

Town of Warrenton, Virginia

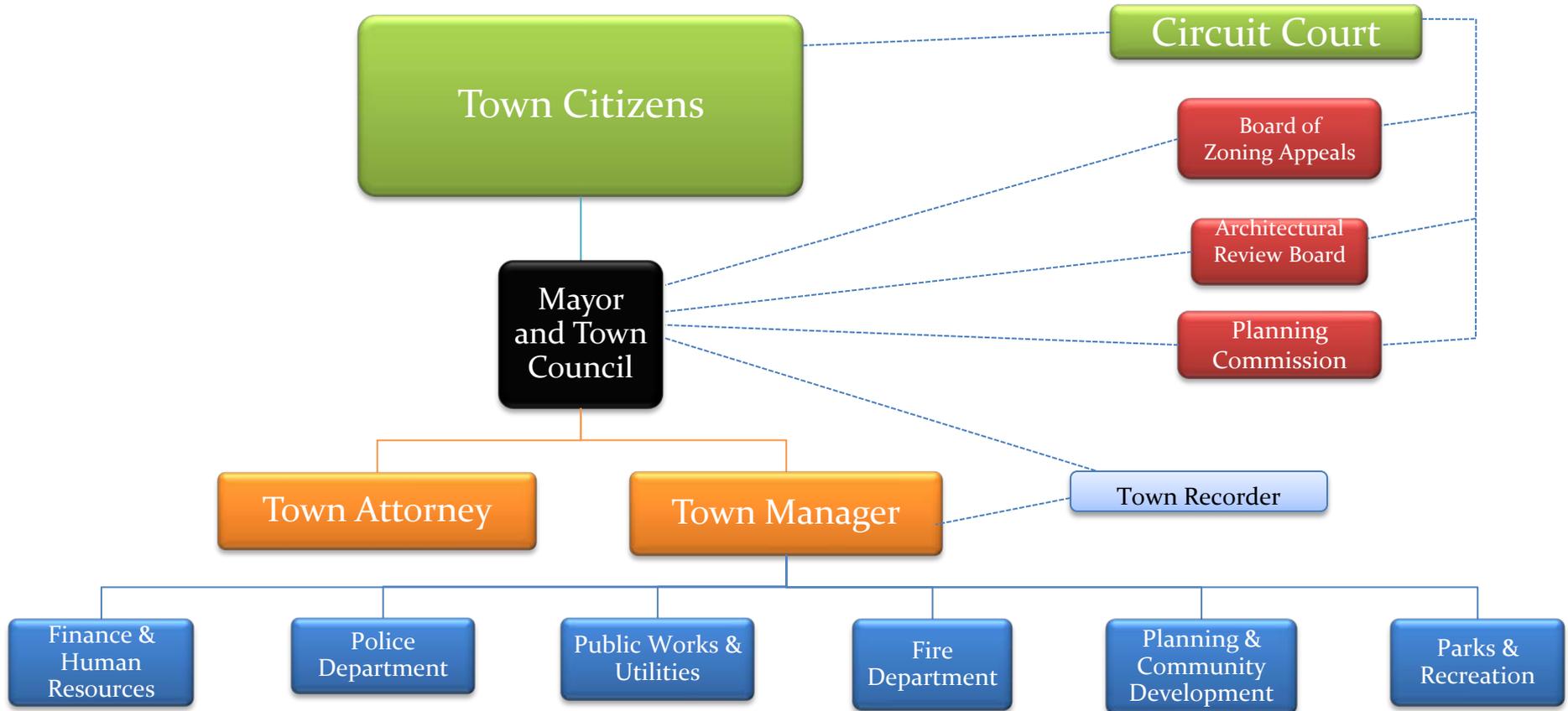


**FY 2015 Proposed Budget
July 1, 2014 – June 30, 2015**

Town of Warrenton

Organizational Chart

Fiscal Year 2015



TOWN OF WARRENTON

PROPOSED BUDGET - FISCAL YEAR 2015

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Town Manager's Budget Message

TO: George Fitch, Mayor
Members of Town Council

FROM: Kenneth L. McLawhon
Town ManagerPg1

DATE: April 1, 2014

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 2015/2016 budget and the **DRAFT** 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 represents the first section of the binder. It continues to be supported by local tax revenues, fees, and state reimbursements which are necessary to provide local services. Second is the Proprietary (Enterprise/Utility) budget which is intended to be financed from revenues generated by customers or user fees associated with the provision of water and wastewater services. The third fund is the Recreation Fund which is intended to ultimately be supported via user fees 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 proposed General and Enterprise budgets continue to:

- Maintain the existing **real estate tax rate of \$0.015 per \$100** assessed value and does not recommend increases in the personal property tax (maintain **personal property tax relief at 100% for vehicles valued at \$20,000 or less**)
- **No increases** in utility rate structure
- Maintain all current levels of service
- Undertake Capital Improvements Projects

Each fund maintains reserves equal to or greater than 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 FY2012	ADOPTED BUDGET FY2013	ADOPTED BUDGET FY2014	PROPOSED BUDGET FY2015
General Fund Operations	7,189,046	7,500,781	7,603,771	8,031,470
Water/Sewer Fund Operations	3,922,647	4,002,113	4,137,063	4,273,006
General Fund Transfers to Fund Balance, Capital Projects, Recreation Fund	1,628,837	1,872,928	1,559,910	1,387,136
Water/Sewer Fund Transfers to Reserves & Capital Projects Fund	-0-	-0-	-0-	-0-
General Fund Debt Service	-0-	105,599	180,334	180,335
Capital Projects	361,836	287,393	570,794	609,698
Special Project - MDT	<u>-0-</u>	<u>439,457</u>	<u>-0-</u>	<u>-0-</u>
Total Capital Projects	361,836	726,850	570,794	609,698
Water/Sewer Capital Projects	775,000	336,500	426,500	477,140

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 FY2015. Proposed rates for health insurance for FY2015 reflect an average 3.4% decrease compared to the current year:

PLAN/COVERAGE	FY2014 CURRENT PROVIDER			FY2015 NEW PROVIDER - PROPOSAL		
	Total	Town Share	Employee Share	Total	Town Share	Employee Share
<i>BASIC</i>						
Employee	439.44	439.44	0.00	431.03	431.03	0.00
Employee & spouse	1,098.60	947.31	151.29	1,077.55	929.16	148.39
Employee/Child(ren)	834.94	708.85	126.09	818.95	695.28	123.67
Family	1,243.62	1,051.22	192.40	1,219.80	1,031.09	188.71
<i>PREMIUM</i>						
Employee	491.52	439.44	52.08	467.95	431.03	36.92
Employee & spouse	1,228.80	947.31	281.49	1,169.88	929.16	240.72
Employee/Child(ren)	933.89	708.85	225.04	889.11	695.28	193.83
Family	1,391.00	1,051.22	339.78	1,324.29	1,031.09	293.20

Note: Merit increases are at the original range of 0 to 7% for FY2015, depending on performance.

GENERAL FUND BUDGET

SUMMARY OF GENERAL FUND REVENUES FY2012 through FY2015				
	FY2012	FY2013	FY2014	FY2015
General Property Taxes	\$ 551,000	\$ 543,200	\$ 562,200	\$ 722,200
Other Local Taxes	5,679,800	5,839,074	5,833,400	6,114,400
Licenses, Permits & Fees	117,331	126,050	129,350	145,832
Fines & Forfeitures	140,000	175,000	190,000	190,000
Revenue from Use of Money/Property	38,600	34,980	30,400	30,500
Miscellaneous Revenue	89,500	108,100	104,100	96,350
Non-Categorical Aid	85,030	100,050	120,075	100,075
Categorical Aid	2,116,622	2,052,854	2,371,990	2,197,084
Revenue from Federal Government	-	-	2,500	2,500
Transfers & Reserves	113,952	-	-	-
Proceeds from indebtedness	-	500,000	-	-
TOTAL GENERAL FUND REVENUES	\$8,931,835	\$9,479,308	\$9,344,015	\$9,598,941

**SUMMARY OF
GENERAL FUND EXPENDITURES**

FY2012 through FY2015

	FY2012	FY2013	FY2014	FY2015
Legislative Department	\$ 181,967	\$ 192,896	\$ 172,724	\$ 199,414
Executive Department	178,628	193,186	202,438	213,495
Legal Services	140,929	128,187	125,452	143,042
Finance Department	461,510	473,641	470,384	467,701
Memberships & Dues	6,762	7,604	7,839	7,549
Electoral Board & Officials	7,855	-	10,350	-
Public Safety Department	2,883,414	2,950,337	2,982,625	3,134,752
Public Works Department	2,965,755	3,065,544	3,107,915	3,314,597
Contributions	107,361	107,361	105,611	105,611
Planning & Community Development	368,813	382,025	418,433	445,309
Debt Service	-	105,599	180,334	180,335
Transfers & Reserves	1,628,837	1,872,928	1,559,910	1,387,136
TOTAL GENERAL FUND EXPENDITURES	*\$ 8,931,831	\$ 9,479,308	\$ 9,344,015	\$ 9,598,941

**NOTE: Difference due to rounding*

As shown on this page and the preceding page, the FY2015 general fund budget is \$254,926 more than the FY2014 budget.

WATER AND SEWER FUND BUDGET

The water and sewer fund’s operating budget is \$4,750,146 or 4.1% more than the FY2014 budget of \$4,563,563.

SUMMARY OF WATER AND SEWER REVENUES FY2012 through FY2015				
	FY2012	FY2013	FY2014	FY2015
Permits, Fees & Licenses	8,500	8,500	8,500	8,500
Revenue from Use of Money/Property	146,000	144,500	161,500	156,000
Charges for Services	3,846,600	3,739,000	3,739,000	3,715,000
Miscellaneous Revenue	34,800	39,492	40,300	60,412
Grant Revenue	-	11,841	-	-
Non-Revenue Receipts	325,000	250,000	250,000	759,500
Transfers & Reserves	882,131	145,280	364,263	50,734
TOTAL WATER/SEWER REVENUE	\$5,243,031	\$4,338,613	\$4,563,563	\$4,750,146

**SUMMARY OF
WATER AND SEWER EXPENDITURES**

FY2012 through FY2015

	FY2012	FY2013	FY2014	FY2015
Water Supply, Distribution & Billing	1,699,411	1,708,935	1,758,773	1,782,088
Wastewater Plant Operation	1,520,596	1,524,085	1,621,127	1,672,585
Water/Sewer Administration	737,410	769,093	757,163	818,333
Reserve for Contingencies	-	-	-	-
Debt Service	-	-	-	-
Total Operating Budget	3,957,417	4,002,113	4,137,063	4,273,006
Capital Projects	1,285,612	336,500	426,500	477,140
Transfers & Reserves	-	-	-	-
TOTAL WATER/SEWER EXPENDITURES	*\$5,243,029	\$4,338,613	\$4,563,563	\$4,750,146

**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 2015 BUDGET

<u>DATE</u>	<u>EVENT</u>
September 30, 2013	Package of budgetary instructions delivered to Agencies and Departments.
December 31, 2013	Funding requests submitted to Finance Director.
January 31, 2014	Draft budget completed by Finance Director and submitted to Town Manager.
January 2014 - End of March 2014	Town Manager's review of draft budgets, studies/reports and preparation of recommended budget.
April 2014	Delivery of Proposed Budget to Council.
Mid-April and May 2014 (Dates to be determined by Council)	Work Sessions on Proposed Budget. Proposed date for Public Hearing and special meetings, if needed.
End of May 2014 - First of June 2014	Consideration/adoption of Fiscal Year 2015 budget,

TOWN OF WARRENTON, VIRGINIA

SUMMARY OF GENERAL FUND BUDGET FOR PROPOSED AND LAST FISCAL YEAR

<u>REVENUES</u>	<u>ADOPTED FY 2014</u>	<u>PROPOSED FY 2015</u>
General Property Taxes	\$ 562,200	\$ 722,200
Other Local Taxes	5,833,400	6,114,400
Licenses, Permits & Fees	129,350	145,832
Fines & Forfeitures	190,000	190,000
Revenue from Use of Money/Property	30,400	30,500
Miscellaneous Revenue	104,100	96,350
Non-Categorical Aid	120,075	100,075
Categorical Aid	2,371,990	2,197,084
Revenue from Federal Government	2,500	2,500
Non-revenue Receipts	0	0
TOTAL GENERAL FUND REVENUES	\$ 9,344,015	\$ 9,598,941
<u>EXPENDITURES</u>		
Legislative Department	\$ 172,724	\$ 199,414
Executive Department	202,438	213,495
Legal Services	125,452	143,042
Finance Department	470,384	467,701
Memberships & Dues	7,839	7,549
Electoral Board & Officials	10,350	0
Public Safety Department	2,982,625	3,134,752
Public Works Department	3,107,915	3,314,597
Contributions	105,611	105,611
Planning & Community Development	418,433	445,309
Debt Service	180,334	180,335
Subtotal	\$ 7,784,105	\$ 8,211,805
Transfers & Reserves	1,559,910	1,387,136
TOTAL GENERAL FUND EXPENDITURES	\$ 9,344,015	\$ 9,598,941

General Fund Sources of Revenue

General Property Taxes

General Fund Revenues for FY2015 total \$9,598,941

**Revenue Description:
FY2015 Estimate:**

**General Property Taxes
\$722,200**

FY2015 Proposed Property Tax Rates

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

General property tax revenues account for 7.5% of General Fund revenue in FY2015. The reduction in overall reliance on general property taxes is an ongoing trend that began in FY1997. Several tax rate decreases and five general reassessments later, the Town once again maintains its tax rate to accommodate a ‘revenue neutral’ tax bill. As a result of the general property reassessment conducted by Fauquier County, which is effective January 1, 2014, the Town had a slight increase in assessed value for residential property. The overall flattening of new and existing residential real estate construction, related sales, and real estate tax revenues continues for FY2015. Fauquier Health’s move to for-profit status results in the hospital’s real estate being taxed for the first time; it is anticipated that the increase in real estate revenue related to the hospital will be approximately \$14,000. 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 FY2015.

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 \$4,206,183 from July 1, 2006 through January 31, 2014, leaving a carryover to FY2015 of \$1,541,752. This carryover will be added to the FY2015 Commonwealth reimbursement of \$718,492 to enable Council to once again provide 100% relief for the tax year FY2015.

Personal property tax revenue estimates increased \$150,000 from the FY2014 estimate of \$340,000. The estimated increase is due primarily to the joint venture between Fauquier Health and LifePoint Hospitals. This means that the hospital's substantial investment in capital assets will be taxed for the first time as business personal property.

General Fund Sources of Revenue

Other Local Taxes

Revenue Description:
FY2015 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 level revenue in line with the current monthly receipts. Local sales tax revenue accounts for 5.5 % of the Town's General Fund budget.

Revenue Description:
FY2015 Estimate:

Consumer Utility Taxes
\$470,000

The Town levies a consumer utility tax on residential and commercial electricity and natural gas utilities. 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.

A consumer tax on electric utilities is as follows:

Residential	20% of the minimum monthly charge imposed plus \$0.0158865 for each kilowatt-hour delivered. Maximum monthly tax is \$3.00.
Commercial/ Industrial	20% of the minimum monthly charge imposed plus \$0.015009 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 \$0.186 for each CCF delivered. Maximum monthly tax is \$3.00.
Commercial/Industrial	20% of the minimum monthly charge imposed plus \$0.15566 for each CCF delivered. Maximum monthly tax is \$20.00.

Revenue Description:

**Business, Professional, Trade or
Occupational License (BPOL)**

FY2015 Estimate:

\$1,595,400

The Town requires every business located within the corporate limits to pay an annual license tax based upon their 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 – FY2015

Business Category	FY2014	FY2015	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. As mentioned previously concerning personal property taxation, the joint venture between Fauquier Health and LifePoint Hospitals results in an increase to this revenue category. It remains clear that the BPOL levied on local business represents a sizeable revenue source accounting for approximately 16.6 % of the General Fund budget.

Revenue Description:
FY2015 Estimate:

Franchise Fee Utilities
\$61,000

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 FY2015, estimates for the two remaining components of this local tax are relatively flat.

The FY2015 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 FY2015 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.

Revenue Description:
FY2015 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 2015.

Revenue Description:
FY2015 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 FY2015 projects level revenue compared to the FY2014 budget estimate keeping in line with actual FY2013 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 4.6% of FY2015 General Fund revenues.

Revenue Description:
FY2015 Estimate:

Meals Tax
\$2,000,000

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 20.8% of FY2015 General Fund revenue budget, 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 FY2015 estimate assumes a slight increase.

Revenue Description:
FY2015 Estimate:

Cigarette Tax
\$190,000

The Town levies a local tax on all cigarettes sold within the corporate limits. The FY2015 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 FY2015, cigarette tax revenue is expected to account for 2.0% of all General Fund revenue.

Revenue Description:
FY2015 Estimate:

Transient Occupancy Tax
\$187,000

Transient occupancy tax collections have started to increase. FY2015 revenues are estimated with emphasis placed upon historical trends and current economic projections. For the upcoming fiscal year, estimates for transient occupancy tax have been adjusted down due to the current economic trend and current year receipts. Transient occupancy tax accounts for 1.9% 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:
FY2015 Estimate:

Communications Sales & Use Tax
\$540,000

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 FY2015 totals \$2,762,341 or 28.8% 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:
FY2015 Estimate:

Permits, Fees & Licenses
\$145,832

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 FY2015. 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:
FY2015 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:
FY2015 Estimate:

Revenue from Use of Money/Property
\$30,500

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:
FY2015 Estimate:

Miscellaneous Revenue
\$96,350

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 FY2015 contribution is based on 50% of the FY2015 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 1.0% of total General Fund revenue estimates for FY2015.

Revenue Description:
FY2015 Estimate:

Non-Categorical Aid
\$100,075

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

Motor Vehicle Rental Tax	100,000
Rolling Stock Tax	75
Total Non-Categorical Aid	\$100,075

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 1.0% of the proposed General Fund budget.

**Revenue Description:
FY2015 Estimate:**

**Categorical Aid
\$2,197,084**

This revenue category reflects grants and reimbursements from the Commonwealth and Federal Government that are to be expended by the locality for specific programs. Dollar amounts in this category vary from year to year based upon program availability and established reimbursement rates. Estimates in all categories are based on preliminary estimates from the Commonwealth with the exception of street and highway maintenance which is based on an actual per mile reimbursement rate for Town maintained arterial and collector streets. The Town anticipates Categorical items to remain level compared to the FY2014 level. VDOT Revenue Sharing has been reported in the Capital Projects Fund to more accurately match revenues with related expenditures. FY2015 Categorical Aid items include:

Description	Projection
Street & Highway Maintenance	\$1,275,092
PPTRA Revenue	718,492
DJCP Law Enforcement Grant – Section 599 Funds	195,000
VCA Local Government Challenge Grant	5,000
Litter Control Grant	3,000
State Asset Forfeiture Proceeds	500
Total Categorical Aid	\$2,197,084

**Revenue Description:
FY2015 Estimate:**

**Revenue from Federal Government
\$2,500**

This revenue category represents funds received for DMV Safety Grant and is expected to remain stable.

		----- Prior Years -----			----- FY/2014 Current Year -----			----- FY/2015 Budget Year -----	
		Revenue	Revenue	Revenue	Amended	Actual On	Projected	Department	FY/2015 Budget Year
		FY/2011	FY/2012	FY/2013	Budget	2014/03	Revenue	Request	WARRENTON Recommends
		-----	-----	-----	-----	-----	-----	-----	-----
		-----	-----	-----	-----	-----	-----	-----	-----
000999	** GENERAL FUND REVENUES **								
011000	** GENERAL PROPERTY TAXES **								
011010	** REAL PROPERTY TAXES **								
011010-0105	DELINQUENT TAXES								
011010-1993	1993 Real Estate Tax	92-							
011010-1994	1994 Real Estate Tax	81-							
011010-1995	1995 Real Estate Tax	81-							
011010-1996	1996 Real Estate Tax	68-	51-	13-					
011010-1997	1997 Real Estate Tax		55-	223-					
011010-1998	1998 REAL ESTATE TAX			255-					
011010-1999	1999 REAL ESTATE TAX			210-					
011010-2000	2000 REAL ESTATE TAX			228-					
011010-2001	2001 REAL ESTATE TAX	243		75-					
011010-2002	2002 REAL ESTATE TAX			51-					
011010-2003	2003 REAL ESTATE TAX			51-					
011010-2004	2004 REAL ESTATE TAX			51-					
011010-2005	2005 REAL ESTATE TAX			51-					
011010-2006	2006 REAL ESTATE TAX	25-		65-					
011010-2007	2007 REAL ESTATE TAX	608-		65-					
011010-2008	2008 REAL ESTATE TAX	553-	21-	306-		68-			
011010-2009	2009 REAL ESTATE TAX	1,446-	712-	370-		97-			
011010-2010	2010 REAL ESTATE TAX	96,347-	5,505-	209-		47-			
011010-2011	2011 REAL ESTATE TAX	104,606-	99,126-	1,711-		55-			
011010-2012	2012 REAL ESTATE TAX		105,729-	99,743-		594-			
011010-2013	2013 REAL ESTATE TAX			104,101-	208,000-	97,967-			
011010-2014	2014 REAL ESTATE TAX						220,000-		
	--TOTAL DEPARTMENT--	203,664-	211,199-	207,778-	208,000-	98,828-		220,000-	
011020	** PUBLIC SERVICE TAX **								
011020-2005	2005 PUBLIC SERVICE TAX								
011020-2006	2006 PUBLIC SERVICE TAX								
011020-2007	2007 PUBLIC SERVICE TAX								
011020-2008	2008 PUBLIC SERVICE TAX								
011020-2009	2009 PUBLIC SERVICE TAX	21-	5-						
011020-2010	2010 PUBLIC SERVICE TAX	2,121-							
011020-2011	2011 PUBLIC SERVICE TAX	2,136-	2,078-	14-					
011020-2012	2012 PUBLIC SERVICE TAX		2,139-	2,050-					
011020-2013	2013 PUBLIC SERVICE TAX			2,039-	4,200-	2,068-			
011020-2014	2014 PUBLIC SERVICE TAX						4,200-		
	--TOTAL DEPARTMENT--	4,278-	4,222-	4,103-	4,200-	2,068-		4,200-	
011030	** PERSONAL PROPERTY TAX **								
011030-2000	2000 PERSONAL PROPERTY TAXES	16-							
011030-2001	2001 PERSONAL PROPERTY TAXES								
011030-2002	2002 PERSONAL PROPERTY TAX	12-							
011030-2003	2003 PERSONAL PROPERTY TAX	21-							
011030-2004	2004 PERSONAL PROPERTY TAX								
011030-2005	2005 PERSONAL PROPERTY TAX	45-							

	----- Prior Years -----			----- FY/2014 Current Year -----			----- FY/2015 Budget Year -----		
	Revenue FY/2011	Revenue FY/2012	Revenue FY/2013	Amended Budget	Actual On 2014/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
** PERSONAL PROPERTY TAX **									
011030-2006		114-	58-						
011030-2007		447-	81-	57-					
011030-2008		762-	333-	86-	50-				
011030-2009		4,535-	3,373-	188-	59-				
011030-2010		332,643-	7,941-	655-	522-				
011030-2011			329,373-	5,076-	93-				
011030-2012				311,637-	1,466-				
011030-2013					340,000-	341,879-			
011030-2014							490,000-		
--TOTAL DEPARTMENT--	338,595-	341,159-	317,699-	340,000-	344,069-		490,000-		
** PENALTIES & INTEREST **									
011060									
011060-0001	5,930-	8,347-	5,642-	8,000-	4,509-		6,000-		
011060-0002	2,764-	2,767-	4,093-	2,000-	1,454-		2,000-		
--TOTAL DEPARTMENT--	8,694-	11,114-	9,735-	10,000-	5,963-		8,000-		
TOTAL - ** GENERAL PROPERTY TAXES **									
	555,231-	567,694-	539,315-	562,200-	450,928-		722,200-		
** OTHER LOCAL TAXES **									
012000									
012010-0001	484,640-	508,741-	530,836-	530,000-	319,718-		530,000-		
--TOTAL DEPARTMENT--	484,640-	508,741-	530,836-	530,000-	319,718-		530,000-		
** CONSUMER'S UTILITY TAXES									
012020									
012020-0001	325,489-	330,255-	324,003-	320,000-	197,009-		320,000-		
012020-0002	162,525-	162,381-	169,712-	150,000-	94,624-		150,000-		
012020-0003	4-		5-		245-				
--TOTAL DEPARTMENT--	488,018-	492,636-	493,720-	470,000-	291,878-		470,000-		
** BUSINESS LICENSE TAXES **									
012030									
012030-2002									
012030-2003									
012030-2004	168-		243-						
012030-2005									
012030-2006									
012030-2007	3,162-		229-						
012030-2008	3,196-		180-						
012030-2009	9,088-	61-	203-						
012030-2010	13,771-	3,150-	235-		54-				
012030-2011	200,737-	12,928-	3,073-		53-				
012030-2012	1,240,775-	199,035-	8,643-		40-				
012030-2013		1,148,415-	80,564-		407-				
012030-2014			1,272,991-	1,375,000-	150,409-				
012030-2015					142,526-		1,595,000-		
012030-3000	400-	800-	400-	400-	800-		400-		
--TOTAL DEPARTMENT--	1,471,297-	1,364,389-	1,366,761-	1,375,400-	294,289-		1,595,400-		

