

Town of Warrenton, Virginia



**FY 2014 Adopted Budget
July 1, 2013 – June 30, 2014**

Town Manager's Budget Message

TO: George Fitch, Mayor
Members of Town Council

FROM: Kenneth L. McLawhon
Town Manager

DATE: June 30, 2013

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 2013/2014 budget and Capital Improvement Program are once again 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 is presented first. 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 for operational purposes; however, support via the General Fund remains necessary (primarily for a bond).

The Town's citizens/real estate owners will gladly continue 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 **100% property tax relief for vehicles valued at \$20,000**. The Town continues to maintain an outstanding level of service in each of its departments such as public works, public safety, utilities, planning/zoning, street maintenance, refuse/recycling collection, recreation and administration through a truly unique level of efficiency and effectiveness. Therefore, I am delighted to state this year's 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**)
- **No increases** in utility rate structure.
- Maintain all current levels of service
- 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 FY2011	ADOPTED BUDGET FY2012	ADOPTED BUDGET FY 2013	ADOPTED BUDGET FY 2014
General Fund Operations	\$7,184,025	\$7,189,046	\$7,606,380	\$7,784,105
Water/Sewer Fund Operations	\$4,011,972	\$3,922,647	\$4,002,113	\$4,137,063
General Fund Transfers to Fund Balance, Capital Projects, Recreation Fund	\$1,653,646	\$1,628,837	\$1,872,928	\$1,559,910
Water/Sewer Fund Transfers to Reserves & Capital Projects Fund	-	-	-	-
Capital Projects	\$375,325	\$361,836	287,393	\$555,794
Special Project – MDT			<u>439,457</u>	
Total Capital Projects			\$726,850	
Water/Sewer Capital Projects	\$838,000	\$775,000	\$336,500	\$426,500

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 upbeat about discretionary revenues which drive the local economy. Expectedly, the category of interest earnings remains down considerably as has been the case in recent years.

Health Insurance

The following table represents both the Town and Employee cost for the various health offerings for FY2014. Rates for FY2014 reflect an average 11.9% decrease compared to the current year while dental rates rose slightly:

PLAN/COVERAGE	FY2013 CURRENT PROVIDER			FY2014 NEW PROVIDER		
	Total	Town Share	Employee Share	Total	Town Share	Employee Share
<i>BASIC</i>						
Employee	494.55	494.55	0	440.03	440.03	0
Employee & spouse	939.62	810.22	129.40	1,100.08	948.60	151.48
Parent/Child(ren)	1,236.34	1,049.64	186.70	836.06	709.81	126.24
Family	1,399.54	1,183.02	216.52	1,245.29	1,052.64	192.65
<i>PREMIUM</i>						
Employee	527.33	494.55	32.78	491.52	440.03	51.49
Employee & spouse	1,001.93	810.22	191.71	1,228.80	948.60	280.20
Parent/Child(ren)	1,318.31	1,049.64	268.67	933.89	709.81	224.08
Family	1,492.34	1,183.02	309.32	1,391.00	1,052.64	338.36

Note: Merit increases are at the original range of 0 to 7% for FY2014, depending on performance.

GENERAL FUND BUDGET

SUMMARY OF GENERAL FUND REVENUES for FY2011 through FY2014				
	2010-2011	2011-2012	2012-2013	2013-2014
General Property Taxes	551,200	551,000	543,200	562,200
Other Local Taxes	5,541,754	5,679,800	5,839,074	5,833,400
Licenses, Permits & Fees	143,180	117,331	126,050	129,350
Fines & Forfeitures	139,100	140,000	175,000	190,000
Revenue from Use of Money/Property	53,300	38,600	34,980	30,400
Miscellaneous Revenue	83,346	89,500	108,100	104,100
Non-Categorical Aid	80,030	85,030	100,050	120,075
Categorical Aid	2,166,985	2,116,622	2,052,854	2,371,990
Revenue from Federal Government			-	2,500
Transfers & Reserves	78,776	113,952	-	-
Proceeds from VML VACO – PD MDT			500,000	-
TOTAL GENERAL FUND REVENUES	\$8,837,671	\$8,931,835	\$9,479,308	\$9,344,015

SUMMARY OF GENERAL FUND EXPENDITURES for FY2011 through FY2014				
	2010-2011	2011-2012	2012-2013	2013-2014
Legislative Department	175,877	181,967	192,896	172,724
Executive Department	187,615	178,628	193,186	202,438
Legal Services	103,086	140,929	128,187	125,452
Finance Department	433,228	461,510	473,641	470,384
Memberships & Dues	7012	6,762	7,604	7,839
Electoral Board & Officials	0	7,855	0	10,350
Public Safety Department	2,836,415	2,883,414	2,950,337	2,982,625
Public Works Department	2,923,800	2,965,755	3,065,544	3,107,915
Contributions	107,361	107,361	107,361	105,611
Planning & Community Development	409,631	368,813	382,025	418,433
Debt Service	0	0	105,599	180,334
Transfers & Reserves	1,653,646	1,628,837	1,872,928	1,559,910
TOTAL GENERAL FUND EXPENDITURES	\$8,837,671	*\$8,931,831	\$9,479,308	\$9,344,015

*NOTE: Difference due to rounding

As shown on this page and the preceding page, the FY2014 general fund budget is \$135,293 less than the FY2013 budget.

WATER AND SEWER FUND BUDGET

The water and sewer fund's budget is \$4,563,563 or 5.2% more than the FY2013 budget of \$4,338,613.

SUMMARY OF WATER AND SEWER REVENUES for FY2011 through FY2014				
	2010-2011	2011-2012	2012-2013	2013-2014
Permits Privilege Fees & Licenses	8,500	8,500	8,500	8,500
Revenue from Use of Money/Property	148,000	146,000	144,500	161,500
Charges for Services	3,848,444	3,846,600	3,739,000	3,739,000
Miscellaneous Revenue	34,800	34,800	39,492	40,300
Grant Revenue	200,000	0	11,841	0
Non-Revenue Receipts	375,000	325,000	250,000	250,000
Transfers & Reserves	235,228	882,131	145,280	364,263
TOTAL WATER/SEWER REVENUE	\$4,849,972	\$5,243,031	\$4,338,613	\$4,563,563

SUMMARY OF WATER AND SEWER EXPENDITURES for FY2011 through FY2014				
	2010-2011	2011-2012	2012-2013	2013-2014
Water Supply, Distribution & Billing	1,771,266	1,699,411	1,708,935	1,758,773
Wastewater Plant Operation	1,509,984	1,520,596	1,524,085	1,621,127
Water/Sewer Administration	730,722	737,410	769,093	757,163
Reserve for Contingencies	0	0	0	0
Debt Service	0	0	0	0
Subtotal	4,011,972	3,957,417	4,002,113	4,137,063
Capital Projects	838,000	1,285,612	336,500	426,500
Transfers & Reserves	0	0	0	0
TOTAL WATER/SEWER EXPENDITURES	\$4,849,972	*\$5,243,029	\$4,338,613	\$4,563,563

*NOTE: Difference due to rounding.

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

SCHEDULE TO CONSIDER THE FISCAL YEAR 2013-2014 BUDGET

<u>DATE</u>	<u>EVENT</u>
September 30, 2012	Package of Budgetary Instructions Delivered to Agencies and Departments.
December 31, 2012	Funding Requests Submitted to Finance Director.
January 31, 2013	Draft Budget Completed by Finance Director and submitted to Town Manager
January 2013 - End of March 2013	Town Manager's Review of Draft Budgets, studies/reports and preparation of recommended budget.
April 2013	Delivery of Proposed Budget to Council.
Mid-April and May 2013 (Dates to be determined by Council)	Worksessions on Proposed Budget. Proposed Date for Public Hearing and special meetings, if needed.
End of May 2013 - First of June 2013	Consideration/adoption of Fiscal Year 2013-2014 budget

**TOWN OF WARRENTON, VIRGINIA
SUMMARY OF GENERAL FUND BUDGET
FOR CURRENT AND LAST FISCAL YEAR**

<u>REVENUES</u>	<u>ADOPTED 2012-2013</u>	<u>ADOPTED 2013-2014</u>
General Property Taxes	\$ 543,200	\$ 562,200
Other Local Taxes	5,839,074	5,833,400
Licenses, Permits & Fees	126,050	129,350
Fines & Forfeitures	175,000	190,000
Revenue from Use of Money/Property	34,980	30,400
Miscellaneous Revenue	108,100	104,100
Non-Categorical Aid	100,050	120,075
Categorical Aid	2,052,854	2,371,990
Revenue from Federal Government	0	2,500
Non-revenue Receipts	500,000	0
TOTAL GENERAL FUND REVENUES	\$ 9,479,308	\$ 9,344,015

EXPENDITURES

Legislative Department	\$ 192,896	\$ 172,724
Executive Department	193,186	202,438
Legal Services	128,187	125,452
Finance Department	473,641	470,384
Memberships & Dues	7,604	7,839
Electoral Board & Officials	0	10,350
Public Safety Department	2,950,337	2,982,625
Public Works Department	3,065,544	3,107,915
Contributions	107,361	105,611
Planning & Community Development	382,025	418,433
Debt Service	105,599	180,334
Subtotal	\$7,606,380	\$7,784,105
Transfers & Reserves	1,872,928	1,559,910
TOTAL GENERAL FUND EXPENDITURES	\$9,479,308	\$9,344,015

General Fund Sources of Revenue

General Property Taxes

General Fund Revenues for FY2014 total \$9,344,015

**Revenue Description:
FY2014 Estimate:**

**General Property Taxes
\$562,200**

FY2014 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 6.0% of General Fund revenue in FY2014. The reduction in overall reliance on general property taxes is an ongoing trend that began in FY1997. Several tax rate decreases and four 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 had 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 continues for FY2014. 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 FY2007, 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 FY2014.

Personal property tax revenue estimates increased since the FY2013 estimate of \$325,000. The estimated increase is due primarily to the slight rebound 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 \$3,659,226 from July 1, 2006 through January 31, 2013, leaving a carryover to FY2014 of \$1,370,217. This carryover will be added to the FY2014 Commonwealth reimbursement of \$718,492 to enable Council to once again provide 100% relief for the tax year FY2014.

General Fund Sources of Revenue

Other Local Taxes

Revenue Description:
FY2014 Estimate:

Local Sales Tax
\$530,000

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 an increase of \$30,000 which is consistent with the current monthly receipts. Local sales tax revenue accounts for 5.7 % of the Town's General Fund budget.

Revenue Description:
FY2014 Estimate:

Consumer Utility Taxes
\$470,000

The Town 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 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:

FY2014 Estimate:

**Business, Professional, Trade or Occupational License (BPOL)
\$1,375,400**

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 – FY2014

Business Category	FY2013	FY2014	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 are 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 represents a sizeable revenue source accounting for approximately 14.7 % of the General Fund budget.

Revenue Description:
FY2014 Estimate:

Franchise Fee Utilities
\$47,000

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 over ten years, this revenue source has become more stable and more accurate historical trends have become available. For FY2014, estimates for the two remaining components of this local tax are relatively flat.

The FY2014 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 FY2014 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 FY2014 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 FY2014 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:
FY2014 Estimate:

Motor Vehicle Licenses
\$101,000

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 FY2003, and a decrease in cost for all decals in FY2004, yield 1.1 % of General Fund revenues for FY 2014.

Revenue Description:
FY2014 Estimate:

Bank Stock Tax
\$440,000

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 have declined since FY2005 due to the closings, mergers and acquisitions. The revenue estimate for FY2014 projects an increase of \$5,000 from the FY2013 budget estimate keeping in line with actual FY2012 receipts. The importance of this revenue line item in the overall General Fund budget requires close monitoring to determine the fiscal impact economic changes will have on the Town. Bank Stock Tax currently accounts for nearly 4.7% of FY2014 General Fund revenues.

Revenue Description:
FY2014 Estimate:

Meals Tax
\$1,950,000

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 20.9% of FY2014 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 FY1987, meals tax revenues have been consistent, showing a direct relation to the general economic climate. The FY2014 estimate assumes a slight decrease.

Revenue Description:
FY2014 Estimate:

Cigarette Tax
\$190,000

The Town levies a local tax on all cigarettes sold within the corporate limits. The FY2014 tax rate remains at 7.5 mills (.0075¢) per cigarette or 15¢ per packet. First levied in FY1992, this revenue stream has moved up and down over the last few years. This may be due to the economy and health awareness. In FY2014, cigarette tax revenue is expected to account for 2.0% of all General Fund revenue.

Revenue Description:
FY2014 Estimate:

Transient Occupancy Tax
\$200,000

Transient occupancy tax collections have started to increase. FY2014 revenues are estimated with emphasis placed upon historical trends and current economic projections. For the upcoming fiscal year, estimates for transient occupancy tax are adjusted upward due to the current economic trend. Transient occupancy tax accounts for 2.1% 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:
FY2014 Estimate:

Communications Sales & Use Tax
\$530,000

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 FY2006. The results of these audits are 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 FY2014 totals \$2,948,415 or 31.6% 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:
FY2014 Estimate:**

**Permits, Fees & Licenses
\$129,350**

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 FY2014. Total revenues in this category have been adjusted according to estimates of zoning and building activity.

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

**Revenue Description:
FY2014 Estimate:**

**Fines & Forfeitures
\$190,000**

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

**Revenue Description:
FY2014 Estimate:**

**Revenue from Use of Money/Property
\$30,400**

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:
FY2014 Estimate:**

**Miscellaneous Revenue
\$104,100**

The primary source of revenue in this category is an annual contribution for the support of the Warrenton Fauquier Visitor's Center by Fauquier County. Their FY2014 contribution is based on 50% of the FY2013 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 approximately 1.1% of total General Fund revenue estimates for FY2014.

**Revenue Description:
FY2014 Estimate:**

**Non-Categorical Aid
\$120,075**

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

Motor Vehicle Rental Tax	120,000
Rolling Stock Tax	75
Total Non-Categorical Aid	\$120,075

The Commonwealth eliminated ABC profits to Towns in FY2009. 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 1.3% of the General Fund budget.

Revenue Description:
FY2014 Estimate:

Categorical Aid
\$2,371,990

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 increase from the FY2013 level. FY2014 Categorical Aid items include:

Description	Projection
Street & Highway Maintenance	\$1,235,986
PPTRA Revenue	718,492
DJCP Law Enforcement Grant – Section 599 Funds	197,512
Distribution of Fire Programs	26,000
Bluemont Concert Series Pass Through Grant	5,000
Litter Control Grant	3,000
VDOT Revenue Sharing	186,000
Total Categorical Aid	\$2,371,990

Revenue Description:
FY2014 Estimate:

Revenue from Federal Government
\$2,500

This revenue category represents funds received for DMV Safety Grant.

	Prior Years			FY/2013 Current Year		FY/2014	Budget Year		
	Revenue FY/2010	Revenue FY/2011	Revenue FY/2012	Amended Budget	Actual On 2013/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
000999									
011000									
011010									
011010-0105									
011010-1993			92-						
011010-1994		33-	81-						
011010-1995		98-	81-						
011010-1996		244-	68-	51-	13-				
011010-1997		244-		55-	223-				
011010-1998		240-			255-				
011010-1999		300-			210-				
011010-2000		2000	REAL ESTATE TAX		279-				
011010-2001		121-	243		75-				
011010-2002		93-			51-				
011010-2003		93-			51-				
011010-2004		93-			51-				
011010-2005		107-			51-				
011010-2006		135-	25-		65-				
011010-2007		199-	608-		65-				
011010-2008		1,016-	553-	21-	66-				
011010-2009		125,208-	1,446-	712-	130-				
011010-2010		106,412-	96,347-	5,505-	138-				
011010-2011			104,606-	99,126-	1,475-				
011010-2012				105,729-	205,000-	96,432-			
011010-2013							208,000-		
							208,000-		
	234,915-	203,664-	211,199-	205,000-	99,579-				
011020									
011020-2005									
011020-2006									
011020-2007		6-							
011020-2008		392-							
011020-2009		2,217-	21-	5-					
011020-2010		2,213-	2,121-						
011020-2011			2,136-	2,078-	14-				
011020-2012				2,139-	4,200-	2,045-			
011020-2013							4,200-		
	4,828-	4,278-	4,222-	4,200-	2,059-		4,200-		
011030									
011030-2000			16-						
011030-2001									
011030-2002			12-						
011030-2003			21-						
011030-2004		376-							
011030-2005		147-	45-						
011030-2006		634-	114-	58-					
011030-2007		417-	447-	81-					

	Prior Years		FY/2013	Current		FY/2014	Budget	
	Revenue	Revenue	Amended	Actual On	Projected	Department	WARRENTON	Adopted
	FY/2010	FY/2011	Budget	2013/03	Revenue	Request	Recommends	Budget
** FRANCHISE LICENSE TAXES *								
012040-0003	CONSUMPTION TAX-NATURAL GAS	10,617-	10,679-	9,055-	9,500-	5,436-	9,000-	
012040-0004	FRANCHISE FEE-TELEPHONE	34,511-	25,406-	14,975-		16,455-		
012040-0006	FRANCHISE FEE - FIBER		2,000-	3,817-				
	-TOTAL DEPARTMENT-	88,496-	77,900-	66,569-	49,500-	49,246-	47,000-	
** MOTOR VEHICLE LICENSE **								
012050	2005 MOTOR VEHICLE LICENSE		195-					
012050-2005	2007 MOTOR VEHICLE LICENSE							
012050-2007	2008 MOTOR VEHICLE LICENSE							
012050-2008	2009 MOTOR VEHICLE LICENSE	5,141-						
012050-2009	2010 MOTOR VEHICLE LICENSE	93,910-	5,094-					
012050-2010	2011 MOTOR VEHICLE LICENSE		95,421-	5,873-	8-			
012050-2011	2012 MOTOR VEHICLE LICENSE			96,485-	99,500-	5,777-		
012050-2012	2013 MOTOR VEHICLES LICENSE					83,182-	101,000-	
012050-2013	-TOTAL DEPARTMENT-	99,051-	100,710-	102,358-	99,500-	88,967-	101,000-	
** BANK STOCK TAXES **								
012060	BANK FRANCHISE TAXES	457,211-	437,022-	448,600-	435,000-	36,956-	440,000-	
012060-0001	-TOTAL DEPARTMENT-	457,211-	437,022-	448,600-	435,000-	36,956-	440,000-	
** MEALS TAXES **								
012070	2005 MEALS TAX	7						
012070-2005	2006 MEALS TAX	940-	320-	361-				
012070-2006	2007 MEALS TAX	500-	350-					
012070-2007	2008 MEALS TAX	187	173,892					
012070-2008	2009 MEALS TAX	1,047,596-	438					
012070-2009	2010 MEALS TAX	718,253-	1,144,653-	12,470	23			
012070-2010	2011 MEALS TAX		923,117-	1,055,036-	6,455-			
012070-2011	2012 MEALS TAX			1,019,415-	1,988,874-	1,299,840-		
012070-2012	2013 MEALS TAX					218,735-	1,950,000-	
012070-2013	2014 MEALS TAX							
012070-2014	-TOTAL DEPARTMENT-	1,767,095-	1,894,110-	2,062,342-	1,988,874-	1,525,007-	1,950,000-	
** TOBACCO TAXES **								
012080	CIGARETTE TAX	200,124-	177,774-	182,820-	189,000-	130,035-	190,000-	
012080-0001	-TOTAL DEPARTMENT-	200,124-	177,774-	182,820-	189,000-	130,035-	190,000-	
** HOTEL & MOTEL ROOM TAXES								
012100	2007 LODGING TAX							
012100-2007	2008 LODGING TAX		17,927					
012100-2008	2009 LODGING TAX	102,661-	223					
012100-2009	2010 LODGING TAX	56,985-	107,705-					
012100-2010	2011 LODGING TAX		73,402-	105,111-				
012100-2011	2012 LODGING TAX			90,308-	170,000-	125,300-		
012100-2012	2013 LODGING TAX					10,454-	200,000-	
012100-2013	2014 LODGING TAX							
012100-2014	-TOTAL DEPARTMENT-	159,646-	162,957-	195,419-	170,000-	135,754-	200,000-	

		Prior Years		FY/2013 Current Year		FY/2014	Budget Year
	Revenue	Revenue	Revenue	Amended	Actual On	Department	Adopted
	FY/2010	FY/2011	FY/2012	Budget	2013/03	Request	Budget
012200	**COMMUNICATIONS SALES TAX**						
012200-0001	COMMUNICATIONS SALES & USE T						
	564,001-	561,212-	549,808-	532,000-	419,145-	530,000-	
	-TOTAL DEPARTMENT-						
	564,001-	561,212-	549,808-	532,000-	419,145-	530,000-	
TOTAL - ** OTHER LOCAL TAXES **							
	5,701,291-	5,855,640-	5,973,682-	5,839,074-	3,443,509-	5,833,400-	
013030	** PERMITS & OTHER LICENSE *						
013030-0007	SUBDIVISION FEES						
	2,680-	550-	11,590-	1,250-	2,262-	1,500-	
013030-0008	BUILDING PERMITS						
	32,333-	25,811-	66,204-	28,500-	33,935-	30,000-	
013030-0009	ZONING PERMITS						
	6,210-	5,580-	5,250-	4,500-	3,197-	4,500-	
013030-0010	ELECTRICAL PERMITS						
	8,962-	7,104-	13,811-	9,850-	7,374-	9,850-	
013030-0011	PLUMBING PERMITS						
	11,969-	9,812-	18,560-	9,750-	12,434-	10,500-	
013030-0012	MECHANICAL PERMITS						
	6,405-	4,744-	12,092-	5,500-	6,241-	5,500-	
013030-0013	VA STATE FEE LEVY						
	67-	32-	7-	1,000-	847-	850-	
013030-0014	MISC PERMITS						
	164-	348-		300-	298-	300-	
013030-0019	SIGN PERMITS						
	5,068-	7,577-	7,824-	5,350-	3,965-	5,500-	
013030-0020	ADMINISTRATIVE						
	3,692-	7,584-	11,061-	3,000-	11,535-	5,000-	
013030-0021	DEMOLITION PERMITS						
	486-	715-	455-	250-	195-	200-	
013030-0023	CERT OF OCCUPANCY ELEVATOR						
	4,100-	3,601-	4,025-	4,100-	4,000-	4,100-	
013030-0026	BURIAL PERMITS						
	21,350-	21,150-	21,350-	18,000-	19,150-	21,000-	
013030-0030	SOLICITORS PERMIT						
			10-		10-		
013030-0031	TAXI DRIVER PERMITS						
013030-0032	ZONING FEES						
	1,121-	6,849-	5,737-	1,500-	4,378-	2,500-	
013030-0035	ZONING APPEALS FEES						
	2,353-		1,519-	500-	1,166-	500-	
013030-0036	REZONING FEES						
	1,050-	1,050-		1,050-		1,050-	
013030-0037	SITE DEVELOPMENT FEES						
	7,665-	8,900-	10,174-	10,500-	4,562-	5,500-	
013030-0038	REVIEW/INSPECT FEES						
	21,788-	17,293-	44,334-	16,500-	18,767-	16,500-	
013030-0040	ARB APPEAL FEE						
013030-0041	UTILITY CONST. PERMIT						
	900-	1,260-	450-	1,000-	450-	500-	
013030-0042	COURT RECOVERY FEES						
013030-0043	FIRE INSPECTION FEES						
	4,115-	9,215-	8,534-	3,650-	5,177-	4,000-	
013030-0099	SUP FEES						
			180,000-				
	-TOTAL DEPARTMENT-						
	142,478-	139,175-	422,987-	126,050-	139,943-	129,350-	
TOTAL - ** PERMITS & OTHER LICENSE *							
	142,478-	139,175-	422,987-	126,050-	139,943-	129,350-	
014010	** FINES & FORFEITURES **						
014010-0001	COURT FINES & FORFEITURES						
	117,171-	207,980-	261,344-	130,000-	193,112-	150,000-	
014010-0002	PARKING FINES						
	49,985-	49,095-	46,135-	45,000-	21,184-	40,000-	
	-TOTAL DEPARTMENT-						
	167,156-	257,075-	307,479-	175,000-	214,296-	190,000-	
TOTAL - ** FINES & FORFEITURES **							
	167,156-	257,075-	307,479-	175,000-	214,296-	190,000-	

