



AGENDA

COUNCIL OF THE TOWN OF WARRENTON

WORKSESSION

Monday, April 17, 2017

7:00 PM

1. Call to Order
2. March 17 Financial Statement
3. 2017 DCJS Byrne Grant
4. FY18 Budget Review
5. Adjourn



Town Council Work Session
April 17, 2017
March 17 Financial Statement

ATTACHMENTS:

Description	Type	Upload Date
March 2017 Financials	Cover Memo	4/14/2017

FINANCIAL STATEMENTS

as of March 31, 2017



Department of Finance and Human Resources

Page 1 – Finance Director's Accountability Report
Page 2 – State of Revenues
Page 3 – Statement of Expenditures
Page 4 – Investment Report

Town of Warrenton, Virginia
Finance Director's Accountability Report
March 31, 2017

	March 31, 2016	March 31, 2017
CASH		
On Hand	\$ 2,010	\$ 2,010
Checking Accounts	1,837,581	1,620,887
Money Market Accounts	257,251	302,244
TOTAL CASH IN BANK	<u>2,096,842</u>	<u>1,925,140</u>
INVESTMENTS		
Virginia Local Government Investment Pool	15,661,418	12,751,733
Virginia Investment Pool	-	3,001,638
Virginia SNAP	4,931,414	4,763,272
TOTAL INVESTMENTS	<u>20,592,832</u>	<u>20,516,643</u>
 TOTAL CASH AND INVESTMENTS	 <u>\$ 22,689,674</u>	 <u>\$ 22,441,783</u>
 CASH BALANCES	 \$ 22,689,674	 \$ 22,441,783
General Fund		
Restricted		
Proffers:		
Highland Street Maintenance Proffer	96,405	96,971
Adelphia Cable Proffer	41,000	41,000
Recreation Proffer	173,339	173,339
Academy Hill Park Recreation Proffer	59,500	59,500
Walmart Proffers	180,000	180,000
Poet's Walk Proffer	-	10,000
Other restricted cash	629	21,513
50% Budget Reserve (15% for prior year)	2,218,553	6,437,009
Encumbrances	1,744,514	1,052,202
Water & Sewer Fund		
Restricted	5,235,145	
15% Budget Reserve	827,871	-
Encumbrances	646,514	-
Water & Sewer Operating Fund		
200 Days Budget Reserve	-	3,000,780
Encumbrances	-	325,640
Water & Sewer Capital Fund		5,274,980
Cemetery Perpetual Care	593,916	597,202
Agency Fund	238,668	306,264
Retirement Fund	9,664	9,721
Total Designated Cash	<u>12,065,718</u>	<u>17,586,122</u>
 Total Undesignated Cash Balance	 <u>\$ 10,623,956</u>	 <u>\$ 4,855,662</u>
 General Fund	 6,896,550	 2,487,487
Water/Sewer Fund	3,727,406	-
Water/Sewer Operating Fund	-	2,368,175
	<u>\$ 10,623,956</u>	<u>\$ 4,855,662</u>

Town of Warrenton, Virginia

Comparison of Revenues with Estimates for the Period Ending March 31, 2017

Source of Revenue	Estimate	Realized	% (R)	Unrealized	Prior Year
GENERAL FUND					
General Property Taxes	\$1,229,450	\$831,709	67.65%	\$397,742	\$545,562
Other Local Taxes	6,381,063	3,195,384	50.08%	3,185,679	3,059,093
Permits, Privilege Fees & Licenses	187,100	123,628	66.08%	63,472	145,274
Fines & Forfeitures	180,000	82,952	46.08%	97,048	83,620
Revenue from Use of Money & Property	22,500	52,426	233.00%	(29,926)	25,305
Charges for Services	1,286,588	891,372	69.28%	395,216	867,642
Miscellaneous Revenue	183,200	213,195	116.37%	(29,995)	147,733
Non-Categorical Aid	680,100	371,496	54.62%	308,604	365,086
Categorical Aid	2,302,542	1,956,030	84.95%	346,512	1,927,150
Revenue from Federal Government	335,882	5,498	1.64%	330,384	7,980
Non-Revenue Receipts	918,605	0	0.00%	918,605	0
TOTAL GENERAL FUND	\$13,707,030	\$7,723,689	56.35%	\$5,983,341	\$7,174,445
CAPITAL PROJECTS FUND					
Revenue from the Commonwealth	\$316,896	\$0	0.00%	\$316,896	\$135,789
Transfers	1,175,419	0	0.00%	1,175,419	0
TOTAL CAPITAL PROJECTS FUND	\$1,492,314	\$0	0.00%	\$1,492,314	
WATER & SEWER OPERATING FUND					
Transfer Fees	\$9,000	\$6,160	68.44%	\$2,840	\$7,160
Revenue from Use of Money & Property	154,500	127,524	82.54%	26,976	118,302
Charges for Services	5,193,605	3,825,456	73.66%	1,368,149	2,812,023
Recovered Costs	38,799	3,624	9.34%	35,175	9,904
Miscellaneous Revenue	5,500	11,631	0.00%	(6,131)	8,202
Grant Revenue	0	8,500	0.00%	(8,500)	0
Transfers	20,268	0	0.00%	20,268	0
TOTAL W&S OPERATING FUND	\$5,421,672	\$3,982,895	73.46%	\$1,438,777	\$2,955,591
WATER & SEWER CAPITAL FUND					
Revenue from Use of Money & Property	\$0	\$22,707	0.00%	(22,707)	0
Non-Revenue Receipts	1,391,076	376,267	27.05%	1,014,809	332,019
Transfers	1,240,819	0	0.00%	1,240,819	0
TOTAL W&S CAPITAL FUND	\$2,631,895	\$398,974	15.16%	\$2,232,921	\$332,019
TOTAL ALL FUNDS	\$23,252,912	\$12,105,558	52.06%	\$11,147,354	\$10,462,055
INTERNAL SERVICE FUNDS					
Motor Pool	\$477,401	\$466,126	97.64%	\$11,275	\$300,830
Information Technology	\$360,029	\$180,017	50.00%	\$180,012	\$218,550

Town of Warrenton, Virginia

Comparison of Expenditures with Appropriations for the Period Ending March 31, 2017

Function	Appropriation	Expenditure	% (E)	Unexpended	Prior Year
GENERAL FUND					
Legislative Department	\$163,520	\$101,732	62.21%	\$61,788	\$136,340
Executive Department	211,261	148,951	70.51%	62,310	116,326
Legal Services	187,376	107,847	57.56%	79,529	125,333
Finance Department	532,695	343,596	64.50%	189,099	334,145
Other Organizations	10,040	10,040	100.00%	0	8,579
Electoral Board	0	0	0.00%	0	0
Public Safety	3,756,889	2,732,834	72.74%	1,024,055	2,742,631
Department of Public Works	4,086,464	2,985,302	73.05%	1,101,162	2,429,048
Welfare Social Services	116,937	85,474	73.09%	31,463	90,844
Parks and Recreation	2,043,253	1,396,293	68.34%	646,960	1,286,689
Cultural Enrichment	67,000	54,000	80.60%	13,000	58,022
Community Development	1,018,852	584,731	57.39%	434,122	442,791
Transfers	876,153	0	0.00%	876,153	0
Debt Service	636,590	726,815	114.17%	(90,225)	725,116
TOTAL GENERAL FUND	\$13,707,030	\$9,277,614	67.69%	\$4,429,416	\$8,495,864
CAPITAL PROJECTS FUND					
Capital Outlay	\$623,753	\$380,060	60.93%	\$243,693	\$129,110
Capital Projects	868,561	23,619	2.72%	844,942	369,996
TOTAL CAPITAL PROJECTS FUND	\$1,492,314	\$403,679	27.05%	\$1,088,635	\$499,106
WATER & SEWER OPERATING FUND					
Water Department	\$1,970,674	\$1,298,455	65.89%	\$672,219	\$1,280,905
Wastewater Department	1,762,696	1,179,142	66.89%	583,554	1,145,259
Water/ Sewer Administration	812,422	510,260	62.81%	302,163	553,564
Debt Service	103,119	103,119	100.00%	(0)	88,586
Reserve for Contingencies	0	0	0.00%	0	0
Transfers	772,761	0	0.00%	772,761	0
TOTAL W&S OPERATING FUND	\$5,421,672	\$3,090,975	57.01%	\$2,330,697	\$3,068,314
WATER & SEWER CAPITAL FUND					
Water & Sewer Capital Projects	\$2,631,895	\$375,006	0.00%	\$2,256,890	\$294,953
TOTAL W&S CAPITAL FUND	\$2,631,895	\$375,006	14.25%	\$2,256,890	\$294,953
TOTAL ALL FUNDS	\$23,252,912	\$13,147,274	56.54%	\$10,105,638	\$12,358,237
INTERNAL SERVICE FUNDS					
Motor Pool	\$477,401	\$511,296	107.10%	(\$33,895)	\$329,551
Information Technology	\$360,029	\$248,924	69.14%	\$111,105	\$219,636

Town of Warrenton
Investment Report
Period Ending March 31, 2017

Investment Activity	Beginning of Month	Investments	Redemptions	Investment Income	End of Month
Virginia LGIP	12,751,733	-	-	-	12,751,733
Virginia Investment Pool	2,001,638	1,000,000	-	-	3,001,638
Virginia SNAP	4,759,323	-	-	3,949	4,763,272
Total Investments	<u>\$19,512,694</u>	<u>\$1,000,000</u>	<u>\$0</u>	<u>\$3,949</u>	<u>\$20,516,644</u>

Portfolio Composition & Yield	Cost	Percent	Annual Percentage Yield	Average Remaining Life Days
Virginia LGIP	12,751,733	62.15%	0.89%	N/A
Virginia Investment Pool	3,001,638	14.63%	1.24%	N/A
Virginia SNAP	4,763,272	23.22%	0.93%	N/A
Total Investments	<u>\$20,516,644</u>	<u>100.00%</u>		

Investment Revenue/Average Yield	Last Year	This Year
Interest Revenue Projected	\$17,200	\$18,500
Interest Revenue Received Year to Date	\$25,629	\$75,299
Percentage of Interest Received to Date	149.01%	407.02%
Weighted Average Rate of Return	0.44%	0.95%
Benchmarks:		
182 day US Treasury Bill	0.37%	0.64%
LGIP - effective yield	0.44%	0.89%



**Town Council Work Session
April 17, 2017
2017 DCJS Byrne Grant**

**Agenda Memorandum
Submitted by: Brannon Godfrey, Town Manager**

Discussion:

The Virginia Department of Criminal Justice Services (DCJS) administers the distribution of federal Byrne Grant funds to local law enforcement agencies on an annual basis. The Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. § 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions. The Program provides states and units of local governments with critical funding necessary to support a range of program areas including law enforcement; prosecution and court programs; prevention and education programs; corrections and community corrections; drug treatment and enforcement; crime victim and witness initiatives; and planning, evaluation, and technology improvement programs.

The Town of Warrenton will receive \$1,687 in grant funds to be matched by \$187 from the Town. The Police Department will utilize these funds to supplement its purchase of equipment and training.

Staff recommends that the Finance Committee consider recommending to Council approval of an amendment to the FY17 Budget and appropriation of the grant funds.

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
DCJS Letter and Form	Backup Material	4/14/2017

Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

Byrne Justice Assistance Grant Statement of Award/Acceptance

Subgrantee: Town of Warrenton	Date: March 27, 2017 Grant No: 17-S1100LO16	Grant Period: April 1, 2017– December 31, 2017
Project Director	Project Administrator	Finance Officer
Chief Louis Battle Chief of Police Town of Warrenton 333 Carriage House Lane Warrenton, VA 20186 Phone No: (540) 347-1107	Mr. Brannon Godfrey Town Manager Town of Warrenton P. O. Drawer 341 Warrenton, VA 20188 Phone No: (540) 349-2414	Ms. Stephanie Miller Dir. of Fin. & Human Resources Town of Warrenton 18 Court Street Warrenton, VA 20186 Phone No: (540) 347-1101
TOTAL PROJECT	Federal \$1,687	Subgrantee Cash Match \$ 187
	TOTAL \$1,874	

This grant is subject to all rules, regulations, and special conditions included in this award.

Francine C. Ecker, Director

Please provide the information requested below. See attached instructions for completing the award acceptance. Enter the amount of Federal funds you plan to spend in each category below. The total of Federal funds entered must equal the total of Federal funds awarded in this grant. Please round to the nearest dollar.

Purpose Areas	Federal Amount	Category
1. Law Enforcement		
a. Hiring	\$	# Current Officers _____
b. Overtime	\$	# Officers to Hire _____
c. Equipment:		# Current Support Personnel _____
(1) Traditional Law Enforcement Equipment	\$ 1,687.00	# Support Personnel to Hire _____
(2) Information Technology	\$	Sworn <input type="checkbox"/> Civilian <input type="checkbox"/>
2. Prosecution & Courts	\$	
3. Prevention & Education	\$	
4. Corrections & Community Corrections	\$	
5. Drug Treatment	\$	
6. Planning, Education & Technology Improvement	\$	

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this 12th day of April, 2017.

Signature of Project Administrator:

Title:

Town Manager



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

March 27, 2017

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 786-8732

Mr. Brannon Godfrey
Town Manager
Town of Warrenton
P. O. Drawer 341
Warrenton, VA 20188

Title: Byrne Justice Assistance Grant, 17-S1100LO16

Dear Mr. Godfrey:

The Byrne Justice Assistance Grant Program (JAG) makes federal funds available to localities to help support their efforts to reduce crime and improve public safety. The Department of Criminal Justice Services has been designated to administer a portion of the JAG funds reserved for Virginia and to make those funds available to local units of government. I am pleased to advise you that we are awarding your locality \$1,687.00 in federal funds. With the required local cash matching funds of \$187.00, your total award is \$1,874.00.

Enclosed you will find a *Statement of Grant Award and a Statement of Grant Award Special Conditions*. To indicate your acceptance of the award and conditions, please complete and sign the award acceptance and return it to Janice Waddy, General Administration Manager II, Office of Grants Management, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as they include specific requirements about how the grant funds must be managed once you receive them. We are required to provide the entire federal portion of your award in one distribution. Please refer to the enclosed "Post Award Instructions and Reporting Requirements" for details on how to request funds using our online Grants Management Information System (GMIS). *All financial reports and request for funds must be submitted through GMIS.*

In order to complete the award acceptance, you must also provide information on how your locality will use the awarded federal funds. Instructions are attached.

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please contact Shellie Evers at (804) 678-8993 or by email at shellie.evers@dcjs.virginia.gov.

Sincerely,

Francine C. Ecker
Director

Enclosures

cc: Chief Louis Battle, Chief of Police
Ms. Stephanie Miller, Dir. of Fin. & Human Resources
Ms. Shellie Evers, DCJS Monitor

STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

Byrne Justice Assistance Grant Program

Grantee: Warrenton Town

Grant Number: 17-S1100LO16

Federal Catalog No.: 16.738

Title: Local L. E. Block Grant

Date: March 27, 2017

The following conditions are attached to and made a part of this grant award:

1. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
 - to use the grant funds to carry out the activities subgrantee establishes in the Statement of Grant Award/Acceptance, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
 - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
 - and, to comply with all terms, conditions and assurances attached to this award.
2. The subgrantee agrees to submit such reports as requested by DCJS.
3. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
4. By accepting this grant, the recipient assures that a trust fund will be established in which to deposit grant funds. Any interest gained from the trust fund may be used to add to the Federal award amount. Any interest earned must be spent within the grant period, and on eligible program activities.
5. If these requirements can be met within the recipient's current financial management system, there is no need to establish a separate account.
6. Grant funds are not to be used to purchase, lease, rent, or acquire tanks or armored vehicles, fixed-wing aircraft, limousines, real estate, yachts, consultants, or any vehicle not used primarily for law enforcement.
7. The subgrantee agrees to forward a copy to the DCJS of the scheduled audit of this grant award.
8. All purchases for goods and services must comply with the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to the DCJS.
9. **PROJECT INCOME:** Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
10. The subgrantee agrees that it and all its contractors will comply with the following federal civil rights laws as applicable:
 - Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in the delivery of services (42 U.S.C. § 2000d), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C;
 - The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (42 U.S.C. § 3789d(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;

Statement of Grant Award Special Conditions (Continued)

Grant No: 17-S1100LO16

- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;
 - Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35;
 - Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 54;
 - The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; and
 - The DOJ regulations on the Equal Treatment for Faith-Based Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding for inherently religious activities (28 C.F.R. Part 38).
 - The Juvenile Justice and Delinquency Prevention Act of 1974, as amended, which prohibits discrimination in both employment and the delivery of services or benefits based on race, color, national origin, religion, and sex in JJDPF-funded programs or activities (42 U.S.C. § 5672(b)).
 - Section 1407 of the Victims of Crime Act (VOCA), as amended, which prohibits discrimination in both employment and the delivery of services or benefits on the basis of race, color, national origin, religion, sex, and disability in VOCA-funded programs or activities. (42 U.S.C. § 10604).
11. The subgrantee agrees that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
12. By accepting the accompanying grant award, you are agreeing to submit financial reports during the grant period, as well as a final report to close out the grant. **Financial reports are due no later than the close of business on the 12th working day after the end of the quarter.**
13. Grant funds, including match, must be expended and/or obligated during the grant period. All legal obligations must be liquidated no later than 90 days after the end of the grant period. The grant recipient agrees to supply a final grant financial report and return all unexpended grant funds to DCJS within 90 days of the end of the grant period.
14. **No extensions of the grant period for this award will be permitted.**
15. Prior to DCJS disbursing funds, the Grantee must comply with the following special conditions:
- a) Submit a budget narrative outlining all expenditures.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 786-8732

NOTICE

To: Grants Project Administrator

From: Janice Waddy, DCJS Grants Administrator

Re: Post Award Instructions and Reporting Requirements

PLEASE READ VERY CAREFULLY

☐ **GRANT AWARD AND SPECIAL CONDITIONS:**

Please review your Award and Special Conditions very carefully. *Pay attention to the last Special Condition listed. This Special Condition may require additional documentation from you before grant funds can be released.* Sign and date the grant award acceptance and submit any Special Condition documentation to:

Office of Grants Management
Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

☐ **REPORTING REQUIREMENTS**

By accepting the accompanying grant award, you are agreeing to submit on-line quarterly financial reports for this grant throughout the grant period, as well as final reports to close the grant. **No eligible current recipient of funding will be considered for continuation funding if any of the required Financial reports for the current grant are more than thirty (30) days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

Financial reports are due no later than the close of business on the 12th working day after the end of the quarter. Reports are required even if no expenditures have occurred during the quarter. ***Requests for Funds will not be honored from grant recipients who do not fulfill this reporting obligation.*** A schedule of due dates is attached for your reference. Please retain copies of the schedule for future use and reference.

☐ **FINANCIAL REPORTS**

Refer to our website for submitting financial reports through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. The address is: <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

Paper copies of the Financial Reports are no longer accepted. You are required to use the online system in reporting your expenditures.

☐ **REQUESTING GRANT FUNDS**

Refer to our website for requesting funds through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. *Please note you can access this system using the same password assigned for the online financial reporting system. The address is: <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

You are required to use the online system for requesting fund. Paper copies of the Request for Funds are no longer accepted.

If you have any questions, please contact Beverly Johnson at (804) 786-9055 or by e-mail at beverly.johnson@dcjs.virginia.gov.

**PROJECTED DUE DATES
FINANCIAL REPORTS**

*Reports are due by the 12th working day following the close of the quarter covered in the report.
Financial reports are required even if no expenditures have occurred.*

<i>QUARTER ENDING</i>	<i>DUE DATE</i>
6/30/2017	7/19/2017
9/30/2017	10/18/2017
12/31/2017	1/19/2018
3/31/2018	4/17/2018



Town Council Work Session
April 17, 2017
FY18 Budget Review

ATTACHMENTS:

Description	Type	Upload Date
FY18 Proposed Budget	Backup Material	4/14/2017

Fiscal Year 2018

Town of Warrenton, Virginia Proposed Budget



Office of the Town Manager
Town of Warrenton, Virginia
Fiscal Year 2018

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Section I.

Introduction





MEMORANDUM

TO: Honorable Mayor and Town Council

FROM: Brannon Godfrey, Town Manager

DATE: March 31, 2017

SUBJECT: FY18 Budget Transmittal

When Town Council began its term last summer, it set clear priorities to guide future policy development and funding decisions: Infrastructure, Economic Development and Customer Service. This budget is proposed within the framework of those priorities. It includes a large capital program to upgrade, replace or increase capacity of existing infrastructure in the governmental and utility funds. Investment in capital projects, along with continued support for a Town-focused economic development program, will ensure the growth in the Town's revenue base for the long run. This budget includes new staffing and technological improvements to better and more quickly serve our citizens in keeping with the third priority of Customer Service.

The proposed FY18 General Fund Budget (\$14,553,940) represents a total increase of \$849,461 or 6.2% over the amended FY17 Budget. Most of this increase is due to the transfer of \$1,459,661 for a large capital program, an increase of \$583,508. Excluding the transfer to the Capital Budget, the proposed General Fund operating budget (\$13,094,279) increases by \$265,954 or 2.1% over the amended FY17 and is balanced with existing operating revenues. There are no reserves needed to fund governmental operations in FY18. The proposed General Fund operating budget also does not require an increase in property tax rates, but does include rate increases proposed to the Motor Vehicle License Fee and WARF user charges.

Because of the size of the FY18 General Fund Capital Budget, there is a proposed use of surplus for most of these projects. In 2016, Town Council adopted a Fund Balance Policy which establishes a minimum reserve balance of 50% of the budget and defines "surplus." The proposed one-time capital expenditures in the Capital Budget meet the criteria for use of surplus.

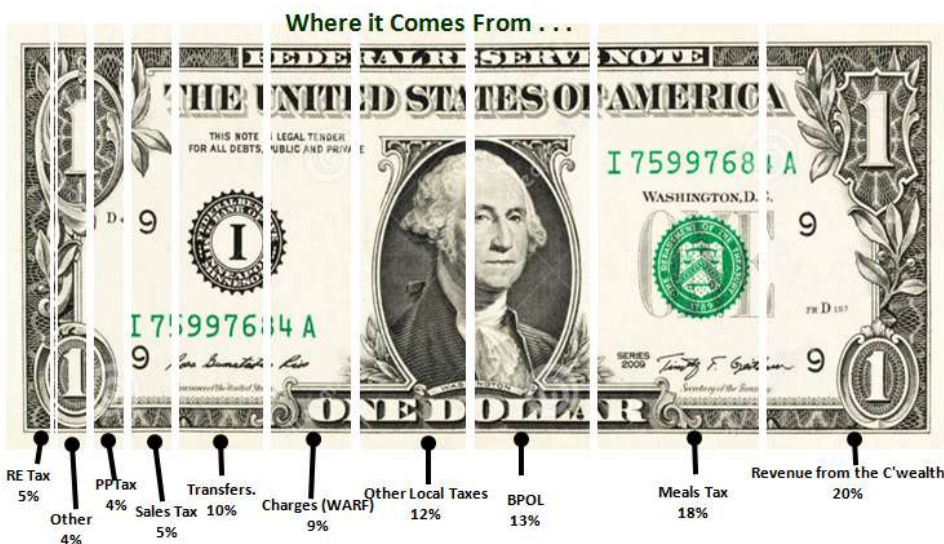
The proposed FY18 Water & Sewer Operating Fund Budget (\$5,562,138) increases by \$140,466 or 2.6% and is balanced with an overall rate increase of 3% on water & sewer use charges. The FY18 Water & Sewer Capital Budget (\$4,790,000) continues an intensive program begun last year to increase system capacity and replace aging infrastructure with a balance of operating revenues and proceeds from debt.

General Fund

Revenues

The overall increase in General Fund Revenue for FY18 is due to sustained growth in the commercial revenue base and a recommended increase in vehicle licenses fees and WARF user fees. Total revenue (less transfers and use of fund balance) increases by \$306,315 or 2.4% over FY17.

Real Estate Taxes: There are no property tax rate increases in the proposed FY18 Budget. Council took a bold step last year to increase the real estate tax rate from 1.5¢ to 5¢ for the purpose of generating additional revenue and shifting some of the General Fund tax burden from businesses to the overall property tax base.



As taxpayers, we pay for most of the cost of General Fund operations when we spend our personal income in Town businesses. Unlike cities and counties that collect most of their General Fund revenue from real estate taxes, the Town taxpayers pay very little for their government services with real estate taxes. Prior to FY17, less than 2% of annual General Fund revenue came from real estate taxes. As a result of the FY17 increase in the Real Estate Tax Rate to 5¢, the revenue now comprises 5.4% of total General Fund revenue. Together with Personal Property Tax and Public Service Tax, the entire Property Tax Revenue category represents only 8.4% of total revenue. The largest source of General Fund revenue by far continues to be business sector revenue – business licenses, meals, sales and lodging taxes. These comprise almost half of General Fund Revenue. State aid for street maintenance and law enforcement makes up the next largest share at 20.2%.

Business Revenue Forecast: The largest amount of General Fund revenue comes from businesses activity – sales tax, meals tax and BPOL revenue – justifying economic development as one of Council's top priorities. I am projecting 2.5% growth in FY18 over the current year actual collections based on a four-year trend. There are no rate increases proposed for these revenues. I am proposing to add an Accounting Technician in the Finance Department in this

budget to more closely audit BPOL and Meals tax filings, remittances and delinquent accounts, which will further increase the revenue in these categories.

- The sales tax revenue increases by \$38,200 over the FY17 Budget to \$724,200. The current year (FY17) actual revenue is on pace for \$705,000.
- Meals tax revenue increases by \$146,410 over the FY17 Budget to \$2,568,410. The current year revenue is on pace to top \$2,500,000.
- BPOL revenue increases by \$142,137 over the FY17 Budget to \$1,910,800. However, based on actual FY16 (\$1,851,068) and a conservative 1% growth projected for FY17, the FY18 growth rate of 2.5% is still conservatively projected

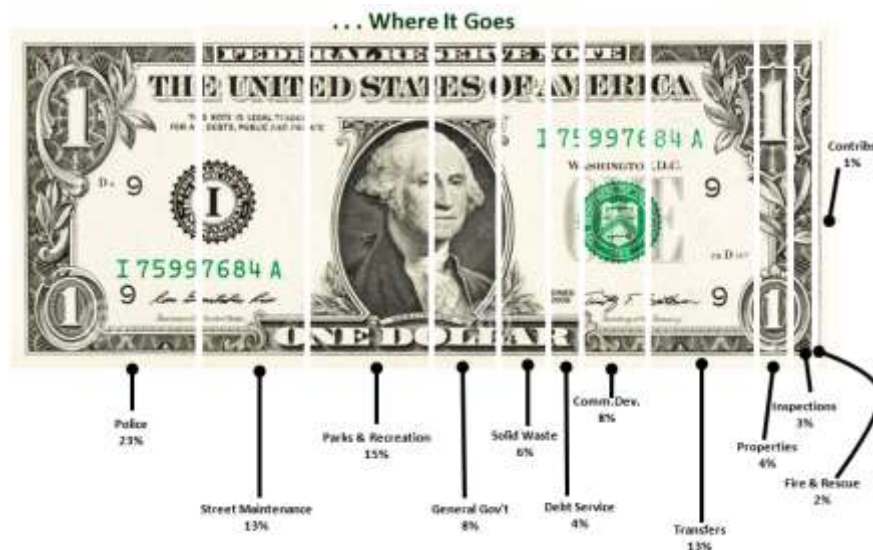
Vehicle License Fees: We discontinued the requirement to purchase a decal as proof of payment of the Motor Vehicle License Fee for FY17. In order to include payment of the License Fee with the Personal Property Tax bill, we had to forego an entire fiscal year's revenue to synchronize the billing cycles. The Motor Vehicle License Fee will be added to each Personal Property Tax bill issued this Fall and due and payable by December 15, 2017. The proposed FY18 Budget recommends increasing the Motor Vehicle License fee from \$15 to \$25 per vehicle and from \$10 to \$20 for motorcycles. This will generate an additional \$70,000 over the amount collected in FY16, and will be equal to the Fauquier County rates.

WARF Revenue Forecast: We increased the fees for use of the WARF in FY17 by 5%, the first rate increase in many years. The revenue collections for the current year reflect this increase, and we are on pace to meet the revenue forecast. This was an initial step toward the charge increases in the 2012 LERN Network analysis, but still far from the recommended rates. This budget includes a second 5% rate increase, and the proposed revenue of \$1,344,872 reflects the increase.

Transfer to Capital Projects: The proposed budget recommends an appropriation of \$1,449,750 from unassigned fund balance for the capital projects in the first year of the CIP. Because we are not financing any of the governmental capital projects with debt, they are all funded from General Fund operating revenues, VDOT Revenue Sharing funds, and surplus. After reserving the 50% policy requirement, there is currently \$4.1 Million in unassigned fund balance available for capital projects, according to the Fund Balance Policy.

Expenditures

General Fund operating expenditures (less transfers) are proposed to increase by 2% or \$265,954. The governmental functions of public safety, public works, recreation, community



development and administration comprise 82% of all General Fund expenditures. Most of the operating increase is attributable to new or upgraded staff positions.

Personnel: Our largest expenditure category is personnel – the 112 full-time and 200 part-time and seasonal employees who carry out the mission

and services of the Town. In 2015, Council approved comprehensive increases to pay based on a comparative compensation study. This budget proposes to sustain competitive pay by continuing merit-based pay increases. Employees are evaluated annually and are eligible for a 0 – 5% pay increase based on their performance rating. An average 3% increase is included in the salary line items of each department to account for performance increases.

Customer service is one of the three priorities of Town Council. This budget proposes to add three (3) new full-time positions, upgrade four (4) existing part-time positions to full-time status, and add one (1) new part-time position to more effectively deliver services to citizens. In total, these amount to \$386,927 in new salaries and benefits expenditures.

- A full-time Executive Assistant in the Town Manager's office will complement the part-time Executive Assistant/Town Clerk (salary of \$49,217 plus benefits of \$24,751). This position will provide full-day availability to citizens for general inquiries, serve as a source for Town information and maintain administrative, clerical and scheduling support for the Town Manager and Council. With the implementation of the Council committee system, there are now many more meetings for which to prepare and assemble information for publishing agendas and minutes. Further, as many of the policies and recommendations progress through various committees to the full Council, there is a need produce draft minutes in a short turnaround for review. Also, the Planning Commission and ARB hold work sessions with greater frequency. These minutes are currently taken

by part-time Permit Technicians, which takes time away from their regular duties of timely processing permits and providing information.

- A full-time Accounting Technician in the Finance Department (salary of \$36,727 plus benefits of \$22,051) to administer tax and delinquent tax collection. This is currently a shared responsibility by several members of the Finance staff. Having a full-time Accounting Technician dedicated to auditing with the responsibility of auditing BPOL, meals and lodging tax filings, remittances and delinquent accounts will assure more complete and equitable tax collection.
- A part-time Parking Enforcement Officer in the Police Department (compensation of \$29,000 plus \$2,119 in benefits) to ensure the availability of accessible customer and visitor parking. Currently we enforce parking in Old Town with existing Police Officers as available; we have not had dedicated parking enforcement staff in several years. This position does not need to be a certified law enforcement officer. Including this position in the budget is a major step toward active parking management of the timed spaces on public streets and parking lots in the core of Old Town by moving the long-term parkers, employees and government staff to the periphery.
- Replace one part-time and one seasonal Parks Maintenance Technicians with one full-time Parks Maintenance Technician in the Parks & Recreation Department for an increase of \$22,710 in salary and benefits. With growth in park patronage and increasing demand for routine repair and facility maintenance, there is a year-round need for a maintenance technician. The low pay and hours for the part-time and seasonal positions results in frequent turnover in those positions. We believe a single full-time position will attract a better pool of applicants and result in improved staffing reliability.
- Upgrade the part-time Aquatics Coordinator to full-time in the Parks & Recreation Department for an increase of \$10,680 in salary and \$19,933 in benefits. This position was requested in the FY17 budget but not funded. The Coordinator is responsible for: scheduling approximately 50 lifeguards, 10 Aquatics Supervisors and Head Guards, and 20 Water Safety Instructors; teaching certification classes for the facility, including CPR, Lifeguarding, Coaches Safety training, and Water Safety Instructor training; year-round in-service training for all staff; preparation of payroll spreadsheets; and designing the offerings for the swim lesson program.
- Add a Planner position in the Department of Community Development (salary of \$70,000 and benefits of \$28,819) to expedite the processing land use applications for compliance with the zoning code, code enforcement and zoning interpretations. The Town eliminated the Zoning Administrator position during the most recession when the need for zoning interpretations and enforcement declined with the development activity. The function of Zoning Administrator is currently performed by the Director and contract planner.
- Upgrade one of the part-time Permit Technicians in the Community Development Department to full-time for an increase of \$14,776 in salary and \$19,363 in benefits. The

full-time Permit technician was downgraded during the recession to a job-share arrangement between part-time staff. The current demand on staff requires a full- plus a part-time position to provide complete coverage of the permit desk during business hours as well as to provide support in the preparation of Planning Commission and ARB minutes and agendas.

- Upgrade of the part-time Municipal Separate Storm Sewer Permit (MS4) Coordinator to full-time in the Public Works Department for an increase in salary of \$14,983 and benefits of \$21,798. With each year of the Virginia Stormwater Management Program, there are increasing enforcement efforts required as part of the Town's MS4 permit, including developing the Total Maximum Daily Limit (TMDL) Action plan for nutrient removal.

Other Operational Expenditures: The Town continues to make strides in the use of technology for improved customer service and public access to Town government information. During the last year, we have improved the Council Chamber with video presentation screens, initiated electronic agenda packets, and increased the use of mobile devices by Council, appointed officials and staff.

This proposed General Fund budget includes funds to implement the following new technology initiatives:

- Police Computer Equipment & Software – Portable parking ticket writer (\$15,000) to photograph, time stamp, print tickets and connect in real-time to database and online payment systems. This replaces the need to physically chalk tires and reduces the “back-end” time and effort to verify scofflaws, process tickets, payments and follow-up on delinquent charges which were previously performed with manual processes.
- Planning Maintenance Contracts - \$50,000 to fully integrate our GIS with Fauquier County GIS and its superior information layers and applications. This will enable our Inspectors to immediately access approved plans and permits on-site.
- Planning Professional Services - \$75,000 for digitization of building and land development files. Replacing paper copies with electronic files will not only free up valuable storage space, it will facilitate access to public documents for staff and citizens.

Other key operational expenditures proposed in the General Fund include:

- Contribution to WVFC – The Fire Department requested an increase of \$50,000 for operational funding to \$150,000. Correspondingly, the WVFC did not request funding this year for apparatus or other capital equipment, as they have over the past two fiscal years.
- Planning - Comprehensive Plan Update – \$170,000. The Town took advantage of grants and in-kind support to complete the walkability audit, trails plan update, complete streets plan and urban development area designation in FY17, but the selection process for

general consultant was delayed to the end of the fiscal year. Most of this work and incurred expense will therefore occur in FY18.

- Public Works General Properties - \$25,000 for one year rent plus one-time start-up costs for network and telephone connectivity and furnishing space for the Economic Development Manager and to expand the space needed for Planning and Utilities staff in Town Hall.

Capital Improvements: The proposed budget includes a transfer of \$1,459,661 from the General Fund to the CIP Fund for capital projects. This is an increase of \$583,508 over the amended FY17 Capital Budget.

This is an ambitious capital program year for the General Fund, which is consistent with Council's priority to invest in Infrastructure. It is funded primarily from unassigned fund balance and \$71,500 in VDOT Revenue Sharing funds. The total Capital Budget of \$1,531,161 includes:

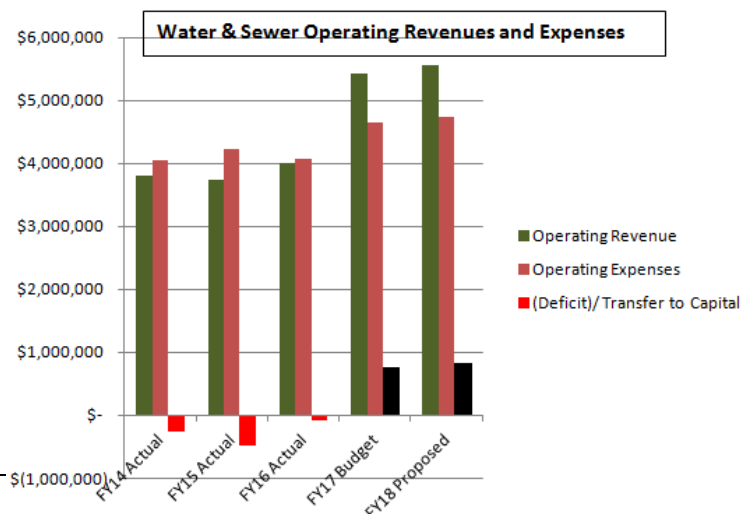
- \$75,000 for permit tracking software to replace the existing out-of-date, unsupported software in Inspections
- \$641,770 for replacement Police and Public Works Department vehicles and equipment; Parks & recreation equipment; and public safety radio system upgrades
- \$814,391 for traffic signal improvements at the Blackwell/Lee Hwy. intersection; sidewalk projects at Franklin Street and at Gold Cup Drive; park improvements at Rady park and Eva Walker Park, roof and facility repairs at the WARF

Water & Sewer Operating Fund

Total Water & Sewer Operating Fund Budget totals \$5,562,138, which is an increase of 2.6% or \$140,466 over FY17.

Revenues

As a result of the rate increases implemented in FY16 and FY17, there is no longer a need to budget the use of reserves for operating costs. In FY17, operating revenues began to cover current operations as well as provide an ongoing portion of capital projects funding. The FY18 Budget includes a rate increase as recommended by the 2015 Water & Sewer Rate Study to ensure that this trend continues.



Based on the recommend rate increase, the monthly bill for an average residential user of 5,000 gallons/month will increase \$1.51 (a 2.71% increase). For the minimum residential consumer (up to 2,000 gallons/month), the monthly bill will increase by 16¢, or 0.93%.

Water and sewer consumption charges total \$5,348,138 and account for 96.2% of all FY18 Operating Fund revenue. The remainder of operating revenue is collected in permit charges, installation fees and miscellaneous revenue.

Expenses

There are six categories of water and sewer operating expenses: meter reading, water treatment, water and wastewater distribution and collection lines, wastewater treatment, debt service and administration. These total \$5,562,138, which is a 2.6% increase over FY17 operating expenses.

Water & Sewer Capital Fund

The proposed FY18 Water & Sewer Capital Fund totals \$4,790,000.

Revenue

Capital Fund Revenue for FY18 comes primarily from three sources: Connection Fees (\$850,000), debt proceeds (\$3,103,667) and transfer from the Water & Sewer Operating Fund (\$824,176).

Capital Improvements

Water and Sewer Capital Improvements in FY18 are accounted for in a separate Capital Fund. This accounting keeps the revenue from availability fees and bond proceeds separate from operating revenue. Much of this capital program will be financed, as noted above, from the proceeds of the June 2016 borrowing, which took advantage of low fixed borrowing rates and spread out the capital costs for ratepayers to the life of the improvements.

Consistent with Council's priority on Infrastructure, the proposed Capital Budget builds on the momentum begun last year to optimize system capacity with three major projects: construction of a new chemical feed building and equipment at the Water Treatment Plant, I&I abatement to regain wastewater treatment capacity, and replacement of the rotating biological contactors (RBC) equipment with more efficient Moving Bed Biological Reactor (MMBR) equipment at the Wastewater Treatment Plant.

