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# **TOWN OF CULPEPER**

## **FY24 BUDGET**

**Adopted May 9, 2023**  
**(July 1, 2023 - June 30, 2024)**



**Frank Reaves, Jr., Mayor**  
**William M. Yowell, Vice Mayor**

<b>B. Travis Brown</b>	<b>Jamie Clancey</b>
<b>Erick Kalenga</b>	<b>Pranas A. Rimeikis</b>
<b>Janie Schmidt</b>	<b>Joe M. Short</b>
<b>Meaghan E. Taylor</b>	
<b>Christopher D. Hively, Town Manager</b>	
<b>Howard Kartel, Director of Finance</b>	

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**RESOLUTION**  
**ADOPTING THE FY2024 BUDGET**

**Resolution No. R-2023-008**

**WHEREAS**, the Council of the Town of Culpeper, Virginia, has presented a balanced budget for FY24, beginning July 1, 2023, and ending June 30, 2024; and

**WHEREAS**, the FY24 budget totals \$58,353,836.

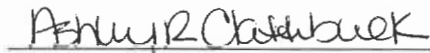
**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Culpeper, Virginia, hereby adopts the FY24 budget to be effective July 1, 2023 through June 30, 2024.

**ADOPTED** this 9th day of May 2023.

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

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

Attest:

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

**MOTION:** Clancey

**SECOND:** Schmidt

**Ayes:** Brown, Clancey, Kalenga, Reaves, Rimeikis, 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, 2023 AND ENDING JUNE 30, 2024 IN THE AMOUNT OF \$58,353,836

Resolution No. R-2023-010

**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, 2023 - June 30, 2024:

<b>GENERAL FUND</b>	
Town Council	\$176,424
Town Manager	\$160,346
Town Clerk	\$341,181
Human Resources	\$432,492
Town Attorney	\$100,000
Annual Audit	\$76,400
Treasurer	\$1,813,033
Risk Management	\$96,975
Information Technology	\$2,185,733
Motor Pool	\$434,131
Police	\$7,300,039
Police - Drug Fund	\$15,000
E911 Operations Center	\$785,747
E-Ticketing	\$17,600
Volunteer Fire Services	\$170,000
Volunteer Rescue Services	\$25,000
Virginia Regional Transit	\$154,938
General Engineering	\$231,420
Streets	\$3,001,822
Snow & Ice Removal	\$85,700
Traffic Engineering	\$218,290
Sanitation	\$572,854
General Properties	\$623,000
Culpeper Media Network	\$286,603
Parks & Recreation	\$414,680
Cemetery	\$178,064
Planning & Community Development	\$1,089,480
Visitors Center	\$60,278
Tourism	\$764,359

Economic Development	\$276,130
General Fund Debt Service	\$1,429,707
<b>Subtotal General Fund Operations</b>	<b>\$23,517,426</b>
Transfer to Sanitation Equipment Replacement Fund	\$133,000
Transfer to Capital Reserve Fund	\$662,485
Transfer to Parking Authority	\$107,700
Transfer to Special tax districts	\$19,000
Transfer from Unassigned Reserves	\$(371,000)
Transfer E-Ticketing	\$(10,100)
<b>Total General Fund Operations</b>	<b>\$24,058,511</b>
<b>GENERAL FUND CAPITAL</b>	
Expenditures	\$6,610,000
Transfers	\$0
<b>Total General Fund Capital</b>	<b>\$6,610,000</b>
<b>WATER FUND</b>	
Treatment	\$3,234,615
Distribution	\$1,430,066
Debt Service	\$707,889
Transfers	\$134,459
<b>Total Water Fund</b>	<b>\$5,507,029</b>
<b>WATER FUND CAPITAL</b>	
Expenditures	\$0
Transfers	\$663,000
<b>Total Water Capital Fund</b>	<b>\$663,000</b>
<b>WASTEWATER FUND</b>	
Treatment	\$4,301,282
Collection	\$722,132
Debt Service	\$1,071,375
Transfers	\$164,057
<b>Total Wastewater Fund</b>	<b>\$6,258,846</b>
<b>WASTEWATER CAPITAL</b>	
Expenditures	\$0
Transfers	\$1,000,000
<b>Total Wastewater Capital Fund</b>	<b>\$1,000,000</b>
<b>LIGHT &amp; POWER FUND</b>	

Administration	\$1,851,268
Generation	\$8,428,524
Distribution	\$2,629,354
Debt Service	\$448,759
Transfers	\$477,597
<b>Total Light &amp; Power Fund</b>	<b>\$13,835,501</b>
LIGHT & POWER CAPITAL	
Expenditures	\$200,000
Transfers	\$0
<b>Total Light &amp; Power Capital fund</b>	<b>\$200,000</b>
CEMETERY PERPETUAL CARE FUND	
<b>Total Cemetery Perpetual Care fund</b>	<b>\$75,000</b>
PARKING AUTHORITY	
<b>Total Parking Authority</b>	<b>\$145,950</b>
<b>TOTAL ALL FUNDS</b>	<b>\$58,353,836</b>

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

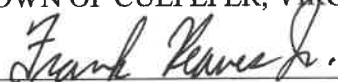
All appropriations are declared to be maximum, conditional and proportionate appropriations, the purpose being to make the appropriations payable in full in the amounts named herein if necessary, and then only in the event the aggregate revenues collected and other resources available to the Town are 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 9th day of May 2023.

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

  
Frank Reaves Jr., Mayor

Attest:

Ashley R. Clatterbuck  
Ashley R. Clatterbuck, Town Clerk

**MOTION:** Yowell

**SECOND:** Clancey

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

**Nays:** None

**Absent from Vote:** None

**Absent from Meeting:** None



## RESOLUTION

### APPROVING THE EMPLOYEE CLASSIFICATION PLAN and SALARY/WAGE SCALE FOR FY2024

Resolution No. R-2023-009

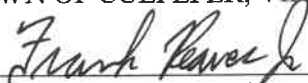
**WHEREAS**, pursuant to Section 6.1 of the Town of Culpeper Personnel Policies and Employee Handbook, the Employee Classification Plan and Salary/Wage Scale is being presented for Council's adoption in conjunction with the FY2024 budget; and

**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 FY2024, to become effective July 1, 2023;

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Culpeper hereby adopts the FY2024 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 9th day of May 2023.

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

  
Frank Reaves Jr., Mayor

Attest:

  
Ashley R. Clatterbuck, Town Clerk

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

**Ayes:** Brown, Clancey, Kalenga, Reaves, Rimeikis, 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 2023**

**Resolution No. R-2023-003**

**WHEREAS**, the Council of the Town of Culpeper, Virginia, has presented a balanced budget for FY2024, beginning July 1, 2023, and ending June 30, 2024; 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 2023 (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 2023 (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 six and six-tenth cents (\$0.066) 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 six and six-tenth cents (\$0.066) for every one hundred dollars (\$100) of assessed value and seventy-five cents (\$0.75) for every one hundred dollars (\$100) of assessed value, respectively. Said property shall be assessed in accordance with §58.1-2604 and taxed in accordance with §58.1-2606 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 three and one-half cents (\$0.035) 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. Effective July 1, 2023.

#### **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 9th day of May, 2023.

BY ORDER OF COUNCIL OF THE  
TOWN OF CULPEPER, VIRGINIA

  
Frank Reaves Jr., Mayor

Attest:

  
Ashley R. Clatterbuck, Town Clerk

**MOTION:** Yowell  
**SECOND:** Clancey

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

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



**RESOLUTION SETTING NEW ELECTRIC RATES  
EFFECTIVE JULY 1, 2023**

**Resolution No. R-2023-004**

**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, 2023 be increased by 1%, except for Electric Meter Charges and the RKVA Charge, which will remain unchanged:

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

	EXISTING	EFF. 7-1-23
A. Basic Customer Charge	\$10.09	\$10.19
B. Plus KWH charge:		
First 800 KWH	\$0.11024 per kWh	\$ 0.11134 per kWh
Excess over 800 KWH	\$0.12269 per kWh	\$ 0.12392 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":**

	EXISTING	EFF. 7-1-23
A. Basic Customer Charge		
Single Phase	\$19.64	\$19.84
Three Phase	\$31.84	\$32.16
B. Plus kWh charge:	\$0.11655 per kWh	\$0.11722 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. 7-1-23</b>
A. Basic Customer Charge	\$55.19	\$55.74
B. Plus kWh charge:	\$0.07978 per kWh	\$0.08058 per kWh
C. Plus kW demand charge:	\$7.48 per kW	\$7.55 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. 7-1-23</b>
A. Basic Customer Charge	\$102.95	\$103.98
B. Plus kWh Charge:		
First 24,000 kWh	\$0.05097 per kWh	\$0.05148 per kWh
Next 186,000 kWh	\$0.03614 per kWh	\$0.03650 per kWh
Additional kWh	\$0.03314 per kWh	\$0.03347 per kWh
C. Plus kW Charge:		
*First 750 kW	\$18.70 per kW	\$18.89 per kW
Additional kW	\$18.36 per kW	\$18.54 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. 7-1-23</b>
A. Basic Customer Charge	\$55.19	\$55.74
Plus the following kW		
B. Demand charge:		
Billing months June through September	\$10.86 per kW	\$10.97 per kW
Billing months October through May	\$8.44 per kW	\$8.52 per kW
C. Plus distribution demand charge		
All kW of demand	\$4.60 per kW	\$4.65 per kW
D. Plus kWh Charge:		
All on peak kWh	\$0.05497 per kW	\$0.05552 per kW

- All off peak kWh                      \$0.00912    per kW                      \$0.00921    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":**

	<b>EXISTING</b>	<b>EFF. 7-1-23</b>
A. Basic Customer Charge	\$663.00	\$669.63
B. Plus kWh Charge:		
First 350,000 kWh	\$0.03825    per kWh	\$0.03863    per kWh
Additional kWh	\$0.02652    per kWh	\$0.02679    per kWh
C. Plus kW Charge:		
*All kW	\$17.70    per kW	\$17.88    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":**

<b>TYPE</b>	<b>LUMENS</b>	<b>MONTHLY</b>	<b>EXISTING</b>	<b>EFF. 7-1-23</b>
		<b>kWh</b>		
Light -emitting diode (LED)	3600-23000	30	\$13.35	\$13.48

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

	<b>EXISTING</b>	<b>EFF. 7-1-23</b>
A. Energy Charge	\$0.04174    per kWh	\$0.04216    per kWh
B. Minimum Charge	\$5.38	\$5.43
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.		

**Electric Meter Charge**

**EXISTING**

**EFF. 7-1-23**

Residential	\$200.00	\$200.00
Small and Medium General Service	\$675.00	\$675.00
Large General Service	\$675.00	\$675.00
Industrial Power Service	\$675.00	\$675.00

**Residential Net Metering  
Credit Rate**

**EXISTING**

**EFF. 7-1-23**

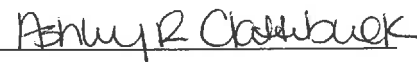
Credit Rate for reverse kwh	\$0.08402 per kwh	\$0.08402 per kwh
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**ADOPTED** this 9th day of May 2023.

BY ORDER OF 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, Reaves, Rimeikis, Schmidt, Short, Taylor, Yowell

**Nays:** None

**Absent from Vote:** None

**Absent from Meeting:** None



**RESOLUTION**  
**SETTING NEW WATER AND SEWER RATES EFFECTIVE JULY 1, 2023**

**Resolution No. R-2023-005**

**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, 2023 be increased by 3% and that sewer rates for all billings after June 30, 2023 be increased by 4%, respectively, as shown in the flow tier schedule 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. 7-1-23</u>
0 – 2,000 (min.)	\$13.42	\$13.82
2,001 – 25,000	67.1¢	69.1¢
25,001 – 100,000	53.8¢	55.4¢
OVER 100,000	40.0¢	41.2¢

**Sewer Rates**

<u>Gallons</u>	<u>Existing</u>	<u>Eff. 7-1-23</u>
0 – 2,000 (min.)	\$16.10	\$16.74
2,001 – 25,000	80.5¢	83.7¢
25,001 – 100,000	74.0¢	77.0¢
OVER 100,000	72.4¢	75.3¢

Sewer Flat Rate	\$38.09	\$39.61
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**Septage Rates**

	<u>Existing</u>	<u>Eff. 7-1-23</u>
Minimum Charge	\$25.75	\$26.78
Per gallon	10.4¢	10.8¢


**Water sales (bulk)**

	<u>Existing</u>	<u>Eff. 7-1-23</u>
Minimum charge – initial 2,000 gallons	\$39.46	\$40.64
Per 1,000 over minimum	\$6.71	\$6.91

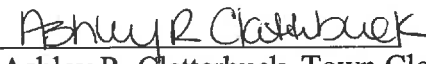
**ADOPTED** this 9th day of May 2023.



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

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

Attest:

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

**MOTION:** Schmidt

**SECOND:** Clancey

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

**Nays:** None

**Absent from Vote:** None

**Absent from Meeting:** None



**RESOLUTION**  
**SETTING NEW WATER METER SERVICE FEES EFFECTIVE JULY 1, 2023**

**Resolution No. R-2023-006**

**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, 2023 shall be charged at the rates as follows:

METER SIZE	EXISTING FEE	EFFECTIVE 7-1-23 FEE
FIVE-EIGHTS (5/8")	\$ 565	\$ 565
ONE INCH (1")	\$ 635	\$ 730
ONE & ONE HALF (1½")	\$ 1,170	\$ 1,345
TWO INCH (2")	\$ 1,625	\$ 1,870
THREE INCH (3")	\$ 2,975	\$ 3,420
FOUR INCH (4")	\$ 3,590	\$ 4,130

**ADOPTED** this 9th day of May 2023.

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

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

Attest:

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

**MOTION:** Schmidt

**SECOND:** Clancey

**Ayes:** Brown, Clancey, Kalenga, Reaves, Rimeikis, 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, 2023**

**Resolution No. R-2023-007**

**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, 2023 will remain at the current rate and as follows:

**WATER & SEWER TAP PRIVILEGE ASSESSMENT FEES**


METER SIZE	MAXIMUM ALLOWABLE GALLONS	EXISTING FEE		EFFECTIVE 7-1-23 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 9th day of May 2023.

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

  
Frank Reaves Jr., Mayor

Attest:

  
Ashley R. Clatterback, Town Clerk

**MOTION:** Schmidt

**SECOND:** Clancey

**Ayes:** Brown, Clancey, Kalenga, Reaves, Rimeikis, 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, 2023 AND ENDING JUNE 30, 2024 IN THE AMOUNT OF \$145,950.**

**Resolution No. R-2023-011**

**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, 2023 - June 30, 2024:

<b>CULPEPER PARKING AUTHORITY</b>	
Culpeper Parking Authority	\$145,950
<b>Total Culpeper Parking Authority Operations</b>	<b>\$145,950</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 9th day of May 2023.

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

  
Frank Reaves Jr., Mayor

Attest:

  
Ashley R. Clatterbuck, Town Clerk

**MOTION:** Short  
**SECOND:** Clancey

**Ayes:** Brown, Clancey, Kalenga, Reaves, Rimeikis, 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)	\$1.41
<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) Historic District Food Service Locations Only	\$39
<b>POLICE</b>		
	Administrative:	
	Fingerprinting (Town Residents)	\$5
	Fingerprinting (Non-Residents)	\$15
	Parking:	
	1st Offense	\$10
	2nd Offense	\$25
	3rd and Subsequent Offenses	\$50
	Late Fee After 30 Days	\$10
	Court Charges	\$61
<b>TREASURER</b>		
	Boating Permit - Two Years	\$20
	Boating Permit - Two Consecutive Days	\$5
	Delinquent Collection Fee	\$25
	DMV Stops	\$35
	New Utility Service Application	\$25
	Returned Check Fee	\$35
	Unauthorized Use of Meter - Theft of Service	\$250 Plus Usage

Please note this schedule is not  
all inclusive.

Approved: March 9, 1999 - first reading  
Approved: April 13, 1999 - second reading  
Town of Culpeper FY24 Adopted Budget May 9, 2023  
Last Amended May 9, 2023

TOWN OF CULPEPER  
SCHEDULE OF FINES AND FEES

2

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) Underground	
	In-Town Major Subdivisions - Lots Not Exceeding One Acre	\$5,500
	In-Town Major Subdivisions - Lots One to Two Acres	\$6,000
	In-Town Major Subdivisions - Lots Larger than Two Acres	\$8,500
	Electric Line Extensions (Per Lot) Overhead	Time & Material
	In-Town Underground Service to Single Lot, Lots in Minor Subdivisions or Small, Single Phase Commercial	\$5,500
	In-Town Overhead Service to Single Lot, Lots in Minor Subdivisions with Single Phase Commercial	Time & Material
	In-Town Large Commercial and Industrial Users, Three-Phase Service (Overhead or Underground)	Time & Material
	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

UTILITIES - WATER & SEWER		
§ 24-95	Water Main Connections - Residential Only	Varies
	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	
§ 24-96	Water Meter Test - Request by Customer	
	First Request	No Charge
	Second Request (Within 12 Months)	\$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

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TOWN OF CULPEPER  
SCHEDULE OF FINES AND FEES

3

§ 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	\$50
	Re-Inspection Fee for Subsequent Field Inspections	\$25
§ 24-202	Permit and Inspection Fee for Industrial Sewer Permit	\$100
	Re-Inspection Fee for Subsequent Field Inspections	\$50
§ 24-183	Permit and Inspection Fee for Private Sewer System Permit	\$100
	Re-Inspection Fee for Subsequent Field Inspections	\$50
	Septage Hauler's Fee	Varies
§ 24-239	Wastewater Industrial Pre-Treatment Surcharge	
	Industrial Pre-Treatment Surcharge for excess mg/L - BOD	\$0.16
	Industrial Pre-Treatment Surcharge for excess mg/L - TSS	\$0.11
§ 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	no minimum

**PLANNING & COMMUNITY DEVELOPMENT**

<b>FACILITIES STANDARDS MANUAL</b>		
	Sec. 2.200, Fire Protection Flushing or Testing	\$30
<b>MISCELLANEOUS - COPIES</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

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TOWN OF CULPEPER  
SCHEDULE OF FINES AND FEES

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	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>SUBDIVISION ORDINANCE</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>ZONING ORDINANCE</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
§ 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

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Approved: March 9, 1999 - first reading  
23  
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Last Amended: May 9, 2023

TOWN OF CULPEPER  
SCHEDULE OF FINES AND FEES

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§ 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:

Ashley R. Clatterbuck  
Town Clerk

Please note this schedule is not  
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Town of Culpeper FY24 Adopted Budget May 9, 2023  
Last Amended: May 9, 2023



**TOWN OF CULPEPER**  
**General Fund - Operating Fund Summary**  
**FY24 BUDGET**

									<b>FY24</b>	<b>FY24</b>	<b>FY24</b>
<b>FY21</b>	<b>FY22</b>	<b>FY22</b>				<b>FY23</b>	<b>FY23</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>FY23</b>	<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>
683,789	864,288	790,254	8101	Planning		837,773	876,427	876,427	1,052,617	1,089,480	1,089,480
23,886	82,440	69,439	8103	Visitors Center		86,221	92,221	92,221	57,711	60,278	60,278
487,918	708,207	559,755	8104	Tourism		737,982	831,363	831,363	761,585	764,359	764,359
212,777	216,738	194,568	8105	Economic Development		192,875	192,875	192,875	276,130	276,130	276,130
2,161,765	1,176,359	1,033,775	8199	Pandemic Expenditures		-	-	-	-	-	-
1,548,942	1,504,996	1,504,996	9900	Debt Service		1,425,153	1,425,153	1,425,153	1,429,707	1,429,707	1,429,707
167,850	161,968	18,932	9950	Transfer to Capital		467,239	467,239	467,239	191,085	541,085	541,085
-	-	-	9990	Contingency		-	-	-	-	-	-
20,507,894	22,811,110	21,269,593		Total Expenditures / other uses		22,422,959	23,299,402	23,252,673	23,547,203	24,058,510	24,058,510