		Prior Years		FY/2013 Current Year		FY/2014	Budget Year	
	Revenue	Revenue	Revenue	Amended	Actual On	Projected	Department	
	FY/2010	FY/2011	FY/2012	Budget	2013/03	Revenue	Request	
							WARRENTON	
							Recommends	
							Adopted	
							Budget	
015000	** REVENUE USE OF MONEY **							
015010-0001	INTEREST REVENUE	37,192-	24,250-	16,763-	25,000-	11,205-	20,000-	
015010-0003	UNREALIZED GAIN/LOSS ON INVE							
	-TOTAL DEPARTMENT-	37,192-	24,250-	16,763-	25,000-	11,205-	20,000-	
015020	** REVENUE USE OF PROPERTY *							
015020-0001	RENTAL INCOME	5,385-	6,354-	5,894-	4,680-	3,500-	5,200-	
015020-0005	VISITOR CENTER SPACE RENTAL	6,455-	5,665-	5,525-	5,300-	4,270-	5,200-	
	-TOTAL DEPARTMENT-	11,840-	12,019-	11,419-	9,980-	7,770-	10,400-	
TOTAL - ** REVENUE USE OF MONEY **		49,032-	36,269-	28,182-	34,980-	18,975-	30,400-	
018030	** RECOVERIES & REBATES **							
018030-0001	RECOVERIES & REBATES	72,331-	35,739-	106,037-	35,000-	52,980-	35,000-	
	-TOTAL DEPARTMENT-	72,331-	35,739-	106,037-	35,000-	52,980-	35,000-	
018990	** MISCELLANEOUS REVENUE **							
018990-0001	MISCELLANEOUS REVENUE	1,381-	8,295-	7,161-	2,000-	8,990-	2,500-	
018990-0002	ITEMS SOLD AT AUCTION	13,401-	1,690-	10,583-	10,000-	2,784-	5,000-	
018990-0004	SALE OF PRINTED MATERIAL	1,007-	988-	530-		265-		
018990-0005	SALE OF MAIL'S & SUPPLIES					233-		
018990-0006	SALE OF SALVAGE & JUNK	20-		6,930-		1,006-		
018990-0007	SALE OF CEMETERY LOTS			900-				
018990-0013	SALE OF PLASTIC BAGS	3,533-	3,768-	4,180-	3,500-	2,730-	4,000-	
018990-0014	RECYCLING INCOME	13,389-	21,045-	18,932-	15,000-	3,374-	15,000-	
018990-0041	PROFFERS - FIRE & RESCUE	404-		404-		404-		
018990-0044	PROFFERS - GENERAL							
018990-0052	DONATIONS PD - GENERAL	45-	800-	800-				
018990-0057	FAUQUIER COUNTY FOR VISITOR	42,600-	42,600-	42,600-	42,600-	42,600-	42,600-	
018990-0071	DONATIONS POLICE DEPT K9	175-	5,500-					
	-TOTAL DEPARTMENT-	75,955-	84,686-	93,020-	73,100-	62,386-	69,100-	
TOTAL - ** RECOVERIES & REBATES **		148,286-	120,425-	199,057-	108,100-	115,366-	104,100-	
022010	** NONCATEGORICAL AID **							
022010-0003	MOTOR VEHICLE RENTAL TAX	83,871-	117,249-	105,400-	100,000-	74,900-	120,000-	
022010-0008	ROLLING STOCK TAX	112-	11-	153-	50-	85-	75-	
022010-0010	COMMUNICATIONS SALES TAX							
	-TOTAL DEPARTMENT-	83,983-	117,260-	105,553-	100,050-	74,985-	120,075-	
TOTAL - ** NONCATEGORICAL AID **		83,983-	117,260-	105,553-	100,050-	74,985-	120,075-	

**Town of Warrenton
FY2014 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 FY2014 General Fund budget is \$9,344,015, a decrease of \$455,902 from the current fiscal year amended budget. This represents a 4.7% decrease from the current FY2013 budget.

Personnel Summary:

	Budget FY2013	Adopted FY2014	Change
Full Time	63.00	63.00	0.00
Part Time	14.00	14.00	0.00
Total	76.00	76.00	0.00

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, by establishing ordinances, policies, and adopting budgets which underwrite the kind, manner, and cost of the types of services to be delivered.

Manager's Message:

The FY2014 budget for Town Council operating expenses is \$172,724. The budget includes \$1,500 for continuation of indexing of Council minutes, maintaining the Town Code on the Internet by Municipal Code Corporation, and microfilming Council records.

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.

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 \$3,244 per user for FY2014.

	— Prior	Years —	Amended	Current	Year	—FY/2014	Budget Year	—
	Expenditure	Expenditure	Budget	Actual On	Projected	Department	Town Manager	Adopted
	FY/2011	FY/2012		2013/03	Expenditure	Request	Recommends	Budget
011010								
011010-1000	9,600	9,600	9,600	7,200		9,600		
011010-1102	33,200	33,600	33,600	25,200		33,600		
011010-1103	14,062	15,210	15,065	12,415		16,046		
011010-1300								
011010-2100	3,877	3,193	4,457	2,803		4,532		
011010-2300	30,443	34,519	32,021	39,070		44,645		
011010-2301						697		
011010-2400								
011010-2700								
011010-2899	2,342	2,534	1,478	2,218		2,020		
011010-3100		30		738				
011010-3101	3,263	1,875	5,540	1,781		5,400		
011010-3200			250			250		
011010-3320			950					
011010-3350	32,120							
011010-3351	4,200	25,670	45,000	31,093		15,000		
011010-3500	5,916	6,765	5,000	3,906		5,000		
011010-3600	1,550	2,528	1,500	1,894		1,000		
011010-3901	1,236	1,298	2,000	850		1,500		
011010-4100	6,048	7,127	12,233	7,136		12,978		
011010-5210	3,327	1,157	3,000	2,061		3,000		
011010-5230	1,100	1,215	700	762		700		
011010-5306	31	29	25	10		17		
011010-5307	10,043	10,535	8,973	3,784		6,307		
011010-5308	643	756	644	319		532		
011010-5410	2,666	2,676	2,000	1,696		3,200		
011010-5505			2,800					
011010-5510	2,994	660	3,500	2,756		3,500		
011010-5540		2,806	1,700			1,700		
011010-5810	55							
011010-5890	221	1,021	1,500	1,444		1,250		
011010-6001	717	654	500	489		250		
011010-6012	523							
—SUB TOTAL—	170,177	164,138	194,036	149,625		172,724		
—TOTAL—	170,177	164,138	194,036	149,625		172,724		

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 FY2014 are \$816,463 a 0.2% change from the FY2013 budget. Funding in this category represents 8.7% of the total General Fund budget for FY2014.

Personnel Summary:

	Budget FY2013	Adopted FY2014	Change
Full Time	7.00	7.00	0.00
Part Time	3.00	3.00	0.00
Total	10.00	10.00	0.00

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 budget for FY2014 of \$202,438 reflects a change of \$9,252 compared to the FY2013 budget. Also noted is the allocation of data processing expenses to each department for the sixth 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 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.

Data processing costs are estimated to be \$3,244 per user for FY2014. The Town Manager department has one full time and one part time user representing an allocation to account 4100 of \$4,867 for FY2014.

Personnel Summary:

	Budget FY2013	Adopted FY2014	Change
Full Time	1.00	1.00	0.00
Part Time	1.00	1.00	0.00
Total	2.00	2.00	0.00

	----- Prior Years -----		----- Current Year -----		---FY/2014 Budget Year ---			
	Expenditure FY/2011	Expenditure FY/2012	Amended Budget	Actual On 2013/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
012110								
012110-1101	109,368	113,069	121,298	85,769		129,197		
012110-1102	14,084	15,195	15,065	12,384		16,046		
012110-1300								
012110-2100	9,761	8,739	8,629	5,813		8,939		
012110-2210	12,478	12,903	15,538	7,464		16,038		
012110-2300	10,681	12,539	11,831	9,878		10,651		
012110-2301						154		
012110-2400	292	304	1,601	693		1,490		
012110-2700	306	213	181	117		156		
012110-2840	3,360	3,080	3,360	2,520		3,360		
012110-2899	59	66		41				
012110-3100								
012110-3200								
012110-3310		40	100	37		100		
012110-3500								
012110-4100	3,024	3,563	4,587	2,676		4,867		
012110-5210	109	132	100	40		100		
012110-5230	3,049	3,344	2,600	2,032		3,500		
012110-5306	92	88	75	30		50		
012110-5307	1,255	1,317	1,122	473		788		
012110-5308	713	762	649	331		552		
012110-5410	2,808	2,691	1,900	1,696		1,900		
012110-5510	1,925	1,755	1,750	1,462		1,750		
012110-5540	667	344	800	496		800		
012110-5550								
012110-5810	1,117	1,176	1,000	1,266		1,000		
012110-6001	286	122	500	526		500		
012110-6012	811	791	500	385		500		
--SUB TOTAL--	176,245	182,233	193,186	136,129		202,438		
--TOTAL--	176,245	182,233	193,186	136,129		202,438		

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. 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.

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 regulations 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 the Town's website, preparation and collection of utility bills, personnel administration, benefits administration, investment of Town funds, accounts payable, payroll, administration of the cemetery records, and management of all Town-related financial records.

The department's FY2014 budget reflects a decrease of \$18,917 compared to FY2013.

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 \$3,244 per user for FY2013. The Finance Department has an allocation to account 4100 of \$18,169 for FY2014.

Personnel Summary:

	Budget FY2013	Adopted FY2014	Change
Full Time	6.00	6.00	0.00
Part Time	2.00	2.00	0.00
Total	8.00	8.00	0.00

FY 2012 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 06/30/11
- 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 2014 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/2011	Expenditure FY/2012	Amended Budget	— Current Year — Actual On 2013/03	Projected Expenditure	—FY/2014 Budget Year — Department Request	Town Manager Recommends	Adopted Budget
012420								
012420-1101	72,798	76,043	81,429	61,604		75,242		
012420-1102	37,754	39,389	42,406	26,137		38,605		
012420-1104	118,905	118,021	124,732	79,388		116,626		
012420-1300	28,124	26,441	29,644	19,592		47,098		
012420-2100	25,804	19,096	21,283	14,427		21,234		
012420-2210	26,742	27,524	31,728	14,437		29,282		
012420-2300	35,353	41,384	39,128	30,837		37,164		
012420-2301						224		
012420-2400	631	649	3,269	1,341		2,720		
012420-2700	594	467	398	239		398		
012420-2850			2,000					
012420-2890		2,120	2,200	2,120		2,200		
012420-2899	413	303	644	219		768		
012420-3100	261	2,797	3,000	261		3,000		
012420-3120	14,892	16,380	34,660	15,660		21,000		
012420-3150		1,000-	1,000					
012420-3310	135	50	500			500		
012420-3500	5,577	4,967	6,000	6,519		6,000		
012420-3600	2,628	2,070	2,000	4,025		2,200		
012420-4100	11,290	13,303	17,126	9,990		18,169		
012420-5210	11,195	11,541	13,500	9,872		13,500		
012420-5230	4,380	4,466	4,400	3,033		4,800		
012420-5306	1,583	1,571	1,338	600		1,000		
012420-5307	2,511	2,634	2,243	946		1,577		
012420-5308	1,510	1,847	1,573	796		1,327		
012420-5410	2,768	2,779	3,050	1,765		3,050		
012420-5510	190	147						
012420-5540								
012420-5810	643	556	700	262		1,000		
012420-6001	2,246	1,608	3,500	1,521		3,500		
012420-6012	1,219	907	1,100	711		1,100		
012420-6021	1,808	1,902	2,000	1,986		2,100		
012420-6022	12,130	13,515	12,250	7,499		14,500		
012420-8202	260	453	500			500		
—SUB TOTAL—	424,344	433,930	489,301	315,787		470,384		
—TOTAL—	424,344	433,930	489,301	315,787		470,384		

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 and a request for \$325 for membership in the Greater Warrenton Chamber of Commerce are included in the FY2014 budget.

		--- Prior Years ---		--- Current Year ---			---FY/2014 Budget Year ---	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
		FY/2011	FY/2012	Budget	2013/03	Expenditure	Request	Recommends
								Adopted
								Budget
012600	** OTHER ORGANIZATIONS **							
012600-5811	VIRGINIA MUNICIPAL LEAGUE	5,237	11,077	5,754			5,989	
012600-5813	VA INSTITUTE OF GOVERNMENT	500	500	500	500		500	
012600-5814	FAUQUIER CHAMBER OF COMMERCE	1,025	1,025	1,025	1,025		1,025	
012600-5815	GREATER WARRENTON CHAMBER OF		325	325			325	
	---SUB TOTAL---	6,762	12,927	7,604	1,525		7,839	
	---TOTAL---	6,762	12,927	7,604	1,525		7,839	

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:

The budget for the Electoral Board for FY2014 is \$10,350. There will be Town Council elections in FY2014 for Mayor and two at-large council seats.

	----- Prior Years -----		Amended Budget	----- Current Year -----		-----FY/2014 Budget Year -----		
	Expenditure FY/2011	Expenditure FY/2012		Actual On 2013/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
013100								
013100-1100								
013100-3600								
013100-5410								
013100-5420								
013100-6001								
** ELECTORAL BOARD & OFFICAL								
ELECTIONS OFFICIALS		3,320				3,500		
ADVERTISING		117				150		
LEASE OF VOTING MACHINE		6,545				5,000		
LEASE OF BUILDINGS								
OFFICE SUPPLIES(BALLOTS)		2,014				1,700		
-SUB TOTAL-		11,996				10,350		
-TOTAL-		11,996				10,350		

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:

FY2014 functional expenditures of \$2,982,625 represent 38.3% of the total Operating General Fund budget.

The Police Department shows a decrease in expenditures of \$25,383. The Town of Warrenton’s contribution for the Fire Department remains unchanged from the previous fiscal year. The Inspections Department shows a decrease in FY2014 of \$2,535.

Personnel Summary:

	Budget FY2013	Adopted FY2014	Change
Full Time	28.00	28.00	0.00
Part Time	5.00	5.00	0.00
Total	33.00	33.00	0.00

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 pace 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. Two officers work an overlap shift of 11 am to 7 pm.

During 2012, the Department made 7,949 arrests to include: 3,790 traffic citations, 2,109 parking tickets, 1,730 written warnings and 320 felony and misdemeanor arrests. The Town of Warrenton continues to be one of the safest communities of its size.

As we hire and retain more qualified officers, we continue to expand our focus on community policing. Officers are more proactive within the community by utilizing foot and motor patrols. Our part time training position has allowed us to concentrate on maintaining state mandated training hours and subject areas, while saving money on out of area training, and developing skills and expertise in subject areas. Our “motor” position has allowed us to patrol areas that are inaccessible to vehicles, and maintain a closeness and personal relationship with members of the communities in Town.

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 FY2013 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

FY2014 Personnel:

	Budget FY2013	Adopted FY2014	Change
Full Time	24.00	24.00	0.00
Part Time	4.00	4.00	0.00
Total	28.00	28.00	0.00

FY2012 Significant Accomplishments:

- Successfully maintained re accreditation status from the Virginia Law Enforcement Professional Standards Commission (VLEPSC).
- Assisted VLEPSC with conducting mock, initial, and re accreditation assessments for other agencies, as well as serving as a Subject Matter Expert (SME).
- Expanded the Tactical Rifle Program.
- Expanded Internet Crimes Against Children (ICAC) investigations by training a Detective in conducting computer analysis.
- Obtained forensic computer equipment through forfeited funds.
- Conducted our first Police Motorcycle Rider's Course which resulted in costs savings for sending 2 Officers to an out of state school, along with associated travel costs.
- Maintained 100% Officer certification hours by conducting our own in-house training.
- Successfully nominated one of the Sergeants to attend the FBI National Academy.
- One Officer was recognized by the Ruritan Club as Officer of the year.
- One Officer was honored by the Chamber of Commerce.

FY2014 Departmental Goals:

- To enforce the law in a fair and impartial manner.
- To facilitate the flow of vehicular and pedestrian traffic in a safe and expeditious manner.
- To provide for the 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 traffic regulation as requested by the residents with the use of the Motor Program and Directed Patrols.
- To increase officer safety by keeping shifts staffed adequately.
- To maintain State Certification for our Officers by conducting our own State mandated training.
- To cut overtime costs by having more effective shift management to accomplish the goals of the agency and address the concerns and needs of the community.
- To continue to maintain state accreditation.
- To implement a cellular phone analysis capability by the purchase of Celle Brite technology through forfeited funds.
- To implement a Mobile Field Reporting (MFR) program through the use of Mobile Digital Terminals (MDT).

	Prior Expenditure FY/2011	Years Expenditure FY/2012	Amended Budget	Current Actual On 2013/03	Year Projected Expenditure	FY/2014 Department Request	Budget Year Town Manager Recommends	Year Adopted Budget
031100								
031100-1101	100,188	22,872	77,191	53,389		90,678		
031100-1102	79,613	32,843		759				
031100-1103	76,469	71,159	80,603	58,050		84,301		
031100-1104	231,145	227,686	248,839	185,308		272,316		
031100-1105	554,279	627,217	661,097	447,167		669,104		
031100-1106	75,885	77,872	83,205	38,217				
031100-1107	81,516	83,962	75,000	61,861		75,000		
031100-1108	75,880	73,606	76,758	54,616		78,864		
031100-1110		4,709	5,000	3,269		5,000		
031100-1111	46,189	49,697	51,918	32,192		53,666		
031100-1112	37,488	34,042	39,137	27,251		39,520		
031100-1114	18,426	21,306	24,519	12,250		29,016		
031100-1301	140,420	158,526	180,000	84,622		180,000		
031100-1302	4,133	7,733	15,360	1,358		13,360		
031100-2100	112,673	114,109	123,825	78,631		121,698		
031100-2210	132,890	129,465	149,820	71,769		145,488		
031100-2300	156,662	181,354	157,339	156,615		189,023		
031100-2301						2,476		
031100-2400	4,661	4,071	2,645	9,464		13,515		
031100-2700	32,860	30,174	25,699	19,971		25,313		
031100-2710		5,146	7,832	4,536		4,600		
031100-2885								
031100-2899	1,518	1,780	2,645	1,407		2,760		
031100-3100	12,247	10,169	14,500	14,885		12,500		
031100-3110	300							
031100-3120		2,609	2,250	29		2,250		
031100-3310	7,549	6,037	10,500	3,676		10,700		
031100-3320	1,526	1,485	4,536	2,330		7,000		
031100-3500	2,414	3,132	6,200	1,594		6,200		
031100-3600	295	196	750	669		750		
031100-3800			750	278		750		
031100-4100	56,448	66,517	85,632	64,224		90,843		
031100-4200	843	3,223		120		200		
	<u>2,044,517</u>	<u>2,052,697</u>	<u>2,213,550</u>	<u>1,488,989</u>		<u>2,226,891</u>		
031100-4200-110	39,555	45,678	42,940	31,494		51,958		
	<u>39,555</u>	<u>45,678</u>	<u>42,940</u>	<u>31,494</u>		<u>51,958</u>		
	<u>39,555</u>	<u>45,678</u>	<u>42,940</u>	<u>31,494</u>		<u>51,958</u>		
031100-4200-310	4,579	11,325	10,160	14,692		12,882		
	<u>4,579</u>	<u>11,325</u>	<u>10,160</u>	<u>14,692</u>		<u>12,882</u>		
	<u>4,579</u>	<u>11,325</u>	<u>10,160</u>	<u>14,692</u>		<u>12,882</u>		
031100-4200-535	19,463	21,506	18,317	19,778				
	<u>19,463</u>	<u>21,506</u>	<u>18,317</u>	<u>19,778</u>				
	<u>19,463</u>	<u>21,506</u>	<u>18,317</u>	<u>19,778</u>				

- B U D G E T -

E X P E N S E

	Prior Expenditure FY/2011	Years Expenditure FY/2012	Amended Budget	Current Actual On 2013/03	Year Projected Expenditure	FY/2014 Department Request	Budget Year Town Manager Recommends	Year Adopted Budget
** POLICE DEPARTMENT **								
031100-4200-608								
FUEL	55,625	75,075	63,400	47,352		73,012		
--INTERNAL SERVICES--	55,625	75,075	63,400	47,352		73,012		
--SUB TOTAL--	55,625	75,075	63,400	47,352		73,012		
031100-4200-609								
REPAIR PARTS & TIRES	29,425	29,965	31,460	23,124		34,084		
--INTERNAL SERVICES--	29,425	29,965	31,460	23,124		34,084		
--SUB TOTAL--	29,425	29,965	31,460	23,124		34,084		
031100-4200-699								
OTHER MOTOR POOL COSTS	10,485	9,369	9,580	6,269		10,657		
--INTERNAL SERVICES--	10,485	9,369	9,580	6,269		10,657		
--SUB TOTAL--	10,485	9,369	9,580	6,269		10,657		
031100-5100								
CONT - VOL COORD FAUQ CNTY								
031100-5210								
POSTAGE	1,989	1,423	2,000	1,476		2,500		
031100-5230								
COMMUNICATION	14,609	15,705	18,720	13,540		17,200		
031100-5306								
SURETY BOND			26	27		33		
031100-5307								
PROFESSIONAL LIAB INS	20,672	17,713	9,188	631		788		
031100-5308								
GENERAL LIABILITY INSURANCE			5,871	5,871		7,340		
031100-5410								
LEASE OF EQUIPMENT	5,979	3,517	5,786	3,131		5,136		
031100-5510								
TRAVEL	3,650	3,957	3,000	3,352		5,500		
031100-5540								
POLICE TRAINING	9,923	9,267	12,260	10,629		13,360		
031100-5810								
MEMBERSHIPS & DUES	956	1,315	2,670	1,138		1,020		
--OTHER CHARGES--								
031100-6001								
OFFICE SUPPLIES	5,752	6,281	6,200	5,509		6,500		
031100-6010								
POLICE SUPPLIES	31,458	21,634	31,446	23,079		31,470		
031100-6011								
WEARING APPAREL	16,743	18,690	19,200	12,869		20,375		
031100-6012								
SUBSCRIPTIONS	906	855	1,000	953		1,000		
031100-6023								
NARCOTICS FUND			1,700			1,700		
031100-6099								
MATERIALS & SUPPLIES	12,300	7,285	19,113	4,695		17,975		
--MATERIALS & SUPPLIES								
031100-7001								
E-911 SYSTEM CONTRIBUTION	3,379	3,379	3,400	3,379				
--PAYMENT TO JOINT OPER								
031100-8202								
FURNITURE & FIXTURES		3,201	2,000	713		1,000		
031100-8203								
COMMUNICATION EQUIPMENT			3,872	3,873				
031100-8205								
MOTOR VEHICLES EQUIP/ PARTS		18,737	30,905	19,451				
031100-8207								
DATA PROCESSING EQUIPMENT		3,494						
031100-8221								
GRANT EXPENDITURES	14,342	7,813						
031100-8222								
ASSET SEIZURE EXP - STATE	1,510							
031100-8223								
ASSET SEIZURE EXP - FED								
--CAPITAL OUTLAY--								
--SUB TOTAL--	144,168	144,266	178,357	114,316		132,897		
--TOTAL--	2,347,817	2,389,881	2,567,764	1,746,014		2,542,381		

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

	Budget FY2013	Adopted FY2014	Change
Full Time	1.00	1.00	0.00
Part Time	0.00	0.00	0.00
Total	1.00	1.00	0.00

- B U D G E T -

E X P E N S E

ACCOUNTING PERIOD 2013/03

	— Prior Expenditure FY/2011	Years — Expenditure FY/2012	Amended Budget	Current Actual On 2013/03	Year — Projected Expenditure	—FY/2014 Department Request	Budget Year — Town Manager Recommends	— Adopted Budget
032100	** FIRE & RESCUE SERVICES **							
032100-1101	57,252	54,653	57,278	39,760		58,852		
032100-1102	18,118	18,849	19,915	14,142		20,351		
	—PERSONAL SERVICES—							
032100-2100								
032100-2210	5,791	6,416	5,905	4,143		6,059		
032100-2300	8,476	8,536	9,709	14,357		9,765		
032100-2301	1,328	1,593	1,539	1,285		1,385		
032100-2400						16		
032100-2700	200	201	1,001	676		907		
032100-2710	2,534	2,343	1,996	1,793		2,273		
032100-2899						210		
	73	59	144	51		150		
	—EMPLOYEE BENEFITS—							
032100-5100								
032100-5230	654	5,734	700	413		3,000		
032100-5308	559	656	559	413				
032100-5540						5,000		
032100-5686	52,693	50,496	50,496	50,496		50,496		
032100-5687								
032100-5688	17,062	25,692	16,000	23,123		25,000		
032100-5699								
032100-5810								
	—OTHER CHARGES—							
032100-6011	230	681	1,000	464		1,000		
032100-6099	307	623	400	106		400		
	—MATERIALS & SUPPLIES							
032100-8203				200				
	—CAPITAL OUTLAY—							
	—SUB TOTAL—							
	165,277	176,766	166,998	151,632		184,864		
	—TOTAL—							
	165,277	176,766	166,998	151,632		184,864		

Function:	Public Safety
Fund:	General
Department:	Inspections Department

Program Description:

The Inspections Department provides all inspections for the Town to ensure 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:

In 2012, there were 2,168 inspections, which represents a decrease of 9% from 2011. 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 four years and are increasing as a formal part of the inspections program. The fee schedule for fire inspections was adopted five years ago and is anticipated to represent an increasing part of inspection revenues in FY2014. 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.