The following is the complete list of FY18 capital projects and equipment, which are funded with a combination of cash and debt proceeds:

- \$850,000 Water Treatment Plant Upgrade – new chemical building
- \$800,000 Inflow & Infiltration abatement
- \$3,000,000 WWTP Upgrades – RBC Replacement
- \$25,000 Trailer-mounted emergency generator (50%)
- \$28,000 WTP vehicle replacement
- \$33,000 Transmission & Distribution vehicle replacement
- \$54,000 Equipment shed for flusher truck & trailers

Motor Pool Fund

This is an Internal Service Fund for which costs of all departmental vehicle maintenance is allocated to the General Fund and Water & Sewer Operating Fund. The FY18 Revenue from these allocations totals \$473,307, which is decrease of 0.8% from FY17.

Information Technology Fund

This is also an Internal Service Fund for which costs of all departmental computer hardware and software maintenance and purchases is allocated to the General Fund and Water & Sewer Operating Fund. The FY18 Revenue from these allocations totals \$367,970, which is an increase of 2.2% from FY17. The cost of contract IT support will decrease by \$40,000 in FY18 with the change in service provider; however there is a corresponding increase in the purchase of upgraded computer equipment, resulting in a total increase of 2.2% or \$7,941 over FY17.

SUMMARY

The Budget is intended to be a policy document, financial plan and operations guide for the upcoming fiscal year. It provides the resources for the Town to accomplish its mission while adhering to a strong tradition of conservative fiscal management.

The recommended budget is the product of many hours of planning by our Management Team, including Community Development Director Brandie Schaeffer, Parks & Recreation Director Margaret Rice, Economic Development Manager Heather Stinson, Police Chief Lou Battle, Fire Chief Jason Golden and Public Works & Utilities Director Bo Tucker. I am especially thankful for the effort and expertise of Stephanie Miller, Director of Finance and Personnel, and all of her Finance Team, without whom this document or its implementation throughout the year would not be possible.

This is the Town Manager's *recommended* FY18 Budget – there is still work to be done before it is truly a policy document adopted by Town Council. The Town staff and I look forward to working with you in the coming weeks to shape it into its final form.

COMBINED BUDGET SUMMARY

The following provides a summary of the Proposed Budget for Fiscal Year 2017-2018 across all appropriated funds compared to the Amended Budget for Fiscal Year 2016-2017. Greater detail is provided for the General Fund, followed by summary totals for the other funds. Transfers between funds are deducted in order to show the total estimated revenues and appropriations. Revenues and Sources of Funds are shown on this page and Expenditures and Uses of Funds are shown on the next page. The total increase compared to the current year amended budget is \$2,620,474, or 11.7%.

TOTAL ESTIMATED REVENUES – ALL FUNDS

<u>Revenues / Sources</u>	<u>FY 2017</u>		<u>FY 2018</u>		<u>FY 2017-2018</u>	
	<u>Amended</u>		<u>Proposed</u>	<u>Adopted</u>	<u>Change</u>	
					<u>(\$)</u>	<u>(%)</u>
<u>General Fund</u>						
General Property Taxes	\$ 1,229,450	\$	1,279,339	\$	\$ 49,889	4.1
Other Local Taxes	6,381,063		6,882,677		501,614	7.9
Permits & Fees	187,100		191,100		4,000	2.1
Fines & Forfeitures	180,000		210,000		30,000	16.7
Use of Money/Property	22,500		58,500		36,000	160.0
Charges for Services	1,286,588		1,344,872		58,284	4.5
Miscellaneous Revenue	180,650		188,400		7,750	4.3
State Revenue	2,982,642		2,932,802		(49,840)	-1.7
Federal Revenue	335,882		4,500		(331,382)	-98.7
Transfers/Proffers	0		12,000		12,000	0
Use of Fund Balance	918,604		1,449,750		531,146	57.8
General Fund Total	\$ 13,704,479	\$	14,553,940	\$	\$ 849,461	6.2
<u>Other Funds</u>						
Capital Projects	\$ 1,492,313	\$	1,531,161	\$	\$ 38,848	2.6
Water & Sewer Operating	5,421,672		5,562,138		140,466	2.6
Water & Sewer Capital	2,631,894		4,790,000		2,158,106	82.0
Motor Pool	477,403		473,307		(4,096)	-0.9
Information Technology	360,029		367,970		7,941	2.2
Total All Funds	\$ 24,087,790	\$	27,278,516	\$	\$ 3,190,726	13.2
Less Transfers	(1,713,585)		(2,283,837)		(570,252)	33.3
Total Estimated Revenues	\$ 22,374,205	\$	24,994,679	\$	\$ 2,620,474	11.7

TOTAL APPROPRIATIONS – ALL FUNDS

<u>Expenditures / Uses</u>	FY 2017		FY 2018		FY 2017-18 Change	
	<u>Amended</u>		<u>Proposed</u>	<u>Adopted</u>	<u>(\$)</u>	<u>(%)</u>
<u>General Fund</u>						
General Government	\$ 1,104,892	\$	1,226,253	\$	\$ 121,361	11.0
Public Safety	3,754,339		4,064,709		310,370	8.3
Public Works	4,086,464		3,558,619		(527,845)	-12.9
Parks & Recreation	2,043,252		2,189,015		145,763	7.1
Community Development	1,018,852		1,256,193		237,341	23.3
Contributions	183,937		165,892		(18,045)	-9.8
Debt Service	636,590		633,598		(2,992)	-0.5
Transfers	876,153		1,459,661		583,508	66.6
General Fund Total	\$ 13,704,479	\$	14,553,940		849,461	6.2
<u>Other Funds</u>						
Capital Projects	\$ 1,492,313	\$	1,531,161	\$	\$ 38,848	2.6
Water & Sewer Operating	5,421,672		5,562,138		140,466	2.6
Water & Sewer Capital	2,631,894		4,790,000		2,158,106	82.0
Motor Pool	477,403		473,307		(4,096)	-0.9
Information Technology	360,029		367,970		7,941	2.2
Total All Funds	\$ 24,087,790	\$	27,278,516	\$	\$ 3,190,726	13.2
Less Transfers	(1,713,585)		(2,283,837)		(570,252)	33.3
Total Appropriations	\$ 22,374,205	\$	24,994,679	\$	\$ 2,620,474	11.7

BUDGET PROCESS

Fiscal Year 2018 Budget Calendar

DATE	ITEM
OCTOBER 2016	Package of budgetary instructions delivered to Town Departments and Outside Agencies
DECEMBER 31, 2016	Funding requests submitted to Finance Department
JANUARY 2017	Draft proposed budget compiled by Finance and submitted to the Town Manager
FEBRUARY - MARCH 2017	Town Manager's review of draft budgets, studies and reports and preparation of the Proposed Budget
FEBRUARY 28, 2017	Planning Commission Work Session Public Hearing to review the Draft 2018-2023 Capital Improvement Plan for consistency with the Comprehensive Plan
MARCH 21, 2017	Planning Commission Public Hearing – Draft 2018-2023 Capital Improvement Plan
MARCH 31, 2017	Delivery of the Proposed Budget to Council
APRIL – MAY 2017	Work Sessions and Special Meetings held to review the Proposed Budget
MAY 9, 2017	Public Hearing on FY 2018 Proposed Budget
JUNE 13, 2017	Adoption of the FY 2018 Budget
JULY 1, 2017	Beginning of Fiscal Year 2018

Basis of Budgeting, Appropriation and Adjustment Process

Budgets for all funds are adopted on a basis consistent with generally accepted accounting principles, as applied to governmental units. The Town Council adopts an annual appropriations resolution that establishes the funding level for each fund. The legal level of budgetary control is at the department level. The Town Manager is delegated the authority to approve transfers between departments and agencies as long as aggregated appropriations or estimated revenues are not altered at the fund level. Changes to appropriations at the fund level must be approved by the Town Council. All appropriations lapse at the end of the fiscal year. Unfinished projects are subject to review and re-appropriation by the Town Council.

Mission Statement, Action and Values Statement

On August 9, 2016, the Town Council adopted the following Mission Statement and Action and Value Statement to serve as a guide for operations of the Town and the allocation of resources.

Mission Statement

In cooperation with and for Our Citizens, the Mayor, Town Council and the Staff of Warrenton are dedicated to providing public safety, economic opportunity, and quality public services in an attractive, well-planned community with historic character for the benefit, enjoyment and accessibility of all.

Action and Value Statement

To achieve our Mission, we strive to provide high level services in a cost-effective manner; display honesty, respectfulness, and fairness in all relationships; support the health and economic well-being of our citizens and businesses; preserve our historic small-town character; encourage opportunities, services and infrastructure that allow people of all means to live, work and visit here; and address public concerns and opportunities promptly and effectively.

We recognize our Mission can be achieved only by the exchange of information and that through team work we can maintain an environment in which we can maximize our potential.

SUMMARY OF DIFFERENCES BETWEEN PROPOSED BUDGET AND ADOPTED BUDGET

This page will reconcile the proposed budget document to the adopted budget by summarizing changes made during Council Budget Work Sessions to be conducted during April and May 2017.

Key changes made to the budget include:

Section II.

Background

Information



COMMUNITY

Background

The Town of Warrenton is located in the north central Piedmont region of Virginia, approximately 45 miles southwest of Washington, D.C. The Town encompasses 4.5 square miles and is the county seat for Fauquier County. The estimate from the U.S. Census Bureau for Warrenton's population for the year 2013 was 9,862 residents.

History

Warrenton had its origin at the junction of the Falmouth-Winchester and Alexandria-Culpeper roads, where a trading post known as the Red Store was established. At the time of the Revolution a settlement had begun, and by 1790 the first courthouse was built, a jail was erected and an academy named for General Joseph Warren, a Revolutionary War hero, was founded. Richard Henry Lee donated 71 acres of land for the county seat, which was incorporated as the Town of Warrenton in 1810.

By the 1850's a railroad reached the town, which boasted several churches, thriving mercantile establishments, a weekly newspaper, and one or two schools, however, for well over a century the town grew slowly, being chiefly the trading center for a rural area and a place of residence for merchants, county officials and professionals. Early on, it achieved a reputation for its salubrious climate and pleasant social life.

During the Civil War, the town was near the scene of battles and skirmishes during which the churches and schools were used as hospitals, frequently occupied by Federal troops. Warrenton was the object of raids by Colonel John S. Mosby, known as the "Gray Ghost," who later made his home here and practiced law in the California Building across Court Street. A monument to Mosby stands beside the Old Courthouse. He is buried in the Warrenton cemetery. Duvall Goldsmith, inventor of the coffee percolator, was a local citizen, as was William "Extra Billy" Smith, who was twice Governor of Virginia.

There have been seven courthouses in Warrenton, the Fauquier County seat. Since 1795, four have stood on the same site on Main Street as the existing Old Courthouse built in 1890. Fire destroyed some of the earlier structures. The present Circuit Courthouse, usually called the "new" courthouse by local residents, opened in 1974 as a legal-office complex. It is located on Culpeper Street, adjacent to the Warren Green Hotel. The Warren Green Hotel is used as office space by Fauquier County Government. The Old Courthouse still houses the General District Court.

Town Government

The Town of Warrenton is organized under a Council-Manager form of government. The Town Council is comprised of a Mayor, one member from each of the Town's five Wards, and two at-large members. The Mayor does not vote, except in the case of a tie. The Council appoints a Town Manager, who serves at the pleasure of Council and is charged with managing the day-to-

day operations of the Town. Also appointed are the positions of Town Attorney and the Town Recorder.

Towns in Virginia have overlapping tax districts with the Counties in which they are located. Town residents pay property taxes to both the County and the Town. Town residents enjoy the services provided by Fauquier County and receive additional services from the Town, such as refuse collection, police protection, street and sidewalk maintenance, planning and zoning and parks and recreation facilities.

PRINCIPAL OFFICIALS

~ ELECTED OFFICIALS ~

Town Council

Powell Duggan, Mayor

Linda “Sunny” Reynolds, Vice Mayor, At Large

Sean Polster, At Large

Jerry Wood, Ward 1

Alec P. Burnett, Ward 2

Brett A. Hamby, Ward 3

Bob Kravetz, Ward 4

Kevin T. Carter, Ward 5

~ APPOINTED OFFICIALS ~

Town Manager

Brannon Godfrey

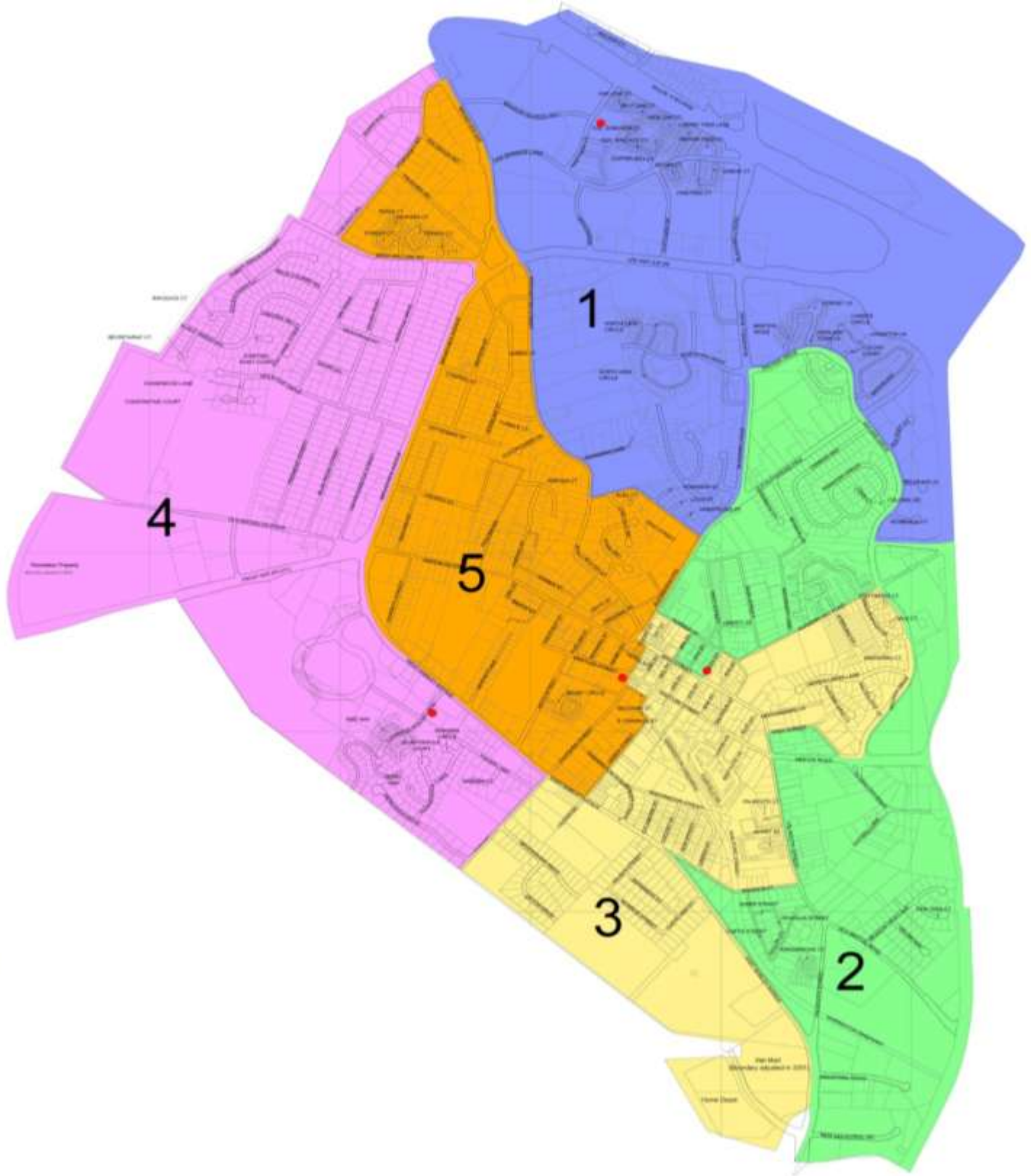
Town Attorney

Whitson W. Robinson

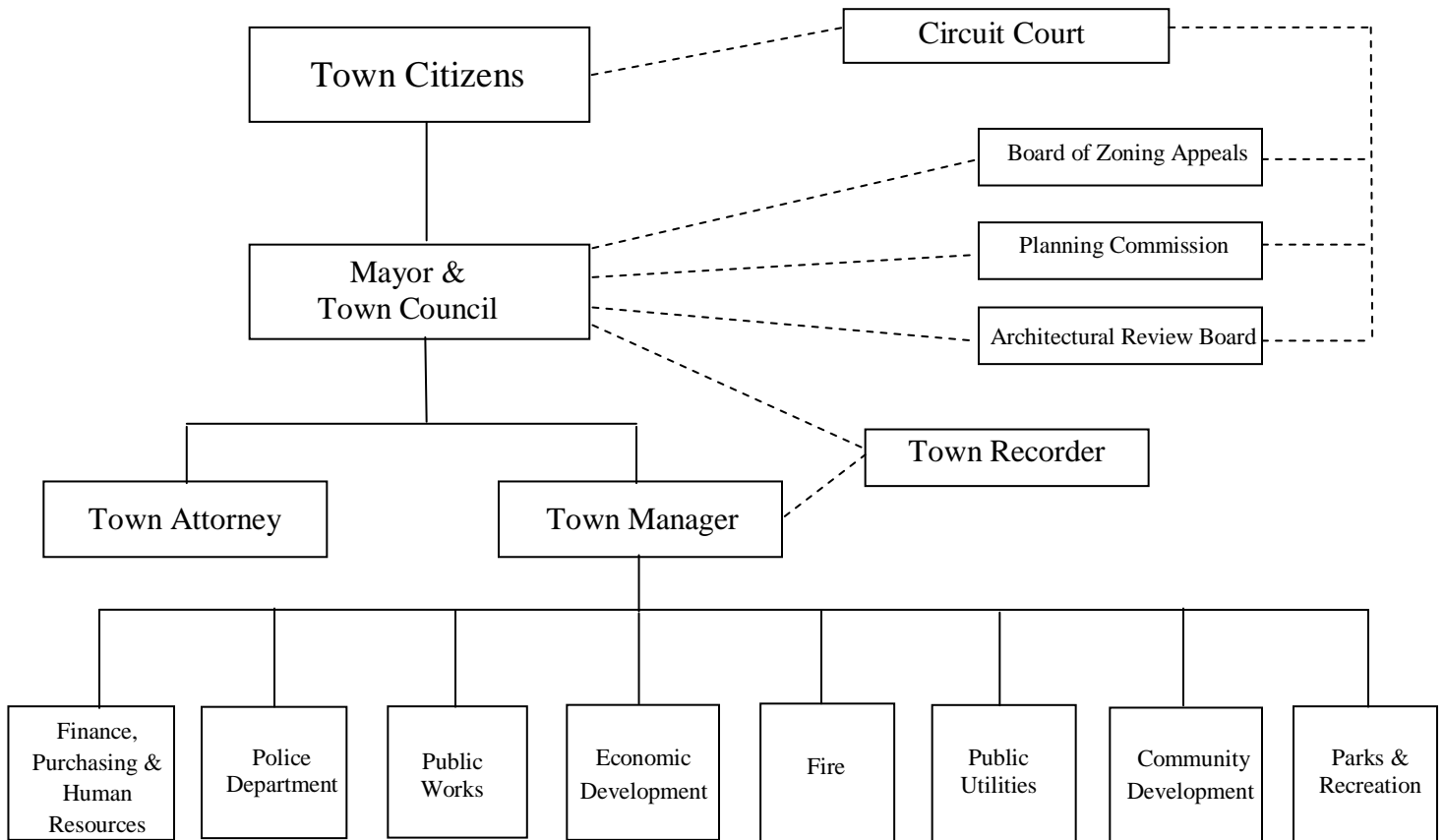
Town Recorder

Evelyn Weimer

WARD MAP



ORGANIZATIONAL CHART



FUND STRUCTURE & USES

The Town of Warrenton's financial system is organized into funds. These funds can be broken down into two major types: governmental and proprietary funds

GOVERNMENTAL FUNDS

Governmental funds focus on current financial resources and use the modified accrual basis of accounting. Revenue is recognized when determined to be collectible within the period, and liabilities are recorded when incurred. The Town of Warrenton has three governmental funds, described in more detail below.

General Fund

This is the government's primary operating fund. This fund accounts for all tax revenues and expenditures such as general government administration, public safety, public works, planning and community development, and parks and recreation.

Capital Projects Fund

This fund accounts for capital outlay and capital projects approved as part of the Town's Capital Improvement Plan (CIP). The threshold for items included in the current CIP is \$10,000. The CIP process is described in more detail in the program description for the Capital Projects Fund.

Perpetual Care Fund

This fund accounts for assets restricted for care of the Warrenton Cemetery.

PROPRIETARY FUNDS

There are two types of proprietary funds: enterprise funds and internal service funds. These funds use the accrual basis of accounting, similar to private sector businesses. Enterprise funds account for the delivery of goods and services to the public. Internal Service funds account for the delivery of goods and services from one Town department to others on a cost reimbursement basis. The Town has two enterprise funds and two internal service funds, described below.

Enterprise Funds

Water & Sewer Operating Fund - accounts for all revenues and expenses related to water production, distribution and sewage treatment. This is a new fund for FY 2017. Previously, operating and capital were combined in one fund.

Water & Sewer Capital Fund – accounts for all capital outlay and improvements for the water and sewer utility function. This is a new fund for FY 2017. Previously, operating and capital were combined in one fund.

Internal Service Funds

Motor Pool – accounts for all expenditures for repair and maintenance of Town vehicles and motorized equipment.

Information Technology – accounts for all expenditures related to information technology needs of Town departments.

Note: The Capital Projects Fund and the two Internal Service Funds are combined with the General Fund for purposes of financial reporting in the Comprehensive Annual Financial Report.

Section III.

Budget by Fund



GENERAL FUND

Fund Overview

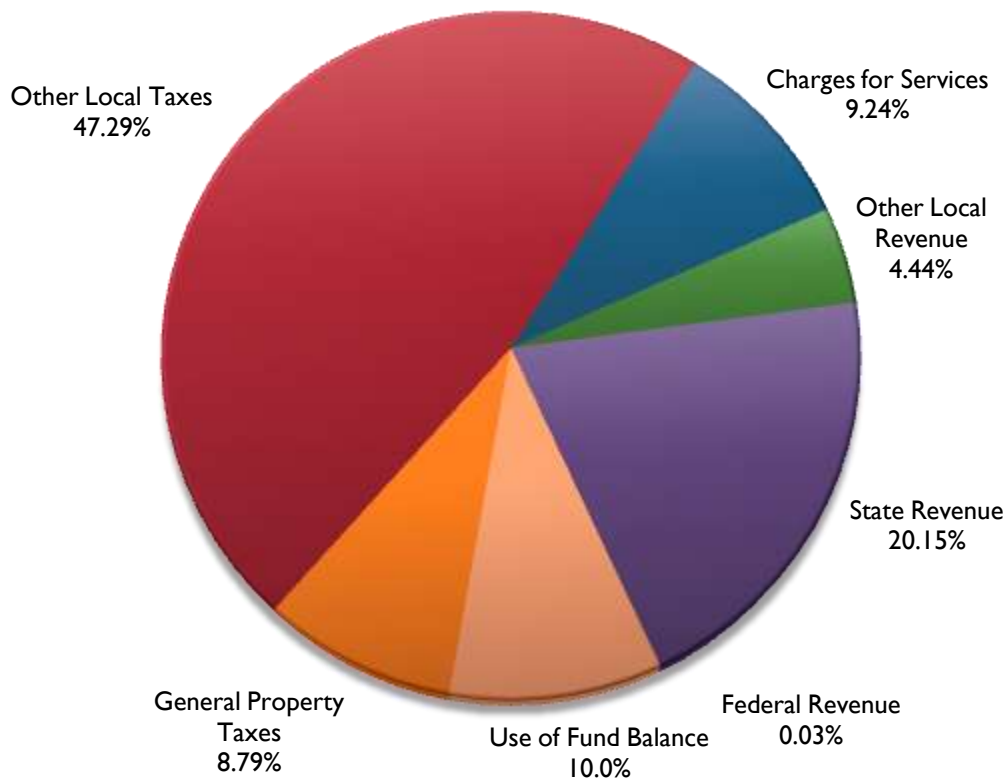
The Town's General Fund serves as the chief operating account for the Town government. All tax revenues and revenues not required to be reported in another fund are accounted for here. Functional expenditures accounted for in the General Fund include general government administration, public safety, public works, parks and recreation, and community development.

	FY 2017		FY 2018	
<u>REVENUE</u>	<u>Adopted</u>		<u>Proposed</u>	<u>Increase / (Decrease)</u>
General Property Taxes	\$ 1,229,450	\$	1,279,339	\$ 49,889
Other Local Taxes	6,381,063		6,882,677	501,614
Licenses, Permits & Fees	187,100		191,100	4,000
Fines & Forfeitures	180,000		210,000	30,000
Revenue from Use of Money/Property	22,500		58,500	36,000
Charges for Services	1,286,588		1,344,872	58,284
Miscellaneous Revenue	165,100		188,400	23,300
Non-Categorical Aid	680,100		630,060	(50,040)
Categorical Aid	2,302,542		2,302,742	200
Revenue from Federal Government	24,000		4,500	(19,500)
Transfers/Proffers	0		12,000	12,000
Use of Fund Balance	415,575		1,449,750	1,034,175
Total General Fund Revenue	\$ 12,874,018	\$	14,553,940	\$ 1,679,922
 <u>EXPENDITURES</u>				
General Government	\$ 1,082,778	\$	1,226,253	143,475
Public Safety	3,751,039		4,064,709	313,670
Public Works	3,381,295		3,558,619	177,324
Parks and Recreation	2,025,869		2,189,015	163,146
Community Development	936,357		1,256,193	319,836
Contributions to outside agencies	183,937		165,892	(18,045)
Debt Service	636,590		633,598	(2,992)
Subtotal	\$ 11,997,865	\$	13,094,279	\$ 1,096,414
Transfer to Capital Projects Fund	876,153		1,459,661	583,508
Total General Fund Expenditures	\$ 12,874,018	\$	14,553,940	\$ 1,679,922

General Fund Revenues

The FY 2018 Proposed General Fund Budget includes \$13,092,190 in current year revenue, an increase of \$633,747, or 5.1%, over the FY 2017 Adopted Budget. The largest increase is in Other Local Taxes, which is projected to be \$501,614 greater than in FY 2017. Other Local Taxes represents the largest source of revenue for the General Fund at 47.29%. This category includes Meals Tax, Sales Tax, Business, Professional and Occupational License (BPOL) Tax, Lodging Tax, Cigarette Tax, Bank Franchise Tax, Vehicle License Tax and Consumer Utility Tax. Additionally, the proposed budget includes the use of \$1,449,750 of fund balance. This is an increase of \$1,034,175, or 248.9%, from the prior year adopted budget. It is important to note that fund balance is used exclusively to fund capital projects. The proposed budget also utilizes \$12,000 in transfers and proffers to fund capital improvements. Total Revenue of \$14,553,940 for the General Fund represents an increase of \$1,679,922 compared to the FY 2017 Adopted Budget. The following chart shows the percentage of General Fund Revenue by source.

FY 2018 General Fund Revenues by Source \$14,553,940



The following table provides a multi-year comparison of General Fund Revenues by Source.

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Local Revenue					
General Property Taxes	\$675,312	\$677,082	\$1,229,450	\$1,279,339	\$49,889
Other Local Taxes	6,134,279	6,513,880	6,381,063	6,882,677	501,614
Permits & Other Licenses	202,676	177,739	187,100	191,100	4,000
Fines & Forfeitures	185,186	128,499	180,000	210,000	30,000
Use of Money & Property	20,767	44,612	22,500	58,500	36,000
Charges for Services	0	1,137,893	1,286,588	1,344,872	58,284
Miscellaneous	<u>107,919</u>	<u>203,224</u>	<u>165,100</u>	<u>188,400</u>	<u>23,300</u>
Total Local Revenue	\$7,326,139	\$8,882,929	\$9,451,801	\$10,154,888	\$703,087
State Revenue	\$2,991,187	\$2,945,540	\$2,982,642	\$2,932,802	(\$49,840)
Federal Revenue	<u>1,989</u>	<u>91,214</u>	<u>24,000</u>	<u>4,500</u>	<u>(19,500)</u>
Total State & Federal Revenue	\$2,993,176	\$3,036,754	\$3,006,642	\$2,937,302	(\$69,340)
Subtotal - Current Revenue	\$10,319,315	\$11,919,683	\$12,458,443	\$13,092,190	\$633,747
Transfers	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$7,000</u>	<u>\$7,000</u>
Use of Proffers	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>
Use of Fund Balance	<u>0</u>	<u>212,803</u>	<u>415,575</u>	<u>1,449,750</u>	<u>1,034,175</u>
Total General Fund Revenue	\$10,319,315	\$12,132,486	\$12,874,018	\$14,553,940	\$1,679,922

General Property Taxes

General property taxes are estimated to be \$1,279,339 and account for 8.79% of general fund revenue in FY 2018. The County Commissioner of the Revenue serves as the assessor for parcels located in the Town. Town real property taxes are billed in two installments each year – the first half is due June 15 and the second half is due December 15. The County conducts a general real estate reassessment every four years. The values for the next reassessment will be effective January 1, 2018. 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. Since tax year 2007, the Town has received a fixed lump sum payment from the Commonwealth of \$718,492 in accordance with the Personal Property Tax Relief Act. This enables the Town to continue to provide 100% personal property tax relief to the owners of qualified vehicles.

Fiscal Year 2018 Proposed Property Tax Rates

Property Category	Tax Rate (per \$100 assessed valuation)	Assessment Ratio
Real Estate	\$0.05	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%

Other Local Taxes

This category represents the largest source of revenue for the General Fund. It is comprised of nine different local taxes, shown in the chart below and described in detail in the subsequent paragraphs.

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Local Sales Taxes	\$595,653	\$673,700	\$686,000	\$724,200	\$38,200
Consumer Utility Taxes	498,312	512,780	503,000	517,400	14,400
BPOL	1,657,723	1,851,068	1,768,663	1,910,800	142,137
Utility Consumption Taxes	72,151	72,939	71,600	76,700	5,100
Motor Vehicle Licenses	102,856	95,652	5,000	166,667	161,667
Bank Franchise Taxes	581,150	521,997	550,000	520,000	(30,000)
Meals Taxes	2,265,639	2,383,066	2,422,000	2,568,410	146,410
Cigarette Taxes	170,790	164,260	171,000	160,000	(11,000)
Transient Occupancy Taxes	190,005	238,418	203,800	238,500	34,700
Total Other Local Taxes	\$6,134,279	\$6,513,880	\$6,381,063	\$6,882,677	\$501,614

Local Sales Taxes - 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 in conjunction with the State sales and use tax, and is 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 historical trends. We are projecting steady increases in revenue based on collection trends for the past twelve months. Estimated to total

\$724,200 in FY 2018, local sales tax revenue accounts for 5.0% of the Town's General Fund budget.

Consumer Utility Taxes - The Town levies a consumer utility tax on residential and commercial electric and natural gas utilities. The revenue estimate of \$517,400 is based on prior year's revenues. Consumer utility taxes are a consistent source of revenue for the Town and represent 3.6% of General Fund revenues. Tax rates are shown in the following tables.

Electric Consumer Utility Tax

Class	Rate
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.

Natural Gas Utility Tax

Class	Rate
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.

Business, Professional and Occupational License (BPOL) Tax - 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. There is no proposed change in the rates included in the budget.

Business Category	Rate/\$100 Gross Receipts	Maximum Allowed
Business, personal & repair services	18.70¢	36.00¢
Contractors	8.50¢	16.00¢
Professional, financial & real estate services	29.75¢	58.00¢
Retail	10.00¢	20.00¢
Wholesale	4.25¢	5.00¢

At \$1,910,800 projected revenue for FY 2018, this is the second largest local revenue source for the General Fund and represents 13.1% of total revenue.

Utility Consumption Taxes – Effective January 1, 2001, the Commonwealth of Virginia mandated that in addition to consumer utility taxes, purchasers of electric utility services are also subject to a consumption tax. This tax must be charged monthly to consumers by the electric service providers. The tax includes two state components and one local component. Revenue in this category has been fairly level through the years. Estimated to be \$76,700 for FY 2018, it represents 0.5% of the General Fund budget. The local tax rate structure is shown in the following table.

Usage (kWh)	Local Tax Rate
Up to 2,500	\$0.00038 / kWh
Over 2,500 up to 50,000	\$0.00024 / kWh
Over 50,000	\$0.00018 / kWh

Motor Vehicle Licenses - The Town historically required a motor vehicle decal to be purchased annually and placed on all motor vehicles garaged in the Town as proof of payment of personal property taxes. The Town Council voted to eliminate the annual decal requirement as part of the FY 2017 budget process and implement an annual vehicle license fee instead. The vehicle license fee will be included on personal property tax bills, due December 15th. As a result, a very small amount of decal revenue was budgeted for FY 2017. As part of the shift to implementing the vehicle license fee, the Town Council will increase the fee from \$15 to \$25 for cars and trucks (\$10 to \$20 for motorcycles). The \$161,667 increase in revenue in this category is due to the shift in timing of the collection of the fee and the increase in the amount charged. This category represents 1.1% of General Fund revenue.

Bank Franchise Taxes - 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. Revenue in this category dropped during FY 2016. The projection for the FY 2018 budget (\$520,000) has been brought in line with the actual receipts for FY 2016, and accounts for 3.6% of General Fund revenue.

Meals Tax - The Town levies a 4% local tax on meals as defined by the model meals tax ordinance adopted in 2000. It is a significant source of revenue, representing 17.6% of the General Fund budget, and is largely dependent on the regional travel and tourism economy and the quality and quantity of available establishments within the Town limits. For FY 2018, the estimated amount is \$2,568,410. Collected for the first time in FY 1987, meals tax revenues have been fairly consistent, showing a direct relation to the general economic climate. The budget assumes a 6.0% increase compared to the FY 2017 Adopted Budget.

Cigarette Tax – As a member of the Northern Virginia Cigarette Tax Board, the Town levies a local tax on all cigarettes sold within the corporate limits. The tax rate remains at 7.5 mills (.0075¢) per cigarette, or 15¢ per packet. First levied in FY 1992, this revenue stream has reflected decreases in recent years, most likely for health reasons. This tax accounts for 1.1% of the adopted General Fund revenue budget.

Transient Occupancy Tax – The Town levies a 4% tax on hotel and motel room rentals within the Town. Transient occupancy tax collections increased during FY 2016 and are projected to remain level. The Town is hopeful that a revitalization of Old Town and focus on improving tourism in the area will result in increased revenues in this category. Transient occupancy tax is estimated to be \$238,500 in FY 2018 and accounts for 1.6% of total General Fund revenue.

Permits, Fees & Licenses

This revenue source consists primarily of user and permit fees for building or planning related items. The Community Development staff has recently reviewed the fee structure in comparison to other jurisdictions and has proposed modest increases in zoning fees. Total revenues in this category have been adjusted according to estimates of zoning and building activity, reflecting a \$4,000 increase over the FY 2017 adopted budget. At \$191,100, this category represents 1.3% of the General Fund budget. User fees associated with the Town's Municipal Cemetery are also included in this revenue category.

Fines & Forfeitures

Revenue in this category is estimated to be \$210,000 for FY 2018 and represents 1.4% of the General Fund budget. 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. With the restoration of a part-time Parking Enforcement Officer position, parking fine revenue has been increased to \$40,000, an increase of \$15,000 over the FY 2017 adopted budget. The estimated revenue from Court Fines and Forfeitures has also been increased by \$15,000 to \$160,000.

In 2015, the Town Council passed a resolution authorizing the addition of the E-summons fee to tickets written in the Town. This \$5.00 charge is added to tickets written within the Town limits and is remitted to the Town on a monthly basis. The annual revenue estimate for this fee is \$10,000.

Use of Money & Property

Interest and investment revenue fluctuates with the general economy and the level of the Town's cash balance. In the fall of 2016, the Town Council amended the Town's Investment Policy to authorize the investment of Town funds in the Virginia Investment Pool. This has resulted in higher earnings during FY 2017. The \$36,000 increase in this line reflects recent increases in interest rates, changes in investment options, and increases in rental income due to rate renewals. This category represents 0.4% of General Fund revenue.

Charges for Services

Revenue in this category includes rentals of pavilions and fields at various parks, and membership and other fees for the use of the Warrenton Aquatic and Recreation Facility (WARF). A five percent increase in membership rates for the WARF is programmed. Overall revenue for the WARF is projected to be \$1,344,872, which is \$58,284 more than the estimate for FY 2017. This category represents 9.2% of General Fund revenue for FY 2018.

Miscellaneous Revenue

The primary sources of revenue in this category are WARF Sponsorships, estimated to be \$75,000, and an annual contribution for the support of the Warrenton Fauquier Visitor's Center by Fauquier County (\$42,600). Additionally, this revenue category includes the sale of surplus property, recycling income, recovered costs, and revenue from sale of plastic trashcan liners. The

sale of cemetery lots and proffers for traffic control, recreation, fire, and rescue are also accounted for in this category. A portion of the proposed increase (\$20,000) accounts for the intent to recover advertising and mailing costs associated with rezoning from developers. Other revenue estimates are based on historical data. At \$188,400, this category represents approximately 1.3% of total General Fund revenue estimate for FY 2018.

State Revenue

Non-Categorical Aid - Receipts from the Commonwealth not earmarked for a particular program are included in this category. For the Town, this category includes Motor Vehicle Rental Tax, Rolling Stock Tax, and Communications Sales Tax. 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. Rolling Stock tax is levied by the Commonwealth on railroad lines and motor carriers located within the corporate limits. The Communications Sales Tax is collected by providers and remitted to the State on a monthly basis. Non-categorical aid represents 4.3% of the General Fund budget and is shown by category below.

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Motor Vehicle Rental Tax	\$106,003	\$103,115	\$90,000	\$105,000	\$15,000
Rolling Stock Tax	50	52	100	60	(40)
Communications Sales Tax	583,021	521,282	590,000	525,000	(65,000)
Total Non-Categorical Aid	\$689,074	\$624,449	\$680,100	\$630,060	(\$50,040)

Categorical Aid - This revenue category reflects grants and reimbursements from the Commonwealth 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 and will remain level for FY 2018. The Town anticipates other Categorical items to remain fairly level compared to FY 2017. VDOT Revenue Sharing is reported in the Capital Projects Fund to more accurately match revenues with related expenditures. The table on page 35 provides a summary of Categorical Aid, which accounts for 15.8% of the General Fund budget.

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
VDOT Street & Highway Maintenance	\$1,313,625	\$1,366,068	\$1,346,679	\$1,346,679	0
PPTRA Revenue	718,492	718,492	718,492	718,492	0
VDOP Aid to Localities	59,314	30,461	25,000	25,000	0
DCJP Section 599 Funds	197,512	197,512	203,871	203,871	0
Local Law Block Grant	3,325	0	0	0	0
VCA Local Government Challenge Grant	5,000	5,000	5,000	5,000	0
Litter Control Grant	3,654	3,695	3,500	3,700	200
State Asset Forfeiture Proceeds	1,191	0	0	0	0
Total Categorical Aid	\$2,302,113	\$2,321,091	\$2,302,542	\$2,302,742	\$200

Federal Revenue

DMV Safety Grant - The National Highway Safety Act of 1966 provided for federal grants to states to support coordinated national highway safety programs. These grants are designed to reduce the number of fatalities, injuries and related economic losses resulting from traffic crashes on Virginia's roadways. Revenue for this category is expected to remain at \$2,500 for the FY 2018 fiscal year.

U.S. Department of Justice – The Town has participated in the Internet Crimes Against Children Task Force for the past several years, and will continue this effort. The annual grant amount is \$2,000.