		----- Prior Years -----			----- FY/2014 Current Year -----			----- FY/2015 Budget Year -----		
		Revenue	Revenue	Revenue	Amended	Actual On	Projected	Department	FY/2015	
		FY/2011	FY/2012	FY/2013	Budget	2014/03	Revenue	Request	WARRENTON	
									Budget Year	
									Adopted	
									Budget	
012040	** FRANCHISE LICENSE TAXES *									
012040-0001	FRANCHISE FEE-CABLE TV									
012040-0002	CONSUMPTION TAX-ELECTRIC	39,815-	38,722-	38,411-	38,000-	24,502-		38,000-		
012040-0003	CONSUMPTION TAX-NATURAL GAS	10,679-	9,055-	8,965-	9,000-	5,628-		9,000-		
012040-0004	FRANCHISE FEE-TELEPHONE	25,406-	14,975-	16,455-		24,342-		14,000-		
012040-0006	FRANCHISE FEE - FIBER	2,000-	3,817-							
	--TOTAL DEPARTMENT--	77,900-	66,569-	63,831-	47,000-	54,472-		61,000-		
012050	** MOTOR VEHICLE LICENSE **									
012050-2005	2005 MOTOR VEHICLE LICENSE	195-								
012050-2007	2007 MOTOR VEHICLE LICENSE									
012050-2008	2008 MOTOR VEHICLE LICENSE									
012050-2009	2009 MOTOR VEHICLE LICENSE									
012050-2010	2010 MOTOR VEHICLE LICENSE	5,094-								
012050-2011	2011 MOTOR VEHICLE LICENSE	95,421-	5,873-	8-						
012050-2012	2012 MOTOR VEHICLE LICENSE		96,485-	5,777-		15				
012050-2013	2013 MOTOR VEHICLE LICENSE			98,263-	101,000-	6,811-				
012050-2014	2014 MOTOR VEHICLE LICENSE					82,543-		101,000-		
	--TOTAL DEPARTMENT--	100,710-	102,358-	104,048-	101,000-	89,339-		101,000-		
012060	** BANK STOCK TAXES **									
012060-0001	BANK FRANCHISE TAXES	437,022-	448,600-	463,135-	440,000-			440,000-		
	--TOTAL DEPARTMENT--	437,022-	448,600-	463,135-	440,000-			440,000-		
012070	** MEALS TAXES **									
012070-2005	2005 MEALS TAX									
012070-2006	2006 MEALS TAX	320-	361-							
012070-2007	2007 MEALS TAX	350-								
012070-2008	2008 MEALS TAX	173,892								
012070-2009	2009 MEALS TAX	438								
012070-2010	2010 MEALS TAX	1,144,653-	12,470	23						
012070-2011	2011 MEALS TAX	923,117-	1,055,036-	6,455-						
012070-2012	2012 MEALS TAX		1,019,415-	1,081,521-		16,881-				
012070-2013	2013 MEALS TAX			1,064,285-	1,950,000-	1,107,277-				
012070-2014	2014 MEALS TAX					291,468-		2,000,000-		
	--TOTAL DEPARTMENT--	1,894,110-	2,062,342-	2,152,238-	1,950,000-	1,415,626-		2,000,000-		
012080	** TOBACCO TAXES **									
012080-0001	CIGARETTE TAX	177,774-	182,820-	189,868-	190,000-	125,186-		190,000-		
	--TOTAL DEPARTMENT--	177,774-	182,820-	189,868-	190,000-	125,186-		190,000-		
012100	** HOTEL & MOTEL ROOM TAXES									
012100-2007	2007 LODGING TAX									
012100-2008	2008 LODGING TAX	17,927								
012100-2009	2009 LODGING TAX	223								
012100-2010	2010 LODGING TAX	107,705-								
012100-2011	2011 LODGING TAX	73,402-	105,111-							
012100-2012	2012 LODGING TAX		90,308-	105,030-						

	----- Prior Years -----			----- FY/2014 Current Year -----			----- FY/2015 Budget Year -----		
	Revenue FY/2011	Revenue FY/2012	Revenue FY/2013	Amended Budget	Actual On 2014/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
** HOTEL & MOTEL ROOM TAXES									
012100-2013			82,233-	200,000-	97,612-				
012100-2014					22,448-		187,000-		
			--TOTAL DEPARTMENT--	200,000-	120,060-		187,000-		
012200									
COMMUNICATIONS SALES TAX									
012200-0001	561,212-	549,808-	551,266-	530,000-	314,968-		540,000-		
	561,212-	549,808-	551,266-	530,000-	314,968-		540,000-		
			--TOTAL DEPARTMENT--						
TOTAL - ** OTHER LOCAL TAXES **	5,855,640-	5,973,682-	6,102,966-	5,833,400-	3,025,536-		6,114,400-		
** PERMITS & OTHER LICENSE *									
013030									
013030-0007	550-	11,590-	4,832-	1,500-	9,350-		1,500-		
013030-0008	25,811-	66,204-	41,353-	30,000-	12,501-		35,000-		
013030-0009	5,580-	5,250-	5,027-	4,500-	2,945-		4,500-		
013030-0010	7,104-	13,811-	9,352-	9,850-	4,981-		9,980-		
013030-0011	9,812-	18,560-	15,319-	10,500-	7,491-		12,672-		
013030-0012	4,744-	12,092-	8,191-	5,500-	4,947-		6,500-		
013030-0013	32-	7-	262-	850-	140-		900-		
013030-0014	348-		298-	300-	75-		300-		
013030-0019	7,577-	7,824-	5,465-	5,500-	3,694-		5,500-		
013030-0020	7,584-	11,061-	16,320-	5,000-	10,198-		5,000-		
013030-0021	715-	455-	390-	200-	325-		300-		
013030-0023	3,601-	4,025-	4,700-	4,100-	2,575-		5,000-		
013030-0026	21,150-	21,350-	22,550-	21,000-	13,850-		21,000-		
013030-0030		10-	10-						
013030-0031									
013030-0032	6,849-	5,737-	6,228-	2,500-	4,099-		3,560-		
013030-0035		1,519-	1,945-	500-			500-		
013030-0036	1,050-		1,770-	1,050-			1,500-		
013030-0037	8,900-	10,174-	7,012-	5,500-	3,678-		5,500-		
013030-0038	17,293-	44,334-	22,913-	16,500-	7,738-		17,000-		
013030-0040									
013030-0041	1,260-	450-	630-	500-	150-		500-		
013030-0042									
013030-0043	9,215-	8,534-	7,880-	4,000-	3,803-		6,000-		
013030-0099		180,000-					3,120-		
	139,175-	422,987-	182,447-	129,350-	92,540-		145,832-		
			--TOTAL DEPARTMENT--						
TOTAL - ** PERMITS & OTHER LICENSE *	139,175-	422,987-	182,447-	129,350-	92,540-		145,832-		
** FINES & FORFEITURES **									
014010									
014010-0001	207,980-	261,344-	245,903-	150,000-	165,710-		150,000-		
014010-0002	49,095-	46,135-	34,939-	40,000-	23,040-		40,000-		
	257,075-	307,479-	280,842-	190,000-	188,750-		190,000-		
			--TOTAL DEPARTMENT--						
TOTAL - ** FINES & FORFEITURES **	257,075-	307,479-	280,842-	190,000-	188,750-		190,000-		

		----- Prior Years -----			----- FY/2014 Current Year -----			----- FY/2015 Budget Year -----		
		Revenue FY/2011	Revenue FY/2012	Revenue FY/2013	Amended Budget	Actual On 2014/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
015000	** REVENUE USE OF MONEY **									
015010-0001	INTEREST REVENUE	24,250-	16,763-	19,381-	20,000-	8,213-		20,000-		
015010-0003	UNREALIZED GAIN/LOSS ON INVE									
	--TOTAL DEPARTMENT--	24,250-	16,763-	19,381-	20,000-	8,213-		20,000-		
015020	** REVENUE USE OF PROPERTY *									
015020-0001	RENTAL INCOME	6,354-	5,894-	4,700-	5,200-	4,300-		5,200-		
015020-0005	VISITOR CENTER SPACE RENTAL	5,665-	5,525-	4,970-	5,200-	2,965-		5,300-		
	--TOTAL DEPARTMENT--	12,019-	11,419-	9,670-	10,400-	7,265-		10,500-		
TOTAL - ** REVENUE USE OF MONEY **		36,269-	28,182-	29,051-	30,400-	15,478-		30,500-		
018030	** RECOVERIES & REBATES **									
018030-0001	RECOVERIES & REBATES	35,739-	106,037-	70,211-	35,000-	23,101-		30,000-		
	--TOTAL DEPARTMENT--	35,739-	106,037-	70,211-	35,000-	23,101-		30,000-		
018990	** MISCELLANEOUS REVENUE **									
018990-0001	MISCELLANEOUS REVENUE	8,295-	7,161-	1,982-	2,500-	2,926-		3,000-		
018990-0002	ITEMS SOLD AT AUCTION	1,690-	10,583-	2,777-	5,000-	1,376-		2,000-		
018990-0004	SALE OF PRINTED MATERIAL	988-	530-	705-		313-		250-		
018990-0005	SALE OF MAIL'S & SUPPLIES			233-						
018990-0006	SALE OF SALVAGE & JUNK		6,930-	1,825-		889-				
018990-0007	SALE OF CEMETERY LOTS		900-			400-				
018990-0013	SALE OF PLASTIC BAGS	3,768-	4,180-	4,086-	4,000-	2,412-		4,000-		
018990-0014	RECYCLING INCOME	21,045-	18,932-	3,302-	15,000-	751-		14,000-		
018990-0041	PROFFERS - FIRE & RESCUE		404-	1,211-						
018990-0044	PROFFERS - GENERAL									
018990-0052	DONATIONS PD - GENERAL	800-	800-		4,118-	4,848-		500-		
018990-0054	SALE OF REAL PROPERTY									
018990-0057	FAUQUIER COUNTY FOR VISITOR	42,600-	42,600-	42,600-	42,600-	42,600-		42,600-		
018990-0071	DONATIONS POLICE DEPT K9	5,500-								
	--TOTAL DEPARTMENT--	84,686-	93,020-	58,721-	73,218-	56,515-		66,350-		
TOTAL - ** RECOVERIES & REBATES **		120,425-	199,057-	128,932-	108,218-	79,616-		96,350-		
022010	** NONCATEGORICAL AID **									
022010-0003	MOTOR VEHICLE RENTAL TAX	117,249-	105,400-	80,195-	120,000-	60,952-		100,000-		
022010-0008	ROLLING STOCK TAX	11-	153-	85-	75-	132-		75-		
022010-0010	COMMUNICATIONS SALES TAX									
	--TOTAL DEPARTMENT--	117,260-	105,553-	80,280-	120,075-	61,084-		100,075-		
TOTAL - ** NONCATEGORICAL AID **		117,260-	105,553-	80,280-	120,075-	61,084-		100,075-		

		----- Prior Years -----			----- FY/2014 Current Year -----			----- FY/2015 Budget Year -----		
		Revenue	Revenue	Revenue	Amended	Actual On	Projected	Department	FY/2015	Budget Year
		FY/2011	FY/2012	FY/2013	Budget	2014/03	Revenue	Request	WARRENTON	Adopted
									Recommends	Budget
024040	**CATEGORICAL AID**									
024040-0001	STATE GRANT - DUCP	204,700-	197,512-	197,512-	197,512-	148,134-		195,000-		
024040-0002	LOCAL LAW BLOCK GRANT		8,704-	7,525-						
024040-0003	PLANNING GRANT - DHCD									
024040-0004	STATE GRANT ED (NOT DCJS)									
024040-0006	VDOT STREET & HWY MAINT	1,169,429-	1,212,850-	1,235,956-	1,235,986-	956,701-		1,275,092-		
024040-0007	LITTER CONTROL	3,380-	2,875-	4,148-	3,000-	3,659-		3,000-		
024040-0008	STATE ASSET FORFEITURE PROCE	2,671-	165-	2,203-		290-		500-		
024040-0010	PPTRA REVENUE	718,492-	718,492-	718,492-	718,492-	718,492-		718,492-		
024040-0012	DISTRIBUTION OF FIRE PROGRAM	19,259-	25,692-	27,411-		26,000-				
024040-0014	BLUEMONT SERIES GRANT	5,000-	5,000-	5,000-	5,000-	5,000-		5,000-		
024040-0019	LOUDOUN TRANSIT									
024040-0020	DCJS FUNDS (NOT GRANT)									
024040-0022	DEPT OF HISTORIC RESOURCES G									
024040-0023	PATROL OFFICER GRANT									
024040-0024	GANG TASK FORCE - LOUDOUN									
024040-0098	VDOT REVENUE SHARING	20,102-	78,793-		186,000-					
024040-0099	MISCELLANEOUS GRANTS	4,000-	8,300-							
024040-0100	VDOT BIKE/PED SAFETY PROGRAM									
	--TOTAL DEPARTMENT--	2,147,033-	2,258,383-	2,198,247-	2,371,990-	1,832,276-		2,197,084-		
TOTAL - **CATEGORICAL AID**		2,147,033-	2,258,383-	2,198,247-	2,371,990-	1,832,276-		2,197,084-		
033030	**REVENUE FROM FEDERAL GOVER									
033030-0001	FEDERAL GRANT - DCJS	472-								
033030-0002	FEDERAL TRANSPORT SAFETY									
033030-0003	GROUND TRANS (DMV SAFETY GRA	7,759-	5,591-	3,727-	2,500-	1,223-		2,500-		
033030-0004	EMERGENCY SERVICES		51,875-	10,097-		36,820-				
033030-0005	FEDERAL/VA DEPT OF HOUSING	9,394-								
033030-0006	DCJS FUNDS (NOT GRANT)									
033030-0007	HOMELAND SECURITY - FEDERAL									
033030-0008	FEDERAL GRANT - DOJ				11,000-	5,197-				
033030-0009	DOT BIKE/PED SAFETY PROG GRA		131,750-							
033030-0010	FEDERAL ASSET SEIZURE FUNDS									
	--TOTAL DEPARTMENT--	17,625-	189,216-	13,824-	13,500-	43,240-		2,500-		
TOTAL - **REVENUE FROM FEDERAL GOVER		17,625-	189,216-	13,824-	13,500-	43,240-		2,500-		
041000	** NON REVENUE RECEIPTS **									
041000-0001	PROCEEDS FROM VML PD MDT FY1									
041050-0001	TRANSFER FROM ENCUMBRANCES				42,385-					
041050-0610	TRANSFER FROM DATA PROCESSIN									
041050-9501	TRANSFER FROM WATER/SEWER FU									
041050-9511	TRANSFER FROM PERPETUAL CARE									

	----- Prior Years -----		----- FY/2014 Current Year -----		----- FY/2015 Budget Year -----			
	Revenue	Revenue	Amended	Actual On	Projected	Department	WARRENTON	Adopted
	FY/2011	FY/2012	Budget	2014/03	Revenue	Request	Recommends	Budget
	-----	-----	-----	-----	-----	-----	-----	-----
041050-9998		2,071-	3,800-					
041050-9999								
		2,071-	46,185-					
		2,071-	46,185-					
TOTAL - ** NON REVENUE RECEIPTS **		2,071-	46,185-					
TOTAL FOR FUND	9,245,733-	10,054,304-	9,555,904-	5,789,448-		9,598,941-		

Function:	Governmental
Fund:	General
Department:	

Program Description:

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

Manager’s Message:

The General Fund is a budget supported by local tax revenues, locally generated fees and, to a certain extent, state reimbursements used to support functions which governments are typically expected to provide to their citizens. The proposed FY2015 General Fund budget is \$9,598,941, an increase of \$193,623 from the current fiscal year amended budget. This represents a 2.1% increase from the current FY2014 budget.

Personnel Summary:

	Budget FY2014	Proposed FY2015	Change
Full Time	62.00	63.00	1.00
Part Time	14.00	14.00	0.00
Total	76.00	77.00	1.00

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 FY2015 proposed budget for Town Council operating expenses is \$199,414. The proposed 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 \$2,868 per user for FY2015.

	----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year ----		
	Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
	FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
	-----	-----	-----	-----	-----	-----	-----
							Adopted
							Budget
	-----	-----	-----	-----	-----	-----	-----
011010							
011010-1000							
011010-1102							
011010-1103							
011010-1300							
011010-2100							
011010-2300							
011010-2301							
011010-2400							
011010-2700							
011010-2899							
011010-3100							
011010-3101							
011010-3200							
011010-3320							
011010-3350							
011010-3351							
011010-3500							
011010-3600							
011010-3901							
011010-4100							
011010-5210							
011010-5230							
011010-5306							
011010-5307							
011010-5308							
011010-5410							
011010-5505							
011010-5510							
011010-5540							
011010-5810							
011010-5890							
011010-6001							
011010-6012							
--SUB TOTAL--	164,138	191,450	175,883	111,664		199,414	
--TOTAL--	164,138	191,450	175,883	111,664		199,414	

Function:	General and Financial Administration
Fund:	General
Department:	

Program Description:

General and Financial Administration includes funding for operation of the Town Manager’s Office, the 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, and Town memberships and dues. Total expenditures for the proposed FY2015 are \$831,787, a 3.2% change from the FY2014 budget. Funding in this category represents 8.7% of the total General Fund budget for FY2015.

Personnel Summary:

	Budget FY2014	Proposed FY2015	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 proposed budget for FY2015 of \$213,495 reflects a change of \$11,057 compared to the FY2014 budget. Also noted is the allocation of data processing expenses to each department for the seventh year. The Manager’s salary and benefits, as noted in prior budgets, are split with the Utilities Fund on an 80/20 basis based upon division of duties to those program areas. The Recorder’s part time salary, as previously noted, is split with the Council budget on a 50/50 basis. Other proposed expenditures continue funding for travel and training for the Recorder and Manager, as well as a continuation of general office expenses at previous levels of funding.

Data processing costs are estimated to be \$2,868 per user for FY2015. The Town Manager department has one full time and one part time user representing an allocation to account 4100 of \$4,302 for FY2015.

Personnel Summary:

	Budget FY2014	Proposed FY2015	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/2015 Budget Year ----		
	Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
	FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
	-----	-----	-----	-----	-----	-----	-----	-----
012110	** EXECUTIVE ADMINISTRATION							
012110-1101								
012110-1102	113,069	121,293	129,197	87,912		135,455		
012110-1300	15,195	17,500	16,046	12,617		16,457		
012110-2100								
012110-2210	8,739	8,880	8,939	5,722		9,225		
012110-2300	12,903	15,025	16,038	11,486		16,839		
012110-2300	12,539	12,841	10,651	7,813		10,584		
012110-2301			154					
012110-2400	304	1,396	1,490	1,067		1,564		
012110-2700	213	153	156	151		163		
012110-2840	3,080	3,360	3,360	2,520		3,360		
012110-2899	66	47		38		156		
012110-3100								
012110-3200								
012110-3310	40	37	100			50		
012110-3500								
012110-4100	3,563	3,441	4,867	3,725		4,302		
012110-5210	132	74	100	42		100		
012110-5230	3,344	2,948	3,500	2,101		3,500		
012110-5306	88	40	50	40		50		
012110-5307	1,317	631	788	879		967		
012110-5308	762	441	552	475		523		
012110-5410	2,691	2,399	1,900	1,669		1,900		
012110-5510	1,755	1,806	1,750	1,246		4,000		
012110-5540	344	1,146	800	410		1,800		
012110-5550								
012110-5810	1,176	1,582	1,000	1,297		1,500		
012110-6001	122	559	500	101		500		
012110-6012	791	523	500	180		500		
--SUB TOTAL--	182,233	196,122	202,438	141,491		213,495		
--TOTAL--	182,233	196,122	202,438	141,491		213,495		

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 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.

		----- Prior Years -----		----- Current Year -----			--FY/2015 Budget Year ----		
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
		-----	-----	-----	-----	-----	-----	-----	-----
012210	** LEGAL SERVICES **								
012210-1100	SALARY-TOWN ATTORNEY	2,400	2,400	2,400	1,800	_____	2,400	_____	_____
012210-2100	FICA EXPENSE	22		138		_____	184	_____	_____
012210-2300	HEALTH INSURANCE	13,760	11,974	6,714	6,029	_____	8,898	_____	_____
012210-2301	HEALTH CARE REFORM			190		_____	_____	_____	_____
012210-2899	MISCELLANEOUS BENEFITS	46	111	90	20	_____	120	_____	_____
012210-3100	PROF SERVICES - LEGAL	86,026	88,177	90,603	67,952	_____	95,423	_____	_____
012210-3110	PROF SERVICES - REDISTRICITN	9,280-				_____	_____	_____	_____
012210-3120	PROF SERVICES - OUTSIDE COUN	15,673	36,708	18,000	56,949	_____	30,000	_____	_____
012210-5307	PUBLIC OFFICIALS LIABILITY I	1,317	631	788	879	_____	967	_____	_____
012210-5510	TRAVEL	168	1,433	1,989	882	_____	1,000	_____	_____
012210-5540	TRAINING	905	1,120	2,000	335	_____	1,500	_____	_____
012210-5810	MEMBERSHIPS & DUES	520	570	540	570	_____	550	_____	_____
012210-6012	SUBSCRIPTIONS	1,956	2,025	2,000	1,682	_____	2,000	_____	_____
	--SUB TOTAL--	<u>113,513</u>	<u>145,149</u>	<u>125,452</u>	<u>137,098</u>	_____	<u>143,042</u>	_____	_____
	--TOTAL--	<u>113,513</u>	<u>145,149</u>	<u>125,452</u>	<u>137,098</u>	_____	<u>143,042</u>	_____	_____

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

Program Description:

The Department of Finance and Human Resources 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. The department provides general accounting and financial reporting services, prepares the Comprehensive Annual Financial Report (CAFR) and the annual budget, oversees cash management and investments, coordinates capital financing and manages debt administration, develops and administers personnel rules and regulations and administers the Town's information technology, 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 and to plan the general workload. A greater emphasis has been placed on cross-training employees to ensure coverage for the unexpected.

Key responsibilities of the department include:

- Tax billing and collection;
- Administration of the outsourced information technology function;
- Preparation and collection of utility bills;
- Personnel administration;
- Benefits administration;
- Cash management and investment of Town funds;

- Debt issuance and management;
- Tracking and reporting of capital assets;
- Accounts payable;
- Payroll;
- Administration of the cemetery records;
- Preparation of the budget;
- Coordination of and preparation for the annual external audit;
- Financial reporting;
- Procurement;
- Risk management; and
- Management of all Town financial and human resource records.

The department’s proposed FY2015 budget reflects a decrease of \$2,683 compared to the FY2014 budget. Data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,868 per user for FY2015. The Finance Department has an allocation to account 4100 of \$16,060 for FY2015.

Personnel Summary:

	Budget FY2014	Proposed FY2015	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 2013 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 Ended June 30, 2012.
- Maintained a Departmental Task Manager, a dynamic document that clearly defines the responsibilities for each position
- Continued a cross-training program to insure uninterrupted service to Town citizens and other Town departments

FY 2015 Departmental Goals:

- Apply for and receive the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial reporting for the Town's Comprehensive Annual Financial Report (CAFR)
- Continue to cross-train employees for the most effective and efficient operation; renew commitment to external training opportunities
- Clearly document departmental procedures to assist in cross-training and departmental coverage
- Update and/or finalize relevant Financial, Human Resources, and Information Technology policies
- Identify process improvements to enhance departmental efficiency
- Identify opportunities to outsource certain billing and benefits functions to increase efficiency and achieve cost savings
- Enhance the open enrollment process to ensure that all employees are well-informed of their available benefits
- Provide monthly financial projections for the Recreation Fund
- Work with other departments to enhance safety and other risk management training programs

	----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year --		
	Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
	FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
	-----	-----	-----	-----	-----	-----	-----
							Adopted
							Budget
	-----	-----	-----	-----	-----	-----	-----
012420							
012420-1101							
012420-1102							
012420-1104							
012420-1300							
012420-2100							
012420-2210							
012420-2300							
012420-2301							
012420-2400							
012420-2700							
012420-2850							
012420-2890							
012420-2899							
012420-3100							
012420-3120							
012420-3150							
012420-3310							
012420-3500							
012420-3600							
012420-4100							
012420-5210							
012420-5230							
012420-5306							
012420-5307							
012420-5308							
012420-5410							
012420-5510							
012420-5540							
012420-5810							
012420-6001							
012420-6012							
012420-6021							
012420-6022							
012420-8202							
--SUB TOTAL--	433,930	456,902	470,384	335,823		467,701	
--TOTAL--	433,930	456,902	470,384	335,823		467,701	

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

Program Description:

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

Manager's Message:

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

A request for \$1,025 to fund the Town's continued membership in the Fauquier County Chamber of Commerce is included in the FY2015 proposed budget.

		----- Prior Years -----		----- Current Year -----			--FY/2015 Budget Year ----		
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
		-----	-----	-----	-----	-----	-----	-----	-----
012600	** OTHER ORGANIZATIONS **								
012600-5811	VIRGINIA MUNICIPAL LEAGUE	11,077		5,989	5,989	_____	6,024	_____	
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		_____		_____	
	--SUB TOTAL--	<u>12,927</u>	<u>1,525</u>	<u>7,839</u>	<u>7,514</u>		<u>7,549</u>		
	--TOTAL--	<u>12,927</u>	<u>1,525</u>	<u>7,839</u>	<u>7,514</u>		<u>7,549</u>		

Function:	General and Financial Administration
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:

There are no elections currently scheduled for Fiscal Year 2015.

		----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year ----			
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
		-----	-----	-----	-----	-----	-----	-----	-----
013100	** ELECTORAL BOARD & OFFICAL								
013100-1100	ELECTIONS OFFICIALS	3,320		3,500		_____	_____	_____	
013100-3600	ADVERTISING	117		150		_____	_____	_____	
013100-5410	LEASE OF VOTING MACHINE	6,545		5,000		_____	_____	_____	
013100-5420	LEASE OF BUILDINGS					_____	_____	_____	
013100-6001	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:

FY2015 functional proposed expenditures of \$3,134,752 represent 32.7% of the total General Fund operating budget.

The Police Department shows an increase in expenditures of \$174,599. The Town of Warrenton’s contribution for the Fire Department remains unchanged from the previous fiscal year. The Inspections Department shows an increase in FY2015 of \$8,498.

Personnel Summary:

	Budget FY2014	Proposed FY2015	Change
Full Time	27.00	28.00	1.00
Part Time	5.00	5.00	0.00
Total	32.00	33.00	1.00

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. Warrenton was recently named one of the 30 Safest Cities in Virginia by SafeWise, a community-focused security organization that uses FBI crime data to analyze and rank the cities on the list.

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 2013, the Department made 7,176 arrests to include: 3,376 traffic citations, 2,027 parking tickets, 1,471 written warnings and 302 felony and misdemeanor arrests. The Town of Warrenton continues to be one of the safest communities of its size. We have few violent crimes.

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 FY2015 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Data processing costs are estimated to be \$2,868 per user for FY2015. The Police Department has 28 users representing an allocation to account 4100 of \$80,300 for FY2015. Other expenditures related to information technology include \$20,000 for the installation of surveillance cameras at the Public Safety Building and \$17,300 for hardware and software projects that further enhance the capabilities of the Mobile Data Terminals.

FY2015 Personnel:

	Budget FY2014	Proposed FY2015	Change *
Full Time	23.00	24.00	1.00
Part Time	4.00	4.00	0.00
Total	27.00	28.00	1.00

*Partial funding included to restore the Deputy Chief's position.