Significant commercial projects in the past year included continued work on the first phase of an addition to Fauquier High School, and completion of an expansion to the Walmart store to add a grocery component and update the façade. Little residential development has been presented with only a handful of new dwellings permitted including lots on Sterling Court. Continuing projects include the development of duplex units at Sterling Court 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 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 50% 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 FY2010 and have offered ways of making the best use of personnel and accommodating budget changes and work load variations from year to year.

Personnel Summary:

	Budget FY2013	Adopted FY2014	Change
Full Time	3.00	3.00	0.0
Part Time	1.00	1.00	0.0
Total	3.00	3.00	0.0

		— Prior Expenditure FY/2011	Years — Expenditure FY/2012	Amended Budget	— Current Actual On 2013/03	Year — Projected Expenditure	—FY/2014 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
034100	** INSPECTIONS DEPARTMENT **								
034100-1100	SALARY- INSPECTORS	154,507	155,166	164,533	113,953		163,280		
034100-1108	PERMIT TECHNICIAN	6,731	6,486	6,970	3,349		7,094		
034100-1300	WAGES & EXTRA HELP	1,302	391	1,500	1,039		1,500		
	—PERSONAL SERVICES—								
034100-2100	FICA EXPENSE	12,868	13,590	13,235	9,231		13,148		
034100-2210	RETIREMENT	20,348	20,833	20,859	10,866		20,453		
034100-2300	HEALTH INSURANCE	11,424	14,334	14,470	11,876		12,462		
034100-2301	HEALTH CARE REFORM						128		
034100-2400	LIFE INSURANCE	478	491	2,149	1,016		1,900		
034100-2700	WORKER'S COMPENSATION	1,948	2,134	1,817	2,341		3,902		
034100-2899	MISC BENEFITS	283	135	270	121		270		
	—EMPLOYEE BENEFITS—								
034100-3100	PROFESSIONAL SERVICES	20		500			500		
034100-3200	TEMPORARY HELP SERVICES			500			500		
034100-3320	MAINTENANCE CONTRACTS	2,100	2,345	2,500	2,420		2,500		
034100-3500	PRINTING	50	46	200			100		
034100-3701	UNIFORM RENTAL	276	235	250	184		250		
	—PURCHASED SERVICES—								
034100-4100	DATA PROCESSING	5,242	6,177	8,716	5,084		9,246		
	—INTERNAL SERVICES—								
	—SUB TOTAL—	217,577	222,363	238,469	161,480		237,233		
034100-4200-110	MOTOR POOL LABOR	3,875	2,894	3,440	1,343		3,292		
	—INTERNAL SERVICES—	3,875	2,894	3,440	1,343		3,292		
	—SUB TOTAL—	3,875	2,894	3,440	1,343		3,292		
034100-4200-310	CONTRACTUAL REPAIR	153	45				51		
	—INTERNAL SERVICES—	153	45				51		
	—SUB TOTAL—	153	45				51		
034100-4200-535	AUTOMOTIVE INSURANCE	1,612	1,660	1,414	1,271		2,118		
	—INTERNAL SERVICES—	1,612	1,660	1,414	1,271		2,118		
	—SUB TOTAL—	1,612	1,660	1,414	1,271		2,118		
034100-4200-608	FUEL	3,076	3,204	3,400	1,794		2,940		
	—INTERNAL SERVICES—	3,076	3,204	3,400	1,794		2,940		
	—SUB TOTAL—	3,076	3,204	3,400	1,794		2,940		
034100-4200-609	REPAIR PARTS & TIRES	2,235	1,239	1,880	440		1,409		
	—INTERNAL SERVICES—	2,235	1,239	1,880	440		1,409		
	—SUB TOTAL—	2,235	1,239	1,880	440		1,409		

- B U D G E T -

E X P E N S E

	— Prior Expenditure FY/2011	Years Expenditure FY/2012	Amended Budget	Current Actual On 2013/03	Year — Projected Expenditure	—FY/2014 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
** INSPECTIONS DEPARTMENT **								
034100-4200-699	955	594	780	267		675		
	955	594	780	267		675		
—INTERNAL SERVICES—								
—SUB TOTAL—	955	594	780	267		675		
034100-5210	72	66	100	42		100		
034100-5230	2,239	2,505	2,250	1,536		2,250		
034100-5308	810	1,022	870	444				
034100-5410	757	590	712	353		712		
034100-5510	799	912	550	49		550		
034100-5540	150	435	550	400		550		
034100-5810	500	165	800	515		700		
—OTHER CHARGES—								
034100-6001	1,111	1,202	1,200	606		1,200		
034100-6011	124	46	100			100		
034100-6012	638	1,736	1,000			1,000		
034100-6024			100			100		
034100-6099	52	50	100	250		200		
—MATERIALS & SUPPLIES								
034100-8202	101		100			100		
034100-8207			100			100		
—DATA PROCESSING EQUIPMENT								
—CAPITAL OUTLAY—								
—SUB TOTAL—	7,353	8,729	8,532	4,195		7,662		
—TOTAL—	236,836	240,728	257,915	170,790		255,380		

Function:	Public Works
Fund:	General
Department:	

Program Description:

The Public Works Department is responsible for maintaining approximately 94.22 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 193 pieces of Town equipment and vehicles, 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. The arterial and collector budgets with a portion of the street budget are funded through annual road maintenance payments from the Virginia Department of Transportation, which are estimated to be approximately \$1,235,986 in FY2014.

Manager’s Message:

The combined General Fund budget for FY2014 for the Public Works function totals \$3,107,915, which is a decrease of \$216,744 or 6.5% less than the current fiscal year for the eight operating budgets. 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 be a challenge with the changes in the demographics and limitations to funding under the current economic climate with the objective to provide the same high level of service to the community.

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 is moderate, based on the current roadway conditions and is adequate to maintain the streets to the high standards expected by the citizens and motoring public. Streets to be repaved are Academy Hill Extended, Bear Wallow, Roebing, North Court, Forbes Court and Brenda Court, which was deferred from last year. The town’s streets continued to receive compliments from VDOT staff during the annual street maintenance inspection. 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:

	Budget FY2013	Adopted FY2014	Change
Full Time	26.00	26.00	0.00
Part Time	3.00	3.00	0.00
Total	29.00	29.00	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 FY2014 administration budget for the Public Works Department reflects an increase of \$11,185 which is 2.4% greater than the current FY2013 budget. 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 the current high level of service for FY2014. 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. Capital projects involve Opticom for the Fire Station signal, a new refuse truck, Wayfaring Signage and mast arm traffic signals for 3 intersections.

Pedestrian connectivity around town and traffic related issues are a priority and staff will continue to pursue additional VDOT and other grant programs to supplement funding for this and future budgets. ADA access to sidewalks and trails from the public rights of way is a priority. Also staff is coordinating with Fauquier County to identify low cost measures such as restriping of existing roadways to allow joint vehicle-cycle use in accordance with the Warrenton-Fauquier Destinations Plan.

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 \$3,244 per user for FY2014 for the 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 FY2014 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 1 pool vehicle (older pickup truck) for use by the other sections and staff.

Personnel Summary:

	Budget FY2013	Adopted FY2014	Change
Full Time	4.00	4.00	0.00
Part Time	0.00	0.00	0.00
Total	4.00	4.00	0.00

		— Prior Years — Expenditure FY/2011	Expenditure FY/2012	Amended Budget	— Current Year — Actual On 2013/03	Projected Expenditure	—FY/2014 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
041100	** GENERAL ADMINISTRATION **								
041100-1102	SALARY-PUB WORKS/UTILITIES D	30,172	29,736	31,258	22,306		32,115		
041100-1103	SALARY-PUB WORKS SUPERINTEND	67,217	71,201	75,564	53,996		77,780		
041100-1104	SALARY-SECRETARY	87,795	87,341	92,590	66,483		96,060		
041100-1106	SALARY-CHIEF AUTOMOTIVE MECH	24,826	22,984	24,368	16,150		25,041		
041100-1111	ASST DIRECTOR PUB WORKS & UT	67,212	70,415	75,456	54,438		78,019		
041100-1300	WAGES & EXTRA HELP	5,300	1,753	4,000	3,013		4,000		
	—PERSONAL SERVICES—								
041100-2100	FICA EXPENSE	17,907	20,532	22,966	15,662		23,717		
041100-2210	RETIREMENT	32,273	33,200	37,996	18,931		38,870		
041100-2300	HEALTH INSURANCE	24,581	35,591	43,214	32,191		38,544		
041100-2301	HEALTH CARE REFORM						505		
041100-2400	LIFE INSURANCE	761	783	3,915	1,759		3,611		
041100-2700	WORKER'S COMPENSATION	5,222	306	261	162		270		
041100-2899	MISC BENEFITS	583	349	592	194		528		
	—EMPLOYEE BENEFITS—								
041100-3100	PROFESSIONAL SERVICES	7,594	905	7,500	745		4,500		
041100-3310	CONTRACTUAL REPAIR	2,753	1,020	250			250		
041100-3320	MAINTENANCE CONTRACTS	175	175	3,000	142		3,000		
041100-3500	PRINTING	136	338	250			250		
041100-3600	ADVERTISING	2,695		2,500	881		2,500		
	—PURCHASED SERVICES—								
041100-4100	DATA PROCESSING	12,096	14,254	18,350	10,704		19,466		
	—INTERNAL SERVICES—								
	—SUB TOTAL—	389,298	390,883	444,030	297,757		449,026		
041100-4200-110	MOTOR POOL LABOR	5,268	2,447	2,490	2,478		2,783		
	—INTERNAL SERVICES—	5,268	2,447	2,490	2,478		2,783		
	—SUB TOTAL—	5,268	2,447	2,490	2,478		2,783		
041100-4200-310	CONTRACTUAL REPAIR	377	681	53	512		775		
	—INTERNAL SERVICES—	377	681	53	512		775		
	—SUB TOTAL—	377	681	53	512		775		
041100-4200-535	AUTOMOTIVE INSURANCE	1,920	1,608	1,370	869		1,448		
	—INTERNAL SERVICES—	1,920	1,608	1,370	869		1,448		
	—SUB TOTAL—	1,920	1,608	1,370	869		1,448		
041100-4200-608	FUEL	2,288	3,661	2,700	2,525		2,323		
	—INTERNAL SERVICES—	2,288	3,661	2,700	2,525		2,323		
	—SUB TOTAL—	2,288	3,661	2,700	2,525		2,323		

	— Prior Expenditure FY/2011	Years Expenditure FY/2012	Amended Budget	Current Actual On 2013/03	Year Projected Expenditure	—FY/2014 Department Request	Budget Year Town Manager Recommends	Adopted Budget
** GENERAL ADMINISTRATION **								
041100-4200-609	3,354	1,327	1,470	1,251		1,509		
REPAIR PARTS & TIRES								
—INTERNAL SERVICES—	3,354	1,327	1,470	1,251		1,509		
—SUB TOTAL—	3,354	1,327	1,470	1,251		1,509		
041100-4200-699	1,174	503	560	493		572		
OTHER MOTOR POOL COSTS								
—INTERNAL SERVICES—	1,174	503	560	493		572		
—SUB TOTAL—	1,174	503	560	493		572		
041100-5210	279	326	500	137		500		
POSTAGE								
041100-5230	3,439	3,751	4,500	2,352		4,500		
COMMUNICATION								
041100-5306	160	153	130	52		87		
SURETY BOND								
041100-5307	2,511	2,634	2,243	946		1,577		
PUBLIC OFFICIALS LIABILITY I								
041100-5308	1,515	1,834	1,562	4,252		7,143		
GENERAL LIABILITY INS								
041100-5410	3,585	3,332	3,000	2,096		3,300		
LEASE OF EQUIPMENT								
041100-5510	165	40	300	370		300		
TRAVEL								
041100-5540	473	64	500	738		700		
TRAINING								
041100-5810	445	425	350	400		400		
MEMBERSHIPS & DUES								
—OTHER CHARGES—								
041100-6001	2,481	2,959	2,500	2,134		2,500		
OFFICE SUPPLIES								
041100-6012	268	40	100	41		100		
SUBSCRIPTIONS								
041100-6026	157	31	250			250		
ENGINEERING SUPPLIES								
—MATERIALS & SUPPLIES								
041100-8202	1,750	93	250			250		
FURNITURE & FIXTURES								
041100-8207				3,737				
DP EQUIPMENT & SOFTWARE								
—CAPITAL OUTLAY—								
—SUB TOTAL—	17,228	15,682	16,185	17,255		21,607		
—TOTAL—	420,907	416,792	468,858	323,140		480,043		

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 94.22 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 street budget is an increase of \$6,900 or 0.7% greater than the FY2013 budget. The Street, Arterial and Collector budgets are applied against the annual VDOT maintenance payments. The overall street budget to include Streets, Arterials and Collectors is a decrease of \$256,594 which is 13.2% less than FY2013.

Equipment purchases for the budget are only for a 4X4 utility vehicle (gator) with snow plow to replace the 4-wheeler and an asphalt-concrete grinder to remove trip hazards. There are no new vehicle or equipment purchases in the capital outlay program for the department. 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. 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 FY2014 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.

Personnel Summary:

	Budget FY2013	Adopted FY2014	Change
Full Time	13.00	13.00	0.00
Part Time	3.00	3.00	0.00
Total	16.00	16.00	0.00

		— Prior Years —	— Current Year —	—FY/2014 Budget Year —					
		Expenditure FY/2011	Expenditure FY/2012	Amended Budget	Actual On 2013/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
041200	** STREET MAINTENANCE **								
041200-1107	SENIOR CREW LEADER	64,907	70,166	69,623	53,386		71,547		
041200-1301	WAGES & EXTRA HELP	280,964	263,788	349,274	232,757		347,366		
041200-1302	WAGES - SNOW REMOVAL/EMERGEN	2,838	27	8,000	2,637		8,000		
	—PERSONAL SERVICES—								
041200-2100	FICA EXPENSE	25,395	25,075	38,029	21,097		36,764		
041200-2210	RETIREMENT	70,496	62,636	68,917	36,364		69,166		
041200-2300	HEALTH INSURANCE	130,234	142,985	127,402	94,023		120,849		
041200-2301	HEALTH CARE REFORM						1,586		
041200-2400	LIFE INSURANCE	4,983	3,532	9,011	3,863		6,336		
041200-2700	WORKER'S COMPENSATION	38,134	32,942	28,057	22,956		38,260		
041200-2899	MISC BENEFITS	735	934	1,495	575		1,560		
	—EMPLOYEE BENEFITS—								
041200-3100	PROFESSIONAL SERVICES	45							
041200-3310	CONTRACTUAL REPAIRS								
041200-3701	UNIFORM RENTAL	1,822	1,943	2,000	1,282		2,000		
	—PURCHASED SERVICES—								
041200-4200	VEHICLE EXPENSES	178	15						
	—INTERNAL SERVICES—								
	—SUB TOTAL—	620,731	604,043	701,808	468,940		703,434		
041200-4200-110	MOTOR POOL LABOR	72,728	67,057	77,280	35,705		76,318		
	—INTERNAL SERVICES—	72,728	67,057	77,280	35,705		76,318		
	—SUB TOTAL—	72,728	67,057	77,280	35,705		76,318		
041200-4200-310	CONTRACTUAL REPAIRS	6,870	11,027	12,050	10,140		12,543		
	—INTERNAL SERVICES—	6,870	11,027	12,050	10,140		12,543		
	—SUB TOTAL—	6,870	11,027	12,050	10,140		12,543		
041200-4200-535	AUTOMOTIVE/EQUIP INSURANCE	13,570	14,956	12,738	9,397		15,662		
	—INTERNAL SERVICES—	13,570	14,956	12,738	9,397		15,662		
	—SUB TOTAL—	13,570	14,956	12,738	9,397		15,662		
041200-4200-608	FUEL	35,154	46,920	39,200	32,686		42,387		
	—INTERNAL SERVICES—	35,154	46,920	39,200	32,686		42,387		
	—SUB TOTAL—	35,154	46,920	39,200	32,686		42,387		
041200-4200-609	REPAIR PARTS & TIRES	59,926	52,105	62,970	25,982		59,268		
	—INTERNAL SERVICES—	59,926	52,105	62,970	25,982		59,268		
	—SUB TOTAL—	59,926	52,105	62,970	25,982		59,268		

	— Prior Expenditure FY/2011	Years Expenditure FY/2012	Amended Budget	Current Actual On 2013/03	Year — Projected Expenditure	—FY/2014 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
** STREET MAINTENANCE **								
041200-4200-699	19,327	13,780	17,240	7,107		15,674		
OTHER MOTOR POOL COSTS								
—INTERNAL SERVICES—	19,327	13,780	17,240	7,107		15,674		
—SUB TOTAL—	19,327	13,780	17,240	7,107		15,674		
041200-5110			500					
041200-5410	1,856	1,790	5,000	49		5,000		
041200-5510	837	495	1,000	705		1,000		
041200-5540	64	860	800	43		800		
—OTHER CHARGES—								
041200-6002	64	68	600	271		600		
041200-6011	1,894	1,925	2,000	559		2,000		
041200-6024	3,696	2,493	2,000	2,463		2,000		
041200-6025	84,209	8,797	2,500	24,040		2,500		
041200-6095			1,600			1,000		
041200-6099	7,770	10,497	14,000	8,866		14,000		
—MATERIALS & SUPPLIES								
041200-8201	9,660	9,470	6,500	630		12,500		
041200-8251			500					
041200-8254	1,052		500			1,000		
—CAPITAL OUTLAY—								
—SUB TOTAL—	111,102	36,396	37,500	37,626		42,400		
—TOTAL—	939,408	846,284	960,786	627,583		967,686		

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 budget request is a decrease of \$136,287, or 27.0% less than the FY 2013 budget. A portion of Bear Wallow Road and Academy Hill Road extended are scheduled to be milled and resurfaced. The department will do crack sealing on a number of streets to slow deterioration for extended pavement life. Replacement of damaged or deteriorated curbs and gutters are planned in various locations around town at a maintenance level.

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 the newer subdivisions that are somewhat isolated and facilitate contracting out. 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 12 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.

- B U D G E T -

E X P E N S E

		— Prior Years —	— Current Year —		—FY/2014 Budget Year —				
		Expenditure FY/2011	Expenditure FY/2012	Amended Budget	Actual On 2013/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
041500	** ARTERIAL STREET MAINTENAN								
041500-1301	WAGES & EXTRA HELP	66,701	77,748	70,000	50,137		70,000		
041500-1302	WAGES - SNOW REMOVAL	5,817	4,485	9,000	4,189		9,000		
	—PERSONAL SERVICES—								
041500-2100	FICA EXPENSE	5,188	5,946	6,044	3,746		6,728		
	—EMPLOYEE BENEFITS—								
041500-3310	CONTRACTUAL REPAIRS	15,893	4,095	7,500	4,025		7,500		
041500-3990	PAYMENTS ON CONTRACTS	25,895	10,418	32,500	23,427		32,500		
	—PURCHASED SERVICES—								
041500-5110	ELECTRIC CURRENT	25,111	29,927	33,000	19,790		32,000		
041500-5410	LEASE OF EQUIPMENT	1,383	90	4,000	100		3,500		
	—OTHER CHARGES—								
041500-6002	FOOD			300			300		
041500-6025	CHEMICAL SUPPLIES	56,637	921	35,000			35,000		
041500-6035	REPAIR PARTS-SIGNAL EQUIPMEN	2,577	2,659	5,000	709		5,000		
041500-6099	MATERIALS & SUPPLIES	8,307	7,484	13,000	6,325		13,000		
	—MATERIALS & SUPPLIES								
041500-8254	REPLACE STREET NAME SIGNS	283	1,854	2,906	680		1,000		
041500-8255	REPLACE TRAFFIC SIGNS	5,773	6,315	6,293	2,642		5,500		
041500-8256	SIDEWALK, CURB & GUTTER	9,459	40,862	25,000	9,936		25,000		
041500-8257	STREET IMPROVEMENTS & PAV	287,981	25,000	248,292	215,799		115,520		
041500-8260	TRAFFIC CALMING		154						
041500-8261	TREE MAINTENANCE		4,878	7,000			7,000		
	—CAPITAL OUTLAY—								
	—SUB TOTAL—	517,005	203,834	504,835	341,505		368,548		
	—TOTAL—	517,005	203,834	504,835	341,505		368,548		

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

Program Description:

The costs relating to maintenance activities for the 63.22 lane miles of collector streets (no additions in FY 13) 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 FY2014 Collector Street budget is a decrease of \$127,207 which is 26.8% less than the current year’s budget. The street milling and paving schedule includes Roebing Street, North Court, Forbes Court and Brenda Court (deferred from last year). The department will increase crack sealing on a number of streets to slow deterioration for extended pavement life. 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 at a maintenance level. Included in the budget under the “payments on contracts” line item are funds for centerline & parking striping (\$6,000), contract snow removal (\$4,000) and crack/roadway sealing. There is \$4,000 budgeted for tree maintenance and \$3,000 identified for potential traffic calming projects that worked their way through the committee/review process established in the traffic portion of the comprehensive plan. 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.