Non-Revenue Receipts

Transfer from Perpetual Care Fund – Interest earnings in the Perpetual Care Fund may be used to maintain the Warrenton Cemetery. The interior roads of the cemetery need to be resurfaced. The FY 2018 proposed budget includes \$7,000 in material necessary to accomplish this resurfacing. Since 2002, the Perpetual Care Fund has earned \$112,132 in interest, which has not been used to this point. The proposed budget includes a \$7,000 transfer from the Perpetual Care Fund to the General Fund to support the resurfacing effort.

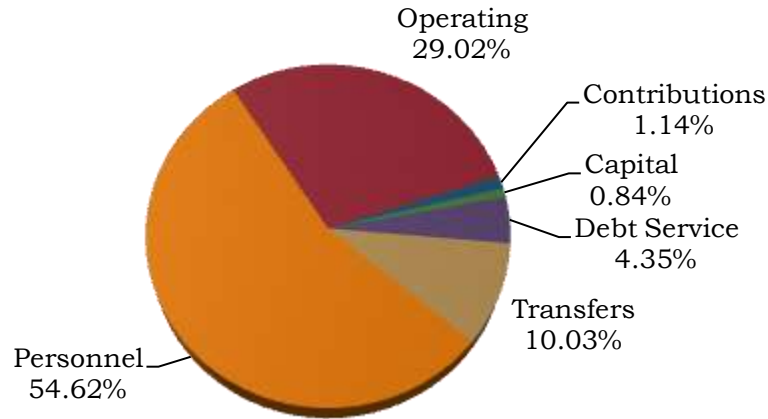
Use of Proffers – The proposed budget for FY 2018 includes the installation of a water fountain at Academy Hill Park. Cannon Properties proffered funds for Academy Hill Park as part of the approval of The Ridges at Warrenton development. The fountain is estimated to cost \$5,000 and will be covered by the proffered funds.

Use of Fund Balance - The proposed FY 2018 includes the use of fund balance in the amount of \$1,449,750 to balance the FY 2018 budget for the General Fund. This represents 10.0% of the total for the General Fund budget. This entire amount is used to cover the transfer to the capital projects fund in support of projects identified in the Town's 2018 – 2023 Capital Improvement Plan.

General Fund Expenditures

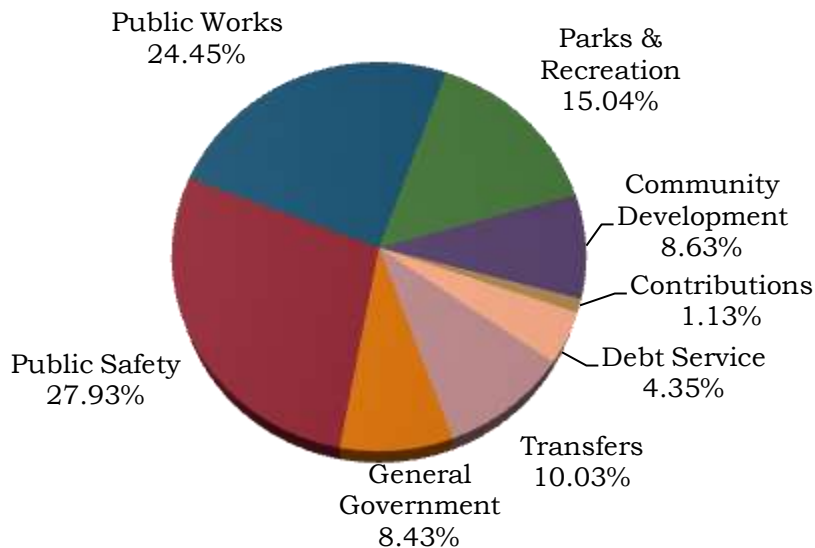
The following chart illustrates general fund expenditures by category.

General Fund Expenditures by Category



The chart below provides an overview of general fund expenditures by functional area. In the budget detail for the general fund that follows, departmental expenditures are grouped by functional area (general government, public safety, public works, community development, contributions, transfers, and debt service). A leading page summarizing the function is followed by detail for the departments within that function.

General Fund Expenditures by Function



GENERAL GOVERNMENT

Function Overview

This functional area accounts for the general administration of Town government. Departments accounted for in this grouping include Legislative (Town Council), Executive (Office of the Town Manager), Legal Services (Town Attorney), the Department of Finance and Human Resources, Other Organizations, and Elections. Funding for these functions in the proposed budget represents \$1,226,253, or 8.42%, of the general fund.

Budget Summary

Department	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Legislative	\$173,824	\$175,889	\$160,122	\$166,188	\$6,066
Executive	196,778	175,340	211,261	268,027	56,766
Legal Services	154,318	155,153	187,376	188,864	1,488
Finance & Human Resources	443,405	459,014	513,979	582,265	68,286
Other Organizations	7,549	8,579	10,040	10,909	869
Elections	0	8,585	0	10,000	10,000
Total	\$975,874	\$982,560	\$1,082,778	\$1,226,253	\$143,475

Greater detail for each of the above departments is provided in the following pages.

Legislative

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.

Current Staffing

The Legislative function consists of a seven-member elected Town Council, an elected Mayor and an appointed Town Clerk, who serves on a part-time basis.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$100,065	\$98,324	\$101,941	\$97,553	(\$4,388)
Operating	68,025	68,702	57,681	68,134	10,453
Capital	5,734	8,863	500	500	0
Total	\$173,824	\$175,889	\$160,122	\$166,188	\$6,066
Staffing Summary					
Part-time	0.5	0.5	0.5	0.5	0.0

Budget Request / Analysis

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 Clerk/Executive Assistant, 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. This department represents 1.1% of the total general fund budget.

The total proposed budget for Town Council is \$166,188, an increase of \$6,066 from the prior fiscal year's adopted budget. The reduction of \$4,388 noted for personnel above reflects the impact of health insurance elections for the current Council. The operating category is increased by \$10,453. The largest areas of operating increase are: an increase of \$1,000 to cover advertising expense based on prior year spending; an increase of \$1,250 to cover indexing of minutes based on prior year spending; an increase of \$2,600 for communication expense to account for Council member cell phone service; an increase of \$2,500 to cover travel expenses based on prior year expenditures; and an increase of \$1,500 to cover training expenditures based on current spending.

Executive

Program Description

The Executive Department accounts for the operation of the Town Manager's office. According to the Town Charter, the Town Manager is the chief executive officer of the Town and is responsible to the Council for the proper administration of the Town government. The duties and powers of the Town Manager are:

- To see that all laws and ordinances are enforced;
- To exercise supervision and control over all administrative departments and divisions;
- To attend all regular meetings of the council, with the right to take part in the discussion, but having no vote;
- To recommend to the council for adoption such measures as he may deem necessary or desirable;
- To execute all contracts on behalf of the town;
- To prepare and submit to the council the annual budget;
- To keep the council advised as to the present and future needs of the town and as to all operations of its government;
- To perform all such other duties as may be prescribed by the charter, or be required of him by the council.

Current Staffing

Staffing for this department consists of a full-time Town Manager and a part-time Executive Assistant, who also serves as the Town Clerk.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$180,034	\$157,045	\$190,134	\$247,971	\$57,837
Operating	16,744	18,295	21,127	20,056	(1,071)
Capital	0	0	0	0	0
Total	\$196,778	\$175,340	\$211,261	\$268,027	\$56,766
Staffing Summary					
Full-time	1.0	1.0	1.0	2.0	1.0
Part-time	0.5	0.5	0.5	0.5	0.0

Budget Request / Analysis

The FY 2018 proposed budget of \$268,027 reflects an increase of \$56,766. The increase of \$57,837 in the personnel category is for the addition of a full-time Executive Assistant for the Town Manager. In addition to providing full-week coverage of clerical and administrative duties, this position will assist the part-time Town Clerk in records management and preparation of meeting agendas and minutes. The number of official meetings has increased with the

committee system, as has the need to ensure the timely posting of agendas and to complete draft minutes more quickly. This position will be allocated 80% to the General Fund and 20% to the Water and Sewer Administration budget in line with the Town Manager's salary allocation. The operating category includes items for office equipment leases, memberships and dues, travel and training, subscriptions and office supplies. This department represents 1.8% of the total General Fund budget.

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 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 handles police matters, including representing the Town in municipal court twice a month. The Town Attorney also works with the Planning Commission, Architectural Review Board and Board of Zoning Appeals as needed.

Contractual professional legal fees are split 75% / 25% between the General Fund and the Water and Sewer Operating fund.

The Legal Services department is staffed by one attorney, on a contractual basis.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$12,197	\$15,056	\$16,477	\$17,165	\$688
Operating	142,121	140,097	170,899	171,699	800
Capital	0	0	0	0	0
Total	\$154,318	\$55,153	\$187,376	\$188,864	\$1,488

Budget Request / Analysis

The budget request for FY 2018 reflects an increase of \$1,488 over the FY 2017 Adopted Budget. The increase of \$688 in the personnel category is due to the increase in the health insurance costs. The Town Attorney is provided an annual stipend of \$2,400 and is eligible for health insurance coverage at employee rates. The \$800 increase in the operating category is due to an increase in expense for subscriptions for legal research. This department represents 1.3% of the total general fund budget.

Finance and Human Resources

Program Description

The Department of Finance and Human Resources provides overall management of the Town's financial, treasury, procurement, taxation, risk management, and human resources operations. The staff also serves as the first point of contact with citizens either personally at Town Hall or through the Town's main phone line and website email. Key responsibilities of this program include:

- Tax billing and collection;
- Preparation and collection of utility bills;
- Personnel and 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 Warrenton Cemetery records;
- Administration of the information technology function;
- Preparation of the annual 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 Town's Comprehensive Annual Financial Report (CAFR) has been awarded the Certificate of Achievement for Excellence in Financial Reporting for the last 23 years. The program was established by the Government Finance Officers Association (GFOA) in 1945 to assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare CAFRs that evidence the spirit of transparency and full disclosure. Reports submitted to the program are reviewed by selected members of the GFOA professional staff and the GFOA Special Review Committee (SRC) which includes individuals with expertise in public sector financial reporting.

The Director serves as staff support to the Finance Committee, which meets on the third Monday of each month. Monthly information prepared for the Council includes Financial Statements and a summary of bills paid for the preceding month. The Director also serves as the Town's Purchasing Agent.

Current Staffing

The Department of Finance and Human Resources currently has seven full-time employees and three part-time employees.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$350,634	\$366,183	\$385,101	\$451,246	\$66,145
Operating	92,258	91,039	128,378	125,519	(2,859)
Capital	513	1,792	500	5,500	5,000
Total	\$443,405	\$459,014	\$513,979	\$582,265	\$68,286
Staffing Summary					
Full-time	7.0	7.0	7.0	8.0	1.0
Part-time	2.0	2.0	3.0	3.0	0.0

Budget Request / Analysis

The budget request for FY 2018 reflects an increase of \$68,286, or 13.3% over the FY 2017 budget. The \$66,145 increase in personnel expenditures is mostly due to the requested addition of a full-time Accounting Technician (\$58,778 including salary and benefits). The primary duties for this new position would be taxation and delinquent tax collection. It is anticipated that this position will enable the department to enforce more robust tax collection activities that will result in accelerated collection of tax revenues that are already due to the town without increasing taxes or fees. The balance of the increase reflects the cost of increases in health insurance expenditures and merit increases.

Operating expenditures accounted for in this department include the cost of printing and mailing tax bills, business license renewal applications, employee award programs, General Fund costs associated with the external auditor, and General Fund bank service charges. The proposed FY 2018 operating budget reflects a decrease of \$2,859. The Town Council eliminated the motor vehicle decal requirement beginning in calendar year 2017, so the cost associated with the purchase of decals (\$3,000) has been removed from this budget.

The capital category reflects \$500 for furniture and \$5,000 to replace the old dot matrix printers still used by the department. Also to be replaced is an old IBM floor printer.

Departmental Goals and Objectives

- Continue to document, improve and streamline policies and procedures
- Improve planning and preparation for the annual external audit
- Improve annual budget preparation process, with an ultimate goal of submitting the document to GFOA in the future for the Distinguished Budget Presentation Award
- Continue to improve preparation of the CAFR to ensure continued receipts of Certificate Achievement for Excellence in Financial Reporting Program

Other Organizations

Program Description

This 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.

The Town is provided direct technical, lobbying, and legislative assistance through its participation in the Virginia Municipal League. The Virginia Institute of Governments keeps local governments apprised of technological changes and product improvements.

The Town is a member of two local Chamber of Commerce groups – the Warrenton Regional Chamber of Commerce (formerly the Greater Warrenton Chamber of Commerce) and the Fauquier Chamber of Commerce.

Budget Summary

Organization	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Virginia Municipal League	\$6,024	\$6,054	\$6,198	\$6,317	\$119
Virginia Institute of Government	500	500	500	500	0
Warrenton Regional Chamber	0	1,000	1,200	1,950	750
Fauquier Chamber of Commerce	1,025	1,025	1,025	1,025	0
National League of Cities	0	0	1,117	1,117	0
Total	\$7,549	\$8,579	\$10,040	\$10,909	\$869

Budget Request / Analysis

Membership dues have increased for only two of the five organizations. Dues for the Virginia Municipal League are based on population information. The dues for VML for FY 2018 have increased by \$119. Continuation of the Champion Level Membership with Warrenton Regional Chamber will be \$1,950, an increase of \$750.

Elections

Program Description

The Code of Virginia requires municipal elections and makes localities responsible for the costs associated with them. This department accounts for all costs incurred to hold Town Council elections. Elections for Town Council seats are held every two years.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$0	\$3,762	\$0	\$4,300	\$4,300
Operating	0	4,823	0	5,700	5,700
Capital	0	0	0	0	0
Total	\$0	\$8,585	\$0	\$10,000	\$10,000

Budget Request / Analysis

Elections will be held in FY 2018 for the Mayor and the two At-large Council Member seats. The proposed budget has been projected based on actual expenditures for the last two elections (FY 2016 - \$8,585 and FY 2014 - \$8,299).

PUBLIC SAFETY

Function Overview

The Public Safety budget includes the Town Police Department, support for the operations of the Warrenton Volunteer Fire Company, and the Inspections Division of the Community Development Department.

Budget Summary

Public Safety represents the largest section of the General Fund budget. Proposed expenditures for this function for FY 2018 total \$4,064,709, and represent 27.9% of the total General Fund budget. The total function shows an increase of \$313,670, or 8.4%, over the FY 2017 Adopted budget.

Department	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Police Department	\$2,620,585	\$2,831,840	\$3,169,992	\$3,378,854	\$208,862
Fire & Rescue	207,999	537,981	265,350	313,593	48,243
Inspections	256,238	304,507	315,697	372,262	56,565
Total	\$3,084,822	\$3,674,328	\$3,751,039	\$4,064,709	\$313,670

Detail for each Department's proposed budget is provided in the following pages.

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.

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.

During 2016, the Department made 3,484 arrests to include: 1,518 traffic citations, 504 parking tickets, 1139 written warnings and 323 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.

Current Staffing

The Police Department is staffed by the following full-time personnel: Chief, Deputy Chief, two Lieutenants, five Sergeants, four Corporals, fourteen Officers, a Senior Administrative Assistant and a Records Clerk. Three part-time staff members provide support in the areas of administration, accreditation and training.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$2,123,932	\$2,305,760	\$2,577,968	\$2,776,818	\$198,850
Operating	455,828	470,901	587,524	554,536	(32,988)
Capital	40,825	55,179	4,500	47,500	43,000
Total	\$2,620,585	\$2,831,840	\$3,169,992	\$3,378,854	\$208,862
Staffing Summary					
Full-time	24.0	26.0	29.0	29.0	0.0
Part-time	4.0	3.0	3.0	4.0	1.0

Budget Request / Analysis

The total proposed budget for the Police Department for FY 2018 is \$3,378,854, which is a 6.6% increase over the FY 2017 budget. Personnel changes account for the largest increase in the FY 2018 budget. The proposed budget includes the restoration of a part-time Parking Enforcement Officer (\$30,438 including salary and benefits). During FY 2017, four officers were promoted to Corporal (a classification that existed in the system but had not been used in many years). These promotions ensure effective supervision for all shifts while reducing excessive overtime demands for Sergeants. As part of the FY 2017 adopted budget, three police officer positions were created, two of which were budgeted for mid-cycle start dates. The FY 2018 budget reflects the full effect of these two positions (an increase of \$68,707). The remaining increase is attributable to anticipated merit increases for employees (\$44,951), increases in health insurance expenditures (\$32,906), and anticipated increases in worker's compensation insurance (\$7,000).

The operating category shows a decrease of \$32,988 compared to the FY 2017 budget. The largest decrease is the removal of \$20,000 for an emergency preparedness plan that was included in the FY 2017 budget in anticipation of grant funding. These funds were not needed as the Virginia Department of Emergency Management directly allocated staff time to work with the County and Town staff to update the Emergency Operations Plan. Another large reduction is in fuel expenditures, which is reduced by \$10,000 based on prior year actual expenditures and current fuel cost projections. The allocation of projected motor pool expenditures has been decreased by \$10,844 based on prior year expenditures. The budget includes continued funding in the amount of \$5,000 for a contribution to a regional Crisis Intervention Team Coordinator.

The capital category includes the following items:

- \$30,000 for the purchase of four (4) additional Mobile Data Terminal (MDT) units
- \$2,500 for furniture and fixture needs
- \$15,000 for the purchase of parking enforcement hardware and software

Departmental Goals and Objectives

- To provide for the safety of the citizens of the Town of Warrenton
- 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 engage and interact with all sectors of the community and continue to develop innovative strategies to combat the Heroin problem
- To build on and expand our Community Church Coalition and our relationship with the Piedmont Dispute Resolution Center to engage the community in conflict resolution strategies
- To continue to handle calls for service in a timely, courteous and professional manner, as well as provide personal service on all calls
- To utilize technology and Directed Patrols to address crime and traffic issues
- 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 continue to expand the Department's RMS and MDT systems

Fire & Rescue Services

Program Description

The Town of Warrenton provides support to the Warrenton Volunteer Fire Company (WVFC). WVFC provides suppression, emergency medical services and technical rescue services to a first due area that covers over 90 square miles, including the Town of Warrenton. The organization boasts a membership roster of over 120 volunteers who maintain 24/7/365 coverage. WVFC's revenue sources include financial support provided by the Town and Fauquier County, investments, and fundraising activities. Last year, WVFC units were dispatched to 4,371 calls for service, with 2,819 of them solely in the Town of Warrenton (64% of all responses in town).

Current Staffing

This program currently consists of two full-time paid firefighters, who are stationed at the WVFC. The firefighters report to the WVFC Fire Chief.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$86,018	\$99,802	\$130,830	\$129,073	(\$1,757)
Operating	121,981	438,179	134,520	184,520	50,000
Capital	0	0	0	0	0
Total	\$207,999	\$537,981	\$265,350	\$313,593	\$48,243
Staffing Summary					
Full-time	1.0	1.0	2.0	2.0	0.0

Budget Request / Analysis

The proposed budget for the Fire and Rescue function is \$313,593, and increase of \$48,243 or 18.2% over FY 2017. The slight decrease in the personnel category reflects actual health insurance elections (when the FY 2017 budget was prepared, the second firefighter had not been hired, so the highest health insurance election had been entered as a placeholder). The operating budget increase of \$50,000 is due to a request from the WVFC for an increase in their annual operating contribution from \$100,000 to \$150,000. The amount reported for FY 2016 Actual in the Operating category is significantly higher due to a one-time contribution of \$300,000 to the WVFC in support of the purchase of a new ladder truck.

Inspections Division

Program Description

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

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 ensure that they sustain the services provided by the Town and reflect the appropriate cost of the permit and inspection process. Community Development 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 adopted budget has been an effective tool in assuring reasonable responses to the building community at the most cost effective means.

Current Staffing

Inspection services have been consolidated with Community Development (Zoning). This is reflected in budget allocations where 50% of the Permit Technicians (part-time) and 25% of the salaries for Building Officials are shared with Community Development to support permit application intake and zoning inspections for ordinance compliance.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$237,639	\$280,423	\$285,334	\$299,137	\$13,803
Operating	18,599	24,084	30,363	59,125	28,762
Capital	0	0	0	14,000	14,000
Total	\$256,238	\$304,507	\$315,697	\$372,262	\$56,565
Staffing Summary					
Full-time	2.5	2.5	2.5	4.5	2.0
Part-time	1.0	1.0	1.0	0.5	(0.5)

Budget Request / Analysis

The proposed budget for FY 2018 reflects an increase of \$56,565, or 17.9% over the FY 2017 budget. The personnel category shows an increase of \$13,803. This reflects the upgrade of one of the part-time Permit Technician positions from part-time to full-time and allocated 50% to this department.

The staffing allocations for this department for the current and proposed fiscal year are shown below:

Position	FT or PT	FY 2017	FY 2018
Lead Building Official	FT	75%	75%
Building Official	FT	75%	75%
Senior Code Inspector	FT	100%	100%
Permit Technician	FT	n/a	50%
Permit Technician	PT	Two at 50%	One at 50%

The operating budget reflects an increase of \$28,762. The bulk of this increase is \$20,000 in professional services to outsource plan review.

The capital budget amount of \$14,000 allows for the purchase of systems furniture to better use the space in the Community Development Department to accommodate new employees (\$4,000) and the purchase of iPads, printers and electronic code books for inspectors (\$10,000).

PUBLIC WORKS

Function Overview

The Public Works Department is responsible for maintaining 93.47 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 provides 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. The department provides fall and spring cleanups, which allow 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 divisions 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 (VDOT), which are estimated to total approximately \$1,346,679 in FY 2018.

The proposed budget for FY 2018 for the Public Works function totals \$3,558,619 which is an increase of \$177,324, or 5.2%, from the current fiscal year for the five operating budgets. A significant portion of the motor pool costs continue to be distributed to the Public Works budget which operates over 60 percent of all Town vehicles and equipment.

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 continue to receive satisfactory ratings from VDOT staff during the annual street maintenance inspection. The department does its best to ensure Warrenton's citizens receive the highest level of service possible within the budgetary limits set by the Council.

Budget Summary

Department	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Administration	\$499,233	\$497,619	\$548,872	\$609,583	\$60,711
Streets (including Arterial & Collector)	1,712,384	2,129,006	1,775,773	1,842,440	66,667
Refuse / Recycling	557,340	602,971	612,345	618,210	5,865
General Properties	243,780	300,751	303,617	350,880	47,263
Cemetery					
Maintenance	117,114	118,793	140,688	137,506	(3,182)
Total	\$3,129,851	\$3,649,140	\$3,381,295	\$3,558,619	\$177,324

Public Works Administration

Program Description

The Administrative Division 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.

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 are needed to maintain the current high level of service for FY 2018.

Traffic related issues remain a priority and staff will continue to pursue additional VDOT and other grant programs (Revenue Sharing, Primary Road and HB2) to supplement funding for future budgets.

Public Works coordinates with Community Development in the permitting of development projects under the Virginia Stormwater Management Permit (VSMP) program. The Town is currently in the fourth year of its Municipal Separate Storm Sewer System (MS4) permit under the Virginia Department of Environmental Quality (DEQ). The FY 2018 adopted budget covers year five of the permit and will involve the continued development of a Total Maximum Daily Limit (TMDL) Action Plan. In addition staff will continued development of best management programs (BMP) for implementation over the next 5-15 years to ensure compliance with a higher level of DEQ and EPA Stormwater regulations.

Current Staffing

The Administration Division is staffed by a Director, an Assistant Director, the Public Works Superintendent and two Administrative Assistants. The Director also serves as Director of Public Utilities; 25% of that position's salary is allocated to this department and the remaining 75% is allocated to the Public Utilities budget. Similarly, the Assistant Director serves as Assistant Director of Public Utilities; 80% of that position's salary is allocated to this department with the remaining 20% allocated to the Public Utilities budget. Thirty-five percent of the Chief Automotive Mechanic's salary is charged to the Public Works Administration budget. A part-time MS4 Coordinator is also budgeted in this department.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$457,617	\$439,879	\$455,519	\$489,009	\$33,490
Operating	40,441	54,120	89,428	119,074	29,646
Capital	1,175	3,620	3,925	1,500	(2,425)
Total	\$499,233	\$497,619	\$548,872	\$609,583	\$60,711
Staffing Summary					
Full-time	5.0	5.0	5.0	5.75	0.75
Part-time	0.0	1.0	1.0	0.0	(1.0)

Budget Request / Analysis

The proposed FY 2018 budget for the Public Works Administration Division of \$609,583 reflects an increase of \$60,711, which is 11.1% greater than FY 2017. This is due to the upgrade from part-time to full-time of the MS4 Coordinator (net increase of \$36,781 including salary and benefits). This position has been part-time since its creation in FY 2016; however, the MS4 program requirements increase each year, necessitating the move to full-time. Beginning with this budget, 25% of the salary of an Administrative Assistant has been allocated to the Water and Sewer Administration Budget, reflecting the support provided to the Transmission and Distribution crew that works out of the Public Works facility (net decrease of \$18,610 including salary and benefits). The operating budget is increased by \$29,646 due to an additional \$30,000 in professional services necessary to support the increased requirements of the MS4 program. The capital category reflects a decrease since there is no plan to purchase computer equipment or furniture in the proposed budget.

Street Maintenance

Program Description

The Street Maintenance Division is responsible for all maintenance and repair activities associated with the 93.47 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.

Current Staffing

The Street Maintenance Division is staffed with two street maintenance crews 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 funds in this budget are supplemented by the Arterial and Collector budgets when work is specifically performed to those classifications of roadways. As the seasons and workloads require, the department uses seasonal part-time employees to supplement staff with summer weed-eating, fall leaf collection and miscellaneous work around Town.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$ 673,110	\$ 688,932	\$642,466	\$660,856	\$18,390
Operating	246,230	341,495	286,213	293,351	7,138
Capital	13,108	170,756	10,500	10,500	0
Total	\$ 932,448	\$1,201,183	\$939,179	\$964,707	\$25,528
Staffing Summary					
Full-time	16.0	16.0	16.0	16.0	0.0

Budget Request / Analysis

The FY 2018 street budget reflects an increase of \$25,528 compared to the FY 2017 budget. The personnel category increased by \$18,390 due to changes in health insurance elections.

The operating budget reflects an increase of \$7,138. Motor pool estimates are allocated to departments based on their prior year usage. The streets section has the largest number of vehicles that are the most heavily used of any town department. An allocation of \$210,651 has been estimated for the FY 2018 requirements of the motor pool function. This is an increase of \$18,589 compared to FY 2017. This increase is offset by a decrease in budgeted fuel expenditures, which have been reduced by \$13,000 based on prior year expenditure trends.

The Street, Arterial and Collector budgets are offset by the annual VDOT maintenance payments.

Arterial Street Maintenance

Program Description

The costs associated with the maintenance activities of the 30.39 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. The roads that are designated as arterial streets under the Federal Highway System are U.S. 17, U.S. 29 Business, U.S. 211, and U.S. 15 Business.

Current Staffing

Staffing for this division is accounted for in the Street Maintenance department immediately preceding this section. Street Maintenance personnel time is charged to this department when they perform work related to arterial streets.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$114,210	\$110,950	\$120,568	\$120,568	\$0
Operating	142,477	64,811	144,300	148,300	4,000
Capital	246,765	321,029	171,000	199,639	28,639
Total	\$503,452	\$496,790	\$435,868	\$468,507	\$32,639

Budget Request / Analysis

The personnel charges for Arterial and Collector Street budgets are allocated from the main Street Maintenance division budget.

The bulk of the increase in operating and capital expenditures for the Arterial Streets budget is due to plans for increased work on Street Improvements and Paving. East-bound Lee Highway is scheduled for resurfacing, along with Old Alexandria Pike into Old Town.

The division supplements staff by contracting for certain activities related to 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 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 14 years.

Collector Street Maintenance

Program Description

The Collector Street Maintenance Division budget provides funding for maintenance of the less traveled streets of the Town, as defined by the Virginia Department of Transportation. The Town has 63.08 lane miles of Collector streets. 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.

Under the division 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.

Current Staffing

Staff for this division is accounted for in the Street Maintenance department. Street Maintenance personnel time is charged to this division when they perform work related to Collector streets.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$85,573	\$73,235	\$90,426	\$90,426	\$0
Operating	174,885	128,616	169,800	163,300	(6,500)
Capital	16,026	229,182	140,500	155,500	15,000
Total	\$276,484	\$387,344	\$400,726	\$409,226	\$8,500

Budget Request / Analysis

The FY 2018 Collector Street Division adopted budget is an increase of \$8,500 over the current year's budget. The street milling and paving schedule is at the same level as the past several years. It is tentative and will be reevaluated at the end of the winter season as to the schedule of streets to be repaved. The department will continue to investigate interim methods (crack sealing and pavement restoration technologies) to extend pavement life, with a focus on subdivisions built in the 2005 to 2008 time frame.

In addition to the street paving, the budget covers the spot replacement of damaged/deteriorated curbs/gutters and sidewalks at various locations around Town 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 (\$9,500) which the department uses to supplement the town resources. Except for the current year, recent winters have experienced more frequent and heavy snow events with icy conditions requiring more chemical treatment. There are several subdivisions that could be initiated in FY18, but it is not anticipated that any new streets will be added to the inventory for the fiscal year.

Refuse Collection

Program Description

The Refuse Collection budget covers all costs of collection and disposal of solid waste by Town crews. This includes twice a week refuse collection and disposal of junk and materials during the Town's twice annual community cleanups. 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.

Current Staffing

This division is staffed by six full-time employees, whose time is allocated to the refuse and recycling departments based on an 80% / 20% split.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$320,828	\$331,049	\$334,514	\$347,634	\$13,120
Operating	90,702	115,734	120,553	110,075	(10,478)
Capital	0	0	0	0	0
Total	\$411,530	\$446,783	\$455,067	\$457,709	\$2,642
Staffing Summary					
Full-time	4.8	4.8	4.8	4.8	0.0

Budget Request / Analysis

The FY 2018 budget is \$2,642 more than the FY 2017 adopted budget. The personnel category reflects an increase of \$13,120 to cover merit increases. The budget does not include tipping fees to the Fauquier County Landfill for household trash; the proposed budget includes \$10,000 for Landfill Operations to cover other fees not associated with household refuse.

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, provides better parking than the Public Works facility, and is open seven days a week. Citizens are able to buy additional boxes of bags from Town Hall. The Town's waste stream has fluctuated slightly over the past twelve months with the current economy and housing market, but is projected to remain under 4,000 tons (the programmed amount estimated by the landfill) in FY 2018. In calendar year 2016, a total of 3,654 tons was collected.

Estimates of motor pool charges are allocated to departments based on the prior year actual usage. The refuse and recycling vehicles are used extensively every day with 250-300 stops and starts over their routes. This translates into above average maintenance costs per vehicle. A replacement refuse truck is programmed in the capital projects fund for FY 2018.

Recycling Program

Program Description

The Recycling Division 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.

Current Staffing

This division is staffed by six full-time employees, whose time is allocated to refuse and recycling based on an 80% / 20% split.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$102,206	\$105,115	\$108,918	\$111,881	\$2,963
Operating	43,604	51,073	48,360	48,620	260
Capital	0	0	0	0	0
Total	\$145,810	\$156,188	\$157,278	\$160,501	\$3,223
Staffing Summary					
Full-time	1.2	1.2	1.2	1.2	0.0

Budget Request / Analysis

The FY 2018 budget of \$160,501 for recycling collection is an increase of \$3,223 compared to the FY 2017 budget. The increase in the personnel category reflects the impact of anticipated merit increases.

Staff continues to promote recycling to individual citizens and businesses. The Town's recycling numbers are currently incorporated with Fauquier County's for a combined rate above the state mandated 25% during calendar year 2016. 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. Every ton recycled is one less ton sent to a landfill, reducing the cost of landfill operations and extending its capacity.

Town staff collects newspapers and cardboard weekly along with co-mingled recycling in blue bags set at curbside. The costs have remained level through 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 FY 2018 by Fauquier County Landfill. The County is constantly looking for ways to expand their facilities to accommodate a wider range of recyclable products. 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.

General Properties

Program Description

This division 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, Public Safety Facility, the Main Street Program/Warrenton Meeting Place 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 Parks and Recreation departmental budget, or the two rental houses, which are included in the Water and Sewer Operating Fund 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.

Current Staffing

The Building Maintenance Division is staffed by one full-time building maintenance mechanic.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$61,369	\$80,633	\$66,103	\$86,783	\$20,680
Operating	182,411	215,343	227,014	263,097	36,083
Capital	0	4,775	10,500	1,000	(9,500)
Total	\$243,780	\$300,751	\$303,617	\$350,880	\$47,263
Staffing Summary					
Full-time	1.0	1.0	1.0	1.0	0.0

Budget Request / Analysis

The General Properties budget provides funding for operation, maintenance and repair of all Town-owned buildings, structures and properties. The proposed FY 2018 budget of \$350,880 is an increase of \$47,263 compared to the FY 2017 budget. The increase in the personnel category is due to staff health insurance elections, coupled with anticipated merit increases.

The operating budget shows an increase of \$36,083. A large portion of this is the rental of space on Culpeper Street to house additional staff. Recurring rental expense and connectivity charges are \$16,000. Other expenditures of \$9,000 necessary to set up the space include network connections, firewall installations, and furniture.

This is a maintenance level budget for the Town facilities with no major improvements or replacements of building components. Staff continues to look for ways for properties to be more

energy efficient and environmentally compatible, light fixtures are replaced with current technology. 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. Contractors are employed for maintenance and repairs to cover services to HVAC, fire, and security systems. 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 South 3rd Street to the Main Street Program and the Warrenton Meeting Place continues to work well with the tenants providing more than their share of maintenance to the building. The Fifth Street Baptist Church parking lot continues on a year to year basis, benefiting both the Town and the Church.

Cemetery Maintenance

Program Description:

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

Current Staffing

This division is staffed by two full-time employees. Activities are supplemented as needed by other Public Works staff.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$ 93,878	\$ 97,586	\$ 97,837	\$ 104,064	\$ 6,227
Operating	15,916	20,595	29,351	30,942	1,591
Capital	7,320	612	13,500	2,500	(11,000)
Total	\$ 117,114	\$ 118,793	\$ 140,688	\$ 137,506	\$ (3,182)
Staffing Summary					
Full-time	2.0	2.0	2.0	2.0	0.0

Budget Request / Analysis

The FY 2018 budget request is an overall decrease of \$3,182 compared to the prior fiscal year. The increase in the personnel category reflects increases in health insurance and anticipated merit increases. The decrease in the capital category reflects the elimination of equipment replacements in this fiscal year.

The Town has come to the end of generating revenue from the sale of lots. Sixteen (16) cremation sites are remaining for sale. Although all full size lots have been sold, staff still is involved in every burial (opening and closing the grave sites). Last year the town generated \$25,350 in fees. This year's budget includes additional maintenance efforts to repair the interior roads with asphalt paving on the deteriorated portions. This paving expenditure will be offset by a transfer of interest earnings from the Perpetual Care Fund.

Estimates of motor pool charges are allocated to departments based on prior year usage. 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 opened and closed for burials each year.

PARKS AND RECREATION

Function Overview

The Town operates five parks in addition to the Warrenton Aquatic and Recreation Facility. In addition, the department manages several large events, mostly during the summer months.

Budget Summary

Department	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Parks & Recreation:					
Aquatic Center	\$1,499,406	\$1,605,010	\$1,656,167	\$1,570,120	\$(86,047)
Parks Maintenance	80,310	156,900	248,287	267,364	19,077
Administration	118,694	121,250	121,415	351,531	230,114
Total Parks and Recreation	\$1,698,410	\$1,883,160	\$2,025,869	\$2,189,015	\$163,146

The Parks and Recreation function accounts for 15.04% of the total General Fund budget. Detailed descriptions of the adopted budgets for each of the departments listed above is provided in the following pages.

Parks and Recreation - Aquatic Center

Program Description

This budget supports all personnel, program activities, 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 objectives of this facility are to provide a high quality of service to the public, control expenditures, and to generate revenue that seeks to offset expenditures.

Current Staffing

The Parks and Recreation function has five full-time staff members. The Marketing Coordinator is allocated 50% to this budget and 50% to the Parks Maintenance budget. A percentage of three administrative salaries are allocated to this function to reflect the level of effort required to support activities for the Aquatic Center. The majority of the Aquatic Center staff is part-time, limited to working no more than 29 hours per week.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$862,355	\$945,381	\$941,290	\$789,682	(\$151,608)
Operating	637,051	651,952	699,577	740,438	40,861
Capital	0	7,677	15,300	40,000	24,700
Total	\$1,499,406	\$1,605,010	\$1,656,167	\$1,570,120	(\$86,047)
Staffing Summary					
Full-time	2.6	2.6	3.1	1.5	(1.6)
Part-time	95.0	95.0	94.0	93.0	(1.0)

Budget Request / Analysis

The FY 2018 budget is \$1,570,120, which is a decrease of \$86,047 compared to the FY 2017 budget. Historically, a portion of the salaries of the Director, the Assistant Director and the Building Maintenance Technician were split between this department and the Administration department. Those salaries are now 100% allocated to the Administration department, resulting in a decrease of \$226,887 including salaries and benefits for the Aquatic Center budget. The proposed budget includes an upgrade from part-time to full-time of the Aquatics Coordinator position, an increase of \$30,614, including salary and benefits. The budgets for facility attendants and fitness instructors have been increased based on actual costs for FY 2016 and FY 2017 (net increase of \$30,700). The personnel budget also includes amounts for merit increases.

The Operating category reflects an increase of \$40,861. The largest increase is in electricity (increase of \$20,000) and is based on actual costs. The second largest area of increase is contractual repairs (increase of \$10,600) and reflects the expenses associated with a facility that is now 10 years old. Similarly, costs for equipment repair have been increased (up by \$5,000) as well as the budget for pool chemicals (increase of \$4,000).

The Parks and Recreation staff continues to refine programs and implement cost saving measures whenever possible. The WARF outsources janitorial services, and heating, ventilation and air conditioning (HVAC) preventive maintenance in an effort to keep costs down.

Parks and Recreation - Parks Maintenance

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 maintains Eva Walker Park, Rady Park, Sam Tarr Park, Academy Hill Park, Fun for All Playground, Skateboard Park, the lake, grounds and trails at the WARF complex, and will soon be maintaining a dog park.

Current Staffing

This function is staffed by one full-time, one part-time and one seasonal part-time employee to maintain the appearance and safety of all Town parks. Public Works has provided labor for special projects or in the absence of Parks and Recreation personnel. 50% of the Marketing Coordinator position is allocated to this department to account for marketing activities related to events in the parks.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$24,454	\$55,405	\$97,572	\$115,391	\$17,819
Operating	55,856	101,081	107,425	145,973	38,548
Capital	0	414	6,000	6,000	0
Total	\$80,310	\$156,900	\$210,997	\$267,364	\$56,367
Staffing Summary					
Full-time	1.0	1.0	1.5	2.5	1.0
Part-time	1.5	1.5	1.5	0.0	(1.5)

Budget Request / Analysis

The Parks budget for FY 2018 of \$267,364 is an increase of \$56,367 compared to the FY 2017 adopted budget. The proposed budget includes a request to upgrade a part-time Parks Maintenance Worker position to full-time, which increases the budget by \$22,710. This move also involves the elimination of a seasonal Parks Maintenance Worker position.

The operating category reflects an increase of \$38,548 compared to the current year budget. The motor pool allocation has been reduced due to the purchase of new vehicles for this department that don't require as much maintenance.