FY2013 Significant Accomplishments:

- Implemented a comprehensive, stand alone, Mobile Data Terminal (MDT) and Records Management System (RMS) Program, along with all the requisite training for Departmental staff.
- Developed and implemented an Active Shooter Response Plan, and conducted training with the Fauquier Sheriff's Office for a unified response.
- Expanded the Tactical Rifle Program for equipment based active shooter response protocols.
- Participated in two Active Shooter and one Radiological Response Table Top Exercises.
- 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).
- Chief of Police was nominated to the VLEPSC Commission.

- Procured Emergency Trauma Kits for personnel at no cost to the Department
- Replaced Department's inventory of handguns at no cost to the Department.
- Expanded Internet Crimes Against Children (ICAC) investigations by training a Detective in conducting computer analysis.
- Obtained forensic computer and cell phone equipment through forfeited funds and an ICAC State administered grant.
- Maintained 100% Officer Certification hours by conducting our own in-house training.
- One Sergeant successfully completed 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 for a VALOR Award.
- Two Detectives were honored for professionalism and excellence by the Culpeper Chapter of the Sons of the American Revolution.

FY2015 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 and Department fully staffed.
- 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 select a Deputy Chief to develop a long term management team.
- To implement a Wireless Video Capture and Management Program.
- To identify grant funding for the purchase of a Livescan Fingerprint System.
- To continue to build on training and expertise to fully develop an active shooter response capability.

		----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year --			
		Expenditure FY/2012	Expenditure FY/2013	Amended Budget	Actual On 2014/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
031100	** POLICE DEPARTMENT **								
031100-1101	SALARY-CHIEF OF POLICE	22,872	78,871	90,678	63,937		96,129		
031100-1102	SALARY-CAPTAIN	32,843	759-				31,350		
031100-1103	SALARY-SECRETARY	71,159	81,360	84,301	59,817		88,905		
031100-1104	SALARIES-SERGEANTS	227,686	264,696	272,316	193,161		285,000		
031100-1105	SALARIES-PATROLMEN	627,217	641,970	669,104	447,076		680,114		
031100-1106	SALARIES-FIRST SERGEANT	77,872	38,326		79				
031100-1107	OFFICER COMP TIME	83,962	77,582	75,000	68,256		75,000		
031100-1108	SALARY-COMMUNITY RESOURCE SG	73,606	76,216	78,864	57,773		83,866		
031100-1110	CLOTHING ALLOWANCE	4,709	4,615	5,000	3,654		5,000		
031100-1111	SALARY-CIVILIAN ADMIN	49,697	45,218	53,666	29,546		45,776		
031100-1112	SALARY-TRAINING COORDINATOR	34,042	37,708	39,520	28,219		39,272		
031100-1114	SALARY - ACCREDITATIONS MANA	21,306	17,606	29,016	7,780		30,598		
031100-1301	WAGES & EXTRA HELP	158,526	131,324	180,000	94,403		180,000		
031100-1302	FIELD TRAINING OFFICER COMP	7,733	2,707	13,360	6,456		13,360		
031100-2100	FICA EXPENSE	114,109	111,325	121,698	78,853		126,559		
031100-2210	RETIREMENT	129,465	137,233	145,488	103,768		155,414		
031100-2300	HEALTH INSURANCE	181,354	208,832	189,023	121,440		193,308		
031100-2301	HEALTH CARE REFORM			2,476					
031100-2400	LIFE INSURANCE	4,071	12,748	13,515	9,734		14,437		
031100-2700	WORKER'S COMPENSATION	30,174	19,971	25,313	20,085		26,000		
031100-2710	LINE OF DUTY ACT INS.	5,146	4,536	4,600	4,660		4,700		
031100-2885	TUITION REIMBURSEMENT						2,500		
031100-2899	MISC. BENEFITS	1,780	1,569	2,760	967		2,880		
031100-3100	PROFESSIONAL SERVICES	10,169	15,030	14,300	1,322		16,750		
031100-3110	PROFESSIONAL SERVICES - LEGA								
031100-3120	ACCREDITATION FEES	2,609	29	2,250			2,250		
031100-3310	CONTRACTUAL REPAIR/MAINT	6,037	5,721	10,700	3,326		11,200		
031100-3320	MAINTENANCE CONTRACTS	1,485	4,049	8,364	6,609		33,566		
031100-3500	PRINTING	3,132	2,430	6,200	1,197		6,200		
031100-3600	ADVERTISING	196	669	750	244		750		
031100-3800	PRISONER'S BOARD		278	750	660		750		
031100-4100	DATA PROCESSING	66,517	64,224	90,843	69,527		80,300		
031100-4200	VEHICLE EXPENSES	3,223	1,530	200	10		200		
	--SUB TOTAL--	<u>2,052,697</u>	<u>2,087,614</u>	<u>2,230,055</u>	<u>1,482,559</u>		<u>2,332,134</u>		
031100-4200-110	MOTOR POOL LABOR	45,678	40,220	51,958	14,768		43,476		
	..INTERNAL SERVICES....	<u>45,678</u>	<u>40,220</u>	<u>51,958</u>	<u>14,768</u>		<u>43,476</u>		
	--SUB TOTAL--	<u>45,678</u>	<u>40,220</u>	<u>51,958</u>	<u>14,768</u>		<u>43,476</u>		
031100-4200-310	CONTRACTUAL REPAIR	11,325	27,028	12,882	15,492		29,215		
	..INTERNAL SERVICES....	<u>11,325</u>	<u>27,028</u>	<u>12,882</u>	<u>15,492</u>		<u>29,215</u>		
	--SUB TOTAL--	<u>11,325</u>	<u>27,028</u>	<u>12,882</u>	<u>15,492</u>		<u>29,215</u>		
031100-4200-535	AUTOMOTIVE INSURANCE	21,506	19,778		15,808		17,390		
	..INTERNAL SERVICES....	<u>21,506</u>	<u>19,778</u>		<u>15,808</u>		<u>17,390</u>		
	--SUB TOTAL--	<u>21,506</u>	<u>19,778</u>		<u>15,808</u>		<u>17,390</u>		

	----- Prior Years -----		----- Current Year -----		--FY/2015	Budget Year	
	Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
	FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
	-----	-----	-----	-----	-----	-----	-----
							Adopted
							Budget
	-----	-----	-----	-----	-----	-----	-----
** POLICE DEPARTMENT **							
031100-4200-608	FUEL	75,075	74,092	73,012	44,737	68,500	
	..INTERNAL SERVICES....	75,075	74,092	73,012	44,737	68,500	
	--SUB TOTAL--	75,075	74,092	73,012	44,737	68,500	
031100-4200-609	REPAIR PARTS & TIRES	29,965	29,885	34,084	9,687	32,305	
	..INTERNAL SERVICES....	29,965	29,885	34,084	9,687	32,305	
	--SUB TOTAL--	29,965	29,885	34,084	9,687	32,305	
031100-4200-699	OTHER MOTOR POOL COSTS	9,369	8,006	10,657	3,003	8,654	
	..INTERNAL SERVICES....	9,369	8,006	10,657	3,003	8,654	
	--SUB TOTAL--	9,369	8,006	10,657	3,003	8,654	
031100-5210	POSTAGE	1,423	1,554	2,500	867	2,500	
031100-5230	COMMUNICATION	15,705	18,254	17,200	11,564	37,200	
031100-5306	SURETY BOND		27	33	27	30	
031100-5307	PROFESSIONAL LIAB INS	17,713	631	788	879	970	
031100-5308	GENERAL LIABILITY INSURANCE		5,871	7,340	6,233	6,860	
031100-5410	LEASE OF EQUIPMENT	3,517	4,363	5,136	3,219	5,146	
031100-5510	TRAVEL	3,957	5,381	5,500	5,435	5,500	
031100-5540	POLICE TRAINING	9,267	11,418	13,360	10,612	14,491	
031100-5810	MEMBERSHIPS & DUES	1,315	1,138	1,020	1,124	1,410	
	..OTHER CHARGES.....						
031100-6001	OFFICE SUPPLIES	6,281	7,158	6,500	3,882	6,500	
031100-6010	POLICE SUPPLIES	21,634	26,270	31,470	18,111	38,258	
031100-6011	WEARING APPAREL	18,690	18,379	20,375	11,093	22,075	
031100-6012	SUBSCRIPTIONS	855	953	1,000	208	1,100	
031100-6023	NARCOTICS FUND			1,700		700	
031100-6099	MATERIALS & SUPPLIES	7,285	10,335	19,975	12,363	17,030	
	..MATERIALS & SUPPLIES.						
031100-7001	E-911 SYSTEM CONTRIBUTION	3,379	3,379		3,446	3,400	
	..PAYMENT TO JOINT OPR.						
031100-8202	FURNITURE & FIXTURES	3,201	713	1,000		1,000	
031100-8203	COMMUNICATION EQUIPMENT		3,873				
031100-8205	MOTOR VEHICLES EQUIP/ PARTS	18,737	22,325				
031100-8207	DATA PROCESSING EQUIPMENT	3,494			145	37,300	
031100-8221	GRANT EXPENDITURES	7,813		11,000	5,440		
031100-8222	ASSET SEIZURE EXP - STATE						
031100-8223	ASSET SEIZURE EXP - FED						
	..CAPITAL OUTLAY.....						
	--SUB TOTAL--	144,266	142,022	145,897	94,648	201,470	
	--TOTAL--	2,389,881	2,428,645	2,558,545	1,680,702	2,733,144	

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 firefighter.

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

Personnel Summary

	Budget FY2014	Proposed FY2015	Change
Full Time	1.00	1.00	0.00
Part Time	0.00	0.00	0.00
Total	1.00	1.00	0.00

		----- Prior Years -----		----- Current Year -----		--FY/2015	Budget Year	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
		-----	-----	-----	-----	-----	-----	-----
								Adopted
								Budget
		-----	-----	-----	-----	-----	-----	-----
032100	** FIRE & RESCUE SERVICES **							
032100-1101	SALARY-FIREMAN	54,653	57,276	58,852	46,017		40,696	
032100-1102	SALARY-FIRE MARSHALL	18,849	19,875	20,351	14,179		20,362	
	..PERSONAL SERVICES....							
032100-2100	FICA EXPENSE	6,416	5,929	6,059	4,609		4,671	
032100-2210	RETIREMENT	8,536	9,704	9,765	6,357		7,822	
032100-2300	HEALTH INSURANCE	1,593	1,671	1,385	1,019		1,377	
032100-2301	HEALTH CARE REFORM			16				
032100-2400	LIFE INSURANCE	201	902	907	591		727	
032100-2700	WORKER'S COMPENSATION	2,343	1,793	2,273	2,683		3,119	
032100-2710	LINE OF DUTY ACT INS.	234	210	210	200		200	
032100-2899	MISC. BENEFITS	59	59	150	122		150	
	..EMPLOYEE BENEFITS....							
032100-5100	CONT - VOL COORD FAUQ CNTY							
032100-5230	COMMUNICATION	5,734	667	3,000	5,254		6,200	
032100-5308	GENERAL LIABILITY INS.	656	413		461		510	
032100-5540	TRAINING			5,000				
032100-5686	CONTRIBUTION FIRE DEPARTMENT	50,496	50,496	50,496	37,872		50,496	
032100-5687	PROFFERS-FIRE DEPT							
032100-5688	FIRE PROGRAM FUND	25,692	23,123	25,000	4,288			
032100-5699	CONTRIBUTION RESCUE SQUAD							
032100-5810	MEMBERSHIPS & DUES							
	..OIHIER CHARGES.....							
032100-6011	WEARING APPAREL	681	781	1,000			1,000	
032100-6099	MATERIALS AND SUPPLIES	623	634	400	434		400	
	..MATERIALS & SUPPLIES.							
032100-8203	COMMUNICATION EQUIPMENT		200					
	..CAPITAL OUTLAY.....							
	--SUB TOTAL--	176,766	173,733	184,864	124,086		137,730	
	--TOTAL--	176,766	173,733	184,864	124,086		137,730	

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 2013, there were 1,867 inspections, which represents a decrease of 14% from 2012. 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 five years and are increasing as a formal part of the inspections program. The fee schedule for fire inspections was adopted six years ago and is anticipated to represent an increasing part of inspection revenues in FY2015. 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 completion of phase one and continued work on the second phase of an addition to Fauquier High School, and the start of construction of an office and retail building on Alexandria Pike. Little residential development has been presented with only a handful of new dwellings permitted including a lot on South Chestnut Street and on

Fairfax Street and Moser Road. The King’s Gate townhouses have been constructed and the site work is being finalized. Continuing projects include the final development of duplex units at Sterling Court and the infilling of subdivisions that were previously approved.

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

Inspection services have been consolidated with the other departments including Fire & Rescue, Utilities and Community Development (Zoning). This is reflected in budget allocations where 25% of the Building Official salary is shared with the Fire & Rescue budget (for the Fire Marshall position), 50% of the Permit Technician (part time) and 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 FY2014	Proposed FY2015	Change
Full Time	3.00	3.00	0.0
Part Time	1.00	1.00	0.0
Total	4.00	4.00	0.0

	----- Prior Years -----		----- Current Year -----		--FY/2015	Budget Year	-----
	Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
	FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
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** INSPECTIONS DEPARTMENT **							
034100-4200-699							
	OTHER MOTOR POOL COSTS	594	419	675	519	453	
	..INTERNAL SERVICES....	594	419	675	519	453	
	--SUB TOTAL--	594	419	675	519	453	
034100-5210	POSTAGE	66	42	100	41	100	
034100-5230	COMMUNICATION	2,505	2,119	2,250	1,746	2,500	
034100-5308	GENERAL LIABILITY INS	1,022	592		628	690	
034100-5410	LEASE OF EQUIPMENT	590	464	712	309	500	
034100-5510	TRAVEL	912	99	550	800	800	
034100-5540	TRAINING	435	400	550	370	800	
034100-5810	MEMBERSHIPS & DUES	165	515	700	165	700	
	..OTHER CHARGES.....						
034100-6001	OFFICE SUPPLIES	1,202	990	1,200	606	1,200	
034100-6011	WEARING APPAREL	46		100		100	
034100-6012	SUBSCRIPTIONS	1,736		1,000	646	1,000	
034100-6024	TOOLS			100	183	200	
034100-6099	MATERIALS & SUPPLIES	50	253	200	5	200	
	..MATERIALS & SUPPLIES.						
034100-8202	FURNITURE & FIXTURES			100		100	
034100-8207	DATA PROCESSING EQUIPMENT			100			
	..CAPITAL OUTLAY.....						
	--SUB TOTAL--	8,729	5,474	7,662	5,499	8,890	
	--TOTAL--	240,728	243,596	255,380	180,186	263,878	

Function:	Public Works
Fund:	General
Department:	

Program Description:

The Public Works Department is responsible for maintaining 94.52 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 194 pieces of Town equipment and vehicles, and various public buildings. The Warrenton Aquatic and Recreation Facility and 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 \$1,275,092 in FY2015.

Manager’s Message:

The combined General Fund proposed budget for FY2015 for the Public Works function totals \$3,314,597 which is an increase of \$169,456 or 5.4% more 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. The Town’s streets continued to receive satisfactory ratings 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 FY2014	Proposed FY2015	Change
Full Time	26.00	26.00	0.00
Part Time	4.00	4.00	0.00
Total	30.00	30.00	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.

In the coming year the Town will be the permitting agent for the Virginia Stormwater Management Permit (VSMP) program. This is an expansion of the current program with the implementation of a new ordinance, technical criteria for projects, and post-construction monitoring for state compliance. In addition, the Town was notified by DEQ that it is now a Municipal Small Storm Sewer System (MS4) as of February 2014 and must develop a list of best management programs (BMP) for implementation over the next 5 years to be in compliance with a higher level of DEQ and EPA stormwater regulations. There is minimal impact from the MS4 and VSMP programs in the proposed budget, except for an increase of \$4,000 to the professional services line for consulting services to help develop and implement these new programs. Both will be major factors in future budgets and will be jointly implemented between Public Works and Community Development.

Manager’s Message:

The proposed FY2015 administration budget for the Public Works Department reflects an increase of \$25,233 which is 5.3% greater than the current FY2014 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 FY2015. 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 Town

share for the Broadview Avenue Improvements under the VDOT urban program, improvements to the Town shop for material storage and an oil separator for the motor pool, replacement of the central alarm for the police facility and the balance payment of the refuse truck procured last year. Major paving projects under the capital program involve Boundary Lane and Broadview Avenue (Rte 17) as part of the VDOT revenue sharing program.

Pedestrian connectivity around town and traffic related issues remain 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 public rights of way remains a priority.

This year, data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,868 per user for FY2015 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 FY2015 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 FY2014	Proposed FY2015	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 -----		----- Current Year -----		--FY/2015	Budget Year	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
		-----	-----	-----	-----	-----	-----	-----
								Adopted
								Budget
		-----	-----	-----	-----	-----	-----	-----
041100	** GENERAL ADMINISTRATION **							
041100-1102	SALARY-PUB WORKS/UTILITIES D	29,736	31,102	32,115	23,222		32,322	
041100-1103	SALARY-PUB WORKS SUPERINTEND	71,201	74,938	77,780	56,796		82,653	
041100-1104	SALARY-SECRETARY	87,341	92,841	96,060	65,591		96,405	
041100-1106	SALARY-CHIEF AUTOMOTIVE MECH	22,984	23,009	25,041	16,918		25,041	
041100-1111	ASST DIRECTOR PUB WORKS & UT	70,415	76,561	78,019	57,378		81,078	
041100-1300	WAGES & EXTRA HELP	1,753	3,364	4,000	7,123		4,000	
	..PERSONAL SERVICES....							
041100-2100	FICA EXPENSE	20,532	21,929	23,717	16,188		24,404	
041100-2210	RETIREMENT	33,200	36,377	38,870	21,557		39,886	
041100-2300	HEALTH INSURANCE	35,591	40,398	38,544	32,930		44,919	
041100-2301	HEALTH CARE REFORM			505				
041100-2400	LIFE INSURANCE	783	3,379	3,611	2,003		3,705	
041100-2700	WORKER'S COMPENSATION	306	213	270	218		280	
041100-2899	MISC BENEFITS	349	226	528	905		528	
	..EMPLOYEE BENEFITS....							
041100-3100	PROFESSIONAL SERVICES	905	799	4,500	4,222		10,000	
041100-3310	CONTRACTUAL REPAIR	1,020	50	250			250	
041100-3320	MAINTENANCE CONTRACTS	175	142	3,000	142		3,000	
041100-3500	PRINTING	338	123	250	338		250	
041100-3600	ADVERTISING		2,048	2,500	2,378		2,500	
	..PURCHASED SERVICES...							
041100-4100	DATA PROCESSING	14,254	13,762	19,466	14,899		17,207	
	..INTERNAL SERVICES....							
	--SUB TOTAL--	390,883	421,261	449,026	322,808		468,428	
041100-4200-110	MOTOR POOL LABOR	2,447	3,769	2,783	522		4,074	
	..INTERNAL SERVICES....	2,447	3,769	2,783	522		4,074	
	--SUB TOTAL--	2,447	3,769	2,783	522		4,074	
041100-4200-310	CONTRACTUAL REPAIR	681	512	775			554	
	..INTERNAL SERVICES....	681	512	775			554	
	--SUB TOTAL--	681	512	775			554	
041100-4200-535	AUTOMOTIVE INSURANCE	1,608	1,158	1,448	1,013		1,114	
	..INTERNAL SERVICES....	1,608	1,158	1,448	1,013		1,114	
	--SUB TOTAL--	1,608	1,158	1,448	1,013		1,114	
041100-4200-608	FUEL	3,661	4,065	2,323	2,771		3,300	
	..INTERNAL SERVICES....	3,661	4,065	2,323	2,771		3,300	
	--SUB TOTAL--	3,661	4,065	2,323	2,771		3,300	

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

Manager's Message:

The Street Maintenance budget provides funds to be used for tree maintenance, snow removal, street cleaning, litter pick up, routine maintenance, curb and other types of traffic related markings, repair work, small construction projects and grass cutting functions along the Town's public roadways and rights of way. The Public Works Department is staffed with two street maintenance crews and one weed eating crew (composed of summer hires) who are responsible with insuring that the appearance of the Town's streets are maintained to the level expected by the Town's citizens. Personnel related funds in this budget are supplemented by the arterial and collector budgets when work is specifically performed to those classifications of roadways. The proposed street budget is an increase of \$32,882 or 3.4% greater than the FY2014 budget. The Street, Arterial and Collector budgets are applied against the annual VDOT maintenance payments. The overall proposed street budget to include Streets, Arterials and Collectors is an increase of \$45,911 which is a 2.7% increase over FY2014.

Equipment purchases for the budget include a replacement zero turn mower. The capital budget has a replacement ¾ ton pickup truck for the department. As the seasons and workloads require, the department uses four part time employees to supplement staff with summer weed-eating, fall leaf collection 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. This has been the case with the use of several retirees.

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 FY2015 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 FY2014	Proposed FY2015	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/2015	Budget Year	----	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
041200	** STREET MAINTENANCE **								
041200-1107	SENIOR CREW LEADER	70,166	74,495	71,547	1,177-				
041200-1301	WAGES & EXTRA HELP	263,788	308,854	347,366	252,440		452,622		
041200-1302	WAGES - SNOW REMOVAL/EMERGEN		27	8,000	10,826		8,000		
	..PERSONAL SERVICES....								
041200-2100	FICA EXPENSE	25,075	28,522	36,764	19,012		35,238		
041200-2210	RETIREMENT	62,636	71,647	69,166	54,063		68,162		
041200-2300	HEALTH INSURANCE	142,985	121,251	120,849	77,724		116,089		
041200-2301	HEALTH CARE REFORM			1,586					
041200-2400	LIFE INSURANCE	3,532	7,141	6,336	5,025		6,251		
041200-2700	WORKER'S COMPENSATION	32,942	30,186	38,260	38,934		49,200		
041200-2899	MISC BENEFITS	934	663	1,560	627		1,560		
	..EMPLOYEE BENEFITS....								
041200-3100	PROFESSIONAL SERVICES								
041200-3310	CONTRACTUAL REPAIRS								
041200-3701	UNIFORM RENTAL	1,943	1,927	2,000	1,254		2,000		
	..PURCHASED SERVICES....								
041200-4200	VEHICLE EXPENSES	15							
	..INTERNAL SERVICES....								
	--SUB TOTAL--	604,043	648,056	703,434	458,728		739,122		
041200-4200-110	MOTOR POOL LABOR	67,057	66,168	76,318	33,320		71,529		
	..INTERNAL SERVICES....	67,057	66,168	76,318	33,320		71,529		
	--SUB TOTAL--	67,057	66,168	76,318	33,320		71,529		
041200-4200-310	CONTRACTUAL REPAIRS	11,027	13,817	12,543	11,574		14,935		
	..INTERNAL SERVICES....	11,027	13,817	12,543	11,574		14,935		
	--SUB TOTAL--	11,027	13,817	12,543	11,574		14,935		
041200-4200-535	AUTOMOTIVE/EQUIP INSURANCE	14,956	12,529	15,662	9,491		10,441		
	..INTERNAL SERVICES....	14,956	12,529	15,662	9,491		10,441		
	--SUB TOTAL--	14,956	12,529	15,662	9,491		10,441		
041200-4200-608	FUEL	46,920	53,572	42,387	39,554		48,000		
	..INTERNAL SERVICES....	46,920	53,572	42,387	39,554		48,000		
	--SUB TOTAL--	46,920	53,572	42,387	39,554		48,000		
041200-4200-609	REPAIR PARTS & TIRES	52,105	57,546	59,268	32,233		62,204		
	..INTERNAL SERVICES....	52,105	57,546	59,268	32,233		62,204		
	--SUB TOTAL--	52,105	57,546	59,268	32,233		62,204		

	----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year --		
	Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
	FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
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** STREET MAINTENANCE **							
041200-4200-699							
OTHER MOTOR POOL COSTS	13,780	13,171	15,674	6,799		14,237	
..INTERNAL SERVICES....	13,780	13,171	15,674	6,799		14,237	
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--SUB TOTAL--	13,780	13,171	15,674	6,799		14,237	
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041200-5110							
ELECTRIC CURRENT				355		500	
041200-5410							
LEASE OF EQUIPMENT	1,790	64	5,000	30		4,000	
041200-5510							
TRAVEL	495	801	1,000	1,626		1,000	
041200-5540							
TRAINING	860	63	800	838		1,500	
..OIHCH CHARGES.....							
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041200-6002							
FOOD	68	314	600	566		600	
041200-6011							
WEARING APPAREL	1,926	1,518	2,000	466		2,000	
041200-6024							
TOOLS	2,493	2,855	2,000	1,189		2,500	
041200-6025							
CHEMICAL SUPPLIES	8,797	52,624	2,500	9,923		2,500	
041200-6095							
REPLACE TRASH RECEPTACLES			1,000			1,000	
041200-6099							
MATERIALS & SUPPLIES	10,497	11,769	14,000	5,673		14,000	
..MATERIALS & SUPPLIES.							
	-----	-----	-----	-----	-----	-----	-----
041200-8201							
EQUIPMENT	9,470	630	12,500	160		9,500	
041200-8251							
DRIVEWAY CULVERTS							
041200-8254							
OLD TOWN SIGNAGE			1,000			1,000	
..CAPITAL OUTLAY.....							
	-----	-----	-----	-----	-----	-----	-----
--SUB TOTAL--	36,396	70,638	42,400	20,826		40,100	
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--TOTAL--	846,284	935,497	967,686	612,525		1,000,568	
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Function:	Public Works
Fund:	General
Department:	Arterial Street Maintenance

Program Description:

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

Manager’s Message:

The arterial street maintenance budget funds road work and assigns costs for expenses related to maintenance, repairs and improvements to the Town’s arterial network, as designated under the Federal Highway System (U.S. 17, U.S. 29 Business, U.S. 211, U.S. 15 Business, etc.). This proposed budget request is basically the same as for FY14 with just a \$740 increase. Route 17 north (Broadview Avenue) will be milled and repaved under the VDOT Revenue Sharing program in the CIP. The department will do crack sealing on a number of streets to slow deterioration for extended pavement life. Other street paving involves Court House Square and lower Alexandria Pike. 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; increased contracting for snow removal in the newer subdivisions due to recent change in weather patterns with more frequent and heavy snow events that require additional assistance to staff to fulfill citizen expectations. The use of contractors for the mowing of selected areas of right of way and common areas continues to enable the full time staff level to be maintained at the current level for the past 13 years.

