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# **TOWN OF CULPEPER**

## **FY23 BUDGET**

**Adopted May 10, 2022**  
**(July 1, 2022 - June 30, 2023)**



**Frank Reaves, Jr., Mayor**  
**William M. Yowell, Vice Mayor**  
**B. Travis Brown     Jamie Clancey**  
**Erick Kalenga     Michael T. Olinger**  
**N. Janie Schmidt     Joe M. Short**  
**Meaghan E. Taylor**  
**Christopher D. Hively, Town Manager**  
**Howard Kartel, Director of Finance**

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## RESOLUTION

### ADOPTING THE FY2023 BUDGET

**Resolution No. R-2022-008**

**WHEREAS**, the Council of the Town of Culpeper, Virginia, has presented a balanced budget for FY23, beginning July 1, 2022, and ending June 30, 2023; and

**WHEREAS**, the FY23 budget totals \$58,288,957.

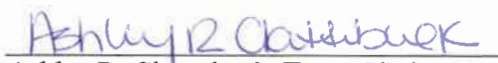
**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Culpeper, Virginia, hereby adopts the FY23 budget to be effective July 1, 2022 through June 30, 2023.

**ADOPTED** this 10th day of May 2022.

BY ORDER OF THE COUNCIL OF THE  
TOWN OF CULPEPER, VIRGINIA

  
Frank Reaves Jr., Mayor

Attest:

  
Ashley R. Clatterbuck, Town Clerk

**MOTION:** Olinger

**SECOND:** Clancey

**Ayes:** Brown, Clancey, Kalenga, Olinger, Reaves, Schmidt, Short, Taylor, Yowell

**Nays:** None

**Absent from Vote:** None

**Absent from Meeting:** None



## RESOLUTION

### TO ADOPT AND APPROPRIATE THE ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023 IN THE AMOUNT OF \$58,288,957

Resolution No. R-2022-007

**BE IT RESOLVED** by the Town Council of the Town of Culpeper, VA that the amounts herein named are hereby appropriated subject to the conditions set forth in this resolution, and for the purposes listed for the fiscal year July 1, 2022 - June 30, 2023:

<b>GENERAL FUND</b>	
Town Council	\$170,135
Town Manager	\$152,800
Town Clerk	\$361,966
Human Resources	\$388,534
Town Attorney	\$100,050
Special Projects	\$174,689
Auditor	\$72,600
Treasurer	\$1,705,103
Risk Management	\$98,200
Information Technology	\$2,037,427
Motor Pool	\$391,377
Police	\$6,270,678
Police - Drug Fund	\$15,000
E911 Operations Center	\$785,486
Volunteer Fire Services	\$195,000
Volunteer Rescue Services	\$25,000
Virginia Regional Transit	\$144,906
General Engineering	\$219,501
Streets	\$2,885,973
Snow & Ice Removal	\$85,300
Traffic Engineering	\$208,453
Sanitation	\$530,614
General Properties	\$877,700
Culpeper Media Network	\$267,893
Parks & Recreation	\$402,265
Cemetery	\$109,066
Planning & Community Development	\$837,773
Visitors Center	\$86,221
Tourism	\$737,982

Economic Development	\$192,875
General Fund Debt Service	\$1,425,153
Subtotal General Fund Operations	\$21,955,720
Transfer to Sanitation Equipment Replacement Fund	\$85,000
Transfer to Capital Reserve Fund	\$296,039
Transfer to Parking Authority	\$67,200
Transfer to Special tax districts Reserves	\$19,000
<b>Total General Fund Operations</b>	<b>\$22,422,959</b>
<b>GENERAL FUND CAPITAL</b>	
Expenditures	\$3,027,580
<b>Total General Fund Capital</b>	<b>\$3,027,580</b>
<b>WATER FUND</b>	
Treatment	\$2,986,341
Distribution	\$1,316,117
Debt Service	\$709,059
Transfers	\$128,142
<b>Total Water Fund Operations</b>	<b>\$5,139,659</b>
<b>WATER FUND CAPITAL</b>	
Transfers	\$596,700
<b>Total Water Fund Capital</b>	<b>\$596,700</b>
<b>WASTEWATER FUND</b>	
Treatment	\$4,019,832
Collection	\$809,358
Debt Service	\$1,215,875
Transfers	\$152,221
<b>Total Wastewater Fund Operations</b>	<b>\$6,197,286</b>
<b>WASTEWATER FUND CAPITAL</b>	
Expenditures	\$6,800,000
<b>Total Wastewater Fund Capital</b>	<b>\$6,800,000</b>
<b>LIGHT &amp; POWER FUND</b>	
Administration	\$1,759,434
Generation	\$8,058,903
Distribution	\$2,934,068
Debt Service	\$454,453
Transfers	\$712,465

<b>Total Light &amp; Power Fund Operations</b>	<b>\$13,919,323</b>
<b>LIGHT &amp; POWER FUND CAPITAL</b>	
<b>Total Light &amp; Power Fund Capital</b>	<b>\$0</b>
<b>CEMETERY PERPETUAL CARE FUND</b>	
<b>Total Cemetery Perpetual Care Fund</b>	<b>\$75,000</b>
<b>PARKING AUTHORITY</b>	
<b>Total Parking Authority</b>	<b>\$110,450</b>
<b>TOTAL ALL FUNDS</b>	<b>\$58,288,957</b>

*\*\*May not foot or cross foot due to rounding\*\**


All appropriations are declared to be maximum, conditional and proportionate appropriations, the purpose being to make the appropriations payable in full in the amounts named herein if necessary, and then only in the event the aggregate revenues collected and other resources available to the Town are sufficient.

All bonded debts of the Town shall be paid in full when due and payable. All expenditures shall be made in accordance with this resolution, the Town Charter, the Town Code, Council financial management policies, and all administrative rules and regulations.


To the extent necessary, the Town Council gives its consent and approval for the Town Manager to move appropriations from one appropriation line to another, so long as he does not move appropriations between fund categories. For purposes of this paragraph, the term "fund category" means any of the following funds as set out in this resolution: General Fund, Water Fund, Wastewater Fund, Light & Power Fund, Cemetery Perpetual Care Fund, and Parking Authority. The Town Manager and Director of Finance/Treasurer shall report the total transfer amounts to Council annually at the September Council Meeting.

**ADOPTED** this 10th day of May 2022.

BY ORDER OF THE COUNCIL OF THE  
TOWN OF CULPEPER, VIRGINIA

  
\_\_\_\_\_  
Frank Reaves Jr., Mayor

Attest:

  
\_\_\_\_\_  
Ashley R. Clatterbuck, Town Clerk



## RESOLUTION

### APPROVING THE EMPLOYEE CLASSIFICATION PLAN and SALARY/WAGE SCALE FOR FY2023

Resolution No. R-2022-005

**WHEREAS**, pursuant to Section 6.1 of the Town of Culpeper Personnel Policies and Employee Handbook, the Employee Classification Plan and Salary/Wage Scale is being presented for Council's adoption in conjunction with the FY2023 budget; and

**WHEREAS**, after a general review was made of the Employee Position Classification and Salary/Wage Scale by the Town Manager, it is recommended that Council approve the Employee Positions Classification and Salary/Wage Scale for FY2023, to become effective July 1, 2022;


**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Culpeper hereby adopts the FY2023 Employee Positions Classification and Salary/Wage Scale for FY2023, which overrides any inconsistent provisions in any tax, budget, or appropriation resolutions adopted before or at the same time as this Resolution.

**ADOPTED** this 10th day of May 2022.

BY ORDER OF THE COUNCIL OF THE  
TOWN OF CULPEPER, VIRGINIA

  
Frank Reaves Jr., Mayor

Attest:

  
Ashley R. Clatterbuck, Town Clerk

**MOTION:** Olinger

**SECOND:** Schmidt

**Ayes:** Brown, Clancey, Kalenga, Olinger, Reaves, Schmidt, Short, Taylor, Yowell

**Nays:** None

**Absent from Vote:** None

**Absent from Meeting:** None





**RESOLUTION**  
**IMPOSING AND LEVYING TAXES WITHIN THE TOWN OF CULPEPER, VIRGINIA**  
**UPON ALL PROPERTY FOR THE CALENDAR YEAR 2022**

**Resolution No. R-2022-013**

**WHEREAS**, the Council of the Town of Culpeper, Virginia, has presented a balanced budget for FY2023, beginning July 1, 2022, and ending June 30, 2023; and

**WHEREAS**, projected revenue in this budget is based on the following tax rates for the year beginning the 1<sup>st</sup> day of January 2022 (or as noted).

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Culpeper, Virginia, hereby adopts the following tax rates for the support of the Town Government for the tax year beginning on the 1<sup>st</sup> day of January 2022 (or as noted):

**SECTION 1 - REAL ESTATE**

Upon all lands, lots and the improvements thereon, not exempt from taxation, there shall be a tax of eight and two-tenth cents (\$0.082) for every one hundred dollars (\$100) of the assessed value thereof. Said property shall be assessed at 100% of Fair Market Value.

**SECTION 2 - PUBLIC SERVICE CORPORATIONS**

Upon all real and personal property of public service corporations assessed by the Commonwealth, there shall be a tax equal to the Town's real estate rate and tangible personal property rate of eight and two-tenth cents (\$0.082) for every one hundred dollars (\$100) of assessed value and one dollar (\$1.00) for every one hundred dollars (\$100) of assessed value, respectively. Said property shall be assessed in accordance with §58.1-2604 of the Code of Virginia.

**SECTION 3 - TANGIBLE PERSONAL PROPERTY**

Upon all tangible personal property of every kind and description, not otherwise included in Section 5 below, and not exempt from taxation, there shall be a tax of one dollar (\$1.00) per one hundred dollars (\$100) of assessed value. Said property shall be assessed at 100% of its value on January 1 of the taxable year. Said value shall be determined by utilizing the best available source of information on the property at question.

**SECTION 4 - MACHINERY & TOOLS**

Upon all machinery and tools used or employed by that person, firm or corporation in any trade or business, not exempt from taxation, there shall be a tax of eighty cents (\$0.80) for every one hundred (\$100) of assessed value thereof. Said property shall be valued in accordance with §58.1-3507 of the Code of Virginia.



**SECTION 5 - TANGIBLE PERSONAL PROPERTY- VEHICLES AS DEFINED UNDER VIRGINIA CODE SECTION 58.1-3506(A)(48)**

Upon all motor vehicles as defined under Virginia Code Section 58.1-3506(A)(48) not exempt from taxation, there shall be a tax of seventy-five cents (\$0.75) per one hundred dollars (\$100) of assessed value. Said property shall be assessed at 100% of its value on January 1 of the taxable year. Said value shall be determined by utilizing the best available source of information on the property at question.

**SECTION 6 – SOUTHRIDGE SERVICE DISTRICT – SPECIAL TAX**

Upon all lands, lots and the improvements thereon the Southridge Service District, as established by the Council of the Town of Culpeper at its regular meeting on November 13, 2007, not exempt from taxation, there shall be an additional tax of three cents (\$0.03) for every one hundred dollars (\$100) of the assessed value thereof. Said property shall be assessed at 100% of Fair Market Value.

**SECTION 7 – LAFAYETTE RIDGE SERVICE DISTRICT – SPECIAL TAX**

Upon all lands, lots and the improvements thereon the Lafayette Ridge Service District, as established by the Council of the Town of Culpeper at its regular meeting on February 10, 2009, not exempt from taxation, there shall be an additional tax of five cents (\$0.05) for every one hundred dollars (\$100) of the assessed value thereof. Said property shall be assessed at 100% of Fair Market Value.

**SECTION 8 – WILLOW SHADE SERVICE DISTRICT – SPECIAL TAX**

Upon all lands, lots and the improvements thereon the Willow Shade Service District, as established by the Council of the Town of Culpeper at its regular meeting on June 8, 2010, not exempt from taxation, there shall be an additional tax of two cents (\$0.02) for every one hundred dollars (\$100) of the assessed value thereof. Said property shall be assessed at 100% of Fair Market Value.

**SECTION 9 - BANK STOCK TAX**

Upon the net capital of any bank or branch bank located in the Town, the tax shall be eighty cents (\$0.80) of each one hundred dollars (\$100) of net capital as provided for in Article II of Chapter 23 of the Town Code and Section 58.1-1200 *et. seq.* of the Code of Virginia.

**SECTION 10 - BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSES**

Upon all businesses, professions, and occupations there is hereby imposed the below listed tax rate per one hundred dollars (\$100) of gross receipts, as provided for in Section 10-25 of the Town Code, all of which are below the State allowed maximums:

\$	0.08	Contracting
	0.10	Retail Sales
	0.20	Financial, Real Estate & Professional Services
	0.14	Repair, Personal, Business & Other Services
	0.04	Utility, Wholesale

The business license tax for new businesses is the greater of a \$24 (minimum), or the actual tax amount based on estimated gross receipts.

**SECTION 11 – CIGARETTE TAX**

Upon every person who sells or uses cigarettes within the town there is hereby imposed an excise tax equivalent to fifteen cents (\$0.15) for each package containing twenty-five (25) cigarettes or less sold or used within the town as provided for in Section 23-139 of the Town Code and Section 58.1-3832 *et. seq.* of the Code of Virginia.

**SECTION 12 - ALL OTHERS**


All other taxes, fees, charges, and penalties shall remain the same as they were on the date of this resolution's adoption, as heretofore set by Ordinance or Resolution by the Town Council, until the Town Council establishes or amends such taxes, fees, charges, and penalties.

**ADOPTED** this 10th day of May, 2022.

BY ORDER OF COUNCIL OF THE  
TOWN OF CULPEPER, VIRGINIA

  
\_\_\_\_\_  
Frank Reaves Jr., Mayor

Attest:

  
\_\_\_\_\_  
Ashley R. Clatterbuck, Town Clerk

**MOTION:** Olinger

**SECOND:** Yowell

**Ayes:** Clancey, Kalenga, Olinger, Reaves, Schmidt, Short, Taylor, Yowell

**Nays:** Brown

**Absent from Vote:** None

**Absent from Meeting:** None



**RESOLUTION SETTING NEW ELECTRIC RATES  
EFFECTIVE JULY 1, 2022**

**Resolution No. R-2022-009**

**WHEREAS**, pursuant to Town of Culpeper Code §24-32, the Town Council shall, from time to time, fix the rates to be paid for the use of electric services,

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Town of Culpeper, Virginia, that ALL electric utility rates and charges for all billings on and after July 1, 2022 be increased by 2% and Electric Meter Charges be increased as reflected below, except for the RKVA Charge which will remain unchanged:

**Residential Rate - "Schedule  
RS":**

	<b>EXISTING</b>	<b>EFF. 7-1-22</b>
A. Basic Customer Charge	\$9.89	\$10.09
B. Plus KWH charge:		
First 800 KWH	\$0.10808 per kWh	\$ 0.11024 per kWh
Excess over 800 KWH	\$0.12028 per kWh	\$ 0.12269 per kWh
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for changes in fuel costs, provided such fuel costs are charged to the Town by its supplier.		

**Small General Service Rate  
- "Schedule SGS":**

	<b>EXISTING</b>	<b>EFF. 7-1-22</b>
A. Basic Customer Charge		
Single Phase	\$19.25	\$19.64
Three Phase	\$31.22	\$31.84
B. Plus kWh charge:	\$0.11426 per kWh	\$0.11655 per kWh
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for changes in fuel costs, provided such fuel costs are charged to the Town by its supplier.		

**Medium General Service -  
"Schedule MGS"**

	<b>EXISTING</b>	<b>EFF. 7-1-22</b>
A. Basic Customer Charge	\$54.11	\$55.19
B. Plus kWh charge:	\$0.07822 per kWh	\$0.07978 per kWh
C. Plus kW demand charge:	\$7.33 per kW	\$7.48 per kW
D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for changes in fuel costs, provided such fuel costs are charged to the Town by its supplier.		

**Large General Service -  
"Schedule LGS":**

	<b>EXISTING</b>	<b>EFF. 7-1-22</b>
A. Basic Customer Charge	\$100.93	\$102.95
B. Plus kWh Charge:		
First 24,000 kWh	\$0.04997 per kWh	\$0.05097 per kWh
Next 186,000 kWh	\$0.03543 per kWh	\$0.03614 per kWh
Additional kWh	\$0.03249 per kWh	\$0.03314 per kWh
C. Plus kW Charge:		
*First 100 kW	\$18.33 per kW	\$18.70 per kW
Next 650 kW	\$18.39 per kW	\$18.70 per kW
Additional kW	\$18.00 per kW	\$18.36 per kW
*Minimum Charge 50 kW		
D. Plus the following rKVA Charge		
All rKVA of demand	\$0.060 per rKVA	\$0.060 per rKVA
E. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for changes in fuel costs, provided such fuel costs are charged to the Town by its supplier.		

**Time of Use Service Rate -  
"Schedule TOU":**

	<b>EXISTING</b>	<b>EFF. 7-1-22</b>
A. Basic Customer Charge	\$54.11	\$55.19
Plus the following kW		
B. Demand charge:		
Billing months June through September	\$10.65 per kW	\$10.86 per kW
Billing months October through May	\$8.27 per kW	\$8.44 per kW
C. Plus distribution demand charge		
All kW of demand	\$4.51 per kW	\$4.60 per kW

- D. Plus kWh Charge:
- |                  |                  |                  |
|------------------|------------------|------------------|
| All on peak kWh  | \$0.05389 per kW | \$0.05497 per kW |
| All off peak kWh | \$0.00894 per kW | \$0.00912 per kW |
- E. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for changes in fuel costs, provided such fuel costs are charged to the Town by its supplier.
- F. The minimum charge shall be such as may be contracted for, but no less than the Basic Customer Charge.

**Industrial Power Service-  
"Schedule IPS":**

	EXISTING	EFF. 7-1-22
A. Basic Customer Charge	\$650.00	\$663.00
B. Plus kWh Charge:		
First 350,000 kWh	\$0.03750 per kWh	\$0.03825 per kWh
Additional kWh	\$0.02600 per kWh	\$0.02652 per kWh
C. Plus kW Charge:		
*All kW	\$17.35 per kW	\$17.70 per kW
*Minimum Charge 750 kW		
D. Plus the following rKVA Charge		
All rKVA of demand	\$0.060 per rKVA	\$0.060 per rKVA
E. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for changes in fuel costs, provided such fuel costs are charged to the Town by its supplier.		

**Street and Yard Light  
Service Rate - "Schedule  
SL":**

TYPE	LUMENS	MONTHLY		EXISTING	EFF. 7-1-22
		kWh			
Light -emitting diode (LED)	3600-23000	30		\$13.09	\$13.35

**Traffic Control Service Rate  
- "Schedule TCS":**

	EXISTING	EFF. 7-1-22
A. Energy Charge	\$0.04092 per kWh	\$0.04174 per kWh
B. Minimum Charge	\$5.27	\$5.38
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for changes in fuel costs, provided such fuel costs are charged to the Town by its supplier.		

<b>Electric Meter Charge</b>	<b>EXISTING</b>	<b>EFF. 7-1-22</b>
Residential	\$175.00	\$200.00
Small and Medium General Service	\$463.00	\$675.00
Large General Service	\$580.65	\$675.00
Industrial Power Service	N/A	\$675.00

**ADOPTED** this 10th day of May 2022.

BY ORDER OF COUNCIL OF THE  
TOWN OF CULPEPER, VIRGINIA



Frank Reaves Jr., Mayor

Attest:



Ashley R. Clatterbuck, Town Clerk

**MOTION:** Olinger

**SECOND:** Yowell

**Ayes:** Brown, Clancey, Kalenga, Olinger, Reaves, Schmidt, Short, Taylor, Yowell

**Nays:** None

**Absent from Vote:** None

**Absent from Meeting:** None



**RESOLUTION**  
**SETTING NEW WATER AND SEWER RATES EFFECTIVE JULY 1, 2022**

**Resolution No. R-2022-010**

**WHEREAS**, pursuant to Virginia Code §15.2-2109 *et seq.* and Town of Culpeper Codes §24-100 and §24-164, the Town Council shall, from time to time, fix the rates to be paid for the use of water and sewer services;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Town of Culpeper, Virginia, that water rates for all billings after June 30, 2022 be increased by 5% (water sales-bulk over minimum, by 7.2%) and sewer rates remain the same, respectively, as shown in the flow tier amended as follows:

Rates per 100 Gallons of Consumption (except for flat minimum rates up to 2,000 gallons/month)

**Water Rates**

<u>Gallons</u>	<u>Existing</u>	<u>Eff. 7-1-22</u>
0 – 2,000 (min.)	\$12.77	\$13.42
2,001 – 25,000	63.9¢	67.1¢
25,001 – 100,000	51.2¢	53.8¢
OVER 100,000	38.1¢	40.0¢

**Sewer Rates**

<u>Gallons</u>	<u>Existing</u>	<u>Eff. 7-1-22</u>
0 – 2,000 (min.)	\$16.12	\$16.10(rounding adj.)
2,001 – 25,000	80.5¢	80.5¢
25,001 – 100,000	74.0¢	74.0¢
OVER 100,000	72.4¢	72.4¢

Sewer Flat Rate	\$38.09	\$38.09
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**Septage Rates**

	<u>Existing</u>	<u>Eff. 7-1-22</u>
Minimum Charge	\$25.75	\$25.75
Per gallon	10.4¢	10.4¢

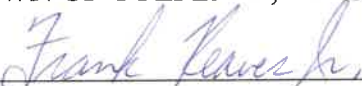
**Water sales (bulk)**

	<u>Existing</u>	<u>Eff. 7-1-22</u>
Minimum charge – initial 2,000 gallons	\$37.58	\$39.46
Per 1,000 over minimum	\$6.26	\$6.71


**ADOPTED** this 10th day of May 2022.



BY ORDER OF THE COUNCIL OF THE  
TOWN OF CULPEPER, VIRGINIA

  
\_\_\_\_\_  
Frank Reaves Jr., Mayor

Attest:

  
\_\_\_\_\_  
Ashley R. Clatterbuck, Town Clerk

**MOTION:** Taylor

**SECOND:** Yowell

**Ayes:** Brown, Clancey, Kalenga, Olinger, Reaves, Schmidt, Short, Taylor, Yowell

**Nays:** None

**Absent from Vote:** None

**Absent from Meeting:** None



**RESOLUTION**  
**SETTING NEW WATER METER SERVICE FEES EFFECTIVE JULY 1, 2022**

**Resolution No. R-2022-011**


**WHEREAS**, in February 2005, Town Council authorized the initiation of water meter service fees to recover the cost of meters and meter boxes;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Town of Culpeper, Virginia that all water meters set after June 30, 2022 shall be charged at the rates as follows:


METER SIZE	EXISTING FEE	EFFECTIVE 7-1-22 FEE
FIVE-EIGHTS (5/8")	\$ 525	\$ 565
ONE INCH (1")	\$ 590	\$ 635
ONE & ONE HALF (1½")	\$ 1,090	\$ 1,170
TWO INCH (2")	\$ 1,515	\$ 1,625
THREE INCH (3")	\$ 2,775	\$ 2,975
FOUR INCH (4")	\$ 3,345	\$ 3,590

**ADOPTED** this 10th day of May 2022.

BY ORDER OF THE COUNCIL OF THE  
TOWN OF CULPEPER, VIRGINIA

  
Frank Reaves Jr., Mayor

Attest:

  
Ashley R. Clatterbuck, Town Clerk

**MOTION:** Taylor  
**SECOND:** Yowell

**Ayes:** Brown, Clancey, Kalenga, Olinger, Reaves, Schmidt, Short, Taylor, Yowell  
**Nays:** None

**Absent from Vote:** None  
**Absent from Meeting:** None



**RESOLUTION**  
**SETTING NEW WATER AND SEWER TAP PRIVILEGE ASSESSMENT FEES**  
**EFFECTIVE JULY 1, 2022**

**Resolution No. R-2022-012**

**WHEREAS**, pursuant to Virginia Code §15.2-2109 *et seq.* and Town of Culpeper Codes §24-95 and §24-149, the Town Council shall, from time to time, fix the rates to be paid for the use of water and sewer services;


**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Town of Culpeper, Virginia, that all tap privilege connection fees purchased after June 30, 2022 will remain at the current rate and as follows:

**WATER & SEWER TAP PRIVILEGE ASSESSMENT FEES**

METER SIZE	MAXIMUM ALLOWABLE GALLONS	EXISTING FEE		EFFECTIVE 7-1-22 FEE	
		WATER	SEWER	WATER	SEWER
FIVE-EIGHTHS (5/8")	10,000	6,500	10,000	6,500	10,000
ONE INCH (1")	25,000	9,900	12,500	9,900	12,500
ONE & ONE HALF (1½")	75,000	15,000	20,250	15,000	20,250
TWO INCH (2")	150,000	30,000	40,500	30,000	40,500
THREE INCH (3")	225,000	45,000	60,750	45,000	60,750
FOUR INCH (4")	300,000	60,000	81,000	60,000	81,000

**ADOPTED** this 10th day of May 2022.

BY ORDER OF THE COUNCIL OF THE  
TOWN OF CULPEPER, VIRGINIA

  
Frank Reaves Jr., Mayor

Attest:

  
Ashley R. Clatterbuck, Town Clerk

**MOTION:** Taylor

**SECOND:** Yowell

**Ayes:** Brown, Clancey, Kalenga, Olinger, Reaves, Schmidt, Short, Taylor, Yowell

**Nays:** None

**Absent from Vote:** None

**Absent from Meeting:** None



## RESOLUTION

**TO ADOPT AND APPROPRIATE THE ANNUAL OPERATING BUDGET FOR THE CULPEPER PARKING AUTHORITY FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023 IN THE AMOUNT OF \$110,450.**

**Resolution No. R-2022-006**

**BE IT RESOLVED** by the Town Council of the Town of Culpeper, VA that the amounts herein named are hereby appropriated subject to the conditions set forth in this resolution, and for the purposes listed for the fiscal year July 1, 2022 - June 30, 2023:

<b>CULPEPER PARKING AUTHORITY</b>	
Culpeper Parking Authority	\$110,450
<b>Total Culpeper Parking Authority Operations</b>	<b>\$110,450</b>

All appropriations are declared to be maximum, conditional and proportionate appropriations, the purpose being to make the appropriations payable in full in the amounts named herein if necessary, and then only in the event the aggregate revenues collected and other resources available to the Town are sufficient.


All bonded debts of the Town shall be paid in full when due and payable. All expenditures shall be made in accordance with this resolution, the Town Charter, the Town Code, Council financial management policies, and all administrative rules and regulations.

**ADOPTED** this 10th day of May 2022.

BY ORDER OF THE COUNCIL OF THE  
TOWN OF CULPEPER, VIRGINIA

  
Frank Reaves Jr., Mayor

Attest:

  
Ashley R. Clatterbuck, Town Clerk

**MOTION:** Taylor  
**SECOND:** Short

**Ayes:** Brown, Clancey, Kalenga, Olinger, Reaves, Schmidt, Short, Taylor, Yowell  
**Nays:** None

**Absent from Vote:** None  
**Absent from Meeting:** None

TOWN OF CULPEPER  
SCHEDULE OF FINES AND FEES

1

CODE SECTION	DESCRIPTION	FEE
<b>ENGINEERING</b>		
§ 7-26	Erosion Control Plan Review - First Acre	\$25
	Per Acre Thereafter	\$1
§ 7-28	Land Disturbing Permit (Agreement in Lieu of Plan) Single Family Dwellings - Not Part of a Larger Subdivision	\$25
	Overtime, Weekend & Holiday Inspections	\$160
	Per Hour if More Than 4 Hours Are Needed	\$40
§ 22-68	Re-Inspections - Base Fee	\$25
	Additional Per Linear Foot of Roadway	\$0.10
	Additional Per Linear Foot of Utility	\$0.05
	Additional Per Major Utility Structure (Manhole, Fire Hydrant, etc.)	\$1.00
<b>STREETS</b>		
§ 21-92	Permit to Break, Dig Up, Open or Cause to be any Street, Alley, Sidewalk or Other Public Place or Portion Thereof	\$100
	Permit Renewal Fee	\$25
§ 21-251	Franchise Fee - Underground Conduit (Per Linear Foot) effective 1/1/2022	\$1.37
<b>REFUSE</b>		
§ 20-76	Sanitation Equipment Replacement Fee	\$2
	Paid on Utility Bill (Monthly/Per Cart)	
	Residential Purchase of Additional Carts (Per Cart)	\$65
	Commercial Trash (Monthly/Per Cart)	\$13
§ 20-32	Commercial Trash 3 Times Per Week (Monthly/Per Cart)	\$39
	Historic District Food Service Locations Only	
<b>POLICE</b>		
	Administrative:	
	Fingerprinting (Town Residents)	\$5
	Fingerprinting (Non-Residents)	\$15
	Parking:	
	1st Offense	\$10
	2nd Offense	\$25
	3rd and Subsequent Offenses	\$50
	Court Charges	\$61
	Late Fee After 30 Days	\$10

Please note this schedule is not  
all inclusive.

