



TOWN COUNCIL REGULAR MEETING

21 Main Street

Tuesday, May 09, 2023 at 9:00 AM

AGENDA

Possible additions to the agenda and related materials are not set forth herein.

Times set forth are approximate and may be adjusted as necessary.

I. WORKSESSION - 9:00 AM

- [A.](#) NewGen & Davenport Presentation: Water and Rate Study
- [B.](#) Town / County Liaison Update
- [C.](#) FY 24 Budget Work Session
- [D.](#) Zoning Ordinance Text Amendment Initiation - Churches in the Industrial District
- [E.](#) Strategic Retreat Date and Location Discussion
- F. Agenda Review
- G. Closed Session

II. REGULAR MEETING - 6:30 PM

- A. INVOCATION.**
- B. PLEDGE OF ALLEGIANCE.**
- C. PROCLAMATIONS, RECOGNITIONS, AND PROMOTIONS.**
- D. CITIZEN'S TIME.**
- E. APPROVAL OF THE AGENDA.**
- F. PUBLIC HEARINGS.**
 - [1.](#) Lease-Franchise Agreement Glo Fiber
 - [2.](#) Lease-Franchise Agreement Water Tower: Dish
 - [3.](#) Acquisition of Real Property- Warrenton Horse Show Grounds
 - [4.](#) Fiscal Year 2023-2024 Budget Public Hearing: Tax Rates
- G. CONSENT AGENDA.**

1. DEPARTMENT REPORTS.

- [a.](#) Quarterly Finance Department Report
- [b.](#) Quarterly Parks and Recreation Department Report
- [c.](#) Quarterly Police Department Report.
- [d.](#) Quarterly Community Development Report
- [e.](#) Quarterly Public Works and Utilities Department Report

H. NEW BUSINESS.

- [1.](#) A Resolution to Amend the Fiscal Year 2023 Adopted Budget to Appropriate \$100,000 in Virginia Outdoors Foundation Grant Funds
- [2.](#) Zoning Ordinance Text Amendment Initiation - Churches in the Industrial District
- [3.](#) Resolution appointing Martin Crim of Sands Anderson P.C. as the Town Attorney for the Town of Warrenton, Virginia, effective June 1st, 2023.

I. UNFINISHED BUSINESS.

J. TOWN ATTORNEY'S REPORT.

K. TOWN MANAGER'S REPORT.

L. COUNCILMEMBERS TIME.

M. ADJOURNMENT.



Office of the Town Manager

Frank Cassidy

STAFF REPORT

Warrenton Town Council

Carter Nevill, Mayor
Heather Sutphin, Ward 1
William Semple, Ward 2
Brett Hamby, Ward 3
James Hartman, Ward 4 Vice Mayor
Jay Heroux, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Item A.

Council Meeting Date:	May 9 th , 2023
Agenda Title:	NewGen & Davenport Presentation Water and Rate Study
Requested Action:	Receive the information in preparation for the Fiscal Year 2024 water and sewer rates.
Department / Agency Lead:	Finance / Budget
Staff Lead:	Stephanie Miller

EXECUTIVE SUMMARY

In 2021, the Town engaged the services of NewGen Strategies & Solutions to complete an updated Water and Sewer rate study model. The first year of those rates were included in the Fiscal Year 2023 budget. Due to several major changes in projected capital expenditures for the Water and Sewer system, Town staff requested a smaller update to the model based on the new factors. NewGen has worked in conjunction with the Town’s financial advisors, Davenport & Company, to balance rate increases with proposed debt issuances to meet the Town’s fiscal policies (notably, the debt service coverage ratio and cash balance policies). NewGen and Davenport will present the results of this updated Water and Rate Study at the morning work session on May 9th.

The Fiscal Year 2024 Proposed Budget included a projected increase that will vary from the rates discussed during this presentation. The rates included in the rate study results to be presented will be advertised for public hearing at the June Council meeting.

STAFF RECOMMENDATION

NewGen and Davenport will present the results of the rate study to Council for consideration. The proposed rates would go into effect on July 1, 2023 and will need to be advertised for public hearing.

Service Level/Policy Impact

An adjustment to the proposed rates is necessary to complete the capital improvement projects outlined in the 2024-2029 Capital Improvement Program.

Fiscal Impact

The updated rate study will provide a schedule for proposed rate increases over the next several years to provide funding for capital improvements.

Legal Impact

In accordance with Code of Virginia Section 15.2-107, *Advertisement and enactment of certain fees and levies*, a public hearing must be held on the proposed rates.

Town of Warrenton, Virginia

Water & Sewer Discussion Materials



May 9, 2023

Overview



- Davenport & Company LLC (“Davenport”) serves as Financial Advisor to the Town of Warrenton (the “Town”).

- In Spring of 2022, Davenport, in concert with NewGen Strategies & Solutions (“NewGen”), presented a multi-year rate plan regarding the Water & Sewer Utility System (the “Utility System”) for the Town’s consideration.

- The Town is currently in the process of adopting its FY 2024 Operating and Capital Budget for the self-supporting Utility System.
 - This would represent the second year of rate increases previously introduced to Town Council.

- Key underlying assumptions related to the Utility System’s financial planning have shifted over the past year.

- Davenport was asked to assist NewGen in the development of an updated plan with a specific focus on capital funding and financial “best-practices”.

Goals & Objectives



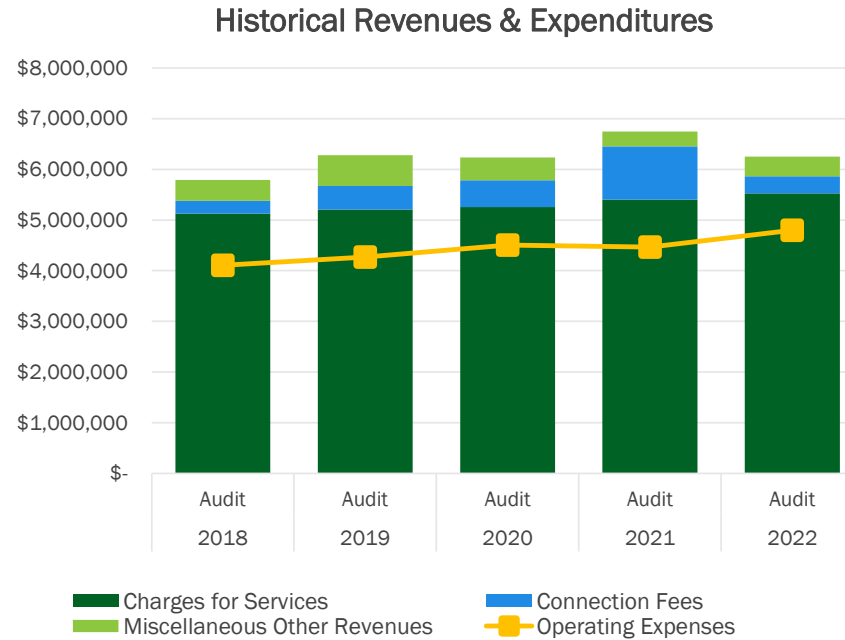
1. Present the historical financial results of the Utility System;
2. Present the Utility System's current debt profile;
3. Review the previously presented multi-year rate plan and underlying assumptions;
4. Outline key changes in assumptions for the current update of the multi-year rate plan; and
5. Introduce an updated multi-year rate plan that maintains the self-supporting nature of the Utility System and projects financial metrics at or above industry-wide "best-practice" levels.

Utility System Observations



- The Town’s Utility System has historically generated solid cash flows (i.e., debt service coverage) and maintained healthy reserves (i.e., days cash on hand).
- Charges for Service (i.e., Operating Revenues) have grown annually by roughly 1.5% over the last five years.
- Operating Expenditures have grown annually by roughly 3.2% over the last five years.
- The imbalance between revenue and expenditure growth has slightly decreased the financial strength and resiliency of the Utility System.
 - This is evidenced by a declining Debt Service Coverage Ratio. In FY 2022, the Utility System’s Debt Service Coverage Ratio was 2.20x, the lowest level of the prior five years. (Note: Typically, 1.50x is considered a “best-practice”, and 1.20x should be considered a minimum threshold).
- Maintaining a self-supporting utility system is critical for several reasons, including the fact that it insulates the General Fund from the additional burden of needing to cover utility-related costs.

Historical Revenues & Operating Expenditures

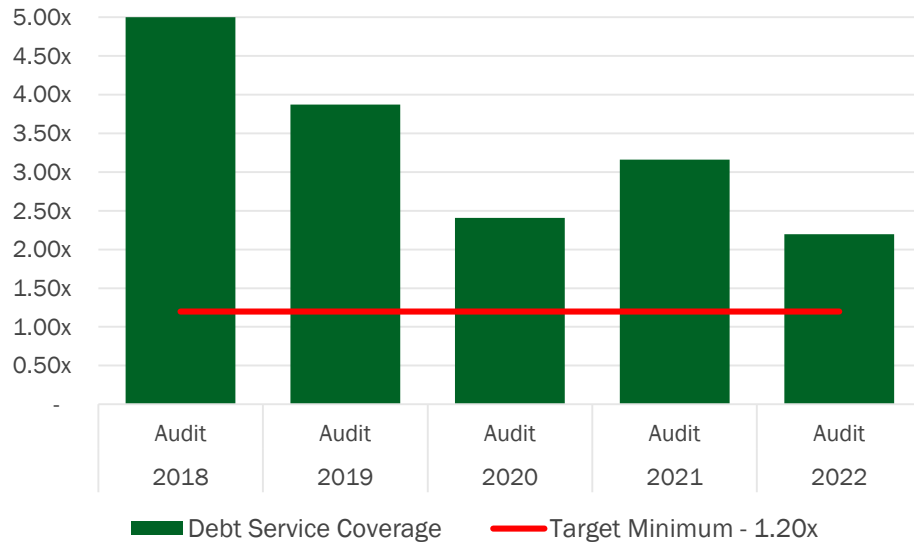


Town of Warrenton, Virginia		2018	2019	2020	2021	2022	
Utility System Revenues & Operating Exp.		Audit	Audit	Audit	Audit	Audit	
1	Revenues						
2	Charges for Services	\$ 5,125,028	\$ 5,205,517	\$ 5,257,620	\$ 5,401,565	\$ 5,524,892	
3	Connection Fees	252,975	467,187	526,725	1,050,300	336,545	
4	Miscellaneous Other Revenues	410,571	605,718	450,362	294,821	388,072	5-Yr Avg.
5	Total Revenues	\$ 5,788,574	\$ 6,278,422	\$ 6,234,707	\$ 6,746,686	\$ 6,249,509	1.5%
6	<i>Growth</i>	<i>N/A</i>	<i>8.5%</i>	<i>-0.7%</i>	<i>8.2%</i>	<i>-7.4%</i>	
7	Operating Expenses	\$ 4,107,605	\$ 4,266,934	\$ 4,504,090	\$ 4,467,687	\$ 4,798,238	3.2%
8	<i>Growth</i>	<i>N/A</i>	<i>3.9%</i>	<i>5.6%</i>	<i>-0.8%</i>	<i>7.4%</i>	
9	Net Revenue Available for Debt Service	\$ 1,680,969	\$ 2,011,488	\$ 1,730,617	\$ 2,278,999	\$ 1,451,271	

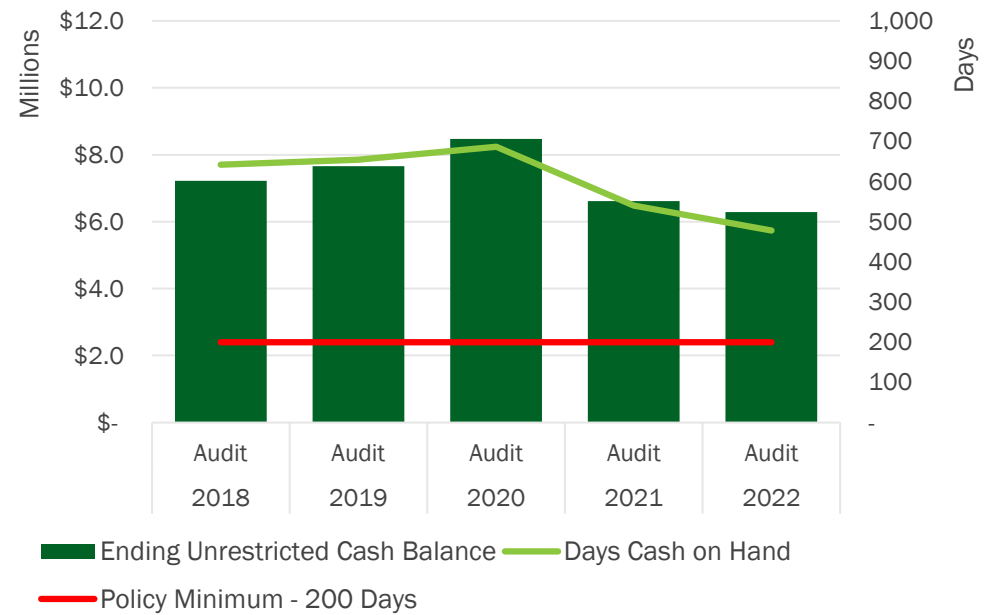
Selected Historical Financial Metrics



Debt Service Coverage

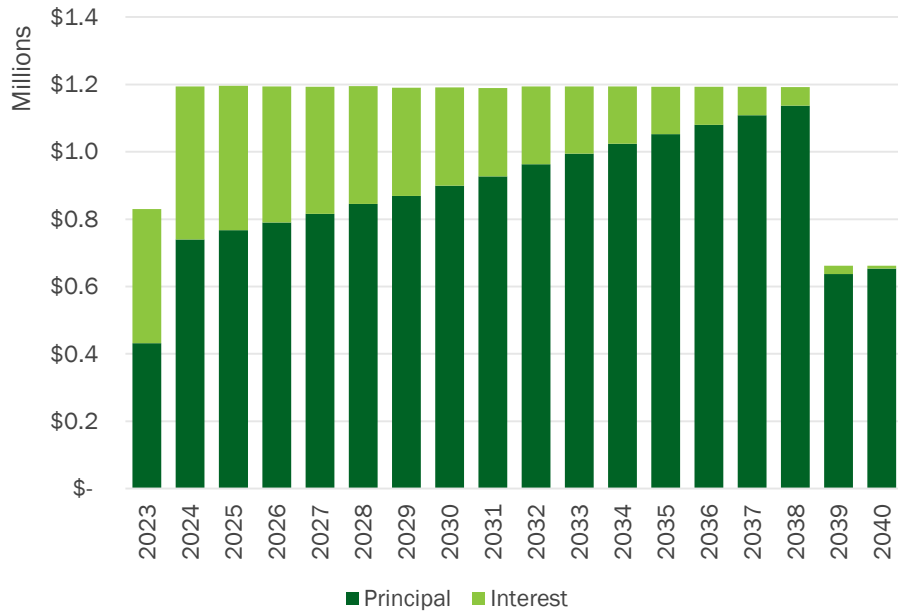


Cash Balance



Select Water & Sewer Utility System Financial Metrics	2018 Audit	2019 Audit	2020 Audit	2021 Audit	2022 Audit
1 Debt Service Coverage	11.65x	3.87x	2.41x	3.16x	2.20x
2 Target Minimum - 1.20x	1.20x	1.20x	1.20x	1.20x	1.20x
3					
4 Ending Unrestricted Cash Balance	\$ 7,220,020	\$ 7,653,103	\$ 8,473,309	\$ 6,612,579	\$ 6,287,203
5 Days Cash on Hand	642	655	687	540	478
6 Policy Minimum - 200 Days	200	200	200	200	200

Existing Utility System Debt Profile



- The Town issued the 2022 G.O. New Money Bond in the Fall of 2022 in the amount of \$5,150,000.
- The Interest Rate on the bond is fixed for the term of the bond at **2.90%**.
- The Town’s debt service will increase in FY 2024 as full principal and interest payments begin on the 2022 G.O. New Money Bond.

Total Debt Service

Fiscal Year	Principal	Interest	Total
Total	\$15,733,000	\$4,314,855	\$20,047,855
2023	432,000	398,279	830,279
2024	740,000	453,627	1,193,627
2025	767,000	428,999	1,195,999
2026	790,000	403,510	1,193,510
2027	816,000	377,130	1,193,130
2028	845,000	349,773	1,194,773
2029	869,000	321,497	1,190,497
2030	899,000	292,303	1,191,303
2031	927,000	262,033	1,189,033
2032	963,000	230,602	1,193,602
2033	994,000	199,539	1,193,539
2034	1,024,000	169,822	1,193,822
2035	1,052,000	141,308	1,193,308
2036	1,080,000	113,252	1,193,252
2037	1,108,000	84,558	1,192,558
2038	1,137,000	55,225	1,192,225
2039	637,000	24,996	661,996
2040	653,000	8,403	661,403

Principal Outstanding as of 6/30/2022

2021 VRA Refunding	\$3,855,000
2021A GO Refunding	6,728,000
2022 G.O. New Money	5,150,000
Total Principal Outstanding	\$15,733,000

Multi-Year Financial Plan - Observations



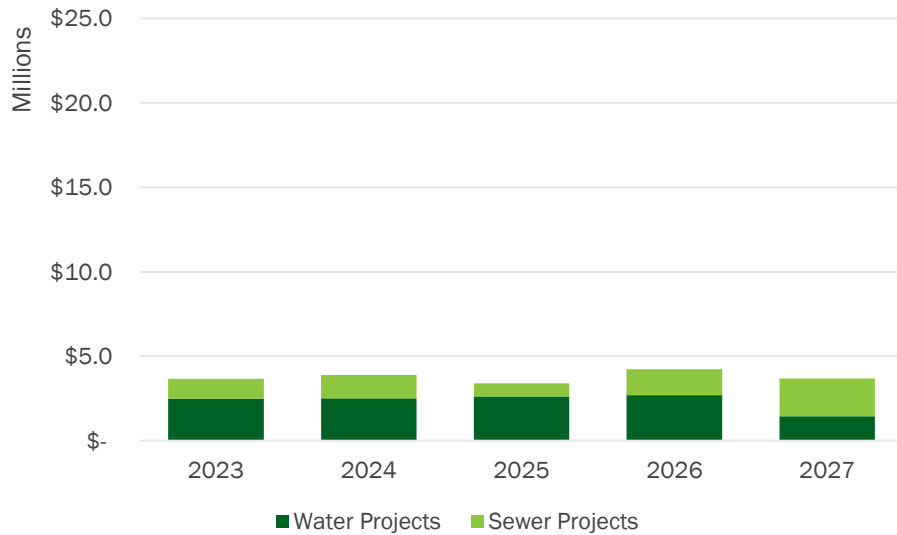
- Over the last year, inflation has caused the prices of most goods and services to increase materially.
- Energy and other natural resource costs have seen significant price increases due to global pressures.
- This creates further increasing pressures on the Utility System's Operating Expenditures.
 - Budgeted Operating Expenditure growth was 28% in FY 2023 vs. FY 2022 Actuals.
 - Budgeted Operating Expenditure growth is approximately 9% in FY 2024 vs the FY 2023 Budget.
- Capital projects undertaken by local governments have also experienced significant increases due to supply chain issues and the significant amount of federal monies injected into the economy.
- A combination of the factors above as well as a back log of replacement and renewal projects have resulted in a CIP that is roughly three times the size of the CIP identified this time last year.

Projected Capital Needs (Presented April, 2022)

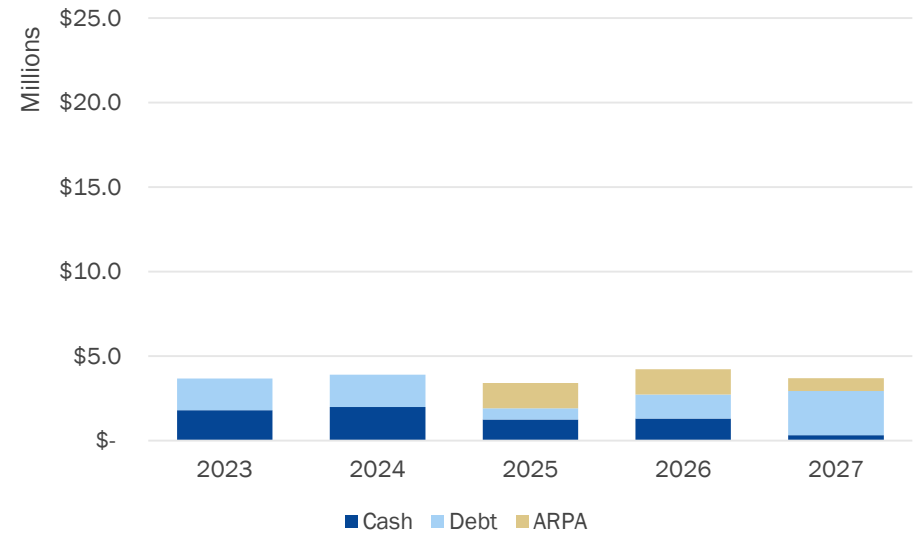


- The Town is contemplating funding a Capital Improvement Plan of approximately \$18-19 Million over the next 5 years, as reflected below.
 - Approximately 45% is anticipated to be funded with debt (\$8.5 Million), 35% from cash (\$6.6 Million), and 20% from ARPA (\$3.8 Million).

Uses of Funds



Sources of Funds

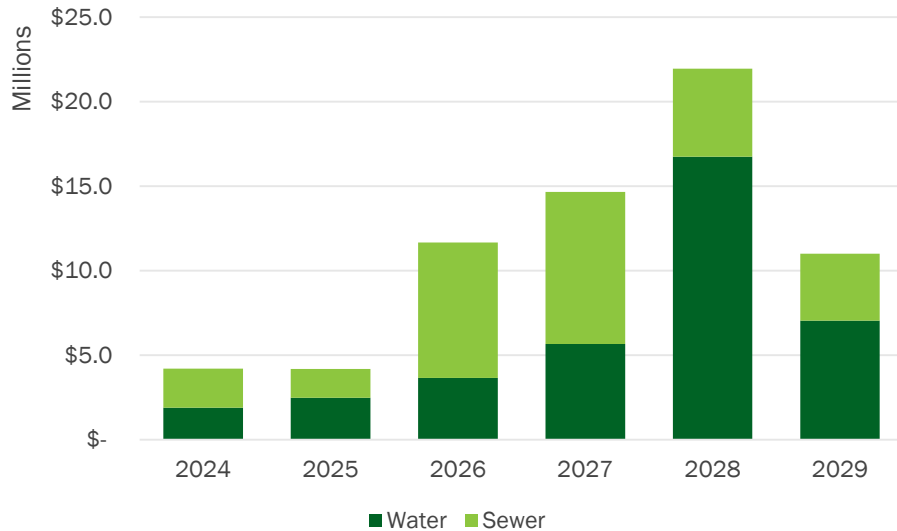


Projected Capital Needs (As of May, 2023)

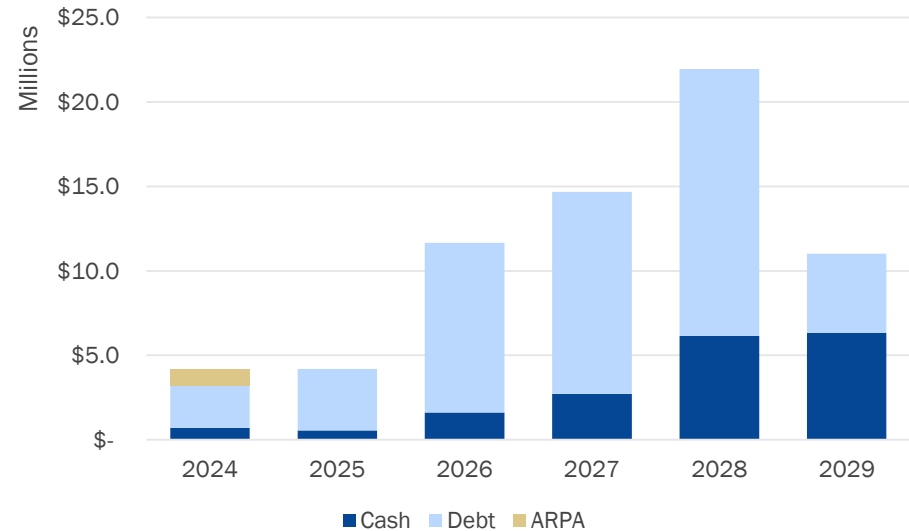


- The Town is contemplating funding a Capital Improvement Plan of approximately **\$67.7 Million** over the next 6 years, as reflected below.
 - Approximately 72% is anticipated to be funded with debt (\$48.6 Million), 27% from cash (\$18.1 Million), and 1% from ARPA (\$1.0 Million).

Uses of Funds



Sources of Funds



Multi-Year Plan of Finance



- Davenport recommends that the Town pursue a “just-in-time” funding strategy utilizing a combination of Cash, ARPA, and Debt.

- Key aspects of the Debt component include:
 - Paying interest-only for 2+ years to incrementally ramp up debt service and relieve pressure on rate increases;

 - 28 years of principal amortization in order to spread out the cost of borrowing over roughly 30 years;

 - The interest rate for the borrowing is assumed at 5.50% for planning purposes; and

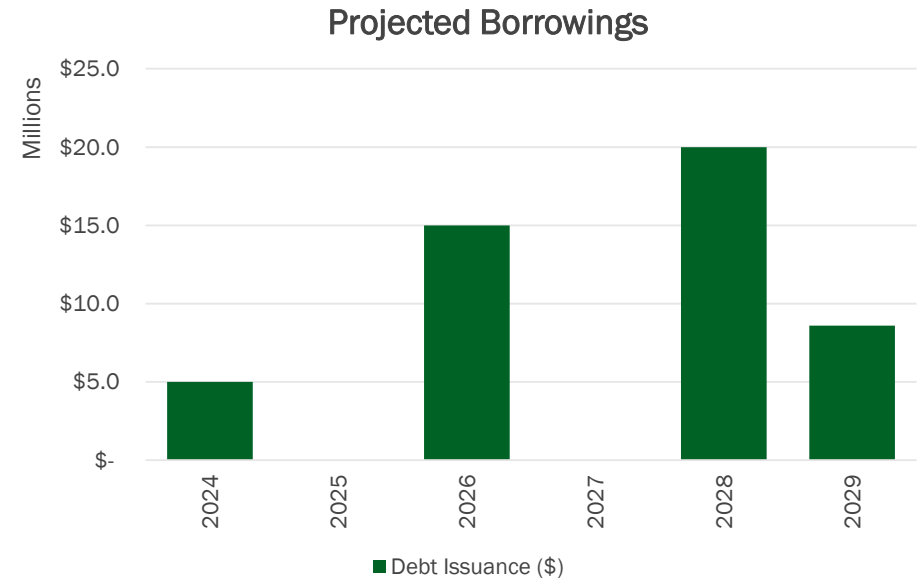
 - Providing the Town with a preliminary core of dollars that can be spent down as projects occur.

- Future issuances can be reassessed annually to determine the magnitude / timing of additional funding.

Projected Utility System Borrowings



Sources of Funds		Total
1	Cash	\$ 18,081,942
2	ARPA	1,000,000
3	Debt	48,587,699
4	Total Sources	\$ 67,669,641

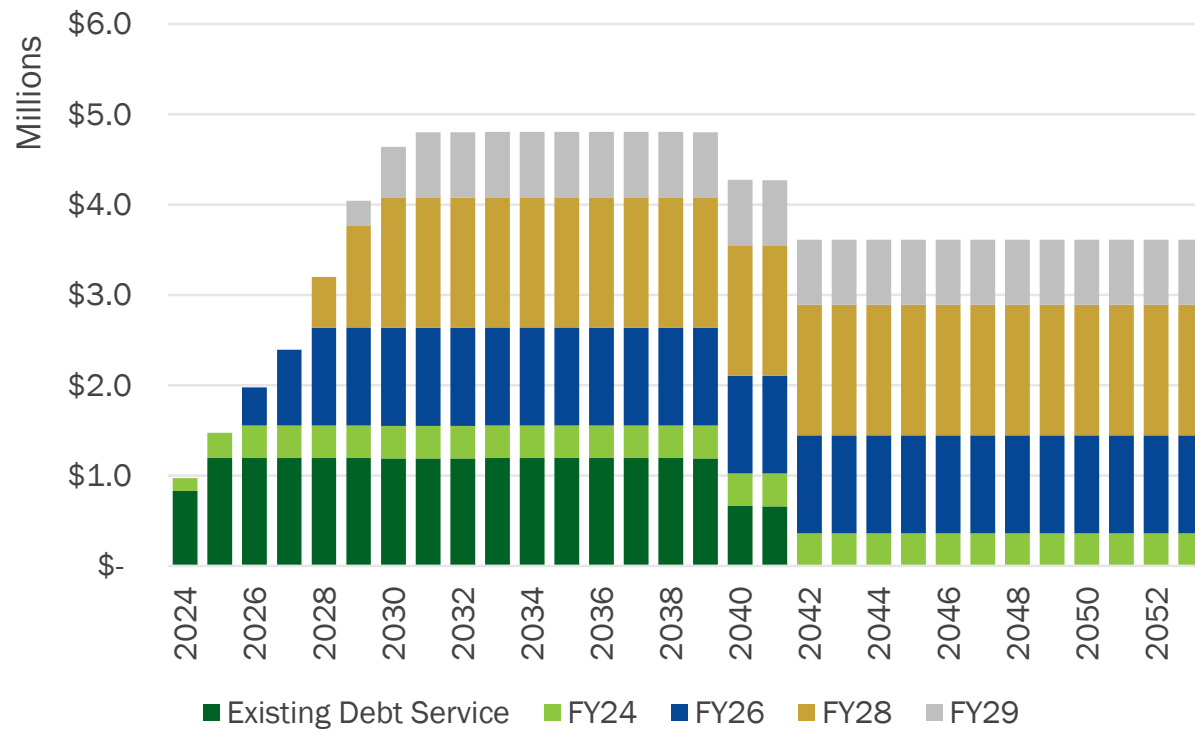


FY	2024	2025	2026	2027	2028	2029
Debt Issuance (\$)	\$ 5,000,000	\$ -	\$ 15,000,000	\$ -	\$ 20,000,000	\$ 8,587,699

Existing & Proposed Debt Service

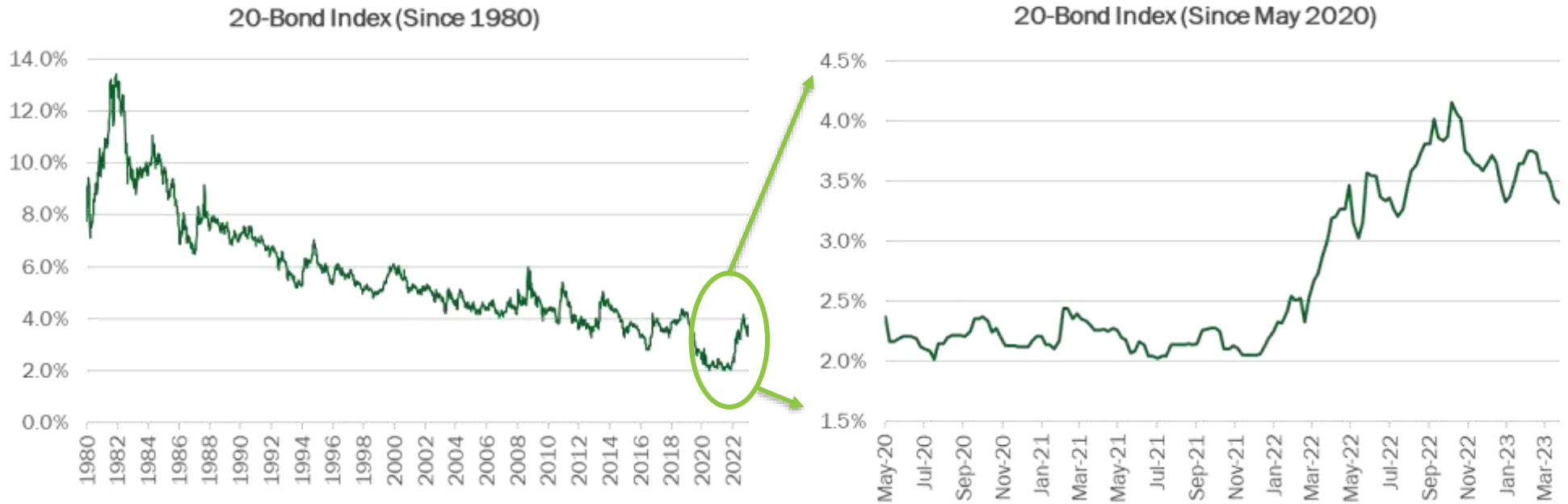


Existing & Proposed Debt Service



Note: Debt assumes 2 years of interest-only and 28 years of level principal and interest payments. Planning interest rate of 5.50%. Preliminary, and subject to change.

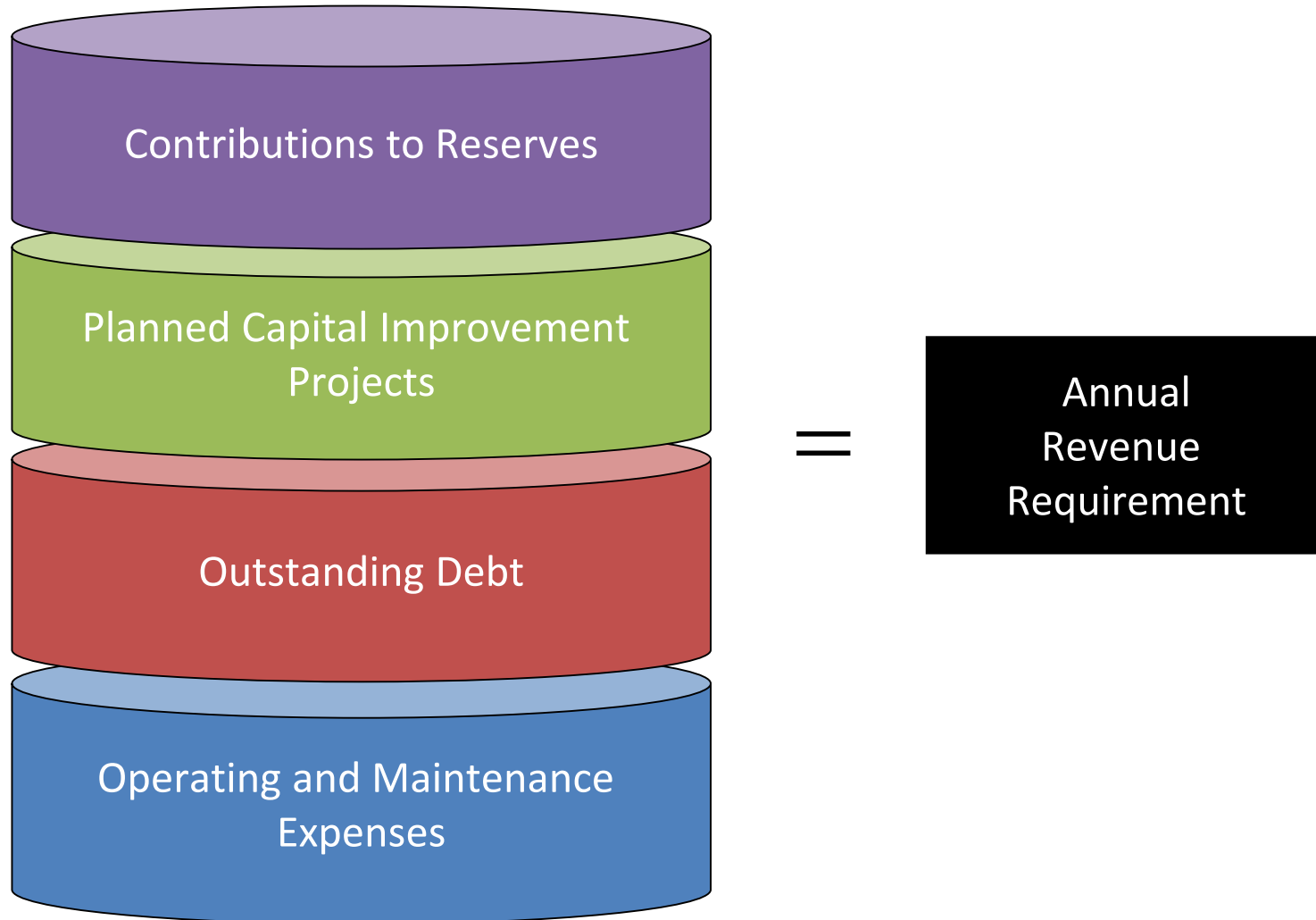
Interest Rate Environment | Tax-Exempt



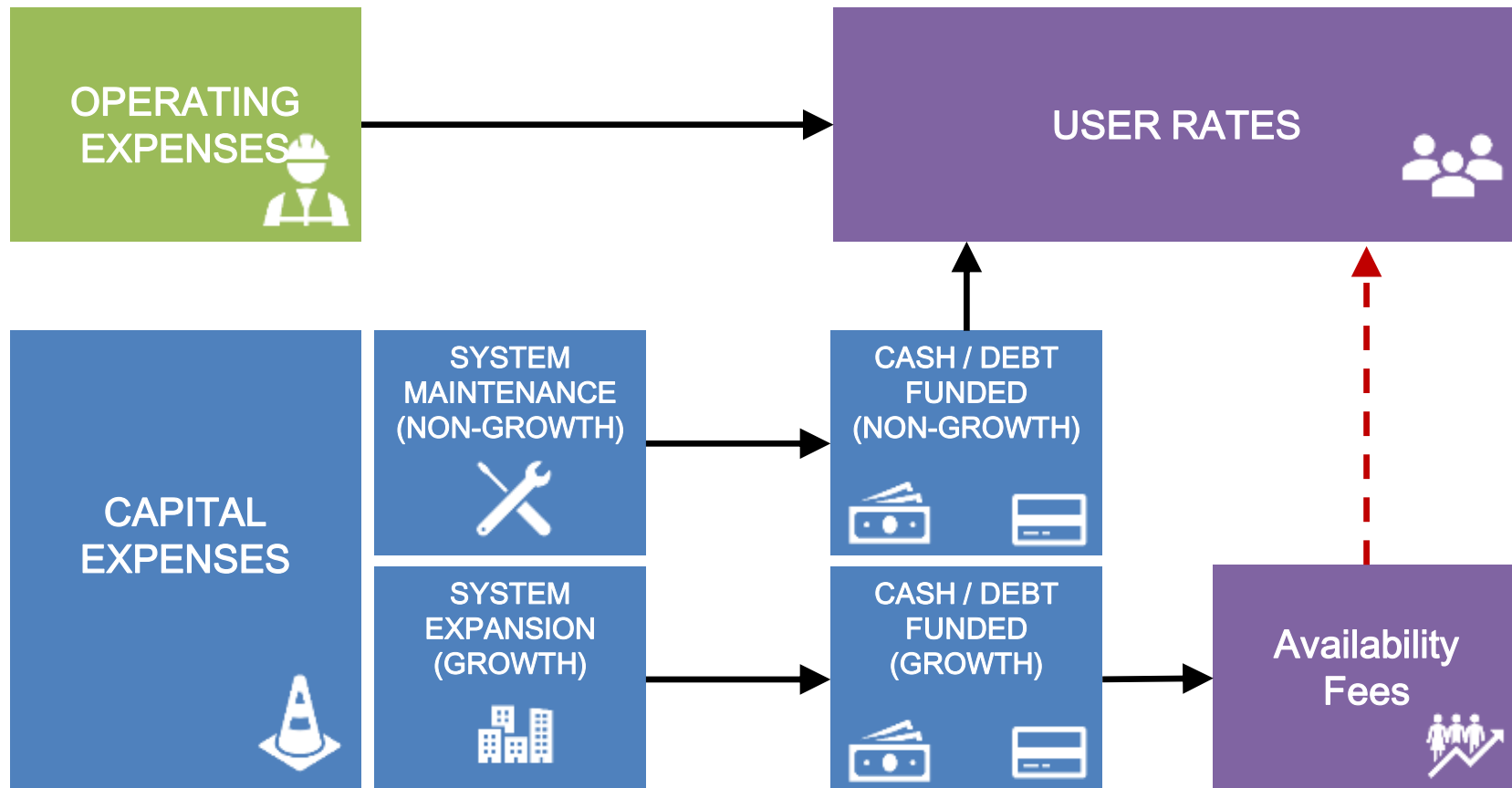
Interest rates increased during calendar year 2022, however, they still remain at historically favorable levels.

The 20-year interest rates above show the Bond Buyer's "20-Bond Index" which consists of 20 tax-exempt bonds with an average rating of 'Aa2'/'AA' (Moody's / S&P) that mature in 20 years. The 20-Bond Index serves as a general indicator of prevailing interest rates for tax-exempt borrowers. Updated as of 04/27/2023.

Revenue Requirement

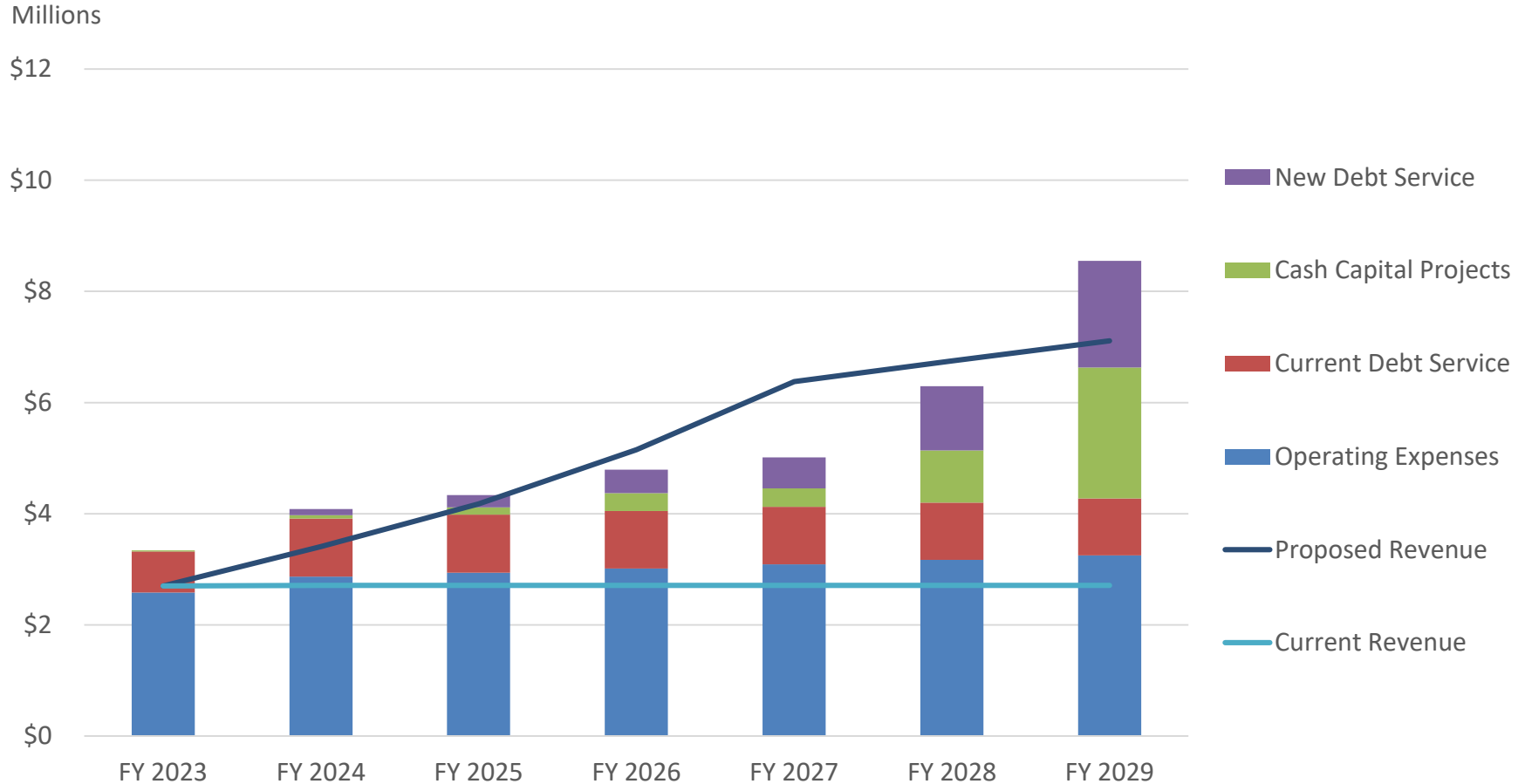


Relationship between User Rates and Availability Fees



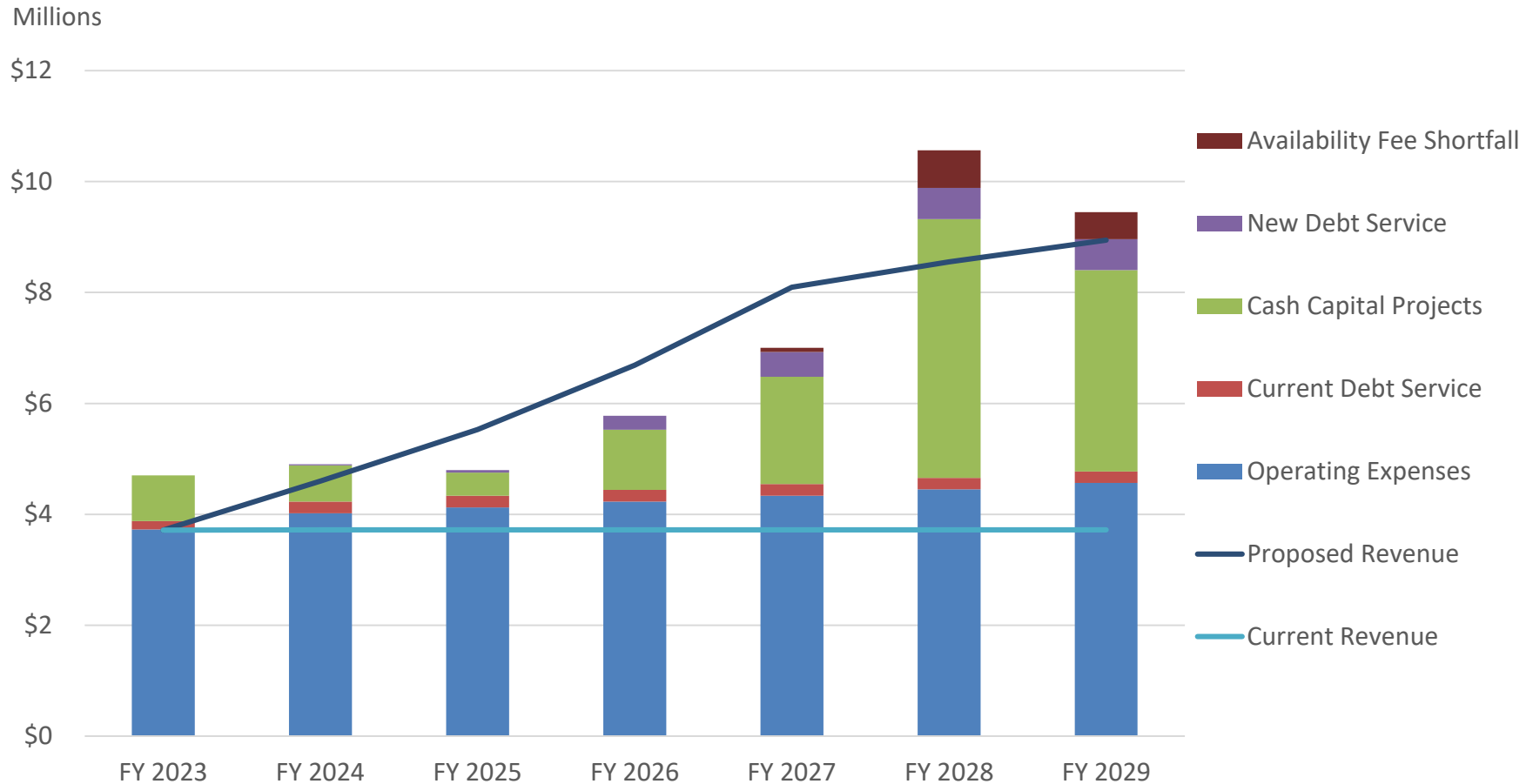
If availability fees are set at less than cost or anticipated growth does not occur, existing customers will have to make up the difference via higher user rates.

Revenue Requirements vs. Current and Proposed Revenue – Water



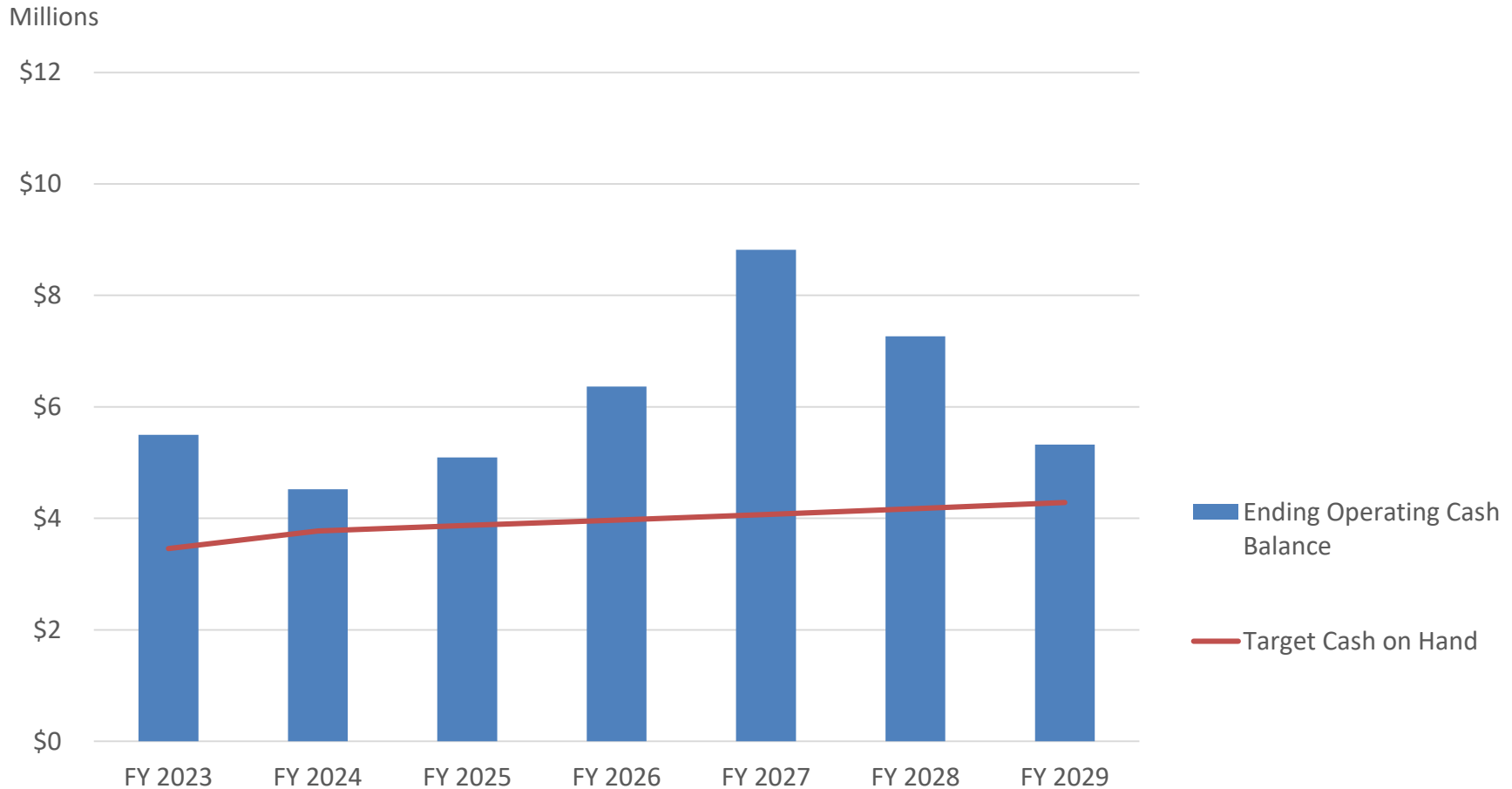
Proposed Revenue reflects a 25% increase in rate revenue from FY 2024 through FY 2027 and 6% in FY 2028 and FY 2029

Revenue Requirements vs. Current and Proposed Revenue – Sewer



Proposed Revenue reflects a 22% increase in rate revenue from FY 2024 through FY 2027 and 6% in FY 2028 and FY 2029

Operating Cash Balance – Combined Water and Sewer



The red line represents target equal to operating fund balance of 200 days of operating expenses. 1.2x debt service coverage is also met in all years after FY 2024.

Current In Town Charges and Rates (FY 2023)



Monthly Minimum Base Charges (includes 2,000 gallons)

Meter Size	Water	Sewer
5/8	\$6.43	\$12.56
3/4	\$9.65	\$18.84
1	\$16.08	\$31.40
1 1/2	\$32.15	\$62.80
2	\$51.44	\$100.48
3	\$112.53	\$219.80
4	\$202.55	\$395.64
6	\$417.95	\$816.40
8	\$514.40	\$1,004.80

Commodity Rate (per 1,000 gallons)

	Water	Sewer
Over 2,000 gallons	\$7.13	\$10.70

Out of Town rates are 1.5 times In Town rates

Projected In Town Water Charges and Rates



Charge/Rate	Current	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Monthly Minimum Base Charges (includes 2,000 gallons)							
5/8	\$6.43	\$8.04	\$10.05	\$12.56	\$15.70	\$16.64	\$17.64
3/4	\$9.65	\$12.06	\$15.08	\$18.84	\$23.55	\$24.96	\$26.46
1	\$16.08	\$20.10	\$25.13	\$31.40	\$39.25	\$41.60	\$44.10
1 1/2	\$32.15	\$40.20	\$50.25	\$62.80	\$78.50	\$83.20	\$88.20
2	\$51.44	\$64.32	\$80.40	\$100.48	\$125.60	\$133.12	\$141.12
3	\$112.53	\$140.70	\$175.88	\$219.80	\$274.75	\$291.20	\$308.70
4	\$202.55	\$253.26	\$316.58	\$395.64	\$494.55	\$524.16	\$555.66
6	\$417.95	\$522.60	\$653.25	\$816.40	\$1,020.50	\$1,081.60	\$1,146.60
8	\$514.40	\$643.20	\$804.00	\$1,004.80	\$1,256.00	\$1,331.20	\$1,411.20
Commodity Rate (per 1,000 gallons)							
Over 2,000 gallons	\$7.13	\$8.91	\$11.14	\$13.93	\$17.41	\$18.45	\$19.56

Out of Town rates are 1.5 times In Town rates

Projected In Town Sewer Charges and Rates



Charge/Rate	Current	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Monthly Minimum Base Charges (includes 2,000 gallons)							
5/8	\$12.56	\$15.32	\$18.69	\$22.80	\$27.82	\$29.49	\$31.26
3/4	\$18.84	\$22.98	\$28.04	\$34.20	\$41.73	\$44.24	\$46.89
1	\$31.40	\$38.30	\$46.73	\$57.00	\$69.55	\$73.73	\$78.15
1 1/2	\$62.80	\$76.60	\$93.45	\$114.00	\$139.10	\$147.45	\$156.30
2	\$100.48	\$122.56	\$149.52	\$182.40	\$222.56	\$235.92	\$250.08
3	\$219.80	\$268.10	\$327.08	\$399.00	\$486.85	\$516.08	\$547.05
4	\$395.64	\$482.58	\$588.74	\$718.20	\$876.33	\$928.94	\$984.69
6	\$816.40	\$995.80	\$1,214.85	\$1,482.00	\$1,808.30	\$1,916.85	\$2,031.90
8	\$1,004.80	\$1,225.60	\$1,495.20	\$1,824.00	\$2,225.60	\$2,359.20	\$2,500.80
Commodity Rate (per 1,000 gallons)							
Over 2,000 gallons	\$10.07	\$12.29	\$14.99	\$18.29	\$22.31	\$23.65	\$25.07

Out of Town rates are 1.5 times In Town rates

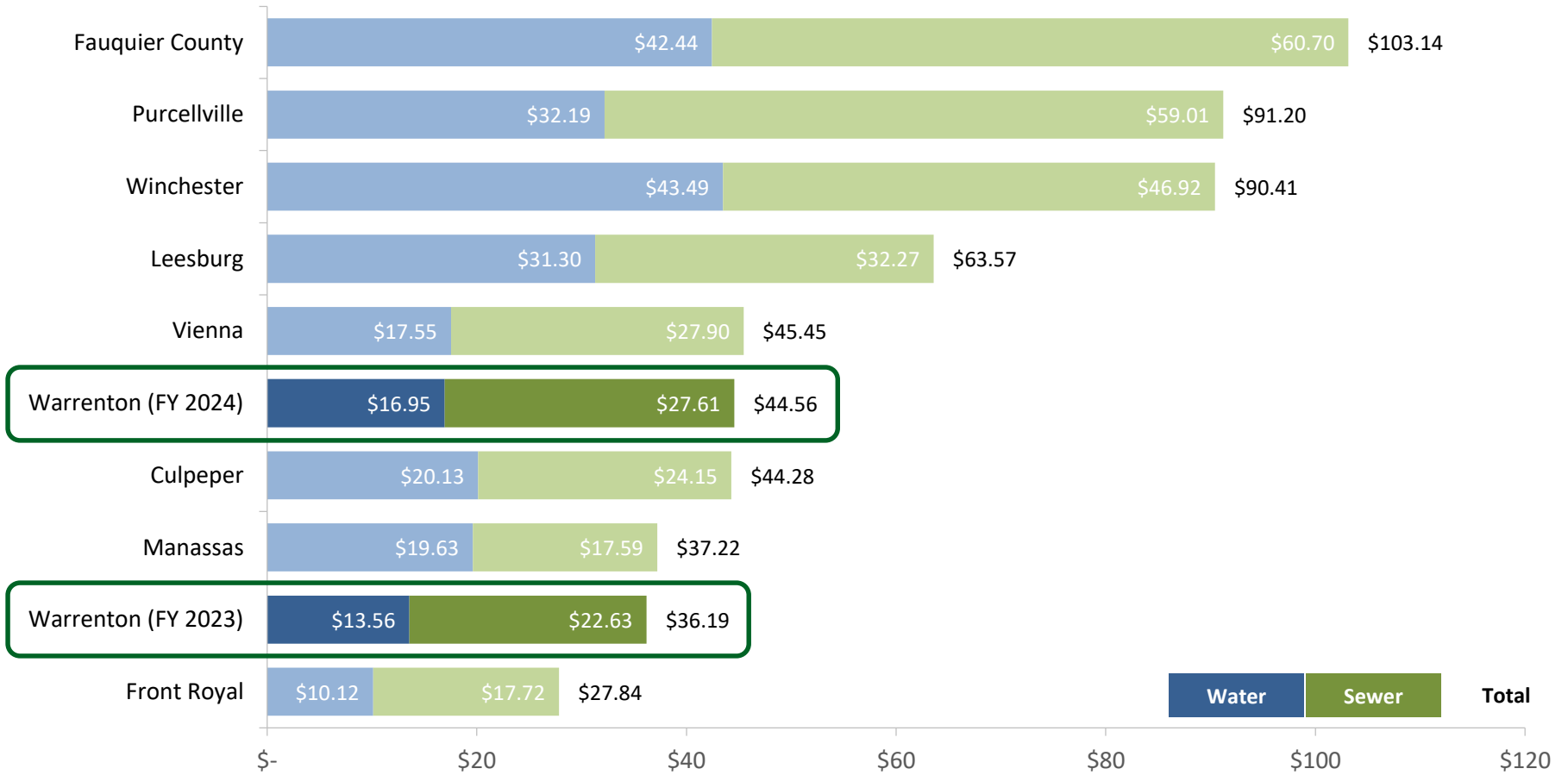
Combined Monthly Bill Impact



User	Monthly Usage (gallons)	Monthly Bill						
		Current	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Small User (25 th percentile)	2,000	\$18.99	\$23.36	\$28.74	\$35.36	\$43.52	\$46.13	\$48.90
Median User (50th percentile)	3,000	\$36.19	\$44.56	\$54.87	\$67.58	\$83.24	\$88.23	\$93.53
Large User (75 th percentile)	5,000	\$70.59	\$86.96	\$107.13	\$132.02	\$162.68	\$172.43	\$182.79
\$ Increase for Median User	3,000		\$8.37	\$10.31	\$12.71	\$15.66	\$4.99	\$5.30
% Increase for Median User	3,000		23.1%	23.1%	23.2%	23.2%	6.0%	6.0%

In Town Residential customers with 5/8 inch meters

FY 2024 Combined Monthly Bill Comparison



smallest meter size and 3,000 gallons of usage (median for Warrenton customers)

NewGen Recommendations



- Adopt the projected water and sewer rates for FY 2024.
- Continue to evaluate the Town's evolving operating and capital needs.
- Review rates, charges, and fees on an annual basis and revise as needed.
- Consider a full cost of service study for all rates, charges, and fees every three to five years.

Next Steps



- Balance of Spring 2023: Town adopts Operating and Capital Budget and corresponding user rates.
- Summer/Early Fall 2023: Implement next phase of capital plan via a self-supporting utility borrowing.
- Fall 2023 into Winter 2023/2024: Update multi-year plan based upon actual results for FY 2023 and updated capital costs.

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Office of the Town Manager

Tommy Cureton

STAFF REPORT

Warrenton Town Council

Carter Nevill, Mayor
Heather Sutphin, Ward 1
William Semple, Ward 2
Brett Hamby, Ward 3
James Hartman, Ward 4 Vice Mayor
Jay Heroux, Ward 5
David McGuire, At Large
Paul Mooney, At Large

Item B.

Council Meeting Date:	May 9 th , 2023
Agenda Title:	Town / County Liaison Update
Requested Action:	Receive the Update from Staff and Councilmembers.
Department / Agency Lead:	Town Council
Staff Lead:	Tommy Cureton

EXECUTIVE SUMMARY

Staff and Councilmembers will be providing an update from the Town / County Liaison meeting held on May 3rd, 2023.

BACKGROUND

Purpose

The purpose of the Town/County Liaison Committee is to provide a forum for representatives of local Towns and Fauquier County to discuss matters of mutual interest and concern, including but not limited to governmental services, transportation, and land use planning.

Term

Members are appointed annually.

Meetings

Committee meetings are generally held bimonthly. For details on the next meeting call (540) 422-8001 or subscribe to the Town/County Liaison Committee e-Notification service.

STAFF RECOMMENDATION

Receive the Update from Staff and Councilmembers.

Fiscal Impact

None

Legal Impact

None

ATTACHMENTS

Agenda for 05/03/23 TCLC Meeting

TOWNS / COUNTY LIAISON COMMITTEE MEETING

Wednesday, May 3, 2023

8:30 A.M.

**Warren Green Building
10 Hotel Street
2nd Floor Conference Room
Warrenton, Virginia**

REVISED AGENDA

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Approval of the Minutes for February 22, 2023**
- 4. Revitalization for a Destination VHCD Grant Request (Town of Remington)**
- 5. Warrenton Main Street Repaving (Town of Warrenton)**
- 6. Former Visitor Center – Well/Cistern Update (County)**
- 7. Roundtable**
- 8. Next Meeting**
- 9. Adjourn**



Office of the Town Manager

Christopher E. Martino

STAFF REPORT

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Item C.

Council Meeting Date:	May 9, 2023
Agenda Title:	Fiscal Year 2024 Proposed Budget Work Session
Requested Action:	Consider revisions to the budget and alternatives to the tax rates proposal for adoption of Calendar Year 2023 property tax rates upon conclusion of the public hearing
Department / Agency Lead:	Finance / Budget
Staff Lead:	Stephanie Miller

EXECUTIVE SUMMARY

As a result of discussions during the April 11 and April 26 budget work sessions, the Town Manager has proposed revisions to the budget to reduce net expenses by \$667,697 across all funds. The General Fund reduction is \$546,825. The revisions are summarized below:

- Removed funding for the Deputy Town Manager and Economic Development Manager.
- Adjusted the 10% classification and compensation increase so that it only applies to employees who were employed as of April 1, 2023.
- Updated personnel data to account for changes since initial budget proposal.
- Reduced vacancy savings figure based on changes noted above.
- Removed the purchase of a wheel loader that was to be cost-shared by the General Fund and the Water and Sewer Fund; added back the cost of renting a wheel loader.
- Added potential grant funding for the purchase of one police vehicle.

Additionally, several alternatives related to the proposed personal property tax rate have been generated for Council consideration. As a point of reference to gauge the impact of the versions, the proposed budget included the use of fund balance in the amount of \$4,378,808.

- **Alternative 1 – reduces the use of fund balance by \$498,899 to \$3,879,909 by \$214,872 to \$4,163,936**
 - maintain the personal property rate for all classes at \$1.00 per \$100 of assessed value; and
 - maintain the vehicle license fee.
- **Alternative 2 – reduces the use of fund balance by \$166,268 to \$4,212,540**
 - maintain a rate of \$1.00 per \$100 of assessed value for business personal property and machinery and tools; and
 - raise the general tangible personal property class (which includes vehicles) to \$1.50 per \$100 of assessed value; and
 - eliminate the motor vehicle license fee.

BACKGROUND

The Town Manager’s Fiscal Year 2024 Proposed Budget was delivered to Council on March 31, 2023. The budget proposed to:

- **Eliminate the Motor Vehicle License Fee.**
- **Offset the loss of revenue from the elimination of the Motor Vehicle License Fee by increasing the tax rate for all personal property from \$1.00 to \$1.50 per \$100 of assessed value.**
- Dissolve the Information Technology and Motor Pool internal service funds and establish the Information Technology and Fleet Management departments within the General Fund.
- Implement the results of the recently completed Classification and Compensation Study by providing a 10% increase to employees.
- Provide a merit increase ranging from 0-3% to eligible employees, effective January 1, 2024.
- Add seven new positions:
 - Communications Manager
 - Network Engineer
 - Human Capital Generalist
 - Deputy Town Manager
 - Economic Development Manager
 - Building Official
 - Fitness Supervisor

The total estimated appropriation for the FY24 proposed budget is \$40,811,743. Accounting for the dissolution of the internal service funds, the total FY23 appropriation would have been \$31,593,229. This results in an increase from FY23 to FY24 of \$9,218,514, or 29%.

The FY23 General Fund budget, restated for the dissolution of the internal service funds, totals \$16,823,683. The total proposed FY24 General Fund budget is \$23,052,786, or an increase of \$6,227,103, or 37% over FY23. The proposed budget includes year 1 of the capital improvement program. The General Fund transfer to support general capital projects is \$4,416,709, which is a 2108% increase compared to \$200,000 for FY23. It is important to note that in FY23, ARPA funding was used to cover general capital projects and asset replacements. The operating increase from FY23 to FY24 was \$2,010,394, or 12.1%.

STAFF RECOMMENDATION

Staff recommends that Council consider the proposed alternatives for the personal property tax rate for calendar year 2023. Three ordinances have been drafted to reflect the proposed budget and two alternatives. There is no proposed change to the real estate tax rate. To summarize the three options, the impact to the personal property tax rate is:

As proposed: \$1.50 for all classes of personal property
Eliminate the motor vehicle license fee

Alternative 1: \$1.00 for all classes of personal property

Maintain the motor vehicle license fee

- Alternative 2: \$1.00 for business personal property and machinery and tools
- \$1.50 for other personal property
- Eliminate the motor vehicle license fee

Service Level/Policy Impact

The adoption of the ordinance this evening establishes the tax rates for the calendar year and impacts the use of General fund balance for the FY24 Budget.

Fiscal Impact

As outlined above, the decision regarding a tax rate structure will impact the use of General fund balance in the FY24 budget. The use of fund balance for each option is as follows:

- As proposed - \$3,831,983
- Alternative 1 - ~~\$3,879,909~~ \$4,163,936
- Alternative 2 - \$4,212,540

Legal Impact

Per Town Code, the tax rates for the calendar year must be established by May 14th each year.



The Town of Warrenton
P.O. Box 341
Warrenton, VA 20188
P (540) 347-1101
F (540) 349-2414

Road Condition Assessment

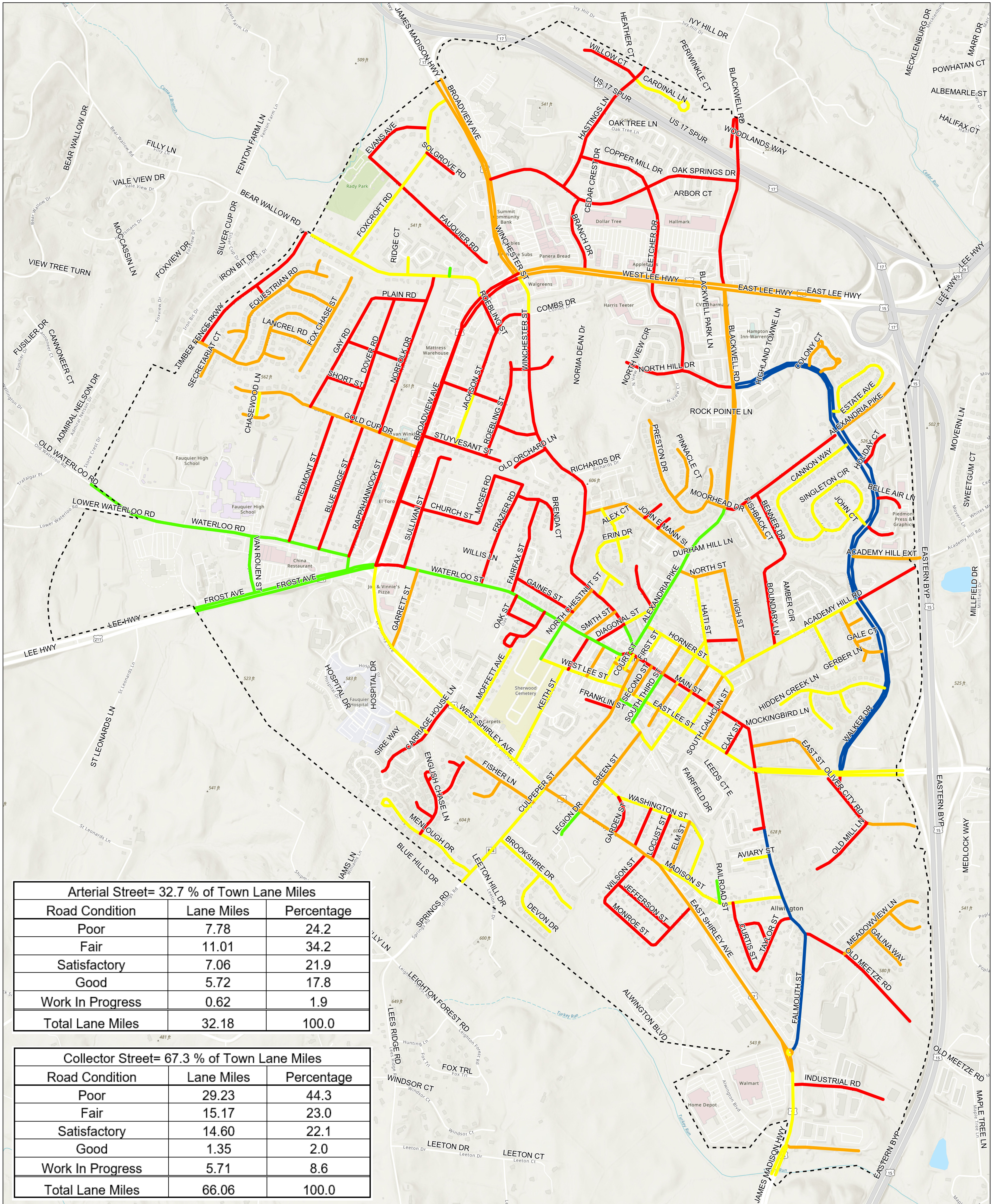
- ❖ Arterial and Collector Streets
 - Asphalt Projected Lifespan
 - Poor= 0 to 3 years
 - Fair= 3 to 6 years
 - Satisfactory= 5 to 10 years
 - Good= 10 to 15 years
 - Work In Process= Paved in FY-23 & same lifespan as good
 - Arterial Budget Projections (\$125,000 per lane miles)
 - 0 to 3 years= \$972,500
 - 3 to 6 years= \$1,376,250
 - 5 to 10 years= \$882,500
 - 10 to 15 years= \$715,000
 - Collector Budget Projections (\$125,000 per lane miles)
 - 0 to 3 years= \$3,653,750
 - 3 to 6 years= \$1,896,250
 - 5 to 10 years= \$1,825,000
 - 10 to 15 years= \$963,562

Sidewalk Condition Assessment

- ❖ Arterial and Collector Streets
 - Sidewalk Condition Definition
 - Poor= major cracking, multiple trip hazards, and less than 4-foot sidewalk
 - Fair= some cracks, and few trip hazards
 - Satisfactory= minimum cracking
 - Good= meeting current standards

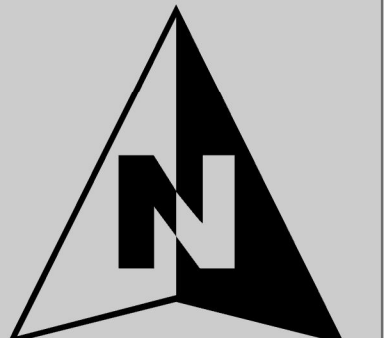


TOWN OF WARRENTON Road Condition Map



Legend

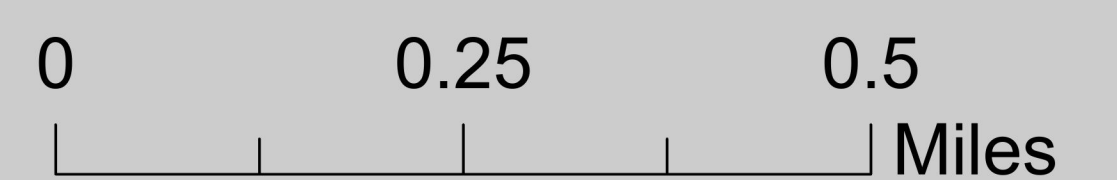
- Town of Warrenton Boundary
- Road Repairs
- Poor
- Fair
- Satisfactory
- Good
- Work in progress



April 25, 2023

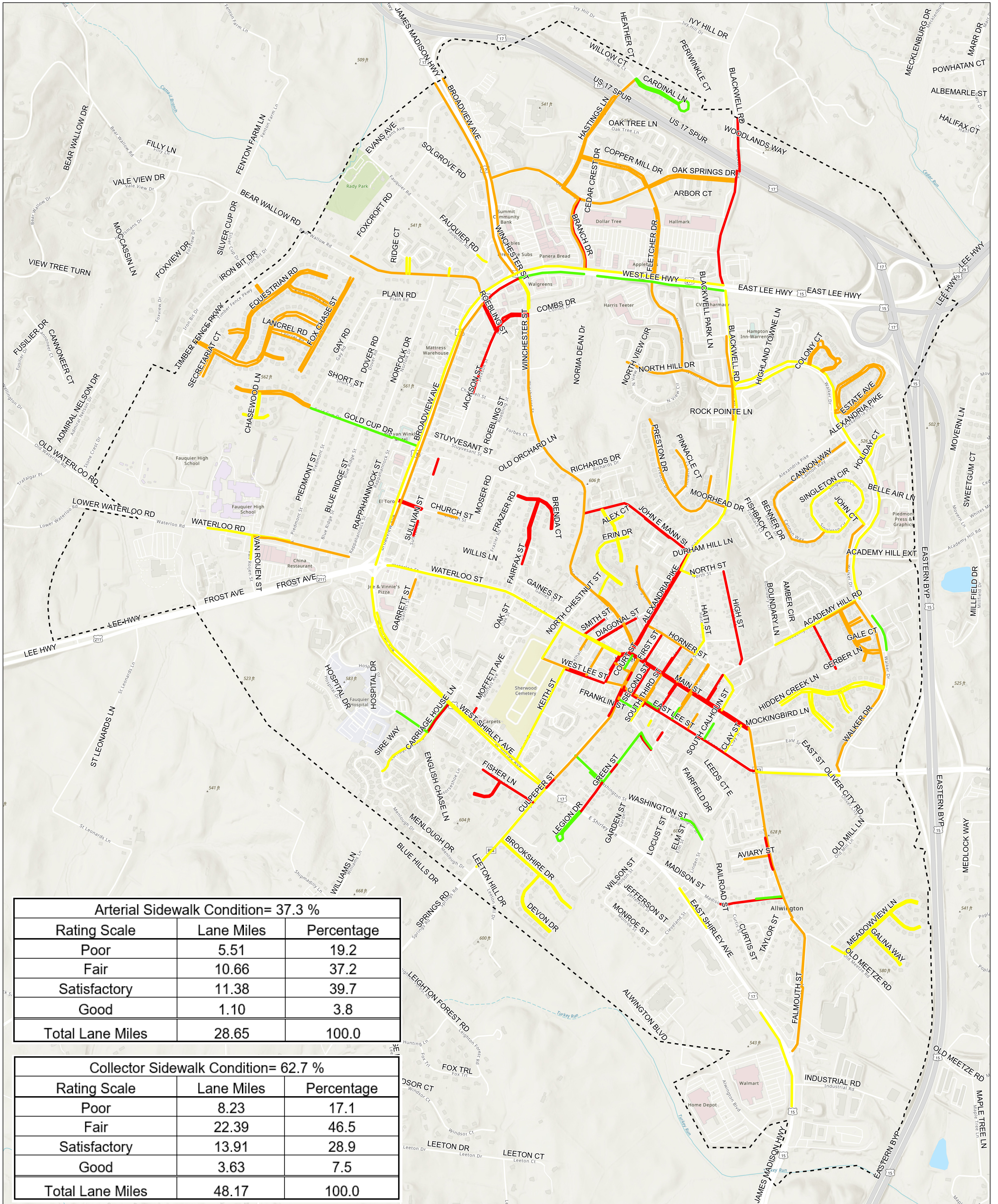
Sources: Town Of Warrenton

Disclaimer: The information displayed in this map is not survey accurate.





TOWN OF WARRENTON Sidewalk Condition Map



Arterial Sidewalk Condition= 37.3 %		
Rating Scale	Lane Miles	Percentage
Poor	5.51	19.2
Fair	10.66	37.2
Satisfactory	11.38	39.7
Good	1.10	3.8
Total Lane Miles	28.65	100.0

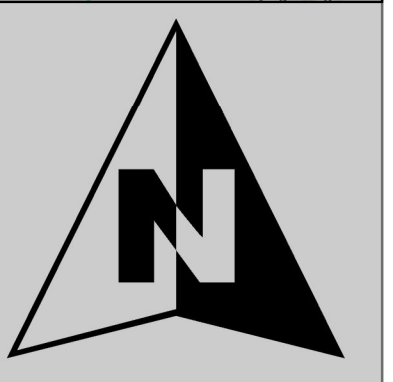
Collector Sidewalk Condition= 62.7 %		
Rating Scale	Lane Miles	Percentage
Poor	8.23	17.1
Fair	22.39	46.5
Satisfactory	13.91	28.9
Good	3.63	7.5
Total Lane Miles	48.17	100.0

Legend

----- Town of Warrenton Boundary

Sidewalk Repairs

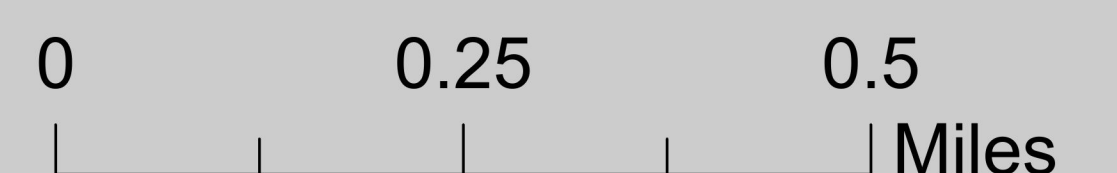
- Poor
- Fair
- Satisfactory
- Good



April 25, 2023

Sources: Town Of Warrenton

Disclaimer: The information displayed in this map is not survey accurate.





Office of the Town Manager

Tommy Cureton

STAFF REPORT

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Item C.

Council Meeting Date:	April 11, 2023
Agenda Title:	Budget Questions
Requested Action:	Review the questions and answers from the Town Council for the Fiscal Year 2023-2024 Proposed Budget.
Department / Agency Lead:	Finance / Budget
Staff Lead:	Stephanie Miller

EXECUTIVE SUMMARY

This memo will be an ongoing document through the 2023-2024 Budget season to consolidate the budget questions that come from Council. Updates will be provided to Council with questions that have been posed to staff during meetings, briefings, emails and Council meetings. This is not a total collection of all questions asked and answered.

Fiscal Year 2023-2024 Budget Questions and Responses

02/25/23- Fiscal Retreat Questions

- Question from Councilmen Heroux and Semple- Credit rating, what is the process, and should we move forward?**

To start the credit rating process, we would work with our financial advisors, Davenport and Company, to compile a credit presentation that demonstrates some key metrics regarding our creditworthiness. We would then proactively reach out to rating agencies to arrange meetings.

Prior to doing so, we should perform a cost-benefit analysis to determine the suitability of pursuing a rating at this time. The following provides an overview of evaluating the need for a credit rating from the Government Finance Officers Association:

Evaluating the Need for a Credit Rating

- 1. Cost of credit rating. Issuers should evaluate the potential economic benefit from a credit rating in the form of lower bond yields compared to the cost of obtaining and maintaining the rating. Credit rating fees vary by agency and issuers should negotiate the fee structure before requesting a credit rating. Issuers should fully understand the potential economic costs and benefits in advance of pursuing a credit rating.*
- 2. Administrative burden. Issuers should also consider the administrative burden placed on staff for obtaining a credit rating and maintaining a rating throughout the*

life of the bonds. Once a rating is requested, the formal credit rating process itself may take as long as 4-6 weeks to complete. The process may include in-person meetings, calls with rating analysts and project site visits, which does not include the time and resources an issuer must commit in advance to prepare for the rating process. Issuers should be aware of the rating process timeline and potentially significant administrative burden placed on staff, particularly for first-time credit rating requests.

- 3. *Information required. Issuers are expected to provide a substantial amount of information to the rating agency, which may include: (1) history of issuer; (2) management and governance structure; (3) multi-year budget documents; (4) financial policies and procedures; (5) bond documents and (6) audited financial statements. Issuers should assess the availability of and burden to provide the kind of information typically requested by a rating agency in advance of pursuing a credit rating.*
- 4. *Size of issuance. In general, a debt issue with a lower par amount may not benefit from a credit rating as much as one with a larger par amount. While credit rating fees often vary with issue size, ratings are generally more cost effective for larger size transactions.*
- 5. *Frequency of issuance. In general, the more frequently an issuer plans to issue debt, the greater the potential benefit will be from obtaining a credit rating. A more frequent debt issuer may benefit from expanding its investor base in order to successfully finance a large debt program, and a credit rating may help attract a greater number of investors to a particular debt issue.*
- 6. *Method of sale. A debt issue sold in a public offering (via negotiated or competitive sale) may benefit from obtaining a credit rating, while a rating may not be required or necessary for a private placement or direct purchase.*

2. Question from Councilman Heroux- Do we have a sense of whether most households in Warrenton are dual income or single income?

*Please see income data for Warrenton at:
[https://data.census.gov/table?q=S1903:+MEDIAN+INCOME+IN+THE+PAST+12+MONTHS+\(IN+2020+INFLATION-ADJUSTED+DOLLARS\)&q=160XX00US5183136&tid=ACSST5Y2021.S1903](https://data.census.gov/table?q=S1903:+MEDIAN+INCOME+IN+THE+PAST+12+MONTHS+(IN+2020+INFLATION-ADJUSTED+DOLLARS)&q=160XX00US5183136&tid=ACSST5Y2021.S1903)*

3. Median home value- is that value post-reassessment from last year?

The peer comparison data and charts were prepared by our financial advisors. The data was that which was most recently available from Moody’s MFRA, U.S. Census Bureau, and Data USA. The Median data was for municipalities with populations under 25,000.

For reference, the slide for Median Home Value shows Warrenton as \$363,000. The current Median Home Value in Warrenton per the Fauquier County Commissioner of the Revenue is \$397,300.

4. **Please provide the assessment frequency for our peer jurisdictions.**

The frequency varies, but each locality is required to reassess at least every 4 years by the Code of Virginia. The respective County Commissioner of the Revenue serves as the assessor of real estate located in Towns in Virginia. The following table provide the assessment interval for our peers:

Locality	County	Interval (years)
Warrenton	Fauquier	4
Culpeper	Culpeper	2
Front Royal	Warren	4
Middleburg	Loudoun	1
Christiansburg	Montgomery	4
Leesburg	Loudoun	1
Vienna	Fairfax	1
Purcellville	Loudoun	1
Blacksburg	Montgomery	4
Herndon	Fairfax	1

5. **What percentage of the Other local taxes is meals tax?**

Based on actuals for fiscal years 2018 through 2022, meals tax has ranged from 33% to 38% of the Other local taxes category. As a percentage of total general fund revenue, it has ranged from 17% to 21%.

Other Local Taxes	2018	2019	2020	2021	2022
Sales & Use	709,036	709,173	781,649	925,159	978,837
Consumer's Utility	510,053	498,267	501,059	495,402	499,103
BPOL	2,026,990	1,998,815	2,103,568	2,438,043	1,964,786
Consumption	64,166	70,212	68,131	61,994	60,354
Motor Vehicle	195,750	216,600	237,353	239,788	219,887
Bank Stock	849,887	932,498	830,298	1,292,086	1,330,962
Lodging	236,175	220,994	182,606	197,050	261,215
Meals	2,550,799	2,659,254	2,515,018	2,828,431	3,296,859
Cigarette	171,699	184,943	202,138	180,436	173,866
Total	7,314,555	7,490,756	7,421,820	8,658,389	8,785,869
Meals as % of total	35%	36%	34%	33%	38%
% of Gen. Fund total	19%	17%	17%	19%	21%

6. For Business-related tax accounts- have Delinquent tax balances gone up or stayed the same?

For business licenses, the business needs to file for us to create the assessment. After the filing deadline each year, we mail non-filer letters to those businesses that had a Town business license in the prior year. The due date for the business license application was March 1st. As of May 1, 2023, 245 businesses have not filed renewal applications.

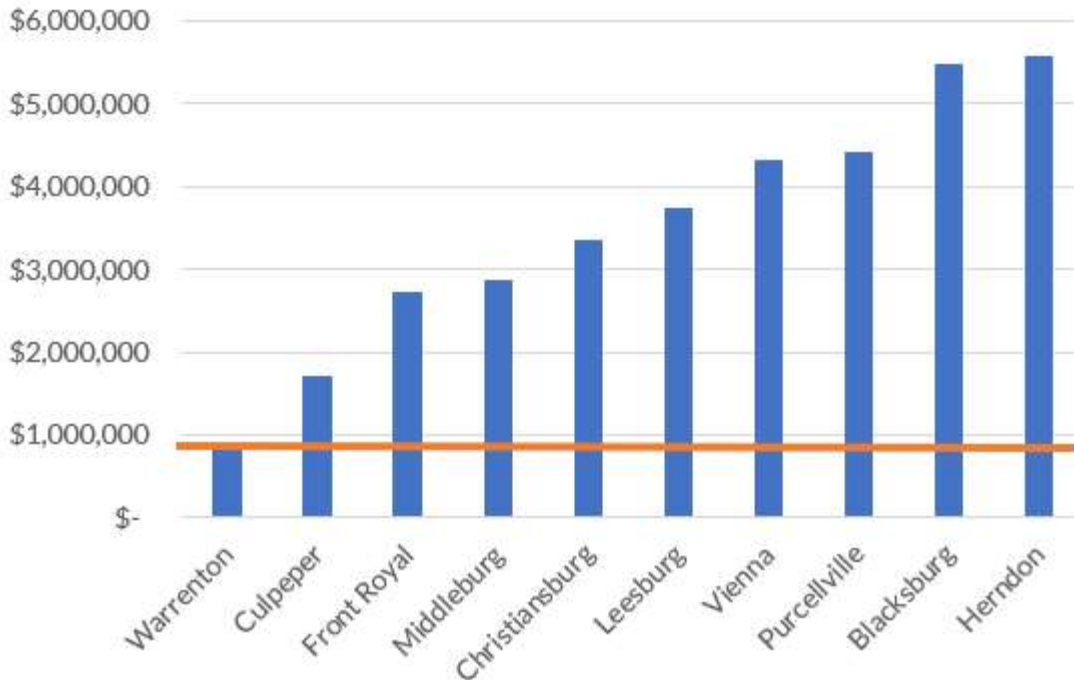
For Meals Tax, the number of businesses that are delinquent in filing returns has remained the same (6 out of 83, with 2 of those businesses having not filed for 2 consecutive months).

7. A request was made to send to Council a list of delinquent business licenses and meals tax accounts. List sent either last budget season or the year before.

This list will be provided separately.

8. Councilman Semple requested an update to the chart that was provided last year that showed how much revenue each town’s tax rate would yield in Warrenton if we adopted that rate. A table showing the data and the chart are provided below:

Locality	Tax Rate	Revenue	Increase
Warrenton	\$ 0.0401	\$ 844,000	\$ -
Culpeper	\$ 0.0820	\$ 1,725,885	\$ 881,885
Front Royal	\$ 0.1300	\$ 2,736,160	\$ 1,892,160
Middleburg	\$ 0.1369	\$ 2,881,387	\$ 2,037,387
Christiansburg	\$ 0.1600	\$ 3,367,581	\$ 2,523,581
Leesburg	\$ 0.1774	\$ 3,733,805	\$ 2,889,805
Vienna	\$ 0.2050	\$ 4,314,713	\$ 3,470,713
Purcellville	\$ 0.2100	\$ 4,419,950	\$ 3,575,950
Blacksburg	\$ 0.2600	\$ 5,472,319	\$ 4,628,319
Herndon	\$ 0.2650	\$ 5,577,556	\$ 4,733,556



9. **A request was made to calculate the tax burden for a Warrenton resident based on the County’s tax rate.**

We have added the Fauquier County tax rate, tax bill and tax burden data for a Warrenton resident below. Please note that we have updated the median home value to the \$397,300 that was provided by the Fauquier County Commissioner of the Revenue.

Locality	Median Home Value	Tax Rate	Tax Bill	Median Family Income	Tax Burden
Warrenton	\$ 397,300	\$ 0.0401	\$ 159.32	\$ 117,162	0.136%
Fauquier	\$ 397,300	\$ 0.9030	\$ 3,587.62	\$ 117,162	3.062%

10. **What are the BPOL tax rates after the Council lowered it? Please provide the rates per category and a comparison to Fauquier County’s rates.**

In 2019, the rates for two BPOL categories were lowered by 10% - professional services and business/personal services. The table below provides a log of recent changes in general fund tax rates and fees:

RECENT GENERAL FUND TAX RATE AND FEE ADJUSTMENTS

Fiscal Year	Tax	Old Rate	New Rate	Increase / (Decrease)
2023	Real Estate	\$ 0.050	\$ 0.040	\$ (0.010)
2023	Meals Tax	\$ 0.040	\$ 0.060	\$ 0.020
2023	Cigarette Tax	\$ 0.200	\$ 0.400	\$ 0.200
2022	no adjustments			
2021	no adjustments			
2020	no adjustments			
2019	BPOL - Professional Services	\$ 0.001870	\$ 0.001683	\$ (0.000187)
2019	BPOL - Business Services	\$ 0.002975	\$ 0.002678	\$ (0.000297)
2018	Cigarette Tax	\$ 0.150	\$ 0.200	\$ 0.050
2018	Decals -> Vehicle License Fee	\$ 15.00	\$ 25.00	\$ 10.00
2017	Real Estate	\$ 0.015	\$ 0.050	\$ 0.035

The following table shows the rates by category for the Town and the County:

Business Category	Rates per \$100 of Gross Receipts	
	Town of Warrenton	Fauquier County
Contractor	\$ 0.0850	\$ 0.0850
Retail	\$ 0.1000	\$ 0.1000
Business / Personal Service	\$ 0.1683	\$ 0.1870
Professional Service	\$ 0.2678	\$ 0.2975
Public Service Corporations	\$ 0.0050	\$ 0.0050
Wholesale Merchant	\$ 0.0425	\$ 0.0425

- 11. **What is the amount of increase proposed to the personal property tax rate to offset the motor vehicle license fee elimination? How much manpower is required to process these fees.**

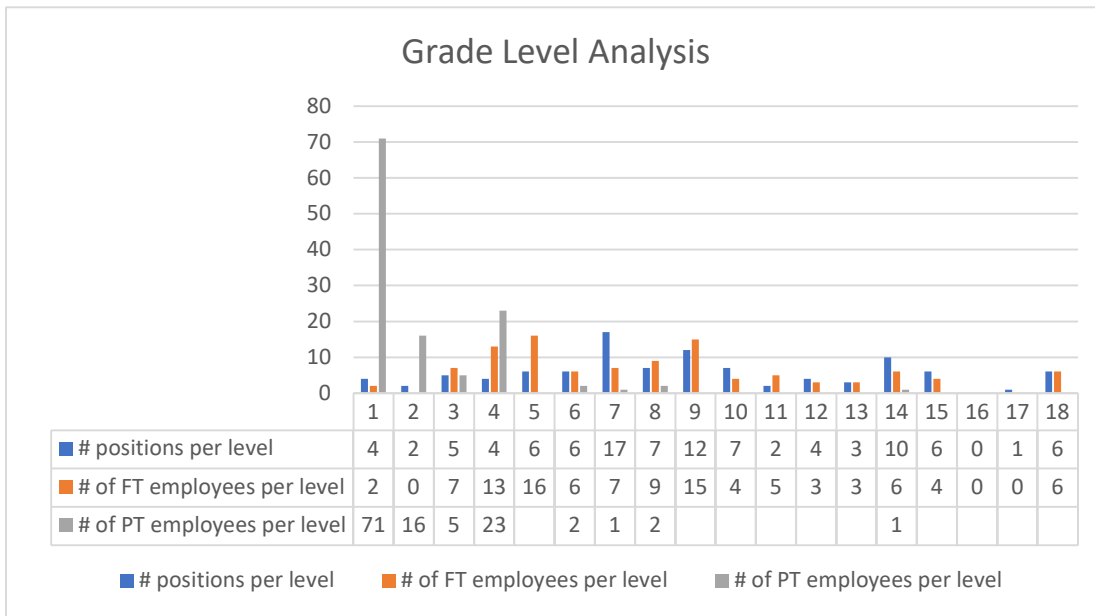
The motor vehicle license fee was estimated to yield \$236,000 in the fiscal year 2023 budget. In talking with the Commissioner of the Revenue, he estimates that our personal property tax base for fiscal year 2024 will decline by approximately 20% due to market corrections in the post-COVID used car market. To yield the same amount of revenue for fiscal year 2024 as fiscal year 2023, the rate would need to raise by \$0.50 from \$1.00 to \$1.50.

Since our personal property tax rate is low and the personal property tax relief (provided by the state) has remained at a higher level, we often mail bills to taxpayers that only have a vehicle license fee (no tax amount due). As an example, the latest mailing of supplemental assessments included 960 bills. Of that total, 491 included only a vehicle license fee (51%). This represents increased staff time to generate the bill, increased postage fees, and increased staff time responding to emails or phone calls questioning the fee.

We annually enter delinquent amounts through the Virginia Department of Taxation’s debt set-off program, which records a lien against the taxpayer’s state income tax refund. For this past year, 65% of the entries in this program were for motor vehicle license fees only. In many instances, we find that the taxpayer may not owe the amount. In that case, an abatement is processed, and the net revenue is zero.

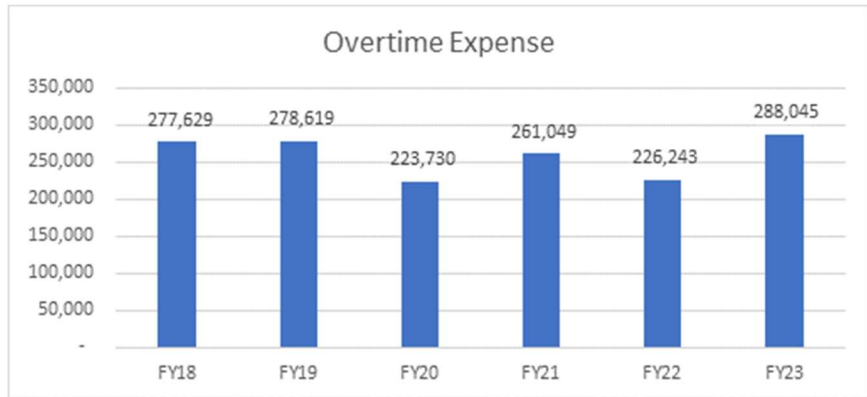
Human Capital Questions and Responses

1. See all the breakdown of numbers of personnel in each pay grade and the new paygrade.



2. **Data for total compensation. Pay for performance, spot bonus, insurance, etc. Maternity leave, time off, etc. The total package. Minimum vs what the Town does.** *A benefits comparison analysis was conducted by Paypoint HR during the classification and compensation study. Further benefits overview of the Town versus its comparators will be provided upon finalization of the study.*
3. **Show how much each position is making in overtime.** *Updated to show data through February 2023.*

Historical Overtime Expense by Fiscal Year.

