
—TOTAL DEPARTMENT—	471		2,313	866		1,100		

Function:	Planning and Community Development
Fund:	General
Department:	Architectural Review Board (ARB)

Program Description:

The Architectural Review Board's (ARB) primary function is to review applications for construction, reconstruction, substantial exterior alteration, demolition, relocation and signage within the Town's historic district. In addition, the ARB assists the Town Council, Planning Commission and property owners in matters involving historically significant sites and buildings; advises owners of historic landmarks or contributing structures on preservation efforts; and proposes additions to the historic district. The ARB is supported by Town staff, which prepares reports for their review, schedules meetings and provides general administrative support.

The ARB consists of a Chairman, Vice-Chairman and three other members appointed by the Town Council. The Board is assisted by a staff person and a secretary from the Planning Department. Specific architectural services are obtained on occasion to advise the Board on unique structural details as the need arises. The Board meets monthly on the fourth Thursday and often meets on an as-needed basis to accommodate the needs of Town citizens. During 2009, the ARB considered 37 cases and issued 31 Certificates of Appropriateness for improvements and modifications to structures within the Warrenton Historic District. This represents an 83.8% rate of acceptance from applications. In addition, another 13 applications were processed administratively in accordance with the Historic District Ordinance and approved as appropriate with the regulations. One application was denied and no cases were appealed to the Town Council during 2009.

Manager's Message:

The Town's Architectural Review Board is made up of 5 members appointed by the Town Council. This appointed body works to preserve and protect historic places and structures in the Town of Warrenton Historic District through the control of building demolition, the regulation of architectural design and uses and the education of the public on the importance of historic preservation. The proposed FY 2011 budget provides for the routine functions of the Board in reviewing the unique issues of design and preservation for properties within the Historic District. The Board recently completed a review of the Historic District boundary as part of the comprehensive plan revision and revised the Historic District Guidelines to reflect the zoning amendments approved in 2006. Funding is available from prior years to provide expertise for expansion of the Historic District as well as printing of the new Guidelines and insure their availability for residents and those interested in the structures in the District. The budget for FY 2011

represents a decrease of 73.6% due to the completion of tasks associated with the Comprehensive Plan Update and the conclusion of work elements in FY 2010.

Function:	Transfers and Reserves
Fund:	General
Department:	

Program Description:

This function includes the contribution from the General Fund to other Town funds. Additionally, provisions for contingencies and reserves for future General Fund expenditures are included in this function.

Manager's Message:

Transfers direct General Funds not used for daily governmental operations or support of departmental budgets to other expenditure areas. The FY 2011 budget proposes a total of \$1,653,646 to be transferred to other departments and a portion to the undesignated fund balance for the General Fund. Part of the excess of revenues over expenditures for the General Fund, \$984,737, is to be transferred to the Parks and Recreation Fund to support operations. A proposed \$375,325 transfer to the Capital Projects Fund is for projects identified in the CIP document and the remaining transfer of \$293,584 to the undesignated fund balance.

- B U D G E T -

E X P E N S E

ACCOUNTING PERIOD 2010/03

	— Prior Expenditure FY/2008	Years Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year Projected Expenditure	—FY/2011 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
93100								
093100								
093100-0097								
093100-0098			853,145			293,584		
093100-0099								
093100-9201	120,000	513,500	199,000	100,000	375,325			
093100-9202								
093100-9203		1,159,887	1,331,819		984,737			
093100-9204								
— TOTAL PROGRAM —	120,000	1,673,387	2,383,964	100,000	1,653,646			
—TOTAL DEPARTMENT—	120,000	1,673,387	2,383,964	100,000	1,653,646			
TOTAL - ** TRANSFERS **	120,000	1,673,387	2,383,964	100,000	1,653,646			

Function:	Debt Service
Fund:	General
Department:	Debt Service

Program Description:

This function includes the funding for principal and interest payments for General Fund lease purchase agreements.

Manager's Message:

The General Fund has no debt.

		— Prior Years —		— Current Year —			—FY/2011 Budget Year—		
		Expenditure	Expenditure	Adopted	Actual On	Projected	Department	Town Manager	Adopted
		FY/2008	FY/2009	Budget	2010/03	Expenditure	Request	Recommends	Budget
95100	** DEBT SERVICE **								
095100	** DEBT SERVICE **								
095100-9111	LEASE PURCHASE-2001-POLICE CAR								
095100-9112	LEASE PURCHASE-2001-AS400								
095100-9114	NOTE - REC CIR PRIN								
095100-9115	LEASE PURCHASE HP DESIGNJET -								
095100-9121	LEASE PURCHASE - INTEREST								
095100-9122	NOTE - REC CIR INT								
095100-9123	NOTE-REC CIR AMORT								
TOTAL - ** DEBT SERVICE **									
FUND	TOTAL	7,162,154	8,669,350	9,548,811	5,011,035		8,837,671		

**TOWN OF WARRENTON, VIRGINIA
SUMMARY OF BUDGET FOR LAST TWO FISCAL YEARS**

<u>CAPITAL PROJECTS FUND</u>	<u>ADOPTED</u> <u>2009-2010</u>	<u>PROPOSED</u> <u>2010-2011</u>
<u>REVENUES</u>		
Revenues from Local Governments	\$ -	\$ -
Transfers & Reserves	199,000	375,325
TOTAL CAPITAL PROJECTS FUND REVENUE	<u>\$ 199,000</u>	<u>\$ 375,325</u>
 <u>EXPENDITURES</u>		
Equipment	\$ -	\$ 106,325
Projects	199,000	269,000
Transfers & Reserves	-	-
TOTAL CAPITAL PROJECTS FUND EXPENDITURES	<u>\$ 199,000</u>	<u>\$ 375,325</u>

Capital Projects Fund
Revenue

Total Capital Projects Fund revenue for FY 2011 totals \$375,325.

Revenue Description:

Transfers from General Fund

FY 2011 Estimate:

\$375,325

This line item includes transfers from the General Fund to fund capital projects scheduled for completion in FY 2011. Included in the transfer are Federal and State grant funds from VDOT. Earmarked as Revenue Sharing funds, \$60,000 is part of a 50% match for the conversion of traffic signals from span wires to the more liable and safer mast arms.

- B U D G E T -

R E V E N U E

ACCOUNTING PERIOD 2010/03

	Prior Years		FY/2010		Current Year	FY/2011	Budget Year
	Revenue FY/2007	Revenue FY/2008	Revenue FY/2009	Adopted Budget			
000999 CAPITAL PROJECTS REVENUE							
018990 **CAPITAL PROJECTS REVENUE**							
018990-0004 GRANT-VISITOR CTR/CHAMBER PA							
018990-0005 FAUQUIER COUNTY FOR REC CENT							
041040 ***NON-REVENUE RECEIPTS***							
041040-0006 PROCEEDS FROM INDEBTEDNESS							
041050 TRANSFERS & RESERVES							
041050-0001 TRANSFERS FROM ENCUMBRANCES							
041050-0100 TRANSFER FROM GENERAL FUND	6,500,000-	120,000-	513,500-	199,000-	100,000-	375,325-	
041050-0501 TRANSFER FROM W/S FUND							
041050-9999 TRANSFER FROM RESERVES							
—TOTAL DEPARTMENT—	6,500,000-	120,000-	513,500-	199,000-	100,000-	375,325-	
TOTAL - ***NON-REVENUE RECEIPTS***	6,500,000-	120,000-	513,500-	199,000-	100,000-	375,325-	
TOTAL FOR FUND	6,500,000-	120,000-	513,500-	199,000-	100,000-	375,325-	

Capital Projects Fund

Capital Projects

Program Description:

The Capital Improvements Fund represents the best efforts of the Town's citizens, Council, staff, and Planning Commission to identify and recommend major construction projects over the next five years for the Town in a manner which allows for long-range fiscal planning utilizing available tax dollars.

Town Manager's Message:

The proposed FY 2011 projects included in the budget have been drawn from previous engineering studies, planning documents and/or staff reports and many have worked themselves through an arduous review process over the years. These projects meet the needs of the Town and help fulfill a goal or goals of the Council, its strategic plan adopted in July 2002, or the Comprehensive Plan. The five-year Capital Improvements Plan (CIP) is included with this document and includes a variety of projects proposed for construction utilizing Town funds.

Each of the projects submitted, as noted, supports the Council's established goals and all are fully funded in FY 2011 after careful review by their associated committees and the Planning Commission. The proposed program is a reduction from that briefed by the Planning Commission with a scaling back of a revenue sharing project a portion of which is deferred to FY 2012 and one police cruiser also deferred to FY 2012.

The proposed Capital Improvements Program is financed by General Funds and transportation (state and federal) funds. The program includes traffic improvements with construction of dual left turn lanes at the Winchester/Broadview intersection and a VDOT revenue sharing project to replace signal span wire supports with mast arms; a facility improvement with the replacement of failing roof trusses at the Public Works Facility; Old Town improvements with new signage and facelifts to two parking lots.

Two police cruisers are proposed for purchase to keep the fleet current and a sweeper replacement for public works is proposed as a lease purchase.

Projects included in the FY 2011 program:

Vehicles and Equipment:

FY 2011 Appropriation: \$106,325

This category includes the replacement of the current 10 year old street sweeper with a lease purchase. The current sweeper is at the end of its operational life and in constant need of repairs. The sweeper is the most used town equipment and has the biggest impact in keeping the town looking clean and attractive.

This category also includes the replacement of two police cruisers.

Rehab/Resurface of Parking Lots F and D:

FY 2011 Appropriation: \$49,000

The project consists of asphalt resurfacing, striping and replacement of deteriorated curbing in municipal parking lots F and D. Both parking lots are in a rapidly deteriorating condition with pavement failures and damaged/missing curbing. The pavement in the lots is over 20 years old and is a patchwork of repairs.

Roof/Truss Repairs – Public Works Facility:

FY 2011 Appropriation: \$30,000

Repairs to the Public Works equipment shed roof to replace/repair areas that are leaking. Truss members have become wet from the roof leaks and need repairs, particularly those truss members that support vehicle mounted salt spreaders nine months out of the year.

VDOT Urban Program:

FY 2011 Appropriation: \$20,000

The Town, working through the VDOT Urban Program, is addressing intersection improvements and the larger traffic issues in the Town. Intersection improvements consist of the installation of additional left turn lanes for the Winchester/ Broadview intersection, which is scheduled for award and construction to start in summer 2010. Funding represents 2% cost share of the estimated \$996,000 traffic improvement. Also included in the urban program is continued study of the Broadview/ Bear Wallow triangle area for improvements and alternative traffic patterns.

Mast Arms – VDOT Revenue Sharing:

FY 2011 Appropriation: \$120,000

Project consists of replacing span wired traffic signals at the Blackwell/ Lee Highway, Van Roijen/ Frost Ave, and Waterloo/ Broadview intersections. Replacement of the old wire supported signals with the sturdier and more reliable mast arms will reduce

problems during high winds and enable the replacement of embedded detection loops in the pavement with more liable cameras due to a more stable platform. As a revenue sharing project, there is a 50-50 cost share.

Old Town Signage – Wayfaring:

FY 2011 Appropriation: \$15,000

The project consists of the replacement and installation of attractive signage directing the public to and around the Old Town area of Town. Signage will be custom made with color scheme and logo specific to the Old Town area. The signs will direct the public to parking, public facilities, historic points of interest and shopping.

Lee Street Rehabilitation Demonstration Project:

FY 2011 Appropriation: \$35,000

The proposed work is for a one block demonstration project for the north side of Lee Street between 3rd and 4th Streets. This demonstration will consist of sidewalk replacement with brick sidewalks, new curbing and conduit and bases for future period lighting. Lee Street is the #2 project identified in the Downtown Facilities Plan for area improvement.

		----- Prior Years -----		----- Current Year -----			-----FY/2011 Budget Year-----		
		Expenditure	Expenditure	Adopted	Actual On	Projected	Department	Town Manager	Adopted
		FY/2008	FY/2009	Budget	2010/03	Expenditure	Request	Recommends	Budget
93500	EQUIPMENT								
093500	EQUIPMENT								
093500-8201	EQUIPMENT - LAWN								
093500-8202	STREET SWEEPER						40,000		
093500-8205	POLICE DEPARTMENT VEHICLES	96,009	55,210		23,285		66,325		
093500-8206	PICK UP TRUCK REPLACEMENT	53,676							
093500-8208	TRAFFIC SIGNAL PRE-EMPTION DEV	6,771							
093500-8209	DUMP TRUCK REPLACEMENT/UPGRADE		83,429						
093500-8210	DUMP TRUCK HYDRAULIC CONVERSTIO		17,655						
093500-8211	ELEC ARROW/MESSAGE TRAILER		16,700						
	--- TOTAL PROGRAM ---	156,456	172,994		23,285		106,325		
	---TOTAL DEPARTMENT---	156,456	172,994		23,285		106,325		
	TOTAL - EQUIPMENT	156,456	172,994		23,285		106,325		

	Prior Expenditure FY/2008	Years Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year Projected Expenditure	—FY/2011 Department Request	Budget Year Town Manager Recommends	Adopted Budget
94500	CAPITAL PROJECTS							
094500	CAPITAL PROJECTS							
094500-8090		17,630						
094500-8092								
094500-8094								
094500-8105								
094500-8106								
094500-8111								
094500-8139								
094500-8152	53,579	25,091	29,000	86,115		49,000		
094500-8156	62	1,375	10,000	11,133		30,000		
094500-8157	98,230					20,000		
094500-8158	5,205		160,000					
094500-8159						120,000		
094500-8160						15,000		
094500-8161						35,000		
— TOTAL PROGRAM —	300,963	26,466	199,000	157,562		269,000		
—TOTAL DEPARTMENT—	300,963	26,466	199,000	157,562		269,000		
TOTAL - CAPITAL PROJECTS	300,963	26,466	199,000	157,562		269,000		

		----- Prior Years -----		----- Current Year -----			-----FY/2011 Budget Year-----		
		Expenditure	Expenditure	Adopted	Actual On	Projected	Department	Town Manager	Adopted
		FY/2008	FY/2009	Budget	2010/03	Expenditure	Request	Recommends	Budget
99100	TRANSFERS TO RESERVES								
099100-7014	TRANSFERS TO RESERVES								
099100-7015	TRANSFER TO RECREATION FUND								
TOTAL - TRANSFERS TO RESERVES									
FUND	TOTAL	457,419	199,460	199,000	180,847		375,325		

**TOWN OF WARRENTON, VIRGINIA
SUMMARY OF BUDGET FOR LAST TWO FISCAL YEARS**

<u>WATER & SEWER FUND</u>	<u>ADOPTED</u> <u>2009-2010</u>	<u>PROPOSED</u> <u>2010-2011</u>
<u>REVENUES</u>		
Transfer Fees	\$ 11,000	\$ 8,500
Revenue from Use of Money/Property	227,000	148,000
Charges for Services	3,784,998	3,848,444
Miscellaneous Revenue	36,300	34,800
Grant Revenue	50,000	200,000
Non-Revenue Receipts	446,063	375,000
Transfers & Reserves	-	235,228
TOTAL WATER & SEWER FUND REVENUE	<u><u>\$ 4,555,361</u></u>	<u><u>\$ 4,849,972</u></u>
<u>EXPENSES</u>		
Water Supply, Distribution & Billing	\$ 1,705,722	\$ 1,771,266
Wastewater Treatment	1,483,894	1,509,984
Administration	766,696	730,722
Debt Service	-	-
Subtotal	<u>\$ 3,956,312</u>	<u>\$ 4,011,972</u>
Reserve for Contingencies	-	-
Transfers & Reserves	189,049	-
Capital Outlay & Projects	410,000	838,000
TOTAL WATER & SEWER FUND EXPENSES	<u><u>\$ 4,555,361</u></u>	<u><u>\$ 4,849,972</u></u>

Water and Sewer Fund

Sources of Revenue

Water and Sewer Fund Revenues for FY 2011 total \$4,849,972

In conjunction with the rate study performed in FY 2006, a growth analysis was also done. Whitman, Requardt and Associates in conjunction with Management & Financial Services Group, LLC performed the rate study and the growth analysis based upon their "Capacity and Growth Evaluation" previously conducted. The results of the rate study revealed that for the short term no increase in water and sewer rates were required for FY 2011. FY 2011 water and sewer revenue projections are based on historical trends, current established rates and projected growth in both residential and commercial building activity.

Revenue Description:
FY 2011 Estimate:

Transfer Fees
\$8,500

The Town charges a non-refundable processing fee for establishing new utility accounts. The FY 2011 estimate is determined using historical data. Projected revenue is based on anticipated growth in population and business expansions.

Revenue Description:
FY 2011 Estimate:

Revenue from Use of Money
\$16,000

Interest and investment revenue fluctuates with the general economic conditions and the level of utility fund cash balances. The FY 2011 estimate is down from the actual prior fiscal year due to low interest rates.

**Revenue Description:
FY 2011 Estimate:**

**Revenue from Use of Property
\$132,000**

The Town owns two residential properties located on the water plant and reservoir grounds. These properties are leased to Town employees at market rates and adjusted annually based on the Consumer Price Index. The Town also generates revenue from leasing space on the Town's water tower to telecommunications companies. Currently there are four major carriers.

**Revenue Description:
FY 2011 Estimate**

**Charges for Services
\$3,848,444**

The Town currently provides water and sewer services to approximately 4,686 residential and commercial customers, up only 11 customers since last year, in the Town and within its service areas.

The revenue estimate is in line with current revenue receipts for services. With the current economy customers are making efforts to conserve and that is projected in the 2011 estimate. Staff has reviewed the 2006 Utility Rate Study, which was developed by the Town's consultants, Whitman, Requardt and Associates in conjunction with Management & Financial Services Group, LLC., and feel the consultant's findings are still valid and that no rate increase will be necessary for FY 2011.

The following rate schedule is proposed for July 1, 2010:

Water and Sewer Rates

Service	Water	Sewer
In-Town		
Base Rate, includes the first 2,000 gallons	\$4.00	\$10.80
Commodity Charge, per 1,000 gallons	\$3.10	\$6.20
Availability Fee, per ERC	\$4,950.00	\$7,300.00
Average Monthly Bill (based on 5,000 gallons)	\$16.50	\$29.40

Service	Water	Sewer
Out-of-Town		
Base Rate, includes the first 2,000 gallons	\$6.00	\$16.20
Commodity Charge, per 1,000 gallons	\$4.65	\$9.30
Availability Fee, per ERC	\$7,425.00	\$10,950
Average Monthly Bill (based on 5,000 gallons)	\$24.75	\$44.10

Revenue Description:
FY 2011 Estimate:

Recoveries and Rebates
\$27,800

Revenues generated are minor in nature and difficult to estimate on other than a historical trend basis. Included are costs expended or incurred, then recovered. This category includes the recognition of deferred revenue for the Warrenton Training Center waterline maintenance per contractual agreement

Revenue Description:
FY 2011 Estimate:

Miscellaneous Revenue
\$7,000

Revenues generated are estimated on a historical trend basis. Included are charges for the sale of meters and other connection materials charged directly to contractors or homeowners. This figure is tied to the projected increase in new homes and new connections for the coming year.

Revenue Description:
FY 2011 Estimate:

Grant Revenue
\$200,000

The grant revenue represents the carryover and final reimbursement of ARRA grant funding for the Digester Cover project at the wastewater treatment plant upgrade that is scheduled for completion in August 2010. Total project funding was \$542,000.

Revenue Description:
FY 2011 Estimate:

Non-Revenue Receipts
\$375,000

Water and Sewer one-time availability fees for new and rehabilitated construction are recorded in this line item. With the implementation of GASB 33 in FY 2001, availability fees are now recorded as non-revenue receipts and added to retained earnings.

Non-revenue receipts are difficult to estimate and are directly related to new development or new construction in the Town and within its service area. The current slow development experienced for the past year is anticipated to continue with the estimate based on current site plans and development.

Revenue Description:
FY 2011 Estimate:

Transfers and Reserves
\$235,228

This amount represents funds previously placed in reserve with Council approval for projects that had not been started or were in progress at year end.