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 FY2014 budget of \$412,924 for refuse collection is an increase of \$32,611 or 8.6% greater than the FY2013 budget.

Every resident continues to receive a year's supply of trash bags at no cost which can be picked up at the Visitor Center which is centrally located and provides better parking than the Public Works facility and is open 7 days a week. Citizens are able 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 slow economy and housing market, but is projected to be approximately 4,000 tons in 2014. Calendar year 2012 saw a reduction in refuse with 3,765 tons.

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 FY2014 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. There is a replacement refuse truck in the capital improvement program. The section has two moderately aged vehicles, but must keep two older vehicles (17 and 25 years old) in service for backup and recycling support. The new truck will allow a 9 year old truck to go into backup service with a 25 year old backup truck to be sold for salvage.

Personnel Summary:

	Budget FY2013	Adopted FY2014	Change
Full Time	4.80	4.80	0.00
Part Time	0.00	0.00	0.00
Total	4.80	4.80	0.00

		— Prior Expenditure FY/2011	Years Expenditure FY/2012	Amended Budget	Current Actual On 2013/03	Year Projected Expenditure	—FY/2014 Department Request	Budget Year Town Manager Recommends	Adopted Budget
042300	** REFUSE COLLECTION **								
042300-1300	WAGES & EXTRA HELP —PERSONAL SERVICES—	193,679	199,414	203,457	145,536		214,677		
042300-2100	FICA EXPENSE	14,101	14,590	15,564	10,894		16,423		
042300-2210	RETIREMENT	12,839	18,056	24,013	10,312		26,063		
042300-2300	HEALTH INSURANCE	45,657	49,469	50,378	42,317		43,273		
042300-2301	HEALTH CARE REFORM						710		
042300-2400	LIFE INSURANCE	302	483	2,474	958		2,421		
042300-2700	WORKER'S COMPENSATION	9,710	6,837	8,562	6,708		11,180		
042300-2899	MISC. BENEFITS —EMPLOYEE BENEFITS—	203	221	552	518		576		
042300-3310	CONTRACTUAL REPAIR								
042300-3701	UNIFORM RENTAL	728	642	850	440		850		
042300-3815	SHARE LANDFILL OPERATIONS —PURCHASED SERVICES—	1,836	857	4,000	1,396		3,000		
	—SUB TOTAL—	279,055	288,855	309,850	219,079		319,173		
042300-4200-110	MOTOR POOL LABOR —INTERNAL SERVICES—	7,221	4,948	4,860	3,927		5,627		
	—SUB TOTAL—	7,221	4,948	4,860	3,927		5,627		
042300-4200-310	CONTRACTUAL REPAIR —INTERNAL SERVICES—	10,892	32,165	9,370	2,053		36,588		
	—SUB TOTAL—	10,892	32,165	9,370	2,053		36,588		
042300-4200-535	AUTOMOTIVE INSURANCE —INTERNAL SERVICES—	3,323	3,460	2,947	1,271		2,118		
	—SUB TOTAL—	3,323	3,460	2,947	1,271		2,118		
042300-4200-608	FUEL —INTERNAL SERVICES—	15,961	21,173	18,100	13,625		16,681		
	—SUB TOTAL—	15,961	21,173	18,100	13,625		16,681		
042300-4200-609	REPAIR PARTS & TIRES —INTERNAL SERVICES—	9,026	6,492	10,990	9,291		7,384		
	—SUB TOTAL—	9,026	6,492	10,990	9,291		7,384		
042300-4200-699	OTHER MOTOR POOL COSTS —INTERNAL SERVICES—	2,173	1,023	1,090	782		1,163		
	—SUB TOTAL—	2,173	1,023	1,090	782		1,163		

- B U D G E T -

E X P E N S E

	----- Prior Years -----			----- Current Year -----				
	Expenditure	Expenditure	Amended	Actual On	Projected	Department	FY/2014	Budget Year
	FY/2011	FY/2012	Budget	2013/03	Expenditure	Request	Town Manager	Adopted
							Recommends	Budget
** REFUSE COLLECTION **								
042300-5308 GENERAL LIABILITY INS	1,340	1,533	1,306	654	_____	1,090	_____	_____
--OTHER CHARGES--								
042300-6011 WEARING APPAREL	383	336	700	129	_____	500	_____	_____
042300-6051 PURCHASE OF PLASTIC BAGS	18,840	19,632	20,500	20,604	_____	22,000	_____	_____
042300-6099 MATERIALS & SUPPLIES	572	1,037	600	947	_____	600	_____	_____
--MATERIALS & SUPPLIES								
--SUB TOTAL--	21,135	22,538	23,106	22,334	_____	24,190	_____	_____
--TOTAL--	348,786	380,654	380,313	272,362	_____	412,924	_____	_____

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 24 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 on a daily basis.

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 FY2014 budget of \$142,477 for recycling collection is an increase of \$3,944 or 2.8% greater than the FY2013 budget, primarily due to an increase in maintenance costs on the older refuse trucks which are critical for in-house recycling. Staff continues to stress recycling to the individual citizens and business involvement to again surpass the state mandated rate, of 25%. 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 FY2014 by Fauquier County Landfill. The county is constantly looking for ways to expand 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 FY2014 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary:

	Budget FY2013	Adopted FY2014	Change
Full Time	1.20	1.20	0.00
Part Time	0.00	0.00	0.00
Total	1.20	1.20	0.00

		— Prior Years — Expenditure FY/2011	Expenditure FY/2012	Amended Budget	Current Year Actual On 2013/03	Year Projected Expenditure	—FY/2014 Department Request	Budget Year Town Manager Recommends	Adopted Budget
042400	** RECYCLING PROGRAM **								
042400-1300	WAGES & EXTRA HELP —PERSONAL SERVICES—	65,034	67,096	70,407	49,181		73,146		
042400-2100	FICA EXPENSE	4,694	4,886	4,835	3,566		5,045		
042400-2210	RETIREMENT	3,210	5,114	6,012	2,578		6,286		
042400-2300	HEALTH INSURANCE	10,860	12,419	12,595	9,511		10,818		
042400-2301	HEALTH CARE REFORM						178		
042400-2400	LIFE INSURANCE	76	121	619	239		584		
042400-2700	WORKER'S COMPENSATION	3,237	2,513	2,141	1,342		2,237		
042400-2899	MISCELLANEOUS BENEFITS —EMPLOYEE BENEFITS—	74	55	138	55		144		
042400-3500	PRINTING			100			100		
042400-3600	ADVERTISING			100			100		
042400-3701	UNIFORM RENTAL —PURCHASED SERVICES—	182		150	110		150		
	—SUB TOTAL—	87,367	92,204	97,097	66,582		98,788		
042400-4200-110	MOTOR POOL LABOR —INTERNAL SERVICES—	5,555	8,926	8,800	5,555		10,153		
	—SUB TOTAL—	5,555	8,926	8,800	5,555		10,153		
042400-4200-310	CONTRACTUAL REPAIR —INTERNAL SERVICES—	5,531	4,507	5,930	8,956		5,127		
	—SUB TOTAL—	5,531	4,507	5,930	8,956		5,127		
042400-4200-535	AUTOMOTIVE INSURANCE —INTERNAL SERVICES—	1,237	816	695	424		707		
	—SUB TOTAL—	1,237	816	695	424		707		
042400-4200-608	FUEL —INTERNAL SERVICES—	6,197	7,271	6,150	5,435		6,257		
	—SUB TOTAL—	6,197	7,271	6,150	5,435		6,257		
042400-4200-609	REPAIR PARTS & TIRES —INTERNAL SERVICES—	4,311	7,526	7,710	4,727		8,560		
	—SUB TOTAL—	4,311	7,526	7,710	4,727		8,560		
042400-4200-699	OTHER MOTOR POOL COSTS —INTERNAL SERVICES—	2,014	1,831	1,970	1,106		2,083		
	—SUB TOTAL—	2,014	1,831	1,970	1,106		2,083		

- B U D G E T -

E X P E N S E

	— Prior Years — Expenditure FY/2011	Expenditure FY/2012	Amended Budget	— Current Year — Actual On 2013/03	Projected Expenditure	—FY/2014 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
042400-5308 ** RECYCLING PROGRAM ** GENERAL LIABILITY INS —OTHER CHARGES—	1,783	565	481	241	—	402	—	
042400-6051 PURCHASE PLASTIC RECYCLE BAG	14,159	9,171	9,500	5,189	—	10,000	—	
042400-6099 MATERIALS & SUPPLIES —MATERIALS & SUPPLIES	522	723	200	120	—	400	—	
—SUB TOTAL—	16,464	10,459	10,181	5,550	—	10,802	—	
—TOTAL—	128,676	133,540	138,533	98,335	—	142,477	—	

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, the Salvation Army Building on 3rd Street, the Visitor Center and the Cemetery building with restroom. The Mosby House has also been included for complete building services in the current budget. 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 FY2014 budget of \$265,920 is a decrease of \$10,451 or 3.8% less than the FY2013 budget. This is a maintenance level budget for the town facilities with no major improvements or replacements of building components. The capital improvement program for this budget does not include any facility improvements. Staff continues to look for ways for properties to be more energy efficient and environmentally compatible. 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 scheduled and used heavily by outside groups. The facilities and grounds continue to be a challenge to the staff, which is supplemented by very reliable part-time employees. In order to keep the permanent staffing at the current level, contracting for maintenance /repairs will continued to be used when possible to cover service contracts for HVAC, fire and security systems. Parking lot repair funding of \$5,000 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 due to the aging of town properties.

The lease of the building on S. 3rd Street to the Partnership for Warrenton and a local AA Chapter is working well with a lot of self-help from the groups. Although these are good tenants the renting of the building comes with the maintenance costs of the facility as a “landlord” for an aging structure that continues to need 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 FY2014 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary:

	Budget FY2013	Adopted FY2014	Change
Full Time	1.00	1.00	0.00
Part Time	0.00	0.00	0.00
Total	1.00	1.00	0.00

- B U D G E T -

E X P E N S E

		— Prior Years — Expenditure FY/2011	Expenditure FY/2012	Amended Budget	— Current Year — Actual On 2013/03	Year Projected Expenditure	—FY/2014 Department Request	Budget Year Town Manager Recommends	Adopted Budget
043200	** GENERAL PROPERTIES **								
043200-1300	WAGES & EXTRA HELP	34,562	37,055	36,355	23,851		37,073		
043200-1301	WAGES - SNOW REMOVAL	864	79	1,000	904		1,000		
	—PERSONAL SERVICES—								
043200-2100	FICA EXPENSE	2,598	2,628	2,858	1,853		2,913		
043200-2210	RETIREMENT	3,779	3,594	4,657	2,060		4,749		
043200-2300	HEALTH INSURANCE	3,742	477	2,181	48				
043200-2301	HEALTH CARE REFORM								
043200-2400	LIFE INSURANCE	1,893	1,889	480	1,544		2,246		
043200-2700	WORKER'S COMPENSATION	988	691	588	435		725		
043200-2899	MISCELLANEOUS BENEFITS	45	65	115	38		120		
	—EMPLOYEE BENEFITS—								
043200-3100	PROFESSIONAL SERVICES				28				
043200-3310	CONTRACTUAL REPAIR/MAINT	17,851	21,540	22,000	18,782		22,000		
043200-3320	MAINTENANCE CONTRACTS	17,253	10,881	25,753	7,559		17,000		
043200-3330	JANITORIAL SERVICE	40,987	38,535	50,000	25,770		52,000		
043200-3701	UNIFORM RENTAL	211	150	212	94		212		
	—PURCHASED SERVICES—								
043200-4200	VEHICLE EXPENSES								
	—INTERNAL SERVICES—								
	—SUB TOTAL—	124,773	117,584	146,199	82,966		140,038		
043200-4200-110	MOTOR POOL LABOR	1,008	956	970	258		1,087		
	—INTERNAL SERVICES—	1,008	956	970	258		1,087		
	—SUB TOTAL—	1,008	956	970	258		1,087		
043200-4200-310	CONTRACTUAL REPAIR	5,899	371	6,290	2,973		422		
	—INTERNAL SERVICES—	5,899	371	6,290	2,973		422		
	—SUB TOTAL—	5,899	371	6,290	2,973		422		
043200-4200-535	AUTOMOTIVE INSURANCE	793	816	695	424		707		
	—INTERNAL SERVICES—	793	816	695	424		707		
	—SUB TOTAL—	793	816	695	424		707		
043200-4200-608	FUEL	3,216	3,764	3,400	2,498		3,086		
	—INTERNAL SERVICES—	3,216	3,764	3,400	2,498		3,086		
	—SUB TOTAL—	3,216	3,764	3,400	2,498		3,086		
043200-4200-609	REPAIR PARTS & TIRES	921	1,928	1,000	752		2,193		
	—INTERNAL SERVICES—	921	1,928	1,000	752		2,193		
	—SUB TOTAL—	921	1,928	1,000	752		2,193		

- B U D G E T -

E X P E N S E

	— Prior Expenditure FY/2011	Years Expenditure FY/2012	Amended Budget	Current Actual On 2013/03	Year Projected Expenditure	—FY/2014 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
** GENERAL PROPERTIES **								
043200-4200-699								
	260	196	220	51		223		
—INTERNAL SERVICES—	260	196	220	51		223		
—SUB TOTAL—	260	196	220	51		223		
043200-5110	35,909	41,866	40,000	27,263		43,000		
043200-5120	16,979	13,853	19,000	11,887		18,000		
043200-5230	3,311	3,651	3,000	2,294		3,500		
043200-5302	7,408	9,444	8,043	5,370		8,950		
043200-5308	907	1,080	920	468		780		
043200-5410	587	124	1,000	47		800		
043200-5540	1,189	144	500	43		500		
—OTHER CHARGES—								
043200-6007	5,461	8,471	16,500	169		12,500		
043200-6011	319	38	134	45		134		
043200-6025	2,993	79						
043200-6032	1,701	5,929	5,000			5,000		
043200-6033		2,314	1,000	1,693		1,000		
043200-6099	30,997	22,240	22,000	12,112		23,500		
—MATERIALS & SUPPLIES								
043200-8202	132	1,672	500	987		500		
043200-8258	4,855							
—CAPITAL OUTLAY—								
—SUB TOTAL—	112,748	110,905	117,597	62,378		118,164		
—TOTAL—	249,618	236,520	276,371	152,300		265,920		

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:

- Hospice Support of Fauquier
- Fauquier Community Food Bank
- 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:

Hospice Support of Fauquier:

This is the first year Hospice Support of Fauquier has requested a contribution from the Town. Hospice Support of Fauquier is a volunteer organization which provides non-medical, supportive care to terminally ill patients and their families. The recommended contribution is \$1,000.

Fauquier Community Food Bank/ Thrift Shop:

The Fauquier Community Food Bank provides food and household provisions to residents of Fauquier County living below federal poverty guidelines. The recommended contribution is \$3,750 again for FY2014.

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 FY2014. The FCCC program, which provides affordable childcare in concert with Fauquier County Public 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 FY2014 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 FY2014 recommended contribution to Literacy Volunteers of Fauquier County 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 FY2014, per the agency's request.

Rappahannock/ Rapidan Medical Reserves:

Funding request is \$500. Town Manager recommends \$500 funding for FY2014.

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 FY2014 budget represents expenditures of \$122,399, an increase of \$2,561 which is 2.1% greater than FY2013. The 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. Additional attention will be given to the maintenance of the tar and chip interior roads.

The Town has come to the end of generating revenue from the sale of lots. Thirty four (34) cremation sites are left, with no sites sold in the past year. Although all full size lots have been sold, staff time is required in support of every burial. A total of 59 burials were performed last year. Burials generate approximately \$21,000 annually in fees for opening and closing the grave sites. This year's budget reflects additional maintenance efforts to repair the interior roads with millings and tar/chip on the deteriorated portions, and to allow for more delicate care around the older headstones to avoid damage from equipment. Professional care will be used as needed to maintain the older, stately trees.

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 FY2014 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:

	Budget FY2013	Adopted FY2014	Change
Full Time	2.00	2.00	0.00
Part Time	.00	.00	0.00
Total	2.00	2.00	0.00

		Prior Expenditure FY/2011	Years Expenditure FY/2012	Amended Budget	Current Actual On 2013/03	Year Projected Expenditure	FY/2014 Department Request	Budget Year Town Manager Recommends	Year Adopted Budget
071400	* MAINTENANCE - CEMETERY *								
071400-1300	WAGES & EXTRA HELP	49,205	61,657	60,120	40,871		62,161		
	—PERSONAL SERVICES—								
071400-2100	FICA EXPENSE	3,512	4,350	4,599	2,895		4,755		
071400-2210	RETIREMENT	2,816	2,870	7,061	1,653		7,322		
071400-2300	HEALTH INSURANCE	14,994	21,225	20,158	13,557		17,335		
071400-2301	HEALTH CARE REFORM						191		
071400-2400	LIFE INSURANCE	66	68	728	154		680		
071400-2700	WORKER'S COMPENSATION	2,297	2,657	2,263	1,681		2,802		
071400-2899	MISC BENEFITS	90	105	230	75		240		
	—EMPLOYEE BENEFITS—								
071400-3310	CONTRACTUAL REPAIR/MAINTENAN			1,000	105		1,000		
071400-3701	UNIFORM RENTAL	330	273	350	192		350		
071400-3990	PAYMENTS ON CONTRACTS								
	—PURCHASED SERVICES—								
	—SUB TOTAL—	73,310	93,205	96,509	61,183		96,836		
071400-4200-110	MOTOR POOL LABOR	3,540	2,351	2,320	1,111		2,674		
	—INTERNAL SERVICES—	3,540	2,351	2,320	1,111		2,674		
	—SUB TOTAL—	3,540	2,351	2,320	1,111		2,674		
071400-4200-310	CONTRACTUAL REPAIR	2,000	1,735	30	254		1,973		
	—INTERNAL SERVICES—	2,000	1,735	30	254		1,973		
	—SUB TOTAL—	2,000	1,735	30	254		1,973		
071400-4200-535	EQUIPMENT INSURANCE								
	—INTERNAL SERVICES—								
071400-4200-608	GASOLINE	1,783	2,619	2,150	1,105		1,804		
	—INTERNAL SERVICES—	1,783	2,619	2,150	1,105		1,804		
	—SUB TOTAL—	1,783	2,619	2,150	1,105		1,804		
071400-4200-609	REPAIR PARTS & TIRES	3,930	2,211	2,300	1,230		2,515		
	—INTERNAL SERVICES—	3,930	2,211	2,300	1,230		2,515		
	—SUB TOTAL—	3,930	2,211	2,300	1,230		2,515		
071400-4200-699	OTHER MOTOR POOL COSTS	898	482	520	221		549		
	—INTERNAL SERVICES—	898	482	520	221		549		
	—SUB TOTAL—	898	482	520	221		549		

	— Prior Years — Expenditure FY/2011	Expenditure FY/2012	Amended Budget	— Current Year — Actual On 2013/03	Projected Expenditure	—FY/2014 Department Request	Budget Year — Town Manager Recommends	Adopted Budget
* MAINTENANCE - CEMETERY *								
071400-5110								
	1,461	1,932	1,450	1,612	_____	1,600	_____	
071400-5120					_____		_____	
	91	126	107	30	_____	50	_____	
071400-5302					_____		_____	
	434	403	344	174	_____	290	_____	
071400-5308					_____		_____	
	3,532	2,191	2,000	1,069	_____	2,000	_____	
071400-5410					_____		_____	
	—OTHER CHARGES—							
071400-6007			4,500	51	_____	4,500	_____	
071400-6011	186	194	208	80	_____	208	_____	
071400-6024	26	119	200	439	_____	200	_____	
071400-6099	1,075	1,302	2,200	602	_____	2,200	_____	
	—MATERIALS & SUPPLIES							
071400-8201	350	115			_____		_____	
071400-8261		8,400	5,000		_____	5,000	_____	
	—CAPITAL OUTLAY—							
	—SUB TOTAL—							
	7,155	14,782	16,009	4,057	_____	16,048	_____	
	—TOTAL—							
	92,616	117,385	119,838	69,161	_____	122,399	_____	

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:

- Piedmont Symphony Orchestra
- Bluemont Concert Series
- Fauquier Historical Society
- Heritage Day
- First Night Warrenton

Piedmont Symphony Orchestra:

A new program requesting funding for FY2014, Piedmont Symphony Orchestra has requested \$5,000. The Town Manager recommends funding of \$1,000, provided that at least one event similar to First Friday will be held in Old Town Warrenton during the year and that the County of Fauquier also contributes \$1,000.

Bluemont Concert Series:

The Town Manager recommends continued funding in the amount of \$10,000 for FY2014. 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 FY2014 in the amount of \$10,000, consistent with prior years' funding.

Heritage Day:

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 FY2014.

First Night Warrenton:

Bluemont Concert Series requests funding in the amount of \$5,000 for the annual New Year's Eve plus the annual cost of registering this event with the National organization. The Town Manager recommends full funding for First Night Warrenton in FY2014. This amount includes the annual First Night Registration Fee.

072600

** CULTURAL ENRICHMENT **
 -PERSONAL SERVICES-

	— Prior Expenditure FY/2011	Years Expenditure FY/2012	Amended Budget	Current Actual On 2013/03	Year Projected Expenditure	—FY/2014 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
072600-5690						1,000		
072600-5691	10,000	10,000	10,000	10,000		10,000		
072600-5694	10,000	15,000	10,000	10,000		10,000		
072600-5698	4,000	2,500	2,500	2,500		2,500		
072600-5699	5,000	5,000	5,000	5,000		5,000		
-OTHER CHARGES-								
-SUB TOTAL-	29,000	32,500	27,500	27,500		28,500		
-TOTAL-	29,000	32,500	27,500	27,500		28,500		

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 FY2014 budget is \$418,433, a \$34,054 increase or 8.9% greater than the FY2013 budget of \$384,379. 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:

	Budget FY2013	Adopted FY2014	Change
Full Time	2.00	2.00	0.00
Part Time	0.00	0.00	0.00
Total	2.00	2.00	0.00

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 budget for FY2014 is \$337,793, which reflects an increase of \$31,941 or 10.4% above FY2013. Some staff changes were made during FY2010 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 works closely 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 \$3,244 per user for FY2014. The Planning and Community Development Department has an allocation to account 4100 of \$9,733 for FY2014.