Approved: March 9, 1999 - first reading  
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Last Amended: May 10, 2022

TOWN OF CULPEPER  
SCHEDULE OF FINES AND FEES

2

TREASURER		
	Boating Permit - Two Years	\$20
	Boating Permit - Two Consecutive Days	\$5
	Delinquent Collection Fee	\$25
	DMV Stops	\$35
	Fishing Certificate - Two Years	\$20
	Fishing Certificate - Two Consecutive Days	\$5
	New Utility Service Application	\$25
	Returned Check Fee	\$35
	Unauthorized Use of Meter - Theft of Service	\$250
		Plus Usage

UTILITIES - GENERAL		
§ 24-34, 110, 155	Late Fee for Bills Unpaid One Day After Due Date	\$1.50 or 2% of Bill Whichever is Greater
	Delinquent Fee for Bills Unpaid Eleven Days After Due Date	\$25
§ 24-34, 110, 130, 155	Service Notice to Disconnect Utility Services for Non-Payment	\$50
	Second Trip to Reconnect Services if No One is Home	\$50
	After Hours Reconnect Services Mon-Fri 5pm-8pm, Sat-Sun 8am-4pm	\$100

UTILITIES - ELECTRIC		
§ 24-37	Electric Meter (Set/Placed) Based on Service	Varies
	Electric Meter Re-Read	\$20
§ 24-42	Electric Meter Test - Request by Customer	
	First Request	No Charge
	Second Request (Within 12 Months)	\$25
	All Additional Requests	\$25
	Electric Line Extensions (Per Lot)	
	In-Town Major Subdivisions - Lots Not Exceeding One Acre	\$4,500
	In-Town Major Subdivisions - Lots One to Two Acres	\$5,000
	In-Town Major Subdivisions - Lots Larger than Two Acres	\$7,500
	In-Town Underground Service to Single Lot, Lots in Minor Subdivisions or Small, Single Phase Commercial	\$2,000
	Additional Per Foot Over 125'	\$3.50
	In-Town Overhead Service to Single Lot, Lots in Minor Subdivisions with Single Phase Commercial	\$1,500
	Additional Per Foot Over 125'	\$3.50
	Additional for Each Pole >1	\$550
	In-Town Large Commercial and Industrial Users, Three-Phase Service	\$6,000
	Additional Per Foot Over 125'	\$3.50
	Additional for Each Pole >1	\$550
	Service Changes, Overhead to Underground, Service Heavy-Up	Time & Material
§ 24-37	Electric Service - Security Deposit (Residential & Commercial)	\$250
§ 24-32	Electric Rate Schedule	Varies
§ 24-44	Non-Franchise Agreement Pole Attachments (Annually Per Pole)	\$25

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TOWN OF CULPEPER  
SCHEDULE OF FINES AND FEES

3

UTILITIES - WATER & SEWER		
§ 24-95	Water Main Connections - Residential Only Commercial and Industrial Water Connections are Based Upon Meter Size and Consumption Existing Dwellings Converting from Private Well to Town Water will be Charged 50% of the Current Tap Fee	Varies
§ 24-96	Water Meter Test - Request by Customer First Request Second Request (Within 12 Months)	No Charge \$25
§ 24-96	Monthly Water Rates	Varies
§ 24-100	Water Meter (Set/Placed) Based on Meter Size	Varies
	Water & Wastewater Service Deposit (Residential & Commercial)	\$50
	Water Sales (Bulk) - Minimum Charge	Varies
	Water Sales (Bulk)	Varies
§ 24-149	Sewer Connections - Residential Commercial and Industrial Connections are Based Upon Meter Size and Consumption Existing Dwellings Converting from Private Septic Tank to Town Sewer will be Charged 50% of the Current Tap Fee	Varies
	Monthly Sewer Rates	Varies
	Sewer - Flat Rate	Varies
§ 24-202	Permit and Inspection Fee for Residential or Commercial Sewer Permit Re-Inspection Fee for Subsequent Field Inspections	\$50 \$25
§ 24-202	Permit and Inspection Fee for Industrial Sewer Permit Re-Inspection Fee for Subsequent Field Inspections	\$100 \$50
§ 24-183	Permit and Inspection Fee for Private Sewer System Permit Re-Inspection Fee for Subsequent Field Inspections	\$100 \$50
	Septage Hauler's Fee	Varies
§ 24-241	Significant Industrial User Wastewater Contribution Permit (5 Years)	\$2,000
	Review of Out-Of-Town Water and Wastewater Service Requests (Apply to the Entire Tract of Land to be Developed)	
	Per Acre; Minimum Charge of \$500 and Maximum Charge of \$5,000 for Properties within the Mountain Run Lake and Lake Pelham Watersheds	\$50
	Per Acre; Minimum Charge of \$250 and Maximum Charge of \$2,500 for Properties Outside the Above Mentioned Watersheds	\$25

UTILITIES - TELECOMMUNICATIONS ANTENNAE OR APPURTENANCES		
	Commercial Attachment to Town facilities including, but not limited to, water tanks Negotiated by Town Manager (per provider/per month)	\$2,000 minimum
	Non-Commercial Attachment to Town facilities including, but not limited to, water tanks Negotiated by Town Manager	

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TOWN OF CULPEPER  
SCHEDULE OF FINES AND FEES

4

PLANNING & COMMUNITY DEVELOPMENT			
<b><i>FACILITIES STANDARDS MANUAL</i></b>			
	Sec. 2.200, Fire Protection Flushing or Testing		\$30
<b><i>MISCELLANEOUS - COPIES</i></b>			
	Comprehensive Plan		
		Hard Copy	\$30
		CD	\$15
		11"x17" Maps (Pack of 15)	\$10
		Large Transportation Map (30"x42")	\$10
		Large Future Land Use Map (30"x42")	\$10
	Facilities Standards Manual		\$20
	Capital Improvements Plan (CIP)		
		Hard Copy	\$20
		CD	\$15
	Maps (Each)		\$5
	Miscellaneous Documents (Per Page)		\$0.25
	Subdivision Ordinance		\$7
	Water and Sewer Specifications		\$25
	Zoning Ordinance		\$15
<b><i>SUBDIVISION ORDINANCE</i></b>			
§ 22-38	Penalty for Violation of Chapter	Each day constitutes a new violation	\$10-\$1,000
§ 22-108	Minor Subdivision Plats or Plans (including Boundary Line Adjustments/Lot Consolidations)		\$150
§ 22-108	Preliminary Plan		\$250
		Plus Per 1,000 sq. ft. of site area	\$20
§ 22-108	Final Plat, Record Plat		
		5 Acres or Less	\$50 + \$10 per lot
		More than 5 Acres	\$100 + \$10 per lot
		Minor Revisions, Subsequent Submissions	\$50
§ 22-108	Other Plat Review (Including ROW, Easement, Etc.)		\$50
§ 22-118	Vacation of Plat or Deed of Vacation		\$150
<b><i>ZONING ORDINANCE</i></b>			
§ 27-29	Zoning Verification/Compliance Letter		\$25
§ 27-131	Architectural Certificate of Finding		No Charge
§ 27-238	Sign Permits (Per Square Foot of Sign)		\$1
			\$25 minimum
§ 27-263	Change of Use Permit		
		Site Inspection Required	\$50
		No Site Inspection Required	No Charge
§ 27-266	Major Site Plan, Major Subdivision Submissions (Residential, Commercial & Industrial)		\$250
		Plus Per 1,000 sq. ft. of site area	\$20
		Minor Revisions, Subsequent Submissions	\$50
§ 27-266	Minor Site Plan (Including SFD/SFA on Existing Lot)		\$50
§ 27-352	Certificate of Occupancy		\$40
		Re-Inspection	\$25
		Weekend or Holiday Re-Inspection	\$160 minimum
§ 27-352	Zoning Permit		
		Residential	\$25
		Other	\$100

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TOWN OF CULPEPER  
SCHEDULE OF FINES AND FEES

5

§ 27-353	Violations & Penalties:		
§ 27-352, 353		Administration & Enforcement	\$100
§ 27-51, 62		District Regulations	\$100
§ 27-97		Flood Hazard Areas	\$100
§ 27-127, 130, 132		Historic District	\$100
§ 27-158, 159		Landscaping	\$50
§ 27-181, 185		Nonconforming Uses	\$100
§ 27-206, 209		Parking	\$100
§ 20-2		Refuse	\$50
§ 21-3, 27-238, 241		Signs	\$50
§ 20-4		Towing Inoperable Vehicles (Per Vehicle)	\$50
§ 27-428, 429		Watershed Protection District	\$100
§ 27-376	Text Amendment Ordinance Request		\$500
§ 27-377	Rezoning Application		\$1,000 + \$100/Acre
§ 27-402	Variance Application or Zoning Appeal to Board of Zoning Appeals or Town Council		\$300
§ 27-404	Variance Application - Administrative		\$50
§ 27-451	Conditional Use Permit		\$750
	Public Hearing Advertising (per hearing)		\$250
	<b>OTHER</b>		
	Commercial Burning Permit		\$25
§ 11-43	Parking Permits (Downtown Lots)		See Parking Authority Fee Schedule
§ 11-43	Parking Permits (Residential)		
		First Permit (Per Eligible Residence)	No Charge
		Each Additional Permit (Per Year)	\$30
§ 15-3	Parks & Recreation		
		Pavilion Rental	\$50
		Major Events for Residents at Any Park	\$100
		Major Events for Non-Residents at Any Park	\$300
	Boat Dock Permit (5 Years)		\$50
<b>OTHER / MISCELLANEOUS</b>			
§ 16-30	Solicitor's Permit		\$20
§ 21-47	Major Event Security Plan		\$100

Attest:

  
\_\_\_\_\_  
Town Clerk

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Approved: March 9, 1999 - first reading  
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Last Amended: May 10, 2022

**TOWN OF CULPEPER**  
**General Fund - Operating Fund Summary**  
**FY23 BUDGET**

FY20	FY21	FY21				FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
									REQUEST	PROPOSED	ADOPTED
					REVENUES:						
-	1,138,153	-			Reserve Balances	911,985	2,777,801	2,329,761	377,443	939,176	939,176
3,503,628	3,229,950	3,816,257			General Property Taxes	3,551,062	3,551,062	4,062,326	3,931,150	3,931,150	3,931,150
8,011,927	7,132,500	8,755,379			Local Taxes	7,745,000	7,745,000	8,521,500	9,393,500	9,393,500	9,393,500
374,926	402,250	503,853			Permits, Fees, Licenses	361,000	361,000	372,000	351,000	351,000	351,000
107,599	107,000	70,722			Fines & Forfeitures	68,000	68,000	83,000	113,000	113,000	113,000
683,892	360,100	345,771			Revenue From Use Of Money	325,250	325,250	325,250	374,850	374,850	374,850
283,699	205,600	214,164			Charges For Services	221,100	221,100	221,100	233,000	233,000	233,000
127,418	94,500	280,595			Miscellaneous	93,500	93,500	106,000	83,500	83,500	83,500
2,755,505	2,882,489	2,865,161			Recovered Costs	3,091,275	3,091,275	3,091,275	3,309,649	3,472,992	3,472,992
10,122	5,500	4,459			Non-Categorical Aid	5,000	5,000	5,000	4,000	4,000	4,000
2,668,861	6,957,309	6,579,660			Categorical Aid	2,789,144	3,127,144	3,132,615	2,831,248	2,831,248	2,831,248
664,545	672,848	672,848			Enterprise Funds Transfer - PILOT	673,159	673,159	673,159	695,543	695,543	695,543
19,192,122	23,188,199	24,108,868			REVENUES BY CATEGORIES	19,835,475	22,039,291	22,922,986	21,697,882	22,422,959	22,422,959
											-
					EXPENDITURES:						-
191,598	181,059	181,060			1101 Town Council	200,716	200,716	199,216	170,135	170,135	170,135
125,873	129,572	129,572			1201 Town Manager	138,558	138,558	138,058	144,640	152,800	152,800
310,877	324,346	324,346			1202 Town Clerk	335,920	335,920	329,020	350,034	361,966	361,966
301,995	316,742	316,741			1203 Human Resources	336,680	336,680	336,680	368,336	388,534	388,534
79,986	100,660	66,012			1204 Town Attorney	100,260	100,260	100,050	100,050	100,050	100,050
-	-	-			1205 Special Projects	-	125,000	125,000	164,965	174,689	174,689
67,400	93,400	63,300			1208 Independent Auditor	77,500	107,500	107,500	72,600	72,600	72,600
1,432,459	1,375,160	1,364,639			1213 Treasurer	1,459,812	1,517,642	1,517,642	1,610,910	1,705,103	1,705,103
93,814	101,075	91,618			1219 Risk Management	97,047	97,047	92,378	98,200	98,200	98,200
1,568,172	1,614,372	1,574,520			1220 Information Technology	1,808,777	1,952,052	1,982,952	1,995,311	2,037,427	2,037,427
259,007	273,292	272,742			1221 Motor Pool	348,997	348,997	352,447	366,975	391,377	391,377
5,055,725	5,712,837	5,669,933			3101 Police	5,707,417	6,096,417	5,928,408	5,900,986	6,270,678	6,270,678
6,767	15,000	14,088			3102 Drug Seizure Funds	15,000	15,000	15,000	15,000	15,000	15,000
510,342	-	-			3103 E911 Joint Operations	449,619	449,619	449,619	773,448	785,486	785,486
154,655	157,421	157,421			3202 Fire Department	158,000	158,000	161,294	195,000	195,000	195,000
25,000	25,000	25,000			3203 Rescue Squad	25,000	25,000	25,000	25,000	25,000	25,000
131,840	131,532	131,532			3204 Va Regional Transit	133,761	133,761	133,761	144,906	144,906	144,906
197,223	195,845	179,965			4101 Engineering	200,067	200,067	236,067	205,645	219,501	219,501
2,624,761	2,532,654	2,404,084			4102 Streets	2,662,258	2,817,298	2,813,010	2,885,777	2,885,973	2,885,973
26,041	78,991	78,991			4105 Snow and Ice Removal	57,300	57,300	106,900	85,300	85,300	85,300
178,670	220,288	201,906			4107 Traffic Engineering	198,155	198,155	193,505	203,024	208,453	208,453
412,153	705,244	666,280			4203 Sanitation	691,122	696,943	689,317	511,566	530,614	530,614
641,159	638,273	620,180			4302 General Properties	609,179	617,819	607,979	859,162	877,700	877,700
198,512	241,266	238,842			6600 Culpeper Media Network	237,590	237,590	239,590	256,244	267,893	267,893
361,112	378,902	363,139			7103 Parks and Recreation	412,569	412,569	419,563	382,827	402,265	402,265
70,396	90,446	85,058			7108 Cemetery	55,900	61,288	61,124	109,066	109,066	109,066
724,213	746,779	683,789			8101 Planning	785,107	848,097	852,597	783,045	837,773	837,773
55,180	55,775	23,886			8103 Visitors Center	65,984	80,984	80,984	82,166	86,221	86,221

**TOWN OF CULPEPER**  
**General Fund - Operating Fund Summary**  
**FY23 BUDGET**

									<b>FY23</b>	<b>FY23</b>	<b>FY23</b>
<b>FY20</b>	<b>FY21</b>	<b>FY21</b>				<b>FY22</b>	<b>FY22</b>	<b>PROJECTED</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>				<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY22</b>	<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>
418,788	554,532	487,918	8104	Tourism		583,477	697,977	662,104	752,297	737,982	737,982
189,238	214,777	212,777	8105	Economic Development		216,738	216,738	218,111	192,875	192,875	192,875
165	4,047,234	2,161,765	8199	Pandemic Expenditures		-	840,623	840,623	-	-	-
6,832,294	1,553,342	1,548,942	9900	Debt Service		1,504,996	1,504,996	1,504,996	1,425,153	1,425,153	1,425,153
-	382,384	167,850	9950	Transfer to Capital		161,968	161,968	161,968	467,239	467,239	467,239
-	-	-	9990	Contingency		-	-	-	-	-	-
23,245,414	23,188,199	20,507,894		Total Expenditures / other uses		19,835,475	21,788,581	21,682,463	21,697,882	22,422,959	22,422,959

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
<b>RESERVE BALANCES</b>												
-	513,114	0		44960	Transfer from Reserves		911,985	2,056,439	1,608,399	377,443	939,176	939,176
-	597,039	0		45600	Reserves		0	721,362	721,362	0	0	0
-	28,000	0		45601	Cable - Prior Year Reserves		0	0	0	0	0	0
-	1,138,153	0			<i>Total Reserves</i>		911,985	2,777,801	2,329,761	377,443	939,176	939,176
<b>GENERAL PROPERTY TAXES</b>												
1,350,588	1,585,000	1,595,638		40010	Real Estate - Current		1,600,000	1,600,000	1,647,842	1,650,000	1,650,000	1,650,000
15,427	18,000	20,155		40020	Special Tax District - Southridge		14,108	14,108	11,447	11,500	11,500	11,500
5,522	5,000	6,019		40030	Special Tax District - Lafayette Ridge		4,735	4,735	4,399	4,400	4,400	4,400
4,646	3,000	3,875		40040	Special Tax District - Willow Shade		4,069	4,069	3,085	3,100	3,100	3,100
17,554	10,000	5,465		40090	Real Estate - Delinquent		0	0	0	0	0	0
38,849	38,000	38,099		40120	Public Service - Real Estate		38,000	38,000	36,529	37,000	37,000	37,000
1,139	800	0		40130	Public Service - Personal Property		0	0	0	0	0	0
1,626,913	1,205,000	1,690,868		40240	Personal Property - Current		1,600,000	1,600,000	2,083,257	1,950,000	1,950,000	1,950,000
128,490	75,000	142,043		40290	Personal Property - Delinquent		0	0	0	0	0	0
64	150	149		40250	Mobile Homes		150	150	150	150	150	150
236,094	230,000	229,651		40260	Machinery & Tools		230,000	230,000	215,617	200,000	200,000	200,000
116	0	17		40295	PPT TACS Collection fee		0	0	0	0	0	0
46,351	30,000	53,354		40298	Penalties - All Taxes		30,000	30,000	30,000	45,000	45,000	45,000
31,875	30,000	30,924		40299	Interest - All Taxes		30,000	30,000	30,000	30,000	30,000	30,000
3,503,628	3,229,950	3,816,257			<i>Sub-total-General Property Taxes</i>		3,551,062	3,551,062	4,062,326	3,931,150	3,931,150	3,931,150
<b>LOCAL TAXES</b>												
1,623,384	1,625,000	1,847,634		41110	Local Sales and Use Tax		1,625,000	1,625,000	1,900,000	2,000,000	2,000,000	2,000,000
44,233	45,000	32,777		40520	BPOL - Contracting		35,000	35,000	35,000	35,000	35,000	35,000
140	0	40		40521	BPOL - Peddler/Solicitor		0	0	0	0	0	0
2,535	7,500	835		40522	BPOL - Miscellaneous / Other		3,000	3,000	3,000	3,000	3,000	3,000
200	0	400		40523	BPOL - Itinerant/Merchant		0	0	0	0	0	0
181,648	180,000	192,344		40524	BPOL - Professional		180,000	180,000	180,000	180,000	180,000	180,000
3,200	2,000	3,800		40525	BPOL - Street Vendor		2,000	2,000	2,000	2,000	2,000	2,000
173,921	100,000	154,050		40526	BPOL - Repair & Personal Bus		135,000	135,000	135,000	135,000	135,000	135,000
534,834	260,000	562,705		40528	BPOL - Retail		525,000	525,000	525,000	525,000	525,000	525,000
26,074	20,000	16,811		40530	BPOL - Utilities		20,000	20,000	20,000	20,000	20,000	20,000
49,788	45,000	50,320		40532	BPOL - Wholesale		45,000	45,000	45,000	45,000	45,000	45,000
11,865	0	9,604		40599	BPOL - Penalties		0	0	1,500	1,500	1,500	1,500
-	0	0		40598	BPOL - Interest		0	0	0	0	0	0
30,997	3,000	3,713		41141	Admissions Tax		20,000	20,000	20,000	20,000	20,000	20,000
402,494	400,000	494,982		41145	Bank Stock Tax		400,000	400,000	400,000	450,000	450,000	450,000
225,899	225,000	220,301		41550	Cigarette Tax		225,000	225,000	225,000	200,000	200,000	200,000
62,461	60,000	63,429		41553	Consumption Tax		60,000	60,000	60,000	60,000	60,000	60,000
213	0	192		41198	Penalties - Local Tax		0	0	0	0	0	0
21,858	0	16,788		41199	Interest - Local Tax		20,000	20,000	20,000	12,000	12,000	12,000



**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21				FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
									REQUEST	PROPOSED	ADOPTED
101,020	90,000	92,127		46158	Telecommunications Sales & Use Tax	80,000	80,000	80,000	80,000	80,000	80,000
358,721	320,000	368,494		41160	Hotel & Motel Room Tax	370,000	370,000	370,000	525,000	525,000	525,000
4,156,443	3,750,000	4,577,520		41165	Meals Tax	4,000,000	4,000,000	4,500,000	5,100,000	5,100,000	5,100,000
-	0	46,512		46290	Gaming Tax	0	0	0	0	0	0
8,011,927	7,132,500	8,755,379			<i>Sub-total-Local Taxes</i>	7,745,000	7,745,000	8,521,500	9,393,500	9,393,500	9,393,500
					<b>PERMITS, FEES, LICENSES</b>						
-	0	0		41200	Land Use Application Fee	0	0	0	0	0	0
28,925	35,000	30,025		41201	Application Fee	35,000	35,000	35,000	35,000	35,000	35,000
-	0	0		41202	Administration Fees	0	0	0	0	0	0
8,095	10,000	14,710		41208	Boating Permits	7,500	7,500	7,500	8,000	8,000	8,000
62,500	50,000	54,400		41213	Burial Permits	50,000	50,000	50,000	50,000	50,000	50,000
3,650	3,000	4,100		41216	Cemetery Stone Permits	3,000	3,000	3,000	3,000	3,000	3,000
66,211	66,500	69,622		41220	Collection Fees	70,000	70,000	70,000	50,000	50,000	50,000
13,635	10,000	19,260		41230	Fishing Permits	7,500	7,500	7,500	13,000	13,000	13,000
2,334	3,750	11,346		41271	Pavilion Reservation Fees	10,000	10,000	10,000	3,000	3,000	3,000
5,915	5,000	4,676		41273	Property Violations	5,000	5,000	6,000	6,000	6,000	6,000
-	1,000	0		41274	Maintenance Code Violations	0	0	0	0	0	0
-	0	0		41275	Boat Dock Permits	0	0	0	0	0	0
2,437	1,000	718		41280	Sign Permits	1,000	1,000	1,000	1,000	1,000	1,000
37,076	85,000	107,624		46288	Telecommunications Agreement	60,000	60,000	60,000	60,000	60,000	60,000
98,209	100,000	86,692		41289	Right-of-Way Use Fee	80,000	80,000	80,000	80,000	80,000	80,000
5,500	2,000	1,656		41290	Excavation Permits	2,000	2,000	2,000	2,000	2,000	2,000
-	0	2,174		43320	Delinquent Fees	0	0	0	0	0	0
-	0	0		43330	Disconnect Fees	0	0	0	0	0	0
-	0	(3,919)		43370	Penalties	0	0	0	0	0	0
40,439	30,000	100,769		41297	Zoning Fees	30,000	30,000	40,000	40,000	40,000	40,000
374,926	402,250	503,853			<i>Sub-total-Permits, Fees, Licenses</i>	361,000	361,000	372,000	351,000	351,000	351,000
					<b>FINES AND FORFEITURES</b>						
375	500	416		41300	FOIA Request Fees	500	500	500	500	500	500
65,544	66,500	45,013		44310	Court Fines	35,000	35,000	50,000	75,000	75,000	75,000
8,474	10,000	2,282		44320	Drug Enforcement Program - State	10,000	10,000	10,000	15,000	15,000	15,000
-	0	0		44321	Drug Enforcement Program - Federal	0	0	0	0	0	0
9,662	15,000	5,823		44325	E-Ticketing	7,500	7,500	7,500	7,500	7,500	7,500
23,545	15,000	17,188		47340	Parking fines	15,000	15,000	15,000	15,000	15,000	15,000
107,599	107,000	70,722			<i>Sub-total-Fines</i>	68,000	68,000	83,000	113,000	113,000	113,000
					<b>REVENUE FROM USE OF MONEY</b>						
110,607	60,000	59,542		42360	Interest Income	60,000	60,000	60,000	40,000	40,000	40,000
196,072	80,000	165,878		42362	Interest on Investments	80,000	80,000	80,000	160,000	160,000	160,000
17,071	0	(895)		42370	Realized Gain/Loss-Investment	0	0	0	0	0	0
127,063	0	(110,726)		42375	Unrealized Gain/Loss-Inves	0	0	0	0	0	0
(221)	0	0		41366	Convenience Fee	0	0	0	0	0	0
233,300	220,100	231,971		45380	Rental Income - Property	185,250	185,250	185,250	174,850	174,850	174,850



**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
683,892	360,100	345,771				Sub-total-Use of Money	325,250	325,250	325,250	374,850	374,850	374,850
								</				

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

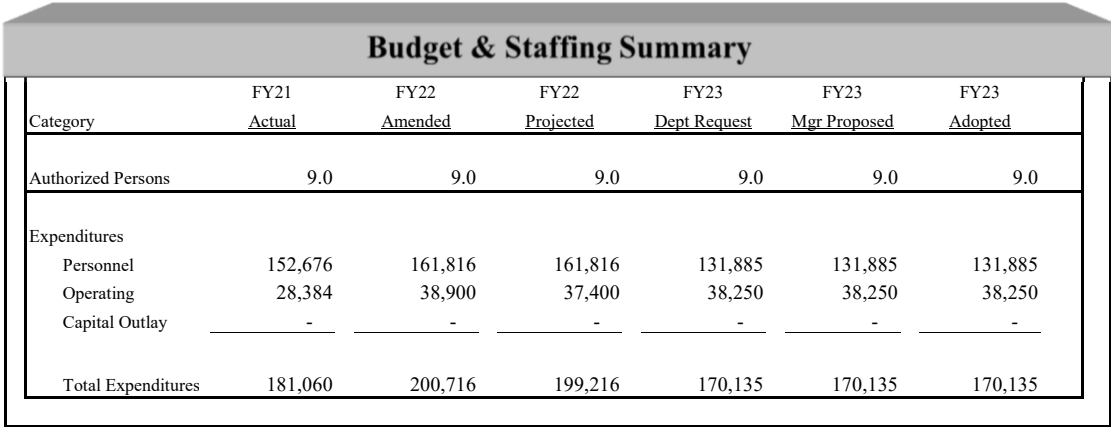
FY20	FY21	FY21				FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
									REQUEST	PROPOSED	ADOPTED
31,000	31,000	31,000		44618	Motor Pool - Wastewater	31,000	31,000	31,000	31,000	31,000	31,000
7,500	7,500	7,500		44620	Mowing, mulching, trimming - Electric	7,500	7,500	7,500	7,500	7,500	7,500
6,000	6,000	6,000		44624	Mowing, mulching, trimming - Water	6,000	6,000	6,000	6,000	6,000	6,000
15,000	15,000	15,000		44628	Mowing, mulching, trimming - Wastewater	15,000	15,000	15,000	15,000	15,000	15,000
117,986	129,084	111,756		46666	Cable - Contributions - County	117,732	117,732	117,732	128,122	133,946	133,946
968,780	1,006,713	1,006,713		44680	Utility Services - Electric	1,290,935	1,290,935	1,290,935	1,383,223	1,458,538	1,458,538
841,898	880,324	880,324		44684	Utility Services - Water	781,054	781,054	781,054	838,902	880,004	880,004
706,341	745,868	745,868		44688	Utility Services - Wastewater	781,054	781,054	781,054	838,902	880,004	880,004
2,755,505	2,882,489	2,865,161			<i>Sub-total-Recovered Costs</i>	3,091,275	3,091,275	3,091,275	3,309,649	3,472,992	3,472,992
					<b>NON-CATEGORICAL AID</b>						
10,122	5,500	4,459		42137	Railroad Rolling Stock Tax	5,000	5,000	5,000	4,000	4,000	4,000
10,122	5,500	4,459			<i>Sub-total-Non-Categorical Aid</i>	5,000	5,000	5,000	4,000	4,000	4,000
					<b>CATEGORICAL AID</b>						
59,655	60,850	62,421		42055	Fire Services Allocation	63,000	63,000	66,294	70,000	70,000	70,000
-	47,000	47,000		42057	Culpeper Competes Funding	0	0	0	0	0	0
1,500	20,000	10,000		42058	Tourism Grant	70,000	90,000	90,000	99,500	99,500	99,500
4,052	4,200	4,654		42060	Litter Control Grant	4,500	4,500	6,677	4,500	4,500	4,500
10	0	0		42062	Misc. Grants	0	0	0	0	0	0
-	3,258,604	3,258,604		42065	CARES Act Funding	0	0	0	0	0	0
-	850,000	342,439		42066	CDBG Grant Proceeds	0	318,000	318,000	0	0	0
-	72,511	70,626		42067	CARES Act Municipal UT Rel	0	0	0	0	0	0
-	0	11,670		42068	ARPA Grant Proceeds	0	0	0	0	0	0
4,500	4,500	4,500		42165	Parks & Recreation - VA Comm of the Arts	4,500	4,500	4,500	0	0	0
-	0	55,111		42059	Federal-Emergency-Disaster Relief	0	0	0	0	0	0
293,144	293,144	293,144		42175	Police Law Enforcement Assistance	293,144	293,144	293,144	293,144	293,144	293,144
34,757	65,000	103,678		42176	Police Grants - Traffic Enforcement, etc.	15,000	15,000	15,000	15,000	15,000	15,000
16,869	7,500	18,991		41785	Rental Tax	15,000	15,000	15,000	15,000	15,000	15,000
2,030,271	2,050,000	2,072,718		42190	Street and Highway Maintenance	2,100,000	2,100,000	2,100,000	2,110,000	2,110,000	2,110,000
224,104	224,000	224,104		42195	State PPTRA Reimbursement	224,000	224,000	224,000	224,104	224,104	224,104
2,668,861	6,957,309	6,579,660			<i>Sub-total-Categorical Aid</i>	2,789,144	3,127,144	3,132,615	2,831,248	2,831,248	2,831,248
					<b>FUND TRANSFERS</b>						
-	0	0		44971	Transfer In - Capital Fund	0	0	0	0	0	0
393,772	405,075	405,075		44961	Transfer from Electric Fund - PILOT	404,625	404,625	404,625	415,180	415,180	415,180
120,863	111,743	111,743		44962	Transfer from Water Fund - PILOT	122,612	122,612	122,612	128,142	128,142	128,142

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

										<b>FY23</b>	<b>FY23</b>	<b>FY23</b>
<b>FY20</b>	<b>FY21</b>	<b>FY21</b>					<b>FY22</b>	<b>FY22</b>	<b>PROJECTED</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY22</b>	<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>
149,910	156,030	156,030		44963	Transfer from Wastewater Fund - PILOT		145,922	145,922	145,922	152,221	152,221	152,221
664,545	672,848	672,848			<i>Sub-total Fund Transfers</i>		673,159	673,159	673,159	695,543	695,543	695,543
19,192,122	23,188,199	24,108,868			<b>TOTAL REVENUES / OTHER SOURCES</b>		19,835,475	22,039,291	22,922,986	21,697,882	22,422,959	22,422,959

**Mission:**  
The Town Council, as the governing body for the Town of Culpeper, sets policies and establishes ordinances for the general safety, health and welfare of its citizens. Through its collective judgement, it provides a budget ensuring current and future services are provided in a sound and financially responsible manner.