		Prior Years			FY/2010 Current Year		FY/2011 Budget Year			
		Revenue FY/2007	Revenue FY/2008	Revenue FY/2009	Adopted Budget	Actual On 2010/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
000999	** WATER/SEWER FUND REVENUE									
013000	** PERMITS, FEES & LICENSE *									
013030-0005	TRANSFER FEES	8,277-	7,925-	8,133-	11,000-	5,650-		8,500-		
	--TOTAL DEPARTMENT--	8,277-	7,925-	8,133-	11,000-	5,650-		8,500-		
TOTAL - ** PERMITS, FEES & LICENSE *		8,277-	7,925-	8,133-	11,000-	5,650-		8,500-		
015000	** REVENUE-USE OF MONEY/PROP									
015010-0001	INTEREST INCOME	554,330-	416,711-	76,032-	95,000-	9,049-		16,000-		
	--TOTAL DEPARTMENT--	554,330-	416,711-	76,032-	95,000-	9,049-		16,000-		
015020-0001	RENTAL INCOME	142,510-	128,891-	125,187-	132,000-	93,712-		132,000-		
	--TOTAL DEPARTMENT--	142,510-	128,891-	125,187-	132,000-	93,712-		132,000-		
TOTAL - ** REVENUE-USE OF MONEY/PROP		696,840-	545,602-	201,219-	227,000-	102,761-		148,000-		
016160	** CHARGES FOR SERVICES **									
016160-0005	SEWER SERVICE CHARGES	2,554,297-	2,507,703-	2,378,950-	2,456,396-	1,819,700-		2,460,000-		
016160-0010	SALE OF WATER	1,350,681-	1,311,904-	1,233,441-	1,278,316-	948,085-		1,340,000-		
016160-0015	PENALTIES	32,972-	36,649-	37,861-	39,344-	31,258-		39,644-		
016160-0020	RECONNECTION FEES	5,817-	7,480-	7,831-	10,942-	4,400-		8,800-		
	--TOTAL DEPARTMENT--	3,943,767-	3,863,736-	3,658,083-	3,784,998-	2,803,443-		3,848,444-		
TOTAL - ** CHARGES FOR SERVICES **		3,943,767-	3,863,736-	3,658,083-	3,784,998-	2,803,443-		3,848,444-		
018030	** RECOVERIES & REBATES **									
018030-0001	RECOVERIES & REBATES		3,063-							
018030-0005	CONST/INSTALLATION FEES	116,499-	14,518-	17,428-	12,000-	7,012-		14,000-		
018030-0020	IMPACT FEES			3,028-						
018030-0021	IMPACT FEES - WHITES MILL									
018030-0025	WTC WATERLINE MAINTENANCE	14,203-	14,000-	13,800-	13,800-			13,800-		
	--TOTAL DEPARTMENT--	130,702-	31,581-	34,256-	25,800-	7,012-		27,800-		
018990	** MISCELLANEOUS REVENUE **									
018990-0001	MISCELLANEOUS REVENUE	1,900-	2,538-	2,646-	1,500-	1,933-		2,000-		
018990-0005	SALE OF MAT'L & SUPPLIES	23,205-	13,367-	6,107-	8,500-	2,397-		4,500-		
018990-0006	SALE SALVAGE & JUNK				500-			500-		
018990-0007	PRO-RATA SHARE CEDAR RUN PUM	70,000-	10,000-	2,000-		2,000-				
018990-0008	TAYLOR MS PUMP STATION UPGRA									
	--TOTAL DEPARTMENT--	95,105-	25,905-	10,753-	10,500-	6,330-		7,000-		
TOTAL - ** RECOVERIES & REBATES **		225,807-	57,486-	45,009-	36,300-	13,342-		34,800-		

	Prior Years			FY/2010 Current Year			FY/2011 Budget Year		
	Revenue FY/2007	Revenue FY/2008	Revenue FY/2009	Adopted Budget	Actual On 2010/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
024040-0005	GRANT REVENUE	286,727-	881,565-	1,807,789-	50,000-	610,533-	200,000-		
	—TOTAL DEPARTMENT—	286,727-	881,565-	1,807,789-	50,000-	610,533-	200,000-		
TOTAL - GRANT REVENUE									
		286,727-	881,565-	1,807,789-	50,000-	610,533-	200,000-		
041000	** NON REVENUE RECEIPTS **								
041000-0005	SEWER CONNECTION FEES	281,350-	205,250-	195,250-	264,150-	117,100-	225,000-		
041000-0010	WATER CONNECTION FEES	223,988-	163,350-	199,238-	181,913-	106,425-	150,000-		
041000-0020	GIFTS - DEDICATED FIXED ASSE								
	—TOTAL DEPARTMENT—	505,338-	368,600-	394,488-	446,063-	223,525-	375,000-		
041050	** FUND TRANSFERS **								
041050-0001	TRANSFERS-ENCUMBRANCES								
041050-0096	TRANSFER FROM DATA PROCESSIN		306	27,866					
041050-0097	TRANSFER FROM RETAINED EARNI								
041050-0098	TRANSFER FROM RESERVES						235,228-		
041050-0610	TRANSFER FROM DATA PROCESSIN								
	—TOTAL DEPARTMENT—		306	27,866			235,228-		
TOTAL - ** NON REVENUE RECEIPTS **									
		505,338-	368,294-	366,622-	446,063-	223,525-	610,228-		
TOTAL FOR FUND									
		5,666,756-	5,724,608-	6,086,855-	4,555,361-	3,759,254-	4,849,972-		

Function:	Public Utilities
Fund:	Water and Sewer
Department:	

Program Description:

The Town's Utilities Fund, which includes all revenues and expenditures for the production and distribution of drinking water and collection and disposal of sewage in Warrenton and the area surrounding the Town, stands alone as an "enterprise" fund as part of the Town's total budget. Monies used to support this budget are derived via monthly collections for services used by the Town's over 4,686 residential and business accounts, as well as availability fees paid by new customers, plus other miscellaneous charges.

Manager's Message:

During 2009, the water and wastewater treatment plants continued to operate within treatment parameters as issued by the Virginia Departments of Health and Environmental Quality. During this time, the water treatment plant produced an average of 1,281,921 gallons of potable water per day and the wastewater treatment plant treated approximately 1,675,800 gallons of sewage per day, both numbers are below the 2.5 million gallon per day permitted for the wastewater plant and the 2.4 million gallons per day permitted for the water plant. The numbers are slightly higher than 2008 for water and moderately higher for the sewer than in 2008 (187,417 gpd). The slowed economy has only caused a minimal increase in the customer base of less than 20 new customers and it is expected to only moderately change in the coming year. The rate of growth in customer accounts for the past two years has been below the growth rates predicted in the Whitman Requardt & Associates Capacity Study of 2002 and updated in 2006. This past year an additional update to the study was performed and the growth rate was adjusted down from 3% to 1.5 %, moving build-out to capacity from 2016 to past 2025. The year 2009 was slightly above normal in precipitation, which was seen in the increase in sewer treated over 2008, but due to the timing of the rainfall, the summer was somewhat dry and water was transferred from the Airlie Reservoir for a short period during the fall. During the past year the department completed a major upgrade to the wastewater treatment plant with filters to reduce nitrogen and phosphorus discharges to meet the higher water quality standards of the DEQ permit and the second phase of the water treatment plant upgrade as recommended in the above referenced 2002 Capacity study was approved for construction by the Health Department.

The overall Utility Department budget of \$4,849,972 is a proposed increase of \$294,611 or 6.5%. This is the first increase in the utility department in three years. The primary increase is due to the capital outlay program which increased by \$428,000 from the FY 2010 budget and the need to replace the activated carbon filter material for the water treatment plant (+\$78,000). Chemical and electrical costs continue to be major expenditures costs for the treatment of water and sewage, but have remained stable for the current year.

The capital outlay program addresses inflow and infiltration to the sewage treatment system with the relining of leaking, groundwater susceptible sections of the system. Work will begin on the extension waterlines from the plant to the back side of Warrenton Lake to provide a more reliable feed to the area. Staff and consultants will pursue approval with the Department of Health for the reactivation of two previously abandoned wells, adding a potential for an additional 300 gallons per day capacity. The old water treatment plant at the bottom of Academy Hill is to be demolished, thus removing a potential safety hazard and a community eyesore.

Due to a delay in approvals from the Health Department, the water plant upgrade will partially be in the first year of operation with the completion of the second capacity upgrade (FY 2009 funding), which will enable the plant to produce 3.0+ million gallons per day for limited times. Overall daily production is limited by the reservoir rating, but the increased production capability will enable the current staff to meet increased demands within the same operating hours.

The Meter Reading section of the Utilities staff continues to work as efficiently as possible with only two personnel and has basically completed the conversion of the manual read meters to touch and remote read meters. Any remaining meters will be addressed on an individual basis under the operating budget. With the upgrades implemented (both reading hardware and billing software) the section has been more accurate with customer billing and better able to address customer service issues. All new construction units are installed with the latest devices with the material cost of the meter paid by the builder through the meter fee.

The Transmission and Distribution section continues to move towards a more maintenance related staff and continues to focus this coming year on the maintenance and servicing of the extensive and aging water-sewer system. The program includes more flushing of waterlines, adherence to the established schedule for annual and biannual valve & hydrant inspection and more frequent cleaning of sewer lines to prevent backups. Using the GIS, the section will identify sewer lines serving restaurants, adult care, heavy laundry users and other high generators of soap/grease that create backups and place those lines on a more frequent service schedule.

Staff will continue to monitor the various state (DEQ and VDH) and federal programs to take advantage of any stimulus funding that may be available and appropriate for utility related projects and improvements. Currently staff is completing a \$542,000 methane storage project funded by ARRA.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	31.35	30.40	30.40	30.40	0.00
Part Time	6.25	6.85	6.85	6.85	0.00
Total	37.60	36.65	37.25	37.25	0.00

Function:	Public Utilities
Fund:	Water and Sewer
Department:	Meter Reading

Program Description:

The Meter Department is responsible for the reading of water meters and providing the data to the Finance Department for billing and revenue collection. In addition, the section provides routine maintenance to all customer meters, to include the thawing of frozen meters due to extreme cold weather, the inspections required under the State's cross connection and backflow prevention programs, periodic calibration and replacement of unserviceable meters. In recent years the section has been implementing the town's meter conversion program from manual to auto read meters. The section provides a critical service to the town by providing accurate readings for delivery of water, which enables the Town to collect the optimum amount of revenue possible with the most accurate meters.

Manager's Message:

The Meter Section has responsibility for servicing and reading over 4,686 water meters monthly and reporting their readings to the Town's billing department. In addition, staff members respond to frozen meters in the winter (and assist in thawing), install new meter boxes, inspect backflow preventers as required by State law, change out old, inefficient meters and rebuild and reinstall them to ensure that the Town's goal of billing for as much of the water produced as possible is met. The testing frequency of the meters depends upon their annual usage, wear and tear and potential for revenue loss or generation. Staff also responds to customer concerns relative to unusually high or low water bills and often assists customers in identifying leaks in their service lines or homes and businesses.

The Meter Section, in the proposed FY 2011 Utility budget, has no new initiatives from last year's budget in FY 2010. There is a slight decrease in the budget over last year by \$954 a decrease of 0.4%. The Meter Reading section of the Utilities staff continues to work as efficiently as possible with only two personnel and has basically completed the conversion of the manual read meters to touch and remote read meters. Any remaining meters will be addressed on an individual basis under the operating budget. With the upgrades implemented (both reading hardware and billing software) the section has been more accurate with customer billing and

better able to address customer service issues. All new construction units are installed with the latest devices with the material cost of the meter paid by the builder through the meter fee.

The meter conversion program with upgrades to the billing software are a successful implementation of the 2002 Strategic Plan and the 2004 re-adoption thereof, by meeting the goal “Town Government as business”, Objective 2 “Cost-Effective Delivery of Town Services” and Objective Four “Cost Conscious Approach to Services” and Objective 5 “Business Approach to Town Services”. Staffing level is maintained at pre-1990 level due to the implementation of radio read technology. Staffing is down from 4 employees in 1990 to the current 2 employees in this budget. Staff members are trained and help support public works in snow removal operations when needed.

This year, data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,016 per user for FY 2011 with the meter section budgeted for two users.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year’s actual usage for FY 2011 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	2.00	2.00	2.00	2.00	0.00
Part Time	0.25	0.25	.00	.00	0.00
Total	2.25	2.25	2.00	2.00	0.00

	— Prior Years — Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year — Projected Expenditure	—FY/2011 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
41340	** METER READING **							
041340	** METER READING **							
041340-1300	81,086	86,185	89,223	57,128		96,688		
041340-2100	5,562	5,630	6,826	3,749		7,397		
041340-2210	8,979	9,743	9,804	6,779		10,683		
041340-2300	23,976	25,356	28,962	18,656		29,177		
041340-2400	717	687	682	457		716		
041340-2700	3,261	4,728	4,471	2,770		4,471		
041340-2860		758						
041340-2899	32	80	200	119		230		
041340-3100		4,500						
041340-3310	2,687		2,000	385		2,000		
041340-3320		5,622	5,650	1,440		5,650		
041340-3500		157	100			100		
041340-3600			100			100		
041340-3701	239	238	312	143		312		
041340-4100	4,248	6,136	8,733	6,137		4,032		
041340-4200		5						
041340-4200-110	5,740	5,062	1,004	1,889		2,680		
041340-4200-310	1,638	1,526	585					
041340-4200-535	1,861	1,855	3,200	1,453		3,200		
041340-4200-608	2,612	2,407	3,500	1,433		2,200		
041340-4200-609	2,583	3,537	842	558		1,095		
041340-4200-699	4,093	1,724	1,211	251		1,410		
041340-5110	72	73	200	45		200		
041340-5210	165	179	300	27		300		
041340-5230	860	900	1,140	650		1,000		
041340-5308	1,364	1,155	2,200	1,116		2,200		
041340-5410	236	301	483	177		483		
041340-5510	45	22	300			150		
041340-5540	64	55	400	44				
041340-5810	43		50	40		50		
041340-6001	546	364	600	115		600		
041340-6011	240	204	362	79		362		
041340-6024	60	770	500	207		500		
041340-6097	80,925	44,606	40,000	7,110		35,000		
041340-6099	2,340	1,868	2,500	1,450		2,500		
041340-8999								
— TOTAL PROGRAM —	236,274	216,433	216,440	114,407		215,486		
—TOTAL DEPARTMENT—	236,274	216,433	216,440	114,407		215,486		
TOTAL - ** METER READING **	236,274	216,433	216,440	114,407		215,486		

Function:	Public Utilities
Fund:	Water and Sewer
Department:	Source of Supply

Program Description:

The **Source of Supply** (water treatment) department is responsible for the safe and efficient operation of the Town's municipal water supply and strives to provide safe, aesthetically pleasing water to meet the demands of the Town's over 4,686 residential and commercial customers.

Manager's Message:

The Source of Supply Budget covers expenditures for operation and maintenance of the water plant and reservoirs, production of water and monitoring of two active supply wells. Annual operator training continues to be required by the Board for Waterworks & Wastewater Works Operators. Operators are required to obtain 20 CPE hours every two years. Included in the budget, under the maintenance contract line item, is the continued long-term maintenance and servicing of the three water storage tanks. The contract includes interior/exterior painting, biannual washouts, disinfections and inspections of the 200,000 gallon backwash tank at the treatment plant, the 500,000 gallon elevated tank and the 1,500,000 gallon ground storage tank.

The proposed FY 2011 budget is an increase of \$77,248 or 8.6% over FY 2010 due primarily to the once every four year requirement to replace the activated carbon in the treatment filters at a cost of \$78,000. The carbon is a finishing treatment that removes any taste and odor to the customer. Energy and chemicals continue to be major cost elements, but currently remain stable at FY 2010 levels. The staffing level is set at the minimum accepted by the State Department of Health, which requires a minimum of two operators per shift of operation for plants licensed at 2 mgd or greater and at least one of the operators must have a class 2 license (equal or greater to the classification of the facility).

The plant continues to operate twelve to sixteen hours per day, seven days a week, and 365 days a year producing water of good quality, as evidenced by the tenth annual "Consumer Confidence Report" mailed to all customers in June 2009 in accordance with federal law. Once again, there were no citizen comments concerning the report and there have been no permit violations noted according to State Health Department inspections over the last eight years. Included in the budget is funding for all facets of

mandated testing of water (coli form, metals, lead and copper, disinfection profiling, disinfection by-products) to ensure it meets safety standards, which continue to grow in complexity.

The capital outlay program contains two water plant related projects. The old water treatment plant at the bottom of Academy Hill Road is to be demolished, removing a community eyesore and potential safety hazard due to individuals climbing the security fence to explore. Staff and consultants will complete testing and design of two wells to be reactivated for approval by the Virginia Health Department. Wells #3 and #4 would increase production by up to 300,000 gallons per day.

This year, data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,016 per user for FY 2011.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year's actual usage for FY 2011 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	5.50	5.50	5.50	5.50	0.00
Part Time	2.00	2.00	2.00	2.00	0.00
Total	7.50	7.50	7.50	7.50	0.00

	— Prior Years — Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year — Projected Expenditure	—FY/2011 Department Request	Budget Year Town Manager Recommends	Adopted Budget
45100	** SOURCE OF SUPPLY **							
045100	** SOURCE OF SUPPLY **							
045100-1101	36,817	44,100	46,503	30,173		45,404		
045100-1102	216,856	227,708	239,496	157,190		254,819		
045100-1300	26,859	38,349	50,000	27,879		50,000		
045100-2100	20,763	23,332	25,704	16,164		26,792		
045100-2210	29,563	32,245	33,446	22,211		34,762		
045100-2300	46,108	47,963	50,642	33,895		44,766		
045100-2400	2,359	2,273	2,328	1,497		2,315		
045100-2600	1,076							
045100-2700	5,569	8,075	7,503	4,731		7,503		
045100-2860		574						
045100-2899	287	259	550	286		633		
045100-3160	10,122	21,802	18,400	10,386		19,159		
045100-3310	24,133	10,638	21,600	13,015		99,600		
045100-3320	37,463	40,750	41,000	26,843		41,000		
045100-3600	364		250			250		
045100-3701	329	307	665	179		450		
045100-3990	9,086	6,900	9,615	4,000		9,615		
045100-3991	10,710	10,710	11,835	8,582		11,835		
045100-4100	6,372	7,670	10,917	7,671		5,040		
045100-4200-110	3,294	799	2,987	824		845		
045100-4200-310	301		273					
045100-4200-535	1,018	1,154	1,501	849		1,501		
045100-4200-608	1,239	871	1,540	678		900		
045100-4200-609	1,058	255	959	419		350		
045100-4200-699	1,993	216	1,807	109		220		
045100-5110	119,406	153,513	150,000	75,607		150,000		
045100-5210	434	1,672	2,000	835		2,000		
045100-5230	2,304	1,815	3,300	1,309		2,940		
045100-5302	6,735	7,237	8,500	5,472		8,500		
045100-5308	3,679	4,380	5,000	3,625		5,000		
045100-5410	1,184	3,395	880	808		880		
045100-5510	38	293	800	57		200		
045100-5540	1,083	980	1,600	44		950		
045100-5810	3	480	560			560		
045100-6004	7,255	4,404	5,800	3,875		6,670		
045100-6007	1,885	4,930	5,000	1,889		5,000		
045100-6008	393	34	1,000	102		1,000		
045100-6009	6,826	3,944	12,000	5,474		12,000		
045100-6011	80	271	750	449		500		
045100-6012			50			50		
045100-6024	314	39	500	392		500		
045100-6025	118,131	134,161	122,000	79,967		122,000		
045100-6099	3,788	8,833	4,000	1,527		4,000		
045100-8999								
— TOTAL PROGRAM —	767,201	857,263	903,261	549,013		980,509		
—TOTAL DEPARTMENT—	767,201	857,263	903,261	549,013		980,509		

Function:	Public Utilities
Fund:	Water and Sewer
Department:	Transmission and Distribution

Program Description:

The responsibilities of this section of the Utilities Department include daily maintenance, repair and servicing of over 84 miles of water line and 63 miles of sewer. Activities include repairing main breaks, replacing old and deteriorated water/sewer lines, maintaining water and sewer line rights of way, unstopping clogged sewage lines, collecting data with flow meters to identify high areas of infiltration/inflow in the gravity sewage system, maintenance of over 690 fire hydrants and responding to over 2,000 calls annually for Miss Utility field locations of water and sewage lines as mandated by law.

Manager's Message:

The proposed FY 2011 budget of \$575,271 for the Transmission and Distribution section shows a decrease of \$10,750, which is 1.8% below the current fiscal year as the Town continues to work toward maintaining its older water and sewage lines. The section continues to move towards a more maintenance related staff and continues to focus this coming year on the maintenance and servicing of the extensive and aging water-sewer system. The program includes more flushing of waterlines, adherence to the established schedule for annual and biannual valve & hydrant inspection and more frequent cleaning of sewer lines to prevent backups. Using the GIS, the section will identify sewer lines serving restaurants, adult care, heavy laundry users and other high generators of soap/grease that create backups and place those lines on a more frequent service schedule. With the disinfection by product rule and the fact that Warrenton is over 10,000 population served, the need to flush the far reaches of the system (especially dead-end lines) becomes more important. The capital outlay program includes one project involving the section, which is the initial effort to extend a water main from the treatment plant on Blackwell Road to the back end of the Warrenton Lakes subdivision. This project when completed will provide a looped system for backup supply to the town's largest out of town subdivision.

This year, data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,016 per user for FY 2011. The section is budgeted for 2 users.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year's actual usage for FY 2011 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed. The transmission and distribution section has the most diverse fleet of equipment (specialized and most heavily used in adverse environments). The section backhoe, skid steer, dump truck and one pickup are used in snow removal operations.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	7.00	7.00	7.00	7.00	0.00
Part Time	1.00	1.00	1.00	1.00	0.00
Total	8.00	8.00	8.00	8.00	0.00

	— Prior	Years —	—	Current	Year —	—FY/2011	Budget Year —	
	Expenditure	Expenditure	Adopted	Actual On	Projected	Department	Town Manager	Adopted
	FY/2008	FY/2009	Budget	2010/03	Expenditure	Request	Recommends	Budget
45200	** TRANSMISSION AND DISTRIBUTI							
045200	** TRANSMISSION AND DISTRIBUTI							
045200-1100						83,484		
045200-1300						222,011		
045200-2100						24,365		
045200-2210						35,595		
045200-2300						70,934		
045200-2400						5,951		
045200-2700						12,000		
045200-2860								
045200-2899						805		
045200-3310						5,600		
045200-3320						1,500		
045200-3600						300		
045200-3701						1,200		
045200-3990						6,800		
045200-4100						4,032		
045200-4200								
045200-4200-110						12,320		
045200-4200-310						1,550		
045200-4200-535						8,700		
045200-4200-608						9,500		
045200-4200-609						9,425		
045200-4200-699						3,730		
045200-5210						100		
045200-5230						2,875		
045200-5308						3,300		
045200-5410						2,394		
045200-5510						600		
045200-5540								
045200-5810						100		
045200-6002						100		
045200-6011						1,300		
045200-6024						2,000		
045200-6099						38,000		
045200-8201						4,700		
045200-8999								
— TOTAL PROGRAM —	504,218	473,346	586,021	329,203		575,271		
—TOTAL DEPARTMENT—	504,218	473,346	586,021	329,203		575,271		

Function:	Public Utilities
Fund:	Water and Sewer
Department:	Wastewater Treatment Plant

Program Description:

The sole purpose of the Wastewater Treatment plant is to protect the downstream user, be that user a private property owner, another city or district, an industry, or a fisherman. There are certain laboratory procedures that are performed on the wastewater and receiving waters to meet receiving stream standards or discharge requirements put in place by the Department of Environmental Quality (DEQ), such as Biochemical Oxygen Demand, Total Suspended solids, Total Residual Chlorine, pH, Dissolved Oxygen, Total Kjeldahl Nitrogen, and Ammonia are tested daily. Some annual testing includes the Toxic Monitoring Program, 503 Sludge monitoring, and the annual Pretreatment report submitted by the Town's Pretreatment staff. During the proposed budget the physical plant will have completed the nutrient removal upgrade project and will be operating under the reduced nitrogen and phosphorus discharge limits.