		— Prior Years — Expenditure FY/2011	Expenditure FY/2012	Amended Budget	Current Year Actual On 2013/03	Year Projected Expenditure	—FY/2014 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
081100	*PLANNING & COMMUNITY DEVELO								
081100-1101	SALARIES-COMM. MEMBERS	7,125	7,125	7,200	5,400		7,200		
081100-1102	SALARY-PLANNING DIRECTOR	72,486	79,366	81,818	59,395		87,176		
081100-1104	SALARY-COMM & ECON DEV ASSIS								
081100-1106	SALARY-ZONING INSPECTOR	21,801	21,968	23,444	20,598		37,361		
081100-1107	SALARY-PLANNER	42,206	37,632	42,895	31,542		45,610		
081100-1108	SALARY-PERMIT TECHNICIAN	6,758	6,486	7,256	3,613		7,094		
081100-1300	WAGES & EXTRA HELP	905	774		2,140		2,160		
	—PERSONAL SERVICES—								
081100-2100	FICA EXPENSE	10,896	9,370	12,440	8,823		14,275		
081100-2210	RETIREMENT	13,545	14,314	18,979	9,279		21,796		
081100-2300	HEALTH INSURANCE	19,221	24,182	22,621	19,846		26,362		
081100-2301	HEALTH CARE REFORM						317		
081100-2400	LIFE INSURANCE	319	338	1,956	855		2,025		
081100-2700	WORKER'S COMPENSATION	289	216	184	82				
081100-2899	MISC. BENEFITS	162	111	276	145		300		
	—EMPLOYEE BENEFITS—								
081100-3100	PROFESSIONAL SERVICES	30,577	6,245	8,229	1,763		7,500		
081100-3103	PROF SERVICES-COMPREHENSIVE								
081100-3105	PROF SERVICES-DATA PROCESSIN								
081100-3109	CONSULTATION-PLANNING GRANT								
081100-3110	PROFESSIONAL SERVICES - LEGA								
081100-3200	TEMPORARY HELP SERVICES			400			400		
081100-3310	CONTRACTUAL REPAIR/MAIN	130	740		38				
081100-3320	MAINTENANCE CONTRACTS	2,598	2,898	2,500	1,732		3,000		
081100-3500	PRINTING	179	599	1,075			200		
081100-3600	ADVERTISING	8,372	6,726	5,000	4,157		6,500		
	—PURCHASED SERVICES—								
081100-4100	DATA PROCESSING	6,048	7,127	9,175	5,352		9,733		
	—INTERNAL SERVICES—								
081100-5210	POSTAGE	2,738	3,154	2,500	1,392		2,500		
081100-5230	COMMUNICATION	2,199	2,428	2,250	1,523		2,250		
081100-5306	SURETY BOND	123	118	100	40		67		
081100-5307	PUBLIC OFFICIALS LIABILITY I	11,298	11,852	8,895	4,257		7,095		
081100-5308	GENERAL LIABILITY INS	2,014	1,714	1,460	733		1,222		
081100-5410	LEASE OF EQUIPMENT	2,768	2,779	3,000	1,765		3,000		
081100-5510	TRAVEL	228	1,087	135	118		500		
081100-5540	TRAINING	145	769	615	615		500		
081100-5685	SUPPORT-PARTNERSHIP	30,000	30,000	30,000	22,500		30,000		
081100-5687	SUPPORT-LORD FAIRFAX SMALL B								
081100-5690	CONTRIBUTION PLANNING DISTRI	6,889	6,794	6,900	7,208		7,500		
081100-5810	MEMBERSHIPS & DUES	910	425	800	465		600		
	—OTHER CHARGES—								

	----- Prior Years -----		----- Current Year -----			-----FY/2014 Budget Year-----		
	Expenditure FY/2011	Expenditure FY/2012	Amended Budget	Actual On 2013/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
*PLANNING & COMMUNITY DEVELO								
081100-6001 OFFICE SUPPLIES	1,166	961	1,400	784	=====	1,400	=====	
081100-6012 SUBSCRIPTIONS	507	755	500	71	=====	500	=====	
081100-6099 MATERIALS & SUPPLIES	236		250	14	=====	250	=====	
-----MATERIALS & SUPPLIES-----								
081100-8202 FURNITURE & FIXTURES		118	200	70	=====	200	=====	
081100-8207 DATA PROCESSING EQUIPMENT			1,399	1,174	=====	1,200	=====	
-----CAPITAL OUTLAY-----								
-----SUB TOTAL-----	304,838	289,171	305,852	217,489	=====	337,793	=====	
-----TOTAL-----	304,838	289,171	305,852	217,489	=====	337,793	=====	

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 four 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. 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 FY2014 budget of \$79,570 is an increase of \$2,113 or 2.7% greater than the FY2013 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 \$3,244 per user for FY2014. 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 \$4,867 for FY2014.

Personnel Summary:

	Budget FY2013	Adopted FY2014	Change
Full Time	0.00	0.00	0.00
Part Time	3.00	3.00	0.00
Total	3.00	3.00	0.00

- B U D G E T -

E X P E N S E

		— Prior Years — Expenditure FY/2011	Expenditure FY/2012	Amended Budget	— Current Year — Actual On 2013/03	Projected Expenditure	—FY/2014 Department Request	Budget Year Town Manager Recommends	Adopted Budget
081200	**VISITOR CENTER**								
081200-1300	WAGES & EXTRA HELP —PERSONAL SERVICES—	49,485	50,818	52,188	36,805		54,239		
081200-2100	FICA EXPENSE	3,786	3,887	3,992	2,815		4,149		
081200-2700	WORKER'S COMP	171	59	50	31				
081200-2899	MISCELLANEOUS BENEFITS —EMPLOYEE BENEFITS—			225			225		
081200-3310	CONTRACTUAL REPAIR/MAINT			100					
081200-3500	PRINTING	15,659		500	355		1,500		
081200-3600	ADVERTISING —PURCHASED SERVICES—	230	506	500			500		
081200-4100	DATA PROCESSING —INTERNAL SERVICES—	3,024	3,563	4,587	2,676		4,867		
081200-5110	ELECTRIC CURRENT	3,403	2,610	3,600	1,839		3,000		
081200-5120	FUEL	1,430	1,168	1,500	768		1,500		
081200-5210	POSTAGE	1,235	1,019	1,500	756		1,500		
081200-5230	COMMUNICATION	2,749	3,117	3,100	2,201		3,200		
081200-5410	LEASE OF EQUIPMENT	2,400	2,400	2,400	1,610		2,400		
081200-5510	TRAVEL	484	696	800			800		
081200-5540	TRAINING	305	120	150	180		150		
081200-5691	SUPPORT - VTC MKTG LEVERAGE								
081200-5810	MEMBERSHIP DUES —OTHER CHARGES—	665	680	665	240		240		
081200-6001	OFFICE SUPPLIES	579	529	800	203		800		
081200-6012	SUBSCRIPTIONS	388		300					
081200-6099	MATERIALS & SUPPLIES —MATERIALS & SUPPLIES—	136	400	500	61		500		
081200-8202	FURNITURE & FIXTURES —CAPITAL OUTLAY—								
	—SUB TOTAL—	86,129	71,572	77,457	50,540		79,570		
	—TOTAL—	86,129	71,572	77,457	50,540		79,570		

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 2012, the Board heard two (2) applications for a 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 C- Commercial District and R-6 Residential District. One appeal to a Notice of Violation for a sign was also presented to the Board. 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 FY2014 budget remains the same.

		— Prior Years —		— Current Year —		—FY/2014 Budget Year —			
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2011	FY/2012	Budget	2013/03	Expenditure	Request	Recommends	Budget
081400	** BOARD OF ZONING APPEALS *								
081400-1300	WAGES & EXTRA HELP								
	—PERSONAL SERVICES—								
081400-2100	FICA EXPENSE								
	—EMPLOYEE BENEFITS—								
081400-3600	ADVERTISING		837	500	1,439		500		
	—PURCHASED SERVICES—								
081400-5210	POSTAGE								
081400-5510	TRAVEL								
081400-5540	TRAINING								
	—OTHER CHARGES—								
	—SUB TOTAL—		837	500	1,439		500		
	—TOTAL—		837	500	1,439		500		

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 2012, the ARB considered 40 cases and issued 34 Certificates of Appropriateness for improvements and modifications to structures within the Warrenton Historic District. This represents an 85% rate of acceptance from applications. In addition, another 28 applications were processed administratively in accordance with the Historic District Ordinance and approved as appropriate with the regulations. No cases were denied and none was appealed to the Town Council during 2012.

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 FY2014 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 budget for FY2014 represents no change from the previous year.

- B U D G E T -

E X P E N S E

		— Prior Years — Expenditure FY/2011	Expenditure FY/2012	Amended Budget	Current Year — Actual On 2013/03	Projected Expenditure	—FY/2014 Budget Year — Department Request	Town Manager Recommends	Adopted Budget
081600	* ARCHITECTURAL REVIEW BOARD								
081600-1300	WAGES & EXTRA HELP								
	PERSONAL SERVICES								
081600-2100	FICA EXPENSE								
	EMPLOYEE BENEFITS								
081600-3100	PROFESSIONAL SERVICES								
081600-3500	PRINTING	13	12						
081600-3600	ADVERTISING	808	1,093	500	488	500			
	PURCHASED SERVICES								
081600-5210	POSTAGE	2	7		10				
081600-5510	TRAVEL	497	126						
081600-5540	TRAINING								
081600-5810	MEMBERSHIPS & DUES			50		50			
	OTHER CHARGES								
081600-6001	OFFICE SUPPLIES	20		20		20			
	MATERIALS & SUPPLIES								
	SUB TOTAL	1,340	1,238	570	498	570			
	TOTAL	1,340	1,238	570	498	570			

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 FY2014 budget proposes a total of \$1,559,910 to be transferred to other departments. Part of the excess of revenues over expenditures for the General Fund, \$973,316, is to be transferred to the Parks and Recreation Fund. A \$550,794 transfer to the Capital Projects Fund is for projects identified in the CIP document. A balance of \$35,800 will be transferred to unappropriated fund balance.

- B U D G E T -

E X P E N S E

ACCOUNTING PERIOD 2013/03

	Expenditure FY/2010	Prior Years Expenditure FY/2011	Expenditure FY/2012	FY/2013 Amended Budget	Current Year Actual On 2013/03	Projected Expenditure	Department Request	FY/2014 WARRENTON Recommends	Budget Year Adopted Budget
093100									
093100-0097									
093100-0098			64,087						
093100-0099				475,683			49,600		
093100-9201	220,561	375,325	404,529	726,850			535,794 *		
093100-9202									
093100-9203	1,331,819	984,737	936,208	670,395			973,316		
093100-9204									
--TOTAL DEPARTMENT--	<u>1,552,380</u>	<u>1,360,062</u>	<u>1,404,824</u>	<u>1,872,928</u>			<u>1,558,710</u>		
TOTAL - ** TRANSFERS **	<u>1,552,380</u>	<u>1,360,062</u>	<u>1,404,824</u>	<u>1,872,928</u>			<u>1,558,710</u>		
TOTAL FOR FUND	<u>1,552,380</u>	<u>1,360,062</u>	<u>1,404,824</u>	<u>1,872,928</u>			<u>1,558,710</u>		
FINAL TOTAL	<u>1,552,380</u>	<u>1,360,062</u>	<u>1,404,824</u>	<u>1,872,928</u>			<u>1,558,710</u>		

*INCREASED BY \$15,000 BY COUNCIL

Function:	Short-Term Debt
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:

Debt service payments totaling \$180,334 are budgeted for FY2014. This represents principal and interest payments under a Tax-exempt Lease/Purchase agreement in the principal amount of \$528,525 dated September 28, 2012 with the Industrial Development Authority of the County of Stafford and the City of Staunton, Virginia. The lease/purchase is in support of the Warrenton Police Department's Mobile Data Terminal Project. The agreement provides for six level payments of \$90,167 over a three year term. The first payment under the lease was made in FY2013. The final payment is due in September of 2015.

- B U D G E T -

E X P E N S E

	— Prior Years — Expenditure FY/2011	Expenditure FY/2012	Amended Budget	— Current Year — Actual On 2013/03	Projected Expenditure	—FY/2014 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
095100	** DEBT SERVICE **							
	—PERSONAL SERVICES—							
095100-9125			96,528			174,880		
095100-9126			9,071			5,454		
	—OTHER USES OF FUNDS—							
	—SUB TOTAL—							
			105,599			180,334		
	—TOTAL—							
			105,599			180,334		
TOTAL FOR FUND	8,654,996	8,165,147	9,799,917	5,286,469		9,344,015		
FINAL TOTAL	8,654,996	8,165,147	9,799,917	5,286,469		9,344,015		

**TOWN OF WARRENTON, VIRGINIA
SUMMARY OF CAPITAL PROJECTS BUDGET
FOR PROPOSED AND LAST FISCAL YEAR**

<u>CAPITAL PROJECTS FUND</u>	<u>ADOPTED</u> <u>2012-2013</u>	<u>PROPOSED</u> <u>2013-2014</u>
<u>REVENUES</u>		
Revenues from Local Governments	\$ -	\$ -
Transfers & Reserves	726,850	570,794
TOTAL CAPITAL PROJECTS FUND REVENUE	<u>\$ 726,850</u>	<u>\$ 570,794</u>
<u>EXPENDITURES</u>		
Equipment	\$ 472,970	\$ 158,794
Projects	253,880	412,000
Transfers & Reserves	-	-
TOTAL CAPITAL PROJECTS FUND EXPENDITURES	<u>\$ 726,850</u>	<u>\$ 570,794</u>

<p>Capital Projects Fund</p> <p>Revenue</p>

Total Capital Projects Fund revenue for FY2014 totals \$570,794

Revenue Description:
FY2014 Estimate:

Transfers from General Fund
\$550,794

This line item includes transfers from the General Fund to fund capital projects scheduled for completion in FY2014.

Revenue Description:
FY2014 Estimate:

Transfers from Reserves
\$20,000

This line item includes transfers from Reserves to fund capital projects scheduled for completion in FY2014.

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 FY2014 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 FY2014 after careful review by their associated committees and the Planning Commission. The proposed program budget of \$570,794 is \$201,556 less than the FY2013 program.

The proposed Capital Improvements Program is financed by General Funds. The program includes the replacement of 3 critical pieces of equipment to maintain a high level of service to citizens, two police cruisers and a refuse truck. Traffic issues continue to be the primary focus in town since the completion of most drainage issues that were identified in the mid 1990's. Broadview Avenue Improvements with emphasis on safety, through capacity and business access along is the town's number one priority in the VDOT Six year plan and Urban Program. The project is progressing with council and business support. A second traffic project is the conversion of the last span wire traffic signals to mast arms under the VDOT Revenue sharing program. This project dove-tails into Broadview Avenue work with the Waterloo intersection signal being addressed.

Projects included in the FY2014 program:

Vehicles and Equipment

FY2014 Appropriation: \$158,794

This category includes the replacement of two police cruisers as part of fleet maintenance program and the replacement of a 25 year old refuse truck to allow a nine year old truck to go into backup service to insure timely service to citizens. The refuse truck is to be procured under a three-year lease purchase budgeted at \$60,000/yr. There is a late model used pickup truck for the Inspections Section of Community Development to replace the 22 year old red Dodge, which is constantly down for repair.

Urban Program, Broadview Avenue

FY2014 Appropriation: \$5,000

The project is for the town's cost share of the design effort for developing the HNTB conceptual plan into construction drawings and specifications. In December 2012 the Council approved the latest concept and directed VDOT to proceed to design phase.

Revenue Sharing, Mast Arms

FY2014 Appropriation: \$372,000

The project consists of the conversion of the three remaining span wire traffic signals in the town to mast arms. This project is being reprogrammed under Revenue Sharing in order to preserve the Urban Program funding as for use on Broadview Avenue. Previous year's efforts have completed the design to 90% with the construction scheduled to start in August 2013. The Revenue Sharing Program is a 50/50 cost share with VDOT providing \$186,000 in funding.

Wayfaring Signage

FY2014 Appropriation: \$10,000

Project funding is to supplement prior reserved funds of \$15,000 to provide better signage directing motorist to the Old Town area of town. Signs will provide directions to parking, shopping, historical sites and government locations. The Partnership for Warrenton Design Committee is selecting logos, colors and style for the signage.

Fire Station Opticon

FY2014 Appropriation: \$10,000

The project is to convert the Shirley Avenue traffic signals at the fire station and Carriage House Lane to fully functioning Opticom signals to allow emergency vehicles to pre-empt the signals from all approach directions. Currently the signals can only be remotely activate by a wall mounted push button in the station that only clears the signals to allow fire vehicles to exit the station. Emergency vehicles traveling on Shirley Avenue must depend on their horns and lights to clear vehicles from the intersection.

Timberfence Trail

FY2014 Appropriation: \$15,000

This will allow for a preliminary study for a proposed extension of Timberfence Trail to the Warrenton Aquatic and Recreation Facility.

- B U D G E T -

E X P E N S E

ACCOUNTING PERIOD 2013/03

	Expenditure FY/2010	Prior Years Expenditure FY/2011	Expenditure FY/2012	FY/2013 Amended Budget	Current Year Actual On 2013/03	Projected Expenditure	Department Request	FY/2014 WARRENTON Recommends	Budget Year Adopted Budget
000999									
093500									
093500-8202		153,803							
093500-8203			189,013						
093500-8204				439,457	6,766				
093500-8205	30,544	63,802	75,707	33,513	47,765		91,294		
093500-8206			58,072				7,500		
093500-8207							60,000		
	30,544	217,605	322,792	472,970	54,531		158,794		
TOTAL - EQUIPMENT	30,544	217,605	322,792	472,970	54,531		158,794		
094500									
094500-8101			8,389						
094500-8105									
094500-8106	60,039						10,000		
094500-8111	58,001	61,771							
094500-8112				56,000	43,737				
094500-8116				45,000					
094500-8127				40,000	18,405				
094500-8139		46,736							
094500-8152	70,909	79,426	10,771	41,500	8,765				
094500-8156	11,634	10,199		5,000			5,000		
094500-8157									
094500-8158		107,367	66,631	68,880	2,784		372,000		
094500-8159		147,174							
094500-8160							10,000		
094500-8161			39,893						
094500-8162			451	43,000	43,000				
	200,583	452,673	126,135	299,380	116,691		397,000		
TOTAL - CAPITAL PROJECTS	200,583	452,673	126,135	299,380	116,691		397,000		
099100-7014			15,600						
099100-7015									
			15,600						
TOTAL - TRANSFERS TO RESERVES			15,600						
TOTAL FOR FUND	231,127	670,278	464,527	772,350	171,222		555,794		
FINAL TOTAL	231,127	670,278	464,527	772,350	171,222		555,794		

*INCREASED BY \$15,000 BY COUNCIL

**TOWN OF WARRENTON, VIRGINIA
SUMMARY OF WATER AND SEWER BUDGET
FOR CURRENT AND LAST FISCAL YEAR**

<u>REVENUES</u>	<u>ADOPTED 2012-2013</u>	<u>ADOPTED 2013-2014</u>
Transfer Fees	\$ 8,500	\$ 8,500
Revenue from Use of Money/Property	144,500	161,500
Charges for Services	3,739,000	3,739,000
Miscellaneous Revenue	39,492	40,300
Grant Revenue	11,841	0
Non-Revenue Receipts	250,000	250,000
Transfers & Reserves	145,280	364,263
TOTAL WATER & SEWER FUND REVENUES	\$ 4,338,613	\$ 4,563,563
<u>EXPENDITURES</u>		
Water Supply, Distribution & Billing	\$ 1,708,935	\$ 1,758,773
Wastewater Treatment	1,524,085	1,621,127
Administration	769,093	757,163
Debt Service		
Subtotal	\$ 4,002,113	\$ 4,137,063
Capital Outlay & Projects	336,500	426,500
Transfers & Reserves	-	-
TOTAL WATER & SEWER FUND EXPENSES	\$ 4,338,613	\$ 4,563,563

Water and Sewer Fund

Sources of Revenue

Water and Sewer Fund Revenues for FY2014 total \$4,563,563

In conjunction with the rate study performed in FY2006, 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 FY2014. FY2014 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:
FY2014 Estimate:

Transfer Fees
\$8,500

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

Revenue Description:
FY2014 Estimate:

Revenue from Use of Money
\$6,500

Interest and investment revenue fluctuates with the general economic conditions and the level of utility fund cash balances. The FY2014 estimate continues to be due to historically low interest rates.

**Revenue Description:
FY2014 Estimate:**

**Revenue from Use of Property
\$155,000**

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, but a fifth carrier is in the process of obtaining a lease and erecting antennas on the 4th Street water tank.

**Revenue Description:
FY2014 Estimate**

**Charges for Services
\$3,739,000**

The Town currently provides water and sewer services to approximately 4,801 residential and commercial customers, up 23 customers since last year, with a number of the accounts being reactivations of prior dormant accounts 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 2014 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 finding are still valid and that no rate increase will be necessary for FY 2014.

The following rate schedule is maintained for July 1, 2014:

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

Service	Water	Sewer
Average Monthly Bill (based on 5,000 gallons)	\$16.50	\$29.40
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:
FY2014 Estimate:

Recoveries and Rebates
\$29,800

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 and sewer impact fees assessed to properties off Walker Drive.