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

FY21	FY22	FY22					FY23	FY23	PROJECTED	FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY23	REQUEST	PROPOSED	ADOPTED
-	2,646,440	0		44960	Transfer from Reserves		939,176	1,157,776	1,157,776	834,816	854,666	854,666
-	721,362	0		45600	Reserves		0	640,906	640,906	0	0	0
-	0	0		45601	Cable - Prior Year Reserves		0	0	0	0	0	0
-	3,367,802	0			<i>Total Reserves</i>		939,176	1,798,682	1,798,682	834,816	854,666	854,666
1,595,638	1,600,000	1,655,016		40010	Real Estate - Current		1,650,000	1,650,000	1,675,000	1,700,000	1,700,000	1,700,000
20,155	14,108	11,447		40020	Special Tax District - Southridge		11,500	11,500	11,500	11,500	11,500	11,500
6,019	4,735	4,393		40030	Special Tax District - Lafayette Ridge		4,400	4,400	4,400	4,400	4,400	4,400
3,875	4,069	3,085		40040	Special Tax District - Willow Shade		3,100	3,100	3,100	3,100	3,100	3,100
5,465	0	0		40090	Real Estate - Delinquent		0	0	0	0	0	0
38,099	38,000	36,529		40120	Public Service - Real Estate		37,000	37,000	32,000	30,000	30,000	30,000
-	0	0		40130	Public Service - Personal Property		0	0	0	0	0	0
1,690,868	1,600,000	1,939,234		40240	Personal Property - Current		1,950,000	1,950,000	2,050,000	2,050,000	2,050,000	2,050,000
142,043	0	(23,216)		40290	Personal Property - Delinquent		0	0	0	0	0	0
149	150	109		40250	Mobile Homes		150	150	150	150	150	150
229,651	230,000	215,617		40260	Machinery & Tools		200,000	200,000	215,226	215,000	215,000	215,000
17	0	0		40295	PPT TACS Collection fee		0	0	0	0	0	0
53,354	30,000	47,934		40298	Penalties - All Taxes		45,000	45,000	45,000	45,000	45,000	45,000
30,924	30,000	26,885		40299	Interest - All Taxes		30,000	30,000	30,000	30,000	30,000	30,000
3,816,257	3,551,062	3,917,032			<i>Sub-total-General Property Taxes</i>		3,931,150	3,931,150	4,066,376	4,089,150	4,089,150	4,089,150
40	0	240		40521	BPOL - Peddler/Solicitor		0	0	20	0	0	0
400	0	400		40523	BPOL - Itinerant/Merchant		0	0	0	400	400	400
3,800	2,000	3,800		40525	BPOL - Street Vendor		2,000	2,000	2,600	3,000	3,000	3,000
32,777	35,000	24,233		40520	BPOL - Contracting		35,000	35,000	35,000	56,000	56,000	56,000
835	3,000	728		40522	BPOL - Miscellaneous / Other		3,000	3,000	3,000	2,000	2,000	2,000
192,344	180,000	196,543		40524	BPOL - Professional		180,000	180,000	180,000	228,000	228,000	228,000
154,050	135,000	178,605		40526	BPOL - Repair & Personal Bus		135,000	135,000	135,000	214,000	214,000	214,000
562,705	525,000	672,127		40528	BPOL - Retail		525,000	525,000	525,000	714,000	714,000	714,000
16,811	20,000	15,883		40530	BPOL - Utilities		20,000	20,000	20,000	15,000	15,000	15,000
50,320	45,000	56,717		40532	BPOL - Wholesale		45,000	45,000	45,000	56,000	56,000	56,000
9,604	0	9,855		40599	BPOL - Penalties		1,500	1,500	2,448	2,000	2,000	2,000
1,847,634	1,625,000	2,125,855		41110	Local Sales and Use Tax		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
3,713	20,000	32,766		41141	Admissions Tax		20,000	20,000	25,000	25,000	30,000	30,000
494,982	400,000	510,246		41145	Bank Stock Tax		450,000	450,000	450,000	450,000	450,000	450,000
368,494	370,000	503,564		41160	Hotel & Motel Room Tax		525,000	525,000	650,000	650,000	780,000	780,000
4,577,520	4,000,000	5,157,446		41165	Meals Tax		5,100,000	5,100,000	5,100,000	5,250,000	5,450,000	5,450,000
192	0	150		41198	Penalties - Local Tax		0	0	230	0	0	0
16,788	20,000	19,035		41199	Interest - Local Tax		12,000	12,000	16,377	12,000	12,000	12,000
220,301	225,000	207,338		41550	Cigarette Tax		200,000	200,000	200,000	180,000	180,000	180,000
63,429	60,000	66,003		41553	Consumption Tax		60,000	60,000	60,000	60,000	60,000	60,000

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

FY21 ACTUAL	FY22 AMENDED	FY22 ACTUAL				FY23 ADOPTED	FY23 AMENDED	PROJECTED FY23	FY24 DEPT REQUEST	FY24 MGR PROPOSED	FY24 COUNCIL ADOPTED
92,127	80,000	87,616		46158	Telecommunications Sales & Use Tax	80,000	80,000	80,000	80,000	80,000	80,000
46,512	0	2,880		46290	Gaming Tax	0	0	0	0	0	0
8,755,379	7,745,000	9,872,030			<i>Sub-total-Local Taxes</i>	9,393,500	9,393,500	9,529,675	9,997,400	10,332,400	10,332,400
					<b>PERMITS, FEES, LICENSES</b>						
30,025	35,000	29,850		41201	Application Fee	35,000	35,000	35,000	35,000	30,000	30,000
-	0	139		41202	Administration Fees	0	0	0	0	0	0
14,710	7,500	7,080		41208	Boating Permits	8,000	8,000	8,000	8,000	8,000	8,000
54,400	50,000	75,000		41213	Burial Permits	50,000	50,000	50,000	65,000	65,000	65,000
4,100	3,000	3,200		41216	Cemetery Stone Permits	3,000	3,000	3,000	3,000	3,000	3,000
69,622	70,000	17,062		41220	Collection Fees	50,000	50,000	50,000	50,000	50,000	50,000
19,260	7,500	10,300		41230	Fishing Permits	13,000	13,000	1,740	0	0	0
11,346	10,000	6,679		41271	Pavilion Reservation Fees	3,000	3,000	3,000	3,000	3,000	3,000
4,676	5,000	10,207		41273	Property Violations	6,000	6,000	6,000	6,000	6,000	6,000
-	0	0		41274	Maintenance Code Violations	0	0	0	0	0	0
-	0	0		41275	Boat Dock Permits	0	0	0	0	0	0
718	1,000	1,652		41280	Sign Permits	1,000	1,000	1,000	1,000	1,000	1,000
86,692	80,000	109,167		41289	Right-of-Way Use Fee	80,000	80,000	80,000	75,000	80,000	80,000
1,656	2,000	4,100		41290	Excavation Permits	2,000	2,000	3,100	3,000	3,000	3,000
100,769	30,000	60,407		41297	Zoning Fees	40,000	40,000	40,000	40,000	40,000	40,000
2,174	0	2,765		43320	Delinquent Fees	0	0	1,284	0	0	0
-	0	0		43330	Disconnect Fees	0	0	1,850	0	0	0
(3,919)	0	631		43370	Penalties	0	0	4,937	0	0	0
107,624	60,000	133,150		46288	Telecommunications Agreement	60,000	60,000	60,000	60,000	120,000	120,000
503,853	361,000	471,390			<i>Sub-total-Permits, Fees, Licenses</i>	351,000	351,000	348,911	349,000	409,000	409,000
					<b>FINES AND FORFEITURES</b>						
416	500	709		41300	FOIA Request Fees	500	500	1,771	2,000	2,000	2,000
45,013	35,000	64,629		44310	Court Fines	75,000	75,000	60,000	60,000	60,000	60,000
2,282	10,000	6,108		44320	Drug Enforcement Program - State	15,000	15,000	15,000	15,000	15,000	15,000
-	0	0		44321	Drug Enforcement Program - Federal	0	0	0	0	0	0
5,823	7,500	8,553		44325	E-Ticketing	7,500	7,500	7,500	7,500	7,500	7,500
17,188	15,000	19,363		47340	Parking fines	15,000	15,000	15,000	15,000	15,000	15,000
70,722	68,000	99,362			<i>Sub-total-Fines</i>	113,000	113,000	99,271	99,500	99,500	99,500
					<b>REVENUE FROM USE OF MONEY</b>						
-	0	0		41366	Convenience Fee	0	0	0	0	0	0
59,542	60,000	48,287		42360	Interest Income	40,000	40,000	125,000	125,000	125,000	125,000
165,878	80,000	230,307		42362	Interest on Investments	160,000	160,000	200,000	250,000	250,000	250,000
(895)	0	(16,432)		42370	Realized Gain/Loss-Investment	0	0	0	0	0	0
(110,726)	0	(1,152,323)		42375	Unrealized Gain/Loss-Inves	0	0	0	0	0	0
231,971	185,250	230,304		45380	Rental Income - Property	174,850	174,850	174,850	202,952	202,952	202,952
345,771	325,250	(659,857)			<i>Sub-total-Use of Money</i>	374,850	374,850	499,850	577,952	577,952	577,952
					<b>CHARGES FOR SERVICES</b>						

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

FY21 ACTUAL	FY22 AMENDED	FY22 ACTUAL				FY23 ADOPTED	FY23 AMENDED	PROJECTED FY23	FY24 DEPT REQUEST	FY24 MGR PROPOSED	FY24 COUNCIL ADOPTED
12,200	18,000	17,700		44410	School Crosswalk Traffic Control	16,000	16,000	16,000	16,000	16,000	16,000
186	0	1,534		44415	PD Counter Transactions	0	0	360	0	0	0
15	100	85		44465	Sale of Maps, Plats, Publications, etc.	0	0	0	0	0	0
165,802	156,000	173,426		44480	Sanitation Equip Replacement Fee	170,000	170,000	170,000	170,000	170,000	170,000
28,874	40,000	47,388		44485	Trash Disposal Fees	40,000	40,000	50,000	58,000	58,000	58,000
-	0	0		46467	Cable - Tape Sales	0	0	0	0	0	0
7,087	7,000	7,669		46468	Cable - PEG fees	7,000	7,000	7,000	7,000	7,000	7,000
214,164	221,100	247,802			<i>Sub-total-Charge for Services</i>	233,000	233,000	243,360	251,000	251,000	251,000
					<b>MISCELLANEOUS</b>						
-	0	0		42504	Contributions	0	0	0	0	0	0
5,557	2,500	15,570		42505	Donations - Parks & Recreation	0	0	355	0	0	0
200	0	0		42507	Donations	0	0	0	0	0	0
174	0	0		42508	Donations - Police Department	0	0	3,000	0	0	0
100	0	0		42509	Donations - Peer Supp/Narc K-9	0	0	0	0	0	0
100	0	21		42510	Donations - Culpeper Cents	0	0	4	0	0	0
68	0	(86)		42590	Short & Overages	0	0	0	0	0	0
158,359	0	500		43580	Time & Material Charges-Misc	0	0	0	0	0	0
40,821	40,000	34,398		44560	Parking Authority Maintenance	40,000	40,000	40,000	55,000	55,000	55,000
-	0	0		44565	PW - Used Motor Oil Proceeds	0	0	0	0	0	0
11	1,500	4,346		44580	Sale of Salvage & Surplus Materials	1,500	1,500	1,500	1,500	1,500	1,500
23,343	10,000	2,794		44585	Sale of Surplus Equipment	10,000	10,000	32,697	10,000	10,000	10,000
-	0	0		44586	Sale of Capital Assets	0	0	0	0	0	0
8,940	5,000	8,400		44595	Sale of Trash Containers	5,000	5,000	5,000	5,000	5,000	5,000
22,903	10,000	60,235		45525	Insurance Claims/Recovery	10,000	10,000	31,334	10,000	10,000	10,000
17,834	15,000	51,300		45550	Miscellaneous	15,000	15,000	15,000	15,000	15,000	15,000
(1)	0	0		45551	Misc. - Conversion Carryover	0	0	0	0	0	0
-	0	0		45595	Bike Share Rental	0	0	0	0	0	0
1,260	7,500	1,400		45596	Consumer Tour Program	0	0	930	0	0	0
-	0	0		46300	Destination Merchandise-Sales	0	0	0	0	0	0
925	2,000	4,610		46552	Cable - Sponsorships	2,000	2,000	4,000	4,000	4,000	4,000
280,595	93,500	183,489			<i>Sub-total-Miscellaneous</i>	83,500	83,500	133,820	100,500	100,500	100,500
					<b>RECOVERED COSTS</b>						
51,000	51,000	51,000		44610	Motor Pool - Electric	51,000	51,000	51,000	51,000	51,000	51,000
10,000	10,000	10,000		44614	Motor Pool - Water	10,000	10,000	10,000	10,000	10,000	10,000
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

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

FY21 ACTUAL	FY22 AMENDED	FY22 ACTUAL					FY23 ADOPTED	FY23 AMENDED	PROJECTED FY23	FY24 DEPT REQUEST	FY24 MGR PROPOSED	FY24 COUNCIL ADOPTED
1,006,713	1,290,935	1,290,935		44680	Utility Services - Electric		1,458,538	1,458,538	1,458,538	1,490,269	1,534,345	1,534,345
880,324	781,054	781,054		44684	Utility Services - Water		880,004	880,004	880,004	893,544	918,418	918,418
745,868	781,054	781,054		44688	Utility Services - Wastewater		880,004	880,004	880,004	893,544	918,418	918,418
111,756	117,732	116,976		46666	Cable - Contributions - County		133,946	133,946	133,946	138,669	141,302	141,302
2,865,161	3,091,275	3,090,519			<i>Sub-total-Recovered Costs</i>		3,472,992	3,472,992	3,472,992	3,536,526	3,632,983	3,632,983
					<b>NON-CATEGORICAL AID</b>							
4,459	5,000	4,491		42137	Railroad Rolling Stock Tax		4,000	4,000	4,492	4,000	4,000	4,000
4,459	5,000	4,491			<i>Sub-total-Non-Categorical Aid</i>		4,000	4,000	4,492	4,000	4,000	4,000
					<b>CATEGORICAL AID</b>							
18,991	15,000	19,784		41785	Rental Tax		15,000	15,000	15,000	17,000	17,000	17,000
62,421	63,000	66,294		42055	Fire Services Allocation		70,000	70,000	70,000	75,000	75,000	75,000
47,000	0	0		42057	Culpeper Competes Funding		0	0	0	0	0	0
10,000	110,000	10,000		42058	Tourism Grant		99,500	99,500	99,500	0	0	0
				42059								
55,111	0	18,370			Federal-Emergency-Disaster Relief		0	0	36,489	0	0	0
4,654	4,500	6,677		42060	Litter Control Grant		4,500	4,500	8,006	8,000	8,000	8,000
-	0	0		42062	Misc. Grants		0	0	0	160,000	160,000	160,000
3,258,604	0	0		42065	CARES Act Funding		0	0	0	0	0	0
342,439	318,000	808,791		42066	CDBG Grant Proceeds		0	0	0	0	0	0
70,626	0	1,895		42067	CARES Act Municipal UT Rel		0	0	0	0	0	0
11,670	0	5,291,231		42068	ARPA Grant Proceeds		0	0	0	0	0	0
4,500	4,500	4,500		42165	VA Comm of the Arts		0	0	0	4,500	4,500	4,500
				42175								
293,144	293,144	293,173			Police Law Enforcement Assistance		293,144	293,144	293,144	293,144	293,144	293,144
103,678	67,736	57,825		42176	Police Grants - Traffic Enforcement, etc.		15,000	31,937	50,000	15,000	15,000	15,000
				42190								
2,072,718	2,100,000	2,115,950			Street and Highway Maintenance		2,110,000	2,110,000	2,110,000	2,200,000	2,200,000	2,200,000
224,104	224,000	224,104		42195	State PPTRA Reimbursement		224,104	224,104	224,104	224,104	224,104	224,104
6,579,660	3,199,880	8,918,595			<i>Sub-total-Categorical Aid</i>		2,831,248	2,848,185	2,906,243	2,996,748	2,996,748	2,996,748
					<b>FUND TRANSFERS</b>							
405,075	404,625	404,625		44961	Transfer from Electric Fund - PILOT		415,180	415,180	415,180	412,095	412,095	412,095
111,743	122,612	122,612		44962	Transfer from Water Fund - PILOT		128,142	128,142	128,142	134,459	134,459	134,459
156,030	145,922	145,922		44963	Transfer from Wastewater Fund - PILOT		152,221	152,221	152,221	164,057	164,057	164,057
-	0	0		44971	Transfer In - Capital Fund		0	0	0	0	0	0
672,848	673,159	673,159			<i>Sub-total Fund Transfers</i>		695,543	695,543	695,543	710,611	710,611	710,611
24,108,868	22,702,028	26,818,011			<b>TOTAL REVENUES / OTHER SOURCES</b>		22,422,959	23,299,402	23,799,215	23,547,203	24,058,510	24,058,510



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.

Fiscal Year	Budget (\$)
FY18	192,000
FY19	205,000
FY20	192,000
FY21	180,000
FY22	168,000
FY23	172,000
FY24	173,000

## Major Highlights for FY24

-The proposed budget increase is due primarily to a increase in Office Supples to replace Council Chairs and Dues and Memberships.

- 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**  
**FY24 BUDGET**

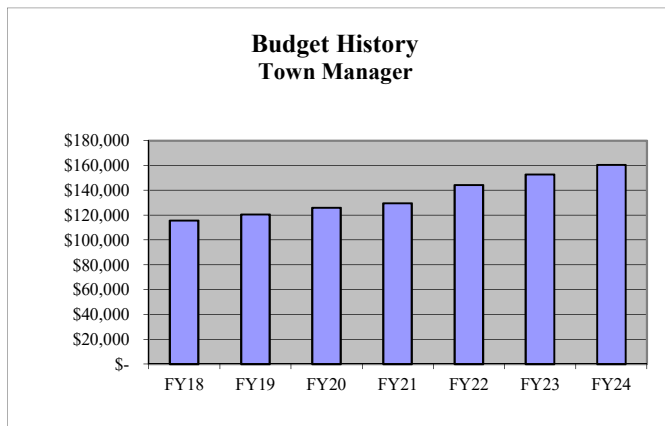
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**Mission:**  
To seek, promote and support a high quality of life for the citizens through the development and contribution of all employees to the maximum of their potential. Under the direction and leadership of the Town Manager, the Town employees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

In addition, the Office of the Town Manager provides general and administrative oversight of municipal operations. To fulfill this primary function, the Town Manager advises the Town Council on municipal policy and programs affecting the community; to direct and coordinate the activities and work programs of all Town departments; to interact with federal and state agencies and other local governments and agencies; to conduct short and long-range financial planning including preparation of the annual operating budget and the capital improvement program; to administer the personnel program; to perform special studies and issue analyses and evaluations as needed to promote informed decision-making; to review and oversee the submission and administration of federal and state grants; and to monitor proposed state legislation and represent the local government interests.

In addition, the Office of the Town Manager provides general and administrative oversight of municipal operations. To fulfill this primary function, the Town Manager advises the Town Council on municipal policy and programs affecting the community; to direct and coordinate the activities and work programs of all Town departments; to interact with federal and state agencies and other local governments and agencies; to conduct short and long-range financial planning including preparation of the annual operating budget and the capital improvement program; to administer the personnel program; to perform special studies and issue analyses and evaluations as needed to promote informed decision-making; to review and oversee the submission and administration of federal and state grants; and to monitor proposed state legislation and represent the local government interests.

### Budget and Staff Resources:



Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	1.0	1.0	1.0	1.0	1.0	1.0
Expenditures						
Personnel	137,532	145,050	145,050	146,513	152,696	152,696
Operating	6,735	7,750	7,177	7,650	7,650	7,650
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	144,267	152,800	152,227	154,163	160,346	160,346

## Major Highlights for FY24

Total budget increase	\$	7,546
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- The proposed budget increase is primarily due to projected increases in wages and benefits.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

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← **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
FY18	\$275,000
FY19	\$305,000
FY20	\$310,000
FY21	\$325,000
FY22	\$350,000
FY23	\$360,000
FY24	\$340,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	2.0	3.0	3.0	3.0	3.0	3.0
Expenditures						
Personnel	336,754	338,266	338,266	302,438	315,481	315,481
Operating	16,456	23,700	22,200	25,700	25,700	25,700
Capital Outlay	-	-	-	-	-	-
Total Expenditures	353,210	361,966	360,466	328,138	341,181	341,181

Total budget increase	\$	(20,785)
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- In FY24 the Town Clerk will:**

- Transition to online filings for business trust taxes with electronic retention.
- Complete the online public burial map for Fairview Cemetery.
- Ensure regulatory compliance for open government and transparency.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

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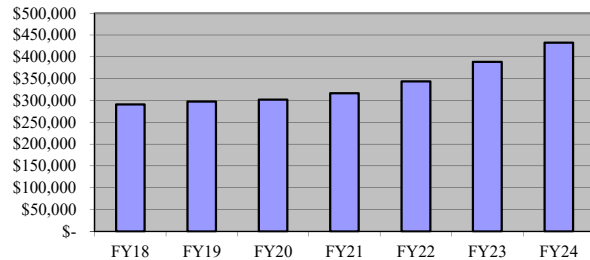
## HUMAN RESOURCES (1203)

### Mission:

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.

### Budget and Staff Resources:

**Budget History  
Human Resources**



**Budget & Staffing Summary**

Category	FY22 Actual	FY23 Amended	FY23 Projected	FY24 Dept Request	FY24 Mgr Proposed	FY24 Adopted
Authorized Persons	2.0	2.0	2.0	2.0	2.0	2.0
Expenditures						
Personnel	272,575	294,784	294,784	326,341	339,292	339,292
Operating	71,135	93,750	93,750	93,200	93,200	93,200
Capital Outlay	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>343,710</b>	<b>388,534</b>	<b>388,534</b>	<b>419,541</b>	<b>432,492</b>	<b>432,492</b>

### Major Highlights for FY24

Total budget increase                      \$                      43,958

- The proposed budget increase is primarily due to projected increases in wages and benefits.
- The proposed budget includes \$14,000 for retiree health insurance credit benefits, previously not included in this department budget.

### In FY24 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**  
**FY24 BUDGET**

[illegible]



**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

										<b>FY24</b>	<b>FY24</b>	<b>FY24</b>
<b>FY21</b>	<b>FY22</b>	<b>FY22</b>					<b>FY23</b>	<b>FY23</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>FY23</b>	<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>
372	500	372		52580	Books, Subscriptions & Education		500	500	150	150	150	150
					<i>Labor Law Posters, HR Reference</i>							
					<i>Materials</i>							
316,741	343,757	343,710			<b>HUMAN RESOURCES TOTAL</b>		388,534	388,534	388,534	419,541	432,492	432,492

← ROW NUMBER (120!) →

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.

Fiscal Year	Budget Amount
FY18	\$72,000
FY19	\$70,000
FY20	\$80,000
FY21	\$65,000
FY22	\$98,000
FY23	\$100,000
FY24	\$100,000

## Major Highlights for FY24

- The proposed budget decrease is due to reduction in anticipated legal services, offset by an increase in hourly rates.
- The proposed budget removes the attorney's Culpeper County Bar Association dues which are currently paid by the law firm (\$50).