The wastewater plant is rated as a 2.5 MGD Class I facility. Treatment begins at the head works with screening and grit removal, followed by primary sedimentation. The second process involves biological treatment with Rotating Biological Contactors (RBC's). The third phase employs chemical coagulation and flocculation followed by secondary sedimentation. The final stage of treatment includes nutrient removal via deep bed filtration, disinfection with ultraviolet lamps, and post aeration before discharge into the unnamed tributary to Great Run. Sludge that is generated by the treatment process is anaerobically digested, dewatered by a 2 meter belt press, hauled away by an outside contractor and land applied. Annual nutrient limits for nitrogen and phosphorus are in effect in order to comply with actions to clean up the Chesapeake Bay. The recently completed nutrient removal upgrade is in operation and treating to the lower permit and grant agreement levels.

Manager's Message:

The Town's wastewater treatment plant (WWTP) processed and treated an average of 1,675,000 gallons of sewage per day in 2009. The flows through the treatment plant are representative of the normal precipitation for the year and the slow growth in the community with only a net increase of 11 new residential and commercial accounts added this past year.

The proposed budget of \$1,509,984 represents an increase of \$26,090 which is 1.8% over the FY2010 budget. This increase is due to additional electrical (\$25,000 for additional pumping to nutrient filters) costs associated with nutrient reductions to meet regulatory and BNR grant agreement and additional laboratory testing (\$11,000) associated with verifying treatment. Depending on the efficiency of the nutrient removal, the plant may be in the position to sell some credits in 2012.

Odor control measures continue to be effective with minimal complaints and noticeable improvement over past years. The effort requires additional energy for scrubbing/air handling systems and replacement of neutralizing agents (activated carbon and bio-filters). This past year has been the second full year of treating the waste flow from the Cedar Run Pump Station with bioxide, an odor neutralizing agent and has been successful in greatly reducing the hydrogen sulfides at the plant (one of the major odor compounds).

The DEQ continues to allow the plant to be staffed with only two eight-hour shifts for a 24 hour per day operation. During the hours of midnight to 8:00 a.m., the plant is in operation, but unmanned with operators on call in the event of an emergency. As the community continues to grow and discharge limits continue to be more restrictive, a third shift eventually will be required sometime in the future, but not anticipated in this budget.

Data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,016 per user for FY 2011. The section is budgeted for 3.5 users (other half is with water treatment plant).

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year's actual usage for FY 2011 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	8.50	8.50	8.50	8.00	0.0
Part Time	3.60	3.60	3.60	3.60	0.0
Total	12.10	12.10	12.10	12.10	0.0

	— Prior Years — Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year — Projected Expenditure	—FY/2011 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
45300	** WASTEWATER PLANT OPERATION							
045300	** WASTEWATER PLANT OPERATION							
045300-1101		SALARY-SUPERINTENDENT	41,703	44,100	46,503	30,173	45,404	
045300-1102		SALARY-PLANT OPERATORS	249,109	249,271	256,152	168,623	265,140	
045300-1104		SALARY-PLANT MAINT MECH	100,881	106,348	111,672	72,161	112,444	
045300-1300		WAGES & EXTRA HELP	61,812	61,268	77,772	49,849	78,303	
045300-2100		FICA EXPENSE	33,639	34,010	37,646	23,530	38,349	
045300-2210		RETIREMENT	44,160	46,686	48,241	31,669	48,532	
045300-2300		HEALTH INSURANCE	53,386	55,881	62,766	41,104	62,394	
045300-2400		LIFE INSURANCE	3,524	3,291	3,358	2,134	3,255	
045300-2700		WORKER'S COMPENSATION	8,061	11,689	14,000	6,848	14,000	
045300-2860		ACCRUED LEAVE EXPENSE		5,373				
045300-2899		MISC. BENEFITS	651	788	650	478	938	
045300-3100		PROFESSIONAL SERVICES						
045300-3160		LABORATORY TESTING SERVICES	19,581	23,754	24,000	16,963	35,000	
045300-3170		PRETREATMENT TESTING			4,000		4,000	
045300-3310		CONTRACTUAL REPAIR/MAINT	62,280	92,368	62,000	61,565	66,888	
045300-3320		MAINTENANCE CONTRACTS			480		480	
045300-3600		ADVERTISING	887		400		400	
045300-3701		UNIFORM RENTAL	545	560	563	290	563	
045300-3990		PAYMENTS ON CONTRACTS	51,455	51,863	53,762	26,566	58,802	
045300-3991		PERMIT FEES	5,350	5,350	5,350	5,350	5,350	
045300-4100		DATA PROCESSING	19,114	10,739	15,284	10,738	7,056	
045300-4200		VEHICLE EXPENSES	7					
045300-4200-110		MOTOR POOL LABOR	6,382	4,481	5,786	3,149	5,600	
045300-4200-310		CONTRACTUAL REPAIR	1,346	40	1,220	1,387	1,376	
045300-4200-535		AUTOMOTIVE INSURANCE	5,207	5,014	6,000	3,350	6,000	
045300-4200-608		FUEL	4,323	3,617	4,000	2,351	3,400	
045300-4200-609		REPAIR PARTS & TIRES	3,217	1,454	2,917	1,085	1,850	
045300-4200-699		OTHER MOTOR POOL COSTS	4,507	1,216	2,917	418	1,360	
045300-5110		ELECTRIC CURRENT	181,664	230,859	200,000	123,173	225,000	
045300-5120		FUEL	31,271	24,591	20,000	9,665	10,000	
045300-5210		POSTAGE	42		50	20	50	
045300-5230		COMMUNICATIONS	2,977	3,148	4,000	2,148	4,000	
045300-5302		FIRE INSURANCE	12,857	13,696	15,500	10,222	15,500	
045300-5306		SURETY BOND	69	71	82	45	82	
045300-5308		GENERAL LIABILITY INS	6,621	7,806	9,200	8,801	9,200	
045300-5410		LEASE OF EQUIPMENT	1,898	1,709	2,788	1,421	2,788	
045300-5510		TRAVEL	868	1,449	1,200	1,501	800	
045300-5540		TRAINING	283	1,640	1,000	196	800	
045300-5810		MEMBERSHIPS & DUES	483	160	775	480	600	
045300-6001		OFFICE SUPPLIES	357	953	500	521	500	
045300-6004		LABORATORY SUPPLIES	3,809	1,742	4,800	2,240	5,200	
045300-6007		REPAIRS BUILDINGS & GROUNDS	8,449	4,147	5,000	2,911	7,500	
045300-6008		GASOLINE, GREASE & OIL	3,636	8,783	5,213	2,231	7,287	
045300-6009		REPAIRS EQUIPMENT	45,546	28,397	39,902	17,248	35,268	
045300-6011		WEARING APPAREL	1,094	1,317	1,200	1,194	1,300	
045300-6012		SUBSCRIPTIONS			50		50	

- B U D G E T -

E X P E N S E

ACCOUNTING PERIOD 2010/03

	Prior Years		Current Year			FY/2011 Budget Year		
	Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Actual On 2010/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
45300 ** WASTEWATER PLANT OPERATION								
045300-6024 TOOLS	679	553	1,000	610		1,000		
045300-6025 CHEMICAL SUPPLIES	224,189	239,705	318,695	184,213		310,675		
045300-6099 MATERIALS & SUPPLIES	8,430	6,989	5,500	3,468		5,500		
045300-8999 DEPRECIATION EXPENSE								
— TOTAL PROGRAM —	<u>1,316,349</u>	<u>1,396,876</u>	<u>1,483,894</u>	<u>932,089</u>		<u>1,509,984</u>		
—TOTAL DEPARTMENT—	1,316,349	1,396,876	1,483,894	932,089		1,509,984		

Function:	Public Utilities
Fund:	Water and Sewer
Department:	Administration

Program Description:

This department houses costs associated with the Public Utilities Administrative Department, which is the responsibility of the Director of Public Utilities, a licensed engineer with a specialization in civil engineering. The director manages the overall operation of water and wastewater production, water line construction and maintenance, meter reading, cross connection and backflow control. Each of these sections is staffed by a superintendent or supervisor fully qualified to carry out a wide variety of functions in their particular function. The department is responsible for the administration to provide safe drinking water and environmentally compliant wastewater treatment to protect public health and to keep the public informed through the annual “Consumer Confidence Report”.

Manager’s Message:

The Water and Sewage Administration budget includes funding for all staff that have a responsibility and participate in operation of the Town’s utility system. In addition, the Town’s computer system is also cost shared within this budget with the remainder of the computer system budget included in the General Fund. Included within the budget are the salaries of a Secretary II and Utilities Technician and a portion of the salaries and expenses of the Town Manager, Finance and Human Resources Director, Accounting Supervisor, Public Works/Utility Director, Utility Engineer, and Account Clerks, all of whom work on a part or full-time basis with the system.

The proposed FY 2011 budget of \$730,722 represents a decrease of \$35,974 or 4.7% below the current fiscal year. The decrease in budget is primarily with reduction in associated personnel costs and maintenance contracts. Staff continues to work with consultants in upgrading and providing tools to better track infrastructure maintenance and evaluate the water and sewer systems to determine impacts of proposed developments on the system’s ability to service. During this year staff will continue implementing the operational aspects of the nutrient removal upgrade to the WWTP to insure that the established discharge limits to the permit and grant agreement

are being met and capacity upgrade to the water treatment plant with the objective of 3.0+ million gallons per day production capacity. Other sources of water resources and sewer capacity will be pursued by staff and its consultants.

The professional services line item is for outside consulting assistance to help resolve problems for the water and wastewater treatment plant operations that arise during the year and network support for the Utilities Department share for web site and general information updates. In the coming year staff will proceed with the design of the reactivation with treating systems for two previously closed wells in order to place into production and increase the town water resources.

With the utility service population over 10,000, the water and sewer system is a “medium” category system with the associated regulatory demands and requirements on staff resources. Being in the Chesapeake Bay watershed continues to present challenges to the discharge from the wastewater treatment plant. Staff will continue to stay current with the latest operational technology and ahead of regulatory changes, along with positioning the town to take advantage of any grant funding, as it may become available.

Data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,016 per user for FY 2011. The section is budgeted for 7.25 users, which include portions of finance and executive office.

The Motor Pool represents the cost of operating and maintaining motor vehicles and equipment used by the various departments. Costs are contained in the Motor Pool Fund and are estimated based on historical usage for gas, labor and parts and based on actual cost for insurance. Costs are allocated to the using departments based on prior year’s actual usage for FY 2011 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	7.40	7.15	7.15	7.15	0.00
Part Time	0.00	0.40	0.40	0.40	0.0
Total	7.40	7.55	7.55	7.55	0.00

- B U D G E T -

E X P E N S E

ACCOUNTING PERIOD 2010/03

	Prior Years		Current Year		Budget Year			
	Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Actual On 2010/03	Projected Expenditure	FY/2011 Department Request	Town Manager Recommends	Adopted Budget
45400	** WATER/SEWER ADMINISTRATION							
045400-5540								
	TRAINING	1,172	410	2,100	816	850		
045400-5810	MEMBERSHIPS & DUES	1,313	1,570	1,480	862	1,480		
045400-5899	BAD DEBT EXPENSE		18,071					
045400-6001	OFFICE SUPPLIES	3,777	3,159	4,900	1,512	4,200		
045400-6011	WEARING APPAREL							
045400-6012	SUBSCRIPTIONS	639	681	1,200	638	1,000		
045400-6022	SERVICE CHARGES	4,402	4,914	5,000	7,881	5,000		
045400-6099	MATERIALS & SUPPLIES	139	277					
045400-8202	FURNITURE & FIXTURES	250	1,916	500		500		
045400-8207	DATA PROCESSING EQUIPMENT	2,541	17,308					
045400-8999	DEPRECIATION EXPENSE							
	— TOTAL PROGRAM —	<u>702,863</u>	<u>677,494</u>	<u>766,696</u>	<u>464,455</u>	<u>730,722</u>		
	—TOTAL DEPARTMENT—	702,863	677,494	766,696	464,455	730,722		

Function:	Public Utilities
Fund:	Water and Sewer
Department:	Capital Outlay

Program Description:

The Utility Fund Capital Outlay department accounts for capital additions to the water and sewer utility system and is divided into several different sections for ease in presentation.

Manager's Message:

The Capital Outlay section of the Utilities Budget includes funds for construction of new projects or rehabilitation work under the Council's guidelines for capital projects and purchases of new equipment for water and sewer operations. The Utilities Capital budget for FY 2011 is \$838,000. Fiscal Year 2011 Capital Outlay for the Water & Sewer Fund is summarized as follows:

Transmission and Distribution - Machinery & Equipment	\$ 18,000
Water Plant and Well Improvements	110,000
Sewer Line Rehabilitation	560,000
Water Line Replacement-Construction	<u>150,000</u>
Total Water and Sewer Fund Capital Outlay	\$838,000

Transmission and Distribution Equipment Replacement:

Equipment, Pickup – T&D – (\$18,000): The request is for the replacement of truck #43 (1996 Chevrolet S-10) which was recently sold due to a blown engine. The truck was scheduled for replacement in 2014, but the engine failure requires immediate replacement. The truck is the primary vehicle for the over 300 Miss Utility locates each month.

Water Plant and Well Improvements:

Demolition of Old Water Treatment Plant (\$35,000): This request is for demolition of the old abandoned Water Treatment Plant at the end of Academy Hill Road on Cedar Run. Work includes the removal of salvageable material, demolition and removal of the building and basins. Site is to be restored to an environmentally safe condition. The plant has been out of service since 1982 and has become an eyesore due to its continued deterioration. It has more recently become a safety hazard with the site constantly being vandalized and trespassed.

Rehabilitation of Well #3 and Well #4 (\$75,000): This project consists of the design and VDH construction approval to re-establish Wells #3 and #4 as water resources for the Town. The wells have been closed for over ten (10) years, but a preliminary engineering study completed in 2009 has deemed the wells treatable for contaminants and economically viable for bringing back into production. The potential capacity of the two wells is 250,000 to 300,000 gallons per day, which is the equivalent of raising the Warrenton Reservoir dam three feet. The project consists of design in 2011 and construction of Well #3 in 2012 and Well #4 in 2013.

Sewer Line Rehabilitation:

Rehab/Replacement of Sewer Lines (\$560,000): This request is for the rehabilitation/replacement of sanitary sewer to combat infiltration and inflow (I&I) in the Cedar Run and Taylor Pump Station basins. Work will be a combination of line replacement, relining and point repairs to better seal the system. Work will concentrate on areas identified by previous limited studies and the minor trunk lines to the Cedar Run Pump Station. The 2009 update to the 2002 Water and Sewer Utility Master Plan again identified approximately 800,000 gallons per day of inflow and infiltration experienced. The rehabilitation of the lines and lateral connections seal the sections from extraneous water, thus regaining capacity and providing a larger reserve cushion. The secondary benefit to the relining of pipes is to extend their usable life an additional 25 years. Over 45 percent of the town's sewer system is over 50 years old and built of materials that are becoming more and more susceptible to decay/failure under the continuous harsh water stream environment.

Water Line Replacement/Construction:

Blackwell Road Waterline Extension (\$150,000): This request is for the extension of 12 inch DIP waterline from the Water Treatment Plant on Blackwell Road to the dead-end line on Dinwiddie Court in Warrenton Lakes. This extension provides the Lakes area with a looped and redundant feed for reliable service.

	Prior Years		Current Year			FY/2011 Budget Year		
	Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Actual On 2010/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
45500	** CAPITAL OUTLAY **							
045500	** CAPITAL OUTLAY **							
045500-8011	LABORATORY EQUIP-850							
045500-8096	41,932	106,000	75,000	42,400				
045500-8097	48,265			875	18,000			
045500-8152	FUEL ISLAND UPGRADE							
045500-8830	WATER PLANT/WELL IMPROVE.							
045500-8835	SEWER PLANT IMPROVEMENTS							
045500-8866	195	3,480	185,000	24,515	110,000			
045500-8866-02	3rd STREET SEWER LINE REPLACEM							
045500-8868	WATER LINE REPLACEMENT							
045500-8868-023	WATERLOO RD WATER LINE - REC C							
045500-8868-25	26,898	1,070						
045500-8868-26	KING STREET WATERLINE PROJECT							
045500-8868-27	RAILROAD STREET PROJECT							
045500-8868-27	BLACKWELL RD EXTENSION PROJECT							
045500-8868-55	NORTH 4TH ST WATERLINE							
045500-8869	SEWER LINE CONSTRUCTION							
045500-8902	RADY PARK PUMP STATION UPGRADE							
045500-8905	6,495	6,495		14,697				
045500-8906	RENIAL PROP IMPROVEMENTS							
045500-8906	CEDAR RUN PUMP STATION UPGRADE							
045500-8998	895,700	910,059		2,516				
	DEPRECIATION EXPENSE							
	1,041,992	1,288,939	410,000	909,940	838,000			
	-- TOTAL PROGRAM --							
	1,041,992	1,288,939	410,000	909,940	838,000			
	--TOTAL DEPARIMENT--							
TOTAL - ** SOURCE OF SUPPLY **	4,332,623	4,693,918	4,149,872	3,184,700	4,634,486			

**Town of Warrenton
FY 2011 Budget**

Function:	Public Utilities
Fund:	Water and Sewer
Department:	Debt Service

Program Description:

The Utility Fund debt service accounts include principal, interest and related charges associated with the long-term debt of the fund.

Manager's Message:

The Town of Warrenton retired \$3,375,000 in outstanding debt on September 1, 2003. Accordingly, the Water and Sewer fund is now debt free.

		— Prior Years —		— Current Year —			—FY/2011 Budget Year—		
		Expenditure	Expenditure	Adopted	Actual On	Projected	Department	Town Manager	Adopted
		FY/2008	FY/2009	Budget	2010/03	Expenditure	Request	Recommends	Budget
99100	** TRANSFERS & RESERVES **								
099100	** TRANSFERS & RESERVES **								
099100-7013	RESERVE FOR CONTINGENCIES								
099100-7014	TRANSFER TO RESERVES								
099100-7999	TRANS-UNDESIGNATED RETAINED EA			189,049					
099100-9100	TRANSFER TO GENERAL FUND								
099100-9300	TRANSFER-CAPITAL PROJECTS FUND								
099100-9514	TRANSFER - RECREATION FUND								
099100-9515	TRANSFER SURPLUS TO REC FUND								
	— TOTAL PROGRAM —			189,049					
	—TOTAL DEPARTMENT—			189,049					
	TOTAL - ** TRANSFERS & RESERVES **			189,049					
FUND	TOTAL	4,568,897	4,910,351	4,555,361	3,299,107		4,849,972		

**TOWN OF WARRENTON, VIRGINIA
SUMMARY OF BUDGET FOR LAST TWO FISCAL YEARS**

<u>PARKS & RECREATION FUND</u>	<u>ADOPTED 2009-2010</u>	<u>PROPOSED 2010-2011</u>
<u>REVENUES</u>		
Revenue from Use of Money/Property	\$ 10,100	\$ 500
Charges for Services – Fields	3,800	6,200
Charges for Services/ Events- Aquatic Center	947,850	1,073,000
Concessions	10,000	10,000
Miscellaneous Revenue	10,000	50,000
Transfers & Reserves	<u>1,331,819</u>	<u>1,185,917</u>
TOTAL PARKS & RECREATION FUND REVENUE	<u><u>\$ 2,313,569</u></u>	<u><u>\$ 2,325,617</u></u>
<u>EXPENSES</u>		
Maintenance - Fields	\$ 35,526	\$ 41,779
Contributions - Parks & Recreation	11,000	11,000
Maintenance - Pool	1,452,296	1,445,827
Maintenance - Parks	65,190	67,706
Administration	63,977	69,160
Debt Service	685,580	690,145
Subtotal	<u>\$ 2,313,569</u>	<u>\$ 2,325,617</u>
Transfers & Reserves	-	-
Capital Outlay & Projects	-	-
TOTAL PARKS & RECREATION FUND EXPENSES	<u><u>\$ 2,313,569</u></u>	<u><u>\$ 2,325,617</u></u>

Parks and Recreation

Sources of Revenue

Parks and Recreation Fund revenues for FY 2011 total \$2,325,617

The Parks and Recreation Fund was established in 2007 as an enterprise fund created for all revenue and expenditure items relating to the operation of the various Town Parks; Eva Walker, Rady, Academy Hill, Gold Cup, and the Warrenton Aquatic and Recreation Facility (WARF). The partnership with Fauquier County Parks and Recreation Department for the maintenance and programming of three of the Town's five parks was dissolved effective March 1, 2009 as a result of the county's budgetary constraints. The Town has assumed all responsibility for operation of these parks. FY 2011 revenue and expenditure estimates have been forecasted using membership data, program planning, facility use and contractual agreements.

The Warrenton Parks and Recreation Department aspires to enrich the lives of its residents by providing a balance of recreational facilities, programs, and open space in an efficient business-like manner, thereby decreasing the dependence on tax dollars.