The capital category remains stable and provides for replacement of playground equipment, estimated to cost \$1,000, and \$5,000 to install a water fountain at Academy Hill Park. The water fountain will be funded with proffer money related to Academy Hill Park.

Parks and Recreation - 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. This department's workload includes management of the WARF, five parks, the Fun for All Playground, and the lake feature, which was completed in FY 2012. The administration coordinates with other Town departments, Town Council and the Town Manager. Policies and procedures are developed, reviewed, revised and implemented.

Current Staffing

The Administration consists of a Director, an Assistant Director and a Building Maintenance Technician. Their salaries have historically been allocated between the Administration function and the Aquatic Center.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$95,520	\$103,979	\$102,317	\$331,745	\$229,428
Operating	23,174	17,271	19,098	19,786	688
Capital	0	0	0	0	0
Total	\$118,694	\$121,250	\$121,415	\$351,531	\$230,116
Staffing Summary					
Full-time	0.9	0.9	0.9	3.0	0.0

Budget Request / Analysis

The proposed Parks and Recreation Administration budget for FY 2018 reflects an increase of \$230,116 over the FY 2017 adopted budget. The increase in the personnel category is the result of allocating 100% of staffing charges to the Administration Budget rather than splitting those charges with the Aquatic Center (\$226,887 including salaries and benefits).

The operating category reflects a modest increase, mostly due to monthly charges for Town cell phones for staff.

COMMUNITY DEVELOPMENT

Function Overview

The functional classification of 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.

Also included in this section is funding for the Visitors Center and the Economic Development Department.

Budget Summary

Department	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Planning & Zoning	\$338,702	\$451,603	\$658,655	\$984,351	\$325,696
Visitors Center	74,679	79,183	92,102	90,764	(1,338)
Planning Commission	6,951	6,782	9,751	14,251	4,500
Architectural Review Board	243	462	1,500	4,700	3,200
Board of Zoning Appeals	2,840	270	500	2,700	2,200
Economic Development	39,251	124,881	173,849	159,427	(14,422)
Total	\$462,666	\$663,181	\$936,357	\$1,256,193	\$319,836

The total budget for this function of \$1,256,193 represents 8.63% of the proposed general fund budget. Detail for each of the departments listed above is provided in the following pages.

Planning & 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.

Current Staffing

The Planning & Zoning Department is staffed by three full-time personnel, a Director, a Senior Planner, and a Planner. Also included are 50% of the salaries of the Part-time Permit Technicians and 25% of the salaries of the Lead Building Official and the Building Official.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$243,443	\$366,761	\$384,877	\$503,870	\$118,993
Operating	63,755	83,506	273,478	471,481	198,003
Capital	1,504	1,336	300	9,000	8,700
Total	\$308,702	\$451,603	\$658,655	\$984,351	\$325,696
Staffing Summary					
Full-time	2.5	3.5	3.5	5.5	2.0
Part-time	1.0	1.0	1.0	0.5	(0.5)

Budget Request / Analysis

The proposed budget for FY 2018 is \$984,351, which reflects an increase of \$325,696, or 49.5% greater than FY 2017. The personnel category shows an increase of \$118,993. The budget request for FY 2018 includes a full-time Zoning Planner (\$98,819 including salary and benefits), upgrading a part-time Permit Technician position to full-time (total of \$49,210 including salary and benefits, allocated 50% to this department and 50% to Inspections), and funding for a summer Intern.

The operating category shows an increase of \$198,003 compared to the current year adopted budget. The largest areas of increase are for contracted services:

- \$75,000 is proposed for a document scanning project.

- \$50,000 is included to utilize Fauquier County's GIS system. This will be an annual expense.
- \$50,000 is planned to continue contract services for zoning enforcement.
- \$30,000 is proposed for outsourcing plan review.
- \$170,000 is included in the budget for the Comprehensive Plan. This amount was budgeted in FY 2017, but due to staffing changes within the department requirements, the effort was not able to be fully started. Studies for the basis of the Comprehensive Plan rewriting were completed to serve immediate needs, including parking and signage. The entire estimated project budget is \$220,000, so another \$50,000 will likely be included in the budget for FY 2019.

There will be continued involvement with Fauquier County and the Rappahannock-Rapidan Regional Planning District Commission (PD9) to coordinate local and regional planning issues. For the third year, the Commission has requested a contribution from participating localities in support of their role as lead housing agency. The Town's contribution is \$1,937.

The contribution to the planning district will be \$8,223 for FY 2018. 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.

Visitor's Center

Program Description:

The Warrenton-Fauquier Visitors Center is open seven days a week to provide tourism and information services to the public about the Town and surrounding area. The facility also rents meeting space to various organizations.

Current Staffing

The Visitors Center is open seven days a week, and is staffed by three part-time positions.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$59,392	\$63,803	\$70,234	\$70,415	\$181
Operating	15,287	15,380	21,868	20,349	(1,519)
Capital	0	0	0	0	0
Total	\$74,679	\$79,183	\$92,102	\$90,764	(\$1,338)
Staffing Summary					
Part-time	3.0	3.0	3.0	3.0	0.0

Budget Request / Analysis

The FY 2018 budget request proposes a modest decrease compared with the current fiscal year. Increases in personnel cover anticipated merit increases for the staff at the center.

Funding in the amount of \$42,600 is provided annually by Fauquier County to support the efforts of the Visitors Center.

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. 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.

Current Staffing

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.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$6,701	\$6,782	\$7,751	\$7,751	\$0
Operating	250	0	2,000	6,500	4,500
Total	\$6,951	\$6,782	\$9,751	\$14,251	\$4,500

Budget Request / Analysis

The proposed budget for the Planning Commission for FY 2018 reflects an increase of \$4,500 over the current year. The increase in the operating category includes \$1,500 in professional service, \$1,500 in printing, \$3,000 for training and \$500 for materials and supplies for meetings.

Board of Zoning Appeals

Program Description

The Board of Zoning Appeals is established by the Code of Virginia 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.

Current Staffing

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.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Operating	\$2,840	\$270	\$500	\$4,700	\$4,200
Total	\$2,840	\$270	\$500	\$4,700	\$4,200

Budget Request / Analysis

The proposed budget for the Planning Commission for FY 2018 reflects an increase of \$4,200 over the current year. The increase in the operating category includes \$1,500 in professional service, \$1,500 in printing, \$500 for advertising, and \$1,200 for materials and supplies for meetings.

Architectural Review Board

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.

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.

Current Staffing

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.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Operating	\$243	\$462	\$1,500	\$2,700	\$1,200
Total	\$243	\$462	\$1,500	\$2,700	\$1,200

Budget Request / Analysis

The proposed budget for the Planning Commission for FY 2018 reflects an increase of \$1,200 over the current year. The increase in the operating category includes \$500 in professional service, \$500 in printing, \$500 for advertising, and \$1,200 for materials and supplies for meetings.

Economic Development

Program Description

Established mid-way through Fiscal Year 2015, this department accounts for activities related to the promotion of economic development within the Town of Warrenton, in close partnership with the Department of Economic Development for the County of Fauquier. The department focuses on assisting existing businesses to thrive and expand within the Town, to attract new businesses, to facilitate redevelopment of commercial corridors with new capital investment and job creation in conjunction with the Town's Comprehensive Plan and the goals of the Town Council.

Current Staffing

The Department is staffed by one full-time Economic Development Manager. This position reports to the Town Manager and closely coordinates activities with the Fauquier County Economic Development Director.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$34,354	\$105,758	\$108,299	\$118,427	\$10,128
Operating	2,814	19,123	65,550	40,800	(24,750)
Capital	3,153	0	0	200	200
Total	\$40,321	\$124,881	\$173,849	\$159,427	(\$14,422)
Staffing Summary					
Full-time	0	1.0	1.0	1.0	0

Budget Request / Analysis

The budget for FY 2018 for the Economic Development department reflects an increase of \$14,422. The salary was adjusted according to the Compensation Study in 2016. The position is currently vacant.

The operating category shows a decrease of \$24,750 due to the suspension of funding the Small Business Development Grant program. The program was funded in FY 2016, but did not get underway during the fiscal year. The FY 2016 budgeted funds will be transferred to the Economic Development Authority to maintain and disburse according to the program criteria. Other operational expenditures include \$8,000 for professional services, \$5,000 for printing, \$20,000 for advertising and marketing, and \$4,750 for travel and training.

CONTRIBUTIONS TO OUTSIDE AGENCIES

Program Description

Contributions to outside agencies support community organizations that provide health and welfare services, education, arts and cultural programs, entertainment and enrichment to the citizens of the Town.

Budget Summary

Agency	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Hospice Support of Fauquier	\$1,000	\$1,000	\$1,000	\$1,000	0
Fauquier Community Food Bank	3,750	3,750	3,750	3,750	0
Fauquier Family Shelter	6,700	6,700	6,700	6,700	0
Fauquier Community Child Care	4,500	4,500	4,500	4,500	0
Fauquier Free Clinic	10,000	10,000	10,000	10,000	0
Piedmont Dispute Resolution Center	1,000	1,000	1,000	1,000	0
Circuit Rider	39,961	39,961	44,987	41,942	(3,045)
Circuit Rider – Vehicle Expenses	17,380	15,749	15,000	15,000	0
Literacy Volunteers of Fauquier County	2,500	2,500	2,500	2,500	0
Fauquier CADRE	2,000	2,000	2,000	2,000	0
Rappahannock-Rapidan Medical Reserves	500	500	500	500	0
Fauquier Community Action Committee	0	10,000	10,000	10,000	0
Families4Fauquier	0	2,000	2,000	2,000	0
Leadership Fauquier	0	3,000	3,000	3,000	0
Boys & Girls Club of Fauquier	10,000	10,000	10,000	10,000	0
Piedmont Symphony Orchestra	1,000	1,000	1,000	1,000	0
Bluemont Concert Series	10,000	10,000	10,000	10,000	0
Fauquier Historical Society	10,000	10,000	10,000	10,000	0
Heritage Day	2,500	2,500	2,500	2,500	0
First Night Out	5,000	5,000	5,000	5,000	0
Main Street Program (formerly Partnership for Warrenton)	30,000	28,496	20,000	20,000	0
Warrenton Caboose	1,000	1,000	1,000	1,000	0
Lord Fairfax Community College	0	7,500	17,500	2,500	(15,000)
Total	\$158,791	\$178,156	\$183,937	\$165,892	(\$18,045)

Budget Request / Analysis

Descriptions of the organizations requesting contributions from the Town are provided below.

Hospice Support of Fauquier

Hospice Support of Fauquier is a volunteer organization which provides non-medical, supportive care to terminally ill patients and their families. The proposed contribution is \$1,000.

Fauquier Community Food Bank / Thrift Store

The Fauquier Community Food Bank / Thrift Store provides food and household provisions to residents of Fauquier County living below federal poverty guidelines. The organization requested a \$5,000 contribution; the proposed contribution is \$3,750.

Fauquier Family Shelter Services

Fauquier Family Shelter Services (FFSS) was established in 1988 by concerned individuals and social service agencies to alleviate the pain of poverty and homelessness in Fauquier County. FFSS provides the only emergency shelter in the County and provides an intensive one year program at nearby Vint Hill to assist families in transitioning from being homeless to maintaining stable and independent living. The proposed contribution is \$6,700.

Fauquier Community Child Care

The Fauquier Community Child Care (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. The proposed contribution is \$4,500.

Fauquier Free Clinic

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. The proposed contribution is \$10,000.

Piedmont Dispute Resolution Center

The part-time staff at the Piedmont Dispute Resolution 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. The proposed contribution is \$1,000.

Virginia Regional Transit - Circuit Rider

Operated by Virginia Regional Transit (VRT), the Circuit Rider provides access to affordable transportation for Town residents. Federal funding covers 50% of the expenses associated with the program, 32% represents the Town's share of funding, and the remaining 18% is provided by the State. Increased ridership totals reported for FY 2015 by VRT reflect the importance of this service in the community. The Town is proposing to fund the federally prescribed local match total of \$56,942 by providing \$41,942 in direct funding, and \$15,000 of "in-kind" services necessary to fuel the bus. The in-kind figure is budgeted based on historical costs.

Literacy Volunteers of Fauquier County

The overarching goals of Literacy Volunteers of Fauquier County (LVFC) are to improve the reading, writing, basic communication, study and computer skills of adults in our community and to promote learning as a fundamental goal. LVFC provides these services at their headquarters in Warrenton, the Warrenton Library and at other cooperative sites throughout the County. They also provide one-on-one tutoring in reading, writing, and math skills as well as English as a Second Language (ESL). The proposed contribution is \$2,500.

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. The proposed contribution is \$2,000.

Rappahannock-Rapidan Medical Reserves

The Rappahannock-Rapidan Medical Reserve Corps is dedicated to ensuring hometown security through recruiting, pre-credentialing, training, organizing and utilizing volunteers to prepare for and respond to public health emergencies and to promote healthy living throughout the year. Contributed funds are used to recruit and train volunteers. The proposed contribution is \$500.

Fauquier Community Action Committee (Head Start/Bright Stars Program)

The Fauquier Community Action Committee (FCAC) Head Start/Bright Stars program provides a quality comprehensive preschool program to children and families of low income in Fauquier County. The program is offered to 3 and 4 year olds that meet the federal income poverty guidelines. The proposed contribution is \$10,000.

Families4Fauquier

Families4Fauquier provides affordable activities and entertainment for families in Fauquier County and is dedicated to promoting community involvement by uniting and connecting local area families. The proposed contribution is \$2,000.

Leadership Fauquier

The mission of this newly organized not-for-profit is to engage, equip, and connect existing and emerging leaders in Fauquier County by increasing non-profit volunteerism, civic participation and upward career mobility. The proposed contribution is \$3,000.

Boys & Girls Club of Fauquier

The mission of the Boys & Girls Club is to help boys and girls of all backgrounds, especially those in need, to build confidence, to develop character and to acquire the skills needed to become productive, civic-minded, responsible adults. The proposed contribution is \$10,000.

Piedmont Symphony Orchestra

The Piedmont Symphony Orchestra (PSO) holds five concerts each year at Highland School. PSO also offers an educational outreach program designed for Fauquier County Public and Private Schools called PSO Music Mentors. The proposed contribution is \$1,000.

Bluemont Concert Series

The Town Manager recommends funding in the amount of \$10,000 for FY 2017. 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 Fauquier Historical Society operates the Old Jail Museum, which is centrally located in the Town of Warrenton and open six days a week. The purpose of the organization is to preserve and maintain objects, documents and other memorabilia of historic interest pertaining to the County of Fauquier, the Commonwealth of Virginia, or the United States. The proposed contribution is \$10,000.

Warrenton-Fauquier Heritage Day

The mission of Warrenton-Fauquier Heritage Day is to produce an appreciation and education of the area's heritage while providing a sense of community to new and old residents. The requested funding is used to support a one day event. The proposed contribution is \$2,500.

First Night Warrenton

Bluemont Concert Series hosts this annual New Year's Eve family friendly event. The proposed contribution for First Night Warrenton is \$5,000. This amount includes the annual First Night Registration Fee.

Main Street Program

The Main Street Program function is provided by a recently reorganized community non-profit organization committed to building a Main Street District of thriving business, history, and social activities. The Program envisions a vibrant, beautified Old Town Warrenton with a focus on a dynamic, organized district of retail and restaurants that preserves and builds upon our historic character. Such vitality fosters opportunities for growth: economically, socially, and culturally. This vision supports and attracts businesses and visitors, and just as importantly, directly enhances the quality of life for the residents of our community. Support for the Program for Fiscal Year 2018 is proposed to remain at \$20,000. The non-profit organization will be required to provide quarterly reports of its activities to Council as well as an annual review of its finances by a Certified Public Accountant.

Warrenton Caboose

The Warrenton Greenway Trail was completed in 1998 as part of the Rails to Trails program. In observance of the heritage of this area, a caboose was positioned at the site and various railroad artifacts have been purchased for display both inside the caboose and along the trail. Volunteers repair and maintain the caboose, shanty building, railroad track, the No. 10 switch, track signal and turntable basin. The goal is to promote an active interest in the history of railroading in Warrenton. The proposed contribution is \$1,000.

Lord Fairfax Community College

The FY 2017 adopted budget provided \$7,500 to fund two scholarships for one year for Town of Warrenton residents. The program consists of an academic scholarship and a work force scholarship. This scholarship will be funded at the same level for FY 2018. As part of an agreement to extend water service to a property located outside the Town's service area, the owner of that property agreed to provide a \$5,000 contribution in support of a charitable organization of the Town Council's choosing. The Town Council agreed that the \$5,000 go to the LFCC Scholarship. This funding was provided to the LFCC Foundation in March 2017 and is held in trust to fund the Scholarship for the FY 2018 year. Therefore, the Town's contribution to the Scholarship for this fiscal year will be \$2,500.

DEBT SERVICE

Program Description

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

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Principal	\$176,679	\$520,555	\$448,000	\$458,000	\$10,000
Interest	3,656	204,261	188,290	175,298	(12,992)
Fiscal Charges	0	300	300	300	0
Total	\$180,335	\$725,116	\$636,590	\$633,598	(\$2,992)

Budget Request / Analysis

Debt service payments totaling \$633,598 are budgeted for FY 2018, which is \$2,992 less than FY 2017. The debt service is for bonds issued in support of the construction of Recreation facilities.

In FY 2013, the Town advance refunded its Series 2006A bond to achieve debt service savings through 2032 of \$1,057,848. The Town owed 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 \$633,598 are budgeted for FY 2018. Service fees of \$300 are also included.

TRANSFERS

Program Description

This function accounts for the transfer of funds from the General Fund to other funds as necessary to supplement operations and capital programs.

Budget Summary

Transfer to	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Capital Projects	\$297,160	\$369,000	\$876,153	\$1,459,661	\$583,508
Recreation Fund	1,048,747	0	0	0	0
Total	\$1,345,907	\$369,000	\$876,153	\$1,459,661	\$583,508

Budget Request / Analysis

The FY 2018 requested transfer to the Capital Projects fund represents the difference between the total estimated costs of the projects budgeted in the Capital Projects Fund and the funding to be received under the VDOT Revenue Sharing program. The entire amount of \$1,459,661 will be taken from the General Fund Unassigned fund balance.

The Recreation Fund was dissolved as of June 30, 2015. All expenditures associated with Parks and Recreation are now included in the General Fund, eliminating the need for a transfer.



CAPITAL PROJECTS FUND

Budgeted amounts for the Capital Projects Fund are derived from the first year of the five year Capital Improvement Program (CIP) document each year. The CIP is updated annually, at which time the schedule and projects are evaluated, and any new projects may be added. The threshold for inclusion in the CIP is \$10,000. The CIP document is presented to the Planning Commission for comments prior to being forwarded to Council each year. The Planning Commission typically conducts a work session followed by a Public Hearing on the CIP. Their recommendations are considered by the Town Manager in the formulation of the budget for the Capital Projects fund. The CIP document may be found under a separate tab in the proposed budget binder.

Revenue that is specifically related to projects is budgeted within the Capital Projects fund, with the balance financed by a transfer from the General Fund.

SUMMARY OF CAPITAL PROJECTS BUDGET

<u>REVENUE</u>	<u>FY 2017 Adopted</u>	<u>FY 2018 Proposed</u>
State Revenue	\$ 217,000	\$ 71,500
Transfers In	876,153	1,459,661
Total Capital Projects Revenue	\$ <u>1,273,153</u>	\$ <u>1,531,161</u>
 <u>EXPENDITURES</u>		
Capital Outlay	\$ 605,753	\$ 716,770
Capital Projects	667,400	814,391
Total Capital Projects Expenditures	\$ <u>1,273,153</u>	\$ <u>1,531,161</u>

Capital Projects Revenue

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Local Revenue	\$0	\$0	\$0	\$0	\$0
State Revenue	51,617	136,235	217,000	71,500	(145,500)
Transfers	297,160	369,000	876,153	1,459,661	583,508
Use of Fund Balance	0	0	180,000	0	(180,000)
Total Capital Project Fund Revenue	\$348,777	\$505,235	\$1,273,153	\$1,531,161	\$258,008

State Revenue

Virginia Department of Transportation Revenue Sharing

This program provides funding to construct or improve the highway systems within the Town limits. Local funds are matched with State funds for qualifying projects.

Transfers

Transfer from General Fund

This is the balance of funding necessary to implement the requirements of the annual CIP program. For FY 2018, the \$1,459,661 transfer is entirely funded by the use of fund balance in the general fund.

Capital Projects Expenditures

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. Comparisons to the prior year, apart from overall dollar amount, are not provided as the types of projects from one year to the next vary a great deal, and greater detail may be reviewed in the CIP document itself.

Description	FY 2018 Proposed
VDOT Broadview Avenue Improvements	\$25,000
Mast Arm Conversion – Blackwell Rd / Lee Hwy	170,000
Trailer Mounted Emergency Generator	25,000
Gold Cup Sidewalk	110,000
Franklin Street Sidewalk	81,391
Backhoe Replacement	135,000
Refuse Truck Replacement	165,000
Pickup Truck Replacement	54,000
Traffic Signal Interconnectivity – Lee Hwy	85,000
Police Cruiser Replacement	80,770
P25 Compliant Radio System Upgrade	152,000
WARF Fitness Equipment Replacement	30,000
WARF Facility Upgrades	33,000
Parking for Soccer Fields	20,000
WARF Roof	105,000
UV Disinfection – Pools	35,000
Rady Park Grading / Drainage	15,000
Skate Park Enhancements	20,000
Eva Walker Park Fence	115,000
Permit Tracking Software	75,000
Total Expenditures	\$1,531,161

Project Descriptions

VDOT Broadview Avenue Improvements (\$25,000): This project is to improve safety and access management to businesses located on Broadview Avenue. The project is the Town's primary priority with the VDOT Six-Year Improvement Plan with the current design effort being funded under Urban Program at 2% cost share.

VDOT Revenue Sharing Mast Arm Conversion – Blackwell Road/Lee Hwy. (\$170,000):
This project is to provide supplemental funding for the VDOT Revenue Sharing project to

convert the traffic signals at the intersection from span wire to mast arms. The supplemental funding is needed to cover additional construction costs due to having to go with four instead of two signal poles with arms along with upgraded support apparatus.

Trailer Mounted Emergency Generator (\$25,000): This project is for a trailer mounted 100KW generator for emergency power outages to provide backup power for the Town Shop or transported to other critical infrastructure such as the Town's drinking water wells. The project is a 50/50 cost share with the Utility fund to be a Town asset for emergency situations.

Gold Cup Drive Sidewalk (\$110,000): This project consists of construction of a five-foot sidewalk and curbing drainage on one side of the street on Gold Cup Drive from Gay Road intersection to Rappahannock Street.

Franklin Street Sidewalk (\$81,391): Project consists of construction of replacement and new sidewalk along Third Street and Franklin Street from Beckham to the Fifth Street parking lot. The new sidewalk will be along the north side of Franklin Street from Green Street to Fifth Street. A portion of the new sidewalk will require retaining wall with guard rail. Town staff will work with Dominion Virginia Power on the installation of standard street lighting.

Backhoe Replacement (\$135,000): Replacement of the existing backhoe with an equivalent model. The existing backhoe will be twenty-three years old in 2017 and due for replacement. This unit is the primary unit for daily operations in the maintenance of roads, cemetery, and snow.

Refuse Truck Replacement (\$165,000): Purchase of a new 30-yard side loading refuse collection truck. The 30-yard size is large enough that excessive trips to the dump are not required, yet small enough to maneuver in old Town.

Pickup Truck Replacement (\$54,000): Replacement of two existing pickup trucks. The existing trucks will be twenty and twenty-one years old in 2017 and are used for street maintenance and the recycling collection program. Both units have extensive rust damage to the body and frames.

Traffic Signal Interconnectivity – Lee Hwy. (\$85,000): This project is for the interconnection of the Broadview Avenue and Lee Hwy. traffic signals to facilitate coordination and traffic flow. The project will enable the signals to communicate with each other and be remotely monitored and adjusted.

Police Cruiser Replacement (\$80,770): This project is for the capital lease purchase of six vehicles in 2018 and six vehicles in 2019. The yearly lease cost for six vehicles over a 5-year lease is less than the purchase of two vehicles per year which has been the departmental practice. At the end of the 5-year lease, ownership reverts to the WPD without any additional costs.

P25 Compliant Radio System Upgrade (\$152,000): Fauquier County is in the process of transitioning to the P25 compliant radio system and in order for the Warrenton Police Department portable and cruiser radios to transmit on the new system, they will need to be reprogrammed to the P24 compliant bands. Motorola will only support our model portable radio for four more years and has stopped supporting the cruiser radios, so re-programming won't be feasible for them.

WARF Fitness Equipment Replacement (\$30,000): Project consists of the replacement of ten of the current twenty-four spin bikes and the replacement of five upright and recumbent bikes. The upright and recumbent bikes are ten years old and need replacing and the spin bikes need replacing.

WARF Facility Upgrades (\$33,000): This project includes the installation of a permeable rubberized non-slip surface (Aquaflex) in the play area of the leisure pool. The Aquaflex surfacing will last a minimum of three years, saving on maintenance costs and increasing slip resistance. This project also includes the replacement of the Parks and Recreation phone system. The current phone system has been declared at the end of its life by the manufacturer and they will no longer service the system.

Parking Improvements for Soccer Fields (\$20,000): This project is for additional parking at the WARF complex. Due to the large number of soccer games scheduled, there is little parking available for the WARF, hockey, skate park and Fun for All Playground users. This initiative will provide for using gravel to expand the parking available in the fields area off Rt. 211.

WARF Roof (\$105,000): This project consists of the replacement of the flat membrane roof at the WARF. The original roof was poorly installed and has leaked continually since the building was opened. Repeated attempts at repair have been made since the building has been opened.

UV Disinfection – Pools (\$35,000): This project is for the addition of ultraviolet light disinfection to the pools at the WARF. Ultraviolet light disinfection has been the industry standard for many years. UV disinfection was part of the original design of the WARF, but was eliminated to save on construction costs. UV is used as a supplemental disinfection system in combating recreational water illnesses such as e coli, cryptosporidium and giardia. It also has the potential to improve air quality and reduce chemical use.

Rady Park Grading/Drainage (\$15,000): This project involves brush removal, drainage and grading at Rady Park. There is a wooded area between the trail and the open fields that has a lot of overgrowth, standing water and trees in poor condition. Proper drainage and grading, as well as removing the overgrowth and planting grass would make this into usable park space.

Skate Park Enhancements (\$20,000): The project is for adding an additional obstacle at the skate park which will provide a challenge to those at a more advanced skill level. The current park is ten years old and needs to provide continuing challenges to the athletic skater in order

to keep users coming back instead of seeking other inappropriate areas of the Town for their use. Current obstacles are in need of new panels to restore to an acceptable state.

Eva Walker Park Fence (\$115,000): The project is for the replacement of the fence at Eva Walker Park. The fence that is currently at the park is of unknown age and is a slat style fence that is made of concrete. The parts for the fence are not readily available and the style of fence is out of character with the neighborhood and the improvements that have already been made at the park.

Permit Tracking Software (\$75,000): This project is for the purchase of permit tracking software. Between 2012 and 2015, the department has seen an increase in permits by 66%, with no additional staff or software for tracking permits. Community Development currently has nothing available to them for the tracking of permits and zoning cases.

WATER AND SEWER OPERATING FUND

The Town's Water and Sewer Operating Fund, which includes all revenues and expenses for the production and distribution of drinking water and collection and disposal of sewage in Warrenton and certain areas surrounding the Town, is an enterprise fund. Monies used to support this budget are derived via monthly collections for services used by the Town's 4,876 residential and business accounts (an increase of 19 accounts in the past year), plus other miscellaneous charges. The Town conducted a rate study in Fiscal Year 2016. The proposed service rates included in this budget are based on the results of that study.

SUMMARY OF WATER AND SEWER OPERATING BUDGET

<u>REVENUE</u>	<u>ADOPTED FY 2017</u>	<u>PROPOSED FY 2018</u>
Permits, Fees & Licenses	\$ 9,000	\$ 10,000
Revenue from the Use of Money/Property	154,500	177,000
Charges for Services	5,193,605	5,348,138
Miscellaneous Revenue	44,299	27,000
Grant Revenue	0	0
Non-Revenue Receipts	0	0
Transfers & Reserves	0	0
Total Water and Sewer Revenue	\$ <u>5,401,404</u>	\$ <u>5,562,138</u>
 <u>EXPENSES</u>		
Water Supply, Distribution & Billing	\$ 1,970,674	\$ 1,980,807
Wastewater Treatment	1,754,030	1,780,063
Administration	800,820	848,782
Debt Service	103,119	128,310
Subtotal Operations	\$ <u>4,628,643</u>	\$ <u>4,737,962</u>
Transfers	772,761	824,176
Total Water and Sewer Expenses	\$ <u>5,401,404</u>	\$ <u>5,562,138</u>

Water and Sewer Operating Revenues

The following table provides a multi-year comparison of Water and Sewer Revenues by Source.

Source	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Local Revenue					
Permits, Fees & Licenses	\$8,094	\$9,980	\$9,000	\$10,000	\$1,000
Use of Money & Property	151,120	165,515	154,500	177,000	22,500
Charges for Services*	3,539,535	3,867,200	5,193,605	5,348,138	154,533
Recoveries & Rebates	28,158	59,133	44,299	27,000	(17,299)
Total Local Revenue	\$3,726,907	\$4,101,828	\$5,401,404	\$5,562,138	\$160,734
State Revenue	\$0	\$0	\$0	\$0	\$0
Non-Revenue Receipts**	\$91,200	\$222,200	\$0	\$0	\$0
Transfers & Reserves	84,150	141,319	0	0	0
Total Water & Sewer Revenue	\$3,902,257	\$4,465,347	\$5,401,404	\$5,562,138	\$160,734

* The Town conducted a rate study in Fiscal Year 2016. This budget projects a planned increase in rates effective July 1, 2017 based on the results of the study.

** Effective July 1, 2017 the Water and Sewer Fund was split into an Operating and a Capital Fund. Non-revenue receipts are now recorded in the Water and Sewer Capital Fund.

Local Revenue

Permits, Fees & Licenses - Town staff conducted a review of fees charged by nearby utility service providers and have proposed slight increases in the Town's fee structure. The Town charges a non-refundable service fee for establishing new utility accounts. The proposed increase in this rate is \$5.00. Security deposits are refundable, but are often applied to unpaid bills. The increase in the amount is consistent with the rate increases to ensure adequate deposits are available to cover the delinquencies. The following table shows proposed fees, which are included in the formulation of this budget, compared to the current fees:

Fee Type	Current Fee	Proposed Fee
New Service	\$20	\$25
Security Deposit	\$50 residential / \$100 commercial	\$150 residential & commercial
Late Fee	\$5	\$5
Reconnection Fee	\$40	\$40

Use of Money & Property - 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.

Interest and investment revenue fluctuates with the general economic conditions and the level of utility fund cash balances. The FY 2018 estimate has been increased from FY 2017 based on prior year actual receipts and prevailing market conditions.

Charges for Services - The Town currently provides water and sewer services to approximately 4,876 residential and commercial customers, up 19 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 estimated revenue for Charges for services in the budget, based on the recommended increase in the Water and Sewer rate study conducted by MFSG, is \$5,348,138, or 96.2% of the water and sewer budget.

The following rate schedule is proposed for July 1, 2017:

Base Charge (for usage < 2,000 gallons):

Meter Size	IN TOWN RATES		
	Water	Sewer	Total
5/8	5.32	11.99	17.31
¾	7.98	17.99	25.97
1	13.30	29.98	43.28
1 ½	26.60	59.95	86.55
2	42.56	95.92	138.48
3	93.10	209.83	302.93
4	167.58	377.69	545.27
6	345.80	779.35	1,125.15
8	425.60	959.20	1,384.80

OUT OF TOWN RATES		
Water	Sewer	Total
7.98	17.99	25.97
11.97	26.99	38.96
19.95	44.98	64.93
39.90	89.95	129.85
63.84	143.92	207.76
139.65	314.83	454.48
251.37	566.69	818.06
518.70	1,169.35	1,688.05
638.40	1,439.20	2,077.60

Commodity Rate, per 1,000 gallons

Usage	Water	Sewer	Total
> 2,000	5.31	8.72	14.03

Water	Sewer	Total
7.97	13.08	21.05

Recoveries & Rebates - 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. Deferred revenue is recognized annually for the Warrenton Training Center waterline maintenance. This category also includes charges for the sale of meters and other connection materials charged directly to contractors or homeowners. This figure is based on new connections projected for the coming year. Recoveries and rebates represent 0.5% of the water and sewer operating budget.

Water and Sewer Operating Expenses

During calendar year 2016, the water and wastewater treatment plants continued to operate within treatment parameters as issued by the Virginia Departments of Health and Environmental Quality. The water treatment plant produced an average of 1,186,000 gallons of potable water per day and the wastewater treatment plant treated approximately 1,730,000 gallons of sewage per day. Both numbers are below the 2.5 million gallon per day permitted for the wastewater plant and the 2.3 million gallons per day (MGD) permitted for the water resources. Sewer flows were slightly below 2015, but the reduction is primarily due to below normal precipitation years with only 37 inches total of precipitation. The department initiated the sewer line rehabilitation project during the later part of the calendar year, which was too late to have any impact to date. The economy continued to be moderate in calendar year 2016 with 9 new accounts added. There is the potential for significant growth in the coming year with Warrenton Crossing, the Rizer property, and Alwington (out of town commitment) under review or awaiting final approval. Although the past year experienced below normal precipitation, as stated above, no water transfers were needed from the Airlie Reservoir.

The overall operating budget of \$5,562,138 is an increase of \$160,734 over FY 2017. Capital outlay, chemicals, and electrical costs for water/sewer treatment continue to be major expenditures. Part of the proposed budget is a moderate rate increase as recommended by the 2016 rate study.

The water treatment plant is in its seventh year of operation since the upgrade to 3.4 million gallons per day capacity. Operations continue to be smooth without any significant issues. Staff this past year activated a discharge permit, which allows a significant portion of the filter backwash water to be returned to the reservoir, a double positive impact of reducing flow to sewer plant and conserving water in the reservoir. A primary issue of concern has been the reduction of trihalomethanes in the storage and distribution system, which was addressed this past year with the completion of mixing systems in the tanks. The data to date is very positive, but needs additional time for complete evaluation. Water production for the past three years has remained fairly constant. There is the potential for increase in demand in the coming year with the developments mentioned above.

The Meter Reading continues to function with only two personnel. Over 90% 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 at 10% for the past year. 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 (T&D) section continues to be a maintenance related budget with primary focus on servicing of the extensive and aging water-sewer system and new construction only for 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. With the receipt of a replacement

CCTV for sewer line inspections, the section will be conducting a parallel effort to the Inflow and Infiltration rehabilitation contract work to identify inflow and infiltration sources. The most recently renewed wastewater treatment plant (WWTP) permit requires the development and implementation of a collection maintenance and operation maintenance (CMOM) program by August 1, 2017. This program will be administered by the T&D section.

Budget Summary

Department	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Meter Reading	\$182,029	\$202,226	\$263,975	\$263,975	\$0
Source of Supply	916,434	901,871	1,030,947	1,054,858	23,911
Transmission & Distribution	609,804	633,664	675,752	661,972	(13,780)
Wastewater Treatment	1,775,761	1,642,276	1,754,030	1,780,063	26,033
Water & Sewer Administration	737,524	702,976	800,820	848,784	47,964
Debt Service	0	109,447	103,119	128,310	25,191
Capital	516,652	544,568	0	0	0
Transfers	0	0	772,761	824,176	51,415
Total Water & Sewer Expenses	\$4,738,204	\$4,737,028	\$5,401,404	\$5,562,138	\$160,734

Detail regarding the proposed expenses for each department is described in the following sections.

Water and Sewer Operating - Meter Reading

Program Description

The Meter Reading Division is responsible for the reading of 4,876 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 accuracy of readings is critical and enables the Town to collect the optimum amount of revenue possible with the most reliable meter data. The meter calibration testing frequency 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. 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.

Current Staffing

The Meter Reading Division is staffed by two full-time employees.

Budget Summary

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$120,961	\$120,200	\$137,165	\$132,220	(\$4,945)
Operating	61,068	82,026	126,610	131,555	4,945
Capital	0	0	200	200	0
Total	\$182,029	\$202,226	\$263,975	\$263,975	\$0
Staffing Summary					
Full-time	2.0	2.0	2.0	2.0	0.0

Budget Request / Analysis

The proposed budget for the meter reading division remains level with the prior fiscal year. The section continues to function with only two personnel. The decrease in the personnel category reflects revised estimates based on historical costs and current staffing. Over 90% of the meters are remote or touch read. The remaining manual read meters are being upgraded on an individual basis under the operating budget. With the predominant automated meters errors in monthly billings are very rare. A significant portion of the budget is in the "meter and supplies" line, which is for new construction units that are installed with the latest radio remote read devices with the material costs paid by the builder through the meter fee. Also included in the budget is for the replacement of approximately 250 existing auto read meters that are 10 years and older with an estimated useful battery life of 10 – 15 years.

Water and Sewer Operating - Source of Supply

Program Description

The Source of Supply Division is responsible for the safe and efficient operation of the Town's municipal water supply assets, which consist of the water treatment plant, wells and reservoirs. The operation strives to provide safe, aesthetically pleasing, and pleasant tasting water to meet the demands of the Town's over 4,876 residential and commercial customers. Included in the budget is the continued long-term maintenance and servicing of the three water storage tanks (a 200,000 gallon backwash tank at the treatment plant, the 500,000 gallon elevated tank, and the 1,500,000 gallon ground storage tank).

Current Staffing

The Source of Supply Division is staffed by five full-time employees, supplemented by part-time staff.

Budget Summary

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$445,147	\$445,977	\$486,131	\$515,281	29,150
Operating	471,287	455,894	534,816	532,077	(2,739)
Capital	0	0	10,000	7,500	(2,500)
Total	\$916,434	\$901,871	\$1,030,947	\$1,054,858	\$23,911
Staffing Summary					
Full-time	5.0	5.0	5.0	5.0	0.0
Part-time	3.0	3.0	3.0	3.0	0.0

Budget Request / Analysis

The FY 2018 budget reflects an increase of \$23,911, or 2.3% more than the FY 2017 budget. The increase in personnel costs is due to a need for additional part-time employees to man the plant under the two man rule promulgated by the Virginia Department of Health (VDH) and to assist with maintenance related activities at the plant and wells. With Well #3 scheduled to be placed back in operation, the ion exchange treatment process will require additional monitoring and operator servicing.

Energy and chemicals continue to be major cost elements. There is scheduled replacement of granular activated carbon in the FY 2019 budget cycle. General maintenance and the replacement of components are on the rise due to age and the rise in costs for parts and instrumentation, but expenditures are held down by staff performing more maintenance in house and only contract out as needed. Both the Airlie and the Warrenton Reservoir Dams are expected to be operating under renewed 5 year permits with no modifications to the dams or emergency spillways. During the year staff will be working with consultants to update the Town's Department of Environmental Quality (DEQ) mandated Strategic Water Supply Plan, which is the first iteration of the original plan approved in 2013. This plan must be updated every five years. The staffing level is set at the minimum accepted by VDH, which requires a

minimum of two operators per shift of operation for plants licensed at 2 MGD or greater. At least one of the operators on duty must have a class II license (equal or greater to the classification of the facility).

The plant continues to operate 12 to 16 hours per day, 365 days a year. In 2016, the plant produced an average of 1,186,000 gallons a day of water of good quality, as evidenced by the sixteenth annual “Consumer Confidence Report” scheduled for mailing to all customers in June 2017 in accordance with federal law. There were no permit violations or VDH inspection deficiencies during 2016. EPA is constantly evaluating unregulated contaminants for consideration to add to the treatment requirements (example is the chromium 6 article in local paper); in the proposed budget there are no new contaminants requirements anticipated.