- 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**  
**FY24 BUDGET**

[illegible]

← SPECIAL PROJECTS (1-00) →

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 History Special Projects

Fiscal Year	Budget Amount
FY18	\$0
FY19	\$0
FY20	\$0
FY21	\$0
FY22	\$145,000
FY23	\$170,000
FY24	\$0

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	-	1.0	1.0			
Expenditures						
Personnel	144,141	174,689	174,689	-	-	-
Operating	1,524	-	498	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Expenditures	145,665	174,689	175,187	-	-	-

## Major Highlights for FY24

Total budget increase	\$	(174,689)
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- The proposed decrease due to the retirement of the Special Projects Director who's position is anticipated to remain vacant.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

FY21 ACTUAL	FY22 AMENDED	FY22 ACTUAL					FY23 ADOPTED	FY23 AMENDED	PROJECTED FY23	FY24 DEPT REQUEST	FY24 MGR PROPOSED	FY24 COUNCIL ADOPTED
-	96,208	111,797		50010	Salaries		131,780	131,780	131,780	0	0	0
-	5,802	6,746		50110	Social Security Tax		7,861	7,861	7,861	0	0	0
-	1,357	1,578		50120	Medicare Tax		1,839	1,839	1,839	0	0	0
-	11,700	12,764		50130	Health Insurance		14,986	14,986	14,986	0	0	0
-	10,454	11,517		50140	VRS Retirement		15,590	15,590	15,590	0	0	0
-	1,254	1,382		50145	VRS Group Life Insurance		1,766	1,766	1,766	0	0	0
-	842	0		50160	Worker's Comp. Insurance		867	867	867	0	0	0
-	0	(1,643)		50171	Premium Pay		0	0	0	0	0	0
-	0	184		51451	Uniform Rentals		0	0	84	0	0	0
-	18,048	0		58999	Year End Budget Transfers		0	0	0	0	0	0
-	0	264		51570	Uniform & Wearing Apparel		0	0	36	0	0	0
-	0	94		52510	Office Supplies		0	0	0	0	0	0
-	0	947		53550	Vehicle Fuels		0	0	378	0	0	0
-	0	35		53560	Vehicle & Equipment Supplies		0	0	0	0	0	0
-	145,665	145,665					174,689	174,689	175,187	-	-	-

← **ANYONE HERE? (1200)** →

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 History Annual Audit

Fiscal Year	Budget Amount (\$)
FY18	57,000
FY19	67,000
FY20	67,000
FY21	63,000
FY22	71,000
FY23	92,000
FY24	77,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	-	-	-	-	-	-
Operating	71,255	93,145	93,145	76,400	76,400	76,400
Capital Outlay	-	-	-	-	-	-
Total Expenditures:	71,255	93,145	93,145	76,400	76,400	76,400

Total budget increase	\$	(16,745)
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- In FY24 the Annual Audit will:**

- Timely and accurately report the financial status of the Town and meet all required reporting to various stakeholders.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

[illegible]

**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 (\$)
FY18	1,280,000
FY19	1,400,000
FY20	1,420,000
FY21	1,350,000
FY22	1,450,000
FY23	1,700,000
FY24	1,800,000

## Major Highlights for FY24

- The proposed increase is primarily due to a projected increase in wages and benefits.

- 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**  
**FY24 BUDGET**

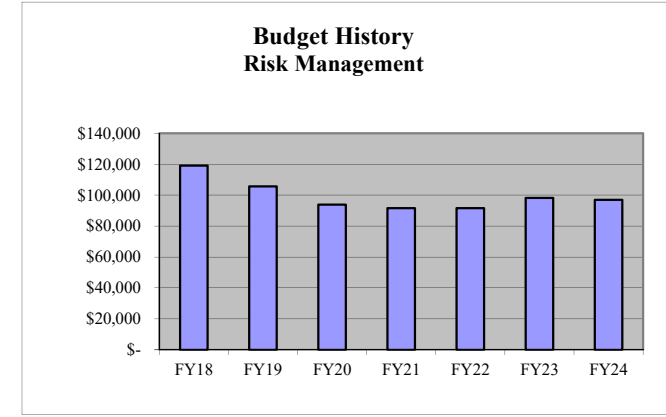
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**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

FY21	FY22	FY22					FY23	FY23	PROJECTED	FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY23	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
67,840	48,600	32,050		52220	Bank Fees		43,200	43,200	30,000	37,200	37,200	37,200
					<i>Atlantic Union Bank monthly transaction fees</i>	6,000						
					<i>BBT AR Box monthly fees</i>	2,400						
					<i>Electronic Payment Echeck fees</i>	14,400						
					<i>Wells Fargo monthly transaction fees</i>	14,400						
101	0	554		56299	Miscellaneous		0	0	0	0	0	0
136	0	115		56500	Pandemic Expenses		0	0	0	0	0	0
-	(23,000)	0		58999	Year End Budget Transfers		0	0	0	0	0	0
					<b>MATERIALS AND SUPPLIES</b>							
5,867	6,000	5,760		52510	Office Supplies		7,000	7,000	7,000	7,500	7,500	7,500
				52580								
271	300	639			Books, Subscriptions & Education		750	750	750	750	750	750
599	1,000	325		52660	Operating Supplies		1,000	1,000	1,000	1,000	1,000	1,000
					<b>CAPITAL OUTLAYS</b>							
-	1,000	0		77300	Furniture & Fixtures		1,000	1,000	1,000	1,000	1,000	1,000
569	2,000	8,796		77600	Computer Equipment		2,500	2,500	2,500	0	0	0
6,298	6,900	5,687		77900	Leased Equipment		2,500	2,500	2,500	2,500	2,500	2,500
					<i>Pitney Bowes Mail Machine</i>							
1,364,639	1,524,366	1,465,175			<b>TOWN TREASURER TOTAL</b>		1,705,103	1,705,103	1,704,903	1,748,702	1,813,033	1,813,033

<p><b>Mission:</b></p> <p>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.</p>
---

**Budget and Staff Resources:**



Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	-	-	-	-	-	-
Operating	91,582	98,200	91,246	96,975	96,975	96,975
Capital Outlay	-	-	-	-	-	-
Total Expenditures:	91,582	98,200	91,246	96,975	96,975	96,975

Major Highlights for FY24	Total budget increase	\$	(1,225)
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Major Highlights for FY24	Total budget increase	\$	(1,225)
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- The proposed budget decrease is due to a projected decrease in insurance.

**In FY24 Risk Management, administered by the Human Resources Department will:**

- In FY24 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**  
**FY24 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
FY18	\$1,150,000
FY19	\$1,350,000
FY20	\$1,550,000
FY21	\$1,550,000
FY22	\$1,950,000
FY23	\$2,050,000
FY24	\$2,150,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	7.0	5.7	5.7	7.5	7.5	7.5
Expenditures						
Personnel	822,851	963,134	963,134	984,524	1,027,540	1,027,540
Operating	952,962	1,013,144	1,013,144	1,097,093	1,097,093	1,097,093
Capital Outlay	<u>176,705</u>	<u>84,400</u>	<u>84,400</u>	<u>61,100</u>	<u>61,100</u>	<u>61,100</u>
Total Expenditures	1,952,519	2,060,677	2,060,677	2,142,717	2,185,733	2,185,733

Total budget increase	\$	125,056
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- The proposed budget increase is partially due to a projected increase in wages and benefits.
- The proposed increase primarily due to projected increase in maintenance service contracts - PD (\$60K) and Telecommunication (\$25K).

- 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**  
**FY24 BUDGET**

FY21	FY22	FY22					FY23	FY23	PROJECTED	FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY23	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
					Dept 1220 INFORMATION TECH ADMINIST							
					PERSONNEL - WAGES & BENEFITS							
461,842	589,966	589,405		50010	Salaries		680,430	680,430	680,430	701,017	746,521	746,521
36,770	39,224	39,464		50030	Salaries - Part-time		42,858	42,858	42,858	44,336	46,919	46,919
29,071	35,825	37,053		50110	Social Security Tax		43,018	43,018	43,018	44,239	47,488	47,488
6,799	8,379	8,665		50120	Medicare Tax		10,064	10,064	10,064	10,348	11,108	11,108
81,295	105,162	91,879		50130	Health Insurance		103,416	103,416	103,416	102,471	88,622	88,622
51,207	59,941	55,559		50140	VRS Retirement		71,327	71,327	71,327	72,220	76,423	76,423
6,143	7,194	6,665		50145	VRS Group Life Insurance		8,082	8,082	8,082	8,183	8,659	8,659
458	492	875		50150	VRS Disability Insurance		1,050	1,050	1,050	1,363	1,453	1,453
360	2,804	306		50160	Worker's Comp. Insurance		2,889	2,889	2,889	347	347	347
2,879	0	0		50169	Hazard Pay		0	0	0	0	0	0
-	0	(7,020)		50171	Premium Pay		0	0	0	0	0	0
					SERVICES - PURCHASED, SHARED, INTERNAL							
36,882	104,000	88,020		51314	Consulting Services		47,000	47,000	47,000	44,000	44,000	44,000
					Equipment (Nutanix & Meraki)	25,000						
					Security	10,000						
					Technical Support	9,000						
466,554	619,492	561,196		53250	Maintenance Service Contract		625,356	648,606	648,606	576,948	576,948	576,948
					AD security	4,500						
					A M I	41,067						
					Adobe Pro	11,500						
					CL BoardDocs	10,200						
					CL Code Hosting	1,250						
					CL FOIA software	9,900						
					CL Recording Software	1,400						
					GIS - ArcGIS Enterprise	1,425						
					GIS - AutoCAD	1,425						
					GIS - GPS	1,275						
					GIS - Mapping	27,500						
					GIS - Plotter	2,000						
					GIS - Web Hosting	5,400						
					HR-Copier	700						
					HR-Time Keeping Software	10,445						
					IT-Anti-Virus	15,000						
					IT-Backup	4,270						
					IT-Camera System	500						
					IT-Card Reader	5,500						
					IT-Cloud DR	117,500						
					IT-Copier	500						
					IT-Email Archiving	10,500						
					IT-Email Security	3,200						
					IT-End Users Remote Access	10,000						
					IT-ERP Solution	123,595						
					IT-Firewall	9,300						
					IT-Managed Security	40,186						

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

FY21 ACTUAL	FY22 AMENDED	FY22 ACTUAL					FY23 ADOPTED	FY23 AMENDED	PROJECTED FY23	FY24 DEPT REQUEST	FY24 MGR PROPOSED	FY24 COUNCIL ADOPTED
					IT-Network Monitoring Software	2,065						
					IT-Password Sec	385						
					IT-Print Security	3,159						
					IT-Remote Access Software	4,089						
					IT-Security System	1,500						
					IT-Server (Town's portion w/County)	5,000						
					IT-Service Desk & Patch Deployment	3,650						
					IT-SFTP Software	750						
					IT-Social Media Archiving	6,000						
					IT-Switches & WAP	41,640						
					IT-TOC Domain name	450						
					IT-UPS Dashboard	1,020						
					IT-Virtual Machines & Backups	2,067						
					IT-Virtual Meetings	1,020						
					IT-Website Hosting	6,920						
					IT-Website Monitoring	5,470						
					MR Manager copier	1,100						
					Miscellaneous	1,000						
					PL Planning CIP Software	1,125						
					PL Planning copier	2,000						
					PW Public Works Copier	500						
					TO Tourism copier	1,500						
					TR Treasurer Copier	4,500						
					TR Treasurer Debt Book	10,000						
-	0	0		53251	IT Maint Serv Contract - PD		0	0	0	131,026	131,026	131,026
					CPD Copiers	6,000						
					Finger Print Equipment	5,258						
					Forensics	21,359						
					Parking Software	6,000						
					Policy Management	4,449						
					RMS/CAD	86,000						
					Security	1,800						
					VCIN	160						
					<b>OTHER CHARGES</b>							
-	2,500	1,099		51920	Education And Training		5,000	5,000	5,000	5,000	5,000	5,000
					Conferences							
-	1,500	769		52010	Lodging		3,000	3,000	3,000	5,000	5,000	5,000
-	1,000	420		52015	Meals		1,500	1,500	1,500	1,500	1,500	1,500
475	1,000	682		52018	Travel		1,700	1,700	1,700	1,700	1,700	1,700
469	200	684		52710	Postal Services		200	200	200	200	200	200
251,063	354,926	287,225		52720	Telecommunications		291,138	291,138	291,138	316,620	316,620	316,620
					Fiber, Internet & VOIP	178,000						
					Internet, POTS, cable	12,912						
					Land and POTS lines	1,000						
					Long Distance	1,008						

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

[illegible]



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
FY18	\$240,000
FY19	\$250,000
FY20	\$260,000
FY21	\$270,000
FY22	\$350,000
FY23	\$390,000
FY24	\$430,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	3.0	4.0	4.0	4.0	4.0	4.0
Expenditures						
Personnel	337,199	376,327	376,327	381,210	396,331	396,331
Operating	20,388	15,050	15,035	17,800	17,800	17,800
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
Total Expenditures	357,587	391,377	391,362	419,010	434,131	434,131

Total budget increase	\$	42,754
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- The proposed budget increase is partially due to a projected increase in wages and benefits.
- The proposed increase is partially due to a proposed purchase of a large vehicle lift (\$20K).

- 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**  
**FY24 BUDGET**

[illegible]

← POLICE DEPARTMENT (CPD) →

Our mission is the reduction of the incidence of crime and the improvement of the quality of life in Culpeper by making it a place where all people can live safely and without fear.

The value of Human life;  
The courage to do what is right;  
Accountability to ourselves and our community;  
Fairness, compassion, and approachability in the performance of our duties; and  
The continuous improvement of ourselves and our Department.

Fiscal Year	Budget
FY18	\$4,600,000
FY19	\$4,650,000
FY20	\$4,750,000
FY21	\$5,500,000
FY22	\$5,800,000
FY23	\$6,600,000
FY24	\$7,500,000

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Total budget increase	\$	429,548
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- The proposed increase is partially due to the addition of 2 Police Officer I positions (\$ 152K) (MO2 Only).
- The proposed increase is also due to projected increase in wages and benefits.
- The proposed budget includes 5 replacement police vehicles (\$325K).
- The proposed budget includes 2 new police vehicles (\$130K) (MO2 Only).

- To continue to provide proactive and responsive law enforcement services to our citizens, visitors, and our community stakeholders. This includes continuing to build relationships with our community through various community engagement strategies.
- To continue to promote and provide employees with wellness support. This will be accomplished with physical, emotional, and mental health resources provided to all employees for a healthier workforce. In addition, the agency will implement a chaplaincy program for employees and for citizens in crisis.
- Continue to combat the opioid epidemic through partnerships with local, state and federal agencies with special emphasis on education, treatment, and enforcement.
- To continue to assist stakeholders in finding solutions to the current mental health epidemic and the lack of resources for persons in crisis. This community problem continues to consume law enforcement resources.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

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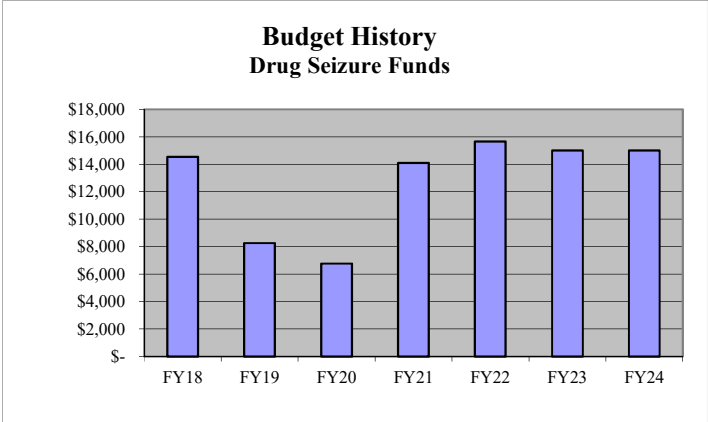
**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

FY21	FY22	FY22					FY23	FY23	PROJECTED	FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY23	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
1,278	2,000	2,890		52018	Travel		3,000	3,000	3,000	4,000	4,000	4,000
475	800	447		52710	Postal Services		800	800	800	800	800	800
172	150	50		52715	Messenger Services		150	150	150	150	150	150
10,335	10,335	10,335		56130	Contributions		11,032	11,032	11,182	11,415	11,415	11,415
					<i>Crisis Intervention Team</i>	8,047						
					<i>Regional Housing &amp; Homelessnes</i>	3,368						
					<b>MISCELLANEOUS ITEMS</b>							
-	5,000	0		51560	Informant Fees		5,000	5,000	2,500	5,000	5,000	5,000
2,960	5,000	7,863		52210	Dues & Assoc. Memberships		5,000	5,000	5,000	5,000	5,000	5,000
64,768	67,736	42,397		56270	Grant-funded expenditures		15,000	50,337	43,400	15,000	15,000	15,000
5,693	5,000	9,517		56299	Miscellaneous		9,000	9,000	9,000	9,000	9,000	9,000
6,538	0	2,000		56500	Pandemic Expenses		0	0	0	0	0	0
-	110,016	0		58999	Year End Budget Transfers		0	0	0	0	0	0
					<b>MATERIALS AND SUPPLIES</b>							
38,714	35,000	42,040		51570	Uniform Purchases and Wearing Apparel		40,250	40,250	40,250	45,000	45,000	45,000
5,795	5,500	7,090		52510	Office Supplies		5,500	5,500	5,500	5,500	5,500	5,500
				52580								
-	0	366			Books, Subscriptions & Education		0	0	0	500	500	500
35,953	33,000	35,556		52660	Operating Supplies		40,000	40,000	40,000	45,000	45,000	45,000
2,720	6,000	18,234		52670	Peer Support/Narcotics K9		6,000	6,000	6,000	6,000	6,000	6,000
64,416	87,500	112,434		53550	Vehicle Fuels		74,750	159,350	159,350	150,000	150,000	150,000
294	0	140		53555	Lube Oil		0	0	0	0	0	0
33,558	25,000	31,234		53560	Vehicle & Equipment Supplies		25,000	25,000	25,000	25,000	25,000	25,000
					<b>CAPITAL OUTLAYS</b>							
78,972	30,000	18,341		77200	Machinery & Equipment		30,000	30,000	30,000	30,000	30,000	30,000
2,641	2,000	1,676		77300	Furniture & Fixtures		2,000	2,000	2,000	2,000	2,000	2,000
32,255	516,000	76,931		77500	Vehicle Replacement		32,900	512,776	512,776	455,000	455,000	455,000
					<i>5 replacement vehicles and 2 new vehicles (1 unmarked, 6 marked)</i>							
					<i>Removed 2 vehicles from MO1</i>							
-	0	0		77600	Computer Equipment		0	0	0	0	0	0
5,669,933	6,381,077	5,942,801			<b>POLICE DEPARTMENT TOTAL</b>		6,270,678	6,870,491	6,861,570	7,087,689	7,300,039	7,300,039

←----- 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>
--

**Budget and Staff Resources:**



Budget & Staffing Summary						
	FY22	FY23	FY23	FY24	FY24	FY24
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	15,653	15,000	15,000	15,000	15,000	15,000
Capital Outlay	-	-	-	-	-	-
Total Expenditures	15,653	15,000	15,000	15,000	15,000	15,000

## Major Highlights for FY24

- No budget increase proposed.

**In FY24 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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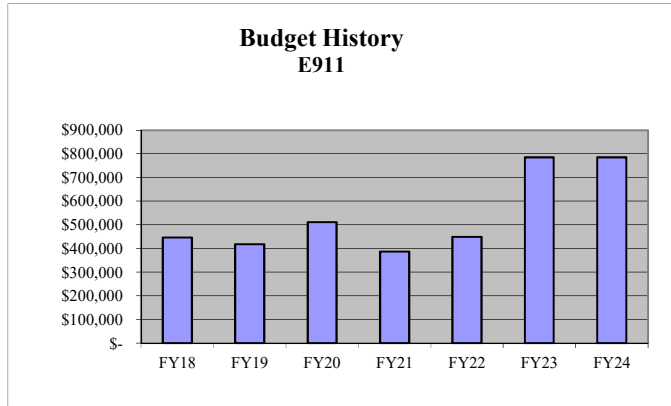
**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

[illegible]

← **27.11 (SAT)** →

<b>Mission</b>
To provide financial support for the E911 Joint Operations Center.

**Budget and Staff Resources:**



Budget & Staffing Summary						
	FY22	FY23	FY23	FY24	FY24	FY24
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	448,153	785,486	785,486	785,747	785,747	785,747
E911 Reserves	-	-	-	-	-	-
Total Expenditures	448,153	785,486	785,486	785,747	785,747	785,747

<b>Major Highlights for FY24</b>	Total budget increase	\$	261
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Total budget increase	\$	261
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- The proposed budget increase is based on projections provided by Culpeper County.
- The proposed budget includes an increase in wages and benefits (\$197K total, Town share \$66K).
- The proposed budget includes a replacement generator (\$152K total, Town share \$51K).



**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

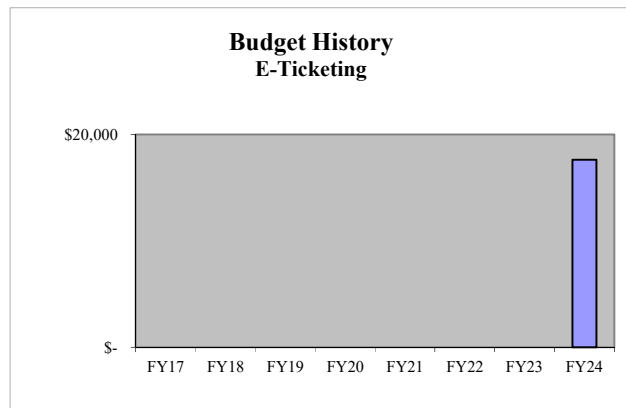
[illegible]

## E-TICKETING (3104)

### Mission

To provide financial support for the E-Ticketing Program.