Revenue Description:

**Revenue from Use of
Money/Property**

FY 2011 Estimate:

\$500

Revenue from the Use of Money/Property has decreased from \$10,100 in the FY 2010 budget to \$500 for FY 2011 due to prevailing economic conditions. Interest and investment revenue fluctuates with the general economic conditions resulting in returns that are currently very low. The economic condition is expected to recover very slowly over the next few years.

Revenue Description:

Charges for Services - Fields

FY 2011 Estimate:

\$6,200

The FY 2011 budget for Charges for Services – Fields has increased by \$2,400, which is 63.0% above the FY 2010 budget due to anticipated revenue from field rentals at Rady Park and Academy Hill Park. Revenue in this category includes rentals of pavilions and fields at the various parks. Revenue produced from renting the pavilions at Rady Park and Eva Walker Park is anticipated to total

\$3,800, based on prior year rentals. Those using the fields at the parks are required to either perform field maintenance or pay a \$15/hour fee. The fields are used over 1,100 hours per year. While most leagues will elect field maintenance, short term field renters and those offering programs at the park will pay the \$15/hour fee. It is anticipated that in FY 2011, 160 hours of use will be paid at \$15/hour, for a total of \$2,400. The soccer fields that surround the WARF are managed and maintained by the Warrenton Field Association by a Memorandum of Understanding with the Town of Warrenton. The agreement will be in its fourth full year and it is anticipated that the soccer fields will continue to meet the needs of the soccer community for many years.

Revenue Description:
FY 2011 Estimate:

Charges for Services - Pool
\$1,047,000

The FY 2011 budget for Charges for Services – Pool has increased by \$106,150, which is 11.3% above revenues budgeted for FY 2010. The FY 2011 budget contains increased revenue for annual and daily pool admissions, program fees, and special events due to steadily increasing facility usage. Revenues generated in this category include funds derived from admission and membership sales, aquatic “learn-to-swim” programs, other recreational programs and services, merchandise sales and room rental fees. Fees for admission and charges relating to the use of facilities are the foundation on which this budget was developed. New initiatives in personal training, birthday parties, and aquatic programs all contribute to this line.

Revenue Description:
FY 2011 Estimate:

Charges for Services - Events
\$ 26,000

The FY 2011 budget for Charges for Services - Events has increased by \$19,000 over the FY 2010 budget. This increase is based on the rental of the WARF for two US swim meets during FY 2011; a three day meet in the late Fall and a two day meet in the Winter. Also included in this category are revenues from special events such as teen nights and from babysitting services.

Revenue Description:
FY 2011 Estimate:

Concessions
\$ 10,000

The FY 2011 budget for Concessions remains the same as the FY 2010 budget. Revenue projections assume a percentage of gross sales of food, beverage and vending services from outside vendors paid to the Town. This line includes revenues from both vending and over the counter sales. WARF receives a percentage of revenue from both beverage and snack machines, as well as from a food concessionaire.

Revenue Description:
FY 2011 Estimate:

Miscellaneous
\$ 50,000

The FY 2011 Miscellaneous budget increased by \$40,000 from FY 2010 due to the expected increase in corporate sponsorships at the WARF. The WARF currently has two corporate sponsors and is actively pursuing other partnerships.

Revenue Description:
FY 2011 Estimate:

Transfers & Reserves
\$1,185,917

Transfers from other funds and/or from reserves to potentially fund a portion of the costs associated with the WARF are included here as a source of funding. During FY 2011 it is being proposed that the following sources be available for use in the operation of the facility, if needed:

Transfer - from General Fund, representing a portion of the anticipated excess of General Fund revenues over expenditures for FY 2011	\$984,737
Transfer – from reserves, Recreation proffers	\$201,180

		Prior Years			FY/2010 Current Year		FY/2011 Budget Year	
		Revenue FY/2007	Revenue FY/2008	Revenue FY/2009	Adopted Budget	Actual On 2010/03	Department Request	WARRENTON Recommends
000999	** RECREATION FUND REVENUES							
013030	** PERMITS & OTHER LICENSES							
013030-0001	KEY TAGS & OTHER PERMITS		15-	55-	100-	98-	100-	
	—TOTAL DEPARTMENT—		15-	55-	100-	98-	100-	
TOTAL - ** PERMITS & OTHER LICENSES			15-	55-	100-	98-	100-	
015010	** REVENUE USE OF MONEY/PROP							
015010-0001	INTEREST REVENUE	191,751-	80,856-	5,724-	10,000-	251-	400-	
015010-0010	RENTAL - FACILITIES/PROPERTY							
	—TOTAL DEPARTMENT—	191,751-	80,856-	5,724-	10,000-	251-	400-	
TOTAL - ** REVENUE USE OF MONEY/PROP		191,751-	80,856-	5,724-	10,000-	251-	400-	
016000	** CHARGES FOR SERVICES **							
016160	** CHARGE SERVICES - FIELD *							
016160-0005	FACILITY USER FEES			2,370-	3,800-	2,265-	6,200-	
016160-0010	GROUP USER FEES							
016160-0015	YOUTH ATHLETICS							
016160-0020	ADULT ATHLETICS							
016160-0030	FITNESS/WELLNESS CLASSES			409-		1,461-		
016160-0040	EXERCISE CLASSES							
016160-0050	DANCE CLASSES							
016160-0060	MISCELLANEOUS CLASSES							
016160-0070	EH HEALTH & WELLNESS CLASSES							
	—TOTAL DEPARTMENT—			2,779-	3,800-	3,726-	6,200-	
016260	** CHARGE SERVICES - POOL **							
016260-0005	DAILY PASSES							
016260-0010	MERCHANDISE		3,558-	7,739-	6,000-	4,867-	8,000-	
016260-0015	LANE RENTAL CONTRACTS		40,165-	120,900-	154,000-	97,692-	154,000-	
016260-0020	SWIMMING LESSONS		68,975-	156,870-	175,000-	100,996-	175,000-	
016260-0021	WATER AEROBICS		14,085-	9,390-	10,000-	1,258-		
016260-0025	MISC USER FEES			1-		307-		
016260-0030	ANNUAL POOL PASSES - IN TOWN		68,590-	73,814-	85,000-	65,674-	95,000-	
016260-0031	DAILY POOL PASS - IN TOWN		62,998-	86,041-	75,000-	57,240-	95,000-	
016260-0033	ANNUAL POOL PASSES - SERVICE		10,890-					
016260-0034	DAILY POOL PASS - SERVICE DI		10,465-	1,810-				
016260-0035	ANNUAL POOL PASSES - COUNTY		119,465-	138,556-	150,000-	138,997-	200,000-	
016260-0036	DAILY POOL PASS - COUNTY		112,207-	94,476-	100,000-	66,541-	110,000-	
016260-0037	ANNUAL POOL PASS - OTHER		4,963-	28,718-	30,000-	25,712-	40,000-	
016260-0038	DAILY POOL PASSES - OTHER		14,547-	54,503-	60,000-	36,064-	70,000-	
016260-0039	POOL PASS - CORPORATE/SPONSO							
016260-0040	FITNESS CLASSES							

	Prior Years			FY/2010 Current Year		FY/2011 Budget Year			
	Revenue FY/2007	Revenue FY/2008	Revenue FY/2009	Adopted Budget	Actual On 2010/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
** CHARGE SERVICES - POOL **									
016260-0041									
016260-0042		12,675-	36,169-	30,000-	31,216-		40,000-		
016260-0043									
016260-0044									
016260-0046		16,656-	17,145-		9,450-				
016260-0046			5,584-	20,850-	1,360-				
016260-0050									
016260-0060		44,455-	36,226-	45,000-	33,436-		60,000-		
		604,694-	867,942-	940,850-	670,810-		1,047,000-		
** CHARGE SERVICES - EVENTS									
016360									
016360-0005		1,000-		4,000-	4,652-		4,000-		
016360-0010									
016360-0020			1,318-	3,000-	1,528-		2,000-		
016360-0040		14,664-	2,984-		1,946-		20,000-		
		15,664-	4,302-	7,000-	8,126-		26,000-		
** CONCESSIONS **									
016460									
016460-0010		3,441-	4,854-	10,000-	3,217-		10,000-		
016460-0020									
		3,441-	4,854-	10,000-	3,217-		10,000-		
TOTAL - ** CHARGES FOR SERVICES **									
		623,799-	879,877-	961,650-	685,879-		1,089,200-		
** RETURNS & ALLOWANCES **									
017000									
017000-0010		210							
		210							
TOTAL - ** RETURNS & ALLOWANCES **									
		210							
** RECOVERIES & REBATES **									
018030									
018030-0001									
018990									
018990-0001		50-	438-		2,932-				
018990-0004									
018990-0005									
018990-0006									
018990-0007									
018990-0008									
018990-0042									
018990-0047									
018990-0051			4,594-	10,000-	22,943-		50,000-		
018990-0054									
		50-	5,032-	10,000-	25,875-		50,000-		
TOTAL - ** RECOVERIES & REBATES **									
		50-	5,032-	10,000-	25,875-		50,000-		

	Prior Years			FY/2010 Current Year			FY/2011 Budget Year		
	Revenue FY/2007	Revenue FY/2008	Revenue FY/2009	Adopted Budget	Actual On 2010/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
022010									
024040									
041000									
041000-0001									
041000-0002									
041050									
041050-0001									
041050-0610									
041050-9100	13,465,916-		1,159,887-				984,737-		
041050-9101				1,331,819-					
041050-9301									
041050-9501									
041050-9502									
041050-9610		43	12,749						
041050-9998							201,180-		
041050-9999									
	<u>13,465,916-</u>	<u>43</u>	<u>1,147,138-</u>	<u>1,331,819-</u>			<u>1,185,917-</u>		
TOTAL - ** NON-REVENUE RECEIPTS **	<u>13,465,916-</u>	<u>43</u>	<u>1,147,138-</u>	<u>1,331,819-</u>			<u>1,185,917-</u>		
TOTAL FOR FUND	<u>13,657,667-</u>	<u>704,467-</u>	<u>2,037,826-</u>	<u>2,313,569-</u>	<u>712,103-</u>		<u>2,325,617-</u>		

Function:	Parks
Fund:	Parks and Recreation
Department:	Parks and Recreation

Program Description:

The Town of Warrenton Parks and Recreation Department established in 2007 an enterprise fund for all revenue and expenditure items relating to the operation of the various Town Parks; Eva Walker, Rady, Academy Hill, Gold Cup, the Greenway and the Warrenton Aquatic and Recreation Facility (WARF). The Parks and Recreation Department aspires to enrich the lives of its residents by providing a balance of recreational facilities, programs, and open space in an efficient business-like manner, thereby decreasing the dependence on tax dollars.

Manager's Message:

The recreational fund budget is designed to cover operational services within the Parks and Recreation Fund. Originally, the fund was primarily for the operation of the WARF. The partnership with Fauquier County Parks and Recreation Department for the maintenance and programming of three of the Town's five parks was dissolved effective March 1, 2009 as a result of the county's budgetary constraints. The Parks and Recreation Fund must continue to create new and innovative methods to meet the expected level of service for Town residents.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	0	3.0	3.0	3.0	0.0
Part Time	0	62.0	73.0	76.0	3.0
Total	0	65.0	74.0	79.0	5.0

Function:	Recreation
Fund:	Parks and Recreation
Department:	Maintenance - Fields

Program Description:

Funds in this category provide for maintenance of the aquatic center grounds and areas of the athletic field complex as outlined in the Memorandum of Understanding with the Warrenton Fields Association (WFA). Activities involve contract mowing, fertilizing and reseeding of the general park areas and other areas to support athletic activities and the appearance of the complex. Included are maintenance of trails, sidewalks, portable toilet facilities, utility consumption and grounds maintenance.

Manager's Message:

The proposed FY 2011 budget for Maintenance Fields is \$41,779 which is an increase of \$6,253 or 17.6% above the FY 2010 budget. Increases in this line are due to the seasonal rental of dumpsters, additional rental of portable toilet facilities for use by the leagues playing on the fields and contractual costs for field maintenance. Field maintenance includes mowing, grounds maintenance, and equipment rental. Warrenton Fields Association will continue to foster the development of the Bermuda grass turf surfacing and will continue to schedule play on the fields surrounding the WARF.

Personnel Summary:

Please note: The personnel that service the parks also service the fields.

- B U D G E T -

E X P E N S E

ACCOUNTING PERIOD 2010/03

	--- Prior Years ---		--- Current Year ---		---FY/2011 Budget Year ---			
	Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Actual On 2010/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
71200	** MAINTENANCE - FIELD **							
071200	** MAINTENANCE - FIELD **							
071200-1100								
071200-1200								
071200-1300								
071200-2100								
071200-3100								
071200-3100		22						
071200-3310	14,900		21,190	427		8,990		
071200-3320								
071200-3320		12,432		6,592		15,500		
071200-3500								
071200-4200								
071200-5308								
071200-5308								
071200-5410	201	373	6,780	1,181		7,580		
071200-6003	2,316	141	1,000	217		1,000		
071200-6007			1,000	316		1,000		
071200-6032			500			500		
071200-6099	232	2,071	750	650		750		
--- TOTAL PROGRAM ---	17,671	15,017	35,526	9,383		41,779		
---TOTAL DEPARTMENT---	17,671	15,017	35,526	9,383		41,779		

Function:	Recreation
Fund:	Parks and Recreation
Department:	Contributions – Parks and Recreation

Program Description:

The Contribution-Recreation category includes continued expenditures for a variety of programs which primarily allow the community’s youth to better enjoy their leisure time and past contributions in this area have primarily been geared to support youth-oriented activities in an attempt to provide more alternatives for teenagers in their spare time. The programs were developed in the early 1990’s, due to an increase in juvenile problems within the Town and remain popular today. The agreement between the Town and the County Parks and Recreation Departments dissolved March 1, 2009 for many County run or maintained parks and programs, the County will continue to maintain “the Greenway.”

Organizations requesting contributions from the Town in FY 2011 are:

• Boys and Girls Club	\$10,000
• Warrenton Caboose	<u>1,000</u>
Total Requests	\$11,000

Manager’s Message:

Fauquier Boys and Girls Club:

The Club charges an annual fee of \$40, which may be waived in special circumstances.

Through paid and volunteer staff, a wide range of programs are offered to Club members, including after school tutoring, active individual and team sports and passive activities for elementary, middle and high school students. The Town Manager recommends level funding in the amount of \$10,000 for FY 2011.

Warrenton Caboose:

A vintage 1969 Norfolk and Western steel copula caboose, located near the Fourth Street trailhead of the Warrenton Greenway, has been restored to its original operating condition and serves as a showcase of Warrenton railroad heritage. The caboose has been operated for five years as a working museum. The restored caboose is open to visitors from April through October and receives 750 – 1,100 visitors each year. The caboose is also used in conjunction with Fauquier County Parks and Recreation for events held on the “Greenway.”

Level funding in the amount of \$1,000 was requested and is recommended.

- B U D G E T -

E X P E N S E

ACCOUNTING PERIOD 2010/03

	Prior Years		Current Year		FY/2011 Budget Year			
	Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Actual On 2010/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
71300	** CONTRIBUTIONS - P&R **							
071300	** CONTRIBUTIONS - P&R **							
071300-5690								
	CONTRIBUTION - BOYS & GIRLS CL	10,000	10,000	10,000	7,500	10,000		
071300-5691	CONTRIBUTION - WARRENTON CABOO	1,000	1,000	1,000	750	1,000		
071300-5692	CONTRIBUTION - FC PARKS & REC	10,374	9,188					
071300-5693	CONTRIBUTION - WARRMION FIELDS	1,940						
	— TOTAL PROGRAM —	23,314	20,188	11,000	8,250	11,000		
	—TOTAL DEPARTMENT—	23,314	20,188	11,000	8,250	11,000		

**Town of Warrenton
FY 2011 Budget**

Function:	Recreation
Fund:	Parks and Recreation
Department:	Maintenance – Aquatic Center

Program Description:

This budget supports all building maintenance and operational functions including, repairs/replacements, janitorial, utilities, chemicals and support services for the operation and maintenance of the Warrenton Aquatic and Recreation Facility (WARF). The objective of this facility is to provide a high quality of service to the public, generate revenue while maintaining expenditures and achieve self-sufficiency.

Manager’s Message:

The proposed FY 2011 budget is \$1,445,827 which is a decrease of \$6,469 or 0.4% less than the FY 2010 of \$1,452,296. The Parks and Recreation staff continues to refine programs and implement cost saving measures whenever possible. The WARF outsources janitorial services, heating, ventilation and air conditioning (HVAC) preventive maintenance to achieve low cost, quality building engineering services to support staff. Refinement of this budget continues as historical data and attendance trends influence operations. Service delivery modifications continue to be made to improve efficiency.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	0	2.5	2.3	2.3	0.0
Part Time	0	62.0	65.0	65.0	0.0
Total	0	64.5	67.5	67.5	0.0

	— Prior Years — Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year — Projected Expenditure	—FY/2011 Department Request	Budget Year Town Manager Recommends	Year — Adopted Budget
71400	** MAINTENANCE - AQUATIC CENTE							
071400	** MAINTENANCE - AQUATIC CENTE							
071400-1100		26,201	26,244					
071400-1103		44,608	50,203	40,478	26,083	42,407		
071400-1104		39,272	62,308	79,642	48,631	80,918		
071400-1300		29,459	28,343	15,000	1,017	7,000		
071400-1301		100,606	108,195	96,000	68,676	111,571		
071400-1302			1,118	76,176	31,079	78,460		
071400-1303								
071400-1304	162,724	229,286	196,546	130,826		198,859		
071400-1305	32,058	107,863	70,000	34,068		70,000		
071400-1306	10,123	21,007	14,469	13,914		21,815		
071400-1307	9,975	12,886	14,469	9,014		19,695		
071400-1308	3,106	219	14,469	12,449		22,417		
071400-1309	14,520	21,270	22,000					
071400-1310								
071400-1311								
071400-1312		1,194	50,000	40,134		63,894		
071400-1313		104	14,469	13,643		21,815		
071400-1314								
071400-1315								
071400-2100	35,686	51,085	56,296	32,613		58,205		
071400-2210	12,686	17,215	14,150	12,085		14,528		
071400-2300	7,542	13,793	13,623	17,149		18,421		
071400-2400	1,013	1,213	985	814		974		
071400-2700	1,660	2,455	15,793	11,249		15,793		
071400-2899	91	182	230	263		266		
071400-3100	5,027	689		681				
071400-3110								
071400-3200								
071400-3201	7,106							
071400-3202								
071400-3203								
071400-3310	7,479	5,677	18,000	7,507		18,000		
071400-3320	10,123	26,347	20,000	14,695		20,000		
071400-3325	17,907							
071400-3330	54,037	69,300	70,000	29,857		65,000		
071400-3340	23,507	8,726	20,000	7,655		20,000		
071400-3500	200	3,512	5,000	916		5,000		
071400-3701	355	760	1,820	1,076		1,820		
071400-3702	1,681	292						
071400-3703	1,677	732						
071400-4100	712	2,852	44,977	22,865		30,845		
071400-4200								
071400-4200-110		833						
071400-4200-310		55						
071400-4200-535								
071400-4200-608	8,938	152		19				

	Prior Expenditure FY/2008	Years Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year Projected Expenditure	-FY/2011 Department Request	Budget Year Town Manager Recommends	Adopted Budget
71400 ** MAINTENANCE - AQUATIC CENTE								
071400-4200-609 REPAIR PARTS & TIRES	769-	567						
071400-4200-699 OTHER MOTOR POOL COSTS		270						
071400-5110 UTILITIES - ELECTRIC	174,355	234,093	210,000	128,460		200,000		
071400-5120 UTILITIES - GAS	72,503	95,284	78,000	44,243		71,500		
071400-5210 POSTAGE	1,340	1,017	2,500	93		1,500		
071400-5230 COMMUNICATION	2,266	2,190	4,000	238		1,800		
071400-5302 FIRE INSURANCE	20,807	24,332	24,674	18,746		24,674		
071400-5306 SURETY		141	650	361		650		
071400-5308 GENERAL LIABILITY INSURANCE								
071400-5410 LEASE OF EQUIPMENT	466	2,271	2,500	186		2,500		
071400-5510 TRAVEL	9,103	1,397	3,000	122				
071400-5540 TRAINING	7,533	6,843	7,000	2,134				
071400-6001 OFFICE SUPPLIES	14,509	9,286	8,000	6,169		8,000		
071400-6002 SUPPLIES - PROGRAM & RECREATIO	23,164	25,977	15,000	13,591		25,000		
071400-6003 SUPPLIES - JANITORIAL/PAPER	12,368	14,261	8,000	7,690		13,000		
071400-6007 REPAIRS BUILDINGS & GROUNDS	562	7,090	10,000	1,548		10,000		
071400-6008 REPAIRS EQUIPMENT	100	881	5,000	2,913		8,000		
071400-6011 WEARING APPAREL	166	3,249	6,500	3,506		5,000		
071400-6012 DUES & SUBSCRIPTIONS	265	145	500	274		500		
071400-6022 BANK SERVICE CHARGES	7,256	12,210	10,000	7,879		10,000		
071400-6025 CHEMICALS - POOL	29,382	36,436	38,000	17,584		30,000		
071400-6032 REPAIRS - PARKING LOTS								
071400-6097 MISCELLANEOUS	2,343	820		80				
071400-6098 REFUNDS & REIMBURSEMENTS	4,674	6,251	3,000	3,861		5,000		
071400-6099 MATERIALS & SUPPLIES	27,966	17,886	23,180	7,138		18,000		
071400-6100 SUPPLIES SUMMER CAMP		1,778	5,200	190				
071400-6101 COST OF SALES - CONCESSIONS OU								
071400-8202 FURNITURE & FIXTURES	20,793	1,624						
071400-8205 EQUIPMENT	9,950	3,167	3,000	13,550		3,000		
071400-8207 DATA PROCESSING EQUIPMENT		10,538		220				
- TOTAL PROGRAM -	1,093,305	1,396,114	1,452,296	869,754		1,445,827		
-TOTAL DEPARTMENT-	1,093,305	1,396,114	1,452,296	869,754		1,445,827		

Function:	Recreation
Fund:	Parks and Recreation
Department:	Maintenance - Parks

Program Description:

The goal of this department is to maintain the Town’s park facilities in order to provide citizens with attractive, clean, functional, safe and pleasant places to visit. The Town’s agreement with Fauquier County Parks and Recreation to oversee the facilities management and event scheduling was dissolved requiring additional resources to continue to provide the level of service enjoyed over the past decade.