**Budget and Staff Resources:**



<b>Major Highlights for FY23</b>	Total budget increase	\$	(30,581)
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\$ (30,581)

-The proposed budget decrease is due primarily to a reduction in Health Insurance.

**In FY23 the Town Council will:**

- Provide an open forum for public input;
- Secure the financial position of the Town by seeking new and inventive ways to induce economic development and revitalize commercial and industrial areas;
- Conduct planning retreats to establish goals for the future;
- Provide orientation for new council members and work toward effective relationships;
- Monitor performance of appointed staff to ensure policies and procedures are effectively carried out;
- Communicate effectively with advisory boards and commissions to establish and implement Town Policies; and
- Work together effectively to conduct the Town's business with a commitment to common goals.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

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To seek, promote and support a high quality of life for the citizens through the development and contribution of all employees to the maximum of their potential. Under the direction and leadership of the Town Manager, the Town employees will provide quality and innovative service which results in the highest achievable levels of customer satisfaction and recognition of excellence.

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**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20 ACTUAL	FY21 AMENDED	FY21 ACTUAL				FY22 ADOPTED	FY22 AMENDED	PROJECTED FY22	FY23 DEPT REQUEST	FY23 MGR PROPOSED	FY23 COUNCIL ADOPTED
80,246	80,624	81,644		50010	Salaries	84,333	84,333	84,333	89,425	96,579	96,579
					<i>Town Manager salary split 50% GF and 50% EF</i>						
-	0	0		50020	Salaries - Overtime	0	0	0	0	0	0
-	0	0		50030	Salaries - Part-Time	0	0	0	0	0	0
4,432	4,526	4,658		50110	Social Security Tax	4,612	4,612	4,612	4,736	4,724	4,724
1,283	1,429	1,378		50120	Medicare Tax	1,483	1,483	1,483	1,557	1,660	1,660
9,801	10,110	10,268		50130	Health Insurance	10,832	10,832	10,832	10,386	10,358	10,358
8,543	9,980	9,616		50140	VRS Retirement	10,395	10,395	10,395	11,613	12,460	12,460
1,107	1,196	1,154		50145	VRS Group Life Insurance	1,247	1,247	1,247	1,315	1,411	1,411
-	0	0		50150	VRS Disability Insurance	0	0	0	0	0	0
52	55	48		50160	Worker's Comp. Insurance	56	56	56	58	58	58
2,400	7,800	7,200		50166	Auto Allowance	7,800	7,800	7,800	7,800	7,800	7,800
10,000	10,000	10,000		50167	Deferred Compensation	10,000	10,000	10,000	10,000	10,000	10,000
-	0	0		50169	Hazard Pay	0	0	0	0	0	0
					<b>SERVICES - PURCHASED, SHARED, INTERNAL</b>						
-	0	0		53250	Maintenance Service Contract	0	0	0	0	0	0
184	100	0		52400	Printing and Binding	100	100	0	100	100	100
335	0	0		52410	Advertising	0	0	0	0	0	0
					<b>OTHER CHARGES</b>						
63	0	2		52710	Postal Services	0	0	0	0	0	0
-	0	0		52720	Telecommunications	0	0	0	0	0	0
-	0	0		52725	Lease - Postage Meter System	0	0	0	0	0	0
1,614	500	794		51920	Education & Training	2,500	2,500	2,000	2,000	2,000	2,000
930	0	0		52010	Lodging	1,500	1,500	1,500	1,500	1,500	1,500
380	0	0		52015	Meals	400	400	400	400	400	400
235	0	0		52018	Travel	300	300	750	750	750	750
					<b>MISCELLANEOUS</b>						
2,712	2,500	2,011		52210	Dues & Assoc. Memberships	2,500	2,500	2,500	2,500	2,500	2,500
255	0	0		56299	Miscellaneous	0	0	0	0	0	0
-	0	0		56500	Pandemic Expenses	0	0	0	0	0	0
-	252	0		58999	Year End Budget Transfers	0	0	0	0	0	0
					<b>MATERIALS AND SUPPLIES</b>						
546	500	516		52510	Office Supplies	500	500	150	500	500	500
523	0	0		53550	Vehicle Fuels	0	0	0	0	0	0
-	0	0		53560	Vehicle & Equipment Supplies	0	0	0	0	0	0
233	0	285		52580	Books, Subscriptions & Education	0	0	0	0	0	0
					<b>CAPITAL OUTLAYS</b>						
-	0	0		77900	Leased Equipment	0	0	0	0	0	0



**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

										<b>FY23</b>	<b>FY23</b>	<b>FY23</b>
<b>FY20</b>	<b>FY21</b>	<b>FY21</b>					<b>FY22</b>	<b>FY22</b>	<b>PROJECTED</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY22</b>	<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>
125,873	129,572	129,572					138,558	138,558	138,058	144,640	152,800	152,800
<b>TOWN MANAGER TOTAL</b>												

← **TOWN CLERK (100)** →

The Mission of the Town Clerk's Office is to record and archive official records of the Mayor, Town Council, and Town Manager. The Clerk's Office serves as the information center on functions of various tax programs and the Fairview Cemetery. We are dedicated to providing the highest degree of customer service to the Town Council and citizens by ensuring the daily operations of Town government meet or exceed all requirements of the Town Code and applicable state statutes.

Fiscal Year	Budget Amount (\$)
FY17	280,000
FY18	275,000
FY19	305,000
FY20	315,000
FY21	325,000
FY22	335,000
FY23	355,000

Budget & Staffing Summary						
Category	FY21 Actual	FY22 Amended	FY22 Projected	FY23 Dept Request	FY23 Mgr Proposed	FY23 Adopted
Authorized Persons	2.0	3.0	3.0	3.0	3.0	3.0
Expenditures						
Personnel	303,997	313,370	313,370	326,334	338,266	338,266
Operating	20,349	22,550	15,650	23,700	23,700	23,700
Capital Outlay	-	-	-	-	-	-
Total Expenditures:	324,346	335,920	329,020	350,034	361,966	361,966

Total budget increase	\$	26,046
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- In FY23 the Town Clerk will:**

- Transition to an automated content management system for records.
- Ensure regulatory compliance for open government and transparency.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

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**QUESTION**

To provide quality services and excellent support to assist the Town Government in achieving its strategic goals; recruit, select, and retain quality employees; and administer a comprehensive Human Resources program consistent with Federal, State, and local statutes, meeting the needs of the employer, current/potential employees, and the citizens of the Town of Culpeper.

Fiscal Year	Budget Amount
FY17	\$280,000
FY18	\$290,000
FY19	\$295,000
FY20	\$300,000
FY21	\$315,000
FY22	\$340,000
FY23	\$390,000

Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	2.0	2.0	2.0	2.0	2.0	2.0
Expenditures						
Personnel	241,473	252,930	253,080	274,586	294,784	294,784
Operating	75,268	83,750	83,600	93,750	93,750	93,750
Capital Outlay	-	-	-	-	-	-
Total Expenditures	316,741	336,680	336,680	368,336	388,534	388,534

Total budget increase	\$	51,854
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- In FY23 the Human Resources Department will:**

- Continue to support all Town departments by providing services in the following key human resources functional areas: employee recruitment, selection, and retention; classification and compensation; administration of benefits and leave; employee relations; policy development and administration; and training.
- Utilize technology to streamline systems and increase efficiency of HR services and improve communication of information to employees.
- Support talent development of our employees through professional development and training opportunities.
- Continue to implement and meet all requirements the Affordable Care Act, based on legislation.
- Develop a proactive approach to maintaining low health insurance costs by promoting wellness in our employee community.
- Align Human Resources as a strategic partner with internal customers.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

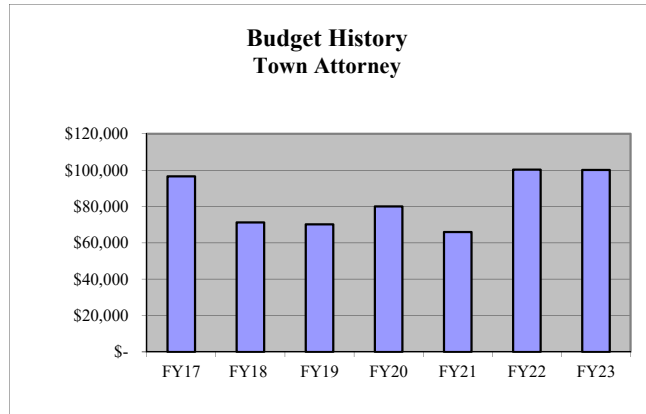
										<b>FY23</b>	<b>FY23</b>	<b>FY23</b>
<b>FY20</b>	<b>FY21</b>	<b>FY21</b>					<b>FY22</b>	<b>FY22</b>	<b>PROJECTED</b>	<b>FY23</b>	<b>FY23</b>	<b>FY23</b>
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY22</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>
										<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>
					<i>Labor Law Posters, HR Reference Materials</i>							
11,835	7,000	2,109		51585	Employee Recognition/Safety Incentive Awards		10,000	10,000	11,000	15,000	15,000	15,000
-	0	0		53560	Vehicle & Equipment Supplies		0	0	0	0	0	0
					<b>CAPITAL OUTLAYS</b>							
-	0	0		77900	Leased Equipment		0	0	0	0	0	0
301,995	316,742	316,741			<b>HUMAN RESOURCES TOTAL</b>		336,680	336,680	336,680	368,336	388,534	388,534

## TOWN ATTORNEY (1204)

### Mission:

The mission of the Office of the Town Attorney is to protect the legal interests of the Town of Culpeper, Town Council, and staff to the fullest extent afforded by law in an effective and efficient manner.

### Budget and Staff Resources:



Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	-	-	-	-	-	-
Operating	66,012	100,260	100,050	100,050	100,050	100,050
Capital Outlay	-	-	-	-	-	-
Total Expenditures	66,012	100,260	100,050	100,050	100,050	100,050

### Major Highlights for FY23

Total budget increase                      \$                      (210)

- The proposed budget decrease due to reduction in anticipated legal services, offset by an increase in hourly rates.

### In FY23 the Town Attorney will:

- Continue to serve as the legal advisor to the Town Council, Town Manager, and all departments and enterprises of the Town.
- Review and participate in issues affecting the Town as directed by Council.
- Research, train and update Town Council and employees on FOIA/COIA laws.
- Continue to review all contracts, agreements, franchise agreements, ordinances, resolutions , and other legal documents as required.
- Represent the Town and its officers and departments in court.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

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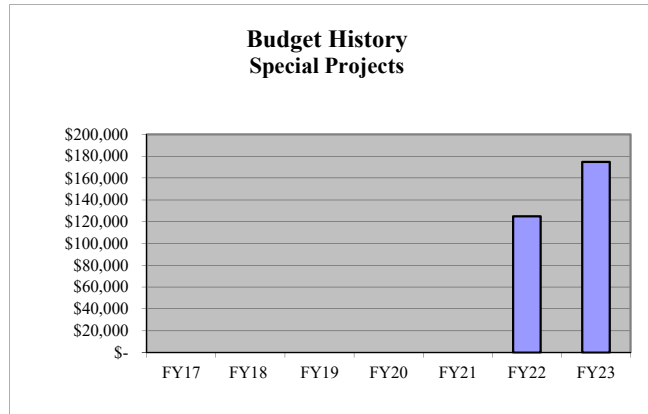


## SPECIAL PROJECTS (1205)

### Mission:

The mission of the special projects department is to lead and oversee a variety of General and Enterprise Fund projects planned in response to the economic impact of COVID-19 and made possible by American Rescue Plan Act (ARPA) funding.

### Budget and Staff Resources:



Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	-	1.0	1.0	1.0	1.0	-
Expenditures						
Personnel	-	125,000	125,000	164,965	174,689	174,689
Operating	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Expenditures	-	125,000	125,000	164,965	174,689	174,689

### Major Highlights for FY23

Total budget increase                      \$                      49,689

- The proposed budget increase is primarily due to projected increases in personnel. (FY22 was only a partial year)

### In FY23 the Special Projects will:

- To lead and oversee a variety of General and Enterprise Fund projects planned in response to the economic impact of COVID-19 and made possible by American Rescue Plan Act (ARPA)
- Focus on leading construction and inspection activities involving Town and contractor staff to complete a variety of projects.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

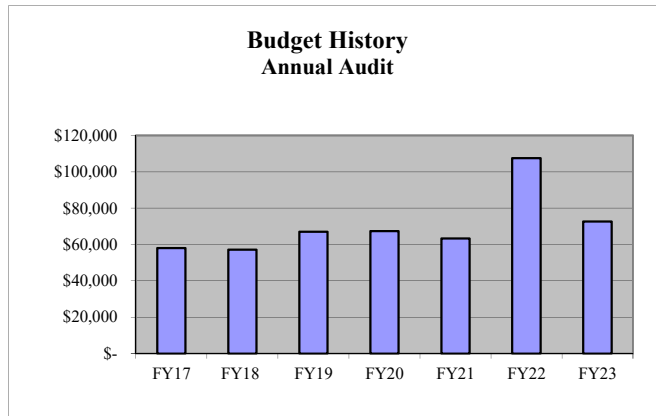
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## ANNUAL AUDIT (1208)

### Mission:

The Finance/Treasurer's Department is committed to achieving a high standard of service while managing the Town's finances in accordance with established accounting standards and Town policies. Responsibilities include the administration of Town revenues and expenses in an efficient and equitable manner, accurate financial reporting, and promoting integrity and confidence in all interactions with the public.

### Budget and Staff Resources:



Budget & Staffing Summary						
Category	FY21 Actual	FY22 Amended	FY22 Projected	FY23 Dept Request	FY23 Mgr Proposed	FY23 Adopted
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	-	-	-	-	-	-
Operating	63,300	107,500	107,500	72,600	72,600	72,600
Capital Outlay	-	-	-	-	-	-
Total Expenditures	63,300	107,500	107,500	72,600	72,600	72,600

### Major Highlights for FY23

Total budget increase                      \$                      (34,900)

- The proposed budget decrease is due to a decrease in contractual services.

### In FY23 the Annual Audit will:

- Timely and accurately report the financial status of the Town.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
65,400	57,500	55,400		51312	Audit & Accounting Services		59,000	59,000	59,000	60,100	60,100	60,100
2,000	20,900	7,900		51315	Contractual Services		18,500	48,500	48,500	12,500	12,500	12,500
					<i>Every other year requirement for detailed OPEB valuation</i>	2,500						
					<i>Potential contractor or additional charge by auditors for GASB 87 lease accounting assistance</i>	10,000						
-	15,000	0		58999	Year End Budget Transfers		0	0	0	0	0	0
67,400	93,400	63,300			<b>ANNUAL AUDIT TOTAL</b>		77,500	107,500	107,500	72,600	72,600	72,600

**Mission:**

The Finance/Treasurer’s Department is committed to achieving a high standard of service while managing the Town’s finances in accordance with established accounting standards and Town policies. Responsibilities include the administration of Town revenues and expenses in an efficient and equitable manner, accurate financial reporting, and promoting integrity and confidence in all interactions with the public.

Fiscal Year	Budget (\$)
FY17	1,200,000
FY18	1,250,000
FY19	1,400,000
FY20	1,450,000
FY21	1,350,000
FY22	1,500,000
FY23	1,680,000

## Major Highlights for FY23

- The proposed budget increase is primarily due to projected increases in personnel.
- The proposed budget increase is partially due to an increase in contractual services for customer service web improvements (\$20K in Mgr. Opt. 2 Only).
- The proposed budget increase is partially due to an increase in printing, binding and postage (\$14K).

- Improve the tax and utility account collection to increase revenue.
- Implement lean processes and financial transparency.
- Review, develop and/or automate at least key business processes to continue addressing internal controls and increasing efficiency and effectiveness.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

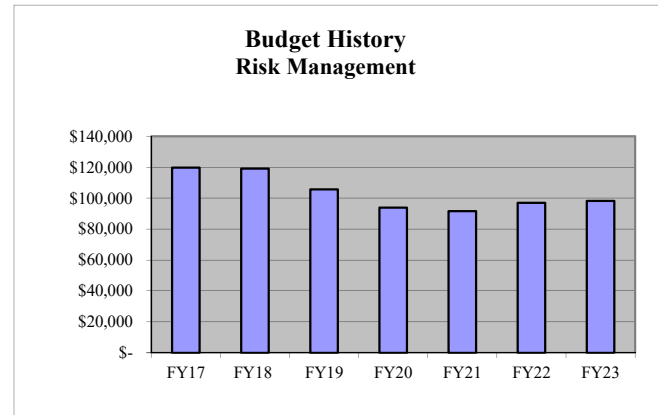
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## RISK MANAGEMENT (1219)

### Mission:

To coordinate all risk management services for the Town, including managing the Town's liability, property, and automotive insurances, workers' compensation, and employee safety programs.

### Budget and Staff Resources:



Budget & Staffing Summary						
Category	FY21 Actual	FY22 Amended	FY22 Projected	FY23 Dept Request	FY23 Mgr Proposed	FY23 Adopted
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	-	-	-	-	-	-
Operating	91,618	97,047	92,378	98,200	98,200	98,200
Capital Outlay	-	-	-	-	-	-
Total Expenditures	91,618	97,047	92,378	98,200	98,200	98,200

### Major Highlights for FY23

Total budget increase                      \$                      1,153

- The proposed budget increase is primarily due to an increase in Line of Duty insurance partially offset by a reduction in Fire/Property Insurance.

#### In FY23 Risk Management, administered by the Human Resources Department will:

- Manage and administer the Town's occupational safety and health, environmental and insurance programs and claims management activities.
- Work with all departments to continue to provide and improve targeted safety training programs.
- Work to reduce the overall rate of preventable auto accidents and Occupational Safety and Health Administration (OSHA) reportable workplace injuries/illnesses.
- Work to improve the claims management process to ensure timely submission of claims.
- Work to collect and track data so that corrective measures can be implemented to address trends and reduce liability.



**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

[illegible]

To provide innovative, contemporary and accessible technology in computing, media and telephone services to enable Town staff to effectively meet their goals. To accomplish this mission, Information Technology works collaboratively with Town Departments to provide technological leadership and support in a timely, cost efficient manner.

Fiscal Year	Budget Amount
FY17	\$1,150,000
FY18	\$1,150,000
FY19	\$1,350,000
FY20	\$1,550,000
FY21	\$1,550,000
FY22	\$1,950,000
FY23	\$2,050,000

Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	7.0	5.7	5.7	7.5	7.5	7.5
Expenditures						
Personnel	676,824	832,504	832,504	903,413	963,134	963,134
Operating	768,224	924,718	955,618	989,894	989,894	989,894
Capital Outlay	<u>129,472</u>	<u>194,830</u>	<u>194,830</u>	<u>102,005</u>	<u>84,400</u>	<u>84,400</u>
Total Expenditures	1,574,520	1,952,052	1,982,952	1,995,311	2,037,427	2,037,427

Total budget increase	\$	85,375
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- In FY23 the Information Technology Department will:**
- Provide essential technical resources to Departments to meet the current and planned business functions;
  - Provide network security to protect the electronic records of the Town, and;
  - Maintain the Town website and other customer facing electronic platforms.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
					Dept 1220 INFORMATION TECH ADMINIST							
					PERSONNEL - WAGES & BENEFITS							
575,129	448,963	461,842		50010	Salaries		475,600	573,483	573,483	633,101	680,430	680,430
-	0	0		50020	Salaries - Overtime		0	0	0	0	0	0
36,586	38,229	36,770		50030	Salaries - Part-time		39,224	39,224	39,224	39,902	42,858	42,858
35,848	28,299	29,071		50110	Social Security Tax		29,757	35,825	35,825	39,900	43,018	43,018
8,384	6,620	6,799		50120	Medicare Tax		6,961	8,379	8,379	9,335	10,064	10,064
74,903	75,846	81,295		50130	Health Insurance		86,664	105,162	105,162	103,416	103,416	103,416
51,017	50,152	51,207		50140	VRS Retirement		53,127	59,941	59,941	66,381	71,327	71,327
6,611	6,019	6,143		50145	VRS Group Life Insurance		6,376	7,194	7,194	7,521	8,082	8,082
734	471	458		50150	VRS Disability Insurance		492	492	492	968	1,050	1,050
1,733	1,833	360		50160	Worker's Comp. Insurance		1,928	2,804	2,804	2,889	2,889	2,889
318	0	2,879		50169	Hazard Pay		0	0	0	0	0	0
					SERVICES - PURCHASED, SHARED, INTERNAL							
33,249	24,000	36,882		51314	Consulting Services		44,000	44,000	75,000	47,000	47,000	47,000
					GIS CAD Conversion	3000						
					Technical Support	9,000						
					Equipment (Nutanix & Meraki)	5,000						
					Security	30,000						
20	0	0		53240	R&M - Equipment		0	0	0	0	0	0
407,992	490,294	466,554		53250	Maintenance Service Contract		548,592	559,492	559,492	625,356	625,356	625,356
					Clerk-BoardDocs	10,200						
					CPD-Department Copiers	14,000						
					CPD-Finger Print Machine	5,258						
					CPD-Forensic Software	20,800						
					CPD-Parking Software Solution	6,000						
					CPD-Policy Management	3,800						
					CPD-RMS/CAD (Legacy & New)	73,200						
					CPD-Security	1,800						
					CPD-VCIN	160						
					GIS - ArcGIS Enterprise	4,000						
					GIS - AutoCAD	1,425						
					GIS - GPS	1,275						
					GIS - Mapping	25,170						
					GIS - Plotter	5,000						
					GIS - Web Hosting	5,400						
					HR Copier	1,200						
					HR-Time Keeping Software	10,150						
					IT Copier	560						
					IT-Anti-Virus	10,200						
					IT-Backup	4,270						
					IT-Camera System	2,550						
					IT-Card Reader	5,500						
					IT-Cloud DR	106,188						

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20 ACTUAL	FY21 AMENDED	FY21 ACTUAL					FY22 ADOPTED	FY22 AMENDED	PROJECTED FY22	FY23 DEPT REQUEST	FY23 MGR PROPOSED	FY23 COUNCIL ADOPTED
					IT-End Users Remote Access	18,960						
					IT-ERP Solution	103,000						
					IT-Firewall	9,365						
					IT-Managed Security	64,365						
					IT-Network Monitoring Software	1,894						
					IT-Password Sec	385						
					IT-Print Security	3,159						
					IT-Remote Access Software	3,800						
					IT-Security System	1,500						
					IT-Service Desk & Patch Deployment	3,500						
					IT-SFTP Software	750						
					IT-Social Media Archiving	5,000						
					IT-Switches	1,065						
					IT-TOC Domain name	450						
					IT-Virtual Machines & Backups	6,000						
					IT-Virtual Meetings	1,020						
					IT-Website Hosting	6,920						
					IT-Website Monitoring	5,311						
					Manager copier	1,100						
					Planning copier	5,000						
					PW Copier	2,500						
					Tourism copier	2,000						
					Treasurer copier	2,100						
					TR-Tax historical data	6,690						
					IT-Nutanix	4,981						
					Aclara - Moved from Enterprise Funds	27,515						
					Recording Software	1,400						
					CIP Software	1,125						
					Network Monitoring	1,900						
					Adobe Pro	5,800						
					Miscellaneous	1,000						
				53251	IT Maint Serv Contract - PD						0	0
					<b>OTHER CHARGES</b>							
4	10	469		52710	Postal Services		200	200	200	200	200	200
231,274	285,626	251,063		52720	Telecommunications		299,926	299,926	299,926	291,138	291,138	291,138
					Long Distance	1,008						
					Mobile Communications	95,000						
					Internet, POTS, cable	12,912						
					Land and POTS lines	5,618						
					Fiber, Internet & VOIP	160,000						
					Mobile Device Management	8,100						
					Netmotion	8,500						
1,618	2,500	0		51920	Education And Training		2,500	2,500	2,500	5,000	5,000	5,000
					Conferences	5,000						
3,117	3,000	0		52010	Lodging		1,500	1,500	1,500	3,000	3,000	3,000

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
1,216	1,500	0		52015	Meals		1,000	1,000	1,000	1,500	1,500	1,500
1,454	1,700	475		52018	Travel		1,000	1,000	1,000	1,700	1,700	1,700
					<b>MISCELLANEOUS ITEMS</b>							
700	700	1,263		52210	Dues & Assoc. Memberships		700	700	700	700	700	700
192	0	16		56299	Miscellaneous		0	0	0	0	0	0
-	0	0		56500	Pandemic Expenses		0	0	0	0	0	0
-	0	0		58999	Year End Budget Transfers		0	0	0	0	0	0
					<b>MATERIALS AND SUPPLIES</b>							
756	1,000	809		52510	Office Supplies		1,000	1,000	1,000	1,000	1,000	1,000
230	300	41		53550	Vehicle Fuels		300	300	200	200	200	200
37	100	149		53560	Vehicle & Equipment Supplies		100	100	100	100	100	100
10,620	13,000	10,504		52660	Operating Supplies		13,000	13,000	13,000	13,000	13,000	13,000
-	0	0		53670	Small Tools		0	0	0	0	0	0
					<b>CAPITAL OUTLAYS</b>							
-	0	0		77200	Machinery & Equipment		0	0	0	0	0	0
79,600	128,500	129,194		77600	Computer Equipment		189,050	189,050	189,050	102,005	84,400	84,400
					<i>Workstation Lease</i>	41,000						
					<i>Security Cameras Upgrade</i>	34,950						
					<i>Security Access</i>	4,950						
					<i>Purchase leased copiers</i>	3,500						
4,834	5,710	278		77650	Computer Software		5,780	5,780	5,780	0	0	0
-	0	0		77900	Leased Equipment		0	0	0	0	0	0
1,568,172	1,614,372	1,574,520			<b>INFORMATION TECH ADMIN TOTAL</b>		1,808,777	1,952,052	1,982,952	1,995,311	2,037,427	2,037,427

The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.