### Budget and Staff Resources:



Budget & Staffing Summary						
Category	FY22 Actual	FY23 Amended	FY23 Projected	FY24 Dept Request	FY24 Mgr Proposed	FY24 Adopted
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel						
Operating	-	-	-	-	-	-
Capital Outlay	-	-	-	17,600	17,600	17,600
Total Expenditures	-	-	-	17,600	17,600	17,600

### Major Highlights for FY24

Total budget increase                      \$                      17,600

- All expenses shall be offset by revenue received from court costs collected from the local courts.
- The proposed increase is for eligible computer hardware & software.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

[illegible]

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

Fiscal Year	Budget
FY18	\$155,000
FY19	\$152,000
FY20	\$155,000
FY21	\$158,000
FY22	\$162,000
FY23	\$195,000
FY24	\$170,000

Budget & Staffing Summary						
Category	FY22 Actual	FY23 Amended	FY23 Projected	FY24 Dept Request	FY24 Mgr Proposed	FY24 Adopted
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	-	-	-	-	-	-
Operating	161,294	195,000	195,000	170,000	170,000	170,000
Capital Outlay	-	-	-	-	-	-
Total Expenditures	161,294	195,000	195,000	170,000	170,000	170,000

## Major Highlights for FY24

Total budget increase	\$	(25,000)
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- The proposed budget includes an increase to reflect anticipated funds to be received from the State.
- The proposed decrease is due to the removal of the one-time increase to assist with the impacts of the COVID-19 pandemic.

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

[illegible]

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

**Budget History  
Rescue Services**

Fiscal Year	Budget Amount
FY18	\$25,000
FY19	\$25,000
FY20	\$25,000
FY21	\$25,000
FY22	\$25,000
FY23	\$25,000
FY24	\$25,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <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.

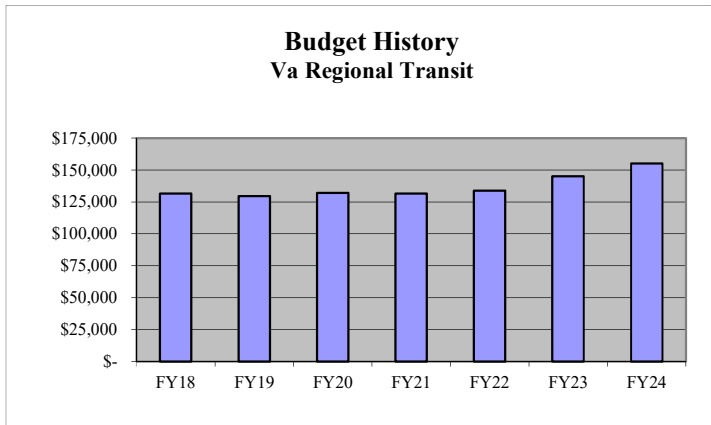
**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

[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						
	FY22	FY23	FY23	FY24	FY24	FY24
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	133,761	144,906	144,906	154,938	154,938	154,938
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	133,761	144,906	144,906	154,938	154,938	154,938

<b>Major Highlights for FY24</b>	Total budget increase	\$	10,032
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Total budget increase	\$	10,032
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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**  
**FY24 BUDGET**

										<b>FY24</b>	<b>FY24</b>	<b>FY24</b>
<b>FY21</b>	<b>FY22</b>	<b>FY22</b>					<b>FY23</b>	<b>FY23</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>FY23</b>	<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>
			<b>Dept 3204 VIRGINIA REGIONAL TRANSIT AUTHORITY</b>									
131,532	133,761	133,761		56130	Contributions		144,906	144,906	144,906	154,938	154,938	154,938
131,532	133,761	133,761		<b>VIRGINIA REGIONAL TRANSIT TOTAL</b>			144,906	144,906	144,906	154,938	154,938	154,938

← Stressor →

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.

### Budget History General Engineering

Fiscal Year	Budget
FY18	\$175,000
FY19	\$170,000
FY20	\$195,000
FY21	\$180,000
FY22	\$240,000
FY23	\$215,000
FY24	\$230,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	2.0	2.0	2.0	2.0	2.0	2.0
Expenditures						
Personnel	189,913	205,901	204,401	208,964	216,620	216,620
Operating	53,117	13,600	12,520	14,800	14,800	14,800
Capital Outlay	<u>-</u>	<u>-</u>	<u>2,250</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	243,030	219,501	219,171	223,764	231,420	231,420

Total budget increase	\$	11,919
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- The proposed increase is primarily due to a projected increase in wages and benefits.

- 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**  
**FY24 BUDGET**

FY21 ACTUAL	FY22 AMENDED	FY22 ACTUAL				FY23 ADOPTED	FY23 AMENDED	PROJECTED FY23	FY24 DEPT REQUEST	FY24 MGR PROPOSED	FY24 COUNCIL ADOPTED
					<b>Dept 4101 GENERAL ENGINEERING PERSONNEL - WAGES &amp; BENEFITS</b>						
114,031	129,709	133,984		50010	Salaries	140,558	140,558	140,558	141,834	151,832	151,832
167	4,000	1,694		50020	Salaries - Overtime (Inspector)	4,000	4,000	2,500	2,500	2,500	2,500
6,847	7,364	7,801		50110	Social Security Tax	8,140	8,140	8,140	8,162	8,866	8,866
1,615	1,723	1,824		50120	Medicare Tax	1,905	1,905	1,905	1,910	2,074	2,074
23,506	30,248	30,507		50130	Health Insurance	30,672	30,672	30,672	33,740	29,180	29,180
12,212	14,095	14,077		50140	VRS Retirement	16,629	16,629	16,629	16,780	17,963	17,963
311	396	388		50150	VRS Disability Insurance	445	445	445	448	482	482
1,465	1,691	1,689		50145	VRS Group Life Insurance	1,885	1,885	1,885	1,902	2,035	2,035
1,623	1,619	1,650		50160	Worker's Comp. Insurance	1,667	1,667	1,667	1,688	1,688	1,688
3,000	0	0		50169	Hazard Pay	0	0	0	0	0	0
-	0	(3,701)		50171	Premium Pay	0	0	0	0	0	0
					<b>SERVICES - PURCHASED, SHARED, INTERNAL</b>						
-	0	0		51314	Consulting Services	0	0	300	0	0	0
4,900	46,000	44,353		51316	Engineering Services	5,000	5,000	2,000	5,000	5,000	5,000
148	250	0		53245	R&M - Vehicle	250	250	250	250	250	250
					<b>OTHER CHARGES</b>						
1,361	1,000	105		51920	Education and Training	1,000	1,000	200	750	750	750
-	300	240		52010	Lodging	300	300	0	300	300	300
32	500	168		52015	Meals	500	500	300	500	500	500
-	300	32		52018	Travel	300	300	0	300	300	300
-	0	11		52710	Postal Services	0	0	20	0	0	0
					<b>MISCELLANEOUS ITEMS</b>						
1,515	300	242		52210	Dues & Assoc. Memberships	300	300	1,700	1,700	1,700	1,700
-	0	0		58999	Year End Budget Transfers	0	0	0	0	0	0
					<b>MATERIALS AND SUPPLIES</b>						
705	500	610		51570	Uniform Purchases and Wearing Apparel	500	500	500	500	500	500
1,966	400	674		52510	Office Supplies	450	450	450	500	500	500
17	200	451		52660	Operating Supplies	500	500	300	500	500	500
3,369	3,000	5,608		53550	Vehicle Fuels	4,000	4,000	4,000	4,000	4,000	4,000
1,176	1,000	624		53560	Vehicle & Equipment Supplies	500	500	2,500	500	500	500
					<b>CAPITAL OUTLAYS</b>						
-	0	0		77600	Computer Hardware & Equipment	0	0	2,250	0	0	0
179,965	244,596	243,030			<b>GENERAL ENGINEERING TOTAL</b>	219,501	219,501	219,171	223,764	231,420	231,420

← 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 Amount
FY18	\$1,900,000
FY19	\$2,900,000
FY20	\$2,600,000
FY21	\$2,400,000
FY22	\$2,550,000
FY23	\$2,950,000
FY24	\$3,000,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	18.3	16.3	16.3	16.3	16.3	16.3
Expenditures						
Personnel	1,311,812	1,438,923	1,438,923	1,543,645	1,597,622	1,597,622
Operating	1,184,620	1,269,050	1,277,950	1,284,200	1,284,200	1,284,200
Capital Outlay	<u>79,208</u>	<u>225,000</u>	<u>207,200</u>	<u>120,000</u>	<u>120,000</u>	<u>120,000</u>
Total Expenditures	2,575,640	2,932,973	2,924,073	2,947,845	3,001,822	3,001,822

## Major Highlights for FY24

Total budget increase	\$	68,849
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- The proposed increase primarily due to projected increase in wages and benefits.
- The proposed increase is offset by a reduction in vehicle and equipment replacement costs.
- The proposed budget includes a new Tractor (\$120K) (MO2 Only).

**In FY24 the Streets Department will:**

- Work with citizens to resolve community problems effectively.
- Provide safe and reliable transportation infrastructure services in all weather 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**  
**FY24 BUDGET**

FY21	FY22	FY22					FY23	FY23	PROJECTED	FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY23	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 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 (\$)
FY18	47,000
FY19	102,000
FY20	26,000
FY21	79,000
FY22	105,000
FY23	85,000
FY24	85,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	33,102	10,000	10,000	10,000	10,000	10,000
Operating	45,377	50,300	50,200	50,700	50,700	50,700
Capital Outlay	<u>27,539</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Total Expenditures	106,018	85,300	85,200	85,700	85,700	85,700

<b>Major Highlights for FY24</b>	Total budget increase	\$	400
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- The proposed budget increase is due to projected increases in supplies and equipment.

**In FY24 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 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**  
**FY24 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
FY18	\$175,000
FY19	\$165,000
FY20	\$175,000
FY21	\$200,000
FY22	\$195,000
FY23	\$205,000
FY24	\$215,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	1.0	1.0	1.0	1.0	1.0	1.0
Expenditures						
Personnel	88,023	95,603	95,603	98,362	100,940	100,940
Operating	107,435	112,850	110,550	117,350	117,350	117,350
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	195,459	208,453	206,153	215,712	218,290	218,290

<b>Major Highlights for FY24</b>	Total budget increase	\$	9,837
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- The proposed budget increase is primarily due to projected increases in wages and benefits.

**In FY24 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**  
**FY24 BUDGET**

[illegible]

<b>Mission:</b>
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
FY18	\$175,000
FY19	\$400,000
FY20	\$425,000
FY21	\$650,000
FY22	\$725,000
FY23	\$550,000
FY24	\$575,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	4.0	4.0	4.0	5.0	5.0	4.0
Expenditures						
Personnel	307,688	323,214	323,214	358,055	370,154	370,154
Operating	176,163	192,400	191,200	202,700	202,700	202,700
Capital Outlay	<u>249,175</u>	<u>45,000</u>	<u>43,593</u>	<u>350,000</u>	<u>-</u>	<u>-</u>
Total Expenditures	733,026	560,614	558,007	910,755	572,854	572,854

<b>Major Highlights for FY24</b>	Total budget increase	\$	12,240
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Total budget increase	\$	12,240
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- The proposed budget includes a new Equipment Operator (77K) (MO2 Only).
- The proposed budget increase is partially offset by a reduction in the vehicles line item (\$45K).
- The trash truck scheduled for replacement as part of the FY24 Budget was advance purchased in FY23 due to anticipated cost increases (\$350K).

**In FY24 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**  
**FY24 BUDGET**

FY21 ACTUAL	FY22 AMENDED	FY22 ACTUAL					FY23 ADOPTED	FY23 AMENDED	PROJECTED FY23	FY24 DEPT REQUEST	FY24 MGR PROPOSED	FY24 COUNCIL ADOPTED
					<b>Dept 4203 SANITATION</b>							
					<b>PERSONNEL - WAGES &amp; BENEFITS</b>							
189,075	200,091	207,203		50010	Salaries		214,575	214,575	214,575	237,350	253,694	253,694
					<i>Add Equipment Operator (removed from MOI)</i>	76,846						
1,812	5,000	7,166		50020	Salaries - Overtime		5,000	5,000	5,000	5,000	5,000	5,000
11,666	11,643	12,732		50110	Social Security Tax		12,662	12,662	12,662	14,534	15,572	15,572
2,775	2,725	2,978		50120	Medicare Tax		2,963	2,963	2,963	3,401	3,644	3,644
45,094	47,644	51,463		50130	Health Insurance		51,192	51,192	51,192	56,430	48,795	48,795
20,972	21,743	22,134		50140	VRS Retirement		25,387	25,387	25,387	28,081	29,960	29,960
2,516	2,611	2,655		50145	VRS Group Life Insurance		2,878	2,878	2,878	3,182	3,396	3,396
2	0	0		50150	VRS Disability Insurance		0	0	0	187	203	203
8,695	8,308	8,872		50160	Worker's Comp. Insurance		8,557	8,557	8,557	9,890	9,890	9,890
6,284	0	0		50169	Hazard Pay		0	0	0	0	0	0
-	0	(7,515)		50171	Premium Pay		0	0	0	0	0	0
					<b>SERVICES - PURCHASED, SHARED, INTERNAL</b>							
1,047	1,500	1,292		51451	Uniform Rentals		1,500	1,500	1,500	1,500	1,500	1,500
1,074	3,000	2,103		53245	R&M - Vehicle		3,000	3,000	2,500	3,000	3,000	3,000
					<b>OTHER CHARGES</b>							
320	0	0		51920	Education & Training		400	400	0	0	0	0
42,228	40,000	45,209		53660	Disposal Fees		45,000	45,000	49,000	50,000	50,000	50,000
					<b>MISCELLANEOUS</b>							
293	300	178		52295	Bad Debt Expense - Trash		300	300	300	300	300	300
-	0	0		56500	Pandemic Expenses		0	0	0	0	0	0
-	15,661	0		58999	Year End Budget Transfers		0	0	0	0	0	0
					<b>MATERIALS AND SUPPLIES</b>							
1,263	1,000	1,568		51570	Uniform Purchases and Wearing Apparel		1,200	1,200	1,200	1,200	1,200	1,200
726	500	398		52660	Operating Supplies		500	500	500	500	500	500
18,543	35,000	35,231		53550	Vehicle Fuels		30,000	60,000	52,000	60,000	60,000	60,000
1,234	1,000	1,442		53555	Lube Oil		1,000	1,000	1,200	1,200	1,200	1,200
33,917	30,000	41,956		53560	Vehicle & Equipment Supplies		35,000	35,000	35,000	35,000	35,000	35,000
-	40,821	40,110		53659	Trash Carts (Reserve funding)		40,000	40,000	40,000	42,000	42,000	42,000
					<b>CAPITAL OUTLAYS</b>							
				77200	Machinery & Equipment							
272,090	260,000	249,175		77500	Vehicle Replacement		45,000	45,000	43,593	350,000	0	0
					<i>Replace unit 339, 2004 Freightliner-garbage truck</i>							
					<b>GRANTS</b>							
4,654	4,500	6,677		58840	Grant - Litter Control		4,500	4,500	8,000	8,000	8,000	8,000
666,280	733,047	733,026			<b>SANITATION TOTAL</b>		530,614	560,614	558,007	910,755	572,854	572,854

← 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
FY18	\$450,000
FY19	\$580,000
FY20	\$650,000
FY21	\$620,000
FY22	\$650,000
FY23	\$880,000
FY24	\$620,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	4.0	4.0	4.0	4.0	4.0	4.0
Expenditures						
Personnel	239,506	267,650	267,650	270,421	282,200	282,200
Operating	377,585	360,050	350,800	340,800	340,800	340,800
Capital Outlay	<u>27,238</u>	<u>250,000</u>	<u>250,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	644,330	877,700	868,450	611,221	623,000	623,000

- The proposed decrease is due to the reduction in Machine & Equipment due to the FY23 generator project as well as additional proposed reductions in maintenance service contracts.

- Work with citizens to resolve community problems effectively.

- 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**  
**FY24 BUDGET**

FY21	FY22	FY22					FY23	FY23	PROJECTED	FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY23	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
												-
			Dept 4302 GENERAL PROPERTIES									
			PERSONNEL - WAGES & BENEFITS									
144,648	167,356	168,946		50010	Salaries		185,933	185,933	185,933	191,423	204,903	204,903
1,323	2,000	2,058		50020	Salaries - Overtime		2,500	2,500	2,500	2,500	2,500	2,500
8,786	9,627	10,061		50110	Social Security Tax		11,074	11,074	11,074	11,760	12,611	12,611
2,055	2,253	2,353		50120	Medicare Tax		2,591	2,591	2,591	2,752	2,951	2,951
37,532	39,426	39,448		50130	Health Insurance		39,304	39,304	39,304	33,858	29,277	29,277
16,704	18,189	18,144		50140	VRS Retirement		21,999	21,999	21,999	22,648	24,246	24,246
2,004	2,184	2,177		50145	VRS Group Life Insurance		2,494	2,494	2,494	2,568	2,748	2,748
224	408	404		50150	VRS Disability Insurance		479	479	479	726	778	778
2,329	1,239	2,129		50160	Worker's Comp. Insurance		1,276	1,276	1,276	2,186	2,186	2,186
6,270	0	0		50169	Hazard Pay		0	0	0	0	0	0
-	0	(6,214)		50171	Premium Pay		0	0	0	0	0	0
			SERVICES - PURCHASED, SHARED, INTERNAL									
69,884	40,000	62,567		51315	Contractual Services		40,000	40,000	45,000	60,000	60,000	60,000
-	0	0		51316	Engineering Services		0	0	4,000	0	0	0
1,285	2,000	802		51451	Uniform Rentals		1,500	1,500	1,500	1,500	1,500	1,500
85,767	128,640	72,337		53230	R&M - Building & Grounds		100,000	100,000	85,000	85,000	85,000	85,000
3,633	0	0		53231	R&M - Museum Building		0	0	0	0	0	0
315	400	945		53245	R&M - Vehicle		500	500	500	500	500	500
-	0	3,275		53249	R&M - Misc. / Other		0	0	0	0	0	0
70,963	54,500	87,686		53250	Maintenance Service Contract		74,500	74,500	50,000	35,000	35,000	35,000
					Elevator Inspections	2,500						
					Exterminator services for pest control	2,500						
					Fire Alarm Maintenance	2,500						
					Fire System Inspections	2,500						
					HVAC preventative maintenance services for general properties	25,000						
			OTHER CHARGES									
-	0	32		51920	Education & Training		0	0	0	0	0	0
-	100	225		52015	Meals		100	100	300	300	300	300
6,406	6,000	6,876		52720	Telecommunications		6,800	6,800	6,800	6,800	6,800	6,800
2,498	3,500	3,259		53640	Sewage Services		2,800	2,800	4,000	4,000	4,000	4,000
5,328	200	557		53660	Disposal Fees		200	200	1,000	1,000	1,000	1,000
75,557	85,000	82,189		55610	Electrical Services		85,000	85,000	100,000	90,000	90,000	90,000
22,510	25,000	27,560		55620	Heating Services		25,000	25,000	25,000	30,000	30,000	30,000
2,122	3,000	2,560		55630	Water Services		2,500	2,500	2,750	2,750	2,750	2,750
			MISCELLANEOUS									
26,955	0	3,907		56500	Pandemic Expenses		0	0	1,000	0	0	0
-	27,803	0		58999	Year End Budget Transfers		0	0	0	0	0	0
			MATERIALS AND SUPPLIES									

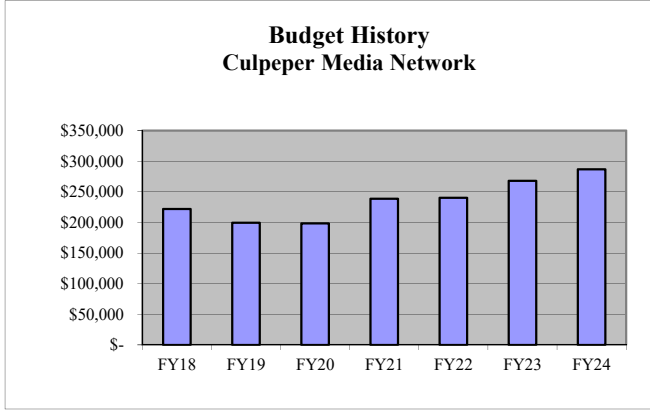
**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

										<b>FY24</b>	<b>FY24</b>	<b>FY24</b>
<b>FY21</b>	<b>FY22</b>	<b>FY22</b>					<b>FY23</b>	<b>FY23</b>	<b>PROJECTED</b>	<b>FY24</b>	<b>FY24</b>	<b>FY24</b>
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY23</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>
										<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>
2,265	750	1,790		51570	Uniform Purchases & Wearing Apparel		1,500	1,500	1,500	1,500	1,500	1,500
582	100	463		52510	Office Supplies		100	100	400	400	400	400
1,840	1,500	1,560		52660	Operating Supplies		1,800	1,800	1,800	1,800	1,800	1,800
9,668	8,000	10,760		53540	Janitorial Supplies		10,000	10,000	11,000	11,000	11,000	11,000
1,532	2,000	2,829		53550	Vehicle Fuels		2,500	2,500	4,000	4,000	4,000	4,000
4,610	2,000	3,650		53560	Vehicle & Equipment Supp		4,250	4,250	3,500	3,500	3,500	3,500
1,052	1,000	1,755		53670	Small Tools		1,000	1,000	1,750	1,750	1,750	1,750
					<b>CAPITAL OUTLAYS</b>							
3,531	0	14,086		77200	Machinery & Equipment		250,000	250,000	250,000	0	0	0
-	16,000	13,152		77300	Furniture and Fixtures		0	0	0	0	0	0
620,180	650,175	644,330			<b>GENERAL PROPERTIES TOTAL</b>		877,700	877,700	868,450	611,221	623,000	623,000

COLEMAN MEDICAL NETWORK (6000)

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

**Budget and Staff Resources:**



Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	2.0	2.0	2.0	2.0	2.0	2.0
Expenditures						
Personnel	167,617	178,152	178,152	193,753	199,018	199,018
Operating	63,638	72,241	72,241	70,086	70,086	70,086
Capital Outlay	<u>8,705</u>	<u>17,500</u>	<u>17,500</u>	<u>17,500</u>	<u>17,500</u>	<u>17,500</u>
Total Expenditures	239,960	267,893	267,893	281,338	286,603	286,603

## Major Highlights for FY24

Total budget increase	\$	18,711
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- The proposed budget is as requested by the Culpeper Media Network.
- The proposed increase is primarily due to anticipated increases in wages and benefits.