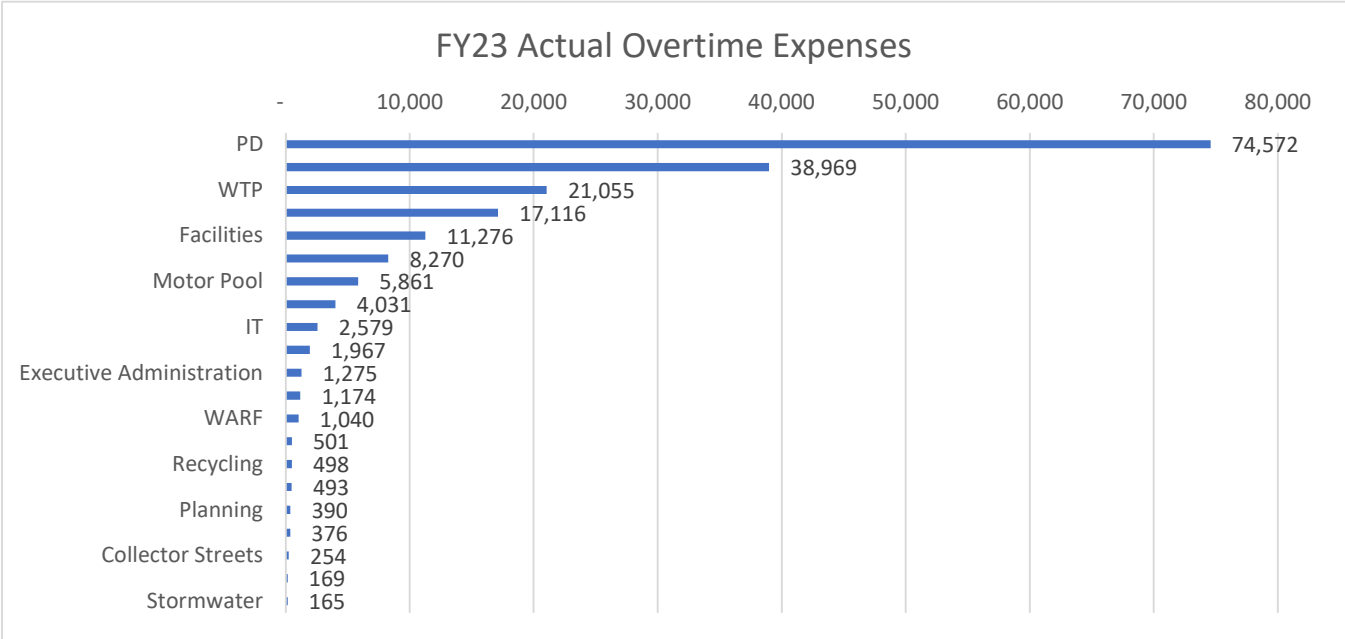
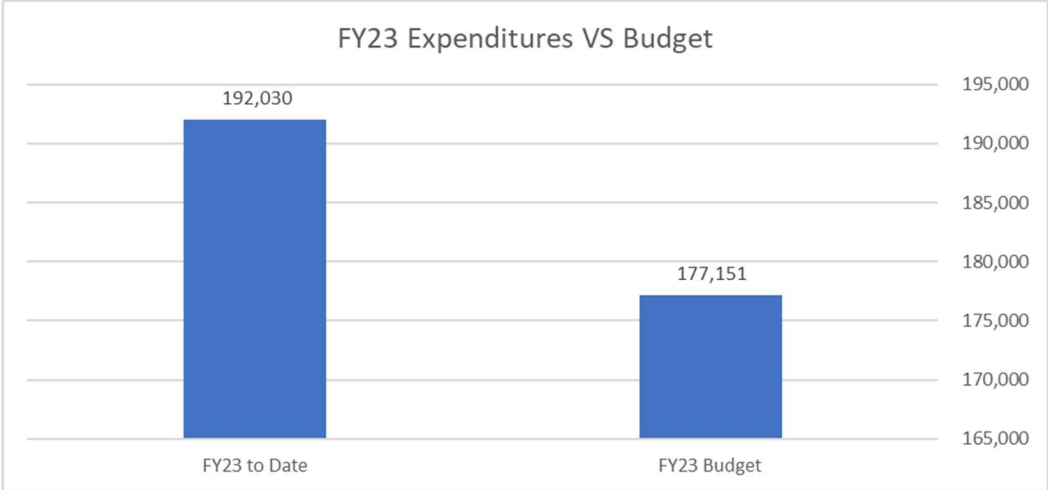


Year	Overtime Expense	Note	YoY Change
FY18	277,629	Per WC File	
FY19	278,619		0.4%
FY20	223,730		-19.7%
FY21	261,049		16.7%
FY22	226,243	Per Bright	-13.3%
FY23	288,045	*Annualized Figure	27.3%

FY23 Overtime Budget and Actuals (Through February 2023). Across all departments, we have overspent our budgeted amount of OT (177,151). We have spent approximately \$14,879 more than was budgeted for FY23 as of end of February, or 8 months into FY23.

For FY23 to date the police department is by far the largest user of overtime and is responsible for 47% of all overtime charges. However, their spending appears to be on track with approximately 64% of their budget spent 8 months into the year. Departments that have no OT budget in FY23 are the main drivers of OT expenses outpacing the total OT budget.

If OT continued at this pace thru end of FY total spend would be \$288,045 (budget is \$177,151).



Analysis of overtaxed positions and understaffed positions.

The Town is currently undergoing an organizational staffing study. Results are anticipated by mid-July.

4. How long will it take to replace the individuals that are leaving.

Updated data will be provided in May. As of January 30, 2023:

- The average time to fill is roughly 38 days (from 01/01/2022 through 01/30/2023) – this data excludes Parks and Recreation positions.*

- Parks and Rec positions had an average of 21 days to fill (from 01/01/2022 through 01/30/2023).
- When all positions are combined, there is on average 26 days to fill a position (from 01/01/2022 through 01/30/2023).
- We had roughly 870 candidates apply to our positions last year.

5. Actual attrition rate and to where?

2022	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
FULL TIME					
Total Headcount - Full Time	123	124	130	131	
# Hires	5	9	15	5	
# Voluntary Sep	6	8	9	4	
# Involuntary Sep.	1	0	0	0	
# Voluntary Turnover %	4.78%	6.48%	7.09%	3.07%	
# Involuntary Turnover %	0.80%	0.00%	0.00%	0.00%	
PART TIME					
Total Headcount - Part Time	121	114	114	123	
# Hires	12	15	12	16	
# Voluntary Sep	7	21	11	6	
# Involuntary Sep.	0	1	1	1	
# Voluntary Turnover %	6.01%	17.87%	9.65%	5.06%	
# Involuntary Turnover %	0.00%	0.85%	0.88%	0.84%	
TOTAL FT/PT - TURNOVER %	11.59%	25.20%	17.61%	8.97%	15.84%
TOTAL FT - TURNOVER %	5.58%	6.48%	7.09%	3.07%	5.55%
TOTAL PT - TURNOVER %	6.01%	18.72%	10.53%	5.91%	10.29%

January 1, 2022 - December 31, 2022		Reasons for Leaving - Full Time		Reasons for Leaving - Part Time		
Full Time Hires	34	1	Compensation	9	1 Work/Life Balance (school, other)	39
Full Time Terminations	28		Better Employment / Opportunity	3	2 Involuntary Performance	3
Part Time Hires	55	2	New Career	3	3 Not best fit - position/culture	2
Part Time Terminations	48		Relocation	3	Retirement	2
CHURNOVERS (PT/FT - Hires/TERMS)	6		Other / Unknown	3	4 Compensation	1
Hired & Termed within year - FT/PT	10		Retirement	2	New Career	1
		3	Work/Life Balance (school, other)	2	Relocation	0
			Not best fit - position/culture	2	Resigned In lieu of Termination	0
		4	Involuntary Performance	1	Better Employment / Opportunity	0
			Resigned In lieu of Termination	0	Other / Unknown	0

Data is still being compiled on actual businesses/organizations that we lost employees to last year.

6. Examine the opportunity for Bonuses and a bonus structure.

This is being examined and will be evaluated for inclusion in the FY2025 proposed budget.

April 2023 Question from Councilman Semple:

1. On Pages 4 & 5 of the Combined Budget Summary for both FY 2023 Adopted and FY 2024 Proposed would you list exactly what comprises the transfers of \$(2,478,974) and the \$(4,416,709)? The “transfers in of \$539,913” represent the IT allocation from the W/S and SW Funds? When comparing General Fund Expenditures FY 23/FY 24, am I correct that last year’s line items reflects IT allocations but this year’s does not? So are the 2023 Adopted and 2024 proposed columns apples to apples?

The “Less transfers” total was incorrect in the combined budget summary. This is due to the system adding the new vacancy savings to the transfers amount. We have created a separate line in the appropriations for the General Fund and updated the transfer total accordingly. An updated combined budget summary is below, followed by the transfer detail and finally, a calculation showing FY23 with Information Technology and Fleet as departments of the General Fund.

COMBINED BUDGET SUMMARY

The following provides a summary of the budget for Fiscal Year 2023-2024 across all appropriated funds compared to the budget for Fiscal Year 2022-2023. Greater detail is provided for the General Fund, followed by summary totals for the other funds, in the next section. Further detail is provided throughout the document.

TOTAL ESTIMATED REVENUE ALL FUNDS

	Revenue/Sources	FY 2023 Adopted	FY 2024 Proposed	Variance (\$)	Variance (%)
GENERAL FUND	General Property Taxes	\$1,449,235	\$1,871,670	422,435	29%
	Other Local Taxes	9,675,138	11,113,121	1,437,983	15%
	Permits & Fees	328,065	288,064	(40,001)	-12%
	Fines & Forfeitures	139,871	77,500	(62,371)	-45%
	Use of Money/Property	128,257	500,000	371,743	290%
	Charges for Services	760,877	1,090,439	329,562	43%
	Miscellaneous Revenue	319,771	221,633	(98,138)	-31%
	State Revenue	2,971,638	2,971,638	-	-
	Transfers in	-	539,913	539,913	-
	Bond proceeds	200,000	-	(200,000)	-100%
	Use of Fund Balance	440,232	4,378,808	3,938,576	895%
	GENERAL FUND TOTAL	\$16,413,084	\$23,052,786	6,639,702	40%
OTHER FUNDS	Capital Projects	\$50,000	\$2,770,359	2,720,359	5441%
	General Asset Replacement	150,000	1,646,350	1,496,350	998%
	Water & Sewer Operating	6,596,935	8,082,832	1,485,897	23%
	Water & Sewer Capital	4,111,102	5,466,700	1,355,598	33%
	Stormwater Management	1,957,867	1,479,428	(478,439)	-24%
	Motor Pool	640,963	-	(640,963)	-100%
	Information Technology	1,638,011	-	(1,638,011)	-100%
	ARPA Fund	2,101,642	3,269,910	1,168,268	56%
	OTHER FUNDS TOTAL	\$17,246,520	\$22,715,579	5,469,059	32%
	TOTAL ALL FUNDS	\$33,659,604	\$45,768,365	\$12,108,761	36%
LESS TRANSFERS	(2,478,974)	(4,956,622)	(2,477,648)	100%	
TOTAL ESTIMATED REVENUES	\$31,180,630	\$40,811,743	\$9,631,113	31%	

TOTAL APPROPRIATIONS ALL FUNDS

	Expenditures/Uses	FY 2023 Adopted	FY 2024 Proposed	Variance (\$)	Variance (%)	
GENERAL FUND	General Government	\$2,157,328	\$4,664,219	2,506,891	116%	
	Public Safety	4,255,790	3,791,492	(464,298)	-11%	
	Public Works	4,568,483	5,547,571	979,088	21%	
	Parks & Recreation	2,608,455	2,410,203	(198,252)	-8%	
	Community Development	1,346,411	1,556,705	210,294	16%	
	Contributions	68,354	58,954	(9,400)	-14%	
	Nondepartmental	352,645	389,666	37,021	10%	
	Debt Service	855,618	824,238	(31,380)	-4%	
	Transfers out	200,000	4,416,709	4,216,709	2108%	
	Vacancy savings	0	(606,971)	(606,971)	-	
GENERAL FUND TOTAL		\$16,413,084	\$23,052,786	6,639,702	40%	
OTHER FUNDS	Capital Projects	\$50,000	\$2,770,359	2,720,359	5441%	
	General Asset Replacement	150,000	1,646,350	1,496,350	998%	
	Water & Sewer Operating	6,596,935	8,082,832	1,485,897	23%	
	Water & Sewer Capital	4,111,102	5,466,700	1,355,598	33%	
	Stormwater Management	1,957,867	1,479,428	(478,439)	-24%	
	Motor Pool	640,963	-	(640,963)	-100%	
	Information Technology	1,638,011	-	(1,638,011)	-100%	
	ARPA Fund	2,101,642	3,269,910	1,168,268	56%	
	OTHER FUNDS TOTAL		\$17,246,520	\$22,715,579	5,469,059	32%
	TOTAL ALL FUNDS		\$33,659,604	\$45,768,365	\$12,108,761	36%
LESS TRANSFERS		(2,478,974)	(4,956,622)	(2,477,648)	100%	
TOTAL ESTIMATED APPROPRIATIONS		\$31,180,630	\$40,811,743	\$9,631,113	31%	

← added detail for vacancy savings

Transfer detail for both years:

FY 2023 Transfers

General Fund Transfers out (to capital)	200,000
Motor Pool	640,963
Information Technology	1,638,011
	2,478,974

FY 2024 Transfers

General Fund Transfers out (to capital)	4,416,709
Water and Sewer transfer to General Fund (IT/Fleet)	490,830
Stormwater transfer to General Fund (IT/Fleet)	49,083
	4,956,622

Effect of pulling IT and Fleet into General Fund for FY23 for comparison purposes:

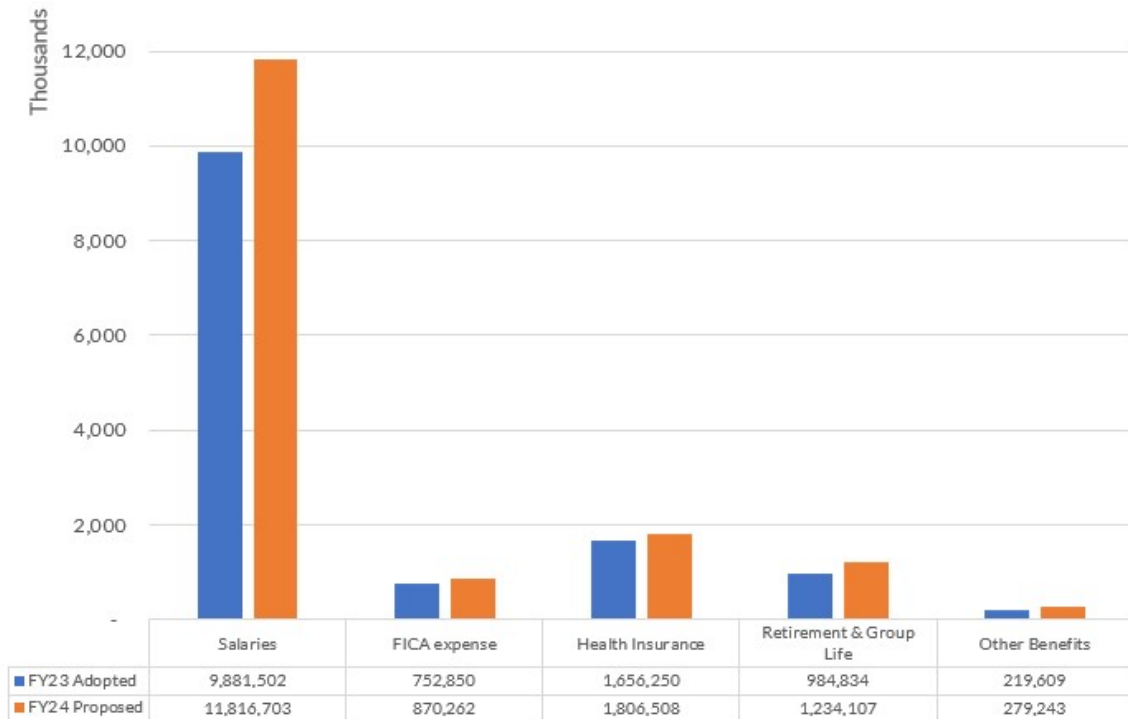
<u>FY23 General Fund Total</u>	16,413,084
Add: Information Technology total	1,638,011
Add: Motor Pool total	640,963
Less: IT allocation to General Fund	(1,327,077)
Less: MP allocation to General Fund	(539,298)
	16,825,683
FY24 General Fund Total	23,052,786
Increase	6,227,103 37.0%

April 11, 2023 Budget Work Session

- What CIP projects will be funded by debt? Will they be new projects or projects that have already been started and will then be relying on the debt to be able to be finished?**

NewGen and Davenport will provide a presentation to Council in May that will outline the projects that are proposed to be funded by debt.

- Total payroll costs in budget compared to last year.**



3. Job descriptions of all position requests as well as job description of the person they report to. Cost for each position request.

This will be provided as a separate attachment due to the volume. The following provides the cost impact.

Position	Salary	Benefits	Total
Building Official	\$96,422	\$38,779	\$135,201
Human Capital Generalist	\$72,500	\$33,964	\$106,464
Deputy Town Manager	\$158,472	\$51,270	\$209,741
Economic Development Manager	\$117,202	\$42,962	\$160,164
Communications Manager	\$65,263	\$32,507	\$97,770
Network Engineer	\$87,458	\$36,975	\$124,433
Fitness Supervisor	\$44,073	\$28,241	\$72,314
Upgrade 4 Maintenance Workers from PT to FT (net increase)	\$64,289	\$99,338	\$163,626
Totals	\$786,748	\$353,643	\$1,069,715
Less 10% time-to-hire vacancy savings			-\$106,971
Net impact			\$962,743

4. Summary of items previously funded by ARPA that will now be captured in Water/Sewer Operating Funds

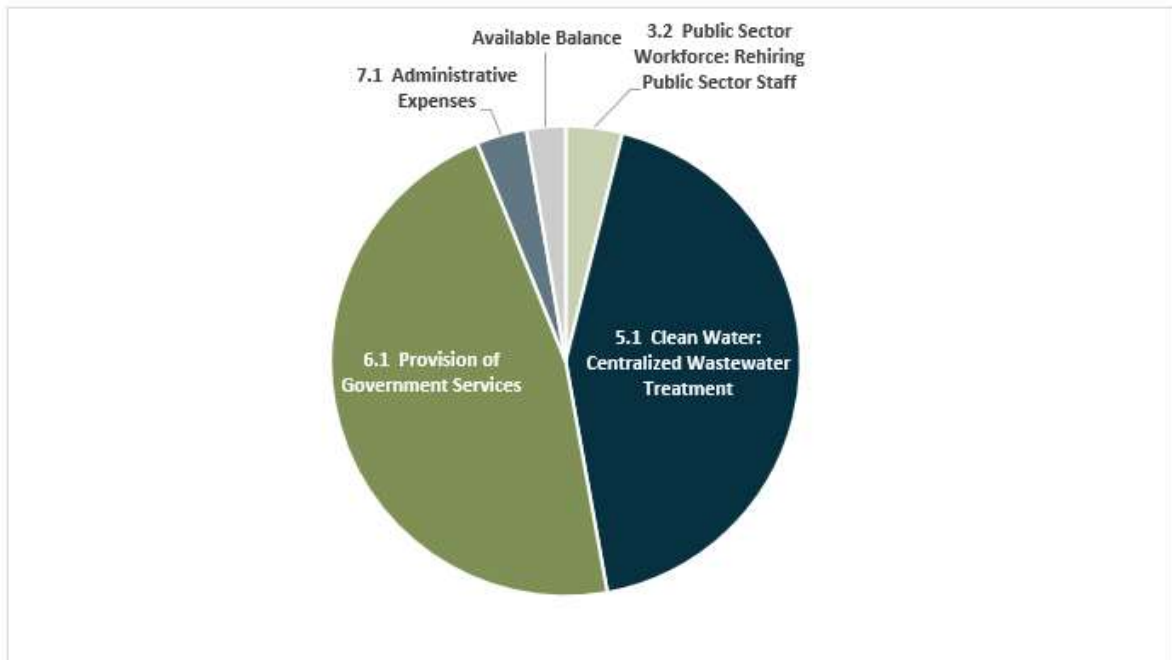
For fiscal year 2024, there are two positions that were funded by ARPA that will now need to be partially funded in the Water and Sewer Operating Fund.

Project Coordinator	Funded by ARPA	Funded by W&S Fund	FY24 cost covered by ARPA	FY24 cost covered in W&S Fund
Assistant Director, Public Utilities	8/15/2022-8/15/2023	8/16/2023-6/30/2024	\$17,044	\$124,989
Project Coordinator	10/11/2022-10/11/2023	10/12/2023-6/30/2024	\$28,043	\$72,110

Both of these positions are funded for one year from the employees' start date by ARPA. Expenses after the one year anniversary are allocated to the Water and Sewer Operating Fund.

5. **ARPA update (Expended, committed, remaining, by category.)**

The project status update is provided as a separate attachment. The chart below shows the amounts allocated by category.



For the different totals on summary pages provide more detail on what goes into each.

The following provides the departments of the general fund that make up the functional categories listed in the Combined Budget Summary.

General Fund Expenditures – functional categories	
<ul style="list-style-type: none"> • General Government <ul style="list-style-type: none"> • Legislative (Town Council) • Executive (Town Manager) • Legal Services • Human Capital • Information Technology • Finance and Procurement • Other Organizations (Town Memberships) • Elections • Emergency Services • Communications • Public Safety <ul style="list-style-type: none"> • Police Department 	<ul style="list-style-type: none"> • Parks and Recreation <ul style="list-style-type: none"> • WARF • Parks • Administration • Community Development <ul style="list-style-type: none"> • Development Services • Planning • Boards and Commissions • Visitors Center • Economic Development • Contributions/Non-departmental • Debt Service • Transfers (capital)

7. Impact of increased costs of materials and supplies and how that can impact our ability to serve the town.

Expense	Methodology and Result	Impact
Asphalt	Asphalt was selected as it is frequently purchased by the public works department for use in projects for Town facilities as well as on our streets throughout the Town. To ensure consistency, we have selected the type of asphalt (Surface Asphalt 9-5A) most frequently purchased from Superior Paving. After analyzing invoices from FY22 and FY23 to date, we see that the price has increased 15% per ton year over year.	15% ↑
Janitorial Services	Janitorial Services are used at facilities throughout the Town. To compare prices we have used estimates received from the janitorial services company in FY22 and FY23 for the cost to provide services throughout Town facilities. Comparing these two estimates we see that the cost has increased 5%.	5% ↑
Chemicals	Our water treatment and waste water treatment plant use a variety of chemicals in their daily processes. To ensure consistency, we have selected one chemical (Methanol Bulk Tech Liquid) that was consistently purchased over the two fiscal years from Univar. After analyzing invoices from FY22 and FY23 to date, we see that the price has increased 27% for a gallon year over year. The waste water treatment plant uses approximately 28,000 - 35,000 gallons of the Methanol Bulk Tech Liquid in a given year.	27% ↑
Sidewalk Replacement	In order to achieve the goal of walkability, the Town works to repair and replace sidewalks as needed. To ensure consistency, we have selected removal and replacement of sidewalk per square yard work done by Espina Paving. After analyzing invoices from FY22 and FY23 to date, we see that the price for this service has increased 9%. In FY22 Espina remove and replaced 489 square yards of sidewalk, with the impact of the price increase we would now only be able to do the same work for 444 square yards of sidewalk.	9% ↑

8. Summary of police department salaries and tenure of officers.

Job Title	Regular Compensation	Overtime Compensation	Total Compensation	Average Tenure (years)	Average Headcount during FY2023
Accreditation Manager	15,578	-	15,578	4	1
Chief of Police	170,624	-	170,624	18	2
Corporal, Police	366,785	15,518	382,302	3	7
Corporal, Police & Detective	66,000	2,103	68,102	7	1
Lieutenant, Police	136,206	15,726	151,932	15	2
Parking Enforcement Officer	23,187		23,187	4	1
Police Officer	552,933	35,386	588,319	2	12
Police Officer/Detective	77,050	88	77,137	4	1
Police Records Clerk	33,648	496	34,144	1	1
Senior Administrative Assistant	47,205	2,463	49,668	15	1
Sergeant, Police	255,525	11,968	267,493	10	4
Total	1,744,741	83,746	1,828,487	8	33

Note: The above table accounts for the 21 paychecks received through 04/07/2023 for fiscal year 2023.

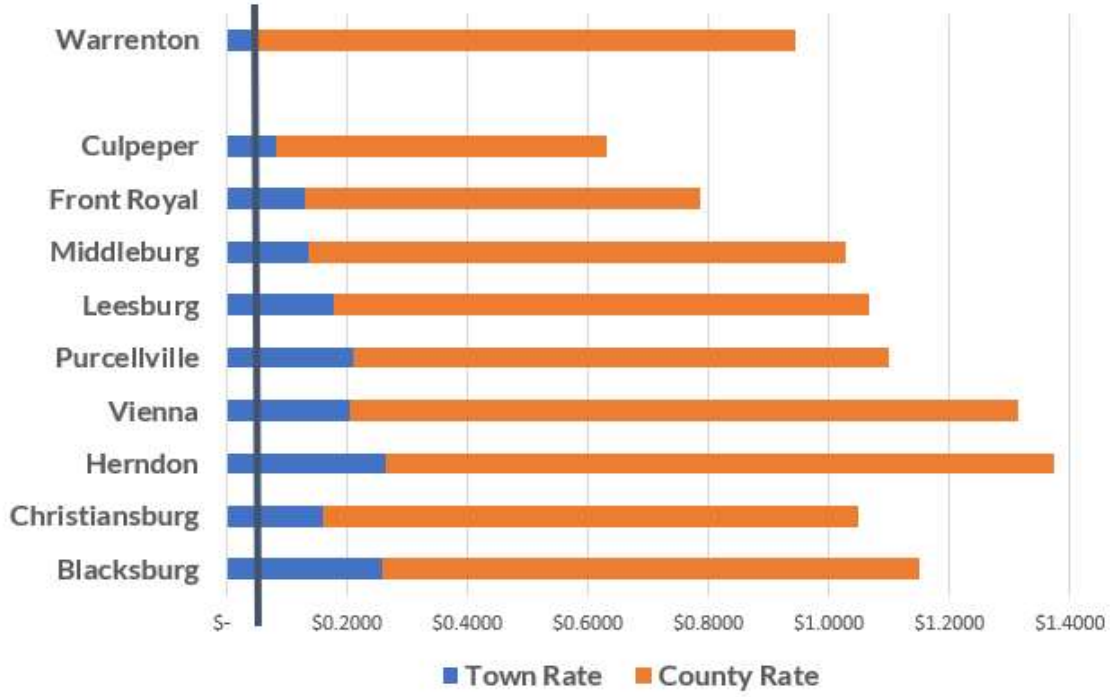
Please note that there are some limitations in the data that is pulled from the payroll software. The name of the position is associated with the pay that happened prior to the promotion or job change, thereby distorting a few of the totals above.

9. Comparison of tax rates to other municipalities (including any overlap with county taxes in our and other municipalities to show total impact that citizens see).

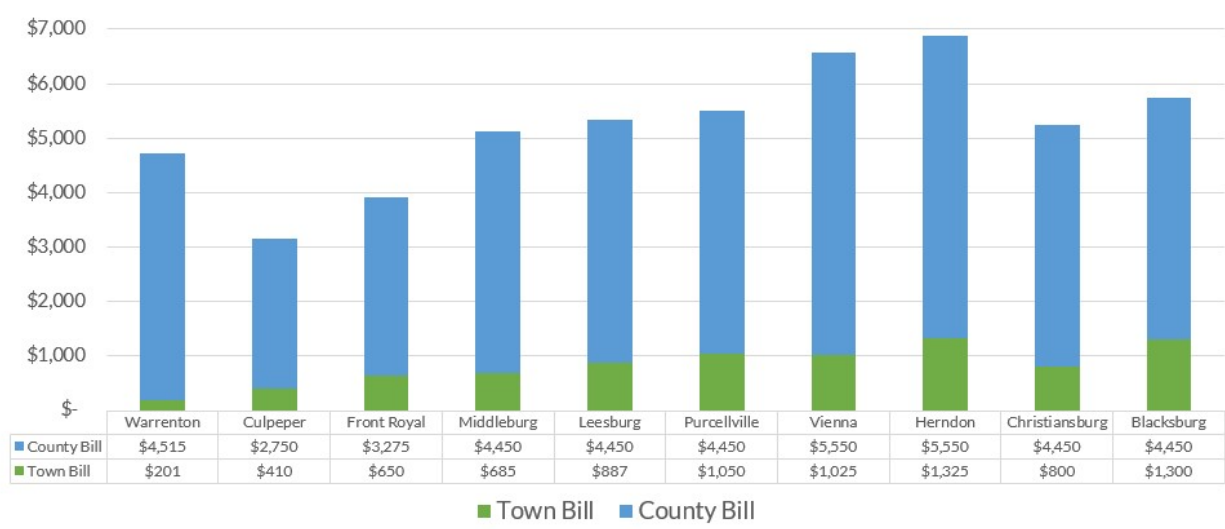
The following chart shows the composite real estate tax rates for our benchmarks, along with the tax bill for various home values:

Town	Town Rate	County Rate	Composite Rate	Town % of Composite	Composite Tax Bill for Home Value:			
					\$250,000	\$500,000	\$750,000	\$1,000,000
Warrenton	\$ 0.0401	\$ 0.9030	\$ 0.9431	4.25%	\$ 2,358	\$ 4,716	\$ 7,073	\$ 9,431
Culpeper	\$ 0.0820	\$ 0.5500	\$ 0.6320	12.97%	\$ 1,580	\$ 3,160	\$ 4,740	\$ 6,320
Front Royal	\$ 0.1300	\$ 0.6550	\$ 0.7850	16.56%	\$ 1,963	\$ 3,925	\$ 5,888	\$ 7,850
Middleburg	\$ 0.1369	\$ 0.8900	\$ 1.0269	13.33%	\$ 2,567	\$ 5,135	\$ 7,702	\$ 10,269
Leesburg	\$ 0.1774	\$ 0.8900	\$ 1.0674	16.62%	\$ 2,669	\$ 5,337	\$ 8,006	\$ 10,674
Purcellville	\$ 0.2100	\$ 0.8900	\$ 1.1000	19.09%	\$ 2,750	\$ 5,500	\$ 8,250	\$ 11,000
Vienna	\$ 0.2050	\$ 1.1100	\$ 1.3150	15.59%	\$ 3,288	\$ 6,575	\$ 9,863	\$ 13,150
Herndon	\$ 0.2650	\$ 1.1100	\$ 1.3750	19.27%	\$ 3,438	\$ 6,875	\$ 10,313	\$ 13,750
Christiansburg	\$ 0.1600	\$ 0.8900	\$ 1.0500	15.24%	\$ 2,625	\$ 5,250	\$ 7,875	\$ 10,500
Blacksburg	\$ 0.2600	\$ 0.8900	\$ 1.1500	22.61%	\$ 2,875	\$ 5,750	\$ 8,625	\$ 11,500

This provides a visual of how our real estate tax rate compares to others:



This provides a comparison of the composite real estate tax bill for a home valued at \$500,000 across our benchmarks:



The following table shows the personal property tax rates for our benchmarks, along with the applicable County rate, and a composite rate:

	TOWN				COUNTY			COMPOSITE		
	Personal	Business	Machinery & Tools	VL Fee	Personal	Business	Machinery & Tools	Personal	Business	Machinery & Tools
Warrenton	\$ 1.00	\$ 1.00	\$ 1.00	\$ 25.00	\$ 3.45	\$ 3.45	\$ 3.45	\$ 4.45	\$ 4.45	\$ 4.45
Culpeper	\$ 0.75	\$ 1.00	\$ 0.80	\$ -	\$ 3.00	\$ 3.50	\$ 2.00	\$ 3.75	\$ 4.50	\$ 2.80
Front Royal	\$ 0.64	\$ 0.64	\$ 0.64	\$ 25.00	\$ 3.80	\$ 4.00	\$ 2.05	\$ 4.44	\$ 4.64	\$ 2.69
Middleburg	\$ 1.00	\$ 1.00	\$ 1.00	\$ 25.00	\$ 4.15	\$ 4.15	\$ 2.75	\$ 5.15	\$ 5.15	\$ 3.75
Leesburg	\$ 1.00	\$ 1.00	\$ 1.00	\$ 25.00	\$ 4.15	\$ 4.15	\$ 2.75	\$ 5.15	\$ 5.15	\$ 3.75
Purcellville	\$ 1.05	\$ 0.55	\$ 0.55	\$ 25.00	\$ 4.15	\$ 4.15	\$ 2.75	\$ 5.20	\$ 4.70	\$ 3.30
Vienna	\$ -	\$ -	\$ -	\$ 33.00	\$ 4.57	\$ 4.57	\$ 2.00	\$ 4.57	\$ 4.57	\$ 2.00
Herndon	\$ -	\$ -	\$ -	\$ 25.00	\$ 4.57	\$ 4.57	\$ 2.00	\$ 4.57	\$ 4.57	\$ 2.00
Christiansburg	\$ 0.45	\$ 0.45	\$ 0.45	\$ 32.00	\$ 2.55	\$ 2.55	\$ 1.82	\$ 3.00	\$ 3.00	\$ 2.27
Blacksburg	\$ -	\$ -	\$ -	\$ 25.00	\$ 2.55	\$ 2.55	\$ 1.82	\$ 2.55	\$ 2.55	\$ 1.82

Staff will provide various options for different rate categories during the work session.

Questions from Councilman Semple, submitted April 9 2023:

- As you know, I have been recommending that we compare our proposed budget against the 2023 adopted budgets as amended *and* our projected results for 2023. Your slide presentation showed a dramatic increase in or fund balance of \$2.2 million. I would like to see a breakdown, if possible, e.g., 23 Approved Budget, 23 Projected, 24 Proposed.
 - A separate file will be provided due to the volume of data.*

2. Related to the above, since the Town is asking for a 50% increase in the personal property tax rate, I'd like to see a breakdown of the subcategories for "General" and "Other Local Taxes" year over year.

- *Here is the detail for General Property Taxes*

	FY23 Adopted	FY24 Proposed
Real Estate Taxes	\$ 831,380	\$ 844,000
Personal Property Taxes	581,000	985,670
Public Service Taxes	14,232	15,000
Penalties and Interest	22,623	27,000
	<u>\$ 1,449,235</u>	<u>\$ 1,871,670</u>

- *The comparison for Other local taxes is provided on page 35 of the budget document.*

3. Is it possible to give me a total categorical budget year over year, e.g., Total Payroll: salaries, benefits, etc., as shown by the attached example?

- *Provided as part of the response to question 1.*

4. What contributions to the 2023 budget and forecast are being funded by ARPA? How many employees funded by ARPA (and by how much) will no longer be paid for under ARPA? (I count 3, one in general and two in enterprise).

- *The enterprise fund employees will transition into the Water and Sewer fund upon the expiration of one year from the date the ARPA funding began. The ARPA Financial Coordinator is programmed to provide support for the administration of the ARPA funding through the end of 2024.*

For fiscal year 2024, there are two positions that were funded by ARPA that will now need to be partially funded in the Water and Sewer Operating Fund.

Project Coordinator	Funded by ARPA	Funded by W&S Fund	FY24 cost covered by ARPA	FY24 cost covered in W&S Fund
Assistant Director, Public Utilities	8/15/2022-8/15/2023	8/16/2023-6/30/2024	\$17,044	\$124,989
Project Coordinator	10/11/2022-10/11/2023	10/12/2023-6/30/2024	\$28,043	\$72,110

Both of these positions are funded for one year from the employees' start date by ARPA. Expenses after the one year anniversary are allocated to the Water and Sewer Operating Fund.

5. I would like to understand the vacancy/time-to-hire offset. What is this based on? To what extent will this be recaptured in future years and/or impact total payroll, including the 7 new positions? Logically, the actual impact for new hires budgeted for 2023-24 will cumulatively "come to roost" by the end of the 2024-25 budget year, when presumably all of the positions are filled.

- This is based on historical data compiled for personnel expenses. The budget to actual for personnel expenses has averaged a variance of 7% for the last 5 years in the general fund. Vacant positions are budgeted at the mid-point of the salary range and include family level health insurance coverage, so there may be variances once the position is filled depending on experience and health insurance elections.
- The 7 new positions are all programmed in the general fund, so there will be a certain length of time required to fill those positions. It is assumed that it will take 45 days to hire those new positions and bring them onboard, which would equate to 12.5%.
- The salary savings credit programmed in the budget is calculated at 6% of general fund personnel costs. This estimate was budgeted in the general fund only, as that is where 80% of the Town's employees are funded and there is the most consistency in the estimate.

Personnel Budget to Actual

All Funds

Fiscal Year	Amended Budget	Actual	\$ Variance	% Variance
2024	16,083,323		606,971	4%
2023	13,567,642	12,411,841	1,155,801	9%
2022	12,375,337	11,651,561	723,776	6%
2021	11,418,542	10,750,480	668,062	6%
2020	11,637,810	10,563,325	1,074,486	9%
2019	11,017,085	10,045,808	971,277	9%
2018	10,638,209	10,089,850	548,359	5%
2017	10,030,941	9,323,600	707,341	7%
2016	9,910,575	9,328,472	582,103	6%
2015	9,092,828	8,707,660	385,169	4%
2014	8,716,727	8,346,599	370,128	4%

projected based on 1/2 year actual

General Fund Only

Fiscal Year	Amended Budget	Actual	\$ Variance	% Variance
2023	11,802,828		606,971	5%
2022	9,400,217	8,884,389	515,828	5%
2021	8,889,343	8,248,218	641,125	7%
2020	9,002,821	8,147,534	855,288	10%
2019	8,466,000	7,825,975	640,025	8%
2018	8,154,142	7,876,961	277,181	3%
2017	7,629,010	7,345,847	283,163	4%
2016	7,422,081	7,130,301	291,780	4%

projection
proposed

6. The budget asks for seven new positions and upgrading two part-time. Should I assume that these do not include any of the employees separately proposed to cover the new committees? Mr. Mooney yesterday said he would like to see job descriptions for the seven positions and their immediate bosses.

- *The new positions were proposed to support other objectives. The job descriptions and those of their supervisors have been added to the budget work session agenda item for 4/26/2023.*

7. We appear to be adding 18.45 new full-time equivalents. What would the full-time equivalents been for 2023 if the same approach to classifying WARF employees were used?

	FY23 Budget	Adjustment for WARF Employees	Adjusted FY23 Budget	FY24 Budget	Change
TOTAL FULL-TIME EQUIVALENTS	157	10	167	176	9

8. Do we have any employees who are being paid at the 50th percentile consistent with the compensation policy we reviewed at the retreat? Why does *everybody* get a 10% bump? That is, why wouldn't past merit increases have taken up some of the slack? Looking at Page 13 of the strategic budget retreat document, assuming equivalent grades, don't we have employees already at the "Salary Mid"? Can we overlay our current payroll on the suggested reformulation and found out how many are below, at, or above the 50th percentile? Just keep in mind that a 10% pay increase across the board is not an easy sell to my constituents.

In the new proposed pay scale:

- 22% of our current workforce will be aligned to the mid-point of the salary scale range
- 73% of our current workforce will be aligned to the min-point salary grade range
- 5% of our current workforce will be aligned to the max-point salary grade range

These percentages are based on full-time and part-time personnel. As reviewed and discussed at the budget retreat and 4/26 work session, the 10% is not a performance-based merit or just a salary increase; the 10% request is to keep up with the competitive landscape of our comparators to help ensure the Town remains competitive in its recruitment and retention efforts. Yes, we can overlap our current payroll to the current salary grade range points, and if still requested, we can provide this additional information when we submit the next round of questions to the Town Council. It is also important to note that our current pay scale is based on a classification and compensation study that was finalized in 2015; therefore, the salary scale is not an accurate depiction of a favorable competitive recruitment and retention market to our comparators.

9. Along the same lines, can we produce a per capita analysis of our payroll, say over the past four years (pre COVID, COVID, post COVID). As I have suggested in the past, it would be even more useful to track "the cost of government" per capita over the past decade, stripping out inflation. What I cannot reconcile is how much money we appear to

spend in creating “efficiencies,” but at the end of the day we hire more employees anyway, to serve the same number of residents we had essentially a decade ago.

	FY2021 Actual	FY2022 Actual	FY2023 Adopted	FY2024 Proposed
Salaries and Wages	7,402,630	8,548,515	9,531,683	11,384,332
Inflation Adjustment	<i>Base Year</i>	3%	10%	14%
Adjusted Personnel Cost	7,402,630	8,330,528	8,557,545	9,734,743
Population	10,057	10,109	10,144	10,179
Personnel Cost per Capita	\$ 736	\$ 824	\$ 844	\$ 956

10. Comparing this year’s CIP and CARP (General Asset Replacement) to the past two years has inspired many questions. We awarded a paving contract to Chemung Contracting for \$651,560. Where does this show up in the budget? Why, all of a sudden, is the Town asking for \$950,000 in new vehicles, especially two \$300,000 wheel loaders. And what is an enterprise resource planning system? How is that justified in light of question #9?

- *The contract for Chemung Contracting is for milling and paving, which is part of the VDOT highway maintenance efforts undertaken by the Arterial and Collector Street Divisions of Public Works. Costs for these types of milling and repaving operations are captured in the capital outlay for those departments. Public Works is compiling a pavement program that will detail the milling and repaving schedule for streets in town.*
- *Requests for new vehicles are presented as required by the town’s adopted Fleet Management Policy. There is only one \$310,000 wheel loader requested in the CARP for FY24. The cost is split between the general fund and the water and sewer fund (\$155,000 each).*
- *The enterprise resource planning system (ERP) refers to new software for finance and other departments to manage day-to-day business activities such as tax assessment, utility billing, treasury, budgeting, accounting, procurement, project management, risk management and compliance functions.*

11. Under Funding Sources for Capital Improvements and/or Capital Asset Replacement, for all years shown, can we break out the ARPA allocation was?

The ARPA funding presented in the CIP is as follows:

General Fund Projects

PR-001: ADA improvements

Previous Allocation - \$150,000

FY24 - \$300,000

FY25 - \$150,000

TC-002: Waterloo Speed/Safety Improvements

Previous Allocation - \$70,200

Sewer Projects

S-001: Primary Clarifier & Sludge Pump Station

Previous Allocation - \$4,500,000

The ARPA funding presented in the CARP is as follows:

General Government

HVAC Replacement

Previous Allocation - \$55,000

Traffic Light Updates

Previous Allocation - \$28,800

Public Safety

Fleet Management Vehicles: Police

Previous Allocation - \$98,262

Parks and Recreation

Fitness Equipment Replacement

Previous Allocation - \$25,000

12. Finally, I think you answered this, but the capital outlay per department: what is that and why isn't it included in the general asset replacement program? Or is it?

- *These are smaller equipment purchases or items like furniture and fixtures that don't rise to the level of scheduling a replacement on a certain estimated useful life cycle. The capital outlay for arterial and collector streets includes milling and paving operations that are funded by VDOT Highway Maintenance funding.*

Questions from Councilman Heroux:

Historical Impact of Inflation on Taxable Assessed Value: I am trying to understand the short- and long-term impact of inflation on the Warrenton budget. To do this, I have attempted to use a constant dollar analysis. I used the CPI measurements from BLS. The reason for CPI is this is a metric our citizens can relate to. The CPI reflects the impact of inflation on purchased items. A tax one can assume is a purchase.

The first analysis I did examines the total taxable assessed value in the Town of Warrenton in constant 2023 dollars. These are draft numbers and may be in error. What this seems to be telling me is that in the past 10 years, the overall value of assessed value has grown \$365M. When one compares 2013 to 2023 without the constant dollar adjustment, it would appear an increase of \$811M. See the table below for my calculations. The orange columns represent the re-assessment windows.

CPI IMPACT - 2023 CONSTANT DOLLARS - TOTAL TAXABLE ASSESSED VALUE (A)	Assessment	2023 Constant Dollar Value	Difference YOY
2013	\$ 1,508,411,842.00	\$ 1,954,407,881.00	
2014	\$ 1,679,553,641.00	\$ 2,141,413,865.00	\$ 187,005,984.00
2015	\$ 1,685,067,569.00	\$ 2,145,896,938.00	\$ 4,483,073.00
2016	\$ 1,696,762,765.00	\$ 2,133,871,453.00	\$ (12,025,485.00)
2017	\$ 1,693,787,269.00	\$ 2,085,696,696.00	\$ (48,174,757.00)
2018	\$ 1,846,239,494.00	\$ 2,219,219,471.00	\$ 133,522,775.00
2019	\$ 1,847,402,940.00	\$ 2,181,096,992.00	\$ (38,122,479.00)
2020	\$ 1,865,327,390.00	\$ 2,175,421,284.00	\$ (5,675,708.00)
2021	\$ 1,885,068,308.00	\$ 2,099,795,098.00	\$ (75,626,186.00)
2022	\$ 2,319,489,988.00	\$ 2,319,489,988.00	\$ 219,694,890.00
2023			\$ 365,082,107.00

My questions are:

1. Is this an appropriate way to examine year over year growth in assessments for public sector?
 - a. *It does tell a story in that in the years in between reassessments, the value of town's tax base is effectively lowered.*
2. What does this table tell us (in constant dollars) about the growth/no growth of assessed value assets in the town?
 - a. *During the non-reassessment years, it is apparent that the decline would impact the purchasing power of the town. The correction that occurs every fourth year does not offset the impact of inflation during the previous 2-3 years of "no growth".*
3. Please clarify if the model for revenue is not simply the tax rate but rather needs to examine the health and viability of the assessed assets.
 - a. *For real estate, the housing market in any community is a reflection of many factors, not the least of which is the health of the asset itself, but also the community, the means of the owners to perform regular maintenance, and market conditions at the time of the assessment. For vehicles, there are many variables that determine what an individual may own and how long they may retain the asset. For business personal property, the assets are dictated both by the nature of the business and the estimated useful lives of the assets.*
4. This chart seems to indicate an increase in assessment value due to the re-assessment that occurs. The question I have is do we have any data that shows if we have actually seen an increase in taxable assets? Are we taxing the same assets or new assets?
 - a. *Yes, our increases are primarily due to reassessment of real estate since the town has not experienced significant population growth or increase in development. This figure also includes vehicles, so there is limited growth there (apart from anomalies such as the spike in used car values during the*

pandemic). We can provide more data regarding parcels and number of vehicles, average values, etc. With real estate, the underlying asset will mostly be unchanged from year to year outside of any new development, additions, or a reassessment year. For vehicles, there will be an aging and then replacement of vehicles by residents, which can vary greatly by household.

Historical Impact of Inflation on Tax Rate: I am trying to understand the short- and long-term impact of inflation on the real estate tax and personal property tax rate. To do this, I have attempted to use a constant dollar analysis. I used the CPI measurements from BLS. The reason for CPI is this is a metric our citizens can relate to. The CPI reflects the impact of inflation on purchased items. A tax one can assume is a purchase.

The first analysis I did was to try and make the total tax rate constant in 2023 dollars. These are draft numbers and may be in error. Meaning, if we taxed at a certain rate in 1997, then what would that rate be today in 2023. Then I modeled if we taxed in 2023, the rate in 1997, what would that rate be in 1997 dollars. See the table below for my calculations.

CPI IMPACT - 2023 CONSTANT DOLLARS - Real Estate Tax Rate (A)	Rate (B)	CPI Adjusted: If In Year (A) We Taxed At the Rate of (B), then in 2023 that Rate Would Be	CPI Adjusted: If In 2023 We Taxed At the Rate of B Then The Tax Rate in Year X (A) Would Be
1997	\$ 0.18	\$ 0.34	\$ 0.10
1998	\$ 0.17	\$ 0.31	\$ 0.09
1999	\$ 0.14	\$ 0.25	\$ 0.08
2000	\$ 0.11	\$ 0.21	\$ 0.07
2001	\$ 0.05	\$ 0.09	\$ 0.03
2002	\$ 0.03	\$ 0.05	\$ 0.02
2003	\$ 0.03	\$ 0.05	\$ 0.02
2004	\$ 0.03	\$ 0.05	\$ 0.02
2005	\$ 0.03	\$ 0.05	\$ 0.02
2006	\$ 0.015	\$ 0.03	\$ 0.01
2007	\$ 0.015	\$ 0.03	\$ 0.01
2008	\$ 0.015	\$ 0.03	\$ 0.01
2009	\$ 0.015	\$ 0.03	\$ 0.01
2010	\$ 0.015	\$ 0.03	\$ 0.01
2011	\$ 0.015	\$ 0.03	\$ 0.01
2012	\$ 0.015	\$ 0.03	\$ 0.02
2013	\$ 0.015	\$ 0.03	\$ 0.02
2014	\$ 0.015	\$ 0.03	\$ 0.02
2015	\$ 0.015	\$ 0.03	\$ 0.02
2016	\$ 0.015	\$ 0.03	\$ 0.02
2017	\$ 0.05	\$ 0.06	\$ 0.04
2018	\$ 0.05	\$ 0.06	\$ 0.04
2019	\$ 0.05	\$ 0.06	\$ 0.04
2020	\$ 0.05	\$ 0.06	\$ 0.05
2021	\$ 0.05	\$ 0.06	\$ 0.04
2022	\$ 0.05	\$ 0.05	\$ 0.04
2023	\$ 0.04	\$ 0.04	\$ 0.04

CPI IMPACT - 2023 CONSTANT DOLLARS - Personal Property Tax Rate (A)	Rate (B)	CPI Adjusted: If In Year (A) We Taxed At the Rate of (B), then in 2023 that Rate Would Be _	CPI Adjusted: If In 2023 We Taxed At the Rate of B Then The Tax Rate in Year X (A) Would Be _
1997	\$ 2.25	\$ 4.23	\$ 1.20
1998	\$ 2.25	\$ 4.17	\$ 1.22
1999	\$ 2.25	\$ 4.08	\$ 1.24
2000	\$ 2.25	\$ 3.94	\$ 1.28
2001	\$ 1.00	\$ 1.71	\$ 0.59
2002	\$ 1.00	\$ 1.68	\$ 0.60
2003	\$ 1.00	\$ 1.64	\$ 0.61
2004	\$ 1.00	\$ 1.60	\$ 0.63
2005	\$ 1.00	\$ 1.55	\$ 0.65
2006	\$ 1.00	\$ 1.50	\$ 0.67
2007	\$ 1.00	\$ 1.46	\$ 0.69
2008	\$ 1.00	\$ 1.40	\$ 0.71
2009	\$ 1.00	\$ 1.41	\$ 0.71
2010	\$ 1.00	\$ 1.38	\$ 0.72
2011	\$ 1.00	\$ 1.34	\$ 0.75
2012	\$ 1.00	\$ 1.31	\$ 0.76
2013	\$ 1.00	\$ 1.30	\$ 0.77
2014	\$ 1.00	\$ 1.27	\$ 0.78
2015	\$ 1.00	\$ 1.27	\$ 0.79
2016	\$ 1.00	\$ 1.26	\$ 0.80
2017	\$ 1.00	\$ 1.23	\$ 0.81
2018	\$ 1.00	\$ 1.20	\$ 0.83
2019	\$ 1.00	\$ 1.18	\$ 0.85
2020	\$ 1.00	\$ 1.17	\$ 0.86
2021	\$ 1.00	\$ 1.11	\$ 0.90
2022	\$ 1.00	\$ 1.03	\$ 0.97
2023	\$ 1.00	\$ 1.00	\$ 1.00

My questions are:

1. Is this an appropriate way to examine year over year growth in tax rates for public sector?
 - a. *It can be. The impact of the reassessment cycle and other market fluctuations factor into the calculation that determines the revenue.*
2. What does this table tell us (in constant dollars) about the tax rate and its ability to keep up with inflation?
 - a. *The tax rates have not managed to keep pace with inflation.*
3. Please clarify if the model for revenue is not simply the health and viability of the assessed assets but the viability of the tax rate to keep pace with inflation and buying power?

- a. *Again, the impact of the tax rate not keeping pace with inflation is compounded by the four-year interval between real estate reassessments.*
- 4. When the tax rate was dropped in half, what was the impact on revenue? Did revenue rise or drop in those years? It would appear that for almost 16 years, the tax rate was not keeping up with inflation. Was that overcome by revenue increases, expense reductions? Other?
 - a. *The General Government Tax Revenues by Source attachment needs to be updated for recent years but shows the years in question (between 2001 and 2002). The shift appears to be from property taxes to meals taxes and subsequently there is an increase in BPOL.*

Historical Impact of Inflation on Total Appropriations: I am trying to understand the short- and long-term impact of inflation on total appropriations. To do this, I have attempted to use a constant dollar analysis. I used the CPI measurements from BLS. The reason for CPI is this is a metric our citizens can relate to. The CPI reflects impact of inflation on purchased items. A tax one can assume is a purchase.

The analysis I did was to try and make the total appropriations constant in 2023 dollars. See the table below for my calculations. These are draft numbers and may be in error.

CPI IMPACT - 2023 CONSTANT DOLLARS	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Total Appropriations	\$ 24,428,526.00	\$ 34,257,486.00	\$ 24,968,045.00	\$ 23,084,688.00	\$ 26,503,025.00	\$ 31,180,630.00	\$ 41,351,656.00
FY23 Constant Dollars	\$ 29,266,718.00	\$ 40,311,392.86	\$ 29,022,671.59	\$ 25,629,396.38	\$ 27,244,263.86	\$ 31,180,630.00	\$ -
Delta	\$ 4,838,192.00	\$ 6,053,906.86	\$ 4,054,626.59	\$ 2,544,708.38	\$ 741,238.86	\$ -	\$ -

My questions are:

1. Is this an appropriate way to examine year over year growth in total appropriations for public sector?
 - a. *It would probably be better to look at operating only due to the nature of budgeting for capital projects.*
2. What does this table tell us (in constant dollars) about the appropriations ability to keep up with inflation?
 - a. *Governments must plan for future needs when setting rates and also consider partial debt financing for projects that will benefit multiple generations. It is important to also consider the need to adjust rates to cover additional debt service when debt is issued.*
3. Please clarify what happened in 2019 when the budget jumped \$10M. In constant dollars, we have been over \$40M for an annual appropriation before.
 - a. *The totals above include capital, which can distort the picture when trying to compare year over year or analyze an increase in operations. In 2019, there was a large increase in the capital program – an increase of \$1 million for general projects and an increase of \$7.6 million for water and sewer projects.*

4. When examining year over year appropriations, is there anything across these years that makes them unique? COVID comes to mind but in any of these years did the Town do anything significant that drove those appropriations? Said another way, year over year, did the budget do generally the same thing?
 - a. *As mentioned above, capital spending can vary greatly. Due to the requirement to have a budget appropriation in place to issue a contract, the entire amount of a project's funding often has to be in place at the beginning of the project, even though the project may span several years. An analysis of operating only is probably a better indicator, although there can be fluctuations there as well.*

Per Unit and Outcome Metrics to Bring Context To the Expenditures: In reviewing the budget, the main “per unit” measurement I found was headcount. While this is an effective measure to understand the manpower required to provide the service to the citizen, I am wondering if there are additional ones we need to use. A simple example of General Funds and Other Funds expense per citizen or mile is provided below.

GF and OF Cost Per Overall Unit	21 Budget	Unit	21 Cost Per	22 Budget	Unit	22 Cost Per
Citizen	\$ 23,084,688.00	10,057.00	\$ 2,295.39	\$ 26,503,025.00	10,109.00	\$ 2,621.73
Square Miles	\$ 23,084,688.00	4.33	\$ 5,331,336.72	\$ 26,503,025.00	4.33	\$ 6,120,790.99
GF and OF Cost Per Overall Unit	23 Budget	Unit	23 Cost Per	24 Budget	Unit	24 Cost Per
Citizen	\$ 31,180,630.00	10,199.98	\$ 3,056.93	\$ 41,351,656.00	10,291.78	\$ 4,017.93
Square Miles	\$ 31,180,630.00	4.33	\$ 7,201,069.28	\$ 41,351,656.00	4.33	\$ 9,550,036.03

Other examples:

Public Safety: Our police protect our citizens, households and patrol our roads. When I take the current population of Warrenton and divide it by the FY24 budget request, it comes out to about \$368 per person per year. About \$1 a day for protection. They also patrol our roads (93 miles) and when divided by FY24 budget, that equates to ~\$40K per patrol mile. Is that affordable? Reasonable? Understandable?

Public Facilities: A common benchmark in the commercial sector relating to facilities is the cost per square foot. Perhaps that is a metric to understand what the Warrenton Facilities cost and even do a per facility cost comparison.

There are numerous examples like this. My question is:

1. Is a cost per citizen for the budget elements a relevant way to provide an additional view of the budget to understand its cost?

- a. *It is one way to look at the budget and can be useful, however it may not provide a complete picture.*
- 2. Is a cost per mile for the budget elements a relevant way as well?
 - a. *Similar to the above, this measure could be useful but may not provide a complete picture.*
- 3. For the WARF, do we have historical data on the amount of visitors to get a cost per visitor? Are costs rising or remaining steady?

We have our history of visits and have provided, as an attachment, dating back 2018. We have seen an increase in the cost per visit as it relates to an increase in our operating budget over the years. We have not actively tracked this measure during my tenure as the Parks and Recreation Director.

4. What other “per unit” definitions are better to helping understand the budget?

We prepared the below based on general fund operating only. The totals above include capital and enterprise funds, which are self-supporting.

	Warrenton
FY 24 Proposed General Fund Budget	\$ 19,243,051
Town Size (Square Miles)	4.25
Town Population	10,109
GF Budget per Square Mile	\$ 4,527,777
GF Budget per Capita	\$ 1,904

Specific Budget Element Questions

Transportation and Circulation: This budget item requests \$6,852,920.00. Based on my analysis, 85% of that budget is for Broadview Safety Improvement. The remaining budget is for Waterloo and Main Street improvements and sidewalk improvements. My questions are:

1. Roads – several documents refer to our 97 miles of roads in the town. Does the Town have a rating by street/road of which ones are in the worst to best shape? Where are our problems?
 - a. *Roads – several documents refer to our 97 miles of roads in the town. Does the Town have a rating by street/road of which ones are in the worst to best shape? Where are our problems?*
 - b. *Analysis provided separately by email.*

2. What is the impact of inflation on our ability to fix our roads? How much T &C work was done 4 years ago (as an example) as compared to today?
 - a. *The above question requires additional data to properly respond. The full answer will be compiled and added to this document in a later update.*

3. Going back from 2000, has this budget item been correctly funded to maintain a quality level of our roads?
 - a. *The answer to this question requires more extensive analysis.*

4. How many miles of sidewalks do we have in Warrenton? From a Comprehensive Plan perspective and the emphasis on walkability, how close are we to achieving that goal? Where are we on this?
 - a. *An update will be provided once the data has been compiled.*

5. Are we over investing in 2024 in one road (Broadview) at the expense of other roads?
 - a. *Broadview is a VDOT-administered project that has been in the works for many years and is on their timeline.*

WARF: I am trying to understand the economics of the WARF.

My questions are:

1. Revenues: Do we have historical data on the revenues produced by the WARF? If so, can they be provided? I assume COVID has impacted WARF visits.

Yes, we do have historical data and it has been provided as an attachment to this document. COVID did impact the operation of the WARF, but we have “recovered” faster from the facility’s shutdown than we anticipated. If you are seeking data from additional fiscal years, please let us know.

2. Revenues: Outside of the WARF building, what other revenues does the WARF bring in?

We have been working over the last two years to expand our recreation programming portfolio of programs. Historically, the department did not offer many recreational opportunities outside of fitness related programs within parks. While this has taken time, we have created a couple of events that serve as sources of revenue for the department. They include, Flashlight Candy Hunt (Halloween), Trunk or Treat (Halloween), three types of Easter Egg Events (daylight/flashlight/aquatic). Additionally, we generate revenue from our parks through pavilion rentals and we have one sports camp that rents space for their camp at Rady Park.

3. Expenses: Do we have historical data on the expenses of the WARF? Is there a cost recovery target or goal for the WARF and is it meeting it?

Yes, we do have historical data and it has been provided as an attachment to this document. We do not currently have a cost recovery goal. As a part of our FY24 budget submission, we are seeking funds to perform a master plan review for the department and if approved, drafting a cost recovery target will be included within the scope of work.

4. Expenses: Outside of the WARF building, what other expenses do the citizens pay for?

I’m a little unclear on the question, are you seeking information regarding our operations budget or services that citizens may purchase? If it is the latter, we charge registration fees for the programs identified in Q2 and have a 100% recovery goal for these programs. Additionally, we charge for park/pavilion/court rentals for events.

5. Capital Improvement: Is there a long-range capital improvement or replacement plan for the WARF? The building is aging and we have recently seen a series of water breaks. Is there a 10-year forecast on capital improvements needed to replace aging infrastructure?

We are currently engaging in this review and beginning to “build out” a long-range plan for operational components of the WARF. For example, we spent over \$100K this FY to redo the whitecoat on the competition and leisure pools. This is recommended for service every 7-9 years so this project will be included in our long-range capital improvement/replacement plan. Another example, the WARF has an industrial size chiller that was evaluated over the last couple of weeks. We will be adding it to our replacement

schedule, and next year's CIP, to be addressed in FY25. Collaboration with our Facility's Team is underway, and we will have a complete list of items in the coming months.

Community Development: I am trying to understand what, if any, improvements to Community Development need to occur to help our Town prosper.

My questions are:

1. Are the current ordinances in need of an overhaul to align with the Comprehensive Plan, reflect 21st century planning and community development and incentivize development and investment? If so, what would that cost and how long would it take?

Yes. The Comprehensive Plan created Character Districts throughout the Town each having different visions. Each District will need to be created and updated in the Zoning Ordinance while continuing to keep the fabric of existing structures. The recent mixed-use text amendment to the C District was essentially a band aid that allows the vision of horizontal mixed-use housing as long as it complies with the recommendations of the Comp Plan. There are also a number of other issues that need to be addressed such as affordable/attainable housing incentives that would allow increased density and interest. We also need to address upcoming uses such as breweries and brew pubs (more geared towards manufacturing but allowing for a tasting room). Right now, a brewery is only allowed when it is subordinate to a restaurant. We have allowed breweries to go into a space in the past (Wild Hare, Wort Hog, and Altered Suds) piggy backing on the nearby restaurants delivering food to the customers. When discussions were taking place about the Comp Plan, one of the consultants gave a price of \$30K per Character District to draft zoning text.

2. Do we have enough enforcement resources to ensure ordinances are properly followed in our Town? For example, we have several historic district properties that are clearly out of compliance. Do we have the resources to work with these property owners to bring them into compliance or if needed, to take legal action?

Hunter, Mike and Rob are currently enforcing the Town and State Ordinances throughout the Town. Hunter and Mike devote only a small portion of their time to enforcement (site inspections) which equate to a part time position. In 2022, the Town received approximately 47 enforcement cases to oversee. In 2023, the Town is tracking approximately ten (10) enforcement cases four months into the calendar year. There are additional properties that we have received complaints on, however, we do not have the staff/time to pursue enforcement on all of the cases at this time. The Town is using Venable, LLC to pursue an enforcement case on 92 Winchester Street through the court system related to an existing 6 foot fence that was built without permits. The total cost from Venable on this issue is approximately \$79K to date and there has been no

resolution. The Town Attorney has staff that could aid in code enforcement but will charge \$290 per hour after exceeding the allotted 40 hours per month. Enforcement cases are time consuming to abate. The creation of the Building Official position will create a vacancy of Hunter's previous position. This position can be filled with a property maintenance/zoning enforcement staff member.

- 3. Over the next few years, the Amazon Data Center will be a major project in the town. Does C&D have the proper resources and levels to manage this project and perform the required enforcements per the SUP and other ordinances?

Community Development is receiving proposals to perform background noise studies before the construction of the data center. This should give enough data to determine the ambient noise levels in the area and the amount of noise being given off by the data center with future noise evaluations. The PD is also looking to outfit a cruiser with the ability to measure sound levels during a typical drive by. This is currently being done in Prince William County. The only problem I see with this approach is that the noise has to be measured by a certified professional utilizing a professionally calibrated meter. The readings can be taken by staff, but we will have to hire a professional to take readings and verify the noise levels. Community Development is short staffed when it comes to zoning and property maintenance enforcement.

Town of Warrenton Budget Questions from Councilman Heroux – Round 2

Revenues: Taxes

Questions:

- 1. Please elaborate on what assumptions drive the Meals Tax Revenue estimate to be \$5,500,000. This equates to about \$92M in gross receipts. Constant dollars from FY22 put gross receipts at \$84.7M. A gross receipts of \$92M would be (per my estimate) the highest sales the town has ever received. Understanding the assumptions on this highly volatile revenue source, with economic projections being very cautious nationwide, is needed to ensure our citizens understand the risk (if any) we are taking with this estimate.

FY23 year-to-date gross receipts reported total \$68.7M, which is roughly \$7.6M per month. With 3 months left in the fiscal year, if we take an estimate of \$7.5M for each of those remaining months, the total gross receipts for the fiscal year would be \$91.2M. We are projecting FY23 to end around \$5.3M in tax revenue for this category.

2. Since 2013, in constant dollars, the lodging/hotel tax appears to be flat. In constant 2023 dollars, I estimate that it has never broken \$300,000 (between 2013 and 2023). Do we have any insight as to why this revenue stream remains flat? Are we collecting lodging taxes from any Airbnb or other platforms?

We project our revenue streams based on historical trends absent any additional information that would alter that projection. This is relatively flat, suffered more than other categories during covid, but has returned to the pre-pandemic trend. We do collect taxes from a handful of Air BnB's.

3. Please elaborate on the assumptions for the Business License tax revenue estimate for FY24. Since 2014, this is another revenue stream in constant dollars (2023, my estimate) that remains relatively flat or with minimal increases. Is there any readily available data showing the gross receipts from 2013 to 2023 so our citizens can see if our business base is growing? Also, is there any available data showing how many businesses were issued licenses and paid their tax? This will help our citizens see if more, less, or a steady state of businesses contribute to our tax base. Are the same businesses paying the taxes yearly, or are new ones coming to Warrenton?

The FY2013-FY2023 BL Data attachment is provided showing historical data for business licenses.

4. Please clarify if any population assumptions were made in this budget. This can impact tax revenue forecasts, including real estate, personal property, and meals tax. Based on the Town of Warrenton 2022 Annual Financial Report, between 2013 and 2022, the town had a net gain of 306 residents. It also shows a population decline in 4 of those years.

We do not typically factor population changes into our estimates.

5. Can you model the real estate tax at different rates from \$0.04 to \$0.10?

Tax Rate	Revenue
\$ 0.0401	\$ 844,000
\$ 0.0500	\$ 1,052,369
\$ 0.0600	\$ 1,262,843
\$ 0.0700	\$ 1,473,317
\$ 0.0800	\$ 1,683,791
\$ 0.0900	\$ 1,894,264
\$ 0.1000	\$ 2,104,738



Public Works: Refuse and Recycle

Question: What assumptions are being made about tons collected? Are we expecting to collect less waste and recycling? If we expect \$5.5M in meal tax, would we not see an increase in this area due to more waste from sit-down and fast-food restaurants?

The increase in the meals tax prediction is based mostly on the increase in the rate combined with an increased trend in reported gross receipts. The Town is not required to pick up commercial trash.

Public Works: Fleet

Questions:

1. I understand the Town has 286 pieces of equipment. Is the fleet department responsible for maintaining all that equipment? If not, what is the estimate of the number of fleet assets this department maintains?

The Fleet Management team maintains, repairs, and manages all aspects of the 286 pieces of equipment. This number represents the number of assets that require some level of repair, whether they are motorized, mechanized, or fixed assets. The fleet replacement plan highlights 149 of these 286 to be considered major pieces of equipment. However, the number will grow to approximately 450 assets if you factor in all other assets requiring some level of management (portable radios, mobile radios, telematics systems, lighting & siren control systems, specialized police vehicle systems, etc.)

2. Please explain the overall condition of the fleet assets. It would be helpful if you could break down where in their life cycle of use, they are (e.g., ten years or more, between 3 and 9 years, or end of life). Whatever method you use is fine—just trying to get a sense of the overall condition of the fleet.

The fleet replacement plan is the guiding principle in replacing major fleet assets. This plan has been in force and supported by the council for the past six years. This commitment results in the fleet being in good overall condition. We are replacing aging assets as planned and forecasted in the capital asset replacement plan. The Fleet Replacement Plan was the initial document that brought the conversation and implementation of the CARP. Our current CMMS (computerized maintenance management system is unable to report life cycle analysis per asset. We are transitioning to a complete work order system that will serve all public works and utilities divisions to include asset life cycle reporting on all assets.

3. Please explain the overall condition of the fleet assets. It would be helpful if you could break down where in their life cycle of use, they are (e.g., ten years or more, between 3 and 9 years, or end of life). Whatever method you use is fine—just trying to get a sense of the overall condition of the fleet.

The fleet replacement plan is the guiding principle in replacing major fleet assets. This plan has been in force and supported by the council for the past six years. This commitment results in the fleet being in good overall condition. We are replacing aging assets as planned and forecasted in the capital asset replacement plan. The Fleet Replacement Plan was the initial document that brought the conversation and implementation of the CARP. Our current CMMS (computerized maintenance management system is unable to report life cycle analysis per asset. We are transitioning to a complete work order system that will serve all public works and utilities divisions to include asset life cycle reporting on all assets.

Public Works: Streets

The below questions require additional data to properly respond. The full answers will be compiled and added to this document in a later update.

Questions:

1. Please elaborate on street maintenance. Please confirm how much street repair and repaving is in this number. Are all the collector and arterial streets maintained for this number (understand the Broadview Ave expense)? It will be helpful for our citizens to understand if we are maintaining all 93.57 miles of Warrenton roads for this budget.
2. Please elaborate on the overall condition of the 93.57 miles of roads in the town. What, in your professional judgment, is the condition of our roads? If you can classify them on some grading scale, that would be very helpful for our citizens to understand their status (perhaps A = Excellent with no repairs needed in next ten years B = Good but need repairs in next five years C= Poor condition and need repair in next two years and D = Dangerous and In Need of Immediate Action).

3. Please elaborate on the same data from question 2 for sidewalks. Additionally, can you share with us how many more miles of sidewalks are needed to achieve the 2040 walkability goals? Where are those costs allocated in the budget (current year and/or out-year – perhaps not if General Fund expense)?
4. Please elaborate on the plan for road painting. Across the town, we have divider lines fading and crosswalks with little to no markings. Is the cost to repaint lines across the town included in this budget?

Public Works: Facilities

Questions:

1. Please elaborate on how much square footage the town operates in facilities.

The Facilities Management team operates, maintains, repairs, and manages 163,735 square feet of facilities on the General and Utility Fund Sides. This figure does not include the library or old visitor center as these facilities are not maintained by the Town per their respective lease agreements. The square footage number or physical asset count will drastically increase if all other facilities are included in this figure (signs, traffic lights, parking lots, trails, parks, green spaces, etc.).

Public Works: Acreage

Questions

1. Please confirm how many acres the PW department maintains for the Town. The Annual Financial Report for 2022 defines 88.94 acres in 2022.

The 88.94 acres reported in the ACFR is related to Parks acreage only. Please see the attached properties list for full detail of the 379.20 acres owned by the Town.

Public Works: Water and Sewer

Questions:

1. Please provide the amount of water produced at the Wastewater Treatment Plant and the Water Treatment Plant, if available, going back to 2013 (again, if easily available).

Wastewater Treatment Plant:

Total Flow monthly in million gallons 2013 to 2023											
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Jan	59.24	70.66	61.10	54.44	48.69	47.77	81.05	57.78	62.55	51.80	50.40
Feb	57.27	64.64	50.52	78.03	40.72	56.54	71.15	57.10	61.63	49.61	49.33
March	75.14	68.38	67.22	58.18	49.56	54.04	79.83	53.00	64.52	52.43	51.03
April	59.91	66.13	62.56	51.78	54.83	57.59	61.45	57.23	56.12	53.70	
May	61.30	80.65	56.36	63.37	67.16	65.01	84.96	58.94	51.63	57.74	
June	65.50	62.67	57.01	52.05	52.11	69.48	62.34	55.51	47.86	49.54	
July	70.85	55.87	58.62	48.74	53.11	61.75	50.82	44.32	44.92	53.09	
Aug	55.23	50.67	47.66	47.41	50.76	76.16	44.11	56.70	45.06	44.62	
Sept	47.57	49.63	44.57	43.03	49.47	70.01	40.31	52.46	50.63	42.65	
Oct	60.82	54.10	54.69	43.12	48.71	66.08	44.82	57.28	49.33	42.69	
Nov	53.59	48.95	53.54	39.56	48.18	82.70	47.33	60.61	47.00	42.48	
Dec	75.02	62.23	63.64	42.48	46.09	84.16	52.60	76.82	43.70	52.90	
Total Yr.	741.44	734.58	677.49	622.19	609.39	791.29	720.77	687.75	624.95	593.25	150.76

Water Treatment Facility

Year	Raw Water	Finished Water	Wells
2015	490.868	423.364	11.618
2016	484.98	422.201	15.423
2017	487.767	427.884	6.374
2018	466.714	406.424	26.499
2019	454.248	400.153	32.395
2020	431.223	389.377	19.985
2021	433.752	399.049	6.731
2022	427.651	392.262	7.537

All amounts are in Million Gallons

Please Note: Through the continued detection and repairs of water leaks throughout Town paired with newer flow meters more accurate readings are obtained.

2. Please provide historical data on the number of residential and business accounts the town has served between 2013 and 2023. (again, if data is readily available).

Data can be provided but is not readily available at that level. The total number of accounts is provided each year in the budget document. For FY23, the total is 5,011.

We do not flag commercial accounts separately because there is only one rate structure.

3. Please provide similar data on page 103 for the Water and Sewer Operating Fund (Summary of Budget Table) for 2022 and 2021.

Summary of Water and Sewer Operating Budget			
	FY 2021 Adopted	FY 2022 Proposed	Increase / (Decrease)
Revenue			
Permits, Fees & Licenses	\$ 10,500	\$ 10,500	\$ -
Use of Money/Property	246,844	246,844	-
Charges for Services	5,858,685	6,028,530	169,845
Recoveries & Rebates	20,000	20,000	-
Miscellaneous Revenue	-	-	-
Grant Revenue	-	-	-
Non-Revenue Receipts	-	-	-
Transfers & Reserves	-	-	-
Total W/S Op. Revenue	\$ 6,136,029	\$ 6,305,874	\$ 169,845
Expenses			
Water Supply & Distribution	\$ 2,312,756	\$ 2,367,976	\$ 55,220
Wastewater Treatment	1,923,634	1,994,933	71,299
Administration	791,911	983,512	191,601
Debt Service	720,657	772,236	51,579
Subtotal Operations	\$ 5,748,958	\$ 6,118,657	\$ 369,699
Transfers	\$ 387,071	\$ 187,216	\$ (199,855)
Total W/S Op. Expenses	\$ 6,136,029	\$ 6,305,873	\$ 169,844

4. Please elaborate, if possible, on the effect of prices on the chemicals used at the Wastewater and Water Treatment plant. What are you seeing in year-over-year price increases for the materials needed to provide our citizens and businesses with this water service?

Chemical prices are a large driving factor in the overall operating budgets of the facilities. In both the Wastewater and Water Treatment Facilities the GL Code: 6025 indicates chemical cost allocations and is usually the largest budgeted line item in their respective budgets.

Chemical prices are dependent on the economy at any given time, they can fluctuate up and down but generally will increase on a yearly basis around 5 to 7 percent, although during the pandemic certain chemicals tripled in price as demand increased (Example: Sodium Hypochlorite (bleach) increased from \$0.82 cents per gallon to \$2.40 cents per gallon).

5. The town operates 87 miles (my understanding) of water main lines and 67 miles of sewer lines. Please provide an overview of the condition of these pipes and how far we are reaching a point where we do not refer to them as an “aging water-sewer system.” I am trying to understand how far along we are in removing the aging risk from the T&D network.

This is a bit of a tricky question to answer with certainty as this type of work is a “moving target” and will never truly be completed. Most areas of concern on the water distribution side are laid out in the proposed CIP, such as the cast iron waterline replacement. For the sewer side of things, the Town has an ongoing I&I reduction program through sewer pipe relining, routine sewer line videoing and replacements as necessary. All in all, as long as we continue to be proactive with our efforts that is how we continue to remove the risk of an aged system.

6. Will the proposed water and sewer rate increases negate the use of fund balances to cover expenses, OR is the \$867,503 fund balance use being used for another purpose? Either way, does the rate increase allow the WWTP and WTP to operate in a break-even or positive cash flow mode? Additionally, how do the proposed rate increases compare to WSA rates?

NewGen and Davenport will present at the May Council work session. The rates will likely be different from those proposed in the budget based on the work they have done the past few weeks. The model factors in the debt service coverage ratio and our cash balance policy (200 days of operating expenses), so the rates presented should ideally cover both policies.

NewGen will provide a comparison of our current rates, the proposed rates, and those of other water and sewer providers, which will include Fauquier WSA.

Public Safety

Questions:

1. Please elaborate on the following table. This data was extracted from the 2022 Town of Warrenton Comprehensive Annual Report. It shows a significant decline in traffic violations. Our citizens tell us they are concerned about speeding in the town. Please help us understand why there is such a significant decline in traffic violations. I am not implying that is a bad thing, only an observation when we see an increase in traffic and believe we have speed issues.

Fiscal Year	Physical Arrests	Traffic Violations	Total	YOY Difference
2022	218	933	1151	-845
2021	239	1757	1996	-924
2020	232	2688	2920	-1112
2019	307	3725	4032	1422
2018	320	2290	2610	424
2017	164	2022	2186	-1383
2016	194	3375	3569	-43
2015	295	3317	3612	-1991
2014	248	5355	5603	-1344
2013	390	6557	6947	

A response will be provided by the Chief after further review.

STAFF RECOMMENDATION

Note: *Additional questions were posed during our meetings with Councilmembers Heroux, Mooney and Semple. Further, some of the questions above require additional data to properly respond. Those responses in addition to those posed during the work session conducted on April 26, 2023 will be compiled and provided upon completion.*

Fiscal Impact

Legal Impact

ATTACHMENTS

1. General Fund Budget to Actual
2. Budget Detail (in Excel)
3. General Government Tax Revenues by Source
4. FY2013-FY2023 BL Data
5. Parks and Recreation Yearly Comparison
6. Properties List
7. Town of Warrenton Fleet Replacement Plan

TABLE 7

TOWN OF WARRENTON, VIRGINIA
GENERAL GOVERNMENT TAX REVENUES BY SOURCE

Fiscal Year	Property Taxes		Sales Taxes		Utility Taxes		Franchise Taxes		Meals Taxes		Transient Occupancy Taxes		Business Licenses		Motor Vehicle Licenses		Cigarette Taxes		Total
2020	\$ 1,342,789	15%	\$ 781,649	9%	\$ 501,059	6%	\$ 830,298	10%	\$ 2,515,018	29%	\$ 182,606	2%	\$ 2,103,568	24%	\$ 237,353	3%	\$ 202,138	2%	\$ 8,696,478
2019	1,312,429	15%	709,173	8%	498,267	6%	932,498	11%	2,659,254	30%	220,994	3%	1,998,815	23%	216,600	2%	184,943	2%	8,732,973
2018	1,261,220	15%	709,036	8%	510,053	6%	849,887	10%	2,550,799	30%	232,628	3%	2,026,990	24%	195,750	2%	171,699	2%	8,508,062
2017	1,248,466	15%	732,197	9%	503,001	6%	690,566	9%	2,621,782	32%	232,629	3%	1,918,233	24%	4,479	0%	158,789	2%	8,110,142
2016	677,081	10%	673,700	9%	512,780	7%	521,997	7%	2,383,067	33%	238,418	3%	1,851,067	26%	95,652	1%	164,260	2%	7,118,022
2015	678,228	10%	595,653	9%	498,312	7%	581,150	9%	2,265,639	34%	190,005	3%	1,656,923	25%	102,855	2%	170,790	3%	6,739,555
2014	605,047	9%	561,084	8%	500,111	7%	496,445	7%	2,191,572	33%	190,233	3%	1,914,525	28%	101,969	2%	181,720	3%	6,742,706
2013	539,313	9%	530,836	9%	541,096	9%	479,590	8%	2,152,237	35%	187,263	3%	1,366,360	22%	104,047	2%	189,868	3%	6,090,610
2012	567,694	9%	508,741	8%	540,413	9%	467,392	8%	2,062,342	34%	195,419	3%	1,363,590	23%	102,358	2%	182,820	3%	5,990,769
2011	555,233	9%	484,640	8%	538,512	9%	464,428	8%	1,901,261	32%	169,364	3%	1,528,085	26%	100,710	2%	177,774	3%	5,920,007
2010	576,328	10%	448,227	8%	562,803	10%	494,251	9%	1,767,095	31%	159,647	3%	1,405,894	25%	99,051	2%	200,124	4%	5,713,420
2009	628,812	10%	461,030	8%	504,906	8%	417,266	7%	1,816,416	30%	174,398	3%	1,248,770	20%	96,245	2%	189,124	3%	6,098,627
2008	624,841	11%	509,630	9%	519,509	9%	369,113	7%	1,749,075	31%	151,272	3%	1,338,059	24%	91,454	2%	222,415	4%	5,575,368
2007	627,638	10%	542,586	8%	1,042,580	16%	473,713	7%	1,775,493	27%	197,870	3%	1,653,232	25%	96,189	1%	197,195	3%	6,606,496
2006	722,808	11%	519,031	8%	998,881	16%	522,854	8%	1,632,434	26%	206,274	3%	1,400,230	22%	100,905	2%	212,152	3%	6,315,569
2005	744,748	13%	458,976	8%	1,056,076	18%	381,368	7%	1,561,380	27%	185,405	3%	1,123,373	19%	91,990	2%	225,417	4%	5,828,733
2004	649,312	11%	390,691	7%	938,384	16%	880,875	15%	1,494,046	26%	132,663	2%	1,023,571	18%	91,278	2%	231,192	4%	5,832,012
2003	570,204	10%	332,040	6%	907,930	17%	783,908	14%	1,366,248	25%	105,536	2%	1,017,011	19%	139,315	3%	232,119	4%	5,454,311
2002	605,363	11%	293,596	6%	964,261	18%	669,381	13%	1,289,265	24%	112,318	2%	987,283	19%	132,298	2%	246,887	5%	5,300,652
2001	1,211,312	22%	275,335	5%	912,010	17%	529,008	10%	1,082,000	20%	121,620	2%	923,169	17%	129,051	2%	218,865	4%	5,402,370
2000	1,597,539	31%	244,592	5%	680,214	13%	424,963	8%	977,125	19%	125,937	2%	750,026	15%	118,153	2%	229,349	4%	5,147,898
1999	1,643,425	32%	206,139	4%	641,291	13%	436,984	9%	952,222	19%	99,342	2%	802,613	16%	110,116	2%	233,690	5%	5,125,822
1998	1,675,689	34%	176,806	4%	614,057	13%	403,473	8%	864,012	18%	101,620	2%	743,466	15%	103,694	2%	224,986	5%	4,907,803
1997	2,058,698	37%	175,642	3%	608,324	11%	400,043	7%	815,876	15%	92,106	2%	1,070,772	19%	97,406	2%	220,433	4%	5,539,300
1996	1,546,250	37%	147,669	3%	568,906	13%	212,381	5%	769,446	18%	79,554	2%	568,504	13%	90,540	2%	240,104	6%	4,223,354
1995	1,468,480	35%	136,840	3%	551,251	13%	266,227	6%	784,715	19%	84,718	2%	559,798	13%	88,084	2%	236,969	6%	4,177,082
1994	1,427,945	38%	124,213	3%	455,791	12%	165,985	4%	733,627	19%	80,082	2%	563,721	15%	85,340	2%	168,061	4%	3,804,765
1993	1,428,552	38%	111,561	3%	535,840	14%	136,865	4%	702,635	19%	72,356	2%	549,893	14%	83,752	2%	171,416	5%	3,792,870



**Town of Warrenton
Department of Parks and Recreation
Revenue Summary 2018 - 2022**

	FY18	FY19	FY20	FY21	FY22
Park Rentals	10,030.00	8,245.00	4,695.00	6,615.00	9,435.00
Merchandise	9,935.04	9,460.15	7,208.23	2,124.13	4,042.72
WARF Fees	148.00	216.00	249.00	30.00	-
Swim Lane Rentals	198,102.50	175,669.00	161,136.00	117,041.50	215,178.24
Aquatics Programs	148,086.73	158,352.74	117,313.73	81,471.35	263,467.60
Annual Pass	402,371.65	402,271.71	304,931.64	169,390.83	291,048.03
Day Pass	293,399.92	302,032.12	191,856.84	74,552.75	220,548.45
Fitness Classes	100,597.60	83,412.28	50,180.00	16,735.96	29,798.25
Recreation Programs	-	-	-	-	1,206.50
Birthday Party	58,069.00	54,366.00	31,160.50	-	39,664.00
Childcare	2,135.00	902.00	701.00	-	-
Concessions	6,289.96	8,804.13	1,750.81	637.66	1,274.33
TOTALS	1,229,165.40	1,203,731.13	871,182.75	468,599.18	1,075,663.12
Total Annual Visits	134,249	130,674	84,740	43,304	79,181.00



**Town of Warrenton
Department of Parks and Recreation
Expenditure Summary 2018 - 2022**

	FY18	FY19	FY20	FY21	FY22
AQUATIC CENTER					
Full-Time Salaries	12,441.52	83,333.09	87,855.06	-	42,207.28
Overtime	-	-	-	-	1,911.83
Wages & Extra Help	-	-	-	18,733.12	568,861.01
Customer Service Specialists	148,178.52	135,722.54	98,489.03	94,344.71	13,826.81
Aquatic Supervisors	63,530.21	76,848.61	45,089.36	27,462.54	3,775.42
Lifeguards	198,662.20	184,802.27	160,350.99	199,275.99	41,457.52
Aquatic Instructors	46,363.40	44,360.29	33,525.82	16,105.90	9,782.31
Membership Coordinator	5,180.74	15,088.03	14,248.44	1,216.17	-
Fitness Coordinator	12,498.71	11,654.55	11,216.82	41.25	-
Aquatics Coordinator	31,558.01	37,940.03	34,002.52	47,038.97	4,997.72
Manager on Duty	-	-	-	18,847.51	7,723.69
Fitness Instructors	98,268.09	100,492.94	74,900.24	15,782.56	6,659.39
Marketing Coordinator	18,933.10	20,167.14	20,628.18	18,599.49	1,658.17
FICA Expense	48,049.33	53,915.94	44,796.36	35,210.53	53,562.10
Retirement	11,023.51	11,297.37	11,373.58	8,911.98	10,079.08
Health Insurance	9,185.36	23,890.57	29,140.70	10,845.78	7,621.42
Disability Insurance	679.78	772.44	685.56	549.34	731.98
Life Insurance	776.82	3,155.60	3,231.71	2,533.65	3,262.71
Workers' Compensation	12,211.27	10,694.38	12,234.29	15,148.00	15,889.60
Miscellaneous Benefits	2,159.16	2,880.70	1,096.09	780.69	5,164.79
Professional Services	2,486.25	-	-	-	5,785.24
Contractual Repairs	27,645.76	42,834.99	37,353.66	54,557.24	67,929.92
Maintenance Contracts	46,719.98	45,652.85	49,322.08	49,366.69	81,458.34
Janitorial Services	55,262.50	56,308.50	47,314.00	60,008.00	60,580.00
Marketing Expenses	8,128.92	13,739.16	4,910.58	1,167.47	1,762.29
Printing	4,126.27	1,691.64	2,360.03	113.09	1,674.93

	FY18	FY19	FY20	FY21	FY22
IT	53,026.12	53,704.00	30,328.00	45,961.32	104,259.00
Electricity	225,020.08	231,637.91	227,344.31	207,484.82	230,325.33
Gas	78,994.54	56,691.07	47,067.78	55,558.27	84,808.48
Postage	69.28	77.05	10.73	136.68	40.09
Communications	1,238.21	271.70	-	-	-
Fire Insurance	27,360.23	13,872.41	3,931.14	4,394.69	-
Surety	-	644.00	670.00	670.00	-
Public Official Liability	-	2,135.40	2,130.15	-	-
General Liability Insurance	4,466.52	1,883.31	1,708.51	3,368.77	-
Volunteer Accident Insurance	375.00	-	-	250.00	-
Equipment Lease	1,565.83	3,427.03	4,396.09	-	3,414.05
Travel	1,203.98	1,679.92	-	-	-
Training	6,236.33	7,875.14	1,367.16	-	-
Office Supplies	7,439.16	7,427.91	3,976.39	3,658.39	5,453.42
Janitorial Supplies	9,043.20	9,193.86	8,242.71	9,073.89	4,392.30
Program Supplies	28,291.61	21,358.57	15,816.45	10,898.93	30,572.63
Repairs Building & Grounds	3,787.26	2,724.35	4,655.23	5,544.19	11,144.95
Equipment Repairs	13,875.37	15,165.46	7,944.40	11,243.27	25,860.53
Apparel	3,637.94	4,802.95	2,019.28	4,109.85	4,626.10
Dues & Subscriptions	445.00	700.00	-	-	69.99
Pool Checmidals	31,502.84	31,714.26	24,995.05	24,812.52	30,488.45
Refunds	3,595.69	4,587.46	23,417.28	36,717.40	10,394.45
Materials & Supplies	22,299.91	14,821.04	8,219.59	10,070.08	21,877.17
Equipment	13,937.66	5,918.69	2,421.49	506.36	16,814.72
TOTALS	1,401,481.17	1,469,557.12	1,244,786.84	1,131,100.10	1,602,905.21



**Town of Warrenton
Department of Parks and Recreation
Expenditure Summary 2018 - 2022**

	FY18	FY19	FY20	FY21	FY22
PARKS					
Full-Time Salaries	73,055.07	76,062.27	73,305.77	33,940.56	6,870.38
Overtime	-	-	-	-	236.02
Wages & Extra Help	17,839.97	9,878.54	18,538.09	51,109.67	4,374.26
FICA Expense	6,669.72	6,192.48	6,742.67	6,346.58	864.35
Retirement	1,491.45	1,670.79	1,666.23	1,475.64	1,505.16
Health Insurance	19,735.85	13,123.93	14,315.51	14,889.23	4,944.76
Life Insurance	828.70	968.14	990.54	731.76	971.58
Workers' Compensation	787.05	891.20	1,019.44	1,262.00	-
Miscellaneous Benefits	75.82	144.48	217.35	44.98	-
Professional Services	-	-	-	43,945.00	1,142.17
Maintenance Contracts	40,302.00	40,590.00	42,131.20	36,960.00	47,166.81
Marketing	-	-	617.46	74.02	-
Park Maintenance	3,232.14	9,046.44	3,813.12	940.91	22,181.36
Trail Maintenance	-	-	-	-	12.98
Fields Maintenance	-	-	-	-	9,117.87
Arts in the Parks	-	-	177.28	-	-
Uniform Rental	-	-	-	939.18	532.35
Vehicle Expenses	-	-	-	3,820.77	5,986.13
Electricity	1,686.93	2,304.16	2,049.44	5,715.79	6,436.14
Surety Bond	184.14	77.64	252.49	497.84	-
Volunteer Accident Insurance	375.00	-	-	-	250.00
Equipment Lease	4,486.79	5,082.48	4,165.85	8,098.95	9,192.41
Agricultural Supplies	3,224.04	1,572.12	2,745.78	-	381.00
Program Supplies	-	-	-	-	43.70
Repairs Buildings & Grounds	3,167.98	913.75	4,071.44	173.10	11,452.51
Apparel	-	-	504.98	-	169.94

	FY18	FY19	FY20	FY21	FY22
Materials & Supplies	14,966.98	17,132.37	12,068.87	13,412.85	18,072.57
Special Events	34,046.34	30,641.15	2,799.85	-	10,651.90
Playground Equipment	3,727.42	6,468.97	904.55	-	-
Motor Pool Labor	1,325.48	1,112.42	2,357.87	-	-
Motor Pool Contractual Repairs	286.53	665.23	1,317.94	-	-
Vehicle Insurance	1,547.92	762.32	1,503.24	1,655.16	993.64
Fuel	2,124.40	1,916.57	1,497.91	327.38	1,105.90
Repair Parts & Tires	355.69	4,454.36	6,738.69	-	-
Other Motor Pool Costs	231.96	194.67	412.64	-	-
TOTALS	235,755.37	231,866.48	206,926.20	226,361.37	164,655.89



**Town of Warrenton
Department of Parks and Recreation
Expenditure Summary 2018 - 2022**

	FY18	FY19	FY20	FY21	FY22
ADMIN					
Full-Time Salaries	247,693.02	181,536.94	195,114.13	231,141.14	241,261.46
Overtime	-	-	-	-	82.09
Wages & Extra Help	-	-	-	18,994.06	9,061.07
FICA Expense	18,842.15	13,521.49	14,659.15	16,894.86	18,233.36
Retirement	28,100.92	26,245.39	27,642.87	18,060.97	18,520.30
Health Insurance	31,020.11	22,818.81	25,477.51	32,667.56	37,103.01
Disability Insurance	-	-	-	-	-
Life Insurance	3,326.16	1,076.62	1,166.22	925.24	898.68
Workers' Compensation	2,420.22	297.07	339.81	421.00	441.56
Miscellaneous Benefits	87.09	169.93	285.42	518.37	294.51
Professional Services	-	-	47.00	-	284.63
Printing	-	-	-	106.82	-
Advertising	141.10	573.30	301.47	616.91	-
IT	3,422.49	9,716.00	41,697.00	63,198.20	31,275.00
Postage	340.65	371.59	237.80	32.76	95.90
Surety Bond	163.83	-	-	141.80	-
Public Officials Liability Insurance	3,217.26	-	-	-	-
General Liability Insurance	-	149.08	316.05	623.18	-
Communication	7,714.18	8,607.61	8,863.01	10,082.61	-
Equipment Lease	6,372.13	5,954.62	6,135.82	6,208.82	600.65
Travel	-	-	2,668.49	-	1,614.39
Training	-	-	2,850.64	335.00	3,148.86
Office Supplies	-	-	3,439.02	1,607.83	2,210.57
Dues & Subscriptions	-	-	747.00	845.60	1,433.12
Employee Wellness Supplies	-	-	1,177.25	-	-
Community Wellness Supplies	-	-	1,695.77	-	-
TOTALS	352,861.31	271,038.45	334,861.43	403,422.73	366,559.16

BL Gross Receipts - FY2013-FY2023 Town of Warrenton

FY	Gross Receipts
2013	921,512,512.95
2014	976,494,097.64
2015	1,170,145,221.48
2016	1,188,540,372.28
2017	1,194,196,564.31
2018	1,209,482,267.52
2019	1,313,845,199.32
2020	1,412,456,309.33
2021	1,486,539,462.89
2022	1,503,226,450.26
2023	1,535,936,070.45

Number of BLs issued and paid BL2013-BL2022 - Town of Warrenton

FY	Total
2013	1,146
2014	1,122
2015	1,115
2016	1,153
2017	1,157
2018	1,138
2019	1,121
2020	1,142
2021	1,129
2022	1,133