Personnel Summary:

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

		----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year --		
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	
							Town Manager	
							Recommends	
							Adopted	
							Budget	
041500	** ARTERIAL STREET MAINTENAN							
041500-1301	WAGES & EXTRA HELP	77,748	78,116	70,000	50,975		80,000	
041500-1302	WAGES - SNOW REMOVAL	4,485-	5,053	9,000	11,980		9,000	
	..PERSONAL SERVICES....							
041500-2100	FICA EXPENSE	5,946	6,003	6,728	4,465		6,809	
	..EMPLOYEE BENEFITS....							
041500-3310	CONTRACTUAL REPAIRS	4,095-	4,025	7,500			7,500	
041500-3990	PAYMENTS ON CONTRACTS	10,418	24,687	34,344	5,786		30,000	
	..PURCHASED SERVICES...							
041500-5110	ELECTRIC CURRENT	29,927	29,608	32,000	26,663		32,000	
041500-5410	LEASE OF EQUIPMENT	90	100	3,500	1,765		3,500	
	..OTHER CHARGES.....							
041500-6002	FOOD			300	20		300	
041500-6025	CHEMICAL SUPPLIES	921-		35,000	9,168		35,000	
041500-6035	REPAIR PARTS-SIGNAL EQUIPMEN	2,659	3,021	6,801	1,597		5,000	
041500-6099	MATERIALS & SUPPLIES	7,484	8,668	19,000	13,290		15,000	
	..MATERIALS & SUPPLIES.							
041500-8254	REPLACE STREET NAME SIGNS	1,854	680	3,227	984		1,000	
041500-8255	REPLACE TRAFFIC SIGNS	6,315	3,216	9,976	1,403		5,500	
041500-8256	SIDEWALK, CURB & GUTTER	40,862	27,548	22,000			25,000	
041500-8257	STREET IMPROVEMENTS & PAV	25,000	215,799	115,520	4,823		117,027	
041500-8260	TRAFFIC CALMING	154						
041500-8261	TREE MAINTENANCE	4,878		4,000	600		7,000	
	..CAPITAL OUTLAY.....							
	--SUB TOTAL--	203,834	406,524	378,896	133,519		379,636	
	--TOTAL--	203,834	406,524	378,896	133,519		379,636	

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 FY14) 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 FY2015 Collector Street proposed budget is an increase of \$12,289 which is 3.5% more than the current year’s budget. The street milling and paving schedule is at the same level as the past two years. It is tentative and to be reevaluated at the end of the current extremely cold winter, which has been hard on pavements around town. 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) and contract snow removal (\$5,000) in the newer subdivisions is increased due to recent change in weather patterns with more frequent and heavy snow events that require additional assistance to staff to fulfill citizen expectations. Crack sealing to extend pavement life is included in the street improvements and paving budget line 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.

		----- Prior Years -----		----- Current Year -----			--FY/2015 Budget Year ----	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
		-----	-----	-----	-----	-----	-----	-----
							Adopted	Budget
041600	** COLLECTOR STREET MAINTENANA							
041600-1301	WAGES & EXTRA HELP	66,229	54,981	60,000	38,382	_____	65,000	_____
041600-1302	WAGES - SNOW REMOVAL	4,788-	3,561	9,000	11,440	_____	9,000	_____
	..PERSONAL SERVICES....							
041600-2100	FICA EXPENSE	4,707	4,196	5,963	3,696	_____	5,661	_____
	..EMPLOYEE BENEFITS....							
041600-3990	PAYMENTS ON CONTRACTS	415	7,870	13,000	10,452	_____	11,500	_____
	..PURCHASED SERVICES...							
041600-5110	ELECTRIC CURRENT	86,393	86,780	82,000	50,588	_____	86,000	_____
041600-5410	LEASE OF EQUIPMENT	325	463	2,000		_____	2,000	_____
	..OTHER CHARGES.....							
041600-6002	FOOD			300	8	_____	300	_____
041600-6025	CHEMICAL SUPPLIES	79		25,000	5,531	_____	25,000	_____
041600-6099	MATERIALS & SUPPLIES	11,949	12,670	21,000	18,643	_____	17,000	_____
	..MATERIALS & SUPPLIES.							
041600-8254	REPLACE STREET NAME SIGNS	219	416	2,640	1,883	_____	1,000	_____
041600-8255	REPLACE TRAFFIC SIGNS	2,057	258	7,499	1,516	_____	3,500	_____
041600-8256	SIDEWALK, CURB & GUTTER	18,986	24,900	22,000	6,108	_____	25,000	_____
041600-8257	STREET IMPROVEMENTS & PAV	15,000	220,061	98,055		_____	107,785	_____
041600-8260	CULVERT REPLACEMENTS	154	517	500	500	_____	500	_____
041600-8261	TREE MAINTENANCE	4,000	5,000	4,000	4,000	_____	4,000	_____
041600-8262	TRAFFIC CALMING			1,000		_____	3,000	_____
	..CAPITAL OUTLAY.....							
	--SUB TOTAL--	205,725	421,673	353,957	152,747		366,246	
	--TOTAL--	205,725	421,673	353,957	152,747		366,246	

Function:	Public Works
Fund:	General
Department:	Refuse Collection

Program Description:

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

Manager’s Message:

The proposed FY2015 budget of \$499,565 for refuse collection is an increase of \$86,641 or 21.0% greater than the FY2014 budget. The major increase is due to the programming of an additional \$100,000 for potential changes in Fauquier County landfill operations that may impact the Town.

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. Due to an increase in demand for purchase of the additional bags coupled with increased production costs, the purchase price for additional bags is being increased to \$11.00 per box (\$8.85 currently), which is still well below stores in town. The Town’s waste stream has only grown slightly over the past 12 months with the current economy and housing market, but is projected to be approximately 4,000 tons in 2015. Calendar year 2013 saw a reduction in refuse with a total of 3,833 tons collected.

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 FY2015 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. With the new truck purchased in FY14 a balance payment is programmed in the CIP for FY15. This truck has allowed the backup fleet to be more reliable in the next several years.

Personnel Summary:

	Budget FY2014	Proposed FY2015	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 Years -----		----- Current Year -----		--FY/2015	Budget Year	----	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
		-----	-----	-----	-----	-----	-----	-----	-----
042300	** REFUSE COLLECTION **								
042300-1300	WAGES & EXTRA HELP	199,414	204,070	214,677	154,925		221,553		
	..PERSONAL SERVICES....								
042300-2100	FICA EXPENSE	14,590	15,189	16,423	11,325		16,949		
042300-2210	RETIREMENT	18,056	20,652	26,063	15,871		26,743		
042300-2300	HEALTH INSURANCE	49,469	55,369	43,273	28,234		39,112		
042300-2301	HEALTH CARE REFORM			710					
042300-2400	LIFE INSURANCE	483	1,918	2,421	1,474		2,484		
042300-2700	WORKER'S COMPENSATION	6,837	8,821	11,180	10,798		14,000		
042300-2899	MISC. BENEFITS	221	552	576	549		576		
	..EMPLOYEE BENEFITS....								
042300-3310	CONTRACTUAL REPAIR								
042300-3701	UNIFORM RENTAL	642	680	850	489		850		
042300-3815	SHARE LANDFILL OPERATIONS	857	1,622	3,000	1,614		100,000		
	..PURCHASED SERVICES....								
	--SUB TOTAL--	288,855	308,873	319,173	225,279		422,267		
042300-4200-110	MOTOR POOL LABOR	4,948	6,767	5,627	2,235		7,314		
	..INTERNAL SERVICES....	4,948	6,767	5,627	2,235		7,314		
	--SUB TOTAL--	4,948	6,767	5,627	2,235		7,314		
042300-4200-310	CONTRACTUAL REPAIR	32,165	8,916	36,588	4,346		9,638		
	..INTERNAL SERVICES....	32,165	8,916	36,588	4,346		9,638		
	--SUB TOTAL--	32,165	8,916	36,588	4,346		9,638		
042300-4200-535	AUTOMOTIVE INSURANCE	3,460	1,695	2,118	988		1,087		
	..INTERNAL SERVICES....	3,460	1,695	2,118	988		1,087		
	--SUB TOTAL--	3,460	1,695	2,118	988		1,087		
042300-4200-608	FUEL	21,173	20,715	16,681	13,339		19,000		
	..INTERNAL SERVICES....	21,173	20,715	16,681	13,339		19,000		
	--SUB TOTAL--	21,173	20,715	16,681	13,339		19,000		
042300-4200-609	REPAIR PARTS & TIRES	6,492	13,147	7,384	4,618		14,211		
	..INTERNAL SERVICES....	6,492	13,147	7,384	4,618		14,211		
	--SUB TOTAL--	6,492	13,147	7,384	4,618		14,211		
042300-4200-699	OTHER MOTOR POOL COSTS	1,023	1,347	1,163	462		1,456		
	..INTERNAL SERVICES....	1,023	1,347	1,163	462		1,456		
	--SUB TOTAL--	1,023	1,347	1,163	462		1,456		

	----- Prior Years -----		----- Current Year -----			--FY/2015 Budget Year ----		
	Expenditure FY/2012	Expenditure FY/2013	Amended Budget	Actual On 2014/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
** REFUSE COLLECTION **								
042300-5308	GENERAL LIABILITY INS	1,533	872	1,090	993	1,092		
	..OIHCHARGES.....							
042300-6011	WEARING APPAREL	336	390	500	240	500		
042300-6051	PURCHASE OF PLASTIC BAGS	19,632	20,604	22,000	22,086	22,000		
042300-6099	MATERIALS & SUPPLIES	1,037	1,495	600	2,433	1,000		
	..MATERIALS & SUPPLIES.							
	--SUB TOTAL--	22,538	23,361	24,190	25,752	24,592		
	--TOTAL--	380,654	384,821	412,924	277,019	499,565		

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 25 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 proposed FY2015 budget of \$158,011 for recycling collection is an increase of \$15,534 or 10.9% greater than the FY2014 budget. The increase is due to maintenance of the older trucks used during Wednesday collections days (older refuse and pickups). Staff continues to stress recycling to individual citizens and businesses. In calendar year 2013, the department again surpassed the state mandated rate of 25% with a recycling rate of over 32%. Staff will continue to make a concerted effort to encourage local business involvement in the recycling program and to provide more accurate accounting of the recycling volume derived from large businesses. The cardboard alone from the grocery and large retail stores represents a large volume of recycled material and should push the recycling 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 FY2015 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 FY2015 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary:

	Budget FY2014	Proposed FY2015	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 -----		----- Current Year -----		--FY/2015	Budget Year	----	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
		-----	-----	-----	-----	-----	-----	-----	-----
042400	** RECYCLING PROGRAM **								
042400-1300	WAGES & EXTRA HELP	67,096	68,933	73,146	51,756		74,753		
	..PERSONAL SERVICES....								
042400-2100	FICA EXPENSE	4,886	5,002	5,045	3,763		5,168		
042400-2210	RETIREMENT	5,114	5,163	6,286	3,961		6,428		
042400-2300	HEALTH INSURANCE	12,419	12,364	10,818	7,079		10,756		
042400-2301	HEALTH CARE REFORM			178					
042400-2400	LIFE INSURANCE	121	480	584	368		597		
042400-2700	WORKER'S COMPENSATION	2,513	1,764	2,237	3,679		3,862		
042400-2899	MISCELLANEOUS BENEFITS	55	63	144	29		144		
	..EMPLOYEE BENEFITS....								
042400-3500	PRINTING			100			100		
042400-3600	ADVERTISING			100			100		
042400-3701	UNIFORM RENTAL		170	150	123		150		
	..PURCHASED SERVICES...								
	--SUB TOTAL--	92,204	93,939	98,788	70,758		102,058		
042400-4200-110	MOTOR POOL LABOR	8,926	7,406	10,153	1,857		8,006		
	..INTERNAL SERVICES....	8,926	7,406	10,153	1,857		8,006		
	--SUB TOTAL--	8,926	7,406	10,153	1,857		8,006		
042400-4200-310	CONTRACTUAL REPAIR	4,507	16,867	5,127	2,263		18,233		
	..INTERNAL SERVICES....	4,507	16,867	5,127	2,263		18,233		
	--SUB TOTAL--	4,507	16,867	5,127	2,263		18,233		
042400-4200-535	AUTOMOTIVE INSURANCE	816	565	707	988		1,087		
	..INTERNAL SERVICES....	816	565	707	988		1,087		
	--SUB TOTAL--	816	565	707	988		1,087		
042400-4200-608	FUEL	7,271	9,411	6,257	5,877		7,600		
	..INTERNAL SERVICES....	7,271	9,411	6,257	5,877		7,600		
	--SUB TOTAL--	7,271	9,411	6,257	5,877		7,600		
042400-4200-609	REPAIR PARTS & TIRES	7,526	7,816	8,560	2,396		8,448		
	..INTERNAL SERVICES....	7,526	7,816	8,560	2,396		8,448		
	--SUB TOTAL--	7,526	7,816	8,560	2,396		8,448		
042400-4200-699	OTHER MOTOR POOL COSTS	1,831	1,474	2,083	373		1,594		
	..INTERNAL SERVICES....	1,831	1,474	2,083	373		1,594		
	--SUB TOTAL--	1,831	1,474	2,083	373		1,594		

	----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year --			
	Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
	FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
	-----	-----	-----	-----	-----	-----	-----	-----
** RECYCLING PROGRAM **								
042400-5308								
	GENERAL LIABILITY INS	565	322	402	348	385		
	..OTHER CHARGES.....							
042400-6051	PURCHASE PLASTIC RECYCLE BAG	9,171	9,817	10,000	9,212	10,000		
042400-6099	MATERIALS & SUPPLIES	723	136	400	810	600		
	..MATERIALS & SUPPLIES.							
	--SUB TOTAL--	10,459	10,275	10,802	10,370	10,985		
	--TOTAL--	133,540	147,753	142,477	94,882	158,011		

Function:	Public Works
Fund:	General
Department:	General Properties

Program Description:

This department is responsible for the maintenance, repair and custodial functions for Town owned or occupied buildings and grounds. The buildings included are Town Hall, the Public Works Facility, the Public Safety Facility, two rental houses, the Partnership/AA meeting 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 and Recreation Facility, 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, maintenance and repair of all Town-owned buildings, structures and properties. The proposed FY2015 budget of \$272,914 is a decrease of \$13,845 or 4.8% less than the FY2014 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. Town facilities experience high use by staff and the public, which translates into the high level of maintenance required. The Visitor Center and Public Safety Facility are used heavily by outside groups. The facilities and grounds continue to be a challenge for 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 and repairs will continue when possible to cover service contracts for HVAC, fire, and security systems. Minor repair projects include reducing humidity in the Police Department evidence storage area and a facelift for the Town Hall second floor men's restroom. 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 the tenants providing some maintenance of the building. Although these are good tenants, renting the building comes with the maintenance costs associated with being a landlord of an aging structure.

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 FY2015 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary:

	Budget FY2014	Proposed FY2015	Change
Full Time	1.00	1.00	0.00
Part Time	0.00	0.00	0.00
Total	1.00	1.00	0.00

		----- Prior Years -----		----- Current Year -----		--FY/2015	Budget Year	----	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
043200	** GENERAL PROPERTIES **								
043200-1300	WAGES & EXTRA HELP	37,055	37,751	37,073	27,456		39,947		
043200-1301	WAGES - SNOW REMOVAL	79	996	1,000	2,675		1,000		
	..PERSONAL SERVICES....								
043200-2100	FICA EXPENSE	2,628	2,928	2,913	2,233		3,132		
043200-2210	RETIREMENT	3,594	4,175	4,749	3,215		5,117		
043200-2300	HEALTH INSURANCE	477	48		296		373		
043200-2301	HEALTH CARE REFORM								
043200-2400	LIFE INSURANCE	1,889	2,192	2,246	1,652		2,280		
043200-2700	WORKER'S COMPENSATION	691	573	725	762		784		
043200-2899	MISCELLANEOUS BENEFITS	65	41	120	29		120		
	..EMPLOYEE BENEFITS....								
043200-3100	PROFESSIONAL SERVICES		28						
043200-3310	CONTRACTUAL REPAIR/MAINT	21,540	21,732	22,000	8,281		22,000		
043200-3320	MAINTENANCE CONTRACTS	10,881	11,675	24,347	2,365		16,000		
043200-3330	JANITORIAL SERVICE	38,535	42,220	65,492	27,015		52,000		
043200-3701	UNIFORM RENTAL	150	144	212	247		212		
	..PURCHASED SERVICES...								
043200-4200	VEHICLE EXPENSES								
	..INTERNAL SERVICES....								
	--SUB TOTAL--	117,584	124,503	160,877	76,226		142,965		
043200-4200-110	MOTOR POOL LABOR	956	651	1,087	159		704		
	..INTERNAL SERVICES....	956	651	1,087	159		704		
	--SUB TOTAL--	956	651	1,087	159		704		
043200-4200-310	CONTRACTUAL REPAIR	371	2,973	422			3,214		
	..INTERNAL SERVICES....	371	2,973	422			3,214		
	--SUB TOTAL--	371	2,973	422			3,214		
043200-4200-535	AUTOMOTIVE INSURANCE	816	565	707	494		545		
	..INTERNAL SERVICES....	816	565	707	494		545		
	--SUB TOTAL--	816	565	707	494		545		
043200-4200-608	FUEL	3,764	4,138	3,086	2,690		3,700		
	..INTERNAL SERVICES....	3,764	4,138	3,086	2,690		3,700		
	--SUB TOTAL--	3,764	4,138	3,086	2,690		3,700		
043200-4200-609	REPAIR PARTS & TIRES	1,928	1,029	2,193	194		1,112		
	..INTERNAL SERVICES....	1,928	1,029	2,193	194		1,112		
	--SUB TOTAL--	1,928	1,029	2,193	194		1,112		

	----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year --		
	Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
	FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
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** GENERAL PROPERTIES **							
043200-4200-699	OTHER MOTOR POOL COSTS	196	130	223	32	140	
	..INTERNAL SERVICES....	196	130	223	32	140	
	--SUB TOTAL--	196	130	223	32	140	
043200-5110	ELECTRIC CURRENT	41,866	40,522	43,000	28,385	43,000	
043200-5120	FUEL	13,853	16,027	18,000	12,851	18,000	
043200-5230	COMMUNICATION	3,651	3,166	3,500	2,612	3,500	
043200-5302	FIRE INSURANCE	9,444	7,160	8,950	8,380	9,220	
043200-5308	GENERAL LIABILITY INS.	1,080	624	780	617	680	
043200-5410	LEASE OF EQUIPMENT	124	62	800	1,042	600	
043200-5540	TRAINING	144	63	500	48	500	
	..OTHER CHARGES.....						
043200-6007	REPAIRS BUILDINGS & GROUNDS	8,471	1,263	12,500	10,698	15,400	
043200-6011	WEARING APPAREL	38	83	134	100	134	
043200-6025	CHEMICAL SUPPLIES	79			2,197		
043200-6032	REPAIRS PARKING LOTS	5,929	995	5,000	574	5,000	
043200-6033	REPAIRS - WELCOME SIGNS	2,314	2,489	1,000		500	
043200-6099	MATERIALS & SUPPLIES	22,240	20,221	23,500	13,872	23,500	
	..MATERIALS & SUPPLIES.						
043200-8202	FURNITURE & FIXTURES	1,672	16,289	500	11,542	500	
043200-8258	LANDSCAPING-PARKLOIS/VISITOR						
	..CAPITAL OUTLAY.....						
	--SUB TOTAL--	110,905	108,964	118,164	92,918	120,534	
	--TOTAL--	236,520	242,953	286,759	172,713	272,914	

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 FY2015.

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 FY2015. 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 FY2015 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 FY2015 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 FY2015, per the agency's request.

Rappahannock/ Rapidan Medical Reserves:

Funding request is \$500. Town Manager recommends \$500 funding for FY2015.

		----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year --	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request
							Town Manager
							Adopted
							Budget
053500	** WELFARE & SOCIAL SERVICES						
	..PERSONAL SERVICES....						
053500-5692	CONIR-HOSPICE SUPPORT OF FAU			1,000	750		1,000
053500-5693	CONIR-FAUQ COMM FOOD BANK/TH	7,500	3,750	3,750	2,813		3,750
053500-5694	CONIR-FAUQUIER FAMILY SHELITE	6,700	6,700	6,700	5,025		6,700
053500-5695	CONIR-FAUQUIER COMMUNITY CHI	4,500	4,500	4,500	3,375		4,500
053500-5697	CONIR-FAUQUIER FREE CLINIC	10,000	10,000	10,000	7,500		10,000
053500-5698	CONIR-PIEDMONT DISPUTE RESOL	1,000	1,000	1,000	750		1,000
053500-5699	CONIR-FAUQUIER ED FARM						
053500-5700	CONIR-CIRCUIT RIDER	39,961	39,961	39,961	29,971		39,961
053500-5703	CONIR-LITERACY VOLUNTEERS OF	2,500	2,500	2,500	1,875		2,500
053500-5704	CONIR-FAUQUIER CADRE	2,000	2,000	2,000	1,500		2,000
053500-5707	CONIR-RAPP/RAPIDAN MEDICAL R	500	500	500	375		500
	..OTHER CHARGES.....						
	--SUB TOTAL--	74,661	70,911	71,911	53,934		71,911
053500-5700-001	CIRCUIT RIDER VEHICLE EXPENS	23,498	17,367	5,200	11,536		5,200
	..OTHER CHARGES.....	23,498	17,367	5,200	11,536		5,200
	--SUB TOTAL--	23,498	17,367	5,200	11,536		5,200
	--TOTAL--	98,159	88,278	77,111	65,470		77,111

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 FY2015 budget represents proposed expenditures of \$132,381, an increase of \$9,982 which is 8.2% greater than FY2014. The proposed budget provides staffing to address the year round maintenance requirements and the need to establish some continuity in the cemetery for the future. A tree maintenance line item is included to the budget for professional trimming and pruning of the larger trees that are beyond staff capability and need extra care in handling around the headstones. 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 still is involved in every burial (opening and closing the grave sites). A total of fifty-nine (59) burials were performed last year, which generated approximately \$21,000 in fees. This year's budget includes additional maintenance efforts to repair the interior roads with millings and tar/chip on the deteriorated portions. Wages have also been increased for more delicate care around the older headstones to prevent damage from equipment. With the old and stately trees, professional care will be used as needed.

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 FY2015 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 FY2014	Proposed FY2015	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/2015 Budget Year ----			
	Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
	FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
* MAINTENANCE - CEMETERY *								
071400-5110								
	1,932	2,487	1,600	1,609		2,000		
071400-5120								
071400-5302	126	40	50	41		50		
071400-5308	403	232	290	306		340		
071400-5410	2,191	1,299	2,000	704		2,000		
	..OTHER CHARGES.....							
071400-6007		6,198	4,500			4,500		
071400-6011	194	168	208	159		208		
071400-6024	119	569	200	10		200		
071400-6099	1,302	2,891	2,200	620		2,200		
	..MATERIALS & SUPPLIES.							
071400-8201	115					7,500		
071400-8261	8,400		5,000	1,000		3,000		
	..CAPITAL OUTLAY.....							
--SUB TOTAL--	14,782	13,884	16,048	4,449		21,998		
--TOTAL--	117,385	111,661	122,399	64,267		132,381		

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 FY2015, 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 FY2015. The Town applies annually for a \$5,000 Local Government Challenge Grant through the Virginia Commission for the Arts, and matches that amount with \$5,000 from the general fund.

Fauquier Historical Society:

The Town Manager recommends funding for this organization for FY2015 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 FY2015.

First Night Warrenton:

Bluemont Concert Series requests funding in the amount of \$5,000 for this annual New Year's Eve event, plus the cost of registering this event with the National organization. The Town Manager recommends full funding for First Night Warrenton in FY2015. This amount includes the annual First Night Registration Fee.

		----- Prior Years -----		----- Current Year -----			--FY/2015 Budget Year ----	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
		-----	-----	-----	-----	-----	-----	-----
							Adopted	Budget
072600	** CULTURAL ENRICHMENT **							
	..PERSONAL SERVICES....							
072600-5690	CONIR-PIEDMONT SYMPHONY ORCH			1,000			1,000	
072600-5691	CONIR-BLUEMONT CONCERT SERIE	10,000	10,000	10,000	8,750		10,000	
072600-5694	CONIR-FALQUILER HISTORICAL	15,000	10,000	10,000	7,500		10,000	
072600-5698	CONIR-HERITAGE DAY	2,500	2,500	2,500	2,500		2,500	
072600-5699	CONIR-FIRST NIGHT OUT	5,000	5,000	5,000	3,750		5,000	
	..OTHER CHARGES.....							
	--SUB TOTAL--	32,500	27,500	28,500	22,500		28,500	
	--TOTAL--	32,500	27,500	28,500	22,500		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 FY2015 proposed budget is \$445,309, a \$24,876 increase or 5.9% greater than the FY2014 budget of \$420,433. 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 FY2014	Proposed FY2015	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 proposed budget for FY2015 is \$354,006, which reflects an increase of \$14,213 or 4.2% above FY2014. 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. The Ordinances were amended within the previous year for State Code changes and will be reviewed and updated as appropriate to remain current. Staff can also focus on ancillary tools to assist the development review activities and provide uniform information to aid 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 several years, this resulted in a streamlining of certain office operations and coordination with other departments, such as coordinated site reviews for bond reduction and "As Built" drawings that are triggered by the Certificate of Occupancy request rather than at bond release.

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

This year, data processing costs incurred for routine network support, hardware, software, infrastructure, communications and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,868 per user for FY2015. The Planning and Community Development Department has an allocation to account 4100 of \$8,604 for FY2015.