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

46467 Cable - Tape Sales	-
46468 Cable - PEG Fees	7,000
46552 Misc- Sponsorship	4,000
46666 Cable - Contributions - County	<u>141,302</u>
	152,302

**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**  
**FY24 BUDGET**

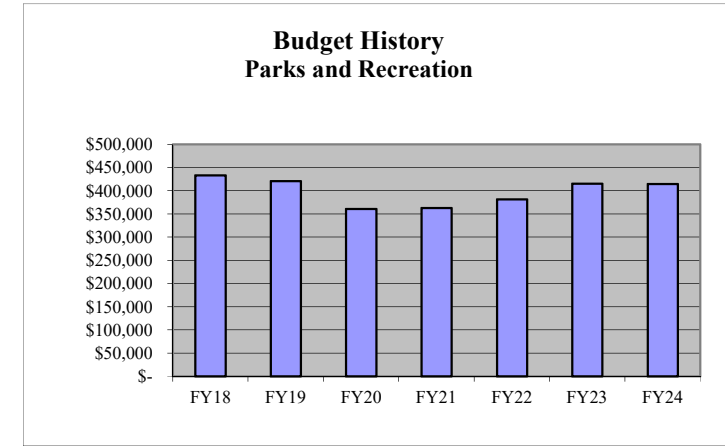
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**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

[illegible]

<b>Mission:</b>
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.

**Budget and Staff Resources:**



Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	4.00	4.00	4.00	4.00	4.00	4.00
Expenditures						
Personnel	269,782	299,465	298,965	279,553	292,030	292,030
Operating	101,459	95,900	89,872	112,650	112,650	112,650
Capital Outlay	<u>10,598</u>	<u>20,000</u>	<u>20,000</u>	<u>15,000</u>	<u>10,000</u>	<u>10,000</u>
Total Expenditures	381,839	415,365	408,838	407,203	414,680	414,680

<b>Major Highlights for FY24</b>	Total budget increase	\$	(685)
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Total budget increase	\$	(685)
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- The proposed budget includes an increase to install 6 new park benches on the connector trail and replace existing mulch with rubber mulch in the YMP playground. These costs are offset by anticipated reductions in insurance, operating supplies and machinery & equipment.

**In FY24 the Parks & Recreation Department will:**

- Work with citizens to resolve community problems effectively

- 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**  
**FY24 BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

										<b>FY24</b>	<b>FY24</b>	<b>FY24</b>
<b>FY21</b>	<b>FY22</b>	<b>FY22</b>					<b>FY23</b>	<b>FY23</b>	<b>PROJECTED</b>	<b>FY24</b>	<b>FY24</b>	<b>FY24</b>
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY23</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>
										<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>
743	1,000	528		52660	Operating Supplies		750	9,750	1,000	1,000	1,000	1,000
1,281	1,500	1,681		53550	Vehicle Fuels		1,500	1,500	2,000	2,000	2,000	2,000
-	200	88		53555	Lube Oil		200	200	200	200	200	200
4,187	4,000	3,143		53560	Vehicle & Equipment Supplies		2,000	2,000	3,200	3,200	3,200	3,200
1,137	800	174		53670	Small Tools		800	800	800	800	800	800
-	500	418		54520	Agricultural Supplies		500	500	400	500	500	500
100	500	1,106		54525	Landscaping/Planting Materials		1,000	1,000	1,000	1,000	1,000	1,000
					<b>CAPITAL OUTLAYS</b>							
5,000	10,000	10,598		77200	Machinery & Equipment		20,000	20,000	20,000	15,000	10,000	10,000
363,139	417,976	381,839			<b>PARKS &amp; RECREATION TOTAL</b>		402,265	415,365	408,838	407,203	414,680	414,680
												-

←————→ **CENITARY (1900)**

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
FY18	\$115,000
FY19	\$135,000
FY20	\$70,000
FY21	\$85,000
FY22	\$60,000
FY23	\$110,000
FY24	\$175,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	-	1.0	1.0	1.0	1.0	1.0
Expenditures						
Personnel	15,649	68,266	73,266	89,868	92,664	92,664
Operating	34,384	25,800	20,800	20,400	20,400	20,400
Capital Outlay	<u>7,924</u>	<u>15,000</u>	<u>15,000</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>
Total Expenditures	57,958	109,066	109,066	175,268	178,064	178,064

- The proposed increase is partially due to anticipated increases in wages and benefits.
- The proposed budget includes the replacement of the Terramite excavator (\$55K).

- Work with citizens to resolve community problems effectively.

- 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.

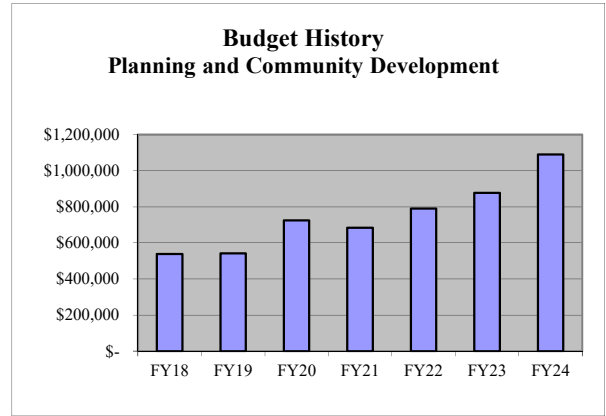
**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

FY21	FY22	FY22					FY23	FY23	PROJECTED	FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY23	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
				Dept 7108 CEMETERY								
				PERSONNEL - WAGES & BENEFITS								
-	0	0		50010	Salaries		39,146	39,146	39,146	52,000	55,557	55,557
11,332	8,000	14,541		50020	Salaries - Overtime		10,000	10,000	15,000	15,000	15,000	15,000
694	0	899		50110	Social Security Tax		2,394	2,394	2,394	3,188	3,413	3,413
164	0	210		50120	Medicare Tax		560	560	560	746	799	799
-	0	0		50130	Health Insurance		10,260	10,260	10,260	11,286	9,759	9,759
118	0	0		50140	VRS Retirement		4,631	4,631	4,631	6,152	6,573	6,573
-	0	0		50145	VRS Group Life Insurance		525	525	525	697	745	745
2	0	0		50150	VRS Disability Insurance		0	0	0	275	294	294
1,195	0	0		50160	Worker's Comp. Insurance		750	750	750	524	524	524
				SERVICES - PURCHASED, SHARED, INTERNAL								
-	7,500	7,061		51315	Contractual Services		7,500	7,500	7,500	7,500	7,500	7,500
83	500	0		51451	Uniform Rentals		500	500	500	500	500	500
6,174	27,000	21,850		53230	R&M - Building & Grounds		7,000	7,000	5,000	5,000	5,000	5,000
1,290	500	203		53238	R&M - Infrastructure		500	500	400	500	500	500
4,078	1,500	15		53240	R&M-Equipment		4,000	4,000	1,500	1,500	1,500	1,500
				OTHER CHARGES								
192	150	32		53640	Sewer Services		0	0	0	0	0	0
882	1,300	250		55610	Electrical Services		1,000	1,000	300	300	300	300
152	250	26		55630	Water Services		0	0	0	0	0	0
				MISCELLANEOUS ITEMS								
-	0	0		56500	Pandemic Expenses		0	0	0	0	0	0
-	0	0		58999	Year End Budget Transfers		0	0	0	0	0	0
				MATERIALS AND SUPPLIES								
280	500	0		51570	Uniform Purchases and Wearing Apparel		250	250	250	250	250	250
-	50	0		52510	Office Supplies		50	50	50	50	50	50
-	300	256		52660	Operating Supplies		300	300	300	300	300	300
48	150	0		53540	Janitorial Supplies		100	100	100	100	100	100
1,300	1,500	1,593		53550	Vehicle Fuels		1,500	1,500	2,000	2,000	2,000	2,000
-	100	111		53555	Lube Oil		100	100	100	100	100	100
2,958	2,000	2,157		53560	Vehicle & Equipment Supplies		2,000	2,000	2,000	2,000	2,000	2,000
18	300	413		53670	Small Tools		500	500	300	300	300	300
200	300	419		54520	Agricultural Supplies		500	500	500	0	0	0
				CAPITAL OUTLAYS								
53,898	9,388	7,924		77200	Machinery & Equipment		15,000	15,000	15,000	65,000	65,000	65,000
					Replacement for Unit 367, 2000 Terramite excavator	55,000						
					Mowing equipment	10,000						
85,058	61,288	57,958		CEMETERY TOTAL			109,066	109,066	109,066	175,268	178,064	178,064

# LEARNING AND COGNITIVE DEVELOPMENT (C101)

<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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Fiscal Year	Budget Allocation
FY18	\$540,000
FY19	\$540,000
FY20	\$720,000
FY21	\$680,000
FY22	\$790,000
FY23	\$880,000
FY24	\$1,090,000



Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	11.0	11.0	11.0	12.0	12.0	11.0
Expenditures						
Personnel	718,410	781,183	781,183	889,927	926,790	926,790
Operating	71,845	95,244	95,244	162,690	162,690	162,690
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	790,254	876,427	876,427	1,052,617	1,089,480	1,089,480

	FY22	FY23	FY23	FY24	FY24	FY24
Category	Actual	Amended	Projected	Dept Request	Mgr Proposed	Adopted
Authorized Persons	11.0	11.0	11.0	12.0	12.0	11.0
Expenditures						
Personnel	718,410	781,183	781,183	889,927	926,790	926,790
Operating	71,845	95,244	95,244	162,690	162,690	162,690
Capital Outlay	-	-	-	-	-	-
Total Expenditures	790,254	876,427	876,427	1,052,617	1,089,480	1,089,480

<b>Major Highlights for FY24</b>	Total budget increase	\$	213,053
<ul style="list-style-type: none"> <li>- The proposed increase is partially due to anticipated increases in wages and benefits.</li> <li>- The proposed budget includes the addition of a new GIS Technician primarily to address increased work load related to regulatory requirement for Next Generation 911 implemented in February 2022 (\$70K).</li> <li>- The proposed budget includes an increase in Consulting Services (\$100K) which is offset by an SS4A grant (\$160K) which also covers grant implementation salaries.</li> </ul>			

Total budget increase	\$	213,053
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- The proposed increase is partially due to anticipated increases in wages and benefits.
- The proposed budget includes the addition of a new GIS Technician primarily to address increased work load related to regulatory requirement for Next Generation 911 implemented in February 2022 (\$70K).
- The proposed budget includes an increase in Consulting Services (\$100K) which is offset by an SS4A grant (\$160K) which also covers grant implementation salaries.

**In FY24 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, Subdivision Ordinance and Maintenance Code including intelligent use of discretion in enforcement and solving Zoning Ordinance violations.
- 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 economic development while protecting basic health safety and welfare of the citizen.
- Provide efficient and timely processing of a variety of development applications. These applications include rezoning, variances, site plan reviews, zoning permits, conditional use permits, appeals, findings of architectural compatibility, subdivision/plat approvals, water and sewer tap assessments, nuisance and property complaints, commercial and residential burning permits, and reservations for Mountain Run Lake Park and Yowell Meadow Park.
- 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.

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- 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**  
**FY24 BUDGET**

FY21	FY22	FY22					FY23	FY23	PROJECTED	FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY23	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
404,003	526,316	507,159		50010	Salaries		552,854	552,854	552,854	611,534	655,443	655,443
					<i>Additional GIS Technician</i>	69,582						
-	0	0		50020	Salaries - Overtime		0	0	0	0	0	0
-	0	300		50030	Salaries - Part Time		0	0	0	3,600	3,600	3,600
14,850	14,400	16,050		50060	Planning Comm. / BZA		14,400	14,400	14,400	14,700	14,700	14,700
24,460	31,066	30,679		50110	Social Security Tax		33,704	33,704	33,704	36,716	39,751	39,751
5,720	7,270	7,175		50120	Medicare Tax		7,888	7,888	7,888	8,594	9,304	9,304
79,963	101,172	91,398		50130	Health Insurance		90,369	90,369	90,369	123,244	106,590	106,590
43,606	56,985	55,134		50140	VRS Retirement		65,407	65,407	65,407	72,350	77,544	77,544
5,267	6,840	6,614		50145	VRS Group Life Insurance		7,412	7,412	7,412	8,198	8,787	8,787
602	360	619		50150	VRS Disability Insurance		714	714	714	1,089	1,169	1,169
9,598	8,189	9,941		50160	Worker's Comp. Insurance		8,435	8,435	8,435	9,902	9,902	9,902
1,585	0	0		50169	Hazard Pay		0	0	0	0	0	0
-	0	(6,659)		50171	Premium Pay		0	0	0	0	0	0
75,639	82,990	49,128			<b>SERVICES - PURCHASED, SHARED, INTERNAL</b>							
				51314	Consulting Services		25,000	63,654	63,654	126,000	126,000	126,000
					<i>Culpeper Soil and Water</i>	6,000						
					<i>GIS Aerial Imagery and Contour Services, Geodatabase Development</i>	15,000						
					<i>Transportation Project Development</i>	5,000						
4,865	4,500	5,185		51321	Property Violations - Town Action		6,000	6,000	6,000	6,500	6,500	6,500
433	1,000	88		52400	Printing and Binding		1,000	1,000	1,000	500	500	500
3,996	3,000	4,073		52410	Advertising		5,000	5,000	5,000	6,000	6,000	6,000
110	200	0		53240	R&M - Equipment		200	200	200	250	250	250
-	200	0		53245	R&M - Vehicle		200	200	200	250	250	250
3,758	3,500	3,260		53250	Maintenance Service Contract		3,750	3,750	3,750	4,000	4,000	4,000
					<b>OTHER CHARGES</b>							
1,400	2,000	1,405		51920	Education And Training		3,250	3,250	3,250	4,620	4,620	4,620
					<i>Va Assoc of Zoning Officials</i>	250						
					<i>Va Assoc for Mapping &amp; Land Information Systems (GIS)</i>	1,000						
					<i>Va Chapter of the American Planning Assoc</i>	1,200						
					<i>Va Dept of Transportation Locally Administered Projects Conference</i>	125						
					<i>Rural Planning Caucus Conference</i>	300						
					<i>Va Dept of Environmental Quality Erosion &amp; Sediment Control Certification Exams</i>	500						
					<i>American Institute of Certified Planners Exams</i>	1,020						

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

FY21 ACTUAL	FY22 AMENDED	FY22 ACTUAL					FY23 ADOPTED	FY23 AMENDED	PROJECTED FY23	FY24 DEPT REQUEST	FY24 MGR PROPOSED	FY24 COUNCIL ADOPTED
					<i>Assoc of State Floodplain Managers</i>	225						
-	1,500	913		52010	Lodging		2,500	2,500	2,500	2,800	2,800	2,800
-	1,000	526		52015	Meals		800	800	800	1,000	1,000	1,000
-	1,250	917		52018	Travel		1,000	1,000	1,000	1,000	1,000	1,000
1,010	4,000	2,061		52710	Postal Services		3,000	3,000	3,000	3,500	3,500	3,500
					<b>MISCELLANEOUS ITEMS</b>							
1,709	3,150	1,739		52210	Dues & Assoc. Memberships		1,940	1,940	1,940	2,320	2,320	2,320
					<i>VAZO</i>	400						
					<i>APA</i>	750						
					<i>AICP</i>	450						
					<i>VAMLIS</i>	400						
					<i>URISA</i>	50						
					<i>Rural Planning Caucas of Va</i>	25						
					<i>Va Assoc of Government Archives &amp; Records Administrators</i>	20						
					<i>Va Bldg Code Officials Assoc</i>	50						
					<i>Assoc of State Floodplain Managers</i>	175						
28	0	0		56299	Miscellaneous		0	0	0	0	0	0
-	0	0		58999	Year End Budget Transfers		0	0	0	0	0	0
					<b>MATERIALS AND SUPPLIES</b>							
569	2,000	1,568		52510	Office Supplies		1,500	1,500	1,500	2,000	2,000	2,000
				52580								
267	500	521			Books, Subscriptions & Education		500	500	500	750	750	750
-	250	9		52660	Operating Supplies		250	250	250	250	250	250
332	450	435		53550	Vehicle Fuels		500	500	500	700	700	700
20	200	17		53560	Vehicle & Equipment Supplies		200	200	200	250	250	250
683,789	864,288	790,254			<b>PLANNING &amp; ZONING TOTAL</b>		837,773	876,427	876,427	1,052,617	1,089,480	1,089,480

<b>Mission:</b>
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

Fiscal Year	Budget
FY18	\$58,000
FY19	\$58,000
FY20	\$55,000
FY21	\$24,000
FY22	\$70,000
FY23	\$92,000
FY24	\$60,000

## Major Highlights for FY24

- The proposed budget decrease is primarily due to the removal of a part-time position that is proposed as full-time in the Tourism Budget.
- The proposed budget also includes a reduction in office supplies (\$12K).

- 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**  
**FY24 BUDGET**

[illegible]

[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 (\$)
FY18	440,000
FY19	390,000
FY20	420,000
FY21	490,000
FY22	560,000
FY23	830,000
FY24	760,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	3.0	3.0	3.0	4.0	4.0	3.6
Expenditures						
Personnel	321,363	399,882	399,882	479,785	494,059	494,059
Operating	230,340	426,681	430,281	280,600	269,100	269,100
Capital Outlay	<u>8,052</u>	<u>4,800</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
Total Expenditures	559,755	831,363	831,363	761,585	764,359	764,359

Total budget increase	\$	(67,003)
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- The proposed budget decrease is partially offset by the addition of a full-time vs. part-time Social Media Specialist (\$37K).
- The proposed budget decrease is primarily due to the removal of anticipated grants from the budget (\$120K), DEI Heritage Program (\$34K) and Culpeper Competes which is biennial (\$10K).
- The proposed budget decrease is also partially offset by the addition of maintenance services contracts for Crowdriif and Salesforce Integration (\$19K).

- Leverage department resources through regional, state, and national

- 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)

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

FY21	FY22	FY22					FY23	FY23	PROJECTED	FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY23	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
148	2,500	380		52015	Meals		2,500	2,500	2,500	2,500	500	500
344	2,500	1,777		52018	Travel		2,500	2,500	2,500	2,500	1,000	1,000
2	1,000	1,003		52710	Postal Services		2,500	2,500	4,352	2,000	2,000	2,000
					<b>MISCELLANEOUS ITEMS</b>							
3,263	5,000	3,570		52210	Dues & Assoc. Memberships		7,300	7,300	7,300	5,400	4,400	4,400
-	0	0		52426	Community Event Support		0	0		14,500	14,500	14,500
-	0	0		52427	First Friday Programming		0	0		7,500	7,500	7,500
20,000	155,000	42,500		56270	Grant Funded Expenditures		99,500	119,500	119,500	0	0	0
					<i>UTC MLP, DHCD DIG</i>							
2,277	0	0		56271	Culpeper Competes Expenditures (Biennial)		10,000	10,000	40,000	0	0	0
965	12,500	260		56298	Consumer Tour Program		3,200	3,200	3,200	3,200	3,200	3,200
1,473	35,450	2,263		56299	Miscellaneous		29,000	29,000	24,120	0	0	0
5,307	0	109		56500	Pandemic Expenses		0	0	0	0	0	0
-	(58,000)	0		58999	Year End Budget Transfers		0	0	0	0	0	0
					<b>MATERIALS AND SUPPLIES</b>							
1,667	1,500	677		52510	Office Supplies		1,500	4,881	4,881	2,500	2,500	2,500
-	500	0		52580	Books, Subscriptions & Education		500	500	500	500	500	500
307	1,400	0		52660	Operating Supplies		1,400	1,400	1,400	0	0	0
323	500	945		53550	Vehicle Fuels		2,000	2,000	5,000	2,000	2,000	2,000
584	0	46		53560	Vehicle & Equipment Supplies		0	0	100	0	0	0
					<b>CAPITAL OUTLAYS</b>							
-	0	7,052		77300	Furniture & Fixtures		0	0	0	0	0	0
1,000	2,400	1,000		77310	Historical Markers		4,800	4,800	1,200	1,200	1,200	1,200
487,918	708,207	559,755			<b>TOURISM DEVELOPMENT TOTAL</b>		737,982	831,363	831,363	761,585	764,359	764,359

← 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 Amount
FY18	\$215,000
FY19	\$235,000
FY20	\$190,000
FY21	\$210,000
FY22	\$195,000
FY23	\$190,000
FY24	\$275,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	-	-	-	-	-	-
Operating	194,568	192,875	192,875	276,130	276,130	276,130
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	194,568	192,875	192,875	276,130	276,130	276,130

## Major Highlights for FY24

Total budget increase	\$	83,255
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- The proposed budget increase is due to an increase in M&T Incentives.
- CRI requested a contribution of \$200,000.