Businesses Opened FY2013-FY2022 - Town of Warrenton

Trade Name	Business Name	Lic Type Nat/Bus1	SIC # Establish Date	Close Date
@1STOPSWAMSHOP	@1STOPSWAMSHOP	VIRTUAL FILLING OF SUPPLIES	2/22/2021	2/17/2022
2 BROTHERS LANDSCAPING LLC	2 BROTHERS LANDSCAPING LLC	LANDSCAPING	6/7/2022	
360 HEALTH & FITNESS	360 HEALTH & FITNESS	PERSONAL TRAINING STUDIO	9/1/2017	
54 EAST LEE LLC	54 EAST LEE LLC	RENTAL PROPERTY MANAGEMENT	5/1/2018	
5TH ST AUTO SERVICE	5TH ST AUTO SERVICE	AUTO REPAIR	2/15/2016	
5TH ST AUTOS	5TH ST AUTOS	AUTO SALES	6/1/2015	5/3/2018
7 ELEVEN 16701A	WHITE HORSE BUSINESS GROUP	RETAIL CONVENIENCE	12/20/2013	5/28/2015
7 ELEVEN 16701J	7 ELEVEN INC	RETAIL CONVENIENCE	5/28/2015	1/25/2017
7-ELEVEN 16701B	MANDAN LLC	RETAIL CONVENIENCE STORE	1/25/2017	
A G ENTERPRISE LLC	ANTHONY GAINES SR	COMMERCIAL CLEANING	7/27/2018	
A PEA IN THE POT LLC	VENUS B BARRATT	PERSONAL CHEF SERVICE	11/1/2014	12/31/2015
AAMCO	SIGNATURE FABRICATION INC	AUTOMOTIVE REPAIR	3/3/2014	10/1/2016
AAMCO	BHISHAM INC	AUTOMOTIVE REPAIR	10/1/2016	1/1/2021
AAMCO	MMAC LLC	TRANSMISSION REPAIR SHOP	1/1/2021	10/31/2021
AB NAILS LLC	THU-AN DOAN	NAIL SALON	5/23/2015	
ABILITY UNLIMITED	ABILITY UNLIMITED	COMPUTER SERVICES/TECH PROVIDE	12/15/2016	2/15/2022
ABLE DRIVING SCHOOL	LEE SIMON	TRAFFIC SCHOOL	5/1/2014	5/13/2015
ACCOUNTABLE INSIGHTS LLC	ACCOUNTABLE INSIGHTS LLC	FINANCE/BUSINESS CONSULTING	6/15/2020	12/31/2021
ACE HARDWARE	BELLMORE HOME CENTER	RETAIL HARDWARE STORE	4/1/2021	
ADAMS CONSTRUCTION GROUP	ADAMS CONSTRUCTION GROUP LLC	GENERAL CONTRACTOR	5/1/2019	
ADAMS CUSTOM SERVICES LLC	ADAMS CUSTOM SERVICES LLC	GENERAL CONTRACTOR	8/1/2017	
ADL CONSTRUCTION INC	ADL CONSTRUCTION INC	GENERAL CONTRACTOR	5/7/2013	12/31/2013
ADVANCE AMERICA CASH ADVANCE C	ADVANCE AMERICA CASH ADVANCE	PAYDAY & MOTOR VEH. LENDER	12/18/2014	6/12/2020
ADVANCE AUTO PARTS #7563	ADVANCE STORES COMPANY INC	AUTO PARTS STORE	7/2/2015	
ADVANCED AUTOMOTIVE	ADVANCED AUTOMOTIVE	AUTOMOTIVE REPAIR	11/1/2016	
ADVANCED PT & REHABILITATION	ADVANCED PT & REHABILITATION	PHYSICAL THERAPY	4/20/2019	
AHA HYBERBARICS LLC	AHA HYBERBARICS LLC	HBOT SALES/SERVICES	3/11/2022	
ALL BROKERS REAL ESTATE LLC	ALL BROKERS REAL ESTATE LLC	REAL ESTATE BROKER	9/24/2016	
ALL IN A ROW	MARY NEVAREZ	ORGANIZING AND ASSISTANT	9/24/2012	1/1/2018
ALLEN WAYNE LTD ARLINGTON	ALLEN WAYNE LTD ARLINGTON	GRAPHIC DESIGN WEBSITE DIGITAL	11/12/2021	
ALM WIRELESS INC	ALM WIRELESS INC	BOOST MOBILE CELLPHONE STORE	4/2/2017	
ALONGE ENTERPRISES LTD	ALONGE ENTERPRISES LTD	CONTRACTOR	11/1/2012	3/27/2018
ALTERED SUDS	ALTERED SUDS	BREWERY & TASTING ROOM	9/12/2019	
ALWYNGTON MANOR LLC	SHERRY WORSHAM	WEDDING & EVENTS, BED & BREAK	7/12/2014	
ALYN GROUP TECHNOLOGY INC	ALYN GROUP TECHNOLOGY INC	PROFESSIONAL TECHNOLOGY	9/20/2016	8/31/2018
AMAZING SMILE DENTAL CARE WARR	EREME ISLEANDER	DENTAL PRACTICE	2/15/2016	
AMERICAN ARMS & SUPPLY LLC	AMERICAN ARMS & SUPPLY LLC	GUN SALES/RETAIL	10/1/2013	
AMERICAN CONTRACTING RESOU LLC	AMERICAN CONTRACTING RESOU LLC	INFRASTRUCTURE CABLING/TELEPHO	7/31/2014	2/6/2017
AMERICAN EQUITY MORTGAGE INC	AMERICAN EQUITY MORTGAGE INC	MORTGAGE CO	8/15/2012	6/23/2014
AMERICAN SCREEN PRINTING	AMERICAN SCREEN PRINTING	SCREEN PRINTING TSHIRTS	12/6/2013	
AMERICAN STANDARD POWER WASHIN	AMERICAN STANDARD POWER WASHIN	RESIDENTIAL/COMM WASHING	3/4/2022	
AMERIPRISE FINANCIAL/BAUSMAN	BRIAN BAUSMAN	FINANCIAL SERVICES	6/1/2014	9/13/2017
AMERIPRISE FINANCIAL/MAC BUS	MATTHEW CIZLER	FINANCIAL SERVICES	9/13/2017	
AMORI TREE SERVICE	AMORI TREE SERVICE	TREE CARE	6/27/2022	7/1/2022
AMY SANFORD LPC	AMY SANFORD LPC	PRIVATE MENTAL HEALTH PRACTICE	2/1/2019	
ANCHORED 2 FASHION	LEONARD HAYES	WOMEN & CHILDREN CLOTHING	3/3/2017	2/15/2018
ANDRIACORSO & CO LLC	ANDRIACORSO & CO LLC	EXECUTIVE COACHING CONSULTING	4/25/2022	
ANGEL TIPS NAIL SPA	LY LAN KIM	NAIL SALON	10/25/2013	
ANIMAL CARE CENTER	HEART & PAW ACQUISITION CO LLC	VETERINARY CLINIC	3/15/2022	
ANNE ZEWAWSKY LCSW LLC	ANNE ZEWAWSKY LCSW LLC	LICENSED CLINICAL SOCIAL WORK	3/28/2016	
ANNEX ROOM MEDIA LLC	ANNEX ROOM MEDIA LLC	MARKETING COMMERCIAL MEDIA	11/1/2016	
ANYTIME FITNESS	WARRENTON 247 FITNESS	FITNESS CENTER	2/1/2019	9/22/2020
ANYTIME FITNESS WARRENTON	VATO FITNESS WARRENTON LLC	FITNESS CENTER	9/23/2020	
ANZO MOTORS LLC	ANZO MOTORS LLC	AUTO DEALER	5/10/2013	5/1/2016
ANZO MOTORS LLC	ANZO MOTORS LLC	USED AUTO SALES	5/1/2016	2/17/2018
AOR MANAGEMENT CO OF VIRGINIA	AOR MANAGEMENT CO OF VIRGINIA	MANAGEMENT CONSULTING	10/1/2021	
ARBYS	WARRENTON FOOD SERVICE LLC	FAST FOOD RESTAURANT	3/1/2021	
ARC WARRENTON LLC	ARC WARRENTON LLC	RETAIL TIRE CELL PHONE SALES	12/18/2014	10/16/2016
ARES DEFENSE GROUP LLC	ARES DEFENSE GROUP LLC	SECURITY GUARD & PATROL SERV.	1/28/2021	
ART WORK BY CATHY SUITER	CATHY SUITER HENRY	ART STUDIO	1/1/2018	
ASAP CLEANERS	REDAN HOLDINGS INC	DRY CLEANERS DROP OFF & PU	1/1/2016	10/24/2019
ASAP CLEANERS	ASAP CLEANERS	DRY CLEANING DROP STORE	10/25/2019	
ASHWELL & ASHWELL PLLC	ASHWELL & ASHWELL PLLC	LAW OFFICE	12/1/2020	
ASHLYN CONSULTING GROUP LLC	ASHLYN CONSULTING GROUP LLC	PREMIER CYBER SECURITY CONSULT	4/25/2022	
ASPIRE PROPERTIES LLC	KABIR GUPTA	REAL ESTATE INVESTING	1/17/2018	
A-TEAM ROOF CLEANING	A-TEAM CUSTOM PRO WASH LLC	EXTERIOR CLEANING SERVICE	5/1/2015	
ATHENO DODGE LTD	ATHENO DODGE LTD	PROFESSIONAL SERVICES & RETAIL	11/15/2019	6/30/2021
AUGUST MCCARTHY PLLC	AUGUST MCCARTHY PLLC	LAWYER	11/1/2014	
AURORA SERVICES INC	AURORA SERVICES INC	CONTRACTOR	4/25/2016	

Businesses Opened FY2013-FY2022 - Town of Warrenton

Trade Name	Business Name	Lic Type Nat/Bus1	SIC #	Establish Date	Close Date
AUSTINS HEATING & AIR CONDITIO	CHANCE V AUSTIN	HEATING & AIR CONDITIONING		1/1/2018	
AUTHENTIC HEALTH LLC	AUTHENTIC HEALTH LLC	OCCUPATIONAL THERAPY COUNSEL		9/17/2018	
AUTO PLUS	IEH AUTO PARTS LLC	AUTOMOTIVE PARTS & SUPPLIES		6/1/2015	
AUTO PLUS #10687	UNI SELECT USA INC	AUTOMOTIVE PARTS/SUPPLIES		4/1/2014	5/31/2015
AUTO PLUS AUTO PARTS	IEH AUTO PARTS LLC	AUTOMOTIVE PARTS & SUPPLIES		6/1/2015	
AUTOMOTIVE CREDIT MAX LLC	AUTOMOTIVE CREDIT MAX LLC	PREOWNED AUTO RETAIL SALES		12/1/2015	
B F STEPHENS EXCAVATING LLC	B F STEPHENS EXCAVATING LLC	RESIDENTIAL/HOME BUILDER		3/18/2013	
B RILEY WEALTH MANAGEMENT INC	B RILEY WEALTH MANAGEMENT INC	SECURITES BROKERAGE		7/1/2021	
BAC BUSINESS SOLUTIONS LLC	BAC BUSINESS SOLUTIONS LLC	ADMINISTRATIVE/IT CONSULTING		8/3/2016	
BACKTRONIXNOVA	WHITECAP CLEANING LLC	RESIDENTIAL & COMM CLEANING		8/17/2020	2022/00/00
BAGCON SIGNATURE HOMES INC	BAGCON SIGNATURE HOMES INC	GENERAL CONTRACTOR		9/9/2016	
BAILEYS COOKIE BAR	BAILEYS COOKIE BAR	HOME COOKIE BUSINESS		11/1/2021	4/1/2022
BANNER CONCRETE LLC	BANNER CONCRETE LLC	CONSTRUCTION CONCRETE		10/27/2021	
BAR MAIDEN LLC	BAR MAIDEN LLC	MOBILE BARTENDING SERVICES		7/1/2021	
BARBARA S MCCULLA LCSW LLC	BARBARA S MCCULLA LCSW LLC	SOCIAL WORK COUNSELING		3/1/2021	
BARBARA S MCCULLA POTTERY	BARBARA S MCCULLA POTTERY	CREATION AND SALE CLAY POTTERY		9/1/2021	
BAREFOOT PHOTOGRAPHY STUDIO	MARISSA ORCUTT	PHOTOGRAPHY		2/15/2021	
BB&T SCOTT & STRINGFELLOW	BB&T SECURITES LLC	FULL SERVICE STOCK BROKERAGE		1/1/2013	2/10/2021
BE WELL HOME HEALTH CARE INC	BE WELL HOME HEALTH CARE INC	HOME HEALTH CARE		1/1/2021	
BEAUTIFUL HAIR DAY	BEAUTIFUL HAIR DAY	HAIR SALON		3/2/2022	
BEDROSIAN CLEANING SERVICES LL	BEDROSIAN CLEANING SERVICES LL	JANITORIAL SERVICES		3/1/2022	
BEEYOND CLEAN	EMMA BYLER	RESIDENTIAL CLEANING		10/5/2018	10/14/2018
BELLA VITA SKINCARE & SPAS LLC	BELLA VITA SKINCARE & SPAS LLC	SKINCARE SALON		5/1/2014	10/1/2017
BIRDIE'S STUFF	ROBYN THOMPSON	CRAFTS PAINTINGS ETC		10/1/2012	
BIRTH IN MIND LLC	SARAH POWELL	PSYCHIATRIC NURSE PRACTITIONER		9/30/2016	11/1/2018
BLACK BEAR MERCANTILE	TOAD & LIZARD LLC	GROCERY/BUTCHERY		3/1/2017	4/6/2018
BLACK TOP CONSTRUCTION LLC	BLACK TOP CONSTRUCTION LLC	GENERAL CONTRACTOR		1/2/2017	9/12/2022
BLANK CANVAS DESIGN LLC	BLANK CANVAS DESIGN LLC	ARTS & CRAFTS; GRAPHIC DESIGN		8/4/2014	12/31/2014
BLOSSMAN GAS INC	BLOSSMAN GAS INC	MECHANICAL CONTRACTOR/RETAIL		7/17/2017	
BLOWN AWAY HAIR STUDIO	CDW BLOWN AWAY LLC T/A	HAIR SALON		1/15/2015	
BLU ANGELS MASSAGE	ANGELA BOSTICK-CAMPBELL	MASSAGE THERAPY		6/16/2019	
BLU WATER SCUBA LLC	BLU WATER SCUBA LLC	SCUBA DIVING RETAIL		10/1/2021	
BLUE RIBBON HORSE TRAILERING	SHAWN MALEY	PERSONAL SERVICE		3/1/2014	2/7/2017
BLUE RIDGE CYCLERY LLC	BLUE RIDGE CYCLERY LLC	BICYCLE RETAIL AND REPAIR		4/19/2022	
BLUE RIDGE FAMILY CARE	AHMAD BABAR	FAMILY CARE PHYSICIAN		12/2/2019	
BLUE RIDGE PROPERTY SERVICES	BLUE RIDGE PROPERTY SRS LLC	LAWN CARE		8/1/2016	
BLUE SKY COUNSELING PLLC	BLUE SKY COUNSELING PLLC	PYSCHOTHERAPY MENTAL HEALTH		7/1/2020	
BLUE TREE BUSINESS SERV LLC	BLUE TREE BUSINESS SERV LLC	BOOKKEEPING SERVICES		7/1/2018	3/21/2019
BLUESHIELD SECURITY & INVEST L	ELIZABETH W KURTZ	PRIVATE INVESTIGATIONS		7/1/2014	1/27/2021
BLUSH BRIDAL BOUTIQUE	BLUSH BRIDAL BOUTIQUE	WEDDING DRESSES		4/28/2014	
BOMBSHELL BEAUTY BAR	BOMBSHELL BEAUTY BAR	ESTHETIC/SPA/FACIAL		4/24/2017	
BOSCO MEDICAL LLC	BOSCO MEDICAL LLC	MANUFACTURER SALES AGENT		4/12/2022	
BOTTOM LINE BOOKKEEPING LLC	JANICE L HEATER	BOOKKEEPING & PAYROLL SERVICES		4/11/2018	
BOYD DANDREA GROUP LLC	BOYD DANDREA GROUP LLC	BOOKKEEPING/ACCOUNTING		3/1/2016	
BRACES AND ORTHOTICS LLC	BRACES AND ORTHOTICS LLC	MEDICAL EQUIPMENT SALES		7/6/2020	
BRANDIE SCHAEFFER	BRANDIE SCHAEFFER	CONSULTING URBAN PLANNING		5/30/2014	11/1/2016
BREE-G THRIFT STOR	IRIS HERNANDEZ/REINA AQUINO	SECOND HAND THRIFT STORE		2/1/2013	3/1/2018
BRITCHES GREAT OUTDOORS	OUTSIDER LABS LLC	CLOTHING SALES		9/1/2019	
BRITESMILE DENTAL GROUP	JAEWON YOON	DENTIST		11/6/2018	
BROADVIEW BUSINESS SERVICES	CARRIE L NEVEN	BOOKKEEPING		1/1/2013	10/10/2021
BROADVIEW MOTORS OF VA	BROADVIEW MOTORS OF VA	USED AUTOMOTIVE SALES		10/25/2020	
BROOKSIDE FAMILY THERAPY LLC	BROOKSIDE FAMILY THERAPY LLC	MARRIAGE & FAMILY THERAPY		3/8/2019	3/15/2020
BROOKSIDE HEALTH & REHAB CENTER	BROOKSIDE HEALTH & REHAB CENTER	SKILLED NURSING FACILITY		11/1/2021	
BROOKSIDE REHAB AND NURSING	WARRENTON OPERATIONS LLC	REHAB AND NURSING FACILITY		3/17/2016	4/30/2021
BROOKSIDE SNF OPERATING LLC	BROOKSIDE SNF OPERATING LLC	SKILLED NURSING FACILITY		5/1/2021	
BRUCK REALTY	MICHAEL BRUCK	REAL ESTATE BROKERAGE		3/15/2015	6/30/2018
BUBBLE N N BUBBLE	BUBBLE N N BUBBLE	TEA HOUSE		3/25/2022	4/13/2023
BUSINESS GPS LLC	BUSINESS GPS LLC	CONSULTING FIRM FOR DEBT		4/4/2016	
BUSINESS YOUR WAY LLC	BUSINESS YOUR WAY LLC	BUSINESS COACHING/CONSULTING		9/1/2020	12/7/2021
C & H ECO-MEDIA BLASTING LLC	C & H ECO-MEDIA BLASTING LLC	DUST FREE BLASTING BUSINESS		3/28/2019	
CAMELOT CLASSIC CARS	MATTHEW J INNOCENZI	ANTIQUA CAR SERVICES		1/1/2018	
CAMPAIGN COMMUNICATIONS	JOHN ALBERTELLA	CONSULTING/MARKETING		1/1/2013	4/24/2015
CAPITOL LAW PARTNERS PLLC	CAPITOL LAW PARTNERS PLLC	LAW FIRM		4/4/2016	12/31/2019
CAR BARGAIN	MASHAL INTERNATIONAL LLC	USED CAR LOT		3/26/2018	
CAR BARGAIN	CAR BARGAIN	USED DEALERSHIP		12/21/2021	
CARE CONNECTIONS FOR SR LLC	CARE CONNECTIONS FOR SR LLC	HOME HEALTH CARE		7/1/2012	
CARE PERFECTIONS HEALTH SERVIC	CARE PERFECTIONS HEALTH SERVIC	HOME HEALTH CARE		11/1/2015	12/31/2022
CAROL B LUCKING	CAROL B LUCKING	LIFE COACH/MENTAL HEALTH COUNS		5/1/2017	10/15/2018
CARRINGTON MORTGAGE SERVICES	CARRINGTON MORTGAGE SERVICES	MORTGAGE SERVICES		3/1/2014	4/30/2015

Businesses Opened FY2013-FY2022 - Town of Warrenton

Trade Name	Business Name	Lic Type Nat/Bus1	SIC #	Establish Date	Close Date
CASTRO CONTRACTORS INC	CASTRO CONTRACTORS INC	CONSTRUCTION		1/1/2013	
CATHY CAMPBELL	CATHY CAMPBELL	HAIR SALON		6/1/2021	
CATLILLI GAMES LLC	CATLILLI GAMES LLC	BOARD GAME DESIGN		1/27/2015	
CCM ASSOCIATES	CHARLES C MOTHERSEAD	CONSULTING PROPERTY MANAGEMENT		1/12/2021	
CENTER HOLISTIC PSYCHOTHERAPY	ANNA MARIE ASKIN-EVANS LPCLMFT	CENTER HOLISTIC PSYCHOTHERAPY		1/1/2019	2/20/2023
CENTURY 21 NEW MILLENNIUM	NEW MILLENNIUM RE INC	REAL ESTATE		1/1/2018	
CHAMP CONSTRUCTION INC	CHAMP CONSTRUCTION INC	RESIDENTIAL/HOME BUILDER		3/18/2013	
CHAPEL ARMS LLC	DENNIS C JONES	SECURITY CONSULTING		7/1/2013	9/20/2014
CHARLOTTE ON 5TH	CHARLOTTE BRADY	RETAIL CLOTHING/ACCESSORIES		9/7/2016	9/25/2017
CHER'S HAIR DESIGN SALON & SPA	CHERYL FURR	SALON & SPA		7/9/2012	
CHICK-FIL-A AT WARR FSU	BROCK GROUP LLC	RESTAURANT		1/1/2015	
CHILD AND FAMILY COUNSELING PL	JANE C PROBST	CHILD AND FAMILY COUNSELING		3/1/2013	
CHILTON HOUSE	CHILTON HOUSE	BED AND BREAKFAST		3/15/2018	
CHITA B INTERIORS	CONCHITA B & H DWIGHT SHORTS	INTERIOR DECORATING/RETAIL		8/1/2014	2/10/2017
CHRISTOPHER CONSULTANTS LTD	CHRISTOPHER CONSULTANTS LTD	ENGINEERING, SURVEYING, PLAN		2/1/2020	10/31/2022
CHRYSALIS COUNSELING CENTERS	CHRYSALIS COUNSELING CENTERS	MENTAL HEALTH COUNSELING		7/13/2013	12/31/2022
CLEAN CAR WASH	FUEL BAEK LLC	CAR WASH & STORE		4/15/2016	
CLEANSING WATER	MAY-DANN HOME CARE	PRIVATE HOME CARE		11/30/2021	
CLUNE CONSTRUCTION COMPANY LP	CLUNE CONSTRUCTION COMPANY LP	GENERAL CONTRACTOR		10/15/2018	
COINSTAR ASSET HOLDINGS LLC	COINSTAR ASSET HOLDINGS LLC	VENDING MACHINES		5/12/2017	
COINSTAR ASSET HOLDINGS LLC	COINSTAR ASSET HOLDINGS LLC	VENDING MACHINE		5/12/2017	
COINSTAR ASSET HOLDINGS LLC	COINSTAR ASSET HOLDINGS LLC	VENDING MACHINE		5/12/2017	
COINSTAR ASSET HOLDINGS LLC	COINSTAR ASSET HOLDINGS LLC	VENDING MACHINE		5/12/2017	
COINSTAR LLC	COINSTAR LLC	COIN COUNTING KIOSK		8/26/2016	5/12/2017
COINSTAR LLC	COINSTAR LLC	COIN COUNTING KIOSK		8/26/2016	5/12/2017
COLDSTONE CREAMERY	RUSVEY CORP	ICE CREAM PARLOR		5/18/2015	
COLOR BROKER	COLOR BROKER	DIRECT SALE JEWELRY RETAIL		9/17/2018	
COMMONWEALTH CONSTRUCTION SERV	COMMONWEALTH CONSTRUCTION SERV	GENERAL CONTRACTOR		9/1/2020	
COMPUTER UMBRELLA INC	COMPUTER UMBRELLA INC	COMPUTER SERVICES		11/24/2017	11/30/2018
CONSOLIDATED BUSINESS ASSOC IN	CONSOLIDATED BUSINESS ASSOC IN	CONSULTING ENG'R EXEC SEARCH		3/1/2014	5/31/2019
CONSUELOS BEAUTY SALON	CTY & ASSOCIATES INC	BEAUTY SALON		10/24/2017	
COOK & BOARDMAN	COOK & BOARDMAN LLC	CONTRACTOR DOORS		1/22/2019	
CORE CONCEPTS	JASIN GLICK			7/7/2015	12/31/2015
CORINIAS HAIR DESIGN	CORINIAS HAIR DESIGN	HAIR SALON		4/1/2014	8/17/2015
CORNERSTONE TECHNOLOGIES LLC	CORNERSTONE TECHNOLOGIES LLC	AUDIO VISUAL TECHNOLOGY		4/30/2020	
COUNT 818					
COUNTRY CLEANERS	COUNTRY CLEANERS	DRY CLEANERS		6/1/2014	
COUNTY LAUNCH & FAUQ CO LAUNCH	JENNIFER YESSLER	WEB DESIGN & ADVERTISING		9/5/2014	10/1/2017
COURTNEYS PET & EQUINE SERVICE	COURTNEYS PET & EQUINE SERVICE	PET/FARM SITTING DOG WALKING		3/1/2022	
CRAFTED COACH	COACH & FOUR DBA	CONSULTING & COACHING		1/6/2020	
CREATIVE DESIGN LANDSCAPES LLC	CREATIVE DESIGN LANDSCAPES LLC	LANDSCAPE DESIGN & INSTALL		2/1/2020	
CREDIT CARS SELECT	CREDIT CARS SELECT	CAR DEALERSHIP		1/15/2013	
CREDITMAX AUTOMOTIVE LLC	ARNOLD RALEY	AUTOMOTIVE RETAIL SALES		5/15/2014	2/18/2017
CRES INC	CRES INC	REAL ESTATE		11/1/2012	
CRESCENDO MUSIC LLC	MARIE-LOUISE LYON	EARLY CHILD MUSIC CLASSES		4/20/2015	3/20/2020
CRICKET WIRELESS	UNLIMITED SKYTALK	WIRELESS STORE		6/15/2019	6/30/2020
CROSSCUT WEDGE CO LLC	CROSSCUT WEDGE CO LLC	RETAIL/INTERNET SERVICES		9/30/2013	2/12/2018
CUBESMART	HOLIDAY PARTNERS LLC	SELF STORAGE		6/3/2016	
CYNTHIATHERAPY SCENTED CANDLES	CYNTHIA EDWARDS	SCENTED CANDLE BUSINESS		9/1/2018	3/20/2019
D BAR D INC	D BAR D INC	INTERIOR DESIGN		1/1/2018	
DAVID BARBERSHOP	DAVID BARBERSHOP	BARBER SHOP		7/18/2016	
DAVID J DISCHLEY PLC	DAVID J DISCHLEY PLC	ATTORNEY/LEGAL SERVICES		11/8/2013	12/14/2018
DECISION ADVANTAGE	F FREEMAN MARVIN	MANAGMENT CONSULTING		9/1/2021	
DEI	DEFENSE ENGINEERING INC	FED GOV'T SUPPORT SERVICES		1/10/2018	
DEJA BREW CAFE LLC	DEJA BREW CAFE LLC	COFFEE SHOP/CAFE		10/15/2015	
DENIM & PEARLS	LE PONT NEUF LLC	RESTAURANT		8/18/2014	12/31/2023
DENIM & PEARLS	ROBINSON VENTURES LLC	RESTAURANT		4/17/2017	
DENISE BOOTH LCSW LLC	DENISE BOOTH LCSW LLC	COUNSELING		1/1/2016	
DESIGN BY JAYNE	JANE E SHELTON	HANDMADE JEWELRY AND CRAFT		1/1/2016	12/31/2016
DESIGN INTEGRATED TECHNOLOGY	DESIGN INTEGRATED TECHNOLOGY	MANUFACTURING/RETAIL SALES		12/31/2021	
DESIGNER DECKS AND PATIOS	KNAP SERVICES INC	FORECLOSURE MANAGEMENT		12/19/2018	12/31/2019
DESTINATION BOBA	DESTINATION BOBA	PREPARING AND SELLING FOOD		5/8/2019	12/11/2020
DIAMOND DETAILING LLC	DIAMOND DETAILING LLC	MOBILE CAR DETAILING		2/1/2021	
DINOS THERAPEUTIC MASSAGE	JESUS J ANDINO-AQUINO	MASSAGE THERAPY		4/29/2017	
DIRECT AUTO INC	DIRECT AUTO INC	USED CAR AUTO SALES		2/1/2014	4/1/2015
DISCONNECT RECONNECT LLC	DISCONNECT RECONNECT LLC	IT PROJECT MANAGEMENT & SERV		3/1/2018	10/1/2018
DIVINE SWINE DELI N KITCHEN	DIVINE SWINE DELI N KITCHEN	RESTAURANT DELI		7/25/2018	
DIVINEYA WINES	TENISHA L JAMES LLC DBA	WINE WHOLESALE		3/1/2022	
DJS LAND LLC	DJS LAND LLC	LAND DEVELOP PROECT MANAGEMENT		12/1/2019	

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DOC AT YOUR DOOR PLC	DOC AT YOUR DOOR PLC	PHYSICIAN HOUSE CALLS		5/1/2018	
DOGWOOD CONCRETE LLC	DOGWOOD CONCRETE LLC	DECORATIVE/STRUCTURAL CONCRETE		10/29/2020	
DOMINION INTERNAL MEDICINE	BLUE RIDGE ORTHOPAEDIC ASSOC	PHYSICIAN OFFICE		1/1/2013	
DOMINOS PIZZA #4378	TEAM WASHINGTON INC	PIZZA RESTAURANT		11/13/2012	
DONOVAN PAVING	DOMAR LLC	CONTRACTING PAVING		7/1/2017	9/1/2020
DOODLEBUG DOGWALKER LLC	DOODLEBUG DOGWALKER LLC	DOG WALKING AND PET SITTING		1/1/2022	
DOUGH RAY ME	DOE, JANE			1/9/2022	
DOUGLAS MECHANICAL SERVICES	WAYNE DOUGLAS DBA	HEATING & AIR CONDITIONING		4/1/2022	
DPF RESTORATION AND DIAGNOSTIC	ROYCE KELLY	DIESEL MECHANIC		3/31/2016	4/15/2020
DREAMS AUTO GROUP LLC	DREAMS AUTO GROUP LLC	CAR DEALERSHIP		7/11/2016	3/1/2018
DREAMS AUTO WARRENTON LLC	DREAMS AUTO WARRENTON LLC	CAR DEALERSHIP		4/1/2018	1/1/2021
DREAMS OF DANCE PERFORM ARTS	SARA WINTEL	DANCE STUDIO		12/1/2016	
DRUM & STRUM MUSIC CENTER	DRUM & STRUM MUSIC CENTER	RETAIL/REPAIR MUSIC INST	5736	2017/01/01	
DV UNITED	DV UNITED	SOFTWARE DEVELOPMENT		9/20/2016	8/31/2018
DV UNITED 2	DV UNITED 2 LLC	COMPUTER S/W DEVELOP FED GOVT		9/20/2016	8/31/2018
DYNAMIC HEATING & COOLING LLC	DYNAMIC HEATING & COOLING LLC	HVAC CONTRACTOR		4/20/2020	
DYSLEXIA INTERVENTION SERVICES	CHRISTINA FOX	TUTORING		1/1/2018	6/1/2020
E E JENKINS TRANS & TOURS LLC	E E JENKINS TRANS & TOURS LLC	TRANSPORTATION TOUR BUS		5/18/2015	
E M LIDDICK	E M LIDDICK LLC	SERVICE AUTHOR		3/16/2022	
EAGLE GROUNDS MAINTENACE & SER	RONALD E TOBIAS	LAWN CARE		1/3/2013	
EARTH GLAZE & FIRE LLC	EARTH GLAZE & FIRE LLC	POTTERY STUDIO		6/1/2018	
EDIFICE BUILDING GROUP INC	EDIFICE BUILDING GROUP INC	PROPERTY MANAGEMENT		10/1/2012	4/30/2016
EDWARD JONES	EDWARD D JONES CO LP	STOCKBROKER/DEALER		10/10/2014	
EDWARD JONES	EDWARD JONES	FINANCIAL SERVICES		1/15/2022	
EL JARIPEO	EL JARIPEO V LLC	MEXICAN RESTUARANT		6/2/2021	
EL TORO LLC	EL TORO LLC	RESTAURANT		3/2/2013	11/6/2018
ELITE CONCEPTS INC	ELITE CONCEPTS INC	HOME IMPROVEMENT		3/1/2015	4/17/2017
ELITE CONTRACTING INC	ELITE CONTRACTING INC	GENERAL CONTRACTOR		4/29/2016	9/30/2017
ELK RIVER DEVELOPMENT LLC	ELK RIVER DEVELOPMENT LLC	CONSTRUCTION		6/2/2020	
ELLIES PLACE	ALEXANDER DIAL	RESTAURANT		7/2/2019	
ENCOMPASS HEALTH PARTNERS	ENCOMPASS HEALTH PARTNERS	MEDICAL PRACTICE		7/16/2018	
ENGLISH MEADOWS	NEW RIVER ASSISTED LIVING	SENIOR LIVING		10/1/2017	12/1/2020
ENLIGHTENED STYLES	JACQUELYN RODRIGUEZ	HAIR SALON		4/15/2014	
ENVIRIAN OF RESTON	HOMES IN VIRGINIA INC	REAL ESTATE		1/1/2014	12/31/2018
ENVY NAILS & SPA LLC	HAN NGOC DANG	NAIL SALON		1/1/2019	
EQUIPOSE	JOHN R LORBER	YOGA STUDIO		1/29/2013	
ERM & ASSOCIATES	ERM & ASSOCIATES	EASEMENT & AQUISITIONS		1/1/2019	
ERNESTO RODRIGUEZ	ERNESTO RODRIGUEZ	ONLINE INTERNET RETAILER		2/1/2020	
ESCAPE POD GAMES LLC	ESCAPE POD GAMES LLC	SIGNS & GRAHICS		5/2/2019	
ESSENTIAL CALMING SOLUTIONS LL	ESSENTIAL CALMING SOLUTIONS LL	WELLNESS CONSULTING/COACHING		3/15/2021	12/29/2022
ESSEX HANDCRAFTED WOOD PRODUCT	ESSEX HANDCRAFTED WOOD PRODUCT	WOOD WORKING		12/1/2020	10/7/2022
ETIK	ETIK LLC	BUSINESS CONSULTING		9/17/2018	
EVERNEST HOME CARE LLC	EVERNEST HOME CARE LLC	HOME CARE PROVIDER		7/1/2019	
EVOLVE VACATION RENTAL NETWORK	EVOLVE VACATION RENTAL NETWORK	ONLINE LODGING SHORT TERM RENT		4/1/2022	3/7/2023
EXCEL FITNESS VA 5 LLC	EXCEL FITNESS VA 5 LLC	HEALTH & FITNESS CLUB		3/15/2022	
EXCELL DANCE LLC	KIM BRIDGES	DANCE STUDIO		8/17/2015	5/1/2020
EXPEDIA INC	EXPEDIA INC	AIRBNB		9/1/2021	
FAMILY FOCUS COUNSELING SERVIC	FAMILY FOCUS COUNSELING SERVIC	OUTPATIENT MENTAL HEALTH RACT		5/15/2015	
FANCY FROCKS FABRICS	JACQUELENE PARRALES	ONLINE FABRIC SUPPLY STORE		5/30/2021	
FAR BEYOND INK INC	FAR BEYOND INK INC	TATOOING/PIERCING/RETAIL		10/2/2013	
FAT TUESDAYS WARRENTON INC	FAT TUESDAYS WARRENTON INC	RESTAURANT		9/1/2015	
FAUQUIER 411	JENNIFER YESSLER			12/1/2014	8/18/2017
FAUQUIER CRITICAL CARE ASSOC	FAUQUIER CRITICAL CARE ASSOC	CRITICAL HEALTH CARE		8/29/2016	10/31/2017
FAUQUIER ENT HEARING AIDS	BLUE RIDGE ORTHOPAEDIC ASSC PC	HEALTHCARE EAR NOSE & THROAT		3/1/2014	
FAUQUIER EYE CARE	RICHARD E WOOD	EYE DOCTOR		8/1/2019	2/21/2020
FAUQUIER FAMILY FITNESS LLC	FAUQUIER FAMILY FITNESS LLC	PERSONAL TRAINING		12/1/2013	1/31/2015
FAUQUIER HEALTH HOME CARE SERV	VIRGINIA IN-HOME PARTNER-V LLC	HOME HEALTH SERVICES		1/1/2017	
FAUQUIER HEALTH PHYSICIAN PRAC	FAUQUIER PHYSICIAN PRACTICES	PHYSICIAN PRACTICES		11/1/2013	
FAUQUIER HEALTH REHABILITATION	FAUQUIER LONG TERM CARE LLC	NURSING HOME		11/1/2013	
FAUQUIER HEARING LLC	FAUQUIER HEARING LLC	SALE OF HEARING AIDS		2/2/2021	
FAUQUIER HOSPITAL	FAUQUIER MEDICAL CENTER LLC	HOSPITAL		11/1/2013	
FAUQUIER PAWN LLC	FAUQUIER PAWN LLC	PAWN SHOP ARMS DEALER		5/1/2022	5/1/2022
FAUQUIER TIMES	PIEDMONT MEDIA LLC	PUBLISHING		3/18/2016	
FEMALLAY INC	FEMALLAY INC	BEAUTY & HEALTH PRODUCTS		1/1/2021	
FINE DESIGN	FINE DESIGN	TOURNAMENT T-SHIRTS		2/9/2013	
FINESSED BY JESS LLC	FINESSED BY JESS LLC	HAIRSTYLIST		12/2/2021	11/1/2022
FIRE ALARM SERVICE.NET	FIRE ALARM SERVICE.NET	FIRE ALARM INSTALLATIONS		11/1/2017	
FIREHOUSE SUBS	ORION ASHER AND SAMITH GR INC	RESTURAUNT		3/3/2013	2/1/2022
FIREHOUSE SUBS WARRENTON INC	VECTOR FOOD SERVICE LLC	FAST CASUAL RESTURANT		2/2/2022	

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FIREWING TECHNOLOGIES LLC	FIREWING TECHNOLOGIES LLC	WEBSITE DESIGN & DEVELOPMENT		5/12/2017	7/21/2022
FIRST LIGHT HOME OF WARRENTON	SMH HOLDINGS INC	HOME CARE		4/4/2016	
FISHIN FORCE CHARTERS	CHRISTOPHER H BALL SR	CHARTER FISHING		7/1/2013	12/31/2013
FIVE BELOW INC	FIVE BELOW INC	SPECIALTY VALUE RETAILER		7/7/2021	
FLYING HIGH ENGRAVING	DAVID RUSSELL	ENGRAVING		4/6/2018	
FORDHAM ELECTRIC SOUTHEAST	FORDHAM ELECTRIC SOUTHEAST	ELECTRICAL CONTRACTOR		12/21/2015	
FORMAL TRADITIONAL	FORMAL TRADITIONAL	INTERIOR DESIGN		7/26/2016	4/1/2020
FORTIFIED HEALTH	FORTIFIED HEALTH	HEALTH DATA STORAGE & MANGMENT		10/9/2020	
FOSTERS TOWING SERVICES LLC	FOSTERS TOWING SERVICES LLC	TOWING SERVICE		4/19/2018	
FOUND & CO	FOUND & CO	RETAIL VINTAGE/ANTIQUES		6/10/2021	
FOUNDATIONS PERSONAL TRAINING	FOUNDATIONS PERSONAL TRAINING	PERSONAL TAINING		7/1/2015	3/31/2022
FOUR LEAF CLOVER	FOUR LEAF CLOVER LLC	PET BAKERY		7/16/2021	
FOXLEY ATELIER	FOXLEY ATELIER	SCHOOL INSTRUCTION EDUCATION		7/10/2020	
FRANNYMAK HAIR LLC	FRANNYMAK HAIR LLC	HAIR STYLIST		12/10/2020	
FREEDS BISCUIT	FREEDS BISCUIT COMPANY	BAKERY		7/4/2020	
FRESH2HOME US LLC	FRESH2HOME US LLC	FARM PRODUCTS DELIVER TO CUST		7/4/2021	2023/00/02
G L FLETCHER HOMES	GEORGE L FLETCHER	BUILDER GENERAL CONTRACTOR		1/1/2018	10/16/2022
G2 DEVELOPMENT LLC	G2 DEVELOPMENT LLC	GENERAL CONTRACTOR	5999	2019/07/01	
G2 DEVELOPMENT LLC	G2 DEVELOPMENT LLC	GENERAL CONTRACTOR		7/1/2019	
GAI CONSULTANTS INC	GAI CONSULTANTS INC	ENGINEERING CONSULTING		3/1/2017	
GAI CONSULTANTS INC	GAI CONSULTANTS INC	ENGINEERING CONSULTING SERV		3/10/2017	3/10/2017
GAMESTOP #7656	GAMESTOP INC	VIDEO RETAIL STORE		12/8/2012	
GARY RYDERS HANDYMAN SERVICES	GARY L RYDER	HANDYMAN WORK		10/1/2013	
GATEAU BAKERY CAFE & TEA ROOM	GATEAU LLC	BAKERY CARE & TEA ROOM		11/22/2017	12/23/2021
GENESIS CLEANING SERVICES	JUDITH LLC	CLEANING SERVICE		10/1/2020	
GENESIS MENTAL HEALTH INC	GENESIS MENTAL HEALTH INC	THERAPY		8/1/2021	
GIGGLE N FRIENDS LLC	GIGGLE N FRIENDS LLC	CHILDRENS INDOOR PLAY YARD		10/1/2015	4/30/2017
GILL & PANNU FOODS LLC	GILL & PANNU FOODS LLC	RESTAURANT		2/1/2017	
GLAND FAMILY LLC	GLAND FAMILY LLC	BARBER SHOP		3/4/2022	
GLORY DAYS GRILL OF WARRENTON	GLORY DAYS GRILL OF WARRENTON	RESTAURANT		4/18/2022	12/1/2022
GMH STONE MASONRY	GREGORY HARRIS	STONE MASONRY CONTRACTOR		3/1/2018	
GOFETCH MEDIA INC	GOFETCH MEDIA INC	VIDEO PRODUCTION		12/13/2012	11/6/2020
GOLD CUP SERVICES LLC	SCOTT A DIEHL	HANDYMAN		8/1/2018	
GOOD FELLAS PIZZA	S&D QUALITY FOOD LLC	RESTUARNT		5/25/2021	
GOWELL URGENT CARE	DMV URGENT CARE WARRENTON LLC	URGENT CARE		1/8/2019	
GRANT HOME AND BARN REPAIR	ROBERT GRANT	HANDYMAN		10/11/2017	
GRAPEVINE DESIGNS LLC	GRAPEVINE DESIGNS LLC	ART INSTRUCTION STUDIO		12/1/2015	3/1/2017
GREELEY CRE	GREELEY CRE	COMMERCIAL REAL ESTATE SALES		7/1/2021	
GREEN DEVELOPMENT LLC	GREEN DEVELOPMENT LLC	GENERAL CONTRACTOR		11/28/2014	
GROUPS RECOVER TOGETHER	GROUPS RECOVER TOGETHER	OUTPATIENT SUBSTANCE ABUSE		4/5/2021	
GZ INFORMATION SYSTEMS INC	GZ INFORMATION SYSTEMS INC	INFORMATION TECHNOLOGY SALES		4/1/2014	4/1/2015
H&W OFFICE INSTALLATIONS	H&W OFFICE INSTALLATIONS	OFFICE FURNITURE INSTALTION		7/1/2021	
HAIR CUTTERY	HC SALON VA LLC	BEAUTY SALON/RETAIL		6/4/2020	
HAIR STUDIO 29 LLC	CHRISTINA L HITT	HAIR SALON		4/14/2014	
HALLOWEEN CITY	PARTY CITY	RETAIL		8/20/2014	11/3/2014
HANDFORD FINANCIAL STRATEGIES	HANDFORD FINANCIAL STRATEGIES	FINANCIAL SERVICES		6/13/2022	
HANDS OF HEALING LLC	HANDS OF HEALING LLC	MASSAGE THERAPIST		2/1/2022	
HARBOR FREIGHT TOOLS #3176	HARBOR FREIGHT TOOLS #3176	RETAIL TOOLS HARDWARE MDSE		1/26/2021	
HARGO INC	HARGO INC	COST CONSULTANT		7/9/2014	1/1/2018
HAYMARKET CHIROPRACTIC & REHAB	ADVANCED CHIROPRACTIC & REHAB	CHIROPRACTOR		6/15/2017	
HAZEN LLC	HAZEN LLC	WRITING AND SPEAKING		9/24/2015	3/7/2019
HEALING SPACE LLC	HEALING SPACE LLC	NEW AGE ENERGY HEALING		10/1/2016	
HEALTHYDERMIS INC	HEALTHYDERMIS INC	FACIAL CLINIC		5/18/2013	9/17/2013
HEARING ASSESSMENT CENTER LLC	HEARING ASSESSMENT CENTER LLC	AUDIOLOGY SERVICES		4/1/2019	
HEATHER D HOTTLE	HEATHER D HOTTLE	HAIR SALON		9/9/2016	2016/00/00
HEATHER N SAUCEDA	HEATHER N SAUCEDA	CLINICAL SOCIAL WORK		1/1/2021	
HEFLIN LAWN SERVICE	HEFLIN LAWN SERVICE	LAWN SERVICE		4/30/2016	
HERRMANN E DESIO LLC	HERRMANN E DESIO LLC	DENTAL PRACTICE		12/27/2012	12/31/2014
HIDDEN JULLES CAFE	LYNCH CONCEPTS LLC	CAFE/RESTAURANT		5/24/2013	9/1/2017
HIGHFLYER ARMS	DAVID RUSSELL	RETAIL SALES GUN REPAIR		3/1/2014	
HIGHLAND COMMONS APARTMENTS	HIGHLAND COMMONS APARTMENTS	LESSORS OF RESIDENTIAL BUILD		4/21/2022	
HIGHWATER PARTNERS LLC	HIGHWATER PARTNERS LLC	BUSINESS CONSULTING SERVICES		11/28/2020	
HOG WILD BBQ	WINSTON A SHARP	CATERING		2/9/2018	
HOLIDAY INN EXPRESS & SUITES	SKYLINE HOTEL MANAGMENT LLC	HOTEL		9/16/2019	
HOLIDAY INN EXPRESS WARRENTON	HWVA ASSOCIATES LLC	HOTEL		3/21/2018	7/12/2019
HOLISTIC HOME COOKIN	AUBREE SILVER	PERSONAL CHEF		3/1/2014	2/18/2017
HOLISTIC PAIN AND WELLNESS	HOLISTIC PAIN AND WELLNESS	INTERVENTIONAL PAIN MANAGEMENT		9/1/2020	
HOLZER LLC	HOLZER LLC	BOOKKEEPING & CLERICAL		7/6/2019	
HOME GOODS INC	HOME GOODS 1023	RETAIL SALES HOME FURNISHINGS		9/1/2019	

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HOME TOWN AUTO SALES	HOME TOWN AUTO SALES LLC	AUTO SALES		9/1/2012	12/30/2014
HOMUNITY HEALTH SERVICES	HOMUNITY HEALTH SERVICES	HOME HEALTH AGENCY		6/15/2018	8/1/2020
HOWARD CLARK & HOWARD PLC	HOWARD CLARK & HOWARD PLC	LAW FIRM		8/27/2017	
HP CONSULTING	HP CONSULTING	HAIR CONSULTING		3/1/2022	
HUFFMAN ENTERPRISES	HUFFMAN, CHERYL			1/15/2022	
HUNAN CAFE	WENGUI CHEN	EATING PLACE		6/17/2015	
HUNGRY LIKE THE WOOF	HUNGRY LIKE THE WOOF	RETAIL PET FOOD		9/22/2015	12/31/2022
HUNTER OAKS STABLES	MARGARET A GRIFFITH	HORSE/EQUINE RIDING LESSONS		4/14/2013	1/1/2016
HUNTINGTON LEARNING CENTER	ROD DON IV LLC	TUTORING		11/1/2012	10/15/2016
HURST CONTRACTING LLC	HURST CONTRACTING LLC	CONTRACTOR		10/24/2017	
HUSNA WIRELESS	POLWASHBU SALEH	RETAIL CELLPHONES SALES		6/4/2015	3/31/2017
HUTTAR LAW	HUTTAR LAW PLC	LAW OFFICE		6/1/2020	
ICCK CLEANING & SERVICES LLC	KATIA GALLOSO CAMPULONI	RESIDENTIAL & COMM. CLEANING		6/30/2021	
IMAGE CONSULTING BY ANTONIA	ANTONIA XECEAS PEACH	IMAGE CONSULTING		3/21/2017	
IMPACT 4GOLF	MATTHEW V KAYSON	ONLINE RETAIL SALES GOLF		7/22/2015	7/13/2018
IN LUCK COUNSELING LLC	IN LUCK COUNSELING LLC	MENTAL HEALTH COUNSELING PRACT		8/28/2017	
INDIGO FOX FAMILY SOLUTIONS	MARGRETA GRADY LCSW	FAMILY THERAPY & EDUCATION		1/1/2016	
INFINITE TECHNOLOGIES O&P	EASTERN CRANIAL AFFILIATES	PATIENT CARE/ORTHOTICS & PROS.		4/1/2020	
INNER KAI LLC	INNER KAI LLC	GOVERNMENT CONTRACTING CONSULT		4/1/2019	
INNOVATIVE WELLNESS STUDIO	INNOVATIVE PHYSICAL THERAPY LL	WELLNESS INSTRUCTION & COACH		4/5/2017	12/31/2017
INSPIRATION BY ROSALIE	INSPIRATION BY ROSALIE	CREATIVE DESIGN/JEWELRY/MEDIA		9/1/2012	
INTEGRITY HOME MORTGAGE CORP	INTEGRITY HOME MORTGAGE CORP	MORTGAGE LENDER		8/10/2017	
IRISH GOLF ACADEMY LLC	IRISH GOLF ACADEMY LLC	INDOOR GOLF LESSONS		3/17/2016	
IRON OX DEVELOPMENT CORP	IRON OX DEVELOPMENT CORP	COMMERCIAL MANAGMENT		1/1/2022	
IRS VIRGINIA LLC	IRS VIRGINIA LLC	HEALTH CARE/PHYSICAL THERAPY		6/18/2013	
ISABELS COLOR BOUTIQUE	ERIN POSSELT	HAIR SALON		1/1/2016	
ITILITY LLC	ITILITY LLC	PROGRAM MANAGEMENT		2/1/2018	1/31/2020
ITILITY RENEWABLE ENERGY&AGRIC	ITILITY RENEWABLE ENERGY&AGRIC	RENEWABLE ENERGY SERVICES		10/1/2018	1/31/2020
J BEAUTY SALON	JATUPORN S MORRIS	HAIR SALON		2/4/2015	
JANET KIECANA	JANET KIECANA	HAIR SALON		4/1/2020	5/1/2022
JASMINE WISE	JASMINE WISE	MARY KAY RETAIL		9/25/2014	2/21/2017
JAY ST DEVELOPMENT LLC	JAY ST DEVELOPMENT LLC	REAL ESTATE CONSULTING		4/1/2013	12/31/2013
JBEE ACCOUNTING SERVICES	JBEE ACCOUNTING SERVICES	ACCOUNTING/BOOKKEEPING SERVICE		12/17/2016	3/1/2018
JBWICKLUND TECHNOLOGIES LLC	JBWICKLUND TECHNOLOGIES LLC	IT/TELECOM CONTRACTOR		1/22/2021	10/6/2022
JD ROCHA LLC	JUAN DAVID ROCHA ARIAS	PAINTING CONTRACTOR		4/15/2021	
JE DESIO DDS PC	JE DESIO DS PC	DENTAL PRACTICE		12/27/2012	3/10/2019
JENNIFER S BURKE CPA PLLC	JENNIFER S BURKE CPA PLLC	CPA SERVICES		1/1/2018	
JENNIFER S BURKE CPA PLLC	JENNIFER S BURKE CPA PLLC	CPA SERVICES		1/1/2018	2/1/2022
JERRYS SUB AND PIZZA	NAJMA LLC	RESTAURANT		10/25/2012	5/3/2014
JERSEY MIKES SUBS	JM BURKE LLC	SUB SANDWICH SHOP		3/27/2019	
JESSE L SURLLES LLC	JESSE L SURLLES	TAXES & BUSINESS ADVICE		4/16/2014	12/31/2015
JESSICA FISCHER	JESSICA FISCHER	KITCHEN & BATH DESIGN-SPACE PL		6/17/2013	2/15/2017
JESSICA JACOBS LCSW LLC	JESSICA JACOBS LCSW LLC	COUNSELING MENTAL HEALTH		10/27/2016	12/31/2020
JILL HANDFORD CMT	JILL HANDFORD	THERAPEUTIC MESSAGE (CMT)		10/26/2012	2/10/2014
JILL SANDOVAL	JILL SANDOVAL	SCARF & HAT SALES		11/30/2012	11/15/2013
JIM SABIA CONSULTING	UMANO I/O LLC	IT/SOFT DESIGN		6/1/2017	4/1/2018
JMJ TOBACCO	JMJ MANAGERMENTS INC	TOBACCO STORE		8/1/2016	10/22/2018
JNM AUTO GROUP	JNM AUTO GROUP	USED CAR AUTO RETAIL		8/2/2021	
JOEL WEIGEL	JOEL WEIGEL	ONLINE RETAIL		1/1/2022	
JOHN GOETZ LAW PLC	JOHN P GOETZ	LAW FIRM		7/15/2013	
JOHN REID	JOHN REID	AGRICULTURE BEEF MANAGMENT		1/1/2018	
JOINER MICRO LAB LLC	JOINER MICRO LAB LLC	WATER TESTING LAB		10/22/2019	
JOS A BANK CLOTHIERS INC #978	JOS A BANK CLOTHIERS INC	RETAIL MENS APPAREL		10/18/2013	8/25/2020
JPN ANTIQUITIES	JPN ANTIQUITIES	ANTIQUES RETAIL		1/15/2015	
JUMPIN RUN FARM	JUMPIN RUN FARM	PRODUCE SALES		7/1/2015	
JUNIPER CONSTRUCTION CO INC	JUNIPER CONSTRUCTION CO INC	GENERAL CONTRACTOR		10/1/2019	
JUNK ALL DONE	JUNK ALL DONE	JUNK REMOVAL SERVICE		6/29/2022	
K9OLOGY LLC	K9OLOGY LLC	DOG TRAINING		10/1/2015	
KATHERINE B LYNCH	KATHERINE B LYNCH	CONSULTANT BUSINESS SERVICES		1/4/2021	
KAYLA NELSON PHOTOGRAPHY	KAYLA NELSON	PHOTOGRAPHY		10/26/2017	12/31/2018
KEYS SNACKS LLC	KEVIN J FLANNIGAN	ROUTE SALES TO GROCERY STORES		7/1/2017	
KFC	MITRA QRS KNE LLC	RESTAURANT		8/7/2012	
KID TALK PLC	KID TALK PLC	SPEECH-LANGUAGE PATHOLOGYTHERA		4/1/2017	
KIDSNMOTION	BRAD HOPKINS	PHOTOGRAPHY		2/9/2013	
KILDAY CPA PC	KILDAY CPA PC	CPA OFFICE		7/1/2021	
KING LIFE INVESTMENTS LLC	KING LIFE INVESTMENTS LLC	REAL ESTATE INVESTMENT		8/1/2018	9/30/2021
KINGS SPORTS GROUP	TERANCE FIELDS	YOUTH SPORTS TRAINING		6/14/2017	
KOHNNEN-STARKEY INC	KOHNNEN-STARKEY INC	CONSULTING CONSTRUCTION COST		8/20/2014	11/21/2016
KOKOPELLIS	ANITA ASHBY	HAIR SALON		1/5/2016	

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KOOL KRUMBS	ELIZABETH COBB	WHOLESALE BAKING		5/1/2015	11/1/2015
KRAZY VAPORS LLC	KRAZY VAPORS LLC	RETAIL SALE OF E-CIGARETTES		5/1/2015	
KRISTIN GIBBS	KRISTIN GIBBS	SPEECH PATHOLOGY		6/1/2014	
KRISTINA SEAY ADMIN CONSULTANT	KRISTINA SEAY	ADMINISTRATIVE CONSULTING		4/1/2014	12/31/2015
LANDS ATANTIC PUBLISHING	SHELENA SHORTS	BOOK PUBLISHING		10/1/2014	12/31/2016
LANDS END INC #2514	LANDS END INC #2514	RETAIL APPAREL		4/7/2014	7/15/2018
LARRY KIRK	LARRY KIRK	MECHANICAL CONTRACTOR		8/4/2016	
LATISHA FLOWERS	LATISHA FLOWERS	MASSAGE THERAPY		11/14/2017	
LAUS LLC	THANH LAU	RESTAURANT		7/1/2018	12/27/2022
LAW OFF OF CATHERINE M BOWERS	LAW OFF OF CATHERINE M BOWERS	LAW OFFICE		1/1/2017	
LAW OFFICE OF SCOTT C HOOK PC	SCOTT HOOK	ATTORNEY		5/1/2017	6/30/2019
LAXMAN ENTERPRISE LLC	LAXMAN ENTERPRISE LLC	FOOD & BEVERAGES		8/1/2014	
LEBANESE BUTCHER SLA HOUSE INC	LEBANESE BUTCHER SLA HOUSE INC	SLAUGHTER HOUSE		8/25/2012	
LEE CHRISTNERS BARBER SHOP	JUNG ME JUNG	BARBER SHOP		9/5/2018	
LEE TAILORING	LEE HWA TAILORING INC	TAILORING		10/1/2021	
LEGG CONSULTING GROUP	LEGG CONSULTING GROUP	FINANCIAL CONSULTING		8/1/2017	5/31/2018
LGB & ASSOCIATES INC	LGB & ASSOCIATES INC	FED GOV'T CONTRACTOR TECH SERV		9/23/2019	
LIFE LINE COUNSELING CENTER	LIFE LINE ADDICTIONS FND INC	MENTAL,DRUGS,ALCOHOL COUNSEL		4/27/2018	6/21/2019
LIFESTYLE PHYSICANS	LIFESTYLE PHYSICANS	HEALTH CARE WELLNESS WEIGHTLOSS		8/15/2015	
LILY SPA LLC	LILY SPA LLC	SPA		1/1/2015	6/30/2015
LINDSAY BUICK GMC	WARRENTON MOTORS LLC	AUTO DEALERSHIP		12/6/2016	
LINDSAY BUICK GMC	LINDSAY BUICK GMC	AUTOMOBILE SERVICE & REPAIR		10/1/2021	
LION OF JUDAH EDUCATIONAL CTR	CHARITA B ELEY			1/1/2013	6/30/2013
LISA HELLMER	LISA HELLMER	HORSE TRAINING & RIDING INST		4/1/2016	
LITA TRIMMINGS PHOTOGRAPHY	THALITA V TRIMMINGS	PHOTOGRAPHY		10/3/2016	12/31/2021
LITTLE CAESARS	CAPITAL CITY PIZZA LLC	CARRY OUT PIZZA		6/10/2014	5/12/2020
LITTLE CAESARS	TERRA FOODS LLC	PIZZA CHAIN		5/12/2020	
LITTLE HOUSE	KATHERINE ADZEMOVIC	BAKING		5/4/2016	12/31/2017
LITTLE POP TRUCK	STEPHEN FEDORE	MAKING POPSICLES FARMERS MARK		3/9/2022	
LIVE LIFE WELL LLC	LIVE LIFE WELL LLC	WELLNESS COACHING		8/1/2017	2/1/2020
LLB DESIGN LLC	LAURA BARTEE AIA LEED AP	ARCHITECTURE/ENGINEERING		9/1/2012	3/25/2014
LOCAL THIRTY FIVE LLC	LOCAL THIRTY FIVE LLC	RETAIL HOME FURNISHINGS		5/4/2016	5/31/2018
LOCKLIN & COLEMAN PLLC	LOCKLIN & COLEMAN PLLC	LAW FIRM		7/1/2018	
LOKAHI GS LLC	LOKAHI GS LLC	GOVERNMENT CONTRACTING		3/5/2021	
LOOKING UP LLC	ASHLEIGH RAWLINGS	HAIR SALON		1/5/2016	
LOS CABRITOS	LOS CABRITOS	MOBILE TRUCK		7/14/2020	6/30/2022
LOVE SEW MODERN	ERIN GROGAN	PDF QUILT PATTERNS		4/1/2022	
LUCY & ETHELS LLC	AMY LUNSFORD	RETAIL ART GALLERY		10/2/2013	10/1/2014
MADISON TAYLOR REAL ESTATE	MADISON TAYLOR REAL ESTATE	REAL ESTATE CO		5/1/2013	11/5/2014
MAINE LOON (THIS & THAT)	ROBERT E HAYES	WILDLIFE CARVING SALES		9/6/2019	4/4/2020
MANHATTAN PIZZA	NORTHERN VIRGINIA PIZZERIAS II	RESTAURANT		9/14/2015	
MARC TRUST MORTGAGE LLC	MARC TRUST MORTGAGE LLC	MORTGAGE BROKER		11/1/2012	4/28/2014
MARC TRUST MORTGAGE LLC	MARC TRUST MORTGAGE LLC	MORTGAGE BROKER		5/1/2014	9/30/2016
MARLIN VENTURES INC	MARLIN VENTURES INC	GOVERNMENT CONTRACTS CONSULTS		7/20/2016	4/15/2019
MARSHALLS OF MA INC #1298	MARSHALLS OF MA INC	DEPARTMENT STORE		10/1/2015	
MARYS HAIR DESIGN INC	MARYS HAIR DESIGN INC	HAIR SALON		7/24/2015	9/28/2015
MARYS SALON LLC	MARYS SALON LLC	HAIR SALON		10/20/2015	2/28/2020
MASSNET LLC	MASSNET LLC	NETWORKING & AUDIO/VISUAL		8/1/2021	
MATEO WORLD LLC	MATEO WORLD LLC	ONLINE RETAIL SALES		1/1/2022	
MATHNASIUM OF WARRENTON	INFOACTIVE TRAINING CONSULTANT	MATH INSTRUCTION		1/1/2015	
MATI BEAUTY STUDIO	MATI BEAUTY STUDIO	HAIR SALON		12/10/2020	
MBR DISPOSAL SERVICES LLC	MBR DISPOSAL SERVICES LLC	DUMPSTER RENTALS		6/1/2021	
MCCARTHY & AKERS PLC	MCCARTHY & AKERS PLC	LAW OFFICE		1/1/2022	6/30/2023
MCDONALDS 1631	351 BROADVIEW AVE LLC	RESTUARANT		6/1/2016	
MCLEAN MORTGAGE CORPORATION	MCLEAN MORTGAGE CORPORATION	MORTGAGE LENDING		9/1/2016	
MCRAE VISUAL MEDIA	MCRAE VISUAL MEDIA	PHOTOGRAPHY & VIDEOGRAPHY		3/27/2019	
MEGAN SANTIESTEVEAN	MEGAN SANTIESTEVEAN	BAKERY		5/10/2018	
MELISSA CROOKS	MELISSA CROOKS	MENTAL HEALTH COUNSELING		9/1/2021	
MERIDIAN FINANCIAL PARTNERS	MERIDIAN FINANCIAL PARTNERS	INVESTMENT MANAGMENT		9/25/2015	
MH 102 PC	MH 102 PC	HEALTH SERVICES		4/4/2018	
MICHAEL C KRAMM MS CTPS CGP	MICHAEL C KRAMM MS CTPS CGP	MENTAL HEALTH COUNSELING		4/18/2022	
MIDAS OF WARRENTON	BLUE BOX ENTERPRIES	AUTOMOTIVE REPAIR		11/18/2014	
MISTRAL VENTURES LLC	MISTRAL VENTURES LLC	RETAIL VAPE & PERSONAL VAPORIZ		7/15/2015	12/31/2019
MODAL MUSIC STUDIO LLC	MODAL MUSIC STUDIO LLC	MUSIC LESSONS		10/19/2020	
MOES SOUTHWEST GRILL	MSG WARRENTON LLC	RESTAURANT		4/22/2021	
MOJITOS AND TAPAS RESTAURANT	MANTRAUSA LLC	RESTAURANT		4/28/2016	4/20/2017
MOO THRU	TAMI MILLER	ITINERANT MERCHANT		7/23/2018	5/5/2020
MOTORMAXX OF WARRENTON	MOTORMAXX OF WARRENTON	USED CAR DEALER		12/1/2014	2/28/2018
MOUNTAIN SPRING VASCULAR LLC	MOUNTAIN SPRING VASCULAR LLC	PHYSICIAN OFFICE		5/1/2021	

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MOUNTAIN VAPE LLC	MOUNTAIN VAPE LLC	RETAIL SALES OF ELECTRONIC CIG		11/14/2015	2/3/2017
MOVEMENT MORTGAGE LLC	MOVEMENT MORTGAGE LLC	LOAN OFFICERS TAKING APPS		12/16/2015	5/31/2018
MOVEMENT MORTGAGE LLC	MOVEMENT MORTGAGE LLC	MORTGAGE LENDER		2/24/2016	5/10/2019
MRS D'S HOME DAYCARE	KAREN DANIELS	HOME DAYCARE		9/15/2012	
MULCH N MOW	MAURICIO GARCIA VASQUEZ DBA	LANDSCAPING SERVICES		5/18/2021	
MURPHYS MOTORSPORTS	MURPHYS AUTOMOTIVE INC DBA	AUTO REPAIR & ACCESSORIES		6/18/2015	
MY PLACE BARBERSHOP LLC	SARAH PRUTZMAN	BARBER SHOP		8/7/2015	
MYEYEDR	MYEYEDR OPTOMETRY OF VA PLLC	OPTOMETRY RETAIL & SERVICES		10/19/2015	
N V IMPROVEMENTS	N V IMPROVEMENTS	CONTRACTOR		6/19/2013	
NATIONAL DEMO & ENVIRON INC	NATIONAL DEMO & ENVIRON INC	CONTRACTOR		4/1/2015	9/21/2017
NATURAL PURE HONEST	TRACI HOETING	BATH & BODY PRODUCTS		4/6/2015	12/1/2018
NETCAM SECURITY	NETCAM SECURITY	SECURITY OPERATIONS MANAGEMENT		6/5/2017	4/13/2018
NETWORK REALTY GROUP	ALL-IN REAL ESTATE LLC	REAL ESTATE SERVICES		9/1/2013	
NEW BREED SECURITY LLC	NEW BREED SECURITY LLC	INVESTIGATION PPS		9/16/2014	2/22/2016
NEW DAY LEGAL PLLC	NEW DAY LEGAL PLLC	LEGAL SERVICES		5/1/2017	
NEXT GENERATION SPORTS	TERANCE FIELDS	SPORTING EVENTS		2/23/2015	6/17/2016
NEXTHOME NOVA REALTY	NOVA RE LLC	REAL ESTATE BROKERAGE		5/18/2022	2/28/2023
NICK INNOCENZI & SONS CONSULT	NICK INNOCENZI & SONS CONSULT	ENGINEER CONSULTING		10/27/2016	
NIKKI L MARSHALL PLC	NIKKI L MARSHALL PLC	LEGAL SERVICES		4/1/2022	
NIKKI LORENZ DESIGNS	NIKKI LORENZ DESIGNS	SELLING & MANUFACT. JEWELRY		1/1/2018	
NLYTE SOFTWARE AMERICAS LTD	NLYTE SOFTWARE AMERICAS LTD	SOFTWARE/CONSULTING/TRAINING		9/9/2013	
NOBLE SENIOR LIVING AT WARRENT	NOBLE SENIOR LIVING AT WARRENT	ASSISTED LIVING		10/13/2020	12/30/2022
NORTHERN VA SURGICAL ARTS	NORTHERN VA SURGICAL ARTS	ORAL & MAXILLOFACIAL SURGERY		1/31/2019	
NORTHROCK BARBER	NORTHROCK BARBER	BARBER SHOP		5/15/2013	2/25/2020
NORTHROCK BARBER	NORTHROCK BARBER	BARBER SHOP		2/25/2020	
NORVANT LLC	NORVANT LLC	REAL ESTATE SERVICES		9/1/2013	
NOVA COFFEE LABS	ALEXANDER GABLE	MOBILE COFFEE BAR		5/7/2015	2/11/2017
NOVA RE REFERRALS LLC	NOVA RE REFERRALS LLC	REAL ESTATE BROKERAGE REFERRAL		5/18/2022	2/28/2023
NOVA SOFTWARE SOLUTIONS	NOVA SOFTWARE SOLUTIONS	SOFTWARE DEVELOPMENT		3/1/2021	
NOVANT HEALTH EXPRESS CARE	CAROLINE MEDICORP ENTERPRISES	MEDICAL OFFICE EXPRESS CARE		9/16/2015	1/1/2016
NOVANT HEALTH UVA HEALTH SYS	NMG AFFILIATE PRACITCE I LLC	PHYSICIAN OFFICE		1/1/2016	5/9/2018
NUSPRIME ENDEAVORS LLC	NUSPRIME ENDEAVORS LLC	GOVERNMENT CONSULTING		8/17/2021	
OBRIENS IRISH PUB	THE SHEBEEN LLC	RESTURANT/PUB		5/7/2021	
OLAMAR INTERIORS LLC	PAOLA MARTINEZ MCDONALD	INTERIOR DESIGN		1/1/2018	
OLD TOWN DANCEWEAR	WOODS GYMNASTICS LLC			1/19/2015	5/26/2017
OLD TOWN MASSAGE STUDIO LLC	OLD TOWN MASSAGE STUDIO LLC	MASSAGE THERAPY		6/1/2014	2/26/2019
OLDE TOWNE BRIDAL & EVENT BOTI	OLDE TOWNE BRIDAL & EVENT BOTI	BRIDAL & FORMAL WEAR		5/1/2019	
ONE AND DONE EVENTS	MICHAEL WIESE	MOBILE DISC JOCKEY		8/28/2012	
ONLINE DOCTOR TODAY	ONLINE DOCTOR TODAY			3/5/2020	12/31/2022
OSAKA JAPANESE STEAK & SEAFOOD	LSY CORPORATION	RESTAURANT		5/1/2017	
PABLO ANDRES GUTIERREZ	PABLO ANDRES GUTIERREZ	TELEHEALTH COUNSELING		5/16/2022	
PALMERS CONTRACTING GROUP	PALMERS CONTRACTING LLC	GENERAL CONTRACTOR		10/1/2015	
PAMELA KOTSCH	PAMELA KOTSCH	ARCHITECTURAL		9/1/2015	4/1/2019
PARAMOUNT ASSET MANAGEMENT INC	PARAMOUNT ASSET MANAGEMENT INC	PROPERTY PRESERVATION		3/28/2018	12/31/2018
PARKER ENTERPRISES	JEANETTA R PARKER	OFFICE ADMIN/PET CARE		4/4/2016	11/22/2019
PARKWAY VENTURES LLC	PARKWAY VENTURES LLC	REAL ESTATE INVESTMENTS/FINANI		5/15/2015	
PAST REFLECTIONS ANTIQUES	KATHY SHUMATE	ANTIQUE & CHALK PAINT		8/1/2017	9/1/2019
PATTY POP ONS	PATTY PRATT PRODUCTION LLC	BUSINESS OFFICE FOR DEVELOPMENT		2/28/2018	
PAUL HENRYS WINDOW INSTALL INC	PAUL HENRYS WINDOW INSTALL INC	CONTRACTOR WINDOW INSTALLATION		4/1/2013	
PAWZ PARADISE DOG DAYCARE	PAWZ PARADISE DOG DAYCARE	DOGGIE DAYCARE		7/26/2021	
PB HEATING & AIR CONDITIONING	PB HEATING & AIR CONDITIONING	HVAC		12/1/2017	
PC PERSPECTIVE PUBLICATIONS LL	PC PERSPECTIVE PUBLICATIONS LL	TECH NEWS & REVIEWS WEBSITES		5/1/2021	
PCI COMMERCIAL CONTRACTING INC	PCI COMMERCIAL CONTRACTING INC	CONTRACTOR/COMMERCIAL		3/25/2013	
PEAK ROOFING CONTRACTORS INC	PEAK ROOFING CONTRACTORS INC	ROOFING CONTRACTOR		9/5/2013	7/1/2015
PET HOUSE SUITES	HEART & PAW ACQUISITION CO LLC	VETERINARY BOARDING FACILITY		3/15/2022	
PHILLIP BROWN	PHILLIP BROWN	ONLINE RETAIL LINGERIE		5/11/2015	2/8/2017
PIEDMONT FAMILY PRACTICE PLC	PIEDMONT FAMILY PRACTICE PLC	MEDICAL OFFICE		3/15/2018	
PIEDMONT FINANCIAL ASSOC THRIV	PIEDMONT FINANCIAL ASSOC THRIV	INVESTMENT CONSULTING		1/1/2022	
PIEDMONT INTERNAL MEDICINE	FAUQUIER PHYSICIAN PRACTICES	HEALTH CARE SERVICES		11/1/2014	
PIEDMONT LIFESTYLE MAGAZINES	RAPPAHANNOCK MEDIA LLC	PUBLISHER		9/28/2016	
PIEDMONT NEUROPSYCHOLOGY AND C	PIEDMONT NEUROPSYCHOLOGY AND C	CLINICAL PSYCHOLOGY		12/12/2012	12/31/2015
PIEDMONT PETS VETERINARY CARE	BLESSINGS LLC	VETERINARY HOSPITAL		9/1/2016	1/25/2022
PIEDMONT PETS VETERINARY CARE	SOUTHERN VETERINARY PARTNERS	VETERINARY SERVICES		1/25/2022	
PINNACLE DERMATOLOGY LLC	PINNACLE DERMATOLOGY LLC	MEDICAL DERMATOLOGY PRACTICE		1/1/2021	
PIVOT PHYSICAL THERAPY OF VA	TIDWATER PHYSICAL THERAPY LLC	PHYSICAL THERAPY		12/22/2017	2/1/2022
PIZZARAMA	HARJAP CORPORATION	RESTUARANT		6/25/2018	1/31/2020
PLATINUM MOTOR CARS	EXECUTIVE AUTO WHOLE SALE INC	RETAIL & WHOLESALE CAR SALES		1/15/2015	9/9/2021
POETS WALK WARRENTON	WARRENTON NJ TE LLC	ASSISTED LIVING		1/16/2018	3/31/2022
POETS WALK WARRENTON	MC WARRENTON MANAGMENT LLC	SENIOR HOUSING		3/31/2022	

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POLYSONICS	POLYSONICS ACQUIRING CORP	ACOUSTICS & TECHNOLOGY CONSULT		11/1/2015	
POPEYES	KUULIPQ LLC	RESTAURANT		11/1/2018	
POTOMAC ELECTRIC	POTOMAC ELECTRIC LLC	ELECTRIC CONTRACTOR		2/1/2019	3/1/2021
POWER TRUCKS USA	POWER TRUCKS II	TRUCK ACCESSORIES		12/6/2018	
PRECISION ORTHOPEDICS & SPORTS	PRECISION ORTHOPEDICS & SPORTS	MEDICAL ORTHOPEDICS		2/8/2021	2/28/2023
PREMIUM HOME SERVICES LLC	PREMIUM HOME SERVICES LLC	HVAC PLUMBING ELECTRICAL		3/2/2020	10/24/2021
PRESENCE SECURITY	PRESENCE SECURITY	SECURITY PROTECTION		4/9/2015	
PRESTIGE MUSIC STUDIO	JANE L MOORE	MUSIC LESSON STUDIO		11/6/2012	1/1/2015
PRIME COMMS RETAIL LLC	PRIME COMMS RETAIL LLC	RETAIL SALES		11/1/2015	
PRIMITIVE ORIGINZ LLC	PRIMITIVE ORIGINZ LLC	GIFT SHOP		3/1/2016	2016/00/11
PRINCE WILLIAM PHYSICAL THERAP	PRINCE WILLIAM PHYSICAL THERAP	PHYSICAL THERAPY CLINIC		8/1/2014	4/10/2019
PRISSYLILY CO	PRISSYLILY CO	PLANT BOUTIQUE SHOP		9/26/2020	
PROACTIVE WELLNESS CONCEPTS	LINDA NEDILSKY	MESSAGE THERAPY/PERSONAL TRAIN		12/1/2012	6/30/2013
PRODIGY LLC	PRODIGY LLC	FITNESS		3/1/2014	12/31/2016
PROFECTA MARKETING LLC	PROFECTA MARKETING LLC	MARKETING CONSULTANT		5/1/2016	
PROFESSIONAL COATINGS LLC	PROFESSIONAL COATINGS LLC	PAINTING CONTACTOR		6/24/2019	
PROFESSIONAL SPORTSCARE & REHAB	PROFESSIONAL SPORTSCARE & REHAB	PHYSICAL THERAPY CLINIC		2/1/2022	2/8/2023
PROPERTY MAXX LLC	PROPERTY MAXX LLC	LANDSCAPING		2/13/2017	
PROSPERITY FAMILY MEDICINE PLC	PROSPERITY FAMILY MEDICINE PLC	PRIMARY CARE PHYSICIAN		12/1/2021	
PROSPERITY GROUPS INC	PROSPERITY GROUPS INC	RESTAURANT		2/14/2014	2/14/2019
PSYCHIC LORI	LOLA STEVENS	FORTUNE TELLER		7/28/2014	
PSYCHIC LORI	LOLA STEVENS	PSYCHIC SHOP		7/28/2014	
PURE BODYWORKS	CHRISTINA RAPPA	MASSAGE THERAPY		3/1/2021	
PURE NUTRITION & WELLNESS LLC	PURE NUTRITION & WELLNESS LLC	NUTRITION WELLNESS COUNSELING		1/12/2021	
Q TAP MART	QUICK TAP MART INC	RETAIL STORE		9/21/2021	
QUEEN CUTZ	SHERRY MOSLEY	CUTTING & STYLING HAIR		4/11/2017	
QUILTING ESSENTIALS & MORE	HIGHFLYER ARMS LLC	SALES OF SEWING SUPPLIES		1/1/2021	
R J KELLOGG ELECTRICAL LLC	R J KELLOGG ELECTRICAL LLC	ELECTRICAL CONTRACTOR		1/1/2020	
R SNEED PHOTOGRAPHY	RICARDO V SNEED II	FREELANCE PHOTOGRAPHY		7/3/2013	1/1/2016
R&D ANALYTICS	RONNIE L HIGHNOTE	COMPUTER ANALYSIS		4/15/2013	5/1/2014
R&M PROPERTIES LLC	R&M PROPERTIES LLC	AIRBNB SHORT TERM RENTAL		7/1/2021	4/11/2023
RACHELS HAIR STUDIO LLC	RACHEL BOSWELL	HAIR SALON		3/1/2016	
READING DONE WRITE	KRISTINE K SANFORD	DYSLEXIA SPECIALIST		4/29/2014	
REBECCA BLAS	REBECCA BLAS	PET SITTING SERVICE		10/1/2012	12/31/2012
REBECCA FERNEIL LLC	REBECCA FERNEIL LLC	HAIR SALON		6/8/2020	
RED HOT & BLUE RESTAURANT	DIEGOS FOOD INC	RESTAURANT		11/1/2015	1/2/2020
RED TRUCK RURAL BAKERY	RED TRUCK RURAL BAKERY	BAKERY		10/1/2015	
RED ZONE BAR & GRILL	RED ZONE BAR & GRILL			9/15/2012	10/30/2012
RED ZONE BAR & GRILL	SLAI LLC	RESTUARANT		10/30/2012	
REEMERGE CHILD THERAPY	TENE WORDSWORTH	COUNSELING		1/15/2016	
REGAL PAINT CENTERS	SMITTY DOG ENTERPRISES INC	RETAIL PAINT SUNDRIES & DECOR.		6/25/2022	
RELIABLE LAWN CARE LLC	RELIABLE LAWN CARE LLC	LAWN CARE		1/1/2022	
REVBUILDERS	SMS BUSINESS DEVELOPMT GRP LLC	MARKETING		1/1/2016	6/29/2019
REVIVE THERAPY	REVIVE THERAPY	MASSAGE THERAPY		5/18/2014	8/1/2014
REXEL INC	REXEL INC	WHOLESALE & RETAIL ELECTRICAL		1/1/2014	5/31/2015
REYNA AGUINO	REYNA AGUINO	BABY SITTING		9/15/2014	
RINKY GARAGE DOORS LLC	RINKY GARAGE DOORS LLC	INSTALLING GARAGE DOORS		6/12/2017	
RIP VAN WINKLE MOTEL	SHANTAM LLC	MOTEL		5/29/2014	
RITE AID #03745	WALGREEN CO	RETAIL DRUG STORE		11/17/2017	9/4/2018
RMAS LLC	RMAS LLC	ENGINEERING CONSULTING		5/18/2020	
ROAD RUNNER WRECKER SR INC	ROAD RUNNER WRECKER SR INC	TOWING AND SALVAGE		1/1/2013	12/31/2013
ROBERT G SWIFT	ROBERT G SWIFT	PRIVATE MUSIC INSTRUCTIONS		10/7/2015	3/31/2020
RONS USED TIRES	RONS OF WARRENTON	TIRE & SERVICE		3/27/2018	
ROSELIE MALONE	ROSELIE MALONE	ERRAND SERVICES		7/1/2017	
ROSS REAL ESTATE	ROSS REAL ESTATE	REAL ESTATE BROKERAGE		9/17/2012	
ROYALTY RUN	ROYAL SELLARS	RUN ERRANDS FOR SENIORS ETC		2/10/2016	
RS COLLISION CENTER OF WARRENT	RS COLLISION CENTER OF WARRENT	AUTOMOTIVE REPAIR CONSULTING		4/18/2017	
RUSSELL CELLULAR VERIZON	RUSSELL CELLULAR INC	CELLULAR RETAIL		5/2/2019	
SAFEWAY #1801	NAI SATURN EASTERN LLC	GROCERY STORE BEER WINE OFF		1/30/2015	
SAGE COUNSELING CENTERS	SAGE COUNSELING CENTERS	FAMILY THERAPY		1/1/2018	
SAGE HOME BUYERS LLC	INTEGRIFY LLC	ONLINE REAL ESTATE ADVICE		1/1/2017	
SALLY BEAUTY SUPPLY #10300	SALLY BEAUTY SUPPLY LLC	RETAIL SALES		12/3/2013	10/16/2018
SALON LOU	SALON LOU	HAIR SALON		7/13/2015	
SALON THIRTY	SALON THIRTY	HAIR SALON		5/14/2022	
SALON TROZZO LLC	SALON TROZZO LLC	HAIR SALON		11/1/2019	
SAMARA SANDIFER	SAMARA SANDIFER	ADMINISTRATIVE		8/1/2017	7/23/2021
SARAH FALCON CONSULTING	SARAH FALCON	MARKETING CONSULTING CO		1/1/2022	
SARANG HAIR	JAE HOON CHONG	BARBER		4/15/2013	
SCA CONSULTING	SCA CONSULTING	CONSULTING		12/13/2021	12/31/2022

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SEARS #2514	SEARS OPERATIONS LC	RETAIL		4/30/2015	
SERENITY HOME HEALTH CARE LLC	SERENITY HOME HEALTH CARE LLC	HOME HEALTH CARE		6/17/2015	
SERENITY'S GIRLS BOUTIQUE	SERENITY'S GIRLS BOUTIQUE	CLOTHING, ACCESSORIES		1/16/2021	
SERENTY HOME HEALTH CARE WARR	SERENITY HOME HEALTH CARE WARR	HOME HEALTHCARE		1/1/2021	
SEVILLE MASONRY INC	SEVILLE MASONRY INC	MASONRY CONTRACTOR		4/1/2019	
SHADETREE GARDENS	JOSE J LARA	LANDSCAPE SERVICES		2/2/2015	
SHANNON MOORE O D PC	SHANNON MOORE O D PC	EYECARE/OPTOMETRY		10/15/2019	
SHAWNS SMOKEHOUSE BBQ	SSBBQ LLC	RESTAURANT		11/6/2015	
SHEAR BEAUTY BY KATIE	KATIE L HELBOCK	HAIR SALON		6/16/2017	
SHELLEY H SHIPE	SHELLEY H SHIPE	HAIR SALON		2/4/2015	4/5/2016
SHELLEY H SHIPE	SHELLEY H SHIPE	HAIRDRESSER		11/2/2016	
SHENANDOAH EYE CARE	GOWEN EYE LLC	EYE CARE AND OPTICAL		10/22/2012	10/19/2015
SHIZNITS	MICHELLE CORO-SADROLASHRAFI	RETAIL CONSIGNMENT		9/17/2016	2018/00/00
SHORE UP LLC	MELISSA SHORE	PSYCHOTHERAPY		8/15/2020	4/21/2022
SHUMAN BUILDERS INC	SHUMAN BUILDERS INC	GENERAL CONTRACTOR		2/2/2017	2/19/2019
SIBBY'S LLC	SIBBY'S LLC	RESTAURANT		10/1/2012	7/26/2021
SIGNATURE SWEETS BY AMANDA LLC	SIGNATURE SWEETS BY AMANDA LLC	AT HOME BAKERY		4/15/2017	
SIMPSON HANDYMANS SERVICES	KEVIN SIMPSON	HANDYMAN SERVICES		12/21/2017	
SINGING STONES ANIMAL WELLNESS	CAROL A LUNDQUIST DVM PC	VET CLINIC HOLISTIC		8/5/2015	12/31/2022
SKYLINE HYDROPONICS	SKYLINE HYDRO LLC	RETAIL OF GARDEN SUPPLIES		2/1/2022	
SLAUGHTER CONSTRUCTION EQUIP	SLAUGHTER CONSTRUCTION EQUIP	CONSTRUCTION EQUIPMENT SALES		7/6/2013	3/31/2017
SLNP LLC	SLNP LLC	HVAC CONTRACTOR		10/27/2021	
SMITH FAMILY RUM CAKES	SMITH FAMILY RUM CAKES	GIFT SHOP		4/23/2022	3/17/2023
SOBO MOBILE	TUPELO KITCHEN DBA	MOBILE TRUCK VENDOR		6/1/2019	
SOMETHING OLD SOMETHING NEW	SOMETHING OLD SOMETHING NEW	BRIDAL RETAIL STORE		2/18/2021	
SOUND SLEEP LLC	SOUND SLEEP LLC	SLEEP CLINIC		12/24/2020	
SPARC RESEARCH	SPARC RESEARCH LLC	ENGINEERING RESEARCH&DEVELOPMT		5/1/2018	2/8/2021
SPIRIT HALLOWEEN SUPERSTORES	SPIRIT HALLOWEEN SUPERSTORES	SEASONAL HALLOWEEN RETAIL		8/15/2013	
SPLENDID OCCASIONS LLC	SPLENDID OCCASIONS LLC	PARTY PLANNER & COORDINATOR		8/28/2020	
SPORT CLIPS	SAWYER BUSINESS GROUP INC	HAIR SALON		3/13/2016	
SPORT CLIPS HAIRCUTS	J J KIBBEN LLC	BARBER SHOP		10/4/2013	3/12/2016
SPORT FAIR	SPORT FAIR	RETAIL		1/31/2018	
SPRINT D0B0	SPRINT SPECTRUM LP	WIRELESS TELECOMMUNICATIONS		6/3/2020	
SS MINERA DDS PC	SS MINERA DDS PC	DENTIST		2/10/2021	
STEPHANIE SCRIVEN	STEPHANIE SCRIVEN	MENTAL HEALTH THERAPY		12/20/2021	
STERLING DESIGN GROUP LLC	STERLING DESIGN GROUP LLC	INTERIOR DESIGN FIRM		1/1/2021	
STH & ASSOCIATES INC	STH & ASSOCIATES INC	GENERAL CONTRACTOR		3/21/2022	12/31/2023
STICKY BEAN COFFEE CO LLC	STICKY BEAN COFFEE CO LLC	COFFEE ROASTING COMPANY		1/13/2022	
STORE SUPPLIES	ASIF SAEED	WHOLESALE CELL PHONE & ACCESS		6/1/2016	
STRATEGIC ALLIANCE CONSULTING	STRATEGIC ALLIANCE CONSULTING	BUSINESS SERVICES		1/1/2017	
STRATEGIC ALLIANCE STAFFING	STRATEGIC ALLIANCE STAFFING	KENNETH S LUKONIS		1/3/2022	
STUDIO 2 PHOTOGRAPHY LLC	STUDIO 2 PHOTOGRAPHY LLC	PHOTOGRAPHY STUDIO PORTRAITS		2/1/2022	
STUDIO LUXE BOUTIQUE	BRANDI NORRELL	RETAIL WOMEN'S CLOTHING		11/1/2019	
STUYVESANT SKIN CARE CLINIC	MAYBACH MEDICAL METIER PLLC	MEDICAL ESTHETICIAN		3/7/2016	12/1/2018
SUBHERBAN ROOTS LLC	ELIZABETH IRENE HALL	HERBAL PRODUCTS		2/11/2014	4/10/2017
SUBWAY #16919	AVA VA LLC	RESTAURANT		3/1/2019	
SUGA BY JATYL LLC	SUGA BY JATYL LLC	BOUTIQUE/CLOTHING		4/18/2016	10/28/2022
SUMMIT CONSTRUCTION INC	SUMMIT CONSTRUCTION INC	COMMERCIAL CONSTRUCTION		1/1/2019	
SUN W SPA	SUN W SPA	MASSAGE THERAPY		1/31/2019	
SUNNY AND BOBBY AUTO LLC	SUNNY AND BOBBY AUTO LLC	AUTOMOBILE REPAIR CENTER		11/1/2021	
SUNNY HILLS AMERICAN GRILL	SUNNY HILLS RESTAURA GROUP LLC	RESTAURANT		9/3/2013	
SUPERIOR LANDSCAPING	GWENDOLYN B CONNER	LANDSCAPING & YARD SERVICE		4/11/2019	4/12/2019
SUPERIOR RESTAURANT OF GROUP	SUPERIOR RESTAURANT OF GROUP	FAST FOOD RESTURANT		12/6/2021	
SUSAN P MILLER LPC	SUSAN P MILLER	MENTAL HEALTH THERAPY		5/1/2019	6/1/2020
SUSAN SEIDEL PHOTOGRAPHY	SUSAN SEIDEL	PHOTOGRAPHY		1/1/2013	
SWEET FROG	WARRENTON FROYO LLC	RETAIL FROZEN YOGURT		4/29/2016	4/30/2018
SWEET FROG	MISSION MOVERS INC	FROZEN YOGURT SHOP		5/1/2018	
SWEET PEA CERAMICS LLC	SWEET PEA CERAMICS LLC	RETAIL/CERAMIC KEEPSAKES		2/17/2013	2/29/2016
SWIM GEAR OF NORTH CAROLINA	BOB JENNINGS	SPECIALTY SPORTING & RETAIL		12/6/2013	2/9/2015
T MOBILE FINANCIAL LLC	T MOBILE FINANCIAL LLC	RETAIL SALES AGREEMENTS		8/2/2020	
T MOBILE LEASING LLC	T MOBILE LEASING LLC	LEASE WIRELESS EQUIPMENT		8/2/2020	
T MOBILE NORTHEAST LLC	T MOBILE NORTHEAST LLC	SELLS EQUIPMENT RETAIL		8/2/2020	
TACOS EL RANCHERO LLC	TACOS EL RANCHERO LLC	MOBILE TRUCK		9/20/2021	9/16/2022
TAJ PALACE INDIAN CUISINE	ANNAPURNA LLC	RESTAURANT		5/12/2017	1/1/2021
TAJ PALACE INDIAN CUISINE	2M2S LLC	INDIAN RESTAURANT		1/1/2021	
TALK OF THE MOUNTAIN SEAFOOD	CHRIS TAYLOR	ITINERANT MERCHANT		6/28/2019	9/9/2021
TANAS KITCHEN INC	TANAS KITCHEN INC	FROZEN FOODS FOR SALE		3/18/2020	
TARRA GREEN	TARRA GREEN	RETAIL SUPPLEMENTS		3/14/2015	12/31/2015
TC DESIGN & BUILDES INC	TC DESIGN & BUILDERS INC	CONSTRUCTION & DESIGN	2016/00/00		

Businesses Opened FY2013-FY2022 - Town of Warrenton

Trade Name	Business Name	Lic Type Nat/Bus1	SIC #	Establish Date	Close Date
TDG INC	THE DALTON GANG INC	COMPUTER SERVICES		9/20/2016	8/31/2018
TEAMMORRIS4U LLC	TEAMMORRIS4U LLC	HEALTH COACHING		3/9/2022	
THAI WARRENTON INC	THAI WARRENTON INC	RESTAURANT		7/1/2018	
THANHVAN TU HUYNH	THANHVAN TU HUYNH	NAIL SALON		10/17/2016	
THE BEAN STALK INC	REBECCA PETERSON	CHILDRENS RESALE		11/20/2013	2017/00/00
THE BETTY	CHASEY STULTS	AIRBNB		1/1/2021	10/14/2022
THE CAKERY	CARRIE BANKS	SELLING CAKES		1/1/2019	
THE COLEMAN THERAPY CENTER	THE COLEMAN THERAPY CENTER	SPEECH PATHOLOGY BUSINESS		7/1/2021	
THE COTTON HOUSE	THE COTTON HOUSE	FABRIC FURNITURE & PERSONAL SR		10/15/2014	11/30/2020
THE DOG SPA LLC	THE DOG SPA LLC	DOG GROOMING		9/1/2019	
THE FIFTH ST SALON	JESSICA GRIFFITH	COSMETOLOGY HAIR SALON		10/22/2015	
THE FUNCTIONAL NEST	THE FUNCTIONAL NEST LLC	AGING IN PLACE CONSULTING		1/24/2022	
THE GAME STORE	THE GAME STORE	RETAIL SALES OF GAMES		3/9/2018	
THE GRAPEVINE	WINE FINDS LLC	WINE/GOURMET SHOP		7/1/2013	
THE LAW OFFICE OF MARK F HYSON	THE LAW OFFICE OF MARK F HYSON	LAW OFFICE		2/1/2022	
THE LEMA IMMIGRATION LAW OFF	THE LEMA IMMIGRATION LAW OFF	LAW OFFICE		3/1/2017	3/19/2019
THE LILLIE HILL ART STUDIO	THE LILLIE HILL ART STUDIO	ART STUDIO		1/1/2015	12/20/2021
THE MAIN STREET WELLNESS CO LC	THE MAIN STREET WELLNESS CO LC	YOGA STUDIO		7/1/2018	
THE OPEN BOOK LLC	THE OPEN BOOK LLC	BOOK STORE		3/16/2019	
THE PAINTED MANE SALON	NICOLE ADAIR	HAIR SALON		8/1/2018	5/31/2020
THE PURPLE PUMPKIN	MARYLOU EMBREY	CHILDRENS CLOTHING STORE		7/11/2020	
THE REAL ESTATE STORE INC	THE REAL ESTATE STORE INC	REAL ESTATE BROKERAGE		1/1/2019	
THE RIVER ROSE SALON BOUTIQUE	THE RIVER ROSE SALON BOUTIQUE	SALON AND BOUTIQUE		5/14/2022	
THE RUSTY WILLOW BOUTIQUE	THE RUSTY WILLOW BOUTIQUE	WOMENS CLOTHING		9/1/2017	
THE SCYLLA GROUP INC	THE SCYLLA GROUP INC	IT SERVICES		10/1/2016	
THE SPA CLINIC	THE SPA CLINIC	MEDICAL SPA		1/31/2019	
THE SPICY MAGNOLIA BOUTIQUE	THE SPICY MAGNOLIA BOUTIQUE	CLOTHES & MISC. BOUTIQUE		3/10/2022	
THE TOWN DUCK LLC	THE TOWN DUCK LLC	GIFT SHOP		3/6/2020	
THE WARRENTON WELLNESS KITCHEN	THE WARRENTON WELLNESS KITCHEN	PERSONAL CHEF		7/1/2016	
THE WIRELESS CENTER INC	THE WIRELESS CENTER INC	RETAIL WIRELESS PRODUCTS/PROD		7/1/2017	4/30/2019
THERAPEUTIC BODYWORKS	RENATE SHIELDS	MASSAGE THERAPY		2/19/2021	
THIRD & MAIN GOURMET TO GO	LOCALICIOUS LLC	RESTAURANT		12/10/2019	
THIS N THAT AMISH OUTLET	THIS N THAT OUTLET LLC	FURNITURE RETAIL		4/1/2020	
THOM LITTLE	THOMAS E LITTLE	TATTOO ARTISTRY		2/19/2015	6/1/2015
THOMASSON STRATEGIES	PAULA THOMASSON	POLITICAL AFFAIRS CONSULTING		3/5/2019	
THS NATIONAL LLC	THS NATIONAL LLC	GENERAL CONTRACTOR		1/1/2015	12/1/2014
TIME KEEPER WATCH SERVICE	OLEG SULIMOV	WATCH REPAIR AND RETAIL		10/5/2016	
TIMETIDES	KATHLEEN CAMPBELL	CONSULTING/ART/ASTROLOGY		2/9/2017	
TINA ADELE KENNY	TINA ADELE KENNY	HAIR SALON		2/1/2016	2/14/2019
TJ'S LAUNDRY CENTER	TERESA K MAY	LAUNDRY MAT		5/7/2017	
TK SHIRLY INC	TK SHIRLY INC	TABACCO AND VAPE RETAIL		6/1/2022	
TK THERAPY	TK THERAPY	MASSAGE THERAPIST		12/1/2012	2013/00/02
TOBACCO HUT AND VAPE SHOP INC	TOBACCO HUT AND VAPE SHOP INC	TOBACCO AND VAPE		4/10/2017	
TOBACCO WORLD I INC	TOBACCO WORLD I INC	RETAIL CIGARS/TOBACCO/VAPE		11/19/2021	
TONI SHEADS	TONI SHEADS	YOGA INSTRUCTOR		1/18/2017	8/1/2019
TONYS AUTO SERVICE OF WARREN	TONYS AUTO SERVICE OF WARREN	AUTO REPAIRS		7/1/2020	12/18/2020
TOTAL CLEAN FREAKS	TOTAL CLEAN FREAKS	RESIDENTIAL CLEANING		11/1/2020	
TRACS TRUCKING LLC	TRACS TRUCKING LLC	TRUCKING		12/6/2019	
TRAIN TIME	MATT FINNERTY	ONE ON ONE/PERSONAL TRAINING		3/1/2013	
TRANQUIL MOTION THERAPEUTIC	TRANQUIL MOTION THERAPEUTIC	MASSAGE THERAPY		12/1/2016	
TRANSITIONS COUNSELING SRV LLC	DAN J THOMPSON	COUNSELING/THERAPY		9/1/2018	9/1/2018
TRANSITIONS COUNSELING SVC LLC	DAN J THOMPSON	PROFESSIONAL SERVICES THERAPY		8/1/2018	
TREASURE BOX LLC	TREASURE BOX LLC	RETAIL/CONSIGNMENT		3/22/2013	
TREASURED PAST BOUTIQUE	VICKI L KING	INTERNET SALES		3/1/2017	5/20/2018
TREELANCER TREE SOLUTIONS LLC	TREELANCER TREE SOLUTIONS LLC	TREE SERVICES		10/1/2020	11/2/2022
TRIUNE FITNESS	JOHNATHAN W SMITH	PERSONAL TRAINER FROM THE WEB		8/13/2020	
TRIUNE SHOOTING SPORTS	TRIUNE ARMS LLC	RETAIL/FIREARMS TRAINING		8/1/2014	
TRUE LIVING LLC	TRUE LIVING LLC	HOME CONSTRUCTION		7/1/2016	
TRUE NORTH EQUINE VETERINARY	TRUE NORTH EQUINE VETERINARY	EQUINE AMBULATORY VETERINARIAN		8/15/2018	2/28/2023
TRUIST	TRUIST INVESTMENT SERVICES	FINANCIAL PLANNING & INVEST		2/18/2021	3/29/2022
TSC AT WARRENTON INC	ABRAHAM RAZEQ	RESTAURANT		5/1/2014	1/31/2017
TWO LITTLE DAISES	KELLEY ST CLAIR	RETAIL ONLINE SALES		1/1/2015	9/30/2017
U S ELECTRICAL SERVICES	U S ELECTRICAL SERVICES INC	ELECTRICAL SUPPLY WHOLESALE		1/1/2014	
ULTA SALON COSEMTICS FRAGRANCE	ULTA SALON COSMETICS FRAGRANCE	RETAIL BEAUTY/SALON SERVICES		2/18/2022	
UNIDINE CORP	UNIDINE CORP	CONTRACT FOOD SERVICE		8/1/2020	
UNITED ROOFING CONTRACTORS INC	UNITED ROOFING CONTRACTORS INC	ROOFING CONTRACTOR		7/12/2012	2/4/2013
UP HEALTH & PERFORMANCE	UP HEALTH & PERFORMANCE	PHYSICAL THERAPY		10/1/2019	6/30/2020
UROLOGICAL ASSOC OF THE PIED	BLUE RIDGE ORTHOPAEDIC ASSOC	MEDICAL OFFICE		1/1/2013	
UVA CARDIOLOGY WARRENTON	UVA COMM HEALTH MEDICAL GROUP	PHYSICIAN OFFICE		7/15/2015	