Revisions to DEQ discharge standards for plant water back to the reservoir and problem solving by staff have allowed between 1.5 and 2.0 million gallons per month of filter backwash water to be returned to the reservoir. This action had a double benefit by recharging the reservoir (particularly during dry conditions) and reducing flow to the wastewater treatment plant to be treated, saving on treatment cost and capacity.

Water and Sewer Operating - Transmission & Distribution

Program Description:

The Transmission and Distribution Division is responsible for the daily maintenance, repair and servicing of over 86.3 miles of water line and 68.5 miles of sewer. Activities include repairing main breaks, replacing old and deteriorated water and sewer lines, maintaining water and sewer line easements, clearing obstructions from clogged sewage lines, collecting data with flow meters to identify high areas of inflow and infiltration in the gravity sewage system. The water system is flushed twice a year to remove sediments and minerals from the main lines. The over 732 fire hydrants and valves are serviced annually. To ensure inadvertent disruption to service due to accidents the section responded to 2,635 calls in calendar year 2016 for Miss Utility field locates of water and sewage lines as mandated by law. The disinfection by product rule, and the fact that Warrenton serves a population greater than 10,000, requires a more frequent flushing of the far reaches of the system (especially dead-end lines).

Current Staffing

The Transmission and Distribution Division is staffed by seven full-time employees.

Budget Summary

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$479,945	\$486,047	\$512,148	\$508,611	(\$3,537)
Operating	129,859	147,017	160,104	149,861	(10,243)
Capital	0	600	3,500	3,500	0
Total	\$609,804	\$633,664	\$675,752	\$661,972	(\$13,780)
Staffing Summary					
Full-time	7.0	7.0	7.0	7.0	0.0

Budget Request / Analysis

The FY 2018 budget of \$661,972 for the Transmission and Distribution section shows a decrease of \$13,780 compared to FY 2017. This department represents 11.7% of the Water and Sewer Operating Fund budget. The personnel category projects a decrease of \$3,537 due to personnel changes within the department.

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. With the receipt of a replacement CCTV for sewer line inspections, the section will be conducting a parallel effort to the Inflow and Infiltration (I&I) rehabilitation contract work to identify inflow and infiltration sources. The most recently renewed wastewater treatment plant (WWTP) permit requires the development and implementation of a collection maintenance and operation maintenance (CMOM) program by August 1, 2017. This program will be administered by the T&D section.

Water and Sewer Operating - Wastewater Treatment

Program Description

The Wastewater Treatment Plant Division is responsible for processing of the community's sanitary sewage to regulatory standards to protect the downstream environment and user, be that user a private property owner, another city or district, an industry, or a fisherman. Laboratory testing is performed on the wastewater and receiving waters to ensure compliance with receiving stream standards or discharge requirements put in place by the Department of Environmental Quality (DEQ). Testing for Biochemical Oxygen Demand, Total Suspended Solids, Total Residual Chlorine, pH, Dissolved Oxygen, Total Kjeldahl Nitrogen, and Ammonia are tested daily. Annual testing includes the Toxic Monitoring Program, 503 Sludge monitoring, and the annual Pretreatment report submitted by Town staff.

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. In addition to the operation of the wastewater treatment plant, the section is also responsible for the operation and maintenance of eight sanitary sewer pump stations.

Current Staffing

The Wastewater Treatment Plant Division is staffed by seven full-time employees, supplemented by part-time staff.

Budget Summary

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$626,080	\$644,369	\$684,379	\$695,979	\$11,600
Operating	1,149,681	997,308	1,065,151	1,079,584	14,433
Capital	0	599	4,500	4,500	0
Total	\$1,775,761	\$1,642,276	\$1,754,030	\$1,780,063	\$26,033
Staffing Summary					
Full-time	7.0	7.0	7.0	7.0	0.0
Part-time	3.0	3.0	3.0	3.0	0.0

Budget Request / Analysis

The FY 2018 budget of \$1,780,063 represents an increase of \$26,033 compared to the FY 2017 budget. The increase in the personnel category reflects the impact of merit increases.

Costs for chemicals, energy and general repairs continue to be major portions of the budget. 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. Staff has been working in recent years to replace many of the plant components nearing their 25 year life. A major effort in this area is the replacement of the rotating biological contactors (RBC's) with completion of the design in FY17 and the contracting for replacement in the proposed capital outlay program. This will be a major improvement to the plant performance and efficiency with potential expansion of the permit in 2021. The Town being in the Chesapeake Bay watershed continues to present challenges to the discharge from the wastewater treatment plant.

The Town's wastewater treatment plant (WWTP) processed and treated an average of 1,730,000 gallons of sewage per day in 2016, this is down from the past two years due to the below normal precipitation with the lower water table reducing infiltration. With a return of wetter conditions I&I will increase and to counter the Town initiated the first year of a three year effort to rehabilitate sewer lines to prevent the intrusion of ground and surface water. Development growth continued to be slow during the past year with only a net increase of 19 new residential and commercial accounts added. FY 2018 is poised to potentially experience a growth trend with Riser, Warrenton Crossing and Alwington subdivisions scheduled to be under construction and several other large projects in the preliminary planning stage, all to impact sewer plant capacity. The biggest impact is the potential rezoning of Walker Drive properties.

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.

Water and Sewer Operating - Administration

Program Description:

This Administration Division budget houses costs associated with the Public Utilities Administrative Section, which is the responsibility of the Director of Public Utilities, a licensed engineer. The Director manages the overall operation of water production and wastewater treatment, water line construction and maintenance, meter reading, and capital projects. This budget also funds the administrative activities at Town Hall associated with the billing for water/sewer services and the accounting for the enterprise fund. The department is responsible for the management and oversight of the other utility budgets. It is the mission of department to ensure safe drinking water and environmentally compliant wastewater treatment to protect public health and to keep the public informed through the annual "Consumer Confidence Report".

Current Staffing

The Administration Division is staffed by four full-time employees. Also included are the allocations of general government salaries that support the water and sewer operating fund.

Budget Summary

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$509,298	\$501,578	\$582,108	\$631,976	\$49,868
Operating	225,613	191,044	218,712	216,308	(2,404)
Capital	2,613	10,354	0	500	500
Total	\$737,524	\$702,976	\$800,820	\$848,784	\$47,964
Staffing Summary					
Full-time	4.0	4.0	4.0	4.0	0.0

Budget Request / Analysis

Included within the budget are 100% of the salaries of a Senior Administrative Assistant 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, Assistant Director, and Account Technicians, all of whom are full time town employees, but are only budgeted for that portion of their work performed for the Water and Sewer Operating Department. This year 25% of the salary for an Administrative Assistant from the Public Works facility is being allocated to this department to reflect her efforts in supporting Public Utilities workloads, especially the Transmission and Distribution department. The dollar value associated with this allocation is \$18,610. The remaining increase reflects anticipated merit increases and a \$5,000 increase in wages for extra help.

Staff continues to work with consultants in improving plant operations, identifying infrastructure upgrades and evaluating the water and sewer system impacts of proposed developments on the system's ability to serve. Staff also continues to monitor and investigate operational improvements to enhance nutrient removal in the WWTP treatment process - the objective being

to not just meet the permit limits, but also to generate nutrient credits for the Town's MS4 Stormwater mandate and potential permit expansion in the 2021 permit renewal cycle. This past year the plant again easily met the 4 mg/l nitrogen limit and generated potential nutrient credits to be applied to the MS4 Stormwater Program. Currently there is no demand for credits in the Rappahannock River basin, but the Town may be able to use the credits towards the DEQ requirements for water quality improvements under the General Fund MS4 program.

Staff continues to evaluate operations to balance production, staffing and demands to better serve the Town. A main objective of staff is to ensure there are adequate utility resources to support community build-out requirements. The focus is on increasing sources of water and recapturing of sewer capacity. The professional services line item is for outside consulting assistance to help resolve problems and help with identifying future program requirements primarily for the water and wastewater treatment plant operations. There is an additional \$20,000 requested in the professional services line to update the DEQ mandated Town Strategic Water Supply Plan, which was approved in 2013 and is required to be updated every 5 years.

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. 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.

Water and Sewer Operating - Debt Service

This category includes principal, interest and related charges associated with the issuance of long-term debt for capital improvements.

A General Obligation bond was issued in 2016 in the principal amount of \$5,020,000. During FY 2018, two interest-only payments will be due totaling \$128,310.

Water and Sewer Operating - Transfers

The surplus of operating revenues over expenses is transferred to the Water and Sewer Capital Fund. The proposed transfer for FY 2018 is \$824,176.



WATER AND SEWER CAPITAL FUND

The Town's Water and Sewer Capital Fund is an enterprise fund that accounts for the collection of availability fees and the costs associated with capital improvements.

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

<u>REVENUE</u>	<u>ADOPTED FY 2017</u>	<u>PROPOSED FY 2018</u>
Miscellaneous Revenue	\$ 0	\$ 12,157
Availability Fees	340,000	850,000
Proceeds from Indebtedness	1,051,076	3,103,667
Transfers	772,761	824,176
Total Water and Sewer Capital Revenue	\$ <u>2,163,837</u>	\$ <u>4,790,000</u>
<u>EXPENSES</u>		
Capital Projects	\$ <u>2,163,837</u>	\$ <u>4,790,000</u>
Total Water and Sewer Capital Expenses	\$ <u>2,163,837</u>	\$ <u>4,790,000</u>

Water and Sewer Capital Revenue

Miscellaneous Revenue

This category accounts for investment earnings from the Water and Sewer Bond Proceeds invested with the Virginia State Non-Arbitrage Program. While rates are increasing, funds will be drawn down at a faster rate as progress continues on budgeted capital projects.

Availability Fees

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

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 \$510,000 for FY 2018 based on expected activity related to proposed developments. There are a number of potential projects in the initial planning stage, which if accelerated could provide additional revenue. This category represents 17.7% of the water and sewer capital budget.

Proceeds from Indebtedness

The Town issued a bond in FY 2016 for \$5,020,000 through Middleburg Bank to finance several years of planned capital improvements in the Water and Sewer Capital Fund. The \$3,103,667 represents the amount anticipated to be drawn down during FY 2018.

Transfers

This amount represents a transfer from the Water and Sewer Operating Fund for the excess of revenue over expenses. The proposed transfer for FY 2018 is \$824,176.

Water and Sewer Capital Fund - Capital Projects

This 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 Water and Sewer Capital Budget for FY 2018 is \$4,790,000, summarized as follows:

Project	Amount
Water Treatment Plant Expansion	\$850,000
Sewer Line Rehabilitation – Inflow and Infiltration	800,000
Wastewater Treatment Plant Upgrades (RBC Replacement)	3,000,000
Trailer Mounted Emergency Generator	25,000
Water Treatment Plant Vehicle Replacement	28,000
Transmission and Distribution Vehicle Replacement	33,000
Equipment Shed for Flusher Truck and Trailer	54,000
Total	\$4,790,000

Project Descriptions:

WTP Physical Plant Expansion (\$850,000): This project consists of design and construction of a 75' x 40' chemical building to house the chemical treatment apparatus for the Water Treatment Plant. The building will provide storage of chemicals and feed systems for a new sodium hypochlorite system to replace gaseous chlorine for disinfection, caustic soda to replace soda ash, new fluoride storage and a corrosion inhibitor feed system. Also includes upgrades to feed systems and metering pumps. Current chemical feed systems are approaching their useful life and are scheduled for replacement. The conversion from chlorine gas to sodium hypochlorite eliminates a significant hazard to operators. The building design is being performed in the FY17 budget and the FY18 funding is for construction and to supplement prior funding.

Sewer Rehab I&I (\$800,000): In FY17 the Town initiated a multi-year sewer rehab program with the objective to reduce I&I and recapture 200,000 gallons per day system capacity over a three year program period. In November 2016, a multi-year service contract was awarded to HYDROSTRUCTURES. The FY18 project is to build on the prior year effort, which focused on finding problem areas and recommending rehabilitation methods with the actual remediation of the system. While the remediation efforts are focused on the Plant North and Plant South – Taylor basins, new study/monitoring efforts will move to the Cedar Run basins to identify remediation targets for the following FY19 program. Rehab efforts will include, but not limited to, sewer main relining, replacement, manhole rehabilitation, sealing lateral connections and other methods to eliminate intrusion to the system.

Additional WWTP Upgrades – RBC Replacement (\$3,000,000): Project consists of the replacement of the original installed equipment Rotating Biological Contactors (RBC) with the next generation Moving Bed Biological Reactor (MBBR) to enhance treatment of biological oxygen demand (BOD) and pre-denitrification. The project is to be phased over 3 years in order

to maintain treatment operations. The design engineering of the project is being performed in FY17 with the 18-month construction phase to begin in FY18. In addition to insuring continued plant operation to meet the current DEQ permit standards for treatment without violations, the project enhances the treatment efficiency to potentially allow the permit renewal in 2020 to be increased above the current 2.5 million gallons per day.

Trailer Mounted Emergency Generator (\$25,000): Trailer mounted 100KW generator for emergency power outages to provide backup power for the Town's groundwater wells and the Town Shop. Project includes the generator, trailer and power connections to the well electrical panels. This project is a 50/50 cost share with the general fund to be a Town asset for emergency situations.

WTP Vehicle Replacement (\$28,000): Replacement of the WTP pickup truck, #3602, a 2006 Chevy Colorado, with a Ford F250 4x4 short bed. The truck is used to check the condition of the Warrenton and Airlie Reservoirs/Dams. The vehicle will be 12 years old in 2018 and is scheduled for replacement under the Town's Fleet Vehicle & Equipment Policy.

T&D Utility Truck Replacement (\$33,000): 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 25 years old in FY18 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. Truck was originally programmed for FY15, but was deferred due to a more critical vehicle replacement need for this section.

Equipment Shed for Flusher Truck & Trailer (\$54,000): A heated building for housing of the Utility Department flusher truck and flusher trailer. An approximately 30'x40' insulated structure with concrete floor to be constructed at the Town Shop. The flusher truck and trailer are sensitive to damage due to freezing lines and, therefore, need a heated enclosure. In the past, the truck has been winterized with 55 gallons of anti-freeze and upon every use, has to be re-winterized with new anti-freeze. The heated structure will enable the flushers to always be readily available regardless of weather conditions and facilitate more efficient use of the motor pool bay for maintenance activity.

MOTOR POOL FUND

Program Description

The Motor Pool Fund is classified as an internal service fund. Internal service funds provide services to Town departments. The motor pool staff has responsibility for the maintenance of all Town vehicles and pieces of equipment (approximately 193 total, ranging from police cars to refuse trucks and other equipment such as backhoes, chain saws and weed eaters). Expenses incurred by the department are allocated on a regular basis to other Town departments based on actual usage.

Current Staffing

The Motor Pool is staffed by three full-time mechanics.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$195,640	\$171,585	\$205,259	\$184,491	(\$20,768)
Operating	262,685	337,424	265,144	281,816	16,672
Capital	0	9,874	7,000	7,000	0
Total	\$467,736	\$518,883	\$477,403	\$473,307	(\$4,096)
Staffing Summary					
Full-time	3.0	3.0	3.0	3.0	0.0

Budget Request / Analysis

The proposed FY 2018 budget for the Motor Pool is \$473,307 which is a decrease of \$4,096, or 0.9%, less than the FY 2017 adopted budget.

The fluctuations in the personnel category above reflect changes in staffing. Two long-time employees retired during FY 2016. The adopted personnel budget for FY 2017 reflected one of those vacancies at a higher rate than the level at which the vacancy was subsequently filled. The category shows a reduction of \$20,768 compared to the FY 2017 adopted budget. Overtime has been included in the proposed budget to supplement during the high equipment use months of the construction season and during snow removal operations. Snow removal operations require mechanic support for the duration to ensure equipment can be put back into service quickly.

The operating category has increased by \$16,672 over the FY 2017 adopted budget. There is a shift in the operating category showing a decrease in contractual repairs and an increase in repair parts and equipment as the department continues to repair more vehicles and equipment in house. As part of that effort to keep repairs in house, the capital category reflects the purchase of necessary diagnostic equipment and tools.

The labor, contractual repairs and repair parts are charged directly to the other department accounts throughout the year as repairs and services are performed. The current internal labor charge is \$64 per hour compared to the local dealership rates that range from \$85-\$105 per hour. An additional \$14.50 per hour is charged for shop supplies and other motor pool expenses.

INFORMATION TECHNOLOGY FUND

Program Description

This fund includes all information technology costs that are non-specific to any departmental program or effort. These costs are allocated to using departments based upon the number of network users in that department. Departmental specific information technology costs are shown in the appropriate department's line items of Professional Services, Maintenance Contracts or Computer Equipment.

Current Staffing

The Town has historically outsourced the Information Technology function. A full-time Information Technology Manager was hired halfway through FY 2016 to manage the vendor and guide the Town's Information Technology projects and resources.

Budget Summary

Category	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	Change
Personnel	\$0	\$57,116	\$91,379	\$98,728	\$7,349
Operating	184,031	197,481	199,650	166,742	(32,908)
Capital	24,450	59,161	69,000	102,500	33,500
Total	\$208,481	\$313,758	\$360,029	\$367,970	\$7,941
Staffing Summary					
Full-time	0	1.0	1.0	1.0	0.0

Budget Request / Analysis

The FY 2018 budget for the Information Technology Fund is \$367,970, an increase of \$7,941, or 2.2%, compared to the FY 2017 adopted budget. This amount will be allocated to the using departments based upon the current number of network users at a rate of \$4,046 per user per year.

The personnel category shows an increase of \$7,349, owing mostly to changes in health insurance elections. The budget request reflects a reduction in professional services of \$39,700. The Town switched to another vendor for IT support services mid-way through FY 2017. Maintenance contracts and license renewals for Information Technology software and hardware total \$92,642, and communications (for services such as cable and T1) are estimated at \$15,600. Projects included in the capital category include server virtualization, the switch to VMware environment, installation of a secure mail appliance, desktop computer replacements, repair equipment, and remote desktop capability.



Section IV

Relevant Financial Policies



FUND BALANCE POLICY

Effective Date: September 13, 2016

I. PURPOSE

The purpose of this policy is to establish minimum fund balance levels for the Town's governmental funds, to establish the conditions for the use and replenishment of those funds, and to identify the different classifications for reporting fund balance. Fund balance is the net position of a governmental fund (the difference between assets, liabilities, deferred outflows of resources, and deferred inflows of resources).

II. SCOPE

This policy applies to all governmental funds of the Town.

III. POLICY

It is the policy of the Town of Warrenton that the Town's governmental funds shall be operated in a manner consistent with sound financial management principles. An adequate fund balance level is an essential element in both short-term and long-term financial planning. It serves to mitigate current and future risks, sustain operations during economic downturns, provides cash flow liquidity for the Town's general operations, and enhances creditworthiness. While maintenance of an adequate level is necessary, it is important that the amount established be appropriate in light of the Town's operations.

a. Fund Balance Classifications

Governmental fund balances shall be reported in the following classifications, as set forth in Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*:

Classification	Definition	Examples
Nonspendable	Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact	<ul style="list-style-type: none">• Inventories• Prepaid items• Long-term receivables
Restricted	That portion of fund balance upon which constraints are placed on the use	<ul style="list-style-type: none">• Debt covenants• Revenues

	of resources (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation	restricted by enabling legislation • Grants
Committed	Used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority	Amounts that the Town Council sets aside by resolution
Assigned	Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed	Authority delegated to the Town Manager
Unassigned	Unassigned fund balance is the residual classification for the General Fund. This accounts for the balance that has not been reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. All other governmental funds would report deficit unassigned fund balance.	

b. Minimum Level of General Fund Balance

The Town of Warrenton will maintain a minimum unassigned fund balance in the General Fund equal to 50% of the current annual operating expenditure budget. For purposes of this calculation, this shall be based on the annual adopted budget figures. Fund balance may be maintained at a level higher than this minimum to save for large planned expenditures (i.e. capital projects), emergencies, cash flow issues related to timing of revenue receipts, and to address economic volatility. Amounts above this minimum may be further identified by Council to be set aside for other purposes (such as capital projects or reserves for contingencies). The purpose of establishing a minimum fund balance is to maintain a prudent level of financial resources to protect against the need to either reduce service levels or raise taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures.

c. Order of Resource Use for the General Fund

In general, restricted funds are used first when expenditure is incurred for which both restricted and unrestricted fund balance is available. In addition, for unrestricted fund balance, the order of used of fund balance shall generally be: 1) committed, 2) assigned, and 3) unassigned.

d. Maintenance of Minimum Unassigned General Fund Balance Level

At the end of each fiscal year, all general fund revenues in excess of expenditures will first be allocated to unassigned fund balance until the established minimum general fund balance level is met. After that minimum level is met, the surplus may be committed to use for capital expenditures or emergency needs, as approved by the Town Council.

e. Replenishment of General Fund Minimum Fund Balance

Should the minimum balance (assigned and unassigned fund balance as a percentage of total budgeted expenditures) fall below the 50% requirements for the General Fund, the Town Council shall approve and adopt a plan to restore this balance to the target level within the next fiscal year's budget.

f. Use of General Fund Unassigned Fund Balance

The general fund unassigned fund balance shall be drawn upon only as absolutely necessary and any use thereof shall be upon the approval of Town Council and limited to:

1. One time capital expenditures;
2. Offsetting economic volatility;
3. Non-recurring expenditures;
4. Providing liquidity in emergency situations.

FUND #-100 ** GENERAL FUND REVENUES **

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03 Revenue	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
000999	** GENERAL FUND REVENUES **									
011000	** GENERAL PROPERTY TAXES **									
011010	** REAL PROPERTY TAXES **									
011010-0105	DELINQUENT TAXES									
011010-1993	1993 Real Estate Tax									
011010-1994	1994 Real Estate Tax									
011010-1995	1995 Real Estate Tax									
011010-1996	1996 Real Estate Tax									
011010-1997	1997 Real Estate Tax		99-							
011010-1998	1998 REAL ESTATE TAX		151-							
011010-1999	1999 REAL ESTATE TAX		124-	7-						
011010-2000	2000 REAL ESTATE TAX		102-	6-						
011010-2001	2001 REAL ESTATE TAX		8-	3-						
011010-2002	2002 REAL ESTATE TAX		28-							
011010-2003	2003 REAL ESTATE TAX		28-							
011010-2004	2004 REAL ESTATE TAX		28-	4,404-						
011010-2005	2005 REAL ESTATE TAX		28-	12-						
011010-2006	2006 REAL ESTATE TAX	35-	26-	38-						
011010-2007	2007 REAL ESTATE TAX	57-	28-	38-						
011010-2008	2008 REAL ESTATE TAX	249-	27-	38-		48-				
011010-2009	2009 REAL ESTATE TAX	279-	27-	38-		48-				
011010-2010	2010 REAL ESTATE TAX	171-	16-	33-		28-				
011010-2011	2011 REAL ESTATE TAX	223-	11	55-		28-				
011010-2012	2012 REAL ESTATE TAX	798-	99-	53-		167-				
011010-2013	2013 REAL ESTATE TAX	99,435-	1,947-	82-		693-				
011010-2014	2014 REAL ESTATE TAX	114,880-	112,726-	747-		1,425-				
011010-2015	2015 REAL ESTATE TAX		112,981-	113,551-		1,963-				
011010-2016	2016 REAL ESTATE TAX			112,076-	370,300-	382,147-				
011010-2017	2017 REAL ESTATE TAX				370,300-			390,000-		
011010-2018	2018 REAL ESTATE TAX							395,000-		
	--TOTAL DEPARTMENT--	216,127-	228,462-	231,181-	740,600-	386,547-		785,000-		
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									
011020-2010	2010 PUBLIC SERVICE TAX									
011020-2011	2011 PUBLIC SERVICE TAX									
011020-2012	2012 PUBLIC SERVICE TAX									
011020-2013	2013 PUBLIC SERVICE TAX	2,068-								
011020-2014	2014 PUBLIC SERVICE TAX	1,949-	1,935-	53-		1-				
011020-2015	2015 PUBLIC SERVICE TAX		25-	3,884-						
011020-2016	2016 PUBLIC SERVICE TAX				2,050-	8,653-				
011020-2017	2017 PUBLIC SERVICE TAX				6,800-			6,500-		
011020-2018	2018 PUBLIC SERVICE TAX							6,500-		
	--TOTAL DEPARTMENT--	4,017-	1,960-	3,937-	8,850-	8,654-		13,000-		

FUND #-100 ** GENERAL FUND REVENUES **

[illegible]

FUND #-100 ** GENERAL FUND REVENUES **

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03 Revenue	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
** BUSINESS LICENSE TAXES **									
012030-2008									
012030-2009									
012030-2010	54-	39-	21-						
012030-2011	70	104-							
012030-2012	89	1,807	47-						
012030-2013	233-	4,209-	1,774-		356-				
012030-2014	153,518-	14,285-	4,131-		1,208-				
012030-2015	1,760,879-	87,704-	15,140-		1,210-				
012030-2016		1,552,389-	75,498-		5,660-				
012030-2017			1,754,457-	1,767,863-	94,567-				
012030-2018					218,018-		1,910,000-		
012030-3000							800-		
	PRECIOUS METALS & GEMS PERMI	800-	800-	800-					
	--TOTAL DEPARTMENT--	1,915,325-	1,657,723-	1,851,068-	1,768,663-	321,019-	1,910,800-		
** FRANCHISE LICENSE TAXES *									
012040									
012040-0001									
012040-0002									
012040-0003									
012040-0004									
012040-0006									
	FRANCHISE FEE-CABLE TV								
	CONSUMPTION TAX-ELECTRIC	39,504-	39,028-	38,217-	39,000-	26,195-	39,000-		
	CONSUMPTION TAX-NATURAL GAS	11,800-	11,498-	9,431-	11,500-	6,466-	11,500-		
	FRANCHISE FEE-TELEPHONE	24,342-	17,969-	25,291-	17,500-	20,751-	25,000-		
	FRANCHISE FEE - FIBER		3,656-		3,600-	1,150-	1,200-		
	--TOTAL DEPARTMENT--	75,646-	72,151-	72,939-	71,600-	54,562-	76,700-		
** MOTOR VEHICLE LICENSE **									
012050									
012050-2005									
012050-2007									
012050-2008									
012050-2009									
012050-2010									
012050-2011									
012050-2012									
012050-2013	6,811-		15-						
012050-2014	95,158-	7,280-							
012050-2015		95,576-	5,235-						
012050-2016			90,402-	5,000-	3,240-				
012050-2017							166,667-		
	--TOTAL DEPARTMENT--	101,969-	102,856-	95,652-	5,000-	3,240-	166,667-		
** BANK STOCK TAXES **									
012060									
012060-0001									
	BANK FRANCHISE TAXES	496,445-	581,150-	521,997-	550,000-	50,797-	520,000-		
	--TOTAL DEPARTMENT--	496,445-	581,150-	521,997-	550,000-	50,797-	520,000-		
** MEALS TAXES **									
012070									
012070-2005									
012070-2006									
012070-2007									
012070-2008									
	2005 MEALS TAX								
	2006 MEALS TAX								
	2007 MEALS TAX								
	2008 MEALS TAX								

FUND #-100 ** GENERAL FUND REVENUES **

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03 Revenue	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
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	** MEALS TAXES **									
012070-2009	2009 MEALS TAX									
012070-2010	2010 MEALS TAX									
012070-2011	2011 MEALS TAX									
012070-2012	2012 MEALS TAX	16,881-								
012070-2013	2013 MEALS TAX	1,115,943-	13,267-	500-						
012070-2014	2014 MEALS TAX	1,058,749-	1,211,681-	7,188-		287				
012070-2015	2015 MEALS TAX		1,040,691-	1,293,357-		24,372-				
012070-2016	2016 MEALS TAX			1,082,021-	2,422,000-	1,371,357-				
012070-2017	2017 MEALS TAX					358,342-		2,568,410-		
	--TOTAL DEPARTMENT--	2,191,573-	2,265,639-	2,383,066-	2,422,000-	1,753,784-		2,568,410-		
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012080	** TOBACCO TAXES **									
012080-0001	CIGARETTE TAX	181,720-	170,790-	164,260-	171,000-	109,272-		160,000-		
	--TOTAL DEPARTMENT--	181,720-	170,790-	164,260-	171,000-	109,272-		160,000-		
		-----	-----	-----	-----	-----		-----		-----
012100	** HOTEL & MOTEL ROOM TAXES									
012100-2007	2007 LODGING TAX									
012100-2008	2008 LODGING TAX									
012100-2009	2009 LODGING TAX									
012100-2010	2010 LODGING TAX									
012100-2011	2011 LODGING TAX									
012100-2012	2012 LODGING TAX									
012100-2013	2013 LODGING TAX	97,612-								
012100-2014	2014 LODGING TAX	92,620-	102,664-			30				
012100-2015	2015 LODGING TAX		87,341-	125,873-						
012100-2016	2016 LODGING TAX			112,545-	203,800-	118,420-				
012100-2017	2017 LODGING TAX					23,468-		238,500-		
	--TOTAL DEPARTMENT--	190,232-	190,005-	238,418-	203,800-	141,858-		238,500-		
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012200	**COMMUNICATIONS SALES TAX**									
012200-0001	COMMUNICATIONS SALES & USE T									
	** OTHER LOCAL TAXES **	6,214,105-	6,134,279-	6,513,880-	6,381,063-	3,183,933-		6,882,677-		
		-----	-----	-----	-----	-----		-----		-----
013030	** PERMITS & OTHER LICENSE *									
013030-0007	SUBDIVISION FEES	9,450-	12,640-	1,000-	8,000-	1,050-		8,000-		
013030-0008	BUILDING PERMITS	19,744-	44,667-	42,535-	48,000-	23,993-		48,000-		
013030-0009	ZONING PERMITS	4,675-	5,764-	5,415-	5,500-	4,500-		6,000-		
013030-0010	ELECTRICAL PERMITS	6,753-	9,827-	10,213-	10,000-	6,419-		10,500-		
013030-0011	PLUMBING PERMITS	10,867-	15,068-	18,335-	17,000-	11,448-		18,000-		
013030-0012	MECHANICAL PERMITS	7,047-	7,479-	8,306-	8,500-	6,381-		8,500-		
013030-0013	VA STATE FEE LEVY	15	36		800-	169-		800-		
013030-0014	MISC PERMITS	75-	50-	313-	250-	216-		250-		
013030-0019	SIGN PERMITS	4,904-	7,207-	8,461-	7,000-	2,610-		7,000-		
013030-0020	ADMINISTRATIVE	14,103-	13,853-	15,651-	15,000-	11,373-		15,000-		
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FUND #-100 ** GENERAL FUND REVENUES **

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03 Revenue	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
** PERMITS & OTHER LICENSE *									
013030-0021									
013030-0023									
013030-0026									
013030-0030									
013030-0031									
013030-0032									
013030-0035									
013030-0036									
013030-0037									
013030-0038									
013030-0040									
013030-0041									
013030-0042									
013030-0043									
013030-0099									
013030-0100									
DEMOLITION PERMITS	520-	780-	520-	600-	650-		600-		
CERT OF OCCUPANCY ELEVATOR	3,000-	4,075-	4,525-	4,500-	3,300-		4,500-		
BURIAL PERMITS	17,400-	18,750-	22,150-	17,000-	17,305-		18,000-		
SOLICITORS PERMIT		160-							
TAXI DRIVER PERMITS									
ZONING FEES	6,384-	3,828-	4,002-	5,000-	6,266-		6,000-		
ZONING APPEALS FEES	434-	2,604-	528-	1,000-	1,241-		1,000-		
REZONING FEES	1,050-	2,138-	756-	1,500-	2,910-		1,500-		
SITE DEVELOPMENT FEES	3,713-	21,740-	7,028-	7,500-	4,044-		7,500-		
REVIEW/INSPECT FEES	11,713-	22,359-	24,906-	22,000-	13,204-		22,000-		
ARB APPEAL FEE									
UTILITY CONST. PERMIT	240-	420-	240-	200-	720-		200-		
COURT RECOVERY FEES									
FIRE INSPECTION FEES	5,364-	9,078-	2,875-	5,000-	5,653-		5,000-		
SUP FEES			520	2,500-			2,500-		
SPECIAL EVENTS PERMITS		225-	500-	250-	150-		250-		
--TOTAL DEPARTMENT--	127,421-	202,676-	177,739-	187,100-	123,602-		191,100-		
** PERMITS & OTHER LICENSE									
	127,421-	202,676-	177,739-	187,100-	123,602-		191,100-		
** FINES & FORFEITURES **									
014010									
014010-0001									
014010-0002									
014010-0010									
COURT FINES & FORFEITURES	229,104-	161,161-	101,687-	145,000-	71,411-		160,000-		
PARKING FINES	30,360-	24,025-	16,810-	25,000-	4,710-		40,000-		
E-SUMMONS FEE			10,002-	10,000-	6,831-		10,000-		
--TOTAL DEPARTMENT--	259,464-	185,186-	128,499-	180,000-	82,952-		210,000-		
** FINES & FORFEITURES **									
	259,464-	185,186-	128,499-	180,000-	82,952-		210,000-		
** REVENUE USE OF MONEY **									
015000									
015010-0001									
015010-0003									
INTEREST REVENUE	12,008-	12,837-	36,767-	14,000-	47,885-		50,000-		
UNREALIZED GAIN/LOSS ON INVE									
--TOTAL DEPARTMENT--	12,008-	12,837-	36,767-	14,000-	47,885-		50,000-		
** REVENUE USE OF PROPERTY *									
015020									
015020-0001									
015020-0005									
RENTAL INCOME	5,300-	3,100-	1,900-	3,500-			2,250-		
VISITOR CENTER SPACE RENTAL	3,760-	4,830-	5,945-	5,000-	4,535-		6,250-		
--TOTAL DEPARTMENT--	9,060-	7,930-	7,845-	8,500-	4,535-		8,500-		
** REVENUE USE OF MONEY **									
	21,068-	20,767-	44,612-	22,500-	52,420-		58,500-		

FUND #-100 ** GENERAL FUND REVENUES **

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03 Revenue	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
018990-0057									
018990-0071									
018990-0200									
** MISCELLANEOUS REVENUE **									
COUNTY OF FAUQUIER (VISITOR	42,600-	42,600-	42,600-	42,600-	42,600-		42,600-		
DONATIONS POLICE DEPT K9									
WARF SPONSORSHIPS			79,203-	75,000-	64,763-		75,000-		
--TOTAL DEPARTMENT--	54,403-	71,298-	187,435-	130,100-	156,290-		133,400-		
** RECOVERIES & REBATES **									
	91,008-	110,473-	203,224-	165,100-	212,942-		188,400-		
022010									
022010-0003									
022010-0008									
022010-0010									
** NONCATEGORICAL AID **									
MOTOR VEHICLE RENTAL TAX	95,712-	106,003-	103,115-	90,000-	72,351-		105,000-		
ROLLING STOCK TAX	132-	50-	52-	100-	428-		60-		
COMMUNICATIONS SALES TAX	496,014-	583,021-	521,282-	590,000-	298,717-		525,000-		
--TOTAL DEPARTMENT--	591,858-	689,074-	624,449-	680,100-	371,496-		630,060-		
** NONCATEGORICAL AID **									
	591,858-	689,074-	624,449-	680,100-	371,496-		630,060-		
024040									
024040-0001									
024040-0002									
024040-0003									
024040-0004									
024040-0006									
024040-0007									
024040-0008									
024040-0010									
024040-0012									
024040-0014									
024040-0019									
024040-0020									
024040-0022									
024040-0023									
024040-0024									
024040-0098									
024040-0099									
024040-0100									
CATEGORICAL AID									
STATE GRANT - DJCP	197,512-	197,512-	197,512-	203,871-	152,904-		203,871-		
LOCAL LAW BLOCK GRANT		3,325-							
PLANNING GRANT - DHCD									
STATE GRANT PD (NOT DCJS)									
VDOT STREET & HWY MAINT	1,275,601-	1,313,625-	1,366,068-	1,346,679-	1,048,004-		1,346,679-		
LITTER CONTROL	3,659-	3,654-	3,695-	3,500-	3,560-		3,700-		
STATE ASSET FORFEITURE PROCE	346-	1,191-							
PPIRA REVENUE	718,492-	718,492-	718,492-	718,492-	718,492-		718,492-		
DISTRIBUTION OF FIRE PROGRAM		59,314-	30,461-	25,000-	28,070-		25,000-		
BLUEMONT SERIES GRANT	5,000-	5,000-	5,000-	5,000-	5,000-		5,000-		
LOUDOUN TRANSIT									
DCJS FUNDS (NOT GRANT)									
DEPT OF HISTORIC RESOURCES G									
PATROL OFFICER GRANT									
GANG TASK FORCE - LOUDOUN									
VDOT REVENUE SHARING	199,425-								
MISCELLANEOUS GRANTS			137						
VDOT BIKE/PED SAFETY PROGRAM									
--TOTAL DEPARTMENT--	2,400,035-	2,302,113-	2,321,091-	2,302,542-	1,956,030-		2,302,742-		
CATEGORICAL AID									
	2,400,035-	2,302,113-	2,321,091-	2,302,542-	1,956,030-		2,302,742-		
033030									
033030-0001									
**REVENUE FROM FEDERAL GOVER									
FEDERAL GRANT - DCJS			2,797-		2,050-				

FUND #-100 ** GENERAL FUND REVENUES **

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03 Revenue	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
033030-0002									
033030-0003									
033030-0004									
033030-0005									
033030-0006									
033030-0007									
033030-0008									
033030-0009									
033030-0010									
033030-0100									
**REVENUE FROM FEDERAL GOVERNMENT									
FEDERAL TRANSPORT SAFETY									
GROUND TRANS (DMV SAFETY GRA	1,223-	1,989-	4,800-	2,000-	1,520-		2,500-		
EMERGENCY SERVICES	36,820-			20,000-					
FEDERAL/VA DEPT OF HOUSING									
DCJS FUNDS (NOT GRANT)									
HOMELAND SECURITY - FEDERAL									
FEDERAL GRANT - DOJ	10,888-		11,935-	2,000-	1,928-		2,000-		
DOT BIKE/PED SAFETY PROG GRA									
FEDERAL ASSET SEIZURE FUNDS									
STIP FUNDING (USDOT)			71,682-						
--TOTAL DEPARTMENT--	48,931-	1,989-	91,214-	24,000-	5,498-		4,500-		
**REVENUE FROM FEDERAL GOVERNMENT	48,931-	1,989-	91,214-	24,000-	5,498-		4,500-		
041000									
041000-0001									
041050-0001									
041050-0610									
041050-9501									
041050-9511							7,000-		
041050-9998							5,000-		
041050-9999				415,575-			1,449,750-		
--TOTAL DEPARTMENT--				415,575-			1,461,750-		
** NON REVENUE RECEIPTS **				415,575-			1,461,750-		
-TOTAL FOR FUND	10,343,231-	10,320,931-	11,919,683-	12,874,018-	7,689,485-		14,553,940-		