**In FY24 the Economic Development Budget will:**

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



**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

[illegible]

## ← FUNDING BY ENDS →



## Budget & Staffing Summary

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

FY21	FY22	FY22					FY23	FY23	PROJECTED	FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY23	DEPT REQUEST	MGR PROPOSED	COUNCIL ADOPTED
-	226,001	226,001		50171	Premium Pay		0	0	0	0	0	0
47,413	0	12,000		51314	Consulting Services		0	0	0	0	0	0
1,479,975	0	0		56272	Grant Funded Exp - CARES Act		0	0	0	0	0	0
371,291	836,600	767,791		56273	Grant Funded Exp - CDBG Grant		0	0	0	0	0	0
70,626	4,023	1,895		56274	Grant Funded Exp - MUNI UT REL		0	0	0	0	0	0
-	0	0		56275	Grant Funded Exp - ARPA Funds		0	0	0	0	0	0
-	109,736	26,088		56276	Grant Funded Exp - ARPA Muni		0	0	0	0	0	0
2,177	0	0		56500	Pandemic Expenses		0	0	0	0	0	0
190,284	0	0		56501	Cares Act Enterprise Alloc		0	0	0	0	0	0
-	0	0		58999	Year End Budget Transfers		0	0	0	0	0	0
-	0	0		77999	Capital Asset Offset		0	0	0	0	0	0
2,161,765	1,176,359	1,033,775			PANDEMIC EXPENDITURES TOTAL		-	-	-	-	-	-

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**General Fund - Operating**  
**FY24 BUDGET**

FY21 ACTUAL	FY22 AMENDED	FY22 ACTUAL					FY23 ADOPTED	FY23 AMENDED	PROJECTED FY23	FY24 DEPT REQUEST	FY24 MGR PROPOSED	FY24 COUNCIL ADOPTED
					<b>Dept 9950 TRANSFERS</b>							
-	0	0		89960	Transfer to Capital (Non-Committed Reserves)		0	0	0	0	0	0
-	(139,000)	0		89961	Transfer Cap - Sanitation Equip Replacement		85,000	85,000	85,000	(217,000)	133,000	133,000
167,850	278,056	0		89962	Transfer - Capital Reserve Fund (Committed Reserves)		363,239	363,239	363,239	(371,000)	(371,000)	(371,000)
					<i>Cash Funding Capital Equipment</i>	-						
					<i>Transfer from Unassigned Reserves (debt repayment)</i>	(371,000)						
-	0	0		89963	Xfer - Parking Authority		0	0		107,700	107,700	107,700
-	22,912	18,932		89964	Special tax districts		19,000	19,000	19,000	19,000	19,000	19,000
-	0	0		89966	Xfer - Major Capital Improvement Fund		0	0		662,485	662,485	662,485
-	0	0		89967	Xfer - E Ticketing		0	0		(10,100)	(10,100)	(10,100)
167,850	161,968	18,932			<b>TRANSFERS</b>		467,239	467,239	467,239	191,085	541,085	541,085
					<b>Dept 9990 CONTINGENCY - RESERVED</b>							
				9990	Contingency							
				9990	Contingency - Unreserved							
-	0	0			<b>CONTINGENCY - RESERVED</b>		0	0	0	0	0	0
20,507,894	22,811,437	21,269,593			<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>		22,422,959	23,299,402	23,252,673	23,547,203	24,058,510	24,058,510

**TOWN OF CULPEPER**  
**General Fund - Capital**  
**FY24 BUDGET**

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**TOWN OF CULPEPER**  
**General Fund - Capital**  
**FY24 BUDGET**

<b>FY21</b>	<b>FY22</b>	<b>FY22</b>					<b>FY23</b>	<b>FY23</b>	<b>PROJECTED</b>	<b>FY24</b>	<b>FY24</b>	<b>FY24</b>		
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY23</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>		
										<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>		
0	115,000	12,967				<b>TOTAL E Spencer St. Improvements</b>		102,033	102,033	0	0	0		
0	360,100	71,399				<b>Project 09020 E Spencer St. Public Parking</b>	3,000,000	3,288,701	3,288,701	0	0	0		
						<b>SERVICES</b>								
						55214 Consulting Services								
						<b>CAPITAL OUTLAY</b>								
						77040 Infrastructure								
0	360,100	71,399				<b>TOTAL E Spencer St. Public Parking</b>	3,000,000	3,288,701	3,288,701	0	0	0		
0	0	0				<b>Project 09025 Joint Community Pool</b>	0	250,000	250,000	4,750,000	4,750,000	4,750,000		
						<b>SERVICES</b>								
						75216 Engineering Services								
						<b>CAPITAL OUTLAY</b>								
						77040 Infrastructure								
0	0	0				<b>TOTAL Joint Community Pool</b>	0	250,000	250,000	4,750,000	4,750,000	4,750,000		
334,014	0	0				<b>Project 09065 Vehicle/Equipment Replacement</b>	0	0	0	0	0	0		
						<b>CAPITAL OUTLAYS</b>								
						77500 Vehicle/Equipment Replacement								
334,014	0	0				<b>TOTAL Vehicle/Equipment Replacement</b>	0	0	0	0	0	0		
1,068,971	978	36				<b>Project 09162 Land Acquisition</b>	0	0	0	0	0	0		
						<b>CAPITAL OUTLAYS</b>								
						77010 Acquisition								
1,068,971	978	36				<b>TOTAL Land Acquisition</b>	0	0	0	0	0	0		
34,543	336,458	177,715				<b>Project 09167 - Downtown Planning Projects</b>	0	158,743	158,743	0	0	0		
						<b>CAPITAL OUTLAYS</b>								
						77040 Infrastructure								
34,543	336,458	177,715				<b>TOTAL Downtown Planning Projects</b>	0	158,743	158,743	0	0	0		
18,517	0	0				<b>Project 09209 Financial System Upgrade</b>	0	0	0	0	0	0		
						<b>CAPITAL OUTLAYS</b>								
						77600 Computer Hardware and Equipment								
						77650 Computer Software								
18,517	0	0				<b>TOTAL Financial System Upgrade</b>	0	0	0	0	0	0		
19,749	22	22				<b>Project 09243 Blue Ridge Sidewalk &amp; Culvert</b>	0	0	0	0	0	0		
						<b>SERVICES</b>								
						75214 Consulting Services								
						<b>CAPITAL OUTLAY</b>								

**TOWN OF CULPEPER**  
**General Fund - Capital**  
**FY24 BUDGET**

<b>FY21</b>	<b>FY22</b>	<b>FY22</b>					<b>FY23</b>	<b>FY23</b>	<b>PROJECTED</b>	<b>FY24</b>	<b>FY24</b>	<b>FY24</b>		
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY23</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>		
				77040	Infrastructure					<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>		
19,749	22	22		<b>TOTAL Blue Ridge Sidewalk &amp; Culvert</b>			0	0	0	0	0	0		
31,392	89,000	53,191		<b>Project 09294 Yowell Meadow Park Improvements</b>			0	0	0	210,000	210,000	210,000		
				<b>CAPITAL OUTLAYS</b>										
				77010	Land Acquisition									
				77040	Infrastructure					0				
				<b>SERVICES</b>										
				75216	Engineering									
31,392	89,000	53,191		<b>TOTAL Yowell Meadow Park Improvements</b>			0	0	0	210,000	210,000	210,000		
214,783	80,217	51,108		<b>Project 09295 Rockwater Park Improvements</b>			0	0	0	0	0	0		
				<b>CAPITAL OUTLAYS</b>										
				77040	Infrastructure									
				77200	Machinery & Equipment									
214,783	80,217	51,108		<b>TOTAL Rockwater Park Improvements</b>			0	0	0	0	0	0		
14,917	0	0		<b>Project 09364 Sidewalks, Trails and Bikeway Projects</b>			0	0	0	0	0	0		
				<b>SERVICES</b>										
				75216	Engineering Services									
				<b>CAPITAL OUTLAYS</b>										
				77040	Infrastructure									
				77200	Machinery & Equipment									
14,917	0	0		<b>TOTAL Sidewalks, Trails &amp; Bikeway Project</b>			0	0	0	0	0	0		
32,176	2,280,935	33,709		<b>Project 09390 Route 522 Corridor Improvements</b>			0	2,647,227	2,647,227	0	0	0		
				<b>SERVICES</b>										
				75216	Engineering services									
				<b>CAPITAL OUTLAY</b>										
				77040	Infrastructure									
32,176	2,280,935	33,709		<b>TOTAL Route 522 Corridor Improvements</b>			0	2,647,227	2,647,227	0	0	0		
52,003	0	0		<b>Project 09396 E911 Radios</b>			0	0	0	0	0	0		
				<b>CAPITAL OUTLAY</b>										
				77040	Infrastructure									
52,003	0	0		<b>TOTAL E911 Radios</b>			0	0	0	0	0	0		
261,589	525,913	277,983		<b>Project 09397 Sidewalk TAP Grant</b>			0	207,500	207,500	1,650,000	1,650,000	1,650,000		
				<b>SERVICES</b>										
				75216	Design & Engineering									
				<b>CAPITAL OUTLAY</b>										



**TOWN OF CULPEPER**  
**General Fund - Capital**  
**FY24 BUDGET**

<b>FY21</b>	<b>FY22</b>	<b>FY22</b>					<b>FY23</b>	<b>FY23</b>	<b>PROJECTED</b>	<b>FY24</b>	<b>FY24</b>	<b>FY24</b>		
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY23</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>		
										<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>		
				77040	Infrastructure									
261,589	525,913	277,983		<b>TOTAL Sidewalk TAP Grant</b>			0	207,500	207,500	1,650,000	1,650,000	1,650,000		
2,107,280	3,801,198	690,677			sub-total all capital projects		3,027,580	6,681,784	6,687,784	6,610,000	6,610,000	6,610,000		-
														-
				<b>Dept 9990 CONTINGENCY - UNRESERVED</b>										
0	0	0		89960	Transfer To Capital (NonCommitted)		0	0	0	0	0	0		0
0	0	0		89965	Transfer Out - Capital		0	0	0	0	0	0		0
0	0	0		89990	Contingency									
0	0	0		<b>CONTINGENCY - UNRESERVED</b>			0	0	0	0	0	0		0
				<b>Dept. 9991 CONTINGENCY - RESERVED</b>										
				89990	Undesignated									
				89991	Contingency - Bond proceeds									
0	0	0		<b>CONTINGENCY - RESERVED</b>			0	0	0	0	0	0		-
														-
2,107,280	3,801,198	690,677		<b>TOTAL GENERAL CAPITAL FUND EXPENDITURES</b>			3,027,580	6,681,784	6,687,784	6,610,000	6,610,000	6,610,000		

**TOWN OF CULPEPER**  
**Water - Fund Summary**  
**FY24 BUDGET**

FY21	FY22	FY22				FY23	FY23	PROJECTED	FY24	FY24
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY23	DEPT REQUEST	MGR PROPOSED
4,667,425	5,141,273	4,331,693				5,139,659	5,329,659	5,363,345	5,413,415	5,507,029
2,749,778	3,214,444	3,037,675		3700	TREATMENT	2,986,341	3,152,341	3,043,191	3,170,550	3,234,615
919,579	1,069,931	990,009		3800	DISTRIBUTION	1,316,117	1,340,117	1,333,817	1,400,517	1,430,066
1,805,209	704,972	1,593,949		9900	DEBT SERVICE	709,059	709,059	709,059	707,889	707,889
111,743	122,612	122,612		9950	TRANSFERS	128,142	128,142	128,142	134,459	134,459
-	-	-		9990	CONTINGENCY	-	-	-	-	-
5,586,309	5,111,959	5,744,245				5,139,659	5,329,659	5,214,209	5,413,415	5,507,029
(918,884)	29,314	(1,412,552)				-	-	149,136	-	-
372,500	397,800	687,000				596,700	596,700	596,700	663,000	663,000
94,141	200,000	28,913		8942	AUTOMATIC METER READING	-	-	-	-	-
-	-	-		8945	FUTURE WATER SUPPLY	-	-	25,089	-	-
20,794	-	-		9209	COMPUTER SYSTEM UPGRADE	-	-	-	-	-
57,468	-	-		9296	SPLASH PARK & AMENDITIES	-	-	-	-	-
-	-	-		9950	TRANSFER TO RESERVES	-	-	-	-	-
-	-	-			CAPITAL OUTLAY	-	-	-	-	-
172,403	200,000	28,913			TOTAL CAPITAL EXPENDITURES	-	-	25,089	-	-
-	-	-			LOAN TO L&P	-	-	-	-	-
-	197,800	-			CONTINGENCY - UNRESERVED	596,700	596,700	596,700	663,000	663,000
172,403	397,800	28,913			TOTAL EXPENDITURES	596,700	596,700	621,789	663,000	663,000

**TOWN OF CULPEPER**  
**Water - Operating**  
**FY24 BUDGET**

										FY24	FY24	FY24
FY21	FY22	FY22					FY23	FY23	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY23	REQUEST	PROPOSED	ADOPTED
				RESERVE BALANCES								
0	24,215	0		45600	Reserves		0	12,000	0	0	0	0
				METERED SALES								
3,623,991	3,898,309	3,599,098		43290	Metered Sales - Water		4,112,413	4,112,413	4,112,413	4,309,371	4,309,371	4,309,371
				UTILITY FEES								
55,725	75,000	85,844		43320	Delinquent Fees		75,000	75,000	75,000	75,000	75,000	75,000
12,878	15,000	22,905		43330	Disconnect Fees		1,000	1,000	15,000	15,000	15,000	15,000
43,126	45,000	47,009		43340	Meter Fees		31,000	31,000	30,000	30,000	30,000	30,000
15,263	20,000	20,833		43370	Penalties		20,000	20,000	20,000	22,000	22,000	22,000
				UTILITY CHARGES, MISCELLANEOUS								
15,668	10,000	10,737		43585	Time & Material Charges - Taps		10,000	10,000	10,000	10,000	10,000	10,000
				REVENUE FROM USE OF MONEY								
46,128	40,000	12,761		42360	Interest on Investments		0	0	0	0	0	0
94,187	50,000	85,675		42362	Interest Income - Investments		90,000	90,000	90,000	100,000	100,000	100,000
0	0	(6,373)		42370	Realized Gain/Loss-Inves		0	0	0	0	0	0
(61,029)	0	(432,479)		42375	Unrealized Gain/Loss-Inves		0	0	0	0	0	0
				MISCELLANEOUS								
82,449	0	0		42065	CARES Act Funding		0	0	0	0	0	0
25,470	0	124,781		42068	ARPA Grant Proceeds		0	0	32,686	0	0	0
0	1,000	0		44580	Sale Of Salvage & Surplus Materials		0	0	0	0	0	0
1,850	2,000	0		44585	Sale Of Surplus Equipment		1,000	1,000	1,000	0	0	0
0	0	(289,824)		44586	Sale of Capital Assets		0	0	0	0	0	0
1,366	0	18,840		45525	Insurance Claims & Recoveries		0	0	0	0	0	0
59	0	29,633		45550	Miscellaneous		0	0	0	0	0	0
1,315	0	0		45552	LPA - Miscellaneous		0	0	0	0	0	0
687,543	0	983,450		45560	Developer Contributions		0	0	0	0	0	0
142	0	0		45597	LPA Taxable Sales		0	0	0	0	0	0
1,070	750	560		45598	Gazebo Rental Fees OCS/LPA		1,000	1,000	1,000	600	600	600
20,223	20,000	18,242		45599	LPA Boat Rental Fees		20,000	20,000	20,000	20,000	20,000	20,000
				TRANSFERS								
0	939,999	0		44960	Transfer from Reserves		778,246	956,246	956,246	831,444	925,058	925,058
4,667,425	5,141,273	4,331,693		TOTAL REVENUES / OTHER SOURCES			5,139,659	5,329,659	5,363,345	5,413,415	5,507,029	5,507,029

← WATER RESERVES (5700) →

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
FY19	\$2,250,000
FY20	\$2,750,000
FY21	\$2,700,000
FY22	\$3,000,000
FY23	\$3,100,000
FY24	\$3,200,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	10	9	9	9	9	9.0
Expenditures						
Personnel	931,275	999,977	1,009,977	1,046,081	1,085,272	1,085,272
Operating	1,713,857	2,020,654	1,945,754	2,053,719	2,078,593	2,078,593
Capital Outlay	<u>392,544</u>	<u>131,710</u>	<u>87,460</u>	<u>70,750</u>	<u>70,750</u>	<u>70,750</u>
Total Expenditures	3,037,675	3,152,341	3,043,191	3,170,550	3,234,615	3,234,615

Total Budget Increase	\$	82,274
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- The proposed budget increase is primarily due to a projected increase in wages and benefits and electricity.
- The proposed budget increase is partially offset by a projected reduction in sewer service and capital outlay.

- 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**  
**FY24 BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**Water - Operating**  
**FY24 BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**Water - Operating**  
**FY24 BUDGET**

<b>FY21</b>	<b>FY22</b>	<b>FY22</b>					<b>FY23</b>	<b>FY23</b>	<b>PROJECTED</b>	<b>FY24</b>	<b>FY24</b>	<b>FY24</b>	
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY23</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>	
										<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>	
20,910	25,000	27,050			77200	Machinery & Equipment	80,000	80,000	35,000	40,000	40,000	40,000	
0	0	8,932			77600	Computer Equipment	10,510	10,510	10,510	0	0	0	
262	0	608			77900	Leased Equipment	0	0	750	750	750	750	
47,541	415,000	355,955			78956	Major Process Equipment Replacement	41,200	41,200	41,200	30,000	30,000	30,000	
2,749,778	3,214,444	3,037,675				<b>WATER TREATMENT</b>	2,986,341	3,152,341	3,043,191	3,170,550	3,234,615	3,234,615	

**QUESTION**

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
FY19	\$1,050,000
FY20	\$1,100,000
FY21	Not Available
FY22	\$950,000
FY23	\$1,350,000
FY24	\$1,450,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	10	9	9	9	9	9
Expenditures						
Personnel	663,708	810,217	810,217	839,254	868,803	868,803
Operating	305,385	246,150	240,150	228,650	228,650	228,650
Capital Outlay	<u>20,915</u>	<u>283,750</u>	<u>283,450</u>	<u>332,613</u>	<u>332,613</u>	<u>332,613</u>
Total Expenditures	990,009	1,340,117	1,333,817	1,400,517	1,430,066	1,430,066

Total Budget Increase	\$	89,949
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### Major Highlights for FY24:

- The proposed budget increase is partially due to projected increases in wages and benefits.
- The proposed budget increase is partially due to increase in Automatic Meter Reading for Meter Replacements (\$50K).

**In FY24 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**  
**FY24 BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**Water - Operating**  
**FY24 BUDGET**

FY21	FY22	FY22					FY23	FY23	PROJECTED	FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY23	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
			MISCELLANEOUS ITEMS									
300	500	300		52210	Dues & Assoc. Memberships		500	500	500	500	500	500
3,041	2,000	3,395		52295	Bad Debt Expense		2,000	2,000	2,000	2,000	2,000	2,000
22,385	23,000	23,028		56240	Waterworks Fee		24,000	24,000	24,000	25,000	25,000	25,000
331	0	0		56299	Miscellaneous		0	0	0	0	0	0
			MATERIALS AND SUPPLIES									
5,976	3,500	4,893		51570	Uniform Purchases and Wearing Apparel		3,500	3,500	3,500	3,500	3,500	3,500
95	500	170		52510	Office Supplies		500	500	500	500	500	500
7,100	5,500	9,869		52660	Operating Supplies		7,000	7,000	7,000	7,000	7,000	7,000
12,025	15,000	13,626		53550	Vehicle Fuels		12,000	24,000	20,000	20,000	20,000	20,000
100	600	285		53555	Lube Oil		600	600	500	500	500	500
16,139	10,000	13,293		53560	Vehicle & Equipment Supplies		15,000	15,000	15,000	15,000	15,000	15,000
12,945	10,000	11,342		53670	Small Tools		10,000	10,000	10,000	10,000	10,000	10,000
			CAPITAL OUTLAYS									
6,950	0	2,250		77200	Machinery & Equipment		0	0	0	0	0	0
0	0	0		77600	Computer Hardware & Equipment		0	0	2,200	0	0	0
12,128	9,965	0		77650	Computer Software		5,000	5,000	2,500	0	0	0
43,959	125,000	18,554		78910	Distribution System Improvements		128,750	128,750	128,750	132,613	132,613	132,613
0	0	111		78942	Automatic Meter Reading		150,000	150,000	150,000	200,000	200,000	200,000
919,579	1,069,931	990,009	WATER DISTRIBUTION DEPT				1,316,117	1,340,117	1,333,817	1,400,517	1,430,066	1,430,066

**TOWN OF CULPEPER**  
**Water - Operating**  
**FY24 BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**Water - Capital**  
**FY24 BUDGET**

FY21	FY22	FY22					FY23	FY23	PROJECTED	FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY23	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
0	0	0		45600	Reserves		0	0	0	0	0	0
357,500	397,800	611,000		43846	Water Tap Fees - 5/8" Meter		596,700	596,700	596,700	663,000	663,000	663,000
0	0	0		43844	Water Tap Fees - 1" Meter		0	0	0	0	0	0
(15,000)	0	30,000		43848	Water Tap Fees - 1 1/2" Meter		0	0	0	0	0	0
30,000	0	0		43849	Water Tap Fees - 2" Meter		0	0	0	0	0	0
0	0	0		43880	Water Tap Fees - 3" Meter		0	0	0	0	0	0
0	0	46,000		43881	Water Tap Fees - 4" Meter		0	0	0	0	0	0
372,500	397,800	687,000			<b>TOTAL REVENUES / OTHER SOURCES</b>		596,700	596,700	596,700	663,000	663,000	663,000
94,141	200,000	28,913			<b>08942 AUTOMATED METER READING</b>		0	0	0	0	0	0
					<b>CAPITAL OUTLAYS</b>							
				77200	<i>Machinery &amp; Equipment</i>							
					<i>Aclara AMR meter transmitting unit replacements as necessary to sustain metering system at multiple customer locations.</i>							
94,141	200,000	28,913			<b>AUTOMATED METER READING</b>		0	0	0	0	0	0
0	0	0			<b>8945 FUTURE WATER SUPPLY SOURCES</b>		0	0	25,089	0	0	0
					<b>SERVICES - PURCHASED, SHARED, INTERNAL</b>							
				75216	<i>Engineering Services</i>							
					<b>CAPITAL OUTLAYS</b>							
				77010	<i>Land Acquisition</i>							
				77040	<i>Infrastructure</i>							
				77200	<i>Machinery &amp; Equipment</i>							
-	-	-			<b>FUTURE WATER SUPPLY SOURCES</b>		0	0	25,089	0	0	0
20,794	0	0			<b>9209 COMPUTER SYSTEM UPGRADE</b>		0	0	0	0	0	0
					<b>CAPITAL OUTLAYS</b>							
				77650	<i>Computer Software</i>							
20,794	0	0			<b>COMPUTER SYSTEM UPGRADE</b>		0	0	0	0	0	0
57,468	0	0			<b>9296 SPLASH PARK &amp; AMENITIES</b>		0	0	0	0	0	0
					<b>SERVICES - PURCHASED, SHARED, INTERNAL</b>							
				75216	<i>Engineering Services</i>							