Businesses Opened FY2013-FY2022 - Town of Warrenton

Trade Name	Business Name	Lic Type Nat/Bus1	SIC #	Establish Date	Close Date
UVA HEALTH SURGICAL CARE WARR	UVA COMM HEALTH MEDICAL GROUP	PHYSICIAN OFFICE		5/9/2018	8/12/2022
UVA OB & GYNECOLOGY WARRENTON	UVA COMM HEALTH MEDICAL GROUP	MEDICAL PRACTICE		3/25/2019	
VA HEALTHCARE SERV OF FREDBURG	VA HEALTHCARE SERV OF FREDBURG	HOME HEALTH AGENCY		5/1/2019	9/9/2021
VA SPORTS CHIROPRACTIC OF WARR	VA SPORTS CHIROPRACTIC OF WARR	CHIROPRACTIC OFFICE		10/31/2012	6/30/2017
VALLIES VINTAGE JEWELRY	H CYNTHIA SALAMONE	VINTAGE JEWELRY		11/8/2014	2020/00/00
VAZQUEZ AND PLOTT LLC	VAZQUEZ AND PLOTT LLC	COMMERCIAL BUILDING MAINT.		7/14/2021	
VERGARA CONSULTING LLC	VERGARA CONSULTING LLC	BOOKKEEPING SERVICES		3/2/2022	
VICCOR JEWELRY	VICCOR JEWELRY	CUSTOM JEWELRY		6/1/2018	
VINT HILL SOLUTIONS LLC	JUSTIN RIDGEWAY	CONSULTING BUSINESS MANAGEMENT		1/15/2018	2/29/2020
VIRGINIA CANCER SPECIALISTS PC	VIRGINIA CANCER SPECIALISTS PC	HEALTH CARE		10/1/2021	
VIRGINIA SLEEP SOLUTIONS	VIRGINIA SLEEP SOLUTIONS	DENTAL OFFICE		6/1/2017	12/31/2020
VIRGINIA SPORTS CHIROPRACTIC	VIRGINIA SPORTS CHIROPRACTIC	CHIROPRACTIC-MEDICAL		2/1/2020	
VIRGINIA VASCULAR CENTER	VIRGINIA RADIOLOGY ASSOCIATES	PHYSICIAN PRACTICE		2/15/2018	5/31/2018
VIRGINIAS FLOWER COMPANY	VIRGINIAS FLOWER COMPANY	FLOWER SHOP		11/1/2019	3/31/2021
VISCAL MICHELLE RAY	VISCAL MICHELLE RAY	HAIR SALON		9/13/2016	
VOCELLI PIZZA WARRENTON	BIG PLATE VFSM 002-163 LLC	PIZZERIA		6/20/2018	9/21/2018
VONCANON GENERAL STORE	VONCANON GENERAL STORE	CANDY GENERAL STORE		10/3/2017	10/1/2021
WALK BY FAITH LLC	EDNIDA T MINOR	CHRISTIAN & INSPIRATIONAL SPEC		4/1/2013	5/1/2020
WARRENTON ARMS & OUTDOORS	GILLIAMS LLC	RETAIL		10/1/2012	2/28/2020
WARRENTON AUTO WASH LLC	WARRENTON AUTO WASH LLC	CAR WASH		1/1/2014	
WARRENTON CAPITAL LLC	WARRENTON CAPITAL LLC	COMMERICAL BUSINESS CONSULTING		7/20/2016	
WARRENTON CURVES	ATR SERVICES LLC	FITNESS CLUB		9/12/2012	10/31/2014
WARRENTON DONUT LLC	WARRENTON DONUT LLC	FAST FOOD DONUTS		9/27/2012	
WARRENTON EYE ASSOCIATES PC	WARRENTON EYE ASSOCIATES PC	OPTOMETRY OFFICE		10/10/2016	
WARRENTON HOBBY SHOPPE	WARRENTON HOBBY SHOPPE	RETAIL HOBBY SHOP		5/16/2020	
WARRENTON MASSAGE DAY SPA	WARRENTON MASSAGE DAY SPA	MASSAGE THERAPY		9/12/2019	
WARRENTON MASSAGE LLC	WARRENTON MASSAGE LLC	MASSAGE THERAPY		7/2/2012	
WARRENTON ORAL AND FACIAL SURG	WARRENTON ORAL AND FACIAL SURG	DENTIST OFFICE		6/20/2016	
WARRENTON PHARMACY	WARRENTON PHARMACY INC	RETAIL PHARMACY		4/1/2021	
WARRENTON TECH LLC	WARRENTON TECH LLC	RETAIL WIRELESS		8/10/2017	4/28/2019
WARRENTON THERAPEUTIC MASSAGE	WARRENTON THERAPEUTIC MASSAGE	MASSAGE STUDIO		10/1/2020	6/30/2021
WARRENTON THERAPEUTIC MASSAGE	WARRENTON THERAPEUTIC MASSAGE	MASSAGE THERAPY		10/27/2021	
WARRENTON TRUCK CENTER	WARRENTON TRUCK CENTER	USED CAR DEALER		12/20/2016	6/20/2017
WARRENTON WELLNESS LLC	WARRENTON WELLNESS LLC	WELLNESS PERSONAL SERVICE		7/27/2020	
WASHINGTON WASHERS LLC	WASHINGTON WASHERS LLC	POWERWASHING		7/1/2020	1/1/2022
WECARE PHARMACY	WECARE PHARMACY	PHARMACY		4/29/2014	
WEIDER CONTRACTING LLC	WEIDER CONTRACTING LLC	SITE DEVELOPMENT CONSTRUCTION		6/8/2020	
WELLNESS WARRIOR LLC	WELLNESS WARRIOR LLC	YOGA INSTRUCTOR		10/29/2019	9/9/2021
WELLS CUSTOM MANUFACTURING LLC	WELLS CUSTOM MANUFACTURING LLC	AUTO PARTS AND ACCESSORIES		1/28/2015	8/27/2018
WHITE FLOWER STUDIO	ELIZABETH WICKHART/KAREN LOVIN	YOGA STUDIO		1/1/2017	7/31/2018
WHITE GLOVE ENTERPRISE	NOAH MOORE	FURNITURE DELIVERY		12/22/2017	
WHITE HORSE AUTO	WALEED AHSAN	USED AUTO DEALER		12/8/2015	2/29/2020
WHITE HORSE MOTORS LLC	WHITE HORSE MOTORS LLC	AUTO DEALERSHIP		3/10/2020	
WHITE SPRINGS SENIOR LIVING	WARRENTON VA OPERATOR LLC	SENIOR LIVING ASSISTED LIVING		11/20/2020	
WICKED CUTS	BETTY J PARADY	HAIR SALON		11/1/2015	4/26/2017
WIKIVAPES	JTG VAPE LLC	RETAIL VAPE SHOP		12/17/2019	
WILD HARE HARD CIDER LLC	WILD HARE HARD CIDER LLC	CIDER PUB & GARDEN		5/1/2019	
WINCHESTER RADIOLOGIST PC	WINCHESTER RADIOLOGIST PC	MEDICAL PRACTICE RADIOLOGY		6/1/2018	
WINCHESTER RADIOLOGISTS PC	WINCHESTER RADIOLOGISTS PC	PHYSICIAN PRACTICE		6/1/2018	6/30/2019
WONDER PILATES	DAWN E MULLISS	PILATES PERSONAL TRAINING		3/29/2019	8/16/2019
WORT HOG BREWING COMPANY	WORT HOG BREWING COMPANY	BREWERY		12/20/2016	2/6/2022
WOW	WARRENTON OXYGEN WELLNESS LLC			1/8/2021	
WOW	WARRENTON OXYGEN WELLNESS LLC	OXYGEN HEALTH & WELLNESS		1/8/2021	
XS TELECOM LLC	XSTELE.COM LLC	SYSTEMS INTEGRATORS		6/1/2016	6/30/2022
XYZ SPA INC	XYZ SPA INC	MASSAGE THERAPY		3/1/2018	
YARNIA OF OLD TOWN	THE RED THREAD LLC	YARN SHOP		5/17/2016	
YONGUE ELECTRIC AND SECURITY	YONGUE ELECTRIC AND SECURITY	ELECTRICAL CONTRACTOR		12/19/2016	
YOUR CBD STORE	HAPPY LIVING LLC	SALE OF HEMP DERIVED PRODUCTS		5/4/2020	
YOUR HAT LADY	GERTIE M EDWARDS	HAT & ACCESSORIES RETAIL		3/1/2013	3/1/2021
YVETTE VIANDS EVANS	YVETTE VIANDS EVANS	WELLNESS/HEALTH CONSULTING		10/15/2016	10/1/2016

Total 818

Businesses Closed FY13-FY23 Town of Warrenton
 (sorted by closing date)

Trade Name	Business Name	License Type	SIC#	Est. Date	Close Date
COUNTY SEAT UPHOLSTERY	WAYNE BERG	UPHOLSTERY/REPAIR FURNITURE		10/1/2010	7/1/2012
BELMONT INFORMATION TECH SERV	BELMONT INFORMATION TECH SERV	INFORMATION TECHNOLOGY		1/15/2011	7/2/2012
NATIONAL COUNSELING GROUP INC	NATIONAL COUNSELING GROUP INC	COUNSELING	5999	12/1/2008	7/31/2012
KENTUCKY FRIED CHICKEN	KFC US PROPERTIES INC	RESTAURANT	5812		8/7/2012
HIGH DEFINITION	MATTHEW PIRHALLA	AUTOMOTIVE PAINT REPAIR		12/2/2010	8/13/2012
R L RIDER & COMPANY	CHARLES W RIDER	GENERAL CONTRACTOR	1629	1/1/1952	8/13/2012
ABSOLUTE NAILS ONE	JANICE KESSLER	NAIL SCULPTURING	7231	6/1/1988	8/15/2012
LEBANESE BUTCHER SLAUGHTER HOU	LEBANESE BUTCHER SLAUGHTER HOU	SLAUGHTER HOUSE	5147	8/2/2004	8/27/2012
CURVES OF WARRENTON VA	J-START INC	WOMEN FITNESS	7299	9/29/2003	8/31/2012
HKC LLC	HKC LLC	ENGINEER	8711	1/1/1991	8/31/2012
BOTTOM LINE BOOKKEEPING LLC	JANICE HEATER	BOOKKEEPING	7389	8/1/2000	9/1/2012
COGNITECH SERVICES CORP	KAY REDDITT	CONSULTANT	7299	1999/00/10	9/1/2012
BEEES KNEES	IRENE KERNS	ANTIQUA MALL BOOTH		11/9/2011	9/15/2012
PAST REFLECTIONS	KATHY SHUMATE	ANTIQUA SHOP		11/1/2011	9/30/2012
CORNELIA'S BEAUTY SALON	GRACIE CORNELIA HERBERT	BEAUTY SALON	7231	2/1/1966	10/17/2012
RICE ELECTRIC	ROBERT W RICE	ELECTRICAL CONTRACTOR	1731	1/1/1968	10/18/2012
JERRYS SUBS & PIZZAS	SHREE MATASAI INC	RESTAURANT/BEER ON	5999	8/17/2009	10/22/2012
RED ZONE BAR & GRILL	RED ZONE BAR & GRILL			9/15/2012	10/30/2012
SALON DIVA INC	KIMBERLY T NGUYEN	HAIR SALON	5999	2/1/2008	10/31/2012
SWEET PEA STUDIOS	KRYSTAL CULPEPPER	PHOTOGRAPHY STUDIO		7/1/2011	10/31/2012
BLUE RIDGE RESTORATIVE THERAPY	BLUE RIDGE RESTORATIVE THERAPY	MESSAGE THERAPY		1/24/2012	11/1/2012
P-I-E ORG	JOLO LLC	ELECTRONIC SHOPPING	5999	8/1/2007	11/10/2012
DOMINO'S PIZZA #4378	DAVENTURES LTD	RESTAURANT	5812	2/13/1990	11/13/2012
DR SUH & ASSOCIATES OD PLLC	DR SUH & ASSOCIATES OD PLLC	OPTOMETRIST	5999	7/1/2007	11/15/2012
MILLENNIUM MOTORS INC	SYED I HUSSAIN	USED AUTO SALES	5521	4/19/2002	11/17/2012
HOMES BY SWEET LLC	HOMES BY SWEET LLC	REAL ESTATE APPRAISAL	6141	4/1/2007	11/30/2012
PAMPERED PRINCESS	PAMPERED PRINCESS LLC	LITTLE GIRLS DAY SPA	5999	1/2/2010	12/1/2012
BAKEWELL HOME INSPECTIONS LLC	BAKEWELL HOME INSPECTIONS LLC	HOME INSPECTIONS	7299	12/28/2004	12/17/2012
FAU HEALTH HOME MEDICAL STORE	FAU HEALTH HOME MEDICAL STORE	HOME MEDICAL EQUIPMENT SALES	5999	7/1/2006	12/17/2012
C R CLATER JR DDS LTD	CHARLES R CLATER JR	DENTIST	8021	1/1/1981	12/20/2012
CHRISTINE MCCREHIN	CHRISTINE MCCREHIN	DESKTOP PUBLISHING & DESIGN	1742	3/1/2005	12/31/2012
DOUGLAS N JONES	DOUGLAS N JONES	ATTORNEY		4/1/2011	12/31/2012
HERBERT GLOBAL VENTURES LLC	GRACIE C HERBERT	E-COMMERCE HOUSEHOLD GOODS		7/1/2011	12/31/2012
KNK HOME PRESERVATION	KNK HOME PRESERVATION	FIELD SERVICE PROVIDER		2009/00/03	12/31/2012
NORTHROCK COMMERCIAL L P	RICHARD SANDERS	BUILDER/DEVELOPER	6552	6/1/1991	12/31/2012
PREMIER SOLUTIONS LLC	PREMIER SOLUTIONS LLC	IT SYSTEM INTEGRATION	7361	7/1/2002	12/31/2012
PUTNAM TAX & ACCOUNTING SERVIC	PUTNAM TAX & ACCOUNTING SERVIC	ACCOUNTING & TAX PREPARATION	5999	2/13/2006	12/31/2012
REBECCA BLAS	REBECCA BLAS	PET SITTING SERVICE		10/1/2012	12/31/2012
SYNETECH LLC	SYNETECH LLC	MAIL CONTRIBUTION PROCESSING	5999	1/1/2009	12/31/2012
THOMAS JAMES ROSS II PC	THOMAS JAMES ROSS II	ATTORNEY	8111		12/31/2012
TRANSPERSONAL HYPNOTHERAPY	MICHAEL J DEWAR-MASSIE	HYPNOTHERAPY		3/1/2012	12/31/2012
UROLOGICAL ASSOCIATES OF	DAVID PFEFFER MD	PHYSICIAN - UROLOGY	8011	5/1/1991	12/31/2012
WELLS CUSTOM PAINTING	JAMES WILLIAM WELLS	HOUSE PAINTING		3/18/2010	12/31/2012
SCOTT & STRINGFELLOW LLC	SCOTT & STRINGFELLOW LLC	STOCKBROKER	6211		1/1/2013
OLD TOWN CAFE	NABIL K SHARIKAS	DELI/COFFESHOP		3/1/2011	1/20/2013
FASHION BUG #146 INC	FASHION BUG #146 INC	RETAIL WOMENS CLOTHING	5621		1/22/2013
ANE RECYCLING	DANIEL EUGENE HUGGINS	RECYCLING		1/1/2012	2/4/2013
UNITED ROOFING CONTRACTORS INC	UNITED ROOFING CONTRACTORS INC	ROOFING CONTRACTOR		7/12/2012	2/4/2013
JONAS B COOKE INTERESTS INC	JONAS B COOKE INTERESTS INC	REAL ESTATE INVESTMENTS	5999	12/1/2008	2/14/2013
KITCHEN INTUITION LLC	KITCHEN INTUITION LLC	CABINET DESIGN/CONSULTATION		9/15/2010	2/15/2013
BLUE RIDGE MOUNTAIN SPORTS	BLUE RIDGE MOUNTAIN SPORTS	RETAIL/SPORTING GOOD STORE	5999	11/1/2007	2/26/2013
WATERLOO CLEANERS	KWANG SOON KIM	DRY CLEANING	7216	9/1/1999	3/2/2013
WATERLOO CLEANERS	DONG B CHIO	DRY CLEANERS	1711	8/1/2008	3/2/2013
BLUELINE MOTORS LLC	BLUELINE MOTORS LLC	RETAIL & WHOLESALE AUTO SALES		4/1/2011	3/13/2013
WARRENTON GYMNASTICS CTR INC	SUSAN HENRY	GYMNASTICS	7911	11/1/1991	3/31/2013
FACTORY 55	FACTORY 55	AUTO REPAIR CENTER		11/1/2011	4/1/2013
NOVA MED & URGENT CARE CTN INC	NOVA MED & URGENT CARE CTN INC	PHYSICIAN OFFICE	8011	6/3/2005	4/8/2013
NONO M FISHER PLC	NONO M FISHER PLC	LAW OFFICE	7299	5/15/2006	4/30/2013
DEBORAH A LOTT PLC	DEBORAH A LOTT PLC	LAW FIRM		6/1/2011	5/1/2013
WARRENTON DRIVING SCHOOL	ALI IMRAN	DRIVING SCHOOL	5999	3/11/2009	5/5/2013
LINCARE INC	LINCARE INC	RETAIL SALES MEDICAL RENTAL	5999	9/1/2006	5/6/2013
TOSS IT KEEP IT TAG IT	CHERYL GREGORY	PROFESSIONAL ORGANIZING		5/15/2012	5/31/2013
HERITAGE CABINET SUPPLY LLC	HERITAGE CABINET SUPPLY LLC	WHOLESALE/RETAIL CABINETRY	5999		6/1/2013
TRACY JO LYON DAVIS	TRACY JO LYON DAVIS	CHILD CARE		12/1/2010	6/14/2013
BROADVIEW LANES LLC	BROADVIEW LANES LLC	BOWLING CENTER	7832	4/1/2008	6/30/2013
JOSEPH VOLPE III	JOSEPH VOLPE III	ATTORNEY	8111	4/1/1990	6/30/2013
LION OF JUDAH EDUCATIONAL CTR	CHARITA B ELEY			1/1/2013	6/30/2013
PROACTIVE WELLNESS CONCEPTS	LINDA NEDILSKY	MESSAGE THERAPY/PERSONAL TRAIN		12/1/2012	6/30/2013

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THE GRAPEVINE INC	CATHERINE L AMATO	RETAIL/GOURMET SHOP/WINE/BEER	5499	3/1/1998	6/30/2013
ROSSON & TROILO MTR OF FAUQ	ROSSON & TROILO MTR OF FAUQ	HEAVY DUTY TOWING	7299	8/1/2006	7/1/2013
LATINO'S MARKET	LATINO'S MARKET	GROCERY STORY	5999	12/19/2006	7/24/2013
HAPPY HEART PHOTOGRAPHY LLC	ASHLEY DAVIS	PHOTOGRAPY		7/1/2011	7/31/2013
TWX LLC	TWX LLC	REAL ESTATE/DEVELOP/SELL/LEASE		8/31/2010	8/16/2013
DOMINION REPORTING INC	DOMINION REPORTING INC	COURT REPORTING		1/10/2011	8/31/2013
MAIN STREET GRILL	JOSE A RODRIGUEZ	RESTAURANT	7379	9/16/2005	9/3/2013
HEALTHYDERMIS INC	HEALTHYDERMIS INC	FACIAL CLINIC		5/18/2013	9/17/2013
FAUQUIER HEALTH PHYSICIAN SR	FAUQUIER HEALTH PHYSICIAN SR	PHYSICIAN SERVICES		2/7/2008	10/31/2013
JILL SANDOVAL	JILL SANDOVAL	SCARF & HAT SALES		11/30/2012	11/15/2013
ELSTEN TRADING	LEIGH STENGL	INTERNET RETAIL SHOPPING	5999	8/1/2008	12/1/2013
OLAFSEN REALTY	GEORGE F OLAFSEN	REAL ESTATE BROKER	6531	1/1/1990	12/1/2013
DR BARBARA S MILLER	BARBARA S MILLER	CHIROPRACTOR/ACUPUNCTURE	8041	7/20/1999	12/6/2013
TIFFANY AND TIFFANY	W N TIFFANY JR	ATTORNEY	8111	1/1/1967	12/6/2013
SEVEN ELEVEN STORE #16701	7-ELEVEN INC	RETAIL SALES/BEER & WINE OFF	5499	4/1/1974	12/20/2013
ADL CONSTRUCTION INC	ADL CONSTRUCTION INC	GENERAL CONTRACTOR		5/7/2013	12/31/2013
BELMONT PARTNERS LLC	BELMONT PARTNERS LLC	FINANCIAL CONSULTING		1/15/2011	12/31/2013
BOUNCE TOWN LLC	BOUNCE TOWN LLC	INFLATABLE EQUIP RENTAL	5999	4/28/2006	12/31/2013
BRANCH GROUP INC	BRANCH GROUP INC	RETAIL WHOLESALE ELECTRIC SUP	5065		12/31/2013
CLUTTER CONDENSER	CLUTTER CONDENSER	PROFESSIONAL ORGANIZER		3/14/2011	12/31/2013
CONFETTI STUDIO LLC	CONFETTI STUDIO LLC	SEWING/CRAFT CLASSES		6/6/2012	12/31/2013
FISHIN FORCE CHARTERS	CHRISTOPHER H BALL SR	CHARTER FISHING		7/1/2013	12/31/2013
JAY ST DEVELOPMENT LLC	JAY ST DEVELOPMENT LLC	REAL ESTATE CONSULTING		4/1/2013	12/31/2013
JOBIN REALTY	THE REAL ESTATE RESOURCE CTR	REAL ESTATE OFFICE	1711	2/1/2006	12/31/2013
MAURICE ELECTRICAL SUPPLY CO	ELEC WHOLESALERS METRO DC INC	ELECTIC SUPPLY WHOLESALE SALES	5999	2/1/2008	12/31/2013
MEDIA BOX STUDIOS	MEDIA BOX STUDIOS LLC	SPECIALIZED DESIGN SERVICE		11/11/2007	12/31/2013
ROAD RUNNER WRECKER SR INC	ROAD RUNNER WRECKER SR INC	TOWING AND SALVAGE		1/1/2013	12/31/2013
TENT EVENTS OF WARRENTON LLC	SEAN POLSTER	TENT RENTALS	5999	6/1/2007	12/31/2013
OLDE BYPASS CAR WASH INC	OLDE BYPASS CAR WASH INC	CAR WASH-AUTOMATIC	7542	3/1/1991	1/1/2014
THE CHANDLER LAW GROUP PLC	THE CHANDLER LAW GROUP PLC	ATTORNEY	8111	3/10/1998	1/1/2014
PROSPERITY MORTGAGE COMPANY	PROSPERITY MORTGAGE COMPANY	MORGAGE BANKING	5999	6/1/2005	1/31/2014
REMYS STOP & ROMP	JENNIFER BOBB	PETSITTING		11/30/2007	1/31/2014
THE HONEYBAKED HAM CO & CAFE	CAROL'S HBH CO	MERCANTILE	5812	10/29/2009	1/31/2014
THE DARA LAW GROUP P C	THE DARA LAW GROUP P C	ATTORNEY	8111	10/12/2000	2/2/2014
ENVIRONMENTAL CONSTRUCTION LLC	ENVIRONMENTAL CONSTRUCTION LLC	ENVIRONMENTAL CONSULTING		3/1/2011	2/4/2014
BLUESHIELD SECURITY & INVEST	BLUESHIELD SECURITY & INVEST	INVESTIGATIONS		11/1/2010	2/5/2014
TELE-CONSULTANTS INC	TELE-CONSULTANTS INC	BUSINESS SERVICE	7389	7/1/2005	2/7/2014
JILL HANDFORD CMT	JILL HANDFORD	THERAPEUTIC MESSAGE (CMT)		10/26/2012	2/10/2014
IECS LLC	IECS LLC	ENGINEERING	5999	8/1/2004	2/11/2014
VOCELLI PIZZA	TR FOOD INC T/A	RESTAURANT		4/1/2011	2/14/2014
DUALCO INC	DUALCO INC	CONTRACTOR/HEATING & AC	5999	3/27/2007	2/16/2014
FAUQUIER EAR NOSE & THOAT CON	FAUQUIER EAR NOSE & THROAT CON	PHYSICAN	8011	5/1/2002	3/1/2014
SHIP ON SITE	SOS WARRENTON LLC	SHIPPING/PACKAGING/MAILING		3/18/2010	3/1/2014
A G STEINER JR DVM	A G STEINER JR DVM	VETERINARY MEDICINE LARGE ANIM	8999	4/3/1995	3/6/2014
LLB DESIGN LLC	LAURA BARTEE AIA LEED AP	ARCHITECTURE/ENGINEERING		9/1/2012	3/25/2014
JK AUTO PARTS	JK DISTRIBUTORS INC	RETAIL/WHOLESALE AUTO PARTS	5983	6/1/2006	3/31/2014
FOR A DANCER INC	RACHEL G GOOD	DANCE STUDIO	7911	8/15/1998	4/1/2014
DIANASGOODS LLC	DIANASGOODS LLC	ONLINE SALES		6/30/2012	4/6/2014
HAVI'S CARE PHARMACY	CARE PHARMACY LLC	PHARMACY		8/1/2011	4/28/2014
MARC TRUST MORTGAGE LLC	MARC TRUST MORTGAGE LLC	MORTGAGE BROKER		11/1/2012	4/28/2014
HARVEST FINANCIAL CPAS LLC	HARVEST FINANCIAL CPAS LLC	CPA/ACCOUNTANT	5999	2/1/2008	5/1/2014
MEDI-SSAGE CLINIC OF NORTHERN	MIRIAM WHITE	ORTHOPEDIC MASSAGE		8/1/2011	5/1/2014
R&D ANALYTICS	RONNIE L HIGHNOTE	COMPUTER ANALYSIS		4/15/2013	5/1/2014
TROPICAL SMOOTHIE CAFE	ALVIR ENTERPRISES INC	FAST FOOD RESTAURANT	5999	10/15/2006	5/1/2014
JERRYS SUB AND PIZZA	NAJMA LLC	RESTAURANT		10/25/2012	5/3/2014
GUSTA DI VITA	THE RIXEYVILLE BREWING CO INC	GOURMET COFFEE SALES	5812	7/25/2001	5/23/2014
RIP VAN WINKLE MOTEL	WEN'S INTERNATIONAL CORP	MOTEL	7011	1/1/1981	5/28/2014
COUNTRY CLEANERS	MYUNG HEE KANG	DRY CLEANING/LAUNDRY	7216	10/1/1993	5/31/2014
FAUQUIER COUNSELING CENTER	CAROLE F HEIMANN	PSYCHOTHERAPY	8322	8/29/2007	5/31/2014
KATHERINE GAUDREAULT	KATHERINE GAUDREAULT	MASSAGE THERAPY		5/3/2011	5/31/2014
TAMMY GEORGE LCSW	TAMMY GEORGE LCSW	MENTAL HEALTH/SOCIAL WORKER		3/1/2010	5/31/2014
FOXFIRE CONSULTING	DIANE L HAWORTH	BUSINESS CONSULTING	5999	1/9/2006	6/1/2014
THE LIBERTY HERITAGE SOCIETY	THE LIBERTY HERITAGE SOCIETY	MUSEUM	5999	9/30/2006	6/1/2014
WESTWOOD ACCT & BOOKKEEPING	WESTWOOD ACCT & BOOKKEEPING	BOOKKEEPING & ADMINISTRATION	5713	12/13/2006	6/1/2014
FAUQUIER FOOT HEALTH CTR LTD	FAIRFAX OAKTON FOOT CTR LTD	PODIATRIST	8043		6/20/2014
AMERICAN EQUITY MORTGAGE INC	AMERICAN EQUITY MORTGAGE INC	MORTGAGE CO		8/15/2012	6/23/2014
KINGDOM KUTZ	MARK A HARRIS	BARBER SHOP	5999	12/6/2005	6/25/2014
PARKER & CO	MARILYN S PARKER	BEAUTY SALON/RETAIL	7231	9/1/2004	6/28/2014

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IOP ASSOCIATES	GEORGE FITCH	INTERNATIONAL BUSINESS	7389	2/17/2000	6/30/2014
RICHARD LOVING PC	RICHARD LOVING	ATTORNEY	8111	1/1/1988	6/30/2014
PROFESSIONAL COATINGS LLC	PROFESSIONAL COATINGS LLC	PAINTING CONTRACTOR		1/1/2010	7/1/2014
RESCUE ROOFING & HOME SERVICES	FRED W BROWN JR	ROOFING & HOME SERVICES	5999	10/10/2009	7/3/2014
WILLIAM E FISHBACK	WILLIAM E FISHBACK	CLEANING SERVICE	7349	1/1/1988	7/15/2014
REVIVE THERAPY	REVIVE THERAPY	MASSAGE THERAPY		5/18/2014	8/1/2014
COLD STONE CREAMERY	RUSVEY CORP	ICE CREAM CAFE	5812	7/1/2004	8/12/2014
IRON BRIDGE WARRENTON LLC	IRON BRIDGE WARRENTON LLC	RESTAURANT BEER/WINE OFF/ON	5999	3/25/2007	8/18/2014
LUIS A RODRIGUEZ-VILA	LUIS A RODRIGUEZ-VILA	TUTORING	5999	8/25/2008	8/19/2014
CHAPEL ARMS LLC	DENNIS C JONES	SECURITY CONSULTING		7/1/2013	9/20/2014
SURREALSCAPES INC	SURREALSCAPES INC	LANDSCAPING	782	5/1/2004	9/20/2014
LUCY & ETHELS LLC	AMY LUNSFORD	RETAIL ART GALLERY		10/2/2013	10/1/2014
PETN1.66 CROSSFIT	RICK BURRELL & SANDY ERVIN	HEALTH & WELLNESS TRAINING		6/14/2011	10/7/2014
OUTLOOKS FOR HAIR #4490	MINNESOTA REGIS CORP	HAIR SALON	5999	6/14/2007	10/28/2014
WARRENTON CURVES	ATR SERVICES LLC	FITNESS CLUB		9/12/2012	10/31/2014
OMNIWARE LLC	DAVID M BYRD	SOFTWARE WEBSITE DEVELOPMENT	6	2/29/2008	11/1/2014
PIEDMONT INTERNAL MEDICINE PLC	PIEDMONT INTERNAL MEDICINE PLC	HEALTH CARE SERVICES	8011	1/1/2004	11/1/2014
HALLOWEEN CITY	PARTY CITY	RETAIL		8/20/2014	11/3/2014
MADISON TAYLOR REAL ESTATE	MADISON TAYLOR REAL ESTATE	REAL ESTATE CO		5/1/2013	11/5/2014
AUTO MADI LLC	AUTO MADI LLC	USED CAR DEALER	5999	10/22/2008	11/15/2014
WARRENTON MIDAS	BLUE RIDGE CAR CARE II INC	AUTO REPAIR AS A MIDAS	5999	2/1/2007	11/17/2014
TRES TROP LLC	TRES TROP LLC	RETAIL SALES		4/1/2010	11/23/2014
FAUQUIER OPTICAL	DAVID HARVAN MD	RETAIL SALES OPTICAL GOODS	5995		11/26/2014
VIRGINIA EYECARE CENTER	DAVID HARVAN MD	OPHTHAMOLOGIST	8011		11/26/2014
THS NATIONAL LLC	THS NATIONAL LLC	GENERAL CONTRACTOR		1/1/2015	12/1/2014
BJ'S BOOKS	BETH FEAGANS	RETAIL SALES - BOOKS	5942	3/1/1986	12/3/2014
CHARACTERS & STUFF	KENDAL SHERBIN	INTERNET SALES		3/25/2011	12/21/2014
AMY'S AT RHODES	AMY'S GIFT SHOP INC	RETAIL GIFT SHOP	5999	1/1/2009	12/30/2014
CUSTOM PUBLISHING SOLUTIONS L	LISA S MCINTOSH	CUSTOM PUBLISHING		9/1/2003	12/30/2014
HOME TOWN AUTO SALES	HOME TOWN AUTO SALES LLC	AUTO SALES		9/1/2012	12/30/2014
BIGTEAMS LLC	JEFF GILBERT	WEBSITE/SOFTWARE DEVELOPMENT	5999	1/1/2007	12/31/2014
BLANK CANVAS DESIGN LLC	BLANK CANVAS DESIGN LLC	ARTS & CRAFTS; GRAPHIC DESIGN		8/4/2014	12/31/2014
FAUQUIER COUNSELING CENTER	FAUQUIER COUNSELING CENTER	MENTAL HEALTH COUNSELING CTR	8322	11/1/1983	12/31/2014
GENTLE KNIGHT SOLUTIONS LLC	GENTLE KNIGHT SOLUTIONS LLC	GOVERNMENT CONSULTING		8/22/2011	12/31/2014
HERRMANN E DESIO LLC	HERRMANN E DESIO LLC	DENTAL PRACTICE		12/27/2012	12/31/2014
ON THE RUN SPORTS LLC	ON THE RUN SPORTS LLC	RETAIL/SPORTING GOODS		8/8/2010	12/31/2014
CHICK-FIL-A	CHICK-FIL-A	RESTAURANT	5999	3/20/2008	1/1/2015
PRESTIGE MUSIC STUDIO	JANE L MOORE	MUSIC LESSON STUDIO		11/6/2012	1/1/2015
SAFEWAY STORES INC #1801	SAFEWAY STORES INC	GROCERY BEER WINE OFF	5411	9/14/1966	1/30/2015
FAUQUIER FAMILY FITNESS LLC	FAUQUIER FAMILY FITNESS LLC	PERSONAL TRAINING		12/1/2013	1/31/2015
CR ENTERPRISES	CHARLES RATH	HOME IMPROVEMENT/CONTRACTOR		6/1/2011	2/1/2015
SWIM GEAR OF NORTH CAROLINA	BOB JENNINGS	SPECIALTY SPORTING & RETAIL		12/6/2013	2/9/2015
N STYLE FASHION GALLERY	N STYLE FASHION GALLERY LLC	RETAIL CLOTHING		11/25/2011	2/15/2015
DOUGLAS LEES III PHOTOGRAPHER	DOUGLAS LEES III PHOTOGRAPHER	PHOTOGRAPHER	7335		3/31/2015
DIRECT AUTO INC	DIRECT AUTO INC	USED CAR AUTO SALES		2/1/2014	4/1/2015
FRED'S	FARHAD SADROLASHRAFI	DELI/SANDWICH SHOP	5812	1/22/2001	4/1/2015
GZ INFORMATION SYSTEMS INC	GZ INFORMATION SYSTEMS INC	INFOMATION TECHNOLOGY SALES		4/1/2014	4/1/2015
CAMPAIGN COMMUNICATIONS	JOHN ALBERTELLA	CONSULTING/MARKETING		1/1/2013	4/24/2015
CARRINGTON MORTGAGE SERVICES	CARRINGTON MORTGAGE SERVICES	MORTGAGE SERVICES		3/1/2014	4/30/2015
ROBERT S ENGLE INV SVCS	ROBERT S ENGLE INV SVCS	FINANCIAL SERVICES	5999	1/1/2004	4/30/2015
SEARS #2514	SEARS ROEBUCK AND CO	DEPARTMENT STORE	5311	2005/00/04	4/30/2015
A B NAILS	PAUL THANH NGUYEN	NAILS SALON		7/5/2010	5/12/2015
ABLE DRIVING SCHOOL	LEE SIMON	TRAFFIC SCHOOL		5/1/2014	5/13/2015
FAMILY FOCUS COUNSELING SVC PC	JOHN D BORGENS	LCSW FAMILY COUNSELING	8099	1/1/1989	5/15/2015
HEALING CONNECTIONS OF WARR LL	HEALING CONNECTIONS OF WARR LL	MASSAGE THERAPY	1771	10/1/2003	5/15/2015
7 ELEVEN 16701A	WHITE HORSE BUSINESS GROUP	RETAIL CONVENIENCE		12/20/2013	5/28/2015
AUTO PLUS #10588	UNI-SELECT USA INC	AUTOMOTIVE PARTS & SUPPLIES	5999	9/16/2008	5/31/2015
AUTO PLUS #10687	UNI SELECT USA INC	AUTOMOTIVE PARTS/SUPPLIES		4/1/2014	5/31/2015
REXEL INC	REXEL INC	WHOLESALE & RETAIL ELECTRICAL		1/1/2014	5/31/2015
TOUCH OF GRACE LLC	TOUCH OF GRACE LLC	ADMIN OFFICE		4/1/2011	5/31/2015
SAND DOLLAR PHOTOGRAPHY LLC	SAND DOLLAR PHOTOGRAPHY LLC	PHOTOGRAPHY	5999	10/20/2006	6/1/2015
THOM LITTLE	THOMAS E LITTLE	TATTOO ARTISTRY		2/19/2015	6/1/2015
HEALTH & BEAUTY ASSOC INC	HEALTH & BEAUTY ASSOC INC	TRADE ASSOCIATION		7/1/2011	6/30/2015
LILY SPA LLC	LILY SPA LLC	SPA		1/1/2015	6/30/2015
PEAK ROOFING CONTRACTORS INC	PEAK ROOFING CONTRACTORS INC	ROOFING CONTRACTOR		9/5/2013	7/1/2015
CORINA'S HAIR SALON LLC	YASENIA E GALDAMEZ	HAIR SALON		2/1/2011	7/10/2015
PRINCE WILLIAM CARDIOLOGY ASSO	PRINCE WILLIAM CARDIOLOGY ASSO	PHYSICIAN	8011	12/6/1979	7/15/2015
VERTICAL GIRL FITNESS LLC	BONNIE D FOSTER	FITNESS DANCE YOGA		12/13/2010	8/14/2015

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CORINIAS HAIR DESIGN	CORINIAS HAIR DESIGN	HAIR SALON		4/1/2014	8/17/2015
THE INTERMUNDIA PRESS LLC	JOHN ERIC KILLINGER	EDITING & BOOKS PRINTING		6/1/2012	8/31/2015
MARYS HAIR DESIGN INC	MARYS HAIR DESIGN INC	HAIR SALON		7/24/2015	9/28/2015
RED TRUCK BAKERY & MARKET	RED TRUCK BAKERY LLC	BAKERY MARKET	5999	4/20/2009	10/1/2015
ELITE CERTIFIED MOTORS INC	ELITE CERTIFIED MOTORS INC	INDEPENDENT USED CARS DEALER		5/11/2012	10/13/2015
JIMMIE'S ANTIQUES & JUNQUE	MADISON BUILDING LLC	RETAIL SALES	5999	12/1/2009	10/15/2015
SHENANDOAH EYE CARE	GOWEN EYE LLC	EYE CARE AND OPTICAL		10/22/2012	10/19/2015
COOPER INSTRUMENTS	REX COOPER	WHOLESALE MERCHANT	5099	1/1/1988	10/30/2015
BLUE RIDGE IMMIGRATION LAW CTR	BLUE RIDGE IMMIGRATION LAW CTR	ATTORNEY	5999	12/5/2008	10/31/2015
POLYSONICS CORP	POLYSONICS CORP	ACOUSTICS & TECHNOLOGY CONSULT	5999	5/19/2008	10/31/2015
KOOL KRUMBS	ELIZABETH COBB	WHOLESALE BAKING		5/1/2015	11/1/2015
RED HOT AND BLUE RESTAURANTS	RED HOT AND BLUE RESTAURANTS	EATING PLACE	5812	7/11/2000	11/1/2015
UNLOCK THE PPO	LISA WEBER	DENTAL PROFESSIONAL CONSULTANT			11/1/2015
VIRGINIA CARDIOVASCULAR ASSOC	VIRGINIA CARDIOVASCULAR ASSOC	CARDIOLOGY SERVICES	8011	7/1/2001	11/1/2015
WIRELESS JUNGLE	SOUND COMMUNICATIONS	RETAIL CELLPHONES AND PAGERS	5999	11/1/1999	11/1/2015
CHILDRENS HEART INSTITUTE PLC	CHILDRENS HEART INSTITUTE PLC	HEART CLINIC		8/1/2011	12/28/2015
R C RECTOR SERVICES	RONALD RECTOR	DUCT VENT CLEANING	5999	6/1/2009	12/30/2015
A PEA IN THE POT LLC	VENUS B BARRATT	PERSONAL CHEF SERVICE		11/1/2014	12/31/2015
CHINS HAIR	CHIN S PRESGRAVE	BEAUTY SALON	7231	6/9/2000	12/31/2015
CORE CONCEPTS	JASIN GLICK			7/7/2015	12/31/2015
EDWARDS CUSTOM POOLS LLC	EDWARDS CUSTOM POOLS LLC	POOL MAINTENANCE/RESTORATION		4/21/2011	12/31/2015
JESSE L SURLS LLC	JESSE L SURLS	TAXES & BUSINESS ADVICE		4/16/2014	12/31/2015
KRISTINA SEAY ADMIN CONSULTANT	KRISTINA SEAY	ADMINISTRATIVE CONSULTING		4/1/2014	12/31/2015
LAW OFF OF CASSANDRA L KINCAID	LAW OFF OF CASSANDRA L KINCAID	LEGAL SERVICES		4/30/2012	12/31/2015
PIEDMONT NEUROPSYCHOLOGY AND C	PIEDMONT NEUROPSYCHOLOGY AND C	CLINICAL PSYCHOLOGY		12/12/2012	12/31/2015
SECRETS SALON	ASHLEIGH RAWLINGS/ANITA ASHBY	HAIR SALON	5999	9/1/2008	12/31/2015
TARRA GREEN	TARRA GREEN	RETAIL SUPPLEMENTS		3/14/2015	12/31/2015
FRAMING BY CYNDY	CYNTHIA PIERCE-BURNETT	PICTURE FRAMING	7299	5/31/1997	1/1/2016
HUNTER OAKS STABLES	MARGARET A GRIFFITH	HORSE/EQUINE RIDING LESSONS		4/14/2013	1/1/2016
NOVANT HEALTH EXPRESS CARE	CAROLINE MEDICORP ENTERPRISES	MEDICAL OFFICE EXPRESS CARE		9/16/2015	1/1/2016
R SNEED PHOTOGRAPHY	RICARDO V SNEED II	FREELANCE PHOTOGRAPHY		7/3/2013	1/1/2016
NEW BREED SECURITY LLC	NEW BREED SECURITY LLC	INVESTIGATION PPS		9/16/2014	2/22/2016
AUTHENTIC ARMS	IAN FERRIS	WHOLESALE/ANTIQUE FIREARMS	5999	12/1/2002	2/25/2016
MURPHY MOTORS	GEORGE T MURPHY JR	USED AUTO DEALER		1/1/2012	2/29/2016
SWEET PEA CERAMICS LLC	SWEET PEA CERAMICS LLC	RETAIL/CERAMIC KEEPSAKES		2/17/2013	2/29/2016
CHILD HEALTH ASSOCIATES LTD	MARGARET N HONEYCUTT	PHYSICIAN - PEDIATRICS	8011		3/4/2016
SPORT CLIPS HAIRCUTS	J J KIBBEN LLC	BARBER SHOP		10/4/2013	3/12/2016
OAK SPRINGS OF WARRENTON	P V WARMAN	NURSING HOME	8051	1/1/1982	3/17/2016
THE SCOTI LLC	THE SCOTI LLC	RETAIL/CLOTHING APPAREL/GIFTS	5699	9/1/2003	3/26/2016
SHELLEY H SHIPE	SHELLEY H SHIPE	HAIR SALON		2/4/2015	4/5/2016
DR CAR WASH	SGLOVITY INC	GAS STATION, CAR WASH, STORE		4/12/2010	4/14/2016
SWEET FROG WARRENTON LLC	SWEET FROG WARRENTON LLC	YOGURT SHOP		5/1/2012	4/28/2016
MOJITOS & TAPAS RESTAURANT LLC	MOJITOS & TAPAS RESTAURANT LLC	RESTAURANT & BAR	7338	11/1/2006	4/29/2016
DCMI MID-ATLANTIC INC	DCMI MID-ATLANTIC INC	CONSULTING REAL ESTATE		4/15/2011	4/30/2016
EDIFICE BUILDING GROUP INC	EDIFICE BUILDING GROUP INC	PROPERTY MANAGEMENT		10/1/2012	4/30/2016
MCKINSEY DEVELOPMENT INC	MCKINSEY DEVELOPMENT INC	BUSINESS SERVICE/MARKETING		5/29/2012	4/30/2016
ANZO MOTORS LLC	ANZO MOTORS LLC	AUTO DEALER		5/10/2013	5/1/2016
LYNNE C DICE CMT	LYNNE C DICE CMT	MASSAGE THERAPY	7299	10/1/1998	5/1/2016
THE RED THREAD	THE RED THREAD	RETAIL-YARN		8/1/2011	5/7/2016
MOLD AID	ACQUIRED HOME SERVICES INC	CONTRACTOR/INDOOR AIR QUALITY		3/20/2012	5/31/2016
MCDONALD'S OF WARRENTON VA INC	R B DRUMHELLER INC	RESTAURANT	5812	12/7/1970	6/1/2016
WEISSBERG CORP	WEISSBERG CORP	REAL ESTATE DEVELOPER/LESSOR	5999	6/2/2008	6/1/2016
SAMUEL S YUN	SAMUEL S YUN	ORAL SURGEON	8021	8/1/1990	6/2/2016
NEXT GENERATION SPORTS	TERANCE FIELDS	SPORTING EVENTS		2/23/2015	6/17/2016
FELTON JEWELERS LLC	DARLENE FELTON	RETAIL JEWELER	5944	4/26/2000	6/30/2016
PIEDMONT PETS VETERINARY CARE	PIEDMONT PETS VETERINARY CARE	VETERINARY CLINIC	8999	4/1/2002	9/2/2016
SOUTHERN EXTERIORS	CARLOS BURLAR	HOME IMPROVEMENT	5999	5/14/2009	9/20/2016
CARQUEST AUTO PARTS #1216	GENERAL PARTS DISTRIBUTION LLC	RETAIL & WHOLESALE AUTO PARTS	5531	3/1/2000	9/27/2016
DMV GOLD AND JEWELRY EXCHANGE	DMV GOLD AND JEWELRY EXCHANGE	RETAIL/PAWN SHOP		6/1/2012	9/29/2016
MARC TRUST MORTGAGE LLC	MARC TRUST MORTGAGE LLC	MORTGAGE BROKER		5/1/2014	9/30/2016
AAMCO	SIGNATURE FABRICATION INC	AUTOMOTIVE REPAIR		3/3/2014	10/1/2016
YVETTE VIANDS EVANS	YVETTE VIANDS EVANS	WELLNESS/HEALTH CONSULTING		10/15/2016	10/1/2016
WARRENTON HEART CENTER LLC	WARRENTON HEART CENTER LLC	MEDICAL SERVICES CARDIOLOGY	7251	7/1/2006	10/3/2016
HUNTINGTON LEARNING CENTER	ROD DON IV LLC	TUTORING		11/1/2012	10/15/2016
ARC WARRENTON LLC	ARC WARRENTON LLC	RETAIL TORE CELL PHONE SALES		12/18/2014	10/16/2016
BRANDIE SCHAEFFER	BRANDIE SCHAEFFER	CONSULTING URBAN PLANNING		5/30/2014	11/1/2016
KOHNEN-STARKEY INC	KOHNEN-STARKEY INC	CONSULTING CONSTRUCTION COST		8/20/2014	11/21/2016
JIM HARRIS OLDS BUICK PONTIAC	JIM HARRIS INC	AUTO DEALERSHIP	5511	3/17/1991	12/6/2016

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CASHPOINT	DOMINION MANAGEMENT SERVICES	MONEY LENDER	8011	5/1/2007	12/30/2016
CARMEN T GONZALEZ PHD PC	CARMEN T GONZALEZ	COUNSELING - MENTAL HEALTH	8322	11/1/1983	12/31/2016
DESIGN BY JAYNE	JANE E SHELTON	HANDMADE JEWELRY AND CRAFT		1/1/2016	12/31/2016
JUD A FISCHER PC	JUD A FISCHER	ATTORNEY	8111	4/9/1991	12/31/2016
LANDS ATANTIC PUBLISHING	SHELENA SHORTS	BOOK PUBLISHING		10/1/2014	12/31/2016
MELBA D HENDRIX LPC	MELBA D HENDRIX	COUNSELING	8322	1/1/1989	12/31/2016
PRODIGY LLC	PRODIGY LLC	FITNESS		3/1/2014	12/31/2016
SUDDUTH MEMORIALS LLC	SUDDUTH MEMORIALS LLC	MONUMENT SALES		8/4/2011	12/31/2016
WHITE FLOWER YOGA AND WELLNESS	NICOLE STELL	WELLNESS CENTER		7/1/2010	12/31/2016
CAROLYN E O'CONNELL	CAROLYN E O'CONNELL	RETAIL SALES - CLOTHING	5699	6/1/1988	1/1/2017
SOUTHERN TRUST MORTGAGE LLC	SOUTHERN TRUST MORTGAGE LLC	MORTGAGE BANKING	5999	6/25/2008	1/24/2017
7 ELEVEN 16701J	7 ELEVEN INC	RETAIL CONVENIENCE		5/28/2015	1/25/2017
TSC AT WARRENTON INC	ABRAHAM RAZEQ	RESTAURANT		5/1/2014	1/31/2017
MOUNTAIN VAPE LLC	MOUNTAIN VAPE LLC	RETAIL SALES OF ELECTRONIC CIG		11/14/2015	2/3/2017
AMERICAN CONTRACTING RESOU LLC	AMERICAN CONTRACTING RESOU LLC	INFRASTRUCTURE CABLING/TELEPHO		7/31/2014	2/6/2017
BLUE RIBBON HORSE TRAILERING	SHAWN MALEY	PERSONAL SERVICE		3/1/2014	2/7/2017
GREEN TURN LLC	GREEN TURN LLC	GENERAL CONTRACTOR		12/13/2010	2/7/2017
JESSICA TAPSCOTT PHOTOGRAPHY	JESSICA TAPSCOTT	PHOTOGRAPHY		9/1/2011	2/7/2017
TONY WILCOX LLC	TONY WILCOX LLC	RETAIL ANTIQUES & MODERN ARMS	5999	10/1/2006	2/7/2017
PHILLIP BROWN	PHILLIP BROWN	ONLINE RETAIL LINGERIE		5/11/2015	2/8/2017
CHITA B INTERIORS	CONCHITA B & H DWIGHT SHORTS	INTERIOR DECORATING/RETAIL		8/1/2014	2/10/2017
NEW DIRECTIONS WELL COACHING	NEW DIRECTIONS WELL COACHING	WELLNESS COACHING		1/1/2012	2/10/2017
JAZZERCISE	CINDY SILER	DANCE STUDIO	7911	10/5/1992	2/11/2017
NOVA COFFEE LABS	ALEXANDER GABLE	MOBILE COFFEE BAR		5/7/2015	2/11/2017
JESSICA FISCHER	JESSICA FISCHER	KITCHEN & BATH DESIGN-SPACE PL		6/17/2013	2/15/2017
CREDITMAX AUTOMOTIVE LLC	ARNOLD RALEY	AUTOMOTIVE RETAIL SALES		5/15/2014	2/18/2017
ECO GUYS MOWING & LANDSCAPE LL	BRYAN BRADFORD	MOWING & LANDSCAPE		4/1/2012	2/18/2017
HOLISTIC HOME COOKIN	AUBREE SILVER	PERSONAL CHEF		3/1/2014	2/18/2017
INNER TRUTH CENTER FOR HEALING	INNER TRUTH CENTER FOR HEALING	SPIRITUAL COUNSELING & ENERGY	7299	2/1/1998	2/21/2017
JASMINE WISE	JASMINE WISE	MARY KAY RETAIL		9/25/2014	2/21/2017
YEN CHENG RESTAURANT	YEN CHENG RESTAURANT LLC	RESTAURANT	5999	5/15/2009	2/28/2017
GRAPEVINE DESIGNS LLC	GRAPEVINE DESIGNS LLC	ART INSTRUCTION STUDIO		12/1/2015	3/1/2017
PAYNE MEDIATION LLC	PAYNE MEDIATION LLC	MEDIATION SERVICES	5999	5/15/2008	3/1/2017
GAI CONSULTANTS INC	GAI CONSULTANTS INC	ENGINEERING CONSULTING SERV		3/10/2017	3/10/2017
HUSNA WIRELESS	POLWASHBU SALEH	RETAIL CELLPHONES SALES		6/4/2015	3/31/2017
JOHN C CLARK	JOHN C CLARK	LAW FIRM		9/1/2011	3/31/2017
SLAUGHTER CONSTRUCTION EQUIP	SLAUGHTER CONSTRUCTION EQUIP	CONSTRUCTION EQUIPMENT SALES		7/6/2013	3/31/2017
FOSTERS TOWING LLC	FOSTERS TOWING LLC	ADMINISTRATIVE OFFICE		1/1/2011	4/1/2017
SUBHERBAN ROOTS LLC	ELIZABETH IRENE HALL	HERBAL PRODUCTS		2/11/2014	4/10/2017
KAREN M KENNEDY & ASSOC PLC	KAREN M KENNEDY & ASSOC PLC	LAW FIRM		4/30/2010	4/11/2017
ELITE CONCEPTS INC	ELITE CONCEPTS INC	HOME IMPROVEMENT		3/1/2015	4/17/2017
MOJITOS AND TAPAS RESTAURANT	MANTRAUSA LLC	RESTAURANT		4/28/2016	4/20/2017
HEAVEN SENT LLC	HEAVEN SENT LLC	SENIOR COMPANION/PERSONAL CARE		7/28/2010	4/26/2017
WICKED CUTS	BETTY J PARADY	HAIR SALON		11/1/2015	4/26/2017
B&B TOTAL HOME SOLUTIONS	ROBERT BENDINELLI	PAINTING/DRYWALL CONTRACTOR	1721	7/1/2005	4/30/2017
GIGGLE N FRIENDS LLC	GIGGLE N FRIENDS LLC	CHILDRENS INDOOR PLAY YARD		10/1/2015	4/30/2017
JOHN CARTER MORGAN JR PLLC	JOHN CARTER MORGAN JR PLLC	LAWYER	8111	5/1/2004	5/1/2017
OSAKA JAPANESE STEAK & SEAFOOD	CHRIS CHANG KIM	RESTAURANT	5812	8/1/2001	5/1/2017
PICCADILLY LTD	CHARLOTTE SEDAM	RETAIL SALES	5947	12/1/1986	5/6/2017
COINSTAR LLC	COINSTAR LLC	COIN COUNTING KIOSK		8/26/2016	5/12/2017
COINSTAR LLC	COINSTAR LLC	COIN COUNTING KIOSK		8/26/2016	5/12/2017
OLD TOWN DANCEWEAR	WOODS GYMNASTICS LLC			1/19/2015	5/26/2017
APRIL FOOLS	SHARON D HOLMES	ANTIQUES/FOXDEN	5999	6/1/2001	5/30/2017
SERGIO CUETO	SERGIO CUETO	MENTAL HEALTH COUNSELING	5499	1/1/2009	5/31/2017
KRISTEN GARDNER PHOTOGRAPHY	KRISTEN GARDNER	PHOTOGRAPHY	5999	8/31/2006	6/1/2017
SANDRA ROSZEL	SANDRA ROSZEL	HYPNOTHERAPY		2/15/2012	6/1/2017
WARRENTON TRUCK CENTER	WARRENTON TRUCK CENTER	USED CAR DEALER		12/20/2016	6/20/2017
TECHNO TRADE LLC	SHINO KURIAN	EXPORT & IMPORT MECHANICAL &	5932	9/14/2005	6/30/2017
VA SPORTS CHIROPRACTIC OF WARR	VA SPORTS CHIROPRACTIC OF WARR	CHIROPRACTIC OFFICE		10/31/2012	6/30/2017
VERIZON WIRELESS	VERIZON WIRELESS	RETAIL CELLULAR PHONE	5999	12/17/2007	7/1/2017
THE EMPTY NEST	THE EMPTY NEST	HOME DECOR RETAIL		7/1/2011	7/20/2017
LEROY MARTIN	LEROY MARTIN	MENTORING BUSINESS	4813	10/1/2009	8/17/2017
FAUQUIER 411	JENNIFER YESSLER			12/1/2014	8/18/2017
GREEN GATE STUDIO LLC	GREEN GATE STUDIO LLC	LANDSCAPE ARCHITECTURE		1/14/2010	9/1/2017
HIDDEN JULLES CAFE	LYNCH CONCEPTS LLC	CAFE/RESTAURANT		5/24/2013	9/1/2017
AMERIPRISE FINANCIAL/BAUSMAN	BRIAN BAUSMAN	FINANCIAL SERVICES		6/1/2014	9/13/2017
NATIONAL DEMO & ENVIRON INC	NATIONAL DEMO & ENVIRON INC	CONTRACTOR		4/1/2015	9/21/2017
PCA NATIONAL INC	PCA NATIONAL INC	PORTRAIT STUDIO	7221	1/8/1996	9/21/2017

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OROARK ASSET MGT	INVESTMENT & TAX STRATEGIES	FINANCIAL SERVICES	6282	1999/00/02	9/23/2017
CHARLOTTE ON 5TH	CHARLOTTE BRADY	RETAIL CLOTHING/ACCESSORIES		9/7/2016	9/25/2017
DUNCAN AND CLARKE LLC	CHRIS DUNCAN	JEWELRY REPAIR/RETAIL		3/27/2012	9/28/2017
AMERICA HOUSE OF WARRENTON	AMERICA HOUSE INC	ASSISTED LIVING	8051	1999/12/00	9/30/2017
DRAGONFLY NATIVE AMERICAN JEWELRY	GEORGIA E FISCHER	JEWELRY SALES	5999	1/1/2007	9/30/2017
ELITE CONTRACTING INC	ELITE CONTRACTING INC	GENERAL CONTRACTOR		4/29/2016	9/30/2017
TWO LITTLE DAISES	KELLEY ST CLAIR	RETAIL ONLINE SALES		1/1/2015	9/30/2017
VICTORIA S MCCLAVE, LCSW	VICTORIA S MCCLAVE, LCSW	PSYCHOTHERAPY	7	5/1/1994	9/30/2017
WILSON AUTOMOTIVE INC	JOHN D WILSON	AUTO REPAIR	7538	4/1/1995	9/30/2017
BELLA VITA SKINCARE & SPAS LLC	BELLA VITA SKINCARE & SPAS LLC	SKINCARE SALON		5/1/2014	10/1/2017
COUNTY LAUNCH & FAUQUERIE CO LAUNCH	JENNIFER YESSLER	WEB DESIGN & ADVERTISING		9/5/2014	10/1/2017
FAUQUIER CRITICAL CARE ASSOC	FAUQUIER CRITICAL CARE ASSOC	CRITICAL HEALTH CARE		8/29/2016	10/31/2017
JEREMY SQUIRE & ASSOCIATES LTD	JEREMY SQUIRE & ASSOCIATES LTD	DIRECT MAIL/CONSULTING	7331	10/24/2003	10/31/2017
VIRGINIA HOSPITALIST PHYS PLLC	VIRGINIA HOSPITALIST PHYS PLLC	PHYSICIAN SERVICES	5999	2/15/2007	10/31/2017
RITE AID OF VA INC	RITE AID V-14658	RETAIL/DRUG STORE/PHOTO PROCESSING	5912	7/1/1987	11/17/2017
NINA CARTER MCKEE CPA PC	NINA CARTER MCKEE CPA PC	CPA FIRM	5999	9/27/2006	12/1/2017
GREGORY BODOH & ASSOCIATES LTD	GREGORY BODOH & ASSOCIATES LTD	FINANCIAL SERVICES		7/1/2006	12/30/2017
EMOND BERGER AND ASSOCIATES	HARVEY LOUIS BERGER	FINANCIAL SERVICES	6282	1/2/2003	12/31/2017
EMOND BERGER AND ASSOCIATES	CHRISTINE M EMOND	FINANCIAL SERVICES	6282	1/2/2003	12/31/2017
FABRIC EMPORIUM	J C PRICE INC	RETAIL FABRICS	5949	9/1/1995	12/31/2017
G WHILLIKERS	ELNA J MCMANN	RETAIL TOY STORE	5945	10/15/1987	12/31/2017
INNOVATIVE WELLNESS STUDIO	INNOVATIVE PHYSICAL THERAPY LLC	WELLNESS INSTRUCTION & COACHING		4/5/2017	12/31/2017
LITTLE HOUSE	KATHERINE ADZEMOVIC	BAKING		5/4/2016	12/31/2017
ALL IN A ROW	MARY NEVAREZ	ORGANIZING AND ASSISTANT		9/24/2012	1/1/2018
DIAMOND ROSE SHEARS OF NORTHER	NATHAN G HENRY	SHEAR SHARPENING/SALES	5999	9/1/2009	1/1/2018
HARGO INC	HARGO INC	COST CONSULTANT		7/9/2014	1/1/2018
PROSPECT 33 LLC	PROSPECT 33 LLC	CONSULTING		3/1/2008	1/1/2018
ASSOCIATION OF MILITARY BANKS	ASSOCIATION OF MILITARY BANKS	BANKING TRADE ASSOCIATION	7299	4/15/2005	2/1/2018
CROSSCUT WEDGE CO LLC	CROSSCUT WEDGE CO LLC	RETAIL/INTERNET SERVICES		9/30/2013	2/12/2018
ANCHORED 2 FASHION	LEONARD HAYES	WOMEN & CHILDREN CLOTHING		3/3/2017	2/15/2018
ANZO MOTORS LLC	ANZO MOTORS LLC	USED AUTO SALES		5/1/2016	2/17/2018
DYNAMIC DENTAL SYSTEMS & DEVELOPMENT	DONNA COCKERILLE	SETTING UP/REORGANIZING DENTAL		5/15/2012	2/20/2018
BE BOUTIQUE	BARBARA EBBETS	LADIES BOUTIQUE	5632	6/1/2004	2/28/2018
MOTORMAXX OF WARRENTON	MOTORMAXX OF WARRENTON	USED CAR DEALER		12/1/2014	2/28/2018
BREE-G THRIFT STORE	IRIS HERNANDEZ/REINA AQUINO	SECOND HAND THRIFT STORE		2/1/2013	3/1/2018
DREAMS AUTO GROUP LLC	DREAMS AUTO GROUP LLC	CAR DEALERSHIP		7/11/2016	3/1/2018
JBEE ACCOUNTING SERVICES	JBEE ACCOUNTING SERVICES	ACCOUNTING/BOOKKEEPING SERVICE		12/17/2016	3/1/2018
AMANO THERAPEUTIC MASSAGE	DEBORAH WILLIAMS-HARNE	MASSAGE THERAPY	8049	1/1/2002	3/21/2018
HOLIDAY INN EXPRESS WARRENTON	HACKBERRY CREEK LLC	HOTEL	7011	6/21/2004	3/21/2018
ALONGE ENTERPRISES LTD	ALONGE ENTERPRISES LTD	CONTRACTOR		11/1/2012	3/27/2018
ELECTROLYSIS CENTRE INC	CHARLOTTE D GABOR CE	ELECTROLYSIS	7299	1/1/1984	4/1/2018
JIM SABIA CONSULTING	UMANO I/O LLC	IT/SOFT DESIGN		6/1/2017	4/1/2018
BLACK BEAR MERCANTILE	TOAD & LIZARD LLC	GROCERY/BUTCHERY		3/1/2017	4/6/2018
NETCAM SECURITY	NETCAM SECURITY	SECURITY OPERATIONS MANAGEMENT		6/5/2017	4/13/2018
HEARTLAND HOSPICE SERVICES LLC	HEARTLAND HOSPICE SERVICES LLC	HOSPICE		4/7/2011	4/20/2018
EXQUISITE FINISHING	DOROTHY J BREWER	CLEANING SERVICE	5999	1/1/2009	4/23/2018
HASTINGS-HUME & THOMPSON	LUCY E THOMPSON	ANTIQUES RETAIL SALES	5932	7/1/1994	4/30/2018
SWEET FROG	WARRENTON FROYO LLC	RETAIL FROZEN YOGURT		4/29/2016	4/30/2018
5TH ST AUTOS	5TH ST AUTOS	AUTO SALES		6/1/2015	5/3/2018
NOVANT HEALTH UVA HEALTH SYSTEMS	NMG AFFILIATE PRACTICE I LLC	PHYSICIAN OFFICE		1/1/2016	5/9/2018
EARTH GLAZE & FIRE	JO BRABSON/BASHERT LLC	POTTERY & CERAMIC STORE	7379	4/14/2006	5/15/2018
TREASURED PAST BOUTIQUE	VICKI L KING	INTERNET SALES		3/1/2017	5/20/2018
REGAN PICKETT	REGAN PICKETT	ADVERTISING CONSULTING SALES	7299	4/1/2001	5/23/2018
PARAPOWDER FIREARMS	TOM W REESE JR	DISABLED SPORTING GOODS		9/4/1998	5/29/2018
LEGG CONSULTING GROUP	LEGG CONSULTING GROUP	FINANCIAL CONSULTING		8/1/2017	5/31/2018
LOCAL THIRTY FIVE LLC	LOCAL THIRTY FIVE LLC	RETAIL HOME FURNISHINGS		5/4/2016	5/31/2018
MOVEMENT MORTGAGE LLC	MOVEMENT MORTGAGE LLC	LOAN OFFICERS TAKING APPLICATIONS		12/16/2015	5/31/2018
VIRGINIA RADIOLOGY ASSOCIATES	VIRGINIA RADIOLOGY ASSOCIATES	PROFESSIONAL MEDICAL SERVICES	8049	1957/00/00	5/31/2018
VIRGINIA VASCULAR CENTER	VIRGINIA RADIOLOGY ASSOCIATES	PHYSICIAN PRACTICE		2/15/2018	5/31/2018
ADVANCED IT SERVICES	ADVANCED IT SERVICES	IT CONSULTING	7692	3/1/2008	6/1/2018
FAANG THAI RESTAURANT & BAR	FAANG THAI RESTAURANT INC	RESTAURANT	5999	6/19/2007	6/1/2018
CHESWICK MOTEL	ROBAR LLC	MOTEL LODGING		1/3/2011	6/15/2018
LNSMITH ENTERPRISES	LARRY O SMITH	(2) VENDING MACHINES	7993	5/29/2001	6/25/2018
PIZZARAMA	BM & BM INC	RESTAURANT	5999	7/1/2007	6/25/2018
BRUCK REALTY	MICHAEL BRUCK	REAL ESTATE BROKERAGE		3/15/2015	6/30/2018
WARRENTON DECOR	DAWN WINSLOW	RETAIL SALES	5719	3/1/1981	6/30/2018
WATERLOO CAFE	WATERLOO CAFE WARRENTON LLC	RESTAURANT		5/15/2012	6/30/2018
IMPACT 4GOLF	MATTHEW V KAYSON	ONLINE RETAIL SALES GOLF		7/22/2015	7/13/2018

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LANDS END INC #2514	LANDS END INC #2514	RETAIL APPAREL		4/7/2014	7/15/2018
WHITE FLOWER STUDIO	ELIZABETH WICKHART/KAREN LOVIN	YOGA STUDIO		1/1/2017	7/31/2018
CREATIONS BY SUZANNE	SUZANNE L RAVN	CRAFTS/SEWING RETAIL SALES	5947	7/1/2002	8/8/2018
WELLS AUTO SALES LLC	WELLS AUTO SALES LLC	AUTO SALES	5999	11/1/2007	8/27/2018
WELLS CUSTOM MANUFACTURING LLC	WELLS CUSTOM MANUFACTURING LLC	AUTO PARTS AND ACCESSORIES		1/28/2015	8/27/2018
ALYN GROUP TECHNOLOGY INC	ALYN GROUP TECHNOLOGY INC	PROFESSIONAL TECHNOLOGY		9/20/2016	8/31/2018
DV UNITED	DV UNITED	SOFTWARE DEVELOPMENT		9/20/2016	8/31/2018
DV UNITED 2	DV UNITED 2 LLC	COMPUTER S/W DEVELOP FED GOVT		9/20/2016	8/31/2018
FAUQUIER COUNSELING SERV LLC	DAN J THOMPSON	COUNSELING	5999	4/1/2007	8/31/2018
TDG INC	THE DALTON GANG INC	COMPUTER SERVICES		9/20/2016	8/31/2018
JOAN RUSSO	JOAN RUSSO	COUNSELOR	8322	12/19/2005	9/1/2018
TRANSITIONS COUNSELING SRV LLC	DAN J THOMPSON	COUNSELING/THERAPY		9/1/2018	9/1/2018
LEE CHRISTNERS BARBERSHOP	LEE CHRISTNERS BARBERSHOP LLC	BARBER SHOP		12/1/2011	9/4/2018
RITE AID #03745	WALGREEN CO	RETAIL DRUG STORE		11/17/2017	9/4/2018
MJD PLUMBING INC	MJD PLUMBING INC	PLUMBING CONTRACTOR	5999	7/20/2006	9/15/2018
NICOLAS GARGIULO	NICOLAS GARGIULO	PICTURE FRAMER/GILDER		5/26/2010	9/17/2018
VOCELLI PIZZA WARRENTON	BIG PLATE VFSM 002-163 LLC	PIZZERIA		6/20/2018	9/21/2018
DISCONNECT RECONNECT LLC	DISCONNECT RECONNECT LLC	IT PROJECT MANAGEMENT & SERV		3/1/2018	10/1/2018
BEEYOND CLEAN	EMMA BYLER	RESIDENTIAL CLEANING		10/5/2018	10/14/2018
CAROL B LUCKING	CAROL B LUCKING	LIFE COACH/MENTAL HEALTH COUNS		5/1/2017	10/15/2018
SALLY BEAUTY SUPPLY #10300	SALLY BEAUTY SUPPLY LLC	RETAIL SALES		12/3/2013	10/16/2018
JMJ TOBACCO	JMJ MANAGERMENTS INC	TOBACCO STORE		8/1/2016	10/22/2018
BIRTH IN MIND LLC	SARAH POWELL	PSYCHIATRIC NURSE PRACTITIONER		9/30/2016	11/1/2018
SEARS PROTECTION COMPANY #2514	SEARS PROTECTION COMPANY #2514	RETAIL SALES & MERCHANDISE	5999	4/13/2005	11/1/2018
EL TORO LLC	EL TORO LLC	RESTAURANT		3/2/2013	11/6/2018
COMPUTER UMBRELLA INC	COMPUTER UMBRELLA INC	COMPUTER SERVICES		11/24/2017	11/30/2018
NATURAL PURE HONEST	TRACI HOETING	BATH & BODY PRODUCTS		4/6/2015	12/1/2018
STUYVESANT SKIN CARE CLINIC	MAYBACH MEDICAL METIER PLLC	MEDICAL ESTHETICIAN		3/7/2016	12/1/2018
DAVID J DISCHLEY PLC	DAVID J DISCHLEY PLC	ATTORNEY/LEGAL SERVICES		11/8/2013	12/14/2018
GENERAL NUTRITION CENTER	GENERAL NUTRITION CORPORATION	RETAIL SALES	5999	1/20/1995	12/17/2018
UNITED RECOVERY SERVICE	UNITED RECOVERY SERVICE	MEDICAL BILLING/DEBT COLL	7389	5/1/2001	12/27/2018
A CLASSIC HAIR DESIGN LLC	A CLASSIC HAIR DESIGN LLC	HAIR SALON/RETAIL	5999	2/7/2006	12/31/2018
ASSURANCE REALTY OF VIRGINIA	ASSURANCE REALTY OF VIRGINIA	REAL ESTATE BROKERAGE	7335	1/1/2007	12/31/2018
COUNTRY COACH INC	COUNTRY COACH INC	CHARTER COACH SERVICE	4121	1/2/2003	12/31/2018
ENVIRIAN OF RESTON	HOMES IN VIRGINIA INC	REAL ESTATE		1/1/2014	12/31/2018
INDUSTRIAL VISION AND VIDEO	BENJAMIN A BARRETT	VISION CAMERA DIST WHOLESALER	5999	4/1/2006	12/31/2018
JMALICEA PUBLICATIONS	JMALICEA PUBLICATIONS	PUBLISHING/CONSULTING	5999	1/1/2007	12/31/2018
KAYLA NELSON PHOTOGRAPHY	KAYLA NELSON	PHOTOGRAPHY		10/26/2017	12/31/2018
MARIANNE CLYDE LMFT PLLC	MARIANNE CLYDE	COUNSELING		9/1/2010	12/31/2018
PARAMOUNT ASSET MANAGEMENT INC	PARAMOUNT ASSET MANAGEMENT INC	PROPERTY PRESERVATION		3/28/2018	12/31/2018
SNOW HILL CORP	RICHARD SANDERS	CONTRACTOR/REAL ESTATE DEV	6552	1/1/1985	12/31/2018
THOMAS P DUGGAN LCSW PC	THOMAS P DUGGAN	COUNSELING - MENTAL HEALTH	8322	11/1/1983	12/31/2018
ENVY NAILS & SPA LLC	KHOI DO	BEAUTY SALON-NAIL SALON	1711	6/1/2009	1/1/2019
RWR DESIGN SERVICES	RICHARD W ROBISON	ARCHITECTURAL DRAFTING/DESIGN	8712	3/1/1992	1/1/2019
SHUMATE AUCTIONS LLC	SHUMATE AUCTIONS LLC	AUCTION HOUSE		7/1/2010	1/5/2019
WARRENTON URGENT CARE	FRANCIS JOHN BOURGEOIS	MEDICAL PRACTICE		7/1/2011	1/8/2019
AMERICAN SPRAY LINERS	AMERICAN SPRAY LINERS	SPRAY BED LINERS	7299	6/1/2005	1/10/2019
DODD & ASSOCIATES PLLC	DODD & ASSOCIATES PLLC	ENGINEERING & LAND SURVEYING	8713	7/15/2002	1/15/2019
SUMMIT MOTORS	COUNTRY CHEVROLET	CAR DEALER	5999	6/1/2009	1/31/2019
THE GLASS FLAMINGO	THERESA K SHREVE	RETAIL SALES - ANTIQUES	5932	6/20/1994	2/13/2019
PROSPERITY GROUPS INC	PROSPERITY GROUPS INC	RESTAURANT		2/14/2014	2/14/2019
TINA ADELE KENNY	TINA ADELE KENNY	HAIR SALON		2/1/2016	2/14/2019
KELLY ANNS QUILTING	KELLY ANNS LLC	QUILT FABRIC SHOP	5949	3/1/2005	2/15/2019
SHUMAN BUILDERS INC	SHUMAN BUILDERS INC	GENERAL CONTRACTOR		2/2/2017	2/19/2019
OLD TOWN MASSAGE STUDIO LLC	OLD TOWN MASSAGE STUDIO LLC	MASSAGE THERAPY		6/1/2014	2/26/2019
OLD TOWN AUTO BODY	DANIEL W KACHUR	AUTO BODY & PAINT SHOP	7532	11/1/1991	3/1/2019
RHINOS INK INC	RHINOS INK INC	RETAIL SALES/SCREEN PRINTING		1/25/2012	3/1/2019
SUBWAY	RAIS PARTNERS LP	RESTUARANT		1/1/2011	3/1/2019
HAZEN LLC	HAZEN LLC	WRITING AND SPEAKING		9/24/2015	3/7/2019
JE DESIO DDS PC	JE DESIO DS PC	DENTAL PRACTICE		12/27/2012	3/10/2019
THE LEMA IMMIGRATION LAW OFF	THE LEMA IMMIGRATION LAW OFF	LAW OFFICE		3/1/2017	3/19/2019
CYNTERAPY SCENTED CANDLES	CYNTHIA EDWARDS	SCENTED CANDLE BUSINESS		9/1/2018	3/20/2019
BLUE TREE BUSINESS SERV LLC	BLUE TREE BUSINESS SERV LLC	BOOKKEEPING SERVICES		7/1/2018	3/21/2019
COMMONWEALTH OBSTETRICS & GYN	JEFFREY W BELL	MEDICAL DOCTOR	8011	6/1/1998	3/25/2019
THOMAS E MYERS MD PC	THOMAS E MYERS MD PC	PHYSICIANS	8011	1/1/1983	3/25/2019
RE MAX REGENCY	CHC INC	REAL ESTATE BROKERAGE	6531	10/5/1993	3/29/2019
ADVANTAGE MEDICAL EQUIPMENT &	HUNT COUNTRY NURSING SERVICES	MEDICAL SUPPLY SALES & RETAIL	8011	3/5/2007	3/31/2019
FAUQUIER HEARING SRV PLLC	DIANE MARKVA	AUDIOLOGY PRACTICE	8099	1999/00/08	4/1/2019

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PAMELA KOTSCH	PAMELA KOTSCH	ARCHITECTURAL		9/1/2015	4/1/2019
PRINCE WILLIAM PHYSICAL THERAP	PRINCE WILLIAM PHYSICAL THERAP	PHYSICAL THERAPY CLINIC		8/1/2014	4/10/2019
SUPERIOR LANDSCAPING	GWENDOLYN B CONNER	LANDSCAPING & YARD SERVICE		4/11/2019	4/12/2019
MARLIN VENTURES INC	MARLIN VENTURES INC	GOVERNMENT CONTRACTS CONSULTS		7/20/2016	4/15/2019
WARRENTON TECH LLC	WARRENTON TECH LLC	RETAIL WIRELESS		8/10/2017	4/28/2019
THE WIRELESS CENTER INC	THE WIRELESS CENTER INC	RETAIL WIRELESS PRODUCTS/PROD		7/1/2017	4/30/2019
MOVEMENT MORTGAGE LLC	MOVEMENT MORTGAGE LLC	MORTGAGE LENDER		2/24/2016	5/10/2019
CONSOLIDATED BUSINESS ASSOC IN	CONSOLIDATED BUSINESS ASSOC IN	CONSULTING ENG'R EXEC SEARCH		3/1/2014	5/31/2019
PAYLESS SHOE SOURCE #5361	PAYLESS SHOE SOURCE INC	RETAIL SHOES	5661	2/24/1996	6/3/2019
ESCROW LLC	ESCROW LLC	ESCROW SERVICE	5999	8/8/2008	6/14/2019
LIFE LINE COUNSELING CENTER	LIFE LINE ADDICTIONS FND INC	MENTAL,DRUGS,ALCOHOL COUNSEL		4/27/2018	6/21/2019
WALKER'S BARBER SHOP	ROBERT & SHIRLEY WALKER	BARBER SHOP	7241	1/1/1951	6/24/2019
REVBUILDERS	SMS BUSINESS DEVELOPMT GRP LLC	MARKETING		1/1/2016	6/29/2019
LAW OFFICE OF SCOTT C HOOK PC	SCOTT HOOK	ATTORNEY		5/1/2017	6/30/2019
NORMA C MCNEILL	NORMA C MCNEILL	PIANO LESSONS	7299	7/31/1996	6/30/2019
S & S ELECTRICAL	STEVEN M WEBB	ELECTRICAL CONTRACTOR	1731	8/22/2001	6/30/2019
WINCHESTER RADIOLOGISTS PC	WINCHESTER RADIOLOGISTS PC	PHYSICIAN PRACTICE		6/1/2018	6/30/2019
HOLIDAY INN EXPRESS WARRENTON	HWVA ASSOCIATES LLC	HOTEL		3/21/2018	7/12/2019
TONI SHEADS	TONI SHEADS	YOGA INSTRUCTOR		1/18/2017	8/1/2019
WONDER PILATES	DAWN E MULLISS	PILATES PERSONAL TRAINING		3/29/2019	8/16/2019
MR MISCELLANEOUS LLC	JOHN C BUSH	HANDYMAN SERVICES		11/17/2011	9/1/2019
PAST REFLECTIONS ANTIQUES	KATHY SHUMATE	ANTIQUE & CHALK PAINT		8/1/2017	9/1/2019
PIZZA HUT #23496	ADF MIDATLANTIC LLC	RESTAURANT	5999	11/28/2006	9/1/2019
MCMAHONS IRISH PUB & RESTAURA	MCMAHONS IRISH PUB & RESTAURA	IRISH PUB/RESTAURANT	5999	5/1/2006	9/15/2019
BITS OF FIBER	CHANTAL KASTORFF	ARTS & CRAFTS RETAIL	5999	12/4/2008	10/1/2019
JOINER MICRO LABORATORIES INC	ROBYN JOINER	WATER TESTING	8734	5/1/1993	10/22/2019
ASAP CLEANERS	REDAN HOLDINGS INC	DRY CLEANERS DROP OFF & PU		1/1/2016	10/24/2019
DESIGNS BY TERESA	TERESA A BOWLES	FLORIST	5999	2/1/1988	10/31/2019
SAMUEL L WEIR OD PC	SAMUEL L WEIR OD	RETAIL SALES/OPTOMETRIST	8042	7/1/1979	11/1/2019
PARKER ENTERPRISES	JEANETTA R PARKER	OFFICE ADMIN/PET CARE		4/4/2016	11/22/2019
BUDGET BLINDS OF WARRENTON	BYRONS	RETAIL SALES	5719	2/1/2005	12/1/2019
RENEE'S GOURMET TO GO	RENEE' YOUNT	DELI/TAKE OUT	5812	12/17/2004	12/10/2019
CAPITOL LAW PARTNERS PLLC	CAPITOL LAW PARTNERS PLLC	LAW FIRM		4/4/2016	12/31/2019
DESIGNER DECKS AND PATIOS	KNAP SERVICES INC	FORECLOSURE MANAGEMENT		12/19/2018	12/31/2019
FRANCIS D ANDRES MD	FRANCIS D ANDRES MD	THERAPIST DOCTOR	8011	10/1/2003	12/31/2019
GOLD'S GYM	WG HOLDINGS LLC	HEALTH & FITNESS	1521	8/10/2005	12/31/2019
LAURA G FOX PLLC	LAURA G FOX	LAW OFFICE	8111	1/2/2002	12/31/2019
MISTRAL VENTURES LLC	MISTRAL VENTURES LLC	RETAIL VAPE & PERSONAL VAPORIZ		7/15/2015	12/31/2019
SAND DOLLAR SOFTWARE INC	TOM BARTKIEWICZ	COMPUTER SOFTWARE DEV & CONSUL	7361	6/1/1996	12/31/2019
SKYLINE CAPITAL GROUP LLC	ROBERT VORDER BRUEGGE	EQUIPMENT LEASING	7359	11/1/2000	12/31/2019
WARRENTON HIGHLINE	COUNTRY CHEVROLET	AUTOMOTIVE RETAILER	5511	1/1/2000	12/31/2019
MILLWRIGHT ENTERPRISES LLC	CHRISTIAN BUTT FREDERICK	CONSTRUCTION INSPECTIONS	5999	5/30/2008	1/1/2020
RYDERS BUILDING & HANDYMAN	GARY L RYDER	HANDYMAN SERVICE	7299	7/19/2002	1/1/2020
RED HOT & BLUE RESTAURANT	DIEGOS FOOD INC	RESTAURANT		11/1/2015	1/2/2020
OLYMPIA SPORTS	OSC SPORTS	RETAIL		11/1/2011	1/29/2020
ITILITY LLC	ITILITY LLC	PROGRAM MANAGEMENT		2/1/2018	1/31/2020
ITILITY RENEWABLE ENERGY&AGRIC	ITILITY RENEWABLE ENERGY&AGRIC	RENEWABLE ENERGY SERVICES		10/1/2018	1/31/2020
PIZZARAMA	HARJAP CORPORATION	RESTUARANT		6/25/2018	1/31/2020
LIVE LIFE WELL LLC	LIVE LIFE WELL LLC	WELLNESS COACHING		8/1/2017	2/1/2020
FAUQUIER EYE CARE	RICHARD E WOOD	EYE DOCTOR		8/1/2019	2/21/2020
NORTHROCK BARBER	NORTHROCK BARBER	BARBER SHOP		5/15/2013	2/25/2020
MARYS SALON LLC	MARYS SALON LLC	HAIR SALON		10/20/2015	2/28/2020
REGETIS PHOTOGRAPHY	AMY REGETI	PHOTOGRAPHY	7335	3/5/2005	2/28/2020
WARRENTON ARMS & OUTDOORS	GILLIAMS LLC	RETAIL		10/1/2012	2/28/2020
GILLIAMS ACE HARDWARE	GILLIAMS LLC	ACE HARDWARE STORE	1521	3/1/2007	2/29/2020
VINT HILL SOLUTIONS LLC	JUSTIN RIDGEWAY	CONSULTING BUSINESS MANAGEMENT		1/15/2018	2/29/2020
WHITE HORSE AUTO	WALEED AHSAN	USED AUTO DEALER		12/8/2015	2/29/2020
RUBY TUESDAY	RUBY TUESDAY INC #4667	FULL SERVICE RESTAURANT	5812	3/18/2003	3/6/2020
BROOKSIDE FAMILY THERAPY LLC	BROOKSIDE FAMILY THERAPY LLC	MARRIAGE & FAMILY THERAPY		3/8/2019	3/15/2020
LAUREL T EDWARDS PC	LAUREL T EDWARDS PC	LAW PRACTICE/MEDIATION		1/1/2011	3/16/2020
CRESCENDO MUSIC LLC	MARIE-LOUISE LYON	EARLY CHILD MUSIC CLASSES		4/20/2015	3/20/2020
ANA MARIA SICCARDI	ANA MARIA SICCARDI	MASSAGE THERAPY	7299	7/11/2003	3/24/2020
BROAD RUN ACCOUNTING SERVICES	BROAD RUN ACCOUNTING SERVICES				3/31/2020
ROBERT G SWIFT	ROBERT G SWIFT	PRIVATE MUSIC INSTRUCTIONS		10/7/2015	3/31/2020
FORMAL TRADITIONAL	FORMAL TRADITIONAL	INTERIOR DESIGN		7/26/2016	4/1/2020
MAINE LOON (THIS & THAT)	ROBERT E HAYES	WILDLIFE CARVING SALES		9/6/2019	4/4/2020
DPF RESTORATION AND DIAGNOSTIC	ROYCE KELLY	DIESEL MECHANIC		3/31/2016	4/15/2020
EXCELL DANCE LLC	KIM BRIDGES	DANCE INSTRUCTION	1796	9/24/2009	5/1/2020

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EXCELL DANCE LLC	KIM BRIDGES	DANCE STUDIO		8/17/2015	5/1/2020
MICHELE RYDELL FARRIS	MICHELE RYDELL FARRIS	LAW PRACTICE/MEDIATION		1/1/2012	5/1/2020
WALK BY FAITH LLC	EDNIDA T MINOR	CHRISTIAN & INSPIRATIONAL SPEC		4/1/2013	5/1/2020
MOO THRU	TAMI MILLER	ITINERANT MERCHANT		7/23/2018	5/5/2020
LITTLE CAESARS	CAPITAL CITY PIZZA LLC	CARRY OUT PIZZA		6/10/2014	5/12/2020
VIRGINIA HOBBIES ETC	BURRELL SPINDEL	HOBBY SHOP		6/10/2011	5/16/2020
THE PAINTED MANE SALON	NICOLE ADAIR	HAIR SALON		8/1/2018	5/31/2020
DYSLEXIA INTERVENTION SERVICES	CHRISTINA FOX	TUTORING		1/1/2018	6/1/2020
LITTLE PINCUSHION STUDIO	ANNABEL WRIGLEY	SEWING INSTRUCTION		3/6/2010	6/1/2020
SUSAN P MILLER LPC	SUSAN P MILLER	MENTAL HEALTH THERAPY		5/1/2019	6/1/2020
BALLET ACADEMY OF WARRENTON	JAMES E CASEY	DANCE SCHOOL	7911	7/5/2000	6/4/2020
HAIR CUTTERY #193	CREATIVE HAIRDRESSERS INC	BEAUTY SALON	7231	2/13/1986	6/4/2020
GORDMANS #6391	SPECIALTY RETAILERS INC	DEPARTMENT STORE	5311	1/1/2005	6/11/2020
WEICHERT REALTORS	WEICHERT COMPANY OF VA	REAL ESTATE SALES	6531	8/17/1991	6/11/2020
ADVANCE AMERICA CASH ADVANCE C	ADVANCE AMERICA CASH ADVANCE	PAYDAY & MOTOR VEH. LENDER		12/18/2014	6/12/2020
CRICKET WIRELESS	UNLIMITED SKYTALK	WIRELESS STORE		6/15/2019	6/30/2020
THE TOWN DUCK OF WARRENTON INC	KATHLEEN ANNETTE JOHNSON	GIFT SHOP/BEER & WINE OFF	5947	9/1/1993	6/30/2020
UP HEALTH & PERFORMANCE	UP HEALTH & PERFORMANCE	PHYSICAL THERAPY		10/1/2019	6/30/2020
CAROL HAWKER LPC	CAROL A HAWKER	FAMILY COUNSELING		3/1/2012	7/1/2020
COMVERGENCE LLC	COMVERGENCE LLC	COMPUTER NETWORK	5999	1/1/2006	7/1/2020
JAFRA COSMETICS INTL	LINDA C WRIGHT	RETAIL	5999	2003/00/01	7/1/2020
TUESDAY MORNING #1050	TUESDAY MORNING INC	RETAIL STORE	5999	4/7/2009	7/23/2020
PRINTING FOR YOU	CATHERINE A DODSON	PRINT BROKER/OFFICE	5999	5/1/2009	7/31/2020
DRH ENGINEERS PLC	DRH ENGINEERS PLC	ENGINEERING SERVICES		1/1/2012	8/1/2020
HOMUNITY HEALTH SERVICES	HOMUNITY HEALTH SERVICES	HOME HEALTH AGENCY		6/15/2018	8/1/2020
JOS A BANK CLOTHIERS INC #978	JOS A BANK CLOTHIERS INC	RETAIL MENS APPAREL		10/18/2013	8/25/2020
DONOVAN PAVING	DOMAR LLC	CONTRACTING PAVING		7/1/2017	9/1/2020
HOLTZMAN VOGEL JOSEFIK PLLC	HOLTZMAN VOGEL JOSEFIK PLLC	LAW FIRM	8111	7/1/2004	9/1/2020
ANYTIME FITNESS	WARRENTON 247 FITNESS	FITNESS CENTER		2/1/2019	9/22/2020
F1 COMPUTER SOLUTIONS INC	F1 COMPUTER SOLUTIONS INC	COMPUTER & NETWORKING SERVICES	7361	7/15/2001	9/30/2020
COUNTRY COOKIN	RWS ENTERPRISES INC	RESTAURANT	5812	4/1/1994	10/16/2020
SARAH STEED LIC ACUPUNCTURIST	SARAH STEED LIC ACUPUNCTURIST	ACUPUNCTURIST		6/10/2010	10/23/2020
GOFETCH MEDIA INC	GOFETCH MEDIA INC	VIDEO PRODUCTION		12/13/2012	11/6/2020
THE COTTON HOUSE	THE COTTON HOUSE	FABRIC FURNITURE & PERSONAL SR		10/15/2014	11/30/2020
ENGLISH MEADOWS	NEW RIVER ASSISTED LIVING	SENIOR LIVING		10/1/2017	12/1/2020
DESTINATION BOBA	DESTINATION BOBA	PREPARING AND SELLING FOOD		5/8/2019	12/11/2020
ANOTHER ME LLC	JANET L FALLON	PERSONAL ASSISTANT	1742	9/30/2005	12/17/2020
TONYS AUTO SERVICE OF WARREN	TONYS AUTO SERVICE OF WARREN	AUTO REPAIRS		7/1/2020	12/18/2020
BRANNER ELECTRICAL TECH INC	BRANNER ELECTRICAL TECH INC	ELECTRICAL CONTRACTOR		6/20/2012	12/31/2020
JESSICA JACOBS LCSW LLC	JESSICA JACOBS LCSW LLC	COUNSELING MENTAL HEALTH		10/27/2016	12/31/2020
VIRGINIA SLEEP SOLUTIONS	VIRGINIA SLEEP SOLUTIONS	DENTAL OFFICE		6/1/2017	12/31/2020
AAMCO	BHISHAM INC	AUTOMOTIVE REPAIR		10/1/2016	1/1/2021
DREAMS AUTO WARRENTON LLC	DREAMS AUTO WARRENTON LLC	CAR DEALERSHIP		4/1/2018	1/1/2021
KRIS TSCHETTER CREATIONS	KRISTEN M TSCHETTER	RETAIL/JEWELRY		12/15/2011	1/1/2021
TAJ PALACE INDIAN CUISINE	ANNAPURNA LLC	RESTAURANT		5/12/2017	1/1/2021
BLUESHIELD SECURITY & INVEST L	ELIZABETH W KURTZ	PRIVATE INVESTIGATIONS		7/1/2014	1/27/2021
SPARC RESEARCH	SPARC RESEARCH LLC	ENGINEERING RESEARCH&DEVELOPMT		5/1/2018	2/8/2021
BB&T SCOTT & STRINGFELLOW	BB&T SECURITES LLC	FULL SERVICE STOCK BROKERAGE		1/1/2013	2/10/2021
ROBERT A MILLER DMD PC	ROBERT A MILLER DMD PC	ORTHODONTICS	6531	10/2/2008	2/10/2021
FAUQUIER NOW	COMMUNICATIVE TECHNOLOGY CORP	ONLINE NEWSPAPER		8/1/2011	2/12/2021
POTOMAC ELECTRIC	POTOMAC ELECTRIC LLC	ELECTRIC CONTRACTOR		2/1/2019	3/1/2021
YOUR HAT LADY	GERTIE M EDWARDS	HAT & ACCESSORIES RETAIL		3/1/2013	3/1/2021
HARTMAN ANTIQUES & COLLECTIBLE	LOIS E HARTMAN	ANTIQUES	5932	12/1/1996	3/24/2021
R F KUBE INC	R F KUBE INC	REAL ESTATE APPRAISER	6531	1/1/1978	3/30/2021
VIRGINIAS FLOWER COMPANY	VIRGINIAS FLOWER COMPANY	FLOWER SHOP		11/1/2019	3/31/2021
RANKINS HARDWARE INC	JAMES A RANKIN SR	RETAIL SALES	5251	1/1/1967	4/1/2021
A SOPHISTICUT LTD	DONNA B HOWARD	BEAUTY SALON	7231	8/28/2000	4/24/2021
NELSON FINANCIAL PARTNERS LLC	NELSON FINANCIAL PARTNERS LLC	FINANCIAL PARTNERS	8011	11/1/2007	4/29/2021
BROOKSIDE REHAB AND NURSING	WARRENTON OPERATIONS LLC	REHAB AND NURSING FACILITY		3/17/2016	4/30/2021
TURNKEY NETWORKS INC	GARY BLEVINS	COMPUTER SYSTEMS DESIGN	8711	11/13/2000	4/30/2021
FOUNDATION RECORDING STUDIO	SVEN BRIDSTRUP	RECORDING STUDIO		4/1/2010	5/1/2021
SHELF LIFE	T&O ENTERPRISE LLC	RETAIL SALES FURNITURE	5712	12/1/2004	5/7/2021
ATHENO DODGE LTD	ATHENO DODGE LTD	PROFESSIONAL SERVICES & RETAIL		11/15/2019	6/30/2021
JOAN Y HOWARD CPA	JOAN Y HOWARD	CERTIFIED PUBLIC ACCOUNTANT	8721	1/1/2000	6/30/2021
WARRENTON THERAPEUTIC MASSAGE	WARRENTON THERAPEUTIC MASSAGE	MESSAGE STUDIO		10/1/2020	6/30/2021
SAMARA SANDIFER	SAMARA SANDIFER	ADMINISTRATIVE		8/1/2017	7/23/2021
SIBBY'S LLC	SIBBY'S LLC	RESTAURANT		10/1/2012	7/26/2021
OOSKANNEWS	OOSKANNEWS	PUBLISHING	5999	7/10/2008	8/3/2021