Manager’s Message:

The proposed Parks budget for FY 2011 of \$67,706 is an increase of \$2,516 or 3.9% over the FY 2010 budget of \$65,190. The increase is mainly due to maintenance needs at Rady Park, including tree work, trail maintenance, and playground and pavilion maintenance for which the County is no longer providing services. All Town park activities, park improvements and grounds maintenance will be performed by Town personnel or outside contractors. This department budget will continue to be refined as the department develops historical operational data.

Personnel Summary:

The proposed budget includes one part-time employee and one seasonal part-time employee to maintain the appearance and safety of all Town parks. Public Works will also provide labor as necessary for special projects or in the absence of Parks and Recreation personnel.

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	0.0	0.0	0.0	0.0	0.0
Part Time	0.0	0.0	0.7	0.7	0.0
Total	0.0	0.0	0.7	0.7	0.0

	Prior Years		Current Year			FY/2011 Budget Year		
	Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Actual On 2010/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
71600	** MAINTENANCE - PARKS **							
071600	** MAINTENANCE - PARKS **							
071600-1300	WAGES & EXTRA HELP	18,025	7,057	20,000	10,657	19,080		
071600-2100	FICA EXPENSE	1,297	492	1,913	572	1,460		
071600-3310	CONTRACTUAL REPAIRS/MAINTENANC	3,073	1,496	16,850	3,563			
071600-3320	MAINTENANCE CONTRACTS		7,870		4,301	20,000		
071600-3357	RADY PARK MAINTENANCE	89	593	5,700		8,100		
071600-4200	VEHICLE EXPENSE			2,700		2,700		
071600-4200-110	MOTOR POOL LABOR			755	968	850		
071600-4200-310	CONTRACTUAL REPAIRS			50	551	60		
071600-4200-535	VEHICLE INSURANCE			400	415	800		
071600-4200-608	VEHICLE FUEL			2,500	442	600		
071600-4200-609	REPAIR PARTS & TIRES			514	773	1,060		
071600-4200-699	OTHER MOTOR POOL COSTS			108	138	296		
071600-5110	ELECTRIC CURRENT	199	1,197	500	281	500		
071600-5302	FIRE INSURANCE	821						
071600-5306	SURETY BOND	480	424					
071600-5307	PUBLIC OFFICIAL LIABILITY INS	1,130	847					
071600-5308	GENERAL LIABILITY INSURANCE	2,000	2,000		537			
071600-5410	LEASE OF EQUIPMENT	1,980	295	2,300	626	2,600		
071600-6003	AGRICULTURE SUPPLIES	965	1,353	1,000	172	1,000		
071600-6007	REPAIRS BUILDINGS & GROUNDS	35		3,700	31	3,000		
071600-6099	MATERIALS & SUPPLIES	7,875	4,382	5,600	1,484	5,000		
071600-8264	PLAYGROUND EQUIPMENT			600		600		
	— TOTAL PROGRAM —	37,969	28,006	65,190	25,511	67,706		
	—TOTAL DEPARTMENT—	37,969	28,006	65,190	25,511	67,706		

**Town of Warrenton
FY 2011 Budget**

Function:	Recreation
Fund:	Parks and Recreation
Department:	Administration

Program Description:

This budget supports all of the department's various programs to make certain they perform and function effectively and efficiently. This administrative effort provides leadership, direction, oversight, management, technical assistance, contract management, and staff training assistance. The administration coordinates with other Town departments, Town Council and the Town Manager. Policies and procedures are developed, reviewed, revised and implemented.

Manager's Message:

The proposed FY 2011 budget is \$69,160 which is an increase of \$5,183 or 8.1% above the FY 2010 budget of \$63,977. Parks and Recreation is challenged with meeting the public's needs and desires in a safe and effective manner while balancing user fees to offset the department's operational expenses. Due to the dissolved agreement with Fauquier County for the management of Town parks, this workload has expanded to include the oversight, project management, planning and administration of Town parks.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	0.0	1.0	.7	.7	0.0
Part Time	0.0	0.0	0.0	0.0	0.0
Total	0.0	1.0	.7	.7	0.0

	Prior Expenditure FY/2008	Years Expenditure FY/2009	Adopted Budget	Current Actual On 2010/03	Year Projected Expenditure	—FY/2011 Department Request	Budget Year Town Manager Recommends	Adopted Budget
71700	** ADMINISTRATION **							
071700	** ADMINISTRATION **							
071700-1100		25,284	27,270					
071700-1103			249	12,849	8,510	14,136		
071700-1104			487	23,717	16,469	26,973		
071700-1200								
071700-1300								
071700-2100	1,911	2,144	2,797	1,864		3,145		
071700-2210	3,070	3,766	4,307	32		4,843		
071700-2300	240	64	4,353	124		6,140		
071700-2400	245	266	300	2		325		
071700-2700	226	327	826	192		400		
071700-2860		237-						
071700-2899	413	161	70	92		86		
071700-3100	38,677	231	500			500		
071700-3120								
071700-3310	445							
071700-3320		700		800				
071700-3330								
071700-3500	50	110	250			250		
071700-3600	8,470	1,295	250	662		250		
071700-3701								
071700-4100	7,784	18,625	3,057	2,063		1,411		
071700-4200			500			500		
071700-4200-110								
071700-4200-310								
071700-4200-535								
071700-4200-608								
071700-4200-609								
071700-4200-699								
071700-5110								
071700-5120								
071700-5210	549	550	500	408		500		
071700-5230	4,729	5,203	3,000	3,489		3,000		
071700-5302								
071700-5306								
071700-5307		282	1,301	1,610		1,301		
071700-5308			2,400	1,076		2,400		
071700-5410	3,350	2,662	3,000	1,846		3,000		
071700-5420								
071700-5540		290						
071700-6001	2,093			198				
071700-6011								
071700-6099	83	84						
071700-8202	180							
— TOTAL PROGRAM —	97,799	64,529	63,977	39,437		69,160		
—TOTAL DEPARIMENT—	97,799	64,529	63,977	39,437		69,160		
TOTAL - ** MAINTENANCE - FIELD **	1,270,058	1,523,854	1,627,989	952,335		1,635,472		

Function:	Recreation
Fund:	Parks and Recreation
Department:	Capital Outlay

Program Description:

The Recreation Fund Capital Outlay department accounts for capital additions or developments to the Town's inventory of park properties and its amenities.

There are no new projects being added to this department in FY 2011.

Manager's Message:

Development and planning continues on prior year projects including: Warrenton Greenway Depot Park, Aquatic Center signage, and Recreation Facility Concessions/Restrooms at the WARF.

	— Prior Years —		— Current Year —			— FY/2011 Budget Year —		
	Expenditure FY/2008	Expenditure FY/2009	Adopted Budget	Actual On 2010/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
72000								
072000								
072000-8000								
072000-8005								
072000-8010								
072000-8015								
072000-8016								
072000-8017								
072000-8020								
072000-8025								
072000-8100								
072000-8105								
072000-8110								
072000-8200								
072000-8204								
072000-8205								
072000-8206								
072000-8207		398		2,399				
072000-8208		7,791		1,353				
072000-8209								
072000-8210								
072000-8211								
072000-8212								
072000-8213								
072000-8214								
072000-8998								
— TOTAL PROGRAM —	60,728	73,375		3,752				
	60,728	81,564						
—TOTAL DEPARTMENT—	60,728	81,564		3,752				
TOTAL - ** CAPITAL OUTLAY **	60,728	81,564		3,752				

**Town of Warrenton
FY 2011 Budget**

Function:	Recreation
Fund:	Parks and Recreation
Department:	Debt Service

Program Description:

The Recreation Fund debt service accounts include principal, interest and related charges associated with the long-term debt of the fund.

Manager's Message:

The Town of Warrenton issued long-term debt in the amount of \$9,775,000 via the VML/VA Co Investment Pool in the Spring 2006 offering. Bonds were issued for staggering terms and varying interest rates to be repaid over the next 25 years. FY 2011 debt service payments, due in August 2010 and February 2011 are as follows:

Principal	\$250,000
Interest	440,000
Administration Fees	145
Total	<u><u>\$690,145</u></u>

- B U D G E T -

E X P E N S E

ACCOUNTING PERIOD 2010/03

	— Prior Years —		Adopted Budget	— Current Year —		—FY/2011 Budget Year —		
	Expenditure FY/2008	Expenditure FY/2009		Actual On 2010/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
99100	** TRANSFERS & RESERVES **							
099100	** TRANSFERS & RESERVES **							
099100-7005	RESERVE FOR CONTINGENCIES							
099100-7010	TRANSFER TO RESERVES							
099100-7015	TRANSFERS - RETAINED EARNINGS							
TOTAL - ** TRANSFERS & RESERVES **								
FUND TOTAL	1,772,884	2,037,390	2,313,569	1,640,122		2,325,617		

- B U D G E T -

E X P E N S E

ACCOUNTING PERIOD 2010/03

		— Prior Years —		— Current Year —			—FY/2011 Budget Year —	
		Expenditure	Expenditure	Adopted	Actual On	Projected	Department	Town Manager
		FY/2008	FY/2009	Budget	2010/03	Expenditure	Request	Recommends
								Adopted
								Budget
93100	TRANSFER TO GENERAL FUND							
093100-0100	TRANSFER TO GENERAL FUND			10,000			2,000	
	— TOTAL PROGRAM —			10,000			2,000	
	—TOTAL DEPARTMENT—			10,000			2,000	
	TOTAL - TRANSFER TO GENERAL FUND			10,000			2,000	
FUND	TOTAL			10,000			2,000	

Function:	Motor Pool Expenditures
Fund:	Motor Pool
Department:	Motor Pool Expenditures

Program Description:

The Motor Pool Fund serves as an “internal services fund” and is independent of other funds of the Town. As such, the motor pool staff has responsibility for costs of operation and maintenance of all Town vehicles and pieces of equipment (approximately 192 total, ranging from police cars to refuse trucks to backhoes, chain saws and weed eaters). Revenues to support the fund are derived from “charges” assigned to various Town departments and budgets for operation and maintenance of Town vehicles and equipment.

Manager’s Message:

The proposed FY 2011 budget for the Motor Pool is \$369,282. This is a budget increase of \$8,011 or 2.2% above the FY 2010 budget of \$361,271. The increase is due to a slight increase in salaries/benefits and contractual repairs, which serves as a bridge to the deferred equipment replacement scheduled. Fuel costs continue to fluctuate under the current world market influences with cost estimates based on the current tank farm rates. The fluctuations this year have not been as extreme as experienced in the summer of 2008, but still remain unpredictable beyond the immediate future with a continued gradual increase.

The motor pool staff continues to remain at 3 personnel, which it has since 1998. In the proposed budget there is allocated overtime to supplement the current 3 mechanics during the high equipment use months of the construction season and during snow removal operations in which mechanic support is needed around the clock until the end of a storm. The labor, contractual repairs and repair parts are charged directly to the other department accounts throughout the year as repairs/services are performed. The current internal labor charge is \$50/hour compared to the local dealership rates that range from \$79-\$95/hour. An additional \$12/ hour is charged for shop supplies and other motor pool expenses.

Personnel Summary:

	Actual FY2008	Actual FY2009	Budget FY2010	Proposed FY2011	Change
Full Time	3.00	2.45	2.45	2.45	0.00
Part Time	0.00	0.00	0.00	0.00	0.00
Total	3.00	2.45	2.45	2.45	0.00

Function:	Data Processing Expenditures
Fund:	Data Processing
Department:	Data Processing Expenditures

Program Description

The Data Processing Fund includes all general network and end user costs that are non-specific to any departmental program or effort. These costs are allocated to using departments in the line item 4100 Data Processing based upon the number of network users in that department. Departmental specific data processing costs are shown in the appropriate department's line items of Professional Services or Data Processing Equipment. All proposed programs have been identified by the using department or the Town's network consultants F1 Computer Solutions..

Manager's Message

The FY 2011 budget for the Data Processing Fund is \$172,268 allocated to the using departments based upon the current network users at the rate of \$2,106 per year. The FY 2011 proposed budget is \$154,800 less than the FY 2010 budget.

There is no Data Processing staff. The Town maintains a multi-use, sole source contract for network services and support with F1 Computer Solutions of Warrenton, VA. The Data Processing Function, via the use of professional staff, is 100% outsourced. This effort involves the overall responsibility of information systems and supporting the end-user in this vein.

In prior years, data processing costs were allocated between the general fund and the utilities fund at a 60/40 ratio. With the addition of the Parks and Recreation fund and incorporating sound accounting practices through the intra-service fund, we believe we will more accurately match expenditures with major cost centers. These costs, beginning in FY 2008, were allocated to the using departments on a monthly basis according to the number of network users in the respective department. The costs, allocated much in the same way as the Motor Pool, will be reflected in line item 4100 in the using departments.

	FY 2010 BUDGET	FY 2011 BUDGET
Data Processing Fund Estimated Expenditures – Operations	195,068	\$170,268
Data Processing Fund Estimated Expenditures – Projects	132,000	2,000
Subtotal – allocated to using departments based upon user accounts at a fixed rate of \$4,490 for FY 2010 and \$3,186 for FY 2011 - per user	\$327,068	\$172,268
TOTAL DATA PROCESSING REQUESTS	\$327,068	\$172,268

Major Data Processing General Network Project – FY 2011

- *Personal and Network Printers*

The above project as well as the Town’s general approach to information technology investment is based upon Council’s commitment to staying abreast with technology, as evidenced by the adoption of the Resolution Encouraging and Supporting the Exploration and Utilization of Current Technologies in Communications and Information Exchange. It is imperative that the Town continues to move forward in maintaining and upgrading current systems and equipment. It is also essential that the Town continue to explore and fully incorporate, into its established e-Gov website, the use of cutting-edge technologies.

	— Prior Years — Expenditure FY/2008	— Years — Expenditure FY/2009	Adopted Budget	— Current Year — Actual On 2010/03	Projected Expenditure	—FY/2011 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
99100 TRANSFER TO GENERAL FUND								
099100-0100 TRANSFER TO GENERAL FUND								
099100-0501 TRANSFER TO W/S FUND								
099100-0514 TRANSFER TO P&R FUND								
099100-7014 TRANSFER TO RESERVES								
TOTAL - TRANSFER TO GENERAL FUND								
FUND TOTAL	237,404	208,764	327,068	192,210		172,268		
FINAL TOTAL	14,554,433	16,415,321	17,315,080	10,565,006		16,932,135		

TOWN OF WARRENTON

CAPITAL IMPROVEMENT PROGRAM

FINAL – June 8, 2010



2011-2016

TOWN OF WARRENTON, VIRGINIA

CAPITAL IMPROVEMENTS PROGRAM

2011-2016

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SARAH SITTERLE, PLANNING DIRECTOR
CONNIE NOVAK, CHIEF OF POLICE
CATHY ZIMMER/MARGARET RICE, PARKS AND RECREATION
EDWARD B. TUCKER, PUBLIC WORKS AND UTILITIES DIRECTOR
WHITSON ROBINSON, TOWN ATTORNEY

TABLE OF CONTENTS

TITLE PAGE.....	1
TABLE OF CONTENTS.....	2
CAPITAL IMPROVEMENTS PROGRAM – GENERAL.....	3-4
• Introduction	
• Policy	
• Benefits	
• Defining A Capital Improvement	
• Classifications	
• Summary	
FINANCIAL ANALYSIS.....	5-11
(Reserved for additional non-CIP background information)	
CAPITAL IMPROVEMENT PROGRAM – SUMMARY BY DEPARTMENT.....	12-16
CAPITAL IMPROVEMENT DETAIL	
• Public Utilities Department.....	PU1-PU20
• Public Works Department.....	PW1-PW25
• Police Department.....	PD1
• Parks & Recreation.....	PR1-PR3

CAPITAL IMPROVEMENT PROGRAM

INTRODUCTION

The Capital Improvement Program (CIP) provides for an orderly implementation of short and long range plans for construction of Capital Improvement Projects and Land Acquisition. It further provides for the scheduling of the associated expenditures over a period of many years. The first year of the program represents the proposed Capital Budget for the Fiscal Year. In addition, consideration is given to the project's relations to other improvements and plans, and the Town's current and anticipated financial capabilities. The CIP is updated annually, at which time the schedule and the projects reevaluated, new or deferred projects are added, and the time frame is extended by one additional fiscal year.

POLICY

The following policies guide the development of the CIP:

1. The CIP should be realistic relative to the projected source of revenue.
2. A reserve fund should be established, as required, to reduce the fiscal impact of major projects in a single year.
3. CIP projects undertaken by Enterprise Fund Operations, such as water and sewer, should be considered separate from the General Fund due to the respective fund's ability to fiscally support the project.

BENEFITS

A carefully planned CIP will enable the Town to realize several benefits:

1. Major improvements can be anticipated in advance, rather than addressed at the time the need arises.
2. Specific projects identified within the comprehensive plan can be implemented based upon prior planning.
3. The Town Council and Planning Commission are better able to evaluate the needs of the entire community, instead of special projects.
4. Projects can be scheduled when revenue is available and when the community's anticipated ability to finance is determined.
5. Capital programming improves the Town's ability to vitalize state and federal aid. Applications can be timed to fit the development schedule.

DEFINING A CAPITAL IMPROVEMENT

A capital improvement is defined as a major expenditure, beyond maintenance and operating costs, for the acquisition or construction of a needed facility. Salaries, supplies and other overhead expenditures are considered maintenance and operating costs, not provided for the CIP. Capital improvements include such things as utility systems, public buildings, land acquisitions, streets and sidewalks. The improvements are items that will have a significant impact on the community and are too expensive to be financed in the annual operating budget. Cost and frequency are two criteria that will be used to distinguish between a capital expenditure and an operating expenditure.

1. Cost – For the purposes of the CIP, a project shall be deemed capital rather than operating if it is \$10,000 or more.
2. Frequency – Capital projects should be non-recurring. An interval of three years between expenditures is recommended.

CLASSIFICATIONS

The programs are coded using the following information:

CD – Planning and Community Development
ED – Economic Development Department
FD – Finance Department
PD – Police Department
PR – Parks and Recreation
PW – Public Works Department
UD – Public Utilities Department
TC – Town Council

PROJECT NUMBER (example: PW-11-001)

PW = Department responsible for the project.

11 = Fiscal year project is proposed to be funded.

01 – Consecutive project number within the Department.

SUMMARY

The CIP is a planning and scheduling document. It does not represent authorization to expend Town funds. It does provide an orderly implementation of proposed short and long range plans for land acquisition and construction. Each project must be individually authorized for implementation. The impact of FY11 capital projects on the Town of Warrenton General Fund is \$309,000. The impact of FY11 capital projects on the Town of Warrenton Utilities Fund is \$838,000. The CIP is an annual process and requires close review by both the Planning Commission and the Town Council.

Pages 5 – 11 are reserved for additional non-CIP background information.