**TOWN OF CULPEPER**  
**Water - Capital**  
**FY24 BUDGET**

FY21	FY22	FY22				FY23	FY23	PROJECTED	FY24	FY24	FY24	
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY23	DEPT	MGR	COUNCIL	
									REQUEST	PROPOSED	ADOPTED	
					CAPITAL OUTLAYS							
				77040	Infrastructure							
57,468	0	0			SPLASH PARK & AMENITIES	0	0	0	0	0	0	
					CAPITAL OUTLAYS							
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			CAPITAL OUTLAY TOTAL	-	-	-	-	-	-	
					9950 TRANSFER TO RESERVES							
	0			89960	Transfer							
-	-	-			TRANSFER TO OPERATIONS	-	-	-	-	-	-	
172,403	200,000	28,913			sub-total of all capital projects	-	-	25,089	-	-	-	
0												
0					9950 TRANSFERS							
0	197,800	0		89960	Transfers to Reserves	596,700	596,700	596,700	663,000	663,000	663,000	
					9990 CONTINGENCY - UNRESERVED							
				89990	Contingency							
-	197,800	-			TRANSFERS/CONTINGENCY	596,700	596,700	596,700	663,000	663,000	663,000	
0												
172,403	397,800	28,913			TOTAL EXPENDITURES	596,700	596,700	621,789	663,000	663,000	663,000	
												-

**TOWN OF CULPEPER**  
**Wastewater - Fund Summary**  
**FY24 BUDGET**

<b>FY21</b>	<b>FY22</b>	<b>FY22</b>				<b>FY23</b>	<b>FY23</b>	<b>PROJECTED</b>	<b>FY24</b>	<b>FY24</b>	<b>FY24</b>
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>				<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY23</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>
									<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>
					<b>OPERATING FUND:</b>						
5,534,722	7,011,252	5,416,528			<b>TOTAL W/W REVENUES / OTHER SOURCES</b>	6,197,286	6,557,872	6,616,377	6,151,042	6,258,846	6,258,846
4,046,058	4,914,425	4,294,451		4700	TREATMENT	4,019,832	4,323,418	4,314,618	4,212,297	4,301,282	4,301,282
516,127	702,644	628,716		4800	COLLECTION	809,358	866,358	785,614	703,313	722,132	722,132
-	31,011	31,011		8199	CARES - ARPA	-	-	-	-	-	-
1,785,126	1,217,250	1,590,200		9900	DEBT SERVICE	1,215,875	1,215,875	1,215,875	1,071,375	1,071,375	1,071,375
156,030	145,922	145,922		9950	TRANSFERS	152,221	152,221	152,221	164,057	164,057	164,057
-	-	-		9990	CONTINGENCY	-	-	-	-	-	-
6,503,341	7,011,252	6,690,301			<b>TOTAL EXPENDITURES</b>	6,197,286	6,557,872	6,468,327	6,151,042	6,258,846	6,258,846
					<b>REVENUES OVER (UNDER) EXPENDITURES</b>	-	-	148,049	-	-	-
					<b>CAPITAL FUND:</b>						
598,750	1,331,250	916,500			<b>TOTAL W/W CAPITAL FUND REVENUES</b>	6,800,000	7,869,950	7,869,950	1,000,000	1,000,000	1,000,000
-	520,000	513,728		9038	WPCF Digester Upgrade	6,800,000	7,869,950	7,869,950	-	-	-
-	811,250	-		9950	Transfer to Operations	-	-	-	-	-	-
-	-	-			<b>CONTINGENCY - RESERVED/UNRESERVED</b>	-	-	-	1,000,000	1,000,000	1,000,000
-	1,331,250	513,728			<b>TOTAL EXPENDITURES</b>	6,800,000	7,869,950	7,869,950	1,000,000	1,000,000	1,000,000

**TOWN OF CULPEPER**  
**Wastewater - Operating**  
**FY24 BUDGET**

FY21	FY22	FY22								FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL					FY23	FY23	PROJECTED	DEPT	MGR	COUNCIL
							ADOPTED	AMENDED	FY23	REQUEST	PROPOSED	ADOPTED
			RESERVE BALANCES									
0	738,727	0		45600	Reserves - Prior year balance		0	323,586	323,586	0	0	0
			METERED SALES									
4,767,856	4,732,054	4,798,656		43280	Metered Sales - Wastewater		4,896,029	4,896,029	4,896,029	5,226,581	5,226,581	5,226,581
			UTILITY FEES									
22	0	0		42000	AMR Surcharge		0	0	0	0	0	0
55,725	65,000	85,844		43320	Delinquent Fees		65,000	65,000	75,000	75,000	75,000	75,000
12,878	14,000	0		43330	Disconnect Fees		0	0	0	0	0	0
15,263	16,000	20,833		43370	Penalties		16,000	16,000	20,000	20,000	20,000	20,000
13,079	23,000	116,365		43375	Septage Receiving Fees		75,000	75,000	100,000	125,000	125,000	125,000
			UTILITY CHARGES, MISCELLANEOUS									
1,500	2,000	0		41291	FOG permits		2,000	2,000	3,000	3,000	3,000	3,000
0	1,000	0		41292	Wastewater Discharge Permit		1,000	1,000	1,000	0	0	0
9,836	3,000	0		43580	Time & Material Charges - Misc.		3,000	3,000	3,000	3,000	3,000	3,000
13,976	7,000	23,556		43585	Time & Material Charges - Taps		15,000	15,000	15,000	15,000	15,000	15,000
			REVENUE FROM USE OF MONEY									
4,613	40,000	0		42360	Interest on Investments		0	0	0	0	0	0
114,449	30,000	83,726		42362	Interest Income - Investments		75,000	75,000	75,000	75,000	75,000	75,000
0	0	(5,075)		42370	Realized Gain/Loss-Invest		0	0	0	0	0	0
(51,460)	0	(346,662)		42375	Unrealized Gain/Loss-Invest		0	0	0	0	0	0
			MISCELLANEOUS									
75,762	0	0		42065	CARES Act Funding		0	0	0	0	0	0
0	0	78,037		42068	ARPA Grant Proceeds		0	0	16,975	0	0	0
759	0	2,121		44580	Sale of Salvage & Surplus Materials		0	0	1,530	0	0	0
0	1,000	0		44585	Sale of Surplus Equipment		1,000	1,000	1,000	1,000	1,000	1,000
54,446	0	1,812		44585	Insurance Claims/Recoveries		0	0	0	0	0	0
0	0	0		44586	Sale of Capital Assets		0	0	0	0	0	0
(62)	0	0		45550	Miscellaneous		0	0	0	0	0	0
446,080	0	557,314		45560	Developer Contributions		0	0	0	0	0	0
			TRANSFER FROM CAPITAL									
0	1,338,471	0		44960	Transfer from Reserves		1,048,257	1,085,257	1,085,257	607,461	715,265	715,265
5,534,722	7,011,252	5,416,528		TOTAL REVENUES / OTHER SOURCES			6,197,286	6,557,872	6,616,377	6,151,042	6,258,846	6,258,846

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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
FY19	\$3,000,000
FY20	\$3,200,000
FY21	\$4,000,000
FY22	\$4,200,000
FY23	\$4,250,000
FY24	\$4,200,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	14	16	16	16	16	16.0
Expenditures						
Personnel	1,388,616	1,639,428	1,609,428	1,766,503	1,830,614	1,830,614
Operating	2,062,442	2,287,404	2,308,604	2,370,794	2,395,668	2,395,668
Capital Outlay	<u>843,394</u>	<u>396,586</u>	<u>396,586</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
Total Expenditures	4,294,451	4,323,418	4,314,618	4,212,297	4,301,282	4,301,282

<b>Major Budget Highlights for FY24:</b>	Total Budget Increase	\$	(22,136)
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\$

(22,136)

- The proposed budget decrease is primarily due to a decrease in Major Process Upgrade (\$322K).
- The proposed budget decrease is partially offset by an increase in wages and benefits.

**In FY24 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**  
**FY24 BUDGET**

FY21	FY22	FY22						FY23	FY23	PROJECTED	FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL						ADOPTED	AMENDED	FY23	DEPT	MGR	COUNCIL
											REQUEST	PROPOSED	ADOPTED
													-
													-
													-
919,168	1,032,470	998,333		50010	Salaries			1,082,631	1,082,631	1,082,631	1,157,087	1,234,650	1,234,650
143,093	140,000	104,666		50020	Salaries - Overtime			140,000	140,000	110,000	140,000	140,000	140,000
64,157	60,060	65,293		50110	Social Security Tax			64,147	64,147	64,147	68,266	73,064	73,064
15,227	14,266	15,459		50120	Medicare Tax			15,325	15,325	15,325	16,212	17,409	17,409
153,321	197,442	173,341		50130	Health Insurance			179,139	179,139	179,139	212,354	183,657	183,657
57,748	0	19,341		50132	OPEB Health Insurance			0	0	0	0	0	0
254,371	112,613	12,386		50140	VRS Retirement			128,165	128,165	128,165	136,972	145,094	145,094
6,661	13,517	7,623		50145	VRS Group Life Insurance			14,526	14,526	14,526	15,523	16,442	16,442
2,285	2,372	2,709		50150	VRS Disability Insurance			3,049	3,049	3,049	3,777	3,986	3,986
13,556	12,083	15,505		50160	Worker's Comp. Insurance			12,446	12,446	12,446	16,312	16,312	16,312
18,111	0	0		50169	Hazard Pay			0	0	0	0	0	0
0	0	(26,040)		50171	Premium Pay			0	0	0	0	0	0

**TOWN OF CULPEPER**  
**Wastewater - Operating**  
**FY24 BUDGET**

FY21	FY22	FY22						FY23	FY23	PROJECTED	FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL						ADOPTED	AMENDED	FY23	DEPT	MGR	COUNCIL
											REQUEST	PROPOSED	ADOPTED
						EworkOrders subscription and services	2,500						
						Fire Extinguisher Maintenance	1,000						
						HACH Services/Instrument maintenance and repairs	12,000						
						Hoist Safety Certification	3,000						
						Lab Certification							
						SCADA Software Support	10,000						
						Specialty HVAC maintenance services	6,000						
79,191	50,000	49,374		53280		Sludge Disposal		60,000	60,000	60,000	60,000	60,000	60,000
17,000	17,000	17,000		53520		Motor Pool		17,000	17,000	17,000	17,000	17,000	17,000
15,000	15,000	15,000		53525		Mowing, mulching & trimming		15,000	15,000	15,000	15,000	15,000	15,000
						<b>OTHER CHARGES</b>							
9,596	9,000	9,954		51920		Education & Training		9,000	9,000	9,000	9,000	9,000	9,000
173	1,500	1,951		52010		Lodging		1,500	1,500	1,500	1,500	1,500	1,500
922	2,000	1,560		52015		Meals		2,000	2,000	2,000	2,000	2,000	2,000
4	400	395		52018		Travel		400	400	1,500	1,500	1,500	1,500
1,720	1,500	1,198		52710		Postal Services		1,500	1,500	1,500	1,500	1,500	1,500
9,540	10,000	7,777		52720		Telecommunications		10,000	10,000	8,000	10,000	10,000	10,000
10,522	12,000	11,658		53660		Disposal Fees		12,000	12,000	12,000	12,000	12,000	12,000
263,280	300,000	266,909		55610		Electrical Services		290,000	290,000	310,000	310,000	310,000	310,000
40,068	131,000	88,333		55620		Heating Services		75,000	100,000	90,000	90,000	90,000	90,000
16,358	20,000	18,332		55630		Water Services		20,000	20,000	20,000	20,000	20,000	20,000
2,019	2,500	1,813		55810		Boiler & Machinery Insurance		2,500	2,500	2,500	2,500	2,500	2,500
20,091	21,000	20,107		55820		Fire / Property Insurance		21,000	21,000	21,000	22,000	22,000	22,000
3,204	3,500	3,271		55840		Motor Vehicle Insurance		3,500	3,500	3,500	3,750	3,750	3,750
11,386	12,000	11,049		55870		General Liability Insurance		12,000	12,000	12,000	12,000	12,000	12,000
905	1,000	440		55943		Lease Copier		1,000	1,000	3,000	1,000	1,000	1,000
						<b>MISCELLANEOUS ITEMS</b>							
19,856	15,000	15,798		52210		Dues & Assoc. Memberships		15,000	15,000	16,000	16,000	16,000	16,000
						New Operator Licenses							
						Permit Maintenance Fees							
						VWVA Annual Assessment fees							
						W/W Operator License Renewals							
						WEF							
0	0	644		52220		Bank Fees		0	0	0	0	0	0
233	0	0		56299		Miscellaneous		0	0	100	0	0	0
521	0	0		56500		Pandemic Expenses		0	0	0	0	0	0

**TOWN OF CULPEPER**  
**Wastewater - Operating**  
**FY24 BUDGET**

[illegible]

Timeline diagram showing the period from 1980 to 2000, labeled "WASTE WATER COLLECTION (100%)".

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.

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1. *Journal of the American Medical Association*, 2000; 283: 2686-2692.

Drinking safe potable water is



**TOWN OF CULPEPER**  
**Wastewater - Operating**  
**FY24 BUDGET**

FY21	FY22	FY22												
ACTUAL	AMENDED	ACTUAL												
				MISCELLANEOUS ITEMS										
3,860	2,000	4,389		52295	Bad Debt Expense		2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
0	0	0		56500	Pandemic Expenses		0	0	0	0	0	0	0	0
				MATERIALS AND SUPPLIES										
66	400	249		52510	Office Supplies		400	400	400	400	400	400	400	400
0	200	0		53540	Janitorial Supplies		200	200	200	200	200	200	200	200
10,688	15,000	16,281		53550	Vehicle Fuels		15,000	27,000	25,000	25,000	25,000	25,000	25,000	25,000
229	400	619		53555	Lube Oil		400	400	400	400	400	400	400	400
7,394	10,000	16,096		53560	Vehicle & Equipment Supplies		10,000	10,000	15,000	15,000	15,000	15,000	15,000	15,000
2,267	1,700	3,480		51570	Uniform Purchases and Wearing Apparel		3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
3,037	2,500	2,858		52660	Operating Supplies		2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
5,234	8,000	2,546		53670	Small Tools		8,000	8,000	5,000	5,000	5,000	5,000	5,000	5,000
				CAPITAL OUTLAYS										
7,074	3,000	11,815		77200	Machinery & Equipment		12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
0	0	0		77500	Vehicle Replacement		80,000	80,000	54,486	0	0	0	0	0
0	0	0		77600	Computer Hardware & Equipment		0	0	2,139	0	0	0	0	0
12,128	9,965	0		77650	Computer Software		10,000	10,000	0	0	0	0	0	0
116,816	262,689	185,810		79030	I & I Rehabilitation		154,500	199,500	150,000	100,000	100,000	100,000	100,000	100,000
516,127	702,644	628,716		WASTEWATER COLLECTION			809,358	866,358	785,614	703,313	722,132	722,132	722,132	722,132

**TOWN OF CULPEPER**  
**Wastewater - Operating**  
**FY24 BUDGET**

FY21	FY22	FY22					FY23	FY23	PROJECTED	FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY23	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
												-
0	31,011	31,011			50171	Premium Pay	0	0	0	0	0	0
0	0	0			56275	Grant Funded Exp - ARPA Funds	0	0	0	0	0	0
-	31,011	31,011				<b>CARES - ARPA</b>	0	0	0	0	0	
						<b>9900 DEBT SERVICE</b>						
1,326,430	0	1,140,023			59000	Depreciation Expense	0	0	0	0	0	0
444,477	0	0			89510	2010 GOB 19.25 Principal	0	0	0	0	0	0
260,000	710,000	710,000			89516	2016 Bond - Principal	745,000	745,000	745,000	635,000	635,000	635,000
37,868	0	37,868			89609	2008 GOB Interest	0	0	0	0	0	0
(11,323)	0	13,567			89610	2010 GOB 19.925M Interest	0	0	0	0	0	0
432,150	507,250	398,741			89616	2016 Bond - Interest	470,875	470,875	470,875	436,375	436,375	436,375
0	0	0			44586	Gain/Loss - Asset Disposal	0	0	0	0	0	0
(704,476)	0	(710,000)			89799	Debt Principal Offset	0	0	0	0	0	0
1,785,126	1,217,250	1,590,200				<b>DEBT SERVICE</b>	1,215,875	1,215,875	1,215,875	1,071,375	1,071,375	1,071,375
												-
6,347,311	6,865,330	6,544,379				<b>TOTAL EXPENDITURES</b>	6,045,065	6,405,651	6,316,107	5,986,985	6,094,789	6,094,789
						<b>9950 TRANSFERS</b>						
156,030	145,922	145,922			89950	Tfer W/W to GF - PILOT	152,221	152,221	152,221	164,057	164,057	164,057
						Transfer to Capital Fund						
156,030	145,922	145,922				<b>TRANSFERS</b>	152,221	152,221	152,221	164,057	164,057	164,057
												-
						<b>9990 CONTINGENCY - UNRESERVED</b>						
					9990	Contingency - Unreserved						
-	-	-				<b>CONTINGENCY - UNRESERVED</b>	-	-	-	-	-	-
												-
6,503,341	7,011,252	6,690,301				<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	6,197,286	6,557,872	6,468,327	6,151,042	6,258,846	6,258,846

**TOWN OF CULPEPER**  
**Wastwater - Capital**  
**FY24 BUDGET**

FY21	FY22	FY22								FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL					FY23	FY23	PROJECTED	DEPT	MGR	COUNCIL
							ADOPTED	AMENDED	FY23	REQUEST	PROPOSED	ADOPTED
												-
0	0	0		45600	Reserves-Prior Year Balance		0	0	0		0	0
0	520,000	0		44950	Transfer from Reserves		5,900,000	6,969,950	6,969,950	0	0	0
558,250	811,250	835,500		43846	WW Tap Fees - 5/8" meter		900,000	900,000	900,000	1,000,000	1,000,000	1,000,000
0	0	0		43844	WW Tap Fees - 1" Meter		0	0	0	0	0	0
0	0	40,500		43848	Tap Fees - 1 1/2" meter		0	0	0	0	0	0
40,500	0	0		43849	Tap Fees - 2" meter		0	0	0	0	0	0
0	0	40,500		43880	Tap Fees - 3" meter		0	0	0	0	0	0
0	0	0		43881	Tap Fees - 4" meter		0	0	0	0	0	0
598,750	1,331,250	916,500			TOTAL REVENUES / OTHER SOURCES		6,800,000	7,869,950	7,869,950	1,000,000	1,000,000	1,000,000
												-
0	520,000	513,728			9038 WPCF DIGESTER UPGRADE		6,800,000	7,869,950	7,869,950	0	0	0
					SERVICES - PURCHASED, SHARED, INTERNAL							
					75216 Engineering Services							
					*4.8 million being paid by ARPA							
0	520,000	513,728			WPCF DIGESTER UPGRADE		6,800,000	7,869,950	7,869,950	-	-	-
0	520,000	513,728			sub-total all capital projects		6,800,000	7,869,950	7,869,950	0	0	0
					9950 Transfers							
0	811,250	0		89960	Xfer to Capital (Non-Committed)		0	0	0	0	0	0
0	0	0		89965	Transfer Out-Capital		0	0	0	0	0	0
0	811,250	0			Transfers		-	-	0	0	0	0
												-
					9990 CONTINGENCY - UNRESERVED							
0	0	0		89965	Transfer Out - Capital		0	0	0	1,000,000	1,000,000	1,000,000
					Unreserved							
0	0	0			CONTINGENCY		-	-	0	1,000,000	1,000,000	1,000,000



**TOWN OF CULPEPER**  
**Wastwater - Capital**  
**FY24 BUDGET**

<b>FY21</b>	<b>FY22</b>	<b>FY22</b>					<b>FY23</b>	<b>FY23</b>	<b>PROJECTED</b>	<b>FY24</b>	<b>FY24</b>	<b>FY24</b>	
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY23</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>	
										<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>	
													-
-	1,331,250	513,728				<b>TOTAL EXPENDITURES</b>		6,800,000	7,869,950	7,869,950	1,000,000	1,000,000	1,000,000

**TOWN OF CULPEPER**  
**Light & Power - Fund Summary**  
**FY24 BUDGET**

FY21	FY22	FY22				FY23	FY23	PROJECTED	FY24	FY24
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY23	DEPT	MGR
									REQUEST	PROPOSED
										ADOPTED
					OPERATING FUND:					
12,197,047	13,691,800	12,848,403			TOTAL LIGHT AND POWER FUND REVENUES	13,919,323	14,322,837	14,256,442	13,835,501	13,835,501
1,317,373	1,572,870	1,629,190		5600	ADMINISTRATION	1,759,435	1,759,435	1,767,435	1,795,573	1,851,268
6,984,084	8,170,843	7,991,495		5700	GENERATION	8,058,903	8,118,903	8,138,403	8,424,916	8,428,524
1,756,845	2,517,094	2,015,528		5800	DISTRIBUTION	2,934,068	3,277,582	3,302,291	2,617,935	2,629,354
-	24,544	24,544		8199	CARES - ARPA	-	-	-	-	-
1,063,316	449,466	993,827		9900	DEBT SERVICE	454,453	454,453	454,453	448,759	448,759
405,075	956,983	404,625		9950	TRANSFERS	712,465	712,465	712,465	548,319	477,597
-	-	-		9990	CONTINGENCY	-	-	-	-	-
11,526,693	13,691,800	13,059,209			TOTAL EXPENDITURES	13,919,323	14,322,837	14,375,046	13,835,501	13,835,501
670,354	-	(210,806)			REVENUES OVER (UNDER) EXPENDITURES	-	-	(118,604)	-	-
					CAPITAL FUND:					
-	1,531,433	404,763			TOTAL L&P CAPITAL FUND REVENUES	-	1,185,091	1,185,091	200,000	200,000
-	450,000	4,025		8816	NALLS MILL CONDUIT	-	445,975	445,975	200,000	200,000
145,242	301,433	267,673		8820	PROJECT	-	-	-	-	-
6,263	-	-		8825	LED STREETLIGHTING	-	-	-	-	-
-	336,000	38,763		9015	E SPENCER ST IMPROVEMENTS	-	297,237	297,237	-	-
-	444,000	2,121		9020	E SPENCER ST PUBLIC PARKING	-	441,879	441,879	-	-
10,081	-	-		9209	FINANCIAL SYSTEM UPGRADE	-	-	-	-	-
161,586	1,531,433	312,581			Total Capital Expenditures	-	1,185,091	1,185,091	200,000	200,000
-	-	-			TRANSFERS		-	-	-	-
161,586	1,531,433	312,581			TOTAL EXPENDITURES	-	1,185,091	1,185,091	200,000	200,000