		----- Prior Years -----		----- Current Year -----		--FY/2015	Budget Year	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
								Adopted
								Budget
081100	** PLANNING & COMMUNITY DEVE							
081100-1101	SALARIES-COMM. MEMBERS	7,125	7,200	7,200	5,475			
081100-1102	SALARY-PLANNING DIRECTOR	79,366	83,332	87,176	61,420		92,416	
081100-1104	SALARY-COMM & ECON DEV ASSIS							
081100-1106	SALARY-ZONING INSPECTOR	21,968	30,877	37,361	26,364		38,222	
081100-1107	SALARY-PLANNER	37,632	44,097	45,610	29,150		48,346	
081100-1108	SALARY-PERMIT TECHNICIAN	6,486	5,311	7,094	3,436		7,380	
081100-1300	WAGES & EXTRA HELP	774	2,145	2,160	2,000		2,088	
	..PERSONAL SERVICES....							
081100-2100	FICA EXPENSE	9,370	12,536	14,275	8,803		14,967	
081100-2210	RETIREMENT	14,314	20,958	21,796	17,066		22,928	
081100-2300	HEALTH INSURANCE	24,182	26,777	26,362	19,235		29,283	
081100-2301	HEALTH CARE REFORM			317				
081100-2400	LIFE INSURANCE	338	1,920	2,025	1,525		2,130	
081100-2700	WORKER'S COMPENSATION	216	109		829		837	
081100-2899	MISC. BENEFITS	111	157	300	113		300	
	..EMPLOYEE BENEFITS....							
081100-3100	PROFESSIONAL SERVICES	6,245	15,238	9,500	9,295		12,000	
081100-3103	PROF SERVICES-COMPREHENSIVE							
081100-3105	PROF SERVICES-DATA PROCESSIN							
081100-3109	CONSULTATION-PLANNING GRANT							
081100-3110	PROFESSIONAL SERVICES - LEGA		1,880		7,628			
081100-3200	TEMPORARY HELP SERVICES			400			500	
081100-3310	CONTRACTUAL REPAIR/MAIN	740	24,371		3,105		3,000	
081100-3320	MAINTENANCE CONTRACTS	2,898	2,598	3,000	1,732		3,000	
081100-3500	PRINTING	599	1,102	200	114		200	
081100-3600	ADVERTISING	6,726	5,434	6,500	4,841		6,500	
	..PURCHASED SERVICES...							
081100-4100	DATA PROCESSING	7,127	6,881	9,733	7,449		8,604	
	..INTERNAL SERVICES....							
081100-5210	POSTAGE	3,154	1,490	2,500	2,387		2,500	
081100-5230	COMMUNICATION	2,428	2,102	2,250	1,736		2,250	
081100-5306	SURETY BOND	118	53	67	53		60	
081100-5307	PUBLIC OFFICIALS LIABILITY I	11,852	5,676	7,095	7,912		8,710	
081100-5308	GENERAL LIABILITY INS	1,714	978	1,222	941		1,035	
081100-5410	LEASE OF EQUIPMENT	2,779	2,496	3,000	1,729		3,000	
081100-5510	TRAVEL	1,087	319	500	1,419		650	
081100-5540	TRAINING	769	615	500	740		650	
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	6,794	7,208	7,500	7,208		7,500	
081100-5810	MEMBERSHIPS & DUES	425	465	600	445		600	
	..OTHER CHARGES.....							

		----- Prior Years -----		----- Current Year -----			--FY/2015 Budget Year --	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
		-----	-----	-----	-----	-----	-----	-----
							Adopted	Budget
		-----	-----	-----	-----	-----	-----	-----
** PLANNING & COMMUNITY DEVE								
081100-6001	OFFICE SUPPLIES	961	1,145	1,400	630	_____	1,400	_____
081100-6012	SUBSCRIPTIONS	755	120	500	296	_____	500	_____
081100-6099	MATERIALS & SUPPLIES		16	250	98	_____	250	_____
	..MATERIALS & SUPPLIES.							
081100-8202 FURNITURE & FIXTURES		118	185	200		_____	200	_____
081100-8207 DATA PROCESSING EQUIPMENT			1,174	1,200		_____	2,000	_____
	..CAPITAL OUTLAY.....							
--SUB TOTAL--		289,171	346,965	339,793	257,674		354,006	
--TOTAL--		289,171	346,965	339,793	257,674		354,006	

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 proposed FY2015 budget of \$81,103 is an increase of \$1,533 or 1.9% greater than the FY2014 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 \$2,868 per user for FY2015. 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 \$4,302 for FY2015.

Personnel Summary:

	Budget FY2014	Proposed FY2015	Change
Full Time	0.00	0.00	0.00
Part Time	3.00	3.00	0.00
Total	3.00	3.00	0.00

		----- Prior Years -----		----- Current Year -----			--FY/2015 Budget Year ----		
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
		-----	-----	-----	-----	-----	-----	-----	-----
081200	** VISITOR CENTER **								
081200-1300	WAGES & EXTRA HELP	50,818	51,718	54,239	35,910		56,412		
	..PERSONAL SERVICES....								
081200-2100	FICA EXPENSE	3,887	3,956	4,149	2,747		4,316		
081200-2700	WORKER'S COMP	59	42		59		78		
081200-2899	MISCELLANEOUS BENEFITS			225			225		
	..EMPLOYEE BENEFITS....								
081200-3310	CONTRACTUAL REPAIR/MAINT								
081200-3500	PRINTING		413	1,500	43		1,500		
081200-3600	ADVERTISING	506		500			500		
	..PURCHASED SERVICES...								
081200-4100	DATA PROCESSING	3,563	3,441	4,867	3,725		4,302		
	..INTERNAL SERVICES....								
081200-5110	ELECTRIC CURRENT	2,610	2,605	3,000	1,581		3,000		
081200-5120	FUEL	1,168	1,244	1,500	1,134		1,250		
081200-5210	POSTAGE	1,019	1,061	1,500	457		1,500		
081200-5230	COMMUNICATION	3,117	3,352	3,200	2,606		3,500		
081200-5410	LEASE OF EQUIPMENT	2,400	2,080	2,400	1,410		2,000		
081200-5510	TRAVEL	696	659	800			800		
081200-5540	TRAINING	120	180	150	180		180		
081200-5691	SUPPORT - VIC MKIG LEVERAGE								
081200-5810	MEMBERSHIP DUES	680	240	240	240		240		
	..OTHER CHARGES.....								
081200-6001	OFFICE SUPPLIES	529	385	800	43		800		
081200-6012	SUBSCRIPTIONS								
081200-6099	MATERIALS & SUPPLIES	400	91	500	88		500		
	..MATERIALS & SUPPLIES.								
081200-8202	FURNITURE & FIXTURES								
	..CAPITAL OUTLAY.....								
	--SUB TOTAL--	71,572	71,467	79,570	50,223		81,103		
	--TOTAL--	71,572	71,467	79,570	50,223		81,103		

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

Program Description:

The Planning Commission is established by Section 2-162 of the Town Code as enabled by § 15.2-2210 of the Code of Virginia. According to Section 2-162 of the Town Code, the planning commission shall be composed of not less than five (5) nor more than fifteen (15) members, who shall be appointed by the town council, all of whom shall be residents of the town qualified by knowledge and experience to make decisions on questions of community growth and development; at least half of such members shall be freeholders. One (1) member of the commission may be a member of the town council and one (1) member may be a member of the administrative branch of government of the town. The term of each of these two (2) members shall be coextensive with the term of the office to which they have been elected or appointed unless the town council, at the first regular meeting of each year, appoints others to serve as their representatives. Neither of these two (2) members is eligible to vote on any issue before the planning commission, however, they may engage in discussions regarding any item brought before the planning commission and they do not have a conflict with said item. The remaining members of the commission shall serve for four (4) years each.

The Commission consists of a Chairman and six (6) members. A member of Town Council also sits on the Commission as an Ex-Officio member. The Planning Director serves as staff support for the Commission.

The Code of Virginia specifies in § 15.2-2221 that the duties of Planning Commissions include the following tasks.

To effectuate this chapter, the local planning commission shall:

1. Exercise general supervision of, and make regulations for, the administration of its affairs;
2. Prescribe rules pertaining to its investigations and hearings;
3. Supervise its fiscal affairs and responsibilities, under rules and regulations as prescribed by the governing body;
4. Keep a complete record of its proceedings; and be responsible for the custody and preservation of its papers and documents;
5. Make recommendations and an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction;
6. Prepare, publish and distribute reports, ordinances and other material relating to its activities;
7. Prepare and submit an annual budget in the manner prescribed by the governing body of the county or municipality; and
8. If deemed advisable, establish an advisory committee or committees.

Manager's Message:

This is a new department for FY2015. Salaries for the Planning Commission were previously included in the Planning and Community Development Budget. This year those charges have been moved to their own department, similar to the Board of Zoning Appeals and the Architectural Review Board. The total departmental budget for FY2015 is \$9,200 and includes \$2,000 for training for new commission members.

		----- Prior Years -----		----- Current Year -----			--FY/2015 Budget Year----	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
		-----	-----	-----	-----	-----	-----	-----
		-----	-----	-----	-----	-----	-----	-----
081300	** PLANNING COMMISSION **							
081300-1000	SALARY-PLANNING COMMISSION						7,200	
	..PERSONAL SERVICES....							
081300-5540	TRAINING						2,000	
	..OTHER CHARGES.....							
	--SUB TOTAL--						9,200	
	--TOTAL--						9,200	

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 2013, the Board heard four (4) 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 CBD Central Business District and R-10 Residential District. No appeals were 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 proposed FY2015 budget remains the same.

		----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year --			
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	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	2,686	500	675		500		
	..PURCHASED SERVICES...								
081400-5210	POSTAGE								
081400-5510	TRAVEL								
081400-5540	TRAINING								
	..OTHER CHARGES.....								
	--SUB TOTAL--	837	2,686	500	675		500		
	--TOTAL--	837	2,686	500	675		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 2013, the ARB considered 37 cases and issued 28 Certificates of Appropriateness for improvements and modifications to structures within the Warrenton Historic District. This represents a 76% rate of acceptance from applications. In addition, another 18 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 2013.

Manager’s Message:

The Town’s Architectural Review Board is made up of 5 members appointed by the Town Council. This appointed body works to preserve and protect historic places and structures in the Town of Warrenton Historic District through the control of building demolition, the regulation of architectural design and uses and the education of the public on the importance of historic preservation. The proposed FY2015 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 proposed budget for FY2015 represents no change from the previous year.

		----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year ----			
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	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	12							
081600-3600	ADVERTISING	1,093	488	500	1,202		500		
	..PURCHASED SERVICES...								
081600-5210	POSTAGE	7	12		11				
081600-5510	TRAVEL	126							
081600-5540	TRAINING								
081600-5810	MEMBERSHIPS & DUES			50					
	..OTHER CHARGES.....								
081600-6001	OFFICE SUPPLIES			20					
	..MATERIALS & SUPPLIES.								
	--SUB TOTAL--	1,238	500	570	1,213		500		
	--TOTAL--	1,238	500	570	1,213		500		

Function:	Transfer 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 FY2015 budget proposes a total of \$1,387,136 to be transferred to other departments. Part of the excess of revenues over expenditures for the General Fund, \$1,047,847, is to be transferred to the Parks and Recreation Fund. A proposed \$297,160 transfer to the Capital Projects Fund is for projects identified in the **DRAFT** Capital Improvement Plan (CIP) document. A balance of \$42,129 will be transferred to unappropriated fund balance.

		----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year ----			
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
		-----	-----	-----	-----	-----	-----	-----	-----
093100	** TRANSFERS **								
093100-0097	TRANSFER TO RESERVES	64,087				_____	_____	_____	_____
093100-0098	TRANS TO UNAPPROP. FUND BALA			35,800		_____	42,129	_____	_____
093100-0099	RESERVE FOR CONTINGENCIES					_____	_____	_____	_____
	..PERSONAL SERVICES....					_____	_____	_____	_____
093100-9201	TRANSFER TO CAPITAL PROJECTS	404,529	726,850	553,548	2,754	_____	297,160	_____	_____
093100-9202	TRANSFER TO CEMETERY FUND					_____	_____	_____	_____
093100-9203	TRANSFER TO RECREATION FUND	936,208	670,395	973,316		_____	1,047,847	_____	_____
093100-9204	TRANSFER TO RECREATION FUND					_____	_____	_____	_____
	..OTHER USES OF FUNDS..					_____	_____	_____	_____
	--SUB TOTAL--	<u>1,404,824</u>	<u>1,397,245</u>	<u>1,562,664</u>	<u>2,754</u>	_____	<u>1,387,136</u>	_____	_____
	--TOTAL--	<u>1,404,824</u>	<u>1,397,245</u>	<u>1,562,664</u>	<u>2,754</u>	_____	<u>1,387,136</u>	_____	_____

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 \$180,335 are budgeted for FY2015. 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.

		----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year ----			
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
		-----	-----	-----	-----	-----	-----	-----	-----
095100	** DEBT SERVICE **								
	..PERSONAL SERVICES....								
095100-9125	VML PAYMENT PD MDT FY13		86,808	174,880	174,880		177,284		
095100-9126	INTEREST PAYMENT PD MDT FY13		3,359	5,454	5,455		3,051		
	..OTHER USES OF FUNDS..								
	--SUB TOTAL--		90,167	180,334	180,335		180,335		
	--TOTAL--		90,167	180,334	180,335		180,335		
TOTAL FOR FUND		8,165,147	8,968,198	9,405,318	5,150,375		9,598,941		

TOWN OF WARRENTON, VIRGINIA

DRAFT SUMMARY OF CAPITAL PROJECTS BUDGET FOR PROPOSED AND LAST FISCAL YEAR

	<u>ADOPTED</u> <u>2013-2014</u>	<u>PROPOSED</u> <u>2014-2015</u>
<u>REVENUES</u>		
Revenue from local governments	\$ -	\$ -
Revenue from the Commonwealth *	-	140,742
Transfers & reserves	<u>570,794</u>	<u>468,956</u>
TOTAL CAPITAL PROJECTS REVENUE	<u><u>570,794</u></u>	<u><u>609,698</u></u>
 <u>EXPENDITURES</u>		
Equipment	158,794	197,714
Projects	412,000	411,984
Transfers & reserves	-	-
TOTAL CAPITAL PROJECTS EXPENDITURES	<u><u>\$ 570,794</u></u>	<u><u>\$ 609,698</u></u>

*In prior years, VDOT Revenue Sharing revenue was recorded in the General Fund then moved to the Capital Projects Fund via a transfer. This year, the revenue has been moved into the Capital Projects Fund Budget to more accurately match revenues and expenditures.

Capital Projects Fund

Revenue

Total Capital Projects Fund revenue for FY2015 totals \$609,698

**Revenue Description:
FY2015 Estimate:**

**Categorical Aid
\$140,742**

This line item includes VDOT Revenue Sharing, which provides funding to construct or improve the highway systems within the Town limits. Local funds are matched with State funds for qualifying projects. This amount was previously accounted for in the General Fund and then transferred into the Capital Projects Fund.

**Revenue Description:
FY2015 Estimate:**

**Transfers from General Fund
\$297,160**

This line item includes transfers from the General Fund to fund capital projects scheduled for completion in FY2015.

**Revenue Description:
FY2015 Estimate:**

**Transfers from Reserves
\$171,796**

This line item includes transfers from Reserves to fund capital projects scheduled for completion in FY2015.

		----- Prior Years -----			----- FY/2014 Current Year -----			----- FY/2015 Budget Year -----		
		Revenue	Revenue	Revenue	Amended	Actual On	Projected	Department	FY/2015	Budget Year
		FY/2011	FY/2012	FY/2013	Budget	2014/03	Revenue	Request	WARRENTON	Adopted
									Recommends	Budget
000999	** CAPITAL PROJECT REVENUE									
018990	**CAPITAL PROJECTS REVENUE**									
018990-0001	INTEREST REVENUE			62-		21-				
	--TOTAL DEPARTMENT--			62-		21-				
TOTAL - **CAPITAL PROJECTS REVENUE**				62-		21-				
024040-0098	VDOT REVENUE SHARING							140,742-		
	--TOTAL DEPARTMENT--							140,742-		
TOTAL - VDOT REVENUE SHARING								140,742-		
041040	***NON-REVENUE RECEIPTS***									
041040-0006	PROCEEDS FROM INDEBTEDNESS			528,000-						
	--TOTAL DEPARTMENT--			528,000-						
041050	TRANSFERS & RESERVES									
041050-0001	TRANSFER FROM ENCUMBRANCES				60,925-					
041050-0100	TRANSFER FROM GENERAL FUND	375,325-	404,529-	726,850-	553,548-	2,754-		297,160-		
041050-0501	TRANSFER FROM W/S FUND		60,000-							
041050-9999	TRANSFER FROM RESERVES				104,225-			171,796-		
	--TOTAL DEPARTMENT--	375,325-	464,529-	726,850-	718,698-	2,754-		468,956-		
TOTAL - ***NON-REVENUE RECEIPTS***		375,325-	464,529-	1,254,850-	718,698-	2,754-		468,956-		
TOTAL FOR FUND		375,325-	464,529-	1,254,912-	718,698-	2,775-		609,698-		

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 FY2015 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 **DRAFT** 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 FY2015 after careful review by their associated committees and the Planning Commission. The proposed program budget of \$609,698 is \$109,000 less than the FY2014 program.

The proposed Capital Improvements Program is financed largely by General Funds. The program includes the replacement of three (3) critical pieces of equipment to maintain a high level of service to citizens, two (2) 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 Virginia Department Of Transportation (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 FY2015 program:

Vehicles and Equipment

FY2015 Appropriation: \$197,714

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. A portion of the funding for the refuse truck was allocated in FY2014. Also included is the replacement of a ½ ton 4x4 pickup truck which was purchased used four years ago.

This category also includes the replacement of the large format printer and scanner, used by Community Development, Public Works, and Public Utilities departments to copy and scan plans and maps. The equipment was originally purchased in 2007 and has been subject to frequent break-downs. It is no longer supported by the manufacturer and only refurbished parts are available for repairs.

Repairs to Buildings

FY2015 Appropriation: \$65,500

This project involves a number of necessary improvements at the Public Works Shop, including the replacement of the central heat boiler, replacement of the oil/water separator, and construction of a concrete bulk material storage basic for salt, sand and sweeper debris. Also budgeted in this line is the replacement of the central alarm at the Police Department.

Urban Program, Broadview Avenue

FY2015 Appropriation: \$30,000

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

FY2015 Appropriation: \$281,484

This project involves the milling and asphalt repaving of Broadview Avenue from the North Corporate limits to the Winchester Street intersection. The project has been submitted to VDOT for revenue sharing on a 50/50 basis.

Boundary Lane Paving

FY2015 Appropriation: \$35,000

Boundary Lane is currently a gravel road. The addition of three residences over the past two years has increased the traffic on this road, which results in a constant need for re-grading and addition of stone after inclement weather.

		----- Prior Years -----		----- Current Year -----			--FY/2015 Budget Year ----		
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
		-----	-----	-----	-----	-----	-----	-----	-----
093500	EQUIPMENT								
	..PERSONAL SERVICES....								
093500-8201	PLOTTER REPLACEMENT P&Z						26,400		
093500-8202	STREET SWEEPER								
093500-8203	BACKHOE REPLACEMENT	189,013							
093500-8204	POLICE MDT PROJECT		355,231	85,222	138,494				
093500-8205	POLICE DEPARTMENT VEHICLES	75,707	47,765	93,050	93,602		131,180		
093500-8206	PICK UP TRUCK REPLACEMENT	58,072		7,500	7,500		10,500		
093500-8207	REFUSE TRUCK REPLACEMENT			111,000	363		29,634		
	..CAPITAL OUTLAY.....								
	--SUB TOTAL--	322,792	402,996	296,772	239,959		197,714		
	--TOTAL--	322,792	402,996	296,772	239,959		197,714		

		----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year --	
		Expenditure	Amended	Actual On	Projected	Department	Town Manager
		FY/2012	Budget	2014/03	Expenditure	Request	Recommends
							Adopted
							Budget
094500	CAPITAL PROJECTS						
	..PERSONAL SERVICES....						
094500-8101	LIGHT INSTALLATION	8,389					
094500-8105	TRAFFIC SIGNAL-VDOT URBAN						
094500-8106	TRAFFIC SIGNAL		10,000	9,352			
094500-8111	SHIRLEY/GREEN/FIRST/HORNER D						
094500-8112	REHAB PRKG LOT E	43,737					
094500-8116	NARROW BAND RADIO - PW & INS	35,000					
094500-8127	HR RECORDS STORAGE BUILDING	22,196					
094500-8139	REHAB LOTS F&D - S. 5th St.						
094500-8152	REPAIRS TO BUILDINGS	10,771	39,030			65,500	
094500-8156	VDOT URBAN PROJECT FUNDING		2,500			30,000	
094500-8157	SIDEWALK/TRAIL TO REC CENTER		25-	15,000	7,950		
094500-8158	VDOT REVENUE SHARING	66,631	5,784	384,425	372,387	281,484	
094500-8159	VDOT BIKE/PED SAFETY PROGRAM						
094500-8160	OLD TOWN SIGNAGE - WAYFARING		10,000				
094500-8161	LEE ST REHAB (DEMONSTRATION)	39,893					
094500-8162	REHAB LOTS S. 2nd to S. 4th	451	43,000				
094500-8163	BOUNDARY LANE PAVING					35,000	
	..CAPITAL OUTLAY.....						
	--SUB TOTAL--	126,135	188,722	421,925	389,689	411,984	
	--TOTAL--	126,135	188,722	421,925	389,689	411,984	

3/31/2014 TOWN OF WARRENTON
 FUND #-301 ** CAPITAL PROJECT EXPENDITURE

- B U D G E T -

E X P E N S E

ACCOUNTING PERIOD 2014/03

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----- Prior Years -----		----- Current Year -----			--FY/2015 Budget Year ----		
Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
-----	-----	-----	-----	-----	-----	-----	-----
095100-9120	DEBT ISSUANCE COSTS						
	..OTHER USES OF FUNDS..						

		----- Prior Years -----		----- Current Year -----			--FY/2015 Budget Year----		
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
		-----	-----	-----	-----	-----	-----	-----	-----
099100-7014	TRANSFER TO RESERVES	15,600							
099100-7015	TRANSFER TO RECREATION FUND								
	..PAYMENT TO JOINT OPR.								
	--SUB TOTAL--	15,600							
	--TOTAL--	15,600							
TOTAL FOR FUND		464,527	591,718	718,697	629,648		609,698		

TOWN OF WARRENTON, VIRGINIA

SUMMARY OF WATER AND SEWER BUDGET FOR PROPOSED AND LAST FISCAL YEAR

<u>REVENUES</u>	<u>ADOPTED 2013-2014</u>	<u>PROPOSED 2014-2015</u>
Permits, Fees & Licenses	\$ 8,500	\$ 8,500
Revenue from the Use of Money/Property	161,500	156,000
Charges for Services	3,739,000	3,715,000
Miscellaneous Revenue	40,300	60,412
Grant Revenue	0	0
Non-Revenue Receipts	250,000	759,500
Transfers & Reserves	364,263	50,734
TOTAL WATER & SEWER REVENUE	\$ 4,563,563	\$ 4,750,146
<u>EXPENDITURES</u>		
Water Supply, Distribution & Billing	\$ 1,758,773	\$ 1,782,088
Wastewater Treatment	1,621,127	1,672,585
Administration	757,163	818,333
Debt Service	0	0
Subtotal	4,137,063	4,273,006
Capital Outlay & Projects	426,500	477,140
Transfers & Reserves	0	0
TOTAL WATER & SEWER EXPENDITURES	\$ 4,563,563	\$ 4,750,146

Water and Sewer Fund

Sources of Revenue

Water and Sewer Fund Revenues for FY2015 total \$4,750,146

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 FY2015. FY2015 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:

Permits, Fees & Licenses

FY2015 Estimate:

\$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:

Revenue from Use of Money

FY2015 Estimate:

\$6,000

Interest and investment revenue fluctuates with the general economic conditions and the level of utility fund cash balances. The FY2015 estimate has been lowered slightly from FY2014 due to continued historically low interest rates.

Revenue Description:

Revenue from Use of Property

FY2015 Estimate:

\$150,000

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, with a carrier lost and carrier gained in the past year. A small local group has shown some interest and may be added in the coming year.

**Revenue Description:
FY2015 Estimate**

**Charges for Services
\$3,715,000**

The Town currently provides water and sewer services to approximately 4,818 residential and commercial customers, up 17 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 2015 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 2015. The following rate schedule is proposed 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
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:
FY2015 Estimate:

Recoveries and Rebates
\$42,412

Revenues generated in this category are minor in nature and difficult to estimate on other than a historical trend basis. Included are costs expended or incurred, then recovered. The FY2015 budget incorporates an anticipated \$10,000 in impact fees for Stonecrest subdivision. 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:
FY2015 Estimate:

Miscellaneous Revenue
\$18,000

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

Revenue Description:
FY2015 Estimate:

Non-Revenue Receipts
\$759,500

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. This category reflects an increase of \$509,500 for FY2015 related to proposed developments in the Town.