FUND #-301 ** CAPITAL PROJECT REVENUE

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03 Revenue	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
000999									
018990									
018990-0001									
018990-0050									
** CAPITAL PROJECT REVENUE									
CAPITAL PROJECTS REVENUE									
INTEREST REVENUE	5,925-								
COUNTY OF FAUQUIER									
--TOTAL DEPARTMENT--	5,925-								
**CAPITAL PROJECTS REVENUE*	5,925-								
024040-0098									
VDOT REVENUE SHARING		51,617-	136,235-	217,000-			71,500-		
--TOTAL DEPARTMENT--		51,617-	136,235-	217,000-			71,500-		
VDOT REVENUE SHARING		51,617-	136,235-	217,000-			71,500-		
033030-0100									
041040									
041040-0006									
041050									
041050-0001									
041050-0100									
041050-0501									
041050-9999									
FEDERAL GRANT REVENUE									
NON-REVENUE RECEIPTS									
PROCEEDS FROM INDEBTEDNESS									
TRANSFERS									
TRANSFER FROM ENCUMBRANCES									
TRANSFER FROM GENERAL FUND	553,548-	297,160-	369,000-	876,153-			1,459,661-		
TRANSFER FROM W/S FUND									
TRANSFER FROM RESERVES				180,000-					
--TOTAL DEPARTMENT--	553,548-	297,160-	369,000-	1,056,153-			1,459,661-		
NON-REVENUE RECEIPTS	553,548-	297,160-	369,000-	1,056,153-			1,459,661-		
-TOTAL FOR FUND	559,473-	348,777-	505,235-	1,273,153-			1,531,161-		

FUND #-501 ** WATER/SEWER OPERATING REV

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03 Revenue	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
000999 ** WATER/SEWER OPERATING REV									
013000 ** PERMITS, FEES & LICENSE *									
013030-0005 TRANSFER FEES	8,305-	8,094-	9,980-	9,000-	6,160-		10,000-		
--TOTAL DEPARTMENT--	8,305-	8,094-	9,980-	9,000-	6,160-		10,000-		
** PERMITS, FEES & LICENSE	8,305-	8,094-	9,980-	9,000-	6,160-		10,000-		
015000 ** REVENUE-USE OF MONEY/PROP									
015010-0001 INTEREST INCOME	4,039-	4,407-	19,791-	4,500-	15,575-		25,000-		
--TOTAL DEPARTMENT--	4,039-	4,407-	19,791-	4,500-	15,575-		25,000-		
015020-0001 RENTAL INCOME	159,922-	146,713-	145,724-	150,000-	111,949-		152,000-		
--TOTAL DEPARTMENT--	159,922-	146,713-	145,724-	150,000-	111,949-		152,000-		
** REVENUE-USE OF MONEY/PRO	163,961-	151,120-	165,515-	154,500-	127,524-		177,000-		
016160 ** CHARGES FOR SERVICES **									
016160-0005 SEWER SERVICE CHARGES	2,362,018-	2,308,647-	2,454,528-	3,181,438-	2,317,784-		3,276,881-		
016160-0010 SALE OF WATER	1,206,339-	1,188,554-	1,365,797-	1,969,667-	1,472,461-		2,028,757-		
016160-0015 PENALTIES	39,092-	40,974-	43,595-	41,000-	32,451-		41,000-		
016160-0020 RECONNECTION FEES	1,160-	1,360-	3,280-	1,500-	2,760-		1,500-		
--TOTAL DEPARTMENT--	3,608,609-	3,539,535-	3,867,200-	5,193,605-	3,825,456-		5,348,138-		
** CHARGES FOR SERVICES **	3,608,609-	3,539,535-	3,867,200-	5,193,605-	3,825,456-		5,348,138-		
018030 ** RECOVERIES & REBATES **									
018030-0001 RECOVERIES & REBATES	3,107		30		2,873-				
018030-0005 CONST/INSTALLATION FEES	4,707-	23,177-	23,158-	16,500-	751-		20,000-		
018030-0020 IMPACT FEES			25,500-	10,000-					
018030-0021 IMPACT FEES - WHITES MILL									
018030-0025 WTC WATERLINE MAINTENANCE	15,912-	12,660-	12,477-	12,299-					
--TOTAL DEPARTMENT--	17,512-	35,837-	61,105-	38,799-	3,624-		20,000-		
018990 ** MISCELLANEOUS REVENUE **									
018990-0001 MISCELLANEOUS REVENUE	1,028-	827-	859-	1,000-	688-		1,000-		
018990-0005 SALE OF MAT'L & SUPPLIES	2,694-	4,154-	6,910-	4,500-	4,251-		6,000-		
018990-0006 SALE SALVAGE & JUNK	356-								
018990-0007 PRO-RATA SHARE CEDAR RUN PUM									
018990-0008 TAYLOR MS PUMP STATION UPGRA									
018990-0030 CREDIT CARD FEES			2,736-		6,664-				
--TOTAL DEPARTMENT--	4,078-	4,981-	10,505-	5,500-	11,603-		7,000-		
** RECOVERIES & REBATES **	21,590-	40,818-	71,610-	44,299-	15,227-		27,000-		

FUND #-501 ** WATER/SEWER OPERATING REV

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03 Revenue	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
024040-0005					8,500-				
GRANT REVENUE					8,500-				
--TOTAL DEPARTMENT--									
GRANT REVENUE					8,500-				
033030-0001									
041000									
FEDERAL GOVERNMENT GRANT									
** NON REVENUE RECEIPTS **									
041000-0005	64,988-	91,200-	222,200-						
SEWER CONNECTION FEES									
041000-0010	58,925-	84,150-	141,319-						
WATER CONNECTION FEES									
041000-0020									
GIFTS - DEDICATED FIXED ASSE									
041000-0100									
PROCEEDS FROM INDEBTEDNESS									
--TOTAL DEPARTMENT--	123,913-	175,350-	363,519-						
041050									
** FUND TRANSFERS **									
041050-0001									
TRANSFER FROM ENCUMBRANCES									
041050-0096									
TRANSFER FROM DATA PROCESSIN									
041050-0097									
TRANSFER FROM RETAINED EARNI									
041050-0098									
TRANSFER FROM RESERVES									
041050-0100									
TRANSFER FROM GENERAL FUND									
041050-0510									
TRANSFER FROM WS CAPITAL									
041050-0610									
TRANSFER FROM DATA PROCESSIN									
** NON REVENUE RECEIPTS **	123,913-	175,350-	363,519-						
-TOTAL FOR FUND	3,926,378-	3,914,917-	4,477,824-	5,401,404-	3,982,867-		5,562,138-		

FUND #-510 ** WATER/SEWER CAPITAL REVEN

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03 Revenue	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
000999 ** WATER/SEWER CAPITAL REVEN									
015010-0001 INTEREST REVENUE					11,839-				
--TOTAL DEPARTMENT--					11,839-				
INTEREST REVENUE					11,839-				
018030-0025 DEFERRED REVENUE-WTC WATERLI							12,157-		
--TOTAL DEPARTMENT--							12,157-		
DEFERRED REVENUE-WTC WATERL							12,157-		
041000 *NON-REVENUE RECEIPTS*									
041000-0005 SEWER CONNECTION FEES				200,000-	264,892-		250,000-		
041000-0010 WATER CONNECTION FEES				140,000-	111,375-		600,000-		
041000-0100 PROCEEDS FROM INDEBTEDNESS				1,051,076-			3,103,667-		
--TOTAL DEPARTMENT--				1,391,076-	376,267-		3,953,667-		
041050 *TRANSFERS*									
041050-0001 PRIOR YEAR ENCUMBRANCES									
041050-0097 TRANSFER FROM FUND BALANCE									
041050-0501 TRANSFER FROM WS OPERATING				772,761-			824,176-		
--TOTAL DEPARTMENT--				772,761-			824,176-		
NON-REVENUE RECEIPTS				2,163,837-	376,267-		4,777,843-		
--TOTAL FOR FUND				2,163,837-	388,106-		4,790,000-		

FUND #-511 ** PERPETUAL CARE FUND REVEN

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03 Revenue	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
000999 ** PERPETUAL CARE FUND REVEN									
015010 REVENUE FROM USE OF MONEY									
015010-0001 INTEREST-PERPETUAL CARE	573-	625-	1,805-		2,402-				
--TOTAL DEPARTMENT--	573-	625-	1,805-		2,402-				
REVENUE FROM USE OF MONEY	573-	625-	1,805-		2,402-				
041050 ** TRANSFERS **									
-TOTAL FOR FUND	573-	625-	1,805-		2,402-				

FUND #-514 ** RECREATION FUND REVENUES

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03 Revenue	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
000999	** RECREATION FUND REVENUES									
013030	** PERMITS & OTHER LICENSES									
013030-0001	KEY TAGS & OTHER PERMITS	70-	40-							
	--TOTAL DEPARTMENT--	70-	40-							
	** PERMITS & OTHER LICENSES	70-	40-							
015010	** REVENUE USE OF MONEY/PROP									
015010-0001	INTEREST REVENUE	229-	250-							
	--TOTAL DEPARTMENT--	229-	250-							
	** REVENUE USE OF MONEY/PRO	229-	250-							
016000	** CHARGES FOR SERVICES **									
016160	** CHARGE SERVICES - FIELD *									
016160-0005	FACILITY USER FEES	5,208-	6,178-							
016160-0030	FITNESS/WELLNESS CLASSES									
016160-0070	PH HEALTH & WELLNESS CLASSES									
	--TOTAL DEPARTMENT--	5,208-	6,178-							
016260	** CHARGE SERVICES - POOL **									
016260-0005	DAILY PASSES									
016260-0010	MERCHANDISE	6,569-	6,206-							
016260-0015	LANE RENTAL CONTRACTS	121,949-	140,964-							
016260-0020	SWIMMING LESSONS	187,608-	168,254-							
016260-0021	WATER AEROBICS/ FITNESS									
016260-0025	MISC USER FEES	127-	83-							
016260-0030	ANNUAL POOL PASSES - IN TOWN	113,915-	105,874-							
016260-0031	DAILY POOL PASS - IN TOWN	59,252-	63,516-							
016260-0034	DAILY POOL PASS - SERVICE DI									
016260-0035	ANNUAL POOL PASSES - COUNTY	238,078-	227,618-							
016260-0036	DAILY POOL PASS - COUNTY	94,367-	102,763-							
016260-0037	ANNUAL POOL PASS - OTHER	53,357-	54,722-							
016260-0038	DAILY POOL PASSES - OTHER	68,530-	73,611-							
016260-0040	FITNESS CLASSES									
016260-0041	FITNESS/ WELLNESS CLASSES									
016260-0042	EXERCISE CLASSES	103,947-	102,411-							
016260-0043	DANCE CLASSES									
016260-0044	MISCELLANEOUS CLASSES									
016260-0046	SUMMER CAMP									
016260-0050	INJURY & REHAB PREVENTION									
016260-0060	BIRTHDAY PARTIES	50,333-	47,475-							
	--TOTAL DEPARTMENT--	1,098,032-	1,093,497-							

FUND #-514 ** RECREATION FUND REVENUES

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03 Revenue	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
016360	** CHARGE SERVICES - EVENTS									
016360-0005	SPECIAL EVENT CHARGES									
016360-0020	BABYSITTING	2,515-	2,582-							
016360-0040	FACILITY - SWIM MEETS	45,830-	20,120-							
	--TOTAL DEPARTMENT--	48,345-	22,702-							
016460	** CONCESSIONS **									
016460-0010	CONCESSIONS/VEND - INDOOR	5,668-	3,856-							
016460-0020	CONCESSIONS - OUTDOOR									
	--TOTAL DEPARTMENT--	5,668-	3,856-							
	** CHARGES FOR SERVICES **	1,157,253-	1,126,233-							
017000	** RETURNS & ALLOWANCES **									
017000-0010	RETURNS & ALLOWANCES									
018030	** RECOVERIES & REBATES **									
018030-0001	RECOVERIES & REBATES									
018990	** MISCELLANEOUS REVENUE **									
018990-0001	MISCELLANEOUS REVENUE		135-							
018990-0051	SPONSORSHIPS	45,602-	64,687-							
	--TOTAL DEPARTMENT--	45,602-	64,822-							
	** RECOVERIES & REBATES **	45,602-	64,822-							
022010	** NON-CATEGORICAL AID **									
024040	** CATEGORICAL AID **									
024040-0001	GRANT REVENUE									
041000	** NON-REVENUE RECEIPTS **									
041000-0001	PROCEEDS FROM INDEBTEDNESS									
041000-0002	PREMIUM ON BOND ISSUE									
041050	** TRANSFERS & RESERVES **									
041050-0001	TRANSFER FROM ENCUMBRANCES									
041050-0610	TRANSFER FROM DATA PROCESSIN									
041050-9100	TRANSFER FROM GENERAL FUND	976,161-	1,048,747-							
041050-9101	TRSF GF - RSV CONT									
041050-9301	TRANSFER FROM CAPITAL PROJEC									
041050-9501	TRANSFER FROM W/S FUND									
041050-9502	TRSF WS - RSV CONT/OP COST S									
041050-9610	TRANSFER FROM DATA PROCESSIN									
041050-9998	TRANSFER FROM RESERVES									
041050-9999	TRANSFER FROM UNAPPROP FUND									
	--TOTAL DEPARTMENT--	976,161-	1,048,747-							
	** NON-REVENUE RECEIPTS **	976,161-	1,048,747-							

-TOTAL FOR FUND 2,179,315- 2,240,092-_____

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ACCOUNTING PERIOD 2017/03

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FUND #-601 ** MOTOR POOL REVENUE **

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03 Revenue	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
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000999 ** MOTOR POOL REVENUE **									
041050-0001 TRANSFER FROM ENCUMBRANCES									
041050-0100 TRANSFER FROM GENERAL FUND	412,661-	335,988-	442,919-	405,200-	418,299-		408,074-		
041050-0501 TRANSFER FROM WATER/SEWER FU	54,138-	61,047-	70,803-	72,203-	47,827-		65,233-		
041050-0514 TRANSFER FROM RECREATION FUN	6,340-	6,721-							
041050-0610 TRANSFER FROM DATA PROCESSIN									
041050-9998 TRANSFER FROM RESERVES									
--TOTAL DEPARTMENT--	473,139-	403,756-	513,722-	477,403-	466,126-		473,307-		
TRANSFER FROM ENCUMBRANCES	473,139-	403,756-	513,722-	477,403-	466,126-		473,307-		
-TOTAL FOR FUND	473,139-	403,756-	513,722-	477,403-	466,126-		473,307-		

FUND #-610 ** INFORMATION TECH REVENUES

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03 Revenue	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
000999									
041050									
041050-0001									
041050-0100									
041050-0501									
041050-0514									
041050-0601									
041050-9998									
** INFORMATION TECH REVENUES									
* TRANSFERS *									
TRANSFER FROM ENCUMBRANCES									
TRANSFER FROM GENERAL FUND	169,514-	125,402-	193,146-	284,840-	118,479-		291,123-		
TRANSFER FROM W/S FUND	57,112-	42,431-	49,912-	71,211-	29,854-		72,781-		
TRANSFER FROM RECREATION FUN	52,973-	38,257-							
TRANSFER FROM MOTOR POOL	3,311-	2,391-	2,809-	3,978-	1,681-		4,066-		
TRANSFER FROM RESERVES									
--TOTAL DEPARTMENT--	282,910-	208,481-	245,867-	360,029-	150,014-		367,970-		
* TRANSFERS *	282,910-	208,481-	245,867-	360,029-	150,014-		367,970-		
-TOTAL FOR FUND	282,910-	208,481-	245,867-	360,029-	150,014-		367,970-		

FUND #-750 ** RETIREMENT FUND REVENUE *

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03 Revenue	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
000999 ** RETIREMENT FUND REVENUE *									
015000 ** REVENUE FROM USE OF MONEY									
015010-0001 INTEREST REVENUE	10-	11-	31-		41-				
--TOTAL DEPARTMENT--	10-	11-	31-		41-				
** REVENUE FROM USE OF MONE	10-	11-	31-		41-				
-TOTAL FOR FUND	10-	11-	31-		41-				
- FINAL TOTAL	17,765,029-	17,437,590-	17,664,167-	22,549,844-	12,679,041-		27,278,516-		

FUND #-100 ** GENERAL FUND EXPENDITURES

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
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* EXECUTIVE ADMINISTRATION *									
012110-2100	FICA	8,715	8,659	9,556	11,659	6,466	14,302		
012110-2210	RETIREMENT	15,519	8,110	13,228	13,207	10,790	17,264		
012110-2300	HEALTH INSURANCE	10,439	5,980	7,698	11,015	8,261	23,130		
012110-2301	HEALTH CARE REFORM								
012110-2400	LIFE INSURANCE	1,442	749	1,222	1,603	1,310	2,096		
012110-2700	WORKER'S COMPENSATION	151	164	162	112	105	123		
012110-2840	CAR ALLOWANCE	3,360	4,800	3,680	3,840	2,560	3,840		
012110-2899	MISCELLANEOUS BENEFITS	43	306	29	125	48	260		
012110-3100	PROFESSIONAL SERVICES			5,000		17,217			
012110-3200	TEMPORARY HELP SERVICES								
012110-3310	CONTRACTUAL REPAIR/MAINT				100		200		
012110-3500	PRINTING		95	184			250		
012110-4100	INFORMATION TECHNOLOGY	4,966	3,582	4,218	5,967	2,524	6,099		
012110-5210	POSTAGE	99	83	100	150	120	200		
012110-5230	COMMUNICATION	3,009	2,137	1,548	3,500	1,415	2,000		
012110-5306	SURETY BOND	40	41	40	60	82	60		
012110-5307	PUBLIC OFFICIAL LIAB INS	879	863	684	1,000	1,432	1,000		
012110-5308	GENERAL LIABILITY INS	475	564	689	750	585	750		
012110-5410	LEASE OF EQUIPMENT	2,225	2,225	2,236	2,500	1,726	2,500		
012110-5510	TRAVEL	2,065	4,768	1,307	2,000	650	2,000		
012110-5540	TRAINING	710	784	2,071	2,000	2,156	2,500		
012110-5550	COUNCIL RETREAT/CRNT								
012110-5810	MEMBERSHIPS & DUES	1,297	526		1,500	1,260	1,500		
012110-6001	OFFICE SUPPLIES	139	476	218	1,000	179	500		
012110-6012	SUBSCRIPTIONS	603	600		600		500		
012110-8207	COMPUTER EQUIPMENT								
	--TOTAL DEPARTMENT--	196,599	196,778	175,340	211,261	164,149	268,027		
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* LEGAL SERVICES *									
012210	SALARY-TOWN ATTORNEY	2,400	2,400	2,400	2,400	1,800	2,400		
012210-1100	FICA EXPENSE				184		184		
012210-2100	HEALTH INSURANCE	8,237	9,746	12,621	13,768	10,326	14,456		
012210-2301	HEALTH CARE REFORM								
012210-2899	MISCELLANEOUS BENEFITS	26	51	35	125	28	125		
012210-3100	PROF SERVICES - LEGAL	90,603	95,423	100,290	103,299	60,258	103,299		
012210-3110	PROF SERVICES - REDISTRICTIN								
012210-3120	PROF SERVICES - OUTSIDE COUN	65,035	41,601	34,685	60,000	11,913	60,000		
012210-5306	SURETY BOND					55			
012210-5307	PUBLIC OFFICIALS LIABILITY I	879	863	684	1,000	955	1,000		
012210-5308	GENERAL LIABILITY INSURANCE					73			
012210-5510	TRAVEL	920	909	60	1,500	522	1,000		
012210-5540	TRAINING	335	295	645	1,500	945	1,000		
012210-5810	MEMBERSHIPS & DUES	570	570	595	600	890	600		
012210-6012	SUBSCRIPTIONS	2,231	2,460	3,138	3,000	2,866	4,800		
	--TOTAL DEPARTMENT--	171,236	154,318	155,153	187,376	90,631	188,864		

FUND #-100 ** GENERAL FUND EXPENDITURES

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
012420	* FINANCE AND HUMAN RESOURCE									
012420-1101	SALARY-FINANCE/HR DIRECTOR	97,334	73,711	81,305	82,276	61,268		84,735		
012420-1102	SALARY-ACCOUNT SUPERVISOR	38,461	40,694	44,970	44,618	33,123		46,852		
012420-1104	SALARY-ACCOUNT TECHNICIANS	120,052	123,674	127,107	130,674	87,188		164,351		
012420-1300	WAGES & EXTRA HELP	18,883	21,011	24,115	29,838	23,458		30,451		
012420-2100	FICA EXPENSE	20,487	19,805	21,378	21,987	15,940		24,969		
012420-2210	RETIREMENT	29,640	29,793	32,313	27,792	18,892		31,932		
012420-2300	HEALTH INSURANCE	33,699	35,989	28,620	39,110	27,590		58,494		
012420-2301	DISABILITY INSURANCE	83	65	189	140	264		362		
012420-2400	LIFE INSURANCE	2,793	3,086	3,428	3,374	2,640		3,877		
012420-2700	WORKER'S COMPENSATION	289	340	305	304	277		310		
012420-2850	EMPLOYEE INCENTIVE PROGRAM				2,000			2,000		
012420-2890	EMPLOYEE OF THE YEAR AWARD	2,166	2,166	2,166	2,200			2,000		
012420-2899	MISCELLANEOUS BENEFITS	449	300	287	788	479		913		
012420-3100	PROFESSIONAL SERVICES	478	15,446	12,232	2,500	635		1,000		
012420-3120	INDEPENDENT AUDITOR	16,080	16,560	16,560	25,000	16,890		25,000		
012420-3150	RECORDING COSTS									
012420-3310	CONTRACTUAL REPAIR				500			1,000		
012420-3500	PRINTING	5,031	5,059	4,916	7,000	4,100		7,000		
012420-3600	ADVERTISING	894	1,528	748	2,000	446		2,000		
012420-4100	INFORMATION TECHNOLOGY	18,541	13,390	15,746	22,278	9,419		22,769		
012420-5210	POSTAGE	12,894	9,871	9,727	12,000	4,624		12,000		
012420-5230	COMMUNICATION	4,633	4,859	5,415	5,000	3,399		6,000		
012420-5306	SURETY BOND	800	814	814	900	246		900		
012420-5307	PUBLIC OFFICIAL LIAB INS	1,758	1,727	1,367	1,800	4,296		1,800		
012420-5308	GENERAL LIABILITY INS	1,132	1,313	1,606	1,400	1,319		1,700		
012420-5410	LEASE OF EQUIPMENT	2,305	2,305	2,317	2,500	1,787		2,500		
012420-5510	TRAVEL	59	123	84	1,000			1,000		
012420-5540	TRAINING	108	44	61	1,000	70		1,000		
012420-5810	MEMBERSHIPS & DUES	278	320	598	750	790		1,000		
012420-6001	OFFICE SUPPLIES	2,210	1,611	1,604	2,500	1,648		2,500		
012420-6012	SUBSCRIPTIONS	1,134	857	661	1,250	231		1,250		
012420-6020	NVCTB EXPENSES					4,669				
012420-6021	MOTOR VEHICLE LICENSES	2,044	2,597	2,767	3,000					
012420-6022	SERVICE CHARGES	12,057	13,834	13,810	36,000	10,179		35,000		
012420-6030	CREDIT CARD FEES			6		26		100		
012420-8202	FURNITURE & FIXTURES		513	144	500			500		
012420-8207	COMPUTER EQUIPMENT			1,648		1,960		5,000		
	--TOTAL DEPARTMENT--	446,772	443,405	459,014	513,979	337,853		582,265		
012600	* OTHER ORGANIZATIONS *									
012600-5811	VIRGINIA MUNICIPAL LEAGUE	5,989	6,024	6,054	6,198	6,198		6,317		
012600-5813	VA INSTITUTE OF GOVERNMENT	500	500	500	500	500		500		
012600-5814	FAUQUIER CHAMBER OF COMMERCE	1,275	1,025	1,025	1,025	1,025		1,025		
012600-5815	GREATER WARRENTON CHAMBER OF			1,000	1,200	1,200		1,950		
012600-5816	NATIONAL LEAGUE OF CITIES				1,117	1,117		1,117		
	--TOTAL DEPARTMENT--	7,764	7,549	8,579	10,040	10,040		10,909		
	* EXECUTIVE ADMINISTRATION	822,371	802,050	798,086	922,656	602,673		1,050,065		

FUND #-100 ** GENERAL FUND EXPENDITURES

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
013100	* ELECTORAL BOARD & OFFICIALS									
013100-1100	ELECTIONS OFFICIALS	3,987		3,762				4,300		
013100-3600	ADVERTISING	116		102				200		
013100-5410	LEASE OF VOTING MACHINE	3,249		3,535				4,000		
013100-5420	LEASE OF BUILDINGS									
013100-6001	OFFICE SUPPLIES (BALLOTS)	947		1,186				1,500		
	--TOTAL DEPARTMENT--	8,299		8,585				10,000		
	* ELECTORAL BOARD & OFFICIAL	8,299		8,585				10,000		
030000	** PUBLIC SAFETY **									
031100	* POLICE DEPARTMENT *									
031100-1101	SALARY-CHIEF OF POLICE	89,149	96,717	108,702	107,594	78,636		111,899		
031100-1102	SALARY-DEPUTY CHIEF		24,124	72,318	71,499	51,914		73,462		
031100-1103	SALARY-ADMIN ASSISTANTS	82,721	89,232	99,155	97,808	72,762		101,702		
031100-1104	SALARIES-SERGEANTS	269,649	322,878	375,907	244,456	240,248		251,134		
031100-1105	SALARIES-PATROL OFFICERS	632,707	637,326	613,639	873,393	554,739		979,930		
031100-1106	SALARIES-LIEUTENANTS	79		64,357	156,982	107,335		160,108		
031100-1107	OFFICER COMP TIME	83,479	92,784	95,569	90,000	82,622		90,000		
031100-1108	SALARY-COMMUNITY RESOURCE	77,933	80,198	49,476						
031100-1110	CLOTHING ALLOWANCE	5,000	5,000	4,615	5,000	3,654		5,000		
031100-1111	SALARY-CIVILIAN ADMIN	41,615	43,541	46,952	49,517	32,858		50,996		
031100-1112	SALARY-TRAINING COORDINATOR	38,978	38,026	42,920	37,451	31,321		43,820		
031100-1114	SALARY-ACCREDITATION MANAGER	14,039	22,197	24,528	35,176	9,254		36,218		
031100-1301	WAGES & EXTRA HELP	124,719	166,238	166,808	180,000	123,206		180,000		
031100-1302	FIELD TRAINING OFFICER COMP	8,883	7,406	7,145	14,100	9,802		14,100		
031100-2100	FICA EXPENSE	109,296	120,907	131,876	149,788	103,743		160,334		
031100-2210	RETIREMENT	140,331	152,098	166,312	167,437	104,826		178,031		
031100-2300	HEALTH INSURANCE	162,802	177,719	180,707	239,439	163,002		272,345		
031100-2400	LIFE INSURANCE	13,130	14,054	15,764	20,328	12,903		21,614		
031100-2700	WORKER'S COMPENSATION	20,085	24,539	30,126	26,000	26,288		33,000		
031100-2710	LINE OF DUTY ACT INS.	4,660	5,206	5,972	5,500	6,009		6,500		
031100-2885	TUITION REIMBURSEMENT		1,712	2,035	2,500	2,038		2,500		
031100-2899	MISCELLANEOUS BENEFITS	1,085	2,030	877	4,000	1,082		4,125		
031100-3100	PROFESSIONAL SERVICES	12,333	13,295	9,006	17,300	9,593		17,925		
031100-3110	PROFESSIONAL SERVICES - LECA									
031100-3120	ACCREDITATION FEES		185	2,935	2,000	125		2,500		
031100-3130	EMERGENCY PREPAREDNESS PLAN				20,000					
031100-3310	CONTRACTUAL REPAIR/MAINT	5,316	5,343	13,922	14,136	7,069		14,700		
031100-3320	MAINTENANCE CONTRACTS	8,409	34,703	40,278	45,449	39,533		47,737		
031100-3500	PRINTING	3,319	3,692	3,657	6,200	1,115		6,200		
031100-3600	ADVERTISING	855	755	804	1,500	1,800		1,500		
031100-3800	PRISONER'S BOARD	660			750			750		
031100-4100	INFORMATION TECHNOLOGY	92,703	66,960	78,748	115,368	50,451		117,913		
031100-4200	VEHICLE EXPENSES	10		1,220		2,544				

FUND #-100 ** GENERAL FUND EXPENDITURES

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
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031100-4200-110	* POLICE DEPARTMENT *									
	MOTOR POOL LABOR	35,043	33,852	36,139	40,039	41,828		33,296		
	--SUB TOTAL--	35,043	33,852	36,139	40,039	41,828		33,296		
031100-4200-310	CONTRACTUAL REPAIR	35,017	18,586	17,929	21,983	12,587		16,518		
	--SUB TOTAL--	35,017	18,586	17,929	21,983	12,587		16,518		
031100-4200-535	AUTOMOTIVE INSURANCE	15,808	16,898	18,846	20,643	19,836		22,000		
	--SUB TOTAL--	15,808	16,898	18,846	20,643	19,836		22,000		
031100-4200-608	FUEL	65,919	49,712	35,971	50,000	25,272		40,000		
	--SUB TOTAL--	65,919	49,712	35,971	50,000	25,272		40,000		
031100-4200-609	REPAIR PARTS & TIRES	19,919	19,585	21,185	23,164	21,523		19,518		
	--SUB TOTAL--	19,919	19,585	21,185	23,164	21,523		19,518		
031100-4200-699	OTHER MOTOR POOL COSTS	16,402	20,613	22,908	24,380	12,956		21,106		
	--SUB TOTAL--	16,402	20,613	22,908	24,380	12,956		21,106		
031100-5210	POSTAGE	1,544	1,616	1,909	2,500	634		2,500		
031100-5230	COMMUNICATION	19,763	31,846	36,654	36,100	27,639		37,900		
031100-5306	SURETY BOND	27	27	27	55	55		60		
031100-5307	PROFESSIONAL LIAB INS	879	863	684	1,005	955		1,000		
031100-5308	GENERAL LIABILITY INSURANCE	6,233	6,981	8,536	6,981	8,235		7,000		
031100-5410	LEASE OF EQUIPMENT	4,272	4,213	4,224	5,146	3,218		5,146		
031100-5510	TRAVEL	7,803	9,572	5,748	9,500	6,442		9,500		
031100-5540	POLICE TRAINING	12,295	14,019	12,891	15,912	14,881		17,047		
031100-5600	CIT COORDINATOR CONTRIBUTION				5,000	5,000		5,000		
031100-5810	MEMBERSHIPS & DUES	1,174	1,355	715	1,305	670		1,330		
031100-6001	OFFICE SUPPLIES	6,819	8,299	6,158	8,000	5,991		8,000		
031100-6010	POLICE SUPPLIES	41,428	54,021	45,816	44,983	44,373		44,395		
031100-6011	WEARING APPAREL	13,342	17,159	25,760	22,255	27,376		24,255		
031100-6012	SUBSCRIPTIONS	510	1,133	1,272	1,250	1,492		1,275		
031100-6023	NARCOTICS FUND				1,700			1,700		
031100-6099	MATERIALS & SUPPLIES	16,284	20,545	16,959	19,420	11,116		23,265		
031100-7001	E-911 SYSTEM CONTRIBUTION	3,446			3,500			3,500		
031100-8202	FURNITURE & FIXTURES	261	2,003		2,500			2,500		
031100-8203	COMMUNICATION EQUIPMENT									
031100-8205	MOTOR VEHICLES EQUIP/ PARTS									
031100-8207	COMPUTER EQUIPMENT	18,901	38,822	31,167				45,000		
031100-8221	GRANT EXPENDITURES	14,826		24,012	2,000	5,231				
031100-8222	ASSET SEIZURE EXP - STATE									
031100-8223	ASSET SEIZURE EXP - FED									
	--TOTAL DEPARTMENT--	2,401,860	2,620,585	2,831,840	3,169,992	2,227,782		3,378,854		
	* POLICE DEPARTMENT *	2,401,860	2,620,585	2,831,840	3,169,992	2,227,782		3,378,854		

FUND #-100 ** GENERAL FUND EXPENDITURES

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
032100									
032100-1101									
032100-1102									
032100-2100									
032100-2210									
032100-2300									
032100-2400									
032100-2700									
032100-2710									
032100-2899									
032100-3600									
032100-5100									
032100-5230									
032100-5308									
032100-5540									
032100-5686									
032100-5687									
032100-5688									
032100-5699									
032100-5810									
032100-6011									
032100-6099									
032100-8203									
* FIRE & RESCUE SERVICES *									
SALARY-FIREFIGHTER	56,553	46,329	80,202	93,679	100,660		98,212		
SALARY-FIRE MARSHAL	19,557	20,656							
FICA EXPENSE	5,820	5,126	6,313	7,166	7,688		7,513		
RETIREMENT	8,227	7,890	7,179	10,108	6,783		10,597		
HEALTH INSURANCE	1,361	1,464	1,753	13,768	4,653		6,514		
LIFE INSURANCE	764	727	663	1,227	823		1,287		
WORKER'S COMPENSATION	2,683	3,562	3,390	4,168	3,921		4,200		
LINE OF DUTY ACT INS.	200	208	239	464	481		500		
MISCELLANEOUS BENEFITS	127	56	63	250	48		250		
ADVERTISING			397						
CONT - VOL COORD FAUC CNTY									
COMMUNICATION	5,254	5,000	5,000	6,200	5,000		6,200		
GENERAL LIABILITY INS.	461	499	611	520	619		520		
TRAINING		5,000							
CONTRIBUTION FIRE DEPARTMENT	50,496	50,496	400,000	100,000	75,000		150,000		
PROFFERS-FIRE DEPT									
FIRE PROGRAM FUND	4,288	59,314	30,461	25,000	28,070		25,000		
CONTRIBUTION RESCUE SQUAD									
MEMBERSHIPS & DUES									
WEARING APPAREL	945	1,282	1,710	2,000	1,281		2,000		
MATERIALS AND SUPPLIES	500	390		800			800		
COMMUNICATION EQUIPMENT									
--TOTAL DEPARTMENT--	157,236	207,999	537,981	265,350	235,027		313,593		
* FIRE & RESCUE SERVICES *	157,236	207,999	537,981	265,350	235,027		313,593		
034100									
034100-1100									
034100-1104									
034100-1107									
034100-1108									
034100-1300									
034100-2100									
034100-2210									
034100-2300									
034100-2301									
034100-2400									
034100-2700									
034100-2899									
034100-3100									
034100-3200									
034100-3320									
034100-3500									
034100-3701									
* INSPECTIONS DEPARTMENT *									
SALARY-INSPECTORS	155,702	170,134	199,483	198,791	159,891		201,205		
COMMUNITY DEVELOPMENT ASSIST									
ZONING PLANNER									
PERMIT TECHNICIAN	4,778	9,871	14,691	20,380	13,024		21,633		
WAGES & EXTRA HELP		612	503	1,500			1,500		
FICA EXPENSE	12,329	14,286	17,445	16,881	14,144		17,162		
RETIREMENT	17,803	18,548	23,545	21,450	14,384		23,262		
HEALTH INSURANCE	17,294	17,801	15,688	17,951	12,169		26,052		
HEALTH CARE REFORM									
LIFE INSURANCE	1,777	1,956	2,301	2,604	1,742		2,824		
WORKER'S COMPENSATION	3,001	4,292	6,377	5,340	5,023		5,000		
MISCELLANEOUS BENEFITS	126	139	390	438	105		500		
PROFESSIONAL SERVICES	700-			500			20,000		
TEMPORARY HELP SERVICES				500			500		
MAINTENANCE CONTRACTS	2,420			2,500			2,500		
PRINTING	55	241	3	100	261		1,000		
UNIFORM RENTAL	280	397	333	300	255		2,500		

FUND #-100 ** GENERAL FUND EXPENDITURES

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	* INSPECTIONS DEPARTMENT *									
034100-4100	INFORMATION TECHNOLOGY	8,608	6,815	8,015	9,946	4,794		10,165		
034100-4200-110	MOTOR POOL LABOR	3,436	1,189	1,527	1,406	3,751		1,407		
	--SUB TOTAL--	3,436	1,189	1,527	1,406	3,751		1,407		
034100-4200-310	CONTRACTUAL REPAIR	1,653	219	668	259	377		615		
	--SUB TOTAL--	1,653	219	668	259	377		615		
034100-4200-535	AUTOMOTIVE INSURANCE	1,482	1,536	1,536	2,173	2,088		2,000		
	--SUB TOTAL--	1,482	1,536	1,536	2,173	2,088		2,000		
034100-4200-608	FUEL	3,017	1,918	1,480	2,500	1,227		3,000		
	--SUB TOTAL--	3,017	1,918	1,480	2,500	1,227		3,000		
034100-4200-609	REPAIR PARTS & TIRES	3,027	391	1,250	462	1,861		1,152		
	--SUB TOTAL--	3,027	391	1,250	462	1,861		1,152		
034100-4200-699	OTHER MOTOR POOL COSTS	1,207	741	1,026	876	656		945		
	--SUB TOTAL--	1,207	741	1,026	876	656		945		
034100-5210	POSTAGE	76	48	51	100	57		100		
034100-5230	COMMUNICATION	2,345	2,466	3,047	2,500	1,698		4,000		
034100-5308	GENERAL LIABILITY INS	628	700	856	640	762		640		
034100-5410	LEASE OF EQUIPMENT	412	412	412	500	309		500		
034100-5510	TRAVEL	1,293	214	1,317	800	246		2,500		
034100-5540	TRAINING	1,044		915	800	240		1,500		
034100-5810	MEMBERSHIPS & DUES	165	165	525	700	175		1,000		
034100-6001	OFFICE SUPPLIES	724	1,147	1,123	1,200	1,373		1,200		
034100-6011	WEARING APPAREL				100			500		
034100-6012	SUBSCRIPTIONS	646			1,000			1,000		
034100-6024	TOOLS	183			200	80		200		
034100-6099	MATERIALS & SUPPLIES	5			200			200		
034100-8202	FURNITURE & FIXTURES				100	149		4,000		
034100-8207	COMPUTER EQUIPMENT							10,000		
	--TOTAL DEPARTMENT--	244,816	256,238	304,507	315,697	240,841		372,262		
	* INSPECTIONS DEPARTMENT *	244,816	256,238	304,507	315,697	240,841		372,262		
040000	** PUBLIC WORKS **									
041100	* GENERAL ADMINISTRATION *									
041100-1102	SALARY-PUB WORKS/UTILITIES D	31,431	32,322	33,077	32,751	23,636		34,058		
041100-1103	SALARY-PUB WORKS SUPERINTEND	78,415	88,592	91,841	90,440	66,791		94,064		
041100-1104	SALARY-ADMIN ASSISTANTS	95,322	98,135	103,363	101,248	74,607		92,111		
041100-1106	SALARY-CHIEF AUTOMOTIVE MECH	23,319	24,965	23,188	24,434	15,735		22,562		
041100-1111	ASST DIRECTOR PUB WORKS & UT	79,056	94,331	64,837	71,996	53,166		74,876		