Revenue Description:
FY2014 Estimate:

Miscellaneous Revenue
\$10,500

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:
FY2014 Estimate:

Non-Revenue Receipts
\$250,000

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 FY2001, 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:
FY2014 Estimate:

Transfers and Reserves
\$364,263

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/2013 Current Year -----			----- FY/2014YY Budget Year -----		
		Revenue FY/2010	Revenue FY/2011	Revenue FY/2012	Amended Budget	Actual On 2013/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
000999	** WATER/SEWER FUND REVENUE									
013000	** PERMITS, FEES & LICENSE *									
013030-0005	TRANSFER FEES	8,206-	8,124-	8,520-	8,500-	6,179-		8,500-		
	--TOTAL DEPARTMENT--	<u>8,206-</u>	<u>8,124-</u>	<u>8,520-</u>	<u>8,500-</u>	<u>6,179-</u>		<u>8,500-</u>		
TOTAL - ** PERMITS, FEES & LICENSE *		<u>8,206-</u>	<u>8,124-</u>	<u>8,520-</u>	<u>8,500-</u>	<u>6,179-</u>		<u>8,500-</u>		
015000	** REVENUE-USE OF MONEY/PROP									
015010-0001	INTEREST INCOME	15,701-	13,907-	7,477-	6,500-	3,703-		6,500-		
	--TOTAL DEPARTMENT--	<u>15,701-</u>	<u>13,907-</u>	<u>7,477-</u>	<u>6,500-</u>	<u>3,703-</u>		<u>6,500-</u>		
015020-0001	RENTAL INCOME	130,113-	137,373-	134,361-	138,000-	103,454-		155,000-		
	--TOTAL DEPARTMENT--	<u>130,113-</u>	<u>137,373-</u>	<u>134,361-</u>	<u>138,000-</u>	<u>103,454-</u>		<u>155,000-</u>		
TOTAL - ** REVENUE-USE OF MONEY/PROP		<u>145,814-</u>	<u>151,280-</u>	<u>141,838-</u>	<u>144,500-</u>	<u>107,157-</u>		<u>161,500-</u>		
016160	** CHARGES FOR SERVICES **									
016160-0005	SEWER SERVICE CHARGES	2,398,822-	2,409,176-	2,369,391-	2,430,000-	1,652,891-		2,430,000-		
016160-0010	SALE OF WATER	1,261,498-	1,237,977-	1,218,019-	1,260,000-	850,784-		1,260,000-		
016160-0015	PENALTIES	41,623-	43,955-	39,777-	43,000-	30,418-		43,000-		
016160-0020	RECONNECTION FEES	4,400-	4,640-	6,920-	6,000-	4,160-		6,000-		
	--TOTAL DEPARTMENT--	<u>3,706,343-</u>	<u>3,695,748-</u>	<u>3,634,107-</u>	<u>3,739,000-</u>	<u>2,538,253-</u>		<u>3,739,000-</u>		
TOTAL - ** CHARGES FOR SERVICES **		<u>3,706,343-</u>	<u>3,695,748-</u>	<u>3,634,107-</u>	<u>3,739,000-</u>	<u>2,538,253-</u>		<u>3,739,000-</u>		
018030	** RECOVERIES & REBATES **									
018030-0001	RECOVERIES & REBATES									
018030-0005	CONST/INSTALLATION FEES	14,693-	16,149-	10,654-	14,000-	9,374-		16,000-		
018030-0020	IMPACT FEES				3,192-					
018030-0021	IMPACT FEES - WHITES MILL									
018030-0025	WTC WATERLINE MAINTENANCE	13,603-	13,409-	13,217-	13,800-			13,800-		
	--TOTAL DEPARTMENT--	<u>28,296-</u>	<u>29,558-</u>	<u>23,871-</u>	<u>30,992-</u>	<u>9,374-</u>		<u>29,800-</u>		
018990	** MISCELLANEOUS REVENUE **									
018990-0001	MISCELLANEOUS REVENUE	4,977-	1,499-	4,095-	3,500-	963-		3,000-		
018990-0005	SALE OF MAT'L & SUPPLIES	4,107-	5,621-	3,839-	5,000-	5,504-		5,500-		
018990-0006	SALE SALVAGE & JUNK		40-							
018990-0007	PRO-RATA SHARE CEDAR RUN PUM	2,000-		2,000-		2,000-		2,000-		
018990-0008	TAYLOR MS PUMP STATION UPGRA									
	--TOTAL DEPARTMENT--	<u>11,084-</u>	<u>7,160-</u>	<u>9,934-</u>	<u>8,500-</u>	<u>8,467-</u>		<u>10,500-</u>		
TOTAL - ** RECOVERIES & REBATES **		<u>39,380-</u>	<u>36,718-</u>	<u>33,805-</u>	<u>39,492-</u>	<u>17,841-</u>		<u>40,300-</u>		

- B U D G E T -

R E V E N U E

ACCOUNTING PERIOD 2013/03

		Prior Years			FY/2013 Current Year		FY/2014YY Budget Year			
		Revenue FY/2010	Revenue FY/2011	Revenue FY/2012	Amended Budget	Actual On 2013/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
024040-0005	GRANT REVENUE	369,631-			11,841-	11,841-				
	--TOTAL DEPARTMENT--	369,631-			11,841-	11,841-				
TOTAL - GRANT REVENUE		369,631-			11,841-	11,841-				
033030-0001	FEDERAL GOVERNMENT GRANT	215,204-	326,796-							
	--TOTAL DEPARTMENT--	215,204-	326,796-							
TOTAL - FEDERAL GOVERNMENT GRANT		215,204-	326,796-							
041000	** NON REVENUE RECEIPTS **									
041000-0005	SEWER CONNECTION FEES	222,950-	95,925-	167,775-	150,000-	129,050-		150,000-		
041000-0010	WATER CONNECTION FEES	173,250-	79,200-	104,198-	100,000-	93,925-		100,000-		
041000-0020	GIFTS - DEDICATED FIXED ASSE									
	--TOTAL DEPARTMENT--	396,200-	175,125-	271,973-	250,000-	222,975-		250,000-		
041050	** FUND TRANSFERS **									
041050-0001	TRANSFERS-ENCUMBRANCES									
041050-0096	TRANSFER FROM DATA PROCESSIN									
041050-0097	TRANSFER FROM RETAINED EARNI									
041050-0098	TRANSFER FROM RESERVES				913,853-			364,263-		
041050-0610	TRANSFER FROM DATA PROCESSIN									
	--TOTAL DEPARTMENT--				913,853-			364,263-		
TOTAL - ** NON REVENUE RECEIPTS **		396,200-	175,125-	271,973-	1,163,853-	222,975-		614,263-		
TOTAL FOR FUND		4,880,778-	4,393,791-	4,090,243-	5,107,186-	2,904,246-		4,563,563-		
FINAL TOTAL		4,880,778-	4,393,791-	4,090,243-	5,107,186-	2,904,246-		4,563,563-		

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 4,801 residential and business accounts, as well as availability fees paid by new customers, plus other miscellaneous charges.

Manager’s Message:

During 2012, 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 1,192,795 gallons of potable water per day and the wastewater treatment plant treated approximately 1,668,383 gallons of sewage per day, both numbers are below the 2.5 million gallon per day permitted for the wastewater plant and the 3.0 million gallons per day permitted for the water plant. The economy continued to be slow with only 23 new accounts added over the past year. There is the potential for significant growth in the coming year with Mosby Crossing, Riser property and Couk property which could be approved with some level of construction started in the year. The rate of growth in customer accounts for the past four years has been below the growth rates predicted in the Whitman Requardt & Associates Capacity Study of 2002, which was updated in 2006 and again in 2010. The current projection for water sewer capacity build-out is still projected out to 2025. The past year has been one of normal precipitation with no water transfers from the Airlie Reservoir.

The overall Utility Department budget of \$4,563,563 is a decrease of \$543,623, or 10.6% less than FY2013. Capital outlay, chemicals, and electrical costs for water/sewer treatment continue to be major expenditures.

The capital outlay program for the year focuses on general replacement of components at the treatment plants that are original equipment and at the end of their functional life, the final effort to increase water production by bringing 2 wells back into production,

and the completion of the recommendations by the Dewberry and Davis Study of the Frazier Road drainage basin. The major maintenance projects at the wastewater treatment plant involve the rehabilitation of the remaining 11 rotating biological contactors and upgrade to Taylor MS pumping station. The water treatment plant work involves replacement of the 4th high service pump, replacement of a critical filter valve and the complete HVAC system.

The water treatment plant is in its third year of operation since the upgrade to 3.0 million gallons per day capacity. Operations continue to be smooth without any significant issues. Staff and consultants continue to work with the Health Department to bring wells #3 and #4 back into production. Water production for the past two years has remained constant and there is no increase in demand in the coming year with development at its current level.

The Meter Reading section of the Utilities staff is in a transition with a new supervisor and the loss of over 22 years experience with the previous supervisor. The section continues to function with only two personnel with over 85% of the meters being remote or touch read and the remaining manual read meters are being addressed on an individual basis under the operating budget. A cursory water/billing audit by Johnson Controls this past year validated the accuracy of the meters and billing to within industry standards. 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 be a more maintenance related staff and with focus primarily on the maintenance and servicing of the extensive and aging water-sewer system and new construction only to minor projects. 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. These areas are placed on a more frequent maintenance schedule.

Staff will continue to monitor the various state (DEQ and VDH) and federal programs to take advantage of any funding that may be available and appropriate for utility related projects and improvements.

Personnel Summary:	Budget FY2013	Adopted FY2014	Change
Full Time	26.00	26.00	0.00
Part Time	5.00	5.00	0.00
Total	31.00	31.00	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. The section has implemented the town’s meter conversion program from manual to predominately 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 4,801 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 FY2014 budget, has no new initiatives from the FY2012 budget. The FY2014 budget is \$222,129 which is an increase of \$2,550 or 1.2% greater than FY2013. The Meter Reading section of the Utilities staff is in a transition with a new supervisor and the loss of over 22 years of experience with the previous supervisor. The section continues to function with only two personnel with over 85% of the meters being remote or touch read and the remaining manual read meters are being addressed on an individual basis under the operating budget. A cursory water/billing audit by Johnson Controls this past year validated the accuracy of

the meters and billing to within industry standards. 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 continue to be 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 being maintained at pre-1990 level with the 2 current 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 \$3,244 per user for FY2014 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 FY2014 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary

	Budget FY2013	Adopted FY2014	Change
Full Time	2.00	2.00	0.00
Part Time	.00	.00	0.00
Total	2.00	2.00	0.00

		----- Prior Years -----		----- Current Year -----		--FY/2014YY Budget Year --			
		Expenditure FY/2011	Expenditure FY/2012	Amended Budget	Actual On 2013/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
041340	** METER READING **								
041340-1300	WAGES & EXTRA HELP	93,577	95,940	106,340	75,240		104,404		
041340-2100	FICA EXPENSE	6,301	6,394	8,135	5,210		7,987		
041340-2210	RETIREMENT	10,843	11,189	12,854	6,444		10,414		
041340-2300	HEALTH INSURANCE	26,703	31,352	29,577	21,761		18,853		
041340-2301	HEALTH CARE REFORM						254		
041340-2400	LIFE INSURANCE	255	264	1,324	599		967		
041340-2700	WORKER'S COMPENSATION	2,613	1,440	1,226	1,923		3,205		
041340-2860	ACCRUED LEAVE EXPENSE	3,843	7,049						
041340-2899	MISC. BENEFITS	159	92	230	91		240		
041340-3100	PROFESSIONAL SERVICES								
041340-3310	CONTRACTUAL REPAIR	120	283	1,200	106		850		
041340-3320	MAINTENANCE CONTRACTS	1,440	4,350	5,650			5,650		
041340-3500	PRINTING	136		150	293		150		
041340-3600	ADVERTISING						165		
041340-3701	UNIFORM RENTAL	175	128	250	127		250		
041340-4100	DATA PROCESSING	4,032	4,751	6,117	3,568		6,489		
041340-4200	VEHICLE EXPENSES								
	--SUB TOTAL--	150,197	149,134	173,053	115,362		159,878		
041340-4200-110	MOTOR POOL LABOR	1,666	2,015	1,810	1,188		2,292		
	--INTERNAL SERVICES--	1,666	2,015	1,810	1,188		2,292		
	--SUB TOTAL--	1,666	2,015	1,810	1,188		2,292		
041340-4200-310	CONTRACTUAL REPAIR		2,806	3,070			3,192		
	--INTERNAL SERVICES--		2,806	3,070			3,192		
	--SUB TOTAL--		2,806	3,070			3,192		
041340-4200-535	AUTOMOTIVE INSURANCE	1,984	1,461	1,244	920		1,533		
	--INTERNAL SERVICES--	1,984	1,461	1,244	920		1,533		
	--SUB TOTAL--	1,984	1,461	1,244	920		1,533		
041340-4200-608	FUEL	2,430	3,216	2,350	2,203		2,469		
	--INTERNAL SERVICES--	2,430	3,216	2,350	2,203		2,469		
	--SUB TOTAL--	2,430	3,216	2,350	2,203		2,469		
041340-4200-609	REPAIR PARTS & TIRES	1,272	689	680	559		784		
	--INTERNAL SERVICES--	1,272	689	680	559		784		
	--SUB TOTAL--	1,272	689	680	559		784		
041340-4200-699	OTHER MOTOR POOL COSTS	437	413	410	237		470		
	--INTERNAL SERVICES--	437	413	410	237		470		
	--SUB TOTAL--	437	413	410	237		470		

	----- Prior Years -----		----- Current Year -----		--FY/2014YY Budget Year --			
	Expenditure FY/2011	Expenditure FY/2012	Amended Budget	Actual On 2013/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
** METER READING **								
041340-5110		ELECTRIC CURRENT	72	79	200	56	200	
041340-5210		POSTAGE	126	972	200	276	200	
041340-5230		COMMUNICATION	1,094	1,207	1,000	758	1,000	
041340-5308		GENERAL LIABILITY INS	1,417	1,253	1,067	437	728	
041340-5410		LEASE OF EQUIPMENT	239	120	483	94	483	
041340-5510		TRAVEL	12	19	150		150	
041340-5540		TRAINING	64	64	50	243	50	
041340-5810		MEMBERSHIPS & DUES		90	50		50	
		--OTHER CHARGES--						
041340-6001		OFFICE SUPPLIES	357	26	450	373	450	
041340-6011		WEARING APPAREL	209	152	362	17	250	
041340-6024		TOOLS	70	419	500	31	500	
041340-6097		METERS & SUPPLIES	70,814	46,179	30,000	317	45,000	
041340-6099		MATERIALS & SUPPLIES	786	1,034	2,200	1,931	2,200	
		--MATERIALS & SUPPLIES						
041340-8202		FURNITURE & FIXTURES		93	250		250	
041340-8999		DEPRECIATION EXPENSE						
		--CAPITAL OUTLAY--						
		--SUB TOTAL--	75,260	51,707	36,962	4,533	51,511	
		--TOTAL--	233,246	211,441	219,579	125,002	222,129	

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 4,801 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 FY2014 budget is a decrease of \$25,771 or 2.8% less than the FY2013 budget. Energy and chemicals continue to be major cost elements. General maintenance and the replacement of components are on the rise due to age and the rise in costs for parts and instrumentation. The two reservoir dams received very positive reviews during a visit by DCR concerning the overall maintenance condition. 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 twelfth annual "Consumer Confidence Report" mailed to all customers in June 2012 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 nine 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 the plant meets current safety standards, which continue to grow in complexity.

The capital outlay program contains projects for the water treatment plant involving replacement of the 4th high service pump, replacement of a critical filter valve and the complete HVAC system. All of these items are original equipment to the plant since 1983.

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 \$3,244 per user for FY2014.

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 FY2014 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary

	Budget FY2013	Adopted FY2014	Change
Full Time	5.00	5.00	0.00
Part Time	2.00	2.00	0.00
Total	7.00	7.00	0.00

		----- Prior Years -----		---- Current Year ----		--FY/2014YY Budget Year --	
		Expenditure	Amended	Actual On	Projected	Department	Town Manager
		FY/2011	Budget	2013/03	Expenditure	Request	Recommends
							Adopted
							Budget
045100	** SOURCE OF SUPPLY **						
045100-1101	SALARY-SUPERINTENDENT	59,523	63,474	67,403	47,757	68,962	
045100-1102	SALARY-PLANT OPERATORS	232,354	179,265	192,262	134,123	203,621	
045100-1300	WAGES & EXTRA HELP	34,625	41,704	50,105	43,509	43,430	
	--PERSONAL SERVICES--						
045100-2100	FICA EXPENSE	24,730	21,653	23,116	16,765	24,175	
045100-2210	RETIREMENT	33,040	29,479	33,045	15,850	34,455	
045100-2300	HEALTH INSURANCE	49,140	43,477	45,429	32,810	37,354	
045100-2301	HEALTH CARE REFORM					383	
045100-2400	LIFE INSURANCE	779	695	3,405	1,472	3,201	
045100-2700	WORKER'S COMPENSATION	8,506	5,958	5,074	4,544	7,573	
045100-2860	ACCRUED LEAVE EXPENSE	6,821	7,760				
045100-2899	MISC. BENEFITS	312	230	575	527	600	
	--EMPLOYEE BENEFITS--						
045100-3160	LABORATORY SERVICES	7,357	9,937	22,935	5,167	19,159	
045100-3310	CONTRACTUAL REPAIR/MAINT	29,356	13,841	50,187	45,718	21,687	
045100-3320	MAINTENANCE CONTRACTS	42,469	44,873	41,000	35,175	46,000	
045100-3600	ADVERTISING	3,725	190	250	212	250	
045100-3701	UNIFORM RENTAL	270	275	450	366	450	
045100-3990	PAYMENTS ON CONTRACTS	7,430	6,500	9,615	3,425	9,615	
045100-3991	PERMIT FEES	11,479	13,369	12,040	12,578	16,300	
	--PURCHASED SERVICES--						
045100-4100	DATA PROCESSING	5,040	5,939	7,646	4,460	8,111	
	--INTERNAL SERVICES--						
	--SUB TOTAL--	543,314	488,619	564,537	404,458	545,326	
045100-4200-110	MOTOR POOL LABOR	568	956	570	362	1,087	
	--INTERNAL SERVICES--	568	956	570	362	1,087	
	--SUB TOTAL--	568	956	570	362	1,087	
045100-4200-310	CONTRACTUAL REPAIR	400			20		
	--INTERNAL SERVICES--	400			20		
	--SUB TOTAL--	400			20		
045100-4200-535	AUTOMOTIVE INSURANCE	1,193	913	777	920	1,533	
	--INTERNAL SERVICES--	1,193	913	777	920	1,533	
	--SUB TOTAL--	1,193	913	777	920	1,533	
045100-4200-608	FUEL	1,279	1,521	1,250	2,946	1,290	
	--INTERNAL SERVICES--	1,279	1,521	1,250	2,946	1,290	
	--SUB TOTAL--	1,279	1,521	1,250	2,946	1,290	

	----- Prior Years -----		----- Current Year -----		----- FY/2014YY Budget Year -----			
	Expenditure FY/2011	Expenditure FY/2012	Amended Budget	Actual On 2013/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
** SOURCE OF SUPPLY **								
045100-4200-609	REPAIR PARTS & TIRES	265	780	200	285		887	
	--INTERNAL SERVICES--	265	780	200	285		887	
	--SUB TOTAL--	265	780	200	285		887	
045100-4200-699	OTHER MOTOR POOL COSTS	162	196	140	72		223	
	--INTERNAL SERVICES--	162	196	140	72		223	
	--SUB TOTAL--	162	196	140	72		223	
045100-5110	ELECTRIC CURRENT	120,357	124,759	145,000	91,696		145,000	
045100-5210	POSTAGE	5	57	2,000			500	
045100-5230	COMMUNICATION	2,201	2,434	2,940	1,527		2,940	
045100-5302	FIRE INSURANCE	7,485	7,262	6,185	5,604		9,340	
045100-5306	SURETY BOND			26	20		33	
045100-5308	GENERAL LIABILITY INS	5,585	5,081	4,300	1,570		2,617	
045100-5410	LEASE OF EQUIPMENT	1,372	742	1,000	666		1,000	
045100-5510	TRAVEL	229	380	400	135		400	
045100-5540	TRAINING	1,470	2,173	1,600	844		1,600	
045100-5810	MEMBERSHIPS & DUES	400	150	560	400		500	
	--OTHER CHARGES--							
045100-6004	LABORATORY SUPPLIES	6,615	6,843	7,568	5,289		8,500	
045100-6007	REPAIRS BUILDINGS & GROUNDS	2,618	1,086	5,000	2,519		5,000	
045100-6008	GASOLINE, GREASE & OIL	793-	1,151	500	1,684		500	
045100-6009	REPAIRS EQUIPMENT	9,896	20,614	28,994	23,937		12,000	
045100-6011	WEARING APPAREL	530	651	700	428		700	
045100-6012	SUBSCRIPTIONS		69	50			50	
045100-6024	TOOLS	463	419	500	256		500	
045100-6025	CHEMICAL SUPPLIES	125,855	126,190	145,000	88,954		145,000	
045100-6099	MATERIALS & SUPPLIES	5,799	11,378	5,500	3,376		6,000	
	--MATERIALS & SUPPLIES							
045100-8201	EQUIPMENT - WIP						7,000	
045100-8900	WARRENTON DAM REPAIR		9,951					
045100-8901	FLUORIDATION SYSTEM EQUIPME		2,480		2,480			
045100-8999	DEPRECIATION EXPENSE							
	--CAPITAL OUTLAY--							
	--SUB TOTAL--	290,087	323,870	357,823	231,385		349,180	
	--TOTAL--	837,268	816,855	925,297	640,448		899,526	

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 723 fire hydrants and responding to over 2,100 calls annually for Miss Utility field locations of water and sewage lines as mandated by law.

Manager's Message:

The FY2014 budget of \$637,118 for the Transmission and Distribution section shows an increase of \$5,434 which is 0.9% greater than the current fiscal year. The section continues to focus in the coming year on the maintenance and servicing of the extensive and aging water-sewer system. With the reduction of capital work by the section, the labor portion of the budget is increased due to the predominant maintenance effort. 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. Additional emphasis is being placed on the flushing and cleaning of sewer mains (particularly the sections that are more susceptible to cooking grease and commercial soap) on a more frequent basis to prevent backs.

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 \$3,244 per user for FY2014.

The motor pool requests represent the cost of operating and maintaining motor vehicles and equipment used by the department. 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 FY2014 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:

	Budget FY2013	Adopted FY2014	Change
Full Time	7.00	7.00	0.00
Part Time	0.00	0.00	0.00
Total	7.00	7.00	0.00

- B U D G E T -

E X P E N S E

		----- Prior Years -----		----- Current Year -----		---FY/2014YY Budget Year ---		
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
		FY/2011	FY/2012	Budget	2013/03	Expenditure	Request	Recommends
								Adopted
								Budget
045200	** TRANSMISSION AND DISTRIBU							
045200-1100	SALARY-WATER & SEWER SUPT	87,331	84,405	85,857	61,880		91,285	
045200-1300	WAGES & EXTRA HELP	245,851	230,815	239,838	177,103		258,550	
	--PERSONAL SERVICES--							
045200-2100	FICA EXPENSE	24,352	23,132	24,533	18,462		26,762	
045200-2210	RETIREMENT	35,826	36,404	41,658	19,927		42,579	
045200-2300	HEALTH INSURANCE	48,114	63,593	76,516	48,412		61,092	
045200-2301	HEALTH CARE REFORM						636	
045200-2400	LIFE INSURANCE	4,402	4,416	4,293	4,518		7,513	
045200-2700	WORKER'S COMPENSATION	8,569	7,093	6,041	6,582		10,970	
045200-2860	ACCRUED LEAVE EXPENSE	2,507	1,302					
045200-2899	MISC. BENEFITS	373	323	805	318		840	
	--EMPLOYEE BENEFITS--							
045200-3310	CONTRACTUAL REPAIR/MAINT	3,611	1,058	5,600	1,435		5,600	
045200-3320	MAINTENANCE CONTRACTS		1,600	1,500			1,500	
045200-3600	ADVERTISING	578		300	328		300	
045200-3701	UNIFORM RENTAL	902	976	1,200	593		1,050	
045200-3990	PAYMENTS ON CONTRACTS			9,600			9,600	
	--PURCHASED SERVICES--							
045200-4100	DATA PROCESSING	4,032	4,751	7,646	4,460		8,111	
045200-4200	VEHICLE EXPENSES	10						
	--INTERNAL SERVICES--							
	--SUB TOTAL--	466,458	459,868	505,387	344,018		526,388	
045200-4200-110	MOTOR POOL LABOR	12,388	10,877	12,490	6,433		12,372	
	--INTERNAL SERVICES--	12,388	10,877	12,490	6,433		12,372	
	--SUB TOTAL--	12,388	10,877	12,490	6,433		12,372	
045200-4200-310	CONTRACTUAL REPAIR	516	4,972	3,610	36		5,656	
	--INTERNAL SERVICES--	516	4,972	3,610	36		5,656	
	--SUB TOTAL--	516	4,972	3,610	36		5,656	
045200-4200-535	AUTOMOTIVE/EQUIP INSURANCE	5,485	7,334	6,246	3,463		5,772	
	--INTERNAL SERVICES--	5,485	7,334	6,246	3,463		5,772	
	--SUB TOTAL--	5,485	7,334	6,246	3,463		5,772	
045200-4200-608	FUEL	13,886	17,849	15,000	10,615		14,189	
	--INTERNAL SERVICES--	13,886	17,849	15,000	10,615		14,189	
	--SUB TOTAL--	13,886	17,849	15,000	10,615		14,189	

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 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.

Manager’s Message:

The Town’s wastewater treatment plant (WWTP) processed and treated an average of 1,668,383 gallons of sewage per day in 2012. The flows through the treatment plant are representative of the below normal precipitation for the year and the slow growth in the community with only a net increase of 23 new residential and commercial accounts added this past year with many being reactivation of prior dormant accounts.

The budget of \$1,621,127 represents an increase of \$72,296 which is 4.7% greater than the FY2013 budget. Costs for chemicals, energy and general repairs continue to increase. The plant is meeting the nutrient reduction goals/limits set by DEQ with no problems at this time, but it requires additional chemicals and electricity to pump to the de-nitrification filters. There were no violations to the plant operation during the past year.