Revenue Description:
FY2015 Estimate:

Transfers and Reserves
\$50,734

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/2014 Current Year -----		----- FY/2015 Budget Year -----			
		Revenue FY/2011	Revenue FY/2012	Revenue FY/2013	Amended Budget	Actual On 2014/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
000999	** WATER/SEWER FUND REVENUE									
013000	** PERMITS, FEES & LICENSE *									
013030-0005	TRANSFER FEES	8,124-	8,520-	8,480-	8,500-	5,955-		8,500-		
	--TOTAL DEPARTMENT--	8,124-	8,520-	8,480-	8,500-	5,955-		8,500-		
TOTAL - ** PERMITS, FEES & LICENSE *		8,124-	8,520-	8,480-	8,500-	5,955-		8,500-		
015000	** REVENUE-USE OF MONEY/PROP									
015010-0001	INTEREST INCOME	13,907-	7,477-	6,910-	6,500-	2,737-		6,000-		
	--TOTAL DEPARTMENT--	13,907-	7,477-	6,910-	6,500-	2,737-		6,000-		
015020-0001	RENTAL INCOME	137,373-	134,361-	137,541-	155,000-	117,808-		150,000-		
	--TOTAL DEPARTMENT--	137,373-	134,361-	137,541-	155,000-	117,808-		150,000-		
TOTAL - ** REVENUE-USE OF MONEY/PROP		151,280-	141,838-	144,451-	161,500-	120,545-		156,000-		
016160	** CHARGES FOR SERVICES **									
016160-0005	SEWER SERVICE CHARGES	2,409,176-	2,369,391-	2,325,668-	2,430,000-	1,794,574-		2,430,000-		
016160-0010	SALE OF WATER	1,237,977-	1,218,019-	1,200,209-	1,260,000-	914,990-		1,240,000-		
016160-0015	PENALTIES	43,955-	39,777-	40,569-	43,000-	28,696-		40,000-		
016160-0020	RECONNECTION FEES	4,640-	6,920-	4,160-	6,000-	480-		5,000-		
	--TOTAL DEPARTMENT--	3,695,748-	3,634,107-	3,570,606-	3,739,000-	2,738,740-		3,715,000-		
TOTAL - ** CHARGES FOR SERVICES **		3,695,748-	3,634,107-	3,570,606-	3,739,000-	2,738,740-		3,715,000-		
018030	** RECOVERIES & REBATES **									
018030-0001	RECOVERIES & REBATES			100-						
018030-0005	CONST/INSTALLATION FEES	16,149-	10,654-	19,969-	16,000-	4,707-		16,500-		
018030-0020	IMPACT FEES							10,000-		
018030-0021	IMPACT FEES - WHITES MILL									
018030-0025	WTC WATERLINE MAINTENANCE	13,409-	13,217-	13,028-	13,800-			15,912-		
	--TOTAL DEPARTMENT--	29,558-	23,871-	33,097-	29,800-	4,707-		42,412-		
018990	** MISCELLANEOUS REVENUE **									
018990-0001	MISCELLANEOUS REVENUE	1,499-	4,095-	1,255-	3,000-	679-		2,500-		
018990-0005	SALE OF MAT'L & SUPPLIES	5,621-	3,839-	7,703-	5,500-	2,933-		5,500-		
018990-0006	SALE SALVAGE & JUNK	40-						8,000-		
018990-0007	PRO-RATA SHARE CEDAR RUN PUM		2,000-	6,000-	2,000-			2,000-		
018990-0008	TAYLOR MS PUMP STATION UPGRA									
	--TOTAL DEPARTMENT--	7,160-	9,934-	14,958-	10,500-	3,612-		18,000-		
TOTAL - ** RECOVERIES & REBATES **		36,718-	33,805-	48,055-	40,300-	8,319-		60,412-		

		----- Prior Years -----			----- FY/2014 Current Year -----			----- FY/2015 Budget Year -----		
		Revenue	Revenue	Revenue	Amended	Actual On	Projected	Department	FY/2015	Budget Year
		FY/2011	FY/2012	FY/2013	Budget	2014/03	Revenue	Request	WARRENTON	Adopted
		-----	-----	-----	-----	-----	-----	-----	-----	-----
024040-0005	GRANT REVENUE			11,841-						
	--TOTAL DEPARTMENT--			11,841-						
TOTAL - GRANT REVENUE				11,841-						
033030-0001	FEDERAL GOVERNMENT GRANT	326,796-								
	--TOTAL DEPARTMENT--	326,796-								
TOTAL - FEDERAL GOVERNMENT GRANT		326,796-								
041000	** NON REVENUE RECEIPTS **									
041000-0005	SEWER CONNECTION FEES	95,925-	167,775-	194,750-	150,000-	65,700-		452,600-		
041000-0010	WATER CONNECTION FEES	79,200-	104,198-	138,475-	100,000-	59,400-		306,900-		
041000-0020	GIFTS - DEDICATED FIXED ASSE									
	--TOTAL DEPARTMENT--	175,125-	271,973-	333,225-	250,000-	125,100-		759,500-		
041050	** FUND TRANSFERS **									
041050-0001	TRANSFER FROM ENCUMBRANCES				331,723-					
041050-0096	TRANSFER FROM DATA PROCESSIN									
041050-0097	TRANSFER FROM RETAINED EARNI									
041050-0098	TRANSFER FROM RESERVES				404,263-			50,734-		
041050-0610	TRANSFER FROM DATA PROCESSIN									
	--TOTAL DEPARTMENT--				735,986-			50,734-		
TOTAL - ** NON REVENUE RECEIPTS **		175,125-	271,973-	333,225-	985,986-	125,100-		810,234-		
TOTAL FOR FUND		4,393,791-	4,090,243-	4,116,658-	4,935,286-	2,998,659-		4,750,146-		

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 4,818 residential and business accounts, as well as availability fees paid by new customers, plus other miscellaneous charges.

Manager’s Message:

During 2013, 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 1,175,275 gallons of potable water per day and the wastewater treatment plant treated approximately 2,030,000 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 (MGD) permitted for the water plant. Sewer flows were higher than experienced the past several years, but 2013 was the third wettest in the past 12 years. The economy continued to be slow with only 17 new accounts added over the past year. There is the potential for significant growth in the coming year with Mosby Crossing, Madison Townhouses, Rizer property and Couk property (out of town commitment) under review for approval, which should provide additional availability fees for revenue over recent years. The rate of growth in customer accounts for the past five years has been below the growth rates predicted in the Whitman Requardt & Associates Capacity Study of 2002, which was updated in 2006 and 2010. The current projection for water sewer capacity build-out is still projected out to 2025-2030. The past year has been one of above normal precipitation as stated above with no water transfers needed from the Airlie Reservoir.

The overall Utility Department budget of \$4,750,146 is a proposed decrease of \$185,140 or 3.8% less than FY2014. Capital outlay, chemicals, and electrical costs for water/sewer treatment continue to be major expenditures.

The capital outlay program for the year at the water treatment plant includes the replacement of the 4th high service pump, which was deferred from FY14, and the installation of mechanical mixers in the storage tanks for improved water quality. There are three

projects directed at the sewer collection system: 1) extension of the Taylor forcemain to a receiving manhole further downstream to prevent surcharging of existing outfall, 2) continue a more aggressive pursuit of I&I problem areas with rehabilitation of sewer pipe, and 3) the replacement of the sewer inspection TV to enable staff to increase the effectiveness of its efforts in the rehab process.

The water treatment plant is in its fourth year of operation since the upgrade to 3.0 million gallons per day capacity. Operations continue to be smooth without any significant issues. Water production for the past two years has remained constant and there is the potential for increase in demand in the coming year with several developments that may move to construction in the coming year.

The Meter Reading section of the Utilities staff has made a smooth transition with management this past year. The section continues to function with only two personnel. Over 87% of the meters are remotely or touch read. The remaining manual read meters are being addressed on an individual basis under the operating budget. The metering system is accurate with unaccounted water remaining at an acceptable level of 11-12%. New construction units are installed with the latest devices with the material cost of the meter paid by the builder through the meter fee. It is recommended that the meter material fee be raised to account for the administrative handling by finance.

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. Identification of inflow and infiltration sources will be a significant effort during the coming year to help reduce unwanted flow to the treatment plan, particularly with the acquisition of replacement CCTV equipment.

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 FY2014	Proposed FY2015	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 4,818 water meters monthly and reporting their readings to the Town’s billing department. In addition, staff members respond to frozen meters in the winter (and assist in thawing), install new meter boxes, inspect backflow preventers as required by State law, change out old, inefficient meters and rebuild and reinstall them to ensure that the Town’s goal of billing for as much of the water produced as possible is met. The testing frequency of the meters depends upon their annual usage, wear and tear and potential for revenue loss or generation. Staff also responds to customer concerns relative to unusually high or low water bills and often assists customers in identifying leaks in their service lines or homes and businesses.

The Meter Section, in the proposed FY2015 budget, has no new initiatives from the FY2014 budget. The FY2015 budget is \$201,626 which is a decrease of \$29,933 or 12.9% less than FY2014. The Meter Reading section of the Utilities staff has managed this past year with a new section leader which has resulted in an improvement in operation. The section continues to function with only two personnel with over 87% 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. Errors in misreading have become a thing of the past. 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 continues 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 \$2,868 per user for FY2015 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 FY2015 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary

	Budget FY2014	Proposed FY2015	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/2015 Budget Year --		
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	
							Town Manager	
							Recommends	
							Adopted	
							Budget	
041340	** METER READING **							
041340-1300	WAGES & EXTRA HELP	95,940	99,770	104,404	59,980		87,045	
	..PERSONAL SERVICES....							
041340-2100	FICA EXPENSE	6,394	6,978	7,987	4,270		6,659	
041340-2210	RETIREMENT	11,189	11,164	10,414	7,755		10,126	
041340-2300	HEALTH INSURANCE	31,352	27,008	18,853	9,437		18,737	
041340-2301	HEALTH CARE REFORM			254				
041340-2400	LIFE INSURANCE	264	855	967	391		941	
041340-2700	WORKER'S COMPENSATION	1,440	2,528	3,205	3,294		3,351	
041340-2860	ACCRUED LEAVE EXPENSE	7,049	14,640					
041340-2899	MISC. BENEFITS	92	105	240	84		240	
	..EMPLOYEE BENEFITS....							
041340-3100	PROFESSIONAL SERVICES							
041340-3310	CONTRACTUAL REPAIR	283	106	850	163		700	
041340-3320	MAINTENANCE CONTRACTS	4,350		5,650	4,350		5,650	
041340-3500	PRINTING		393	150			150	
041340-3600	ADVERTISING			165			165	
041340-3701	UNIFORM RENTAL	128	219	250	159		250	
	..PURCHASED SERVICES...							
041340-4100	DATA PROCESSING	4,751	4,587	6,489	4,966		5,736	
041340-4200	VEHICLE EXPENSES							
	..INTERNAL SERVICES....							
	--SUB TOTAL--	149,134	168,353	159,878	94,849		139,750	
041340-4200-110	MOTOR POOL LABOR	2,015	2,634	2,292	2,146		2,847	
	..INTERNAL SERVICES....	2,015	2,634	2,292	2,146		2,847	
	--SUB TOTAL--	2,015	2,634	2,292	2,146		2,847	
041340-4200-310	CONTRACTUAL REPAIR	2,806	506	3,192	28		547	
	..INTERNAL SERVICES....	2,806	506	3,192	28		547	
	--SUB TOTAL--	2,806	506	3,192	28		547	
041340-4200-535	AUTOMOTIVE INSURANCE	1,461	1,227	1,533	1,091		1,350	
	..INTERNAL SERVICES....	1,461	1,227	1,533	1,091		1,350	
	--SUB TOTAL--	1,461	1,227	1,533	1,091		1,350	
041340-4200-608	FUEL	3,216	3,612	2,469	3,180		4,200	
	..INTERNAL SERVICES....	3,216	3,612	2,469	3,180		4,200	
	--SUB TOTAL--	3,216	3,612	2,469	3,180		4,200	

	----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year --		
	Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
	FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
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							Adopted
							Budget
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** METER READING **							
041340-4200-609	REPAIR PARTS & TIRES	689	4,871	784	665	5,265	
	..INTERNAL SERVICES....	689	4,871	784	665	5,265	
	--SUB TOTAL--	689	4,871	784	665	5,265	
041340-4200-699	OTHER MOTOR POOL COSTS	413	524	470	428	567	
	..INTERNAL SERVICES....	413	524	470	428	567	
	--SUB TOTAL--	413	524	470	428	567	
041340-5110	ELECTRIC CURRENT	79	311	200	187	300	
041340-5210	POSTAGE	972	279	200	661	500	
041340-5230	COMMUNICATION	1,207	1,046	1,000	865	1,000	
041340-5308	GENERAL LIABILITY INS	1,253	583	728	551	650	
041340-5410	LEASE OF EQUIPMENT	120	124	483	89	350	
041340-5510	TRAVEL	19	172	150	415	250	
041340-5540	TRAINING	64	263	50	48	350	
041340-5810	MEMBERSHIPS & DUES	90		50		50	
	..OTHER CHARGES.....						
041340-6001	OFFICE SUPPLIES	26	434	450	130	450	
041340-6011	WEARING APPAREL	152	285	250	80	250	
041340-6024	TOOLS	419	31	500	266	500	
041340-6097	METERS & SUPPLIES	46,179	14,729	54,430	16,960	40,000	
041340-6099	MATERIALS & SUPPLIES	1,034	2,185	2,200	350	2,200	
	..MATERIALS & SUPPLIES.						
041340-8202	FURNITURE & FIXTURES	93	240	250	52	250	
041340-8999	DEPRECIATION EXPENSE						
	..CAPITAL OUTLAY.....						
	--SUB TOTAL--	51,707	20,682	60,941	20,654	47,100	
	--TOTAL--	211,441	202,409	231,559	123,041	201,626	

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 4,818 residential and commercial customers.

Manager’s Message:

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

The proposed FY2015 budget is an increase of \$17,662 or 1.9% more than the FY2014 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 II 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 thirteenth annual “Consumer Confidence Report” mailed to all customers in June 2013 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 ten 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 several projects for the water treatment plant. One involves the replacement of the 4th high service pump, which was deferred from FY14. Also included is the installation of mechanical mixers in the two storage tanks. This project will prevent stratification of the water at differing levels to improve overall water quality and preclude any potential problems with disinfection by products in the distribution system.

This year, data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,868 per user for FY2015.

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 FY2015 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary

	Budget FY2014	Proposed FY2015	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/2015	Budget Year	----	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
045100	** SOURCE OF SUPPLY **								
045100-1101	SALARY-SUPERINTENDENT	63,474	67,286	68,962	48,956		73,109		
045100-1102	SALARY-PLANT OPERATORS	179,265	193,022	203,621	144,258		217,123		
045100-1300	WAGES & EXTRA HELP	41,704	61,806	43,430	49,323		50,043		
	..PERSONAL SERVICES....								
045100-2100	FICA EXPENSE	21,653	24,080	24,175	18,288		26,031		
045100-2210	RETIREMENT	29,479	32,760	34,455	26,350		36,744		
045100-2300	HEALTH INSURANCE	43,477	41,481	37,354	25,330		33,906		
045100-2301	HEALTH CARE REFORM			383					
045100-2400	LIFE INSURANCE	695	3,043	3,201	2,443		3,413		
045100-2700	WORKER'S COMPENSATION	5,958	5,975	7,573	9,973		10,191		
045100-2860	ACCRUED LEAVE EXPENSE	7,760	3,026						
045100-2899	MISC. BENEFITS	230	562	600	223		600		
	..EMPLOYEE BENEFITS....								
045100-3160	LABORATORY SERVICES	9,937	8,957	21,873	5,785		19,159		
045100-3310	CONTRACTUAL REPAIR/MAINT	13,841	53,976	21,687	23,068		31,000		
045100-3320	MAINTENANCE CONTRACTS	44,873	45,023	46,000	32,266		46,000		
045100-3600	ADVERTISING	190	564	250	515		500		
045100-3701	UNIFORM RENTAL	275	559	450	334		450		
045100-3990	PAYMENTS ON CONTRACTS	6,500	6,850	9,615	3,100		9,615		
045100-3991	PERMIT FEES	13,369	16,100	16,300	13,244		16,300		
	..PURCHASED SERVICES...								
045100-4100	DATA PROCESSING	5,939	5,734	8,111	6,208		7,170		
	..INTERNAL SERVICES....								
	--SUB TOTAL--	488,619	564,752	548,040	409,664		581,354		
045100-4200-110	MOTOR POOL LABOR	956	1,059	1,087	400		1,145		
	..INTERNAL SERVICES....	956	1,059	1,087	400		1,145		
	--SUB TOTAL--	956	1,059	1,087	400		1,145		
045100-4200-310	CONTRACTUAL REPAIR		20		446		22		
	..INTERNAL SERVICES....		20		446		22		
	--SUB TOTAL--		20		446		22		
045100-4200-535	AUTOMOTIVE INSURANCE	913	1,227	1,533	597		700		
	..INTERNAL SERVICES....	913	1,227	1,533	597		700		
	--SUB TOTAL--	913	1,227	1,533	597		700		
045100-4200-608	FUEL	1,521	4,000	1,290	1,568		2,300		
	..INTERNAL SERVICES....	1,521	4,000	1,290	1,568		2,300		
	--SUB TOTAL--	1,521	4,000	1,290	1,568		2,300		

	----- Prior Years -----		----- Current Year -----		--FY/2015	Budget Year	
	Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
	FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
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							Adopted
							Budget
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** SOURCE OF SUPPLY **							
045100-4200-609	REPAIR PARTS & TIRES	780	607	887	43	656	
	..INTERNAL SERVICES....	780	607	887	43	656	
	--SUB TOTAL--	780	607	887	43	656	
045100-4200-699	OTHER MOTOR POOL COSTS	196	211	223	80	228	
	..INTERNAL SERVICES....	196	211	223	80	228	
	--SUB TOTAL--	196	211	223	80	228	
045100-5110	ELECTRIC CURRENT	124,759	133,370	145,000	96,074	145,000	
045100-5210	POSTAGE	57		500	142	500	
045100-5230	COMMUNICATION	2,434	2,104	2,940	1,741	2,940	
045100-5302	FIRE INSURANCE	7,262	7,472	9,340	7,126	7,900	
045100-5306	SURETY BOND		27	33	27	30	
045100-5308	GENERAL LIABILITY INS	5,081	2,094	2,617	2,130	2,400	
045100-5410	LEASE OF EQUIPMENT	742	837	1,000	543	1,000	
045100-5510	TRAVEL	380	599	400	473	500	
045100-5540	TRAINING	2,173	2,030	1,600	1,689	2,000	
045100-5810	MEMBERSHIPS & DUES	150	400	500		500	
	..OTHER CHARGES.....						
045100-6004	LABORATORY SUPPLIES	6,843	7,240	9,600	7,302	8,500	
045100-6007	REPAIRS BUILDINGS & GROUNDS	1,086	2,995	5,000	4,628	5,000	
045100-6008	GASOLINE, GREASE & OIL	1,151	3,733	500	119	1,000	
045100-6009	REPAIRS EQUIPMENT	20,614	33,745	12,000	4,960	14,000	
045100-6011	WEARING APPAREL	651	1,047	700	295	700	
045100-6012	SUBSCRIPTIONS	69		50		50	
045100-6024	TOOLS	419	488	500	267	500	
045100-6025	CHEMICAL SUPPLIES	126,190	131,812	162,023	93,183	145,000	
045100-6099	MATERIALS & SUPPLIES	11,378	5,285	6,000	5,005	6,000	
	..MATERIALS & SUPPLIES.						
045100-8201	EQUIPMENT - WIP			5,900		7,000	
045100-8900	WARRENTON DAM REPAIR	9,951					
045100-8901	FLUORIDATION SYSTEM EQUIPMEN	2,480	2,480				
045100-8999	DEPRECIATION EXPENSE						
	..CAPITAL OUTLAY.....						
	--SUB TOTAL--	323,870	337,758	366,203	225,704	350,520	
	--TOTAL--	816,855	909,634	919,263	638,502	936,925	

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 85 miles of water line and 66 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 725 fire hydrants and responding to over 2,025 calls annually for Miss Utility field locations of water and sewage lines as mandated by law.

Manager’s Message:

The proposed FY2015 budget of \$643,537 for the Transmission and Distribution section shows an increase of \$6,419 which is 1.0% more 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. The program includes flushing of waterlines, adherence to the established schedule for annual and biannual valve & hydrant inspections and more frequent cleaning of sewer lines to prevent backups. Identification of inflow and infiltration sources will be a significant effort during the coming year to help reduce unwanted flow to the treatment plant, particularly with the replacement of CCTV equipment. Another focus is the sewer lines serving restaurants, adult care, heavy laundry users and other high generators of soap/grease that create backups for more frequent cleaning/service schedule. The disinfection by product rule and the fact that Warrenton is over 10,000 population served, requires a more frequent flushing of the far reaches of the system (especially dead-end lines).

This year, data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,868 per user for FY2015.

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 FY2015 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 FY2014	Proposed FY2015	Change
Full Time	7.00	7.00	0.00
Part Time	0.00	0.00	0.00
Total	7.00	7.00	0.00

		----- Prior Years -----		----- Current Year -----		--FY/2015	Budget Year	----
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
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045200	** TRANSMISSION AND DISTRIBU							
045200-1100	SALARY-WATER & SEWER SUPT	84,405	88,865	91,285	62,797		91,874	
045200-1300	WAGES & EXTRA HELP	230,815	249,697	258,550	162,707		260,694	
	..PERSONAL SERVICES....							
045200-2100	FICA EXPENSE	23,132	25,823	26,762	17,580		26,972	
045200-2210	RETIREMENT	36,404	38,268	42,579	30,683		42,039	
045200-2300	HEALTH INSURANCE	63,593	58,766	61,092	35,603		56,007	
045200-2301	HEALTH CARE REFORM			636				
045200-2400	LIFE INSURANCE	4,416	7,292	7,513	5,847		7,463	
045200-2700	WORKER'S COMPENSATION	7,093	8,655	10,970	11,045		11,459	
045200-2860	ACCRUED LEAVE EXPENSE	1,302	29,671					
045200-2899	MISC. BENEFITS	323	367	840	284		840	
	..EMPLOYEE BENEFITS....							
045200-3310	CONTRACTUAL REPAIR/MAINT	1,058	1,710	5,600	1,018		5,600	
045200-3320	MAINTENANCE CONTRACTS	1,600		1,500			1,500	
045200-3600	ADVERTISING		1,511	300			300	
045200-3701	UNIFORM RENTAL	976	949	1,050	627		1,050	
045200-3990	PAYMENTS ON CONTRACTS		1,470	9,600			9,600	
	..PURCHASED SERVICES...							
045200-4100	DATA PROCESSING	4,751	5,734	8,111	4,966		7,170	
045200-4200	VEHICLE EXPENSES							
	..INTERNAL SERVICES....							
	--SUB TOTAL--	459,868	518,778	526,388	333,157		522,568	
045200-4200-110	MOTOR POOL LABOR	10,877	9,711	12,372	4,155		10,497	
	..INTERNAL SERVICES....	10,877	9,711	12,372	4,155		10,497	
	--SUB TOTAL--	10,877	9,711	12,372	4,155		10,497	
045200-4200-310	CONTRACTUAL REPAIR	4,972	11,647	5,656	3,349		12,590	
	..INTERNAL SERVICES....	4,972	11,647	5,656	3,349		12,590	
	--SUB TOTAL--	4,972	11,647	5,656	3,349		12,590	
045200-4200-535	AUTOMOTIVE/EQUIP INSURANCE	7,334	4,618	5,772	3,561		4,000	
	..INTERNAL SERVICES....	7,334	4,618	5,772	3,561		4,000	
	--SUB TOTAL--	7,334	4,618	5,772	3,561		4,000	
045200-4200-608	FUEL	17,849	17,889	14,189	11,618		16,500	
	..INTERNAL SERVICES....	17,849	17,889	14,189	11,618		16,500	
	--SUB TOTAL--	17,849	17,889	14,189	11,618		16,500	

	----- Prior Years -----		----- Current Year -----		--FY/2015	Budget Year	
	Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
	FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
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** TRANSMISSION AND DISTRIEUB							
045200-4200-609							
	REPAIR PARTS & TIRES	9,285	10,313	10,561	7,614	11,148	
	..INTERNAL SERVICES....	9,285	10,313	10,561	7,614	11,148	
	--SUB TOTAL--	9,285	10,313	10,561	7,614	11,148	
045200-4200-699							
	OTHER MOTOR POOL COSTS	2,236	1,933	2,544	843	2,090	
	..INTERNAL SERVICES....	2,236	1,933	2,544	843	2,090	
	--SUB TOTAL--	2,236	1,933	2,544	843	2,090	
045200-5210							
	POSTAGE	30		100	22	100	
045200-5230							
	COMMUNICATION	1,233	1,601	2,000	882	2,000	
045200-5308							
	GENERAL LIABILITY INS	3,405	1,234	1,542	1,493	1,700	
045200-5410							
	LEASE OF EQUIPMENT	2,696	919	2,394	620	2,394	
045200-5510							
	TRAVEL	426	1,100	600	287	800	
045200-5540							
	TRAINING	109	63	600	48	600	
045200-5810							
	MEMBERSHIPS & DUES			100		100	
	..OTHER CHARGES.....						
045200-6002							
	FOOD	5	35	150		150	
045200-6011							
	WEARING APPAREL	1,255	634	1,300	1,115	1,300	
045200-6024							
	TOOLS	1,512	847	2,000	456	1,500	
045200-6099							
	MATERIALS & SUPPLIES	49,410	53,893	45,000	28,029	50,000	
	..MATERIALS & SUPPLIES.						
045200-8201							
	EQUIPMENT			3,850	3,874	3,500	
045200-8999							
	DEPRECIATION EXPENSE						
	..CAPITAL OUTLAY.....						
	--SUB TOTAL--	60,081	60,326	59,636	36,826	64,144	
	--TOTAL--	572,502	635,215	637,118	401,123	643,537	

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

Program Description:

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

The wastewater plant is rated as a 2.5 MGD Class I facility. Treatment begins at the head works with screening and grit removal, followed by primary sedimentation. The second process involves biological treatment with Rotating Biological Contactors (RBC’s). The third phase employs chemical coagulation and flocculation followed by secondary sedimentation. The final stage of treatment includes nutrient removal via deep bed filtration, disinfection with ultraviolet lamps, and post aeration before discharge into the unnamed tributary to Great Run. Sludge that is generated by the treatment process is anaerobically digested, dewatered by a 2 meter belt press, hauled away by an outside contractor and land applied.

Manager’s Message:

The Town’s wastewater treatment plant (WWTP) processed and treated an average of 2,030,000 gallons of sewage per day in 2013. The flows through the treatment plant for the calendar year were due to 2013 being the third wettest in the past 12 years. The higher flows have brought attention to the need to increase efforts to identify and correct inflow and infiltration areas that diminish the plant’s capacity. Development growth continues to be slow in the community with only a net increase of 17 new residential and commercial accounts added this past year, along with the reactivation of prior dormant accounts.

The proposed budget of \$1,672,585 represents an increase of \$8,458 which is 0.5% greater than the FY2014 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 major violations to the plant operation during the past year, there was a minor permit violation for ammonia which was due to the trickling filter being down for an extended period of time for a shaft and bearing repairs.

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 fifth 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.