FY2011-16 CAPITAL IMPROVEMENT PROGRAM

SUMMARY

Department	Prior Authorization	16 and					TOTAL COST
		10-11	11-12	12-13	13-14	14-15 Beyond	
Public Utilities Department	838,000	2,147,000	968,880	1,825,000	1,621,000	3,806,000	\$11,205,880
Public Works Department	309,000	617,125	724,500	840,125	449,800	4,085,000	\$7,025,550
Police Department	66,325	34,340					\$100,665
Parks & Recreation		200,000				50,000	\$250,000
Total	\$1,213,325	\$2,998,465	\$1,693,380	\$2,665,125	\$2,120,800	\$7,891,000	\$18,582,095

FY2011-16 CAPITAL IMPROVEMENT PROGRAM

ESTIMATED TOTAL PROJECT COST BY DEPARTMENT

PROJECT #	DEPT.	PROJECT TITLE	2010-11	2011-12	2012-13	2013-14	2014-15	16 and Beyond	TOTAL COST
UD-11-001	Utilities	Rehab - Well #3 & Well #4	75,000	282,000	196,000				\$553,000
UD-11-002	Utilities	Rehab/Replace Sewer	560,000						\$560,000
UD-11-003	Utilities	Blackwell Road Waterline Extension	150,000	200,000					\$350,000
UD-11-004	Utilities	Demo Old WTP	35,000						\$35,000
UD-11-005	Utilities	Vehicle Replacement - T&D	18,000						\$18,000
UD-12-001	Utilities	Second Tricking Filter		950,000					\$950,000
UD-12-002	Utilities	Rady Park Pump Station		550,000					\$550,000
UD-12-003	Utilities	Backhoe Replacement		165,000					\$165,000
UD-13-001	Utilities	Mountain Tank Waterline Replacement			195,600				\$195,600
UD-13-002	Utilities	Extension of Waterline - Old Meetze Road			169,280				\$169,280
UD-13-003	Utilities	Taylor Middle School PS Upgrade			358,000				\$358,000
UD-13-004	Utilities	Improve Plant Hydraulics & Primary PS			50,000	400,000			\$450,000
UD-14-001	Utilities	Vehicle Replacement - WTP			25,000				\$25,000
UD-14-002	Utilities	Storage Tank/Clearwell, 1 million gallons			1,400,000				\$1,400,000
UD-15-001	Utilities	Vehicle Replacement - WWTP				25,000			\$25,000
UD-15-002	Utilities	WTP Physical Plant Expansion				396,000			\$396,000
UD-15-003	Utilities	Secondary Digester/Solids Holding Tanks				1,200,000			\$1,200,000
UD-16-001	Utilities	Cedar Run Pump Station - Phase 2					850,000		\$850,000
UD-16-002	Utilities	Warrenton Reservoir Dam Improvements					2,000,000		\$2,000,000
UD-16-003	Utilities	Reliability Measures, WTP					956,000		\$956,000
Total			\$838,000	\$2,147,000	\$968,880	\$1,825,000	\$1,621,000	\$3,806,000	\$11,205,880

FY2011-16 CAPITAL IMPROVEMENT PROGRAM

ESTIMATED TOTAL PROJECT COST BY DEPARTMENT

PROJECT #	DEPT.	PROJECT TITLE	Year					16 and Beyond	TOTAL COST
			2010-11	2011-12	2012-13	2013-14	2014-15		
PW-11-001	Public Works	VDOT Urban Program	20,000	10,000	10,000			\$40,000	
PW-11-002	Public Works	VDOT Rev. Sharing/Wast Arms	120,000	260,000				\$380,000	
PW-11-003	Public Works	Old Town Signage - Wayfaring	15,000					\$15,000	
PW-11-004	Public Works	Rehab Parking Lots - F & D	49,000					\$49,000	
PW-11-005	Public Works	Roof/Truss Repairs - PW Fac.	30,000					\$30,000	
PW-11-006	Public Works	Street Sweeper	40,000	100,000				\$140,000	
PW-11-007	Public Works	Lee St. Rehab (Demonstration)	35,000			529,000		\$564,000	
PW-12-001	Public Works	Drainage Upgrd Sullivan/Brdw		30,000	225,000			\$255,000	
PW-12-002	Public Works	Backhoe Replacement		172,125				\$172,125	
PW-12-003	Public Works	Upgrd/Repair/Lee Hwy Culvert		85,000				\$85,000	
PW-12-004	Public Works	Pickup Truck Replacement		25,000				\$25,000	
PW-12-005	Public Works	Fuel Island Cover - PW Shop		15,000				\$15,000	
PW-13-001	Public Works	East Street Drainage			255,500			\$255,500	
PW-13-002	Public Works	Refuse Truck Replacement			140,000			\$140,000	
PW-13-003	Public Works	Replace Tractor & Arm Mower			45,000			\$45,000	
PW-13-004	Public Works	Rehab Parking Lots B & C			49,000			\$49,000	
PW-14-001	Public Works	Rehab Parking Lot E				54,000		\$54,000	
PW-14-002	Public Works	Replace Dump Truck				85,000		\$85,000	
PW-14-003	Public Works	E. Shirley Madison St. Drainage				172,125		\$172,125	
PW-15-001	Public Works	Refuse Truck					140,000	\$140,000	
PW-15-002	Public Works	Old Town Side Street Rehab.					309,800	\$309,800	
PW-16-001	Public Works	Traffic Signal - Falm./Shirley					300,000	\$300,000	
PW-16-002	Public Works	Connector Rd. - 211/Land Cont.					400,000	\$400,000	
PW-16-003	Public Works	Parking Deck					3,350,000	\$3,350,000	
PW-16-004	Public Works	Berner-Boundary Design/Plng.					35,000	\$35,000	
		Total	\$309,000	\$697,125	\$724,500	\$640,125	\$449,800	\$4,085,000	\$7,105,550

TOWN OF WARRENTON
 FY2011-16 CAPITAL IMPROVEMENT PROGRAM
 ESTIMATED TOTAL PROJECT COST BY DEPARTMENT

PROJECT #	DEPT.	PROJECT TITLE	2010-11	2011-12	2012-13	2013-14	2014-15	16 and Beyond	TOTAL COST
PD-11-001	PD	Police Cruiser Replacements	\$66,325	34,340					\$100,665
Total			\$66,325	\$34,340	\$0	\$0	\$0	\$0	\$100,665

FY2011-16 CAPITAL IMPROVEMENT PROGRAM

ESTIMATED TOTAL PROJECT COST BY DEPARTMENT

PROJECT #	DEPT.	PROJECT TITLE	2010-11	2011-12	2012-13	2013-14	2014-15	16 and Beyond	TOTAL COST
PR-12-001	P&R	Skate Park Enhancements		\$65,000					\$65,000
PR-12-002	P&R	Parking, Landscaping & Trails		\$135,000					\$135,000
PR-15-001	P&R	Fitness Equipment Replacement					\$50,000		\$50,000
Total			\$0	\$200,000	\$0	\$0	\$50,000	\$0	\$250,000

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: UD-11-001

Project Title: Rehab - Well #3 & Well #4

Department: Utilities

	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond	Total
Estimated Cost:							
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering	75,000	282,000	\$196,000				\$553,000
Construction							\$0
TOTAL	\$75,000	\$282,000	\$0	\$0	\$0	\$0	\$553,000

Funding Sources:

General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)	553,000						\$553,000
TOTAL	\$553,000	\$0	\$0	\$0	\$0	\$0	\$553,000

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

The project includes the re-drilling, encasing and grouting of new well shafts for well #3 & well #4 to bring back into production to the Town water system. The new well shafts will be adjacent to the currently inactive well sites and will not require additional real estate. The project is to follow the recommendation of the preliminary engineering report developed in FY2009.

Project includes a treatment system to meet health standards and a new well house.

150,000

50,000

0

0

10

9

264,000

Project Justification:

The existing wells cannot be used in their current condition to meet current standard well criteria by VDH.

Well #3 has the potential to provide 200,000 - 225,000 gallons per day additional water resources and

Well #4 has the potential to provide 50,000 - 75,000 gallons per day additional water resources.

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Rehabilitation/Replacement of sanitary sewer to combat infiltration and inflow (I&I) in the Cedar Run and Taylor Pump Station basins. Work will be a combination of line replacement, relining and point repairs to better seal the system. Work will concentrate on areas identified by previous limited studies and the minor trunk lines to the Cedar Run Pump Station.

Project Justification:

The 2009 update to the 2002 Water & Sewer Utility Master Plan again identified approximately 800,000 gallons per day of inflow and infiltration experienced. The I&I represents a loss of 32% of treatment plant capacity to a non-revenue element and pushed the current connection commitment of the town to 96% at build out in 2020. The rehabilitation of the lines and lateral connections seal the sections from extraneous water, thus regaining capacity and providing a larger reserve cushion. The secondary benefit to the relining of pipes is to extend their usable life an additional 25 years. Over 45 percent of the town's sewer system is over 50 years old and built of materials that are becoming more and more susceptible to decay/failure under the continuous harsh water stream environment.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: UD-11-003	Project Title: Blackwell Road Waterline Extension					Department: Utilities
	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond Total
<u>Estimated Cost:</u>						
Prior Authorization						
Land Acquisition						\$0
Architecture/Engineering						\$0
Construction	\$150,000	\$200,000				\$350,000
AL	\$150,000	\$200,000	\$0	\$0	\$0	\$350,000
<u>Funding Sources:</u>						
General Fund						\$0
Enterprise Fund						\$0
Other (Utilities Revenue)	\$150,000	\$200,000				\$350,000
TOTAL	\$150,000	\$200,000	\$0	\$0	\$0	\$350,000

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Extend a 12-inch ductile iron pipe water line from the Water Treatment Plant along Blackwell Road to the Town's existing water line on Dirwiddle Court in Warrenton Lakes.

2500 lf @\$100	=	\$250,000
4 fire hydrants @ \$1500	=	\$6,000
Stream Crossing	=	\$15,000
(Environmental issues)		
Pavement Restoration	=	\$7,000
Clearing of Easement	=	\$5,500
Rock excavation	=	\$10,000
Restoration of fences	=	\$5,000
(r/w, etc.)	=	\$298,500
20% Contingency	+	59,700
Total	=	\$358,200

Work to be performed over two (2) years.

Project Justification:

This would loop the water supply to the Warrenton Lakes Subdivision. A looped system improves water quality and reliability. Presently, Warrenton Lakes has only one supply feed from the Town's water supply network. The present well only supplies a minor portion of the water supply. With a looped system, water service would continue to be provided in case of an emergency break on the main service line. The present single water line into Warrenton Lakes is the only conduit for supply and pressure relief for Warrenton Lakes and when shut off, isolates the area from the Town's two water tanks for relief points from pressure spikes. With a main break on Lee Highway, Warrenton Lakes residents experience severe low pressure problems and possible complete loss of water service to some customers. Warrenton Lakes represents 15% of the Town's water customers. Well #6 in the Warrenton Lakes area is a low production well providing only 12% of the water demand of the subdivision.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: UD-11-004

Project Title: Demo Old WTP

Department: Utilities

	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond	Total
Estimated Cost:							
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction	\$35,000						\$35,000
TOTAL	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000

Funding Sources:

General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)	35,000						\$35,000
TOTAL	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016

Project Description:

Demolition of the old abandoned Water Treatment Plant at the end of Academy Hill Road on Cedar Run. Work includes the removal of salvageable material, demolition and removal of the building and basins. Site to be restored to an environmentally safe condition.

Project Justification:

Plant has been out of service since 1982 and has become an eyesore due to its continued deterioration. It has more recently become a safety hazard with the site constantly being vandalized and trespassed. Facility needs to be demolished.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: UD-11-005	Project Title: Pickup Truck Replacement - T&D					Department: Utilities
<u>Estimated Cost:</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2016 and Beyond</u>
Prior Authorization Land Acquisition Architecture/Engineering Construction	18,000 	 	 	 	 	
<u>Total</u>	18,000	\$0	\$0	\$0	\$0	\$0
TOTAL						
TOTAL	\$36,000	\$0	\$0	\$0	\$0	\$36,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016

Project Description:

Replacement to Truck #43 with a standard size pickup truck under State Contract (\$18,000). This truck is to be used for the approximately 300 Miss Utility tickets each month.

0 575,000 0 30 5 10 350,000

Project Justification:

The utility locator is currently using a 1989 Ford Ranger, which was scheduled for salvage last year, but has continued in use due to Vehicle #43 (a 1996 Chevrolet S-10 with 73,000 miles) losing its engine and recently salvaged on Gov Deals.

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Number: UD-12-001	Project Title: Second Trickling Filter					Department: Utilities	
Estimated Cost:	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond	Total
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction		\$950,000					\$950,000
AL	\$0	\$950,000	\$0	\$0	\$0	\$0	\$950,000
Funding Sources:							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)		950,000					\$950,000
TOTAL	\$0	\$950,000	\$0	\$0	\$0	\$0	\$950,000

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Construction of a secondary trickling filter at the Wastewater Treatment Plant. Depending on the filter footprint requirements, the filter will be a conventional round (approximately 100' in diameter) or possibly a vertical filter to reduce the footprint area.

Project Justification:

As the treatment plant has been upgraded to meet the more stringent nitrogen discharge limits, it is imperative that the treatment process not be interrupted. The second trickling filter is needed to ensure 24-hour conversion of ammonia to nitrate. The denitrification system will not be able to remove the nitrogen from the wastewater unless it is first converted to nitrate. In this case, the plant cannot afford for the primary trickling filter to be out of service for any more than a minimal amount of time without a permit violation. As the existing filter continues to age, we will need to replace its seals. This will require it to be taken off line for an extended period of time, thus the need for a backup system to prevent a discharge violation.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: UD-12-002

Project Title: Rady Park Pump Station

Department: Utilities

	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond	Total
<u>Estimated Cost:</u>							
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction		\$550,000					\$550,000
TOTAL	\$0	\$550,000	\$0	\$0	\$0	\$0	\$550,000

Funding Sources:

General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)		\$550,000					\$550,000
TOTAL	\$0	\$550,000	\$0	\$0	\$0	\$0	\$550,000

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Upgrade of the Rady Park Pump Station with architectural features to compliment the park setting (brick/stone veneer) and a gable roof.

Package Pump Station with Backup Generator	=	\$500,000
10% Contingency	+	<u>\$50,000</u>
Total	=	\$650,000

Project Justification:

The existing pump station was built in 1965 to serve approximately thirty-five homes on the northwestern portion of the Town with the original capacity of 100 gallons per minute. With the addition of forty homes plus one business in Fletcherville, thirty-five Silver Cup homes and thirty-four Gold Cup homes to the sewer basin, the pump station will exceed its capacity. The force main has been upgraded to match the increased capacity of the station which will be increased from 100 gallons per minute to 200 gallons per minute.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: UD-12-003

Project Title: Backhoe Replacement

Department: Utilities

	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond	Total
Estimated Cost:							
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction		\$165,000					\$165,000
TOTAL	\$0	\$165,000	\$0	\$0	\$0	\$0	\$165,000
Funding Sources:							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)		\$165,000					\$165,000
TOTAL	\$0	\$165,000	\$0	\$0	\$0	\$0	\$165,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016

Project Description:

Replacement of the Public Utilities #35 1988 John Deere Backhoe with a new 4WD Industrial 85 hp model.

Project Justification:

This is a replacement for a 20+ year old piece of equipment that is under powered and too small for many of the concrete manhole bases and riser structures for the sewer system. With the development of the last more geographically difficult remaining properties in the town and outlying county, the maintenance needs require deeper digging and lift capabilities to replace failing and deteriorated structures and lines that are beyond the capability of the existing and aging equipment.

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

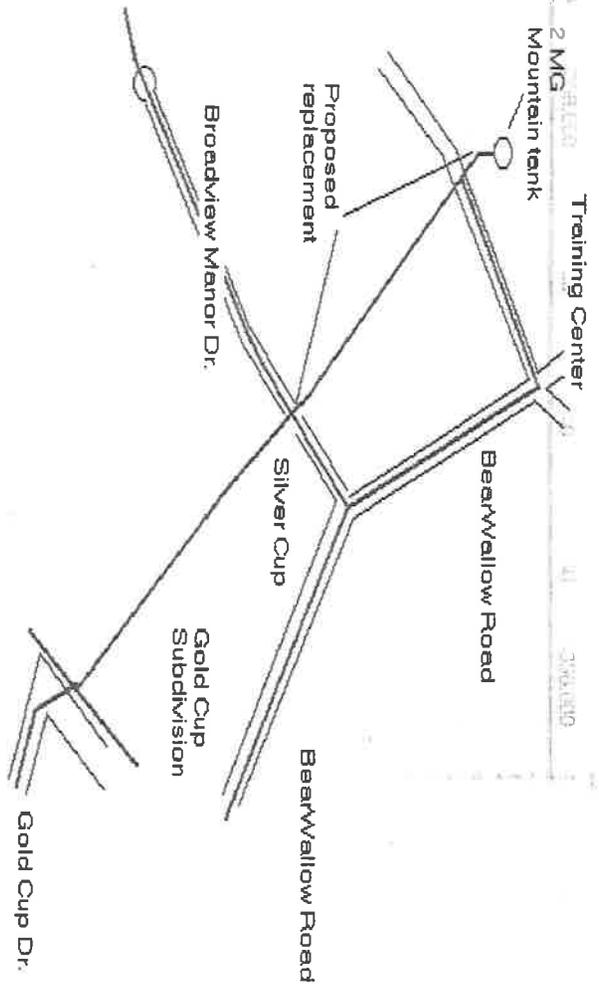
Project Number: UD-13-001	Project Title: Mountain Tank Waterline Replacement					Department: Utilities	
Estimated Cost:	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond	Total
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction			\$195,600				\$195,600
ML	\$0	\$0	\$195,600	\$0	\$0	\$0	\$195,600
Funding Sources:							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)			\$195,600				\$195,600
TOTAL	\$0	\$0	\$195,600	\$0	\$0	\$0	\$195,600

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description: Replacement of 1,728 feet of 8-inch cast iron water line from the Town's Mountain Storage Tank to Silver Cup Development.

1,728 lf @ \$85/lf	=	\$147,000
Lawn restorations	=	\$8,500
Pavement Repairs	=	<u>\$7,500</u>
	=	\$163,000
15% Contingency	+	<u>\$32,600</u>
Total	=	\$195,600

Project Justification: Present waterline is outdated cast iron pipe, which has averaged a break every two to three years. Waterline is to be replaced with new ductile iron pipe, which is more reliable and has a longer life. This line is the major feed line from the 2 MG mountain tank. The construction of the Gold Cup and Silver Cup developments have replaced 1,827 feet of the original 4,318 feet of the line at the developer's expense. An additional 772 feet was replaced by Town staff in coordination with the Huntsman Ridge Development. This project will complete the replacement from the tank to Gold Cup Drive into Town, adding reliability to the water system from the mountain tank to the western area of Town.



TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: UD-13-002

Project Title: Extension of Waterline - Old Meetze Road

Department: Utilities

	Estimated Cost:					2016 and Beyond	Total
	2010-11	2011-12	2012-13	2013-14	2014-15		
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction			\$169,280				\$169,280
TOTAL	\$0	\$0	\$169,280	\$0	\$0	\$0	\$169,280

Funding Sources:

General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenues)			\$169,280				\$169,280
TOTAL	\$0	\$0	\$169,280	\$0	\$0	\$0	\$169,280

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

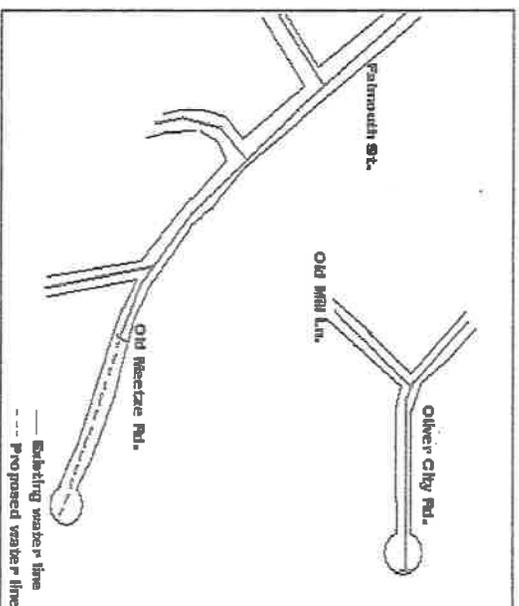
Project Description:

Install approximately 1,600 feet of 8-inch water line along Old Meelze Road from the termination of the existing line to the end of the cul-de-sac.

1,600 lf @ \$70	=	\$112,000
7 services @ \$1,000	=	\$7,000
3 Fire Hydrants	=	\$3,000
Pavement repair - 720/sy @ \$35/sy	=	\$25,200
	=	\$147,200
15% Contingency	+	22,080
Total	=	\$169,280

Project Justification:

The installation of the line will provide water service to a portion of the Town that was brought into Town under the 1992 boundary line adjustment. The line will also serve as a loop for a future line to be installed by the developer of the Hanback property with the Monroe Estates project. Currently, there is no water or sewer service to this area and under drought conditions residents' wells and drainfields are subject to failure. There have been several discussions with residents in this area regarding this project during the



**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Number: UD-13-003	Project Title: Taylor Middle School Pump Station Upgrade					Department: Utilities	
<u>Estimated Cost:</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2016 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering			\$35,000				\$35,000
Construction			\$323,000				\$323,000
Total	\$0	\$0	\$358,000	\$0	\$0	\$0	\$358,000
Funding Sources:							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)			\$358,000				\$358,000
TOTAL	\$0	\$0	\$358,000	\$0	\$0	\$0	\$358,000

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Description:

Replacement and upgrade of the two existing wet pit suspended pumps to horizontal centrifical pumps which will be configured in series instead of the current parallel operating mode. New pump style requires modification within the building and the addition of a comminutor to remove large debris prior to pumping.

Engineering	=	\$35,000
Demolition of existing pumps & Piping	=	\$10,000
2 New pumps @\$30,000/ea.	=	\$60,000
New Piping	=	\$30,000
Renovations to Building	=	\$15,000
Bypass pumping	=	\$15,000
Comminutor w/Dumpster, etc.	=	<u>\$50,000</u>
	=	\$215,000
20% Contingency	+	<u>\$43,000</u>
Total	=	\$358,000

Project Justification:

The current pumps are suspended into the sewage wetwell with sleeve bearings constantly submerged in sewage. This situation causes the bearings to fail and the pumps to be rebuilt every three to four years.

The current parallel configuration does not increase the total capacity of the station which is 326 gpm whether one pump is running or both due to the head loss (friction) of the configuration. The new pumps will be out of the sewage with a suction line into the wetwell, thus the major pump elements are not constantly exposed to sewage. The series configuration overcomes the high head losses, thus increasing the station capacity to 550-600 gpm. The new pumps and configuration are more maintenance friendly allowing staff to perform more maintenance which currently requires contractors with special lift equipment. The Taylor Pump Station was originally constructed in the 1960's.

There is a manual bar screen which has on at least two occasions contributed to a station overflow requiring Department of Environmental Quality notification. The bar screen needs to be phased out and a comminutor added. A comminutor grinds incoming debris and allows it to pass through the pumps and on to the wastewater treatment plant, where subsequent removal takes place at the headworks.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: UD-13-004	Project Title: Improve Plant Hydraulics & Primary PS					Department: Utilities	
<u>Estimated Cost:</u>	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond	Total
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering			50,000				\$50,000
Construction				400,000			\$400,000
TOTAL	\$0	\$0	\$50,000	\$400,000	\$0	\$0	\$450,000
Funding Sources:							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)			50,000	400,000			\$450,000
TOTAL	\$0	\$0	\$50,000	\$400,000	\$0	\$0	\$450,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016

Project Description:

Project consists of the upgrade of the plant's current intermediate pump station and upsizing of several critical conveyance pipes within the plant (between the headworks and the secondary pumping station) to increase the hydraulic capacity of the plant from the current 5 mgd to 7.5 mgd. Included in the project is installation of 1,800 lf of piping ranging from 14-30 inches in diameter. The upgrade of the pump station will consist of replacing the existing pumps with ones that will be able to handle a minimum of 5,000 gpm and preferably 5,000 gpm plus.