Fiscal Year	Budget Amount
FY17	\$230,000
FY18	\$245,000
FY19	\$250,000
FY20	\$255,000
FY21	\$270,000
FY22	\$350,000
FY23	\$390,000

Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	3.0	4.0	4.0	4.0	4.0	4.0
Expenditures						
Personnel	259,668	334,797	334,797	351,925	376,327	376,327
Operating	13,074	14,200	17,650	15,050	15,050	15,050
Capital Outlay	-	-	-	-	-	-
Total Expenditures	272,742	348,997	352,447	366,975	391,377	391,377

Total budget increase	\$	42,380
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- The proposed budget increase is primarily due to projected increases in personnel.

- Providing cost-effective fleet management services for Town operations.
- Administering State inspections to ensure fleet safety.
- Supporting emergency response and recovery during inclement weather and utility events.
- Using technology to reduce fleet costs and improve serviceability and extend the life of Town assets.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
173,800	181,289	176,711		50010	Salaries		231,693	231,693	231,693	245,982	266,138	266,138
5	0	0		50020	Salaries - Overtime		0	0	0	0	0	0
10,138	10,564	10,543		50110	Social Security Tax		13,697	13,697	13,697	14,610	15,859	15,859
2,371	2,471	2,490		50120	Medicare Tax		3,204	3,204	3,204	3,419	3,710	3,710
37,685	38,259	39,881		50130	Health Insurance		53,298	53,298	53,298	51,192	51,192	51,192
17,437	20,253	19,593		50140	VRS Retirement		25,883	25,883	25,883	29,103	31,489	31,489
2,260	2,431	2,350		50145	VRS Group Life Insurance		3,107	3,107	3,107	3,298	3,568	3,568
272	297	269		50150	VRS Disability Insurance		281	281	281	578	628	628
3,334	3,528	2,943		50160	Worker's Comp. Insurance		3,634	3,634	3,634	3,743	3,743	3,743
649	0	4,887		50169	Hazard Pay		0	0	0	0	0	0
-	150	0		53245	R&M - Vehicle		150	150	150	150	150	150
3,765	3,500	4,619		53250	Maintenance Service Contract		3,500	3,500	3,500	3,500	3,500	3,500
					Invomax	1,200						
					Safety-Kleen Systems	500						
					Heritage-Crystal Clean	300						
					Crane 1 Services	1,500						
1,200	1,250	1,465		51451	Uniform Rentals		1,250	1,250	1,250	1,500	1,500	1,500
-	200	32		51920	Education and Training		200	200	0	200	200	200
-	0	0		52010	Lodging		0	0	0	0	0	0
-	0	0		52015	Meals		0	0	0	0	0	0
-	0	0		52018	Travel		0	0	0	0	0	0
-	0	0		56500	Pandemic Expenses		0	0	0	0	0	0
-	0	4		56299	Miscellaneous		0	0	0	0	0	0
97	100	0		52510	Office Supplies		100	100	50	100	100	100
728	1,000	706		53550	Vehicle Fuels		1,000	1,000	1,000	1,000	1,000	1,000
664	1,000	1,450		53560	Vehicle & Equipment Supplies		1,000	1,000	1,300	1,500	1,500	1,500
					Uniform Purchases and Wearing							
707	500	876		51570	Apparel		500	500	500	500	500	500
-	0	0		53555	Lube Oil		0	0	100	100	100	100
3,331	4,000	2,271		52660	Operating Supplies		4,000	4,000	2,000	4,000	4,000	4,000
562	2,500	1,652		53670	Small Tools		2,500	2,500	7,800	2,500	2,500	2,500
-	0	0		77200	Machinery & Equipment		0	0	0	0	0	0
				77500	Motor Vehicles							
-	0	0		77900	Leased Equipment		0	0	0	0	0	0
259,007	273,292	272,742			MOTOR POOL TOTAL		348,997	348,997	352,447	366,975	391,377	391,377





**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
3,173,875	3,449,315	3,335,982		50010	Salaries		3,452,834	3,452,834	3,452,834	3,568,606	3,875,647	3,875,647
186,504	190,000	236,354		50020	Salaries - Overtime		190,000	190,000	190,000	250,000	250,000	250,000
26,645	30,000	26,700		50030	Salaries - Part-Time		35,000	35,000	35,000	40,000	40,000	40,000
206,261	209,358	226,881		50110	Social Security Tax		208,275	208,275	208,275	213,886	232,230	232,230
48,345	48,987	53,099		50120	Medicare Tax		48,731	48,731	48,731	50,041	54,493	54,493
507,913	550,965	556,598		50130	Health Insurance		630,830	630,830	630,830	624,955	624,955	624,955
310,283	385,312	343,875		50140	VRS Retirement		379,200	379,200	379,200	415,115	450,897	450,897
40,204	46,246	41,276		50145	VRS Group Life Insurance		45,518	45,518	45,518	47,580	51,633	51,633
-	0	0		50150	VRS Disability Insurance		0	0	0	204	224	224
51,940	66,676	58,602		50160	Worker's Comp. Insurance		68,676	68,676	68,676	70,736	70,736	70,736
20,727	22,800	19,256		50165	Uniform Allowance		22,500	22,500	22,500	22,500	22,500	22,500
24,660	0	157,580		50169	Hazard Pay		0	0	0	0	0	0
67	5,000	0		50210	Health & Medical Services		5,000	5,000	5,000	5,000	5,000	5,000
717	600	9,603		51314	Consulting Services		600	600	600	600	600	600
					R&M - Equipment							
35,857	30,000	39,814		53245	R&M - Vehicle		35,000	35,000	35,000	35,000	35,000	35,000
(9,602)	124,000	96,704		53250	Maintenance Service Contract		125,828	125,828	125,828	147,391	147,391	147,391
					Axon-Interview Room	11,000						
					Axon-Body Cameras	75,000						
					Axon-In car cameras	35,000						
					Drones	4,300						
					Leads on Line	2,848						
					Biohazard Removal	2,745						
					Equifax	600						
					TransUnion	1,200						
					Document Destruction	780						
					Guardian Tracking	2,726						
					License Plate Reader x2	2,792						
					Crime Watch	4,213						
					Input Ace	2,990						
					Agency 360	1,197						
3,306	4,000	1,127		52400	Printing and Binding		4,000	4,000	4,000	4,000	4,000	4,000
266	500	436		52410	Advertising		500	500	500	500	500	500
9,627	12,500	9,789		51460	PD9 Task Force		10,000	10,000	6,991	10,000	10,000	10,000
28,520	29,140	29,140		51480	Shenn. Crim Justice		29,140	29,140	29,140	29,140	29,140	29,140
594	800	475		52710	Postal Services		800	800	800	800	800	800
94	150	172		52715	Messenger Services		150	150	150	150	150	150
7,053	9,000	0		51925	QRT / SCU		9,000	9,000	9,000	10,350	10,350	10,350
7,473	15,000	15,153		51920	Education And Training		10,000	10,000	10,000	20,000	20,000	20,000

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
					Increase requested to previous budget amount to support education and training needs							
13,246	9,000	9,180		52010	Lodging		14,000	14,000	14,000	14,000	14,000	14,000
9,753	16,000	15,250		52015	Meals		11,000	11,000	11,000	16,000	16,000	16,000
					Increase request to previous years budget amount							
727	3,000	1,278		52018	Travel		2,000	2,000	2,000	3,000	3,000	3,000
					Increase request to previous years budget amount							
10,335	10,335	10,335		56130	Contributions		10,335	10,335	10,335	11,032	11,032	11,032
					Crisis Intervention Team	7,664						
					Regional Housing & Homelessnes	3,368						
					MISCELLANEOUS ITEMS							
4,480	6,000	2,960		52210	Dues & Assoc. Memberships		5,000	5,000	5,000	5,000	5,000	5,000
2,500	5,000	0		51560	Informant Fees		5,000	5,000	5,000	5,000	5,000	5,000
25,591	65,000	64,768		56270	Grant-funded expenditures		15,000	15,000	15,000	15,000	15,000	15,000
4,708	5,000	5,693		56299	Miscellaneous		5,000	5,000	5,000	9,000	9,000	9,000
					Increase to support our community outreach programs							
32,290	0	6,538		56500	Pandemic Expenses		0	0	0	0	0	0
-	80,102	0		58999	Year End Budget Transfers		0	0	0	0	0	0
					MATERIALS AND SUPPLIES							
4,248	5,500	5,795		52510	Office Supplies		5,500	5,500	5,500	5,500	5,500	5,500
55,406	65,000	64,416		53550	Vehicle Fuels		65,000	65,000	65,000	74,750	74,750	74,750
					15% increase projection							
339	0	294		53555	Lube Oil		0	0	0	0	0	0
21,172	25,000	33,558		53560	Vehicle & Equipment Supplies		25,000	25,000	25,000	25,000	25,000	25,000
31,165	35,000	38,714		51570	Uniform Purchases and Wearing Apparel		35,000	35,000	35,000	40,250	40,250	40,250
					Increase requested due to anticipated 15% increase in uniform supplies							
-	0	0		52580	Books, Subscriptions & Education		0	0	0	0	0	0
-	0	2,720		52670	Peer Support/Narcotics K9		6,000	6,000	6,000	6,000	6,000	6,000
					New line item - moved from Operating Supplies							
31,677	39,000	35,953		52660	Operating Supplies		33,000	33,000	33,000	40,000	40,000	40,000

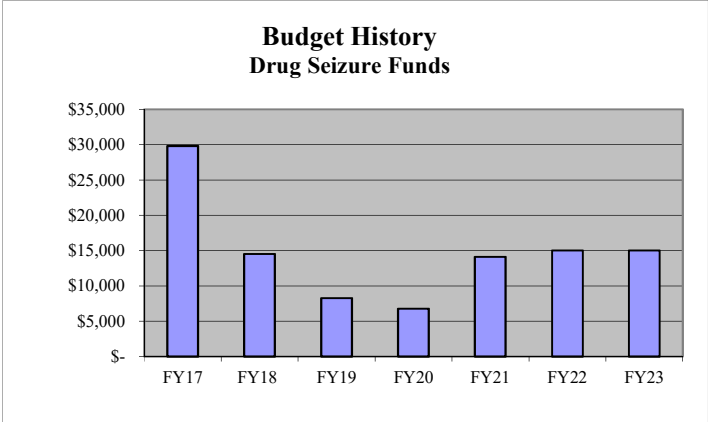
**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

[illegible]

←----- THE C-SYSTEMS ENGINE (CSE) -----→

<p><b>Mission:</b></p> <p>To expend funds passed through from the Commonwealth of Virginia from seized assets in the Town of Culpeper.</p>
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**Budget and Staff Resources:**



Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	-	-	-	-	-	-
Operating	14,088	15,000	15,000	15,000	15,000	15,000
Capital Outlay	-	-	-	-	-	-
Total Expenditures	14,088	15,000	15,000	15,000	15,000	15,000

### Major Highlights for FY23

- No budget increase proposed.

**In FY23 the PD Drug Fund, as administered by the Police Department will:**

- Budget will be adjusted throughout the year as funds are received.

- Budget will be adjusted throughout the year as funds are received.

Total budget increase	\$	-
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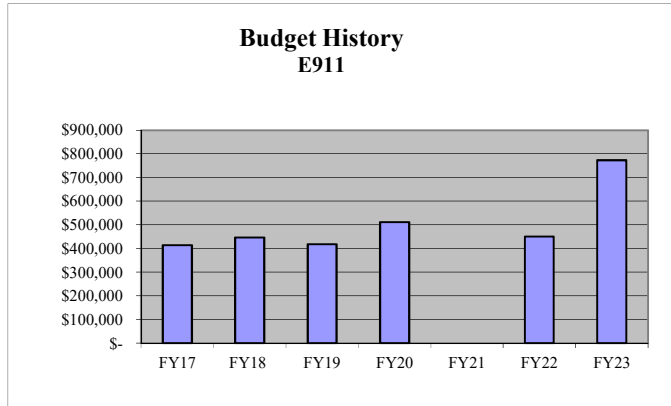
**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
-	0	0		52010	Lodging		0	0	0	0	0	0
-	0	0		52015	Meals		0	0	0	0	0	0
6,767	15,000	14,088		52660	Operating Supplies		15,000	15,000	15,000	15,000	15,000	15,000
6,767	15,000	14,088					15,000	15,000	15,000	15,000	15,000	15,000

← **27.11 (SAT)** →

<p><b>Mission</b></p> <p>To provide financial support for the E911 Joint Operations Center.</p>
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**Budget and Staff Resources:**



Budget & Staffing Summary						
	FY21	FY22	FY22	FY23	FY23	FY23
Category	<u>Actual</u>	<u>Amended</u>	<u>Projected</u>	<u>Dept Request</u>	<u>Mgr Proposed</u>	<u>Adopted</u>
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	-	-	-	-	-	-
Operating	-	449,619	449,619	773,448	785,486	785,486
E911 Reserves	-	-	-	-	-	-
Total Expenditures	-	449,619	449,619	773,448	785,486	785,486

<b>Major Highlights for FY23</b>	Total budget increase	\$	335,867
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Total budget increase	\$	335,867
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- The proposed budget increase is based on projections provided by Culpeper County.
- The proposed budget increase is partially due to an increase in salaries and benefits (\$85K).
- The proposed budget increase is partially due to an increase in Capital Outlay for the replacement CAD system (\$251K).

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

[illegible]

← FIRE DEPARTMENT (C102) →

To provide financial support to the volunteer fire organizations serving the Town of Culpeper.

### Budget History Fire Department

Fiscal Year	Budget
FY17	\$142,000
FY18	\$155,000
FY19	\$152,000
FY20	\$154,000
FY21	\$157,000
FY22	\$158,000
FY23	\$195,000

Budget & Staffing Summary						
	FY21	FY22	FY22	FY23	FY23	FY23
Category	<u>Actual</u>	<u>Amended</u>	<u>Projected</u>	<u>Dept Request</u>	<u>Mgr Proposed</u>	<u>Adopted</u>
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	-	-	-	-	-	-
Operating	157,421	158,000	161,294	195,000	195,000	195,000
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	157,421	158,000	161,294	195,000	195,000	195,000

Total budget increase	\$	37,000
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- The proposed budget includes an increase to reflect anticipated funds to be received from the State.
- The proposed budget includes a one-time increase of \$30,000 due to revenue impacts of the COVID-19 pandemic.



**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
154,655	155,850	157,421		56110	Contribution - Civic & Community		158,000	158,000	161,294	195,000	195,000	195,000
					<i>Town contributions</i>	95,000						
					<i>Town contribution - COVID Loss</i>	30,000						
					<i>Fire Services Allocation</i>	70,000						
					<b>MISCELLANEOUS</b>							
-	1,571	0		58999	Year End Budget Transfers		0	0	0	0	0	0
154,655	157,421	157,421			<b>VOL FIRE DEPARTMENT TOTAL</b>		158,000	158,000	161,294	195,000	195,000	195,000

A horizontal number line with arrows at both ends. It is marked with integers from -10 to 10. The numbers are placed below the line. There are tick marks for every integer. The number 0 is in the center. The numbers 1 through 10 are to the right of 0, and the numbers -1 through -10 are to the left of 0. The number 10 is enclosed in parentheses.

To provide financial support to Culpeper Volunteer Rescue Squad (Co. 11).

**Budget History  
Rescue Services**

Fiscal Year	Budget Amount
FY17	\$25,000
FY18	\$25,000
FY19	\$25,000
FY20	\$25,000
FY21	\$25,000
FY22	\$25,000
FY23	\$25,000

Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	-	-	-	-	-	-
Operating	25,000	25,000	25,000	25,000	25,000	25,000
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	25,000	25,000	25,000	25,000	25,000	25,000

Total budget increase	\$	-
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- The proposed budget does not anticipate an increase.

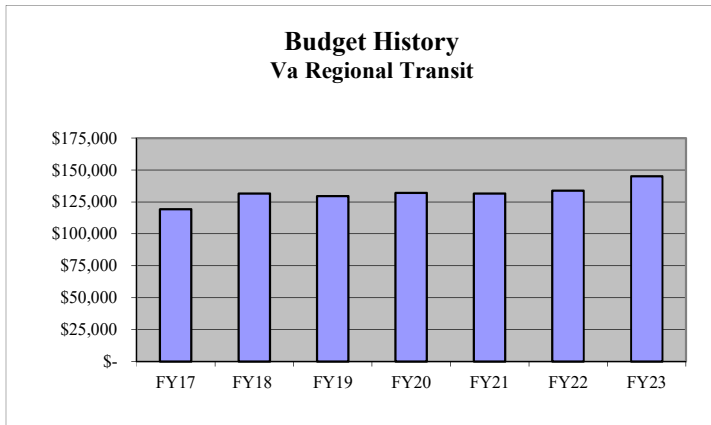
**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

[illegible]

→ **LA REGION DE TRANS (92%)**

<p><b>Mission:</b></p> <p>To support the transit needs of the Town of Culpeper through support of Virginia Regional Transit.</p>
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**Budget and Staff Resources:**



Budget & Staffing Summary						
	FY21	FY22	FY22	FY23	FY23	FY23
Category	<u>Actual</u>	<u>Amended</u>	<u>Projected</u>	<u>Dept Request</u>	<u>Mgr Proposed</u>	<u>Adopted</u>
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	-	-	-	-	-	-
Operating	131,532	133,761	133,761	144,906	144,906	144,906
Capital Outlay	-	-	-	-	-	-
Total Expenditures	131,532	133,761	133,761	144,906	144,906	144,906

<b>Major Highlights for FY23</b>	Total budget increase	\$	11,145
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Total budget increase	\$	11,145
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- The proposed budget increase is based on the request provided by Virginia Regional Transit to fund the system at current level of service.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

										<b>FY23</b>	<b>FY23</b>	<b>FY23</b>
<b>FY20</b>	<b>FY21</b>	<b>FY21</b>					<b>FY22</b>	<b>FY22</b>	<b>PROJECTED</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY22</b>	<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>
			<b>Dept 3204 VIRGINIA REGIONAL TRANSIT AUTHORITY</b>									
131,840	131,532	131,532		56130	Contributions		133,761	133,761	133,761	144,906	144,906	144,906
131,840	131,532	131,532		<b>VIRGINIA REGIONAL TRANSIT TOTAL</b>			133,761	133,761	133,761	144,906	144,906	144,906

The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.

Fiscal Year	Budget Amount
FY17	\$190,000
FY18	\$175,000
FY19	\$170,000
FY20	\$195,000
FY21	\$180,000
FY22	\$200,000
FY23	\$215,000

Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	2.0	2.0	2.0	2.0	2.0	2.0
Expenditures						
Personnel	164,776	187,317	187,317	192,045	205,901	205,901
Operating	15,189	12,750	48,750	13,600	13,600	13,600
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	179,965	200,067	236,067	205,645	219,501	219,501

- The proposed budget increase is primarily due to projected increases in personnel.

Total budget increase	\$	19,434
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- The proposed budget increase is primarily due to projected increases in personnel.

- Work with citizens to resolve community problems effectively.
- Direct general and traffic engineering services to manage change and support future needs
- Ensure effective emergency response capabilities for restoring public infrastructure services to the public in a safe and reliable manner
- Use technology to reduce fleet costs and improve serviceability and extend the life of Town assets

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
127,345	125,559	114,031		50010	Salaries		126,181	126,181	126,181	129,121	140,558	140,558
2,707	4,000	167		50020	Salaries - Overtime (Inspector)		4,000	4,000	4,000	4,000	4,000	4,000
7,578	7,302	6,847		50110	Social Security Tax		7,364	7,364	7,364	7,431	8,140	8,140
1,772	1,708	1,615		50120	Medicare Tax		1,723	1,723	1,723	1,739	1,905	1,905
26,541	26,926	23,506		50130	Health Insurance		30,248	30,248	30,248	30,672	30,672	30,672
12,300	14,027	12,212		50140	VRS Retirement		14,095	14,095	14,095	15,277	16,629	16,629
422	417	311		50150	VRS Disability Insurance		396	396	396	407	445	445
1,594	1,683	1,465		50145	VRS Group Life Insurance		1,691	1,691	1,691	1,731	1,885	1,885
1,486	1,572	1,623		50160	Worker's Comp. Insurance		1,619	1,619	1,619	1,667	1,667	1,667
521	0	3,000		50169	Hazard Pay		0	0	0	0	0	0
1,600	0	0		51314	Consulting Services		0	0	0	0	0	0
-	5,000	4,900		51316	Engineering Services		5,000	5,000	41,000	5,000	5,000	5,000
-	750	148		53245	R&M - Vehicle		250	250	200	250	250	250
-	0	0		52400	Printing and Binding		0	0	0	0	0	0
-	0	0		52710	Postal Services		0	0	0	0	0	0
1,280	500	1,361		51920	Education and Training		1,000	1,000	500	1,000	1,000	1,000
356	0	0		52010	Lodging		300	300	300	300	300	300
185	0	32		52015	Meals		500	500	500	500	500	500
143	0	0		52018	Travel		300	300	100	300	300	300
228	300	1,515		52210	Dues & Assoc. Memberships		300	300	300	300	300	300
-	0	0		56500	Pandemic Expenses		0	0	0	0	0	0
-	0	0		58999	Year End Budget Transfers		0	0	0	0	0	0
1,063	400	1,966		52510	Office Supplies		400	400	450	450	450	450
2,388	4,000	3,369		53550	Vehicle Fuels		3,000	3,000	4,000	4,000	4,000	4,000
501	1,000	1,176		53560	Vehicle & Equipment Supplies		1,000	1,000	400	500	500	500
346	500	705		51570	Uniform Purchases and Wearing Apparel		500	500	500	500	500	500
-	0	0		52580	Books, Subscriptions & Education		0	0	0	0	0	0
139	200	17		52660	Operating Supplies		200	200	500	500	500	

← SHARPERS (1102) →

The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs

Fiscal Year	Budget (\$)
FY17	2,250,000
FY18	1,950,000
FY19	2,900,000
FY20	2,600,000
FY21	2,400,000
FY22	2,800,000
FY23	2,900,000

Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	18.3	16.3	16.3	17.3	16.3	16.3
Expenditures						
Personnel	1,311,056	1,361,808	1,361,808	1,403,727	1,438,923	1,438,923
Operating	1,081,879	1,455,489	1,413,450	1,222,050	1,222,050	1,222,050
Capital Outlay	<u>11,149</u>	<u>-</u>	<u>37,752</u>	<u>260,000</u>	<u>225,000</u>	<u>225,000</u>
Total Expenditures	2,404,084	2,817,298	2,813,010	2,885,777	2,885,973	2,885,973

- The proposed budget increase is partially due to projected increases in personnel.
- The proposed budget increase is partially due to an increase in Equipment (\$155K) and Vehicles (\$70K).
- The proposed budget increase is partially offset by a reduction in paving (\$255K).

Total budget increase	\$	68,675
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- Work with citizens to resolve community problems effectively.
- Provide safe and reliable transportation infrastructure services in all weather conditions. Reestablish R & M infrastructure budget for improving street pavement conditions.
- Ensure effective emergency response capabilities for restoring public infrastructure services to the public in a safe and reliable manner.
- Use technology to reduce fleet costs and improve serviceability and extend the life of Town assets.



**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

[illegible]

<p><b>Mission:</b></p> <p>The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.</p>
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Fiscal Year	Budget (\$)
FY17	35,000
FY18	48,000
FY19	102,000
FY20	28,000
FY21	78,000
FY22	58,000
FY23	85,000

Budget & Staffing Summary						
	FY21	FY22	FY22	FY23	FY23	FY23
Category	<u>Actual</u>	<u>Amended</u>	<u>Projected</u>	<u>Dept Request</u>	<u>Mgr Proposed</u>	<u>Adopted</u>
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	32,798	10,000	10,000	10,000	10,000	10,000
Operating	46,193	35,300	69,400	50,300	50,300	50,300
Capital Outlay	<u>-</u>	<u>12,000</u>	<u>27,500</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Total Expenditures	78,991	57,300	106,900	85,300	85,300	85,300

<b>Major Highlights for FY23</b>	Total budget increase	\$	28,000
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Total budget increase	\$	28,000
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- The proposed budget increase is due to projected increases in supplies and equipment.

**In FY23 the Snow & Ice Division will:**

- Work with citizens to resolve community problems effectively.
- Ensure effective emergency response capabilities for restoring public infrastructure services to the
- Provide safe and reliable transportation infrastructure services in all weather conditions.
- Use technology to reduce fleet costs and improve serviceability and extend the life of Town assets.

- Work with citizens to resolve community problems effectively.
- Ensure effective emergency response capabilities for restoring public infrastructure services to the public in a safe and reliable manner.
- Provide safe and reliable transportation infrastructure services in all weather conditions.
- Use technology to reduce fleet costs and improve serviceability and extend the life of Town assets.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

[illegible]

<p><b>Mission:</b></p> <p>The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.</p>
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Fiscal Year	Budget
FY17	\$145,000
FY18	\$175,000
FY19	\$165,000
FY20	\$175,000
FY21	\$200,000
FY22	\$195,000
FY23	\$205,000

Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	1.0	1.0	1.0	1.0	1.0	1.0
Expenditures						
Personnel	76,641	87,755	88,755	90,174	95,603	95,603
Operating	125,264	110,400	104,750	112,850	112,850	112,850
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	201,906	198,155	193,505	203,024	208,453	208,453

<b>Major Highlights for FY23</b>	Total budget increase	\$	10,297
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- The proposed budget increase is primarily due to projected increases in personnel.

**In FY23 the Traffic Engineering Department will:**

- Work with citizens to resolve community problems effectively.
- Direct general and traffic engineering services for managing change and supporting future needs.
- Ensure effective emergency response capabilities for restoring public infrastructure services to the public in a safe and reliable manner.
- Use technology to reduce infrastructure costs, improve serviceability and extend the life of Town assets.

- Work with citizens to resolve community problems effectively.
- Direct general and traffic engineering services for managing change and supporting future needs.
- Ensure effective emergency response capabilities for restoring public infrastructure services to the public in a safe and reliable manner.
- Use technology to reduce infrastructure costs, improve serviceability and extend the life of Town assets.

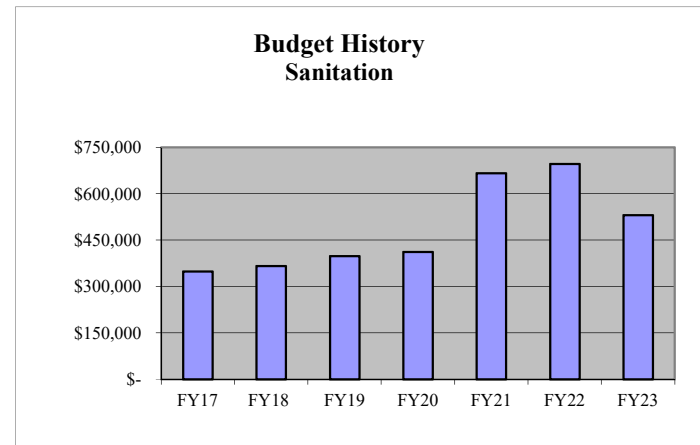
**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED

← SUMMARY (120) →

<p><b>Mission:</b></p> <p>The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.</p>
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**Budget and Staff Resources:**



Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	4.0	4.0	4.0	4.0	4.0	4.0
Expenditures						
Personnel	288,892	294,322	294,322	304,166	323,214	323,214
Operating	105,298	142,621	145,820	162,400	162,400	162,400
Capital Outlay	<u>272,090</u>	<u>260,000</u>	<u>249,175</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>
Total Expenditures	666,280	696,943	689,317	511,566	530,614	530,614

<b>Major Highlights for FY23</b>	Total budget increase	\$	(166,329)
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Total budget increase	\$	(166,329)
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- The proposed budget decrease is a result of a reduction in the vehicles line item.

**In FY23 the Sanitation Department will:**

- Work with citizens to resolve community problems effectively.
- Deploy efficient and reliable sanitation services for protecting public health.
- Ensure effective emergency response capabilities for restoring public infrastructure services to the public in a safe and reliable manner
- Use technology to reduce fleet costs and improve serviceability and extend the life of Town assets.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

[illegible]



**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

											<b>FY23</b>	<b>FY23</b>	<b>FY23</b>
<b>FY20</b>	<b>FY21</b>	<b>FY21</b>					<b>FY22</b>	<b>FY22</b>	<b>PROJECTED</b>	<b>FY23</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY22</b>	<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>	
412,153	705,244	666,280			<b>SANITATION TOTAL</b>		691,122	696,943	689,317	511,566	530,614	530,614	
													-

← GENERAL PROPERTIES (1992) →

The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.

Fiscal Year	Budget Amount
FY17	\$620,000
FY18	\$460,000
FY19	\$580,000
FY20	\$640,000
FY21	\$620,000
FY22	\$620,000
FY23	\$870,000

Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	4.0	4.0	4.0	4.0	4.0	4.0
Expenditures						
Personnel	221,875	238,129	238,629	249,112	267,650	267,650
Operating	394,774	363,690	355,350	360,050	360,050	360,050
Capital Outlay	<u>3,531</u>	<u>16,000</u>	<u>14,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
Total Expenditures	620,180	617,819	607,979	859,162	877,700	877,700

## Major Highlights for FY23

Total budget increase	\$	259,881
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- The proposed budget increase is primarily due to the addition of a replacement generator for Town Hall (\$250K).