Data processing costs incurred for routine network support, hardware, software, infrastructure, communications, and maintenance are accounted for in the Data Processing Fund and allocated to the using departments based on the number of user accounts for each department. Per user costs for the data processing function are estimated to be \$2,868 per user for FY2015. 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 FY2015 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary:

	Budget FY2014	Proposed FY2015	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/2015	Budget Year	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
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								Adopted
								Budget
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045300	** WASTEWATER PLANT OPERATIO							
045300-1101	SALARY-SUPERINTENDENT	69,174	70,280	75,814	52,806		80,411	
045300-1102	SALARY-PLANT OPERATORS	187,240	219,178	224,572	157,674		235,759	
045300-1104	SALARY-PLANT MAINT MECH	111,844	117,960	121,516	86,991		122,301	
045300-1300	WAGES & EXTRA HELP	76,222	81,210	87,637	63,598		93,877	
	.. PERSONAL SERVICES....							
045300-2100	FICA EXPENSE	33,803	36,176	38,980	26,845		40,725	
045300-2210	RETIREMENT	44,942	51,644	53,259	39,650		55,107	
045300-2300	HEALTH INSURANCE	67,617	67,610	56,062	36,094		49,661	
045300-2301	HEALTH CARE REFORM			763				
045300-2400	LIFE INSURANCE	1,060	4,798	4,948	3,683		5,119	
045300-2700	WORKER'S COMPENSATION	5,676	7,616	9,653	9,471		9,919	
045300-2860	ACCRUED LEAVE EXPENSE	3,815	18,934					
045300-2899	MISC. BENEFITS	323	1,096	840	975		840	
	.. EMPLOYEE BENEFITS....							
045300-3100	PROFESSIONAL SERVICES							
045300-3160	LABORATORY TESTING SERVICES	49,303	29,216	40,478	20,064		38,000	
045300-3170	PRETREATMENT TESTING			4,000			4,000	
045300-3310	CONTRACTUAL REPAIR/MAINT	88,240	133,096	118,000	64,628		85,000	
045300-3320	MAINTENANCE CONTRACTS	222		480			480	
045300-3600	ADVERTISING	341	1,033	400			500	
045300-3701	UNIFORM RENTAL	245	254	400	154		400	
045300-3990	PAYMENTS ON CONTRACTS	76,625	71,978	78,000	26,027		78,000	
045300-3991	PERMIT FEES	8,772	8,292	8,292	8,529		8,600	
	.. PURCHASED SERVICES...							
045300-4100	DATA PROCESSING	8,315	8,028	11,355	8,691		10,037	
045300-4200	VEHICLE EXPENSES							
	.. INTERNAL SERVICES....							
	--SUB TOTAL--	833,779	928,399	935,449	605,880		918,736	
045300-4200-110	MOTOR POOL LABOR	5,193	3,254	5,907	978		3,517	
	.. INTERNAL SERVICES....	5,193	3,254	5,907	978		3,517	
	--SUB TOTAL--	5,193	3,254	5,907	978		3,517	
045300-4200-310	CONTRACTUAL REPAIR	413	348	470	7,653		377	
	.. INTERNAL SERVICES....	413	348	470	7,653		377	
	--SUB TOTAL--	413	348	470	7,653		377	
045300-4200-535	AUTOMOTIVE INSURANCE	4,158	2,922	3,653	2,079		2,300	
	.. INTERNAL SERVICES....	4,158	2,922	3,653	2,079		2,300	
	--SUB TOTAL--	4,158	2,922	3,653	2,079		2,300	

	----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year ----			
	Expenditure FY/2012	Expenditure FY/2013	Amended Budget	Actual On 2014/03	Projected Expenditure	Department Request	Town Manager Recommends	Adopted Budget
** WASTEWATER PLANT OPERATIO								
045300-4200-608	FUEL	3,095	3,027	3,966	2,059	3,400		
	..INTERNAL SERVICES....	3,095	3,027	3,966	2,059	3,400		
	--SUB TOTAL--	3,095	3,027	3,966	2,059	3,400		
045300-4200-609	REPAIR PARTS & TIRES	4,313	1,700	4,906	765	1,838		
	..INTERNAL SERVICES....	4,313	1,700	4,906	765	1,838		
	--SUB TOTAL--	4,313	1,700	4,906	765	1,838		
045300-4200-699	OTHER MOTOR POOL COSTS	1,065	648	1,212	204	700		
	..INTERNAL SERVICES....	1,065	648	1,212	204	700		
	--SUB TOTAL--	1,065	648	1,212	204	700		
045300-5110	ELECTRIC CURRENT	265,428	254,467	255,000	192,600	260,000		
045300-5120	FUEL	6,933	10,096	6,800	10,735	8,000		
045300-5210	POSTAGE	266	147	50		100		
045300-5230	COMMUNICATIONS	3,963	3,624	4,000	2,931	4,000		
045300-5302	FIRE INSURANCE	19,447	18,710	23,388	18,780	20,700		
045300-5306	SURETY BOND	118	27	33	27	30		
045300-5308	GENERAL LIABILITY INS	9,812	4,030	5,038	4,128	4,600		
045300-5410	LEASE OF EQUIPMENT	1,263	1,036	2,000	1,177	2,000		
045300-5510	TRAVEL	1,000	782	1,000	1,076	1,000		
045300-5540	TRAINING	252	1,161	1,600	1,182	1,600		
045300-5810	MEMBERSHIPS & DUES	550	350	600	480	600		
	..OTHER CHARGES.....							
045300-6001	OFFICE SUPPLIES	996	1,877	900	533	1,000		
045300-6004	LABORATORY SUPPLIES	644	2,119	4,800	2,337	4,000		
045300-6007	REPAIRS BUILDINGS & GROUNDS	3,971	5,170	7,500	3,394	7,500		
045300-6008	GASOLINE, GREASE & OIL	1,536	13,096	7,287	3,539	7,287		
045300-6009	REPAIRS EQUIPMENT	63,963	56,755	49,268	43,348	50,000		
045300-6011	WEARING APPAREL	1,173	3,224	1,300	1,007	1,300		
045300-6012	SUBSCRIPTIONS							
045300-6024	TOOLS	1,121	957	1,000	762	1,000		
045300-6025	CHEMICAL SUPPLIES	342,382	376,119	325,000	235,387	340,000		
045300-6099	MATERIALS & SUPPLIES	6,033	4,835	7,500	5,503	7,500		
	..MATERIALS & SUPPLIES.							
045300-8201	EQUIPMENT			4,500		4,500		
045300-8207	DATA PROCESSING EQUIPMENT/SO					15,000		
045300-8999	DEPRECIATION EXPENSE							
	..CAPITAL OUTLAY.....							
	--SUB TOTAL--	730,851	758,582	708,564	528,926	741,717		
	--TOTAL--	1,582,867	1,698,880	1,664,127	1,148,544	1,672,585		

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

Program Description:

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

Manager’s Message:

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

The proposed FY2015 budget of \$818,333 is an increase of \$56,302 or 7.4% more 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 again easily met the 4 mg/l nitrogen limit and generated the potential for approximately 7,500 lbs of credit. Unfortunately there continues to be no demand for credits in the Rappahannock River basin and the credits are not transferable to other water sheds. The Town may be able to use the credits towards the DEQ requirements for water quality improvements under the new MS4 program, which the Town will be undertaking in calendar year 2014.

The water treatment plant will be in the third year of operation at the higher capacity of 3.0 MGD. Storage tanks continue to be maintained in very good condition. 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 fourth 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 the professional growth of the two plant superintendents.

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 \$2,868 per user for FY2015. 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 FY2015 budget purposes. Actual costs are charged, when incurred, to the specific vehicle or piece of equipment based on actual work completed.

Personnel Summary:

	Budget FY2014	Proposed FY2015	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 -----		----- Current Year -----		--FY/2015	Budget Year	----	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
045400	** WATER/SEWER ADMINISTRATIO								
045400-1100	SALARY-TOWN MANAGER	28,478	30,323	31,299	21,978		33,864		
045400-1101	SALARY-UTILITIES DIRECTOR	88,954	94,615	96,345	69,665		96,967		
045400-1102	SALARY-SECRETARY	49,044	51,292	50,840	37,082		53,731		
045400-1103	SALARY-ACCOUNT CLERKS	120,593	113,580	116,561	82,365		125,479		
045400-1104	PUBLIC UTILITIES TECHNICIAN	60,477	62,385	64,888	47,215		64,641		
045400-1106	SALARY-FINANCE/HR DIRECTOR	19,004	25,887	18,811	13,581		17,923		
045400-1107	SALARY-ACCOUNTING SUPERVISOR	16,934	15,072	16,545	12,004		16,857		
045400-1108	SALARY-CHIEF AUTOMOTIVE MECH	13,164	12,966	14,309	9,667		14,309		
045400-1111	ASST DIRECTOR PUB WORKS & UT	17,632	19,000	19,505	13,759		20,270		
045400-1300	WAGES & EXTRA HELP	1,257	2,154	10,000	178		10,000		
	.. PERSONAL SERVICES....								
045400-2100	FICA EXPENSE	29,728	29,694	32,439	20,865		33,564		
045400-2210	RETIREMENT	46,605	52,958	51,465	39,612		52,753		
045400-2300	HEALTH INSURANCE	63,213	62,283	50,298	42,230		59,249		
045400-2301	HEALTH CARE REFORM			394					
045400-2400	LIFE INSURANCE	2,544	6,364	6,226	4,754		6,346		
045400-2700	WORKER'S COMPENSATION	281	243	308	448		520		
045400-2840	CAR ALLOWANCE	770	840	840	630		840		
045400-2860	ACCRUED LEAVE EXPENSE	1,949	40,359						
045400-2899	MISC. BENEFITS	1,448	442	833	410		869		
	.. EMPLOYEE BENEFITS....								
045400-3100	PROFESSIONAL SERVICES	7,944	46,921	34,868	18,610		44,014		
045400-3105	PROFESSIONAL SVCS-DATA PROCE			3,000			3,000		
045400-3110	PROFESSIONAL SERVICES - LEGA	28,675	29,392	30,201	115,326		31,808		
045400-3120	INDEPENDENT AUDITOR	10,920	10,440	13,247	10,720		14,000		
045400-3310	CONTRACTUAL REPAIR/MAINT	1,240	50	750			750		
045400-3320	MAINTENANCE CONTRACTS	2,598	2,598	3,000	1,732		3,000		
045400-3500	PRINTING	4,116	3,680	4,500	469		4,500		
045400-3600	ADVERTISING	1,310	1,682	1,500	15		1,500		
045400-3701	UNIFORM RENTAL	5-							
	.. PURCHASED SERVICES....								
045400-4100	DATA PROCESSING	17,223	16,629	23,522	18,003		20,792		
	.. INTERNAL SERVICES....								
	--SUB TOTAL--	636,096	731,849	696,494	581,318		731,546		
045400-4200-110	MOTOR POOL LABOR	1,506	1,692	1,713	293		1,829		
	.. INTERNAL SERVICES....	1,506	1,692	1,713	293		1,829		
	--SUB TOTAL--	1,506	1,692	1,713	293		1,829		
045400-4200-310	CONTRACTUAL REPAIR		693	150			749		
	.. INTERNAL SERVICES....		693	150			749		
	--SUB TOTAL--		693	150			749		

	----- Prior Years -----		----- Current Year -----		--FY/2015	Budget Year	----
	Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
	FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
	-----	-----	-----	-----	-----	-----	-----
** WATER/SEWER ADMINISTRATIO							
045400-4200-535							
AUTOMOTIVE INSURANCE	1,086	1,102	1,377	963		1,100	
..INTERNAL SERVICES....	1,086	1,102	1,377	963		1,100	
--SUB TOTAL--	1,086	1,102	1,377	963		1,100	
045400-4200-608							
FUEL	2,092	2,537	1,626	1,288		2,100	
..INTERNAL SERVICES....	2,092	2,537	1,626	1,288		2,100	
--SUB TOTAL--	2,092	2,537	1,626	1,288		2,100	
045400-4200-609							
REPAIR PARTS & TIRES	702	1,568	798	145		1,695	
..INTERNAL SERVICES....	702	1,568	798	145		1,695	
--SUB TOTAL--	702	1,568	798	145		1,695	
045400-4200-699							
OTHER MOTOR POOL COSTS	309	337	351	58		364	
..INTERNAL SERVICES....	309	337	351	58		364	
--SUB TOTAL--	309	337	351	58		364	
045400-5210	21,380	18,904	20,000	13,194		20,000	
045400-5230	9,576	8,422	9,000	6,569		9,000	
045400-5306	206	93	117	93		100	
045400-5308	4,032	1,724	2,155	1,840		2,100	
045400-5410	4,776	4,233	7,000	2,914		5,000	
045400-5510	456	863	1,000	452		1,000	
045400-5540	698	668	850	140		850	
045400-5810	1,829	793	1,600	1,182		1,600	
045400-5899	725	1,119					
..OTHER CHARGES.....							
045400-6001	1,954	2,483	3,000	1,201		3,000	
045400-6011	80	80		80			
045400-6012	714	431	800	627		800	
045400-6022	15,797	16,372	13,500	10,924		15,000	
045400-6099	260	3		126			
..MATERIALS & SUPPLIES.							
045400-8202	1,215	200	500	195		500	
045400-8207						20,000	
045400-8999							
DEPRECIATION EXPENSE							
..CAPITAL OUTLAY.....							
--SUB TOTAL--	63,698	54,150	59,522	39,537		78,950	
--TOTAL--	705,489	793,928	762,031	623,602		818,333	

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 FY2015 is \$477,140, summarized as follows:

Machinery & Equip. – T&D	100,500
Water Plant and Well Improvements	78,000
Sewer Line Rehabilitation	114,000
Sewer Line Construction	<u>184,640</u>
Total Water and Sewer Fund Capital Outlay	\$477,140

Machinery & Equip. – T&D:

Replace CCTV, Sewer Inspection (\$72,000): Replacement of sewer video equipment purchased in 1997 with current state of the art camera system with pan and tilt capability and recording system. The current CCTV system is 17 years old. The equipment is outdated and unreliable; repair parts are scarce and local service is not available. The proposed system has additional capability to better observe lateral connections and is more mobile in traversing deteriorated pipe.

T&D Utility Truck Replacement (\$28,500): Replacement of utility pickup #7057 with a ¾ ton pickup with a utility body for carrying repair materials and tools. The current truck is a 1991 model which will be over 24 years old in FY15 and overdue for replacement. The truck is used to pull the pipe trailer, which when loaded; the current vehicle’s transmission is not able to handle.

Water Plant and Well Improvements:

WTP Improvements (\$78,000): - This project consists of physical plant improvements at the Water Treatment Plant and water storage tanks. a) Upgrade and replacement of 4th high service pump (\$22,000), and b) mechanical mixers for the ground storage tank and 0.5 mg elevated storage tank (\$56,000).

WTP components is original equipment with over thirty (30) years service and at the end of its functional life. High service pump has been relegated to back-up service due to increased frequency of repairs. The mixers for the tanks are needed to prevent stratification of the water with the quality varying with depths. This is needed to prevent potential high THM (TriHalomethanes) levels in the distribution system.

Sewer Line Rehabilitation:

Sewer Rehab I&I (\$114,000): Rehabilitation of approximately 2,100 feet of deteriorated sewer main in the Taylor Pump Station sub-basin. Taylor Pump Station basin has experienced several sanitary sewer overflows in the past two years during high storm precipitation events. This effort to address problem areas identified in FY14 troubleshooting by staff with assistance by Whitman Requardt & Associates.

Sewer Line Construction:

Extension of Taylor MS Pump Station Forcemain (\$184,640): The project is to extend the current 8” forcemain 1,312 feet from Green Street to Keith Street. The receiving gravity line at Green Street is inadequate and has experience manhole overflows and backups in several houses, which are required to be reported to DEQ. The receiving line in the vicinity of Keith Street has capacity to handle the flow and any increases due to growth in the future.

STATEMENT ON FUNDING:

Partial funding for these projects was placed in reserve by prior council action for the purpose of funding this proposed FY2015 capital program.

		----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year --			
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
045500	** CAPITAL OUTLAY **								
	..PERSONAL SERVICES....								
045500-8011	LABORATORY EQUIP-850								
045500-8096	MACHINERY/EQUIPMENT-METER DE	15,900							
045500-8097	MACHINERY/EQUIP-TRANS & DIST	799	13,952		400		100,500		
045500-8207	DP EQUIPMENT & SOFTWARE								
045500-8830	WATER PLANT/WELL IMPROVE.	171,633-		235,963	1,482		78,000		
045500-8835	SEWER PLANT IMPROVEMENTS	18,306-	4,200	262,888	220,615				
045500-8866	SEWER LINE REHABILITATION	60,000-		222,337	10,750		114,000		
045500-8868	WATER LINE REPLACEMENT	9,914			810				
045500-8869	SEWER LINE CONSTRUCTION						184,640		
045500-8905	RENTAL PROP IMPROVEMENTS	4,921							
045500-8998	DEPRECIATION EXPENSE	1,184,544	1,221,319						
	..CAPITAL OUTLAY.....								
	--SUB TOTAL--	966,139	1,239,471	721,188	234,057		477,140		
045500-8830-001	OLD WATER PLANT DEMOLITION	29,654							
	..CAPITAL OUTLAY.....	29,654							
	--SUB TOTAL--	29,654							
045500-8866-02	3rd STREET SEWER LINE REPLAC								
	..CAPITAL OUTLAY.....								
045500-8868-27	BLACKWELL RD EXT PROJECT								
	..CAPITAL OUTLAY.....								
	--TOTAL--	995,793	1,239,471	721,188	234,057		477,140		

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/2015 Budget Year ----		
Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
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095100 ** DEBT SERVICE **
 ..PERSONAL SERVICES....

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

<u>REVENUES</u>	<u>ADOPTED</u> <u>2013-2014</u>	<u>PROPOSED</u> <u>2014-2015</u>
Revenue from the use of money and property	\$ 300	\$ 300
Charges for services – fields	3,800	4,350
Charges for services – pool	1,401,199	1,443,257
Transfers & reserves	1,184,723	1,227,842
TOTAL PARKS & RECREATION REVENUE	<u><u>\$ 2,590,022</u></u>	<u><u>\$ 2,675,749</u></u>
<u>EXPENDITURES</u>		
Maintenance – fields	\$ 33,930	\$ 36,180
Contributions – parks & recreation	11,000	11,000
Maintenance – pool	1,551,822	1,598,544
Maintenance – parks	62,928	63,443
Administration	85,962	120,368
Debt service	632,973	636,739
Subtotal	<u>2,378,615</u>	<u>2,466,274</u>
Capital outlay & projects	211,407	209,475
TOTAL PARKS & RECREATION EXPENDITURES	<u><u>\$ 2,590,022</u></u>	<u><u>\$ 2,675,749</u></u>

Parks and Recreation

Sources of Revenue

Parks and Recreation Fund revenues for FY2015 total \$2,675,749

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. FY2015 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:

**Revenue from Use of
Money/Property**

FY2015 Estimate:

\$300

Revenue from the Use of Money/Property remains budgeted at \$300 for FY2015 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:

Charges for Services - Fields

FY2015 Estimate:

\$4,350

The FY2015 budget for Charges for Services – Fields has increased slightly to \$4,350. 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 \$4,350, 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:
FY2015 Estimate:

Charges for Services - Pool
\$1,443,257

The FY2015 budget for Charges for Services – Pool revenue has increased by \$42,058, which is 3.2% greater than FY2014. 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 from events is projected to be \$37,500 and accounts for the use of the WARF by three U.S. Swim Meets over the course of the year, special events such as teen nights, and revenue from babysitting services. Concessions revenue is estimated to total \$5,700 and Sponsorship revenue is estimated at \$70,000 for FY2015.

Revenue Description:
FY2015 Estimate:

Transfers & Reserves
\$1,227,842

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 FY2015 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	\$1,047,847
Transfer from Reserves for Parks and Recreation	\$179,995
TOTAL TRANSFERS	\$1,227,842

		----- Prior Years -----			----- FY/2014 Current Year -----		----- FY/2015 Budget Year -----			
		Revenue	Revenue	Revenue	Amended	Actual On	Projected	Department	FY/2015	Budget Year
		FY/2011	FY/2012	FY/2013	Budget	2014/03	Revenue	Request	WARRENTON	Adopted
									Recommends	Budget
000999	** RECREATION FUND REVENUES									
013030	** PERMITS & OTHER LICENSES									
013030-0001	KEY TAGS & OTHER PERMITS	60-	40-	90-	100-	66-		100-		
	--TOTAL DEPARTMENT--	60-	40-	90-	100-	66-		100-		
TOTAL - ** PERMITS & OTHER LICENSES		60-	40-	90-	100-	66-		100-		
015010	** REVENUE USE OF MONEY/PROP									
015010-0001	INTEREST REVENUE	467-	339-	364-	200-	155-		200-		
	--TOTAL DEPARTMENT--	467-	339-	364-	200-	155-		200-		
TOTAL - ** REVENUE USE OF MONEY/PROP		467-	339-	364-	200-	155-		200-		
016000	** CHARGES FOR SERVICES **									
016160	** CHARGE SERVICES - FIELD *									
016160-0005	FACILITY USER FEES	3,400-	5,496-	4,442-	3,800-	2,303-		4,350-		
016160-0030	FTNESS/WELLNESS CLASSES									
016160-0070	FH HEALTH & WELLNESS CLASSES									
	--TOTAL DEPARTMENT--	3,400-	5,496-	4,442-	3,800-	2,303-		4,350-		
016260	** CHARGE SERVICES - POOL **									
016260-0005	DAILY PASSES									
016260-0010	MERCHANDISE	8,221-	6,484-	7,589-	8,000-	4,329-		8,000-		
016260-0015	LANE RENTAL CONTRACTS	100,021-	113,843-	110,147-	130,000-	77,980-		130,797-		
016260-0020	SWIMMING LESSONS	167,577-	174,919-	182,577-	234,000-	113,150-		234,000-		
016260-0021	WATER AEROBICS/ FITNESS	1,992-								
016260-0025	MISC USER FEES	234-	137-	157-		108-				
016260-0030	ANNUAL POOL PASSES - IN TOWN	91,548-	104,045-	105,403-	135,497-	93,529-		140,000-		
016260-0031	DAILY POOL PASS - IN TOWN	80,555-	65,838-	64,944-	110,950-	40,304-		110,950-		
016260-0034	DAILY POOL PASS - SERVICE DI									
016260-0035	ANNUAL POOL PASSES - COUNTY	192,459-	211,280-	236,066-	280,070-	199,595-		280,000-		
016260-0036	DAILY POOL PASS - COUNTY	99,612-	100,213-	109,826-	139,250-	64,561-		139,250-		
016260-0037	ANNUAL POOL PASS - OTHER	37,385-	41,983-	40,415-	49,900-	39,411-		60,000-		
016260-0038	DAILY POOL PASSES - OTHER	69,389-	66,038-	73,833-	87,060-	46,898-		87,060-		
016260-0040	FTNESS CLASSES	12,228-								
016260-0041	FTNESS/ WELLNESS CLASSES									
016260-0042	EXERCISE CLASSES	38,250-	81,197-	87,334-	55,772-	69,644-		80,000-		
016260-0043	DANCE CLASSES									
016260-0044	MISCELLANEOUS CLASSES	16,601-	250							
016260-0046	SUMMER CAMP	542-								
016260-0050	INJURY & REHAB PREVENTION									
016260-0060	BIRTHDAY PARTIES	52,033-	46,660-	49,796-	60,000-	34,025-		60,000-		
	--TOTAL DEPARTMENT--	968,647-	1,012,387-	1,068,087-	1,290,499-	783,534-		1,330,057-		

		----- Prior Years -----			----- FY/2014 Current Year -----		----- FY/2015 Budget Year -----			
		Revenue	Revenue	Revenue	Amended	Actual On	Projected	Department	FY/2015	Budget Year
		FY/2011	FY/2012	FY/2013	Budget	2014/03	Revenue	Request	WARRENTON	Adopted
									Recommends	Budget
016360	** CHARGE SERVICES - EVENTS									
016360-0005	SPECIAL EVENT CHARGES	3,560-	2,615-	665-	4,000-					
016360-0020	BABYSITTING	2,352-	2,495-	2,883-	2,500-	1,717-		2,500-		
016360-0040	FACILITY - SWIM MEETS	28,422-	28,557-	26,290-	28,500-	44,910-		35,000-		
	--TOTAL DEPARTMENT--	34,334-	33,667-	29,838-	35,000-	46,627-		37,500-		
016460	** CONCESSIONS **									
016460-0010	CONCESSIONS/VEND - INDOOR	6,822-	12,942-	3,888-	5,700-	4,557-		5,700-		
016460-0020	CONCESSIONS - OUTDOOR									
	--TOTAL DEPARTMENT--	6,822-	12,942-	3,888-	5,700-	4,557-		5,700-		
TOTAL - ** CHARGES FOR SERVICES **		1,013,203-	1,064,492-	1,106,255-	1,334,999-	837,021-		1,377,607-		
017000	** RETURNS & ALLOWANCES **									
017000-0010	RETURNS & ALLOWANCES									
018030	** RECOVERIES & REBATES **									
018030-0001	RECOVERIES & REBATES	154-		2,509-						
	--TOTAL DEPARTMENT--	154-		2,509-						
018990	** MISCELLANEOUS REVENUE **									
018990-0001	MISCELLANEOUS REVENUE	1,138-	90-	125-						
018990-0051	SPONSORSHIPS	42,880-	63,037-	107,000-	70,000-	33,995-		70,000-		
	--TOTAL DEPARTMENT--	44,018-	63,127-	107,125-	70,000-	33,995-		70,000-		
TOTAL - ** RECOVERIES & REBATES **		44,172-	63,127-	109,634-	70,000-	33,995-		70,000-		
022010	** NON-CATEGORICAL AID **									
024040	** CATEGORICAL AID **									
024040-0001	GRANT REVENUE		1,500-							
	--TOTAL DEPARTMENT--		1,500-							
TOTAL - ** CATEGORICAL AID **			1,500-							
041000	** NON-REVENUE RECEIPTS **									
041000-0001	PROCEEDS FROM INDEBTEDNESS									
041000-0002	PREMIUM ON BOND ISSUE									
041050	** TRANSFERS & RESERVES **									
041050-0001	TRANSFER FROM ENCUMBRANCES				58,024-					
041050-0610	TRANSFER FROM DATA PROCESSIN									
041050-9100	TRANSFER FROM GENERAL FUND	984,737-	936,208-	670,395-	973,316-			1,047,847-		
041050-9101	TRSF GF - RSV CONT									
041050-9301	TRANSFER FROM CAPITAL PROJEC									

	----- Prior Years -----			----- FY/2014 Current Year -----			----- FY/2015 Budget Year -----		
	Revenue FY/2011	Revenue FY/2012	Revenue FY/2013	Amended Budget	Actual On 2014/03	Projected Revenue	Department Request	WARRENTON Recommends	Adopted Budget
** TRANSFERS & RESERVES **									
041050-9501									
041050-9502									
041050-9610									
041050-9998				229,381-			179,995-		
041050-9999									
	984,737-	936,208-	670,395-	1,260,721-			1,227,842-		
TOTAL - ** NON-REVENUE RECEIPTS **									
	984,737-	936,208-	670,395-	1,260,721-			1,227,842-		
TOTAL FOR FUND									
	2,042,639-		1,886,738-		871,237-		2,675,749-		
		2,065,706-		2,666,020-					

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, Sam Tarr, 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 FY2014	Proposed FY2015	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 proposed FY2015 budget for Maintenance Fields is \$36,180. The FY2015 budget is a decrease of \$84 from the FY2014 amended 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 Years -----		----- Current Year -----		--FY/2015 Budget Year ----			
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
071200	** MAINTENANCE - FIELD **								
071200-1100	WAGES - FULL TIME								
071200-1200	WAGES - OVERTIME								
071200-1300	WAGES & EXTRA HELP								
	..PERSONAL SERVICES....								
071200-2100	FICA EXPENSE								
	..EMPLOYEE BENEFITS....								
071200-3100	PROFESSIONAL SERVICES								
071200-3310	CONTRACTUAL REPAIRS & MAINTENANCE		92						
071200-3320	MAINTENANCE CONTRACTS	12,287	11,082	19,290	6,394		19,290		
	..PURCHASED SERVICES...								
071200-5308	GENERAL LIABILITY INSURANCE								
071200-5410	LEASE OF EQUIPMENT	2,442	4,021	5,340	2,230		5,340		
	..OTHER CHARGES.....								
071200-6003	AGRICULTURAL SUPPLIES	530	634	2,000			2,000		
071200-6007	REPAIRS FACILITY		243	3,334	2,591		1,000		
071200-6032	REPAIRS - PARKING LOTS	649	494	500	210		750		
071200-6099	MATERIALS & SUPPLIES	1,704	7,509	5,800	2,724		7,800		
	..MATERIALS & SUPPLIES.								
	--SUB TOTAL--	17,612	24,075	36,264	14,149		36,180		
	--TOTAL--	17,612	24,075	36,264	14,149		36,180		

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 FY2015 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 FY2015.