Project Justification:

The current plant hydraulic capacity has only a factor of 2 capacity above the permit limit of 2.5 mgd (2.5 mgd = 5.0 mgd). As the plant reaches its permit design capacity, a hydraulic factor of 3 for a total hydraulic capacity of 7.5 mgd will enable the plant to handle the most extreme weather conditions without a sewage overflow at the plant. During 2008, the plant experienced a brief period of over 6 mgd flow and an overflow reported to DEQ.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: UD-14-001		Project Title: Vehicle Replacement - WTP					Department: Utilities	
Estimated Cost:	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond	Total	
	Prior Authorization							
Land Acquisition							\$0	
Architecture/Engineering							\$0	
Construction				\$25,000			\$25,000	
AL	\$0	\$0	\$0	\$25,000	\$0	\$0	\$25,000	
Funding Sources:								
General Fund							\$0	
Enterprise Fund							\$0	
Other (Utilities Revenue)				\$25,000			\$25,000	
TOTAL	\$0	\$0	\$0	\$25,000	\$0	\$0	\$25,000	

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description: Placeholder for replacement of one of the WTP pickup trucks.

Project Justification: The actual replacement of the vehicle will be contingent on the condition and mileage of the vehicle in October 2013. Mileage, repair records and general condition will be evaluated prior to actual purchase.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: UD-14-002

Project Title: Storage Tank/Clearwell, 1 million gallons

Department: Utilities

	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond	Total
Estimated Cost:							
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering				\$120,000			\$120,000
Construction				\$1,280,000			\$1,280,000
TOTAL	\$0	\$0	\$0	\$1,400,000	\$0	\$0	\$1,400,000

Funding Sources:

General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)				\$1,400,000			\$1,400,000
TOTAL	\$0	\$0	\$0	\$1,400,000	\$0	\$0	\$1,400,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016

Project Description:

Install a one million gallon combination clearwell/storage tank. The tank will be constructed on the Water Plant site and aid in the treatment process and provide additional storage.

Engineering	\$120,000
Construction	\$1,280,000
Total	\$1,400,000

Project Justification:

The chlorine contact time needs to be increased to meet the DEQ requirement at full plant operating capacity. The increased clearwell size will allow greater storage capacity for fire reserve as well as peak demand times. A larger clearwell will be used in lieu of an additional storage tank.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: UD-15-001		Project Title: Vehicle Replacement - WWTP					Department: Utilities	
Estimated Cost:	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond	Total	
Prior Authorization								
Land Acquisition							\$0	
Architecture/Engineering							\$0	
Construction					\$25,000		\$25,000	
Total	\$0	\$0	\$0	\$0	\$25,000	\$0	\$25,000	
Funding Sources:								
General Fund							\$0	
Enterprise Fund							\$0	
Other (Utilities Revenue)					\$25,000		\$25,000	
TOTAL	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000	

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016

Project Description: Placeholder for replacement of one of the WWTP pickup trucks

Project Justification: The actual replacement of the vehicle will be contingent on the condition and mileage of the vehicle in October 2014. Mileage, repair records and general condition will be evaluated prior to actual purchase.

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Number: UD-16-002	Project Title: WTP Physical Plant Expansion					Department: Utilities	
Estimated Cost:	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond	Total
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering					\$30,000		\$30,000
Construction					\$366,000		\$366,000
AL	\$0	\$0	\$0	\$0	\$396,000	\$0	\$396,000
Funding Sources:							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)					\$396,000		\$396,000
TOTAL	\$0	\$0	\$0	\$0	\$396,000	\$0	\$396,000

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Construction of a second 150,000-200,000 gallon sludge holding tank to allow the current secondary digester to be used as a digester. In addition to the new holding tank, the existing tank will need to be upgraded with mixing, heating and other necessary retrofits to fully function as a digester.

Project Justification:

Thickened sludge is currently digested/stabilized in the existing Anaerobic Digester No. 1. Digester No. 2 is used for sludge holding and no mixing and heating is provided. The solids concentration in #1 is typically 1-2.5%. The digesters require adequate capacity to meet the sludge stabilization requirements (EPA Part 503), i.e. solids retention time (SRT) of 15 days and a volatile solids reduction of 38% or greater. At the projected sludge quantities and typical volatile solids loading rates when the plant approaches 2.2 - 2.5 mgd, it is anticipated that Digester No. 2 will need to be in service to meet the sludge stabilization requirements. Therefore, upgrades including mixing, heating and other necessary retrofit are required for Digester No. 2 along with a new sludge holding tank.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: UD-16-001

Project Title: Cedar Run Basin Pump Station - Phase 2

Department: Utilities

	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond	Total
<u>Estimated Cost:</u>							
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering						850,000	\$850,000
Construction							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$850,000	\$850,000

Funding Sources:

General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)						850,000	\$850,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$850,000	\$850,000

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

This project involves the construction of a new pump station on the site of a previous station along Lee Highway. The station will be constructed with an ultimate capacity of 3.0 million gallons per day (mgd) with architectural features compatible with the surrounding businesses (brick/stone exterior with a gabled roof). The station will have a design capacity of 2 million gallons per day. Also included is the expansion of the Town's overflow lagoon to accommodate the increased station capacity, from 2.0 mgd (Phase 1) to 3.0 mgd in Phase 2, in compliance with the Occoquan Basin regulations. The project was originally identified in a future needs analysis by the Town's consulting firm, Hayes, Seay, Mattem and Mattem, Inc. in 1991. The project concept and initial engineering as outlined, was updated by Whitman, Requardt and Associates in 2007/2001. The project has been designed, but not approved by VDH.

Engineering Design	=	\$0
Pump Station Construction	=	\$678,333
Overflow basin expansion	=	<u>\$30,000</u>
		\$708,333
20% Contingency	+	<u>\$141,667</u>
Total	=	\$850,000

Project Justification:

This project has been in the Capital Improvements Program since the early 1990's. The slow growth of the mid to late decade did not trigger a need for the upgrade and the project was primarily a placeholder in the budget.

The current explosive growth, which occurred between 2002-2006 necessitated the construction of the first phase, which increased the station capacity from 1.3 mgd to 2.0 mgd. This second phase will increase the system capacity to 3.0 mgd. Approximately 80% of the current and near future development in the Town and in the areas of the County approved for sewer service feed the existing Cedar Run Pump Station. To meet this growth and the projected growth, the Cedar Run basin system is projected to be upgraded. Peak storm flows are being held in check through the efforts of the Phase 1 project, but once the recession ends, it may push the station beyond its design capacity and the sewer regulation required storm/surcharge peaking factor of 2.

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Number: UD-16-002	Project Title: Warrenton Reservoir Dam Improvements					Department: Utilities	
Estimated Cost:	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	2015 and Beyond	Total
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering/Studies							\$0
Construction						\$2,000,000	\$2,000,000
Other							
General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)						\$2,000,000	\$2,000,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$2,000,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016

Project Description:

Install a permanent or blatter extension to the Warrenton Reservoir Dam, increasing the height from 3-5 feet to provide additional storage capacity of 50 to 80 million gallons and emergency spillway upgrade.

Encroachment mitigation	\$100,000
Dam construction	\$1,650,000
Design, Engineering and Environmental Impact Study	<u>\$250,000</u>
Total	\$2,000,000

Considerable study is needed to comply with environmental impact and mitigation. A downstream inundation study from a potential break was being conducted in FY08, resulting in maintaining the current Class 2 classification.

Project Justification:

The increase in the dam height will provide an additional 50 to 80 million gallons of water reserve for the Town of Warrenton. Based on Virginia Department of Health reservoir safe yield calculations, this increase equates to an additional 250,000 to 400,000 gallons per day reserve for the Town to preclude potentially drastic restrictions on the consumers as current assets approach capacity in 2016 as predicted in the 2002 Master Water Sewer Capacity Study, updated in 2006 & 2009, performed by Whitman Requardt and Associates. Based on statewide experiences of drought conditions during the period of 1998 to 2002, it is anticipated that Health Department criteria for safe yield calculations will become more conservative with the result being reductions in safe yields based on updated drought of record data.

Future dam safety criteria may cause the structure to be reclassified as Class 1, which potentially could increase the cost.

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Number: UD-16-003

Project Title: Reliability Measures, WTP

Department: Utilities

	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond	Total
Estimated Cost:							
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction						\$956,000	\$956,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$956,000	\$956,000

Funding Sources:

General Fund							\$0
Enterprise Fund							\$0
Other (Utilities Revenue)						\$956,000	\$956,000
TOTAL	\$0	\$0	\$0	\$0	\$0	\$956,000	\$956,000

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Long term reliability and operational improvements to the Water Treatment Plant during the time period of 2010 to 2015. Improvements are beyond the previously programmed Phase I & II Pilot Program improvements to increase capacity and consist of the following:

Raw Water Intake: Replace 6" Intake valve with 12"	\$20,000
Rapid Mixing: Obtain standby mixer	\$20,000
Flocculation basins: Provide VFD for second unit, add baffles	\$100,000
Filters: Provide electric rate control valves	\$150,000
Filters: Replace hydraulic valves with electric valves	\$200,000
Instrumentation: Replace pulse type transmitters	\$40,000
Potassium Permanganate Upgrades	\$20,000
Lime System: Replace feeder and miscellaneous	\$100,000
Coagulant Feed System: Miscellaneous upgrades	\$60,000
Soda Ash System: Replace with Caustic Soda system	\$160,000
Fluoride System: Miscellaneous upgrades	\$30,000
Cleanwell: Add baffles to minimize short-circuiting and improve disinfection performance	<u>\$56,000</u>
TOTAL	\$956,000

Project Justification:

These improvements to the Water Treatment Plant were identified during the Pilot Program Capacity Upgrade Study performed by Whitman Requardt & Associates in 2002. With the plant capacity increased from the current 2.0 mgd to 3.4 mgd at the completion of the Phase II Capacity Upgrade, this project addresses long-term reliability and operations improvements during the 2010-1025 timeframe and extends the plant operational life to beyond 2015.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: PW-11-001 Project Title: VDOT Urban Program Department: Public Works

	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond	Total
Estimated Cost:							
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction	\$20,000	\$10,000	\$10,000				\$40,000
TOTAL	\$20,000	\$10,000	\$10,000	\$0	\$0	\$0	\$40,000
Funding Sources:							
General Fund	\$20,000	\$10,000	\$10,000				\$40,000
Enterprise Fund							\$0
Other							\$0
TOTAL	\$20,000	\$10,000	\$10,000	\$0	\$0	\$0	\$40,000

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

The Town, working through the VDOT Urban program, is addressing intersection improvements and the larger traffic issues in the Town. Intersection improvements consist of double left turn lanes for the Winchester Broadview Intersection. Effort also includes study of the Broadview Bear Wallow triangle area for improvements and alternative traffic patterns.

FY2011 funds are the Town's 2% cost share, which is to be awarded in summer 2010.

Project Justification:

Traffic flow in the above areas is deterred by the current conditions at peak traffic flow hours. The roadway and intersections have remained mostly unchanged during all the development and increased population growth west of Town. The increased traffic has caused problems in the intersections to be amplified.

This project is in conjunction with the VDOT Urban Program; the Town portion of the project should only be a 2% share. Other funding is to cover consultant costs other than with VDOT.

Double left turns at Winchester Broadview Intersection is estimated at \$966,000 for construction with 2% being approximately \$20,000.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: PW-11-002 Project Title: Mast Arms - VDOT Revenue Sharing Department: Public Works

	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond	Total
<u>Estimated Cost:</u>							
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering	5,000						\$5,000
Construction	\$115,000	\$260,000					\$375,000
ALL	\$120,000	\$260,000	\$0	\$0	\$0	\$0	\$380,000

Funding Sources:

General Fund	\$60,000	\$130,000					\$190,000
Enterprise Fund							\$0
Other (VDOT Revenue Sharing)	60,000	130,000					\$190,000
TOTAL	\$120,000	\$260,000	\$0	\$0	\$0	\$0	\$380,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016

Project Description:

The project consists of converting the remaining span wire signal Intersections to mast arm support systems. The Intersections are:

1. Van Roijen and Frost Avenue
2. Waterloo and Shirley
3. Blackwell Road and Lee Hwy.

Estimated Cost:	Engineering and Admin.	\$5,000
	Construction (\$125,00 x 3)	\$375,000
	Total	\$380,000

The existing cabinets, wiring and hardware are to be reused. The primary work is the placement of the pole and arms and reinstalling wiring and equipment.

FY2011 program consists of the engineering and conversion of the Van Roijen and Frost Avenue signal.

Project Justification:

This project is part of the VDOT Revenue Sharing Program which is a 50% cost share participation (\$190,000) to be reimbursed by VDOT. The current span wire system is subject to malfunctioning in high winds and depends on constant maintenance loop detection system to trigger cycles. The mast arm support will have the more reliable and less maintenance video camera detection system, which is not compatible with wire supported signals.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: PW-11-003 Project Title: Old Town Signage - Wayfaring

Department: Public Works

	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond	Total
Estimated Cost:							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction	\$15,000						\$15,000
TOTAL	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Funding Sources:							
General Fund	\$15,000						\$15,000
Enterprise Fund							
TOTAL	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Description:

Replacement and installation of attractive signage directing the public to and around the Old Town area of Town. Signage will be custom made with color scheme and logo specific to the Old Town area. Signs will direct the public to parking, public facilities, historic points of interest and shopping.

24"x36" Information Signs - 10 ea. @ \$350/ea.	\$3,500.00
12"x18" Parking Signs - 30 ea. @ \$100/ea.	\$3,000.00
18"x24" Destination Signs - 6 ea. @ \$200/ea.	\$1,200.00
24"x30" Directional Signs - 10 ea. @ \$400/ea.	\$4,000.00
Miscellaneous Expense:	\$300.00
Total	\$12,000.00

Project Justification:

The Partnership for Warrenton for several years has, with a parking and signage committee, tried to improve the appearance of the Old Town area and provide more assistance to the visiting public to parking, public functions and retail establishments in the area. The committee has produced an attractive and colorful array of signage for the project.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: PW-11-004 Project Title: Rehab Parking Lots - F & D

Department: Public Works

	Estimated Cost:					2016 and Beyond	Total
	2010-11	2011-12	2012-13	2013-14	2014-15		
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction	\$49,000						\$49,000
TOTAL	\$49,000	\$0	\$0	\$0	\$0	\$0	\$49,000

Funding Sources:

General Fund	\$49,000						\$49,000
Enterprise Fund							

TOTAL	\$49,000	\$0	\$0	\$0	\$0	\$0	\$49,000
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**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Repairs to the Public Works equipment shed roof to replace/repair areas leaking. Truss members have become wet from the roof leaks and need repairs, particularly those truss members that support vehicle mounted salt spreaders nine months out of the year.

Project Justifications:

Without repair/replacement of the leaking roof areas, the truss members will continue to be exposed to deteriorating conditions. The support members for the spreaders were reinforced twenty (20) years ago and have started to show signs of material fatigue and Initial falling. If not addressed, storage of spreaders will either be in the elements or more expensive measures will be required.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: PW-11-006 Project Title: Street Sweeper

Department: Public Works

	<u>Estimated Cost:</u>					<u>2016 and Beyond</u>	<u>Total</u>
	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>		
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction	\$40,000	\$100,000					\$140,000
TOTAL	\$40,000	\$100,000	\$0	\$0	\$0	\$0	\$140,000
<u>Funding Sources:</u>							
General Fund	\$40,000	\$100,000					\$140,000
Enterprise Fund							
TOTAL	\$40,000	\$100,000	\$0	\$0	\$0	\$0	\$140,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016

Project Description: Replacement of the 2001 GMC Schwartz Street Sweeper. The current year funding is for the lease-purchase of a replacement sweeper.

Project Justification: The current sweeper was purchased in 2001 and will be eleven (11) years old in 2012 and over 20,000 hours. This vehicle/equipment, next to the refuse trucks is the most intensely used by town staff. The abrasive nature of the dirt, salt, sand and general trash collected wears aggressively on the vacuum components and the collection hopper in particular.

Extensive repairs to the vehicles were performed in 2007, which should serve for the next 2-3 years, but that would be the practical limit.

Over the past three (3) years, \$58,075 have been spent in repairs to the equipment

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: PW-11-007 Project Title: Lee Street Rehab (Demonstration)

Department: Public Works

	Estimated Cost:					2016 and Beyond	Total
	2010-11	2011-12	2012-13	2013-14	2014-15		
Land Acquisition							\$0
Architecture/Engineering				\$25,000			\$25,000
Construction	\$35,000			\$504,000			\$539,000
Total	\$35,000	\$0	\$0	\$529,000	\$0	\$0	\$664,000

Funding Sources:

General Fund	\$35,000			\$529,000			\$664,000
Enterprise Fund							
TOTAL	\$35,000	\$0	\$0	\$529,000	\$0	\$0	\$664,000

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Description:

The proposed (2011) work is for a one block demonstration project for the north side of Lee Street between 3rd and 4th Streets. This demonstration will consist of sidewalk replacement with brick sidewalks, new curbing and conduit and bases for future period lighting.

Replace curbing - 250' @ \$20/lf.	=	\$5,000.00
Brick sidewalk - 170 sy @ \$125/sy.	=	\$21,250.00
Light bases - 2 @ \$500	=	\$1,000.00
Conduit - 300' @ \$6/lf	=	\$1,800.00
Demolition and Miscellaneous	=	\$6,000.00
Total	=	\$35,050.00

Project Justification:

Lee Street is the #2 project identified in the Downtown Facilities Plan necessary for area improvement. It would provide a better streetscape and an improved riding surface, which would provide a more attractive and functional area for businesses and also compliment Main Street and the rest of the Old Town area. Project is contingent on further scope development by merchants/design committee and Town Council/Planning Director.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number:	PW-12-001					Project Title:	Drainage Upgrade Sullivan/Broadview					Department:	Public Works	
<u>Estimated Cost:</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2016 and Beyond</u>	<u>Total</u>							
Land Acquisition							\$0							
Architecture/Engineering			\$30,000				\$30,000						\$30,000	
Construction			\$225,000				\$225,000						\$225,000	
AL	\$0	\$30,000	\$225,000	\$0	\$0	\$0	\$255,000						\$255,000	
Funding Sources:														
General Fund		\$30,000	\$225,000				\$255,000						\$255,000	
Enterprise Fund														
TOTAL	\$0	\$30,000	\$225,000	\$0	\$0	\$0	\$255,000						\$255,000	

**TOWN OF WARENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2018**

Project Description:

Replace and upgrade the stormwater drainage system from the current pipe under Sullivan Street to the Broadway Avenue/Waterloo Street Intersection. Project consists of the following:

Engineering	=	\$30,000.00
36" RCP - 1,000 ft. @ \$110/ft.	=	\$110,000
42" RCP - 180 ft. @ \$130/ft.	=	\$23,400
Manhole/Inlets - 6 each @ \$4,500/ea.	=	\$26,000
Pavement Restoration	=	\$20,000
Traffic Control	=	<u>\$12,000</u>
Subtotal	=	\$221,400
Contingency	+	<u>\$33,000</u>
Total	=	\$254,400

Project Justification:

This drainage problem area was identified as problem area #10 in the Town-Wide Comprehensive Drainage Study performed by Anderson and Associates in the mid 1990's. The area has been under observation since the report and up to the present time, the drainage problems have been under control. With the age and condition of the pipes and the future upstream development, it is necessary to improve the drainage system in the area. One particular problem is the condition of the existing pipe passing under an existing building, which is prohibited in the Town.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: PW-12-002 Project Title: Backhoe Replacement

Department: Public Works

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2016 and Beyond</u>	<u>Total</u>
<u>Estimated Cost:</u>							
Land Acquisition							\$0
Architecture/Engineering		\$172,125					\$172,125
Construction							\$0
TOTAL	\$0	\$172,125	\$0	\$0	\$0	\$0	\$172,125

Funding Sources:

General Fund		\$172,125					\$172,125
Enterprise Fund							
TOTAL	\$0	\$172,125	\$0	\$0	\$0	\$0	\$172,125

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Replacement of the smaller Public Works backhoe, which is over twenty-five (25) years old, with a 4-wheel drive 85hp model.

Project Justification:

Current piece of equipment is over twenty-five (25) years old and too small for most tasks. With the new purchase, this will be the primary backhoe for Public Works and the thirteen (13) year old JCB would be the back-up equipment for both Public Works and Public Utilities.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: PW-12-003 Project Title: Upgrade/Repair Lee Hwy Culvert

Department: Public Works

	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and		Total
						Beyond		
Estimated Cost:								
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction		\$85,000						\$85,000
AL	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0	\$85,000
Funding Sources:								
General Fund		\$85,000						\$85,000
Enterprise Fund								
TOTAL	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0	\$85,000

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Rehabilitation of 4x6' box culvert under Lee Highway (between Branch and Fletcher Drive). Reline the culvert walls and base to provide cover to exposed reinforcement and the badly scoured areas.

070,000

070,000

Project Justification:

This is the original culvert that was installed with the bypass construction in the 1960's. The culvert walls and floor are severely scoured/eroded and will lead to structural failure if not corrected. This effort will prevent a total replacement.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: PW-12-004 Project Title: Pickup Truck Replacement

Department: Public Works

	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond	Total
Estimated Cost:							
Land Acquisition							\$0
Architecture/Engineering		\$25,000					\$25,000
Construction							\$0
TOTAL	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

Funding Sources:

General Fund		\$25,000					\$25,000
Enterprise Fund							
TOTAL	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016

Project Description:

Replace the existing 4WD Chevy Pickup #5018 with a new 4WD pickup.