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THE WHITE ELEPHANT INC	THE WHITE ELEPHANT INC	USED MERCHANDISE/CONSIGNMENTS	5932	10/1/1991	8/15/2021
STEINER DRIVING SCHOOL LLC	LYNN STEINER	BEHIND WHEEL TRAINING	5999	3/1/2009	9/1/2021
DAVID H MILLER INC	DAVID H MILLER INC	MANAGE STORAGE FACILITIES	6519	6/3/1997	9/3/2021
PLATINUM MOTOR CARS	EXECUTIVE AUTO WHOLE SALE INC	RETAIL & WHOLESALE CAR SALES		1/15/2015	9/9/2021
TALK OF THE MOUNTAIN SEAFOOD	CHRIS TAYLOR	ITINERANT MERCHANT		6/28/2019	9/9/2021
VA HEALTHCARE SERV OF FREDBURG	VA HEALTHCARE SERV OF FREDBURG	HOME HEALTH AGENCY		5/1/2019	9/9/2021
WELLNESS WARRIOR LLC	WELLNESS WARRIOR LLC	YOGA INSTRUCTOR		10/29/2019	9/9/2021
KING LIFE INVESTMENTS LLC	KING LIFE INVESTMENTS LLC	REAL ESTATE INVESTMENT		8/1/2018	9/30/2021
BLUESKYPHOENIX LLC	MICHELLE L COE	GRAPHIC DESIGN		9/1/2011	10/1/2021
RONALD J AIANI PC	RONALD J AIANI PC	LAW PRACTICE	8111	6/15/2000	10/1/2021
VONCANON GENERAL STORE	VONCANON GENERAL STORE	CANDY GENERAL STORE		10/3/2017	10/1/2021
BROADVIEW BUSINESS SERVICES	CARRIE L NEVEN	BOOKKEEPING		1/1/2013	10/10/2021
PREMIUM HOME SERVICES LLC	PREMIUM HOME SERVICES LLC	HVAC PLUMBING ELECTRICAL		3/2/2020	10/24/2021
AAMCO	MMAC LLC	TRANSMISSION REPAIR SHOP		1/1/2021	10/31/2021
A R HENDRIX CPA	ANSEL R HENDRIX	CPA	8721	3/10/2000	11/1/2021
KATHRYN TRUDEAU	KATHRYN TRUDEAU	CPA	8721	1/6/1996	11/1/2021
JACKSON HEWETT TAX SERVICE	NOVA FINANCIAL SERVICES LLC	TAX PREPARATION	7291	12/27/2000	11/21/2021
CLEANSING WATER	MARSHA GRANT	ELDERLY & DISABLED BATHING	7299	1/20/1997	11/29/2021
MAMA FITZ' SCRATCH CAKES	E DALE FITZHUGH	BAKING CAKES & SWEETS	5999	4/1/2008	12/1/2021
WENDY'S #390491	R & L FOODS LLC	RESTAURANT	5812	1/1/1987	12/6/2021
BUSINESS YOUR WAY LLC	BUSINESS YOUR WAY LLC	BUSINESS COACHING/CONSULTING		9/1/2020	12/7/2021
SCS INC	C J HEFFNER	COMPUTER SERVICES	7374	1/1/2000	12/15/2021
WARRENTON MEDICAL ASSOC PC	N L MAURONER JR MD	PHYSICIAN	8011	1/1/2000	12/17/2021
THE LILLIE HILL ART STUDIO	THE LILLIE HILL ART STUDIO	ART STUDIO		1/1/2015	12/20/2021
GATEAU BAKERY CAFE & TEA ROOM	GATEAU LLC	BAKERY CARE & TEA ROOM		11/22/2017	12/23/2021
ACCOUNTABLE INSIGHTS LLC	ACCOUNTABLE INSIGHTS LLC	FINANCE/BUSINESS CONSULTING		6/15/2020	12/31/2021
DESIGN INTEGRATED TECHNOLOGY	STEVEN C ANDREWS	MFG/RETAIL SALES/DAILY RENTAL	3815	10/1/1988	12/31/2021
FALLON MYERS & MARSHALL LLP	FALLON MYERS & MARSHALL LLP	LEGAL SERVICES	5999	2/1/2006	12/31/2021
L J FOLEY PLUMBING & HEATING	ROBERT E FOLEY VP	PLUMBING RETAIL & CONTRACTOR	1711	1/1/1940	12/31/2021
LITA TRIMMINGS PHOTOGRAPHY	THALITA V TRIMMINGS	PHOTOGRAPHY		10/3/2016	12/31/2021
AQUA MECHANICS INC	JAMES T RUTLEDGE JR	RETAIL & SERVICE POOLS SPAS	5999	2/13/2004	1/1/2022
CAROLE M HERTZ ED PC	CAROLE M HERTZ	COUNSELING - MENTAL HEALTH	8322	11/1/1983	1/1/2022
WASHINGTON WASHERS LLC	WASHINGTON WASHERS LLC	POWERWASHING		7/1/2020	1/1/2022
PIEDMONT PETS VETERINARY CARE	BLESSINGS LLC	VETERINARY HOSPITAL		9/1/2016	1/25/2022
FIREHOUSE SUBS	ORION ASHER AND SAMITH GR INC	RESTAURANT		3/3/2013	2/1/2022
JENNIFER S BURKE CPA PLLC	JENNIFER S BURKE CPA PLLC	CPA SERVICES		1/1/2018	2/1/2022
PIVOT PHYSICAL THERAPY OF VA	TIDWATER PHYSICAL THERAPY LLC	PHYSICAL THERAPY		12/22/2017	2/1/2022
WORT HOG BREWING COMPANY	WORT HOG BREWING COMPANY	BREWERY		12/20/2016	2/6/2022
ABILITY UNLIMITED	ABILITY UNLIMITED	COMPUTER SERVICES/TECH PROVIDE		12/15/2016	2/15/2022
@1STOPSWAMSHOP	@1STOPSWAMSHOP	VIRTUAL FILLING OF SUPPLIES		2/22/2021	2/17/2022
THE SECRET GARDEN INC	SCOTT J WRAY	HAIR SALON	7231	1/7/1997	2/28/2022
ANIMAL CARE CTR OF WARR LLC	THOMAS S ROEHR DVM	VETERINARIAN	8999	6/1/1995	3/14/2022
PET HOUSE SUITES LLC	PET HOUSE SUITES LLC	PET BOARDING KENNEL	2959	5/23/2005	3/14/2022
TRUIST	TRUIST INVESTMENT SERVICES	FINANCIAL PLANNING & INVEST		2/18/2021	3/29/2022
HEART & HOME INTERIORS	CLAUDIA S TEWELL	RETAIL SALES ANTIQUES	5932	10/28/1995	3/30/2022
EXPERT PIANO SERVICE	EMANUIL M YORGOV	PIANO TUNING REPAIR		3/1/2011	3/31/2022
FOUNDATIONS PERSONAL TRAINING	FOUNDATIONS PERSONAL TRAINING	PERSONAL TAINING		7/1/2015	3/31/2022
NORTHERN VIRGINIA DERMATOLOGY	MARAGH DERMATOLOGY PLLC	DOCTOR'S OFFICE	5999	6/18/2008	3/31/2022
POETS WALK WARRENTON	WARRENTON NJ TE LLC	ASSISTED LIVING		1/16/2018	3/31/2022
BAILEYS COOKIE BAR	BAILEYS COOKIE BAR	HOME COOKIE BUSINESS		11/1/2021	4/1/2022
KAREN J LOVING	KAREN J LOVING	MOVEMENT EDUCATION & PAIN	8041	10/1/2005	4/1/2022
SHORE UP LLC	MELISSA SHORE	PSYCHOTHERAPY		8/15/2020	4/21/2022
FIDELITY PAWN BROKERS INC	SCOTT MAY	PAWN BROKER, GEMS, PISTOL DLR	7299	1/1/1991	4/30/2022
FAUQUIER PAWN LLC	FAUQUIER PAWN LLC	PAWN SHOP ARMS DEALER		5/1/2022	5/1/2022
JANET KIECANA	JANET KIECANA	HAIR SALON		4/1/2020	5/1/2022
BIKE STOP	BIKE STOP INC	BICYCLE SALES & REPAIRS		12/12/2011	5/22/2022
KILYK & BOWERSOX PLLC	LUKE KILYK	LAW FIRM	8111	2/1/2001	5/31/2022
BOLLING GROUP LLC	BOLLING GROUP LLC	PROPERTY MANAGEMENT OFFICE		6/17/2010	6/1/2022
MATTRESS AUTHORITY	LUCAS & LUCAS LLC	RETAIL	5719	4/15/2004	6/1/2022
HANDFORD FINANCIAL STRATEGIES	KEVIN HANDFORD	FINANCIAL SERVICES		3/1/2011	6/13/2022
JOHN HARRE DDS PC	JOHN HARRE DDS	DENTIST	8021	10/1/1982	6/21/2022
THE PAINT SHOP LTD	JAMES W TIMBERLAKE JR PRES	RETAIL PAINT & WALLPAPER	5231	7/1/1977	6/24/2022
LOS CABRITOS	LOS CABRITOS	MOBILE TRUCK		7/14/2020	6/30/2022
NAILS DESIGN	KHOA D DO	NAIL SALON	7299	8/27/1997	6/30/2022
SAMUEL J LLOYD JR MD LTD	SAMUEL J LLOYD JR	PHYSICIAN	8011	11/1/1976	6/30/2022
XS TELECOM LLC	XSTELE.COM LLC	SYSTEMS INTEGRATORS		6/1/2016	6/30/2022
MARY CARTER	MARY CARTER	CLEANING SERVICE	5999	11/30/2007	2013/00/00
TK THERAPY	TK THERAPY	MASSAGE THERAPIST		12/1/2012	2013/00/02

Businesses Closed FY13-FY23 Town of Warrenton
 (sorted by closing date)

Trade Name	Business Name	License Type	SIC#	Est. Date	Close Date
BIG DADDY'Z ICE CREAM INC	LARRY E EMBREY	PEDDLER/ICE CREAM TRUCK	9999	7/20/2005	2014/00/00
HEATHER D HOTTLE	HEATHER D HOTTLE	HAIR SALON		9/9/2016	2016/00/00
PRIMITIVE ORIGINZ LLC	PRIMITIVE ORIGINZ LLC	GIFT SHOP		3/1/2016	2016/00/11
THE BEAN STALK INC	REBECCA PETERSON	CHILDRENS RESALE		11/20/2013	2017/00/00
RHEARTS	ROSEANNE CAMPBELL	SERVICE FACILILATOR		6/1/2011	2017/00/09
SHIZNITS	MICHELLE CORO-SADROLASHRAFI	RETAIL CONSIGNMENT		9/17/2016	2018/00/00
VALLIES VINTAGE JEWELRY	H CYNTHIA SALAMONE	VINTAGE JEWELRY		11/8/2014	2020/00/00
BACKTRONIXNOVA	WHITECAP CLEANING LLC	RESIDENTIAL & COMM CLEANING		8/17/2020	2022/00/00

COUNT 688

*** END OF REPORT ***

TOWN OF WARRENTON OWNED PROPERTIES

Parcel ID	Site Address	Description	Zoning	Acreage	Square Footage
6984-12-2780-000	333 CARRIAGE HOUSE LN	Police Department	RO CG	1.21	8616
6984-33-8623-000	18 COURT ST	Old Town Hall	PUBLIC	0.09	10812
6984-51-2365-000	360 Falmouth ST	Public Works & Utilities	PUBLIC	5.23	15250
6984-43-0765-000	21 MAIN ST	Town Hall		0.41	35,000
6984-43-1718-000					
6984-43-1887-000					
6974-64-6885-000	800 WATERLOO RD	WARF - 2 sty aquatic center	PSP	64.52670	59,738
6974-84-0739-000	731 FROST AVE	Treatment Plant	PSP	5.30000	12000
6974-97-2008-000	-	Sam Tarr Park	R-15	5.25180	
6975-50-1279-000	-	Water Storage Tank	RC	12.86600	
6975-50-4192-000	7448 BEAR WALLOW DR	Connection to Water Storage Tank	RC	0.28520	
6975-70-3019-000	7343 HUNTSMANS DR	Huntsman Pump Station	R1	0.01000	
6983-49-6156-000	354 E. SHIRLEY AVE	Brumfield Pump Station	PSP	0.08260	
6983-76-3679-000	795 JAMES MADISON HWY	Pump Station	I	0.22980	
6984-16-3465-000	151 SULLIVAN ST	Old Well	RO	0.26600	
6984-18-0811-000	366 NORFOLK DR	Well	R-15	0.00000	
6984-31-8260-000	-	Bartenstein Well	R-10	0.00000	
6984-38-3938-000	204 W LEE HIGHWAY		PSP	0.27140	
6984-42-1098-000	-	Vacant portion of dog park	PSP	0.09600	
6984-42-1657-000	79 S FOURTH ST	Greenway & Caboose	C	1.04550	
6984-42-2290-000	101 SOUTH FIFTH ST	Parking Lot G (Dog Park)	PSP	0.37890	
6984-42-3052-000	103 SOUTH FIFTH ST	Dog Park, Offsite Storage	PSP	0.00000	765
6984-43-1267-000	26 S THIRD ST	EOTW	PSP	0.08300	
6984-43-1316-000	-	Parking Lot B	PSP	0.07010	
6984-43-1374-000	-	Parking Lot B	PSP	0.22860	
6984-43-2328-000	-	Parking Lot B	PSP	0.16750	
6984-43-2865-000	-	Parking Lot E	PSP	0.12250	
6984-43-3236-000	-	Parking Lot C	PSP	0.32550	
6984-43-3901-000	-	Parking Lot E	PSP	0.08410	
6984-43-3925-000	-	Parking Lot E	PSP	0.06000	
6984-43-3990-000	38 HORNER ST	Parking Lot E	PSP	0.31550	
6984-43-4091-000	-	Parking Lot D	PSP	0.71910	
6984-43-4221-000	-	Parking Lot C	PSP	0.09900	
6984-43-4759-000	-	Parking Lot E	PSP	0.30990	
6984-43-5154-000	-	Parking Lot F	PSP	0.29700	
6984-43-5827-000	-	Parking Lot E	PSP	0.46750	
6984-43-7721-000	34 N FOURTH ST	Water Tower	PSP	0.20000	
6984-44-6336-000	123 ALEXANDRIA PIKE	Eva Walker Park	PSP	5.70200	215
6984-45-5588-000	ARMSTRONG ST	Vacant Lot	R-10	0.00000	
6984-50-0841-000	RAILROAD ST	Vacant Lot Adjacent to Greenway	R-10	0.25000	

TOWN OF WARRENTON OWNED PROPERTIES					
Parcel ID	Site Address	Description	Zoning	Acreage	Square Footage
6984-58-8445-000	HIGHLANDS	SWM Pond E	PUD	1.22250	
6984-63-2742-000	167 ACADEMY HILL RD	Academy Hill Park	PSP	4.72000	
6984-74-6947-000	ACADEMY HILL EXT.	Vacant	I	1.93210	
6985-00-1454-000	540 EVANS AVE	Rady Park	PSP	7.26980	540
6985-00-2836-000	550 EVANS DR	Pump Station	PSP	0.48430	520
6985-00-3546-000	710 FAUQUIER RD	Pump Station	PSP	0.58750	
6985-14-9602-000	-	Reservoir	RA	38.37300	
6985-33-7267-000	-	Reservoir Extended	R1	20.54560	
6985-34-8678-000	-	Reservoir Extended	RA	27.00000	
6985-35-0465-000	-	Reservoir Extended	RA	2.17210	
6985-37-0043-000	-	Reservoir Extended	RA	1.15620	
6985-37-6169-000	-	Reservoir	RA	85.85670	
6985-44-4029-000	-	Reservoir	RA	62.07000	
6985-48-1154-000	-	Reservoir Extended	RA	0.83370	
6985-53-4169-000	7240 BLACKWELL RD	Treatment Plant	R1	3.65630	9500
6985-53-4660-000	7200 BLACKWELL RD	Dwelling	R1	1.79250	5000
6985-53-6430-000	7204 BLACKWELL RD	Dwelling	R1	1.00000	2500
6985-53-7685-000		Utilitie Building - Raw Water	R1	1.53270	1400
6985-76-8226-000	6455 GOOCHLAND ST	Well Lot	R2	0.48080	
6994-07-8072-000	6307 ACADEMY HILL EXT.		R1	0.42110	670
6994-07-8168-000	ACADDEMY HILL EXT.	Abuts Pump Station	R1	0.62600	
6994-16-2918-000	6295 ACADEMY HILL EXT.	Pump Station	R1	5.53710	1210
6994-17-3158-000	ACADDEMY HILL EXT.	Pump Station	R1	1.37690	
NOT SURVEYED	W. SHIRLEY & GARRETT ST	SWM Pond & Floodplain	C	1.5000	
				379.20	

General Fund Budget Comparison	FY 2023				FY 2024		
	Amended	Projected	Variance with Amended		Proposed	Increase/(Decrease) compared to FY23 Amended	
			\$	%		\$	%
General Government							
Council	345,500	282,391	63,109	18.3%	253,967	(91,533)	-26.5%
Executive ¹	460,029	460,029	0	0.0%	446,640	(13,389)	-2.9%
Legal services ²	195,747	231,080	(35,333)	-18.1%	267,500	71,753	36.7%
Communications					182,292	182,292	-
Human Capital	172,912	100,865	72,047	41.7%	289,673	116,761	67.5%
Emergency Services/Risk Management	180,463	139,607	40,856	22.6%	135,939	(44,524)	-24.7%
Finance, Budget, and Procurement	1,062,625	712,850	349,775	32.9%	924,241	(138,384)	-13.0%
Memberships and dues	9,342	10,009	(667)	-7.1%	8,625	(717)	-7.7%
Electoral board	15,950	11,213	4,737	29.7%	5,475	(10,475)	-65.7%
Public Safety							
Police	4,273,336	3,662,475	610,861	14.3%	3,791,492	(481,844)	-11.3%
Fire and rescue	-	40,350	(40,350)	-	-	-	-
Public Works							
Administration	629,796	468,844	160,952	25.6%	543,230	(86,566)	-13.7%
Streets ³	3,111,841	2,423,548	688,293	22.1%	2,726,575	(385,266)	-12.4%
Stormwater							
Sanitation	707,390	528,735	178,655	25.3%	567,997	(139,393)	-19.7%
Facilities	1,048,072	999,652	48,420	4.6%	1,127,468	79,396	7.6%
Cemetery							
Parks and Recreation							
WARF	1,655,229	1,683,416	(28,187)	-1.7%	1,586,588	(68,642)	-4.1%
Parks	245,136	168,939	76,197	31.1%	261,054	15,917	6.5%
Administration ⁴	535,514	399,955	135,559	25.3%	562,561	27,047	5.1%
Community Development							
Inspections	625,845	525,650	100,195	16.0%	757,303	131,458	21.0%
Planning	651,911	404,242	247,669	38.0%	517,737	(134,174)	-20.6%
Visitor's Center	84,431	23,249	61,182	72.5%	75,076	(9,355)	-11.1%
Economic development	69,492	1,125	68,367	98.4%	175,369	105,877	152.4%
Boards and commissions	43,456	33,949	9,507	21.9%	31,220	(12,236)	-28.2%
Contributions	431,649	431,649	-	0.0%	448,620	16,971	3.9%
Debt service	855,618	855,618	-	0.0%	824,238	(31,380)	-3.7%
Information technology	1,727,041	1,212,242	514,799	29.8%	2,149,867	422,826	24.5%
Fleet	640,963	551,892	89,071	13.9%	582,302	(58,661)	-9.2%
Less: GF allocation to IT and MP	(1,866,375)	(1,411,307)			-	1,866,375	-100.0%
Less: Vacancy savings	-	-			(606,971)	(606,971)	
Subtotal	17,912,913	14,952,269	3,539,789	19.8%	18,636,077	723,164	4.0%
Capital outlay ⁵	2,026,538	1,193,718	832,820	41.1%	4,416,709	2,390,171	117.9%
TOTAL EXPENDITURES	19,939,451	16,145,987	4,372,609	21.9%	23,052,786	3,113,335	15.6%

Projected net increase / (decrease) 2,187,212

1. budget adjusted between Parks and Recreation Administration and Executive for Deputy Town Manager
2. added \$10k based on recent billings
3. added \$780k + \$150k for milling and paving projects underway
4. adjusted projection for Director charged to budget again
5. includes carryover projects from FY22; FY23 budgeted capital will carryover to FY24 if unspent so it has been factored into the projection.

General Fund Budget Comparison	FY 2023				FY 2024		
	Amended	Projected	Variance with Amended		Proposed	Increase/(Decrease) compared to FY23 Amended	
			\$	%		\$	%
REVENUES							
General Property Taxes ¹							
Real Estate	831,380	809,485	(21,895)	-2.6%	844,000	12,620	1.5%
Personal Property	581,000	851,590	270,590	46.6%	985,670	404,670	69.7%
Public Service	14,232	12,000	(2,232)	-15.7%	15,000	768	5.4%
Penalties and Interest	22,623	35,000	12,377	54.7%	27,000	4,377	19.3%
Other Local Taxes							
Local Sales Tax	670,422	998,781	328,359	49.0%	999,500	329,078	49.1%
Consumer Utility Tax	495,419	494,622	(797)	-0.2%	490,020	(5,399)	-1.1%
BPOL ²	2,272,525	2,272,525	-	0.0%	2,272,525	-	0.0%
Consumption Tax	64,452	75,466	11,014	17.1%	63,076	(1,376)	-2.1%
Motor Vehicle License Fee ³	225,000	202,500	(22,500)	-10.0%	-	(225,000)	-100.0%
Bank Franchise Tax ⁴	800,000	1,227,972	427,972	53.5%	1,200,000	400,000	50.0%
Meals Tax ⁵	4,573,645	5,272,006	698,361	15.3%	5,500,000	926,355	20.3%
Cigarette Tax	427,321	309,468	(117,853)	-27.6%	338,000	(89,321)	-20.9%
Lodging Tax	220,000	262,587	42,587	19.4%	250,000	30,000	13.6%
Permits, Privilege Fees & Licenses	328,064	221,921	(106,143)	-32.4%	288,064	(40,000)	-12.2%
Fines & Forfeitures	139,871	70,004	(69,867)	-50.0%	77,500	(62,371)	-44.6%
Use of Money & Property	125,000	385,905	260,905	208.7%	500,000	375,000	300.0%
Charges for Services	758,877	964,673	205,796	27.1%	1,090,439	331,562	43.7%
Miscellaneous Revenue	322,270	303,230	(19,040)	-5.9%	221,633	(100,637)	-31.2%
Non-Categorical Aid	514,522	514,522	-	0.0%	514,522	-	0.0%
Categorical Aid	2,457,116	2,457,116	-	0.0%	2,457,116	-	0.0%
Federal Revenue	39,000	39,000	-	0.0%	-	(39,000)	-100.0%
Bond proceeds	200,000	200,000	-	0.0%	-	(200,000)	-100.0%
Transfers in ⁶	-	352,827	352,827	-	539,913	539,913	-
Use of Fund Balance	3,856,712	-	(3,856,712)	-100.0%	4,378,808	522,096	13.5%
TOTAL REVENUES	19,939,451	18,333,199	(1,606,252)	-9.5%	23,052,786	3,113,335	15.6%

Projections are annualized based on year-to-date collections as of March 31, 2023, except as otherwise noted:

1. assumes 96% collection rate
2. total filings = \$2,059,254 to date
3. assumed 90% collection rate
4. based on returns filed
5. based on year-to-date and seasonal trends
6. assumed 20% of IT and Fleet expenditures



TOWN OF WARRENTON, VIRGINIA
Fiscal Year 2024 Proposed Budget

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The Town of Warrenton
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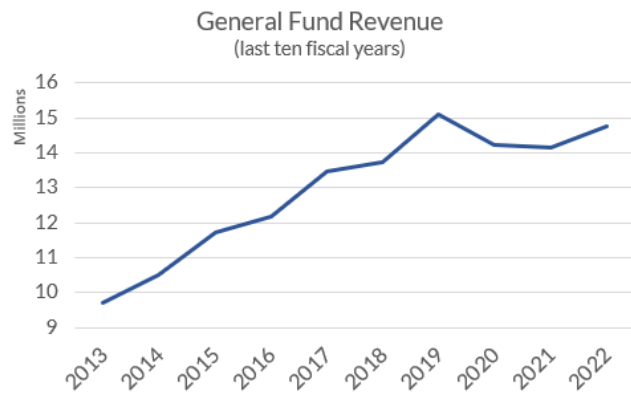
March 31, 2023

Honorable Mayor, Members of Town Council, and Town Residents,

I am pleased to present the Fiscal Year 2024 Proposed Budget, which has been developed in support of the Council’s mission, values, and long-term vision for the Town. During the last six months, Town staff have continued to align our activities with Plan Warrenton 2040 in furtherance of our commitment to delivering quality services to the community.

The proposed budget represents a balancing act between addressing inflationary pressures while acknowledging the lingering economic impact of the pandemic. Projections for Fiscal Year 2023 reflect a positive net change in fund balance; however, this is largely thanks to the use of ARPA funding. Federal funding sources have supported communities across the country through the pandemic but will not be an ongoing factor in our balancing of the budget.

While the Town’s current revenue sources have demonstrated resilience, the Town’s tax rate structure is heavily dependent upon economically sensitive sources. The chart to the right removes Federal stimulus funding to show the trend of regular revenue sources upon which the Town may rely.



Resiliency is a primary focus for the Town, recognizing our core mission to deliver quality, high-level services to Town residents. The Town Council held a Fiscal Retreat on February 25, 2023, to review the Town’s financial condition and trends, receive preliminary results of the Classification and Compensation Study, and to preview the proposed 2024-2029 Capital Improvement Program. The data presented showed that the Town has capacity to address its human capital needs and to provide a balance of cash and debt funding in support of the Town’s infrastructure and capital requirements. The proposed budget addresses those needs.

The total proposed budget for FY 2024 is \$41.2 million to fund governmental and utility operations, and investment in the Town’s capital infrastructure. This is an increase of \$10 million over the FY 2023 budget. The bulk of this change is the capital program, which increased by \$9.1 million. The operating increase across all funds is \$919,607, or 3.7%. The General Fund operating increase is \$788,552, or 4.3% compared to FY23.

HIGHLIGHTS

- Elimination of Motor Vehicle License Tax: The budget proposes to eliminate the Motor Vehicle License Tax. This is a \$25 per vehicle tax that is assessed annually and is not subject to proration. Many taxpayers receive a bill from the Town that only includes this fee, since we continue to offer 100% tax relief on vehicles valued less than \$20,000.
 - This is offset by an **increase in the personal property tax rate from \$1.00 to \$1.50** per \$100 of assessed value to produce neutral revenue. If this change is adopted, many taxpayers who own older vehicles will not receive a personal property tax bill from the Town.
- Internal Service Funds: To enhance transparency, we have dissolved the internal service funds – Information Technology and Fleet (formerly Motor Pool). These are now departments within the General Fund. The Water and Sewer Fund and the Stormwater Management Fund will transfer funds to the General Fund to account for the services provided to their respective functions. The change may distort some of the year over year comparisons in this first year. We have added footnotes to assist in understanding the impact.
- Capital Improvement Program: The Draft 2024-2029 Capital Improvement Program totals \$13.8 million for FY 2024. This includes \$7.9 million for General Fund projects, \$5 million for Water and Sewer projects, and \$0.9 million for Stormwater projects. We have reviewed the capital program with our financial advisors. The Town has the capacity to issue debt to support these intergenerational projects and those issuances will be brought forward to Council as the need for the funding approaches. There is no debt proposed in the FY24 budget; however, debt will need to be issued in the future to support the capital program.
- Water and Sewer Rates: The Town engaged the services of a consultant to conduct a rate study update due to the realignment of the capital program and inflationary concerns. The preliminary results of the rate study have been incorporated. **An average monthly In-Town residential bill (based on 3,000 gallons of consumption) will increase from \$36.19 to \$43.03.** The model assumes the issuance of debt in future years to support the system's capital needs. We continue to work with the consultant and our financial advisors to refine the model and will have a formal presentation at the May work session.
- Human Capital:
 - Classification and Compensation: At the fiscal retreat, Council received the results of the Classification and Compensation Study. The budget includes the recommended 10% across the board adjustment to the pay of current employees to advance them to the correct range on the new pay scale. The last time that a compensation study was

undertaken and partially implemented was 2015, so the adjustment is long overdue. The total impact of this adjustment is \$941,426.

- Merit Program: Another recommendation discussed during the retreat was a modification in the timing of merit increases. Previously, merit increases and cost-of-living (COLA) adjustments were provided on July 1. The merit will now be implemented each year on January 1. The proposed budget includes a proposed merit range of 0-3% with a total impact of \$135,644.
- New positions: The proposed budget includes the addition of seven positions and the upgrade to full-time of four existing part-time Maintenance Workers. The new positions are:
 - Communications Manager
 - Network Engineer
 - Human Capital Generalist
 - Deputy Town Manager
 - Economic Development Manager
 - Building Official
 - Fitness Supervisor

The budget is one of the most important tools that we use to plan the improvements and continued service delivery that make the Town of Warrenton a great place to live. I would like to thank the Council for the opportunity to serve in this capacity and for their vision and support of Town staff in our endeavors. I look forward to our collaboration as we work together to produce the best budget possible.

Sincerely,

Thomas L. Cureton

Tommy Cureton, MS, CPRP, CPP
Acting Town Manager

E X P E R I E N C E

COMBINED BUDGET SUMMARY

The following provides a summary of the budget for Fiscal Year 2023-2024 across all appropriated funds compared to the budget for Fiscal Year 2022-2023. Greater detail is provided for the General Fund, followed by summary totals for the other funds. in the next section. Further detail is provided throughout the document.

TOTAL ESTIMATED REVENUE ALL FUNDS

	Revenue/Sources	FY 2023 Adopted	FY 2024 Proposed	Variance (\$)	Variance (%)
GENERAL FUND	General Property Taxes	\$1,449,235	\$1,871,670	422,435	29%
	Other Local Taxes	9,675,138	11,113,121	1,437,983	15%
	Permits & Fees	328,065	288,064	(40,001)	-12%
	Fines & Forfeitures	139,871	77,500	(62,371)	-45%
	Use of Money/Property	128,257	500,000	371,743	290%
	Charges for Services	760,877	1,090,439	329,562	43%
	Miscellaneous Revenue	319,771	221,633	(98,138)	-31%
	State Revenue	2,971,638	2,971,638	-	-
	Transfers in	-	539,913	539,913	-
	Bond proceeds	200,000	-	(200,000)	-100%
	Use of Fund Balance	440,232	4,378,808	3,938,576	895%
	GENERAL FUND TOTAL	\$16,413,084	\$23,052,786	6,639,702	40%
OTHER FUNDS	Capital Projects	\$50,000	\$2,770,359	2,720,359	5441%
	General Asset Replacement	150,000	1,646,350	1,496,350	998%
	Water & Sewer Operating	6,596,935	8,082,832	1,485,897	23%
	Water & Sewer Capital	4,111,102	5,466,700	1,355,598	33%
	Stormwater Management	1,957,867	1,479,428	(478,439)	-24%
	Motor Pool	640,963	-	(640,963)	-100%
	Information Technology	1,638,011	-	(1,638,011)	-100%
	ARPA Fund	2,101,642	3,269,910	1,168,268	56%
	OTHER FUNDS TOTAL	\$17,246,520	\$22,715,579	5,469,059	32%
	TOTAL ALL FUNDS	\$33,659,604	\$45,768,365	\$12,108,761	36%
LESS TRANSFERS	(2,478,974)	(4,956,622)	(2,477,648)	100%	
TOTAL ESTIMATED REVENUES	\$31,180,630	\$40,811,743	\$9,631,113	31%	

TOTAL APPROPRIATIONS ALL FUNDS

	Expenditures/Uses	FY 2023 Adopted	FY 2024 Proposed	Variance (\$)	Variance (%)
GENERAL FUND	General Government	\$2,157,328	\$4,664,219	2,506,891	116%
	Public Safety	4,255,790	3,791,492	(464,298)	-11%
	Public Works	4,568,483	5,547,571	979,088	21%
	Parks & Recreation	2,608,455	2,410,203	(198,252)	-8%
	Community Development	1,346,411	1,556,705	210,294	16%
	Contributions	68,354	58,954	(9,400)	-14%
	Nondepartmental	352,645	389,666	37,021	10%
	Debt Service	855,618	824,238	(31,380)	-4%
	Transfers out	200,000	4,416,709	4,216,709	2108%
	Vacancy savings	0	(606,971)	(606,971)	-
GENERAL FUND TOTAL	\$16,413,084	\$23,052,786	6,639,702	40%	
OTHER FUNDS	Capital Projects	\$50,000	\$2,770,359	2,720,359	5441%
	General Asset Replacement	150,000	1,646,350	1,496,350	998%
	Water & Sewer Operating	6,596,935	8,082,832	1,485,897	23%
	Water & Sewer Capital	4,111,102	5,466,700	1,355,598	33%
	Stormwater Management	1,957,867	1,479,428	(478,439)	-24%
	Motor Pool	640,963	-	(640,963)	-100%
	Information Technology	1,638,011	-	(1,638,011)	-100%
	ARPA Fund	2,101,642	3,269,910	1,168,268	56%
	OTHER FUNDS TOTAL	\$17,246,520	\$22,715,579	5,469,059	32%
TOTAL ALL FUNDS	\$33,659,604	\$45,768,365	\$12,108,761	36%	
LESS TRANSFERS	(2,478,974)	(4,956,622)	(2,477,648)	100%	
TOTAL ESTIMATED APPROPRIATIONS	\$31,180,630	\$40,811,743	\$9,631,113	31%	

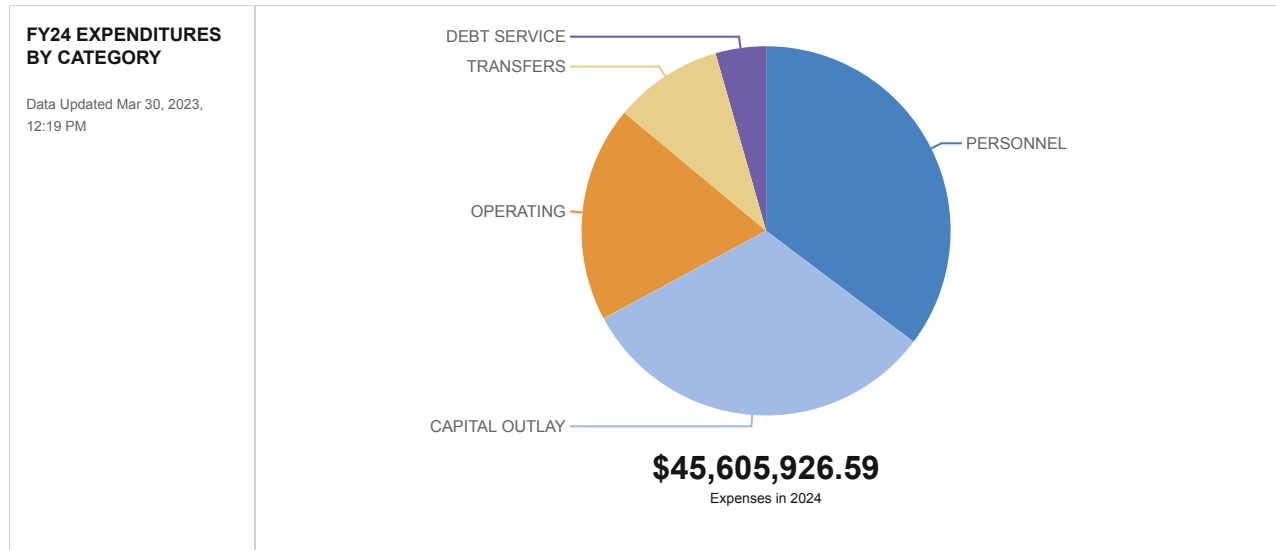
Note:

In FY24, the Information Technology and Fleet (formerly Motor Pool) functions have moved into the General Fund. For comparison purposes, the restated General Fund total for FY23 with Information Technology and Fleet included, is \$16,825,683. This would result in a net increase of \$6,227,103, or 37.0%.

INTRODUCTION

PERSONNEL & COMPENSATION SUMMARY

The Town of Warrenton views its workforce as the most valuable asset in creating a vibrant community and delivering quality services to taxpayers. The Town completed an update to its classification and compensation system in FY23. The primary goals of the study are attracting and retaining employees and ensuring employee satisfaction. The Town is currently conducting an organizational staffing study.



HIGHLIGHTS OF EXPENSES RELATED TO PERSONNEL

During the Fiscal Retreat held on March 25, 2023, the Town Council received the results of the recently completed classification and compensation study. Prior to this study, the last classification and compensation adjustment was done in 2015. Additionally, a cost-of-living adjustment was included in only 2 of the last 8 budget cycles. As such, the compensation system has lagged behind those of our peers for many years. The FY24 budget programs the recommended 10% classification and compensation increase to ensure that all employees are on the new pay scale.

A merit increase of up to an additional 3% (based on the results of their performance evaluation) has been budgeted for employees with an effective date of January 1. The merit program partially assists in addressing compression but periodic studies are necessary to fully correct the impact of compression over time.

Health Insurance is always a concern for both employees and employers. The Town is fully insured with The Local Choice (TLC), a pooled program of local governments administered by the Virginia Department of Human Resource Management. The Town's renewal for FY24 premiums reflects a 0% change. The FY24 cost for health insurance coverage is \$1,809,883 across all funds.

Full-time employees accrue annual and sick leave on a monthly basis. Annual leave is capped at a maximum number of hours based on years of service. Employees are eligible for a leave payout when they leave Town employment in good standing with the Town and provide at least two weeks' notice. The expense associated with leave payouts is typically absorbed by salary and benefit savings while attempting to hire a replacement.

The Town is a member of the Virginia Retirement System (VRS), which provides a retirement benefit and group life insurance coverage. All full-time employees are covered by the retirement plan and are required to contribute 5% of their salary to the plan. The Town's rates are set on a biennial basis, based on an actuarial report commissioned by VRS. Group Life Insurance premiums are paid in full by the Town. The Town's retirement contribution rate for FY24 is 10.55% and is budgeted at \$1,094,014. The group life insurance rate is 1.34% and accounts for \$138,955. The Town is also required to pay for short and long-term disability coverage for employees who are covered under the Hybrid VRS plan (those hired after January 1, 2014). This coverage is budgeted at \$34,379 for FY24.

The Federal Insurance Contributions Act (FICA) requires the Town to pay a share of Social Security and Medicare taxes for employees. The current rate for Social Security is 6.20% of wages; for Medicare, the rate is 1.45%. For FY24, FICA is estimated to cost the Town \$869,530.

FULL-TIME EQUIVALENTS

The following tables show changes in positions that are included in the FY 2024 Budget.

NEW POSITIONS

FUND	POSITION	DEPARTMENT	NET COST
General Fund	Maintenance Workers (4)	Public works	\$163,626

Note: the above table shows existing part-time positions that will be upgraded to full-time and absorb more duties.

UPGRADED POSITIONS

FUND	POSITION	DEPARTMENT	NOTES
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POSITIONS ELIMINATED

FUND	POSITION	DEPARTMENT	NOTES
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The following table shows positions that have been requested in the FY 2024 Budget.

POSITIONS ADDED

FUND	POSITION	DEPARTMENT	TOTAL COST
General Fund	Communications Manager	Communications	\$97,770
General Fund	Network Engineer	Information Technology	\$124,433
General Fund	Human Capital Generalist	Human Capital	\$106,464
General Fund	Deputy Town Manager	Executive	\$209,741
General Fund	Economic Development Manager	Community Development	\$160,164
General Fund	Building Official	Community Development	\$135,201
General Fund	Fitness Supervisor	Parks & Recreation	\$72,314
		Computer equipment cost per position = \$6,604	\$46,228
		Total cost	\$952,315

- Per Virginia Code, every local building department shall have a building official as the executive official in charge of the department. This function is currently performed by the Director of Public Works and Public Utilities. The addition of this position will allow for proper alignment of the position within the Department of Community Development.
- The Economic Development Manager has been restored but will report to the Director of Community Development instead of the Town Manager.
- The Deputy Town Manager position functioned well during the past eight months and has been added to enhance the management function.
- The Communications Manager was added to fill an identified need, as the functions are currently being performed by others.
- A Human Capital Generalist was added to perform the daily administrative functions for the Human Capital Department.
- Within the Information Technology department, a Network Engineer was added to aid in supporting the Town's network and the execution of the IT strategic plan. This position is part of the recommendation from an analysis of the Town's information technology function.
- A Fitness Supervisor was added in the Parks and Recreation department to assist with various programs at the WARF.

HEADCOUNT BY DEPARTMENT

The following document shows all full-time and part-time positions for every department and division for the Town of Warrenton. Allocations and Full Time Equivalents are shown in the subsequent tables.

PERSONNEL	FY23 Budget	FY24 Budget	Change
LEGISLATIVE			
Town Clerk	1	1	-
TOTAL FULL-TIME PERSONNEL	1	1	0
TOWN MANAGER			
Town Manager	1	1	-
Deputy Town Manager	-	1	1
Executive Assistant	1	1	-
TOTAL FULL-TIME PERSONNEL	2	3	1
HUMAN CAPITAL			
Human Capital Manager	1	1	-
Human Capital Generalist	-	1	1
TOTAL FULL-TIME PERSONNEL	1	2	1
ECONOMIC DEVELOPMENT			
Economic Development Manager	-	1	1
TOTAL FULL-TIME PERSONNEL	0	1	1
COMMUNICATIONS			
Communications Manager	-	1	1
Marketing Coordinator	-	1	1
TOTAL FULL-TIME PERSONNEL	0	2	2
EMERGENCY SERVICES/ RISK MANAGEMENT			
Emergency Services/Risk Manager	1	1	-
TOTAL FULL-TIME PERSONNEL	1	1	-
FINANCE & PROCUREMENT			
Director of Finance	1	1	-
Revenue & Collections Manager	1	1	-
Account Coordinator, <i>Tax Administrator</i>	1	1	-
Account Coordinator, <i>Payroll</i>	1	1	-
Account Coordinator, <i>A/P</i>	1	1	-
Budget Manager	1	1	-
Accounting Manager	-	1	1
Procurement Coordinator	1	1	-
Customer Service Representative	2	2	-
Financial Coordinator (ARPA-funded)	1	1	-
TOTAL FULL-TIME PERSONNEL	10	11	
PART-TIME PERSONNEL			
Customer Service Representative	1	1	-
TOTAL PART-TIME PERSONNEL	1	1	-
POLICE DEPARTMENT			
Chief of Police	1	1	-
Deputy Chief	1	1	-
Police Lieutenant	2	2	-

Police Corporal	9	8	(1)
Police Sergeant	5	4	(1)
Police Officer	12	13	1
Sr. Administrative Assistant	1	1	-
Records Clerk	1	1	-
TOTAL FULL-TIME PERSONNEL	32	31	(1)
PART-TIME PERSONNEL			
Accreditation Manager	1	2	1
Parking Enforcement Officer	1	1	-
Intern	2	-	(2)
TOTAL PART-TIME PERSONNEL	4	3	(1)
PUBLIC WORKS ADMINISTRATION			
Director of Public Works & Utilities	1	1	-
Assistant Director, Public Works	-	1	1
PW/PU Superintendent	1	-	(1)
Chief Equipment Mechanic/Facilities Manager	1	1	-
Senior Administrative Assistant	1	2	1
TOTAL FULL-TIME PERSONNEL	4	5	1
PUBLIC WORKS STREETS MAINTENANCE			
Senior Crew Supervisor	2	2	-
Maintenance Worker	4	8	4
Motor Equipment Operator 1	5	5	-
Motor Equipment Operator 2	2	1	(1)
Motor Equipment Operator 3	-	1	1
TOTAL FULL-TIME PERSONNEL	13	17	4
PART-TIME PERSONNEL			
Maintenance Worker <i>Seasonal</i>	2	-	(2)
Maintenance Worker	2	2	-
TOTAL PART-TIME PERSONNEL	4	2	(2)
PUBLIC WORKS SANITATION			
Crew Supervisor	2	1	(1)
Motor Equipment Operator 1	3	3	-
Maintenance Worker	1	2	1
TOTAL FULL-TIME PERSONNEL	6	6	-
PUBLIC WORKS FACILITIES MAINTENANCE			
Maintenance Mechanic	-	1	1
Building Engineer	1	1	-
Cemetery Caretaker	1	1	-
Maintenance Worker	3	3	-
Equipment Mechanic	-	2	2
TOTAL FULL-TIME PERSONNEL	5	8	3
PART-TIME PERSONNEL			
Traffic Signals/Sign Maintenance	1	1	-
TOTAL PART-TIME PERSONNEL	1	1	-
INFORMATION TECHNOLOGY			
Director, Information Technology	1	1	-
Information Technology Administrator	1	1	-

Help Desk Administrator	2	2	-
Network Engineer	-	1	1
Administrative Assistant	1	1	-
TOTAL FULL-TIME PERSONNEL	5	6	1
PARKS & RECREATION ADMINISTRATION			
Director of Parks & Recreation	1	1	-
Assistant Director of Parks & Recreation	1	1	-
Operations and Contracts Technician	1	1	-
Facility Services Coordinator	1	1	-
Recreation Programmer	1	1	-
Marketing Coordinator	1	-	-
TOTAL FULL-TIME PERSONNEL	6	5	-
PARKS & RECREATION AQUATICS CENTER			
Aquatics Coordinator	1	1	-
Aquatics Supervisor	1	1	-
Fitness Supervisor	-	1	1
TOTAL FULL-TIME PERSONNEL	2	3	1
PART-TIME PERSONNEL*			
Manager on Duty	0	1	1
Lifeguard	4	11	7
Fitness Instructor	3	4	1
Customer Services Specialist	6	5	(1)
Water Safety Instructor	-	1	1
Aquatics Instructor	-	1	1
TOTAL PART-TIME PERSONNEL	13	23	10
COMMUNITY DEVELOPMENT PLANNING			
Director, Planning & Community Development	1	1	-
Planning Manager	1	1	-
Planner	1	1	-
TOTAL FULL-TIME PERSONNEL	3	3	-
COMMUNITY DEVELOPMENT DEVELOPMENT SERVICES			
Zoning Administrator	1	1	-
Zoning Official	1	1	-
Code Enforcement Officer	2	2	-
Permit Technician	2	2	-
Building Official	-	1	1
TOTAL FULL-TIME PERSONNEL	6	7	1
PART-TIME PERSONNEL			
Visitor's Center Attendant	2	2	-
TOTAL PART-TIME PERSONNEL	2	2	-
WATER & SEWER METER READING			
Meter Supervisor	1	1	-
TOTAL FULL-TIME PERSONNEL	1	1	-
WATER & SEWER SOURCE OF SUPPLY			
WTP/WWTP Chief Operator	1	-	(1)
Superintendent, WTP	1	1	-
WTP/WWTP Operator A	2	3	1

WTP/WWTP Operator B	1	2	1
WTP/WWTP Operator Trainee	2	2	-
TOTAL FULL-TIME PERSONNEL	7	8	1
WATER & SEWER TRANSMISSION & DISTRIBUTION			
Public Utilities Superintendent	1	1	-
Senior Crew Supervisor	1	-	(1)
Utility Locator	1	1	-
Utility Maintenance Worker	1	4	3
Team Lead	1	-	(1)
Mechanical Equipment Operator 2	1	-	(1)
Maintenance Worker	2	-	(2)
Logistics Coordinator	-	1	1
TOTAL FULL-TIME PERSONNEL	8	7	(1)
WATER & SEWER WASTEWATER PLANT			
Superintendent, WWTP	1	1	-
Plant Mechanic	1	1	-
WTP/WWTP Chief Operator	1	1	-
WTP/WWTP Operator A	1	1	-
WTP/WWTP Operator B	3	3	-
WTP/WWTP Operator Trainee	3	4	1
TOTAL FULL-TIME PERSONNEL	10	11	1
PART-TIME PERSONNEL			
WWTP Technician	-	1	1
Extra Help	-	1	1
TOTAL PART-TIME PERSONNEL	0	2	2
WATER & SEWER ADMINISTRATION			
Assistant Director, Utilities	1	1	-
Engineer	1	1	-
Junior Engineer (ARPA Funded)	1	-	(1)
Project Coordinator (ARPA Funded)	1	1	-
Administrative Assistant	1	1	-
Utility Billing Coordinator	1	1	-
TOTAL FULL-TIME PERSONNEL	6	5	(1)
STORMWATER			
Stormwater Inspector	1	1	-
GIS Technician	1	1	-
Stormwater Administrator	1	1	-
TOTAL FULL-TIME PERSONNEL	3	3	-

*Please note that due to the schedule typically worked by part time Parks and Recreation employees, their FY 2024 headcount is determined by the following formula: Headcount = Employee Count x .2.

POSITION ALLOCATION

The following summary shows all full-time and part-time positions and the allocations of funding for each position in the FY 2024 budget.

PERSONNEL	General Fund	Water & Sewer Fund	Stormwater Fund	ARPA Fund
LEGISLATIVE				
Town Clerk	100%			
TOWN MANAGER				
Town Manager	80%	20%		
Deputy Town Manager	80%	20%		
Executive Assistant	80%	20%		
HUMAN CAPITAL				
Human Capital Manager	75%	25%		
Human Capital Generalist	100%			
ECONOMIC DEVELOPMENT				
Economic Development Manager	100%			
COMMUNICATIONS				
Communications Manager	100%			
Marketing Coordinator	100%			
EMERGENCY SERVICES/ RISK MANAGEMENT				
Emergency Services/Risk Manager	50%	50%		
FINANCE & PROCUREMENT				
Director of Finance	70%	30%		
Revenue & Collections Manager	70%	30%		
Account Coordinator, <i>Tax Administrator</i>	75%		25%	
Account Coordinator, <i>Payroll</i>	60%	40%		
Account Coordinator, <i>A/P</i>	70%	30%		
Budget Manager	50%	50%		
Accounting Manager	50%	50%		
Procurement Coordinator	50%	50%		
Customer Service Representative	70%	30%		
Financial Coordinator (ARPA-funded)				100%
Customer Service Representative (PT)	70%	30%		
POLICE DEPARTMENT				
Chief of Police	100%			
Deputy Chief	100%			
Police Lieutenant	100%			
Police Corporal	100%			
Police Sergeant	100%			
Police Officer	100%			
Sr. Administrative Assistant	100%			
Records Clerk	100%			
Accreditation Manager (PT)	100%			
Parking Enforcement Officer (PT)	100%			
PUBLIC WORKS ADMINISTRATION				
Director of Public Works & Utilities	50%	50%		
Assistant Director, Public Works	100%			
Chief Equipment Mechanic/Facilities Manager	80%	20%		
Senior Administrative Assistant		100%		
Senior Administrative Assistant	75%	25%		
PUBLIC WORKS STREETS MAINTENANCE				
Senior Crew Supervisor	100%			
Maintenance Worker	100%			

Motor Equipment Operator 1	100%			
Motor Equipment Operator 2	100%			
Motor Equipment Operator 3	100%			
Maintenance Worker (PT)	100%			
PUBLIC WORKS SANITATION				
Crew Supervisor	100%			
Motor Equipment Operator 1	100%			
Maintenance Worker	100%			
PUBLIC WORKS FACILITIES MAINTENANCE				
Maintenance Mechanic	100%			
Building Engineer	100%			
Cemetery Caretaker	100%			
Maintenance Worker	100%			
Equipment Mechanic	100%			
Traffic Signals/Sign Maintenance (PT)	100%			
INFORMATION TECHNOLOGY				
Director, Information Technology	83%	15%	2%	
Information Technology Administrator	83%	15%	2%	
Help Desk Administrator	83%	15%	2%	
Network Engineer	83%	15%	2%	
Administrative Assistant	83%	15%	2%	
PARKS & RECREATION ADMINISTRATION				
Director of Parks & Recreation	100%			
Assistant Director of Parks & Recreation	100%			
Operations and Contracts Technician	100%			
Facility Services Coordinator	100%			
Recreation Programmer	100%			
PARKS & RECREATION AQUATICS CENTER				
Aquatics Coordinator	100%			
Aquatics Supervisor	100%			
Fitness Supervisor	100%			
Manager on Duty (PT)	100%			
Lifeguard (PT)	100%			
Fitness Instructor (PT)	100%			
Customer Services Specialist (PT)	100%			
Water Safety Instructor (PT)	100%			
Aquatics Instructor (PT)	100%			
COMMUNITY DEVELOPMENT PLANNING				
Director, Planning & Community Development	100%			
Planning Manager	100%			
Planner	100%			
COMMUNITY DEVELOPMENT DEVELOPMENT SERVICES				
Zoning Administrator	100%			
Zoning Official	75%		25%	
Code Enforcement Officer	100%			
Permit Technician	75%		25%	
Building Official	100%			
Visitor's Center Attendant (PT)	100%			
WATER & SEWER METER READING				
Meter Supervisor		100%		
WATER & SEWER SOURCE OF SUPPLY				
Superintendent, WTP		100%		
WTP/WWTP Operator A		100%		

WTP/WWTP Operator B		100%		
WTP/WWTP Operator Trainee		100%		
WATER & SEWER TRANSMISSION & DISTRIBUTION				
Public Utilities Superintendent		100%		
Utility Locator		100%		
Utility Maintenance Worker		100%		
Logistics Coordinator		100%		
WATER & SEWER WASTEWATER PLANT				
Superintendent, WWTP		100%		
Plant Mechanic		100%		
WTP/WWTP Chief Operator		100%		
WTP/WWTP Operator A		100%		
WTP/WWTP Operator B		100%		
WTP/WWTP Operator Trainee		100%		
WWTP Technician (PT)		100%		
Extra Help (PT)		100%		
WATER & SEWER ADMINISTRATION				
Assistant Director, Utilities		88%		12%
Engineer	20%	50%	30%	
Project Coordinator		72%		28%
Administrative Assistant		100%		
Utility Billing Coordinator		100%		
STORMWATER				
Stormwater Inspector			100%	
GIS Technician			100%	
Stormwater Administrator			100%	

SUMMARY OF FULL-TIME EQUIVALENTS

The following staffing summary shows changes in full-time equivalent staffing by department from FY 2023 to FY 2024. Part-time staff who work for the Town are limited to working no more than 29 hours per week, so the equivalent maximum amount of a part-time employee is 0.725 FTE, rounded throughout this document to 0.73. Part-time employees are the WARF are estimated to be equivalent to .20 FTE as many of the employees work less hours than part-time employees in other departments. It is important to note that in FY23, a part-time WARF employee equated to .13. This accounts for 9.63 of the increase between FY23 and FY24.

PERSONNEL	FY23 Budget	FY24 Budget	Change
GENERAL GOVERNMENT			
Legislative	1.00	1.00	-
Executive	1.61	2.40	0.79
Emergency Services	0.50	0.50	-
Human Capital	0.50	1.75	1.25
Communications	-	2.00	2.00
Finance and Procurement	6.59	7.86	1.27
Information Technology	5.00	5.15	0.15
General Government Subtotal	15.20	20.66	5.46
PUBLIC SAFETY			
Police Department	32.16	33.18	1.02
Public Safety Subtotal	32.16	33.18	1.02
PARKS & RECREATION			
Aquatic Center	15.37	26.00	10.63
Parks & Recreation	0.36	-	(0.36)
Administration	5.75	5.00	(1)
Parks & Recreation Subtotal	21.48	31	9.52
COMMUNITY DEVELOPMENT			
Planning	4.39	2.50	(1.89)
Development Services	4.97	6.75	1.78
Visitor Center	1.00	1.45	0.45
Economic Development	-	1	1
Community Development Subtotal	10.36	11.7	1.34
STORMWATER MANAGEMENT			
Stormwater Management	5.10	4.40	(0.70)
Stormwater Management Subtotal	5.10	4.40	(0.70)
PUBLIC WORKS			
Administration	4.60	3.80	(0.80)
Streets Maintenance	16.66	17.9	1.24
Sanitation	6.00	6.00	-
Facilities	6.73	6.08	(0.65)
Fleet	2.45	2.45	-
Public Works Subtotal	36.44	36.23	(0.21)
WATER & SEWER			
Meter Department	1	1	-
Water Treatment Plant	6.73	7.73	0.99
Transmission and Distribution	8.00	7.00	(1.00)
Wastewater Treatment Plant	10.97	11.82	0.85
Public Utilities Administration	10.00	11.17	1.17
Water & Sewer Subtotal	36.7	38.71	2.01
TOTAL FULL-TIME EQUIVALENTS	157.44	175.89	18.45

INTRODUCTION

WORKFORCE TRENDS & DEMOGRAPHICS

This section of the Personnel and Compensation Summary highlights trends and demographics of the Town's existing workforce.

CALENDAR YEAR 2022 TURNOVER

In Calendar Year (CY) 2022, overall employee turnover increased over CY 2021 with a total of 84 employees. There were fewer retirements in 2022 (8 in CY 2021 compared to 4 in CY 2022), but voluntary turnover increased by 12, or 19%. There were 4 involuntary terminations in CY 2022 compared to 3 in 2021. The increase in voluntary terminations is likely related to the continued impacts of the "Great Resignation."

The high turnover rate for part-time is mostly related to the seasonal nature of the operations at the Warrenton Aquatic and Recreation Facility, which employs many school aged individuals. Human Capital has also removed any part-time individuals who had not worked for an extended amount of time (9+ months) from the employee roster, increasing the turnover figure.

CY 22 Employee Turnover Totals

	Full-Time	Part-Time	Overall
Voluntary Termination	27	49	76
Involuntary Termination	1	3	4
Retirement	2	2	4
Total Turnover CY 2022	30	54	84
Total Turnover CY 2021	40	35	75
Total Turnover CY 2020	21	43	64

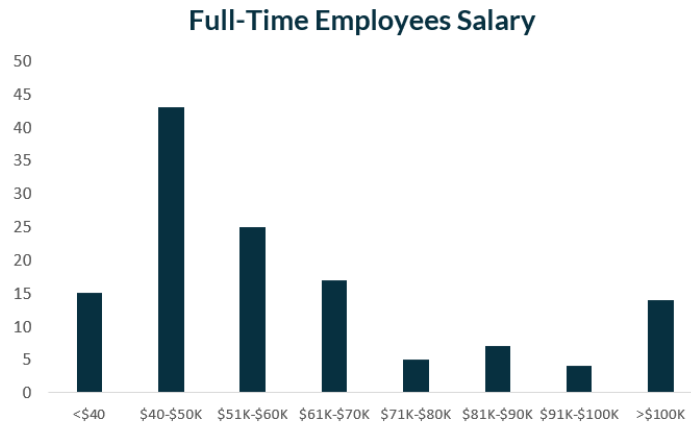
SALARY DISTRIBUTION & AVERAGES

The following table shows the average annual pay for Town full-time and part-time employees:

Average Annual Pay				
	2020	2021	2022	% Difference 2021-2022
Full-Time	\$57,067.88	\$58,859.61	\$61,356.85	4.24%
Part-Time	15.82*	\$16.49*	\$18.02*	7.82%

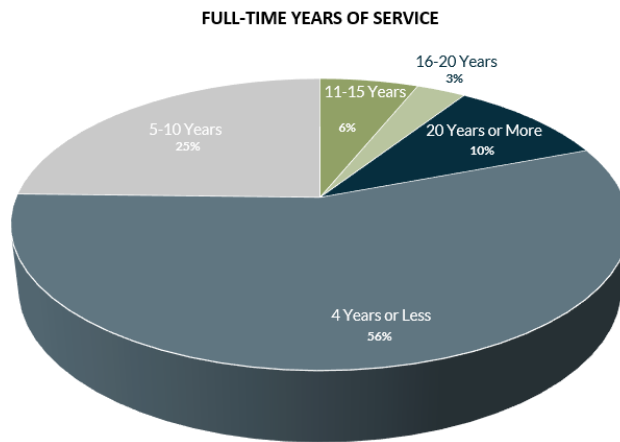
**Due to the nature of part-time work, wages are calculated on an hourly rather than an annual basis.*

The following graph illustrates that the majority of full-time employees (65%) earn between \$40,000 and \$70,000 annually. 36% of full-time employees earn more than the average salary of \$61,357. 12% of full-time employees earn less than \$40,000 per year. It should be noted that these figures do not include the impact of overtime.



FULL-TIME YEARS OF SERVICE

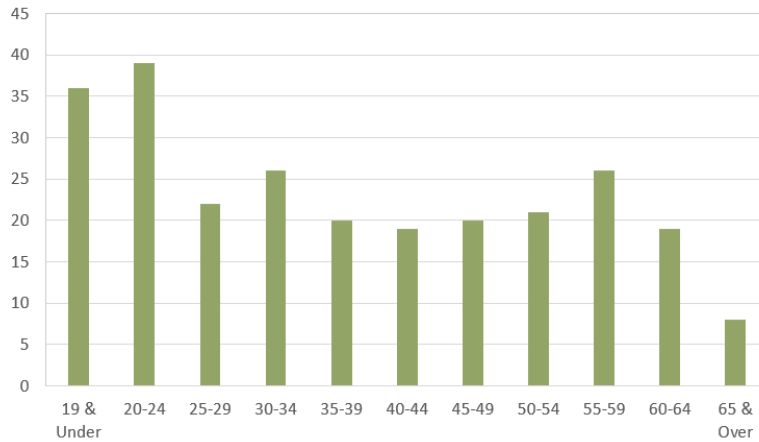
More than half of the current full-time workforce (81%) has been employed with the Town for 10 years or less; 10% have worked for the Town for 20 years or more. Over half (56%) have been with the Town less than four years.



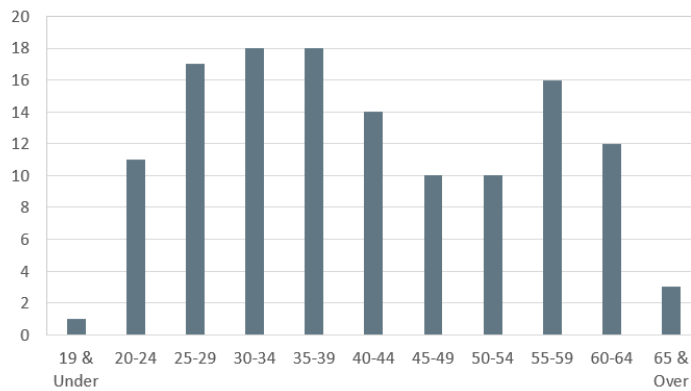
EMPLOYEE DEMOGRAPHICS

As illustrated by the inverted bell curves in the following graphs, about 54% of the Town’s workforce falls under the age of 30 and over the age of 50. As noted earlier, staffing at the Warrenton Aquatic and Recreation Facility is a younger demographic, typically school-aged and part-time. The first graph below shows the demographics for all employees. The second graph focuses only on full-time.

Employees By Age Distribution



Full-Time Employees By Age Distribution



BUDGET PROCESS

FISCAL YEAR 2024 BUDGET CALENDAR

DATE	EVENT
October 2022	Request for Budget Submissions sent to Town Departments and Outside Agencies
December 31, 2022	Fiscal Year 2024 Budget Submissions due to the Director of Finance
January 2023	Budget Submissions compiled by the Director of Finance and forwarded to the Town Manager
January 31, 2023	Outside Organization Funding Requests due to Finance Department
February-March, 2023	The Town Manager will review budget requests, studies and reports, and work with the Director of Finance to draft Proposed Budget.
February 2023	Planning Commission Work Session to review the Draft 2024-2029 Capital Improvement Plan for consistency with the Comprehensive Plan. <i>As needed.</i>
March 2023	Planning Commission Public Hearing on the Draft 2024 – 2029 Capital Improvement Plan. <i>As needed.</i>
April 1, 2023	Delivery of the Town Manager's Proposed Budget to the Town Council
April-May, 2023	Work Sessions and Special Meetings held by the Town Council to review the Proposed Budget
May 9, 2023	The Town Council held a Public Hearing on the Fiscal Year 2024 Proposed Budget
June 13, 2023	Adoption of the Fiscal Year 2024 Budget by the Town Council
July 1, 2023	Beginning of Fiscal Year 2024

BASIS OF ACCOUNTING & BUDGETING

According to the Code of Virginia, the Town is required to have a balanced budget and undergo an annual financial audit by an independent certified public accountant. A balanced budget is one in which all proposed expenditures and other financial uses are fully funded by projected revenues and other financing sources. The Commonwealth of Virginia requires that the town budget be based on fund accounting, which is a system of accounting that matches the sources of revenue (such as taxes or service fees) with the uses (program costs) of that revenue. Therefore, the town budgets and accounts for its revenues and expenditures in various funds. The fund structure and use section provides further detail on this topic.

ACCOUNTING BASIS

Each fund is considered a separate accounting entity, with operations accounted for in a separate set of self-balancing accounts, which comprise assets, liabilities, fund equity, revenues and expenditures, or expenses as appropriate.

Governmental funds, which include the General Fund, Capital Improvement Program Fund, and the Perpetual Care Fund (a permanent fund), are accounted for on the modified accrual basis of accounting. Revenue is considered available and recorded if it is collectible within the current period or within 45 days thereafter to be used to pay liabilities of the current period. Expenditures are generally recorded when the related fund liability is incurred or expended. The basis of accounting and the basis of budgeting is the same for governmental funds.

Proprietary funds use the accrual basis of accounting. Revenue is recognized when earned and expenses are recognized when incurred. In addition, capital purchases are budgeted while depreciation expenses are not budgeted.

As promulgated by the Government Accounting Standards Board in Statement No. 34, the town's basic financial statements include separate fund-based presentations and two basic government-wide financial statements. These two government-wide statements are the statement of net assets and the statement of activities.

BUDGETARY BASIS

Annual budgets spanning the fiscal year (July 1 – June 30) are prepared on a basis consistent with generally accepted accounting principles. For proprietary funds, depreciation expense is not budgeted, but is recorded and reported for financial purposes.

The Town Council adopts an annual appropriations resolution that establishes the funding level for each fund. The legal level of budgetary control is at the fund level. The Town Manager is delegated the authority to approve transfers between departments and agencies as long as aggregated appropriations or estimated revenues are not altered at the fund level. Changes to appropriations at the fund level must be approved by the Town Council.

All appropriations lapse at the end of the fiscal year. Unfinished projects are subject to review and re-appropriation by the Town Council.

INTRODUCTION

MISSION STATEMENT, VISION, AND VALUE STATEMENT

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

MISSION STATEMENT

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

VISION & VALUE STATEMENT

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

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

BACKGROUND INFORMATION

COMMUNITY

BACKGROUND

The Town of Warrenton is located in the north central Piedmont region of Virginia, approximately 45 miles southwest of Washington, D.C. The Town encompasses 4.5 square miles and is the county seat for Fauquier County. The estimate from the U.S. Census Bureau for Warrenton's population for the year 2019 was 10,027 residents. .

HISTORY

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

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

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

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

TOWN GOVERNMENT

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

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

PRINCIPAL OFFICIALS

ELECTED OFFICIALS: TOWN COUNCIL

Carter Nevill

Mayor

Paul Mooney

At Large

David McGuire

At Large

Heather Sutphin

Ward 1

William T. Semple II

Ward 2

Brett A. Hamby

Ward 3

James N. Hartman III

Ward 4

John B. "Jay" Heroux III

Ward 5

APPOINTED OFFICIALS

Tommy Cureton

Acting Town Manager

Martin Crim

Vanderpool, Frostick & Nishanian

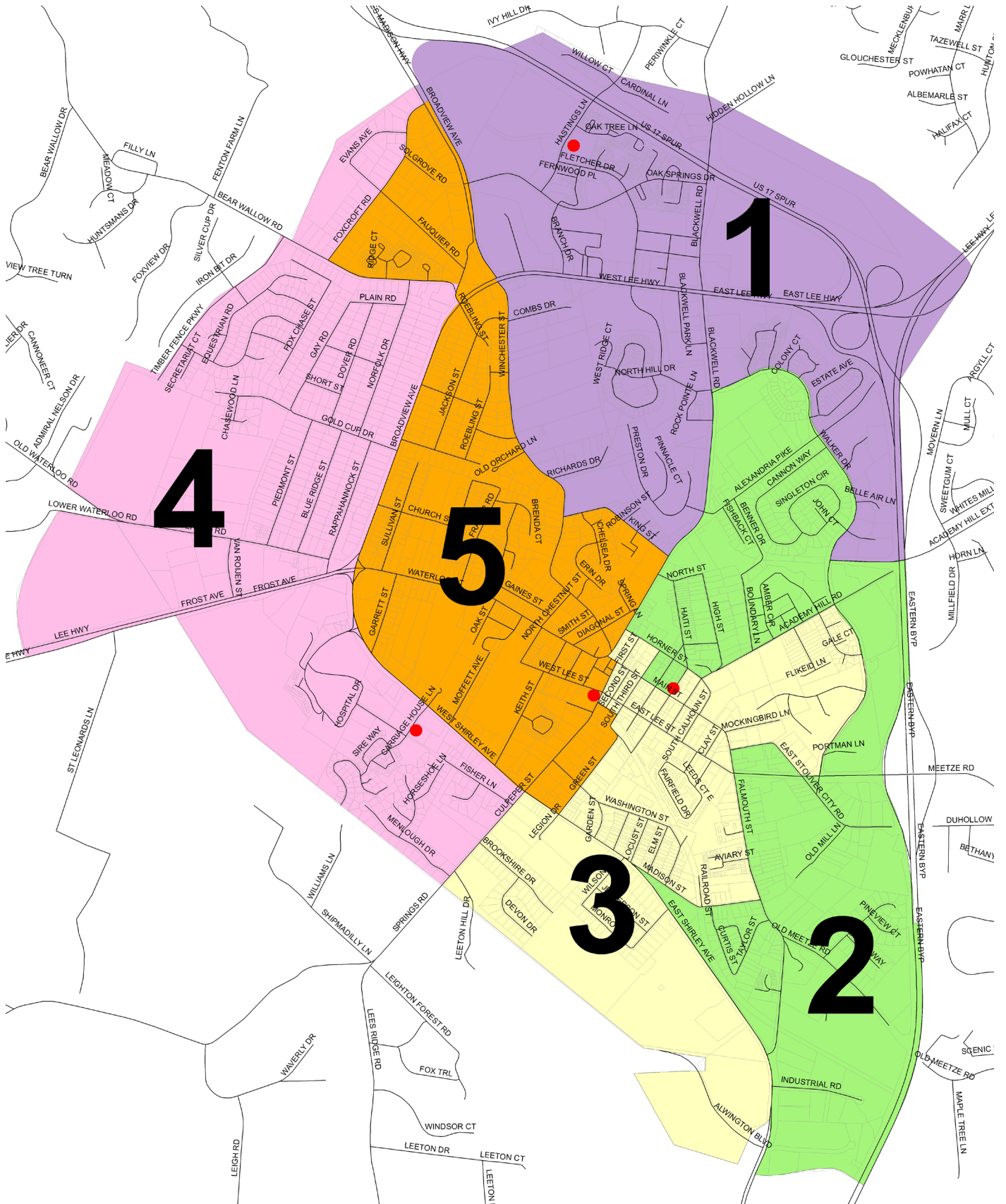
Town Attorney

Stephen Clough

Town Clerk

WARD MAP

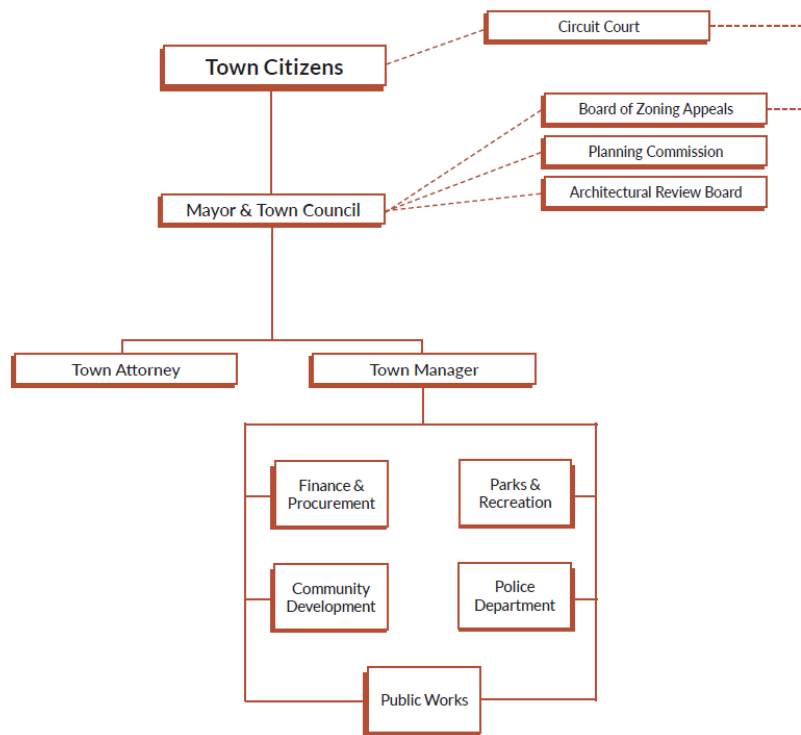
Item C.



ORGANIZATIONAL CHART

ORGANIZATIONAL CHART

Departmental organization charts are provided in each budget section.



BACKGROUND INFORMATION

FUND STRUCTURE AND USES

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

GOVERNMENTAL FUNDS

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

GENERAL FUND

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

CAPITAL IMPROVEMENT PLAN FUND

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

GENERAL ASSET REPLACEMENT FUND

This fund was established in FY 2021. It serves as a sinking fund for the replacement of existing assets that the Town utilizes to provide services to residents. Such assets include vehicles, network servers and other large repair and replacement projects.

AMERICAN RESCUE PLAN ACT OF 2021 (ARPA) FUND

This is a Special Revenue fund was created to account for the American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. The Town of Warrenton was awarded \$10.4 million to be used for COVID-19 expenditures or negative economic impacts related to the pandemic.

PROPRIETARY FUNDS

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

ENTERPRISE FUNDS

Water & Sewer Operating Fund - accounts for all revenues and expenses related to water production, transmission, distribution and sewage treatment.

Water & Sewer Capital Fund – accounts for all capital outlay and improvements for the water and sewer utility function.

Stormwater Management Fund – accounts for all revenues and expenses related to the State-mandated Stormwater Management program, including capital expenses. This fund became active for fiscal year 2022.

INTERNAL SERVICE FUNDS (No longer used as of FY 2024)

Motor Pool – previously accounted for all expenditures for repair and maintenance of Town vehicles and motorized equipment. These expenses are now accounted for in the Fleet Department of the General Fund.

Information Technology – previously accounted for all expenditures related to information technology needs of Town departments. These expenses are now accounted for in the Information Technology Department of the General Fund.

Note: The Capital Improvement Program Fund and the General Asset Replacement Fund are combined with the General Fund for purposes of financial reporting in the Annual Comprehensive Financial Report.

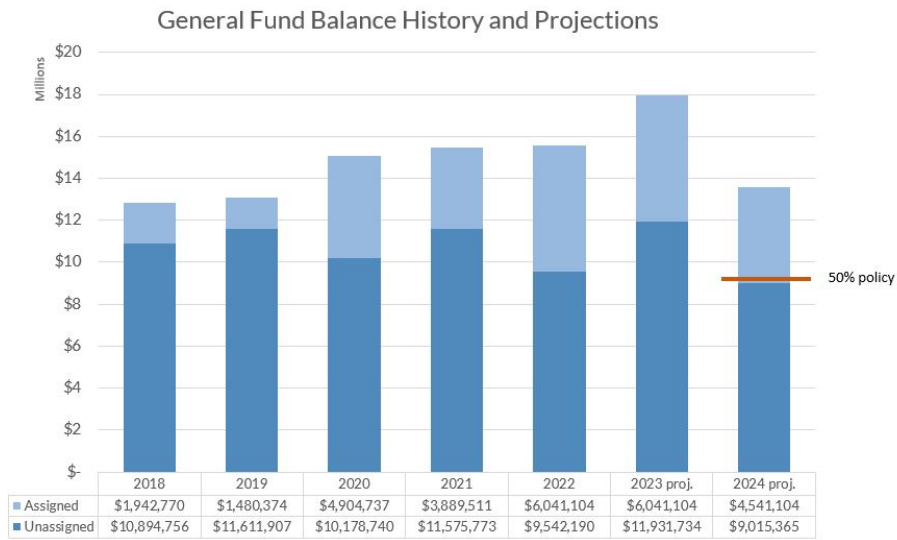
BACKGROUND INFORMATION

ESTIMATED FUND BALANCE

The Town’s main operating fund is the General Fund. The fund balance of the General Fund may be likened to a savings account. In any given year, if revenues are greater than expenditures (sometimes referred to as a surplus) this amount is added to the fund balance of the General Fund. Similarly, if expenditures exceed revenues, then the Town’s obligations are met by utilizing a portion of this fund balance. Fund balance is divided into several categories, which represent what is committed to other uses and what is available to spend.

UNASSIGNED FUND BALANCE

Unassigned Fund Balance represents the amount that is available for spending and can be used as a measure of the overall fiscal health of the Town. The Town maintains adherence to an adopted fund balance policy that maintains the unassigned portion of fund balance at a level equal to 50% of the current General Fund operating budget. The following chart provides a recent history of the Town’s General Fund total fund balance, and the portion that is unassigned.



Since 2018 the Town has maintained a total fund balance in the range of \$12.5M to \$15.7M, with a significant portion of that figure classified as unassigned and available for spending. The projected total ending fund balance for FY23 is \$18.0M. It is important to note that this positive net increase is largely owing to the use of ARPA funding for items that would have otherwise impacted the General Fund.

The Town follows an adopted policy that maintains 50% of General Fund operating expenditures in unassigned fund balance. The 50% policy reserve amount for the FY24 budget is \$9.3M. This budget projects the fund balance will fall below that threshold at 48.3% of General Fund operating expenditures in reserve by June 30, 2024.

GENERAL FUND SUMMARY

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

GENERAL FUND REVENUE

	FY 2023 ADOPTED	FY 2024 PROPOSED
GENERAL PROPERTY TAXES	\$1,449,235	\$1,871,670
OTHER LOCAL TAXES	\$9,675,139	\$11,113,121
PERMITS & FEES	\$328,064	\$288,064
FINES & FORFEITURES	\$139,871	\$77,500
USE OF MONEY/PROPERTY	\$128,257	\$500,000
CHARGES FOR SERVICES	\$760,877	\$1,090,439
MISCELLANEOUS REVENUE	\$319,770	\$221,633
STATE REVENUE	\$2,971,638	\$2,971,638
NON-REVENUE RECEIPTS	\$200,000	\$0
TRANSFERS IN	\$0	\$539,913
USE OF FUND BALANCE	\$440,232	\$4,378,808
TOTAL	\$16,413,083	\$23,052,786

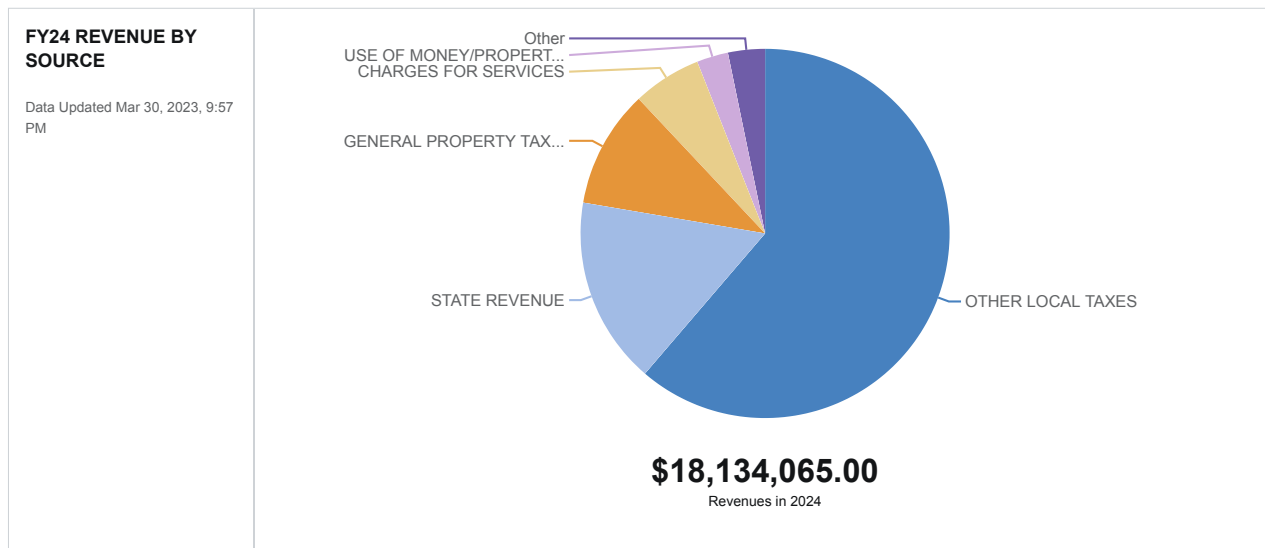
GENERAL FUND EXPENDITURES

	FY 2023 ADOPTED	FY 2024 PROPOSED
GENERAL GOVERNMENT	\$2,157,324	\$4,664,219
PUBLIC SAFETY	\$4,255,792	\$3,791,492
COMMUNITY DEVELOPMENT	\$1,346,411	\$1,556,705
PUBLIC WORKS	\$4,568,483	\$5,547,571
HEALTH & WELFARE	\$323,361	\$361,232
PARKS AND RECREATION	\$2,608,456	\$2,410,203
CONTRIBUTIONS	\$97,638	\$87,388
TRANSFERS	\$200,000	\$3,809,738
DEBT SERVICE	\$855,618	\$824,238
TOTAL	\$16,413,083	\$23,052,786

GENERAL FUND REVENUE

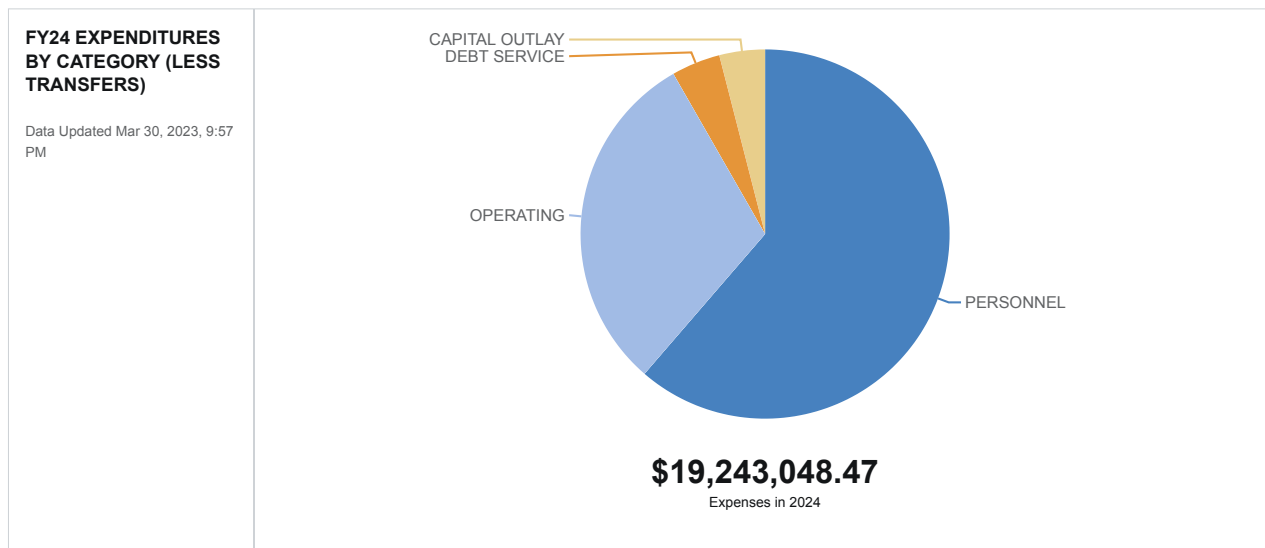
The FY24 General Fund Budget reflects an increase in revenue when compared to the FY23 Budget. The largest increase is in Other Local Taxes category. Other Local Taxes remains the largest source of revenue for the General Fund. This category includes Meals Tax, Sales Tax, Business, Professional and Occupational License (BPOL) Tax, Lodging Tax, Cigarette Tax, Bank Franchise Tax, and Consumer Utility Tax. The FY24 budget proposes to eliminate the motor vehicle license fee. The elimination of this revenue is offset by an increase in the personal property tax rate. Additionally, the budget includes an increased use of fund balance over the prior year budget. The fund balance is used to fund capital projects and covers a small operating deficit. The increase in use of fund balance is due to a larger capital program and the fact that in FY23, American Rescue Plan Act CSLFRF (Coronavirus State and Local Fiscal Recovery Funds) funds were used to fund projects in the Capital Asset Replacement Plan and Capital Improvement Program. Total Revenue also represents an increase compared to the FY23 Budget.

The following chart shows the percentage of General Fund Revenue by source.

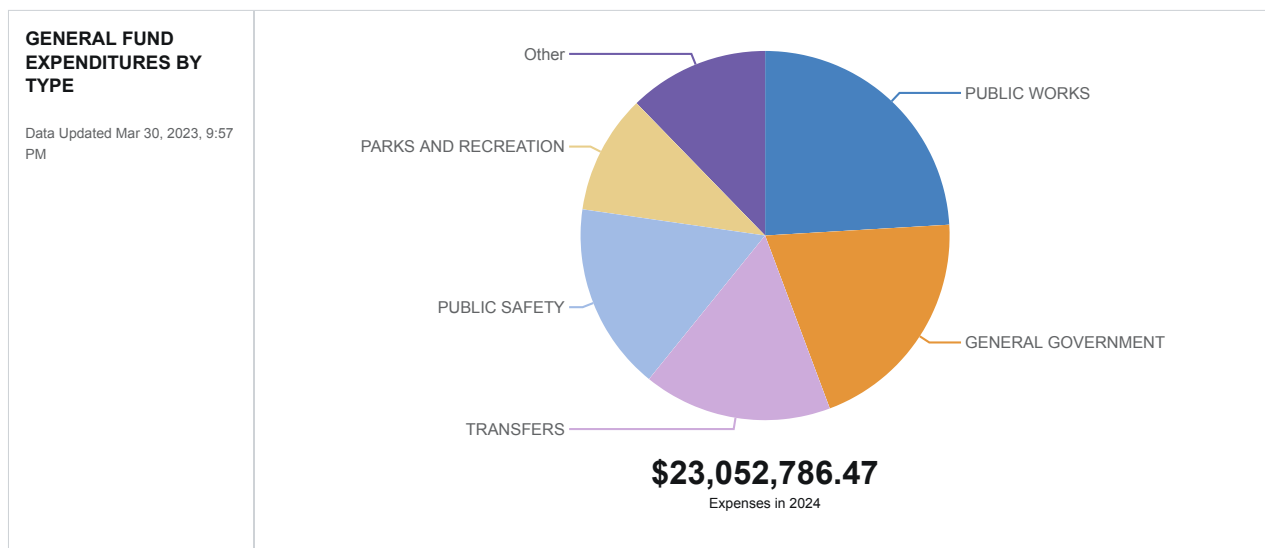


GENERAL FUND EXPENDITURES

The following chart illustrates general fund expenditures by category. The largest category of expenditure for the General Fund is personnel.



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



GENERAL FUND REVENUE

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

LOCAL

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
GENERAL PROPERTY TAXES	\$1,379,006	\$1,456,918	\$1,449,235	\$1,871,670
OTHER LOCAL TAXES	\$8,733,891	\$8,785,869	\$9,675,139	\$11,113,121
PERMITS & FEES	\$294,301	\$207,878	\$328,064	\$288,064
FINES & FORFEITURES	\$112,113	\$76,229	\$139,871	\$77,500
USE OF MONEY/PROPERTY	\$22,472	-\$98,131	\$128,257	\$500,000
CHARGES FOR SERVICES	\$468,599	\$1,075,663	\$760,877	\$1,090,439
MISCELLANEOUS REVENUE	\$245,825	\$427,190	\$319,770	\$221,633
TOTAL	\$11,256,208	\$11,931,617	\$12,801,213	\$15,162,427

STATE & FEDERAL

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
STATE REVENUE	\$2,970,170	\$2,999,607	\$2,971,638	\$2,971,638
FEDERAL REVENUE	\$1,843	\$11,539	\$0	\$0
TOTAL	\$2,972,013	\$3,011,145	\$2,971,638	\$2,971,638

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
USE OF FUND BALANCE	\$0	\$0	\$440,232	\$4,378,808
TOTAL	\$0	\$0	\$440,232	\$4,378,808

GENERAL PROPERTY TAXES

The Fauquier County Commissioner of the Revenue serves as the assessor for both real estate and personal property located in the Town.

General property taxes are estimated to be \$1,871,670 and account for 8.1% of General Fund revenue in FY 2024. The County conducts a general real estate reassessment every four years. The values for the most recent reassessment were effective January 1, 2022. The total value of the Town's parcels increased 22% due to the reassessment, and Town Council chose to equalize the real estate tax rate to \$0.0401 (from \$0.05). Town real estate taxes are billed in two installments each year – the first half is due June 15th and the second half is due December 15th.

In projecting personal property tax revenues, the Town relies on estimates provided by the Commissioner of the Revenue. Since tax year 2007, the Town has received a fixed lump sum payment from the Commonwealth of \$718,492 in accordance with the Personal Property Tax Relief Act. This enables the Town to continue to provide 100% personal property tax relief to the owners of qualified vehicles.

Property Category	Tax Rate	Assessment Ratio
	PER \$100 ASSESSED VALUE	
Real Estate	\$0.0401	100%
Mobile Homes	\$0.00	100%
Tangible Personal Property – General	\$1.50 proposed	100%
Tangible Personal Property – Handicapped	\$0.00	100%
Motor Homes, Campers and Boats	\$0.00	100%
Machinery and Tools	\$1.50 proposed	100%
Business Personal Property & Computers	\$1.50 proposed	100%

OTHER LOCAL TAXES

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

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
MEALS TAX	\$2,828,431	\$3,296,859	\$4,500,000	\$5,500,000
CIGARETTE TAX	\$180,437	\$173,866	\$427,321	\$338,000
BANK FRANCHISE TAX	\$1,367,587	\$1,330,962	\$800,000	\$1,200,000
MOTOR VEHICLE LICENSE	\$239,788	\$219,887	\$225,000	\$0
BUSINESS LICENSE TAXES	\$2,438,043	\$1,964,786	\$2,272,525	\$2,272,525
FRANCHISE LICENSE TAXES	\$61,994	\$60,058	\$64,452	\$63,076
LODGING TAX	\$197,050	\$261,215	\$220,000	\$250,000
CONSUMER UTILITY TAXES	\$495,402	\$499,399	\$495,419	\$490,020
LOCAL SALES AND USE TAXES	\$925,159	\$978,837	\$670,422	\$999,500
TOTAL	\$8,733,891	\$8,785,869	\$9,675,139	\$11,113,121

LOCAL SALES TAXES

The Town of Warrenton and Fauquier County levy a 1% local sales tax as allowed by State law. This revenue item is collected by the Commonwealth in conjunction with the State sales and use tax and is returned to the County for distribution. Fauquier County receives 50% of local sales tax collection with the remaining 50% split between the County and Incorporated Towns based on the number of school aged children in each locality. Revenue estimates are based on prior year’s receipts and historical trends. The Town is projecting an increase in local sales tax revenue based on recent trends.

CONSUMER UTILITY TAXES

The Town levies a consumer utility tax on residential and commercial electric and natural gas utilities. The revenue estimate is based on recent trends, which have remained level. Tax rates are shown in the following tables.

ELECTRIC CONSUMER UTILITY TAX

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

NATURAL GAS UTILITY TAX

Class	Rate
Residential	20% of the minimum monthly charge imposed plus \$0.186 for each CCF delivered. Maximum monthly tax is \$3.00.
Commercial / Industrial	20% of the minimum monthly charge imposed plus \$0.15566 for each CCF delivered. Maximum monthly tax is \$20.00.

BUSINESS, PROFESSIONAL, & OCCUPATION LICENSE (BPOL) TAX

The Town requires every business located within the corporate limits to pay an annual license tax based upon their prior calendar year gross receipts. Businesses are taxed at varying rates based on classifications developed by the State. In FY 2019, the Town lowered the rates for the two highest categories by ten percent – Professional Services and Business Services. This is the second largest local revenue source for the General Fund.

Business Category	Rate/\$100 Gross Receipts	Minimum Allowed
Business, Personal & Repair Services	16.83¢	36.00¢
Contractors	8.50¢	16.00¢
Professional, Financial & Real Estate Services	26.78¢	58.00¢
Retail	10.00¢	20.00¢
Wholesale	4.25¢	5.00¢

UTILITY CONSUMPTION TAXES

Effective January 1, 2001, the Commonwealth of Virginia mandated that in addition to consumer utility taxes, purchasers of electric utility services are also subject to a consumption tax. This tax must be charged monthly to consumers by the electric service providers. The tax includes two state components and one local component. Revenue in this category has been fairly level through the years. The local tax rate structure is shown in the table to the right.

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

MOTOR VEHICLE LICENSES

The Town historically required a motor vehicle decal to be purchased annually and placed on all motor vehicles garaged in the Town as proof of payment of personal property taxes. The Town Council voted to eliminate the annual decal requirement as part of the FY 2017 budget process and implemented an annual vehicle license fee instead. The vehicle license fee is included on personal property tax bills, due December 15th. The FY24 budget proposes to eliminate the motor vehicle license fee by increasing the personal property tax rate by \$0.50 per \$100 of assessed value.

BANK FRANCHISE TAXES

The Town levies a tax on the net capital of all banks located within the corporate limits at the rate of 80% of the State's franchise tax rate. The rate is 80¢ per \$100 of net capital. This category has trended higher in recent years so the budget has been conservatively increased.

MEALS TAX

The Town currently levies a 6% local tax on meals as defined by the model meals tax ordinance adopted in 2000. It is a significant source of revenue for the General Fund budget, and is dependent on the regional travel and tourism economy in addition to residents.

CIGARETTE TAX

As a member of the Northern Virginia Cigarette Tax Board, the Town levies a local tax on all cigarettes sold within the corporate limits. The tax rate is 40¢ per packet. First levied in FY 1992, this revenue stream has reflected decreases in recent years, most likely for health reasons.

PERMITS, FEES, & LICENSES

This revenue source consists primarily of user and permit fees for building or planning related items. Total revenues in this category have been adjusted according to estimates of zoning and building activity. Fees associated with the Town's Municipal Cemetery are also included in this revenue category.

FINES & FORFEITURES

This category represents a small component of the General Fund budget. Court Fines & Forfeitures are traffic, civil and criminal fines received from the Juvenile & Domestic Relations, General District and Circuit Courts. Court fine collection has decreased significantly, partly due to a 2021 law that reduces traffic stops. Parking Fines are those assessed by the Town Police Department and collected by the Town. In 2015, the Town Council passed a resolution authorizing the addition of the E-summons fee to tickets written in the Town. This \$5.00 charge is added to tickets written within the Town limits and is remitted to the Town monthly.

USE OF MONEY & PROPERTY

Interest and investment revenue fluctuate with the general economy and the level of the Town's cash balances. In the fall of 2016, the Town Council amended the Town's Investment Policy to authorize the investment of Town funds in the Virginia Investment Pool. This has resulted in higher earnings in subsequent years. Interest rates are rising, so the estimate in this category has increased compared to prior periods.

CHARGES FOR SERVICES

Revenue in this category includes rentals of pavilions and fields at various parks, and membership and other fees for the use of the Warrenton Aquatic and Recreation Facility (WARF).

MISCELLANEOUS REVENUE

The primary sources of revenue in this category are a contribution from the PATH Foundation in support of a third route for the Circuit Rider, and an annual contribution for the support of the Warrenton Fauquier Visitor's Center from Fauquier County. Additionally, this revenue category includes the sale of surplus property, recycling income, and recovered costs. The sale of burial permits and proffers for traffic control, recreation, fire, and rescue are also accounted for in this category. Revenue estimates are based on historical data.

STATE REVENUE

NON-CATEGORICAL AID

Receipts from the Commonwealth not earmarked for a particular program are included in this category. For the Town, this category includes Motor Vehicle Rental Tax, Rolling Stock Tax, and Communications Sales Tax. A 5% tax on short-term vehicle rentals is collected by the Virginia Department of Motor Vehicles, and then returned to the locality in which the rental took place. Rolling Stock tax is levied by the Commonwealth on railroad lines and motor carriers located within the corporate limits. The Communications Sales Tax is collected by providers and remitted to the State on a monthly basis. Although games of skill are banned in Virginia, a law was enacted in 2020 to tax and regulate games of skills for one year as a response to the COVID-19 pandemic. That law has expired, and games of skill are banned once again.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
COMMUNICATIONS SALES TAX	\$396,605	\$384,948	\$384,622	\$384,622
MOTOR VEHICLE RENTAL TAX	\$111,148	\$143,280	\$129,823	\$129,823
GAME OF SKILL TAX	\$5,904	\$0	\$0	\$0
ROLLING STOCK TAX	\$112	\$53	\$77	\$77
TOTAL	\$513,769	\$528,280	\$514,522	\$514,522

CATEGORICAL AID

This revenue category reflects grants and reimbursements from the Commonwealth that are to be expended by the locality for specific programs. Dollar amounts in this category vary from year to year based upon program availability and established reimbursement rates. Estimates in all categories are based on preliminary estimates from the Commonwealth except for street and highway maintenance, which is based on an actual per mile reimbursement rate for Town maintained arterial and collector streets and will remain level.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
STATE GRANT PD (NOT DCJS)	\$0	\$1,312	\$0	\$0
STATE GRANT	\$237,815	\$219,681	\$233,186	\$233,186
VDOT STREET & HWY MAINT	\$1,455,512	\$1,480,415	\$1,450,000	\$1,450,000
LITTER CONTROL	\$7,355	\$8,795	\$6,589	\$6,589
STATE ASSET FORFEITURE PROCEEDS	\$599	\$3,731	\$6,355	\$6,355
PPTRA REVENUE	\$718,492	\$718,492	\$718,492	\$718,492
VDFP AID TO LOCALITIES	\$36,628	\$38,900	\$37,994	\$37,994
VCA GRANT	\$0	\$0	\$4,500	\$4,500
TOTAL	\$2,456,401	\$2,471,327	\$2,457,116	\$2,457,116

NON-REVENUE RECEIPTS

USE OF FUND BALANCE

The use of fund balance in the amount of \$4,378,808 is necessary to balance the FY 2024 budget for the General Fund. This amount is used to cover the transfer to the Capital Improvement Program Fund, the General Asset Replacement Fund and a small operating deficit.

GENERAL FUND EXPENDITURES

GENERAL GOVERNMENT ADMINISTRATION

FUNCTION OVERVIEW

This functional area accounts for the general administration of Town government. Departments accounted for in this grouping include Legislative (Town Council), Executive (Office of the Town Manager), Legal Services (Town Attorney), Information Technology, the Department of Finance and Procurement, Other Organizations, and Elections. Emergency Services, Human Capital, and Communications are divisions of the Office of the Town Manager.

Information Technology was previously an internal service fund and costs were allocated to departments based upon the number of network users in that department. IT will now be a General Fund department. The Water and Sewer Fund and the Stormwater Management Fund will provide transfers to cover the costs associated with their functions.

Notes:

- For comparison purposes, the IT function had a budget of \$1,638,011 in FY 2023.
- Economic Development is now part of the Department of Community Development.