FUND #-100 ** GENERAL FUND EXPENDITURES

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	* GENERAL ADMINISTRATION *									
041100-1300	WAGES & EXTRA HELP	9,537	15,196	35,813	32,618	27,489		47,840		
041100-2100	FICA EXPENSE	22,702	25,211	25,670	27,042	19,347		27,962		
041100-2210	RETIREMENT	29,053	29,969	27,108	34,622	14,805		39,439		
041100-2300	HEALTH INSURANCE	43,945	45,173	31,494	34,901	25,722		49,444		
041100-2301	DISABILITY INSURANCE			475	425	356		857		
041100-2400	LIFE INSURANCE	2,699	2,769	2,506	4,203	1,814		4,788		
041100-2700	WORKER'S COMPENSATION	218	232	238	164	154		240		
041100-2899	MISCELLANEOUS BENEFITS	928	722	269	675	162		768		
041100-3100	PROFESSIONAL SERVICES	5,302	859	6,663	30,000	6,850		60,000		
041100-3310	CONTRACTUAL REPAIR				250	5,384		250		
041100-3320	MAINTENANCE CONTRACTS	142		1,368	3,000	1,368		3,000		
041100-3500	PRINTING	393	373	204	400			400		
041100-3600	ADVERTISING	3,734	3,884	4,785	3,500	388		3,500		
041100-3991	PERMIT FEES			3,000	3,000	3,000		3,000		
041100-4100	INFORMATION TECHNOLOGY	19,865	14,340	16,876	23,869	11,525		24,396		
041100-4200-110	MOTOR POOL LABOR	1,355	1,532	2,296	1,813	32		2,116		
	--SUB TOTAL--	1,355	1,532	2,296	1,813	32		2,116		
041100-4200-310	CONTRACTUAL REPAIR	600	62	60	73			55		
	--SUB TOTAL--	600	62	60	73			55		
041100-4200-535	AUTOMOTIVE INSURANCE	1,013	1,050	1,060	1,114	1,071		1,200		
	--SUB TOTAL--	1,013	1,050	1,060	1,114	1,071		1,200		
041100-4200-608	FUEL	4,035	2,926	1,433	3,000	1,306		3,000		
	--SUB TOTAL--	4,035	2,926	1,433	3,000	1,306		3,000		
041100-4200-609	REPAIR PARTS & TIRES	1,132	1,152	485	1,363			447		
	--SUB TOTAL--	1,132	1,152	485	1,363			447		
041100-4200-699	OTHER MOTOR POOL COSTS	288	924	738	1,093	492		680		
	--SUB TOTAL--	288	924	738	1,093	492		680		
041100-5210	POSTAGE	305	238	136	400	44		400		
041100-5230	COMMUNICATION	3,615	4,253	4,567	4,500	2,699		4,500		
041100-5306	SURETY BOND	69	70	70	142	142		80		
041100-5307	PUBLIC OFFICIALS LIABILITY I	1,758	1,727	1,367	2,613	2,482		2,500		
041100-5308	GENERAL LIABILITY INS	4,362	1,309	1,601	1,248	1,485		1,500		
041100-5410	LEASE OF EQUIPMENT	2,629	2,695	3,337	3,300	2,940		3,300		
041100-5510	TRAVEL		129		300	284		300		
041100-5540	TRAINING	798	100	400	1,100	187		1,100		
041100-5810	MEMBERSHIPS & DUES	400	330	220	400	284		400		
041100-6001	OFFICE SUPPLIES	2,586	2,488	3,391	2,600	1,988		2,600		
041100-6012	SUBSCRIPTIONS				100			100		
041100-6026	ENGINEERING SUPPLIES	98			250	123		250		
041100-8202	FURNITURE & FIXTURES			63	2,750	2,244		1,500		

FUND #-100 ** GENERAL FUND EXPENDITURES

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
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	* GENERAL ADMINISTRATION *									
041100-8207	COMPUTER EQUIPMENT	1,175	1,175	3,620	1,175	1,864				
	--TOTAL DEPARTMENT--	472,279	499,233	497,619	548,872	371,966		609,583		
041200	** STREET MAINTENANCE **									
041200-1107	SENIOR CREW LEADER	1,177-								
041200-1301	WAGES & EXTRA HELP	349,503	370,004	415,040	390,879	310,870		390,533		
041200-1302	WAGES - SNOW REMOVAL/EMERGEN	12,756	11,276	5,687	10,000	8,960		10,000		
041200-2100	FICA EXPENSE	26,720	28,318	31,560	30,667	23,316		30,641		
041200-2210	RETIREMENT	73,911	86,074	90,170	61,706	51,908		61,668		
041200-2300	HEALTH INSURANCE	104,620	122,083	100,247	112,183	88,650		130,249		
041200-2301	DISABILITY INSURANCE	100	289	516	614	636		653		
041200-2400	LIFE INSURANCE	6,866	7,951	8,338	7,492	6,349		7,487		
041200-2700	WORKER'S COMPENSATION	38,934	45,671	35,849	27,300	25,681		28,000		
041200-2899	MISCELLANEOUS BENEFITS	743	1,491	1,525	1,625	2,058		1,625		
041200-3100	PROFESSIONAL SERVICES		340			46				
041200-3310	CONTRACTUAL REPAIRS		150	1,118		340				
041200-3701	UNIFORM RENTAL	1,987	2,354	2,651	2,400	1,982		2,600		
041200-4200	VEHICLE EXPENSES	5	5							
041200-4200-110	MOTOR POOL LABOR	81,063	51,727	57,909	61,180	101,516		53,361		
	--SUB TOTAL--	81,063	51,727	57,909	61,180	101,516		53,361		
041200-4200-310	CONTRACTUAL REPAIRS	44,417	22,211	70,158	26,270	35,871		64,638		
	--SUB TOTAL--	44,417	22,211	70,158	26,270	35,871		64,638		
041200-4200-535	AUTOMOTIVE/EQUIP INSURANCE	9,491	9,838	9,828	11,951	11,484		12,500		
	--SUB TOTAL--	9,491	9,838	9,828	11,951	11,484		12,500		
041200-4200-608	FUEL	56,317	46,314	29,873	45,000	19,414		32,000		
	--SUB TOTAL--	56,317	46,314	29,873	45,000	19,414		32,000		
041200-4200-609	REPAIR PARTS & TIRES	67,925	57,714	63,938	68,261	58,392		58,908		
	--SUB TOTAL--	67,925	57,714	63,938	68,261	58,392		58,908		
041200-4200-699	OTHER MOTOR POOL COSTS	38,467	30,734	36,625	36,351	33,733		33,744		
	--SUB TOTAL--	38,467	30,734	36,625	36,351	33,733		33,744		
041200-5110	ELECTRIC CURRENT	710	358	349	500			500		
041200-5308	SURETY BOND					5,093				
041200-5410	LEASE OF EQUIPMENT	30	1,532	331	4,000	1,638		4,000		
041200-5510	TRAVEL	2,595	2,629	4,197	2,200	491		2,500		
041200-5540	TRAINING	921	1,347	549	1,500	600		1,500		
041200-6002	FOOD	566	158	441	600	210		600		
041200-6011	WEARING APPAREL	1,324	1,752	2,420	2,000	2,379		2,500		
041200-6024	TOOLS	1,751	2,395	2,017	2,500	1,064		2,500		
041200-6025	CHEMICAL SUPPLIES	102,562	39	51,177	8,500	29,089		8,500		
041200-6095	REPLACE TRASH RECEPTACLES		748		1,000			1,000		

FUND #-100 ** GENERAL FUND EXPENDITURES

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
** STREET MAINTENANCE **									
041200-6099 MATERIALS & SUPPLIES	7,999	13,885	7,914	12,000	8,343		12,000		
041200-8201 EQUIPMENT	9,610	13,108	165,769	9,500	401,852		9,500		
041200-8251 DRIVEWAY CULVERTS									
041200-8254 OLD TOWN SIGNAGE			4,987	1,000			1,000		
--TOTAL DEPARTMENT--	1,040,716	932,495	1,201,183	939,179	1,231,965		964,707		
** ARTERIAL STREET MAINTENANCE **									
041500 WAGES & EXTRA HELP	81,440	95,512	91,408	100,000	56,874		100,000		
041500-1302 WAGES - SNOW REMOVAL	13,702	10,644	11,790	12,000	3,007		12,000		
041500-2100 FICA EXPENSE	6,939	8,054	7,752	8,568	4,418		8,568		
041500-3310 CONTRACTUAL REPAIRS	4,967	4,289		7,500	500		7,500		
041500-3990 PAYMENTS ON CONTRACTS	7,936	29,431	28,785	28,000	35,669		30,000		
041500-5110 ELECTRIC CURRENT	43,587	29,475	27,784	32,000	22,085		32,000		
041500-5410 LEASE OF EQUIPMENT	1,999		102	3,500	1,018		3,500		
041500-6002 FOOD	20			300			300		
041500-6025 CHEMICAL SUPPLIES		46,873		45,000	430		45,000		
041500-6035 REPAIR PARTS-SIGNAL EQUIPMENT	5,122	10,080	4,671	8,000	2,720		8,000		
041500-6099 MATERIALS & SUPPLIES	18,396	22,329	3,469	20,000	8,988		22,000		
041500-8254 REPLACE STREET NAME SIGNS	984	13		1,000			1,000		
041500-8255 REPLACE TRAFFIC SIGNS	5,278	4,528	4,849	6,000	2,375		6,000		
041500-8256 SIDEWALK, CURB & GUTTER	8,000	16,974	35,916	25,000	4,124		30,000		
041500-8257 STREET IMPROVEMENTS & PAV	4,823	225,250	203,738	132,000	21,976		155,639		
041500-8260 TRAFFIC CALMING			750						
041500-8261 TREE MAINTENANCE	1,080		321	7,000	1,870		7,000		
041500-8300 PAVING (FEDERALLY FUNDED)			75,455		346,043				
--TOTAL DEPARTMENT--	204,273	503,452	496,790	435,868	512,097		468,507		
** COLLECTOR STREET MAINTENANCE **									
041600 WAGES & EXTRA HELP	57,138	70,050	59,197	75,000	45,576		75,000		
041600-1302 WAGES - SNOW REMOVAL	12,902	9,573	8,955	9,000	2,143		9,000		
041600-2100 FICA EXPENSE	5,194	5,950	5,083	6,426	3,496		6,426		
041600-3990 PAYMENTS ON CONTRACTS	18,032	28,845	41,375	20,000	4,967		25,000		
041600-5110 ELECTRIC CURRENT	72,113	88,203	79,757	86,000	63,164		86,000		
041600-5410 LEASE OF EQUIPMENT	230	1,023	746	2,000	886		2,000		
041600-6002 FOOD	8			300			300		
041600-6025 CHEMICAL SUPPLIES		27,114		28,000	430		28,000		
041600-6099 MATERIALS & SUPPLIES	20,613	29,700	6,738	22,000	8,649		22,000		
041600-8254 REPLACE STREET NAME SIGNS	1,883	176	52	1,000			1,000		
041600-8255 REPLACE TRAFFIC SIGNS	2,685	3,205	2,650	3,500	1,972		3,500		
041600-8256 SIDEWALK, CURB & GUTTER	10,686	11,314	29,301	25,000	7,227		25,000		
041600-8257 STREET IMPROVEMENTS & PAV		1,331	194,243	115,000			120,000		
041600-8260 CULVERT REPLACEMENTS	500		320	500			500		
041600-8261 TREE MAINTENANCE	4,000		2,574	4,000			4,000		
041600-8262 TRAFFIC CALMING			42	3,000			1,500		
--TOTAL DEPARTMENT--	205,984	276,484	431,033	400,726	138,510		409,226		
* GENERAL ADMINISTRATION *									
	1,923,252	2,211,664	2,626,625	2,324,645	2,254,538		2,452,023		

FUND #-100 ** GENERAL FUND EXPENDITURES

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042300	** REFUSE COLLECTION **									
042300-1300	WAGES & EXTRA HELP	210,790	233,444	236,279	232,635	168,662		240,259		
042300-2100	FICA EXPENSE	15,429	17,232	16,972	17,796	12,298		18,380		
042300-2210	RETIREMENT	21,173	20,896	21,068	21,864	12,393		22,687		
042300-2300	HEALTH INSURANCE	37,559	33,467	40,026	47,062	32,213		47,826		
042300-2301	DISABILITY INSURANCE			123	126	103		128		
042300-2400	LIFE INSURANCE	1,967	1,982	1,919	2,655	1,503		2,754		
042300-2700	WORKER'S COMPENSATION	10,798	13,562	14,171	11,776	11,078		15,000		
042300-2899	MISCELLANEOUS BENEFITS	574	245	491	600	335		600		
042300-3310	CONTRACTUAL REPAIR			150						
042300-3701	UNIFORM RENTAL	736	849	857	850	642		860		
042300-3815	SHARE LANDFILL OPERATIONS	1,892	15,190	8,326	25,000	8,488		10,000		
042300-4200-110	MOTOR POOL LABOR	5,485	5,682	12,213	6,720	20,222		11,252		
	--SUB TOTAL--	5,485	5,682	12,213	6,720	20,222		11,252		
042300-4200-310	CONTRACTUAL REPAIR	7,342	26,062	21,687	30,825	2,466		19,981		
	--SUB TOTAL--	7,342	26,062	21,687	30,825	2,466		19,981		
042300-4200-535	AUTOMOTIVE INSURANCE	988	1,608	1,544	1,630	1,566		2,000		
	--SUB TOTAL--	988	1,608	1,544	1,630	1,566		2,000		
042300-4200-608	FUEL	19,186	16,733	9,432	18,000	7,977		15,000		
	--SUB TOTAL--	19,186	16,733	9,432	18,000	7,977		15,000		
042300-4200-609	REPAIR PARTS & TIRES	10,600	6,482	15,804	7,667	20,684		14,560		
	--SUB TOTAL--	10,600	6,482	15,804	7,667	20,684		14,560		
042300-4200-699	OTHER MOTOR POOL COSTS	2,406	3,197	7,643	3,781	5,113		7,042		
	--SUB TOTAL--	2,406	3,197	7,643	3,781	5,113		7,042		
042300-5308	GENERAL LIABILITY INS	993	1,106	1,352	1,030	1,224		1,030		
042300-6011	WEARING APPAREL	508	321	565	550	360		550		
042300-6051	PURCHASE OF PLASTIC BAGS	33,192	10,889	34,478	23,000	12,135		26,000		
042300-6099	MATERIALS & SUPPLIES	2,833	2,583	1,683	1,500	1,502		1,800		
	--TOTAL DEPARTMENT--	384,451	411,530	446,783	455,067	320,964		457,709		
042400	** RECYCLING PROGRAM **									
042400-1300	WAGES & EXTRA HELP	70,927	77,908	81,016	80,658	58,374		82,565		
042400-2100	FICA EXPENSE	5,162	5,725	5,939	6,170	4,255		6,316		
042400-2210	RETIREMENT	5,283	5,186	4,879	5,466	3,039		5,672		
042400-2300	HEALTH INSURANCE	9,383	8,215	7,933	11,766	8,071		11,957		
042400-2301	HEALTH CARE REFORM				32			32		
042400-2400	LIFE INSURANCE	491	492	478	664	369		689		
042400-2700	WORKER'S COMPENSATION	3,679	4,619	4,828	4,012	3,774		4,500		
042400-2899	MISCELLANEOUS BENEFITS	35	61	42	150	10		150		
042400-3500	PRINTING			304	100			150		
042400-3600	ADVERTISING				100			100		

FUND #-100 ** GENERAL FUND EXPENDITURES

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	** RECYCLING PROGRAM **									
042400-3701	UNIFORM RENTAL	184	215	214	250	160		250		
042400-4200-110	MOTOR POOL LABOR	7,166	8,276	12,811	9,788	10,254		11,803		
	--SUB TOTAL--	7,166	8,276	12,811	9,788	10,254		11,803		
042400-4200-310	CONTRACTUAL REPAIR	10,985	2,697	4,742	3,190	3,311		4,369		
	--SUB TOTAL--	10,985	2,697	4,742	3,190	3,311		4,369		
042400-4200-535	AUTOMOTIVE INSURANCE	988	1,024	1,024	543	522		1,500		
	--SUB TOTAL--	988	1,024	1,024	543	522		1,500		
042400-4200-608	FUEL	8,810	7,828	5,444	7,500	2,438		5,000		
	--SUB TOTAL--	8,810	7,828	5,444	7,500	2,438		5,000		
042400-4200-609	REPAIR PARTS & TIRES	5,984	6,473	5,287	7,656	6,209		4,871		
	--SUB TOTAL--	5,984	6,473	5,287	7,656	6,209		4,871		
042400-4200-699	OTHER MOTOR POOL COSTS	3,370	5,130	8,045	6,068	1,876		7,412		
	--SUB TOTAL--	3,370	5,130	8,045	6,068	1,876		7,412		
042400-5308	GENERAL LIABILITY INS	348	425	519	365	434		365		
042400-6051	PURCHASE PLASTIC RECYCLE BAG	14,628	10,467	12,022	12,000	11,292		12,000		
042400-6099	MATERIALS & SUPPLIES	1,206	1,069	661	800	586		800		
	--TOTAL DEPARTMENT--	148,629	145,810	156,188	157,278	114,974		160,501		
	** REFUSE COLLECTION **	533,080	557,340	602,971	612,345	435,938		618,210		
043200	** GENERAL PROPERTIES **									
043200-1300	WAGES & EXTRA HELP	40,253	46,708	60,112	52,321	48,522		56,568		
043200-1301	WAGES - SNOW REMOVAL	3,317	2,213	2,322	2,000	239		2,500		
043200-2100	FICA EXPENSE	3,227	3,678	4,674	4,156	3,531		4,519		
043200-2210	RETIREMENT	4,351	4,625	4,346	4,566	3,265		5,025		
043200-2300	HEALTH INSURANCE	386	1,229	6,428		10,326		14,456		
043200-2301	HEALTH CARE REFORM							275		
043200-2400	LIFE INSURANCE	2,208	2,045	1,888	2,359	1,510		2,415		
043200-2700	WORKER'S COMPENSATION	762	835	837	576	542		900		
043200-2899	MISCELLANEOUS BENEFITS	30	36	26	125	65		125		
043200-3100	PROFESSIONAL SERVICES							25,000		
043200-3310	CONTRACTUAL REPAIR/MAINT	19,870	20,235	32,302	22,000	14,611		24,000		
043200-3320	MAINTENANCE CONTRACTS	2,860	11,026	6,949	16,000	3,207		15,000		
043200-3330	JANITORIAL SERVICE	36,950	38,750	36,310	52,000	30,285		52,000		
043200-3701	UNIFORM RENTAL	368	419	349	425	428		425		
043200-4200	VEHICLE EXPENSES									
043200-4200-110	MOTOR POOL LABOR	417	912	352	1,079	2,255		324		
	--SUB TOTAL--	417	912	352	1,079	2,255		324		

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	** GENERAL PROPERTIES **									
043200-4200-310	CONIRACTUAL REPAIR		1,034	2,993	1,223	3,180		2,758		
	--SUB TOTAL--		1,034	2,993	1,223	3,180		2,758		
043200-4200-535	AUTOMOTIVE INSURANCE	494	516	516	543	522		550		
	--SUB TOTAL--	494	516	516	543	522		550		
043200-4200-608	FUEL	4,134	3,713	2,525	3,000	1,795		5,000		
	--SUB TOTAL--	4,134	3,713	2,525	3,000	1,795		5,000		
043200-4200-609	REPAIR PARTS & TIRES	834	410	1,983	485	2,420		1,827		
	--SUB TOTAL--	834	410	1,983	485	2,420		1,827		
043200-4200-699	OTHER MOTOR POOL COSTS	196	252	219	298	586		202		
	--SUB TOTAL--	196	252	219	298	586		202		
043200-5110	ELECTRIC CURRENT	41,552	39,267	44,544	43,000	28,183		43,000		
043200-5120	FUEL	14,991	14,294	10,313	18,000	10,085		17,000		
043200-5230	COMMUNICATION	3,502	3,669	4,314	3,500	2,547		3,500		
043200-5302	FIRE INSURANCE	8,380	8,367	8,443	9,167	8,743		9,167		
043200-5308	GENERAL LIABILITY INS.	617	698	854	610	725		610		
043200-5410	LEASE OF EQUIPMENT	1,056	461	310	600	44		600		
043200-5540	TRAINING	363	25		500			500		
043200-6007	REPAIRS BUILDINGS & GROUNDS	12,684	2,759	15,860	25,450	6,636		30,000		
043200-6011	WEARING APPAREL	138	45	38	134	120		134		
043200-6025	CHEMICAL SUPPLIES		5,438							
043200-6032	REPAIRS PARKING LOTS	1,000	10,000	20,524	5,000			5,000		
043200-6033	REPAIRS - WELCOME SIGNS				500			1,500		
043200-6099	MATERIALS & SUPPLIES	23,753	20,121	25,645	23,500	22,096		25,000		
043200-8202	FURNITURE & FIXTURES	11,542		4,559	500	1,047		1,000		
043200-8207	COMPUTER EQUIPMENT				10,000	1,506				
043200-8258	LANDSCAPING-PARKLOTS/VISITOR	480		216						
	--TOTAL DEPARTMENT--	240,715	243,780	300,751	303,617	209,021		350,880		
043400	** CEMETERY **									
043400-1300	WAGES & EXTRA HELP			67,380	66,625	39,507		68,525		
043400-2100	FICA EXPENSE			4,893	5,097	2,851		5,242		
043400-2210	RETIREMENT			3,905	6,973	2,256		7,178		
043400-2300	HEALTH INSURANCE			17,284	15,645	14,142		19,798		
043400-2400	LIFE INSURANCE			361	847	274		871		
043400-2700	WORKER'S COMPENSATION			3,611	2,400	2,254		2,200		
043400-2899	MISCELLANEOUS BENEFITS			152	250	65		250		
043400-3310	CONIRACTUAL REPAIRS			746	1,000			1,000		
043400-3701	UNIFORM RENTAL			435	350	327		420		
043400-4200-110	MOTOR POOL LABOR			3,075	2,345	2,036		2,833		
	--SUB TOTAL--			3,075	2,345	2,036		2,833		

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	** CEMETERY **									
043400-4200-310	MOTOR POOL CONTRACTUAL REPAIR			3,245	2,558	77		2,989		
	--SUB TOTAL--			3,245	2,558	77		2,989		
043400-4200-608	GASOLINE			382	1,200	604		2,500		
	--SUB TOTAL--			382	1,200	604		2,500		
043400-4200-609	REPAIR PARTS & TIRES			1,814	3,191	536		1,671		
	--SUB TOTAL--			1,814	3,191	536		1,671		
043400-4200-699	OTHER MOTOR POOL COSTS			1,925	1,461	1,337		1,773		
	--SUB TOTAL--			1,925	1,461	1,337		1,773		
043400-5110	ELECTRICITY			2,714	2,500	1,768		2,500		
043400-5302	FIRE INSURANCE			38	45	43		50		
043400-5308	GENERAL LIABILITY INSURANCE			392	295	348		300		
043400-5410	LEASE OF EQUIPMENT			4,425	2,000	2,334		2,500		
043400-6007	REPAIRS BUILDINGS & GROUNDS				4,500			4,500		
043400-6011	APPAREL			139	206	120		206		
043400-6024	TOOLS				200			200		
043400-6099	MATERIALS & SUPPLIES			1,265	7,500	433		7,500		
043400-8201	EQUIPMENT REPLACEMENT			612	11,000					
043400-8261	TREE MAINTENANCE				2,500			2,500		
	--TOTAL DEPARTMENT--			118,793	140,688	71,312		137,506		
	** GENERAL PROPERTIES **	240,715	243,780	419,544	444,305	280,333		488,386		
053500	** WELFARE & SOCIAL SERVICES									
053500-5692	HOSPICE SUPPORT OF FAUQUIER	1,000	1,000	1,000	1,000	750		1,000		
053500-5693	FAUQ COMM FOOD BANK/THRIFT S	3,750	3,750	3,750	3,750	2,813		3,750		
053500-5694	FAUQUIER FAMILY SHELTER	6,950	6,700	6,700	6,700	5,025		6,700		
053500-5695	FAUQUIER COMMUNITY CHILD CAR	4,500	4,500	4,500	4,500	3,375		4,500		
053500-5697	FAUQUIER FREE CLINIC	10,000	10,000	10,000	10,000	7,500		10,000		
053500-5698	PIEDMONT DISPUTE RESOLUTION	1,000	1,000	1,000	1,000	750		1,000		
053500-5699	CONTR-FAUQUIER ED FARM									
053500-5700	VA REGIONAL TRANSIT (CIRCUIT	39,961	39,961	39,961	44,987	33,740		41,942		
053500-5701	HABITAT FOR HUMANITY			7,845						
053500-5703	LITERACY VOLUNTEERS OF FAUQU	2,500	2,500	2,500	2,500	1,875		2,500		
053500-5704	FAUQUIER CADRE	2,000	2,000	2,000	2,000	1,500		2,000		
053500-5707	RAPP/RAPIDAN MEDICAL RESERVE	500	500	500	500	375		500		
053500-5708	FAUQUIER COMMUNITY ACTION CO			10,000	10,000	7,500		10,000		
053500-5709	LEADERSHIP FAUQUIER			3,000	3,000	2,250		3,000		
053500-5710	BOYS & GIRLS CLUB OF FAUQUE			10,000	10,000	7,500		10,000		
053500-5711	FAMILIES 4 FAUQUIER			2,000	2,000	1,500		2,000		
053500-5700-001	CIRCUIT RIDER VEHICLE EXPENS	16,331	17,380	15,749	15,000	9,021		15,000		
	--SUB TOTAL--	16,331	17,380	15,749	15,000	9,021		15,000		
	--TOTAL DEPARTMENT--	88,492	89,291	120,505	116,937	85,474		113,892		

** WELFARE & SOCIAL SERVICE	88,492	89,291	120,505	116,937	85,474	113,892
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FUND #-100 ** GENERAL FUND EXPENDITURES

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
070000	** PARKS AND RECREATION **									
071000	** PARKS & RECREATION **									
071200	* FIELDS *									
071200-3320	MAINTENANCE CONTRACTS			13,875	19,290	6,828				
071200-5110	ELECTRIC CURRENT			1,116	500	229				
071200-5410	EQUIPMENT LEASE			1,331	2,800	1,705				
071200-6003	AGRICULTURAL SUPPLIES			8	2,000	89				
071200-6007	FACILITY REPAIRS			43	1,000	262				
071200-6032	PARKING LOT REPAIRS			165	1,200	49				
071200-6099	MATERIALS & SUPPLIES			4,987	10,500	1,452				
071200-8200	EQUIPMENT & FIXTURES					8,050				
	--TOTAL DEPARTMENT--			21,525	37,290	18,664				
071300	* AQUATIC CENTER *									
071300-1100	SALARIES			172,510	171,022	124,859				
071300-1300	WAGES & EXTRA HELP									
071300-1301	FACILITY ATTENDANTS			134,944	125,502	102,682		135,500		
071300-1302	AQUATIC SUPERVISOR			67,042	75,000	41,326		75,000		
071300-1304	LIFEGUARDS			207,588	220,770	147,295		220,770		
071300-1305	AQUATIC INSTRUCTORS			62,881	60,000	31,440		60,000		
071300-1306	MEMBERSHIP COORDINATOR			19,674	18,000	15,190		19,000		
071300-1307	FTNESS COORDINATOR			14,097	17,773	6,739		15,000		
071300-1308	AQUATICS COORDINATOR			17,198	12,921	12,852		36,727		
071300-1312	FTNESS INSTRUCTORS			108,638	89,989	72,135		108,500		
071300-1313	MARKETING COORDINATOR			17,549	18,364	26,866		18,869		
071300-2100	FICA EXPENSE			62,593	61,879	44,274		52,736		
071300-2210	RETIREMENT			22,808	20,435	16,746		5,999		
071300-2300	HEALTH INSURANCE			16,826	24,471	17,828		17,713		
071300-2301	DISABILITY INSURANCE			64	108	248		328		
071300-2400	LIFE INSURANCE			1,975	2,481	1,809		728		
071300-2700	WORKERS' COMPENSATION			18,932	16,000	11,676		18,000		
071300-2899	MISCELLANEOUS BENEFITS			62	6,575	1,958		4,813		
071300-3100	PROFESSIONAL SERVICES							2,500		
071300-3310	CONTRACTUAL REPAIRS			39,601	32,400	10,881		37,000		
071300-3320	MAINTENANCE CONTRACTS			38,304	52,800	45,858		53,600		
071300-3330	JANITORIAL SERVICES			55,250	65,000	41,436		65,000		
071300-3340	MARKETING EXPENSES			15,626	22,000	4,494		22,000		
071300-3500	PRINTING			4,625	4,000	376		4,000		
071300-4100	INFORMATION TECHNOLOGY			43,027	61,662	27,534		63,022		
071300-5110	ELECTRICITY			217,051	210,000	171,352		230,000		
071300-5120	GAS			69,479	72,500	57,909		74,000		
071300-5210	POSTAGE			626	2,500			2,000		
071300-5230	COMMUNICATION			362	1,020	567		1,020		
071300-5302	FIRE INSURANCE			26,682	29,000	27,609		29,000		
071300-5306	SURETY			214	165			165		
071300-5308	GENERAL LIABILITY INSURANCE			4,349	3,800	4,459		3,800		
071300-5410	EQUIPMENT LEASE			1,116	2,400	1,100		2,400		

FUND #-100 ** GENERAL FUND EXPENDITURES

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
	* AQUATIC CENTER *									
071300-5510	TRAVEL			600	1,500	295		2,000		
071300-5540	TRAINING			4,910	7,500	2,097		11,000		
071300-6001	OFFICE SUPPLIES			8,224	10,000	6,568		10,000		
071300-6002	PROGRAM SUPPLIES			27,350	28,980	13,334		28,980		
071300-6003	JANITORIAL SUPPLIES			11,948	16,500	8,534		13,000		
071300-6007	REPAIRS BUILDINGS & GROUNDS			2,343	3,600	3,096		4,200		
071300-6009	EQUIPMENT REPAIRS			8,532	10,000	8,778		15,000		
071300-6011	APPAREL			2,795	5,000	4,578		5,500		
071300-6012	DUES & SUBSCRIPTIONS			523	750	275		750		
071300-6022	BANK SERVICE CHARGES			19,967		10,772				
071300-6025	POOL CHEMICALS			30,094	30,000	20,663		34,000		
071300-6098	REFUNDS			4,471	5,000	3,793		5,000		
071300-6099	MATERIALS & SUPPLIES			13,883	21,500	8,982		21,500		
071300-8205	EQUIPMENT				3,800	3,167		25,000		
071300-8207	COMPUTER EQUIPMENT			7,677	11,500	1,525		15,000		
	--TOTAL DEPARTMENT--			1,605,010	1,656,167	1,165,955		1,570,120		
071400	* MAINTENANCE - CEMETERY *									
071400-1300	WAGES & EXTRA HELP	55,435	57,404							
071400-2100	FICA EXPENSE	4,042	4,119							
071400-2210	RETIREMENT	3,509	3,691							
071400-2300	HEALTH INSURANCE	17,916	24,413							
071400-2301	HEALTH CARE REFORM									
071400-2400	LIFE INSURANCE	326	341							
071400-2700	WORKER'S COMPENSATION	2,972	3,813							
071400-2899	MISCELLANEOUS BENEFITS	60	97							
071400-3310	CONTRACTUAL REPAIR/MAINTENANCE	150								
071400-3701	UNIFORM RENTAL	288	330							
071400-3990	PAYMENTS ON CONTRACTS									
071400-4200-110	MOTOR POOL LABOR	2,991	1,983							
	--SUB TOTAL--	2,991	1,983							
071400-4200-310	CONTRACTUAL REPAIR	185	2,163							
	--SUB TOTAL--	185	2,163							
071400-4200-535	EQUIPMENT INSURANCE									
071400-4200-608	GASOLINE	1,529	1,048							
	--SUB TOTAL--	1,529	1,048							
071400-4200-609	REPAIR PARTS & TIRES	2,250	2,698							
	--SUB TOTAL--	2,250	2,698							
071400-4200-699	OTHER MOTOR POOL COSTS	1,406	1,235							
	--SUB TOTAL--	1,406	1,235							
071400-5110	ELECTRIC CURRENT	2,485	2,476							

FUND #-100 ** GENERAL FUND EXPENDITURES

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
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	* MAINTENANCE - CEMETERY *									
071400-5120	FUEL									
071400-5302	FIRE INSURANCE	41	41							
071400-5308	GENERAL LIABILITY INSURANCE	306	321							
071400-5410	LEASE OF EQUIPMENT	2,302	2,030							
071400-6007	REPAIRS BUILDINGS & GROUNDS									
071400-6011	WEARING APPAREL	249	201							
071400-6024	TOOLS	10								
071400-6099	MATERIALS & SUPPLIES	706	1,390							
071400-8201	REPLACE EQUIPMENT		7,320							
071400-8261	TREE MAINTENANCE	1,000								
	--TOTAL DEPARTMENT--	100,158	117,114							
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	* PARKS *									
071600	SALARIES			21,925	26,363	19,191		72,392		
071600-1100	WAGES & EXTRA HELP			23,790	39,364	15,410				
071600-1300	FICA EXPENSE			3,129	5,028	2,506		5,538		
071600-2210	RETIREMENT			1,362	4,826			7,811		
071600-2300	HEALTH INSURANCE			4,870	20,652	7,071		27,612		
071600-2301	DISABILITY INSURANCE			64	264			427		
071600-2400	LIFE INSURANCE			259	586	229		948		
071600-2700	WORKERS COMPENSATION				300	753		350		
071600-2899	MISCELLANEOUS BENEFITS			6	188	68		313		
071600-3320	MAINTENANCE CONTRACTS			17,634	38,892	11,280		59,442		
071600-3357	PARK MAINTENANCE			6,024	8,100	4,550		9,000		
071600-4200-110	MOTOR POOL LABOR			1,175	1,772	2,733		1,083		
	--SUB TOTAL--			1,175	1,772	2,733		1,083		
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071600-4200-310	MOTOR POOL CONTRACTUAL REPAIR			1,615	1,462	4,373		1,488		
	--SUB TOTAL--			1,615	1,462	4,373		1,488		
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071600-4200-535	VEHICLE INSURANCE			1,024	543	1,044		600		
	--SUB TOTAL--			1,024	543	1,044		600		
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071600-4200-608	FUEL			1,258	1,500	699		2,500		
	--SUB TOTAL--			1,258	1,500	699		2,500		
		-----	-----	-----	-----	-----	-----	-----	-----	-----
071600-4200-609	REPAIR PARTS & TIRES			671	3,553	2,151		618		
	--SUB TOTAL--			671	3,553	2,151		618		
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071600-4200-699	OTHER MOTOR POOL COSTS			778	1,104	957		717		
	--SUB TOTAL--			778	1,104	957		717		
		-----	-----	-----	-----	-----	-----	-----	-----	-----
071600-5110	ELECTRICITY			1,179	500	542		2,050		
071600-5308	SURETY BOND					184				
071600-5410	EQUIPMENT LEASE			1,777	1,500	1,219		3,775		
071600-6003	AGRICULTURAL SUPPLIES			47	1,000	114		3,000		

FUND #-100 ** GENERAL FUND EXPENDITURES

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Reqst	Adopted FY/2018 Budget
	* PARKS *									
071600-6007	REPAIRS BUILDINGS & GROUNDS			53	1,500	524		4,200		
071600-6099	MATERIALS & SUPPLIES			7,183	6,000	4,086		17,500		
071600-6100	SPECIAL EVENTS			39,138	40,000	31,436		40,000		
071600-8264	PLAYGROUND EQUIPMENT			414	6,000	2,962		6,000		
	--TOTAL DEPARTMENT--			135,375	210,997	114,082		267,364		
071700	* P&R ADMINISTRATION *									
071700-1100	SALARIES			76,442	76,099	55,273		256,223		
071700-2100	FICA EXPENSE			5,654	5,822	4,112		19,601		
071700-2210	RETIREMENT			9,538	8,211	5,461		27,646		
071700-2300	HEALTH INSURANCE			7,897	8,615	6,457		19,543		
071700-2400	LIFE INSURANCE			881	997	663		3,357		
071700-2700	WORKERS' COMPENSATION			3,525	2,460	2,314		2,500		
071700-2885	TUITION REIMBURSEMENT							2,500		
071700-2899	MISCELLANEOUS BENEFITS			42	113	27		375		
071700-3100	PROFESSIONAL SERVICES			1,468	500			500		
071700-3500	PRINTING			18	250			250		
071700-3600	ADVERTISING			749	1,000			1,000		
071700-4100	INFORMATION TECHNOLOGY			1,965	3,978	1,176		4,066		
071700-5210	POSTAGE			166	750	112		750		
071700-5230	COMMUNICATION			7,196	7,000	5,383		7,600		
071700-5306	SURETY BOND					164				
071700-5307	PUBLIC OFFICIALS LIABILITY I			1,367	1,020	2,864		1,020		
071700-5308	GENERAL LIABILITY INSURANCE			1,450	1,600	353		1,600		
071700-5410	EQUIPMENT LEASE			2,892	3,000	2,221		3,000		
	--TOTAL DEPARTMENT--			121,250	121,415	86,580		351,531		
	** PARKS & RECREATION **	100,158	117,114	1,883,160	2,025,869	1,385,281		2,189,015		
072600	** CULTURAL ENRICHMENT **									
072600-5685	MAIN STREET PROGRAM			28,496	20,000	10,000		20,000		
072600-5690	PIEDMONT SYMPHONY ORCHESTRA		1,000	1,000	1,000	750		1,000		
072600-5691	BLUEMONT CONCERT SERIES	10,000	10,000	10,000	10,000	10,000		10,000		
072600-5694	FAUQUIER HISTORICAL	10,000	10,000	10,000	10,000	7,500		10,000		
072600-5698	WARRENTON FAUQUIER HERITAGE	2,500	2,500	2,500	2,500	2,500		2,500		
072600-5699	FIRST NIGHT OUT	5,000	5,000	5,000	5,000	5,000		5,000		
072600-5700	WARRENTON CABOOSE			1,000	1,000	750		1,000		
072600-5710	LFCC SCHOLARSHIP			7,500	17,500	17,500		2,500		
	--TOTAL DEPARTMENT--	27,500	28,500	65,496	67,000	54,000		52,000		
	** CULTURAL ENRICHMENT **	27,500	28,500	65,496	67,000	54,000		52,000		

FUND #-100 ** GENERAL FUND EXPENDITURES

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
081100	** PLANNING & COMMUNITY DEVE									
081100-1101	SALARIES-COMM. MEMBERS	7,275								
081100-1102	SALARY-PLANNING DIRECTOR	86,686	92,949	120,804	103,413	40,407		101,250		
081100-1104	SALARY-COMM & ECON DEV ASSIS									
081100-1106	SALARY-ZONING INSPECTOR	36,405	38,915	42,506	42,002	29,128		42,807		
081100-1107	SALARY-PLANNER	41,722	33,978	101,911	128,361	96,437		203,483		
081100-1108	SALARY-PERMIT TECHNICIAN	4,778	9,857	14,837	20,380	13,028		21,633		
081100-1300	WAGES & EXTRA HELP	2,403	2,997	1,920		1,560		6,240		
081100-2100	FICA EXPENSE	12,326	11,923	19,370	22,503	12,396		28,720		
081100-2210	RETIREMENT	23,487	23,910	31,995	29,541	15,943		39,052		
081100-2300	HEALTH INSURANCE	26,879	25,801	29,150	33,324	19,683		53,273		
081100-2301	DISABILITY INSURANCE	116	175	231	288	336		797		
081100-2400	LIFE INSURANCE	2,058	1,970	2,832	3,586	1,948		4,741		
081100-2700	WORKER'S COMPENSATION	829	892	1,141	916	862		1,000		
081100-2899	MISCELLANEOUS BENEFITS	122	109	64	563	237		875		
081100-3100	PROFESSIONAL SERVICES	9,295	12,709	29,160	30,000	31,079		172,000		
081100-3103	PROF SERVICES - COMPREHENSIV				170,000	26,383		170,000		
081100-3105	PROF SERVICES - DATA PROCESS									
081100-3109	CONSULTATION-PLANNING GRANT									
081100-3110	PROFESSIONAL SERVICES - LEGA	7,628								
081100-3200	TEMPORARY HELP SERVICES				3,000			6,240		
081100-3310	CONTRACTUAL REPAIR/MAIN	3,105			3,000			3,000		
081100-3320	MAINTENANCE CONTRACTS	2,598	2,598	2,598	3,000	2,114		53,000		
081100-3500	PRINTING	169	572	305	300	301		300		
081100-3600	ADVERTISING	6,481	9,215	7,817	8,000	4,905		8,000		
081100-4100	INFORMATION TECHNOLOGY	9,933	7,175	9,056	19,891	5,045		20,330		
081100-5210	POSTAGE	2,648	3,529	4,535	4,500	1,763		4,500		
081100-5230	COMMUNICATION	2,327	2,438	2,930	2,500	1,979		4,600		
081100-5306	SURETY BOND	53	54	54	100	109		100		
081100-5307	PUBLIC OFFICIALS LIABILITY I	7,912	7,771	6,153	2,100	1,909		2,100		
081100-5308	GENERAL LIABILITY INS	941	1,194	1,459	850	1,007		850		
081100-5410	LEASE OF EQUIPMENT	2,305	2,305	2,317	3,000	1,787		3,000		
081100-5510	TRAVEL	1,628	1,520	1,144	3,000	981		4,500		
081100-5540	TRAINING	1,325	971	1,903	3,000	1,490		4,500		
081100-5685	SUPPORT-PARTNERSHIP	30,000	30,000							
081100-5687	SUPPORT-LORD FAIRFAX SMALL B									
081100-5690	CONTRIBUTION PLANNING DISTRI	7,208	7,744	9,925	12,937	10,160		10,160		
081100-5810	MEMBERSHIPS & DUES	445	575	1,088	1,500	444		1,500		
081100-6001	OFFICE SUPPLIES	965	1,270	1,731	1,500	2,247		1,500		
081100-6012	SUBSCRIPTIONS	351	2,100	876	1,000	98		1,000		
081100-6099	MATERIALS & SUPPLIES	117	15	455	300	12		300		
081100-8202	FURNITURE & FIXTURES				300	4,288		7,000		
081100-8207	COMPUTER EQUIPMENT		1,504	1,336				2,000		
	--TOTAL DEPARTMENT--	342,520	338,735	451,603	658,655	330,066		984,351		
081200	** VISITOR CENTER **									
081200-1300	WAGES & EXTRA HELP	50,316	55,116	59,206	64,857	43,224		65,026		