**In FY23 the General Properties Department will:**

- Work with citizens to resolve community problems effectively.
- Manage Town facilities for community use and enterprise operations. Preserving community historical sites such as the Depot, Fairview Cemetery, Azalea Street Cemetery and the Burgandine House.
- Utilize public works assets to promote economic, public safety and community development activities.
- Use technology to reduce infrastructure costs, improve serviceability and extend the life of Town assets.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
176,994	186,122	144,648		50010	Salaries		162,803	162,803	162,803	170,624	185,933	185,933
290	2,000	1,323		50020	Salaries - Overtime		2,000	2,000	2,500	2,500	2,500	2,500
10,016	10,664	8,786		50110	Social Security Tax		9,627	9,627	9,627	10,125	11,074	11,074
2,343	2,495	2,055		50120	Medicare Tax		2,253	2,253	2,253	2,369	2,591	2,591
48,823	50,425	37,532		50130	Health Insurance		39,426	39,426	39,426	39,304	39,304	39,304
17,706	20,793	16,704		50140	VRS Retirement		18,189	18,189	18,189	20,188	21,999	21,999
2,294	2,496	2,004		50145	VRS Group Life Insurance		2,184	2,184	2,184	2,288	2,494	2,494
0	0	224		50150	VRS Disability Insurance		408	408	408	438	479	479
1,135	1,203	2,329		50160	Worker's Comp. Insurance		1,239	1,239	1,239	1,276	1,276	1,276
461	0	6,270		50169	Hazard Pay		0	0	0	0	0	0
35,236	36,000	69,884		51315	Contractual Services		40,000	40,000	50,000	40,000	40,000	40,000
-	0	0		51316	Engineering Services		0	0	0	0	0	0
78,234	138,875	85,767		53230	R&M - Building & Grounds		120,000	128,640	90,000	100,000	100,000	100,000
-	0	3,633		53231	R&M - Museum Building		0	0	0	0	0	0
60	400	315		53245	R&M - Vehicle		400	400	500	500	500	500
-	0	0		53249	R&M - Misc. / Other		0	0	0	0	0	0
56,527	46,000	70,963		53250	Maintenance Service Contract		54,500	54,500	70,000	74,500	74,500	74,500
					Exterminator services for pest control	2,500						
					HVAC preventative maintenance services for general properties	25,000						
					Elevator Inspections	2,000						
					Fire System Inspections	2,500						
					Custodial Maintenance for town facilities	40,000						
					Fire Alarm Maintenance	2,500						
-	0	0		52400	Printing and Binding		0	0	0	0	0	0
-	0	0		52410	Advertising		0	0	0	0	0	0
1,155	2,000	1,285		51451	Uniform Rentals		2,000	2,000	1,500	1,500	1,500	1,500
83,392	90,000	75,557		55610	Electrical Services		85,000	85,000	85,000	85,000	85,000	85,000
22,715	25,000	22,510		55620	Heating Services		25,000	25,000	25,000	25,000	25,000	25,000
2,507	3,000	2,122		55630	Water Services		3,000	3,000	2,500	2,500	2,500	2,500
3,075	3,500	2,498		53640	Sewage Services		3,500	3,500	2,800	2,800	2,800	2,800
174	200	5,328		53660	Disposal Fees		200	200	200	200	200	200
5,413	6,000	6,406		52720	Telecommunications		6,000	6,000	6,800	6,800	6,800	6,800
-	0	0		52010	Lodging		0	0	0	0	0	0
-	0	0		52015	Meals		100	100	100	100	100	100
33,820	0	26,955		56500	Pandemic Expenses		0	0	0	0	0	0
-	0	0		58999	Year End Budget Transfers		0	0	0	0	0	0

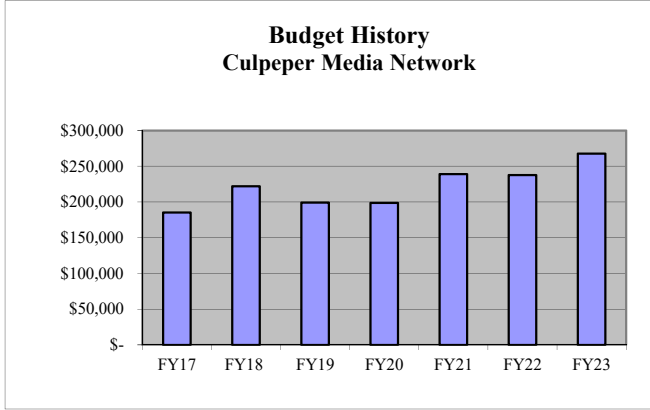
**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

[illegible]

COLEMAN MEDICAL NETWORK (6000)

<b>Mission:</b>
To provide funding for Culpeper Media Network.

**Budget and Staff Resources:**



Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	2.0	2.0	2.0	2.0	2.0	2.0
Expenditures						
Personnel	156,721	162,544	162,544	166,503	178,152	178,152
Operating	50,732	67,045	69,045	72,241	72,241	72,241
Capital Outlay	<u>31,389</u>	<u>8,000</u>	<u>8,000</u>	<u>17,500</u>	<u>17,500</u>	<u>17,500</u>
Total Expenditures	238,842	237,590	239,590	256,244	267,893	267,893

## Major Highlights for FY23

Total budget increase	\$	30,303
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- The proposed budget is as requested by the Culpeper Media Network.

-The proposed budget shall be offset with Revenue received from the following:

100-0000-4467 Cable - Tape Sales	-
100-0000-4468 Cable - PEG Fees	7,000
100-0000-4552 Misc- Sponsorship	2,000
100-0000-4666 Cable - Contributions - County	<u>133,946</u>
	142,946

**The Culpeper Cable Commission is looking to improve many facets in its service to Culpeper:**

1. Improve distribution of broadcast to cover smart-tv capable applications.
2. Integration of real-time information from government personnel and agencies.
3. Captioning of live government meetings.
4. Archiving footage for preservation and ease of access.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

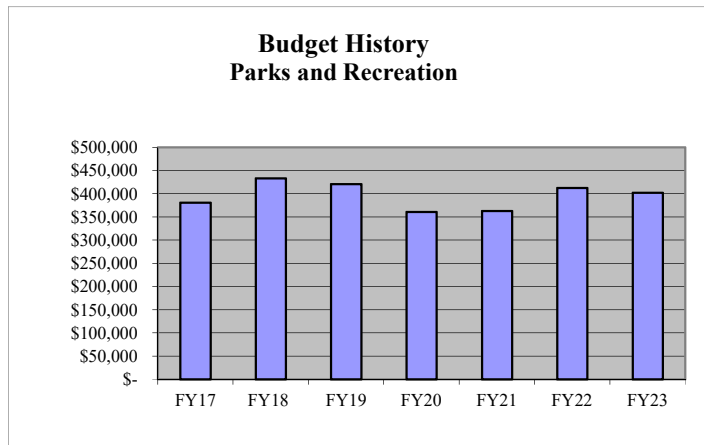
FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
102,905	112,835	114,087		50010	Salaries - Regular		117,759	117,759	117,759	121,053	130,677	130,677
7	0	0		50020	Salaries - Overtime		0	0	0	0	0	0
5,795	6,383	6,553		50110	Social Security Tax		6,737	6,737	6,737	6,964	7,561	7,561
1,355	1,494	1,533		50120	Medicare Tax		1,577	1,577	1,577	1,629	1,769	1,769
17,346	18,377	19,912		50130	Health Insurance		21,252	21,252	21,252	20,412	20,412	20,412
10,231	12,604	12,665		50140	VRS Retirement		13,155	13,155	13,155	14,322	15,461	15,461
1,326	1,513	1,519		50145	VRS Group Life Insurance		1,579	1,579	1,579	1,623	1,752	1,752
152	237	209		50150	VRS Disability Insurance		226	226	226	233	253	253
237	252	244		50160	Worker's Comp Insurance		259	259	259	267	267	267
-	0	0		50169	Hazard Pay		0	0	0	0	0	0
-	0	0					0	0	0	0	0	0

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
-	0	0		56290	Historical Programming		0	0	0	1,200	1,200	1,200
-	500	461		56299	Miscellaneous		500	500	500	519	519	519
1,023	0	1,668		56500	Pandemic Expenses		0	0	0	0	0	0
					<b>MATERIALS AND SUPPLIES</b>							
286	2,000	701		52510	Office Supplies		2,000	2,000	2,000	2,075	2,075	2,075
178	500	212		53550	Vehicle Fuels		500	500	500	550	550	550
					Uniform Purchases & Wearing							
1,112	0	0		51570	Apparel		700	700	700	700	700	700
1,404	5,000	4,260		52660	Operating Supplies		5,000	5,000	5,000	5,200	5,200	5,200
					<b>CAPITAL OUTLAYS</b>							
12,110	3,000	2,153		77200	Machinery & Equipment		3,000	3,000	3,000	13,000	13,000	13,000
					<i>Controller Upgrade</i>	7,000						
					<i>Cameras</i>	6,000						
457	1,000	216		77300	Furniture & Fixtures		1,000	1,000	1,000	1,000	1,000	1,000
-	28,000	26,749		77500	Vehicle Replacement		0	0	0	0	0	0
1,491	500	581		77600	Computer Hardware & Equipment		2,000	2,000	2,000	1,500	1,500	1,500
					<i>Misc. LIVE Equipment</i>	1,500						
1,300	2,000	1,691		52650	Computer Software		2,000	2,000	2,000	2,000	2,000	2,000
-	0	0		77900	Leased Equipment		0	0	0	0	0	0
					<b>DEBT SERVICE/TRANSFERS/CONTINGENCY</b>							
					Contingency							
198,512	241,266	238,842			<b>CULPEPER MEDIA NETWORK TOTAL</b>		237,590	237,590	239,590	256,244	267,893	267,893

<p><b>Mission:</b></p> <p>The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.</p>
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**Budget and Staff Resources:**



Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	4.00	4.00	4.00	4.00	4.00	4.00
Expenditures						
Personnel	295,962	318,519	308,519	280,027	299,465	299,465
Operating	62,177	84,050	95,445	82,800	82,800	82,800
Capital Outlay	<u>5,000</u>	<u>10,000</u>	<u>15,599</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
Total Expenditures	363,139	412,569	419,563	382,827	402,265	402,265

<b>Major Highlights for FY23</b>	Total budget increase	\$	(10,303)
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Total budget increase	\$	(10,303)
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- The proposed budget decrease is primarily due to a reduction in overtime and health insurance.

**In FY23 the Parks & Recreation Department will:**

- Work with citizens to resolve community problems effectively.
- Sustain public parks and recreational facilities for community needs and quality of life.
- Partner with County Parks and Recreation to deliver recreational programs and signature events. Partnering with CRI to deliver special events for attracting visitors to the historical downtown area.
- Use technology to reduce infrastructure costs, improve serviceability and extend the life of Town assets.



**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
182,875	194,338	185,890		50010	Salaries		193,379	193,379	193,379	189,531	205,589	205,589
14,585	15,000	4,506		50020	Salaries - Overtime		15,000	15,000	5,000	6,000	6,000	6,000
11,086	11,012	10,711		50110	Social Security Tax		10,746	10,746	10,746	11,376	12,372	12,372
2,617	2,577	2,551		50120	Medicare Tax		2,515	2,515	2,515	2,662	2,895	2,895
51,459	51,817	59,145		50130	Health Insurance		63,130	63,130	63,130	35,506	35,506	35,506
18,316	21,709	20,807		50140	VRS Retirement		21,604	21,604	21,604	22,424	24,324	24,324
2,373	2,606	2,496		50145	VRS Group Life Insurance		2,592	2,592	2,592	2,541	2,756	2,756
231	243	223		50150	VRS Disability Insurance		231	231	231	386	422	422
8,552	9,050	3,419		50160	Worker's Comp. Insurance		9,322	9,322	9,322	9,601	9,601	9,601
1,140	0	6,214		50169	Hazard Pay		0	0	0	0	0	0
11,957	15,000	17,701		53230	R&M - Building & Grounds		15,000	15,000	27,000	15,000	15,000	15,000
12,736	15,000	11,528		53238	R&M-Infrastructure		32,600	32,600	33,000	15,000	15,000	15,000
2,153	5,000	2,084		53250	Maintenance Service Contract		3,000	3,000	5,000	18,500	18,500	18,500
-	0	0		52400	Printing and Binding		0	0	0	0	0	0
-	0	0		52410	Advertising		0	0	200	200	200	200
1,142	1,500	1,220		51451	Uniform Rentals		1,500	1,500	1,500	1,500	1,500	1,500

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
111	200	0		53555	Lube Oil		200	200	200	200	200	200
5,466	4,000	4,187		53560	Vehicle & Equipment Supplies		4,000	4,000	1,500	2,000	2,000	2,000
1,467	1,200	1,654		51570	Uniform Purchases and Wearing Apparel		1,500	1,500	1,500	1,500	1,500	1,500
1,199	1,000	743		52660	Operating Supplies		1,000	1,000	500	750	750	750
881	800	1,137		53670	Small Tools		800	800	200	800	800	800
-	0	0		53675	Lake Pelham Ventures Supplies		0	0	0	0	0	0
					<b>CAPITAL OUTLAYS</b>							
651	5,000	5,000		77200	Machinery & Equipment		10,000	10,000	15,599	20,000	20,000	20,000
					<i>Replacement mowing equipment for malfunctioning or unsafe mowing equipment in park operations</i>							
-	0	0		77900	Leased Equipment		0	0	0	0	0	0
361,112	378,902	363,139			<b>PARKS &amp; RECREATION TOTAL</b>		412,569	412,569	419,563	382,827	402,265	402,265
												-

←----- CEMETERY (1.100) -----→

To honor those buried in Fairview Cemetery in a well-maintained environment and beautiful historic grounds. The Town of Culpeper is dedicated to providing professional service for the present and future death care needs of a diverse and growing customer base with respect and sensitivity.

Fiscal Year	Budget
FY17	\$135,000
FY18	\$115,000
FY19	\$135,000
FY20	\$70,000
FY21	\$85,000
FY22	\$60,000
FY23	\$110,000

Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	-	-	-	1.0	1.0	1.0
Expenditures						
Personnel	13,505	8,000	10,000	68,266	68,266	68,266
Operating	17,655	43,900	36,840	25,800	25,800	25,800
Capital Outlay	<u>53,898</u>	<u>9,388</u>	<u>14,284</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Total Expenditures	85,058	61,288	61,124	109,066	109,066	109,066

- The proposed increase is due to the reinstatement of a RIF position.

Total budget increase	\$	47,778
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- The proposed increase is due to the reinstatement of a RIF position.

- Work with citizens to resolve community problems effectively.
- Sustain Fairview Cemetery for community needs and quality of life.
- Preserve community historical sites such as the Depot, Fairview Cemetery, Azalea Street Cemetery and the Burgandine House.
- Use technology to reduce infrastructure costs, improve serviceability and extend the life of Town assets.

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**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

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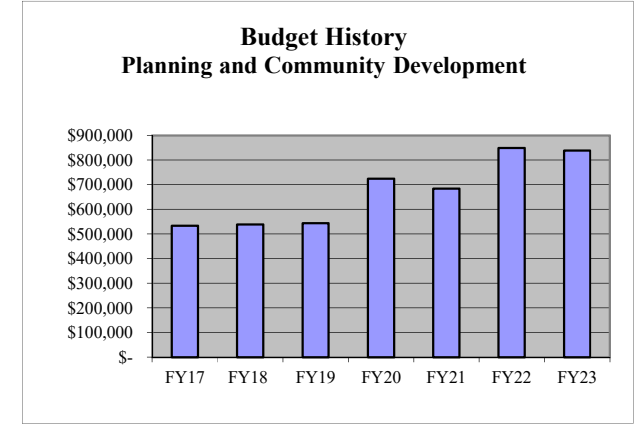
**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

										<b>FY23</b>	<b>FY23</b>	<b>FY23</b>
<b>FY20</b>	<b>FY21</b>	<b>FY21</b>					<b>FY22</b>	<b>FY22</b>	<b>PROJECTED</b>	<b>FY23</b>	<b>FY23</b>	<b>FY23</b>
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY22</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>
										<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>
356	500	280		51570	Uniform Purchases and Wearing Apparel		500	500	0	250	250	250
-	0	0		52580	Books, Subscriptions, Education		0	0	0	0	0	0
193	300	0		52660	Operating Supplies		300	300	200	300	300	300
332	300	18		53670	Small Tools		300	300	400	500	500	500
					<b>CAPITAL OUTLAYS</b>							
-	68,000	53,898		77200	Machinery & Equipment		4,000	9,388	14,284	15,000	15,000	15,000
					<i>Replacement mowing equipment at Fairview Cemetery for malfunctioning or safety reasons.</i>	15,000						
-	0	0		77900	Leased Equipment		0	0	0	0	0	0
70,396	90,446	85,058			<b>CEMETERY TOTAL</b>		55,900	61,288	61,124	109,066	109,066	109,066

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<p><b>Mission:</b></p> <p>The Department of Planning and Community Developments mission is to provide excellent customer service to the public, development community, Council, Planning Commission and other Authorities, Boards and Commissions in the administration of Town Planning and Zoning matters, the processing of development applications and in promoting Economic Development.</p>
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**Budget and Staff Resources:**



Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	11.0	11.0	11.0	11.0	11.0	11.0
Expenditures						
Personnel	589,653	736,407	736,407	726,455	781,183	781,183
Operating	94,135	111,690	116,190	56,590	56,590	56,590
Capital Outlay	-	-	-	-	-	-
Total Expenditures	683,789	848,097	852,597	783,045	837,773	837,773

## Major Highlights for FY23

Total budget increase	\$	(10,324)
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- The proposed budget decrease is primarily due to a reduction in Consulting Services (\$58K).
- The proposed budget decrease is partially offset by the projected increases in personnel.

**In FY23 the Planning & Zoning Department will:**

- Continue providing current and long range planning services with updates of the Comprehensive Plan and Downtown Vision Plan every five years.
- Fairly and politely administering the Zoning Ordinance and Maintenance Code including intelligent use of discretion in enforcement and solving Ordinance violation
- Maximize public and development community input into the annual update of the Zoning Ordinance and Facilities Design Manual. Amendments should be business friendly and promote
- Provide efficient and timely processing of a variety of development applications. These applications include rezoning, variances, site plan reviews, zoning permits, conditional use permits,
- Facilitate an unbiased and inclusive Capital Improvements Plan (CIP) process as prescribed by State and Town Code.
- Serve as effective staff liaisons to numerous boards and authorities including the Planning Commission, Parks & Recreation Commission, Parking Authority, Joint Board of Zoning Appeals, Public Transportation Board, and the Architectural Review Board.
- Provide visionary ideas and recommendations to Town Management, the Planning Commission, and Council that move the Town forward in achieving our goals.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

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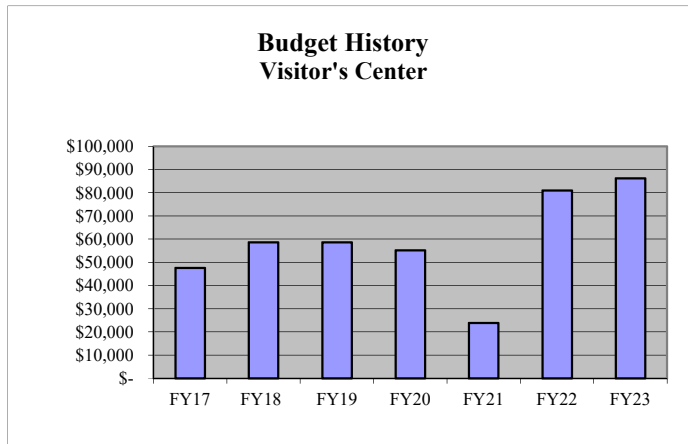


**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
					Purveyer - VAZO conference, CZA Training + Test	100						
-	0	0		54252	Dog Park Related Expenditures		0	0	0	0	0	0
-	0	28		56299	Miscellaneous		0	0	0	0	0	0
-	0	0		56500	Pandemic Expenses		0	0	0	0	0	0
-	5,798	0		58999	Year End Budget Transfers		0	0	0	0	0	0
					<b>MATERIALS AND SUPPLIES</b>							
1,923	1,800	569		52510	Office Supplies		2,000	2,000	2,000	1,500	1,500	1,500
358	450	332		53550	Vehicle Fuels		450	450	450	500	500	500
148	200	20		53560	Vehicle & Equipment Supplies		200	200	200	200	200	200
349	400	267		52580	Books, Subscriptions & Education		500	500	500	500	500	500
72	150	0		52660	Operating Supplies		250	250	250	250	250	250
					<b>CAPITAL OUTLAYS</b>							
-	0	0		77600	Computer Hardware & Equipment		0	0	0	0	0	0
-	0	0		77900	Leased Equipment		0	0	0	0	0	0
-	0	0		77500	Vehicle Replacement		0	0	0	0	0	0
724,213	746,779	683,789			<b>PLANNING &amp; ZONING TOTAL</b>		785,107	848,097	852,597	783,045	837,773	837,773

<p><b>Mission:</b></p> <p>Together we will work to provide the highest quality of customer service to the traveling public, while maintaining good working relationships with local businesses and organizations</p>
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**Budget and Staff Resources:**



Budget & Staffing Summary						
Category	FY21 Actual	FY22 Amended	FY22 Projected	FY23 Dept Request	FY23 Mgr Proposed	FY23 Adopted
Authorized Persons	-	1.25	1.25	1.25	1.25	1.25
Expenditures						
Personnel	18,351	56,164	56,164	57,306	61,361	61,361
Operating	5,535	24,820	24,820	24,860	24,860	24,860
Capital Outlay	-	-	-	-	-	-
Total Expenditures	23,886	80,984	80,984	82,166	86,221	86,221

<b>Major Highlights for FY23</b>	Total budget increase	\$	5,237
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Total budget increase	\$	5,237
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- The proposed budget increase is primarily due to projected increases in personnel.

**In FY23 the Visitor Center will:**

- Foster a spirit of partnership throughout the region, providing local resources for direct consumer engagement
- Track and analyze visitation
- Develop consumer travel packages highlighting local attractions
- Strive to increase consumer promotions and events at the visitor center
- Develop FAM tours as support for the tourism department staff

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

[illegible]

<p><b>Mission:</b></p> <p>Responsible for promoting the Culpeper community as attractive travel destination, enhancing its public image as a dynamic place to live and work. Through the impact of travel, we strengthen Culpeper's economic position and provide opportunity for our citizens.</p>
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Fiscal Year	Budget (\$)
FY17	360,000
FY18	430,000
FY19	380,000
FY20	410,000
FY21	480,000
FY22	690,000
FY23	740,000

Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	3.0	3.0	3.0	3.6	3.6	3.6
Expenditures						
Personnel	275,068	323,377	288,877	378,197	399,882	399,882
Operating	211,850	372,200	368,640	334,300	333,300	333,300
Capital Outlay	<u>1,000</u>	<u>2,400</u>	<u>4,587</u>	<u>39,800</u>	<u>4,800</u>	<u>4,800</u>
Total Expenditures	487,918	697,977	662,104	752,297	737,982	737,982

<b>Major Highlights for FY23</b>	Total budget increase	\$	40,005
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\$ 40,005

- The proposed budget increase is primarily due to projected increases in personnel, partially due to the addition of one full time employee and conversion of one full time position to part time in FY22.

**In FY23 the Tourism and Economic Development Department will:**

- Leverage department resources through regional, state, and national partnerships.
- Strive to increase visitation to Culpeper through marketing, promotion, and event management
- Serve the Culpeper tourism industry through education on best practices, market research, and consumer engagement tools
- Increase department assets (photography, video, graphic, content, and research)

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- Serve the Culpeper tourism industry through education on best practices, market research, and consumer engagement tools
- Increase department assets (photography, video, graphic, content, and research)

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20 ACTUAL	FY21 AMENDED	FY21 ACTUAL					FY22 ADOPTED	FY22 AMENDED	PROJECTED FY22	FY23 DEPT REQUEST	FY23 MGR PROPOSED	FY23 COUNCIL ADOPTED
196,788	198,613	204,114		50010	Salaries		213,701	238,826	213,701	282,299	300,510	300,510
175	0	0		50020	Salaries - Overtime		0	0	0	0	0	0
-	0	0		50030	Salaries - Part-Time		0	0	0	0	0	0
11,601	11,670	12,120		50110	Social Security Tax		12,651	14,253	12,651	16,895	18,024	18,024
2,713	2,730	2,834		50120	Medicare Tax		2,960	3,335	2,960	3,953	4,217	4,217
28,734	28,318	29,915		50130	Health Insurance		31,934	36,101	31,934	40,932	40,932	40,932
19,757	22,188	22,612		50140	VRS Retirement		23,875	26,761	23,875	30,027	31,871	31,871
2,560	2,663	2,713		50145	VRS Group Life Insurance		2,865	3,211	2,865	3,402	3,611	3,611
517	571	502		50150	VRS Disability Insurance		540	540	540	327	355	355
322	341	260		50160	Worker's Comp. Insurance		351	351	351	362	362	362
-	0	0		50169	Hazard Pay		0	0	0	0	0	0
775	2,500	9,030		52400	Printing and Binding		1,000	1,000	3,190	2,100	2,100	2,100
22,702	16,350	842		52410	Advertising - Print		18,000	18,000	18,000	18,000	18,000	18,000
					<i>Consumer magazines, trade journals, destination journals/magazines and industry specific publications</i>							
1,591	25,200	2,089		52413	Advertising-Entertainment		5,250	20,250	14,954	15,000	15,000	15,000
					<i>FAM tours, Media Hosting, Influencer Contracts, Events</i>							
				52414	Advertising-Travel Show							
85,829	111,000	115,930		52415	Advertising - Media		118,000	118,000	114,951	115,000	115,000	115,000
					<i>Content Creation</i>	30,000						
					<i>Monthly digital campaign</i>	54,000						
					<i>Visit Culpeper VA annual website maintenance</i>	7,250						
					<i>Visit Culpeper VA - annual design updates and improvements</i>	7,250						
					<i>Virginia Tourism Corporation (VTC) - digital co-op's</i>	16,500						
4,852	13,100	33,232		52418	Adv -Promotional		5,000	5,000	5,032	5,000	5,000	5,000
					<i>State Welcome Center and Mid-Atlantic Regional Programming</i>							
				52430	Culpeper DEI Heritage Program						0	0
-	0	13		52412	Adv - Promotion Materials		0	0	0	0	0	0
-	0	0		52422	Advertising-Trade shows		0	0	0	0	0	0
-	0	0		52423	Promotional Trade Show Materials		0	0	0	0	0	0
350	2,500	0		52411	Industry Education and Outreach		500	500	500	500	500	500
					<i>Return of business workshops and seminars with local and regional partners</i>							
7,500	5,200	7,850		52425	Marketing Research		5,000	5,000	5,000	5,000	5,000	5,000

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
<b>OTHER CHARGES</b>												
524	2,200	2		52710	Postal Services		1,000	1,000	2,338	3,000	2,500	2,500
3,432	3,500	6,204		51920	Education and Training		3,800	3,800	3,800	8,000	8,000	8,000
3,566	2,800	0		52010	Lodging		2,800	2,800	2,800	2,800	2,800	2,800
2,101	1,200	148		52015	Meals		2,500	2,500	2,500	2,500	2,500	2,500
2,279	0	344		52018	Travel		2,500	2,500	2,500	2,500	2,500	2,500
-	0	0		56130	Contributions - CRI		0	0	0	0	0	0
<b>MISCELLANEOUS ITEMS</b>												
6,295	4,200	3,263		52210	Dues & Assoc. Memberships		5,000	5,000	6,835	7,300	7,300	7,300
					Consumer Tour Program							
3,954	9,300	965		56298	(previously Trolley Tours)		12,500	12,500	11,800	3,200	3,200	3,200
640	67,000	20,000		56270	Grant Funded Expenditures		70,000	135,000	135,000	99,500	99,500	99,500
					<i>VTC MLP, DHCD DIG</i>							
497	10,000	2,277		56271	Culpeper Competes Expenditures		0	0	0	10,000	10,000	10,000
-	0	0		56297	Bike Share Maintenance		0	0	0	0	0	0
-	0	1,473		56299	Miscellaneous		35,450	35,450	34,077	29,000	29,000	29,000
					<i>First Friday Programming April -</i>							
					<i>October \$2500 per month</i>	17,500						
					<i>CRM - Customer Relationship</i>							
					<i>Management software - initial cost</i>							
					<i>\$10000, annual service \$1500</i>	11,500						
779	0	5,307		56500	Pandemic Expenses		0	0	109	0	0	0
-	0	0		58999	Year End Budget Transfers		0	0	0	0	0	0
<b>MATERIALS AND SUPPLIES</b>												
-	6,088	1,667		52510	Office Supplies		1,500	1,500	1,500	1,500	1,500	1,500
176	1,200	323		53550	Vehicle Fuels		500	500	1,838	2,500	2,000	2,000
293	200	584		53560	Vehicle & Equipment Supplies		0	0	15	0	0	0
592	300	0		52580	Books, Subscriptions & Education		500	500	500	500	500	500
932	2,000	307		52660	Operating Supplies		1,400	1,400	1,400	1,400	1,400	1,400
<b>CAPITAL OUTLAYS</b>												
-	1,600	1,000		77310	Historical Markers		2,400	2,400	2,400	4,800	4,800	4,800
				77500	Vehicle Replacement		0	0		35,000	0	0
5,959	0	0		77300	Furniture & Fixtures		0	0	2,187	0	0	0
-	0	0		77900	Leased Equipment		0	0	0	0	0	0
418,788	554,532	487,918		<b>TOURISM DEVELOPMENT TOTAL</b>			583,477	697,977	662,104	752,297	737,982	737,982

← ECONOMIC DEVELOPMENT (GDP) →

To enhance the quality of life and raise the standard of living for all Culpeper residents, in collaboration with the County and private sector, through aggressive business recruitment, expansion assistances, and trade development, thereby expanding the tax base and creating higher income employment opportunities.