BUDGET SUMMARY

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

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
LEGISLATIVE ADMINISTRATION	\$212,551	\$204,198	\$313,000	\$253,967
EXECUTIVE ADMINISTRATION	\$256,207	\$259,829	\$330,903	\$446,640
LEGAL SERVICES	\$171,604	\$310,536	\$195,747	\$267,500
HUMAN CAPITAL	\$0	\$102,355	\$143,412	\$289,673
INFORMATION TECHNOLOGY	\$0	\$0	\$0	\$2,149,867
FINANCE AND PROCUREMENT	\$671,317	\$777,350	\$973,254	\$924,241
OTHER ORGANIZATIONS	\$7,652	\$8,030	\$9,342	\$8,625
ELECTORAL BOARD & OFFICIALS	\$0	\$0	\$15,950	\$5,475
EMERGENCY SERVICES	\$26,053	\$101,684	\$175,716	\$135,939
COMMUNICATIONS	\$0	\$60,661	\$0	\$182,292
TOTAL	\$1,345,383	\$1,824,643	\$2,157,324	\$4,664,219

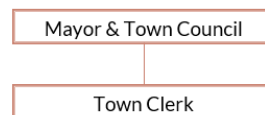
LEGISLATIVE

PROGRAM DESCRIPTION

The Council of the Town of Warrenton consists of seven Council members and an independently elected Mayor, each of whom serve four-year overlapping terms. All legislative powers of the Town are vested in the Town Council. The Mayor of Warrenton presides over the meetings of Council but does not vote in the Council meetings except in the case of a tie. The Council, under the laws of the Commonwealth of Virginia and the Town Charter, determines the needs of the citizenry and the best way to respond to these needs, by establishing ordinances, policies, and adopting budgets which underwrite the kind, manner, and cost of the types of services to be delivered.

CURRENT STAFFING

The Legislative function consists of a seven-member elected Town Council, an elected Mayor, and a Town Clerk, who is appointed by the Town Manager.



BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$120,521	\$114,359	\$173,320	\$178,817
OPERATING	\$92,030	\$89,839	\$138,680	\$75,150
CAPITAL OUTLAY	\$0	\$0	\$1,000	\$0
TOTAL	\$212,551	\$204,198	\$313,000	\$253,967

STAFFING SUMMARY

	FY2021	FY2022	FY2023	FY2024
FTE Amount				
FTE Amount	0.73	0.73	1.00	1.00
FTE AMOUNT	0.73	0.73	1.00	1.00

BUDGET REQUEST / ANALYSIS

The Council budget includes funds for the Mayor and Council members' salaries and fringe benefits, the Town Clerk, advertising costs for Council-related public hearings, travel expenses for elected officials to attend conferences and other typical operating expenses to support Mayoral and Council activities. The total proposed budget for Town Council decreased from the prior fiscal year's budget. This savings is largely due to the removal of the Information Technology Allocation, which added \$60,949 to the operating category in FY 2023. 40

EXECUTIVE

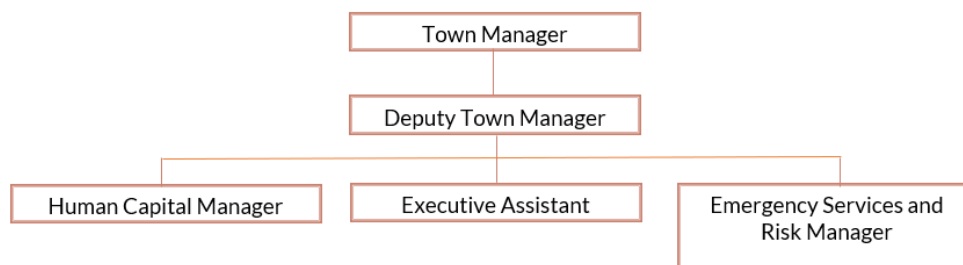
PROGRAM DESCRIPTION

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

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

CURRENT STAFFING

Staffing for this department consists of a full-time Town Manager, a Deputy Town Manager, the Human Capital Manager, the Emergency Services and Risk Manager and a full-time Executive Assistant. All Department Directors report to the Town Manager.



GOALS

1. Evaluate and adjust the organizational structure for improved service.
2. Maintain fiscal vigilance as the Town emerges from the pandemic.
3. Work with Council to complete and execute the Town's strategic plan and vision.
4. Plan and implement capital improvements.
5. Continue to improve the use of technology throughout the organization.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$208,302	\$212,279	\$228,124	\$410,840
OPERATING	\$47,905	\$47,550	\$102,779	\$35,800
TOTAL	\$256,207	\$259,829	\$330,903	\$446,640

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Executive	2.35	1.61	1.61	2.40
FTE AMOUNT	2.35	1.61	1.61	2.40

BUDGET REQUEST / ANALYSIS

The FY 2024 proposed budget reflects an increase compared to the current budget. The increase is driven by the addition of the Deputy Town Manager position. All of the positions are allocated 80% to this department and 20% to the Water and Sewer fund.

The operating category includes items for office equipment leases, memberships and dues, travel and training, subscriptions, and office supplies. The operating decrease of is primarily due to the removal of the allocation of Information Technology and Motor Pool expenses as well as reductions in office equipment leases, travel, and training. All other operating items remain unchanged for FY 2024.

EMERGENCY SERVICES & RISK MANAGEMENT

PROGRAM DESCRIPTION

The Emergency Services and Risk Manager is responsible for ensuring that disaster-related plans are up to date, exercised and meet the applicable State and Federal criteria. The position is responsible for staffing the Emergency Operations Center and coordinating incident response, management, and mitigation. Safety and risk management programs seek to promote safe working environments, conformance to OSHA regulations, and to realize cost savings related to property, workers compensation, and liability insurance.

CURRENT STAFFING

This department is staffed by one full-time Emergency Services and Risk Manager who reports directly to the Town Manager. The position is allocated 50/50 between the General Fund and the Water and Sewer Fund.

FY 2023 HIGHLIGHTS

1. Hazard Communication plan development, implementation, and training
2. Work with departments and the Human Capital Manager to implement safety training during new employee on-boarding
3. Continue to focus on NIM/ICS implementation
4. Threat and Hazard Identification Risk Analysis (THIRA)
5. Local Capability Assessment for Readiness (LCAR)

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$22,036	\$46,806	\$61,905	\$48,039
OPERATING	\$4,017	\$54,877	\$105,311	\$87,900
CAPITAL OUTLAY	\$0	\$0	\$8,500	\$0
TOTAL	\$26,053	\$101,684	\$175,716	\$135,939

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Emergency Services	0.50	0.50	0.50	0.50
FTE AMOUNT	0.50	0.50	0.50	0.50

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for Emergency Services and Risk Management represents a decrease compared to FY 2023. The decrease in operating is primarily due to the removal of the IT and Motor Pool allocation expenses as well as a reduction in professional services costs. Personnel expenses decreased largely due to a change in health insurance election as well as a reduction in worker's compensation projections.

In addition, there is no request for capital expenditures in the current year.

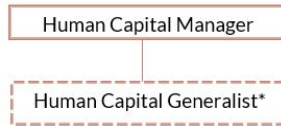
HUMAN CAPITAL

PROGRAM DESCRIPTION

This department’s mission is to deliver thought and servant leadership that meets the needs of our employees (current and prospective), Town residents, the Town Manager, and the Town Council. To achieve maximum efficiency and success, the Human Capital department is broken into four pillars: Recruitment, Benefits, Governance, and Cultivation.

CURRENT STAFFING

This function is currently staffed by one full-time Human Capital Manager who reports to the Town Manager. This position is split 75/25 between the General Fund and the Water and Sewer Fund. There is a request in the FY2024 budget to add a Human Capital Generalist, which is allocated 100% to the General Fund.



*Position Request

FY 2023 HIGHLIGHTS

1. Began updating policies and procedures to meet state/federal guidelines as well as adapt to our culture.
2. Completed Town Class & Compensation Study and began to implement changes based on results.
3. Started Organization Study.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$0	\$76,650	\$100,640	\$269,473
OPERATING	\$0	\$25,706	\$42,772	\$20,200
TOTAL	\$0	\$102,355	\$143,412	\$289,673

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Human Capital	0.00	0.50	0.50	1.75
FTE AMOUNT	0.00	0.50	0.50	1.75

BUDGET REQUEST / ANALYSIS

This department was established in FY 2022. The FY 2024 budget shows an increase over FY 2023. The increase in personnel is due to the requested Human Capital Generalist position as well as expenses related to employee recognition and wellness programs. A decrease of in operating expenses is due to the removal of the IT allocation expense in FY 2024.

Goals, Objectives, and Measures

Mission: To deliver thought and servant leadership that meets the needs of our employees (current and prospective), Town residents, Town Manager, and the Town Council. To achieve maximum efficiency and success, the HC department is broken into four pillars: Recruitment, Benefits, Governance, and Cultivation.

The following goals and objectives have been identified by the Human Capital Department.

Goals	Objectives	Performance Metrics
Promoting and recruiting the best qualified workforce through strategic, tactical, and community (internal/external) engagement and outreach initiatives.	<ul style="list-style-type: none"> • Implement targeted recruitment efforts 	<ul style="list-style-type: none"> • Track the ROI of recruiting efforts by identifying # of candidates in attendance, # of candidates interviewed, # of candidates hired, and # of candidates retained. • Track # of views to postings to the # of applications to # hires.
	<ul style="list-style-type: none"> • Build strong and lasting relationships to promote the Town as the best place to work. 	
	<ul style="list-style-type: none"> • Engage the community through social media, events, and sponsorships 	
Develop, execute, and maintain an agile compensation strategy that incorporates a competitive salary and benefits package through continuous market trends analyses of similar local governments.	<ul style="list-style-type: none"> • Develop and maintain a competitive compensation structure 	<ul style="list-style-type: none"> • Begin to track professional development requests, tuition assistance requests, seminars, etc. to be able to identify costs and to determine best practices for each program/allowance. • Conduct survey on cultivation programs to determine best practices for the Town.
	<ul style="list-style-type: none"> • Implement modernized strategies to enrich our employees through professional development, work/life balance, and rewards and recognition programs. 	
Create, establish, and communicate effective and practical policies and procedures that promote equity and integrity while adhering to Town code of conduct as well as regulatory compliance.	<ul style="list-style-type: none"> • Execute and maintain comprehensive compliance program that provides employee education and continuous monitoring. 	<ul style="list-style-type: none"> • Conduct survey on cultivation programs to determine best practices for the Town. • Work with legal counsel on best practices to ensure Town is compliant on all factors. Quarterly check-ins with legal.
	<ul style="list-style-type: none"> • Ensure the Town is agile in policy reform and policy and procedure accountability 	
Empowering employees by providing them with the necessary tools and training to perform their daily duties.	<ul style="list-style-type: none"> • Continuous improvement of retention programs 	<ul style="list-style-type: none"> • Conduct survey on training and development program desires within the Town. Track acceptance of program through professional development requests, tuition assistance requests, seminars, etc. • Work with Risk Management to track injury reports and determine if new program guidance and/or communication was a factor in program data.
	<ul style="list-style-type: none"> • Encourage training and development opportunities. 	
	<ul style="list-style-type: none"> • Develop, execute, and maintain a robust performance management program 	
	<ul style="list-style-type: none"> • Motivate employees through a supportive rewards and recognition program 	
	<ul style="list-style-type: none"> • Work with Risk Management officer to promote a safe work environment for all employees 	

INFORMATION TECHNOLOGY

PROGRAM DESCRIPTION

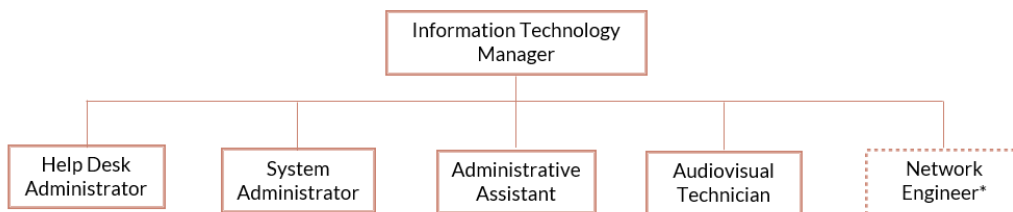
Prior to FY 2024, Information Technology was an Internal Service Fund that included all information technology costs. These costs were allocated to departments based upon the number of network users in that department.

Beginning with FY 2024, Information Technology will be a General Fund department. All information technology costs will be captured in this department, but there will no longer be an allocation to the other departments in the General Fund. The Water and Sewer Fund and the Stormwater Management Fund will transfer funds to the General Fund to account for the services provided to their respective functions.

A comprehensive assessment of the function was completed in FY 2023. That assessment produced a transformation roadmap that will guide the department's operations over the next two years.

CURRENT STAFFING

The Information Technology Department consists of five full time employees. Beginning in FY 2024 each of these employees are allocated 83%, 15%, and 2% to the General Fund, Water and Sewer Operating Fund, and Stormwater Fund, respectively. This allocation represents the services provided to each of these funds from the department employees.



*Position Request

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$250,629	\$602,667	\$1,067,475	\$1,475,397
PERSONNEL	\$352,540	\$403,813	\$518,536	\$618,170
CAPITAL OUTLAY	\$40,730	\$231,786	\$52,000	\$56,300
TOTAL	\$643,898	\$1,238,265	\$1,638,011	\$2,149,867

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Information Technology	4.00	4.00	5.00	5.15
FTE AMOUNT	4.00	4.00	5.00	5.15

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for the Information Technology department has increased compared to the FY 2023 budget. The increase of in Operating is primary due to the effect of the department absorbing all of the Communications and Mobile Devices costs previously allocated to other departments as well as increases in Maintenance Contracts for technology services used by Town Staff. The increase in the personnel category is related to the request for a Network Engineer as well as COLA increases for the current staff. The increase in capital expenditure is related to purchases of computer equipment.

Goals, Objectives, and Measures

Mission: The Information Technology Department strives to provide the technology required for the fulfillment of the Town's mission in an efficient and effective manner. The IT department assists in the technical analysis, design, procurement, implementation, operation and support of computing infrastructure and services.

The following goals and objectives have been identified by the Information Technology Department.

Goals	Objectives	Performance Metrics
Provide a stable, reliable, and secure network to support the town's information technology needs	<ul style="list-style-type: none"> • Provide service to Town employees through a Help Desk 	<ul style="list-style-type: none"> • 1353 Help Desk Tickets created / 1343 resolved (7/1/2022 - 3/26/2023) 8 Months data
	<ul style="list-style-type: none"> • Respond to Cybersecurity Events 	1 incident in 2022 and 1 incident in 2023 - both resolved within 48 hours
Provide excellent customer service to all internal and external information technology customers	<ul style="list-style-type: none"> • Process Help Desk tickets in a timely manner 	On average we respond with 14 minutes to all tickets.
	<ul style="list-style-type: none"> • Equipment uptime and availability 	100% computer uptime through good management and best practice staging of equipment.

COMMUNICATIONS

PROGRAM DESCRIPTION

This division was created in FY 2022 and centralized responsibility for such items as Public Information Officer duties, social media, the Town Crier, and other informational and promotional materials for all Town departments.

CURRENT STAFFING

The Department was previously staffed by one full-time Marketing Coordinator who reported to the Town Manager, then was moved to Parks and Recreation. The FY24 budget includes a request for a Communications Manager. In addition, the Marketing Coordinator will be moved from Parks and Recreation to this department and report to the Communications Manager.



*Position Request

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$0	\$50,233	\$0	\$182,292
OPERATING	\$0	\$10,428	\$0	\$0
TOTAL	\$0	\$60,661	\$0	\$182,292

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Communications	0.00	1.00	0.00	2.00
FTE AMOUNT	0.00	1.00	0.00	2.00

BUDGET REQUEST / ANALYSIS

The FY 2023 budget for Communications was \$0. In FY 2024 the budget is made up of the salary and benefits expense for the Communications Manager position request and Marketing Coordinator position.

LEGAL SERVICES

PROGRAM DESCRIPTION

The line of authority for the Town Attorney and other related legal assistance for the Town of Warrenton is outlined in the Town Code. The attorney is a contracted employee of the Council, serving at Council's discretion.

The Town Attorney advises Council and the Town staff on a wide range of legal issues that arise in the conduct of Town business. The Town Attorney handles police matters, including representing the Town in municipal court twice a month. The Town Attorney also works with the Planning Commission, Architectural Review Board and Board of Zoning Appeals as needed.

CURRENT STAFFING

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



BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$150,122	\$297,547	\$195,747	\$267,500
PERSONNEL	\$21,482	\$12,989	\$0	\$0
TOTAL	\$171,604	\$310,536	\$195,747	\$267,500

BUDGET REQUEST / ANALYSIS

Contractual professional legal fees are split 75% / 25% between the General Fund and the Water and Sewer Operating Fund. The budget request for FY 2024 reflects an increase over the FY 2023 budget. This increase has been projected based on actual billings in the current year.

FINANCE & PROCUREMENT

PROGRAM DESCRIPTION

The mission of the Department of Finance and Procurement is to promote excellence and transparency in the delivery of effective and efficient financial management services to our internal and external customers and stakeholders. This is accomplished by adhering to sound financial management practices, demonstrating integrity in all that we do, and working as a team to support the Town's mission, vision, and values.

The department manages the Town's budgeting, accounting, financial reporting, treasury, procurement, taxation, and billing operations. Department staff also serve as the first point of contact with citizens either personally at Town Hall or through the Town's main phone line and website staff email.

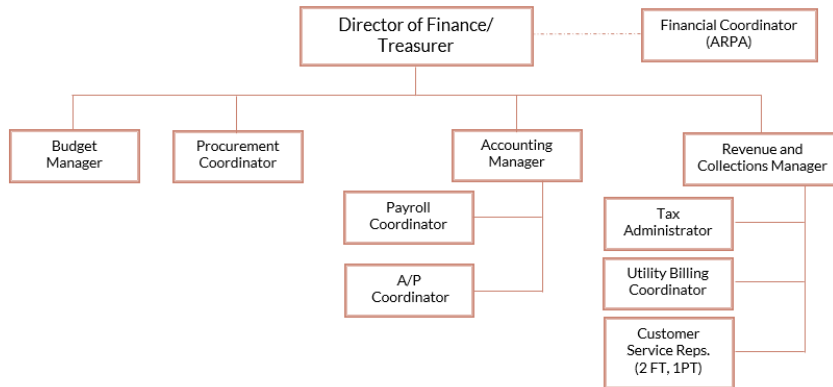
The Town's Annual Comprehensive Financial Report has been awarded the Certificate of Achievement for Excellence in Financial Reporting for the last 27 years. The program was established by the Government Finance Officers Association (GFOA) in 1945 to assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare financial reports that evidence the spirit of transparency and full disclosure. Reports submitted to the program are reviewed by selected members of the GFOA professional staff and the GFOA Special Review Committee, which includes individuals with expertise in public sector financial reporting.

Financial information is provided to the Town Council on a quarterly basis. This includes financial statements, revenue trend analysis, and details regarding collection activities. More detailed analysis regarding projections is provided as needed. As prescribed by the Code of Virginia, the Town Manager's proposed budget is delivered to Council prior to April 1st each year, and the results of the annual external audit are presented to Council in a public session during the month of December.

CURRENT STAFFING

The Department of Finance and Procurement currently has eleven full-time employees and one part-time employee. The staffs' wages are allocated between this department, the Water and Sewer Administration department, and the Stormwater Management fund based on the estimated level of support provided to each fund's departments.

For FY 2024, the allocation to this department is 7.86 FTEs, the allocation to Water and Sewer Administration is 3.62, and the allocation to Stormwater is 0.25; totaling 11.73 FTE. Please note that while the Financial Coordinator is included in the FTE count here, the position is fully funded by ARPA.



FY2023 HIGHLIGHTS

1. Continued to reduce delinquent balances by outsourcing collections and facilitating understanding of taxes through outreach.
2. Improved the annual budget preparation process by implementing new software that produces an easy to read, online document.
3. Facilitated more involvement from departments in the development of the budget and the Capital Improvement Program.
4. Implemented transparency and financial improvements to the Capital Improvement Program.
5. Ensured compliance for ARPA and other grant spending, including timely and accurate reporting.

KEY PROJECTS FOR FY 2024

1. Document all processes for contingency planning and in preparation for a potential ERP conversion.
2. Strengthen internal controls by reviewing processes and identifying opportunities for enhancement.
3. Create a robust analysis and forecasting model.
4. Apply for and obtain the GFOA Distinguished Budget Presentation Award.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$470,843	\$563,790	\$657,895	\$750,156
OPERATING	\$200,475	\$213,560	\$314,859	\$174,085
CAPITAL OUTLAY	\$0	\$0	\$500	\$0
TOTAL	\$671,317	\$777,350	\$973,254	\$924,241

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Finance and Procurement	6.82	6.32	6.59	7.86
FTE AMOUNT	6.82	6.32	6.59	7.86

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for the Finance department has decreased compared to FY 2023. The increase in Personnel expenses is due to the addition of the Accounting Manager position, which was not included in the FY 2023 budget but was added during the year, as well as COLA raises for staff. The decrease in Operating expenses is due to the removal of the expenses related to the Information Technology allocation. This decrease was partially offset by the increase in expenses for professional services such as financial advisors and audit services. There are no capital expenditures in the FY 2024 budget.

The expense associated with being a member of the Northern Virginia Cigarette Tax Board is included. The NVCTB provides administration and enforcement of the tax. Each month, the Town receives a distribution of the tax collected, net of NVCTB's administrative expenses. To truly show the cost of administering the tax, the full amount of revenue is recognized and offset by the reporting of the expense here. The result of budgeting for the recognition of this expense produces no net impact to the general fund (revenue offset by expense).

Goals, Objectives, and Measures		
<p>Mission: To accurately and efficiently administer the treasury, budgeting, procurement, accounting and financial reporting functions of the town.</p> <p>The following goals and objectives have been identified by the Finance Department.</p>		
Goals	Objectives	Performance Metrics
Improve budgeting process and transparency	<ul style="list-style-type: none"> Enhance the Capital Improvement Program (CIP) for transparency and alignment with the annual budget 	<ul style="list-style-type: none"> Produce a streamlined and easy to read CIP document
	<ul style="list-style-type: none"> Create a budget document that meets the criteria for a GFOA Distinguished Budget Presentation Award. 	<ul style="list-style-type: none"> Apply for and obtain the award
Excellence in accounting and financial reporting for both internal and external stakeholders.	<ul style="list-style-type: none"> Continue to receive an unqualified audit opinion and the GFOA Certificate of Achievement for Excellence in Financial Reporting 	<ul style="list-style-type: none"> Continued receipt of unmodified audit opinion and certificate of excellence
Improve collections	<ul style="list-style-type: none"> Reduce the number of delinquent accounts 	<ul style="list-style-type: none"> Comparison of current and prior year delinquent accounts
Improve and streamline the procurement process.	<ul style="list-style-type: none"> Implement a P-Card program 	<ul style="list-style-type: none"> Successful implementation of program (<i>underway in FY23</i>)

OTHER ORGANIZATIONS

PROGRAM DESCRIPTION

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

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

The Town is a member of the Fauquier Chamber of Commerce. The Town frequently partners with the Chamber to obtain feedback from businesses located in Town on certain issues that pertain to the local economy.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OTHER CHARGES				
VIRGINIA MUNICIPAL LEAGUE	\$6,527	\$6,905	\$6,700	\$7,000
VA INSTITUTE OF GOVERNMENT	\$0	\$0	\$500	\$500
FAUQUIER CHAMBER OF COMMERCE	\$1,125	\$1,125	\$1,025	\$1,125
NATIONAL LEAGUE OF CITIES	\$0	\$0	\$1,117	\$0
OTHER CHARGES TOTAL	\$7,652	\$8,030	\$9,342	\$8,625
TOTAL	\$7,652	\$8,030	\$9,342	\$8,625

BUDGET REQUEST / ANALYSIS

The total request for Other Organizations in FY 2024 reflects a decrease of \$717 due to the net effect of removing the budget for membership to the National League of Cities and the increase in price for membership to the Fauquier Chamber of Commerce.

ELECTIONS

PROGRAM DESCRIPTION

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

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OTHER CHARGES	\$0	\$0	\$7,800	\$3,900
MATERIALS AND SUPPLIES	\$0	\$0	\$3,000	\$1,500
CONTRACTUAL SERVICES	\$0	\$0	\$150	\$75
TOTAL	\$0	\$0	\$10,950	\$5,475

BUDGET REQUEST / ANALYSIS

In FY 2023, there were two elections held for the At-Large council seats. In FY2024, there will be one special election held for the Ward 5 seat where a council-appointed member has been serving. As such, expenses have been reduced by half to reflect the cost of only one election.

GENERAL FUND EXPENDITURES

PUBLIC SAFETY**FUNCTION OVERVIEW**

The Public Safety budget now only includes the Town Police Department. Prior to FY 2023, it also supported the operations of the Warrenton Volunteer Fire Company. That function was transferred to Fauquier County in FY 2022.

BUDGET SUMMARY**PUBLIC SAFETY EXPENDITURES**

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$2,856,691	\$2,544,758	\$3,085,612	\$3,415,690
OPERATING	\$795,905	\$856,408	\$1,169,240	\$374,862
CAPITAL OUTLAY	\$35,806	\$6,758	\$940	\$940
TOTAL	\$3,688,402	\$3,407,925	\$4,255,792	\$3,791,492

PUBLIC SAFETY REVENUE

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
STATE GRANT	\$237,815	\$219,681	\$233,186	\$233,186
COURT FINES & FORFEITURES	\$68,133	\$40,568	\$92,538	\$40,000
VDFP AID TO LOCALITIES	\$36,628	\$38,900	\$37,994	\$37,994
PARKING FINES	\$39,035	\$33,250	\$35,000	\$35,000
E-SUMMONS FEE	\$4,945	\$2,412	\$12,333	\$2,500
STATE ASSET FORFEITURE PROCEEDS	\$599	\$3,731	\$6,355	\$6,355
TOTAL	\$387,155	\$338,542	\$417,406	\$355,035

Public Safety represents one of the largest section of the General Fund budget. Expenditures and revenues for this function have both decreased for FY 2024.

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

POLICE DEPARTMENT

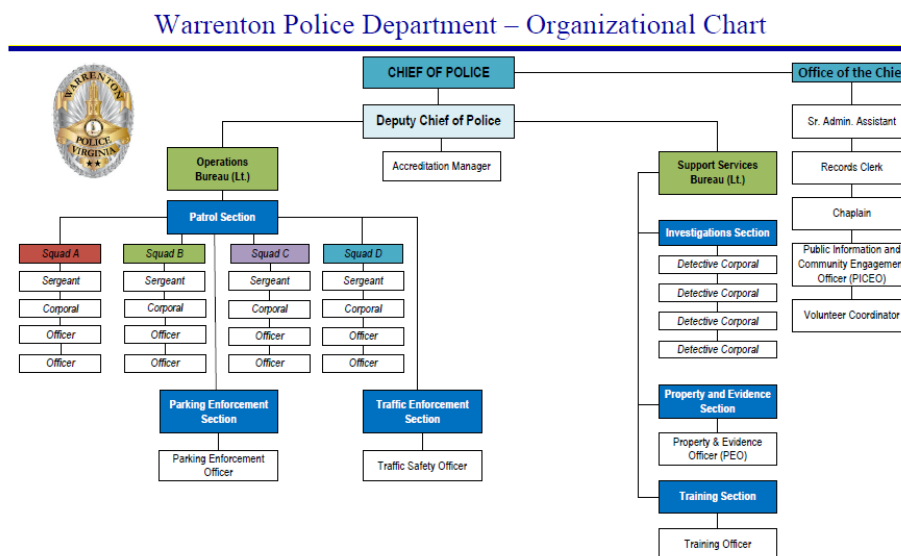
PROGRAM DESCRIPTION

The Police Department provides law enforcement, public safety services, crime prevention, and Neighborhood Watch. Working closely with Town businesses and citizens, the Department's objective is to prevent and/or reduce crimes through a community oriented policing concept. The Department delivers services to businesses and citizens through interaction and community involvement.

The mission of the Warrenton Police Department is to work in partnership with the residents and businesses of the community to provide a safe and secure environment. With community service as the foundation, the Police Department is driven to enhance the quality of life by providing effective law enforcement services through transparent and impartial policing.

CURRENT STAFFING

Police Department staffing can be viewed below:



BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$2,665,047	\$2,384,549	\$3,085,612	\$3,415,690
OPERATING	\$748,308	\$814,583	\$1,169,240	\$374,862
CAPITAL OUTLAY	\$35,806	\$6,758	\$940	\$940
TOTAL	\$3,449,161	\$3,205,891	\$4,255,792	\$3,791,492

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Police Department	31.91	31.91	32.16	33.18
FTE AMOUNT	31.91	31.91	32.16	33.18

BUDGET REQUEST / ANALYSIS

The decreased budget in FY 2024 for the Police Department is mainly driven by the removal of the Motor Pool and Information Technology allocations from the operating category. This decrease is partially offset by an increase in the personnel category related to COLA raises for the department. The capital category has remained flat year over year,

FIRE DEPARTMENT

PROGRAM DESCRIPTION

During FY 2022, the Town's two firefighters transitioned to employment with the Fauquier County Department of Fire, Rescue, and Emergency Management.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$191,645	\$160,209	\$0	\$0
OPERATING	\$47,597	\$41,825	\$0	\$0
TOTAL	\$239,241	\$202,034	\$0	\$0

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Fire Department	2.00	2.00	0.00	0.00
FTE AMOUNT	2.00	2.00	0.00	0.00

BUDGET REQUEST / ANALYSIS

There is no budget for FY2024. The Town continues to provide support through a capital contribution to the Warrenton Volunteer Fire Company. Details on this contribution can be found in the [Non-Departmental](#) section of this document.

GENERAL FUND EXPENDITURES

PUBLIC WORKS**FUNCTION OVERVIEW**

The Public Works and Utilities Department is responsible for all Town functions involving maintenance of roadways and all appurtenances thereof, maintenance of Town Facilities and resources; maintenance and purchasing of vehicles; supplying quality drinking water; treating and processing waste water; enforcing and overseeing construction projects in right of ways and Town properties; managing stormwater and MS4 programs; and working with all other Town Departments to insure efficient and effective delivery of Town services. The Department is separated into two distinct Departments for proper oversight and management- Public Works and Utilities. Each Department has an Assistant Director who oversees the related Divisions.

PUBLIC WORKS

The Public Works Department is responsible for maintaining 91.87 lane miles of roadway and right of way, a significant number of public sidewalks, an 18-acre public cemetery, ten (10) traffic signals, 40 miles of storm sewers, maintenance of the Town's vehicle and equipment fleets, all parks properties and various public buildings. The department provides curbside refuse collection twice-weekly to households and businesses, provides curbside recycling collection once a week for newsprint, cardboard, plastics and metals and also provides brush and leaf collection on a periodic and as needed basis for the Town's citizens and businesses. The department provides fall and spring cleanups, which allow citizens to clean up and clean out their properties with staff collecting and transporting to the landfill. In addition, the recycling program continues to accept office paper at the Public Works facility. Seven of the nine Public Works divisions are funded through the Town's General Fund. The arterial and collector budgets with a portion of the street budget are funded through annual road maintenance payments from the Virginia Department of Transportation (VDOT),

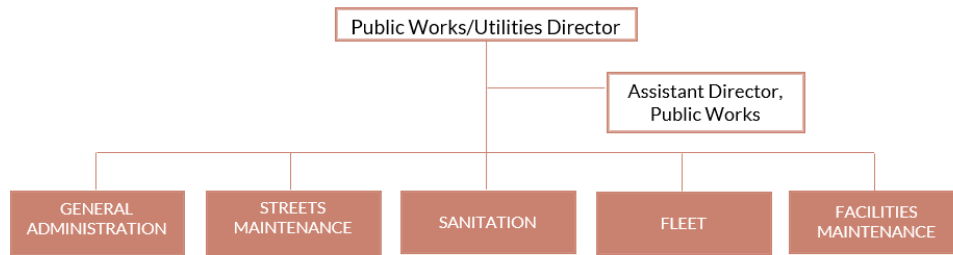
Funding for the numerous budgets within the Public Works Department have enabled the Town to maintain the public street surfaces at a level of quality at /above VDOT standards, as noted by compliments from the VDOT Resident Office. The paving schedule is moderate, based on the current roadway conditions and is adequate to maintain the streets to the high standards expected by the citizens and motoring public. The department does its best to ensure Warrenton's citizens receive the highest level of service possible within the budgetary limits set by the Council.

CURRENT STAFFING

The Department of Public Works has five divisions:

1. General Administration
2. Streets Maintenance
3. Sanitation
4. Fleet
5. Facilities Maintenance

These divisions will be discussed in more detail on the following pages.



BUDGET SUMMARY

The total Public Works Budget has increased for FY 2024. Further detail on each department is provided in the pages that follow.

PUBLIC WORKS EXPENDITURES

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
GENERAL ADMINISTRATION	\$453,456	\$467,428	\$626,796	\$543,230
STREET MAINTENANCE	\$982,363	\$1,043,577	\$1,113,868	\$1,535,875
ARTERIAL STREET MAINTENANCE	\$291,090	\$232,017	\$440,354	\$502,800
COLLECTOR STREET MAINTENANCE	\$291,255	\$257,038	\$732,003	\$687,900
REFUSE COLLECTION	\$439,998	\$512,852	\$548,469	\$451,643
RECYCLING PROGRAM	\$155,749	\$143,422	\$158,921	\$108,854
FLEET	\$0	\$0	\$0	\$582,302
FACILITIES	\$277,802	\$767,011	\$948,072	\$1,127,468
CEMETERY	\$108,668	\$30,734	\$0	\$7,500
TOTAL	\$3,000,381	\$3,454,079	\$4,568,483	\$5,547,571

PUBLIC WORKS REVENUE

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
VDOT STREET & HWY MAINT	\$1,455,512	\$1,480,415	\$1,450,000	\$1,450,000
TOTAL	\$1,455,512	\$1,480,415	\$1,450,000	\$1,450,000

Goals, Objectives, and Measures

Mission: To deliver exceptional government service; To uphold standards established to protect the Public Health, Safety, and Welfare of all residents, business owners, and visitors; To provide an environment where people enjoy living, working, playing, and investing, while providing responsible management of public resources to meet the challenges of today and tomorrow.

The following goals and objectives have been identified by the Public Works Department.

Goals	Objectives	Performance Metrics
Employee Recruitment and Retention	• Establish outreach for recruitment	• Leverage social media
		• Work with high schools and LFCC
		• Create an internship program
	• Continue to refine job descriptions and work towards a compensation study	• Define opportunities within work classifications
		• Upgrade pay scales
		• Create internal opportunities for advancement
Continuous Improvement	• Establish efficiencies in operations	• Establish clear lines of responsibility and reporting
		• Refine and develop equity in organizational structure
		• Empower staff at all levels
	• Implement daily budgeting review with proper oversight	• Ensure supervisory staff understand budgeting
		• Identify best cost practices
Leverage Technology	• Provide sufficient and proper tools to staff	• Mobile and desktops
		• Use HC forms and processes
		• Properly equip training room
	• Training	• Work with IT on training for staff
		• Train supervisors on software
	• Develop processes for paperless functions	
• GIS	• Increase usage of GIS	
	• Mapping and route efficiencies	
Fiscal responsibility	• Develop assessment process for costs and expenditures	• Develop weekly review with monthly oversight of budgets
		• Develop purchase best practices
	• Ensure equipment is best for the job	• Engage all users in vetting
		• Source multi-use equipment
• Align finances with tasks	• Identify outsourcing as needed	
		• Create divisional accountability
Establish a Road repaving/maintenance schedule	• Prioritize maintenance schedules	• Identify 5 year plan to repave and maintain roads
Assist stormwater with facility improvements	• Work with Stormwater team to identify projects	• Create a list of projects
		• Identify credits
	• Identify and track sediments	• Report to MS4 inspector

PUBLIC WORKS ADMINISTRATION

PROGRAM DESCRIPTION

The Administration Division is responsible for all Public Works functions and services, the development and management of the operational budget, departmental personnel management, development of short- and long-range maintenance and capital improvement programs, management of the vehicle and equipment maintenance and replacement programs, maintenance of streets, streetlights and traffic signals, and for the review and approval of site development plans.

The budget supports all costs associated with day-to-day operation and management of the Public Works Department and its varied functions. Expenses within the budget support a wide range of public works functions such as daily citizen contacts, project development and oversight, personnel and financial administration and departmental planning that are needed to maintain the current high level of service for FY 2024.

Traffic related issues remain a priority and staff will continue to pursue additional VDOT and other grant programs (Revenue Sharing, Primary Road and SMARTSCALE) to supplement funding for future budgets, while remaining flexible with the timing as target dates continue to move out.

Public Works and Utilities combine their efforts and projects in the permitting of development projects under the Virginia Stormwater Management Permit (VSMP) program and has incorporated the implementation of the Municipal Separate Storm Sewer System (MS4) permit under the Virginia Department of Environmental Quality (DEQ). Key assistance is in the development of projects to meet the permit reduction goals in the Total Maximum Daily Limit (TMDL) Action Plan developed in 2018. This year we worked hard to develop a Facilities Division to our Department.

CURRENT STAFFING

The Administration Division is staffed by the Director, an Engineer, the Public Works Assistant Director, and two Administrative Assistants. The Director also serves as Director of Public Utilities; 50% of the Director's salary is allocated to the Public Works department and the other 50% is allocated to the Public Utilities budget. The Engineer is allocated 20% to the Public Works Administration budget, 50% to the Public Utilities Budget, and the remaining 30% to the Stormwater Management Fund. In addition, one of the Administrative Assistants is allocated 75% to the Public Works Administration budget, and 25% to the Public Utilities budget. The Facilities and Fleet Manager is also allocated 35% to this department.

KEY PROJECTS IN FY 2024

Item C.

1. Continue to work with Human Capital to provide additional training for employee development, retention, and succession planning.
2. Initiate and manage projects for the upgrades and repairs to the WWTP and the WTP as outlined as priorities through the CIP.
3. TMDL Action Plan and MS4 compliance, nutrient targets of 40% reduction.
4. Continued Broadview Avenue Project support, review design for quality-of-life enhancements.
5. Implement a Facilities Master Plan.
6. Continue to apply the philosophy of walkability and complete streets in all operations and improvements.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$370,628	\$400,297	\$463,035	\$491,625
OPERATING	\$82,828	\$65,798	\$162,261	\$50,105
CAPITAL OUTLAY	\$0	\$1,332	\$1,500	\$1,500
TOTAL	\$453,456	\$467,428	\$626,796	\$543,230

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Public Works Administration	4.60	4.60	4.60	3.80
FTE AMOUNT	4.60	4.60	4.60	3.80

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for the Public Works Administration Division reflects an overall decrease over FY2024. The decrease is mainly caused by the removal of the Motor Pool and Information Technology allocations from the Operating Budget. The personnel increase is due to the COLA raises for the department. Capital Outlay has remained flat year over year.

STREET MAINTENANCE

PROGRAM DESCRIPTION

The Street Maintenance Division is responsible for all maintenance and repair activities associated with the 93.47 lane miles of public roads and 15.5 miles of storm sewer within the corporate limits (no change this past year). This section of the Public Works budget appropriates funds used for snow removal, street cleaning, litter control, routine maintenance, repair work, and small construction projects along the Town's public roadways and rights of way.

Landscaping is identified as a separate division within Streets from an operational standpoint to increase efficiencies and effectiveness. This was an organization move to better align tasks and functions within a specific Division of responsibility. This also provided a better organizational structure for reporting, operations, and oversight.

Landscaping is responsible for the maintenance of all right of ways, green space and public ways attached associated with the public roads and storm sewer in Town. This section of the Public Works budget appropriates funds used for snow removal, street cleaning, litter control, routine maintenance, and grass cutting functions along the Town's public roadways and rights of way.

The Virginia Department of Transportation provides reimbursement, which is accounted for in the categorical aid revenue section of this budget, for the maintenance of both Arterial and Collector streets.

CURRENT STAFFING

This Division is staffed with maintenance crews who are responsible with insuring that the appearance of the Town's streets are maintained to the level expected by the Town's citizens. Personnel funds in this budget supplement the Arterial and Collector budgets when work is specifically performed to those classifications of roadways. As the seasons and workloads require, the department uses seasonal parttime employees to supplement staff with summer weed-eating, fall leaf collection and miscellaneous work around Town.

KEY PROJECTS IN FY 2024

1. Traffic Signal Interconnectivity along Lee Highway.
2. Continued improvements incorporating the philosophy of walkability and complete streets into every improvement.
3. Cooperation with Community Development in assisting VDOT with Broadview Avenue Improvements; project review and technical details.
4. Continue sidewalk Improvements.
5. Assess and reassess maintenance of all properties versus use of independent contractors.
6. Continue to assist and collaborate with Facilities Maintenance Division to refine and develop the Division.
7. Continue to refine operations of brush removal and disposal.
8. Work to improve and upgrade the gateways.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$625,843	\$695,891	\$802,824	\$1,423,035
OPERATING	\$346,224	\$335,482	\$296,044	\$87,840
CAPITAL OUTLAY	\$10,296	\$12,203	\$15,000	\$25,000
TOTAL	\$982,363	\$1,043,577	\$1,113,868	\$1,535,875

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Streets	16.66	16.66	16.66	17.90
FTE AMOUNT	16.66	16.66	16.66	17.90

BUDGET REQUEST / ANALYSIS

The FY 2024 Street Maintenance Budget reflects an overall increase from the FY 2023 budget. In the Personnel category, there are 4 part time maintenance workers upgraded to full time and COLA raises for the current staff driving the increase. The upgrade from part time to full time workers will allow the department to more effectively schedule and utilize staff while continuing to provide a high level of service to Town residents.

The decrease in the Operating Category is the result of the net effect of the increase in the cost of many of the materials, supplies, and contractual services and the decrease resulting from the removal of the Motor Pool and Information Technology allocations.

Capital Expenditures have increased to allow for the increased prices of equipment and replacement parts due to inflation.

ARTERIAL STREET MAINTENANCE

PROGRAM DESCRIPTION

The costs associated with the maintenance activities of the 30.39 major street and highway lane miles within the corporate limits are grouped under this budget. Arterial Streets are the most significant roads in the area, serving the major centers of activity, constitute the highest traffic volume corridor and carry the major portion of through traffic in urban areas. The roads that are designated as arterial streets under the Federal Highway System are U.S. 17, U.S. 29 Business, U.S. 211, and U.S. 15 Business.

CURRENT STAFFING

Street Maintenance personnel costs are charged to this department when work related to arterial streets is performed.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$129,706	\$114,510	\$187,300	\$301,600
PERSONNEL	\$124,516	\$102,732	\$155,554	\$14,700
CAPITAL OUTLAY	\$36,868	\$14,775	\$97,500	\$186,500
TOTAL	\$291,090	\$232,017	\$440,354	\$502,800

BUDGET REQUEST / ANALYSIS

The Arterial Streets budget has increased over FY 2023. The personnel charges for Arterial and Collector Street budgets are allocated from the main Street Maintenance division budget. The \$14,700 budgeted here only reflects amounts budgeted for compensation related to snow removal and overtime performed on Arterial Streets.

The Operating portion of the Arterial Streets budget saw the largest increase due to increased projected costs for both raw materials used for repairs completed by Town staff as well as for the cost of contracted services. The department saw bids from vendors double during FY 2023 for striping, cross walks, stop bars, and other associated services and the trend of increased costs is expected to continue into FY 2024.

Rising costs for both materials and vendors as well as efforts to continue to upgrade safety measures such as traffic calming and walkability improvements are the drivers for the increase in Capital Expenditures.

COLLECTOR STREET MAINTENANCE

PROGRAM DESCRIPTION

The Collector Street Maintenance Division budget provides funding for maintenance of the less traveled streets of the Town, as defined by the Virginia Department of Transportation. The Town has 63.08 lane miles of Collector streets. Collector streets provide land access service and traffic circulation within residential, commercial and industrial areas. The collector streets system facilitates traffic flows within the town and provides access to the arterial system, which are the main highway streets through and serving the town.

CURRENT STAFFING

Street Maintenance personnel costs are charged to this department when work related to collector streets is performed.

BUDGET SUMMARY

Item C.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
CAPITAL OUTLAY	\$36,909	\$60,544	\$393,000	\$403,500
OPERATING	\$156,203	\$137,271	\$209,500	\$273,500
PERSONNEL	\$98,142	\$59,223	\$129,503	\$10,900
TOTAL	\$291,255	\$257,038	\$732,003	\$687,900

BUDGET REQUEST / ANALYSIS

The Collector Streets budget has decreased compared to FY 2023. The personnel charges for Arterial and Collector Street budgets are allocated from the main Street Maintenance division budget. The \$10,900 budgeted here only reflects amounts budgeted for compensation related to snow removal and overtime performed on Collector Streets.

The Operating portion of the Collector Streets budget saw an increase primarily due to increased projected costs for materials and supplies along with increased maintenance efforts as the department works on items that were previously deferred.

Rising costs and increased maintenance efforts also drove the slight increase in capital expenditures year over year.

SANITATION

PROGRAM DESCRIPTION

The Sanitation Function accounts for the expenditures related to refuse collection and the Town's recycling program. This is a separate Division within Public Works however given the workload and level of service provided, it is not fully standalone operation. The provide and continue the level of service for sanitation, operations are supplemented using equipment and staffing from other Divisions within Public Works. The Sanitation Division is staffed by two teams of three staff who report directly to the Public works Superintendent.

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

The Recycling operation accounts for all costs associated with the coordination and management of the recycling collection program for the Town of Warrenton. The collection activity of co-mingled household and business materials, metal, and plastics has been a program with the Town for over 27 years. Newspapers and corrugated cardboard are collected one day a week by the Town's refuse crews. This year, glass collection ceased, and options are being considered due to operational changes requiring curbside sorting. Currently Public works does not have the best equipment to manage this approach effectively and efficiently as desired.

The Town's goal relating to the recycling program is to meet the mandated rates for the community, as established by the Commonwealth of Virginia, and to provide a service to the public that protects the environment and reduces tonnage of waste going to the county landfill, while working within the requirements of Town Code and the landfill operational requirements.

CURRENT STAFFING

The Sanitation duties of refuse and recycling collection are handled by six full-time employees. Their time handling those two divisions is allocated 80% to Refuse Collection and 20% to the Recycling Program.

KEY PROJECTS IN FY 2024

Item C.

1. Develop outreach and implement programs to better align services with our existing Town Code.
2. This year we are expecting delivery of our new trucks. Our goal is to develop new procedures to build the expected efficiencies of these new trucks into our daily operations.
3. Refine operations for efficiency and effectiveness with better use of technology.
4. Develop a semi-automated refuse and recycling program.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$454,315	\$487,898	\$502,053	\$506,168
OPERATING	\$141,433	\$168,377	\$205,337	\$54,328
TOTAL	\$595,747	\$656,274	\$707,390	\$560,496

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Refuse	4.80	4.80	4.80	4.80
Recycling	1.20	1.20	1.20	1.20
FTE AMOUNT	6.00	6.00	6.00	6.00

BUDGET REQUEST / ANALYSIS

The FY 2024 budget reflects an overall decrease when compared to the FY 2023 budget. The personnel category reflects a small decrease related to a reduction projected overtime costs. In Operating expenses there was a decrease due to the net effect of the increase in costs for supplies and services and the decrease related to the removal of the Motor Pool and Information Technology allocations.

The budget does not include tipping fees to the Fauquier County Landfill for household trash; the budget includes \$40,000 (an increase of \$20,000) for Landfill Operations to cover other fees not associated with household refuse, which have been increasing due to the FC Landfill operating as a transfer station.

Staff continues to promote recycling to individual citizens and businesses. The Town’s recycling numbers are currently incorporated with Fauquier County’s for a combined reporting to DEQ. Staff will continue to make a concerted effort to encourage local business involvement in the recycling program and to provide more accurate accounting of the recycling volume derived from large businesses. Every ton recycled is one less ton sent to a landfill, reducing the cost of landfill operations and extending its capacity.

Overall costs have remained level due to the continued use of the County recycling center at the Fauquier County Landfill, at no cost for handling the material. The County is constantly looking for ways to expand their facilities to accommodate a wider range of recyclable products. Staff continues to work with County staff to keep informed as to new program developments and to be able to adjust the Town program accordingly.

FLEET

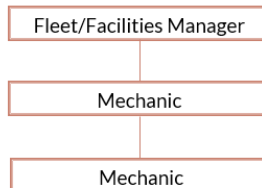
PROGRAM DESCRIPTION

The Fleet Department strives to provide an efficient, complete fleet management program, which responsibly fulfills the vehicle and equipment needs of the various Town departments through cost-effective practices and dedicated personal service. The fleet staff has responsibility for the maintenance of all Town vehicles and pieces of equipment (ranging from police cars to refuse trucks, and other equipment such as backhoes, chain saws and weed eaters).

Prior to FY 2024, Fleet was known as Motor pool and was an Internal Service Fund that captured vehicle-related costs across the Town. These costs were then allocated to departments based upon the actual work performed on the vehicles, plus an overhead charge. Beginning with FY 2024, Fleet will be a General Fund department. All vehicle-related costs will be captured in this department, but there will no longer be an allocation to the other departments in the General Fund. The Water and Sewer Fund and the Stormwater Management Fund will provide transfers to the General Fund to account for the services provided to their respective functions.

CURRENT STAFFING

The Fleet Department is staffed by three full-time employees. The Fleet and Facilities Manager’s salary is allocated 45% to Fleet, 35% to Public Works Administration, and 20% to Public Utilities Administration.



KEY PROJECTS FOR FY 2024

Item C.

1. Continue implementation of the Facilities & Fleet Division Merger with the addition of industrial staff from our Utility Plants;
2. Address environmental concerns for Facilities by developing policies and procedures pertaining to environmental and sustainable initiatives;
3. Develop a Facilities Strategic and Master plan to guide the division in its daily work;
4. Continue to implement the capital asset replacement plan with improved efficiencies in mind

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$296,845	\$306,570	\$358,565	\$331,974
PERSONNEL	\$207,974	\$207,418	\$275,398	\$241,723
CAPITAL OUTLAY	\$2,657	\$5,160	\$7,000	\$8,605
TOTAL	\$507,476	\$519,148	\$640,963	\$582,302

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Fleet	2.45	2.45	2.45	2.45
FTE AMOUNT	2.45	2.45	2.45	2.45

BUDGET REQUEST / ANALYSIS

The FY 2024 budget shows an overall decrease over FY 2023. The decrease in Operating expenses is due to the net effect of the increase of the cost for materials and supplies and the removal of the expense related to the Information Technology Allocation. The reductions in Personnel expenses is related to the removal of the budget for part-time help in this department. Similar to other departments, Capital expenses have increased due to rising costs of equipment.

FACILITIES MAINTENANCE

PROGRAM DESCRIPTION

This newly formed Division is responsible for the maintenance, repair, and custodial functions of Town-owned or occupied buildings and grounds. Facilities included are Town Hall, the Public Works Facility, Public Safety Facility, Police Department, the Cemetery building with restroom, all Town parks, Town parking lots, 18 Court St., the “old” visitors center on Calhoun St., and all other Town-owned properties. The grounds include parking lots, public green space, traffic lights, all Town-owned signs, trails, and the gateway signage to Warrenton. This budget does not include the Warrenton Aquatic and Recreation Facility, which is covered in the Parks and Recreation departmental budget, or the two rental houses included in the Water and Sewer Operating Fund budget.

This Division is overseen by the Fleet and Facilities Manager, which is a new position created to establish and develop a facilities maintenance program. Building maintenance is performed primarily by the building maintenance mechanic and a full-time maintenance team member with the care of open spaces supplemented by Public Works crews and seasonal personnel.

CURRENT STAFFING

The Facilities Maintenance Division is staffed by one Building Engineer, a maintenance mechanic, three maintenance workers, a Cemetery Caretaker, and supplemented with street or seasonal help when needed.

KEY PROJECTS FOR FY 2024

1. Design and Implementation of a Strategic Facilities Master Plan (SFP).
2. Continue implementing internal and external maintenance practices and contracts as allowed by staffing and budgetary limitations.
3. Continue to support all facility functions at Town-owned properties.
4. Facilitate communication link for Town Traffic lights along Broadview Avenue and Lee Highway
5. Continue gateway upgrades and improvements.
6. Support Way Finding within Town.
7. Develop an actual Facilities Maintenance Division and program to ensure routine maintenance and repairs to all Town-owned properties.

BUDGET SUMMARY

Item C.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$202,414	\$488,036	\$503,597	\$592,864
PERSONNEL	\$75,201	\$277,975	\$438,975	\$475,604
CAPITAL OUTLAY	\$187	\$1,000	\$5,500	\$59,000
TOTAL	\$277,802	\$767,011	\$948,072	\$1,127,468

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
General Properties	2.73	7.00	6.73	6.08
FTE AMOUNT	2.73	7.00	6.73	6.08

BUDGET REQUEST / ANALYSIS

The FY2024 Facilities Maintenance Budget has shown an overall increase over FY 2023. The increase in Operating expenses is due to increasing costs for supplies and services used by the department including personal protective equipment, repair parts for traffic signals, and town parking lot improvements net of the effect of the removal of Motor Pool and Information Technology expenses previously allocated to this department. Increases in Personnel costs are related to COLA adjustments for the staff of the department as well as health insurance election changes. The increase in capital expenses is due to the department's focus on replacing street and traffic signs throughout Town during FY 2024.

PARKS & RECREATION

FUNCTION OVERVIEW

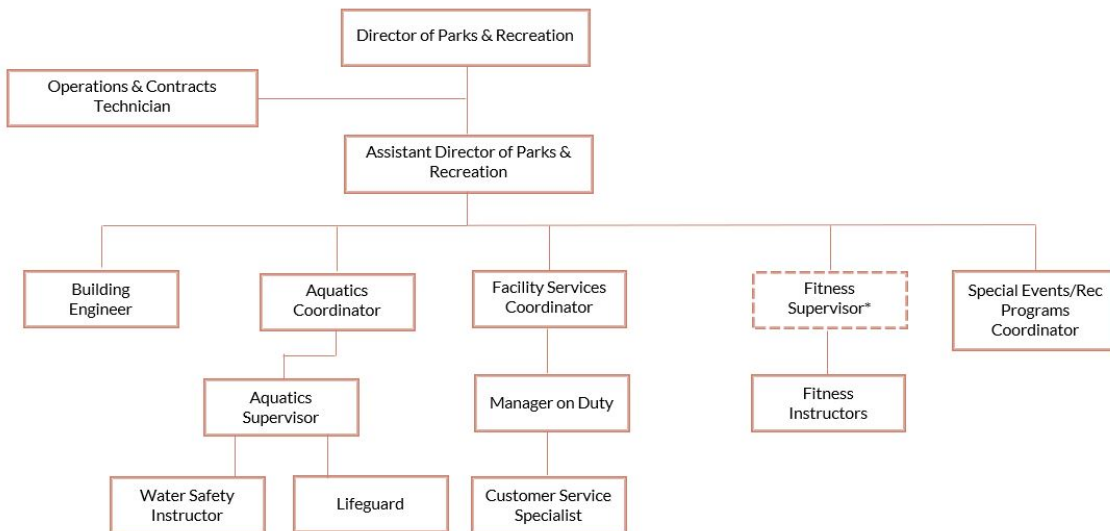
The Town operates Academy Hill Park, Eva Walker Park, Sam Tarr Park, Rady Park, the Skateboard Park, the Fun for All Playground, and the Dog Park in addition to the Warrenton Aquatic and Recreation Facility. In addition, the department manages several large events and competitions throughout the year.

BUDGET SUMMARY

Detailed descriptions of the budgets for each of the departments listed above is provided in the following pages.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
AQUATIC CENTER	\$1,131,100	\$1,602,905	\$1,643,229	\$1,586,588
P&R ADMINISTRATION	\$403,423	\$366,559	\$703,140	\$562,561
MAINTENANCE - PARKS	\$226,361	\$164,656	\$262,087	\$261,054
TOTAL	\$1,760,884	\$2,134,120	\$2,608,456	\$2,410,203

CURRENT STAFFING



*Position Request

Goals, Objectives, and Measures

Mission: The mission of the Town of Warrenton Parks and Recreation Department is to provide leisure and wellness services that will continue to result in personal accomplishment, self-satisfaction, and community and family unity for all citizens. The Department serves all citizens in an equitable fashion regardless of background, ability level, or age. Our mission is to provide programs, facilities, and services that will enhance the quality of life in our community and further perpetuate The Town of Warrenton as an exceptional place to live, work, and play.

The following goals and objectives have been identified by the Parks and Recreation Department. Performance metrics have also been named.

Goals	Objectives	Performance Metrics
Increase the number of programming amenities offered by the department	<ul style="list-style-type: none"> • Increase program participants by a minimum of 2% annually. 	<ul style="list-style-type: none"> • Total number of participants enrolled in Recreation Programs
		<ul style="list-style-type: none"> • Annual percent increase in participants
		<ul style="list-style-type: none"> • Number of volunteer hours served
		<ul style="list-style-type: none"> • Number of programs held
		<ul style="list-style-type: none"> • Number of programs meeting 90% utilization
Enhance department marketing efforts	<ul style="list-style-type: none"> • Increase public engagement by 5% annually 	<ul style="list-style-type: none"> • Satisfaction rate of participants
		<ul style="list-style-type: none"> • Number of social media followers
		<ul style="list-style-type: none"> • Number of news and announcement subscribers
Establish a viable cost recovery methodology	<ul style="list-style-type: none"> • Provide a wide variety of safe and healthy recreational opportunities at the WARF to achieve target expenditure recovery. 	<ul style="list-style-type: none"> • Percent growth in followers and subscribers
		<ul style="list-style-type: none"> • Number of hours for facility rental reservations
		<ul style="list-style-type: none"> • Percentage of expenses recovered through revenue at the WARF
		<ul style="list-style-type: none"> • Total number of annual memberships purchased
		<ul style="list-style-type: none"> • Renewal rate of annual memberships
Increase Park Use	<ul style="list-style-type: none"> • Increase Park visits by 1% annually by properly maintaining facilities and providing diverse recreational opportunities while developing innovative methods to maintain service levels. 	<ul style="list-style-type: none"> • Total number of daily visits to the WARF
		<ul style="list-style-type: none"> • Number of daily park visits
		<ul style="list-style-type: none"> • Number of pavilion rentals
		<ul style="list-style-type: none"> • Number of field rentals

ADMINISTRATION

PROGRAM DESCRIPTION

This budget supports all the department's various programs to make certain they perform and function effectively and efficiently. This administrative effort provides leadership, direction, oversight, management, technical assistance, contract management, and staff training assistance. This department's workload includes management of the WARF, five parks, the Fun for All Playground, Skateboard Park, Dog Park and the lake feature. The administration coordinates with other Town departments, Town Council and the Town Manager. Policies and procedures are developed, reviewed, revised and implemented.

CURRENT STAFFING

The Administration currently consists of a Director, Assistant Director, an Operations and Contracts Technician, a Facility Services Coordinator, and a Special Events & Recreation Program Coordinator. The Marketing Coordinator still provides support to Parks and Recreation but is programmed now in the Communications Department.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$319,623	\$325,896	\$561,313	\$519,561
OPERATING	\$83,800	\$40,663	\$141,827	\$43,000
TOTAL	\$403,423	\$366,559	\$703,140	\$562,561

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Parks Administration	3.69	3.73	5.75	5.00
FTE AMOUNT	3.69	3.73	5.75	5.00

BUDGET REQUEST / ANALYSIS

The FY 2024 Parks Administration budget reflects a decrease over the FY 2023 budget. Personnel increases are due to COLA raises for the staff of the department. The decrease in Operating expenses is due to the removal of the Motor Pool and Information Technology allocations. There are no capital expenses for this department.

AQUATIC & RECREATIONAL FACILITY

PROGRAM DESCRIPTION

This budget supports all personnel, program activities, building maintenance and operational functions including, repairs/replacements, janitorial, utilities, chemicals and support services for the operation and maintenance of the Warrenton Aquatic and Recreation Facility (WARF). The objective of this facility is to provide land and aquatic-based recreational and fitness programming and activities for youth and adults of the Town of Warrenton and its guests.

CURRENT STAFFING

The WARF currently has two full-time staff members an Aquatic Supervisor and an Aquatic Coordinator. The FY 2024 request for a Fitness Supervisor would increase full-time staffing to three. The facility is comprised primarily of part-time staff, to include the positions of Customer Service Representatives, Managers on Duty, Head Lifeguards, Fitness Instructors, and Lifeguards. Part-time employees at the WARF are estimated to be equivalent to .20 FTE as many of the employees work less hours than part-time employees in other departments. It is important to note that in FY23, a part-time WARF employee equated to .13. This accounts for 9.63 of the FTE increase between FY23 and FY24.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$531,428	\$799,173	\$757,906	\$884,638
OPERATING	\$599,166	\$786,918	\$865,323	\$681,950
CAPITAL OUTLAY	\$506	\$16,815	\$20,000	\$20,000
TOTAL	\$1,131,100	\$1,602,905	\$1,643,229	\$1,586,588

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Aquatic Center	20.19	19.32	15.37	26.00
FTE AMOUNT	20.19	19.32	15.37	26.00

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for the WARF has decreased over the FY 2023 budget. Personnel expenditures are budgeted to increase due to the addition of a Fitness Supervisor as well as COLA increases for existing staff. Operating expenses declined primarily due to the removal of the Motor Pool and Information Technology allocated expenses. Capital expenses remained flat year over year.

PARKS

PROGRAM DESCRIPTION

The goal of this department is to maintain the Town's park facilities to provide high quality outdoor park facilities, open space, cultural programs and services for Town of Warrenton residents and its guests. The Town maintains Eva Walker Park, Rady Park, Sam Tarr Park, Academy Hill Park, Fun for All Playground, Skateboard Park, the lake, grounds and trails at the WARF complex, and the dog park.

CURRENT STAFFING

The Public Works Department provides staff for the maintenance and upkeep of our park facilities. Maintenance of these spaces is coordinated through a collaborative effort between the Parks and Recreation Director and Public Works Director.

BUDGET SUMMARY

PARKS

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$116,561	\$144,889	\$250,066	\$253,454
PERSONNEL	\$109,800	\$19,767	\$4,521	\$100
CAPITAL OUTLAY	\$0	\$0	\$7,500	\$7,500
TOTAL	\$226,361	\$164,656	\$262,087	\$261,054

BUDGET REQUEST / ANALYSIS

The FY 2024 Parks budget has increased slightly over FY 2023. The increase in Operating expenses was driven by maintenance contracts for portable restrooms and mowing services slightly offset by the removal of the Motor Pool and Information Technology allocations. Personnel are provided by Public Works for Parks Maintenance and therefore, the only Personnel expense is a small allotment for any overtime expenses related to maintenance work at the parks. Capital expenses for playground equipment remain the same year over year.

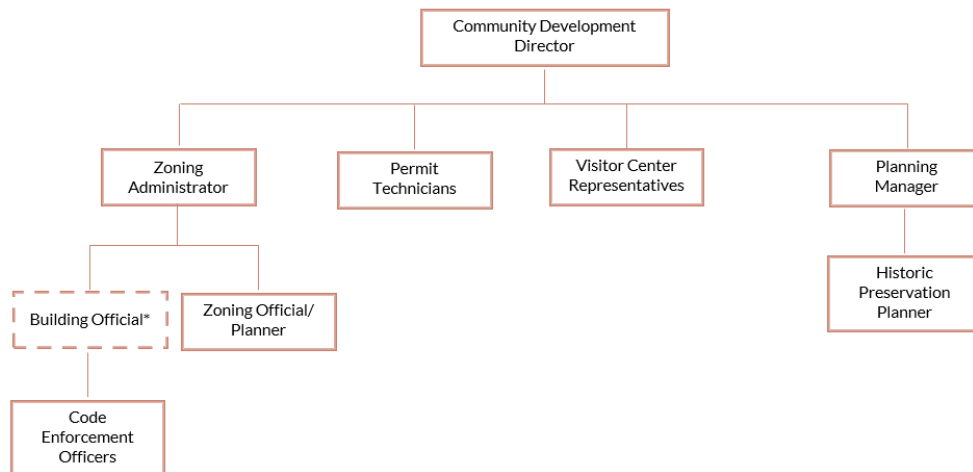
COMMUNITY DEVELOPMENT

FUNCTION OVERVIEW

The Community Development Department oversees the Town’s built and physical environments. The Department is responsible for current planning, long range planning, building and zoning permits, erosion and sediment control, and inspections. The Department enforces the Zoning and Subdivision Ordinance, Building Code, Fire Code, Town Code, and Historic District Guidelines. The Department provides research, data, and staff support for the Town Council, Planning Commission, Board of Zoning Appeals, Architectural Review Board, and acts as a liaison to multiple outside organizations such as Rappahannock-Rapidan Planning District Commission (PD9) and Fauquier County Committees. All land use applications and plans for new construction are reviewed and approved through Community Development along with updates to the Town’s Comprehensive Plan, development review ordinances (Zoning, Subdivision, and Historic District Guidelines) and the Capital Improvement Plan.

The Farmers’ Market continues to operate on the weekends. Although the responsibility for the Farmers’ Market lies with Experience Old Town Warrenton, Community Development continues to oversee and support the market

CURRENT STAFFING



*Position Request

BUDGET SUMMARY

The total budget for this function has increased as compared to FY 2023. Detail for each of the departments listed above is provided in the following pages.

COMMUNITY DEVELOPMENT EXPENDITURES

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
DEVELOPMENT SERVICES	\$503,655	\$498,113	\$626,685	\$757,303
PLANNING	\$615,201	\$494,630	\$591,839	\$517,737
VISITOR CENTER	\$45,331	\$32,818	\$84,431	\$75,076
PLANNING COMMISSION	\$17,383	\$17,905	\$28,071	\$20,126
BOARD OF ZONING APPEALS	\$2,081	\$2,980	\$3,000	\$3,000
ARCHITECTURAL REVIEW BOARD	\$5,476	\$3,325	\$12,385	\$8,094
ECONOMIC DEVELOPMENT	\$207,675	\$102,405	\$0	\$175,369
TOTAL	\$1,396,804	\$1,152,175	\$1,346,411	\$1,556,705

COMMUNITY DEVELOPMENT REVENUE

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Proposed
GENERAL FUND	\$336,901	\$250,478	\$370,664	\$330,664
TOTAL	\$336,901	\$250,478	\$370,664	\$330,664

Goals, Objectives, and Measures

Mission: To provide outstanding customer service and enhance the quality of life for all residents and businesses within the Town.

The following goals and objectives have been identified by Community Development. Performance metrics have also been named, but the department will begin to track them in FY23.

Goals	Objectives	Performance Metrics
Replace GovSense with OpenGov	<ul style="list-style-type: none"> Provide a forward facing component to allow for the application of permits online. 	<ul style="list-style-type: none"> Use of online application portal by residents and contractors. Ease of use for set-up and tracking of permits.
	<ul style="list-style-type: none"> Complete implementation by mid-March. 	<ul style="list-style-type: none"> Ability for online payments. Ability to track permits online and communicate with town staff to streamline the permitting process.
Septic Remediation	<ul style="list-style-type: none"> Qualify for comprehensive grant to abandon drain fields in Town and have residents hook-up to public sewer. 	<ul style="list-style-type: none"> Removal of existing drain fields.
	<ul style="list-style-type: none"> Mitigate costs as much as possible. 	<ul style="list-style-type: none"> Use of grants to offset cost to hook-up to public sewer.
Processing Applications in a Timely Fashion	<ul style="list-style-type: none"> Influx of Special Use Permits and Site Development Plans. 	<ul style="list-style-type: none"> Process applications to completion within 4-6 months. Building permits processed within 5-10 working days.
	<ul style="list-style-type: none"> Continue processing large amount of Building Permit Applications. 	<ul style="list-style-type: none"> Achieve cooperation and abatement of violations as quickly as possible.
	<ul style="list-style-type: none"> Work with property owners on valid complaints. 	
Affordable Housing	<ul style="list-style-type: none"> Create more attainable housing opportunities in the Town. 	<ul style="list-style-type: none"> Form an affordable housing committee.
		<ul style="list-style-type: none"> Develop key areas that will create the most impact in creating attainable housing.
Guide to Historic Resources	<ul style="list-style-type: none"> Update Historic District Guidelines to reflect changes in national standards and needs of surveyed properties. 	<ul style="list-style-type: none"> Submit approved document to DHR for CLG requirements.
	<ul style="list-style-type: none"> Establish a guide to be utilized Town-wide encouraging preservation beyond the Historic District. 	

PLANNING DIVISION

PROGRAM DESCRIPTION

The Planning division provides support in the areas of current land use, legislative cases, transportation, long-range planning, community development and administration. The Division provides research and support for the Town Council, Planning Commission, Architectural Review Board, and the Transportation Safety Commission. Additionally, the Division is responsible for developing and updating the Town's Comprehensive Plan, development and review of the Historic District Design Guidelines and the Capital Improvements Program.

CURRENT STAFFING

The Planning Division consists of the Director of Community Development, a Planning Manager and a Historic Preservation Planner. The Director of Community Development, for budgeting purposes, is programmed in this division although the position's salary is split 50/50 between Planning and Development Services.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$421,484	\$320,238	\$333,412	\$362,878
OPERATING	\$193,717	\$174,392	\$257,427	\$153,859
CAPITAL OUTLAY	\$0	\$0	\$1,000	\$1,000
TOTAL	\$615,201	\$494,630	\$591,839	\$517,737

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Planning	4.14	4.14	4.39	2.50
FTE AMOUNT	4.14	4.14	4.39	2.50

BUDGET REQUEST / ANALYSIS

The budget for FY 2024 reflects an overall decrease when compared to FY 2023. The increase in Personnel expenses is due to COLA raises for staff as well as change in insurance elections. The Planning Division's Operating expenses have remained flat, except for the removal of the Information Technology allocation, which is what drove the decrease in expenses year over year. Capital expenses for furniture and fixtures remain flat.

DEVELOPMENT SERVICES DIVISION

PROGRAM DESCRIPTION

The Development Services Division provides support in the areas of zoning, erosion and sediment control, community development, and administration. The Division enforces the regulations of the Zoning and Subdivision Ordinance, Building Code and the Town Code. The Division provides research and support for the Town Council, Board of Zoning Appeals, and Architectural Review Board. All plans for new construction, rehabilitation of existing structures and development of properties in the Town are reviewed and approved by the Development Services Division. Additionally, the Division is responsible for, development review ordinances (Zoning, Subdivision) rendering zoning verifications and determinations, addressing, reviewing and updating ordinances; all inspections for the Town to ensure compliance with Federal, state and local ordinances for the protection of public health and safety with respect to the occupancy and sufficiency of property use and development; inspection activities include building and fire code compliance; soil and erosion control; site development, utilities and zoning consistency. The Division also enforces the Building Maintenance and Fire Prevention Codes; provides technical advice to citizens, contractors and business owners; aids in the Town execution of public projects; and assists other Town staff members.

The Division delivers a high level of service to the public and ensures a minimum standard of compliance with Town ordinances based upon both the mission and value statements adopted by the Town Council. The division strives to keep citizens, contractors, businesses and other staff members up to date on any Zoning Ordinance and Building Code changes.

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

CURRENT STAFFING

The Development Services Division is staffed by two Code Enforcement Officers, a Zoning Administrator, two Permit Technicians (split 75/25 with Stormwater Management fund), and a Zoning Official (split 75/25 with Stormwater Management fund). The Community Development Director's salary is allocated 50/50 between this division and Planning.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$434,268	\$419,015	\$457,444	\$731,553
OPERATING	\$69,387	\$79,098	\$169,241	\$25,750
TOTAL	\$503,655	\$498,113	\$626,685	\$757,303

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Development Services	4.48	4.72	4.97	6.75
FTE AMOUNT	4.48	4.72	4.97	6.75

BUDGET REQUEST / ANALYSIS

The budget for FY 2024 reflects an overall increase over FY 2023. Increases in Personnel expenses are related to a new position added to the budget for a Building Official, as well as COLA raises and increase overtime expenses to account for staff time spent working on committees. The Building Official would be responsible for building inspections and code enforcement, the duties are currently being performed by the Director of Public Works and Utilities.

The decrease in Operation expenses is due to the removal of the Motor Pool and Information Technology allocations from the department. Otherwise, Operating expenses were kept flat year over year.

COMMUNITY DEVELOPMENT

VISITOR'S CENTER

PROGRAM DESCRIPTION

The Warrenton-Fauquier Visitor Center is open five days a week to provide tourism and information services to the public about the Town and surrounding area. The Visitor's Center is located at 21 Main Street.

CURRENT STAFFING

The Visitor Center is staffed by two part-time positions.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$31,990	\$22,310	\$45,644	\$67,526
OPERATING	\$13,342	\$10,508	\$38,787	\$7,550
TOTAL	\$45,331	\$32,818	\$84,431	\$75,076

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Visitor Center	1.00	1.00	1.00	1.45
FTE AMOUNT	1.00	1.00	1.00	1.45

BUDGET REQUEST / ANALYSIS

The FY 2024 budget reflects a decrease compared with the current fiscal year. During FY 2023 there was one vacant position, which has now been filled and accounts for the small increase in personnel expenses. In order to qualify as a Certified Tourist Information Center in Virginia, the Visitor's Center must be open year-round a minimum of five days per week, two of which should be Saturday and Sunday. As such, the Visitor Center is staffed five days a week.

Operating expenses show an decrease related to the removal of the Information Technology allocation from the department. Other Operating expenses remained flat year over year.

Funding in the amount of \$42,600 is provided annually by Fauquier County to support the efforts of the Visitors Center. This results in a net expenditure to the Town for FY 2024 of \$32,476.

PLANNING COMMISSION

PROGRAM DESCRIPTION

The Planning Commission is established by Section 2-162 of the Town Code as enabled by §15.2-2210 of the Code of Virginia. The Code of Virginia specifies in §15.2-2221 that the duties of Planning Commissions include the following tasks. To effectuate this chapter, the local planning commission shall:

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

CURRENT STAFFING

The Planning Commission consists of a minimum of five (5) and a maximum of fifteen (15) members. The Planning Manager serves as staff support to the Commission.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$10,227	\$13,495	\$13,564	\$11,626
OPERATING	\$7,157	\$4,410	\$14,507	\$8,500
TOTAL	\$17,383	\$17,905	\$28,071	\$20,126

BUDGET REQUEST / ANALYSIS

The budget for the Planning Commission for FY 2024 shows a decrease as compared to the current year. The decrease is driven by the removal of the Information Technology Allocation from the department. Personnel expenses remained mostly flat, Planning Commissioners receive a monthly stipend of \$125.

BOARD OF ZONING APPEALS

PROGRAM DESCRIPTION

The Board of Zoning Appeals is established by the Code of Virginia to hear and decide upon requests for special exceptions and appeals from any order, decision or determination made by an administrative officer enforcing the Town’s Zoning or Subdivision Ordinance. The Board also interprets the district zoning map where uncertainty exists regarding the location of a district boundary and authorizes variances from the strict terms of the Zoning Ordinance where a clear hardship can be demonstrated. Nominations for the BZA are solicited by Town Council from the general public and are representative of the Town at-large. Recommendations for appointment are made to and approved by the Circuit Court.

CURRENT STAFFING

The Board consists of Chairman, Vice-Chairman and three members. The Zoning Administrator, Town Attorney and a part-time secretary provide staff support. The Board strives to provide quality and timely services to those citizens in need of Board actions. The meetings are regularly scheduled on the first Tuesday of each month.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$2,081	\$962	\$3,000	\$3,000
PERSONNEL	\$0	\$2,019	\$0	\$0
TOTAL	\$2,081	\$2,980	\$3,000	\$3,000

BUDGET REQUEST / ANALYSIS

The budget for the Board of Zoning Appeals is level funded for FY 2024. Operating expenditures include costs for advertising, printing, and professional services.

ARCHITECTURAL REVIEW BOARD

PROGRAM DESCRIPTION

The Architectural Review Board's (ARB) primary function is to review applications for construction, reconstruction, substantial exterior alteration, demolition, relocation and signage within the Town's historic district. In addition, the ARB assists the Town Council, Planning Commission and property owners in matters involving historically significant sites and buildings; advises owners of historic landmarks or contributing structures on preservation efforts; and proposes additions to the historic district. The ARB is supported by Town staff, which prepares reports for their review, schedules meetings and provides general administrative support.

Specific architectural services are obtained on occasion to advise the Board on unique structural details as the need arises. The Board meets monthly on the fourth Thursday and often meets on an as-needed basis to accommodate the needs of Town citizens.

CURRENT STAFFING

The ARB consists of a Chairman, Vice-Chairman and three other members appointed by the Town Council. The Preservation Planner and an Administrative Assistant provides staff support to the Board.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$4,683	\$2,826	\$4,844	\$4,844
OPERATING	\$793	\$499	\$7,541	\$3,250
TOTAL	\$5,476	\$3,325	\$12,385	\$8,094

BUDGET REQUEST / ANALYSIS

The budget for the Architectural Review Board for FY 2024 shows a decrease compared to FY 2023. This is due to the removal of the Information Technology allocation from the department. Members of the board receive a monthly stipend of \$75.

CONTRIBUTIONS TO OUTSIDE AGENCIES

PROGRAM DESCRIPTION

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

BUDGET SUMMARY

DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
Aging Together	\$4,250	\$4,250	\$4,250	\$4,250
Allegro Community School for the Arts	\$9,000	-	-	-
Boys & Girls Club of Fauquier	\$7,650	\$7,650	\$7,650	\$7,650
Fauquier CADRE	\$1,530	-	-	-
Fauquier Community Action Committee	\$7,650	\$7,650	\$7,650	\$7,650
Fauquier Community Child Care	\$3,443	\$3,443	\$3,443	\$3,443
Fauquier Food Bank	\$2,869	\$2,869	\$2,869	\$2,869
Fauquier County Youth Orchestra	\$2,125	\$1,750	\$1,750	-
Fauquier Family Shelter Services	\$5,126	\$5,126	\$5,126	\$5,126
Fauquier Free Clinic	\$7,650	\$7,650	\$7,650	\$7,650
Fauquier Habitat for Humanity	\$8,500	-	-	-
Fauquier Historical Society	\$7,650	-	\$15,300	\$7,650
Gloria Dingus Music Alliance	\$2,125	-	-	-
Hospice Support of Fauquier	\$4,250	\$4,250	\$4,250	\$4,250
Laurel Ridge Community College	\$5,738	\$5,738	\$5,738	\$5,738
Leadership Fauquier	\$2,295	-	-	\$0
Literacy Volunteers	\$1,913	\$1,913	\$1,913	\$1,913
Piedmont Dispute Resolution Center	\$765	\$765	\$765	\$765
Winter Celebration of the Arts	\$4,500	\$0	\$0	\$0
TOTAL	\$89,029	\$53,054	\$68,354	\$58,954

BUDGET REQUEST / ANALYSIS

Aging Together

Aging Together provides programs and services to older adults in Warrenton. The program is a collaborative effort built on an alliance of organizations and individuals who actively participate in one or more County Teams and regional committees and work together across agencies, counties and interest areas. The program exists primarily due to the work of hundreds of volunteers who demonstrate the motivation and passion that make our communities better as we grow older. It has been recognized by state and national organizations as a leader in the field of aging. The organization requested a \$5,000 contribution.

Boys & Girls Club of Fauquier

The mission of the Boys & Girls Club is to help boys and girls of all backgrounds, especially those in need, to build confidence, to develop character and to acquire the skills needed to become productive, civic-minded, responsible adults. The organization requested a \$25,000 contribution. Town Manager has proposed a flat contribution with FY 2023.

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

The Fauquier Community Action Committee (FCAC) Head Start/Bright Stars program provides a quality comprehensive preschool program to children and families of low income in Fauquier County. The program is offered to 3- and 4-year-olds that meet the federal income poverty guidelines. The organization requested a \$7,650 contribution.

Fauquier Community Child Care

The Fauquier Community Child Care (FCCC) program, which provides affordable childcare in concert with Fauquier County Public Schools, provides an important childcare service to Warrenton residents at Brumfield, Bradley and P.B. Smith Elementary Schools. The organization requested a \$4,500 contribution.

Fauquier Community Food Bank / Thrift Store

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

Fauquier Family Shelter Services

Fauquier Family Shelter Services (FFSS) was established in 1988 by concerned individuals and social service agencies to alleviate the pain of poverty and homelessness in Fauquier County. FFSS provides the only emergency shelter in the County and provides an intensive one-year program at nearby Vint Hill to assist families in transitioning from being homeless to maintaining stable and independent living. The organization requested a \$6,100 contribution.

Fauquier Free Clinic

The Clinic provides primary medical care to uninsured residents with a special effort to include all children. Local practitioners who volunteer their time and talent provide all medical and dental care. The Town's donation will be used to purchase medications for uninsured residents of the Town and to support operations. The organization requested funding of \$9,000.

Fauquier Historical Society

The Fauquier Historical Society operates the Old Jail Museum, which is centrally located in the Town of Warrenton and open six days a week. The purpose of the organization is to preserve and maintain objects, documents and other memorabilia of historic interest pertaining to the County of Fauquier, the Commonwealth of Virginia, or the United States. The organization requested a \$10,000 contribution. Town Manager has proposed a flat contribution with FY 2021, as FY 2023 consisted of the contribution for both FY 2022 and FY 2023.

Hospice Support of Fauquier

Hospice Support of Fauquier is a non-profit organization with a mission to provide non-medical supportive care to people with chronic disease or life-threatening illness, and their caregivers. Hospice Support of Fauquier has received contributions from the Town in years past. The organization requested a \$5,000 contribution.

Laurel Ridge Community College Foundation

Since 2017, the Town has provided funding to offer two scholarships for one year for Town of Warrenton residents. The program consists of an academic scholarship and a work force scholarship. LRCC requested funding of \$6,000.

Literacy Volunteers of Fauquier County

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

Piedmont Dispute Resolution Center

The part-time staff at the Piedmont Dispute Resolution Center works with the court system and staff are assigned by the courts to a wide range of mediation responsibilities involving juvenile and domestic abuse, domestic problems, divorce, and juvenile issues. In addition, the Center trains peer mediators for the school system who are often able to resolve issues between students before they escalate into serious problems. The organization requested funding of \$765.

NONDEPARTMENTAL

PROGRAM DESCRIPTION

This function includes the funding for transportation services, the Warrenton Volunteer Fire Company, and the Main Street Program.

BUDGET SUMMARY

DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED	Change
Transportation Services	\$125,665	\$127,795	\$127,795	\$165,666	\$37,871
Main Street Program	-	\$65,000	\$65,000	\$65,000	\$0
VCA CCP Program	\$9,000	\$9,000	\$9,000	\$9,000	-
Warrenton Caboose	-	\$850	\$850	-	\$ (850)
Warrenton Volunteer Fire Company	-	-	\$150,000	\$150,000	-
TOTAL	\$ 134,665	\$ 202,645	\$ 352,645	\$ 389,666	\$ 37,021

BUDGET REQUEST / ANALYSIS

Transportation Services

Operated by Virginia Regional Transit (VRT), the Circuit Rider provides access to affordable transportation for Town residents. Federal funding covers 50% of the expenses associated with the program, 32% represents the Town's share of funding, and the remaining 18% is provided by the State. Although the COVID-19 pandemic hindered many government, nonprofit, and business services provided to residents, Warrenton Circuit Rider routes continued uninterrupted throughout the pandemic. The Town will continue to fund the federally prescribed local match total of \$165,666. The PATH Foundation has committed \$53,429 to offset the Town's cost-share.

Main Street Program

The Main Street Program function is provided by Experience Old Town Warrenton (EOTW), a community nonprofit organization committed to building a Main Street District of thriving business, history, and social activities. The Program envisions a vibrant, beautified Old Town Warrenton with a focus on a dynamic, organized district of retail and restaurants that preserves and builds upon our historic character. Such vitality fosters opportunities for growth: economically, socially, and culturally. This vision supports and attracts businesses and visitors, and just as importantly, directly enhances the quality of life for the residents of our community. EOTW has requested an additional \$10,000 for FY 2024, but flat funding has been proposed by the Town Manager.

Virginia Commission for the Arts (VCA) Creative Communities Partnership Program

This program typically funds a Summer Concert Series in the Town.

Warrenton Volunteer Fire Department

Until mid-FY 2022, the Town of Warrenton provided support to the Warrenton Volunteer Fire Company in the form of funding for two full-time firefighters and a capital allocation of \$150,000 for the maintenance and upgrade of its apparatus. Although the Fire and Rescue Services personnel have transferred to Fauquier County, the Town continues to provide the capital support.

DEBT SERVICE

PROGRAM DESCRIPTION

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

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY2024 PROPOSED
DEBT SERVICE	\$967,596	\$899,701	\$855,618	\$824,238
TOTAL	\$967,596	\$899,701	\$855,618	\$824,238

BUDGET REQUEST / ANALYSIS

Debt service payments totaling \$824,238 are budgeted for FY 2024. This consists of \$500,000 in principal payments and \$324,238 in interest payments. The chart to the right shows the principal and interest requirements in support of each issuance.

Issued for	Principal	Interest	Total
WARF	\$ 385,000	\$ 210,766	\$ 595,766
Town Hall	\$ 115,000	\$ 113,472	\$ 228,472
Total	\$ 500,000	\$ 324,238	\$ 824,238

During FY 2023, the Town made the final payment under the 2017 capital lease, which was issued for the purchase of police vehicles.

TRANSFERS

PROGRAM DESCRIPTION

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

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
TRANSFERS	\$1,108,755	\$1,700,744	\$200,000	\$3,809,738
TOTAL	\$1,108,755	\$1,700,744	\$200,000	\$3,809,738

BUDGET REQUEST / ANALYSIS

The FY 2024 requested transfers to the Capital Improvement Program Fund and Capital Asset Replacement Fund represents the difference between the total estimated costs of the projects budgeted in the Capital Improvement Program and the General Asset Replacement Fund.

CAPITAL IMPROVEMENT PROGRAM FUND

Budgeted amounts for the Capital Improvement Program Fund are derived from the first year of the five-year Capital Improvement Program (CIP) document each year. The CIP is updated annually, at which time the schedule and projects are evaluated, and any new projects may be added. The threshold for inclusion is \$100,000 and an estimated useful life of at least 10 years. The CIP document is presented to the Planning Commission for comments prior to being forwarded to Council each year. The Planning Commission typically conducts a work session followed by a Public Hearing on the CIP. Their recommendations are considered by the Town Manager in the formulation of the budget for the Capital Improvement Program Fund. The CIP document may be found under a separate tab in the budget binder.

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

BUDGET SUMMARY

CAPITAL IMPROVEMENT PROGRAM FUND REVENUE

	FY 2023 ADOPTED	FY 2024 PROPOSED
TRANSFERS IN	\$50,000	\$2,770,359
TOTAL	\$50,000	\$2,770,359

CAPITAL IMPROVEMENT PROGRAM FUND EXPENDITURES

	FY 2023 ADOPTED	FY 2024 PROPOSED
CAPITAL OUTLAY	\$50,000	\$2,770,359
TOTAL	\$50,000	\$2,770,359

LOCAL REVENUE

TRANSFERS FROM GENERAL FUND

This is the balance of funding necessary to implement the requirements of the annual CIP program. In FY 2023 there was a significant reduction in the required transfers due to projects being offset by ARPA funding.

CAPITAL IMPROVEMENT PROGRAM EXPENDITURES

PROGRAM DESCRIPTION

The Capital Improvements Fund represents the best efforts of the Town's citizens, Council, staff, and Planning Commission to identify and recommend major construction projects over the next five years for the Town in a manner which allows for long-range fiscal planning utilizing available tax dollars. The first year of the Capital Improvement Plan, as amended during the budget process, is funded in the Town's annual budget. Comparisons to the prior year, apart from overall dollar amount, are not provided as the types of projects from one year to the next vary a great deal.

BUDGET SUMMARY

	FY 2024 PROPOSED
BROADVIEW AVENUE (VDOT)	\$1,000,000
MAIN STREET REPAVING	\$375,000
PUBLIC WORKS FACILITY RELOCATION	\$335,000
CAPITAL PROJECTS CONTINGENCY	\$251,851
SIDEWALK HANDICAP RAMPS	\$250,000
WATERLOO IMPROVEMENTS	\$250,000
SIDEWALK CONSTRUCTION	\$158,508
EVA WALKER PARK IMPROVEMENTS	\$100,000
PARKS AND RECREATION MASTER PLAN	\$50,000
TOTAL	\$2,770,359

PROJECT DESCRIPTIONS

Broadview Avenue (VDOT)

The goal of this project is to improve safety and access management to businesses. The project originated as a VDOT Urban Project which is currently in the design phase with construction grant funding requested under SMART Scale and HSIP programs. Raised medians, landscaping, stormwater management, pedestrian safety and evaluation for potential additional signalization along the corridors between Waterloo Street and Winchester Street intersection. Approximately \$512,000 was provided (and currently held in escrow by VDOT) by Primary Road Paving Funds for Broadview Avenue approved in FY18. The project was approved for funding under SMART Scale Round 2. \$488,000 was allocated in FY22 for this project, and an additional \$1,000,000 was committed by Town Council to address rising costs and supplement Smart Scale funding.

Main Street Repaving

Main Street's pavement is at a critical point. Project TW-010, Improvements to Main Street, calls for sidewalk improvements in conjunction with repaving to the 5th street intersection. Construction for TW-010 is not projected to be completed until FY28. The pavement will not last that long in its current state, necessitating the need to repave it now. The road will be milled 2" and repaved with an SM9.5 asphalt surface. Any crosswalks, curbs, or gutter with hazards will be repaired to specifications. Sidewalks will be evaluated as-needed.

Public Works Facility Relocation

Relocation of the public works facility following the Town's boundary line adjustment. First phase is to fund the completion of engineering study to include the entire area of the proposed layout of the proposed building, geo-technical study, preliminary zoning, and preliminary site plan work. Overall construction costs are estimated to be in the area of \$30,000,000.00.

Capital Projects Contingency

For FY 2024 a contingency is built into the budget for all capital projects. The contingency is set at 10% of total Town funding for each project and ensures that the Capital Improvement Program is budgeted conservatively and takes into account the possibility for project overruns or the identification of additional work needed to complete project goals.

Sidewalk Handicap Ramps

Sidewalk improvements for handicap curb cut ramps are needed throughout Town. This project is an effort to bring sidewalks that are continuing to deteriorate as well as improving sidewalks to better meet Americans with disabilities accessibility needs. At this time, an estimate up to 100 curb cut ramps throughout Town will need to be improved at a cost of \$2,500 each.

Waterloo Improvements

Waterloo Street is part of the Walkability Audit analysis to address speeding and safety along the residential corridor. As data collection and assessments continue, next steps are to survey the entire corridor, add vertical treatments, and engineer drainage. Then, as data states what is needed to meet the goals, install next set of safety improvements. Community engagement will continue to be part of the solution process.

Sidewalk Construction

Construction of missing and deteriorated sections of sidewalk at locations in the Town to provide safe pedestrian corridors as follows:

FY24 - Academy Hill Road sidewalk from High Street to Sterling Court.

Eva Walker Park Improvements

The FY24 estimate provides for cost estimations and construction drawings for the total master plan concept in conjunction with site analysis, soils and geotech testing, survey and site investigation. The future year estimate is for construction of a natural amphitheater.

Parks and Recreation Master Plan

Funding will be used to develop a Parks and Recreation Master Plan for the town to guide long term investments.

OTHER FUNDS

GENERAL ASSET REPLACEMENT FUND

PROGRAM DESCRIPTION

The purpose of the fund is to plan for the ongoing replacement of the Town's existing vehicles, equipment, and major systems. By annually updating a five-year asset replacement plan, the Town strives to provide cash funding to cover planned replacements.

The Town adheres to a Fleet Vehicle and Equipment Replacement Policy, which utilizes metrics regarding vehicle maintenance and repair costs in addition to age and mileage to determine when it is more cost-effective to the Town to replace a vehicle. Another large category of expense is the maintenance and replacement of computers, servers and networks. The information technology plan calls for the replacement of such equipment based on the useful life of the assets.

For FY2024 the General Asset Replacement expense amount is funded by a transfer from the General Fund. In FY 2023, ARPA funding was utilized to cover \$1,036,866 in asset replacements.

SUMMARY OF GENERAL ASSET REPLACEMENT BUDGET

GENERAL ASSET REPLACEMENT FUND REVENUE

	FY 2023 ADOPTED	FY 2024 PROPOSED
TRANSFERS IN	\$150,000	\$1,646,350
TOTAL	\$150,000	\$1,646,350

GENERAL ASSET REPLACEMENT FUND EXPENDITURES

	FY 2024 PROPOSED
POLICE DEPARTMENT VEHICLES	\$360,000
FLEET REPLACEMENT PROGRAM	\$330,000
ERP SYSTEM	\$300,000
FACILITIES IMPROVEMENTS	\$115,000
ELEVATOR REPLACEMENT	\$100,000
IT ASSET REPLACEMENT	\$66,200
WARF PARKING LOT	\$55,000
TRAFFIC LIGHT UPDATES	\$52,650
BASKETBALL COURT RESURFACING	\$50,000
HVAC REPLACEMENT	\$50,000
GUARDRAIL REPLACEMENT	\$50,000
SIGN REPLACEMENT	\$45,000
STRATEGIC FACILITIES MASTER PLAN	\$40,000
FITNESS EQUIPMENT REPLACEMENT	\$25,000
RESURFACE TRAILS	\$7,500
TOTAL	\$1,646,350

REVENUE

Transfers

The funding for the FY 2024 General Asset Replacement Fund will be transferred from the unassigned fund balance in the General Fund.

EXPENDITURES

Police Department Vehicles

Purchase of four hybrid police explorer units. These units would be assigned to the patrol division. The current cost of one up-fitted patrol unit has increased to \$60,000 due to materials and vehicle price increases.

Fleet Replacement Program

Scheduled fleet replacements per the adopted fleet replacement plan. Includes trucks, snowplows, and a wheel loader for FY 2024.

ERP System

In order to meet the needs of the Town's Finance Department, and provide revenue collection services for the citizens and businesses, the Information Technology Department recommends the replacement of our current financial software. Adhering to best practices is key to good governance.

Facilities Improvements

Includes roof replacements, energy management, and asphalt resurfacing for FY 2024.

Elevator Replacement

Replacement of the original elevator in the 21 Main Street Building. This unit is over 50 years old and overdue for a retrofit. The replacement unit will feature non-proprietary parts, unlike our current unit, which is manufacturer specific. The current unit was also out of service for three months while waiting for parts to be fabricated for the unit.

Information Technology Asset Replacement

The Town utilizes various forms of hardware to perform daily functions. That hardware requires replacement within a scheduled time frame. The items to be replaced are desktop computers, laptops, mobile devices, network equipment and servers.

WARF Parking Lot

Repave and restripe parking lot at WARF.

Traffic Light Updates

Replacement of hardware and components of the Traffic Signal System within the town. This project would ensure the success of our aging traffic signal network. There may be an opportunity for fiber integration into the traffic boxes with updates of hardware. The budget is formed based on an annual 6.5% of the \$90,000 in hardware that each traffic box houses. The lights in the system are: Blackwell Road, North Hill Drive, Fletcher Drive, Branch Drive, Rt. 17 & Winchester Street, Rt. 211, Van Roijen, Carriage House, and Culpeper Street. FY 24 will focus on establishing a communication network between intersections to allow for condition monitoring and outage reporting.

Guardrail Replacement

Several guard rails throughout Town are in need of replacement. The estimates for the project were done in 2017 and never budgeted

Basketball Court Resurfacing

Resurface the current basketball court at Eva Walker Park.

HVAC Replacement

HVAC study & subsequent partial replacement of multiple HVAC systems at the Police Department. The department has eight (8) units that were installed in 2002. All of these units are at/or beyond the end of their useful life. The building struggles with HVAC issues on a frequent basis. A study will need to be conducted to analyze the systems and their application. The building has frequent humidity problems that are contributing to the HVAC issues.

Sign Replacement

Replacement of signs, posts, bases, and hardware. The project will replace out of compliance signs. The list of streets will be available based on the annual condition assessment that is reported by facilities & fleet management. The project will allow a contractor to replace all out of compliance signs in the selected area at once. The first year also covers a reflectometer tool that will assist with inventory of our signs.

Strategic Facilities Master Plan

Strategic facility planning is the platform upon which to create scenarios and develop potential solutions that will help us sustain our facilities, land, and associated properties. Facilities are the second largest investment, with the largest being human capital. This means that every decision should be linked back to the SFP. This plan will become the stepping stone leading us into all replacement, modification, and renovation projects. The project will also help align our CARP projects back to a planned goal adopted by our governing body in conjunction with the comprehensive plan 2040.

Fitness Equipment Replacement

Replace 14 spin bikes, and replace 24 computers for spin bikes.

Resurface Trails

Crack seal repairs and new seal coat for the walking trails at Warrenton Sports Complex.

WATER & SEWER OPERATING FUND

PROGRAM DESCRIPTION

The Town's Water and Sewer Operating Fund, which includes all revenues and expenses for the production and distribution of drinking water and collection and disposal of sewage in Warrenton and certain areas surrounding the Town, is an enterprise fund. Monies used to support this budget are derived via monthly collections for services used by the Town's 5,011 residential and business accounts, plus other miscellaneous charges. The Town conducted a rate study in Fiscal Year 2022 and a small update to that study in Fiscal Year 2023. The service rates included in this budget are based on the results of that study.