Project Justification:

Replace existing 4WD Chevy Pickup #5018 with 101,181 miles in 2008 and estimated to have 141,000 miles in 2012. The truck is used daily for the street department, for recycling collection and extensively for snow removal in parking lots and small roads in Old Town. The vehicle is also utilized to transport the lawn mower trailer to various sites during the mowing season.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: PW-12-005 Project Title: Fuel Island Cover, Public Works Shop Department: Public Works

	<u>Estimated Cost:</u>					<u>2016 and Beyond</u>	<u>Total</u>
	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>		
Land Acquisition							\$0
Architecture/Engineering		\$15,000					\$15,000
Construction							\$0
AL	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Funding Sources:							
General Fund		\$15,000					\$15,000
Enterprise Fund							
TOTAL	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Installation of a canopy over the vehicle fuel Island at the Public Works shop. During the 2009 fuel Island upgrade, footings for the cover were installed in advance to minimize fueling disruptions during the canopy installation.

Project Justification:

The cover will provide protection during fueling operations of town vehicles and equipment. Current fueling is done in the open under all weather conditions. The cover will prevent water from entering vehicle tanks during fueling. Water in fuel has been a reoccurring problem which when occurs takes vehicles out of operation and maintenance personnel to drain fuel systems.

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Number: PW-13-001 Project Title: East Street Drainage

Department: Public Works

	Estimated Cost:					2016 and Beyond	Total
	2010-11	2011-12	2012-13	2013-14	2014-15		
Land Acquisition							\$0
Architecture/Engineering			\$20,000				\$20,000
Construction			\$235,500				\$235,500
AL	\$0	\$0	\$255,500	\$0	\$0	\$0	\$255,500
Funding Sources:							
General Fund			\$255,500				\$255,500
Enterprise Fund							
TOTAL	\$0	\$0	\$255,500	\$0	\$0	\$0	\$255,500

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Description:

Install curb and gutter and storm water piping on East Street to alleviate flooding of neighborhood. Project to include curbing on both sides with storm sewer collection and piping into the existing system on Lee Street Extended.

Engineering and Mobilization	=	\$20,000
Curbing - 2400 lf @ \$35/lf.	=	\$84,000
Sidewalk - 535 SY @ \$40/SY	=	\$21,400
Driveway Entrances - 10 each @ \$1,500/ea.	=	\$15,000
Storm Sewer Pipe - 850 lf @ \$50/lf	=	\$42,500
Storm Structures - 4 each @ \$3000/ea.	=	\$12,000
Patch Asphalt	=	\$4,500
Regrading and Reseeding Yards	=	<u>\$5,000</u>
Subtotal	=	\$204,400
25% Contingency	+	<u>\$51,100</u>
Total		\$255,500

Project Justification:

This neighborhood has areas of flooding and areas of road undermining due to storm runoff. Much of the lower flooding is caused from runoff above which erodes the edges of the road. The narrowness of the upper portion of the street should probably be corrected during this project to maintain safety for vehicular traffic.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: PW-13-002 Project Title: Refuse Truck Replacement

Department: Public Works

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2016 and Beyond</u>	<u>Total</u>
<u>Estimated Cost:</u>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction			\$140,000				\$140,000
AL	\$0	\$0	\$140,000	\$0	\$0	\$0	\$140,000

Funding Sources:

General Fund			\$140,000				\$140,000
Enterprise Fund							
TOTAL	\$0	\$0	\$140,000	\$0	\$0	\$0	\$140,000

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Purchase a new 30 yard rear load refuse collection truck. The 30 yard size is large enough that excessive trips to the dump are not required, yet small enough to maneuver in old Town. The estimated cost is \$140,000. Staff will have the truck plumbed for flipped style cans should that option be required in the future.

Project Justification:

This vehicle is to replace a 2005 model that will be nine (9) years old in 2014. The existing vehicle will be relegated as a backup vehicle for recycling and backup.

Although the primary refuse collection vehicles only travel on average approximately 35-40 miles a day, it must be taken into consideration that the travel on the routes rarely involves driving above the lower transmission gears and between 750-1,000 stop/starts per day. This type of operation places unusual wear on the vehicle considering its age and mileage. The increased growth of the Town and the number of residences to be served and the associated increase in mileage to provide the service, places an added demand on the fleet and the need for reliable equipment to provide the service that is most visible to the citizens.

The existing dump truck as a backup recycling vehicle, replaces a 1987 model truck. With the growth of the town and more extended routes/tonnage, a replacement cycle of 8-10 years is needed for the primary vehicles.

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016

Project Description:

Replacement of 1976 Ford Tractor and Arm Mower unit with a new used (in good condition) tractor and mower.

Project Justification:

The 1976 Ford Tractor has over 7,000 hours of use and is very difficult to find repair parts. The current arm mower is used with the tractor to trim/cut steep right-of-way embankments and trim bushes along the Town's walking trails. The mower is a United Kingdom manufacturer and repair parts are 3-4 weeks lead time, when available.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: PW-13-004 Project Title: Rehab. Parking Lots B & C Department: Public Works

Estimated Cost:	2010-11	2011-12	2012-13	2013-14	2014-15	2016 and Beyond	Total
	Land Acquisition						
Architecture/Engineering							\$0
Construction			\$49,000				\$49,000
TOTAL	\$0	\$0	\$49,000	\$0	\$0	\$0	\$49,000

Funding Sources:

General Fund	\$49,000						\$49,000
Enterprise Fund							
TOTAL	\$0	\$0	\$49,000	\$0	\$0	\$0	\$49,000

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Asphalt resurfacing, striping and replacement of deteriorated curbing in municipal parking lots F and D.

Estimated Cost:	Milling and Asphalt Overlay:	\$44,000.00
	Replacement of Curbing:	\$5,000.00
	Total	\$49,000.00

Project Justification:

Both parking lots are in a rapidly deteriorating condition with pavement failures and damaged/missing curbing. The pavement in the lots is over twenty (20) years old and is a patchwork of repairs. This project is the second phase of an overall program to rehab the parking lots in the Old Town area of the town.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: PW-14-001 Project Title: Rehab. Parking Lot E Department: Public Works

Estimated Cost:						2016 and	Total
	2010-11	2011-12	2012-13	2013-14	2014-15	Beyond	
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction				\$54,000			\$54,000
AL	\$0	\$0	\$0	\$54,000	\$0	\$0	\$54,000

Funding Sources:

General Fund				\$54,000			\$54,000
Enterprise Fund							
TOTAL	\$0	\$0	\$0	\$54,000	\$0	\$0	\$54,000

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Asphalt resurfacing, striping and replacement of deteriorated curbing in Municipal Parking Lot E.

Estimated Cost:	Milling and Asphalt Overlay:	\$49,000.00
	Replacement of Curbing:	<u>\$5,000.00</u>
	Total	\$54,000.00

Project Justification:

Both parking lots are in a rapidly deteriorating condition with pavement failures and damaged/missing curbing. The pavement in the lots is over twenty (20) years and is a patchwork of repairs. This project is the second phase of an overall program to rehab the parking lots in the Old Town area of the town. Parking Lot E is the heaviest used lot in the commercial area.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: PW-14-002 Project Title: Replace Dump Truck

Department: Public Works

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2016 and Beyond</u>	<u>Total</u>
<u>Estimated Cost:</u>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction				\$85,000			\$85,000
<u>AL</u>	\$0	\$0	\$0	\$85,000	\$0	\$0	\$85,000

Funding Sources:

General Fund				\$85,000			\$85,000
Enterprise Fund							
TOTAL	\$0	\$0	\$0	\$85,000	\$0	\$0	\$85,000

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Replacement of truck #22, a 1994 Chevrolet Dump Truck, which will be twenty (20) years old in 2014.

Estimated Replacement Cost: \$85,000.00

Project Justification:

The truck will be twenty (20) years old by 2014 and at the end of its useful life. The truck is a primary work horse for repair projects and snow removal.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: PW-14-003 Project Title: E. Shirley Madison Street Drainage Department: Public Works

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2016 and Beyond</u>	<u>Total</u>
<u>Estimated Cost:</u>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction				\$172,125			\$172,125
AL	\$0	\$0	\$0	\$172,125	\$0	\$0	\$172,125
Funding Sources:							
General Fund				\$172,125			\$172,125
Enterprise Fund							
TOTAL	\$0	\$0	\$0	\$172,125	\$0	\$0	\$172,125

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Description:

This project upgrades the storm sewer pipes in the Madison Street and East Shirley Avenue area to be able to carry a 10-year frequency storm. Junction boxes and inlets are to be replaced to improve the hydraulic characteristics of the system. This project includes 40' of 43" RCP, 360' of 48" RCP, 4 drainage structures and utility locations.

Engineering	=	\$7,500
Mobilization	=	\$8,000
40 LF 42" RCP @ \$180/lf	=	\$7,200
360 LF 48" RCP @ \$200/lf	=	\$72,000
2 Junction Boxes @ \$5500/ea	=	\$11,000
2 Manholes/Inlets @ \$3500/ea	=	\$7,000
Utility Relocation	=	\$10,000
Pavement Restoration	=	\$6,000
Grading and Seeding	=	\$4,000
Traffic Control	=	\$5,000
Subtotal	=	\$137,700
25% Contingency	+	<u>\$34,425</u>
Total	=	\$172,125

Project Justification:

This project was identified as priority #12 in the Drainage Study performed by Anderson & Associates in 1992. Public works installed a portion of the project at the 5th and Franklin Street intersection during the parking lot construction, but the corrugated metal pipe, CMP, at the back of the 5th Street lot still remains and needs to be replaced. Staff continues to evaluate the potential benefit of a SWM pond between the 5th Street lot and Washington Street.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number:	PW-15-001	Project Title:	Refuse Truck Replacement	Department:	Public Works		
<u>Estimated Cost:</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2016 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction					140,000		\$140,000
AL	\$0	\$0	\$0	\$0	\$140,000	\$0	\$140,000
<u>Funding Sources:</u>							\$0
General Fund					140,000		\$140,000
Enterprise Fund							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$140,000	\$0	\$140,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016

Project Description:

Replace existing truck #13027 with a 30 yard rear load refuse/recycle collection truck.

37	41	45	49	53	57
				500,000	320,000

Project Justification:

Existing truck #13027 is a 1995 Refuse Truck with 110,215 miles. The vehicle requires an In-frame overhaul, the body requires constant repairs and has excessive rusting. The truck has cost the Town \$47,000 in repairs since 2001.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number: PW-15-002 Project Title: Old Town Side Street Rehabilitation

Department: Public Works

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2016 and Beyond</u>	<u>Total</u>
<u>Estimated Cost:</u>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction					\$309,800		\$309,800
AL	\$0	\$0	\$0	\$0	\$309,800	\$0	\$309,800
<u>Funding Sources:</u>							
General Fund					\$309,800		\$309,800
Enterprise Fund							
TOTAL	\$0	\$0	\$0	\$0	\$309,800	\$0	\$309,800

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Extend brick sidewalk and period style lighting down the side streets toward Lee Street south of Main Street and toward Horner Street north of Main Street. Work will include brick sidewalk, curb and gutter, conduit, period lights, sign sleeves, handicap ramps and driveway entrances will be installed. More drainage work will be required than on the Main Street Improvements. The amount of sidewalk is less than Main Street, however, the narrow side streets will need to be closed during the construction.

Brick Sidewalk (R/R) - 950 sy. @ \$150/sy.	\$142,500.00
Curb and Gutter (R/R) - 1,750 lf. @ \$28/lf.	\$49,000.00
Conduit for Lighting - 1,650 lf. @ \$18/lf.	\$29,700.00
Light Bases - 15 @ \$1,000/ea.	\$15,000.00
Community Driveway Entrance - 6 @ \$2,000/ea.	\$12,000.00
Sign Sleeves - 30 @ \$200/ea.	\$6,000.00
Handicap Ramps - 2 @ \$800/ea.	\$1,600.00
Downspouts - 8 @ \$200/ea.	\$1,600.00
	<u>\$257,400.00</u>
Contingency	\$52,400.00
TOTAL	\$309,800.00

Project Justification:

This project along with the Lee Street Improvements will complete the brick sidewalk and period lighting in the business district of Old Town. The bricking of side streets will also encourage visitors to move to the businesses along Lee Street and Horner Street and foster shopping and business development in those areas. The brick sidewalks and lighting will enhance Warrenton's unique character.

Project is contingent on further guidance from Council and merchant's input.

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Number:	Project Title: Traffic Signal - Falmouth/Shirley Ave. - VDOT Urban					Department: Public Works	
PW-16-001							
<u>Estimated Cost:</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2016 and Beyond</u>	<u>Total</u>
Land Acquisition							\$0
Architecture/Engineering						\$20,000	\$20,000
Construction						\$280,000	\$280,000
AL	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
Funding Sources:							
General Fund						\$300,000	\$300,000
Enterprise Fund							
TOTAL	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Installation of a traffic signal at the intersection of Falmouth Street and Shirley Avenue. The close proximity of this signal to the Culpeper Street and Alvington Boulevard signals will require this intersection to be coordinated with the existing signals. The intersection signalization will include pedestrian lights to aid in the safety of residents crossing the intersection to Walmart.

The FY12 project includes the engineering for the intersection and initial site work to include installation of two (2) mast-arm pole foundations.

Project Justification:

The Increased traffic along Shirley Avenue and Falmouth Street will necessitate the installation of a traffic signal. The September 2001 VDOT Small Urban Transportation Plan Indicates that the intersection currently meets three signalization warrants. The minimum requirement is one warrant. Increased traffic along Shirley as predicted by various traffic studies will increase the need for signalization at the intersection. Potential traffic increases will occur pending approval and construction of additional retail and residential development along the southern corporate limits.

Project is a potential candidate for proffers or VDOT Urban funds.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number:	Project Title: Connector Road off 21st/Land Contract					Department: Public Works	
<u>Estimated Cost:</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-16</u>	<u>2016 and Beyond</u>	<u>Total</u>
Land Acquisition						\$0	
Architecture/Engineering						\$25,000	\$25,000
Construction						\$375,000	\$375,000
AL	\$0	\$0	\$0	\$0	\$0	\$400,000	\$400,000
Funding Sources:							
General Fund						\$400,000	\$400,000
Enterprise Fund							
TOTAL	\$0	\$0	\$0	\$0	\$0	\$400,000	\$400,000

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Design and construction of two lane connector road from Rt. 211 to half the distance to Old Waterloo Road along the Town's western boundary. Project to include extension of the entrance road from Rt. 211 (constructed in 2008) into the site.

Project Justification:

As part of the land purchase agreement for the 65 acre recreation site from the Van Roljen family, the Town is responsible for construction of half the connector road from Rt. 211 with the development of the remnant portion of the property.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number:	PW-16-003	Project Title:	Parking Deck	Department:	Public Works		
<u>Estimated Cost:</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2016 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering						350,000	\$350,000
Construction						3,000,000	\$3,000,000
AL	\$0	\$0	\$0	\$0	\$0	\$3,350,000	\$3,350,000
<u>Funding Sources:</u>							\$0
General Fund (Reserved)						3,350,000	\$3,350,000
Enterprise Fund							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$3,350,000	\$3,350,000

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

The project consists of the design and construction of up to three (3) multi-level parking garages, as originally proposed in the Downtown Public Facility Plan, in the Old Town area. The project concept is based on the recommendation of the Parking Study conducted by Wilbur Smith and Associates in 2000 and presented to Council.

Design/Engineering	=	\$350,000 (Originally programmed in FY06)
Construction	=	\$3,000,000
		\$3,350,000

Project Justification:

To provide needed parking in the downtown area per the recommendations of the Warrenton Development Advisory Committee, the Warrenton 2000 Committee and the Wilbur Smith & Associates Parking Study. The Study projected the need for up to 300 additional parking spaces in the downtown area by 2010. Council agreed with the recommendation of the Parking Study and in 2000 directed staff to keep the schedule of construction in its current place. Merchants in the Old Town area continue to express a strong desire for additional parking. The financing anticipates privatization of development with joint participation of funding and/or a fee structure to manage costs.

Changes in the Fauquier County Government plans for the Warrenton/Old Town area have highlighted the need for the Town to proceed on its own in this project. Possible location is north of Main Street between First and Third Streets.

TOWN OF WARRENTON, VIRGINIA
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number:	PW-16-004	Project Title:	Benner-Boundary Design/Planning					Department:	Public Works
Estimated Cost:	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2016 and Beyond</u>	<u>Total</u>		
Land Acquisition						\$0	\$0		
Architecture/Engineering						\$35,000	\$35,000		
Construction						\$0	\$0		
TOTAL	\$0	\$0	\$0	\$0	\$0	\$35,000	\$35,000		
Funding Sources:									
General Fund						\$35,000	\$35,000		
Enterprise Fund									

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Project involves the asphalt paving of the gravel section of Benner and Boundary Lane with 3' asphalt. The existing road width will be maintained and ditches reworked on sections as needed. The middle section of the road (stream to top of hill to the south) will be maintained as gravel to preclude cut-through traffic.

Project Justification:

Benner Drive-Boundary Lane is a partially tar and chip and gravel road in the Town of Warrenton. With the exploding growth in the Town, the properties in this area of Town are being developed into residential units. To facilitate this growth and increased traffic on the street, improvements are needed to minimize maintenance and improve safety.

**TOWN OF WARRENTON
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Number:	PD-11-001	Project Title:	Police Cruiser Replacements					Department:	Police
Estimated Cost:	2010-11	2011-12	2012-13	2013-14	2014-16	2016 and Beyond	Total		
Prior Authorization									
Land Acquisition								\$0	
Architecture/Engineering								\$0	
Construction	\$66,325	34,340						\$100,665	
TOTAL	\$66,325	\$34,340	\$0	\$0	\$0	\$0	\$0	\$100,665	
Funding Sources:									
General Fund	\$66,325	34,340						\$100,665	
Enterprise Fund								\$0	
Other								\$0	
TOTAL	\$66,325	\$34,340	\$0	\$0	\$0	\$0	\$0	\$100,665	

**TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016**

Project Description:

Purchase of two Dodge Charger cruisers to replace the 2000 Ford Crown Vic (#17) with mileage of 93,000 and the 2000 Ford Crown Vic (#22) with mileage of 98,000.

FY2012 request is for the purchase of one unmarked Ford Crown Vic to replace the 2002 Ford Crown Vic (#26) with mileage over 100,000.

Project Justification: All vehicles are purchased at Virginia Contract pricing. The requested amount includes the cost of transferring emergency equipment and the purchase of new decals.

TOWN OF WARRENTON
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number:	PR-12-001	Project Title:	Skate Park Enhancements					Department:	Parks & Rec
<u>Estimated Cost:</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2016 and Beyond</u>	<u>Total</u>		
Prior Authorization									
Land Acquisition								\$0	
Architecture/Engineering								\$0	
Construction		\$65,000					\$65,000		
<u>AL</u>	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000		
<u>Funding Sources:</u>									
General Fund		\$65,000					\$65,000		
Enterprise Fund								\$0	
Other								\$0	
TOTAL	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000		

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016

Project Description: Additional obstacles for the skateboard park, in particular more advanced skill level items.



Project Justification: The current park is three (3) years old and needs to provide continuing challenges to the athletic skater in order to keep users coming back instead of seeking other (inappropriate) areas of the Town for their use.

TOWN OF WARRENTON
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number:	PR-12-002	Project Title:	Parking, Landscaping & Trails	Department:	Parks & Rec		
<u>Estimated Cost:</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2016 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction		\$135,000					\$135,000
AL	\$0	\$135,000	\$0	\$0	\$0	\$0	\$135,000
<u>Funding Sources:</u>							\$0
General Fund		\$135,000					\$135,000
Enterprise Fund							\$0
Other							\$0
TOTAL	\$0	\$135,000	\$0	\$0	\$0	\$0	\$135,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016

Project Description:

Additional landscaping around the fields, trails and parking areas on the western portion of the sports fields.
Connector trails from parking areas to handicap playground and the trails terminated in Phase 1 construction awaiting the resolution of pond permitting.
More definitive estimate to be developed in 2009 based on extent of the western portion used as a spoil/borrow area for pond/lake construction.

Project Justification:

Project is to supplement the efforts of the previous construction projects to provide completion of the pedestrian trails, access to the handicap playground and additional landscaping.

TOWN OF WARRENTON
 CAPITAL IMPROVEMENTS PROGRAM
 FISCAL YEARS 2011-2016

Project Number:	PR-15-001	Project Title:	Fitness Equipment Replacement	Department:	Parks & Rec		
<u>Estimated Cost:</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2016 and Beyond</u>	<u>Total</u>
Prior Authorization							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction					\$50,000		\$50,000
AL	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
<u>Funding Sources:</u>							\$0
General Fund					\$50,000		\$50,000
Enterprise Fund							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000

TOWN OF WARRENTON, VIRGINIA
CAPITAL IMPROVEMENTS PROGRAM
FISCAL YEARS 2011-2016

Project Description:

Replacement of heavily used aerobic and strength training equipment. Units to be determined based on equipment demonstrating the most wear and tear, requiring frequent repairs and maintenance. Replacement units shall attract new users and maintain existing memberships through selection of new technologies and trends to safe exercise practices.

Treadmills	\$24,000
Strength Training	\$12,000
Stationary Bikes	\$6,000
Ellipticals	<u>\$12,000</u>
Total	\$50,000

Project Justification:

Original equipment has been in service for five (5) years with regular use and maintenance. Replacing equipment enhances the guest experience, attracts new members and maintains current Recreation Facility memberships.