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

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.

The capital outlay program has two sewer treatment plant related projects involving the rehabilitation of the remaining 11 of 21 rotating biological contactors and pump upgrade to the Taylor Middle School Pump Station.

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 \$3,244 per user for FY2014. 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 FY2014 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary:

	Budget FY2013	Adopted FY2014	Change
Full Time	8.00	8.00	0.00
Part Time	3.00	3.00	0.00
Total	11.00	11.00	0.00

	----- Prior Years -----		----- Current Year -----		----- FY/2014YY Budget Year -----			
	Expenditure FY/2011	Expenditure FY/2012	Amended Budget	Actual On 2013/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
** WASTEWATER PLANT OPERATIO								
045300-4200-608	FUEL	4,340	3,095	4,000	1,913	3,966		
	--INTERNAL SERVICES---	4,340	3,095	4,000	1,913	3,966		
	--SUB TOTAL--	4,340	3,095	4,000	1,913	3,966		
045300-4200-609	REPAIR PARTS & TIRES	3,663	4,313	6,018	963	4,906		
	--INTERNAL SERVICES---	3,663	4,313	6,018	963	4,906		
	--SUB TOTAL--	3,663	4,313	6,018	963	4,906		
045300-4200-699	OTHER MOTOR POOL COSTS	1,890	1,065	1,810	447	1,212		
	--INTERNAL SERVICES---	1,890	1,065	1,810	447	1,212		
	--SUB TOTAL--	1,890	1,065	1,810	447	1,212		
045300-5110	ELECTRIC CURRENT	271,676	265,428	235,000	164,104	255,000		
045300-5120	FUEL	7,868	6,933	6,800	8,437	6,800		
045300-5210	POSTAGE		266	50	1	50		
045300-5230	COMMUNICATIONS	3,661	3,963	4,000	2,536	4,000		
045300-5302	FIRE INSURANCE	19,570	19,447	16,563	14,033	23,388		
045300-5306	SURETY BOND	60	118	100	20	33		
045300-5308	GENERAL LIABILITY INS	9,140	9,812	8,357	3,023	5,038		
045300-5410	LEASE OF EQUIPMENT	2,537	1,263	2,788	735	2,000		
045300-5510	TRAVEL	1,640	1,000	1,000	677	1,000		
045300-5540	TRAINING	372	252	1,600	1,141	1,600		
045300-5810	MEMBERSHIPS & DUES	250	550	600	250	600		
	--OTHER CHARGES-----							
045300-6001	OFFICE SUPPLIES	828	996	750	1,353	900		
045300-6004	LABORATORY SUPPLIES	4,266	644	7,832	713	4,800		
045300-6007	REPAIRS BUILDINGS & GROUNDS	6,837	3,971	7,500	2,946	7,500		
045300-6008	GASOLINE, GREASE & OIL	6,092	1,536	7,287	3,785	7,287		
045300-6009	REPAIRS EQUIPMENT	26,342	63,963	37,158	34,079	43,268		
045300-6011	WEARING APPAREL	1,098	1,173	1,300	2,082	1,300		
045300-6012	SUBSCRIPTIONS			50				
045300-6024	TOOLS	862	1,121	1,000	718	1,000		
045300-6025	CHEMICAL SUPPLIES	314,833	342,382	317,604	259,495	325,000		
045300-6099	MATERIALS & SUPPLIES	11,130	6,033	7,500	3,323	7,500		
	--MATERIALS & SUPPLIES							
045300-8201	EQUIPMENT			4,500		4,500		
045300-8999	DEPRECIATION EXPENSE							
	--CAPITAL OUTLAY-----							
	--SUB TOTAL--	689,062	730,851	669,339	503,451	702,564		
	--TOTAL--	1,611,679	1,582,867	1,548,831	1,111,188	1,621,127		

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 FY2014 budget of \$757,163 is a decrease of \$40,370 or 5.1% less than the current fiscal year. 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 to monitor the operational aspects of the nutrient removal upgrade to the WWTP with an objective of not just meeting the permit limits, but also generating nutrient credits for possible sale. This past year the plant easily met the 4 mg/l nitrogen limit and generated the potential for 10,000 lbs of credit. Unfortunately there is no demand for credits in the Rappahannock River basin and the credits are not transferable to other water sheds.

The water treatment plant will be in the third year of operation at the higher capacity of 3.0 mgd. Storage tanks are in very good condition and 5th cell carrier is expected to rent space on the elevated tank, providing an additional \$24,000 per year rental income. Staff continues to evaluate operations to balance production, staffing and demands to better serve the town. 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. With the department entering its third year of no central superintendent of the plants and two individual plant superintendents there is still a need for additional consulting to assist with trouble shooting problems at the plants, but that need is greatly diminished with professional growth of Superintendent Allen Chichester.

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. The per user cost for the data processing function is estimated to be \$3,244 per user for FY2014. This department is budgeted for 7.25 users, which include portions of the Finance and the Executive departments.

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 FY2014 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary:

	Budget FY2013	Adopted FY2014	Change
Full Time	4.00	4.00	0.00
Part Time	0.00	0.00	0.00
Total	4.00	4.00	0.00

		----- Prior Expenditure FY/2011	Years ----- Expenditure FY/2012	Amended Budget	----- Current Actual On 2013/03	Year ----- Projected Expenditure	Department Request	---FY/2014Y Budget Year --- Town Manager Recommends	Adopted Budget
045400	** WATER/SEWER ADMINISTRATIO								
045400-1100	SALARY-TOWN MANAGER	27,373	28,478	30,323	21,442		31,299		
045400-1101	SALARY-UTILITIES DIRECTOR	89,461	88,954	93,773	68,227		96,345		
045400-1102	SALARY-SECRETARY	48,625	49,044	51,953	36,670		50,840		
045400-1103	SALARY-ACCOUNT CLERKS	116,959	120,593	124,166	81,396		116,561		
045400-1104	PUBLIC UTILITIES TECHNICIAN	62,272	60,477	63,149	44,465		64,888		
045400-1106	SALARY-FINANCE/HR DIRECTOR	18,181	19,004	20,352	15,427		18,811		
045400-1107	SALARY-ACCOUNTING SUPERVISOR	16,730	16,934	17,915	10,807		16,545		
045400-1108	SALARY-CHIEF AUTOMOTIVE MECH	14,339	13,164	13,925	9,047		14,309		
045400-1111	ASST DIRECTOR PUB WORKS & UT	16,915	17,632	18,856	13,469		19,505		
045400-1300	WAGES & EXTRA HELP	1,688	1,257	10,000	769		10,000		
	--PERSONAL SERVICES---								
045400-2100	FICA EXPENSE	19,349	29,728	32,853	20,556		32,439		
045400-2210	RETIREMENT	46,020	46,605	53,187	26,065		51,465		
045400-2300	HEALTH INSURANCE	51,795	63,213	57,162	45,879		50,298		
045400-2301	HEALTH CARE REFORM						394		
045400-2400	LIFE INSURANCE	2,530	2,544	6,926	3,505		6,226		
045400-2700	WORKER'S COMPENSATION	455	281	240	185		308		
045400-2840	CAR ALLOWANCE	840	770	840	630		840		
045400-2860	ACCRUED LEAVE EXPENSE	890	1,949						
045400-2899	MISC. BENEFITS	702	1,448	793	368		833		
	--EMPLOYEE BENEFITS---								
045400-3100	PROFESSIONAL SERVICES	18,538	7,944	48,000	42,111		30,000		
045400-3105	PROFESSIONAL SVCS-DATA PROCE			3,000			3,000		
045400-3110	PROFESSIONAL SERVICES - LEGA	27,976	28,675	29,392	19,595		30,201		
045400-3120	INDEPENDENT AUDITOR	9,928	10,920	23,040	10,440		13,247		
045400-3310	CONTRACTUAL REPAIR/MAINT	712	1,240	500			750		
045400-3320	MAINTENANCE CONTRACTS	2,598	2,598	3,000	1,732		3,000		
045400-3500	PRINTING	3,180	4,116	4,500	1,914		4,500		
045400-3600	ADVERTISING	1,085	1,310	1,500	1,560		1,500		
045400-3701	UNIFORM RENTAL		5-						
	--PURCHASED SERVICES---								
045400-4100	DATA PROCESSING	14,616	17,223	22,173	12,934		23,522		
	--INTERNAL SERVICES---								
	--SUB TOTAL--	613,757	636,096	731,518	489,193		691,626		
045400-4200-110	MOTOR POOL LABOR	2,405	1,506	2,090	778		1,713		
	--INTERNAL SERVICES---	2,405	1,506	2,090	778		1,713		
	--SUB TOTAL--	2,405	1,506	2,090	778		1,713		
045400-4200-310	CONTRACTUAL REPAIR	138		150	693		150		
	--INTERNAL SERVICES---	138		150	693		150		
	--SUB TOTAL--	138		150	693		150		

	----- Prior Expenditure FY/2011	Years Expenditure FY/2012	----- Amended Budget	Current Actual On 2013/03	Year Projected Expenditure	--FY/2014YY Budget Year Department Request	Town Manager Recommends	Adopted Budget
** WATER/SEWER ADMINISTRATIO								
045400-4200-535	1,054	1,086	925	826		1,377		
AUTOMOTIVE INSURANCE								
--INTERNAL SERVICES---	1,054	1,086	925	826		1,377		
--SUB TOTAL--	1,054	1,086	925	826		1,377		
045400-4200-608	1,805	2,092	1,700	1,654		1,626		
FUEL								
--INTERNAL SERVICES---	1,805	2,092	1,700	1,654		1,626		
--SUB TOTAL--	1,805	2,092	1,700	1,654		1,626		
045400-4200-609	1,556	702	1,240	833		798		
REPAIR PARTS & TIRES								
--INTERNAL SERVICES---	1,556	702	1,240	833		798		
--SUB TOTAL--	1,556	702	1,240	833		798		
045400-4200-699	546	309	470	155		351		
OTHER MOTOR POOL COSTS								
--INTERNAL SERVICES---	546	309	470	155		351		
--SUB TOTAL--	546	309	470	155		351		
045400-5210	17,819	21,380	18,500	12,209		20,000		
POSTAGE								
045400-5230	8,660	9,576	8,200	5,912		9,000		
COMMUNICATION								
045400-5306	215	206	176	70		117		
SURETY BOND								
045400-5308	4,434	4,032	3,434	1,293		2,155		
GENERAL LIABILITY INS								
045400-5410	4,791	4,776	9,000	3,115		7,000		
LEASE OF EQUIPMENT								
045400-5510	1,014	456	1,000	721		1,000		
TRAVEL								
045400-5540	129	698	850	168		850		
TRAINING								
045400-5810	1,714	1,829	1,480	629		1,600		
MEMBERSHIPS & DUES								
045400-5899	11,495	725						
BAD DEBT EXPENSE								
--OTHER CHARGES-----								
045400-6001	2,196	1,954	3,300	1,611		3,000		
OFFICE SUPPLIES								
045400-6011		80		80				
WEARING APPAREL								
045400-6012	717	714	1,000	373		800		
SUBSCRIPTIONS								
045400-6022	14,189	15,797	12,000	10,157		13,500		
SERVICE CHARGES								
045400-6099	193	260						
MATERIALS & SUPPLIES								
--MATERIALS & SUPPLIES								
045400-8202	394	1,215	500	200		500		
FURNITURE & FIXTURES								
045400-8207								
DATA PROCESSING EQUIPMENT								
045400-8999								
DEPRECIATION EXPENSE								
--CAPITAL OUTLAY-----								
--SUB TOTAL--	67,960	63,698	59,440	36,538		59,522		
--TOTAL--	689,221	705,489	797,533	530,670		757,163		

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 FY2014 is \$426,500. Fiscal Year 2014 Capital Outlay for the Water & Sewer Fund is summarized as follows:

Water Plant and Well Improvements	228,000
Sewer Plant Improvements	103,500
Sewer Line Rehabilitation	<u>95,000</u>
Total Water and Sewer Fund Capital Outlay	\$426,500

Water Plant and Well Improvements:

- a. Water Treatment Plant Improvements (\$72,000): Replacement and upgrade of the following original plant components which are over 30 years old:
 1. 4th High Service Pump (\$22,000) which has been relegated to back-up service due to increased frequency of repairs due to pump being at the end of its service life.
 2. Filter Effluent Valve Replacement (\$20,500)
 3. HVAC Replacement (\$29,500): system is constantly being repaired and is causing damage to plant roofing.

- b. Well Rehab #3 & 4 (\$156,000): This project is to provide additional funding for the efforts to bring well #3 and well #4 back into production to provide a supplement to the drinking water supplies for the town of Warrenton. Well #3 is of particular interest since it is a high production well with approximately 275-300 gallons per minute, equating to raising the Warrenton Reservoir Dam 3 feet increase the long term yield of resources. The projects have been under design and review by the Virginia Department of Health for the past 18 months. With the VDH comments the project has been redesigned significantly to incorporate the latest technology and regulatory requirements.

Sewer Plant Improvements:

RBC Rehab 21 Units (\$75,000): This project involves the rehabilitation of the remaining 11 of 21 rotating biological contractors (RBC) with the replacement of the mechanical seals that protect and allow lubrication of the shaft bearings. In order to replace the seals, the unit must be completely disassembled. These are the original components installed with the plant upgrade in 1992. The RBC units are a series of plastic plates that are half submerged and very slowly rotate to keep the plates in contact with the sewage to allow biological treatment via bio growth on the plates. The RBCs are the primary treatment process for the Town's Wastewater Treatment Plant for meeting regulatory permit limits.

Submersible Pump and Surge Tank for #6 Pump Station (\$28,500): This project involves the replacement and upgrade of the #2 pump at the #6 (Taylor MS) pump station from the original column pump to a more reliable submersible pump. Also included is the installation of an in-ground surge tank at the outfall of the forcemain to reduce the potential for the gravity line surcharging during high flows. The current column pump is original equipment and over 25 years old. The bearing, column shaft and impeller are worn to the point of operating with unwanted noise and vibrations indicating imminent failure in the near future.

Sewer Line Rehabilitation:

Rehab/Replacement of Manholes (\$95,000): Rehabilitation of approximately 2,000 feet of deteriorated sewer main in the Frazier Road sub-basin. This project will complete rehabilitation of the areas in the Cedar Run and Frazier basin identified in the CENTEX and Raymond Farm studies conducted in 2002-2004. In addition to the sewer main relining, there 10 lateral connections to be resealed and partially relined.

STATEMENT ON FUNDING:

Partial funding for these projects was placed in reserve by prior council action for the purpose of funding this FY2014 capital program.

	— Prior Years — Expenditure FY/2011	Expenditure FY/2012	Amended Budget	Current Year Actual On 2013/03	Year — Projected Expenditure	—FY/2014 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
045500	** CAPITAL OUTLAY **							
	—PERSONAL SERVICES—							
045500-8011								
045500-8096		15,900	25,000	24,169				
045500-8097		799	45,000	3,560				
045500-8207				3,737				
045500-8830	81	171,633	48,463	22,000		228,000		
045500-8835	816	18,306	439,000	6,311		103,500		
045500-8866		60,000	426,796	204,604		95,000		
045500-8868		9,914						
045500-8869	1,037							
045500-8905		4,921						
045500-8998	1,154,139	1,184,544						
	—CAPITAL OUTLAY—							
	—SUB TOTAL—							
	1,156,073	966,139	984,259	264,381		426,500		
045500-8830-001		29,654						
	—CAPITAL OUTLAY—							
	—SUB TOTAL—							
		29,654						
045500-8866-02								
	—CAPITAL OUTLAY—							
045500-8868-27								
	—CAPITAL OUTLAY—							
	—TOTAL—							
	1,156,073	995,793	984,259	264,381		426,500		

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/2014 Budget Year —		
Expenditure FY/2011	Expenditure FY/2012	Amended Budget	Actual On 2013/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget

095100

** DEBT SERVICE **
 —PERSONAL SERVICES—

	----- Prior Years -----		----- Current Year -----		--FY/2014YY Budget Year --			
	Expenditure FY/2011	Expenditure FY/2012	Amended Budget	Actual On 2013/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
099100	** TRANSFERS & RESERVES **							
	--PERSONAL SERVICES--							
099100-7013								
099100-7014								
099100-7999		309,458						
	--PAYMENT TO JOINT OPER							
099100-9100								
099100-9300								
099100-9514		60,000						
099100-9515								
	--OTHER USES OF FUNDS--							
	--SUB TOTAL--							
		369,458						
	--TOTAL--							
		369,458						
TOTAL FOR FUND	5,020,799	5,254,405	5,107,183	3,089,158		4,563,563		
FINAL TOTAL	5,020,799	5,254,405	5,107,183	3,089,158		4,563,563		

**TOWN OF WARRENTON, VIRGINIA
SUMMARY OF PARKS AND RECREATION BUDGET
FOR CURRENT AND LAST FISCAL YEAR**

<u>REVENUES</u>	<u>ADOPTED 2012-2013</u>	<u>PROPOSED 2013-2014</u>
Revenue from Use of Money/Property	\$ 300	\$ 300
Charges for Services – Fields	3,800	3,800
Charges for Services/ Events & Aquatic Center	1,285,629	1,325,499
Concessions	9,500	5,700
Miscellaneous Revenue	60,000	70,000
Transfers & Reserves	1,002,300	1,184,723
TOTAL PARKS & RECREATION FUND REVENUE	\$ 2,361,529	\$ 2,590,022
<u>EXPENDITURES</u>		
Maintenance - Fields	\$ 35,007	\$ 33,930
Contributions - Parks & Recreation	11,000	11,000
Maintenance - Pool	1,486,384	1,551,822
Maintenance - Parks	61,309	62,928
Administration	79,326	85,962
Debt Service	683,503	632,973
Subtotal	\$ 2,356,529	\$ 2,378,615
Capital Outlay & Projects	5,000	211,407
TOTAL PARKS & RECREATION FUND EXPENDITURES	\$ 2,361,529	\$ 2,590,022

Parks and Recreation

Sources of Revenue

Parks and Recreation Fund revenues for FY2014 total \$2,590,022

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, Sam Tarr, 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. FY2014 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 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:
FY2014 Estimate:**

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

Revenue from the Use of Money/Property remains budgeted at \$300 for FY2014 due to prevailing economic conditions. This category also includes Permits, key tags and other licenses. 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:
FY2014 Estimate:**

**Charges for Services - Fields
\$3,800**

The FY2014 budget for Charges for Services – Fields has remained at \$3,800. 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. Due to economic conditions, leagues have elected to perform field maintenance rather than pay a rental fee. 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 begin its seventh year and it is anticipated that the soccer fields will continue to meet the needs of the soccer community for many years.

**Revenue Description:
FY2014 Estimate:**

**Charges for Services - Pool
\$1,290,499**

The FY2014 budget for Charges for Services – Pool revenue has increased by \$39,870 which is 3.2% greater than FY2013. This budget contains increased revenue for merchandise, 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. Initiatives in personal training, birthday parties, and aquatic programs all contribute to this line.

Revenue estimates are based on the proposed membership rates in the following table:

Membership Category	Town Resident		County Resident		Non-Resident	
	Current	Proposed	Current	Proposed	Current	Proposed
Adult Individual	\$275	\$295	\$400	\$420	\$525	\$495
Youth/Senior Individual	\$200	\$220	\$275	\$295	\$425	\$395
Family Membership-Adult	\$225	\$245	\$325	\$345	\$450	\$445
Family Membership-Dependent	\$150	\$170	\$150	\$170	\$150	\$170

Revenue Description:
FY2014 Estimate:

Charges for Services - Events
\$ 35,000

The FY2014 budget for Charges for Services - Events has remained the same as revenue in the FY2013 budget. This line includes revenue for the use of the WARF by three US swim meets during FY2014; a three day meet in the late Fall, a two day meet in the Winter, and a two day meet in the Spring. Also included in this category are revenues from special events such as teen nights and from babysitting services.

Revenue Description:
FY2014 Estimate:

Concessions
\$ 5,700

The FY2014 budget for Concessions has decreased \$3,800 from the FY2013 budget. WARF receives a percentage of revenue from both beverage and snack machines, as well as from food concessionaires used for special events. The presence of an on-site fresh food vendor was not successful and is the reason for the decrease in this line item.

Revenue Description:
FY2014 Estimate:

Miscellaneous
\$ 70,000

The FY2014 miscellaneous revenue is mainly comprised of corporate sponsorships and has increased \$10,000 or 16.7% over the FY2013 budget. The WARF currently has several corporate sponsors and is actively pursuing other partnerships.

Revenue Description:
FY2014 Estimate:

Transfers & Reserves
\$1,184,723

Transfers from other funds and/or from reserves to potentially fund a portion of the costs associated with Parks and Recreation operations are included here as a source of funding. During FY2014 it is being proposed that the following sources be available for use in the operation of the facility, if needed:

Transfer from General Fund Revenue	\$973,316
Transfer from Reserves for Parks and Recreation	\$211,407
TOTAL TRANSFERS	\$1,184,723

- B U D G E T -

R E V E N U E

ACCOUNTING PERIOD 2013/03

	Prior Years Revenue FY/2010	Prior Years Revenue FY/2011	Prior Years Revenue FY/2012	FY/2013 Amended Budget	Current Year Actual On 2013/03	Current Year Projected Revenue	FY/2014 Department Request	Budget Year WARRENTON Recommends	Budget Year Adopted Budget
000999									
013030									
013030-0001									
** RECREATION FUND REVENUES									
** PERMITS & OTHER LICENSES									
KEY TAGS & OTHER PERMITS	138-	60-	40-	100-	60-		100-		
-TOTAL DEPARTMENT-	138-	60-	40-	100-	60-		100-		
TOTAL - ** PERMITS & OTHER LICENSES	138-	60-	40-	100-	60-		100-		
015010									
015010-0001									
** REVENUE USE OF MONEY/PROP									
INTEREST REVENUE	412-	467-	339-	200-	236-		200-		
-TOTAL DEPARTMENT-	412-	467-	339-	200-	236-		200-		
TOTAL - ** REVENUE USE OF MONEY/PROP	412-	467-	339-	200-	236-		200-		
016000									
016160									
016160-0005									
016160-0030									
016160-0070									
** CHARGES FOR SERVICES **									
** CHARGE SERVICES - FIELD **									
FACILITY USER FEES	4,453-	3,400-	5,496-	3,800-	2,207-		3,800-		
FITNESS/WELLNESS CLASSES	10,024-								
FH HEALTH & WELLNESS CLASSES									
-TOTAL DEPARTMENT-	14,477-	3,400-	5,496-	3,800-	2,207-		3,800-		
016260									
016260-0005									
016260-0010									
016260-0015									
016260-0020									
016260-0021									
016260-0025									
016260-0030									
016260-0031									
016260-0034									
016260-0035									
016260-0036									
016260-0037									
016260-0038									
016260-0040									
016260-0041									
016260-0042									
016260-0043									
016260-0044									
016260-0046									
016260-0050									
016260-0060									
** CHARGE SERVICES - POOL **									
DAILY PASSES									
MERCHANDISE	7,320-	8,221-	6,484-	8,500-	5,587-		8,000-		
LANE RENTAL CONTRACTS	124,295-	100,021-	113,843-	133,000-	79,703-		130,000-		
SWIMMING LESSONS	161,170-	167,577-	174,919-	228,000-	120,708-		234,000-		
WATER AEROBICS/ FITNESS	2,032-	1,992-							
MISC USER FEES	365-	234-	137-		128-				
ANNUAL POOL PASSES - IN TOWN	86,525-	91,548-	104,045-	125,637-	83,656-		135,497-		
DAILY POOL PASS - IN TOWN	79,870-	80,555-	65,838-	106,060-	46,450-		110,950-		
DAILY POOL PASS - SERVICE DI									
ANNUAL POOL PASSES - COUNTY	179,566-	192,459-	211,280-	264,500-	191,586-		280,070-		
DAILY POOL PASS - COUNTY	94,918-	99,612-	100,213-	133,100-	77,191-		139,250-		
ANNUAL POOL PASS - OTHER	32,662-	37,385-	41,983-	52,900-	33,429-		49,900-		
DAILY POOL PASSES - OTHER	53,519-	69,389-	66,038-	83,160-	49,849-		87,060-		
FITNESS CLASSES	9,592-	12,228-							
FITNESS/ WELLNESS CLASSES									
EXERCISE CLASSES	33,559-	38,250-	81,197-	55,772-	56,988-		55,772-		
DANCE CLASSES									
MISCELLANEOUS CLASSES	14,819-	16,601-	250						
SUMMER CAMP	1,360-	542-							
INJURY & REHAB PREVENTION									
BIRTHDAY PARTIES	44,343-	52,033-	46,660-	60,000-	39,749-		60,000-		
-TOTAL DEPARTMENT-	925,915-	968,647-	1,012,387-	1,250,629-	785,024-		1,290,499-		

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 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:

	Budget FY2013	Adopted FY2014	Change
Full Time	3.00	3.00	0.00
Part Time	100.00	100.00	0.00
Total	103.00	103.00	0.00

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 reseeded 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 FY2014 budget for Maintenance Fields is \$33,930. This FY2014 budget is a decrease from the FY2013 budget. Included in this area are the seasonal rentals of dumpsters, rental of portable toilet facilities for use by the leagues playing on the fields and contractual costs for grounds maintenance. Grounds maintenance includes mowing, 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.