SUMMARY OF BUDGET

WATER & SEWER OPERATING FUND REVENUE

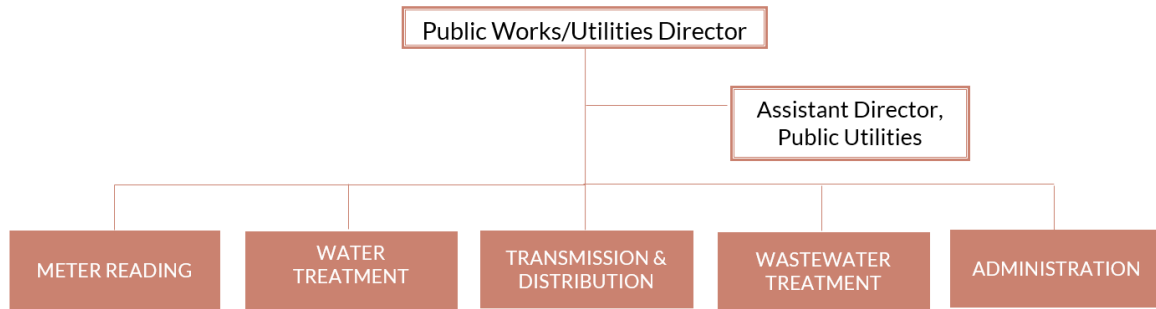
	FY 2023 ADOPTED	FY 2024 PROPOSED
CHARGES FOR SERVICES	\$6,265,142	\$7,012,774
USE OF FUND BALANCE	\$153,786	\$867,053
USE OF MONEY/PROPERTY	\$125,000	\$135,000
MISCELLANEOUS REVENUE	\$40,000	\$55,000
PERMITS & FEES	\$13,005	\$13,005
TOTAL	\$6,596,933	\$8,082,832

WATER & SEWER OPERATING FUND EXPENDITURES

	FY 2023 ADOPTED	FY 2024 PROPOSED
WASTEWATER PLANT OPERATION	\$2,193,364	\$2,443,307
WATER TREATMENT PLANT	\$1,500,224	\$1,411,414
WATER/SEWER ADMINISTRATION	\$985,412	\$1,479,272
DEBT SERVICE	\$755,189	\$1,193,627
TRANSMISSION AND DISTRIBUTION	\$866,401	\$800,716
METER READING	\$296,343	\$263,666
TRANSFERS	\$0	\$490,830
TOTAL	\$6,596,933	\$8,082,831

CURRENT STAFFING

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



WATER & SEWER OPERATING REVENUES

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

The Town conducted a rate study in Fiscal Year 2022. This budget projects a planned increase in rates effective July 1, 2023 based on the results of the study.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERMITS & FEES	\$12,375	\$10,200	\$13,005	\$13,005
USE OF MONEY/PROPERTY	\$164,365	\$256,784	\$125,000	\$135,000
CHARGES FOR SERVICES	\$5,401,590	\$5,527,377	\$6,265,142	\$7,012,774
MISCELLANEOUS REVENUE	\$36,675	\$85,019	\$40,000	\$55,000
FEDERAL REVENUE	\$28,054	\$23,007	\$0	\$0
USE OF FUND BALANCE	\$0	\$0	\$153,786	\$867,053
TOTAL	\$5,643,060	\$5,902,388	\$6,596,933	\$8,082,832

LOCAL REVENUE

Permits & Fees

This category includes fees for establishing new service, late fees and reconnection fees. The estimate is based on historical revenue. For FY2024, the revenue in this category is estimated to be \$13,005, flat with the current year. The following table shows the current fees:

Fee Type	Fee
New Service	\$25
Security Deposit	\$150 residential & commercial
Late Fee	\$5
Reconnection Fee	40

Use of Money & Property

The Town owns two residential properties located on the water plant and reservoir grounds. These properties are leased to Town employees at market rates and adjusted annually based on the Consumer Price Index. The Town also generates revenue from leasing space on the Town’s water tower to telecommunications companies. Currently, there are four major carriers.

Interest and investment revenue fluctuate with the general economic conditions and the level of utility fund cash balances. The FY 2024 estimate is increased compared to FY 2023 to reflect the current and projected interest rate environment.

Charges for Services

The Town currently provides water and sewer services to approximately 5,011 residential and commercial customers. The past year has been fairly static, with a net increase of 64 accounts. The estimated revenue for charges for services in the budget is based on preliminary recommendations from the Water and Sewer rate study conducted by NewGen.

The current rate schedule is listed below, followed by the proposed schedule that would be effective July 1, 2023.

Base Charge (for usage <2,000 gallons):						
Meter Size	IN TOWN RATES			OUT OF TOWN RATES		
	Water	Sewer	Total	Water	Sewer	Total
5/8	\$6.43	\$12.56	\$18.99	\$9.65	\$18.84	\$28.49
¾	9.65	18.84	28.49	14.47	28.26	42.73
1	16.08	31.40	47.48	24.11	47.10	71.21
1 ½	32.15	62.80	94.95	48.23	94.20	142.43
2	51.44	100.48	151.92	77.16	150.72	227.88
3	112.53	219.80	332.33	168.79	329.70	498.49
4	202.55	395.64	598.19	303.82	593.46	897.28
6	417.95	816.40	1,234.35	626.93	1,224.60	1,851.53
8	514.40	1,004.80	1,519.20	771.60	1,507.20	2,278.80

Commodity Rate, per 1,000 gallons						
Usage	Water	Sewer	Total	Water	Sewer	Total
> 2,000	\$7.13	\$10.07	\$17.20	\$10.70	\$15.11	\$25.81

PROPOSED RATES, EFFECTIVE JULY 1, 2023:

Base Charge (for usage <2,000 gallons):						
Meter Size	IN TOWN RATES			OUT OF TOWN RATES		
	Water	Sewer	Total	Water	Sewer	Total
5/8	8.78	13.35	22.13	13.17	20.03	33.20
¾	13.17	20.03	33.20	19.76	30.04	49.80
1	21.95	33.38	55.33	32.93	50.06	82.99
1 1/2	43.90	66.75	110.65	65.85	100.13	165.98
2	70.24	106.80	177.04	105.36	160.20	265.56
3	153.65	233.63	387.28	230.48	350.44	580.92
4	276.57	420.53	697.10	414.86	630.79	1,045.65
6	570.70	867.75	1,438.45	856.05	1,301.63	2,157.68
8	702.40	1,068.00	1,770.40	1,053.60	1,602.00	2,655.60

Commodity Rate, per 1,000 gallons:						
Usage	Water	Sewer	Total	Water	Sewer	Total
> 2,000	10.20	10.70	20.90	15.30	16.05	31.35

Miscellaneous Revenue (Recoveries & Rebates)

Revenues generated in this category are minor in nature and difficult to estimate on other than a historical trend basis. Included are costs expended or incurred, then recovered. This category also includes charges for the sale of meters and other connection materials charged directly to contractors or homeowners. This figure is based on new connections projected for the coming year.

Transfers

Estimates for revenues and expenditures for FY 2024 for the Water and Sewer Operating Fund show a deficit, this requires a transfer from reserves to fully fund the program.

Item C.

WATER & SEWER OPERATING EXPENSES

During calendar year 2022, the water and wastewater treatment plants continued to operate within treatment parameters as issued by the Virginia Departments of Health and Environmental Quality. The water treatment plant produced an average of 1,185,048 gallons of potable water per day and the wastewater treatment plant treated approximately 1,980,000 gallons of sewage per day. Both numbers are below the 2.5 million gallons per day permitted for the wastewater plant and the 2.3 million gallons per day (MGD) permitted for the water resources.

The overall operating budget is an increase over FY 2023. Capital outlay, chemicals, and electrical costs for water/sewer treatment continue to be major expenditures.

The water treatment plant is in its twelfth year of operation since the upgrade to 3.4 million gallons per day capacity. A new chemical building was completed at the end of 2020 and was the last major facility upgrade. Water production for the past four years has remained fairly constant.

The Meter Reading functions with only one person supplemented by help from the Transmission and Distribution division. Over 90% of the meters are remotely or touch read. The remaining manual read meters are being addressed on an individual basis under the operating budget. The metering system is reaching a point that unaccounted water may be due to remote read meters reaching the unit battery life and needing replacement. Thus, the adopted budget includes a significant increase in the section "meters and supplies" line for replacements. New construction units are installed with the latest devices. The material cost of the meter is paid by the builder through the meter fee.

The Transmission and Distribution (T&D) section continues to be on a maintenance related budget with a primary focus on servicing of the extensive and aging water-sewer system and new construction only for minor projects. The program includes more flushing of waterlines, adherence to the established schedule for annual and biannual valve & hydrant inspection and more frequent cleaning of sewer lines to prevent backups. Staff have been employing the CCTV for sewer line inspections and conducting parallel efforts with the Inflow and Infiltration (I&I) rehabilitation contract work to identify inflow and infiltration sources. The meter section has come under the supervision of the T&D superintendent.

The Wastewater Treatment Plant (WWTP) permit requires annual reporting to DEQ on the activities of the collection maintenance and operation maintenance (CMOM) program by August of each year.

BUDGET SUMMARY

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

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
UTILITIES				
METER READING	\$182,442	\$162,769	\$296,343	\$263,666
WATER TREATMENT PLANT	\$1,044,258	\$1,074,607	\$1,500,224	\$1,406,667
TRANSMISSION AND DISTRIBUTION	\$712,771	\$661,796	\$866,401	\$800,716
WASTEWATER PLANT OPERATION	\$1,810,558	\$2,036,536	\$2,193,364	\$2,438,560
WATER/SEWER ADMINISTRATION	\$710,841	\$840,460	\$985,412	\$1,472,604
UTILITIES TOTAL	\$4,460,870	\$4,776,167	\$5,841,744	\$6,382,213
TRANSFERS	\$0	\$688,131	\$0	\$712,300
DEBT SERVICE	\$382,881	\$438,089	\$755,189	\$1,193,627
TOTAL	\$4,843,751	\$5,902,388	\$6,596,933	\$8,288,140

Goals, Objectives, and Measures

Mission: To deliver exceptional government service; To uphold standards established to protect the Public Health, Safety, and Welfare of all residents, business owners, and visitors; To provide an environment where people enjoy living, working, playing, and investing, while providing responsible management of public resources to meet the challenges of today and tomorrow. Provide professional customer service in maintenance and replacement of water and waste water delivery lines and infrastructure.

The following goals and objectives have been identified by the departments in the Water & Sewer Fund.

Goals	Objectives	Performance Metrics
Produce potable water that complies with all state and federal agencies	• Increase resiliency	• Able to produce water in all conditions
	• Increase Capacity & Quality	• Ensure all water tests are passed
	• Ensure adequate staffing numbers are met	• Able to adapt to increasing Regulations
Ensure all water demands are met	• Ensure demands and delivery capabilities are met	• Adequate storage capacity
		• Infrastructure maintained & in good working order
		• Ensure adequate chemical stores are on site
Implement the Upgrade and Expansion Report	• Develop CIP and CARP to identify and map out improvements	• Gain approval for phase 1 projects
		• Engage contractors as needed
	• Establish the timeline for upgrades and expansion	• Establish the phase 2 and 3 projects

METER READING

PROGRAM DESCRIPTION

The Meter Reading Division is responsible for the reading of an average of 5,000 water meters and providing the data to the Finance Department for billing and revenue collection. In addition, the section provides routine maintenance to all customer meters, to include the thawing of frozen meters due to extreme cold weather, the inspections required under the State's cross connection and backflow prevention programs, periodic calibration, and replacement of unserviceable meters. The accuracy of readings is critical and enables the Town to collect the optimum amount of revenue possible with the most reliable meter data. The meter calibration testing frequency depends upon their annual usage, wear and tear and potential for revenue loss or generation. Staff also responds to customer concerns relative to unusually high or low water bills and often assists customers in identifying leaks in their service lines or homes and businesses. Staff also provide "Locate" services when needed for construction projects and as requested through 811.

CURRENT STAFFING

The Meter Reading Division is staffed by one full-time employee with supplemental help from Transmission and Distribution section.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$104,708	\$97,214	\$219,595	\$170,365
PERSONNEL	\$77,020	\$65,554	\$76,728	\$93,281
CAPITAL OUTLAY	\$714	\$0	\$20	\$20
TOTAL	\$182,442	\$162,769	\$296,343	\$263,666

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Meter Department	1.00	1.00	1.00	1.00
FTE AMOUNT	1.00	1.00	1.00	1.00

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for the meter reading division reflects an increase over FY 2023. Operating expenses decreased due to the removal of the Information Technology and Motor Pool allocations. The decrease was slightly offset due to increases for materials and supplies due to inflation. On the Personnel side increases are related to COLA raises for staff as well as a change in health insurance election. Capital expenses related to furniture and fixtures remained flat year over year.

WATER TREATMENT PLANT

PROGRAM DESCRIPTION

The Water Treatment Plant Division is responsible for the safe and efficient operation of the Town's municipal water supply assets, which consist of the Water Treatment Plant (WTP), wells and reservoirs. The operation strives to provide safe, aesthetically pleasing, and pleasant tasting water to meet the demands of the Town's over 5,000 residential and commercial customers. Included in the budget is the continued long-term maintenance and servicing of the three water storage tanks (a 200,000 gallon backwash tank at the treatment plant, the 500,000 gallon elevated tank and the 1,500,000 gallon ground storage tank).

Energy and chemicals continue to be major cost elements, fortunately both are projected for cost increases. General maintenance and the replacement of components are on the rise due to age and the rise in costs for parts and instrumentation, but expenditures are held down by staff performing more maintenance in house and only contract out as needed.

The plant continues to operate 12 to 16 hours per day, 365 days a year. There were no permit violations or VDH inspection deficiencies during 2022. EPA is constantly evaluating unregulated contaminants for consideration to add to the treatment requirements.

CURRENT STAFFING

The Source of Supply Division is staffed by one part time and seven full-time employees.

FY 2023 HIGHLIGHTS

1. Inspected dams and provide maintenance as required;
2. Identified needed upgrades and maintenance and implement as necessary;
3. Continued with engineering for new clear wells and pumping station

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$489,997	\$604,570	\$774,437	\$744,808
PERSONNEL	\$545,313	\$429,901	\$651,787	\$656,256
CAPITAL OUTLAY	\$8,949	\$40,135	\$74,000	\$10,350
TOTAL	\$1,044,258	\$1,074,607	\$1,500,224	\$1,411,414

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Water Treatment Plant	6.73	6.73	6.73	7.73
FTE AMOUNT	6.73	6.73	6.73	7.73

BUDGET REQUEST / ANALYSIS

Item C.

The FY 2024 budget reflects a decrease when compared to the FY 2023 budget. The net effect of the decrease from the removal of the Information Technology Allocation and Motor pool allocations and the increase in costs for materials and supplies. This results in operating expenses remaining relatively flat year over year.

Personnel expenses also remained relatively flat due to the net effect of COLA increases for staff and a decrease in expenses for extra help for the department.

Capital Expenses for FY 2024 are related to the purchase of equipment

TRANSMISSION & DISTRIBUTION

PROGRAM DESCRIPTION

The Transmission and Distribution Division is responsible for the daily maintenance, repair, and servicing of 89 miles of water line and 69 miles of sewer. Activities include repairing main breaks, replacing old and deteriorated water and sewer lines, maintaining water and sewer line easements, clearing obstructions from clogged sewage lines, collecting data with flow meters to identify high areas of inflow and infiltration in the gravity sewage system. The water system is flushed twice a year to remove sediments and minerals from the main lines. The 751 fire hydrants and valves are serviced annually.

The section continues to focus in the coming year on the maintenance and servicing of the extensive and aging water-sewer system. The program includes flushing of waterlines, adherence to the established schedule for annual and biannual valve and hydrant inspections, and more frequent cleaning of sewer lines to prevent backups. The CCTV will see more use in sewer line inspections. This is a continuing effort of conducting parallel efforts to the Inflow and Infiltration rehabilitation work to identify inflow and infiltration sources, and make necessary improvements to limit these effects.

CURRENT STAFFING

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

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$552,653	\$480,367	\$616,677	\$622,116
OPERATING	\$157,693	\$181,428	\$225,224	\$154,100
CAPITAL OUTLAY	\$2,425	\$0	\$24,500	\$24,500
TOTAL	\$712,771	\$661,796	\$866,401	\$800,716

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Transmission and Distribution	8.00	8.00	8.00	7.00
FTE AMOUNT	8.00	8.00	8.00	7.00

BUDGET REQUEST / ANALYSIS

Item C.

The FY 2024 budget reflects a decrease over the current budget. The increase in personnel due to COLA raises was partially offset by the reduction of FTEs and personnel expenses allocated to the department. The decrease in Operating expenses is due to the removal of the Motor Pool and Information Technology allocations and was slightly offset by increases in materials and supplies costs due to inflation.

Expenses in the capital category remain the same.

The section continues to focus in the coming year on the maintenance and servicing of the extensive and aging water-sewer system. The program includes flushing of waterlines, adherence to the established schedule for annual and biannual valve & hydrant inspections and more frequent cleaning of sewer lines to prevent backups. The CCTV will see more use in sewer line inspections. The section is conducting a parallel effort to the Inflow and Infiltration (I&I) rehabilitation contract work to identify inflow and infiltration sources. This is the third year of the CMOM program, which is tied to the WWTP discharge permit, but is primarily administered by the T&D section.

WASTEWATER TREATMENT

PROGRAM DESCRIPTION

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

The wastewater plant is rated as a 2.5 MGD Class I facility. Treatment begins at the head works with screening and grit removal, followed by primary sedimentation. The second process involves the new Moving Bed Bio Reactors (MBBR). The third phase employs chemical coagulation and flocculation followed by secondary sedimentation. The final stage of treatment includes nutrient removal via deep bed filtration, disinfection with ultraviolet lamps, and post aeration before discharge into the unnamed tributary to Great Run. Sludge that is generated by the treatment process is anaerobically digested, dewatered by a 2 meter belt press, hauled away by an outside contractor and land applied. In addition to the operation of the wastewater treatment plant, the section is also responsible for the operation and maintenance of eight sanitary sewer pump stations.

Costs for chemicals, energy and general repairs continue to be major portions of the budget. The plant is meeting the nutrient reduction goals/limits set by DEQ. The WWTP continues to require identification and prioritization to replace many of the plant components which are at end of life. A major effort this year is to initiate a newly organized CIP project list to address the necessary improvements for the next five years. The priorities of these projects is based on the age of the equipment, the status of the operation of the equipment, the function within the process, the single point failure concerns, and the objective of meeting the target of operational capacity by the year 2030. This capacity target was established in the 2022 Capacity Study recently completed and is being used as a reference for prioritizations of equipment upgrades.

CURRENT STAFFING

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

FY 2023 HIGHLIGHTS

1. Primary clarifier
2. Secondary clarifier
3. Digesters
4. Gravity sludge thickener project completion
5. Sludge drying beds
6. Headworks components

BUDGET SUMMARY

Item C.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$1,009,386	\$1,240,252	\$1,318,956	\$1,360,967
PERSONNEL	\$801,172	\$775,848	\$866,408	\$1,074,340
CAPITAL OUTLAY	\$0	\$20,436	\$8,000	\$8,000
TOTAL	\$1,810,558	\$2,036,536	\$2,193,364	\$2,443,307

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Wastewater Treatment Plant	10.97	10.97	10.97	11.82
FTE AMOUNT	10.97	10.97	10.97	11.82

BUDGET REQUEST / ANALYSIS

The FY 2024 budget reflects an increase over FY 2023. Increases in chemical supplies, contractual services, and laboratory services were partially offset by the removal of the allocations from the Motor Pool and Information Technology allocations in the Operating category. Personnel expenses increased due to COLA raises and an increase in the amount of overtime requested for the department in order to account for the high volume of capital projects upcoming in FY 2024.

ADMINISTRATION

PROGRAM DESCRIPTION

The Utilities Department is one of two Departments within the Public Works and Utilities Department. Utilities is responsible for all water and wastewater operations, including production, delivery, processing, and maintenance. Utilities is responsible for the operation of the Water Treatment Plant (WTP), the Wastewater Treatment Plant (WWTP), Transmission and Delivery (T&D), Meters and Locate, and Stormwater Management. Day to day operations is overseen by the Assistant Director- Utilities.

This Administration Division of Utilities budget houses costs associated with the Public Utilities Administrative operations. This is including several positions shared with Public Works operations and because they are funded through the Utilities fund, must be identified. The positions partially or fully funded by Utilities include the Director, the Assistant Director, and Administrative Assistant and the Engineer.

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

CURRENT STAFFING

The Administration Division is staffed by four full-time employees- the Assistant Director of Public Utilities, the Project Coordinator, the Utilities Billing Coordinator, and a Senior Administrative Assistant. The Director of Public Works and Utilities is also allocated 50% here. Also included are the allocations of twenty three general government position salaries that support the water and sewer operating fund.

KEY PROJECTS FOR FY 2024

1. Wastewater Treatment Plant projects as outlined in the Capital Improvement Program.
2. Water Treatment Plant projects as outlined in the Capital Improvement Program.
3. Continue work on Inflow and Infiltration reduction projects.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$526,104	\$618,094	\$727,239	\$1,240,357
OPERATING	\$184,737	\$222,366	\$255,173	\$235,915
CAPITAL OUTLAY	\$0	\$0	\$3,000	\$3,000
TOTAL	\$710,841	\$840,460	\$985,412	\$1,479,272

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Public Utilities Administration	4.48	4.98	10.00	11.17
FTE AMOUNT	4.48	4.98	10.00	11.17

BUDGET REQUEST / ANALYSIS

The FY 2024 budget is an increase over FY 2023. Increases in Personnel expenses are due COLA raises as well as to the two positions that were funded by ARPA, Assistant Director of Utilities and Project Manager, being brought back into the W&S Operating fund for the majority of FY 2024. The decrease in Operating expenses is due to the removal of the Motor Pool and Information Technology Allocation which was partially offset by increases in costs of materials and repairs due to inflation. Capital expenditures remain flat year over year.

Staff continues to work with consultants in improving plant operations, identifying infrastructure upgrades and evaluating the water and sewer system impacts of developments on the system’s ability to serve. Staff also continues to monitor and investigate operational improvements to enhance nutrient removal in the WWTP treatment process - the objective being to not just meet the permit limits, but also to generate nutrient credits for the Town’s MS4 Stormwater mandate.

Staff continues to evaluate operations to balance production, staffing and demands to better serve the Town. A main objective of staff is to ensure there are adequate utility resources to support community build-out requirements. Staff, working with billing and accounting, continues to seek update meter technology/software for customer service. The professional services line item is for outside consulting assistance to help resolve problems and help with identifying future program requirements primarily for the water and wastewater treatment plant operations.

With the utility service population over 10,000, the water and sewer system is a “medium” category system with the associated regulatory demands and requirements on staff resources. Staff will continue to stay current with the latest operational technology and ahead of regulatory changes, along with positioning the Town to take advantage of any grant funding, as it may become available.

DEBT SERVICE

PROGRAM DESCRIPTION

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

In FY 2024 the total debt service of \$1,193,627 consists of principal payments of \$740,000 and interest payments of \$453,627.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
DEBT SERVICE	\$382,881	\$438,089	\$755,189	\$1,193,627
TOTAL	\$382,881	\$438,089	\$755,189	\$1,193,627

WATER & SEWER CAPITAL FUND

OVERVIEW

The Town's Water and Sewer Capital Fund is an enterprise fund that accounts for revenue earmarked for capital improvements and the costs associated with those improvements.

SUMMARY OF BUDGET

WATER & SEWER CAPITAL FUND REVENUE

	FY 2023 ADOPTED	FY 2024 PROPOSED
INTEREST REVENUE	\$1,000	\$40,000
SEWER CONNECTION FEES	\$488,430	\$100,000
WATER CONNECTION FEES	\$223,864	\$50,000
PROCEEDS FROM INDEBTEDNESS	\$1,876,133	\$4,000,000
TRANSFER FROM RESERVES	\$1,521,675	\$1,276,700
TOTAL	\$4,111,102	\$5,466,700

WATER & SEWER CAPITAL FUND EXPENDITURES

	FY 2023 ADOPTED	FY 2024 PROPOSED
WATER/SEWER ASSET REPLACEMENTS	\$2,763,000	\$410,000
CAPITAL PROJECTS	\$1,348,102	\$5,056,700
TOTAL	\$4,111,102	\$5,466,700

WATER & SEWER CAPITAL REVENUES

INTEREST REVENUE

This category accounts for investment earnings from Water and Sewer funds invested with the Local Government Investment Pool, the Virginia Investment Pool, and the Virginia State Non-Arbitrage Program (SNAP). Estimates in this category have been increase since the bond issued a \$5.15 million bond for Water and Sewer projects in Fiscal Year 2023. These funds are invested in SNAP.

AVAILABILITY FEES (WATER AND SEWER CONNECTION FEES)

Water and Sewer one-time availability fees for new and rehabilitated construction are recorded in this line item. Non-revenue receipts are difficult to estimate and are directly related to new development or new construction in the Town and within its service area. This category reflects a decrease in revenues for FY 2024 based on expected activity related to adopted developments.

PROCEEDS FROM INDEBTEDNESS

In Fiscal Year 2023, the Town entered into a \$5.15 million loan to finance Water and Sewer capital projects. This amount represents the projected balance available for use in FY 2024.

TRANSFERS / USE OF RESERVES

Item C.

For FY 2024, the transfers from Reserves are used to fund the remainder of the capital program not covered by the above Revenue streams.

WATER & SEWER CAPITAL EXPENSES

This budget includes funds for replacement and major repair of existing assets and construction of new projects under the Council’s guidelines for capital projects and purchases of new equipment for water and sewer operations.. Further detail for each category is provided in the Capital Improvement Plan.

WATER & SEWER CAPITAL EXPENSES

	FY 2023 ADOPTED	FY 2024 PROPOSED
WATER/SEWER ASSET REPLACEMENTS	\$2,763,000	\$410,000
WATER/SEWER CAPITAL PROJECTS	\$1,348,102	\$5,056,700
TOTAL	\$4,111,102	\$5,466,700

WATER & SEWER ASSET REPLACEMENTS/ MAJOR REPAIRS

	FY 2023 ADOPTED	FY 2024 PROPOSED
STRATEGIC FACILITIES MASTER PLAN	\$0	\$40,000
WATERLINE REPLACEMENTS	\$955,000	\$0
I&I REDUCTION PROGRAM	\$500,000	\$0
POST AERATION TANK UPGRADE	\$25,000	\$0
UV DISINFECTION	\$300,000	\$0
FACILITIES IMPROVEMENTS	\$145,000	\$95,000
WARRENTON DAM REPAIRS	\$100,000	\$0
GST UPGRADES	\$350,000	\$0
FLEET REPLACEMENT PROGRAM	\$388,000	\$275,000
TOTAL	\$2,763,000	\$410,000

WATER & SEWER ASSET REPLACEMENTS/ MAJOR REPAIRS

Strategic Facilities Master Plan

Strategic facility planning is the platform upon which to create scenarios and develop potential solutions that will help us sustain our facilities, land, and associated properties. Facilities are the second largest investment, with the largest being human capital. This means that every decision should be linked back to the SFP. This plan will become the stepping stone leading us into all replacement, modification, and renovation projects. The project will also help align our CARP projects back to a planned goal adopted by our governing body in conjunction with the comprehensive plan 2040.

Facilities Improvements

For FY 2024 this includes Facilities Physical Security, Roof Replacements, and Asphalt Resurfacing throughout Town Facilities

Fleet Replacement Program

Scheduled fleet replacements per the adopted fleet replacement program. For FY 2024 this includes three trucks and a Wheel Loader.

WATER & SEWER CAPITAL PROJECTS

Item C.

	FY 2023 ADOPTED	FY 2024 PROPOSED
SECONDARY CLARIFIER & SLUDGE PUMP	\$0	\$150,000
WWTP PUMP STATION	\$0	\$75,000
DEWATERED SLUDGE STORAGE	\$0	\$60,000
SECONDARY SLUDGE PUMP	\$0	\$25,000
CAPITAL PROJECTS CONTINGENCY	\$0	\$459,700
WATERLINE REPLACEMENTS	\$0	\$717,000
WARRENTON DAM REPAIRS	\$0	\$300,000
FILTER CONTROL VALVES	\$0	\$250,000
PRIMARY CLARIFIER & SLUDGE PUMP STN	\$0	\$650,000
I&I REDUCTION PROGRAM	\$0	\$650,000
BROADVIEW WATERLINE BETTERMENT	\$62,812	\$810,000
WTP CLEARWELL PROJECT	\$834,000	\$500,000
WATER FILL STATION	\$253,157	\$0
CONNECTION IMPROVEMENTS	\$93,133	\$60,000
GST UPGRADES	\$105,000	\$0
SECONDARY DIGESTER / HOLDING TANKS	\$0	\$350,000
TOTAL	\$1,348,102	\$5,056,700

Secondary Clarifier & Sludge Pump

Replacement of the secondary clarifier, which captures and removes wastewater solids prior to the denitrification filters.

WWTP Pump Station

Replacement of the wetwell pump station that provides flow throughout the Wastewater Treatment Plant.

Dewatered Sludge Storage

Biosolids Storage. This project will completely rehab the storage structure which is beginning to show severe signs of degradation. Scope of work is also to include adding more square footage to the units to increase the amount of solids able to be stored.

Secondary Sludge Pump

Replacement of existing piston sludge pumps at the secondary clarifiers. Sludge is pumped from the clarifiers to the gravity sludge thickener.

Capital Projects Contingency

For FY 2024 a contingency is built into the budget for all capital projects. The contingency is set at 10% of total Town funding for each project and ensures that the Capital Improvement Program is budgeted conservatively and takes into account the possibility for project overruns or the identification of additional work needed to complete project goals.

Waterline Replacements

For FY 2024, this includes the replacement of Cast Iron piping through the Cast Iron Waterline Program as well as the replacement of the watermain on Rappahannock Street through the Waterline Replacement - Rappahannock St. project.

Warrenton Dam Repairs

Engineering evaluation, design, and future needs for the Warrenton Dam. Considerable study is needed to address feasibility and comply with environmental impact and mitigation. A downstream inundation study from a potential break was conducted in FY17 and a structural analysis is required to determine the needs of the existing dam or if a new dam structure will be required.

Filter Control Valves

Replace outdated/failing valves. The current valves have to be reprogrammed on a daily basis.

Primary Clarifiers & Sludge Pump Station

Primary clarifiers capture and remove wastewater solids from the influent flow at the plant. This project will also include the replacement of the Primary Clarifier sludge pumping station and all associated supporting infrastructure, all of which are well beyond their expected useful lifespan. This upgrade is in route to bring the facilities treatment capacity from 2.5mdg to 3.0mgd.

I&I Reduction Program

This project seeks to reduce inflow and infiltration into the wastewater system from heavy rainfall events and from broken/damaged piping. This project has been underway for several years and has shown positive results in reducing overall I&I and targets the focus of sewer line rehabilitation efforts.

Item C.

Broadview Waterline Betterment

As part of the Broadview Road Improvements project, the Town is planning to make improvements to the Water Distribution System for improved service to businesses and better fire protection.

WTP Clearwell Project

Study, design, and installation of a clearwell at the Water Treatment Plant or storage within the distribution network. This will allow for additional resiliency.

Connection Improvements

The Utility Connection Program seeks to ensure all residents who desire to hook up to public water and sewer have an available line. For example, a portion of Old Meetze Road, East Street, Richard's Lane, and Broadview Avenue near the Town boundary do not have public waterlines. None of these locations have been surveyed or engineered, so projected budgets are only a placeholder for planning.

Secondary Digester

A new digester will use bacteria to break down wastewater biosolids.

STORMWATER MANAGEMENT FUND

PROGRAM DESCRIPTION

Because stormwater runoff is the most common cause of water pollution, state and federal clean water statutes require localities to have programs related to stormwater runoff and protecting their water resources. The Town of Warrenton is an MS4, or a Municipal Separate Storm Sewer System, and is permitted to levy a stormwater utility fee to pay for the program. The fee was established by ordinance during the FY 2021 budget process, but Council delayed collection due to the COVID-19 pandemic. The collection of this fee began in FY 2022, and the Stormwater Management Fund was established as an enterprise fund to sustain the program.

The Stormwater team works to consistently protect our environment by reducing flooding to protect Town residents and property, supporting healthy streams, and creating a healthier and more sustainable community in compliance with the Town's MS4 Permit administered by the Virginia Department of Environmental Quality (VDEQ).

CURRENT STAFFING

This division is staffed by three full-time employees- the Stormwater Administrator, a Stormwater Inspector, and a GIS Technician. 30% of an Engineer and 25% of the Tax Administrator, two permit Technicians, and Zoning Official are budgeted here. 2% of Information Technology employees have also been allocated here to reflect the services provided to the fund from the IT Department.

KEY PROJECTS FOR FY 2024

1. Complete Stream Restoration Projects as outlined in FY 24 CIP.
2. Continue maintaining tree board and Tree City USA programs.
3. Continue reporting MS4, TMDL, VSMP, and CGP requirements to the Virginia of Department Environmental Quality (VDEQ).
4. Continue working with the community to find new ways to educate citizens about stormwater and outreach programs.
5. Continue building a digital stormwater inventory.
6. Continue working with Finance Department to clarify SW Utility Fee information to be included with bills.

BUDGET OVERVIEW

Item C.

STORMWATER MANAGEMENT FUND REVENUE

	FY 2023 ADOPTED	FY 2024 PROPOSED
CHARGES FOR SERVICES	\$788,083	\$700,000
STATE REVENUE	\$48,989	\$0
FEDERAL REVENUE	\$1,120,795	\$369,000
USE OF FUND BALANCE	\$0	\$410,428
TOTAL	\$1,957,867	\$1,479,428

STORMWATER MANAGEMENT FUND EXPENDITURES

	FY 2023 ADOPTED	FY 2024 PROPOSED
STORMWATER MANAGEMENT OPERATIONS	\$444,114	\$586,339
CAPITAL PROJECTS	\$943,908	\$844,006
TRANSFERS	\$569,845	\$49,083
TOTAL	\$1,957,867	\$1,479,428

OPERATING REVENUE

STORMWATER MANAGEMENT FEES

This fee is a “fee for service” based on the cost to manage stormwater that runs off impervious surfaces, such as roofs and parking areas. Developed single family residential properties fall into one to three rate tiers based on the total impervious area of the property. Impervious area refers to solid surfaces on a property that will not allow rainwater to seep into the ground (e.g. – building and parking areas). The following table shows the current fees:

Tier	Impervious Area (sq. feet)	Fee Per Month
Tier 1	400 - 1,299	\$5.55
Tier 2	1,300 - 4,4990	\$6.94
Tier 3	4,500 +	\$17.37

Non-residential fees are based on the overall impervious area of a parcel divided by the equivalent residential unit of 2,200 square feet and then multiplied by \$5.55 per month.

The fees are billed twice each year on the Town’s real estate tax bill. The bills are due on June 15th and December 15th. The fee is expected to generate \$700,000 in FY 2024. The amount is less than what was budgeted for FY 2023 and is based on actual billings for the FY 2023.

GRANT REVENUE (STATE AND FEDERAL)

For FY 2024, there is one capital project included in the CIP that is eligible for a grant. The stream restoration project, detailed below, has been approved for a Federal Stormwater Local Assistance Fund (SLAF) Grant.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$0	\$397,407	\$316,943	\$424,234
OPERATING	\$0	\$54,708	\$230,670	\$77,704
CAPITAL OUTLAY	\$0	\$9,917	\$840,409	\$928,407
TRANSFERS	\$0	\$0	\$569,845	\$49,083
TOTAL	\$0	\$462,033	\$1,957,867	\$1,479,428

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Stormwater Management	3.00	2.00	5.10	4.40
FTE AMOUNT	3.00	2.00	5.10	4.40

BUDGET REQUEST / ANALYSIS

The FY 2024 budget represents a decrease compared to FY 2023. Personnel expenses increased due to COLA raises for staff, changes in health insurance elections, and the addition of the allocation of IT staff expenses discussed above. Operating expenses decreases due to the removal of the Motor Pool and Information Technology allocation. In addition, expenses related to a Bio Swale were included in FY 2023, this project will not incur any operating expenses in FY 2024. There are four capital projects driving the Capital Outlay Category, discussed below. There is a transfer to the general fund equal to the surplus in the Fund.

Asset replacement and capital projects include the following:

STORMWATER MANAGEMENT CAPITAL PROJECTS

	FY 2024 PROPOSED
STREAM RESTORATION	\$738,006
MASTER DRAINAGE PLAN	\$100,000
CAPITAL PROJECTS CONTINGENCY	\$84,401
STREAM RETROFIT RADY PARK	\$6,000
TOTAL	\$928,407

Stream Restoration

As part of the Town's MS4 Permit, it is required to develop credits for stream bed improvements and credits for nutrient reductions. The Town has a significant unnamed tributary to Cedar Run that parallels Lee Highway from Blackwell Rd and flows to the Bypass. While the Town does not own all of the property through which this stream flows, it does offer an opportunity to work with the property owners to prepare a stream restoration project that can enhance the environment and provide credits. The MS4 permit renewed and the Town is now in a new five year cycle that at the end of which will need to have justified 40% of the total nutrient reduction credits, by 2023. 2028 will be the end of the 3rd permit cycle where the Town will need to meet 100% of its target reductions. The Town received approval for a SLAF grant to help fund this project.

Master Drainage Plan

An update to the 1990 Master Drainage Plan is needed to take into account improvements completed to date, existing infill projects and their infrastructure, and the impacts of those developments on the existing drainage system. This updated MDP will provide the Town with a listing of high priority drainage improvements needed to the storm drainage infrastructure system to reduce flooding and to improve runoff quality controls.

Item C.

Capital Projects Contingency

For FY 2024 a contingency is built into the budget for all capital projects. The contingency is set at 10% of total Town funding for each project and ensures that the Capital Improvement Program is budgeted conservatively and takes into account the possibility for project overruns or the identification of additional work needed to complete project goals.

Stream Retrofit Rady Park

This project includes the restoration of 593 Linear Feet of natural stream that conveys stormwater from Fauquier County through Rady Park and back into Fauquier County. It is a badly eroded stream that Parks & Recreation is concerned causes a safety issue for equipment and local park users. This project is a potential benefit for nutrient reduction credits if soils testing shows acceptable parameters. If so, it would be a possible candidate for a SLAF Grant. This is also a possible teaming effort with the County for the portion of the stream that traverses the County.

Goals, Objectives, and Measures

Mission: To deliver exceptional government service; To uphold standards established to protect the Public Health, Safety, and Welfare of all residents, business owners, and visitors; To provide an environment where people enjoy living, working, playing, and investing while providing responsible management of public resources to meet the challenges of today and tomorrow. Manage and implement an effective MS4 and Stormwater program designed for maximum credits and effectiveness.

The following goals and objectives have been identified by the Stormwater Management Department.

Goals	Objectives	Performance Metrics
Continue with identifying, development, and design of Stream Restoration projects, Lee Hwy. / Hampton Inn project; and Rady Park.	<ul style="list-style-type: none"> • Reduce pollution generated and minimize potential impact of SW runoff, soil erosion, and flooding 	<ul style="list-style-type: none"> • Design and approval plans.
Stormwater inventory	<ul style="list-style-type: none"> • Continue building an accurate digital storm sewer system map. 	<ul style="list-style-type: none"> • New storm inlets located in GIS collector software.
Stormwater and Outreach programs	<ul style="list-style-type: none"> • Continue working with the community to find new ways to learn about the stormwater. 	<ul style="list-style-type: none"> • Elaborate additional documentation, manuals, and guidance.
Respond to drainage issues and SW utility fees.	<ul style="list-style-type: none"> • Use system to receive phone calls/emails and promptly respond. 	<ul style="list-style-type: none"> • Number of complaints annually received.
	<ul style="list-style-type: none"> • Transfer incident to proper authority and promptly investigate. Ensure all drainage issues and SW utility fee questions are answered. 	<ul style="list-style-type: none"> • Collect appropriate forms/information from staff.
		<ul style="list-style-type: none"> • track % of complaints annually solved.
	<ul style="list-style-type: none"> • Develop a strategic plan to minimize SW and drainage complaints. Update website, clean storm drains, sweep streets, pro-active inspections to the storm sewer systems, constructions sites, etc. 	<ul style="list-style-type: none"> • Pounds of sediments collected.
		<ul style="list-style-type: none"> • Miles swept.
		<ul style="list-style-type: none"> • Number of inspections performed.
		<ul style="list-style-type: none"> • Elaborate additional documentation, manuals, guidance.

AMERICAN RESCUE PLAN ACT (ARPA) FUND

PROGRAM DESCRIPTION

As part of the American Rescue Plan Act of 2021, the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) delivered \$350 billion to state, local, and Tribal governments across the country to support their recovery from the COVID-19 public health emergency. The CSLFRF provided for \$19.53 billion to support tens of thousands of non-entitlement units of government (NEUs), which are local governments typically serving a population under 50,000. Allocations for NEUs were sent to states based on population. The Town of Warrenton was awarded \$10,403,180 under this Act. These funds may be used to cover eligible incurred during the period of March 3, 2021 and December 31, 2024.

CURRENT STAFFING

The Town will continue to use ARPA funding for the ARPA Coordinator who was hired in FY22 to handle all the reporting and administration of these funds. A portion of the Assistant Director of Utilities and Project Coordinator salaries will also be funded under this program to assume the increased workload that will come from the additional capital items in the Water and Sewer program. FTE counts for these positions are included in their relevant departments.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
CAPITAL OUTLAY	\$0	\$0	\$1,502,449	\$2,900,000
PERSONNEL	\$0	\$47,026	\$506,843	\$169,910
OPERATING	\$0	\$5,000	\$92,350	\$200,000
TOTAL	\$0	\$52,026	\$2,101,642	\$3,269,910

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for the ARPA Fund is less than FY 2023. In FY 2024 the capital outlay is related to ADA Playground Replacements (see below) and expenses related to a deed provision at the Waste Water treatment plant. Personnel expenses have decreased as the Assistant Director of Utilities and Project Coordinator salaries will only be funded for a portion of the year (until each of their one year anniversary) and the Junior Engineer position is not in the budget for FY 2024. Operating expenses in the FY 2024 budget include funding for a comprehensive update of the Town's zoning ordinance.

ARPA CAPITAL PROJECTS

	FY 2024 PROPOSED
PARK LAND ACQUISITION	\$1,600,000
WWTP CAPITAL PAYMENT	\$1,000,000
ADA PLAYGROUND REPLACEMENTS	\$300,000
TOTAL	\$2,900,000

Park Land Acquisition

This acquisition will serve to provide another park to support Plan Warrenton 2040's open space goals.

Wastewater Treatment Plant Capital Payment

The deed to a portion of the land upon which the Wastewater Treatment Plant calls for an additional payment.

ADA Playground Replacement

Replace current playground structures in parks with ADA-compliant structures. FY24 funds will address equipment at Sam Tarr Park and Rady Park.



TOWN OF WARRENTON, VIRGINIA

Capital Improvement Program

2024-2029

Draft: March 31, 2023

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INTRODUCTION

The **Capital Improvement Program (CIP)** is a multi-year plan for major capital expenditures, such as the construction, reconstruction, renovation, or replacement of a public building or facility or surveys and studies leading to such physical improvements mentioned above. The adoption of the CIP by the Town Council is an indication of its support of both the capital projects that the Town intends to pursue and a plan for the anticipated levels of financing needed to fund these capital projects over the five-year period. The adoption of the CIP is neither a firm commitment to a particular project nor a limitation to a particular cost. It is a basic tool for prioritizing and scheduling anticipated projects and financing, a key element in planning and managing future debt service requirements.

A capital improvement project should have a cost greater than \$100,000 **and** a useful life of at least 10 years. Projects that do not meet the \$100,000 and 10-year useful life criteria are considered to be maintenance capital projects, a summary of which is provided at the end of document. Capital projects generally require significant engineering design and construction, whereas maintenance capital projects (like road paving and sidewalk replacement) require routine upkeep every few years. These projects are not considered to be part of the Five-Year Capital Improvement Program.

The cost estimates in the CIP are intended to capture the entire estimated project cost, including as applicable, land acquisition, design, engineering, and construction. The total request for each project is evaluated and based upon funding, is prioritized to meet the needs of the Town. The CIP is updated annually and is subject to change with each update. Cost escalation factors are included in years 2 through 5 to anticipate financial requirements as accurately as possible. A contingency amount of 10% is included in each category to accommodate unanticipated cost increases that exceed the escalation factor.

CAPITAL IMPROVEMENT PLANNING & POLICIES

The capital improvement program is the result of a detailed planning process. The purpose is to address the Town's immediate and long-term capital needs in a conscious effort to best provide services and facilities to the citizens of Warrenton. To that end, projects are considered in alignment with Plan Warrenton 2040, the Town's Comprehensive Plan and strategic priorities identified by the Town Council.

The process begins in November when departments begin their work on the Department Recommended Five-Year CIP. In January, the Town Manager meets with department staff to discuss their recommended projects. The Town Manager's Recommended CIP is typically presented to the Planning Commission at a work session in February. The Planning Commission provides their recommendation in March. The purpose of the Planning Commission review is to ensure that all projects are in conformance with the Town's Comprehensive Plan.

During this time, the Town Manager works closely with the Finance Department to evaluate the feasibility of funding sources and the impact that projects will have on the operating budget. In April, the Town Manager presents the Town Manager's Proposed Five-Year CIP to the Town Council along with the Proposed Budget. Town Council then hold Budget and CIP work sessions as well as a public hearing during the months of April and May. The CIP is adopted along with the budget in June.

DEBT PLANNING

The Town considers the following guidelines in deciding how much general obligation debt may be issued for the capital improvement program:

- The town will not fund current operations from the proceeds of borrowed funds and will confine long-term borrowing and capital leases to capital improvements, projects, or equipment that cannot be financed from current financial resources.
- When the Town finances capital improvements by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project.
- Tax-supported debt as a percentage of the total assessed value of taxable real property shall not exceed 1.5%.
- Tax supported debt service expenditures as a percent of total governmental fund expenditures shall not exceed 12.0%.
- **Proposed Policy Addition:** The Town strives to allocate 10% of its budget annually for capital investment.

Pursuant to the Constitution of Virginia (the Constitution) and the Town Charter, the Town is authorized to issue bonds secured by a pledge of its full faith and credit and unlimited taxing power. There is no requirement in the Constitution, the Virginia Code, or the Town Charter that the issuance of general obligation bonds be subject to the approval of voters of the Town at referendum. The issuance of general obligation bonds is subject to a constitutional limitation of ten percent (10%) of the assessed value of taxable real property.

IMPACT OF THE CAPITAL IMPROVEMENT PROJECT ON THE OPERATING BUDGET

Debt Service

The annual payment of principal and interest on general obligations bonds used to finance roads and other major projects is included in the operating budget as a required expenditure. The FY 2024 payment for tax-supported debt service is \$824,238. The FY 2024 payment for debt service supported by the fee-based enterprise funds (Water and Sewer and Stormwater) is \$1,193,627.

Current Revenue

Certain CIP projects are funded directly with Town current revenues to avoid the costs of borrowing. These amounts are included in the operating budget as specific transfers to capital project funds.

Other Operating Impacts

The construction of government buildings and facilities usually results in new annual costs for maintenance, utilities, and additional staffing required for facility management and operation. There could also be anticipated savings as a result of a project being completed, such as decreased maintenance costs as a result of a new facility. The project pages published in this document display the estimated operating impacts for individual projects where applicable.

THE ANNUAL CAPITAL BUDGET

The capital budget is appropriated on an annual basis. The first year of the multi-year plan is included in the adopted budget. Funding sources for projects include the general fund, debt, state/ federal funding, stormwater management fees, water and sewer fees, capital reserves, and proffers. A summary of project funding by source is provided in the Capital Improvement Program Overview section.

PROJECT CATEGORIES

Projects are categorized in alignment with Plan Warrenton 2040 to support the Town’s long-term vision. Each project provides a reference to a goal(s) outlined in Plan Warrenton 2040 that it supports.

Community Facilities (CF) – this category calls for strategic investments in accessible community facilities to improve health and overall quality-of-life for a diverse community.

Parks and Recreation (PR) – this category seeks to create a network of open spaces to strengthen community health, protect the natural environment, and maintain the aesthetic and image of Warrenton as a critical element of Town character.

Transportation and Circulation (TC) – this category supports strategic investments for a safe, vibrant, and interconnected multi-modal transportation network.

Water (W) and Sewer (S) – this category supports all elements of Plan 2040 by providing critical water and sewer service to the community.

Stormwater Management (SM) – this category addresses stormwater management throughout the Town as required by the Town’s MS4 permit.



GUIDING PRINCIPLES

The development of the CIP is driven by the Town Council’s Mission, Vision and Values Statements, and Plan Warrenton 2040, the Town’s Comprehensive Plan.

The **Mission Statement and Vision and Values Statements** are shown below.

Mission Statement
In Cooperation With And For Our Citizens...

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

Vision & Value Statement

To Achieve Our Mission, We Strive To...

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

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

Adopted on April 13, 2021, **Plan Warrenton 2040** provides a basis for the Council’s long-term vision for the Town:

WHAT IS A COMPREHENSIVE PLAN?

A Comprehensive Plan is a holistic, aspirational vision to guide future decisions of the Town of Warrenton.

The Code of Virginia §15.2223 states the Comprehensive Plan’s purpose is to guide and accomplish a coordinated, adjusted and harmonious development, keeping in accordance with present and probable future needs and resources, to best promote the health, safety, morals, order, convenience, prosperity and general welfare of the residents, including the elderly and persons with disabilities. The Comprehensive Plan is to be general in nature, in that it designates the general or approximate location, character, and extent of features. Plan Warrenton 2040 serves as the official document tying together community features with the overall vision for its future.

WHAT IS PLAN WARRENTON 2040?

Plan Warrenton 2040 is the outcome of thoughtful conversations throughout the community. It contains a vision of equity for its residents, a high quality of life for the community, and fiscal vibrancy for the businesses. The vision contains three drivers that serve as the backbone of the seven topical elements.

DRIVERS

Community Character

Community Character seeks to preserve and enhance the identity and quality of life in Warrenton as a place for everyone to meet, talk, and be neighborly; as a place that is interconnected, human scaled, and walkable; as a place, historic and new, that combines aesthetic form, development patterns, and amenities that ensure the heritage of the Town is honored for current and future generations.

Community Health

Community Health prioritizes social, physical, environmental, and mental health through policies and equitable investments that promote personal well-being, fiscal strength, and a strong community fabric through a safe, vibrant, and thriving community.

Economic & Fiscal Resilience

Economic and Fiscal Resilience cultivates entrepreneurial opportunities by leveraging community-based assets, in conjunction with integral geographic and regional relationships, to attract high quality investors, creating a resilient multi-faceted fiscal base that provides residents the ability to live and work in the community.

TOPICAL ELEMENTS



Historic Resources

Preserve the place making features that continue to give the Town its unique identity, its character, and its feeling of home.



Community Facilities

Strategic investments in accessible community facilities improving health and overall quality-of-life for a diverse community.



Housing

Preserve established residential neighborhoods, while expanding housing options to ensure inclusive, attainable housing for all ages, incomes, and needs. Create walkable communities with shared open space developments compatible with existing uses in scale and character.



Open Space, Parks, & Environment

Boast a network of open spaces to strengthen community health, protect the natural environment, and maintain the aesthetic and image of Warrenton as a critical element of Town character.



Transportation & Circulation

Strategic investments for a safe, vibrant, and interconnected multi-modal transportation network.



Economic & Fiscal Resilience

Encourage a community where people may choose to live and work with a robust economy that cultivates entrepreneurial opportunities for a diverse and talented workforce.



Land Use & Character Districts

Expand amenity options within character districts and existing neighborhoods to improve quality-of-life and maintain community character.

OTHER CAPITAL PLANNING

PROJECT ADDENDUM

A project addendum is included for projects that have been identified but are not considered a priority at this point in time to achieve the Town's long-term vision. These are presented for consideration but are not a part of the five-year CIP.

MAINTENANCE PROJECT SUMMARY

As part of its ongoing delivery of services to the community, the Town utilizes many different types of assets. These assets require ongoing replacement and major maintenance. A schedule is included on page **83** that outlines the requirements for repair and replacement of these assets. This enables the proper planning for the replacement of existing assets that contribute to the accomplishment of the Town's mission.

CAPITAL IMPROVEMENT PROGRAM OVERVIEW

FISCAL YEAR 2024 EXPENDITURE AND FUNDING SUMMARY

The capital budget summary shown below represents the first year of the five-year capital improvement program. A summary of expenditure by category and funding sources is provided.

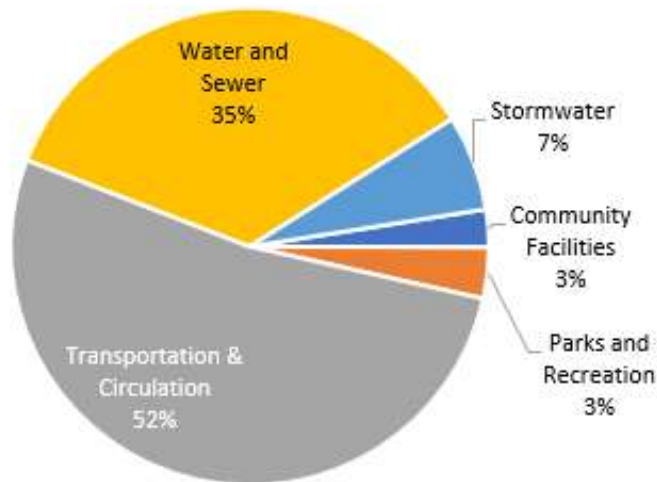
FY 2024 Expenditure by Category

<u>Category</u>	<u>Amount</u>
Community Facilities	335,000
Parks and Recreation	450,000
Transportation & Circulation	6,852,920
Water and Sewer	4,597,000
Stormwater	844,006
Total FY 2024	<u><u>13,078,926</u></u>

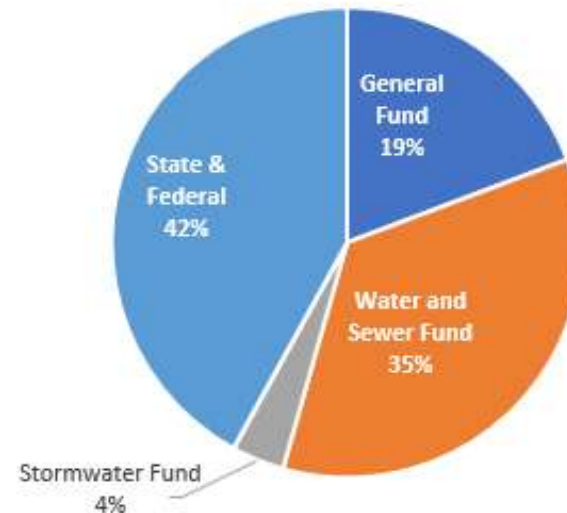
FY 2024 Funding by Source

<u>Source</u>	<u>Amount</u>
General Fund	2,518,508
Water and Sewer Fund	4,597,000
Stormwater Fund	475,003
Debt	-
State & Federal	5,488,415
Total FY 2024	<u><u>13,078,926</u></u>

FY24 Expenditure by Category



FY24 Funding by Source



The Town’s budget is organized in alignment with the nature of the services provided to its citizens. The presentation of Capital Improvement Projects throughout this document aligns with the structure of the Town’s funds as presented in the annual budget. Categories within the General Fund are identified by the aspect of Plan Warrenton 2040 that they support.

- The **General Fund** accounts for general government administration, community development and facilities, public safety, public works, and parks and recreation.
 - Plan Warrenton 2040 Categories
 - Community Facilities
 - Parks and Recreation
 - Transportation and Circulation
- The **Water and Sewer Fund** provides for the efficient and effective delivery of water and sewer services to Town citizens.
- The **Stormwater Management Fund** accounts for the activities necessary to meet the requirements of the Town’s Municipal Small Separate Stormwater System (MS4) permit.



PROJECTS BY FUND AND FUNDING SOURCE SUMMARIES



GENERAL FUND CAPITAL PROJECTS

The capital projects planned for the General Fund are summarized by category below. A funding summary by source for all General Fund projects is on the next page. Detailed sources and uses for each project are provided in the project detail pages.

COMMUNITY FACILITIES

Project #	Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
CF-001	Secure Police Parking Area	\$ -	\$ -	\$ -	\$ 82,688	\$ -	\$ -	\$ -	\$ 82,688
CF-002	Public Works Facility Relocation	\$ 100,000	\$ 335,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 435,000
		\$ 100,000	\$ 335,000	\$ -	\$ 82,688	\$ -	\$ -	\$ -	\$ 517,688

PARKS AND RECREATION

Project #	Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
PR-001	ADA Playground Replacements	\$ 150,000	\$ 300,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000
PR-002	Eva Walker Park Improvements	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 400,000
PR-003	Parks and Recreation Master Plan	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
PR-004	Park Pavilions	\$ -	\$ -	\$ 42,000	\$ 44,100	\$ 45,423	\$ -	\$ -	\$ 131,523
PR-005	Park Restrooms	\$ -	\$ -	\$ -	\$ 121,275	\$ -	\$ -	\$ -	\$ 121,275
PR-006	WARF Basketball Court Construction	\$ -	\$ -	\$ -	\$ -	\$ 96,524	\$ -	\$ -	\$ 96,524
		\$ 150,000	\$ 450,000	\$ 192,000	\$ 165,375	\$ 141,947	\$ -	\$ 300,000	\$ 1,399,322

TRANSPORTATION AND CIRCULATION

Project #	Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
TC-001	Broadview Safety Improvement Project	\$ 2,032,481	\$ 5,819,412	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,851,893
TC-002	Waterloo Speed/Safety Improvements	\$ 70,200	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 320,200
TC-003	Main Street Repaving	\$ -	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000
TC-004	Sidewalk Handicap Ramps	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
TC-005	Sidewalk Construction	\$ -	\$ 158,508	\$ 166,433	\$ 70,119	\$ 80,944	\$ -	\$ -	\$ 476,004
TC-006	East Shirley Street Improvements	\$ -	\$ -	\$ 189,000	\$ 683,550	\$ 8,119,361	\$ 5,965,175	\$ -	\$ 14,957,087
TC-007	Roundabout Walker/East Lee	\$ -	\$ -	\$ 157,185	\$ 1,378,456	\$ -	\$ -	\$ -	\$ 1,535,641
TC-008	Improvements to Main Street	\$ -	\$ -	\$ 146,003	\$ 1,468,614	\$ -	\$ -	\$ -	\$ 1,614,616
TC-009	Route 211/Old Waterloo Improvement	\$ -	\$ -	\$ -	\$ 44,100	\$ 340,673	\$ -	\$ -	\$ 384,773
TC-010	Lee Hwy/Blackwell Road Safety Improvement	\$ -	\$ -	\$ -	\$ 2,456,910	\$ -	\$ 2,066,512	\$ 12,133,285	\$ 16,656,707
TC-011	W Lee/US17BusN/Winchester Intersection	\$ -	\$ -	\$ -	\$ 2,156,621	\$ -	\$ 5,563,634	\$ 9,852,227	\$ 17,572,482
TC-012	Signal at Gold Cup/Broadview	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 409,375	\$ -	\$ 409,375
		\$ 2,102,681	\$ 6,852,920	\$ 658,621	\$ 8,258,370	\$ 8,540,978	\$ 14,004,696	\$ 21,985,512	\$ 62,403,777
	Contingency (10% of Town funding)	\$ -	\$ 251,851	\$ 37,593	\$ 190,618	\$ 462,324	\$ 339,196	\$ 30,000	\$ 1,311,583
	TOTAL GENERAL CAPITAL PROJECTS	\$ 2,352,681	\$ 7,889,771	\$ 888,214	\$ 8,697,051	\$ 9,145,249	\$ 14,343,893	\$ 22,315,512	\$ 65,632,370

The following summarizes the funding sources for the General Fund projects.

FUNDING SOURCES	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
General Fund	588,000	2,518,508	208,433	830,102	563,563	409,375	300,000	5,417,981
Debt	-	-	167,501	1,076,082	4,059,681	2,982,588	-	8,285,852
State	1,544,481	4,819,412	246,094	6,378,841	4,059,681	10,612,734	21,985,512	49,646,754
Federal	220,200	300,000	150,000	-	-	-	-	670,200
Other	-	-	78,593	221,408	-	-	-	300,000
	\$ 2,352,681	\$ 7,637,920	\$ 850,621	\$ 8,506,432	\$ 8,682,924	\$ 14,004,696	\$ 22,285,512	\$ 64,320,787
Contingency @ 10%	\$ -	\$ 251,851	\$ 37,593	\$ 190,618	\$ 462,324	\$ 339,196	\$ 30,000	\$ 1,311,583
TOTAL GENERAL CAPITAL PROJECTS	\$ 2,352,681	\$ 7,889,771	\$ 888,214	\$ 8,697,051	\$ 9,145,249	\$ 14,343,893	\$ 22,315,512	\$ 65,632,370



WATER AND SEWER CAPITAL PROJECTS

The Town operates a Water and Sewer Utility that is accounted for in a separate, self-supporting, Enterprise fund. Projects have been broken out between Water (W) and Sewer (S). A combined funding summary for both Water and Sewer projects is provided following the project listings.

WATER PROJECTS

Project #	Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
W-001	WTP Clearwell Project	\$ 929,000	\$ 500,000	\$ 5,775,000	\$ -	\$ -	\$ -	\$ -	\$ 7,204,000
W-002	Filter Control Valves	\$ 750,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
W-003	Cast Iron Waterline Program	\$ 505,000	\$ 567,000	\$ 672,000	\$ 297,675	\$ 828,970	\$ -	\$ -	\$ 2,870,645
W-004	Waterline Replacement-Rappahannock	\$ 450,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000
W-005	Warrenton Reservoir Dam	\$ 183,848	\$ 300,000	\$ 1,575,000	\$ 1,653,750	\$ 851,681	\$ 877,232	\$ -	\$ 5,441,511
W-006	Broadview Waterline Betterment	\$ 62,812	\$ 810,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 872,812
W-007	Utility Connection Program	\$ 20,000	\$ 60,000	\$ 63,000	\$ 69,458	\$ 78,874	\$ 92,255	\$ 111,142	\$ 494,728
W-008	Mt. Tank Line Power	\$ -	\$ -	\$ 100,000	\$ 945,000	\$ -	\$ -	\$ -	\$ 1,045,000
W-009	WTP Reliability Measures	\$ -	\$ -	\$ 68,250	\$ 248,063	\$ 255,504	\$ 380,134	\$ -	\$ 951,951
W-010	High Rate Filter, Sediment & Flocc Basin	\$ -	\$ -	\$ -	\$ 882,000	\$ 6,813,450	\$ 4,678,569	\$ -	\$ 12,374,019
W-011	Water Line Improvements: LRCC	\$ -	\$ -	\$ -	\$ 441,000	\$ 2,271,150	\$ 2,339,285	\$ -	\$ 5,051,435
W-012	Warrenton Reservoir Dredging	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,309,999	\$ -	\$ 1,309,999
W-013	Raw Water Pumps	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 467,857	\$ -	\$ 467,857
W-014	Airlie Drain Valve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,893	\$ -	\$ 350,893
W-015	Basin Coating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,893	\$ -	\$ 350,893
W-016	Chem Tank	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 233,928	\$ -	\$ 233,928
		\$ 2,900,660	\$ 2,637,000	\$ 8,253,250	\$ 4,536,945	\$ 11,099,630	\$ 11,081,044	\$ 111,142	\$ 40,619,670
	Contingency - 10%	\$ -	\$ 263,700	\$ 90,325	\$ 156,020	\$ 116,335	\$ 318,596	\$ 11,114	\$ 956,089
	TOTAL WATER PROJECTS	\$ 2,900,660	\$ 2,900,700	\$ 8,343,575	\$ 4,692,965	\$ 11,215,964	\$ 11,399,639	\$ 122,256	\$ 41,575,760

SEWER PROJECTS

Item C.

Project #	Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
S-001	Primary Clarifiers & Sludge Pump Station	\$ 6,774,682	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,424,682
S-002	I&I Reduction	\$ 500,000	\$ 650,000	\$ 420,000	\$ 220,500	\$ 113,558	\$ -	\$ -	\$ 1,904,058
S-003	Digester No. 2	\$ 292,433	\$ 350,000	\$ -	\$ 6,063,750	\$ -	\$ -	\$ -	\$ 6,706,183
S-004	Secondary Clarifier	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
S-005	Cedar Run Pump Station	\$ 80,000	\$ -	\$ -	\$ 534,713	\$ 1,135,575	\$ 994,196	\$ -	\$ 2,744,483
S-006	Secondary Clarifier and Sludge Pump	\$ -	\$ 150,000	\$ 420,000	\$ 7,166,250	\$ -	\$ -	\$ -	\$ 7,736,250
S-007	Wastewater Treatment Plant Pump Station	\$ -	\$ 75,000	\$ 157,500	\$ 82,688	\$ -	\$ -	\$ -	\$ 315,188
S-008	Dewatered Sludge Storage	\$ -	\$ 60,000	\$ 577,500	\$ -	\$ -	\$ -	\$ -	\$ 637,500
S-009	Secondary Sludge Pump	\$ -	\$ 25,000	\$ 131,250	\$ -	\$ -	\$ -	\$ -	\$ 156,250
S-010	Primary Digester	\$ -	\$ -	\$ -	\$ 551,250	\$ 1,135,575	\$ 584,821	\$ -	\$ 2,271,646
S-011	Taylor Pump Station	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,368,526	\$ -	\$ 2,368,526
S-012	Sludge Dewatering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 584,821	\$ -	\$ 584,821
S-013	Sludge Screen with Enclosure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,893	\$ -	\$ 350,893
S-014	Turkey Run Pump Station #2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 292,411	\$ 3,102,184	\$ 3,394,594
S-015	Plant Hydraulics/Piping	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,241	\$ 150,591	\$ 179,832
S-016	Sanitary Sewer Improvements to LRCC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 361,419	\$ 361,419
S-017	Headworks Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 361,419	\$ 361,419
		\$ 7,897,115	\$ 1,960,000	\$ 1,706,250	\$ 14,619,150	\$ 2,384,708	\$ 5,204,908	\$ 3,975,614	\$ 37,747,744
	Contingency - 10%	\$ -	\$ 196,000	\$ 170,625	\$ 30,319	\$ 11,356	\$ 333,348	\$ 87,343	\$ 828,991
	TOTAL SEWER PROJECTS	\$ 7,897,115	\$ 2,156,000	\$ 1,876,875	\$ 14,649,469	\$ 2,396,063	\$ 5,538,256	\$ 4,062,957	\$ 38,576,735
	TOTAL WATER AND SEWER PROJECTS	\$ 10,797,775	\$ 5,056,700	\$ 10,220,450	\$ 19,342,433	\$ 13,612,028	\$ 16,937,895	\$ 4,185,213	\$ 80,152,495

The following is a combined funding source summary for both Water and Sewer projects.

FUNDING SOURCES	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
General Fund	-	-	-	-	-	-	-	-
Water and Sewer Fund	3,273,093	4,597,000	2,609,500	1,863,383	1,276,906	6,519,439	984,572	21,123,892
Stormwater Fund	-	-	-	-	-	-	-	-
Debt	3,024,682	-	7,350,000	17,292,713	12,207,431	9,766,513	3,102,184	52,743,522
State	-	-	-	-	-	-	-	-
Federal	4,500,000	-	-	-	-	-	-	4,500,000
Other	-	-	-	-	-	-	-	-

Total Contingency - 10%	\$ -	\$ 459,700	\$ 260,950	\$ 186,338	\$ 127,691	\$ 651,944	\$ 98,457	\$ 1,785,080
TOTAL WATER AND SEWER PROJECTS	\$ 10,797,775	\$ 5,056,700	\$ 10,220,450	\$ 19,342,433	\$ 13,612,028	\$ 16,937,895	\$ 4,185,213	\$ 80,152,495



STORMWATER MANAGEMENT CAPITAL PROJECTS

Item C.

The other Enterprise Fund for the Town is the Stormwater Management Fund. Projects planned in support of this function are as follows.

STORMWATER MANAGEMENT

Project #	Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
SM-001	Public Works Shop and Yard	\$ 265,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 265,625
SM-002	Stream Restoration	\$ 424,684	\$ 738,006	\$ 738,006	\$ 81,492	\$ -	\$ -	\$ -	\$ 1,982,188
SM-003	Stream Retrofit Rady Park	\$ -	\$ 6,000	\$ 73,500	\$ 771,750	\$ -	\$ -	\$ -	\$ 851,250
SM-004	Master Drainage Plan	\$ -	\$ 100,000	\$ 210,000	\$ 220,500	\$ 227,115	\$ 350,893	\$ -	\$ 1,108,508
SM-005	BMP Facilities	\$ -	\$ -	\$ 131,250	\$ 137,813	\$ 141,947	\$ 175,446	\$ -	\$ 586,456
SM-006	East Street Drainage	\$ -	\$ -	\$ 31,500	\$ 259,088	\$ -	\$ -	\$ -	\$ 290,588
SM-007	Filterra Systems	\$ -	\$ -	\$ 15,750	\$ 55,125	\$ -	\$ -	\$ -	\$ 70,875
SM-008	Sullivan/Broadview Avenue Drainage	\$ -	\$ -	\$ -	\$ 33,075	\$ 254,823	\$ -	\$ -	\$ 287,898
SM-009	West Lee Highway Stormwater Culvert	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 204,687	\$ -	\$ 204,687
		\$ 690,309	\$ 844,006	\$ 1,200,006	\$ 1,558,842	\$ 623,885	\$ 731,026	\$ -	\$ 5,648,074
	Contingency - 10%	\$ -	\$ 84,401	\$ 120,001	\$ 155,884	\$ 62,388	\$ 73,103	\$ -	\$ 495,777
	TOTAL STORMWATER PROJECTS	\$ 690,309	\$ 928,407	\$ 1,320,007	\$ 1,714,726	\$ 686,273	\$ 804,129	\$ -	\$ 6,143,851

FUNDING SOURCES	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
General Fund	-							
Water and Sewer Fund	-							
Stormwater Fund	477,967	475,003	831,003	1,518,096	623,885	731,026	-	4,656,980
Debt	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	212,342	369,003	369,003	40,746	-	-	-	991,094
Other	-	-	-	-	-	-	-	-
Contingency - 10%	\$ -	\$ 84,401	\$ 120,001	\$ 155,884	\$ 62,388	\$ 73,103	\$ -	\$ 495,777
TOTAL STORMWATER PROJECTS	\$ 690,309	\$ 928,407	\$ 1,320,007	\$ 1,714,726	\$ 686,273	\$ 804,129	\$ -	\$ 6,143,851

COMBINED FUNDING SUMMARY- ALL FUNDS

ALL FUNDS: Funding sources for the capital program across all funds are summarized by fiscal year below.

FUNDING SOURCES	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
General Fund	588,000	2,518,508	208,433	830,102	563,563	409,375	300,000	5,417,981
Water and Sewer Fund	3,273,093	4,597,000	2,609,500	1,863,383	1,276,906	6,519,439	984,572	21,123,893
Stormwater Fund	477,967	475,003	831,003	1,518,096	623,885	731,026	-	4,656,980
Debt	3,024,682	-	7,517,501	18,368,795	16,267,112	12,749,101	3,102,184	61,029,375
State	1,544,481	4,819,412	246,094	6,378,841	4,059,681	10,612,734	21,985,512	49,646,754
Federal	4,932,542	669,003	519,003	40,746	-	-	-	6,161,294
Other	-	-	78,593	221,408	-	-	-	300,000
	\$ 13,840,765	\$ 13,078,926	\$ 12,010,127	\$ 29,221,370	\$ 22,791,146	\$ 31,021,674	\$ 26,372,268	\$ 148,336,277
Contingency @ 10%	\$ -	\$ 795,952	\$ 418,544	\$ 532,840	\$ 652,403	\$ 1,064,243	\$ 128,457	\$ 3,592,440
Total Funding	\$ 13,840,765	\$ 13,874,878	\$ 12,428,671	\$ 29,754,211	\$ 23,443,550	\$ 32,085,918	\$ 26,500,725	\$ 151,928,717



General Fund Project Detail Pages



PROJECT NUMBER: CF-001

PROJECT TITLE: Secure Police Parking Area

DEPARTMENT: Community Facilities (CF)

PROGRAM DESCRIPTION

The Police department is requesting a secure area for their officers to park while on-duty. Price includes access control cost estimates that would be needed for the fence operation. On-going costs would be service on the opener systems.



GOAL ADDRESSED

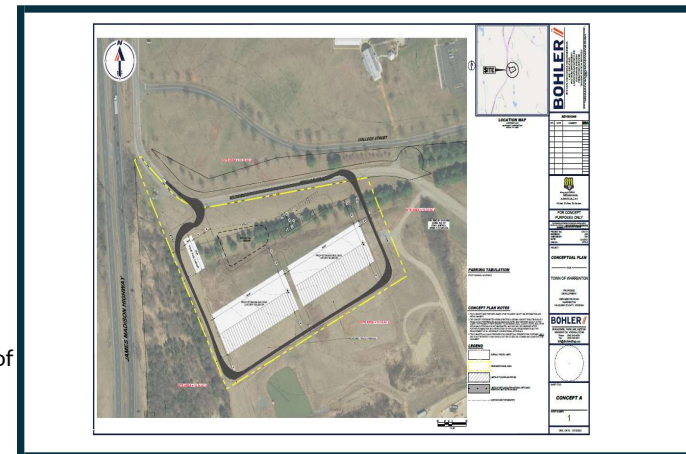
Plan Warrenton 2040 CF-4.2: Meet the future infrastructure needs through careful planning and acquisition of required permits. CF-2.2: Incorporate security measures designed to be unobtrusive but affording protection for citizens and users alike at community built and electronic facilities.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase				\$82,688				\$82,688
Other								\$0
TOTAL	\$0	\$0	\$0	\$82,688	\$0	\$0	\$0	\$82,688
FUNDING SOURCES								
General Fund				\$82,688				\$82,688
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$82,688	\$0	\$0	\$0	\$82,688
OPERATING IMPACT								
Ongoing maintenance		\$250	\$263	\$276	\$284	\$292		\$1,364
Other								\$0
TOTAL	\$0	\$250	\$263	\$276	\$284	\$292	\$0	\$1,364

Description of Operating Impact

PROGRAM DESCRIPTION

Relocation of the public works facility following the Town's boundary line adjustment. First phase is to fund the completion of engineering study to include the entire area of the proposed layout of the proposed building, geo-technical study, preliminary zoning, and preliminary site plan work. Overall construction costs are estimated to be in the area of \$30,000,000.00.



GOAL ADDRESSED

Plan Warrenton 2040 adopted by Council: Community Facilities Goal:

CF-1: "Serve as the central inviting public service center for Town and County residents with a proportionate share of community services provided by other governments, including a fair and reasonable balance in funding sources for community facilities."

CF-5: "To provide a fiscally responsible infrastructure that maintains a high quality of life for residents, supports

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering		\$335,000						\$335,000
Construction/Purchase								\$0
Other	\$100,000							\$100,000
TOTAL	\$100,000	\$335,000	\$0	\$0	\$0	\$0	\$0	\$435,000
FUNDING SOURCES								
General Fund	\$100,000	\$335,000						\$435,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$100,000	\$335,000	\$0	\$0	\$0	\$0	\$0	\$435,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

Replace current playground structures in parks with ADA compliant structures. FY23- WARF(Fun for All), FY24- Sam Tarr and Rady Park, FY25- Eva Walker



GOAL ADDRESSED

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town's service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase	\$150,000	\$300,000	\$150,000					\$600,000
Other								\$0
TOTAL	\$150,000	\$300,000	\$150,000	\$0	\$0	\$0	\$0	\$600,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal	\$150,000	\$300,000	\$150,000					\$600,000
Other								\$0
TOTAL	\$150,000	\$300,000	\$150,000	\$0	\$0	\$0	\$0	\$600,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

The FY24 estimate provides for cost estimations and construction drawings for the total master plan concept in conjunction with site analysis, soils and geotech testing, survey and site investigation. The future year estimate is for construction of a natural amphitheater.



GOAL ADDRESSED

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town's service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future Years	Total
Land Acquisition								\$0
Architecture/Engineering		\$100,000						\$100,000
Construction/Purchase							\$300,000	\$300,000
Other								\$0
TOTAL	\$0	\$100,000	\$0	\$0	\$0	\$0	\$300,000	\$400,000
FUNDING SOURCES								
General Fund		\$100,000					\$300,000	\$400,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$100,000	\$0	\$0	\$0	\$0	\$300,000	\$400,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

Develop a Parks and Recreation Master Plan for the town to guide long term investments.



GOAL ADDRESSED

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town's service requirements and support a high quality of life for the community. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities. P-2 The Town of Warrenton's Parks, Open Space and Environmental serve as key elements to the Town's public health infrastructure. P-4: Create a long-term approach to open space and environment, preserving existing trees and parks in the Town of Warrenton.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase								\$0
Other		\$50,000						\$50,000
TOTAL	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
FUNDING SOURCES								
General Fund		\$50,000						\$50,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

Replace pavilions in parks: FY25- Sam Tarr, FY 26-Rady Park, FY27- Eva Walker.



GOAL ADDRESSED

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town's service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase			\$42,000	\$44,100	\$45,423			\$131,523
Other								\$0
TOTAL	\$0	\$0	\$42,000	\$44,100	\$45,423	\$0	\$0	\$131,523
FUNDING SOURCES								
General Fund			\$42,000	\$44,100	\$45,423			\$131,523
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$42,000	\$44,100	\$45,423	\$0	\$0	\$131,523
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

Addition of restrooms at Academy Hill Park. This park is currently served by portable restroom units. The restrooms would be consistent with the other park restrooms that the town has in operation. FY24 would include any engineering, utility, or electrical work required. FY25 would be restroom construction.



GOAL ADDRESSED

Plan Warrenton 2040 P-2.2: Recognize that the visitor experience in open space parks is paramount, regardless of the size of the land. The Town will ensure equitable consideration will be given throughout the Town for passive and active amenities.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase				\$121,275				\$121,275
Other								\$0
TOTAL	\$0	\$0	\$0	\$121,275	\$0	\$0	\$0	\$121,275
FUNDING SOURCES								
General Fund				\$121,275				\$121,275
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$121,275	\$0	\$0	\$0	\$121,275
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

Construction of a basketball court at the WARF.



GOAL ADDRESSED

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town's service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase					\$96,524			\$96,524
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$96,524	\$0	\$0	\$96,524
FUNDING SOURCES								
General Fund					\$96,524			\$96,524
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$96,524	\$0	\$0	\$96,524
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-001

PROJECT TITLE: Broadview Safety Improvement Project

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Broadview Avenue project to improve safety and access management to businesses. The project originated as a VDOT Urban Project which is currently in the design phase with construction grant funding requested under SMART Scale and HSIP programs. Raised medians, landscaping, stormwater management, pedestrian safety and evaluation for potential additional signalization along the corridors between Waterloo Street and Winchester Street intersection. Approximately \$512,000 was provided (and currently held in escrow by VDOT) by Primary Road Paving Funds for Broadview Avenue approved in FY18. The project was approved for funding under SMART Scale Round 2. \$488,000 was allocated in FY22 for this project, and an additional \$1,000,000 was committed by Town Council to address rising costs and supplement Smart Scale funding.



GOAL ADDRESSED

Plan Warrenton 2040 T-2.2: Improve pedestrian and bicycle safety and connectivity to neighborhoods and destinations by implementing the recommendations of the Town of Warrenton Walkability Audit and the Town of Warrenton Complete Streets Recommendations Report.

	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
ESTIMATED COSTS								
Land Acquisition	\$2,032,481							\$2,032,481
Architecture/Engineering								\$0
Construction/Purchase		\$5,819,412						\$5,819,412
Other								\$0
TOTAL	\$2,032,481	\$5,819,412	\$0	\$0	\$0	\$0	\$0	\$7,851,893
FUNDING SOURCES								
General Fund	\$488,000	\$1,000,000						\$1,488,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State	\$1,544,481	\$4,819,412						\$6,363,893
Federal								\$0
Other								\$0
TOTAL	\$2,032,481	\$5,819,412	\$0	\$0	\$0	\$0	\$0	\$7,851,893
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-002

PROJECT TITLE: Waterloo Speed/Safety Improvements

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Waterloo Street is part of the Walkability Audit analysis to address speeding and safety along the residential corridor. As data collection and assessments continue, next steps are to survey the entire corridor, add vertical treatments, and engineer drainage. Then, as data states what is needed to meet the goals, install next set of safety improvements. Community engagement will continue to be part of the solution process.



GOAL ADDRESSED

Plan Warrenton 2040 T-2.2: Improve pedestrian and bicycle safety and connectivity to neighborhoods and destinations by implementing the recommendations of the Town of Warrenton Walkability Audit and the Town of Warrenton Complete Streets Recommendations Report.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$70,200	\$250,000						\$320,200
Construction/Purchase								\$0
Other								\$0
TOTAL	\$70,200	\$250,000	\$0	\$0	\$0	\$0	\$0	\$320,200
FUNDING SOURCES								
General Fund		\$250,000						\$250,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal	\$70,200							\$70,200
Other								\$0
TOTAL	\$70,200	\$250,000	\$0	\$0	\$0	\$0	\$0	\$320,200
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-003 **PROJECT TITLE: Main Street Repaving** **DEPARTMENT: Transportation & Circulation (TC)**

PROGRAM DESCRIPTION

Main Street's pavement is at a critical point. Project TW-010, Improvements to Main Street, calls for sidewalk improvements in conjunction with repaving to the 5th street intersection. Construction for TW-010 is not projected to be completed until FY28. The pavement will not last that long in its current state, necessitating the need to repave it now. The road will be milled 2" and repaved with an SM9.5 asphalt surface. Any crosswalks, curbs, or gutter with hazards will be repaired to specifications. Sidewalks will be evaluated as-needed.



GOAL ADDRESSED

Plan Warrenton 2040 Transportation and Circulation Near Turn Recommendations (page 38).

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase		\$375,000						\$375,000
Other								\$0
TOTAL	\$0	\$375,000	\$0	\$0	\$0	\$0	\$0	\$375,000
FUNDING SOURCES								
General Fund		\$375,000						\$375,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$375,000	\$0	\$0	\$0	\$0	\$0	\$375,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-004

PROJECT TITLE: Sidewalk Handicap Ramps

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Sidewalk improvements for handicap curb cut ramps are needed throughout Town. This project is an effort to bring sidewalks that are continuing to deteriorate as well as improving sidewalks to better meet Americans with disabilities accessibility needs. At this time, an estimate up to 100 curb cut ramps throughout Town will need to be improved at a cost of \$2,500 each.



GOAL ADDRESSED

Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk. CF-1.3: Ensure that community facilities are accessible to persons in all stages of life and all abilities.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase		\$250,000						\$250,000
Other								\$0
TOTAL	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
FUNDING SOURCES								
General Fund		\$250,000						\$250,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-005

PROJECT TITLE: Sidewalk Construction

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Construction of missing and deteriorated sections of sidewalk at locations in the Town to provide safe pedestrian corridors as follows:

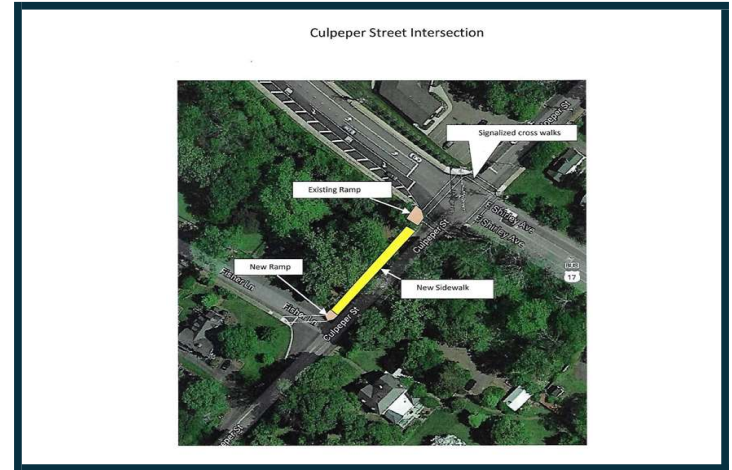
FY24 Academy Hill Road sidewalk from High Street to Sterling Court

FY25 1st Street sidewalk

FY26 2nd Street sidewalk improvement (will require removing loading zone)

GOAL ADDRESSED

Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk.



ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase		\$158,508	\$166,433	\$70,119	\$80,944			\$476,004
Other								\$0
TOTAL	\$0	\$158,508	\$166,433	\$70,119	\$80,944	\$0	\$0	\$476,004
FUNDING SOURCES								
General Fund		\$158,508	\$166,433	\$70,119	\$80,944			\$476,004
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$158,508	\$166,433	\$70,119	\$80,944	\$0	\$0	\$476,004
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

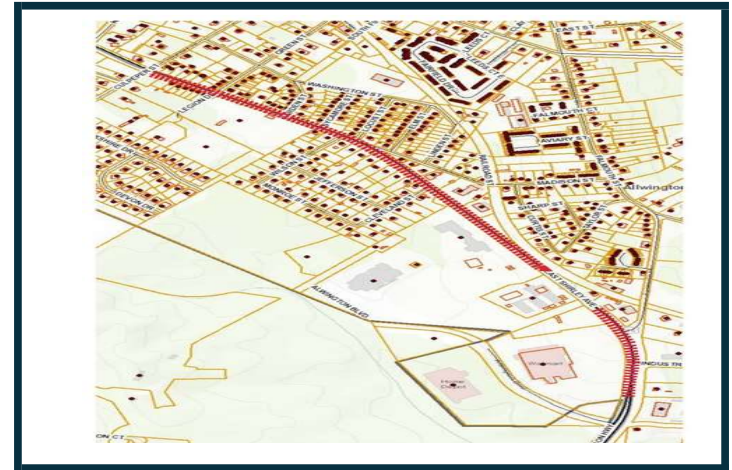
PROJECT NUMBER: TC-006

PROJECT TITLE: East Shirley Street Improvements

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

East Shirley from and including the intersection with Culpeper Street is an excellent opportunity for an application for assistance from VDOT for Revenue Share or State of Good Repair funds. As part of leveraging those funding, the corridor is of Statewide importance as it is the business lanes of Rts. 17/29/15 and for the Town includes Complete Streets needs, Walkability and Economic Development needs. The intersection with Culpeper Street also is an area of congestion during high traffic periods. This makes it a good candidate for VDOT funding opportunities. The project seeks to improve the safety needs of pedestrians along West Shirley as well as at the crossing for Culpeper Street by implementing the Walkability Audit, Complete Street, and other policies like Vision Zero, to ensure the corridor is usable by all modes and all ages.



GOAL ADDRESSED

Plan Warrenton 2040 T-4.4: Work cooperatively with VDOT to ensure that their transportation projects best distribute regional traffic demand within the context of future land use visions.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering			\$189,000	\$683,550	\$170,336			\$1,042,886
Construction/Purchase					\$7,949,025	\$5,965,175		\$13,914,200
Other								\$0
TOTAL	\$0	\$0	\$189,000	\$683,550	\$8,119,361	\$5,965,175	\$0	\$14,957,087
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt			\$94,500	\$341,775	\$4,059,681	\$2,982,588		\$7,478,543
State			\$94,500	\$341,775	\$4,059,681	\$2,982,588		\$7,478,543
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$189,000	\$683,550	\$8,119,361	\$5,965,175	\$0	\$14,957,087
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-007

PROJECT TITLE: Roundabout Walker/East Lee

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Installation of a traffic roundabout at the Walker Drive and East Lee Street intersection. Project is the recipient of a VDOT Revenue Sharing Grant as reflected in the numbers below. However, in the Fall of 2021, the Town worked with VDOT on new cost estimates as there was an escalation to bring the total to \$9.3 million which is beyond the Town's funding abilities. At the time, Council determined to keep the grant allocation and work with VDOT on solutions for the larger transportation system. This remains as a placeholder. The Other funding represents a proffer.



GOAL ADDRESSED

Plan Warrenton 2040 T-1.4: Prioritize safety improvements for project implementation based on crash rates, congestion levels, and locations adjacent to schools.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future Years	Total
Land Acquisition								\$0
Architecture/Engineering			\$108,885					\$108,885
Construction/Purchase			\$48,300	\$1,378,456				\$1,426,756
Other								\$0
TOTAL	\$0	\$0	\$157,185	\$1,378,456	\$0	\$0	\$0	\$1,535,641
FUNDING SOURCES								
General Fund				\$467,820				\$467,820
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State			\$78,593	\$689,228				\$767,820
Federal								\$0
Other			\$78,593	\$221,408				\$300,000
TOTAL	\$0	\$0	\$157,185	\$1,378,456	\$0	\$0	\$0	\$1,535,641
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-008

PROJECT TITLE: Improvements to Main Street

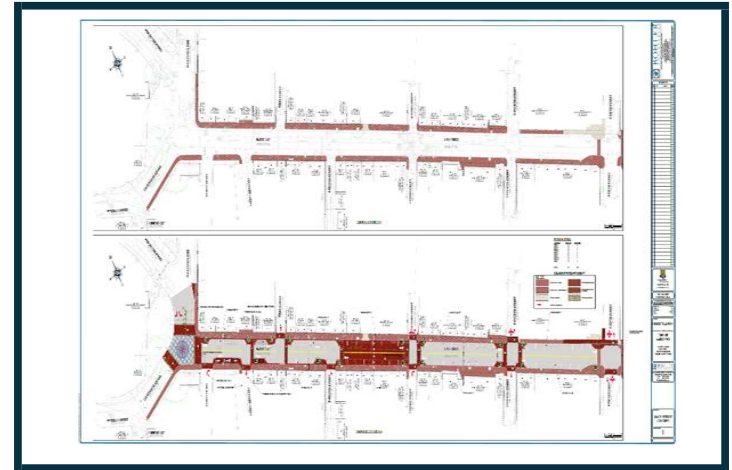
DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

As part of the Town's Main Street Improvement project to enhance the cross-walks and sidewalks. The project is programmed for VDOT Revenue Sharing project with a 50/50 cost share. It is important to note the 2022 General Assembly may approve a budget that allows for the Commonwealth Transportation Board to move funding for Revenue Sharing projects programmed for FY25 and FY26 up one year. If this should happen, the Town can decide if it wants to expedite this project.

GOAL ADDRESSED

Plan Warrenton 2040 T-1.2: Assess the needs for access management strategies and capacity improvements along Warrenton's main corridors and boulevards. T-2.1: Implement the 5 C's of a walkable community: Connected, Comfortable, Convenient, Convivial, and Conspicuous.



ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future Years	Total
Land Acquisition								\$0
Architecture/Engineering			\$146,003					\$146,003
Construction/Purchase				\$1,468,614				\$1,468,614
Other								\$0
TOTAL	\$0	\$0	\$146,003	\$1,468,614	\$0	\$0	\$0	\$1,614,616
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt			\$73,001	\$734,307				\$807,308
State			\$73,001	\$734,307				\$807,308
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$146,003	\$1,468,614	\$0	\$0	\$0	\$1,614,616
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-009

PROJECT TITLE: Route 211/Old Waterloo Improvement

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

1.) The Broadview Improvement Project is due to complete construction in FY 24. The next step is to view the transportation flow, function and safety of the road system for the western entrances into Town to seek how to properly address the increasing demands of this area that includes the WARF, the High School, commuter traffic, Timber Fence Trail, and neighborhoods. This request would provide a design-build option that may be used for future grants and/or funding requests. 2.) To encourage the development of a safe, efficient and balanced transportation system for the movement of people, goods and services, into, out of, and within the Town that is consistent with the land use and is sound in regard to the fiscal consideration of the Town.



GOAL ADDRESSED

Plan Warrenton 2040 L-6.3: Limit new access points and consolidate current entrances off Broadview to improve safety, circulation, and congestion along the corridor. T-1.4: Prioritize safety improvements for project implementation based on crash rates, congestion levels, and locations adjacent to schools.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future Years	Total
Land Acquisition								\$0
Architecture/Engineering				\$44,100				\$44,100
Construction/Purchase					\$340,673			\$340,673
Other								\$0
TOTAL	\$0	\$0	\$0	\$44,100	\$340,673	\$0	\$0	\$384,773
FUNDING SOURCES								
General Fund				\$44,100	\$340,673			\$384,773
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$44,100	\$340,673	\$0	\$0	\$384,773
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-010

PROJECT TITLE: Lee Hwy/Blackwell Road Safety Improvement

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Lee Hwy/Blackwell Road Safety Improvement includes a proposed roundabout with pedestrian enhancements. Lee Highway and Blackwell Road is part of a VDOT "Pipeline Study". In 2022 the Town of Warrenton applied for a VDOT Smart Scale grant to help fund the improvement. Costs to be determined as the grant cycle and study are completed.



GOAL ADDRESSED

Plan Warrenton 2040 Transportation and Circulation Near Turn Recommendations (page 38).

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future Years	Total
Land Acquisition						\$2,066,512		\$2,066,512
Architecture/Engineering				\$2,456,910				\$2,456,910
Construction/Purchase							\$12,133,285	\$12,133,285
Other								\$0
TOTAL	\$0	\$0	\$0	\$2,456,910	\$0	\$2,066,512	\$12,133,285	\$16,656,707
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State				\$2,456,910		\$2,066,512	\$12,133,285	\$16,656,707
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$2,456,910	\$0	\$2,066,512	\$12,133,285	\$16,656,707
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-011

PROJECT TITLE: W Lee/US17BusN/Winchester Intersection Impr

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Intersection Improvements at Broadview/W. Lee Hwy/Winchester. The Town of Warrenton is interested in creating an improvement plan for this important transportation connection between two key arterial corridors. It is also key to the economic development potential of the surrounding area. A subject of a VDOT "Pipeline Study," the Town applied for a VDOT SmartScale grant in 2022 for this project.



GOAL ADDRESSED

Plan Warrenton 2040 Transportation and Circulation Near Turn Recommendations (page 38).

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future Years	Total
Land Acquisition						\$5,563,634		\$5,563,634
Architecture/Engineering				\$2,156,621				\$2,156,621
Construction/Purchase							\$9,852,227	\$9,852,227
Other								\$0
TOTAL	\$0	\$0	\$0	\$2,156,621	\$0	\$5,563,634	\$9,852,227	\$17,572,482
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State				\$2,156,621		\$5,563,634	\$9,852,227	\$17,572,482
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$2,156,621	\$0	\$5,563,634	\$9,852,227	\$17,572,482
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-012

PROJECT TITLE: Signal at Gold Cup/Broadview

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Engineer and install a signalized light at the intersection of Gold Cup and Broadview Avenue. Future redevelopment in the area will serve as the trigger for this project to move forward.



GOAL ADDRESSED

Plan Warrenton 2040 T-1.2 Assess the needs for access management and capacity improvements along Warrenton's main corridors and boulevards. T-1.4 Prioritize safety improvements for project implementation based on crash rates, congestion levels, and locations adjacent to schools.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future Years	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase						\$409,375		\$409,375
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$409,375	\$0	\$409,375
FUNDING SOURCES								
General Fund						\$409,375		\$409,375
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$409,375	\$0	\$409,375
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

Water and Sewer Fund

Project Detail Pages



PROJECT NUMBER: W-001

PROJECT TITLE: WTP Clearwell Project

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

Study, design, and installation of a clearwell at the Water Treatment Plant or storage within the distribution network. This will allow for additional resiliency.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$95,000	\$500,000						\$595,000
Construction/Purchase	\$834,000		\$5,775,000					\$6,609,000
Other								\$0
TOTAL	\$929,000	\$500,000	\$5,775,000	\$0	\$0	\$0	\$0	\$7,204,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$929,000	\$500,000						\$1,429,000
Stormwater Fund								\$0
Debt			\$5,775,000					\$5,775,000
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$929,000	\$500,000	\$5,775,000	\$0	\$0	\$0	\$0	\$7,204,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: W-002 **PROJECT TITLE: Filter Control Valves** **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION

Replace outdated/failing valves. The current valves have to be reprogrammed on a daily basis.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase	\$750,000	\$250,000						\$1,000,000
Other								\$0
TOTAL	\$750,000	\$250,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund		\$250,000						\$250,000
Stormwater Fund								\$0
Debt	\$750,000							\$750,000
State								
Federal								
Other								\$0
TOTAL	\$750,000	\$250,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

The Town's water distribution system has 18 miles of cast iron (C.I.) pipe ranging in age from 40-80+ years. Although C.I. is serviceable beyond 80 years, staff will evaluate and schedule for replacement of problematic sections of the system that are experiencing increasing breaks and maintenance requirements. These are the first of a multi-year waterline replacement program to replace the older cast iron water mains with ductile iron pipe. Other locations of specific sections of pipe for replacement will be based on most recent break and maintenance records to set priorities. The replacement of the Mountain Tank Waterline was previously listed as a separate project. The funding has been consolidated with this project.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$95,000	\$100,000	\$42,000	\$77,175	\$34,067			\$348,242
Construction/Purchase	\$410,000	\$467,000	\$630,000	\$220,500	\$794,903			\$2,522,403
Other								\$0
TOTAL	\$505,000	\$567,000	\$672,000	\$297,675	\$828,970	\$0	\$0	\$2,870,645
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$505,000	\$567,000	\$672,000	\$297,675	\$828,970			\$2,870,645
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$505,000	\$567,000	\$672,000	\$297,675	\$828,970	\$0	\$0	\$2,870,645
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

Replace existing watermain on Rappahannock St that is Cast Iron with Ductile Iron, which will improve fire flows and reduce pipe breakage repairs. Ductile iron pipe is more resilient and is not as susceptible to main breaks and water loss. An IFB was recently advertised to initiate the planning for this project.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$40,000							\$40,000
Construction/Purchase	\$410,000	\$150,000						\$560,000
Other								\$0
TOTAL	\$450,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$600,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$450,000	\$150,000						\$600,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$450,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$600,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

Engineering evaluation, design, and future needs for the Warrenton Dam. Considerable study is needed to address feasibility and comply with environmental impact and mitigation. A downstream inundation study from a potential break was conducted in FY17 and a structural analysis is required to determine the needs of the existing dam or if a new dam structure will be required.