Fiscal Year	Budget (\$)
FY17	155,000
FY18	215,000
FY19	235,000
FY20	190,000
FY21	210,000
FY22	215,000
FY23	195,000

Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	-	-	-	-	-	-
Operating	212,777	216,738	218,111	192,875	192,875	192,875
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	212,777	216,738	218,111	192,875	192,875	192,875

- The proposed budget decrease is due to a decrease in

- Provide funding for CRI
- Provide funding for the Culpeper Museum
- Provide funding for M&T Incentives

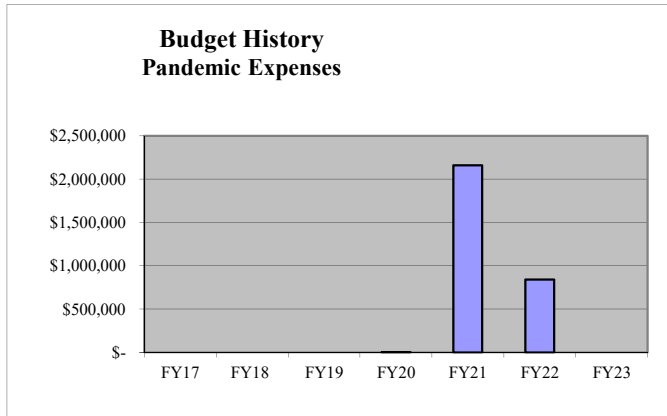
**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

										<b>FY23</b>	<b>FY23</b>	<b>FY23</b>
<b>FY20</b>	<b>FY21</b>	<b>FY21</b>					<b>FY22</b>	<b>FY22</b>	<b>PROJECTED</b>	<b>FY23</b>	<b>FY23</b>	<b>FY23</b>
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY22</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>
										<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>
					<b>Dept 8105 ECONOMIC DEVELOPMENT</b>							
					<b>OTHER CHARGES</b>							
150,000	150,000	150,000		56130	Contributions -CRI		150,000	150,000	150,000	150,000	150,000	150,000
10,895	10,895	10,895		56131	Contributions - Museum		10,895	10,895	10,895	10,895	10,895	10,895
78,343	53,882	51,882		56132	M & T Incentives		55,843	55,843	55,843	31,980	31,980	31,980
					<i>Ardent 1</i>	<i>6,833</i>						
					<i>Ardent 2</i>	<i>7,705</i>						
					<i>BB&amp;T</i>	<i>17,443</i>						
-	0	0		56133	Business Site Readiness Prog		0	0	1,373	0	0	0
(50,000)	0	0		56134	CRI - Reimb & Recoveries		0	0	0	0	0	0
189,238	214,777	212,777			<b>ECONOMIC DEVELOPMENT TOTAL</b>		216,738	216,738	218,111	192,875	192,875	192,875



**Mission:**  
Pandemic Expenditures funded by anticipated CARES Act Funding.

**Budget and Staff Resources:**



Budget & Staffing Summary						
	FY21	FY22	FY22	FY23	FY23	FY23
Category	<u>Actual</u>	<u>Amended</u>	<u>Projected</u>	<u>Dept Request</u>	<u>Mgr Proposed</u>	<u>Adopted</u>
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	-	-	-	-	-	-
Operating	2,161,765	840,623	840,623	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Expenditures	2,161,765	840,623	840,623	-	-	-

## Major Highlights for FY23

Total budget increase	\$	(840,623)
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- The proposed budget decrease is due to the CDBG Grant Program ending in FY22.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
-	0	47,413		51314	Consulting Services		0	0	0	0	0	0
-	0	1,479,975		56272	Grant Funded Exp - CARES Act		0	0	0	0	0	0
-	850,000	371,291		56273	Grant Funded Exp - CDBG Grant		0	836,600	836,600	0	0	0
-	72,511	70,626		56274	Grant Funded Exp - MUNI UT REL		0	4,023	4,023	0	0	0
165	3,258,604	2,177		56500	Pandemic Expenses		0	0	0	0	0	0
-	(133,881)	0		58999	Year End Budget Transfers		0	0	0	0	0	0
-	0	190,284		56501	Cares Act Enterprise Alloc		0	0	0	0	0	0
-	0	0		77999	Capital Asset Offset		0	0	0	0	0	0
165	4,047,234	2,161,765			PANDEMIC EXPENDITURES TOTAL		-	840,623	840,623	-	-	-

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
-	0	0		89500	Lease Payments - Principal		0	0	0	0	0	0
659,548	677,804	677,804		89508	2010 GOB \$19.25M Principal		0	0	0	0	0	0
-	0	0		89509	2008 GOB - Principal		0	0	0	0	0	0
-	0	0		89511	General Fund-Debt Service-2011 GOB Issue Principal		0	0	0	0	0	0
2,729,987	140,000	0		89512	2012A GO Bonds - Principal		0	0	0	0	0	0
2,864,000	267,000	0		89513	2013A GO Bond - Principal		0	0	0	0	0	0
-	0	0		89514	2014A&B GO Bond - Principal		0	0	0	0	0	0
100,000	105,000	105,000		89516	2016 Bond-Principal		770,000	770,000	770,000	805,000	805,000	805,000
-	0	477,000		89517	2020 Bond Refunding Principal		462,000	462,000	462,000	389,000	389,000	389,000
33,526	10,167	10,167		89608	2010 GOB \$19.25M Interest		0	0	0	0	0	0
-	0	0		89609	2008 GOB - Interest		0	0	0	0	0	0
-	0	0		89611	General Fund-Debt Service-2011 GOB Issue Interest		0	0	0	0	0	0
78,350	59,047	0		89612	2012A GO Bonds - Interest		0	0	0	0	0	0
94,141	70,324	0		89613	2013A GO Bond - Interest		0	0	0	0	0	0
-	0	0		89614	2014A&B GO Bond - Interest		0	0	0	0	0	0
228,100	224,000	224,000		89616	2016 Bond-Interest		206,650	206,650	206,650	171,275	171,275	171,275
-	0	54,971		89617	2020 Refunding Interest		66,346	66,346	66,346	59,878	59,878	59,878
44,643	0	0		89710	Bond Issuance Cost		0	0	0	0	0	0
6,832,294	1,553,342	1,548,942					1,504,996	1,504,996	1,504,996	1,425,153	1,425,153	1,425,153
23,245,414	22,805,815	20,340,044					19,673,507	21,626,613	21,520,495	21,230,643	21,955,720	21,955,720

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY23 BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**General Fund - Capital**  
**FY23 BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**General Fund - Capital**  
**FY23 BUDGET**

<b>FY20</b>	<b>FY21</b>	<b>FY21</b>						<b>FY22</b>	<b>FY22</b>	<b>PROJECTED</b>	<b>FY23</b>	<b>FY23</b>	<b>FY23</b>	
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY22</b>	<b>DEPT</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>	
										<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>		
				77200	Machinery & Equipment							0	0	
					Yowell Meadow Park	17,345								
					Rockwater Park	10,235								
0	37,222	24,625		<b>TOTAL Surveillance Cameras</b>			0	12,575	12,575	26,285	27,580	27,580		
(571)	0	0		<b>Project 09122 IT System Improvements</b>			0	0	0	0	0	0	0	
				<b>CAPITAL OUTLAYS</b>										
				77600	Computer Hardware & Equipment									
				77650	Computer Software									
(571)	0	0		<b>TOTAL IT System Improvements</b>			0	0	0	0	0	0	0	
72,066	0	0		<b>Project 09125 In Car Communication</b>			0	0	0	0	0	0	0	
				<b>CAPITAL OUTLAYS</b>										
				77200	Machinery & Equipment									
72,066	0	0		<b>TOTAL In Car Communication</b>			0	0	0	0	0	0	0	
35,554	0	0		<b>Project 09126 PD Vehicle Computers</b>			0	0	0	0	0	0	0	
				<b>CAPITAL OUTLAYS</b>										
				77600	Computer Hardware & Equipment									
					Additional In-Car Computers									
35,554	0	0		<b>TOTAL In Car Communication</b>			0	0	0	0	0	0	0	
43,312	15,934	0		<b>Project 09130 Computer/Server Replacement</b>			0	0	0	0	0	0	0	
				<b>CAPITAL OUTLAYS</b>										
				77200	Machinery & Equipment									
43,312	15,934	0		<b>TOTAL Computer/Server Replacement</b>			0	0	0	0	0	0	0	
6,807	30,916	18,517		<b>Project 09209 Financial System Upgrade</b>			0	0	0	0	0	0	0	
				<b>CAPITAL OUTLAYS</b>										
				77600	Computer Hardware and Equipment									
				77650	Computer Software									
6,807	30,916	18,517		<b>TOTAL Financial System Upgrade</b>			0	0	0	0	0	0	0	
19,878	0	0		<b>Project 09211 Network Backup and Hardware Recovery</b>			0	0	0	0	0	0	0	
				<b>CAPITAL OUTLAYS</b>										
				77600	Computer Hardware & Equipment									
19,878	0	0		<b>TOTAL Network Backup and Hardware Recovery</b>			0	0	0	0	0	0	0	
32,530	340,089	334,014		<b>Project 09065 Vehicle/Equipment Replacement</b>			0	0	0	0	0	0	0	
				<b>CAPITAL OUTLAYS</b>										
				77500	Vehicle/Equipment Replacement									

**TOWN OF CULPEPER**  
**General Fund - Capital**  
**FY23 BUDGET**

<b>FY20</b>	<b>FY21</b>	<b>FY21</b>						<b>FY22</b>	<b>FY22</b>	<b>PROJECTED</b>	<b>FY23</b>	<b>FY23</b>	<b>FY23</b>	
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY22</b>	<b>DEPT</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>	
										<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>		
32,530	340,089	334,014				<b>TOTAL Vehicle/Equipment Replacement</b>	0	0	0	0	0	0	0	
3,396	30,449	31,392				<b>Project 09294 Yowell Meadow Park Improvements</b>	89,000	89,000	89,000	0	0	0	0	
						CAPITAL OUTLAYS								
						77040 Infrastructure				0				
						77200 Machinery & Equipment								
						77300 Furniture & Fixtures								
						75216 Engineering								
3,396	30,449	31,392				<b>TOTAL Yowell Meadow Park Improvements</b>	89,000	89,000	89,000	0	0	0	0	
140,388	17,112	14,917				<b>Project 09364 Sidewalks, Trails and Bikeway Projects</b>	0	0	0	0	0	0	0	
						SERVICES								
						75216 Engineering Services								
						CAPITAL OUTLAYS								
						77040 Infrastructure								
						77200 Machinery & Equipment								
140,388	17,112	14,917				<b>TOTAL Sidewalks, Trails &amp; Bikeway Project</b>	0	0	0	0	0	0	0	
37,779	580,001	261,589				<b>Project 09397 Sidewalk TAP Grant</b>	207,500	525,913	525,913	0	0	0	0	
						SERVICES								
						75216 Design & Engineering								
						CAPITAL OUTLAY								
						77040 Infrastructure								
37,779	580,001	261,589				<b>TOTAL Sidewalk TAP Grant</b>	207,500	525,913	525,913	0	0	0	0	
93,307	0	0				<b>Project 09240 Wayland Manor Public Improv</b>	0	0	0	0	0	0	0	
						CAPITAL OUTLAY								
						77040 Infrastructure								
93,307	0	0				<b>TOTAL Wayland Manor Public Improv</b>	0	0	0	0	0	0	0	
50,899	46,101	19,749				<b>Project 09243 Blue Ridge Sidewalk &amp; Culvert</b>	0	0	0	0	0	0	0	
						SERVICES								
						75216 Engineering services								
						CAPITAL OUTLAY								
						77040 Infrastructure								
50,899	46,101	19,749				<b>TOTAL Blue Ridge Sidewalk &amp; Culvert</b>	0	0	0	0	0	0	0	
0	121,000	34,543				<b>Project 09167 - Downtown Planning Projects</b>	0	336,458	336,458	0	0	0	0	
						CAPITAL OUTLAYS								
						77040 Infrastructure								

**TOWN OF CULPEPER**  
**General Fund - Capital**  
**FY23 BUDGET**

[illegible]



**TOWN OF CULPEPER**  
**General Fund - Capital**  
**FY23 BUDGET**

<b>FY20</b>	<b>FY21</b>	<b>FY21</b>					<b>FY22</b>	<b>FY22</b>	<b>PROJECTED</b>	<b>FY23</b>	<b>FY23</b>	<b>FY23</b>	
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY22</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>	
										<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>	
1,467,841	4,978,785	2,107,280				<b>TOTAL GENERAL CAPITAL FUND EXPENDITURES</b>	296,500	3,801,198	3,345,915	3,026,285	3,027,580	3,027,580	-
						Revenues Over (Under) Expenditures	-	-	(19,817)	-	-	-	-

**TOWN OF CULPEPER**  
**Water - Fund Summary**  
**FY23 BUDGET**

FY20	FY21	FY21			FY22	FY22	PROJECTED	FY23	FY23	FY23	
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL	
								REQUEST	PROPOSED	ADOPTED	
4,576,106	4,746,850	4,641,955			4,889,794	4,931,959	5,037,259	4,847,852	5,139,659	5,139,659	
2,777,367	2,887,510	2,749,778		3700	3,015,108	3,029,358	3,058,688	2,894,226	2,986,341	2,986,341	
1,118,968	1,031,267	919,579		3800	1,047,102	1,057,067	1,054,602	1,116,425	1,316,117	1,316,117	
1,919,917	714,620	1,805,209		9900	704,972	704,972	704,972	709,059	709,059	709,059	
120,863	113,453	111,743		9950	122,612	122,612	122,612	128,142	128,142	128,142	
-	-	-		9990	-	-	-	-	-	-	
5,937,115	4,746,850	5,586,309			4,889,794	4,914,009	4,940,874	4,847,852	5,139,659	5,139,659	
(1,361,009)	-	(944,353)			-	17,950	96,385	-	-	-	
673,300	634,733	372,500			397,800	397,800	397,800	596,700	596,700	596,700	
(2,193)	-	-		8956	-	-	-	-	-	-	
-	300,000	94,141		8942	200,000	200,000	200,000	150,000	-	-	
11,825	-	-		8945	-	-	-	-	-	-	
5,362	-	-		8911	-	-	-	-	-	-	
89,430	-	-		8912	-	-	-	-	-	-	
6,023	-	-		8964	-	-	-	-	-	-	
38,371	-	-		8965	-	-	-	-	-	-	
18,497	61,549	20,794		9209	-	-	-	-	-	-	
325,191	73,284	57,468		9296	-	-	-	-	-	-	
-	-	-		9950	-	-	-	-	-	-	
-	-	-			-	-	-	-	-	-	
492,506	434,833	172,403			200,000	200,000	200,000	150,000	-	-	
-	-	-			-	-	-	-	-	-	
-	199,900	-			197,800	197,800	197,800	446,700	596,700	596,700	
492,506	634,733	172,403			397,800	397,800	397,800	596,700	596,700	596,700	

**TOWN OF CULPEPER**  
**Water - Operating**  
**FY23 BUDGET**

[illegible]

[illegible]

The mission of the Environmental Services Department is to secure, maintain and provide reliable and safe water and wastewater services while exceeding all regulatory requirements. To do so in a cost effective manner to meet the present and future community needs while promoting economic development activities within our community and maintaining a high level of customer satisfaction.

Fiscal Year	Budget
FY18	\$2,200,000
FY19	\$2,250,000
FY20	\$2,800,000
FY21	\$2,750,000
FY22	\$3,050,000
FY23	\$3,000,000

Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	10	9	9	9.0	9.0	9.0
Expenditures						
Personnel	795,638	799,241	824,241	936,634	999,977	999,977
Operating	1,885,427	1,790,117	1,794,447	1,814,647	1,854,654	1,854,654
Capital Outlay	<u>68,714</u>	<u>440,000</u>	<u>440,000</u>	<u>142,945</u>	<u>131,710</u>	<u>131,710</u>
Total Expenditures	2,749,778	3,029,358	3,058,688	2,894,226	2,986,341	2,986,341

Total Budget Increase	\$	(43,017)
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- The proposed budget decrease is primarily due to a decrease in Major Process Equipment Replacement (\$374K).
- The proposed budget decrease is partially due to a decrease in Chemicals (\$35K).
- The proposed budget decrease is partially offset due to projected increases in personnel.
- The proposed budget decrease is partially offset due to an increase in Capital Outlays to replace the Air Compressor Station (\$45K).
- The proposed budget decrease is partially offset due to an increase in Billing and Administration costs (\$99K).
- The proposed budget decrease is partially offset due to the upgrade of cameras at the WTP and LPA for \$24,410.

- Providing safe potable water and wastewater effluent quality that exceeds all regulatory requirements and protects the environment. Continue to develop groundwater well system capacity for providing improved system reliability, especially during droughts.
- Providing reliable water and sewer service.
- Providing water and sewer services in a cost effective manner with a focus on lowest life cycle cost. Providing water and wastewater services in a manner which maintains a high level of customer satisfaction.
- Securing and protecting water sources to meet long term needs of our community. Utilizing the water and wastewater assets to promote economic development activities within our community.

**TOWN OF CULPEPER**  
**Water - Operating**  
**FY23 BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**Water - Operating**  
**FY23 BUDGET**

FY20 ACTUAL	FY21 AMENDED	FY21 ACTUAL				FY22 ADOPTED	FY22 AMENDED	PROJECTED FY22	FY22 ACTUAL	FY23 DEPT REQUEST	FY23 MGR PROPOSED	FY23 COUNCIL ADOPTED
484	0	571		52710	Postal Services	500	500	500	120	500	500	500
12,225	6,000	16,870		52720	Telecommunications	10,000	10,000	10,000	10,044	10,000	10,000	10,000
796	820	796		55810	Boiler & Machinery Insurance	1,000	1,000	1,000	794	1,000	1,000	1,000
5,873	6,050	5,873		55820	Fire / Property Insurance	6,050	6,050	6,050	6,013	6,300	6,300	6,300
430	443	436		55830	Contractor's Equipment Insurance	443	443	443	441	450	450	450
1,267	1,500	1,267		55840	Motor Vehicle Insurance	1,500	1,500	1,500	1,476	1,600	1,600	1,600
10,575	10,892	10,641		55870	General Liability Insurance	12,000	12,000	12,000	10,973	12,000	12,000	12,000
15,868	7,000	9,344		51920	Education & Training	14,000	14,000	9,000	2,529	9,000	9,000	9,000
1,445	2,000	370		52010	Lodging	2,000	2,000	1,000	372	1,000	1,000	1,000
1,225	1,500	895		52015	Meals	1,500	1,500	1,500	476	1,500	1,500	1,500
468	0	220		52018	Travel	500	500	500	147	500	500	500
					<b>MISCELLANEOUS ITEMS</b>							
3,557	3,000	3,826		52210	Dues & Assoc. Memberships	3,000	3,000	3,000	2,607	3,000	3,000	3,000
0	0	0		52220	Bank Fees	0	0	0	0	0	0	0
4,822	0	1,723		56500	Pandemic Expenses	0	0	0	0	0	0	0
0	0	127		56299	Miscellaneous	0	0	0	(54)	0	0	0
					<b>MATERIALS AND SUPPLIES</b>							
1,472	1,500	2,512		52510	Office Supplies	1,500	1,500	1,500	1,276	1,500	1,500	1,500
1,298	2,500	1,990		53540	Janitorial Supplies	2,500	2,500	2,500	1,429	2,500	2,500	2,500
3,138	6,000	2,855		53550	Vehicle Fuels	5,000	5,000	5,000	2,426	5,000	5,000	5,000
100	1,000	146		53552	Fuel Oil	500	500	500	144	500	500	500
145	1,500	435		53555	Lube Oil	500	500	500	91	500	500	500
1,799	4,000	1,351		53560	Vehicle & Equipment Supplies	4,000	4,000	2,000	143	2,000	2,000	2,000
4,107	1,500	1,167		51570	Uniform Purchases and Wearing Apparel	1,500	1,500	1,700	1,602	1,700	1,700	1,700
3,609	5,000	2,496		52580	Books, Subscriptions & Education	5,000	5,000	3,000	2,400	3,000	3,000	3,000
178,121	210,000	191,874		53610	Chemicals	285,000	285,000	235,000	143,810	250,000	250,000	250,000
					<i>Aluminum sulfate or polyaluminum sulfate (DelPac 1000)</i>	25,000						
					<i>Lime</i>	20,000						
					<i>Fluoride</i>	22,000						
					<i>Sodium Hypochlorite</i>	20,000						
					<i>Sodium Permanganate</i>	85,000						
					<i>Corrosion Inhibitor</i>	25,000						
					<i>Copper Sulfate/BioSafe</i>	50,000						
					<i>Polymer</i>	3,000						
30,156	30,000	31,445		53650	Laboratory Supplies	30,000	30,000	30,000	23,124	30,000	30,000	30,000
4,134	4,000	18,294		52660	Operating Supplies	15,000	15,000	20,000	12,377	20,000	20,000	20,000
2,212	1,000	3,053		53670	Small Tools	1,000	1,000	3,000	2,680	3,000	3,000	3,000
9,167	0	19,312		53675	Lake Pelham Adventure Supplies	5,000	5,000	5,000	4,293	19,995	18,900	18,900
					<i>Surveillance Cameras</i>	13,900						
0	0	8,362		53674	Splash Pad Related Expend	0	3,750	9,000	8,610	9,000	9,000	9,000
0	0	0				0	0	0	0	0		
					<b>CAPITAL OUTLAYS</b>							
459	20,910	20,910		77200	Machinery & Equipment	25,000	25,000	25,000	18,724	80,000	80,000	80,000
					<i>Air Compressor Station</i>	45,000						
0	0	0		77500	Vehicle Replacement	0	0	0	0	0	0	0

**TOWN OF CULPEPER**  
**Water - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21				FY22	FY22	PROJECTED	FY22	FY23	FY23	FY23	
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY22	ACTUAL	DEPT	MGR	COUNCIL	
										REQUEST	PROPOSED	ADOPTED	
1,587	0	0		77600	Computer Equipment	0	0	0	8,932	21,745	10,510	10,510	
					<i>Surveillance Cameras</i>								
0	0	0		77650	Computer Software	0	0	0	0	0	0	0	
0	0	262		77900	Leased Equipment	0	0	0	201	0	0	0	
79,603	135,744	47,541		78956	Major Process Equipment Replacement	415,000	415,000	415,000	3,500	41,200	41,200	41,200	
					<i>Replacement of major process equipment, if needed.</i>								
2,777,367	2,887,510	2,749,778		<b>WATER TREATMENT</b>		3,015,108	3,029,358	3,058,688	1,509,448	2,894,226	2,986,341	2,986,341	

The mission of the Environmental Services Department is to secure, maintain and provide reliable and safe water and wastewater services while exceeding all regulatory requirements. To do so in a cost effective manner to meet the present and future community needs while promoting economic development activities within our community and maintaining a high level of customer satisfaction.

Fiscal Year	Budget Amount
FY18	\$950,000
FY19	\$1,050,000
FY20	\$1,100,000
FY21	\$900,000
FY22	\$1,050,000
FY23	\$1,300,000

Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	10	9	9	9	9	9
Expenditures						
Personnel	662,575	708,452	708,452	760,525	810,217	810,217
Operating	193,966	213,650	216,150	222,150	222,150	222,150
Capital Outlay	<u>63,037</u>	<u>134,965</u>	<u>130,000</u>	<u>133,750</u>	<u>283,750</u>	<u>283,750</u>
Total Expenditures	919,579	1,057,067	1,054,602	1,116,425	1,316,117	1,316,117

Total Budget Increase	\$	259,050
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### Major Highlights for FY23:

- The proposed budget increase is primarily due to projected increases in personnel.
- The proposed budget increase is primarily due from moving Automated Meter Reading (AMR) meter replacements from the Water Capital Budget to operating budget.

**In FY23 the Water Department will:**

- Providing safe potable water and wastewater effluent quality that exceeds all regulatory requirements and protects the environment. Continue to develop groundwater well system capacity for providing improved system reliability, especially during droughts.
- Providing reliable water and sewer service.
- Providing water and sewer services in a cost effective manner with a focus on lowest life cycle cost. Providing water and wastewater services in a manner which maintains a high level of customer satisfaction.
- Securing and protecting water sources to meet long term needs of our community. Utilizing the water and wastewater assets to promote economic development activities within our community.