	— Prior Expenditure FY/2011	Years — Expenditure FY/2012	Amended Budget	— Current Actual On 2013/03	Year — Projected Expenditure	—FY/2014 Department Request	Budget Year — Town Manager Recommends	Adopted Budget
071200								
071200-1100								
071200-1200								
071200-1300								
071200-2100								
071200-3100								
071200-3310								
071200-3320	12,799	12,287	19,290	92		19,290		
071200-5308								
071200-5410	2,180	2,442	5,340	2,377		5,340		
071200-6003	939	530	2,000			2,000		
071200-6007	659		1,000			1,000		
071200-6032	2,138	649	500	494		500		
071200-6099	1,604	1,704	5,800	3,638		5,800		
—SUB TOTAL—	20,319	17,612	35,007	12,995		33,930		
—TOTAL—	20,319	17,612	35,007	12,995		33,930		

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 FY2014 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 FY2014.

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 six 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

	— Prior Years —		— Current Year —			—FY/2014 Budget Year —		
	Expenditure FY/2011	Expenditure FY/2012	Amended Budget	Actual On 2013/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
071300								
071300-5690								
071300-5691								
** CONTRIBUTIONS - P&R **								
CONTRIBUTION - BOYS & GIRLS	10,000	10,000	10,000	7,500		10,000		
CONTRIBUTION - WARRENTON CAB	1,000	1,000	1,000	750		1,000		
—SUB TOTAL—	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>	<u>8,250</u>		<u>11,000</u>		
—TOTAL—	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>	<u>8,250</u>		<u>11,000</u>		

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 FY2014 budget is \$1,551,822 which is an increase of \$43,875 or 2.9% greater than the FY2013 budget. 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:

	Budget FY2013	Adopted FY2014	Change
Full Time	3.00	3.00	0.00
Part Time	98.00	98.00	0.00
Total	101.00	101.00	0.00

	— Prior Expenditure FY/2011	Years — Expenditure FY/2012	Amended Budget	— Current Actual On 2013/03	Year — Projected Expenditure	—FY/2014 Department Request	Budget Year — Town Manager Recommends	Year — Adopted Budget
071400								
071400-1100								
071400-1103								
071400-1104	44,251	42,164	46,742	33,378		49,361		
071400-1300	84,221	84,823	92,342	65,337		95,756		
071400-1301								
071400-1302	114,987	113,871	112,966	75,911		116,034		
071400-1304	58,162	58,987	70,324	44,811		72,234		
071400-1305	195,568	196,366	198,859	123,210		206,813		
071400-1306	68,218	70,359	70,000	45,082		72,800		
071400-1307	19,480	14,968	22,091	12,406		22,691		
071400-1308	14,878	10,476	15,998	11,116		16,432		
071400-1312	19,055	15,746	23,598	12,794		24,239		
071400-1313	66,273	86,020	80,000	59,405		83,200		
071400-2100	14,765	10,362	15,998	8,304		16,432		
071400-2210	50,504	54,425	57,292	37,253		59,363		
071400-2300	15,252	15,364	17,817	8,855		18,590		
071400-2301	18,673	21,826	20,328	21,229		20,853		
071400-2400						380		
071400-2700	359	362	1,836	823		1,727		
071400-2860	15,056	12,365	10,531	10,766		17,943		
071400-2899	4,536	1,150						
071400-3100	134	328	259	109		270		
071400-3110	1,172		4,000	3,750				
071400-3310								
071400-3320	30,340	29,470	32,400	17,916		32,400		
071400-3330	21,276	23,289	34,552	19,600		34,552		
071400-3340	50,570	59,324	63,000	33,689		63,000		
071400-3500	14,161	10,649	18,000	10,646		22,000		
071400-4100	2,088	2,675	5,000	1,739		4,000		
071400-5110	30,845	36,346	46,792	27,474		49,639		
071400-5120	191,016	223,639	195,000	142,052		195,000		
071400-5210	63,902	59,803	71,500	40,039		71,500		
071400-5230	2,064	2,466	1,500	1,286		2,500		
071400-5302	414	393	800	1,151		800		
071400-5306	23,666	24,528	20,890	20,327		33,728		
071400-5308	491	471	401	159		265		
071400-5410								
071400-5510	1,725	598	1,500	1,403		2,000		
071400-5540	69	708	500	430		1,500		
071400-6001	503	2,066	2,750	1,540		9,500		
071400-6002	9,162	7,758	9,000	6,895		9,000		
071400-6003	20,851	29,940	25,876	17,431		25,000		
071400-6007	15,040	11,893	13,000	10,525		13,000		
071400-6008	177	855	6,000	2,128		2,000		
071400-6009	1,491							
071400-6011	5,277	5,868	8,000	8,784		10,000		
071400-6012	4,908	1,283	5,000	3,072		5,000		
071400-6012	369	634	500	39		500		

	— Prior Expenditure FY/2011	Years — Expenditure FY/2012	Amended Budget	— Current Actual On 2013/03	Year — Projected Expenditure	—FY/2014 Department Request	Budget Year — Town Manager Recommends	— Adopted Budget
** MAINTENANCE - AQUATIC CEN								
071400-6022 BANK SERVICE CHARGES	15,261	16,536	12,000	10,120	_____	15,000	_____	_____
071400-6025 CHEMICALS - POOL	36,537	30,527	31,000	22,220	_____	30,000	_____	_____
071400-6097 MISCELLANEOUS					_____		_____	_____
071400-6098 REFUNDS & REIMBURSEMENTS	3,830	6,198	5,000	4,018	_____	5,000	_____	_____
071400-6099 MATERIALS & SUPPLIES	15,253	12,814	19,820	13,190	_____	19,820	_____	_____
071400-6100 SUPPLIES SUMMER CAMP					_____		_____	_____
071400-8202 FURNITURE & FIXTURES	2,110				_____		_____	_____
071400-8205 EQUIPMENT		7,420	16,687	16,686	_____		_____	_____
071400-8207 DATA PROCESSING EQUIPMENT	963		498		_____		_____	_____
—SUB TOTAL—	<u>1,369,903</u>	<u>1,418,113</u>	<u>1,507,947</u>	<u>1,009,098</u>	_____	<u>1,551,822</u>	_____	_____
—TOTAL—	<u>1,369,903</u>	<u>1,418,113</u>	<u>1,507,947</u>	<u>1,009,098</u>	_____	<u>1,551,822</u>	_____	_____

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 Parks budget for FY2014 of \$62,928 is an increase of \$1,619 or 2.6% more than the FY2013 budget. This increase reflects assistance by the Public Works department in parks maintenance. Town park improvements and grounds maintenance will be performed by Town personnel or outside contractors. This departmental budget will continue to be refined as the department develops historical operational data.

Personnel Summary:

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

	Budget FY2013	Adopted FY2014	Change
Full Time	0.00	0.00	0.00
Part Time	2.00	2.00	0.00
Total	2.00	2.00	0.00

- B U D G E T -

E X P E N S E

		Prior Expenditure FY/2011	Years Expenditure FY/2012	Amended Budget	Current Actual On 2013/03	Year Projected Expenditure	FY/2014 Department Request	Budget Year Town Manager Recommends	Year Adopted Budget
071600	** MAINTENANCE - PARKS **								
071600-1300	WAGES & EXTRA HELP	24,062	26,147	19,080	22,265		19,080		
071600-2100	FICA EXPENSE	1,264	1,164	1,460	934		1,460		
071600-3310	CONTRACTUAL REPAIRS/MAINTENA								
071600-3320	MAINTENANCE CONTRACTS	15,153	14,726	17,597	7,721		17,597		
071600-3357	RADY PARK MAINTENANCE	751	4,351	8,100	645		8,100		
071600-4200	VEHICLE EXPENSE	4	7						
	-SUB TOTAL-	41,234	46,395	46,237	31,565		46,237		
071600-4200-110	MOTOR POOL LABOR	1,080	1,440	1,610	696		1,638		
	-INTERNAL SERVICES-	1,080	1,440	1,610	696		1,638		
	-SUB TOTAL-	1,080	1,440	1,610	696		1,638		
071600-4200-310	CONTACTUAL REPAIRS		793				902		
	-INTERNAL SERVICES-		793				902		
	-SUB TOTAL-		793				902		
071600-4200-535	VEHICLE INSURANCE	563	581	495	848		1,413		
	-INTERNAL SERVICES-	563	581	495	848		1,413		
	-SUB TOTAL-	563	581	495	848		1,413		
071600-4200-608	VEHICLE FUEL	1,097	1,630	1,250	1,215		1,104		
	-INTERNAL SERVICES-	1,097	1,630	1,250	1,215		1,104		
	-SUB TOTAL-	1,097	1,630	1,250	1,215		1,104		
071600-4200-609	REPAIR PARTS & TIRES	543	641	807	1,208		729		
	-INTERNAL SERVICES-	543	641	807	1,208		729		
	-SUB TOTAL-	543	641	807	1,208		729		
071600-4200-699	OTHER MOTOR POOL COSTS	460	321	370	149		365		
	-INTERNAL SERVICES-	460	321	370	149		365		
	-SUB TOTAL-	460	321	370	149		365		
071600-5110	ELECTRIC CURRENT	719	700	500	484		500		
071600-5410	LEASE OF EQUIPMENT	1,545	2,109	1,940	847		1,940		
	-OTHER CHARGES-								
071600-6003	AGRICULTURE SUPPLIES	2,388	210	1,000	90		1,000		
071600-6007	REPAIRS BUILDINGS & GROUNDS	34	366	1,500			1,500		
071600-6099	MATERIALS & SUPPLIES	3,389	4,208	5,000	1,636		5,000		
	-MATERIALS & SUPPLIES-								

- B U D G E T -

E X P E N S E

ACCOUNTING PERIOD 2013/03

071600-8264 ** MAINTENANCE - PARKS **
 PLAYGROUND EQUIPMENT
 -CAPITAL OUTLAY-
 -SUB TOTAL-
 -TOTAL-

— Prior Years — Expenditure FY/2011	Expenditure FY/2012	Amended Budget	— Current Year — Actual On 2013/03	Projected Expenditure	—FY/2014 Department Request	Budget Year Town Manager Recommends	— Adopted Budget
88		600			600		
8,163	7,593	10,540	3,057		10,540		
53,140	59,394	61,309	38,738		62,928		

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 FY2014 budget is \$85,962 which is an increase of \$6,636 or 8.4% greater than the FY2013 budget. 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. This department's workload includes management of the WARF, four parks, the Fun for All Playground, and the lake feature, which was completed in FY2012.

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.

Warrenton Aquatic and Recreation Facility – carpet replacement	13,006
Warrenton Aquatic and Recreation Facility – shed	7,490
Rady Park - trail repair	8,500
Greenway Depot Park	<u>182,411</u>
 Total Parks and Recreation Fund Capital Outlay	 \$ 211,407

Funding of \$13,006 is requested for carpet replacement in the concourse and lobby area of the Aquatic facility. The carpet currently in place has been utilized since 2007 and is worn and stained in places. Funding of \$ 7,490 is requested to provide a shed for storage of tools and chemicals at the Aquatic facility. Funding of \$8,500 is requested to repair the trail at Rady Park where the path has either cracked or raised due to age and nature.

Manager’s Message:

Development and planning continues on prior year projects including the Warrenton Greenway Depot Park and skate park improvements.

Warrenton Aquatic and Recreation Facility:

- a. Carpet Replacement In Concourse (\$13,006): Replacement of the carpet in the concourse and lobby area of the Aquatic facility, which has been in place since 2007, because of worn and stained areas.
- b. New Shed (\$7,490): A shed is needed to store tools and chemicals at the Aquatic facility to move them out of the boiler room.

Rady Park:

Repair Trail (\$8,500): Repair the trail where the path has either cracked or raised due to age and nature.

Greenway Depot Park – Phase 1:

Depot Park – Phase 1 (\$182,411): Development of the Depot Park per the Master Plan prepared by LPDA which includes terracing for the amphitheater effect, a performance platform (rail car) and railroad themed items to be incorporated into the park setting and landscaping.

- B U D G E T -

E X P E N S E

		— Prior Years — Expenditure FY/2011	Expenditure FY/2012	Amended Budget	Current Year Actual On 2013/03	Year — Projected Expenditure	—FY/2014 Budget Year — Department Request	Town Manager Recommends	Adopted Budget
072000	** CAPITAL OUTLAY **								
	—PERSONAL SERVICES—								
072000-8017	LAKE FEATURE			2,300	2,802				
072000-8020	CONSTRUCTION - FIELDS								
072000-8105	FURNITURE & FIXTURES - POOL			5,000			13,006		
072000-8200	PARK ENHANCEMENTS - RADY						8,500		
072000-8204	PARK ENHANCEMENTS - REC COMP		270-				7,490		
072000-8207	PARK ENHANCEMENTS - EVA WALK								
072000-8208	RT 211 ACCESS RD & PARKING								
072000-8213	WARRENTON GREENWAY DEPOT PAR			7,000	6,856		182,411		
072000-8214	LAKE STREAM MITIGATION			4,500	460				
072000-8998	DEPRECIATION EXPENSE	701,131	704,166						
	—CAPITAL OUTLAY—								
	—SUB TOTAL—	700,861	704,166	18,800	10,118		211,407		
	—TOTAL—	700,861	704,166	18,800	10,118		211,407		

Function:	Long-Term Debt
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:

In FY2013, the Town advance refunded a portion of its Series 2006A bond to achieve debt service savings through 2032 of \$1,057,848. The Town owes principal and interest payments on the Series 2006A bond through August of 2016. The Debt Service Schedule for the 2012 Refunding Bond was structured with lower initial principal payments through that date in order to equalize the annual requirements. The annual savings realized is approximately \$49,000 - \$50,000. Principal and interest payments totaling \$632,683 are budgeted for FY2104.

Principal	\$400,000
Interest	232,683
Administration Fees	290
Total debt service	\$632,973

- B U D G E T -

E X P E N S E

	— Prior Years — Expenditure FY/2011	Expenditure FY/2012	Amended Budget	— Current Year — Actual On 2013/03	Projected Expenditure	—FY/2014 Budget Year — Department Request	Town Manager Recommends	Adopted Budget
095100	** DEBT SERVICE **							
	—PERSONAL SERVICES—							
095100-9100			270,000	270,000		400,000		
095100-9105	413,771	403,905	413,213	299,260		232,683		
095100-9110		290	290	290		290		
095100-9115								
	—OTHER USES OF FUNDS—							
	—SUB TOTAL—							
	414,061	404,195	683,503	569,550		632,973		
	—TOTAL—							
	414,061	404,195	683,503	569,550		632,973		

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 in 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 193 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 FY2014 budget for the Motor Pool is \$431,830 which is an increase of \$31,125 or 7.8% greater than the FY2013 budget. The increase is due to increases in contractual repairs (\$15,000), tires (\$2,000), maintenance contracts (\$3,880) and materials/supplies (\$2,000) for the aging equipment in addition to an increase in salaries/benefits. Parts and products related to petroleum continue to rise. The maintenance budget has been serving as a bridge to the deferred equipment replacement scheduled with only one police cruiser replacement in the capital budget and the trend to purchase older second/third hand vehicles as a stop gap measure. Fuel costs continue to fluctuate under the current world market influences with petroleum related products, tires and repair parts impacted. Fuel fluctuations this year have been as extreme as experienced in the summer of 2008, with pricing approaching \$4.00 per gallon. Future costs will remain unpredictable beyond the immediate future with increases expected.

The motor pool staff remains at three (3) personnel, which has been then number of personnel since 1998. In the budget there is allocated overtime to supplement the current three (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 \$62/hour compared to the local dealership rates that range from \$85-\$105/hour. An additional \$14.50/ hour is charged for shop supplies and other motor pool expenses.

Personnel Summary:

	Budget FY2013	Adopted FY2014	Change
Full Time	3.00	3.00	0.00
Part Time	0.00	0.00	0.00
Total	3.00	3.00	0.00

	Prior Years			FY/2013 Current Year			FY/2014	Budget Year
	Expenditure	Expenditure	Expenditure	Amended	Actual On	Projected	Department	WARRENTON
	FY/2010	FY/2011	FY/2012	Budget	2013/03	Expenditure	Request	Recommends
								Adopted
								Budget
000999	** MOTOR POOL EXPENDITURES *							
012520	MOTOR POOL EXPENDITURES							
012520-1100								
012520-1301	137,674	138,962	145,481	148,785	106,080		156,207	
012520-1302	6,127	8,606	6,633	6,000	5,430		7,000	
012520-2100	4,080	728	303	1,200	365		1,200	
012520-2210	13,591	13,759	11,383	11,944	8,470		12,577	
012520-2300	17,102	16,238	16,441	18,774	9,360		19,402	
012520-2301	15,552	14,693	17,445	16,381	14,503		22,489	
012520-2400							185	
012520-2700	883	383	388	1,935	870		1,802	
012520-2860	1,583	4,477	3,635	3,096	2,416			
012520-2899	3,131	1,216						
012520-3310	852	123	118	282	119		294	
012520-3320	48,201	45,525	79,179	62,500	47,463		80,000	
012520-3701	4,680	4,680	4,680	4,800	3,510		4,680	
012520-4100	609	641	588	750	396		650	
012520-5230	2,366	2,016	2,376	3,058	1,784		3,244	
012520-5510	1,067	1,158	1,267	1,000	794		1,200	
012520-5540	365	157		400			300	
012520-6008							800	
012520-6009	10,942	9,240	8,600	9,000	4,419		9,000	
012520-6011	87,674	81,671	66,296	77,000	43,149		77,000	
012520-6012	266	107	182	500	80		500	
012520-6014		113	36	100	36		100	
012520-6024	16,717	18,070	20,859	18,000	19,120		20,000	
012520-6099	1,906	2,042	534	1,200	1,988		1,200	
012520-8201	11,482	9,740	8,377	12,000	4,549		10,000	
	5,105	2,940	1,943	2,000			2,000	
	391,955	377,285	396,744	400,705	274,901		431,830	
TOTAL - MOTOR POOL EXPENDITURES	391,955	377,285	396,744	400,705	274,901		431,830	
TOTAL FOR FUND	391,955	377,285	396,744	400,705	274,901		431,830	

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 programs have been identified by the using department or the Town's network consultants F1 Computer Solutions.

Manager's Message

The FY2014 budget for the Data Processing Fund is \$282,910 allocated to the using departments based upon the current network users at the rate of \$3,244 per year. The FY2014 budget is \$16,228 more than the FY2013 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 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 more accurately match expenditures with major cost centers. These costs, beginning in FY2008, 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 2013 BUDGET	FY 2014 BUDGET
Data Processing Fund Estimated Expenditures – Operations	\$181,182	\$203,910
Data Processing Fund Estimated Expenditures – Projects	\$85,500	\$79,000
Allocated to using departments based upon user accounts at a fixed rate of \$3,058 for FY2013 and \$3,244 for FY 2014 Subtotal	\$266,682	\$282,910
TOTAL DATA PROCESSING REQUESTS	\$266,682	\$282,910

Major Data Processing General Network Project – FY2014

Disaster Recovery Plan

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.

Server/ Workstation Refresh

The Town annually performs a technology refresh which involves the replacement of “out of date/warranty” workstations, servers and software which can no longer be serviced and whose processing capabilities (memory, processor, storage, speed) hinder the work being done by Town employees. This year there will be 10 workstations replaced based on need and 3 servers based on demand.

- B U D G E T -

E X P E N S E

ACCOUNTING PERIOD 2013/03

	Expenditure FY/2010	Prior Years Expenditure FY/2011	Expenditure FY/2012	FY/2013 Amended Budget	Current Year Actual On 2013/03	Projected Expenditure	Department Request	FY/2014 WARRENTON Recommends	Budget Year Adopted Budget
000999									
012520									
012520-3100									
012520-3310									
012520-3320									
012520-5230									
012520-5304									
012520-5410									
012520-5510									
012520-5540									
012520-6001									
012520-6012									
012520-8207									
012520-8998									
** DATA PROCESSING EXPENDITU									
** DATA PROCESSING EXPENDITU									
PROFESSIONAL SERVICES	68,470	88,359	97,000	116,116	47,897		108,680		
CONTRACTUAL SERVICES	1,120		2,693	500			500		
MAINTENANCE CONTRACTS	35,627	40,325	46,323	66,970	32,976		73,470		
COMMUNICATIONS	14,482	14,823	16,885	17,260	11,285		17,260		
EQUIPMENT INSURANCE									
LEASE OF EQUIPMENT	5,567	4,637							
TRAVEL									
TRAINING									
OFFICE SUPPLIES	2,272	6,094	3,074	4,000	1,559		4,000		
DUES & SUBSCRIPTIONS									
DATA PROCESSING EQUIPMENT	113,462	32,875	41,752	108,362	23,829		79,000		
DP DEPRECIATION EXPENSE		6,585							
-TOTAL DEPARTMENT-	241,000	193,698	207,727	313,208	117,546		282,910		
TOTAL - ** DATA PROCESSING EXPENDITU	241,000	193,698	207,727	313,208	117,546		282,910		
099100-0100									
099100-0501									
099100-0514									
099100-7014									
TRANSFER TO GENERAL FUND									
TRANSFER TO W/S FUND									
TRANSFER TO P&R FUND									
TRANSFER TO RESERVES									
TOTAL FOR FUND	241,000	193,698	207,727	313,208	117,546		282,910		
FINAL TOTAL	632,955	570,983	604,471	713,913	392,447		714,740		