Warrenton Caboose:

A vintage 1969 Norfolk and Western steel cupola 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 seven 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.

		----- Prior Years -----		----- Current Year -----			--FY/2015 Budget Year ----	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Adopted
		-----	-----	-----	-----	-----	-----	-----
071300	** CONTRIBUTIONS - P&R **							
	..PERSONAL SERVICES....							
071300-5690	CONTRIBUTION - BOYS & GIRLS	10,000	10,000	10,000	7,500		10,000	
071300-5691	CONTRIBUTION - WARRENTON CAB	1,000	1,000	1,000	750		1,000	
	..OTHER CHARGES.....							
	--SUB TOTAL--	11,000	11,000	11,000	8,250		11,000	
	--TOTAL--	11,000	11,000	11,000	8,250		11,000	

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

Program Description:

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

Manager’s Message:

The proposed FY2015 budget is \$1,598,544 which is an increase of \$31,082 or 2.0% greater than the FY2014 amended 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 FY2014	Proposed FY2015	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 Years -----		----- Current Year -----		--FY/2015	Budget Year	----	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
071400	** MAINTENANCE - AQUATIC CEN								
071400-1100	DIRECTOR PARKS & RECREATION				8,426		51,432		
071400-1103	BUILDING & POOL MAINTENANCE	42,164	46,954	49,361	35,244		52,321		
071400-1104	ASST DIRECTOR PARKS/REC	84,823	92,355	95,756	60,172		52,443		
071400-1300	WAGES & EXTRA HELP								
071400-1301	RECEPTION COUNTER CASHIERS P	113,871	110,397	116,034	85,092		120,675		
071400-1302	AQUATICS SUPERVISORS P/T	58,987	63,087	72,234	53,046		78,000		
071400-1304	LIFEGUARDS P/T	196,366	179,756	206,813	119,540		215,167		
071400-1305	SWIM INSTRUCTOR	70,359	71,805	72,800	39,471		75,712		
071400-1306	MEMBERSHIP/GROUP SALES COORD	14,968	17,487	22,691	13,323		23,599		
071400-1307	FITNESS COORDINATOR	10,476	15,544	16,432	7,595		17,089		
071400-1308	AQUATICS COORDINATOR	15,746	19,479	24,239	12,909		25,209		
071400-1312	FITNESS INSTRUCTORS	86,020	85,626	83,200	70,573		86,528		
071400-1313	MARKETING COORDINATOR	10,362	11,975	16,432	10,738		17,089		
	..PERSONAL SERVICES....								
071400-2100	FICA EXPENSE	54,425	54,169	59,363	39,224		62,368		
071400-2210	VRS RETIREMENT	15,364	17,845	18,590	13,987		20,009		
071400-2300	HEALTH INSURANCE	21,826	27,600	20,853	12,990		16,198		
071400-2301	HEALTH CARE REFORM			380					
071400-2400	LIFE INSURANCE	362	1,658	1,727	1,299		1,859		
071400-2700	WORKERS' COMPENSATION	12,365	14,156	17,943	13,849		16,180		
071400-2860	ACCRUED LEAVE	1,150	10,151						
071400-2899	MISCELLANEOUS BENEFITS	328	116	270	90		252		
	..EMPLOYEE BENEFITS....								
071400-3100	PROFESSIONAL SERVICES		3,750						
071400-3110	LEGAL SERVICES								
071400-3310	CONTRACTUAL REPAIRS & MAINTIE	29,470	26,708	32,400	9,669		32,400		
071400-3320	MAINTENANCE CONTRACTS	23,289	26,952	34,552	12,189		47,046		
071400-3330	JANITORIAL SERVICES	59,324	57,516	63,000	39,712		65,000		
071400-3340	MARKETING & PROMOTION	10,649	16,061	22,000	9,060		22,000		
071400-3500	PRINTING	2,675	2,479	4,000	3,514		4,000		
	..PURCHASED SERVICES...								
071400-4100	DATA PROCESSING	36,346	35,272	49,639	37,992		43,878		
	..INTERNAL SERVICES....								
071400-5110	UTILITIES - ELECTRIC	223,639	227,064	195,000	135,540		204,500		
071400-5120	UTILITIES - GAS	59,803	49,527	71,500	44,221		62,000		
071400-5210	POSTAGE	2,466	1,286	2,500	598		2,500		
071400-5230	COMMUNICATION	393	2,575	800	300		800		
071400-5302	FIRE INSURANCE	24,528	27,102	33,728	26,796		29,500		
071400-5306	SURETY	471	213	265	213		240		
071400-5308	GENERAL LIABILITY INSURANCE								
071400-5410	LEASE OF EQUIPMENT	598	1,971	2,000	1,160		2,000		
071400-5510	TRAVEL	708	430	1,500			1,500		
071400-5540	TRAINING	2,066	1,540	9,500	4,719		4,500		
	..OTHER CHARGES.....								

	----- Prior Years -----		----- Current Year -----		--FY/2015	Budget Year	-----
	Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
	FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
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** MAINTENANCE - AQUATIC CEN							
071400-6001	OFFICE SUPPLIES	7,758	8,667	9,000	7,369	10,000	
071400-6002	SUPPLIES - PROGRAM & RECREAT	29,940	27,710	25,000	14,754	28,980	
071400-6003	SUPPLIES - JANITORIAL/PAPER	11,893	14,993	13,000	9,232	15,000	
071400-6007	REPAIRS BUILDINGS & GROUNDS	855	2,264	2,000	2,227	2,500	
071400-6008	GASOLINE, GREASE AND OIL		195		65		
071400-6009	REPAIRS TO EQUIPMENT	5,868	12,891	10,000	5,784	10,000	
071400-6011	WEARING APPAREL	1,283	3,888	5,000	3,158	5,000	
071400-6012	DUES & SUBSCRIPTIONS	634	669	500	260	750	
071400-6022	BANK SERVICE CHARGES	16,536	17,158	15,000	12,914	17,500	
071400-6025	CHEMICALS - POOL	30,527	32,526	30,000	22,819	30,000	
071400-6097	MISCELLANEOUS						
071400-6098	REFUNDS & REIMBURSEMENTS	6,198	6,269	5,000	3,536	5,000	
071400-6099	MATERIALS & SUPPLIES	12,814	18,642	19,820	10,714	19,820	
071400-6100	SUPPLIES SUMMER CAMP						
	..MATERIALS & SUPPLIES.						
<hr/>							
071400-8202	FURNITURE & FIXTURES						
071400-8205	EQUIPMENT	7,420	5,100	15,640	8,210		
071400-8207	DATA PROCESSING EQUIPMENT						
	..CAPITAL OUTLAY.....						
<hr/>							
	--SUB TOTAL--	<u>1,418,113</u>	<u>1,471,578</u>	<u>1,567,462</u>	<u>1,024,293</u>	<u>1,598,544</u>	
	--TOTAL--	<u>1,418,113</u>	<u>1,471,578</u>	<u>1,567,462</u>	<u>1,024,293</u>	<u>1,598,544</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 proposed Parks budget for FY2015 of \$63,443 is an increase of \$515 or 0.8% more than the FY2014 budget. 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 proposed budget includes one part-time employee and one seasonal part-time employee to maintain the appearance and safety of all Town parks. Public Works may provide labor for special projects or in the absence of Parks and Recreation personnel.

	Budget FY2014	Proposed FY2015	Change
Full Time	0.00	0.00	0.00
Part Time	2.00	2.00	0.00
Total	2.00	2.00	0.00

		----- Prior Years -----		----- Current Year -----		--FY/2015	Budget Year	----	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
		-----	-----	-----	-----	-----	-----	-----	-----
071600	** MAINTENANCE - PARKS **								
071600-1300	WAGES & EXTRA HELP	26,147	33,603	19,080	14,611		19,843		
	..PERSONAL SERVICES....								
071600-2100	FICA EXPENSE	1,164	1,363	1,460	649		1,518		
	..EMPLOYEE BENEFITS....								
071600-3310	CONTRACTUAL REPAIRS/MAINTENANCE CONTRACTS	14,726	13,485	17,597	7,721		17,597		
071600-3357	RADY PARK MAINTENANCE	4,351	5,699	8,100	667		8,100		
	..PURCHASED SERVICES...								
071600-4200	VEHICLE EXPENSE	7	2,509						
	..INTERNAL SERVICES....								
	--SUB TOTAL--	46,395	56,659	46,237	23,648		47,058		
071600-4200-110	MOTOR POOL LABOR	1,440	864	1,638	1,472		934		
	..INTERNAL SERVICES....	1,440	864	1,638	1,472		934		
	--SUB TOTAL--	1,440	864	1,638	1,472		934		
071600-4200-310	CONTRACTUAL REPAIRS	793		902	1,264				
	..INTERNAL SERVICES....	793		902	1,264				
	--SUB TOTAL--	793		902	1,264				
071600-4200-535	VEHICLE INSURANCE	581	1,130	1,413	988		1,100		
	..INTERNAL SERVICES....	581	1,130	1,413	988		1,100		
	--SUB TOTAL--	581	1,130	1,413	988		1,100		
071600-4200-608	VEHICLE FUEL	1,630	1,987	1,104	1,114		1,700		
	..INTERNAL SERVICES....	1,630	1,987	1,104	1,114		1,700		
	--SUB TOTAL--	1,630	1,987	1,104	1,114		1,700		
071600-4200-609	REPAIR PARTS & TIRES	641	1,250	729	670		1,351		
	..INTERNAL SERVICES....	641	1,250	729	670		1,351		
	--SUB TOTAL--	641	1,250	729	670		1,351		
071600-4200-699	OTHER MOTOR POOL COSTS	321	185	365	316		200		
	..INTERNAL SERVICES....	321	185	365	316		200		
	--SUB TOTAL--	321	185	365	316		200		
071600-5110	ELECTRIC CURRENT	700	786	500	543		500		

		----- Prior Years -----		----- Current Year -----			--FY/2015 Budget Year ----	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends
		-----	-----	-----	-----	-----	-----	-----
							Adopted	Budget
							-----	-----
** MAINTENANCE - PARKS **								
071600-5410	LEASE OF EQUIPMENT	2,109	2,151	1,940	805	_____	2,500	_____
	..OTHER CHARGES.....							
071600-6003	AGRICULTURE SUPPLIES	210	90	1,000	70	_____	1,000	_____
071600-6007	REPAIRS BUILDINGS & GROUNDS	366	1,473	1,500		_____	1,500	_____
071600-6099	MATERIALS & SUPPLIES	4,208	4,523	5,000	1,438	_____	5,000	_____
	..MATERIALS & SUPPLIES.							
071600-8264	PLAYGROUND EQUIPMENT		143	600		_____	600	_____
	..CAPITAL OUTLAY.....							
	--SUB TOTAL--	7,593	9,166	10,540	2,856	_____	11,100	_____
	--TOTAL--	59,394	71,241	62,928	32,328	_____	63,443	_____

Function:	Recreation
Fund:	Parks and Recreation
Department:	Administration

Program Description:

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

Manager’s Message:

The proposed FY2015 budget is \$120,368 which is an increase of \$34,406 or 40.0% greater than the FY2014 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.

		----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year ----			
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
		-----	-----	-----	-----	-----	-----	-----	-----
071700	** ADMINISTRATION **								
071700-1100	DIRECTOR PARKS & RECREATION				5,624		34,140		
071700-1103	BUILDING & POOL MAINTENANCE	14,055	15,518	16,454	11,742		17,440		
071700-1104	ASST DIRECTOR PARKS/REC	29,664	30,783	31,990	20,057		17,481		
	..PERSONAL SERVICES....								
071700-2100	FICA EXPENSE	4,999	3,379	3,706	2,762		5,283		
071700-2210	RETIREMENT	5,121	5,948	6,206	5,199		8,847		
071700-2300	HEALTH INSURANCE	7,074	9,206	6,951	4,912		8,045		
071700-2301	HEALTH CARE REFORM				127				
071700-2400	LIFE INSURANCE	121	553	576	483		822		
071700-2700	WORKERS' COMPENSATION	206	845	1,072	2,578		3,020		
071700-2899	MISCELLANEOUS BENEFITS	77	66	90	60		108		
	..EMPLOYEE BENEFITS....								
071700-3100	PROFESSIONAL SERVICES	30		500			4,725		
071700-3500	PRINTING	750		250	110		250		
071700-3600	ADVERTISING	503	712	750	1,034		750		
	..PURCHASED SERVICES....								
071700-4100	DATA PROCESSING	1,663	1,427	2,271	1,738		2,007		
	..INTERNAL SERVICES....								
071700-5210	POSTAGE	657	548	1,000	428		1,000		
071700-5230	COMMUNICATION	7,027	5,643	5,000	4,711		7,000		
071700-5307	PUBLIC OFFICIALS LIABILITY	2,634	1,261	1,261	1,758		1,950		
071700-5308	GENERAL LIABILITY INSURANCE	2,282	3,807	4,758	4,109		4,500		
071700-5410	LEASE OF EQUIPMENT	3,513	3,143	3,000	2,161		3,000		
	..OTHER CHARGES.....								
071700-8202	FURNITURE & FIXTURES								
	..CAPITAL OUTLAY.....								
	--SUB TOTAL--	80,376	82,839	85,962	69,466		120,368		
	--TOTAL--	80,376	82,839	85,962	69,466		120,368		

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 – outside lighting	\$15,350
Warrenton Aquatic and Recreation Facility – fitness equipment replacement	20,000
Warrenton Aquatic and Recreation Facility – surveillance system enhancements	7,000
Eva Walker Park Restrooms	123,625
Academy Hill Dog Park Master Plan	3,500
Used Vehicle for Parks & Recreation Department	10,000
Trails *	30,000
Total Parks and Recreation Fund Capital Outlay	\$209,475

*As noted in the **DRAFT** Capital Improvements Plan, funding of \$30,000 for Trails projects has been preliminarily identified from reserves related to the deferred Greenway Depot Park project.

Specific details for each line item are provided in the Manager’s Message.

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 (WARF):

- a. Outside Lighting Replacement (\$15,350): Replacement of outdoor bollard lighting in the parking lots and key areas around the WARF.
- b. Fitness Equipment Replacement (\$20,000): This funding is requested to replace certain pieces of fitness equipment at the WARF which have been in service since 2007 and have been subjected to heavy use.
- c. Surveillance System Enhancements (\$7,000): This project includes the technology refresh of several Panasonic Surveillance cameras at the WARF that are aged and provide poor video quality. The newer Panasonic IP cameras will provide improved video quality at key areas at the WARF.

Eva Walker Park:

Restrooms (\$123,625): Per numerous requests from the community, this amount of funding is requested to provide permanent restroom facilities at Eva Walker Park.

Academy Hill Park:

Master Plan (\$3,500): This funding is requested to pursue the preparation of a Master Plan for Academy Hill Park to incorporate a dog park, which is currently unavailable in the Town.

General:

Used Vehicle (\$10,000): A reliable used vehicle is necessary for work performed at various parks and recreation facilities throughout Town. The current vehicle is 16 years old and has been subject to numerous repairs.

Trails (\$30,000): Funding from reserves has been allocated for potential Trails projects as specified in the **DRAFT** Capital Improvements Plan.

		----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year ----			
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
		-----	-----	-----	-----	-----	-----	-----	-----
072000	** CAPITAL OUTLAY **								
	..PERSONAL SERVICES....								
072000-8015	VEHICLE REPLACEMENT						10,000		
072000-8017	LAKE FEATURE		2,802						
072000-8020	CONSTRUCTION - FIELDS								
072000-8105	FURNITURE & FIXTURES - POOL			13,006	12,997		20,000		
072000-8200	PARK ENHANCEMENTS - RADY			8,500					
072000-8204	PARK ENHANCEMENTS - REC COMP			61,330	53,840		22,350		
072000-8207	PARK ENHANCEMENTS - EVA WALK						123,625		
072000-8208	RT 211 ACCESS RD & PARKING								
072000-8209	ACADEMY HILL PARK						3,500		
072000-8210	TRAILS						30,000		
072000-8213	WARRENTON GREENWAY DEPOT PAR			182,555					
072000-8214	LAKE STREAM MITIGATION		460	4,040					
072000-8998	DEPRECIATION EXPENSE	704,166	705,296						
	..CAPITAL OUTLAY.....								
	--SUB TOTAL--	704,166	708,558	269,431	66,837		209,475		
	--TOTAL--	704,166	708,558	269,431	66,837		209,475		

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 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 \$636,739 are budgeted for FY2015.

Principal	\$418,000
Interest	218,449
Administration Fees	<u>290</u>
Total debt service & fees	<u>\$636,739</u>

		----- Prior Years -----		----- Current Year -----			--FY/2015 Budget Year ----		
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
		-----	-----	-----	-----	-----	-----	-----	-----
095100	** DEBT SERVICE **								
	..PERSONAL SERVICES....								
095100-9100	DEBT SERVICE - PRINCIPAL PAY			400,000			418,000		
095100-9105	DEBT SERVICE - INTEREST	403,905	258,098	232,683	136,866		218,449		
095100-9110	DEBT SERVICE - SERVICE CHARG	290	435	290	145		290		
095100-9115	LOAN AMORTIZATION								
095100-9120	DEBT ISSUANCE COSTS		183,769						
	..OTHER USES OF FUNDS..								
	--SUB TOTAL--	404,195	442,302	632,973	137,011		636,739		
	--TOTAL--	404,195	442,302	632,973	137,011		636,739		

		----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year ----			
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
		-----	-----	-----	-----	-----	-----	-----	-----
099100	** TRANSFERS & RESERVES **								
	..PERSONAL SERVICES....								
099100-7005	RESERVE FOR CONTINGENCIES								
099100-7010	TRANSFER TO RESERVES								
099100-7015	TRANSFER TO RETAINED EARNING								
	..PAYMENT TO JOINT OPR.								
TOTAL FOR FUND		2,694,856	2,811,593	2,666,020	1,352,334		2,675,749		

Function: Motor Pool Expenditures

Fund: Motor Pool

Department:

Program Description:

The Motor Pool Fund serves as an “internal service 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 proposed FY2015 budget for the Motor Pool is \$429,635 which is a decrease of \$2,195 or 0.5% less than the FY2014 budget. The increases in the budget are offset by a reduction in wages due to an older mechanic being replaced by an entry level mechanic. Parts and products related to petroleum continue to rise with the petroleum market. The maintenance budget continues serving as a bridge to the deferred equipment replacement scheduled. With the new employee comes energy to repair the vehicles, but that also translated to more repair parts and service items. Fuel costs continue to fluctuate under the current world market influences with petroleum related products, tires and repair parts impacted. Future costs will remain unpredictable beyond the immediate future with increases expected.

The motor pool staff remains at three (3) personnel, which has been the number of personnel since 1998. In the proposed 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 \$64/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 FY2014	Proposed FY2015	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 -----		----- Current Year -----		--FY/2015	Budget Year	----	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department	Town Manager	Adopted
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Request	Recommends	Budget
		-----	-----	-----	-----	-----	-----	-----	-----
012520	MOTOR POOL EXPENDITURES								
012520-1100	SALARIES-MECHANICS	145,481	140,000	146,207	88,816	_____	134,948	_____	_____
012520-1301	WAGES AND EXTRA HELP	6,633	7,684	7,000	5,881	_____	10,000	_____	_____
012520-1302	WAGES - SNOW REMOVAL	303	365	1,200	1,980	_____	1,200	_____	_____
	..PERSONAL SERVICES....								
012520-2100	FICA EXPENSE	11,383	11,152	12,577	7,027	_____	10,989	_____	_____
012520-2210	RETIREMENT	16,441	18,919	19,402	18,371	_____	16,628	_____	_____
012520-2300	HEALTH INSURANCE	17,445	17,644	22,489	18,451	_____	23,618	_____	_____
012520-2301	HEALTH CARE REFORM			185		_____		_____	_____
012520-2400	LIFE INSURANCE	388	1,758	1,802	1,707	_____	1,545	_____	_____
012520-2700	WORKMEN'S COMPENSATION	3,635	3,177		3,716	_____	3,915	_____	_____
012520-2860	ACCRUED LEAVE EXPENSE					_____		_____	_____
012520-2899	MISC. BENEFITS	118	136	294	124	_____	294	_____	_____
	..EMPLOYEE BENEFITS....								
012520-3310	CONTRACTUAL REPAIR/MAINT	79,179	82,876	80,000	67,066	_____	85,000	_____	_____
012520-3320	MAINTENANCE CONTRACTS	4,680	4,680	4,680		_____	4,680	_____	_____
012520-3701	UNIFORM RENTAL	588	630	650	416	_____	650	_____	_____
	..PURCHASED SERVICES...								
012520-4100	DATA PROCESSING	2,376	2,294	3,244	2,483	_____	2,868	_____	_____
	..INTERNAL SERVICES....								
012520-5230	COMMUNICATION	1,267	1,098	1,200	1,063	_____	1,500	_____	_____
012520-5510	TRAVEL			300		_____	300	_____	_____
012520-5540	TRAINING			800		_____	1,500	_____	_____
	..OTHER CHARGES.....								
012520-6008	GASOLINE, GREASE & OIL	8,600	7,120	9,000	6,629	_____	9,000	_____	_____
012520-6009	REPAIR PARTS-EQUIPMENT	66,296	74,609	87,000	84,013	_____	85,000	_____	_____
012520-6011	WEARING APPAREL	182	167	500	160	_____	400	_____	_____
012520-6012	SUBSCRIPTIONS	36	36	100	36	_____	100	_____	_____
012520-6014	AUTOMOTIVE TIRES & TUBES	20,859	24,160	20,000	16,273	_____	22,000	_____	_____
012520-6024	TOOLS	534	2,283	1,200	1,747	_____	1,500	_____	_____
012520-6099	MATERIALS & SUPPLIES	8,377	6,385	10,000	10,038	_____	10,000	_____	_____
	..MATERIALS & SUPPLIES.								
012520-8201	MACHINERY & EQUIPMENT	1,943		2,000		_____	2,000	_____	_____
	..CAPITAL OUTLAY.....								
	--SUB TOTAL--	396,744	407,173	431,830	335,997	_____	429,635	_____	_____
	--TOTAL--	396,744	407,173	431,830	335,997	_____	429,635	_____	_____
TOTAL FOR FUND		396,744	407,173	431,830	335,997	_____	429,635	_____	_____

Function: **Data Processing Expenditures**

Fund: **Data Processing**

Department:

Program Description:

The Data Processing Fund includes all information technology 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 object code based upon the number of network users in that department. Departmental specific data processing costs are shown in the appropriate department's line items of Professional Services or Data Processing Equipment. All proposed programs have been identified by the using department or the Town's network consultants, F1 Computer Solutions, Inc.

Manager's Message:

The FY2015 budget for the Data Processing Fund is \$250,076. This amount is allocated to the using departments based upon the current number of network users at a rate of \$2,868 per year. The FY2015 proposed budget is \$130,333 less than the FY2014 amended budget.

The Town does not employ Data Processing staff. The Town maintains a multi-use, sole source contract for network services and support with F1 Computer Solutions, Inc. based in Warrenton, Virginia. 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, the Town implemented internal service fund accounting to more accurately allocate data processing expenditures across using departments. Beginning in FY2008, data processing costs were allocated on a monthly basis according to the number of network users in the respective department. Similar to the Motor Pool, these charges are reflected in line item 4100 in the using departments.

	FY 2014 BUDGET	FY 2015 BUDGET
Data Processing Fund Estimated Expenditures – Operations	\$233,251	\$202,076
Data Processing Fund Estimated Expenditures – Equipment	\$147,158	\$48,000
TOTAL - DATA PROCESSING	\$380,409	\$250,076

Major Projects for Fiscal Year 2015:

Offsite Backup

This provides for the development and implementation of an offsite data backup solution for the Town’s data. This project is necessary to protect critical data in the event of a disaster.

Technology 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, and speed) hinder the work being done by Town employees. With the end of support for Microsoft Windows XP in April 2014, the Town will have replaced a significant portion of its workstations, such that a workstation refresh for the FY2015 budget will not be necessary. The Town will continue with the server refresh portion of this project in FY2015.

Town Website Update

The FY2014 budget includes a project to update the Town’s website and online payment system. It is anticipated that this project will be underway at year-end and will be carried forward into the beginning of FY2015.

		----- Prior Years -----		----- Current Year -----		--FY/2015 Budget Year --	
		Expenditure	Expenditure	Amended	Actual On	Projected	Department
		FY/2012	FY/2013	Budget	2014/03	Expenditure	Town Manager
							Adopted
							Budget
		-----	-----	-----	-----	-----	-----
012520	** DATA PROCESSING EXPENDITURE						
	..PERSONAL SERVICES....						
012520-3100	PROFESSIONAL SERVICES	97,000	70,489	136,365	60,180		105,000
012520-3310	CONTRACTUAL SERVICES	2,693		500			500
012520-3320	MAINTENANCE CONTRACTS	46,323	37,304	75,126	44,435		76,630
	..PURCHASED SERVICES...						
012520-5230	COMMUNICATIONS	16,885	16,626	17,260	8,195		17,220
012520-5304	EQUIPMENT INSURANCE						
012520-5410	LEASE OF EQUIPMENT						
012520-5510	TRAVEL						
012520-5540	TRAINING						
	..OTHER CHARGES.....						
012520-6001	OFFICE SUPPLIES	3,074	2,051	4,000	1,403		2,726
012520-6012	DUES & SUBSCRIPTIONS		261-				
	..MATERIALS & SUPPLIES.						
012520-8207	DATA PROCESSING EQUIPMENT	41,752	31,622	147,158	127,999		48,000
012520-8998	DP DEPRECIATION EXPENSE						
	..CAPITAL OUTLAY.....						
	--SUB TOTAL--	207,727	157,831	380,409	242,212		250,076
	--TOTAL--	207,727	157,831	380,409	242,212		250,076