**TOWN OF CULPEPER**  
**Water - Operating**  
**FY23 BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**Water - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY22	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	ACTUAL	DEPT REQUEST	MGR PROPOSED	COUNCIL ADOPTED
6,898	2,000	3,041		52295	Bad Debt Expense		2,000	2,000	2,000	(29)	2,000	2,000	2,000
0	0	0		56500	Pandemic Expenses		0	0	0	0	0	0	0
0	0	331		56299	Miscellaneous		0	0	0	0	0	0	0
				<b>MATERIALS AND SUPPLIES</b>									
472	500	95		52510	Office Supplies		500	500	500	85	500	500	500
8,754	10,000	12,025		53550	Vehicle Fuels		10,000	10,000	12,000	5,917	12,000	12,000	12,000
727	600	100		53555	Lube Oil		600	600	600	285	600	600	600
11,582	10,000	16,139		53560	Vehicle & Equipment Supplies		10,000	10,000	15,000	6,504	15,000	15,000	15,000
2,749	3,000	5,976		51570	Uniform Purchases and Wearing Apparel		3,500	3,500	3,500	3,325	3,500	3,500	3,500
5,025	5,000	7,100		52660	Operating Supplies		5,500	5,500	7,000	5,515	7,000	7,000	7,000
9,429	10,000	12,945		53670	Small Tools		10,000	10,000	10,000	5,440	10,000	10,000	10,000
				<b>CAPITAL OUTLAYS</b>									
0	0	6,950		77200	Machinery & Equipment		0	0	0	0	0	0	0
0	0	0		77300	Furniture & Fixtures		0	0	0	0	0	0	0
33,587	0	0		77500	Vehicle Replacement		0	0	0	0	0	0	0
0	17,529	12,128		77650	Computer Software		0	9,965	5,000	4,564	5,000	5,000	5,000
0	0	0		77900	Leased Equipment		0	0	0	0	0	0	0
0	0	0		78956	Major Process Equipment Replacement		0	0	0	0	0	0	0
29,092	150,000	43,959		78910	Distribution System Improvements		125,000	125,000	125,000	3,384	128,750	128,750	128,750
					Scheduled replacement of galvanized steel water distribution lines to improve water quality and service pressure.								
				78942	Automatic Meter Reading							150,000	150,000
					Moved from Water Capital								
1,118,968	1,031,267	919,579		<b>WATER DISTRIBUTION DEPT</b>			1,047,102	1,057,067	1,054,602	497,728	1,116,425	1,316,117	1,316,117

**TOWN OF CULPEPER**  
**Water - Operating**  
**FY23 BUDGET**

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**TOWN OF CULPEPER**  
**Water - Capital**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23	
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL	
										REQUEST	PROPOSED	ADOPTED	
0	234,833	0		45600	Reserves		0	0	0	0	0	0	0
0	0	0		42150	Loan Proceeds		0	0	0	0	0	0	0
0	0	0											
585,000	390,000	357,500		43845	Tap Fees - In Town		0	0	0	0	0	0	0
13,300	9,900	0		43846	Water Tap Fees - 5/8" Meter		397,800	397,800	397,800	596,700	596,700	596,700	596,700
45,000	0	(15,000)		43844	Water Tap Fees - 1" Meter		0	0	0	0	0	0	0
30,000	0	30,000		43848	Water Tap Fees - 1 1/2" Meter		0	0	0	0	0	0	0
0	0	0		43849	Water Tap Fees - 2" Meter		0	0	0	0	0	0	0
0	0	0		43880	Water Tap Fees - 3" Meter		0	0	0	0	0	0	0
0	0	0		43881	Water Tap Fees - 4" Meter		0	0	0	0	0	0	0
					Tap Fees - Out of Town								
0	0	0											
0	0	0		42360	Interest on Investments (designated taps)		0	0	0	0	0	0	0
0	0	0		42063	Grant for Dam #11 Project-NRCS Grant		0	0	0	0	0	0	0
0	0	0		42064	Grant for Dam #50 Project-NRCS Grant		0	0	0	0	0	0	0
0	0	0		44765	State Grant		0	0	0	0	0	0	0
0	0	0		44950	Transfer from Reserves		0	0	0	0	0	0	0
0	0	0		42151	L&P-Principal		0	0	0	0	0	0	0
					L&P-Interest								
673,300	634,733	372,500					397,800	397,800	397,800	596,700	596,700	596,700	596,700
11,825	0	0					0	0	0	0	0	0	0
11,825	-	-					0	0	0	0	0	0	0
(2,193)	0	0					0	0	0	0	0	0	0
(2,193)	0	0					0	0	0	0	0	0	0
6,023	0	0					0	0	0	0	0	0	0

**TOWN OF CULPEPER**  
**Water - Capital**  
**FY23 BUDGET**

FY20	FY21	FY21				FY22	FY22	PROJECTED	FY23	FY23	FY23	
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL	
									REQUEST	PROPOSED	ADOPTED	
					SERVICES - PURCHASED, SHARED, INTERNAL							
					75216 Engineering Services							
					CAPITAL OUTLAYS							
					77040 Infrastructure							
6,023	0	0			DAM #11	0	0	0	0	0	0	
38,371	0	0			8965 DAM #50	0	0	0	0	0	0	
					SERVICES - PURCHASED, SHARED, INTERNAL							
					75216 Engineering Services							
					CAPITAL OUTLAYS							
					77040 Infrastructure							
38,371	0	0			DAM #50	0	0	0	0	0	0	
5,362	0	0			08911 SPRING ST REPURPOSING	0	0	0	0	0	0	
					CAPITAL OUTLAYS							
					77040 Infrastructure							
5,362	0	0			SPRING ST REPURPOSING	0	0	0	0	0	0	
0	300,000	94,141			08942 AUTOMATED METER READING	200,000	200,000	200,000	150,000	0	0	
					CAPITAL OUTLAYS							
					77200 Machinery & Equipment							
					Aclara AMR meter transmitting unit replacements as necessary to sustain metering system at multiple customer locations.							
0	300,000	94,141			AUTOMATED METER READING	200,000	200,000	200,000	150,000	0	0	
89,430	0	0			8912 ROCKWATER PARK & WELL DEVELOPMENT	0	0	0	0	0	0	
					CAPITAL OUTLAYS							
					77040 Infrastructure							
89,430	0	0			ROCKWATER PARK & WELL DEVELOPMENT	0	0	0	0	0	0	
18,497	61,549	20,794			9209 COMPUTER SYSTEM UPGRADE	0	0	0	0	0	0	
					CAPITAL OUTLAYS							
					77650 Computer Software							
18,497	61,549	20,794			COMPUTER SYSTEM UPGRADE	0	0	0	0	0	0	
325,191	73,284	57,468			9296 SPLASH PARK & AMENITIES	0	0	0	0	0	0	
					SERVICES - PURCHASED, SHARED, INTERNAL							
					75216 Engineering Services							
					CAPITAL OUTLAYS							
					77040 Infrastructure							

**TOWN OF CULPEPER**  
**Water - Capital**  
**FY23 BUDGET**

<b>FY20</b>	<b>FY21</b>	<b>FY21</b>				<b>FY22</b>	<b>FY22</b>	<b>PROJECTED</b>	<b>FY23</b>	<b>FY23</b>	<b>FY23</b>	
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>				<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY22</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>	
									<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>	
325,191	73,284	57,468			<b>SPLASH PARK &amp; AMENITIES</b>	0	0	0	0	0	0	
					<b>CAPITAL OUTLAYS</b>							
0	0	0		77710	Refund Tap Fees - Water	0	0	0	0	0	0	
0	0	0		77990	Gain/Loss on Disp of Cap Asst	0	0	0	0	0	0	
0	0	0			<b>CAPITAL OUTLAY TOTAL</b>	-	-	-	-	-	-	
					<b>9950 TRANSFER TO RESERVES</b>							
	0			9960	Transfer							
-	-	-			<b>TRANSFER TO OPERATIONS</b>	-	-	-	-	-	-	
492,506	434,833	172,403			<i>sub-total of all capital projects</i>	200,000	200,000	200,000	150,000	-	-	
0												
0					<b>LOAN TO LIGHT &amp; POWER</b>							
0					Loan to L&P							
0												
-	-	-			<b>LOAN TO LIGHT &amp; POWER</b>	-	-	-	-	-	-	
0												
0					<b>9950 TRANSFERS</b>							
0	199,900	0		89960	Transfers to Reserves	197,800	197,800	197,800	446,700	596,700	596,700	
					<b>9990 CONTINGENCY - UNRESERVED</b>							
				89990	Contingency							
0	0	0		89965	Transfer Out - Capital	0	0	0	0	0	0	
-	199,900	-			<b>TRANSFERS/CONTINGENCY</b>	197,800	197,800	197,800	446,700	596,700	596,700	
0												
492,506	634,733	172,403			<b>TOTAL EXPENDITURES</b>	397,800	397,800	397,800	596,700	596,700	596,700	
												-

**TOWN OF CULPEPER**  
**Wastewater - Fund Summary**  
**FY23 BUDGET**

FY20	FY21	FY21				FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
									REQUEST	PROPOSED	ADOPTED
5,598,645	6,878,897	5,534,722				5,541,589	6,702,740	6,770,856	6,053,998	6,197,286	6,197,286
3,182,350	4,817,913	4,046,058			4700 TREATMENT	3,609,892	4,616,839	4,634,782	3,900,805	4,019,832	4,019,832
396,088	662,076	516,127			4800 COLLECTION	568,525	692,679	663,840	785,097	809,358	809,358
1,804,182	1,241,344	1,785,126			9900 DEBT SERVICE	1,217,250	1,217,250	1,217,250	1,215,875	1,215,875	1,215,875
149,910	157,564	156,030			9950 TRANSFERS	145,922	145,922	145,922	152,221	152,221	152,221
-	-	-			9990 CONTINGENCY	-	-	-	-	-	-
5,532,530	6,878,897	6,503,341				5,541,589	6,672,690	6,661,794	6,053,998	6,197,286	6,197,286
984,750	611,250	598,750				811,250	1,331,250	1,331,250	4,100,000	6,800,000	6,800,000
(1,305)	-	-			9030 I & I Rehabilitation Project	-	-	-	-	-	-
-	-	-			9036 Montanus Pump Station Upgrade	-	-	70,000	-	-	-
-	-	-			9038 WPCF Digester Upgrade	-	520,000	450,000	4,100,000	6,800,000	6,800,000
-	611,250	-			9950 Transfer to Operations	811,250	811,250	811,250	-	-	-
-	-	-			Capital Outlay	-	-	-	-	-	-
-	-	-				-	-	-	-	-	-
(1,305)	611,250	-				811,250	1,331,250	1,331,250	4,100,000	6,800,000	6,800,000

**TOWN OF CULPEPER**  
**Wastewater - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23	
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL	
										REQUEST	PROPOSED	ADOPTED	
0	271,985	0		45600	Reserves - Prior year balance		0	738,727	738,727	0	0	0	
4,752,599	5,030,000	4,767,856		43280	Metered Sales - Wastewater		4,732,054	4,732,054	4,853,054	4,896,029	4,896,029	4,896,029	
0	0	0		43310	After Hours Reconnection Fee		0	0	0	0	0	0	
79,169	90,000	55,725		43320	Delinquent Fees		65,000	65,000	65,000	65,000	65,000	65,000	
15,890	13,000	12,878		43330	Disconnect Fees		14,000	14,000	14,000	0	0	0	
24,755	35,000	15,263		43370	Penalties		16,000	16,000	16,000	16,000	16,000	16,000	
21,004	23,000	13,079		43375	Septage Receiving Fees		23,000	23,000	75,000	75,000	75,000	75,000	
4,972	0	22		42000	AMR Surcharge		0	0	0	0	0	0	
0	3,000	9,836		43580	Time & Material Charges - Misc.		3,000	3,000	3,000	3,000	3,000	3,000	
11,223	3,000	13,976		43585	Time & Material Charges - Taps		7,000	7,000	15,000	15,000	15,000	15,000	
19,750	2,000	1,500		41291	FOG permits		2,000	2,000	2,000	2,000	2,000	2,000	
0	1,000	0		41292	Wastewater Discharge Permit		1,000	1,000	1,000	1,000	1,000	1,000	
70,460	40,000	4,613		42360	Interest on Investments		40,000	40,000	40,000	0	0	0	
88,524	30,000	114,449		42362	Interest Income - Investments		30,000	30,000	30,000	75,000	75,000	75,000	
8,050	0	0		42370	Realized Gain/Loss-Invest		0	0	0	0	0	0	
55,598	0	(51,460)		42375	Unrealized Gain/Loss-Invest		0	0	0	0	0	0	
0	0	75,762		42065	CARES Act Funding		0	0	0	0	0	0	
0	0	54,446		45525	Insurance Claims/Recoveries		0	0	0	0	0	0	
0	0	0		45540	Reimbursements, Rebates & Recoveries		0	0	0	0	0	0	
1	0	(62)		45550	Miscellaneous		0	0	0	0	0	0	
411,134	0	446,080		45560	Developer Contributions		0	0	0	0	0	0	
19	0	759		44580	Sale of Salvage & Surplus Materials		0	0	0	0	0	0	
35,500	1,000	0		44585	Sale of Surplus Equipment		1,000	1,000	1,000	1,000	1,000	1,000	
0	0	0		44586	Sale of Capital Assets		0	0	0	0	0	0	
0	0	0		44565	Used Oil Proceeds		0	0	0	0	0	0	
0	1,335,912	0		44960	Transfer from Reserves		607,535	1,029,959	917,075	904,969	1,048,257	1,048,257	
5,598,645	6,878,897	5,534,722			<b>TOTAL REVENUES / OTHER SOURCES</b>		5,541,589	6,702,740	6,770,856	6,053,998	6,197,286	6,197,286	



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The mission of the Environmental Services Department is to secure, maintain and provide reliable and safe water and wastewater services while exceeding all regulatory requirements. To do so in a cost effective manner to meet the present and future community needs while promoting economic development activities within our community and maintaining a high level of customer satisfaction.

Fiscal Year	Budget Amount (\$)
FY17	3,400,000
FY18	2,900,000
FY19	3,000,000
FY20	3,200,000
FY21	4,000,000
FY22	4,400,000
FY23	4,000,000

Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>YE Proj</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	14	16	16	16.0	16.0	16.0
Expenditures						
Personnel	1,647,697	1,559,738	1,539,738	1,533,533	1,639,428	1,639,428
Operating	2,098,188	1,936,561	1,942,454	2,221,302	2,262,404	2,262,404
Capital Outlay	<u>300,174</u>	<u>1,120,540</u>	<u>1,152,590</u>	<u>145,970</u>	<u>118,000</u>	<u>118,000</u>
Total Expenditures	4,046,058	4,616,839	4,634,782	3,900,805	4,019,832	4,019,832

## Major Budget Highlights for FY23:

Total Budget Increase	\$	(597,008)
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- The proposed budget decrease is primarily due to a decrease in Major Process Upgrade (\$995K).
- The proposed budget decrease is partially offset by an anticipated increase in personnel.
- The proposed budget decrease is partially offset by an anticipated increase in Billing and Administration costs (\$99K).
- The proposed budget decrease is partially offset by an anticipated increase in Chemicals (\$150K).

**In FY23 the Wastewater Department will:**

- Providing safe potable water and wastewater effluent quality that exceeds all regulatory requirements and protects the environment. Continue to develop groundwater well system capacity for providing improved system reliability, especially during droughts.
- Providing reliable water and sewer service.
- Providing water and sewer services in a cost effective manner with a focus on lowest life cycle cost. Providing water and wastewater services in a manner which maintains a high level of customer satisfaction.
- Securing and protecting water sources to meet long term needs of our community. Utilizing the water and wastewater assets to promote economic development activities within our community.

**TOWN OF CULPEPER**  
**Wastewater - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21							FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL							ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
												REQUEST	PROPOSED	ADOPTED
														-
														-
														-
760,403	804,740	919,168		50010	Salaries			1,007,385	1,007,385	1,007,385	1,007,385	994,934	1,082,631	1,082,631
140,793	70,000	143,093		50020	Salaries - Overtime			140,000	140,000	120,000	140,000	140,000	140,000	140,000
53,440	46,543	64,157		50110	Social Security Tax			60,060	60,060	60,060	60,060	59,048	64,147	64,147
12,496	11,079	15,227		50120	Medicare Tax			14,266	14,266	14,266	14,266	14,055	15,325	15,325
154,027	178,369	153,321		50130	Health Insurance			197,442	197,442	197,442	197,442	179,125	179,139	179,139
(4,431)	0	57,748		50132	OPEB Health Insurance			0	0	0	0	0	0	0
17,436	89,973	254,371		50140	VRS Retirement			112,613	112,613	112,613	112,613	117,791	128,165	128,165
5,697	10,800	6,661		50145	VRS Group Life Insurance			13,517	13,517	13,517	13,517	13,349	14,526	14,526
1,810	1,867	2,285		50150	VRS Disability Insurance			2,372	2,372	2,372	2,372	2,785	3,049	3,049
11,092	11,731	13,556		50160	Worker's Comp. Insurance			12,083	12,083	12,083	12,083	12,446	12,446	12,446
3,047	0	18,111		50169	Hazard Pay			0	0	0	0	0	0	0
1,887	0	1,295		50210	Health & Medical Services			0	0	0	0	0	0	0
14,892	15,000	560		51314	Consulting Services			15,000	15,000	2,000	15,000	15,000	15,000	15,000
0	15,000	20,158		51316	Engineering Services			15,000	15,000	5,000	15,000	15,000	15,000	15,000
20,094	30,000	44,803		51317	Lab Testing			30,000	30,000	45,000	45,000	45,000	45,000	45,000
0	5,000	0		51318	Legal Services			5,000	5,000	5,000	5,000	0	0	0
23,541	18,000	39,161		53230	R&M - Buildings & Grounds			25,000	25,000	27,000	27,000	30,000	30,000	30,000
16,143	20,000	12,142		53235	R&M - Plant			15,000	15,000	5,000	15,000	15,000	15,000	15,000
12,730	32,500	57,857		53238	R&M - Infrastructure			20,000	20,000	20,000	20,000	20,000	20,000	20,000
139,408	85,000	285,753		53240	R&M - Equipment			100,000	109,407	150,000	150,000	150,000	150,000	150,000
0	0	0		53249	R&M - Misc. / Other			0	0	0	0	0	0	0
33,233	40,000	37,177		53250	Maintenance Service Contract			40,000	40,000	40,000	40,000	40,000	40,000	40,000
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**TOWN OF CULPEPER**  
**Wastewater - Operating**  
**FY23 BUDGET**

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**TOWN OF CULPEPER**  
**Wastewater - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21						FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL						ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
											REQUEST	PROPOSED	ADOPTED
						Polymer for sludge handling	40,000						
						Sodium Hypochlorite	2,500						
						Sodium Bicarbonate	2,500						
57,933	40,000	32,472		53650	Laboratory Supplies			40,000	40,000	35,000	35,000	35,000	35,000
						HACH supplies							
						IDEXX Bacteriological Supplies							
						ERA Standards/QC							
						Chemicals/Supplies							
						Filters/Standards							
9,902	9,000	30,738		52660	Operating Supplies			15,000	15,000	30,000	30,000	30,000	30,000
10,117	3,500	10,598		53670	Small Tools			5,000	5,000	8,000	8,000	8,000	8,000
						<b>CAPITAL OUTLAYS</b>							
35,954	62,360	41,768		77200	Machinery & Equipment			18,000	18,000	35,000	10,000	10,000	10,000
0	0	0		77500	Vehicle Replacement			0	0	0	0	0	0
0	10,000	27,024		77600	Computer Equipment			5,000	5,000	20,000	32,970	5,000	5,000
0	0	0		77650	Computer Software			0	0	0	0	0	0
0	0	49		77900	Leased Equipment			0	0	50	0	0	0
217,507	1,587,663	231,334		79035	Major Process Upgrade			100,000	1,097,540	1,097,540	103,000	103,000	103,000
3,182,350	4,817,913	4,046,058			<b>WASTEWATER TREATMENT</b>			3,609,892	4,616,839	4,634,782	3,900,805	4,019,832	4,019,832

The mission of the Environmental Services Department is to secure, maintain and provide reliable and safe water and wastewater services while exceeding all regulatory requirements. To do so in a cost effective manner to meet the present and future community needs while promoting economic development activities within our community and maintaining a high level of customer satisfaction.

Fiscal Year	Budget Amount (\$)
FY17	330,000
FY18	320,000
FY19	420,000
FY20	390,000
FY21	510,000
FY22	680,000
FY23	800,000

Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>YE Proj</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	5.0	5.0	5.0	6.0	6.0	6.0
Expenditures						
Personnel	228,573	313,925	303,925	415,647	439,908	439,908
Operating	151,536	103,100	105,950	112,950	112,950	112,950
Capital Outlay	<u>136,018</u>	<u>275,654</u>	<u>253,965</u>	<u>256,500</u>	<u>256,500</u>	<u>256,500</u>
Total Expenditures	516,127	692,679	663,840	785,097	809,358	809,358

Total Budget Increase	\$	116,679
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- The proposed budget increase is partially due to an anticipated increase in personnel and the reinstatement of one RIF position.
- The proposed budget increase is partially offset due to an anticipated decrease in I & I Rehabilitation (\$108K).
- The proposed budget increase is partially due to an increase in Vehicle Replacement (\$80K).

- Providing safe potable water and wastewater effluent quality that exceeds all regulatory requirements and protects the environment. Continue to develop groundwater well system capacity for providing improved system reliability, especially during droughts.
- Providing reliable water and sewer service.
- Providing water and sewer services in a cost effective manner with a focus on lowest life cycle cost. Providing water and wastewater services in a manner which maintains a high level of customer satisfaction.
- Securing and protecting water sources to meet long term needs of our community. Utilizing the water and wastewater assets to promote economic development activities within our community.

**TOWN OF CULPEPER**  
**Wastewater - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21						FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL						ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
											REQUEST	PROPOSED	ADOPTED
													-
187,335	160,578	152,820		50010	Salaries			199,370	199,370	199,370	275,996	296,102	296,102
10,017	20,000	5,997		50020	Salaries - Overtime			20,000	20,000	10,000	20,000	20,000	20,000
2,001	0	324		50030	Salaries - Part-Time			10,000	10,000	10,000	10,000	10,000	10,000
12,146	9,794	9,770		50110	Social Security Tax			12,125	12,125	12,125	16,841	17,964	17,964
2,867	2,311	2,349		50120	Medicare Tax			2,863	2,863	2,863	3,971	4,262	4,262
36,035	28,421	29,011		50130	Health Insurance			41,224	41,224	41,224	48,406	48,406	48,406
18,419	17,940	17,360		50140	VRS Retirement			22,276	22,276	22,276	32,656	35,034	35,034
2,387	2,153	2,083		50145	VRS Group Life Insurance			2,673	2,673	2,673	3,703	3,971	3,971
405	462	454		50150	VRS Disability Insurance			459	459	459	1,051	1,146	1,146
2,695	2,850	3,304		50160	Worker's Comp. Insurance			2,935	2,935	2,935	3,023	3,023	3,023
926	0	5,100		50169	Hazard Pay			0	0	0	0	0	0
0	0	0		50210	Health & Medical Services			0	0	0	0	0	0
21,442	25,000	78,225		53238	R&M - Infrastructure			25,000	25,000	25,000	25,000	25,000	25,000
374	1,800	5,155		53240	R&M - Equipment			4,000	4,000	3,000	4,000	4,000	4,000
240	1,000	0		53245	R&M - Vehicle			1,000	1,000	1,000	1,000	1,000	1,000
5,605	7,000	1,460		53250	Maintenance Service Contract			6,000	6,000	3,500	6,000	6,000	6,000
949	1,000	1,114		51451	Uniform Rentals			1,000	1,000	1,000	1,000	1,000	1,000
14,000	14,000	14,000		53520	Motor Pool			14,000	14,000	14,000	14,000	14,000	14,000
0	0	57		52710	Postal Services			0	0	0	0	0	0
3,538	3,200	3,493		55610	Electrical Services			3,200	3,200	3,500	3,500	3,500	3,500
69	1,000	1,389		55620	Heating Services			1,000	1,000	1,500	1,500	1,500	1,500
2,023	2,000	2,068		52675	Miss Utility Tickets			2,000	2,000	2,000	2,000	2,000	2,000
3,585	4,500	6,075		52720	Telecommunications			4,000	4,000	6,000	6,000	6,000	6,000
207	215	211		55830	Contractor's Equipment Insurance			300	300	300	300	300	30

**TOWN OF CULPEPER**  
**Wastewater - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21						FY22	FY22	PROJECTED	FY23 DEPT	FY23 MGR	FY23 COUNCIL
ACTUAL	AMENDED	ACTUAL						ADOPTED	AMENDED	FY22	REQUEST	PROPOSED	ADOPTED
319	400	66		52510	Office Supplies			400	400	400	400	400	400
160	200	0		53540	Janitorial Supplies			200	200	200	200	200	200
9,406	15,000	10,688		53550	Vehicle Fuels			10,000	10,000	15,000	15,000	15,000	15,000
423	400	229		53555	Lube Oil			400	400	400	400	400	400
15,116	10,000	7,394		53560	Vehicle & Equipment Supplies			10,000	10,000	10,000	10,000	10,000	10,000
1,109	1,500	2,267		51570	Uniform Purchases and Wearing Apparel			1,700	1,700	3,000	3,000	3,000	3,000
2,907	2,500	3,037		52660	Operating Supplies			2,500	2,500	2,500	2,500	2,500	2,500
3,798	8,000	5,234		53670	Small Tools			8,000	8,000	6,000	8,000	8,000	8,000
0	1,500	7,074		77200	Machinery & Equipment			1,500	3,000	12,000	12,000	12,000	12,000
0	0	0		77300	Furniture and Fixtures			0	0	0	0	0	0
0	0	0		77500	Vehicle Replacement			0	0	0	80,000	80,000	80,000
					Replace Unit 908 with 1 ton crew cab utility truck								
0	17,529	12,128		77650	Computer Software			0	9,965	9,965	10,000	10,000	10,000
0	0	0		77900	Leased Equipment			0	0	0	0	0	0
22,693	291,433	116,816		79030	I & I Rehabilitation			150,000	262,689	232,000	154,500	154,500	154,500
0	0	0		79035	Major Process Upgrade			0	0	0	0	0	0
396,088	662,076	516,127						568,525	692,679	663,840	785,097	809,358	809,358

**TOWN OF CULPEPER**  
**Wastewater - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21						FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL						ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
											REQUEST	PROPOSED	ADOPTED
													-
1,321,475	0	1,326,430		59000	Depreciation Expense			0	0	0	0	0	0
0	0	0		89500	Lease Payments - Principal			0	0	0	0	0	0
0	0	0		89509	2008 GOB Principal			0	0	0	0	0	0
427,098	444,477	444,477		89510	2010 GOB 19.25 Principal			0	0	0	0	0	0
250,000	260,000	260,000		89516	2016 Bond - Principal			710,000	710,000	710,000	745,000	745,000	745,000
37,868	0	37,868		89609	2008 GOB Interest			0	0	0	0	0	0
2,324	6,667	(11,323)		89610	2010 GOB 19.925M Interest			0	0	0	0	0	0
442,516	530,200	432,150		89616	2016 Bond - Interest			507,250	507,250	507,250	470,875	470,875	470,875
0	0	0		44586	Gain/Loss - Asset Disposal			0	0	0	0	0	0
0	0	0		89710	Bond Insurance Costs			0	0	0	0	0	0
(677,098)	0	(704,476)		89799	Debt Principal Offset			0	0	0	0	0	0
1,804,182	1,241,344	1,785,126			DEBT SERVICE			1,217,250	1,217,250	1,217,250	1,215,875	1,215,875	1,215,875
													-
5,382,620	6,721,333	6,347,311			TOTAL EXPENDITURES			5,395,668	6,526,769	6,515,873	5,901,777	6,045,065	6,045,065
149,910	157,564	156,030		89950	Tfer W/W to GF - PILOT			145,922	145,922	145,922	152,221	152,221	152,221
					Transfer to Capital Fund								
149,910	157,564	156,030			TRANSFERS			145,922	145,922	145,922	152,221	152,221	152,221
													-
-	-	-						-	-	-	-	-	-
													-
5,532,530	6,878,897	6,503,341			TOTAL EXPENDITURES & TRANSFERS			5,541,589	6,672,690	6,661,794	6,053,998	6,197,286	6,197,286



**TOWN OF CULPEPER**  
**Wastewater - Capital**  
**FY23 DRAFT BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**Wastewater - Capital**  
**FY23 DRAFT BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**Light & Power - Fund Summary**  
**FY23 BUDGET**

FY20	FY21	FY21				FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
									REQUEST	PROPOSED	ADOPTED
					<b>OPERATING FUND:</b>						
12,792,223	13,708,358	12,197,047			<b>TOTAL LIGHT AND POWER FUND REVENUES</b>	13,557,511	13,557,511	13,561,511	13,919,323	13,919,323	13,919,323
1,224,829	1,276,415	1,317,373		5600	ADMINISTRATION	1,565,992	1,565,992	1,565,992	1,665,267	1,759,435	1,759,435
7,466,607	8,735,709	6,984,084		5700	GENERATION	8,105,876	8,169,221	8,195,576	8,052,263	8,058,903	8,058,903
2,008,471	1,990,976	1,756,652		5800	DISTRIBUTION	2,479,193	2,479,193	2,481,193	2,846,289	2,934,068	2,934,068
1,120,657	467,946	1,063,316		9900	DEBT SERVICE	449,466	449,466	449,466	454,453	454,453	454,453
393,772	1,237,312	405,075		9950	TRANSFERS	956,983	956,983	956,983	901,052	712,465	712,465
-	-	-		9990	CONTINGENCY	-	-	-	-	-	-
12,214,336	13,708,358	11,526,500			<b>TOTAL EXPENDITURES</b>	13,557,511	13,620,856	13,649,211	13,919,323	13,919,323	13,919,323
577,887	-	670,547			<b>REVENUES OVER (UNDER) EXPENDITURES</b>	-	(63,345)	(87,700)	-	-	-
					<b>CAPITAL FUND:</b>						
-	502,347	-			<b>TOTAL L&amp;P CAPITAL FUND REVENUES</b>	-	751,433	751,433	-	-	-
-	-	-		8810	DISTRIBUTION SYSTEM IMPRVMTS	-	-	-	-	-	-
-	-	-		8816	NALLS MILL CONUIT	-	450,000	450,000	-	-	-
9,012	30,672	10,081		9209	FINANCIAL SYSTEM UPGRADE	-	-	-	-	-	-
25,595	-	6,263		8825	LED STREETLIGHTING	-	-	-	-	-	-
-	-	-		9010	SUBSTATION UPGRADES	-	-	-	-	-	-
8,580	25,000	-		8900	DISTRIBUTION 4KV SYS CHANGEOUT	-	-	-	-	-	-
-	446,675	145,242		8820	BINGHAM & TAYLOR ELEC FURNACE PROJECT	-	301,433	301,433	-	-	-
43,187	502,347	161,586			Total Capital Expenditures	-	751,433	751,433	-	-	-
-	-	-			<b>TRANSFERS</b>	-	-	-	-	-	-
-	-	-			<b>CONTINGENCY - UNRESERVED</b>	-	-	-	-	-	-
43,187	502,347	161,586			<b>TOTAL EXPENDITURES</b>	-	751,433	751,433	-	-	-

**TOWN OF CULPEPER**  
**Light & Power - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23	
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL	
										REQUEST	PROPOSED	ADOPTED	
0	35,058	0		45600	Reserves - Prior Year Balance		0	0	-	0	0	0	0
12,034,816	13,198,000	11,673,389		43220	Metered Sales - Electric		13,124,011	13,124,011	13,124,011	13,409,823	13,409,823	13,409,823	13,409,823
2,750	4,500	1,400		43310	After Hours Reconnection Fee		2,000	2,000	2,000	2,000	2,000	2,000	2,000
81,568	100,000	57,429		43320	Delinquent Fees		100,000	100,000	100,000	100,000	100,000	100,000	100,000
16,371	17,000	13,269		43330	Disconnect Fees		17,000	17,000	30,000	25,000	25,000	25,000	25,000
13,402	15,000	18,990		43340	Meter Fees		12,000	12,000	5,000	10,000	10,000	10,000	10,000
25,509	40,000	15,727		43370	Penalties		30,000	30,000	30,000	30,000	30,000	30,000	30,000
101,256	100,800	102,971		42000	AMR Cost Recovery		0	0	-	0	0	0	0
700	1,000	200		43560	Pole Permits & Rental Charge		1,000	1,000	1,000	10,000	10,000	10,000	10,000
75,024	10,000	23,951		43580	Time & Material Charges - Misc.		10,000	10,000	10,000	10,000	10,000	10,000	10,000
215,000	87,500	134,500		43590	Underground Connection Charge		175,000	175,000	175,000	225,000	225,000	225,000	225,000
0	1,000	0		43350	Overhead Connection Charge		1,000	1,000	1,000	1,000	1,000	1,000	1,000
75,489	40,000	4,408		42360	Interest on Investments		40,000	40,000	40,000	0	0	0	0
75,082	30,000	122,953		42362	Interest Income - Investments		30,000	30,000	30,000	80,000	80,000	80,000	80,000
7,692	0	0		42370	Realized Gain/Loss-Invest		0	0	-	0	0	0	0
55,251	0	(45,659)		42375	Unrealized Gain/Loss-Invest		0	0	-	0	0	0	0
0	0	32,072		42065	CARES Act Funding		0	0	-	0	0	0	0
5,378	7,500	28,065		45525	Insurance Claims/Recoveries		7,500	7,500	7,500	10,000	10,000	10,000	10,000
0	500	0		45540	Reimbursements, Rebates & Recoveries		0	0	-	0	0	0	0
5,238	2,000	1,906		45550	Miscellaneous		1,000	1,000	1,000	1,000	1,000	1,000	1,000
1,697	1,500	4,001		44580	Sale Of Salvage & Surplus Materials		1,000	1,000	1,000	1,500	1,500	1,500	1,500
0	10,000	6,450		44585	Sale Of Surplus Equipment		1,000	1,000	1,000	1,000	1,000	1,000	1,000
0	7,000	1,026		44592	Recovered Cost - Streetlights in New Dev.		5,000	5,000	3,000	3,000	3,000	3,000	3,000
0	0	0		44971	Transfer In - Capital Fund		0	0	-	0	0	0	0
0	0	0		45610	Transfer from Reserves		0	0	-	0	0	0	0
12,792,223	13,708,358	12,197,047			<b>TOTAL REVENUES / OTHER SOURCES</b>		13,557,511	13,557,511	13,561,511	13,919,323	13,919,323	13,919,323	13,919,323

To continue to provide the most reliable, efficient and cost effective electric services to the town citizens, our customers.