**TOWN OF CULPEPER**  
**Light & Power - Operating**  
**FY24 BUDGET**

FY21	FY22	FY22									FY24	FY24	FY24	
ACTUAL	AMENDED	ACTUAL									DEPT	MGR	COUNCIL	
											REQUEST	PROPOSED	ADOPTED	
0	0	0		45600	Reserves - Prior Year Balance		0	328,514	328,514		0	0	0	
11,673,389	13,124,011	12,934,222		43220	Metered Sales - Electric		13,409,823	13,409,823	13,409,823		13,386,501	13,386,501	13,386,501	
1,400	2,000	1,000		43310	After Hours Reconnection Fee		2,000	2,000	2,000		2,000	2,000	2,000	
57,429	100,000	85,925		43320	Delinquent Fees		100,000	100,000	100,000		100,000	100,000	100,000	
13,269	17,000	46,695		43330	Disconnect Fees		25,000	25,000	40,000		40,000	40,000	40,000	
18,990	12,000	350		43340	Meter Fees		10,000	10,000	5,000		5,000	5,000	5,000	
15,727	30,000	20,833		43370	Penalties		30,000	30,000	30,000		30,000	30,000	30,000	
102,971	0	36		42000	AMR Cost Recovery		0	0	-		0	0	0	
0	1,000	0		43350	Overhead Connection Charge		1,000	1,000	1,000		0	0	0	
200	1,000	46,700		43560	Pole Permits & Rental Charge		10,000	10,000	10,000		10,000	10,000	10,000	
23,951	10,000	4,947		43580	Time & Material Charges - Misc.		10,000	10,000	10,000		10,000	10,000	10,000	
134,500	175,000	7,000		43590	Service Connection Charge		225,000	225,000	112,500		112,500	112,500	112,500	
4,408	40,000	0		42360	Interest Income		0	0	-		0	0	0	
122,953	30,000	102,237		42362	Interest Income - Investments		80,000	80,000	100,000		100,000	100,000	100,000	
0	0	(6,666)		42370	Realized Gain/Loss-Invest		0	0	-		0	0	0	
(45,659)	0	(450,683)		42375	Unrealized Gain/Loss-Invest		0	0	-		0	0	0	
32,072	0	0		42065	CARES Act Funding		0	0	-		0	0	0	
0	0	24,544		42068	ARPA Grant Proceeds		0	0	-		0	0	0	
4,001	1,000	4,948		44580	Sale Of Salvage & Surplus Materials		1,500	1,500	1,500		1,500	1,500	1,500	
6,450	1,000	0		44585	Sale Of Surplus Equipment		1,000	1,000	6,100		25,000	25,000	25,000	
1,026	5,000	0		44592	Recovered Cost - Streetlights in New Dev.		3,000	3,000	1,500		3,000	3,000	3,000	
0	134,289	0		44960	Transfer from Reserves		0	75,000	75,000		0	0	0	
28,065	7,500	25,817		45525	Insurance Claims/Recoveries		10,000	10,000	22,505		10,000	10,000	10,000	
1,906	1,000	500		45550	Miscellaneous		1,000	1,000	1,000		0	0	0	
12,197,047	13,691,800	12,848,403			<b>TOTAL REVENUES / OTHER SOURCES</b>		13,919,323	14,322,837	14,256,442		13,835,501	13,835,501	13,835,501	

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	\$	91,833
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- The proposed budget increase primarily due to Billing & Administrative Services increase (\$74K)
- The proposed budget increase is partially due to consulting services for a 2nd rate evaluation (\$5K).

**In FY24 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**  
**FY24 BUDGET**

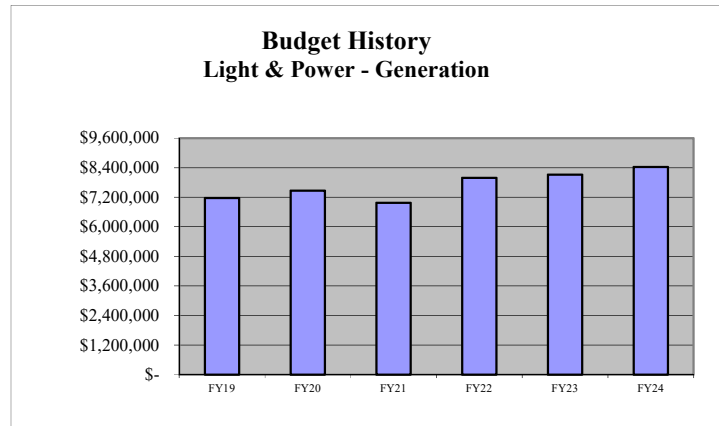
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**TOWN OF CULPEPER**  
**Light & Power - Operating**  
**FY24 BUDGET**

											FY24	FY24	FY24
FY21 ACTUAL	FY22 AMENDED	FY22 ACTUAL					FY23 ADOPTED	FY23 AMENDED	PROJECTED FY23		DEPT REQUEST	MGR PROPOSED	COUNCIL ADOPTED
0	2,000	1,256		77600	Computer Hardware and Equipment		2,000	2,000	6,500	2,000	2,000	2,000	2,000
0	200	0		77650	Computer software		200	200	200	0	0	0	0
1,317,373	1,572,870	1,629,190		ELECTRIC ADMINISTRATION			1,759,435	1,759,435	1,767,435	1,795,573	1,851,268	1,851,268	1,851,268

<p><b>Mission:</b></p> <p>To continue to provide the most reliable, efficient and cost effective electric services to the town citizens, our customers.</p>
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**Budget and Staff Resources:**



Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	2	1	1	1	1	1
Expenditures						
Personnel	(56,209)	90,828	90,828	112,441	116,049	116,049
Operating	8,047,703	7,978,075	7,997,575	8,262,475	8,262,475	8,262,475
Capital Outlay	-	50,000	50,000	50,000	50,000	50,000
Total Expenditures	7,991,495	8,118,903	8,138,403	8,424,916	8,428,524	8,428,524

## Major Highlights for FY24

Total Budget Increase	\$	309,621
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- The proposed budget increase is partially due to a increase in R&M Engines (\$20K)
- The proposed budget increase is partially due to a increase in Fuel Oil (\$40K).
- The proposed budget increase is partially due to a increase in wages and benefits due to change in personnel (\$21K).
- The proposed budget increase is partially due to increase in Electricity Purchased costs projections (\$231K).

**\* WARNING - Electricity Purchased cost have the potential to increase by an additional \$1.8M if 20% Demand increase is approved at the state level.**

**In Dept Request 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**  
**FY24 BUDGET**

[illegible]



**TOWN OF CULPEPER**  
**Light & Power - Operating**  
**FY24 BUDGET**

												<b>FY24</b>	<b>FY24</b>	<b>FY24</b>
<b>FY21</b>	<b>FY22</b>	<b>FY22</b>						<b>FY23</b>	<b>FY23</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>FY23</b>	<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>		
				<b>CAPITAL OUTLAYS</b>										
98,286	50,000	0		79010	Substation Upgrades		50,000	50,000	50,000	50,000	50,000	50,000	50,000	
					Relay/breaker testing, T2LTC services									
6,984,084	8,170,843	7,991,495		<b>ELECTRIC GENERATION</b>			8,058,903	8,118,903	8,138,403	8,424,916	8,428,524	8,428,524		

**HYPOTHESIS 3: THE DIRECT EFFECT**

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

Fiscal Year	Budget Amount
FY19	\$1,550,000
FY20	\$2,000,000
FY21	\$1,750,000
FY22	\$2,000,000
FY23	\$3,250,000
FY24	\$2,600,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	13	13	13	13	13	13
Expenditures						
Personnel	1,453,428	1,585,488	1,585,488	1,619,226	1,680,645	1,680,645
Operating	360,667	482,600	507,309	533,709	533,709	533,709
Capital Outlay	<u>201,433</u>	<u>1,209,494</u>	<u>1,209,494</u>	<u>465,000</u>	<u>415,000</u>	<u>415,000</u>
Total Expenditures	2,015,528	3,277,582	3,302,291	2,617,935	2,629,354	2,629,354

Total Budget Increase	\$	(648,228)
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- In FY24 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**  
**FY24 BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**Light & Power - Operating**  
**FY24 BUDGET**

FY21	FY22	FY22									FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL									DEPT	MGR	COUNCIL
											REQUEST	PROPOSED	ADOPTED
					VMDEA	4,000							
6,854	7,200	7,060		53271	OH Line Agreement		7,200	7,200	7,200		8,000	8,000	8,000
50,000	50,000	50,000		53520	Motor Pool		50,000	50,000	50,000		50,000	50,000	50,000
7,500	7,500	7,500		53525	Mowing, mulching, trimming		7,500	7,500	7,500		7,500	7,500	7,500
					<b>OTHER CHARGES</b>								
7,218	24,000	2,364		51920	Education & Training		24,000	24,000	24,000		15,000	15,000	15,000
2,418	5,000	1,758		52010	Lodging		5,000	5,000	5,000		5,000	5,000	5,000
1,469	3,000	1,124		52015	Meals		3,000	3,000	3,000		3,000	3,000	3,000
0	0	962		52018	Travel		1,000	1,000	1,500		2,000	2,000	2,000
3,337	5,000	2,928		52675	Miss Utility Tickets		5,000	5,000	5,000		5,000	5,000	5,000
175	200	73		52710	Postal Services		200	200	200		200	200	200
16,023	18,000	14,600		52720	Telecommunications		18,000	18,000	18,000		18,000	18,000	18,000
202	300	207		53640	Sewage Services		300	300	300		300	300	300
303	500	877		53660	Disposal Fees		500	500	500		1,000	1,000	1,000
10,517	15,000	17,200		55620	Heating Services		18,000	23,000	23,000		25,000	25,000	25,000
287	400	318		55630	Water Services		400	400	400		500	500	500
541	525	509		55810	Boiler & Machinery Insurance		0	0	509		509	509	509
6,571	6,768	6,691		55840	Motor Vehicle Insurance		0	0	6,700		6,700	6,700	6,700
0	0	0											
0	0	0			<b>MISCELLANEOUS ITEMS</b>								
11,716	0	9,440		52295	Bad Debt Expense		0	0	-		0	0	0
194	0	0		56299	Miscellaneous		0	0	-		0	0	0
1,331	0	150		56500	Pandemic Expenses		0	0	-		0	0	0
					<b>MATERIALS AND SUPPLIES</b>								
12,522	20,000	7,537		51570	Uniform Purchases and Wearing Apparel		20,000	20,000	20,000		15,000	15,000	15,000
1,148	2,000	628		52510	Office Supplies		2,000	2,000	2,000		2,000	2,000	2,000
5	300	65		52530	Medical Supplies		300	300	300		300	300	300
14,851	12,000	17,472		52580	Books, Subscriptions & Education		15,000	15,000	15,000		15,000	15,000	15,000
2,383	5,000	2,070		52660	Operating Supplies		5,000	5,000	5,000		5,000	5,000	5,000
8	200	0		53540	Janitorial Supplies		200	200	200		200	200	200
14,456	30,000	25,824		53550	Vehicle Fuels		25,000	35,000	35,000		45,000	45,000	45,000
722	1,500	762		53555	Lube Oil		1,500	1,500	1,500		2,000	2,000	2,000
7,709	15,000	21,767		53560	Vehicle & Equipment Supplies		20,000	20,000	20,000		20,000	20,000	20,000
35,712	30,000	30,228		53630	Meter Purchases		30,000	30,000	30,000		30,000	30,000	30,000
15,048	32,000	11,896		53670	Small Tools		20,000	20,000	20,000		30,000	30,000	30,000
300	3,000	0		53680	Traffic Signals & Signs		3,000	3,000	3,000		3,000	3,000	3,000
0	0	4,587		54530	Safety Equipment		10,000	10,000	10,000		12,000	12,000	12,000
					<b>CAPITAL OUTLAYS</b>								

**TOWN OF CULPEPER**  
**Light & Power - Operating**  
**FY24 BUDGET**

										FY24	FY24	FY24
FY21	FY22	FY22					FY23	FY23	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY23	REQUEST	PROPOSED	ADOPTED
0	57,000	0		77200	Machinery & Equipment		265,000	265,000	265,000	210,000	210,000	210,000
					Standby generator for L&P complex	35,000						
					Unit 848 - Backhoe	175,000						
0	370,000	78,643		77500	Vehicle Replacement		350,000	629,430	629,430	0	0	0
15	2,000	3,869		77600	Computer Hardware & Equipment		25,980	25,980	25,980	10,000	10,000	10,000
24,256	0	0		77650	Computer Software		0	0	-	0	0	0
17,253	15,000	12,904		77720	New Lines & Customers		15,000	15,000	15,000	15,000	15,000	15,000
11,831	20,000	13,797		77730	Street & Yard Light Upgrades		25,000	32,734	32,734	30,000	30,000	30,000
2,015	164,383	92,220		78810	Distribution System Improvements		200,000	241,350	241,350	200,000	150,000	150,000
1,756,845	2,517,094	2,015,528		ELECTRIC DISTRIBUTION			2,934,068	3,277,582	3,302,291	2,617,935	2,629,354	2,629,354

**TOWN OF CULPEPER**  
**Light & Power - Operating**  
**FY24 BUDGET**

FY21	FY22	FY22					FY23	FY23	PROJECTED	FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY23	DEPT	MGR	COUNCIL
										REQUEST	PROPOSED	ADOPTED
			8199 CARES - ARPA									
0	24,544	24,544		50171	Premium Pay		0	0	-	0	0	0
0	24,544	24,544	CARES-ARPA				0	0	0	0	0	0
			9900-DEBT SERVICE									
978,476	0	914,739		59000	Depreciation Expense		0	0	-	0	0	0
139,460	0	0		89510	2020 GOB 19.25M Principal		0	0	-	0	0	0
105,000	240,000	240,000		89516	2016 Bond - Principal		255,000	255,000	255,000	265,000	265,000	265,000
124,000	117,000	117,000		89517	2020 Bond - Refunding Principal		121,000	121,000	121,000	120,000	120,000	120,000
7,041	0	7,041		89609	2008 GOB New lines		0	0	-	0	0	0
(2,809)	0	4,493		89610	2010 GOB 19.925M Interest		0	0	-	0	0	0
59,370	72,250	48,020		89616	2016 Bond - Interest		59,875	59,875	59,875	46,875	46,875	46,875
21,238	20,216	19,534		89617	2020 Bond - Refunding Interest		18,578	18,578	18,578	16,884	16,884	16,884
(368,460)	0	(357,000)		89799	Debt Principal Offset		0	0	-	0	0	0
1,063,316	449,466	993,827					454,453	454,453	454,453	448,759	448,759	448,759
11,121,618	12,734,817	12,654,584					13,206,858	13,610,372	13,662,581	13,287,182	13,357,904	13,357,904
			9950-TRANSFERS									
405,075	404,625	404,625		89950	Transfer Elec. to G/F - PILOT		415,180	415,180	415,180	412,095	412,095	412,095
0	552,358	0		89960	Transfer to Capital Fund		297,285	297,285	297,285	0	0	0
0	0	0		89965	Transfer Out-Capital		0	0	-	136,224	65,502	65,502
405,075	956,983	404,625					712,465	712,465	712,465	548,319	477,597	477,597
			9990-CONTINGENCY - UNRESERVED									
				Contingency - Unreserved								
-	-	-					-	-	-	-	-	-
11,526,693	13,691,800	13,059,209					13,919,323	14,322,837	14,375,046	13,835,501	13,835,501	13,835,501

**TOWN OF CULPEPER**  
**Light & Power - Capital**  
**FY24 BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**Light & Power - Capital**  
**FY24 BUDGET**

FY21	FY22	FY22					FY23	FY23	PROJECTED	FY24	FY24	FY24
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY23	REQUEST	PROPOSED	COUNCIL
												ADOPTED
0	444,000	2,121	9020 E SPENCER ST PUBLIC PARKING				0	441,879	441,879	0	0	0
			SERVICES - PURCHASED SHARED, INTERNAL									
				55214	Consulting							
			CAPITAL OUTLAYS									
				77040	Infrastructure							
0	444,000	2,121	E SPENCER ST PUBLIC PARKING				-	441,879	441,879	-	-	-
10,081	0	0	9209 FINANCIAL SYSTEM UPGRADE				0	0	0	0	0	0
			CAPITAL OUTLAYS									
				7600	Computer Hardware							
				7650	Computer Software							
10,081	0	0	FINANCIAL SYSTEM UPGRADE				-	-	-	-	-	-
161,586	1,531,433	312,581		sub-total of all capital projects			-	1,185,091	1,185,091	200,000	200,000	200,000
			9950 TRANSFERS									
0	0	0		89965	Transfer Out - Capital							
0	0	0	TRANSFERS				-	-	-	-	-	-
161,586	1,531,433	312,581	TOTAL EXPENDITURES				-	1,185,091	1,185,091	200,000	200,000	200,000



**TOWN OF CULPEPER**  
**Cemetery Perpetual Care - Fund Summary**  
**FY24 BUDGET**

<b>FY21</b>	<b>FY22</b>	<b>FY22</b>				<b>FY23</b>	<b>FY23</b>	<b>PROJECTED</b>	<b>FY24</b>	<b>FY24</b>
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>				<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY23</b>	<b>DEPT</b>	<b>MGR</b>
									<b>REQUEST</b>	<b>PROPOSED</b>
										<b>ADOPTED</b>
127,649	70,000	134,912				75,000	75,000	75,000	75,000	75,000
-	70,000	-				75,000	75,000	75,000	75,000	75,000
-	70,000	-				75,000	75,000	75,000	75,000	75,000

CEMETERY PERKSTONE CIRCLE ONE

**TOWN OF CULPEPER**  
**Cemetery Perpetual Care - Operating**  
**FY24 BUDGET**

<b>FY21</b>	<b>FY22</b>	<b>FY22</b>								<b>FY24</b>	<b>FY24</b>	<b>FY24</b>
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>					<b>FY23</b>	<b>FY23</b>	<b>PROJECTED</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>
							<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY23</b>	<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>
			<b>REVENUE FROM USE OF MONEY</b>									
29,349	20,000	30,612		42360	Interest on Investments		25,000	25,000	25,000	25,000	25,000	25,000
			<b>MISCELLANEOUS</b>									
98,300	50,000	104,300		44502	Cemetery Lot Sales		50,000	50,000	50,000	50,000	50,000	50,000
127,649	70,000	134,912	<b>TOTAL REVENUES / OTHER SOURCES</b>				75,000	75,000	75,000	75,000	75,000	75,000
			<b>9990 CONTINGENCY</b>									
0	70,000	0		89990	Contingency		75,000	75,000	75,000	75,000	75,000	75,000
0	70,000	0	<b>CONTINGENCY</b>				75,000	75,000	75,000	75,000	75,000	75,000
-	70,000	-	<b>TOTAL EXPENDITURES</b>				75,000	75,000	75,000	75,000	75,000	75,000

**TOWN OF CULPEPER**  
**Parking Authority - Fund Summary**  
**FY24 BUDGET**

<b>FY21</b>	<b>FY22</b>	<b>FY22</b>				<b>FY23</b>	<b>FY23</b>	<b>PROJECTED</b>	<b>FY24</b>	<b>FY24</b>	<b>FY24</b>
<b>ACTUAL</b>	<b>AMENDED</b>	<b>ACTUAL</b>				<b>ADOPTED</b>	<b>AMENDED</b>	<b>FY23</b>	<b>DEPT</b>	<b>MGR</b>	<b>COUNCIL</b>
					<b>OPERATING FUND:</b>				<b>REQUEST</b>	<b>PROPOSED</b>	<b>ADOPTED</b>
32,777	85,550	42,104			<b>TOTAL PARKING AUTHORITY FUND REVENUES</b>	110,450	110,450	110,963	145,950	145,950	145,950
51,701	85,550	79,515		8700	PARKING AUTHORITY	110,450	110,450	110,450	145,950	145,950	145,950
-	-	-		9990	CONTINGENCY	-	-				-
51,701	85,550	79,515			<b>TOTAL EXPENDITURES</b>	110,450	110,450	110,450	145,950	145,950	145,950

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 Amount
FY19	\$42,000
FY20	\$45,000
FY21	\$50,000
FY22	\$80,000
FY23	\$110,000
FY24	\$145,000

Budget & Staffing Summary						
Category	FY22 <u>Actual</u>	FY23 <u>Amended</u>	FY23 <u>Projected</u>	FY24 <u>Dept Request</u>	FY24 <u>Mgr Proposed</u>	FY24 <u>Adopted</u>
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	-	-	-	-	-	-
Operating	79,515	110,450	110,450	145,950	145,950	145,950
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	79,515	110,450	110,450	145,950	145,950	145,950

Total Budget increase	\$	35,500
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- The proposed budget increase is primarily due to an increase for the Planters Pilot (\$20K), and Public Works maintenance (\$15K).

- 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**  
**FY24 BUDGET**

[illegible]

**TOWN OF CULPEPER**  
**Parking Authority - Operating**  
**FY24 BUDGET**

[illegible]