FUND #-100 ** GENERAL FUND EXPENDITURES

[illegible]

093100 ** TRANSFERS **

FUND #-100 ** GENERAL FUND EXPENDITURES

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
** TRANSFERS **									
093100-0097									
093100-0098									
093100-0099									
093100-9201	553,548	297,160	369,000	876,153			1,459,661		
093100-9202									
093100-9203	976,161	1,048,747							
093100-9204									
093100-9205									
093100-9601									
--TOTAL DEPARTMENT--	1,529,709	1,345,907	369,000	876,153			1,459,661		
** TRANSFERS **									
	1,529,709	1,345,907	369,000	876,153			1,459,661		
095100									
** DEBT SERVICE **									
095100-9125	174,880	176,679	520,555	448,000	448,000		458,000		
095100-9126	5,455	3,656	204,261	188,290	188,290		175,298		
095100-9130			300	300	300		300		
--TOTAL DEPARTMENT--	180,335	180,335	725,116	636,590	636,590		633,598		
** DEBT SERVICE **									
	180,335	180,335	725,116	636,590	636,590		633,598		
-TOTAL FOR FUND	8,826,127	9,297,326	12,139,486	12,874,018	9,118,636		14,553,940		

FUND #-301 ** CAPITAL PROJECT EXPENDITU

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
000999									
093500									
093500-8201		21,277					75,000		
093500-8202									
093500-8203									
093500-8204	172,853								
093500-8205	93,602	115,680	80,000	154,549	118,721		80,770		
093500-8206	7,500		27,351				54,000		
093500-8207	140,633						165,000		
093500-8208									
093500-8210		848	10,272						
093500-8220				42,000	60,000		160,000		
093500-8225				35,000	11,652		30,000		
093500-8230			11,958	27,000	27,645				
093500-8240				185,656			152,000		
093500-8250				11,548	12,042				
093500-8260				150,000	150,000				
--TOTAL DEPARTMENT--	414,588	137,805	129,581	605,753	380,060		716,770		
* CAPITAL OUTLAY *	414,588	137,805	129,581	605,753	380,060		716,770		
094500									
094500-8101									
094500-8105							25,000		
094500-8106	17,530			434,000			255,000		
094500-8110			91,313	125,400	721				
094500-8111									
094500-8112				48,500	8,200				
094500-8116									
094500-8127									
094500-8139									
094500-8152		43,164	13,385						
094500-8156				10,000					
094500-8157	12,310	2,455							
094500-8158	377,057	25,857	256,857		2,433				
094500-8159									
094500-8160									
094500-8161									
094500-8162									
094500-8163		29,555							
094500-8164							191,391		
094500-8165									
094500-8200			9,801				15,000		
094500-8210			15,711	49,500	12,002		193,000		
094500-8220			83,985				115,000		

FUND #-301 ** CAPITAL PROJECT EXPENDITU

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
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094500-8230									
094500-8240									
094500-8250									
094500-8260									
094500-8300									
* CAPITAL PROJECTS *									
ACADEMY HILL PARK									
TRAILS									
GREENWAY DEPOT PARK			5,861		264				
PARKING - WARF FIELDS							20,000		
WWPC EQUIPMENT									
--TOTAL DEPARTMENT--	406,897	101,031	476,913	667,400	23,620		814,391		
* CAPITAL PROJECTS *	406,897	101,031	476,913	667,400	23,620		814,391		
095100-9120									
099100-7014									
099100-7015									
DEBT ISSUANCE COSTS									
TRANSFER TO RESERVES									
TRANSFER TO RECREATION FUND									
-TOTAL FOR FUND	821,485	238,836	606,494	1,273,153	403,680		1,531,161		

FUND #-501 ** WATER/SEWER OPERATING EXP

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
000999	** WATER/SEWER OPERATING EXP									
041340	** METER READING **									
041340-1300	WAGES & EXTRA HELP	82,585	87,186	95,816	95,722	68,095		99,856		
041340-2100	FICA EXPENSE	5,904	6,169	6,716	7,323	4,883		7,639		
041340-2210	RETIREMENT	10,386	5,886	634	9,789	6,570		10,235		
041340-2300	HEALTH INSURANCE	12,776	14,195	12,621	19,985	8,879		9,899		
041340-2301	HEALTH CARE REFORM									
041340-2400	LIFE INSURANCE	521	551	548	1,076	420		1,243		
041340-2700	WORKER'S COMPENSATION	3,294	4,056	4,741	3,020	2,837		3,100		
041340-2860	ACCRUED LEAVE EXPENSE	4,657	2,695	1,030-						
041340-2899	MISCELLANEOUS BENEFITS	94	223	154	250	57		248		
041340-3100	PROFESSIONAL SERVICES									
041340-3310	CONTRACTUAL REPAIR	192	195	106	700			700		
041340-3320	MAINTENANCE CONTRACTS	4,350	2,895	2,995	5,650	2,995		5,650		
041340-3500	PRINTING				150	227		250		
041340-3600	ADVERTISING				165			165		
041340-3701	UNIFORM RENTAL	230	238	313	250	204		300		
041340-4100	INFORMATION TECHNOLOGY	6,622	4,783	5,627	7,956	3,364		8,132		
041340-4200	VEHICLE EXPENSES									
041340-4200-110	MOTOR POOL LABOR	2,632	1,774	3,354	2,098	2,534		3,090		
	--SUB TOTAL--	2,632	1,774	3,354	2,098	2,534		3,090		
041340-4200-310	CONTRACTUAL REPAIR	472	19	1,606	22	70		1,479		
	--SUB TOTAL--	472	19	1,606	22	70		1,479		
041340-4200-535	AUTOMOTIVE INSURANCE	1,091	1,127	1,024	1,350	1,044		1,400		
	--SUB TOTAL--	1,091	1,127	1,024	1,350	1,044		1,400		
041340-4200-608	FUEL	4,790	3,724	2,583	4,000	1,817		5,000		
	--SUB TOTAL--	4,790	3,724	2,583	4,000	1,817		5,000		
041340-4200-609	REPAIR PARTS & TIRES	820	874	1,154	1,034	2,244		1,063		
	--SUB TOTAL--	820	874	1,154	1,034	2,244		1,063		
041340-4200-699	OTHER MOTOR POOL COSTS	1,161	537	2,090	635	686		1,926		
	--SUB TOTAL--	1,161	537	2,090	635	686		1,926		
041340-5110	ELECTRIC CURRENT	246	1,217	250	1,000	87		1,000		
041340-5210	POSTAGE	685	45	192	500	236		500		
041340-5230	COMMUNICATION	1,159	1,214	1,358	1,200	849		1,200		
041340-5308	GENERAL LIABILITY INS	551	582	711	500	556		500		
041340-5410	LEASE OF EQUIPMENT	119	119	119	300	89		300		
041340-5510	TRAVEL	461	203	118	300	196		300		
041340-5540	TRAINING	63	69		350			350		
041340-5810	MEMBERSHIPS & DUES				50			50		
041340-6001	OFFICE SUPPLIES	130	54	115	450	229		250		
041340-6011	WEARING APPAREL	176	278	229	250			250		

FUND #-501 ** WATER/SEWER OPERATING EXP

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
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	** METER READING **									
041340-6024	TOOLS	266	470	28	500	221		500		
041340-6097	METERS & SUPPLIES	75,213	40,183	56,550	95,000	59,877		95,000		
041340-6099	MATERIALS & SUPPLIES	441	468	1,504	2,200	815		2,200		
041340-8202	FURNITURE & FIXTURES	52			200			200		
041340-8999	DEPRECIATION EXPENSE									
	--TOTAL DEPARTMENT--	222,139	182,029	202,226	263,975	170,081		263,975		
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	** METER READING **	222,139	182,029	202,226	263,975	170,081		263,975		
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045100	** SOURCE OF SUPPLY **									
045100-1101	SALARY-SUPERINTENDENT	69,075	73,166	81,588	81,231	59,259		84,466		
045100-1102	SALARY-PLANT OPERATORS	203,552	222,045	212,801	225,553	155,797		235,269		
045100-1300	WAGES & EXTRA HELP	66,067	45,200	66,907	70,922	40,802		81,433		
045100-2100	FICA EXPENSE	25,497	25,542	27,251	28,894	19,201		30,689		
045100-2210	RETIREMENT	35,370	20,238	2,055	31,483	21,041		32,881		
045100-2300	HEALTH INSURANCE	33,747	37,546	30,963	34,296	25,683		35,956		
045100-2301	DISABILITY INSURANCE		167	207	209	142		220		
045100-2400	LIFE INSURANCE	3,286	3,472	3,371	3,418	2,557		3,992		
045100-2700	WORKER'S COMPENSATION	9,973	12,291	14,346	9,250	8,583		9,500		
045100-2860	ACCRUED LEAVE EXPENSE	11,239	4,976	6,012						
045100-2899	MISCELLANEOUS BENEFITS	249	504	476	875	181		875		
045100-3160	LABORATORY SERVICES	10,895	14,202	15,204	16,000	9,079		16,000		
045100-3310	CONTRACTUAL REPAIR/MAINT	27,148	43,129	102,234	55,000	22,355		55,000		
045100-3320	MAINTENANCE CONTRACTS	44,047	46,447	48,697	52,500	37,570		52,500		
045100-3600	ADVERTISING	515	182	445	1,000	476		1,000		
045100-3701	UNIFORM RENTAL	498	486	616	550	452		644		
045100-3990	PAYMENTS ON CONTRACTS	6,200	12,055	5,750	9,615	2,859		9,615		
045100-3991	PERMIT FEES	16,766	16,801	17,382	17,000	13,483		17,000		
045100-4100	INFORMATION TECHNOLOGY	8,277	5,975	7,029	9,946	4,205		10,165		
045100-4200-110	MOTOR POOL LABOR	550	792	1,050	937	873		967		
	--SUB TOTAL--	550	792	1,050	937	873		967		
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045100-4200-310	CONTRACTUAL REPAIR	446	2,412		2,853	794				
	--SUB TOTAL--	446	2,412		2,853	794				
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045100-4200-535	AUTOMOTIVE INSURANCE	597	615	512	700	522		750		
	--SUB TOTAL--	597	615	512	700	522		750		
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045100-4200-608	FUEL	2,380	2,543	1,055	2,300	667		1,500		
	--SUB TOTAL--	2,380	2,543	1,055	2,300	667		1,500		
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045100-4200-609	REPAIR PARTS & TIRES	193	441	535	522	156		493		
	--SUB TOTAL--	193	441	535	522	156		493		
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FUND #-501 ** WATER/SEWER OPERATING EXP

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
	** SOURCE OF SUPPLY **									
045100-4200-699	OTHER MOTOR POOL COSTS	161	493	654	583	153		603		
	--SUB TOTAL--	161	493	654	583	153		603		
045100-5110	ELECTRIC CURRENT	126,368	129,191	133,376	145,000	101,965		145,000		
045100-5210	POSTAGE	142	299	151	500	311		500		
045100-5230	COMMUNICATION	2,332	2,438	2,742	2,940	1,703		2,940		
045100-5302	FIRE INSURANCE	7,126	7,070	7,455	8,900	7,719		9,000		
045100-5306	SURETY BOND	27	27	27	20					
045100-5308	GENERAL LIABILITY INS	2,130	2,615	3,197	2,400	2,777		2,600		
045100-5410	LEASE OF EQUIPMENT	789	759	970	1,000	655		1,000		
045100-5510	TRAVEL	686	232	1,201	750	136		750		
045100-5540	TRAINING	1,827	2,184	1,659	2,000	172		2,000		
045100-5810	MEMBERSHIPS & DUES		240	80	500	400		500		
045100-6004	LABORATORY SUPPLIES	8,965	9,078	7,810	8,500	8,238		8,500		
045100-6007	REPAIRS BUILDINGS & GROUNDS	6,073	4,736	5,271	8,500	7,753		8,500		
045100-6008	GASOLINE, GREASE & OIL	1,206	132	157	1,000			1,000		
045100-6009	REPAIRS EQUIPMENT	7,613	15,388	18,754	20,000	9,473		20,000		
045100-6011	WEARING APPAREL	761	302	443	750	776		750		
045100-6012	SUBSCRIPTIONS				50					
045100-6024	TOOLS	345	358	767	500	1,959		800		
045100-6025	CHEMICAL SUPPLIES	143,476	145,214	66,860	155,000	99,705		155,000		
045100-6099	MATERIALS & SUPPLIES	6,035	4,451	4,125	7,000	5,525		7,000		
045100-8201	EQUIPMENT - WIP				10,000			7,500		
045100-8900	WARRENTON DAM REPAIR									
045100-8901	FLUORIDATION SYSTEM EQUIPMEN									
045100-8999	DEPRECIATION EXPENSE									
	--TOTAL DEPARIMENT--	892,629	916,434	901,871	1,030,947	676,157		1,054,858		
045200	** TRANSMISSION AND DISTRIBU									
045200-1100	SALARY-WATER & SEWER SUPT	86,341	93,590	96,392	92,403	71,552		96,091		
045200-1300	WAGES & EXTRA HELP	230,555	265,135	296,189	287,837	182,186		280,745		
045200-2100	FICA EXPENSE	24,009	26,006	28,460	29,088	18,450		28,828		
045200-2210	RETIREMENT	39,707	19,679	2,123	36,712	18,882		35,481		
045200-2300	HEALTH INSURANCE	48,187	51,274	46,528	51,275	38,427		47,283		
045200-2301	HEALTH CARE REFORM					18				
045200-2400	LIFE INSURANCE	7,690	7,398	7,526	3,858	3,429		4,308		
045200-2700	WORKER'S COMPENSATION	11,045	13,591	15,878	10,100	9,501		15,000		
045200-2860	ACCURED LEAVE EXPENSE	3,952	2,846	7,714						
045200-2899	MISCELLANEOUS BENEFITTS	320	426	665	875	295		875		
045200-3310	CONTRACTUAL REPAIR/MAINT	1,018	2,280	14,527	10,000	1,159		10,000		
045200-3320	MAINTENANCE CONTRACTS				1,500			1,500		
045200-3600	ADVERTISING	218	363		300			300		
045200-3701	UNIFORM RENTAL	995	1,099	1,218	1,100	844		1,300		
045200-3990	PAYMENTS ON CONTRACTS			8,333	9,600			9,600		
045200-4100	INFORMATION TECHNOLOGY	6,622	5,975	7,029	9,946	4,205		10,165		
045200-4200	VEHICLE EXPENSES									

FUND #-501 ** WATER/SEWER OPERATING EXP

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
	** TRANSMISSION AND DISTRIBU									
045200-4200-110	MOTOR POOL LABOR	8,321	9,913	12,920	11,725	14,303		11,904		
	--SUB TOTAL--	8,321	9,913	12,920	11,725	14,303		11,904		
045200-4200-310	CONTRACTUAL REPAIR	4,430	14,396	5,139	17,027	1,949		4,734		
	--SUB TOTAL--	4,430	14,396	5,139	17,027	1,949		4,734		
045200-4200-535	AUTOMOTIVE/EQUIP INSURANCE	3,561	3,691	3,588	3,750	3,132		4,000		
	--SUB TOTAL--	3,561	3,691	3,588	3,750	3,132		4,000		
045200-4200-608	FUEL	16,675	12,185	9,860	12,500	6,182		12,000		
	--SUB TOTAL--	16,675	12,185	9,860	12,500	6,182		12,000		
045200-4200-609	REPAIR PARTS & TIRES	11,866	8,503	12,958	10,057	9,564		11,939		
	--SUB TOTAL--	11,866	8,503	12,958	10,057	9,564		11,939		
045200-4200-699	OTHER MOTOR POOL COSTS	3,113	5,711	8,113	6,755	3,162		7,475		
	--SUB TOTAL--	3,113	5,711	8,113	6,755	3,162		7,475		
045200-5210	POSTAGE	22			100	255		100		
045200-5230	COMMUNICATION	1,181	1,241	1,392	2,000	855		2,000		
045200-5308	GENERAL LIABILITY INS	1,493	1,826	2,233	1,900	1,864				
045200-5410	LEASE OF EQUIPMENT	827	827	1,334	2,394	1,009		2,394		
045200-5510	TRAVEL	287	504	557	800	228		800		
045200-5540	TRAINING	363	175		600	190		600		
045200-5810	MEMBERSHIPS & DUES				100			100		
045200-6002	FOOD				150			150		
045200-6011	WEARING APPAREL	1,664	711	753	1,300	1,387		1,300		
045200-6024	TOOLS	644	682	4,320	1,500	3,918		2,500		
045200-6099	MATERIALS & SUPPLIES	51,292	59,777	52,743	55,000	45,436		55,000		
045200-8201	EQUIPMENT			600	3,500	574		3,500		
045200-8999	DEPRECIATION EXPENSE									
	--TOTAL DEPARTMENT--	566,398	609,804	633,664	675,752	442,956		661,972		
045300	** WASTEWATER PLANT OPERATIO									
045300-1101	SALARY-SUPERINTENDENT	74,211	77,887	85,299	85,149	60,405		85,990		
045300-1102	SALARY-PLANT OPERATORS	232,835	206,240	238,694	219,175	151,173		210,543		
045300-1104	SALARY-PLANT MAINT MECH	120,589	121,794	124,889	123,877	90,741		128,827		
045300-1300	WAGES & EXTRA HELP	84,776	88,377	92,875	100,295	62,103		120,880		
045300-2100	FICA EXPENSE	38,188	37,196	40,779	40,430	27,495		41,787		
045300-2210	RETIREMENT	53,225	29,482	3,266	46,343	32,160		46,154		
045300-2300	HEALTH INSURANCE	46,958	44,674	39,369	54,281	32,571		45,599		
045300-2301	DISABILITY INSURANCE	49	178	206	214	278		221		
045300-2400	LIFE INSURANCE	4,945	5,063	5,356	5,040	3,908		5,603		
045300-2700	WORKER'S COMPENSATION	9,471	10,767	11,043	8,200	7,680		9,000		
045300-2860	ACCRUED LEAVE EXPENSE	11,384	3,979	1,948						
045300-2899	MISCELLANEOUS BENEFITS	1,012	443	645	1,375	278		1,375		

FUND #-501 ** WATER/SEWER OPERATING EXP

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	** WASTEWATER PLANT OPERATIO									
045300-3100	PROFESSIONAL SERVICES	330								
045300-3160	LABORATORY TESTING SERVICES	33,125	43,211	37,977	40,000	19,606		40,000		
045300-3170	PRETREATMENT TESTING				4,000			4,000		
045300-3310	CONTRACTUAL REPAIR/MAINT	130,075	256,875	112,996	140,000	96,504		140,000		
045300-3320	MAINTENANCE CONTRACTS		1,217	66	600	264		600		
045300-3600	ADVERTISING	852	842	1,579	800	542		800		
045300-3701	UNIFORM RENTAL	244	639	663	400	585		650		
045300-3990	PAYMENTS ON CONTRACTS	73,192	81,388	57,178	81,000	34,665		81,000		
045300-3991	PERMIT FEES	8,529	8,656	8,768	8,800	9,452		8,900		
045300-4100	INFORMATION TECHNOLOGY	11,588	8,366	9,840	13,924	5,886		14,231		
045300-4200	VEHICLE EXPENSES									
045300-4200-110	MOTOR POOL LABOR	1,736	3,227	4,893	3,817	6,279		4,508		
	--SUB TOTAL--	1,736	3,227	4,893	3,817	6,279		4,508		
045300-4200-310	CONTRACTUAL REPAIR	15,005	4,581	4,811	5,418	1,692		4,432		
	--SUB TOTAL--	15,005	4,581	4,811	5,418	1,692		4,432		
045300-4200-535	AUTOMOTIVE INSURANCE	2,079	2,151	2,048	2,300	1,566		2,500		
	--SUB TOTAL--	2,079	2,151	2,048	2,300	1,566		2,500		
045300-4200-608	FUEL	3,080	5,226	2,272	3,500	1,542		3,500		
	--SUB TOTAL--	3,080	5,226	2,272	3,500	1,542		3,500		
045300-4200-609	REPAIR PARTS & TIRES	1,519	3,452	2,621	4,083	734		2,415		
	--SUB TOTAL--	1,519	3,452	2,621	4,083	734		2,415		
045300-4200-699	OTHER MOTOR POOL COSTS	634	2,011	3,091	2,379	2,734		2,848		
	--SUB TOTAL--	634	2,011	3,091	2,379	2,734		2,848		
045300-5110	ELECTRIC CURRENT	264,282	261,652	249,215	265,000	170,882		265,000		
045300-5120	FUEL	14,902	19,933	16,841	15,000	12,592		16,000		
045300-5210	POSTAGE			4	100	215		100		
045300-5230	COMMUNICATIONS	4,099	4,351	4,580	4,200	3,110		4,200		
045300-5302	FIRE INSURANCE	18,780	18,674	18,581	19,000	19,230		20,000		
045300-5306	SURETY BOND	27	27	27	30	55				
045300-5307	SURETY BOND					955				
045300-5308	GENERAL LIABILITY INS	4,128	4,883	5,971	5,000	5,357		6,000		
045300-5410	LEASE OF EQUIPMENT	4,962	1,359	3,086	2,000	624		2,800		
045300-5510	TRAVEL	1,825	1,182	1,093	1,200	569		1,200		
045300-5540	TRAINING	1,625	1,812	1,448	1,600	1,820		1,600		
045300-5810	MEMBERSHIPS & DUES	480	250	80	600			600		
045300-6001	OFFICE SUPPLIES	731	2,234	1,634	1,600	519		1,700		
045300-6004	LABORATORY SUPPLIES	2,440	2,504	2,685	3,500	1,962		3,500		
045300-6007	REPAIRS BUILDINGS & GROUNDS	3,483	6,336	7,984	7,500	9,573		17,500		
045300-6008	GASOLINE, GREASE & OIL	1,119	9,767	7,750	7,000	7,351		7,500		
045300-6009	REPAIRS EQUIPMENT	51,318	64,585	67,280	65,000	66,263		65,000		

FUND #-501 ** WATER/SEWER OPERATING EXP

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Reqst	Adopted FY/2018 Budget
	** WASTEWATER PLANT OPERATIO									
045300-6011	WEARING APPAREL	2,218	2,103	1,219	2,000	1,592		2,000		
045300-6012	SUBSCRIPTIONS									
045300-6024	TOOLS	825	938	2,778	1,000	1,379		1,000		
045300-6025	CHEMICAL SUPPLIES	325,920	316,696	347,867	345,000	212,529		345,000		
045300-6099	MATERIALS & SUPPLIES	9,077	8,553	8,382	7,800	5,626		8,500		
045300-8201	EQUIPMENT			599	4,500			4,500		
045300-8207	COMPUTER EQUIPMENT									
045300-8999	DEPRECIATION EXPENSE									
	--TOTAL DEPARIMENT--	1,646,866	1,775,761	1,642,276	1,754,030	1,173,046		1,780,063		
045400	** WATER/SEWER ADMINISTRATIO									
045400-1100	SALARY-TOWN MANAGER	30,662	25,958	24,162	30,601	21,923		30,000		
045400-1101	SALARY-UTILITIES DIRECTOR	94,294	96,967	99,258	98,253	70,908		102,175		
045400-1102	SALARY-ADMIN ASSISTANT	53,264	50,690	56,889	53,772	39,292		80,073		
045400-1103	SALARY-ACCOUNT CLERKS	115,052	105,124	107,635	102,394	78,709		99,839		
045400-1104	PUBLIC UTILITIES TECHNICIAN	64,247	64,987	68,078	67,130	51,835		69,823		
045400-1106	SALARY-FINANCE/HR DIRECTOR	18,413	18,428	20,321	20,569	14,791		21,184		
045400-1107	SALARY-ACCOUNTING SUPERVISOR	16,483	17,440	19,267	19,122	14,196		20,079		
045400-1108	SALARY-CHIEF AUTOMOTIVE MECH	13,325	14,266	13,250	13,962	8,992		12,892		
045400-1111	ASST DIRECTOR PUB WORKS & UT	19,178	19,703	16,209	17,999	13,292		18,719		
045400-1300	WAGES & EXTRA HELP	822	1,424	864	19,425	2,785		28,050		
045400-2100	FICA EXPENSE	29,305	27,907	29,919	33,980	21,888		36,937		
045400-2210	RETIREMENT	53,190	26,413	2,637	45,365	25,387		49,071		
045400-2300	HEALTH INSURANCE	56,726	51,825	35,576	51,580	33,538		54,251		
045400-2301	DISABILITY INSURANCE		118	213	420	147		574		
045400-2400	LIFE INSURANCE	6,346	5,646	5,332	5,295	3,828		5,958		
045400-2700	WORKER'S COMPENSATION	448	488	458	400	275		450		
045400-2840	CAR ALLOWANCE	840	1,200	920	960	640		960		
045400-2860	ACCRUED LEAVE EXPENSE	2,308	20,068	153						
045400-2899	MISCELLANEOUS BENEFITS	441	782	437	881	342		941		
045400-2900	CLASS & COMP IMPLEMENTATION									
045400-3100	PROFESSIONAL SERVICES	18,660	93,554	50,520	50,000	13,876		50,000		
045400-3105	PROFESSIONAL SVCS-DATA PROCE				3,000			3,000		
045400-3110	PROFESSIONAL SERVICES - LEGA	30,201	31,808	33,430	34,433	14,347		34,433		
045400-3120	INDEPENDENT AUDITOR	10,720	11,040	11,040	15,000	11,260		12,000		
045400-3310	CONTRACTUAL REPAIR/MAINT				750			750		
045400-3320	MAINTENANCE CONTRACTS	2,598	2,598	2,631	6,000	1,916		4,000		
045400-3500	PRINTING	3,076	2,430	4,202	4,200	2,636		4,200		
045400-3600	ADVERTISING	15	552	518	1,500			1,000		
045400-3701	UNIFORM RENTAL									
045400-4100	INFORMATION TECHNOLOGY	24,003	17,333	20,387	29,439	12,194		30,088		
045400-4200-110	MOTOR POOL LABOR	716	1,058	2,880	1,251			2,653		
	--SUB TOTAL--	716	1,058	2,880	1,251			2,653		
045400-4200-310	CONTRACTUAL REPAIR									
045400-4200-535	AUTOMOTIVE INSURANCE	963	998	998	1,000	1,017		1,000		
	--SUB TOTAL--	963	998	998	1,000	1,017		1,000		

FUND #-501 ** WATER/SEWER OPERATING EXP

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Request	Adopted FY/2018 Budget
045500-8868-30									
** CAPITAL OUTLAY **									
WATER LINE EXT-WATERLOO RD									
--TOTAL DEPARTMENT--	1,247,963	1,292,687	1,306,333		8,304				
** SOURCE OF SUPPLY **	5,078,617	5,332,210	5,187,120	4,261,549	2,803,737		4,345,677		
095100									
** DEBT SERVICE **									
BOND ISSUANCE COSTS			88,586						
095100-0010									
PRINCIPAL PAYMENT									
095100-9100									
INTEREST EXPENSE			20,861	103,119	103,119		128,010		
095100-9200									
FISCAL CHARGES							300		
095100-9300									
--TOTAL DEPARTMENT--			109,447	103,119	103,119		128,310		
** DEBT SERVICE **			109,447	103,119	103,119		128,310		
099100									
** TRANSFERS & RESERVES **									
RESERVE FOR CONTINGENCIES									
099100-7013									
TRANSFER TO RESERVES									
099100-7014									
TRANS-UNDESIGNATED RETAINED									
099100-7999									
TRANSFER TO GENERAL FUND									
099100-9100									
TRANSFER TO CAPITAL PROJECTS									
099100-9300									
TRANSFER TO WS CAPITAL FUND				772,761			824,176		
099100-9510									
TRANSFER TO RECREATION FUND									
099100-9514									
TRANSFER SURPLUS TO REC FUND									
099100-9515									
--TOTAL DEPARTMENT--				772,761			824,176		
** TRANSFERS & RESERVES **				772,761			824,176		
-TOTAL FOR FUND	5,300,756	5,514,239	5,498,793	5,401,404	3,076,937		5,562,138		

FUND #-510 ** WATER/SEWER CAPITAL EXPEN

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
000999 ** WATER/SEWER CAPITAL EXPEN									
045500 * CAPITAL EXPENSES *									
045500-8097 MACHINERY & EQUIPMENT/T&D					67,969		87,000		
045500-8098 MACHINERY & EQUIPMENT/WIP							25,000		
045500-8830 WTP/WELL IMPROVEMENTS				1,025,337	47,508		878,000		
045500-8835 WWTP IMPROVEMENTS				210,000	184,616		3,000,000		
045500-8840 WARRENTON DAM				55,000	8,624				
045500-8866 SEWER LINE REHABILITATION				800,000	57,985		800,000		
045500-8868 WATER LINE EXTENSION				73,500					
--TOTAL DEPARTMENT--				2,163,837	366,702		4,790,000		
 * CAPITAL EXPENSES *				2,163,837	366,702		4,790,000		
099100-9501 TRANSFER TO WS OPERATING									
 -TOTAL FOR FUND				2,163,837	366,702		4,790,000		

FUND #-511 ** PERPETUAL CARE FUND EXPEN

[illegible]

FUND #-514 ** RECREATION FUND EXPENDITURE

[illegible]

FUND #-514 ** RECREATION FUND EXPENDITU

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
** MAINTENANCE - AQUATIC CEN									
071400-3310	14,888	26,173							
071400-3320	21,806	34,270							
071400-3330	59,324	55,248							
071400-3340	14,953	15,715							
071400-3500	4,285	3,682							
071400-4100	50,656	36,586							
071400-5110	197,676	196,665							
071400-5120	58,744	87,682							
071400-5210	598	975							
071400-5230	433	415							
071400-5302	26,796	26,592							
071400-5306	213	216							
071400-5308									
071400-5410	1,356	864							
071400-5510	14	939							
071400-5540	4,719	1,803							
071400-6001	9,785	8,570							
071400-6002	25,014	31,836							
071400-6003	14,197	14,189							
071400-6007	3,197	3,267							
071400-6008	65								
071400-6009	10,654	12,641							
071400-6011	4,840	5,551							
071400-6012	655	435							
071400-6022	18,833	20,184							
071400-6025	31,778	28,858							
071400-6097		183							
071400-6098	5,545	4,211			153-				
071400-6099	17,860	17,801							
071400-6100									
071400-8202									
071400-8205	5,235								
071400-8207									
--TOTAL DEPARIMENT--	1,456,541	1,504,141			153-				
** MAINTENANCE - PARKS **									
071600									
071600-1100									
071600-1300	22,465	23,175							
071600-2100	1,002	1,279							
071600-2210									
071600-2300									
071600-2301									
071600-2400									
071600-2899									
071600-3310									
071600-3320	18,647	16,321							

FUND #-514 ** RECREATION FUND EXPENDITU

		FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
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	** MAINTENANCE - PARKS **									
071600-3357	RADY PARK MAINTENANCE	5,003								
071600-4200	VEHICLE EXPENSE		5							
071600-4200-110	MOTOR POOL LABOR	2,488	1,498							
	--SUB TOTAL--	2,488	1,498							
071600-4200-310	CONTRACTUAL REPAIRS	1,314	1,286							
	--SUB TOTAL--	1,314	1,286							
071600-4200-535	VEHICLE INSURANCE	988	1,024							
	--SUB TOTAL--	988	1,024							
071600-4200-608	VEHICLE FUEL	1,616	1,556							
	--SUB TOTAL--	1,616	1,556							
071600-4200-609	REPAIR PARTS & TIRES	1,345	3,004							
	--SUB TOTAL--	1,345	3,004							
071600-4200-699	OTHER MOTOR POOL COSTS	1,193	933							
	--SUB TOTAL--	1,193	933							
071600-5110	ELECTRIC CURRENT	876	279							
071600-5410	LEASE OF EQUIPMENT	2,195	2,675							
071600-6003	AGRICULTURE SUPPLIES	70								
071600-6007	REPAIRS BUILDINGS & GROUNDS									
071600-6099	MATERIALS & SUPPLIES	1,660	4,044							
071600-6100	SPECIAL EVENTS		4,737							
071600-8264	PLAYGROUND EQUIPMENT									
	--TOTAL DEPARTMENT--	60,862	61,816							
071700	** ADMINISTRATION **									
071700-1100	DIRECTOR PARKS & RECREATION	14,656	34,486							
071700-1103	BUILDING & POOL MAINTENANCE	16,219	17,588							
071700-1104	ASST DIRECTOR PARKS/REC	24,579	17,189							
071700-2100	FICA EXPENSE	4,089	5,075							
071700-2210	RETIREMENT	7,344	9,007							
071700-2300	HEALTH INSURANCE	6,909	8,366							
071700-2301	HEALTH CARE REFORM									
071700-2400	LIFE INSURANCE	682	832							
071700-2700	WORKERS' COMPENSATION	2,578	2,898							
071700-2899	MISCELLANEOUS BENEFITS	73	79							
071700-3100	PROFESSIONAL SERVICES	50	2,512							
071700-3500	PRINTING	165								
071700-3600	ADVERTISING	1,971	1,875							
071700-4100	INFORMATION TECHNOLOGY	2,318	1,671							
071700-5210	POSTAGE	616	914							
071700-5230	COMMUNICATION	6,966	6,852							

FUND #-514 ** RECREATION FUND EXPENDITU

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
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099100-7015									
** TRANSFERS & RESERVES **									
TRANSFER TO RETAINED EARNING						_____	_____	_____	
-TOTAL FOR FUND	2,675,852	2,746,629	_____	_____	153-	_____	_____	_____	_____

FUND #-601 ** MOTOR POOL EXPENDITURES *

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
000999									
012520									
012520-1100									
012520-1301									
012520-1302									
012520-2100									
012520-2210									
012520-2300									
012520-2301									
012520-2400									
012520-2700									
012520-2860									
012520-2899									
012520-3310									
012520-3320									
012520-3701									
012520-4100									
012520-5230									
012520-5510									
012520-5540									
012520-6008									
012520-6009									
012520-6011									
012520-6012									
012520-6014									
012520-6024									
012520-6099									
012520-8201									
012520-8207									
** MOTOR POOL EXPENDITURES *									
MOTOR POOL EXPENDITURES									
SALARIES-MECHANICS	125,920	134,323	117,582	134,606	80,088		115,082		
WAGES AND EXTRA HELP	8,649	3,323	9,743	20,000	17,547		20,000		
WAGES - SNOW REMOVAL	2,374	1,425	118	1,800	591		1,800		
FICA EXPENSE	9,970	10,067	9,118	11,965	7,242		10,472		
RETIREMENT	23,710	16,493	14,748	14,524	10,259		12,417		
HEALTH INSURANCE	24,257	23,783	13,366	19,887	13,221		17,483		
DISABILITY INSURANCE			178	543	399		423		
LIFE INSURANCE	2,203	1,524	1,361	1,628	1,252		1,508		
WORKMEN'S COMPENSATION	3,716	4,574	4,797		3,447		5,000		
ACCRUED LEAVE EXPENSE									
MISCELLANEOUS BENEFITS	137	128	574	306	80		306		
CONTRACTUAL REPAIR/MAINT	101,468	107,476	124,537	100,000	65,756		100,000		
MAINTENANCE CONTRACTS		4,326	780	4,680	9,522		6,000		
UNIFORM RENTAL	657	814	881	800	687		850		
INFORMATION TECHNOLOGY	3,311	2,391	2,809	4,264	2,674		4,066		
COMMUNICATION	1,385	1,314	1,608	1,500	929		1,500		
TRAVEL		506		400	1,855		400		
TRAINING		315	893	3,500	19		2,000		
GASOLINE, GREASE & OIL	10,937	9,950	8,878	9,500	6,747		9,500		
REPAIR PARTS-EQUIPMENT	106,796	112,704	132,713	105,000	221,547		110,000		
WEARING APPAREL	286	103	579	400	557		400		
SUBSCRIPTIONS	36	36	36	100			100		
AUTOMOTIVE TIRES & TUBES	24,254	17,355	34,221	22,000	28,029		25,000		
TOOLS	2,319	2,022	3,894	2,000	7,322		4,000		
MATERIALS & SUPPLIES	11,236	12,784	25,595	11,000	18,714		18,000		
MACHINERY & EQUIPMENT			7,472	7,000	8,618		7,000		
COMPUTER HW AND SW			2,402		1,052				
--TOTAL DEPARTMENT--	463,621	467,736	518,883	477,403	508,154		473,307		
MOTOR POOL EXPENDITURES	463,621	467,736	518,883	477,403	508,154		473,307		
-TOTAL FOR FUND	463,621	467,736	518,883	477,403	508,154		473,307		

FUND #-610 ** INFORMATION TECHNOLOGY **

	FY/2014 Actual	FY/2015 Actual	FY/2016 Actual	Adopted 2017/03 Budget	Actual on 2017/03	Projected 2017/03	Dept FY/2018 Request	Admin FY/2018 Regst	Adopted FY/2018 Budget
000999									
012520									
012520-1100									
012520-2100									
012520-2210									
012520-2300									
012520-2400									
012520-2700									
012520-2899									
012520-3100									
012520-3310									
012520-3320									
012520-3600									
012520-5230									
012520-5304									
012520-5410									
012520-5510									
012520-5540									
012520-6001									
012520-6012									
012520-8202									
012520-8207									
012520-8998									
--TOTAL DEPARTMENT--	314,963	208,481	313,758	360,029	249,887		367,970		
* INFORMATION TECH EXPENDIT	314,963	208,481	313,758	360,029	249,887		367,970		
099100-0100									
099100-0501									
099100-0514									
099100-7014									
-TOTAL FOR FUND	314,963	208,481	313,758	360,029	249,887		367,970		
- FINAL TOTAL	18,402,804	18,473,247	19,077,414	22,549,844	13,723,843		27,278,516		