## Budget & Staffing Summary

Total Budget Increase	\$	193,443
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- The proposed budget increase primarily due to Billing & Administrative Support increase (\$167K)
- The proposed budget increase is partially due to projected increases in personnel.

**In FY23 the Electric Department will:**

- Using technology and prudent electrical practices the Light & Power Department will continue to move towards more cost effective operation while maintaining a high level of customer service to the citizens and the departments/agencies of the Town.
- To maintain and improve the electrical system.
- To provide inventive and cost saving approaches to energy savings to the customers.
- To utilize technology to its fullest potential with the benefits of providing reliable power.

**TOWN OF CULPEPER**  
**Light & Power - Operating**  
**FY23 BUDGET**

											FY23	FY23	FY23
FY20	FY21	FY21					FY22	FY22	PROJECTED		DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22		REQUEST	PROPOSED	ADOPTED
			5600-ELECTRIC ADMINISTRATION										
			PERSONNEL - WAGES & BENEFITS										
184,753	182,066	181,508		50010	Salaries		185,559	185,559	185,559		191,264	206,869	206,869
1	500	0		50020	Salaries - Overtime		300	300	300		300	300	300
11,218	10,945	11,177		50110	Social Security Tax		11,197	11,197	11,197		11,565	12,532	12,532
2,624	2,561	2,614		50120	Medicare Tax		2,620	2,620	2,620		2,706	2,932	2,932
18,195	23,499	17,698		50130	Health Insurance		26,280	26,280	26,280		25,246	25,246	25,246
7,387	0	62,616		50132	OPEB Health Insurance		0	0	-		0	0	0
17,713	20,338	19,952		50140	VRS Retirement		20,727	20,727	20,727		22,627	24,473	24,473
(3,710)	2,441	(4,241)		50145	VRS Group Life Insurance		2,488	2,488	2,488		2,564	2,773	2,773
0	0	0		50150	VRS Disability Insurance		0	0	-		0	0	0
1,089	1,152	1,482		50160	Worker's Comp. Insurance		1,186	1,186	1,186		1,222	1,222	1,222
258	0	1,862		50169	Hazard Pay		0	0	-		0	0	0
			SERVICES - PURCHASED, SHARED, INTERNAL										
0	100	0		50210	Health & Medical Services		100	100	100		100	100	100
				51314	Consulting Services								
0	1,000	0		53230	R&M - Building & Grounds		1,000	1,000	1,000		1,000	1,000	1,000
0	0	0		53245	R&M - Vehicle		0	0	-		0	0	0
659	2,500	1,126		53250	Maintenance Service Contract		2,500	2,500	2,500		2,500	2,500	2,500
					Pitney Bowes	1,500							
					ESI - Copier	1,000							
0	500	0		52400	Printing and Binding		500	500	500		500	500	500
0	0	0		52410	Advertising		0	0	-		0	0	0
968,780	1,006,713	1,006,713		52520	Billing and Administrative Services		1,290,935	1,290,935	1,290,935		1,383,223	1,458,538	1,458,538
1,000	1,000	1,000		53520	Motor Pool		1,000	1,000	1,000		1,000	1,000	1,000
			OTHER CHARGES										
0	1,500	0		52710	Postal Services		500	500	500		300	300	300
1,291	3,500	1,939		52720	Telecommunications		2,500	2,500	2,500		2,500	2,500	2,500
1,141	1,176	1,141		55840	Motor Vehicle Insurance		1,175	1,175	1,175		1,225	1,225	1,225
0	500	0		52015	Meals		500	500	500		500	500	500
265	0	0		52018	Travel		500	500	500		500	500	500
			MISCELLANEOUS ITEMS										
10,863	12,000	10,786		52210	Dues & Assoc. Memberships		12,000	12,000	12,000		12,000	12,000	12,000
0	0	0		52220	Bank Fees		0	0	-		0	0	0
0	0	0		56500	Pandemic Expenses		0	0	-		0	0	0
0	0	0		56299	Miscellaneous		0	0	-		0	0	0
			MATERIALS AND SUPPLIES										
0	0	0		52510	Office Supplies		0	0	-		0	0	0
0	0	0		53550	Vehicle Fuels		0	0	-		0	0	0
0	0	0		53560	Vehicle & Equipment Supplies		0	0	-		0	0	0
0	125	0		51570	Uniform Purchases and Wearing Apparel		125	125	125		125	125	125
0	100	0		52660	Operating Supplies		100	100	100		100	100	100

**TOWN OF CULPEPER**  
**Light & Power - Operating**  
**FY23 BUDGET**

<b>FY20</b>	<b>FY21</b>	<b>FY21</b>					<b>FY22</b>	<b>FY22</b>	<b>PROJECTED</b>	<b>FY23</b>	<b>FY23</b>	<b>FY23</b>	
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY22</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>	
										<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>	
				<b>CAPITAL OUTLAYS</b>									
1,301	2,000	0		77600	Computer Hardware and Equipment		2,000	2,000	2,000	2,000	2,000	2,000	
0	200	0		77650	Computer software		200	200	200	200	200	200	
0	0	0		77500	Vehicle Replacement		0	0	-	0	0	0	
0	0	0		77900	Leased Equipment		0	0	-	0	0	0	
1,224,829	1,276,415	1,317,373		<b>ELECTRIC ADMINISTRATION</b>			1,565,992	1,565,992	1,565,992	1,665,267	1,759,435	1,759,435	

To continue to provide the most reliable, efficient and cost effective electric services to the town citizens, our customers.

Fiscal Year	Budget (\$)
FY17	7,200,000
FY18	7,200,000
FY19	7,100,000
FY20	7,400,000
FY21	7,000,000
FY22	8,300,000
FY23	8,100,000

## Major Highlights for FY23

- The proposed budget decrease is partially due to a decrease in R&M Engines (\$63K)
- The proposed budget decrease is partially offset by an anticipated increase in fuel costs (\$20K).
- The proposed budget decrease is partially due to decrease in Electricity Purchased costs projections (\$71K).

- Using technology and prudent electrical practices the Light & Power Department will continue to move towards more cost effective operation while maintaining a high level of customer service to the citizens and the departments/agencies of the Town.
- To maintain and improve the electrical system.
- To provide inventive and cost saving approaches to energy savings to the customers.
- To utilize technology to its fullest potential with the benefits of providing reliable power.



**TOWN OF CULPEPER**  
**Light & Power - Operating**  
**FY23 BUDGET**

										FY23	FY23	FY23
FY20	FY21	FY21					FY22	FY22	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	REQUEST	PROPOSED	ADOPTED
			5700-ELECTRIC GENERATION									
			PERSONNEL - WAGES & BENEFITS									
59,470	61,961	54,969	50010	Salaries			62,317	62,317	62,317	58,864	64,335	64,335
142	1,000	146	50020	Salaries - Overtime			800	800	1,000	1,500	1,500	1,500
3,679	3,810	3,500	50110	Social Security Tax			3,829	3,829	3,829	3,617	3,956	3,956
861	892	819	50120	Medicare Tax			896	896	896	846	926	926
9,755	9,941	6,689	50130	Health Insurance			10,682	10,682	10,682	10,260	10,260	10,260
18,881	6,921	136,354	50140	VRS Retirement			6,961	6,961	6,961	6,965	7,612	7,612
772	831	594	50145	VRS Group Life Insurance			836	836	836	789	863	863
0	0	25	50150	VRS Disability Insurance			0	0	-	311	340	340
923	976	505	50160	Worker's Comp. Insurance			1,005	1,005	1,005	1,036	1,036	1,036
171	0	1,658	50169	Hazard Pay			0	0	-	0	0	0
			SERVICES - PURCHASED, SHARED, INTERNAL									
0	500	0	50210	Health & Medical Services			500	500	500	500	500	500
914	10,000	1,352	53230	R&M - Buildings & Grounds			10,000	10,000	10,000	10,000	10,000	10,000
7,984	20,000	15,384	53239	R&M - Engines			30,000	93,345	120,000	30,000	30,000	30,000
0	25,000	22,484	53240	R&M - Equipment			25,000	25,000	25,000	25,000	25,000	25,000
2,420	5,000	3,146	53250	Maintenance Service Contract			5,000	5,000	5,000	5,000	5,000	5,000
				People's Choice Answering Service		2,500						
				Misc.		2,500						
1,124	1,500	841	51451	Uniform Rentals			1,500	1,500	1,000	1,000	1,000	1,000
			OTHER CHARGES									
0	0	0	52018	Travel			0	0	-	0	0	0
0	0	0	55630	Water Services			0	0	-	0	0	0
0	0	0	52710	Postal Services			0	0	-	0	0	0
1,450	1,000	225	52720	Telecommunications			1,000	1,000	1,000	1,000	1,000	1,000
507	522	507	55810	Boiler & Machinery Insurance			522	522	522	540	540	540
7,532	7,758	7,532	55820	Fire / Property Insurance			7,758	7,758	7,758	7,990	7,990	7,990
2,126	2,190	2,139	55830	Contractor's equipment insurance			2,203	2,203	2,203	2,270	2,270	2,270
10,248	10,555	10,439	55870	General Liability Insurance			10,752	10,752	10,752	11,075	11,075	11,075
			MISCELLANEOUS ITEMS									
0	0	0	52220	Bank Fees			0	0	-	0	0	0
0	0	0	56500	Pandemic Expenses			0	0	-	0	0	0
			MATERIALS AND SUPPLIES									
0	0	0	53550	Vehicle Fuels			0	0	-	0	0	0
54,934	80,000	53,784	53552	Fuel Oil			100,000	100,000	100,000	120,000	120,000	12

**TOWN OF CULPEPER**  
**Light & Power - Operating**  
**FY23 BUDGET**

<b>FY20</b>	<b>FY21</b>	<b>FY21</b>					<b>FY22</b>	<b>FY22</b>	<b>PROJECTED</b>	<b>FY23</b>	<b>FY23</b>	<b>FY23</b>	
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY22</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>	
										<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>	
0	200	0		53670	Small Tools		200	200	200	200	200	200	200
					<b>CAPITAL OUTLAYS</b>								
2,239	100,000	98,286		79010	Substation Upgrades		50,000	50,000	50,000	50,000	50,000	50,000	50,000
0	0	0		77500	Vehicle Replacement		0	0	-	0	0	0	0
0	0	0		77900	Leased Equipment		0	0	-	0	0	0	0
7,466,607	8,735,709	6,984,084			<b>ELECTRIC GENERATION</b>		8,105,876	8,169,221	8,195,576	8,052,263	8,058,903	8,058,903	8,058,903

**HYPOTHESIS 3: FUTURE ORIENTED PERSONALITY**

To continue to provide the most reliable, efficient and cost effective electric services to the town citizens, our customers.

Fiscal Year	Budget Amount
FY17	\$1,500,000
FY18	\$1,450,000
FY19	\$1,550,000
FY20	\$2,000,000
FY21	\$1,750,000
FY22	\$2,500,000
FY23	\$2,850,000

Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	13	13	13	13	13	13
Expenditures						
Personnel	1,362,265	1,395,117	1,395,117	1,497,709	1,585,488	1,585,488
Operating	339,016	455,693	457,693	467,600	467,600	467,600
Capital Outlay	<u>55,370</u>	<u>628,383</u>	<u>628,383</u>	<u>880,980</u>	<u>880,980</u>	<u>880,980</u>
Total Expenditures	1,756,652	2,479,193	2,481,193	2,846,289	2,934,068	2,934,068

Total Budget Increase	\$	454,875
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- In FY23 the Electric Department will:**

- Using technology and prudent electrical practices the Light & Power Department will continue to move towards more cost effective operation while maintaining a high level of customer service to the citizens and the departments/agencies of the Town.
- To maintain and improve the electrical system.
- To provide inventive and cost saving approaches to energy savings to the customers.
- To utilize technology to its fullest potential with the benefits of providing reliable power.

**TOWN OF CULPEPER**  
**Light & Power - Operating**  
**FY23 BUDGET**

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**TOWN OF CULPEPER**  
**Light & Power - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23	
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL	
										REQUEST	PROPOSED	ADOPTED	
46	200	175		52710	Postal Services		200	200	200	200	200	200	
14,395	15,000	16,023		52720	Telecommunications		18,000	18,000	18,000	18,000	18,000	18,000	
541	557	541		55810	Boiler & Machinery Insurance		525	525	525	0	0	0	
6,571	6,769	6,571		55840	Motor Vehicle Insurance		6,768	6,768	6,768	0	0	0	
7,517	24,000	7,218		51920	Education & Training		24,000	24,000	24,000	24,000	24,000	24,000	
					<i>Lineman school training for 6 employees</i>	12,000							
					<i>Substation school for 2 employees</i>	4,000							
					<i>Safety training for department staff</i>	8,000							
84	5,000	2,418		52010	Lodging		5,000	5,000	5,000	5,000	5,000	5,000	
650	3,000	1,469		52015	Meals		3,000	3,000	3,000	3,000	3,000	3,000	
496	0	0		52018	Travel		0	0	-	1,000	1,000	1,000	
0	0	0					0	0	-	0			
0	0	0					0	0	-	0			
					<b>MISCELLANEOUS ITEMS</b>								
32,838	15,000	11,716		52295	Bad Debt Expense		0	0	-	0	0	0	
845	0	1,331		56500	Pandemic Expenses		0	0	-	0	0	0	
				56299	Miscellaneous								
					<b>MATERIALS AND SUPPLIES</b>								
959	2,500	1,148		52510	Office Supplies		2,000	2,000	2,000	2,000	2,000	2,000	
60	300	5		52530	Medical Supplies		300	300	300	300	300	300	
0	200	8		53540	Janitorial Supplies		200	200	200	200	200	200	
15,123	20,000	14,456		53550	Vehicle Fuels		20,000	20,000	20,000	25,000	25,000	25,000	
387	1,500	722		53555	Lube Oil		1,500	1,500	1,500	1,500	1,500	1,500	
12,357	15,000	7,709		53560	Vehicle & Equipment Supplies		15,000	15,000	18,000	20,000	20,000	20,000	
9,980	15,000	12,522		51570	Uniform Purchases and Wearing Apparel		20,000	20,000	20,000	20,000	20,000	20,000	
14,104	12,000	14,851		52580	Books, Subscriptions & Education		12,000	12,000	12,000	15,000	15,000	15,000	
52,541	40,000	35,712		53630	Meter Purchases		30,000	30,000	30,000	30,000	30,000	30,000	
1,229	5,000	2,383		52660	Operating Supplies		5,000	5,000	5,000	5,000	5,000	5,000	
20,078	15,000	15,048		53670	Small Tools		32,000	32,000	32,000	20,000	20,000	20,000	
431	3,000	300		53680	Traffic Signals & Signs		3,000	3,000	3,000	3,000	3,000	3,000	
0	0	0		54530	Safety Equipment		0	0	-	10,000	10,000	10,000	
					<b>CAPITAL OUTLAYS</b>								
0	0	0		77200	Machinery & Equipment		57,000	57,000	57,000	265,000	265,000	265,000	
					<i>Replacement of Condux Wire puller with air compressor</i>	125,000							
					<i>Replacement of 35G with new 50G. 35G to go to PW</i>	110,000							
					<i>Standby Generator</i>	30,000							
93,787	0	0		77500	Vehicle Replacement		370,000	370,000	370,000	350,000	350,000	350,000	

**TOWN OF CULPEPER**  
**Light & Power - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23	
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL	
										REQUEST	PROPOSED	ADOPTED	
						Addition of new small bucket, additional height, keeping 844 for backup	300,000						
						Replace Unit 810 with 3/4 ton 4x4 pickup	50,000						
378	2,000	15		77600	Computer Equipment		2,000	2,000	2,000	25,980	25,980	25,980	
0	35,558	24,256		77650	Computer Software		0	0	-	0	0	0	
8,945	15,000	17,253		77720	New Lines & Customers		15,000	15,000	15,000	15,000	15,000	15,000	
33,116	20,000	11,831		77730	Street & Yard Light Upgrades		20,000	20,000	20,000	25,000	25,000	25,000	
0	0	0		77900	Leased Equipment		0	0	-	0	0	0	
160,856	156,555	2,015		78810	Distribution System Improvements		164,383	164,383	164,383	200,000	200,000	200,000	
2,008,471	1,990,976	1,756,652		<b>ELECTRIC DISTRIBUTION</b>			2,479,193	2,479,193	2,481,193	2,846,289	2,934,068	2,934,068	

**TOWN OF CULPEPER**  
**Light & Power - Operating**  
**FY23 BUDGET**

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**TOWN OF CULPEPER**  
**Light & Power - Capital**  
**FY23 BUDGET**

[illegible]



**TOWN OF CULPEPER**  
**Light & Power - Capital**  
**FY23 BUDGET**

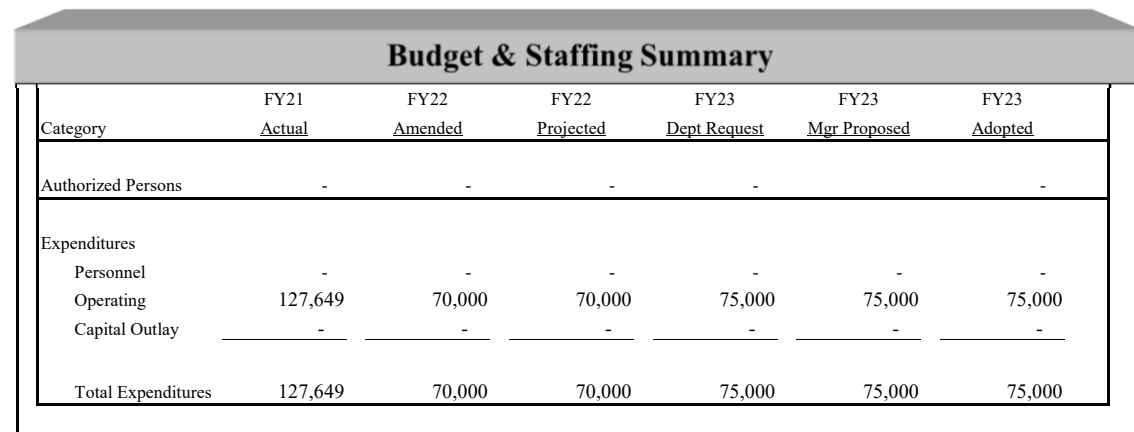
<b>FY20</b>	<b>FY21</b>	<b>FY21</b>					<b>FY22</b>	<b>FY22</b>	<b>PROJECTED</b>	<b>FY23</b>	<b>FY23</b>	<b>FY23</b>	
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY22</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>	
										<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>	
				77040	Infrastructure								
				77200	Machinery & Equipment								
				75216	Engineering								
0	446,675	145,242		<b>BINGHAM &amp; TAYLOR ELECTRIC FURNACE PROJECT</b>			-	301,433	301,433	-	-	-	
43,187	502,347	161,586		<i>sub-total of all capital projects</i>			-	751,433	751,433	-	-	-	
				<b>9950 TRANSFERS</b>									
0	0	0		89960	Xfer to Capital (Non Committed)			0	0	0	0	0	
0	0	0		89965	Transfer Out - Capital			0	0	0	0	0	
0	0	0		<b>TRANSFERS</b>			-	-	-	-	-	-	
				<b>9990-CONTINGENCY - UNRESERVED</b>									
				89990	Contingency - Reserved								
				89991									
0	0	0		<b>CONTINGENCY - UNRESERVED</b>			-	-	-	-	-	-	
43,187	502,347	161,586		<b>TOTAL EXPENDITURES</b>			-	751,433	751,433	-	-	-	

**TOWN OF CULPEPER**  
**Cemetery Perpetual Care - Fund Summary**  
**FY23 BUDGET**

<b>FY20</b>	<b>FY21</b>	<b>FY21</b>				<b>FY22</b>	<b>FY22</b>	<b>PROJECTED</b>	<b>FY23</b>	<b>FY23</b>
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>				<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY22</b>	<b>DEPT</b>	<b>MGR</b>
									<b>REQUEST</b>	<b>PROPOSED</b>
										<b>ADOPTED</b>
77,206	70,000	127,649			<b>TOTAL CEMETERY PERPETUAL CARE FUND REVENUE</b>	70,000	70,000	70,000	75,000	75,000
-	70,000	-		9990	CONTINGENCY	70,000	70,000	70,000	75,000	75,000
-	70,000	-			<b>TOTAL EXPENDITURES</b>	70,000	70,000	70,000	75,000	75,000

←----- CEMENTED TERRAZZO CARPET FLOOR -----→

### Budget and Staff Resources:



## Major Highlights for FY23

Town of Culpeper FY23 Adopted Budget-May 10, 2022

**TOWN OF CULPEPER**  
**Cemetery Perpetual Care - Operating**  
**FY23 BUDGET**

FY20	FY21	FY21					FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY22	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
0	0	0		45600	Reserves		0	0	0	0	0	0
28,456	20,000	29,349		42360	Interest on Investments		20,000	20,000	20,000	25,000	25,000	25,000
48,750	50,000	98,300		44502	Cemetery Lot Sales		50,000	50,000	50,000	50,000	50,000	50,000
0	0	0		42504	Contributions		0	0	0	0	0	0
77,206	70,000	127,649					70,000	70,000	70,000	75,000	75,000	75,000
											-	
											-	
0	70,000	0		89990	Contingency		70,000	70,000	70,000	75,000	75,000	75,000
0	70,000	0					70,000	70,000	70,000	75,000	75,000	75,000
											-	
-	70,000	-					70,000	70,000	70,000	75,000	75,000	75,000

**TOWN OF CULPEPER**  
**Parking Authority - Fund Summary**  
**FY23 BUDGET**

<b>FY20</b>	<b>FY21</b>	<b>FY21</b>				<b>FY22</b>	<b>FY22</b>	<b>PROJECTED</b>	<b>FY23</b>	<b>FY23</b>	<b>FY23</b>
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>				<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY22</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>
									<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>
					<b>OPERATING FUND:</b>						
42,535	55,634	32,777			<b>TOTAL PARKING AUTHORITY FUND REVENUES</b>	85,550	85,550	85,550	110,450	110,450	110,450
53,871	55,634	51,701		8700	PARKING AUTHORITY	85,550	85,550	85,550	110,450	110,450	110,450
-	-	-		9990	CONTINGENCY	-	-				-
53,871	55,634	51,701			<b>TOTAL EXPENDITURES</b>	85,550	85,550	85,550	110,450	110,450	110,450

To provide convenient, safe, secure and an aesthetically pleasing parking experience. The Authority shall continually maintain, improve, and increase parking opportunities to meet the unique challenges that exist as a result of growth and development in Town.

Fiscal Year	Budget
FY17	\$75,000
FY18	\$45,000
FY19	\$48,000
FY20	\$55,000
FY21	\$53,000
FY22	\$85,000
FY23	\$110,000

Budget & Staffing Summary						
Category	FY21 <u>Actual</u>	FY22 <u>Amended</u>	FY22 <u>Projected</u>	FY23 <u>Dept Request</u>	FY23 <u>Mgr Proposed</u>	FY23 <u>Adopted</u>
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	-	-	-	-	-	-
Operating	51,701	85,550	85,550	110,450	110,450	110,450
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	51,701	85,550	85,550	110,450	110,450	110,450

## Major Highlights for F23:

Total Budget increase	\$	24,900
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- The proposed budget increase is primarily due to an increase in repair and maintenance.

**'In F23 the Parking Authority will:**

- Support and assist the Town Council constructing and managing additional parking sites for the downtown
- Implement the Recommended parking lot management plan, as developed by staff and the parking Authority, including improvements to existing parking lots and alleyways.
- Continue to improve enforcement of parking violations

**TOWN OF CULPEPER**  
**Parking Authority - Operating**  
**FY23 BUDGET**

									FY23	FY23	FY23
FY20	FY21	FY21				FY22	FY22	PROJECTED	FY23	FY23	FY23
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY22	DEPT REQUEST	MGR PROPOSED	COUNCIL ADOPTED
				45600	Reserves						
3,025	5,000	1,940		47340	Parking Fines	2,500	2,500	2,500	2,500	2,500	2,500
39,180	0	30,151		47260	Parking - Leased Spaces	30,000	30,000	30,000	40,000	40,000	40,000
0	500	0		47262	Parking Lot Rental	500	500	500	500	500	500
0	100	0		47264	Parking - On Street Permits	0	0	0	0	0	0
0	0	0		47265	Parking - Duplicate Tags	0	0	0	0	0	0
330	500	685		47270	Parking - One Day Pass	250	250	250	250	250	250
0	0	0		45550	Miscellaneous	0	0	0	0	0	0
0	49,534	0		44960	Transfer from General Fund Reserves	52,300	52,300	52,300	67,200	67,200	67,200
42,535	55,634	32,777			TOTAL REVENUES / OTHER SOURCES	85,550	85,550	85,550	110,450	110,450	110,450
0						0	0	0	0		
					SERVICES - PURCHASED, SHARED, INTERNAL						
1,709	4,200	939		53249	R&M - Misc. / Other	35,000	35,000	35,000	60,000	60,000	60,000
					Paving E. Cameron St. Lot	60,000					
42,739	40,000	40,821		53250	Maintenance Service Contract	40,000	40,000	40,000	40,000	40,000	40,000
					Contract with Public Works						
7,034	8,634	6,857		53270	Rental of Street Lights	7,500	7,500	7,500	8,000	8,000	8,000
317	500	598		52400	Printing and Binding	750	750	750	750	750	750
0	0	0				0	0	0	0		
					OTHER CHARGES						
253	400	5		52710	Postal Services	400	400	400	100	100	100
1,550	1,600	1,550		55860	Public Official Liability	1,600	1,600	1,600	1,600	1,600	1,600
0	0	0		55870	General Liability Insurance	0	0	0	0	0	0
0	0	0		55946	Lease-Parking Spaces (Ann Wingfield)	0	0	0	0	0	0
0	0	0		52015	Meals	0	0	0	0	0	0
0	0	0				0	0	0	0		
					MISCELLANEOUS ITEMS						
270	300	930		52295	Bad Debt Expense	300	300	300	0	0	0
0	0	0		56500	Pandemic Expenses	0	0	0	0	0	0
0	0	0		52660	Operating Supplies	0	0	0	0	0	0
					CAPITAL OUTLAY						
0	0	0		77900	Leased Equipment	0	0	0	0	0	0
53,871	55,634	51,701			PARKING AUTHORITY	85,550	85,550	85,550	110,450	110,450	

**TOWN OF CULPEPER**  
**Parking Authority - Operating**  
**FY23 BUDGET**

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