GOAL ADDRESSED

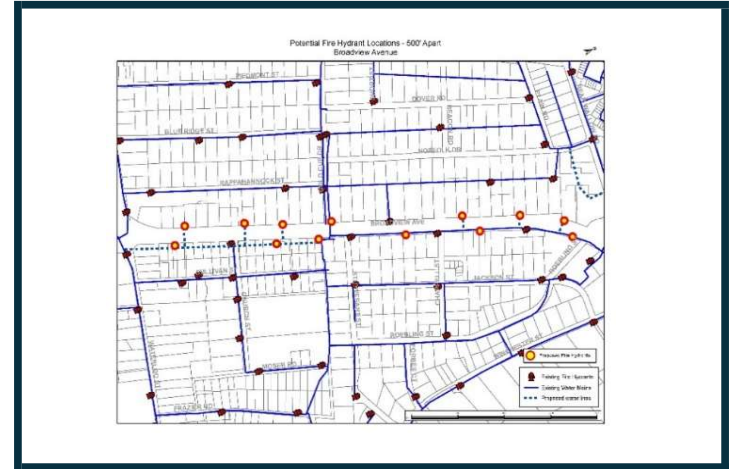
Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition		\$250,000						\$250,000
Architecture/Engineering	\$183,848	\$50,000						\$233,848
Construction/Purchase			\$1,575,000	\$1,653,750	\$851,681	\$877,232		\$4,957,663
Other								\$0
TOTAL	\$183,848	\$300,000	\$1,575,000	\$1,653,750	\$851,681	\$877,232	\$0	\$5,441,511
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$183,848	\$300,000						\$483,848
Stormwater Fund								\$0
Debt			\$1,575,000	\$1,653,750	\$851,681	\$877,232		\$4,957,663
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$183,848	\$300,000	\$1,575,000	\$1,653,750	\$851,681	\$877,232	\$0	\$5,441,511
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

As part of the Broadview Road Improvements project, the Town is planning to make improvements to the Water Distribution System for improved service to businesses and better fire protection.



GOAL ADDRESSED

Plan Warrenton 2040 CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase	\$62,812	\$810,000						\$872,812
Other								\$0
TOTAL	\$62,812	\$810,000	\$0	\$0	\$0	\$0	\$0	\$872,812
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$62,812	\$810,000						\$872,812
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$62,812	\$810,000	\$0	\$0	\$0	\$0	\$0	\$872,812
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

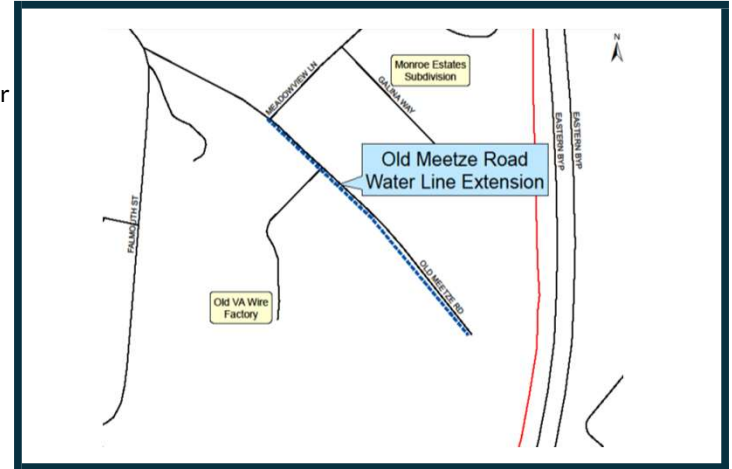
PROJECT NUMBER: W-007

PROJECT TITLE: Utility Connection Program

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

The Utility Connection Program seeks to ensure all residents who desire to hook up to public water and sewer have an available line. For example, a portion of Old Meetze Road, East Street, Richard's Lane, and Broadview Avenue near the Town boundary do not have public waterlines. None of these locations have been surveyed or engineered, so projected budgets are only a placeholder for planning.



GOAL ADDRESSED

Plan Warrenton 2040 CF-4.8: Explore resources to help property owners and promote connection to public water and sewer within the Town boundaries.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
Land Acquisition								\$0
Architecture/Engineering	\$20,000							\$20,000
Construction/Purchase		\$60,000	\$63,000	\$69,458	\$78,874	\$92,255	\$111,142	\$474,728
Other								\$0
TOTAL	\$20,000	\$60,000	\$63,000	\$69,458	\$78,874	\$92,255	\$111,142	\$494,728
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$20,000	\$60,000	\$63,000	\$69,458	\$78,874	\$92,255	\$111,142	\$494,728
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$20,000	\$60,000	\$63,000	\$69,458	\$78,874	\$92,255	\$111,142	\$494,728
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: W-008

PROJECT TITLE: Mt. Tank Line Power

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

An increased level of electric power is needed to the Mountain Tank to adequately operate tank mixing and ventilation. This is needed to control the levels of THMs and water stagnation in areas of the tank to maintain water quality limits. Options include running a 3-phase power line from Bear Wallow Road to the tank, which will be very complex, or providing and maintaining a generator on site.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering			\$100,000					\$100,000
Construction/Purchase				\$945,000				\$945,000
Other								\$0
TOTAL	\$0	\$0	\$100,000	\$945,000	\$0	\$0	\$0	\$1,045,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund			\$100,000	\$945,000				\$1,045,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$100,000	\$945,000	\$0	\$0	\$0	\$1,045,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: W-009 **PROJECT TITLE: WTP Reliability Measures** **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION

Water treatment plant reliability is a critical, on-going process in assessing equipment performance and condition. As a result, operators continually need to assess repairs and needs based on performance and changes in regulations. This includes chemical application, pump, valving, filtration, and electronic control performance.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering			\$68,250					\$68,250
Construction/Purchase				\$248,063	\$255,504	\$380,134		\$883,701
Other								\$0
TOTAL	\$0	\$0	\$68,250	\$248,063	\$255,504	\$380,134	\$0	\$951,951
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund			\$68,250	\$248,063	\$255,504	\$380,134		\$951,951
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$68,250	\$248,063	\$255,504	\$380,134	\$0	\$951,951
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: W-010

PROJECT TITLE: High Rate Filter, Sediment & Flocc Basin

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

Additional flocculation and sedimentation basins and a new high speed filter to the Water Treatment Process Train.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering				\$882,000				\$882,000
Construction/Purchase					\$6,813,450	\$4,678,569		\$11,492,019
Other								\$0
TOTAL	\$0	\$0	\$0	\$882,000	\$6,813,450	\$4,678,569	\$0	\$12,374,019
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt				\$882,000	\$6,813,450	\$4,678,569		\$12,374,019
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$882,000	\$6,813,450	\$4,678,569	\$0	\$12,374,019
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

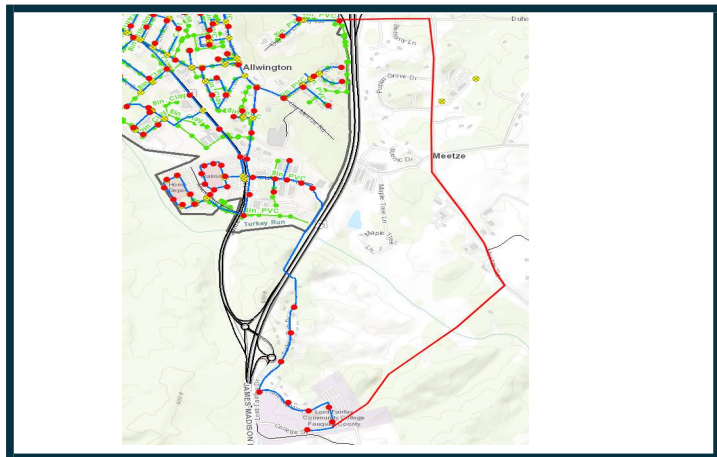
PROJECT NUMBER: W-011

PROJECT TITLE: Water Line Improvements: LRCC

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

The Town currently serves Laurel Ridge Community College with water. A system that creates a water loop will help with water quality and fire service to the College, which is currently limited. This is a placeholder for planning purposes until the best route and final locations are determined. Potential routes include a loop with Meetze Road or other considerations based on the future Alwington development.



GOAL ADDRESSED

Plan Warrenton 2040 CF-4.8: Explore resources to help property owners and promote connection to public water and sewer within the Town boundaries.

CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering				\$441,000				\$441,000
Construction/Purchase					\$2,271,150	\$2,339,285		\$4,610,435
Other								\$0
TOTAL	\$0	\$0	\$0	\$441,000	\$2,271,150	\$2,339,285	\$0	\$5,051,435

FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt				\$441,000	\$2,271,150	\$2,339,285		\$5,051,435
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$441,000	\$2,271,150	\$2,339,285	\$0	\$5,051,435

OPERATING IMPACT

Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: W-012

PROJECT TITLE: Warrenton Reservoir Dredging

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

Dredge Warrenton Reservoir.



GOAL ADDRESSED

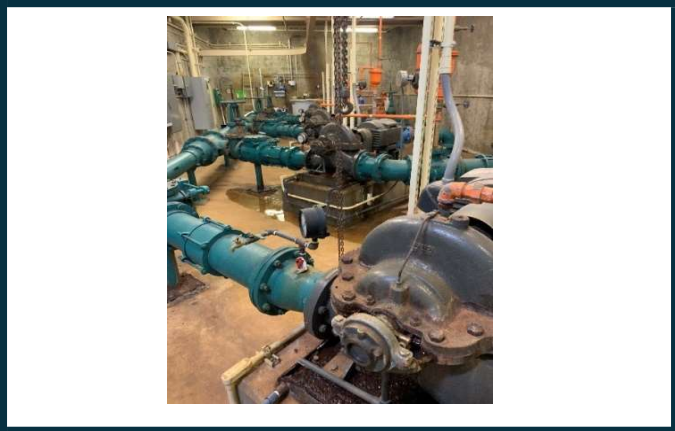
Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase						\$1,309,999		\$1,309,999
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$1,309,999	\$0	\$1,309,999
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$1,309,999		\$1,309,999
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$1,309,999	\$0	\$1,309,999
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: W-013 **PROJECT TITLE: Raw Water Pumps** **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION
 Replace aging/obsolete RAW water pumps.



GOAL ADDRESSED
 Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

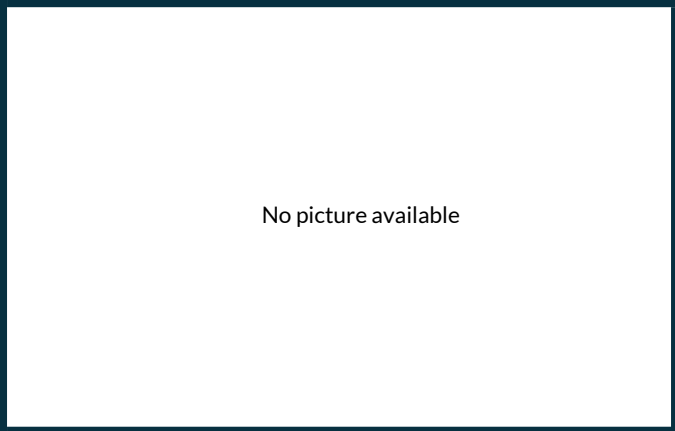
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase						\$467,857		\$467,857
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$467,857	\$0	\$467,857
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$467,857		\$467,857
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$467,857	\$0	\$467,857
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: W-014 **PROJECT TITLE: Airlie Drain Valve** **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION

Replace/Repair Airlie's failing reservoir drain valve.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering						\$116,964		\$116,964
Construction/Purchase						\$233,928		\$233,928
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$350,893	\$0	\$350,893
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$350,893		\$350,893
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$350,893	\$0	\$350,893
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

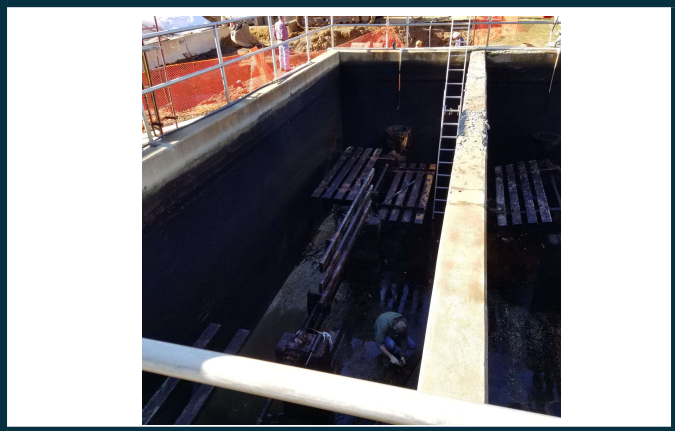
PROJECT NUMBER: W-015

PROJECT TITLE: Basin Coating

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

Evaluation, engineering, and design of repair of spalling and deteriorated concrete surfaces and the basin walls of the Water Treatment Plant flocculation basins. Project involves the removal of badly deteriorated concrete and recasting to ensure structural integrity of the basins and prevent continued deterioration due to freeze-thaw and exposure to elements. Walls are to be treated/coated with epoxy coatings to seal and provide long term protection.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering						\$40,937		\$40,937
Construction/Purchase						\$309,955		\$309,955
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$350,893	\$0	\$350,893
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$350,893		\$350,893
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$350,893	\$0	\$350,893
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: W-016 **PROJECT TITLE: Chem Tank** **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION

Creating a spill containment area around the existing chemical storage tanks.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase						\$233,928		\$233,928
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$233,928	\$0	\$233,928
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$233,928		\$233,928
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$233,928	\$0	\$233,928
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-001

PROJECT TITLE: Primary Clarifiers & Sludge Pump Station

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Primary clarifiers capture and remove wastewater solids from the influent flow at the plant. This project will also include the replacement of the Primary Clarifier sludge pumping station and all associated supporting infrastructure, all of which are well beyond their expected useful lifespan. This upgrade is in route to bring the facilities treatment capacity from 2.5mdg to 3.0mgd.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$474,682							\$474,682
Construction/Purchase	\$6,300,000	\$650,000						\$6,950,000
Other								\$0
TOTAL	\$6,774,682	\$650,000	\$0	\$0	\$0	\$0	\$0	\$7,424,682

FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund		\$650,000						\$650,000
Stormwater Fund								\$0
Debt	\$2,274,682							\$2,274,682
State								\$0
Federal	\$4,500,000							\$4,500,000
Other								\$0
TOTAL	\$6,774,682	\$650,000	\$0	\$0	\$0	\$0	\$0	\$7,424,682

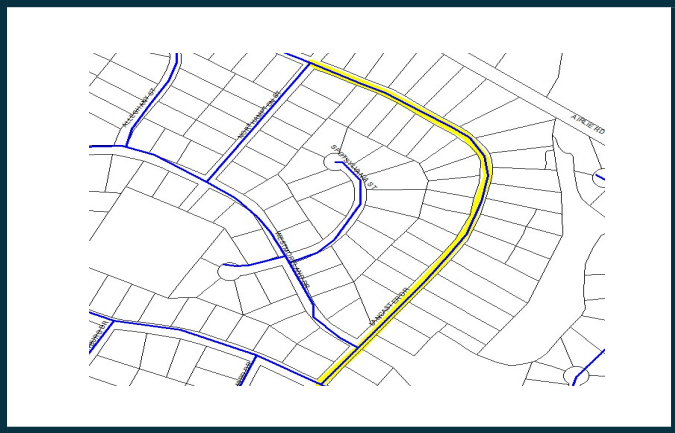
OPERATING IMPACT

Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

This project seeks to reduce inflow and infiltration into the wastewater system from heavy rainfall events and from broken/damaged piping. This project has been underway for several years and has shown positive results in reducing overall I&I and targets the focus of sewer line rehabilitation efforts.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Architecture/Engineering	\$100,000	\$50,000						\$150,000
Construction/Purchase	\$400,000	\$600,000	\$420,000	\$220,500	\$113,558			\$1,754,058
Other								\$0
TOTAL	\$500,000	\$650,000	\$420,000	\$220,500	\$113,558	\$0	\$0	\$1,904,058
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$500,000	\$650,000	\$420,000	\$220,500	\$113,558			\$1,904,058
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$500,000	\$650,000	\$420,000	\$220,500	\$113,558	\$0	\$0	\$1,904,058
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-003

PROJECT TITLE: Digester No. 2

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

A new digester will use bacteria to break down wastewater biosolids.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

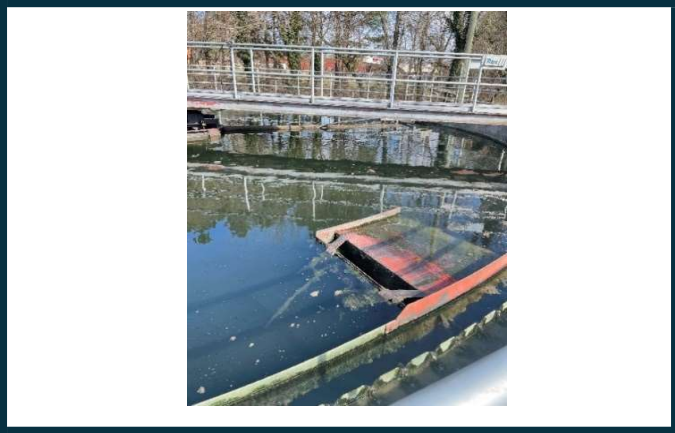
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$292,433	\$350,000						\$642,433
Construction/Purchase				\$6,063,750				\$6,063,750
Other								\$0
TOTAL	\$292,433	\$350,000	\$0	\$6,063,750	\$0	\$0	\$0	\$6,706,183
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$292,433	\$350,000						\$642,433
Stormwater Fund								\$0
Debt				\$6,063,750				\$6,063,750
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$292,433	\$350,000	\$0	\$6,063,750	\$0	\$0	\$0	\$6,706,183
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-004 **PROJECT TITLE: Secondary Clarifier** **DEPARTMENT: Sewer (S)**

PROGRAM DESCRIPTION

Repairs to motorized drive units and tank structures and weir assemblies.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

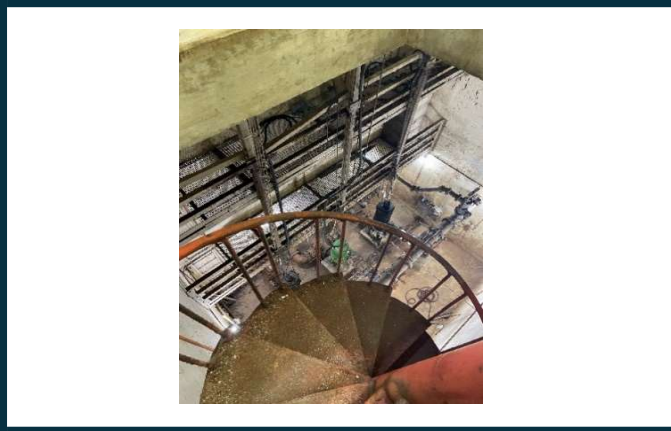
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase	\$250,000							\$250,000
Other								\$0
TOTAL	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$250,000							\$250,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-005 **PROJECT TITLE: Cedar Run Pump Station** **DEPARTMENT: Sewer (S)**

PROGRAM DESCRIPTION

Conduct an engineering evaluation of the Cedar Pump Station and maintain. Improve up-front screening, existing wetwell, and improve system hydraulics. Reduce station flooding.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$80,000			\$93,713				\$173,713
Construction/Purchase				\$441,000	\$1,135,575	\$994,196		\$2,570,771
Other								\$0
TOTAL	\$80,000	\$0	\$0	\$534,713	\$1,135,575	\$994,196	\$0	\$2,744,483
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$80,000							\$80,000
Stormwater Fund								\$0
Debt				\$534,713	\$1,135,575	\$994,196		\$2,664,483
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$80,000	\$0	\$0	\$534,713	\$1,135,575	\$994,196	\$0	\$2,744,483
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-006

PROJECT TITLE: Secondary Clarifier and Sludge Pump

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Secondary clarifier captures and removes wastewater solids prior to the denitrification filters.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering		\$150,000	\$420,000					\$570,000
Construction/Purchase				\$7,166,250				\$7,166,250
Other								\$0
TOTAL	\$0	\$150,000	\$420,000	\$7,166,250	\$0	\$0	\$0	\$7,736,250
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund		\$150,000	\$420,000					\$570,000
Stormwater Fund								\$0
Debt				\$7,166,250				\$7,166,250
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$150,000	\$420,000	\$7,166,250	\$0	\$0	\$0	\$7,736,250
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-007 **PROJECT TITLE: Wastewater Treatment Plant Pump Station** **DEPARTMENT: Sewer (S)**

PROGRAM DESCRIPTION

This is the wetwell pump station that provides flow throughout the Wastewater Treatment Plant.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering		\$25,000						\$25,000
Construction/Purchase		\$50,000	\$157,500	\$82,688				\$290,188
Other								\$0
TOTAL	\$0	\$75,000	\$157,500	\$82,688	\$0	\$0	\$0	\$315,188
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund		\$75,000	\$157,500	\$82,688				\$315,188
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$75,000	\$157,500	\$82,688	\$0	\$0	\$0	\$315,188
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-008

PROJECT TITLE: Dewatered Sludge Storage

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Biosolids Storage. This project will completely rehab the storage structure which is beginning to show severe signs of degradation. Scope of work is also to include adding more square footage to the units to increase the amount of solids able to be stored.

GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering		\$60,000						\$60,000
Construction/Purchase			\$577,500					\$577,500
Other								\$0
TOTAL	\$0	\$60,000	\$577,500	\$0	\$0	\$0	\$0	\$637,500

FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund		\$60,000	\$577,500					\$637,500
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$60,000	\$577,500	\$0	\$0	\$0	\$0	\$637,500

OPERATING IMPACT

Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-009 **PROJECT TITLE: Secondary Sludge Pump** **DEPARTMENT: Sewer (S)**

PROGRAM DESCRIPTION

Replacement of existing piston sludge pumps at the secondary clarifiers. Sludge is pumped from the clarifiers to the gravity sludge thickener.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

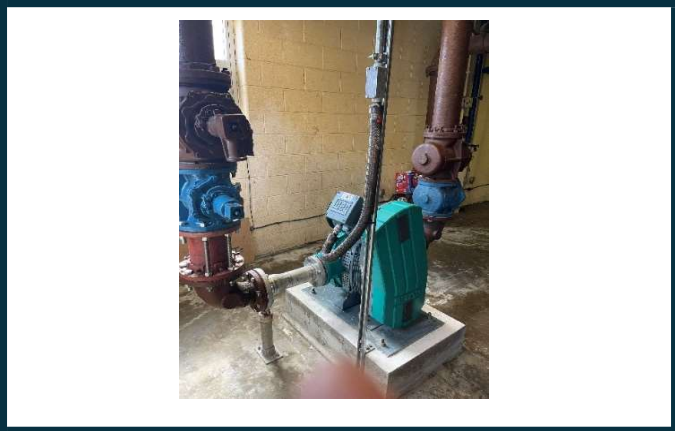
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering		\$25,000						\$25,000
Construction/Purchase			\$131,250					\$131,250
Other								\$0
TOTAL	\$0	\$25,000	\$131,250	\$0	\$0	\$0	\$0	\$156,250
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund		\$25,000	\$131,250					\$156,250
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$25,000	\$131,250	\$0	\$0	\$0	\$0	\$156,250
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-010 **PROJECT TITLE: Primary Digester** **DEPARTMENT: Sewer (S)**

PROGRAM DESCRIPTION

Primary Digester transforms raw sludge into a stabilized state to meet DEQ 503 requirements set forth in the permit



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

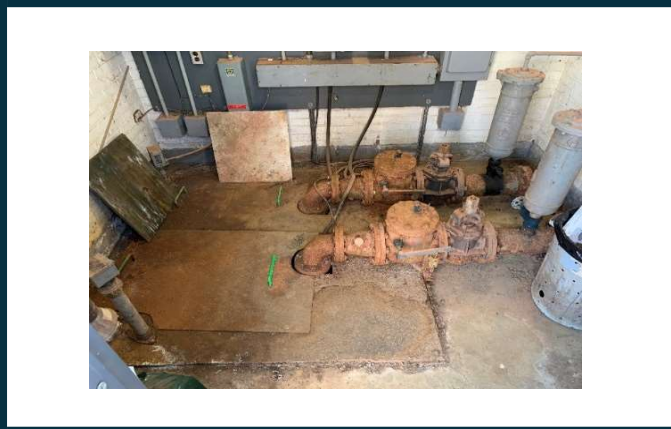
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering				\$551,250				\$551,250
Construction/Purchase					\$1,135,575	\$584,821		\$1,720,396
Other								\$0
TOTAL	\$0	\$0	\$0	\$551,250	\$1,135,575	\$584,821	\$0	\$2,271,646
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt				\$551,250	\$1,135,575	\$584,821		\$2,271,646
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$551,250	\$1,135,575	\$584,821	\$0	\$2,271,646
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-011 **PROJECT TITLE: Taylor Pump Station** **DEPARTMENT: Sewer (S)**

PROGRAM DESCRIPTION

Conduct an engineering evaluation of the Taylor Pump Station and maintain as appropriate. Enlarge existing wetwell and improve system hydraulics.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering						\$87,723		\$87,723
Construction/Purchase						\$2,280,802		\$2,280,802
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$2,368,526	\$0	\$2,368,526
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$2,368,526		\$2,368,526
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$2,368,526	\$0	\$2,368,526
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-012

PROJECT TITLE: Sludge Dewatering

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Install two meter belt filter press. The belt press compresses the water from the biosolids.

GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase						\$584,821		\$584,821
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$584,821	\$0	\$584,821
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$584,821		\$584,821
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$584,821	\$0	\$584,821
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-013

PROJECT TITLE: Sludge Screen with Enclosure

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Unit to replace the existing aqua guard.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase						\$350,893		\$350,893
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$350,893	\$0	\$350,893
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$350,893		\$350,893
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$350,893	\$0	\$350,893
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

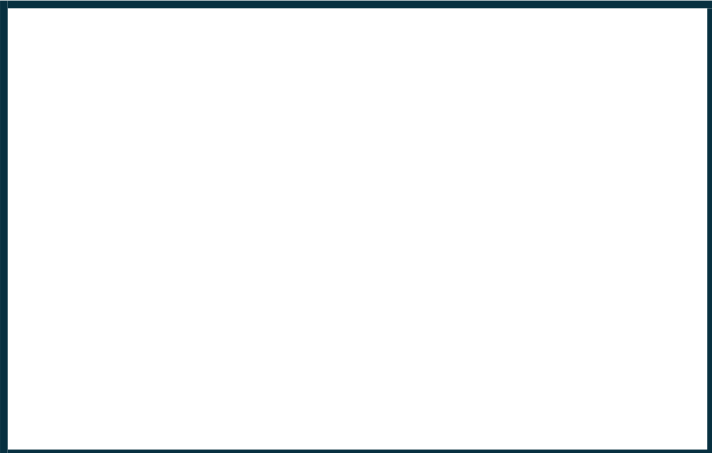
PROJECT NUMBER: S-014

PROJECT TITLE: Turkey Run Pump Station #2

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Conduct an engineering evaluation to create design plans for an upgrade to the Turkey Run pump station. This will also allow for improved wastewater services to the LRCC area.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering						\$292,411		\$292,411
Construction/Purchase							\$3,102,184	\$3,102,184
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$292,411	\$3,102,184	\$3,394,594
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt						\$292,411	\$3,102,184	\$3,394,594
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$292,411	\$3,102,184	\$3,394,594
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-015

PROJECT TITLE: Plant Hydraulics/Piping

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Required piping for processing in the Wastewater Treatment plant.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase						\$29,241	\$150,591	\$179,832
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$29,241	\$150,591	\$179,832
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$29,241	\$150,591	\$179,832
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$29,241	\$150,591	\$179,832
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

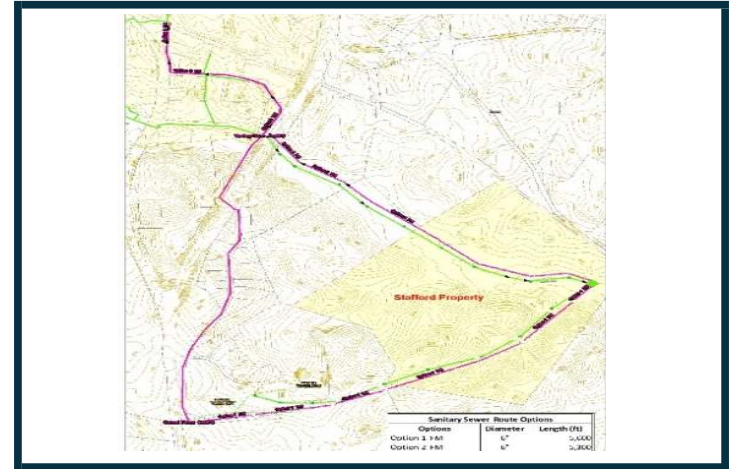
PROJECT NUMBER: S-016

PROJECT TITLE: Sanitary Sewer Improvements to LRCC

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

The Town currently serves Laurel Ridge Community College with sanitary sewer. Long term operational efficiencies are needed, such as potential pump stations and force main work. This will include a functional facility planning exercise is needed to look at the alternatives and benefits prior to surveys and engineering.



GOAL ADDRESSED

Plan Warrenton 2040 CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering							\$361,419	\$361,419
Construction/Purchase								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$361,419	\$361,419
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund							\$361,419	\$361,419
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$361,419	\$361,419
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-017

PROJECT TITLE: Headworks Building

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Headworks building's screen and grit removal. This request is to replace the existing facilities which are outdated and reaching end of life and will odor control during warm weather. This is a priority 2 request as outlined by the WWTP assessment by Whitman, Requardt and Associates, LLP. Hired to asses and provide a road map for maintenance, replacement and upgrades to the WWTP.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering							\$361,419	\$361,419
Construction/Purchase								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$361,419	\$361,419
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund							\$361,419	\$361,419
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$361,419	\$361,419
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

Stormwater Fund

Project Detail Pages



PROJECT NUMBER: SM-001

PROJECT TITLE: Public Works Shop and Yard

DEPARTMENT: Stormwater Management (SM)

PROGRAM DESCRIPTION

In order to comply with the Town's SWPPP for the existing shop facility needs to implement improvements. This project will provide planning and design for site grading, surfacing and drainage improvements to capture runoff and route through new BMP to treat surface water prior to discharge to adequate channel. The Town will apply for SLAF Grant to help fund this project.



GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.

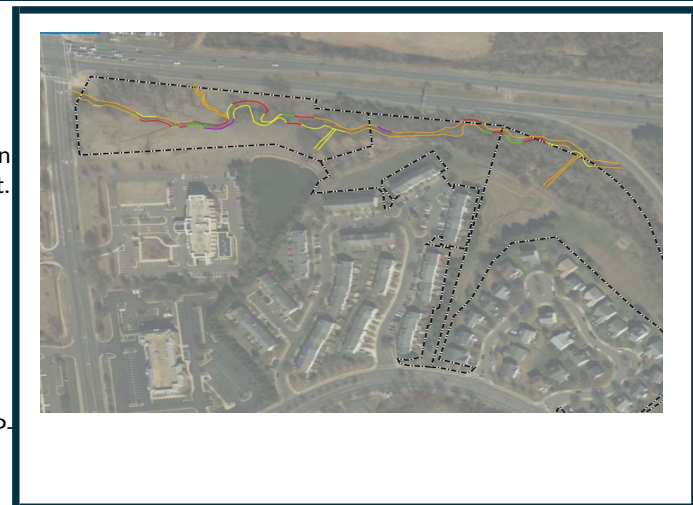
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$45,000							\$45,000
Construction/Purchase	\$220,625							\$220,625
Other								\$0
TOTAL	\$265,625	\$0	\$0	\$0	\$0	\$0	\$0	\$265,625
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund	\$265,625							\$265,625
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$265,625	\$0	\$0	\$0	\$0	\$0	\$0	\$265,625
OPERATING IMPACT								
Ongoing maintenance		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000		\$15,000
Other								\$0
TOTAL	\$0	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$0	\$15,000

Description of Operating Impact

PROJECT NUMBER: SM-002 **PROJECT TITLE: Stream Restoration** **DEPARTMENT: Stormwater Management (SM)**

PROGRAM DESCRIPTION

As part of the Town's MS4 Permit, it is required to develop credits for stream bed improvements and credits for nutrient reductions. The Town has a significant unnamed tributary to Cedar Run that parallels Lee Highway from Blackwell Rd and flows to the Bypass. While the Town does not own all of the property through which this stream flows, it does offer an opportunity to work with the property owners to prepare a stream restoration project that can enhance the environment and provide credits. The Town received approval for a SLAF grant to help fund this project.



GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$424,684							\$424,684
Construction/Purchase		\$710,842	\$710,842					\$1,421,684
Other		\$27,164	\$27,164	\$81,492				\$135,820
TOTAL	\$424,684	\$738,006	\$738,006	\$81,492	\$0	\$0	\$0	\$1,982,188
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund	\$212,342	\$369,003	\$369,003	\$40,746				\$991,094
Debt								\$0
State								\$0
Federal	\$212,342	\$369,003	\$369,003	\$40,746				\$991,094
Other								\$0
TOTAL	\$424,684	\$738,006	\$738,006	\$81,492	\$0	\$0	\$0	\$1,982,188
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: SM-003

PROJECT TITLE: Stream Retrofit Rady Park

DEPARTMENT: Stormwater Management (SM)

PROGRAM DESCRIPTION

This project includes the restoration of 593 LF of natural stream that conveys stormwater from Fauquier County through Rady Park and back into Fauquier County. It is a badly eroded stream that Parks & Recreation is concerned causes a safety issue for equipment and local park users. This project is a potential benefit for nutrient reduction credits if soils testing shows acceptable parameters. If so, it would be a possible candidate for a SLAF Grant. This is also a possible teaming effort with the County for the portion of the stream that traverses the County.



GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.

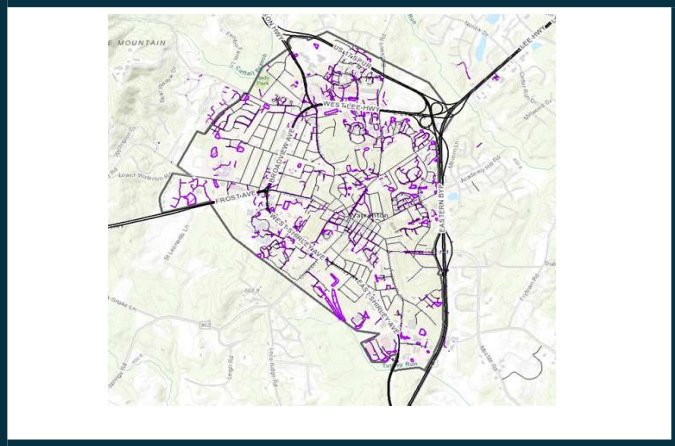
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering		\$6,000	\$73,500					\$79,500
Construction/Purchase				\$771,750				\$771,750
Other								\$0
TOTAL	\$0	\$6,000	\$73,500	\$771,750	\$0	\$0	\$0	\$851,250
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund		\$6,000	\$73,500	\$771,750				\$851,250
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$6,000	\$73,500	\$771,750	\$0	\$0	\$0	\$851,250
OPERATING IMPACT								
Ongoing maintenance				\$14,884	\$15,330	\$15,790	\$16,264	\$62,268
Other								\$0
TOTAL	\$0	\$0	\$0	\$14,884	\$15,330	\$15,790	\$16,264	\$62,268

Description of Operating Impact

PROJECT NUMBER: SM-004 **PROJECT TITLE: Master Drainage Plan** **DEPARTMENT: Stormwater Management (SM)**

PROGRAM DESCRIPTION

An update to the 1990 Master Drainage Plan is needed to take into account improvements completed to date, existing infill projects and their infrastructure, and the impacts of those developments on the existing drainage system. This updated MDP will provide the Town with a listing of high priority drainage improvements needed to the storm drainage infrastructure system to reduce flooding and to improve runoff quality controls.



GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.

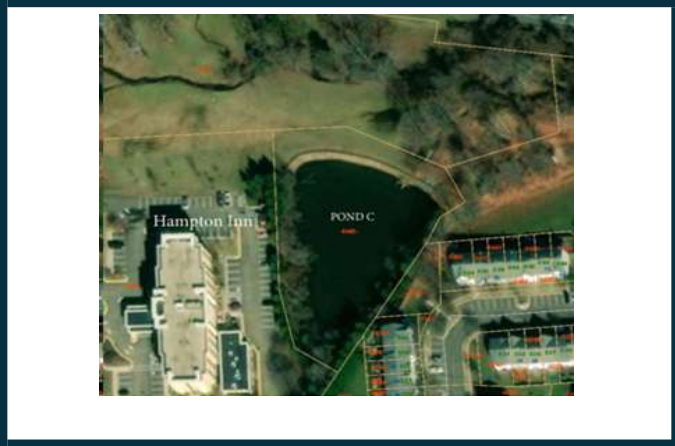
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering		\$100,000	\$210,000	\$220,500	\$227,115	\$350,893		\$1,108,508
Construction/Purchase								\$0
Other								\$0
TOTAL	\$0	\$100,000	\$210,000	\$220,500	\$227,115	\$350,893	\$0	\$1,108,508
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund		\$100,000	\$210,000	\$220,500	\$227,115	\$350,893		\$1,108,508
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$100,000	\$210,000	\$220,500	\$227,115	\$350,893	\$0	\$1,108,508
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: SM-005 **PROJECT TITLE: BMP Facilities** **DEPARTMENT: Stormwater Management (SM)**

PROGRAM DESCRIPTION

Project involves the conversion of existing SWM/BMP structures in the Town to enhance nutrient removal to achieve the goals set in the Total Maximum Daily Load (TMDL) under the DEQ MS4 Stormwater Program. Proposed methods will be the installation of pond fore-bays, modification of intake structures and other approved methods outlined in the BMP clearing house. Project could include Pond C, the pond project at the Methodist Church on Church Street, and Sullivan Street. Garrett Street is being completed under a separate project in FY23.



GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase			\$131,250	\$137,813	\$141,947	\$175,446		\$586,456
Other								\$0
TOTAL	\$0	\$0	\$131,250	\$137,813	\$141,947	\$175,446	\$0	\$586,456
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund			\$131,250	\$137,813	\$141,947	\$175,446		\$586,456
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$131,250	\$137,813	\$141,947	\$175,446	\$0	\$586,456
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

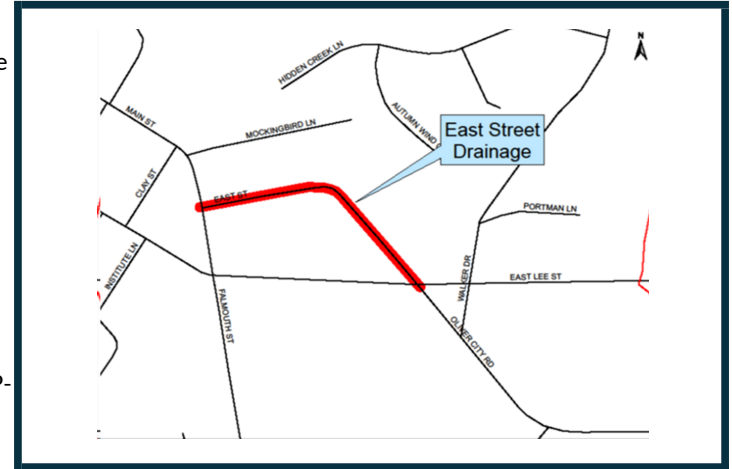
PROJECT NUMBER: SM-006

PROJECT TITLE: East Street Drainage

DEPARTMENT: Stormwater Management (SM)

PROGRAM DESCRIPTION

Install curb and gutter and storm water piping on East Street to alleviate flooding of neighborhood. Project to include curbing on both sides with storm sewer collection and piping into the existing system on East Lee Street. Town will apply for a grant to help fund this project.



GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase			\$31,500					\$31,500
Other				\$259,088				\$259,088
TOTAL	\$0	\$0	\$31,500	\$259,088	\$0	\$0	\$0	\$290,588
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund			\$31,500	\$259,088				\$290,588
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$31,500	\$259,088	\$0	\$0	\$0	\$290,588
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: SM-007 **PROJECT TITLE: Filterra Systems** **DEPARTMENT: Stormwater Management (SM)**

PROGRAM DESCRIPTION

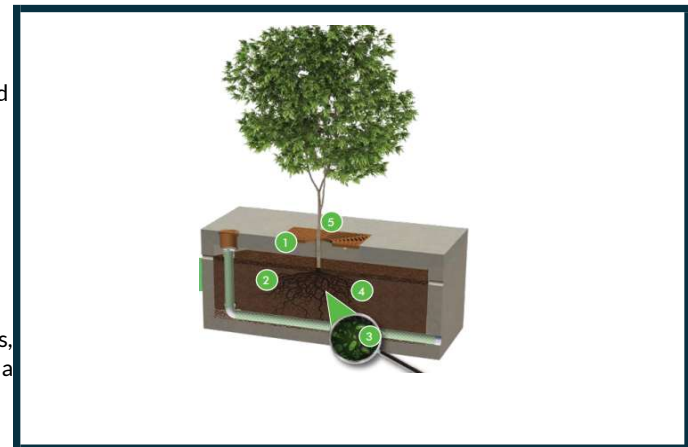
Warrenton was required under the MS4 Permit (Chesapeake Bay TMDL Action Plan 2018-2023) to identify means and methods that may be employed to achieve the necessary second-cycle pollutant reductions, including TP, TN, and TSS reductions. TMDL reduction goals for 40% for the second permit:

Pollutant	Potomac (lbs)	Rappahannock (lbs)	Total (lbs)
Nitrogen	583	122	705
Phosphorus	69	23	92
Total Suspended Solids	57,328	7,889	65,217

Filtterra systems will help meet TMDL nutrient reduction goals (capture suspended solids).

GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.



ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering			\$15,750					\$15,750
Construction/Purchase				\$55,125				\$55,125
Other								\$0
TOTAL	\$0	\$0	\$15,750	\$55,125	\$0	\$0	\$0	\$70,875
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund			\$15,750	\$55,125				\$70,875
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$15,750	\$55,125	\$0	\$0	\$0	\$70,875
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

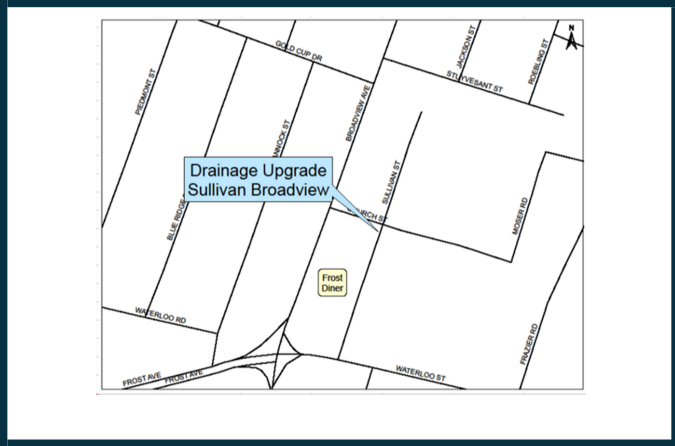
PROJECT NUMBER: SM-008 **PROJECT TITLE: Sullivan/Broadview Avenue Drainage** **DEPARTMENT: Stormwater Management (SM)**

PROGRAM DESCRIPTION

Replace the stormwater drainage system from Sullivan Street to the Broadview Avenue/Waterloo Street intersection.

GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.



ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering				\$33,075				\$33,075
Construction/Purchase					\$254,823			\$254,823
Other								\$0
TOTAL	\$0	\$0	\$0	\$33,075	\$254,823	\$0	\$0	\$287,898
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund				\$33,075	\$254,823			\$287,898
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$33,075	\$254,823	\$0	\$0	\$287,898
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

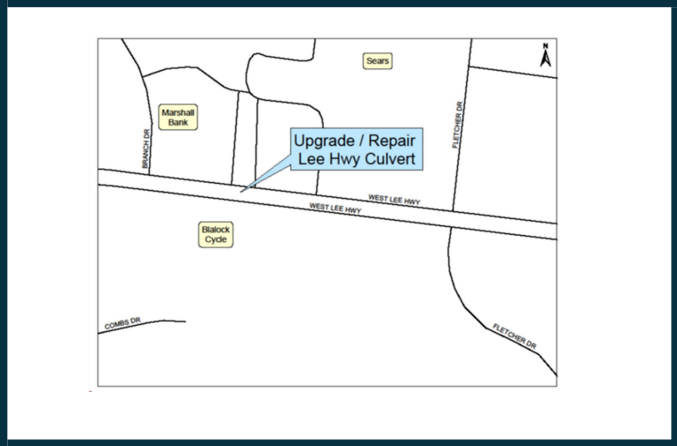
PROJECT NUMBER: SM-009

PROJECT TITLE: West Lee Highway Stormwater Culvert

DEPARTMENT: Stormwater Management (SM)

PROGRAM DESCRIPTION

Rehabilitation of 4'x6' box culvert under West Lee Highway (between Branch and Fletcher Drive). Reline the culvert walls and base to provide cover to exposed reinforcement and the badly scoured areas.



GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering						\$29,241		\$29,241
Construction/Purchase						\$175,446		\$175,446
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$204,687	\$0	\$204,687
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund						\$204,687		\$204,687
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$204,687	\$0	\$204,687
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

The following projects have either appeared in prior CIPs but are not an identified priority at this time, or they have been discussed but are not ready for inclusion in the CIP.

Community Facilities

- Parking Garage

Transportation and Circulation

- Benner Lane Paving
- 4th to 5th Street Connector
- Winchester and Chestnut
- Falmouth and East Lee Street Traffic Improvement
- Business US 17 / Broadview / Shopping Center Intersection Improvement
- Bear Wallow Road / Broadview Intersection

MAINTENANCE PROJECT SUMMARY

The Town must periodically perform major maintenance or upgrades on the facilities and equipment that is used to deliver services to citizens. This schedule provides a multi-year plan for the necessary upkeep of those items.

As mentioned in the introductory section, these projects are not considered part of the CIP but facilitate financial planning by anticipating the Town’s fiscal requirements on a long-term basis.

GENERAL FUND MAINTENANCE PROJECTS

GENERAL GOVERNMENT

Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future	Total
Strategic Facilities Master Plan	-	40,000	-	-	-	-	-	40,000
HVAC Replacement	55,000	50,000	-	-	-	-	-	105,000
Traffic Light Updates	28,800	52,650	52,650	52,650	52,650	52,650	-	292,050
Sign Replacement	-	45,000	30,000	30,000	30,000	30,000	-	165,000
IT Infrastructure	100,000	50,000	55,000	60,500	66,550	73,205	-	405,255
Enterprise Resource Planning System	-	300,000	840,000	840,000	500,000	100,000	-	2,580,000
	\$ 183,800	\$ 537,650	\$ 977,650	\$ 983,150	\$ 649,200	\$ 255,855	\$ -	\$ 3,587,305

PUBLIC SAFETY

Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future	Total
Fleet Management Vehicle: Police	98,262	180,000	120,000	180,000	120,000	180,000	-	878,262
Additional Police Vehicles	-	180,000	-	-	-	-	-	180,000
	\$ 98,262	\$ 360,000	\$ 120,000	\$ 180,000	\$ 120,000	\$ 180,000	\$ -	\$ 1,058,262

PUBLIC WORKS

Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future	Total
Guard Rail Replacement	50,000	50,000	50,000	50,000	50,000	50,000	50,000	350,000
Facilities Elevator Replacement	-	100,000	-	-	-	-	-	100,000
Roof Replacement	-	10,000	5,000	5,000	5,000	5,000	-	30,000
Energy Management	-	50,000	-	-	-	-	-	50,000
Facilities Asphalt Resurfacing	-	55,000	-	-	-	-	-	55,000
Fleet Management Vehicle: Plow Trucks GF	-	175,000	-	-	-	-	-	175,000
Fleet Management Vehicle: Wheel Loader	-	155,000	-	-	-	-	-	155,000
	\$ 50,000	\$ 595,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 50,000	\$ 915,000

PARKS AND RECREATION

Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future	Total
Fitness Equipment Replacement	25,000	25,000	25,000	-	-	-	-	75,000
Eva Walker Park Basketball Court Resurface	-	50,000	-	-	-	-	-	50,000
Trails at WSC	-	7,500	-	-	-	-	-	7,500
WARF Parking Lot	-	55,000	-	-	-	-	-	55,000
WARF Chiller	-	-	300,000	-	-	-	-	300,000
Waterplay Structure in Leisure Pool	-	-	-	300,000	-	-	-	300,000
	\$ 25,000	\$ 137,500	\$ 325,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 787,500

TOTAL GENERAL FUND MAINTENANCE PROJECTS

	\$ 357,062	\$ 1,630,150	\$ 1,477,650	\$ 1,518,150	\$ 824,200	\$ 490,855	\$ 50,000	\$ 6,348,067
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WATER AND SEWER

Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future	Total
Strategic Facilities Master Plan	-	40,000	-	-	-	-	-	40,000
Facilities Physical Security	30,000	30,000	-	-	-	-	-	60,000
Roof Replacement	20,000	10,000	10,000	10,000	10,000	10,000	-	70,000
Energy Management	25,000	-	-	-	-	-	-	25,000
Facilities Asphalt Resurfacing	70,000	55,000	-	-	-	-	-	125,000
Post Aeration Tank Upgrade	-	-	-	25,000	-	-	-	25,000
WTP Drain Field	-	-	-	-	-	40,000	-	40,000
WTP Sewer Lines	-	-	-	-	-	50,000	-	50,000
Fleet Management Vehicle: Pickup Trucks UD	-	120,000	-	-	-	-	-	120,000
Fleet Management Vehicle: Wheel Loader	-	155,000	-	-	-	-	-	155,000
TOTAL WATER AND SEWER MAINTENANCE PROJECTS	\$ 145,000	\$ 410,000	\$ 10,000	\$ 35,000	\$ 10,000	\$ 100,000	\$ -	\$ 710,000

TOWN OF WARRENTON
 ARPA Spending Plan - Project Status Update

Project Title	Budget	Expended or Encumbered		Description / Notes
		FY 2022	FY 2023	
Appropriated				
1 Financial Coordinator (salary & benefits)	148,119	47,026	101,093	Support for compliance and reporting; 1 year in FY23 budget, remaining time committed; position began 1/1/22
2 Assistant Director (salary & benefits)	135,869		135,869	Internal promotion 8/15/2022; backfilled Superintendent position in November 2022
3 Junior Engineer (salary & benefits)	131,947			Reassessed need for position, funds can be released and reallocated to another project.
4 Project Coordinator (salary & benefits)	85,972		85,972	Position filled, started 10/11/22
5 Classification and Compensation Study	50,000	5,000	38,500	In progress
6 Economic Development Professional Services	42,350			
7 Fuel System	50,000		30,432	Contractor has started work; funding balance needed to cover related parts once upgrade is complete
8 Waterloo Speed/Safety Improvements	70,200			Staff working with procurement to engage engineering firm
9 Leaf Machine	85,000		74,428	Delivery expected this month
10 Salt Spreaders	68,000		57,320	Spreaders received; funding balance needed to cover related parts for installation on trucks
11 HVAC Replacement	55,000			Study completed and vendor selected
12 Police Vehicles	98,262		98,129	Completed - vehicles and outfitting received
13 Fitness and Studio Floor Replacement	60,000		58,590	Flooring ordered and scheduled for installation
14 Fitness Equipment Replacement	25,000		23,953	Equipment ordered and started to receive and place at WARF
15 Traffic Light Updates	28,800			Reviewing proposals from 3 vendors
16 Timber Fence Trailway	50,889			Timber Fence Trail Segment 2 (Town cost-share); design finalization underway
17 Refuse Trucks (2)	626,306			Expected delivery May 2023
18 ADA Improvements	150,000			Building engineer will obtain Certified Playground Safety Inspection certification in March and will conduct a full evaluation of the Claude Moore Fun for All playground. Pending results of the inspection, updates and repairs will be made.
19 Primary Clarifier Project at Wastewater Treatment Plant	4,500,000			Project reviewed with Council during December 2022 work session. Contractor has started work on engineering.
20 ADA Compliance	150,000		4,000	Compliance for new polling locations & meeting accessibility
TOTAL APPROPRIATED	6,611,715	52,026	708,286	

Project Title	Budget	Expended or Encumbered		Description / Notes
		FY 2022	FY 2023	
Committed				
21 ADA Improvements	450,000			Year 2 and 3 - projects at various parks throughout Town
22 Financial Coordinator Costs	210,907			Funding for support through 12/31/2024
23 Assistant Director Costs	18,528			Balance of funding for one full year - through hiring anniversary
24 Project Coordinator Costs	33,434			Balance of funding for one full year - through hiring anniversary
TOTAL COMMITTED	712,868			

Proposed in FY24 Budget				
25 Horseshow Grounds	1,600,000			Funding for acquisition of park land
26 Comprehensive Zoning Update	200,000			Professional services to aid in update
27 WWTP Capital Payment	1,000,000			Payment for deed restriction at waste water treatment plant
TOTAL PROPOSED	2,800,000			

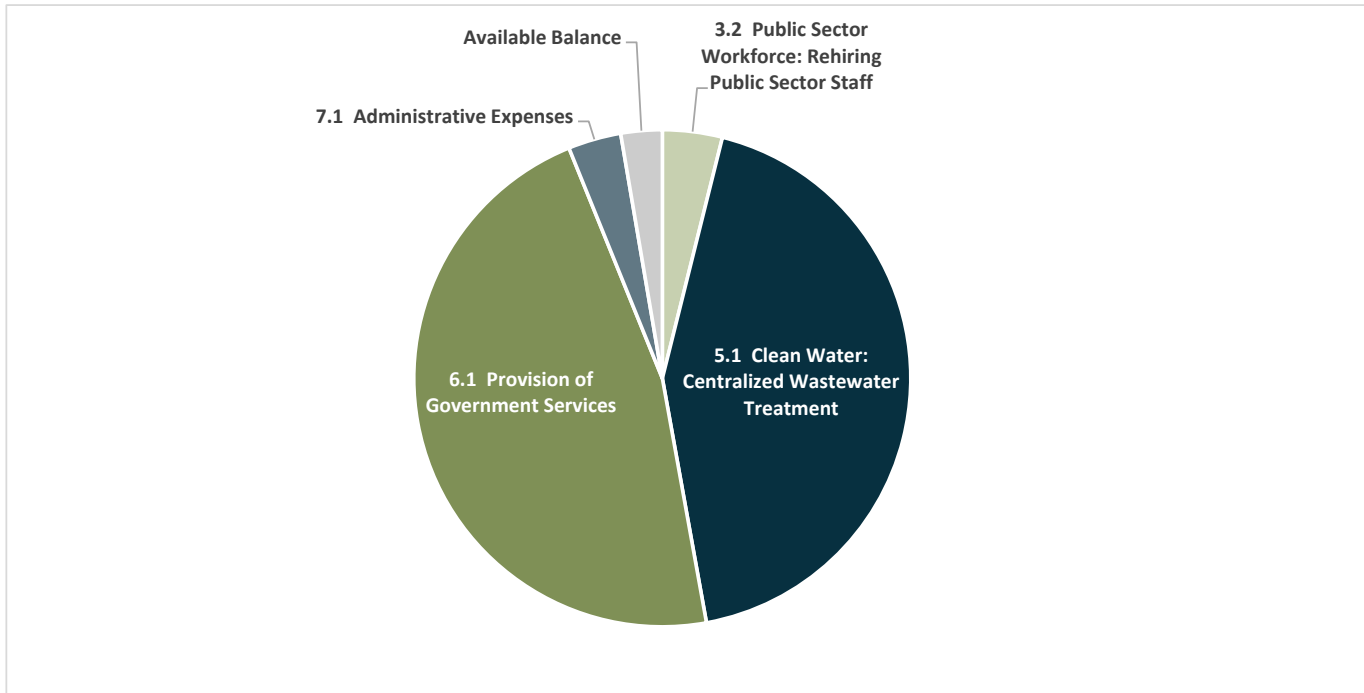
Funding Summary	
Total ARPA funding received	10,403,180
Appropriated	6,611,715
<u>Committed</u>	<u>712,868</u>
Total appropriated/committed	7,324,583
Proposed in FY24 Budget	<u>2,800,000</u>
Balance available	278,597

TOWN OF WARRENTON
ARPA Spending Plan - Expenditure Category Summary

Expenditure Category	Project Title	Budget
Appropriated		
7.1	Financial Coordinator (salary & benefits)	148,119
3.2	Assistant Director (salary & benefits)	135,869
3.2	Junior Engineer (salary & benefits)	131,947
3.2	Project Coordinator (salary & benefits)	85,972
6.1	Classification and Compensation Study	50,000
6.1	Economic Development Professional Services	42,350
6.1	Fuel System	50,000
6.1	Waterloo Speed/Safety Improvements	70,200
6.1	Leaf Machine	85,000
6.1	Salt Spreaders	68,000
6.1	HVAC Replacement	55,000
6.1	Police Vehicles	98,262
6.1	Fitness and Studio Floor Replacement	60,000
6.1	Fitness Equipment Replacement	25,000
6.1	Traffic Light Updates	28,800
6.1	Timber Fence Trailway	50,889
6.1	Refuse Trucks (2)	626,306
6.1	ADA Improvements	150,000
5.1	Primary Clarifier Project at Wastewater Treatment Plant	4,500,000
6.1	ADA Compliance	150,000
TOTAL APPROPRIATED		6,611,715
Committed		
6.1	ADA Improvements	450,000
7.1	Financial Coordinator Costs	210,907
3.2	Assistant Director Costs	18,528
3.2	Project Coordinator Costs	33,434
6.1	Parks & Recreation Capital Project	1,600,000
TOTAL COMMITTED		2,312,868
Proposed in FY24 Budget		
6.1	Comprehensive Zoning Update	200,000
6.1	WWTP Capital Payment	1,000,000
TOTAL PROPOSED		1,200,000

Expenditure Category Summary

EC#	EC Description	Amount
3.2	Public Sector Workforce: Rehiring Public Sector Staff	405,750
5.1	Clean Water: Centralized Wastewater Treatment	4,500,000
6.1	Provision of Government Services	4,859,807
7.1	Administrative Expenses	359,026
	Available Balance	278,597



**Appendix 3: Expenditure Categories aligned with the Interim Final Rule**

1: Public Health	
1.1	COVID-19 Vaccination ^
1.2	COVID-19 Testing ^
1.3	COVID-19 Contact Tracing
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)*
1.5	Personal Protective Equipment
1.6	Medical Expenses (including Alternative Care Facilities)
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19
1.10	Mental Health Services*
1.11	Substance Use Services*
1.12	Other Public Health Services
2: Negative Economic Impacts	
2.1	Household Assistance: Food Programs* ^
2.2	Household Assistance: Rent, Mortgage, and Utility Aid* ^
2.3	Household Assistance: Cash Transfers* ^
2.4	Household Assistance: Internet Access Programs* ^
2.5	Household Assistance: Eviction Prevention* ^
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers*
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)* ^
2.8	Contributions to UI Trust Funds
2.9	Small Business Economic Assistance (General)* ^
2.10	Aid to Nonprofit Organizations*
2.11	Aid to Tourism, Travel, or Hospitality
2.12	Aid to Other Impacted Industries
2.13	Other Economic Support* ^
2.14	Rehiring Public Sector Staff
3: Services to Disproportionately Impacted Communities	
3.1	Education Assistance: Early Learning* ^
3.2	Education Assistance: Aid to High-Poverty Districts ^
3.3	Education Assistance: Academic Services* ^
3.4	Education Assistance: Social, Emotional, and Mental Health Services* ^
3.5	Education Assistance: Other* ^
3.6	Healthy Childhood Environments: Child Care* ^
3.7	Healthy Childhood Environments: Home Visiting* ^
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System* ^
3.9	Healthy Childhood Environments: Other* ^
3.10	Housing Support: Affordable Housing* ^
3.11	Housing Support: Services for Unhoused Persons* ^



3.12	Housing Support: Other Housing Assistance* ^
3.13	Social Determinants of Health: Other* ^
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators* ^
3.15	Social Determinants of Health: Lead Remediation ^
3.16	Social Determinants of Health: Community Violence Interventions* ^
4: Premium Pay	
4.1	Public Sector Employees
4.2	Private Sector: Grants to Other Employers
5: Infrastructure	
5.1	Clean Water: Centralized Wastewater Treatment
5.2	Clean Water: Centralized Wastewater Collection and Conveyance
5.3	Clean Water: Decentralized Wastewater
5.4	Clean Water: Combined Sewer Overflows
5.5	Clean Water: Other Sewer Infrastructure
5.6	Clean Water: Stormwater
5.7	Clean Water: Energy Conservation
5.8	Clean Water: Water Conservation
5.9	Clean Water: Nonpoint Source
5.10	Drinking water: Treatment
5.11	Drinking water: Transmission & Distribution
5.12	Drinking water: Transmission & Distribution: Lead Remediation
5.13	Drinking water: Source
5.14	Drinking water: Storage
5.15	Drinking water: Other water infrastructure
5.16	Broadband: "Last Mile" projects
5.17	Broadband: Other projects
6: Revenue Replacement	
6.1	Provision of Government Services
7: Administrative	
7.1	Administrative Expenses
7.2	Evaluation and Data Analysis
7.3	Transfers to Other Units of Government
7.4	Transfers to Non-entitlement Units (States and territories only)



Office of the Town Manager
Frank Cassidy

Warrenton Town Council
Carter Nevill, Mayor
Heather Sutphin, Ward 1
William Semple, Ward 2
Brett Hamby, Ward 3
James Hartman, Ward 4 Vice Mayor
Jay Heroux, Ward 5
Sean Polster, At Large
Renard Carlos, At Large

STAFF REPORT

Council Meeting Date:	May 9, 2023
Agenda Title:	Zoning Ordinance Text Amendment - Assembly Uses in the Industrial District
Requested Action:	Hold a Work Session
Department / Agency Lead:	Community Development
Staff Lead:	Heather Jenkins, Zoning Administrator

EXECUTIVE SUMMARY

Article 3, Section 3-4.12 – *Industrial District* currently permits several uses as by-right Permitted Uses where people gather for social, entertainment, cultural, educational and recreational purposes, such as Conference Centers, Institutional Buildings, and Private clubs, lodges, meeting halls, labor unions, fraternal organizations and sororities. The Building Code classifies Churches as an Assembly use, the same category as Conference Centers, Meeting Halls, Lodges, and other uses listed in the Ordinance as by-right Permitted Uses in the Industrial District. However, Churches are not listed as either a Permitted Use or a Permissible Use in the Industrial District.

The Religious Land Use and Institutionalized Persons Act (RLUIPA) is a federal law that prohibits a locality from imposing undue burdens or restrictions on land use for churches and other religious institutions through zoning regulations. Treating churches or other places of worship differently from other, similar uses, is a recognized claim of discrimination under RLUIPA.

Staff is requesting that the Council consider a text amendment to Section 3-4.12 Industrial District to include Churches as either a Permitted Use (by-right) or a Permissible Use (by special use permit upon approval of the Town Council). Alternatively, Council may consider at text amendment to remove all other assembly uses from the list of Permitted Uses and Permissible Uses.

BACKGROUND

A Church (or place of religious worship) is defined in Article 12 of the Ordinance as:

A building or structure, or group of buildings or structures, which by design and construction are primarily intended for activities that people regularly attend to participate in or hold religious services, meetings, and other activities. The term “church” shall not carry a secular connotation and shall include buildings in which religious services of any denomination are held.

Section 3-4 Requirements for Base Zoning Districts allows Churches in all zoning districts except the Industrial district, as follows:

Ordinance Section	Zoning District	Approval Process
3-4.1	R-15 Residential District	Permissible with the approval of a Special Use Permit
3-4.2	R-10 Residential District	Permissible with the approval of a Special Use Permit
3-4.3	R-6 Residential District	Permitted with administrative approval
3-4.4	RT Residential Townhouse District	Permissible with the approval of a Special Use Permit
3-4.5	RMF Residential Multifamily District	Permissible with the approval of a Special Use Permit
3-4.6	R-40 Residential District	Permissible with the approval of a Special Use Permit
3-4.7	R-E Residential District	Permissible with the approval of a Special Use Permit
3-4.8	RO Residential Office District	Permissible with the approval of a Special Use Permit
3-4.9	PSP Public-Semi-Public Institutional District	Permitted with administrative approval
3-4.10	C Commercial District	Permitted with administrative approval
3-4.11	CBD Central Business District	Permitted with administrative approval
3-4.12	I Industrial District	Not Permitted

The Ordinance currently allows other assembly-type uses in the Industrial District. Section 3-4.12.2 includes Conference Centers, Institutional Buildings, and Private club, lodge, meeting hall, labor union or fraternal organization or sorority as Permitted Uses (by-right), where these uses are classified as assembly uses.

Use categories that are listed as Permitted Uses (by-right) within the Ordinance require administrative approvals prior to commencement of the use. Administrative approvals include approval of a Site Development Plan per Article 10, approval of a Building Permit for any changes to existing structures or construction of new buildings, and approval of a Zoning Permit for any new or altered use within an existing structure.

Staff was approached by a property owner seeking to lease an existing building located within the Industrial district to a group that desire to establish a Church. As the Zoning Ordinance does not list Churches as either a permitted or permissible use in the district, staff is not able to process and approve a change of use permit. Staff has been advised by legal counsel that the Ordinance must be amended to permit a Church within the Industrial district prior to the issuance of any administrative approval to allow the commencement of a Church use.

Initiation of a text amendment to Article 3 by Town Council is the first step in the process to revise the Ordinance as prescribed in Article 11, Section 11-3.9 Zoning Amendments. Should Council move to approve the requested initiation, staff will then prepare a text amendment for review by the Planning Commission as a part of the public hearing agenda for that body. Upon recommendation by the Planning Commission, the text amendment will then be placed on the Town Council agenda for public hearing and final decision.

STAFF RECOMMENDATION

Staff is requesting that Council initiate a text amendment to Article 3, to add Churches to the list of Permitted Uses (by-right), as listed in Ordinance Section 3-4.12.2. Draft Ordinance language has been provided for reference, as well as a Resolution to initiate the requested text amendment.

Service Level / Policy Impact

None

Fiscal Impact

None

Legal Impact

Ordinance Section 3-4.12 Industrial District allows several assembly-type uses as Permitted Uses (by-right) with administrative approval. Treating churches or other places of worship differently from other, similar uses, is a recognized claim of discrimination under the Religious Land Use and Institutionalized Persons Act.

ATTACHMENTS

1. Draft Ordinance Language - Article 3, Section 3-4.12 Industrial District
2. Resolution to Initiate a Text Amendment to Article 3

Article 3 Zoning Districts and Map

Amended by Town Council: March 11, 2008
February 12, 2013
April 12, 2016
June 14, 2016
August 9, 2016
December 11, 2018
August 11, 2020
August 10, 2021
April 12, 2022
September 13, 2022
 , 2023

Contents (Sections)

- 3-4 Requirements for Base Zoning Districts
- 3-4.12 I Industrial District

Article 3 Zoning Districts and Map

3-4 Requirements for Base Zoning Districts

3-4.12 I Industrial District

3-4.12.2 Permitted Uses (by-right)

- Accessory buildings
- Active and Passive Recreation and Recreational Facilities
- Banks and savings and loan offices
- Broadcasting studios and offices
- Business and office supply establishments
- Cabinet, upholstery, and furniture shops
- Cafeteria or snack bar for employees
- Churches
- Clinics, medical or dental
- Commercial uses constituting up to 15% of permitted site or building area
- Conference Centers
- Contractor’s office and warehouse without outdoor storage
- Crematory
- Dwellings for resident watchmen and caretakers employed on the premises
- Employment service or agency
- Flex Office and Industrial uses

- Health and Fitness Facilities
- Institutional buildings
- Janitorial service establishment
- Laboratories, research, experimental or testing, but not testing explosives, rockets, or jet engines
- Light manufacturing uses which do not create danger to health and safety in surrounding areas and which do not create offensive noise, vibration, smoke, dust, lint, odor, heat, glare, or electrical impulse than that which is generally associated with light industries
- Mobile Food Vendors subject to Article 9-24
- Monument sales establishments with incidental processing to order but not including shaping of headstones
- Motion picture studio
- Nurseries and greenhouses
- Offices- business, professional, or administrative
- Off-street parking and loading subject to Article 7
- Open space subject to Article 9
- Printing, publishing, and engraving establishment; photographic processing; blueprinting; photocopying; and similar uses
- Private club, lodge, meeting hall, labor union, or fraternal organization or sorority
- Rental service establishment
- Retail or wholesale sales and service incidental to a permitted manufacturing, processing, storing, or distributing use
- Rug and carpet cleaning and storage with incidental sales of rugs and carpets
- Security service office or station
- Sign fabricating and painting
- Signs, subject to Article 6
- Studios
- Transmission and receiving towers of height not exceeding one hundred twenty-five (125) feet
- Utilities related to and necessary for service within the Town, including poles, wires, transformers, telephone booths, and the like for electrical power distribution or communication service, and underground pipelines or conduits for local electrical, gas, sewer, or water service, but not those facilities listed as requiring a special use permit
- Wholesale establishment, storage warehouse, or distribution center. furniture moving

3-4.12.3 Permissible Uses (by special use permit upon approval of the Town Council)

- Automobile body shop
- Automobile and truck repair and service

- Commercial Kennels
- Contractor's storage yard
- Data Center
- Farm equipment, motorcycle, boat and sport trailer sales and service
- Fuel, coal, oil distribution storage yards
- Lumber and building supply with undercover storage.
- Maintenance and equipment shops with screened outside storage
- Outdoor storage of any kind
- Plumbing and electrical supply with undercover storage
- Restaurant or cafeteria, drive-thru or otherwise
- Self-service mini-warehouse
- Temporary fair and show grounds
- Tire and battery sales and service, tire recapping and retreading
- Transmission and receiving towers of height greater than one hundred twenty-five (125) feet.
- Treatment plants, water storage tanks, major transmission lines or pipelines, pumping or regulator stations, communications towers, storage yards and substations, and cable television facilities and accessory buildings

May 9, 2023
Town Council
Regular Meeting

RESOLUTION PURSUANT TO SECTION 11-3.9.2 OF THE ZONING ORDINANCE OF THE TOWN OF WARRENTON TO INITIATE A ZONING ORDINANCE TEXT AMENDMENT TO ARTICLE 3, SECTION 3-4.12 INDUSTRIAL DISTRICT

WHEREAS, Warrenton, VA (Hereinafter "the Town") is a municipal corporation located within the County of Fauquier; and

WHEREAS, the Warrenton Town Council may, by ordinance, amend, supplement, or change the regulations of the Zoning Ordinance of the Town whenever the public necessity, convenience, general welfare or good zoning practice may require such an amendment; and

WHEREAS, such an amendment may be initiated by resolution of the Town Council in accord with the procedures and requirements of the Ordinance; and

WHEREAS, the omission of Churches as an allowable use in Article 3, Section 3-4.12 Industrial District, in contrast to other allowed assembly-type uses, has been brought to the attention of staff as a matter that requires an amendment to the Ordinance to resolve the discrepancy; and

NOW THEREFORE BE IT RESOLVED, by the Warrenton Town Council that staff is hereby directed to prepare a draft Ordinance for review by Council in accordance with the procedures set forth in Article 11, Section 11-3.9 Zoning Amendments.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Community Development Director,
Town Attorney

ATTEST: _____
Town Recorder



Office of the Town Manager

Frank Cassidy

STAFF REPORT

Warrenton Town Council

Carter Nevill, Mayor
Heather Sutphin, Ward 1
William Semple, Ward 2
Brett Hamby, Ward 3
James Hartman, Ward 4 Vice Mayor
Jay Heroux, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Item E.

Council Meeting Date:	May 9 th , 2023
Agenda Title:	Strategic Retreat Date and Location Discussion
Requested Action:	Direction of a preferred date and location for the 2023 Strategic Retreat.
Department / Agency Lead:	Town Manager, Town Clerk
Staff Lead:	Frank Cassidy

EXECUTIVE SUMMARY

The Virginia Institute of Government has offered their availability for the month of September to facilitate a Strategic Retreat. This is an all-day event typically held off site.

- Thursday September 14th, 2023.
- Friday September 15th, 2023.
- Saturday September 16th, 2023.
- Thursday September 28th, 2023.
- Friday September 29th, 2023.
- Saturday September 30th, 2023.

Potential Locations include:

The Dias Chambers: Unavailable on weekends due to the Farmer’s Market.

Willow Room: Available

Warrenton Police Department Community Room: Available.

Path Foundation: Currently available for September 16th, 2023 and September 30th, 2023.

BACKGROUND

On September 24th, 2022, the Warrenton Town Council met with Ms. Jane Dittmar of the Virginia Institute of Government for a Strategic Retreat. This retreat allowed the Council to begin to work on biannual goals and set direction for Staff to begin work on the FY24 Budget. The September 2023 Retreat will begin the budget process for the Town and allow the Council to set goals and direct policy decisions to align itself with Plan Warrenton 2040.

STAFF RECOMMENDATION

Staff recommends the use of the Warrenton Police Department space for the retreat and holding the event on a Saturday date in September.

Service Level/Policy Impact

The strategic retreat will allow the Council to set goals and direct staff directly impacting all service levels of the Town and affecting all aspects of Plan Warrenton 2040.

Fiscal Impact

Some locations have an additional financial impact for rental costs or for streaming costs if live streaming or remote participation is requested by the Council.

Legal Impact

ATTACHMENTS



Office of the Town Manager

Frank Cassidy

STAFF REPORT

Warrenton Town Council

Carter Nevill, Mayor
Heather Sutphin, Ward 1
William Semple, Ward 2
Brett Hamby, Ward 3
James Hartman, Ward 4 Vice Mayor
Jay Heroux, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Item 1.

Council Meeting Date:	May 9 th , 2023
Agenda Title:	Roadway Maintenance
Requested Action:	Public Hearing for Glo Fiber Agreement
Department / Agency Lead:	Public Works and Utilities and Town Attorney
Staff Lead:	Frank Cassidy

EXECUTIVE SUMMARY

The Town has received a request from Glo Fiber to install fiber lines within our right of ways. This is standard procedure for utility providers to access and conduct work within Town right of ways.

This is in line with the Plan 2040 as follows:

CF-6: Identify telecommunications facility locations to ensure a broad range of communications services that also represent character and viewsheds of the Town.

BACKGROUND

The Town received a request and a proposed agreement from Glo Fiber to install fiber within the Town right of ways. The process is outlined in State Code as Well as Town Code:

Per [Va. Code § 15.2-2101](#):

§ 15.2-2101. Ordinance proposing grant of franchise, etc., to be advertised.

A. Before granting any franchise, privilege, lease or right of any kind to use any public property described in § 15.2-2100 or easement of any description, for a term in excess of five years, except in the case of and for a trunk railway, the city or town proposing to make the grant shall advertise a descriptive notice of the ordinance proposing to make the grant once a week for two successive weeks in a newspaper having general circulation in the city or town. The descriptive notice of the ordinance may also be advertised as many times in such other newspaper or newspapers, published outside the city, town or Commonwealth, as the council may determine. The advertisement shall include a statement that a copy of the full text of the ordinance is on file in the office of the clerk of the city or town council.

B. The advertisement shall invite bids for the franchise, privilege, lease or right proposed to be granted in the ordinance. The bids shall be in writing and delivered upon the day and hour named in the advertisement and shall be opened in public session and marked for identification by the person

designated in the advertisement to receive such bids. The cost of the required advertisement shall be paid by the city or town which shall be reimbursed by the person to whom the grant is made. The city or town shall have the right to reject any and all bids and shall reserve this right in the advertisement.

The agreement has been reviewed by staff and Town Attorney. As per Town and State Code, a Public Hearing with a bid opening must be held prior to authorizing the implementing the agreement.

STAFF RECOMMENDATION

Staff recommends holding the public hearing and receiving bids. If no other bids are received, the Council should award the franchise. If other bids are received, Staff recommends that Council refer them to the Town Manager for evaluation.

Service Level/Policy Impact

This agreement is in line with Plan 2040. Staff will monitor as per the agreement.

Fiscal Impact

As per the terms of the Agreement

Legal Impact

The attached agreement has been reviewed and is presented; the process for advertising and conducting the Public Hearing is in line with Town Attorney's recommendations and requirements in Town and State Code.

ATTACHMENTS

- 1. Copy of the proposed agreement.

CABLE FRANCHISE AGREEMENT
BETWEEN
TOWN OF WARRENTON
AND
SHENANDOAH CABLE TELEVISION, LLC, D/B/A GLO FIBER

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Exhibit A: Customer Service Standards

FRANCHISE AGREEMENT

This Franchise Agreement (hereinafter, the “Agreement” or “Franchise Agreement”) is made between the Town of Warrenton, a political subdivision of the Commonwealth of Virginia (hereinafter, “Town” or “Franchise Authority”) and Shenandoah Cable Television, LLC (hereinafter, “Franchisee”).

The Town having determined that the financial, legal, and technical ability of the Franchisee is reasonably sufficient to provide the services, facilities, and equipment necessary to meet the future cable-related needs of the community, desires to enter into this Franchise Agreement with the Franchisee for the construction, operation, and maintenance of a Cable System on the terms and conditions set forth herein.

SECTION 1 - Definition of Terms

For the purpose of this Franchise Agreement, capitalized terms, phrases, words, and abbreviations shall have the meanings ascribed to them in the Code of Virginia, Title 15.2, Chapter 21, Article 1.2, §15.2-2108.19, and the Cable Communications Policy Act of 1984, as amended from time to time, 47 U.S.C. §§521 - 631 (the “Cable Act”), unless otherwise defined herein. When not inconsistent with the context, words used in the present tense include the future, words used to refer to the masculine include the feminine, words in the plural number include the singular number, and likewise, words in the singular number include the plural number. The word “shall” is mandatory and “may” is permissive. Words not defined in the Code of Virginia, Title 15.2, Chapter 21, Article 1.2, §15.2-2108.19, the Cable Act, or herein shall be given their common and ordinary meaning.

1.1. “Cable Service” or “Service” shall mean the one-way transmission to Subscribers of Video Programming or other Programming service and Subscriber interaction, if any, which is required for the selection or use of such Video Programming or other Programming service.

1.2. “Cable System” shall mean a facility, consisting of a set of closed transmission paths and associated signal generation, reception, and control equipment that is designed to provide Cable Service which includes Video Programming and which is provided to multiple Subscribers within the Franchise Area, and as further defined under Section 602 (7) of the Cable Act.

1.3. “Customer” or “Subscriber” shall mean a Person or user of the Cable System who lawfully receives Cable Service therefrom with the Franchisee’s express permission.

1.4. “Effective Date” shall mean _____ 2023.

1.5. "FCC" shall mean the Federal Communications Commission, or successor governmental entity thereto.

1.6. "Franchise" shall mean the initial authorization, or renewal thereof, issued by the Franchise Authority, whether such authorization is designated as a franchise, agreement, permit, license, resolution, contract, certificate, ordinance or otherwise, which authorizes the construction and operation of the Cable System.

1.7. "Franchise Agreement" or "Agreement" shall mean this Agreement and any amendments or modifications hereto.

1.8. "Franchise Area" shall mean the present legal boundaries of the Town of Warrenton as of the Effective Date, and shall also include any additions thereto, by annexation or other legal means during the term of the Franchise, as per the requirements set forth herein.

1.9. "Franchise Authority" shall mean the Town of Warrenton or the lawful successor, transferee, designee, or assignee thereof.

1.10. "Franchisee" shall mean Shenandoah Cable Television, LLC.

1.11. "Gross Revenue" shall mean revenue derived by the Franchisee from the operation of the Cable System in the Franchise Area to provide Cable Service, calculated in accordance with generally accepted accounting principles ("GAAP"). Gross Revenue includes monthly basic cable, premium and pay-per-view video fees, installation fees and subscriber equipment rental fees, and commercial leased access fees. Gross Revenue shall not include program launch support payments, revenue from advertising and home shopping, refundable deposits, late fees, investment income, nor any taxes, franchise fees, or other fees or assessments imposed or assessed by any governmental authority. Gross Annual Revenues shall not include actual bad debt that is written off, consistent with generally accepted accounting principles, provided however, that all or any part of any such actual bad debt that is written off, but subsequently collected, shall be included in the Gross Annual Revenues in the period so collected.

1.12. "Normal Business Hours" shall mean those hours during which most similar businesses in the community are open to serve customers. In all cases, "normal business hours" must include some evening hours at least one (1) night per week and/or some weekend hours.

1.13. "Normal Operating Conditions" shall mean those service conditions which are within the control of the Franchisee. Those conditions which are not within the control of the Franchisee include, but are not limited to, natural disasters, civil disturbances, power outages, telephone network outages, and severe or

unusual weather conditions or other Force Majeure events. Those conditions which are ordinarily within the control of the Franchisee include, but are not limited to, special promotions, pay-per-view events, rate increases, regular peak or seasonal demand periods, and maintenance or upgrade of the cable system.

1.14. "Outage" shall mean the loss of picture or sound on one or more cable channels.

1.15. "Person" shall mean any natural person or any association, firm, partnership, joint venture, corporation, or other legally recognized entity, whether for-profit or not-for profit, but shall not mean the Franchise Authority.

1.16. "Public Buildings" shall mean those buildings owned or leased by the Franchise Authority for government administrative purposes, and shall not include buildings owned by Franchise Authority but leased to third parties or buildings such as storage facilities at which government employees are not regularly stationed.

1.17. "Public Way" shall mean the surface of, and the space above and below, any public street, highway, freeway, bridge, land path, alley, court, boulevard, sidewalk, way, lane, public way, drive, circle, or other public right-of-way, including, but not limited to, public utility easements, dedicated utility strips, or easements dedicated for cable TV access. Public Way shall also mean any easement now or hereafter held by the Franchise Authority within the Franchise Area for the purpose of public travel, or for utility or public service use dedicated for cable TV access, and shall include other easements or rights-of-way as shall within their proper use and meaning entitle the Franchisee to the use thereof for the purposes of installing, operating, and maintaining the Franchisee's Cable System over poles, wires, cables, conductors, ducts, conduits, vaults, manholes, amplifiers, appliances, attachments, and other property as may be ordinarily necessary and appurtenant to the Cable System.

1.18. "Service Interruption" shall mean the loss of picture or sound on one or more cable channels.

1.19. "Standard Installation" shall mean the standard one hundred twenty-five foot (125') aerial Drop connection to the existing distribution system.

1.20. "Town" shall mean the Town of Warrenton, Virginia.

1.21. "Video Programming" or "Programming" shall mean the programming provided by, or generally considered comparable to programming provided by, a television broadcast station.

1.22. "Video Service Provider" or "VSP" shall mean any entity using the public rights-of-way to provide multiple Video Programming services to subscribers, for purchase or at no cost, regardless of the transmission method, facilities, or technology used. A VSP shall include but is not limited to any entity that provides cable services, multi-channel multipoint distribution services, broadcast satellite services, satellite-delivered services, wireless services, and Internet-Protocol based services.

SECTION 2 - Grant of Authority

2.1. Franchise Grant. The Franchise Authority hereby grants to the Franchisee under the Code of Virginia and the Cable Act a non-exclusive Franchise authorizing the Franchisee to construct and operate a Cable System in the Public Ways within the Franchise Area, and for that purpose to use, erect, install, construct, repair, alter, add to, inspect, replace, reconstruct, maintain, or retain in any Public Way such poles, wires, cables, conductors, ducts, underground conduits, vaults, manholes, pedestals, amplifiers, appliances, attachments, and, including but not limited to, above ground enclosures, markers, and concrete pads, or other related property, equipment, or fixtures as may be necessary, useful, or appurtenant to the Cable System, and to provide such services over the Cable System as may be lawfully allowed.

2.2. Term of Franchise. The term of the Franchise granted hereunder shall be twelve (12) years, commencing upon the Effective Date of the Franchise, unless the Franchise is renewed or is lawfully terminated in accordance with the terms of this Franchise Agreement, the Code of Virginia, and the Cable Act.

2.3. Renewal. Any renewal of this Franchise shall be governed by and comply with the provisions of Title 15.2, Chapter 21, Article 1.2 of the Code of Virginia and Section 626 of the Cable Act [47 U.S.C. §546], as amended. The Town's costs related to renewal shall be borne by the Town or recovered out of payments made by Franchisee via the Communications Tax or Franchise Fees under Section 7.1 herein.

2.4 Subject to federal and state preemption, the provisions of this Franchise constitute a valid and enforceable contract between the parties. The material terms and conditions contained in this Franchise may not be unilaterally altered by the Franchising Authority through subsequent amendment to any ordinance, rule, regulation, or other enactment of the Franchising Authority, except in the lawful exercise of the Franchising Authority's police power. If the Town's lawful exercise of its police powers materially alters the rights, benefits, obligations, or duties of this Agreement, Franchisee and the Town shall modify the provisions

of this Agreement to minimize the negative effects on Franchisee of the material alteration.

SECTION 3 - Construction and Maintenance of the Cable System

3.1. Permits and General Obligations. The Franchisee shall be responsible for obtaining all generally applicable permits, licenses, or other forms of approval or authorization prior to the commencement of any activity that materially disturbs the surface of any street, curb, sidewalk or other public improvement in the Public Way, or impedes vehicular traffic. The permit requirements herein shall satisfy all notice and approval requirements to the Town in connection with work completed in relation to the Cable System in the Franchise Area. The issuance of such permits shall not be unreasonably withheld, conditioned, or delayed. Construction, installation, and maintenance of the Cable System shall be performed in a safe, thorough and reliable manner using materials of good and durable quality. All work shall be done by the Franchisee in accordance with FCC regulations. Notwithstanding the requirements herein, Franchisee shall not be required to obtain a permit for individual drop connections to Subscribers, servicing or installing pedestals or other similar facilities, or other instances of routine maintenance or repair to its Cable System. All transmission and distribution structures, poles, other lines, and equipment installed by the Franchisee for use in the Cable System in accordance with the terms and conditions of this Franchise Agreement shall be located so as to minimize the interference with the proper use of the Public Ways and the rights and reasonable convenience of property owners who own property that adjoins any such Public Way.

3.2. Conditions of Street Occupancy.

3.2.1. New Grades or Lines. If the grades or lines of any Public Way within the Franchise Area are lawfully changed at any time during the term of this Franchise Agreement, then the Franchisee shall, upon reasonable advance written notice from the Franchise Authority (which shall not be less than thirty (30) business days) and at its own cost and expense, protect or promptly alter or relocate the Cable System, or any part thereof, so as to conform with any such new grades or lines. If public funds are available to any other user of the Public Way for the purpose of defraying the cost of any of the foregoing, the Franchise Authority shall notify Franchisee of such funding and make available such funds to the Franchisee within a reasonable timeframe. In the event that funds are not available, Franchisee reserves the right to pass its costs through to its Subscribers in accordance with applicable law.

3.2.2. Relocation at Request of Third Party. The Franchisee shall, upon reasonable prior written request of any Person holding a permit issued by the Franchise Authority to move any structure, temporarily move its wires to permit the

moving of such structure; provided (i) the Franchisee may impose a reasonable charge on any Person for the movement of its wires, and such charge may be required to be paid in advance of the movement of its wires; and (ii) the Franchisee is given not less than thirty (30) business days advance written notice to arrange for such temporary relocation.

3.2.3. Restoration of Public Ways. If in connection with the construction, operation, maintenance, or repair of the Cable System, the Franchisee disturbs, alters, or damages any Public Way, the Franchisee agrees that it shall at its own cost and expense replace and restore any such Public Way to a condition reasonably comparable to the condition of the Public Way existing immediately prior to the disturbance as is practical within twenty (20) business days of completion of the work causing the disturbance. Upon failure of Franchisee to comply within the time specified and the Town having notified Franchisee in writing of the restoration and repairs required, the Town may cause proper restoration and repairs to be made and the expense of such work shall be paid by Franchisee upon demand by the Town.

3.2.4. Safety Requirements. The Franchisee shall undertake all necessary and appropriate commercial efforts to maintain its work sites in a safe manner in order to prevent failures and accidents that may cause damage, injuries or nuisances. All work undertaken on the Cable System shall be performed in substantial accordance with applicable FCC or other federal and state regulations. The Cable System shall not unreasonably endanger or interfere with the safety of Persons or property in the Franchise Area.

3.2.5. Trimming of Trees and Shrubbery. The Franchisee shall have the authority to trim trees or other natural vegetative growth encroaching or overhanging any of its Cable System in the Franchise Area so as to prevent contact with the Franchisee's wires, cables, or other equipment. All such trimming shall be done at the Franchisee's sole cost and expense. The Franchisee shall be responsible for any collateral, direct real property damage caused by such trimming.

3.2.6. Aerial and Underground Construction. At the time of Cable System construction, if all of the transmission and distribution facilities of all of the respective public or municipal utilities in any area of the Franchise Area are underground, the Franchisee shall place its Cable System transmission and distribution facilities underground, provided that such underground locations are actually capable of accommodating the Franchisee's cable and other equipment without technical degradation of the Cable System's signal quality. In any region(s) of the Franchise Area where the transmission or distribution facilities of the respective public or municipal utilities are both aerial and underground, the Franchisee shall have the discretion to construct, operate, and maintain all of its transmission and distribution facilities, or any part thereof, aerially or underground. Nothing in this Agreement shall be construed to require the Franchisee to

construct, operate, or maintain underground any ground-mounted appurtenances such as customer taps, line extenders, system passive devices, amplifiers, power supplies, pedestals, or other related equipment.

3.2.7. Undergrounding and Beautification Projects. In the event all users of the Public Way relocate aerial facilities underground as part of an undergrounding or neighborhood beautification project, Franchisee shall participate in the planning for relocation of its aerial facilities contemporaneously with other utilities. Franchisee's relocation costs shall be included in any computation of necessary project funding by the Franchise Authority or private parties. Franchisee shall be given reasonable notice and access to the public utilities' facilities at the time that such are placed underground and shall be entitled to reimbursement of its relocation costs from public or private funds raised for the project and made available to other users of the Public Way. In the event that public and/or private funds are not available or do not cover the entire direct and actual cost of the relocation, Franchisee reserves the right to pass its costs, or in the case of partial reimbursement from public and/or private funds its incremental cost, through to its Subscribers in accordance with applicable law.

3.2.8. Emergency Removal. The Town reserves the right to remove any portion of a Franchisee's equipment and facilities as may be required in any emergency as determined by the Town. The Town shall use reasonable efforts to minimize the impact on Franchisee's facilities related to any emergency removal. Franchisee shall not be liable for interruption of Cable Service related to any such removal. Franchisee shall be entitled to compensation for expenses incurred for replacement or repair related to any emergency removal by the Town to the extent that other users of the Public Way are so compensated.

3.2.9. Joint Trenching. Franchisee shall cooperate in the planning, locating and construction of its Cable System in utility joint trenches or common duct banks with other telecommunications providers. The Franchise Authority will provide advance notice to Franchisee when it plans to open a trench and Franchisee shall provide notice to the Town, in the form of any required permit under Section 3.1 herein, when it plans to open a trench.

SECTION 4 - Service Obligations

4.1. General Service Obligation. The Franchisee shall make Cable Service available to every occupied residential dwelling unit within the Franchise Area where the minimum density is at least thirty (30) occupied residential dwelling units per mile with aerial cable or sixty (60) residential occupied dwelling units per mile with underground cable and is within one (1) mile as measured in strand footage from the nearest point on the Cable System trunk or feeder line from which a usable cable signal can be obtained. For purposes of this section, a home shall only be counted as a "dwelling unit" if such home is within two hundred seventy-

five (275) feet of the public right of way. Subject to the density requirement, Franchisee shall offer Cable Service to all new homes or previously unserved homes located within one hundred and fifty (150) feet of the Franchisee's distribution cable at the standard installation rate. Should, through new construction, an area within the Franchise Area meets the density requirements, Franchisee shall provide Cable Service to such area within one (1) year after it confirms that the density requirements have been met following notice from the Franchise Authority that one (1) or more residents have requested Service.

The Franchisee may elect to extend Cable Service to areas that do not otherwise qualify to receive Cable Service under this section if any resident or group of residents agree in writing to pay to Franchisee the cost of construction, including materials, labor, and the total cost of any easement(s) necessary to accomplish the proposed line extension. One half of the cost of construction shall be paid to the Franchisee prior to engineering and the balance shall be paid prior to commencement of construction.

4.2. Programming. The Franchisee shall offer to all Customers a diversity of Video Programming services in accordance with federal law.

4.3. No Unfair Discrimination. Neither the Franchisee nor any of its employees, agents, representatives, contractors, subcontractors, or consultants, nor any other Person, shall discriminate or permit discrimination between or among any Persons in the availability of Cable Services provided in connection with the Cable System in the Franchise Area; provided, however, Franchisee reserves the right to deny service for good cause, including but not limited to non-payment or theft of service, vandalism of equipment, or documented or founded harassment or abuse of Franchisee's employees or agents. It shall be the right of all Persons to receive all available services provided on the Cable System so long as such Person's financial or other obligations to the Franchisee are satisfied. Nothing contained herein shall prohibit the Franchisee from offering bulk discounts, promotional discounts, package discounts, or other such pricing strategies as part of its customary business practice.

4.4. New Developments. The Franchise Authority shall provide the Franchisee with written notice of the issuance of building or development permits for planned developments within the Franchise Area requiring undergrounding of cable facilities. The Franchise Authority agrees to require the developer, as a condition of issuing the permit, to give the Franchisee access to open trenches for deployment of cable facilities and at least fifteen (15) business days written notice of the date of availability of open trenches.

4.5. Prohibition Against Reselling Service. No Person shall sell, offer for sale, or resell, without the express prior written consent of the Franchisee, any Cable Service, program or signal transmitted over the Cable System by the Franchisee.

4.6. Local Office. Franchisee's business office or service center shall be conveniently located and open during Normal Business Hours to (i) accept payments and resolve billing difficulties; (ii) give out and exchange or accept returned converters; (iii) schedule service or technician calls; (iv) answer Subscriber inquiries; (v) and resolve complaints. Franchisee may also provide additional bill payment locations through cooperative arrangements with banks, shopping centers and/or similar facilities. Subscribers shall be notified of any change of address of such business office in accordance with FCC regulations.

SECTION 5 - Fees and Charges to Customers

5.1. All rates, fees, charges, deposits and associated terms and conditions to be imposed by the Franchisee or any affiliated Person for any Cable Service as of the Effective Date shall be in accordance with applicable FCC rate regulations. Franchisee shall provide thirty (30) days' notice before any new or modified rate, fee, or charge is imposed. The Franchisee shall follow the applicable FCC notice requirements and rules and notify affected Customers, which notice may be by any means permitted under applicable federal or state law.

SECTION 6 - Customer Service Standards; Customer Bills; and Privacy Protection

6.1. Customer Service Standards. The Franchise Authority hereby adopts the customer service standards set forth in Part 76, §76.309 of the FCC's rules and regulations, as amended. The Franchisee shall comply in all respects with the customer service requirements established by the FCC and those included in Exhibit A herein.

6.2. Customer Bills. Customer bills shall be designed in such a way as to present the information contained therein clearly and comprehensibly to Customers, and in a way that (i) is not misleading and (ii) does not omit material information. Notwithstanding anything to the contrary in Section 6.1, above, the Franchisee may, in its sole discretion, consolidate costs on Customer bills as may otherwise be permitted by Section 622 (c) of the Cable Act [47 U.S.C. §542 (c)].

6.3. Privacy Protection. The Franchisee shall comply with all applicable federal and state privacy laws, including Section 631 of the Cable Act and regulations adopted pursuant thereto, including the sale or use of Subscriber lists and the monitoring of Subscriber use of the Cable Service.

SECTION 7 - Oversight and Regulation by Franchise Authority

7.1. Communications Tax. In satisfaction of any franchise fee or other Public Way use fee, Franchisee shall comply with the provisions of Section 58.1-645 *et seq.* of the Code of Virginia, pertaining to the Virginia Communications Sales and Use Tax, as amended.

7.1.1 Franchise Fee. In the event that the Communications Tax is repealed and no successor state or local tax is enacted that would constitute a franchise fee for purposes of 47 U.S.C. § 542, Franchisee shall pay to the Town a Franchise Fee of five percent (5%) of annual Gross Revenue received from the operation of the Cable System to provide Cable Service in the Franchise Area, beginning sixty (60) days from the effective date of the repeal of such tax (the "Repeal Date"); provided, however, that Franchisee shall not be compelled to pay any higher percentage of franchise fees than any other cable operator providing service in the Franchise Area. Beginning on the Repeal Date, the terms of Section 7.1.1 and 7.1.2 of this Agreement shall take effect. In accordance with Title VI of the Act, the twelve (12) month period applicable under the Franchise for the computation of the Franchise fee shall be a calendar year. Such payments shall be made no later than forty-five (45) days following the end of each calendar quarter. Should Franchisee submit an incorrect amount, Franchisee shall be allowed to add or subtract that amount in a subsequent quarter, but no later than ninety (90) days following the close of the calendar year for which such amounts were applicable. Each franchise fee payment shall be accompanied by a report prepared by a representative of the Franchisee showing the basis for the computation of the Franchise Fees paid during that period. In the event that any Franchise Fee payment is not made on or before the date by which it is due, and following notice by the Town to Franchisee, interest shall be calculated at the then-current prime rate, as published by the Wall Street Journal, and shall be added to the amount of Franchise Fee revenue due to the Town.

7.1.2. Franchise Fees Subject to Audit.

7.1.2.1. Upon notice pursuant to Section 15.2 herein, during Normal Business Hours at Franchisee's principal business office, the Franchising Authority shall have the right to inspect the Franchisee's financial records used to calculate the Franchising Authority's franchise fees; provided, however, that any such inspection shall take place within two (2) years from the date the Franchising Authority receives such payment, after which period any such payment shall be considered final.

7.1.2.2. Upon the completion of any such audit by the Franchising Authority, the Franchising Authority shall provide to the Franchisee a final report setting forth the Franchising Authority's findings in detail, including any and all substantiating documentation. In the event of an alleged underpayment, the Franchisee shall have thirty (30) days from

the receipt of the report to provide the Franchising Authority with a written response agreeing to or refuting the results of the audit, including any substantiating documentation. Based on these reports and responses, the parties shall agree upon a “Final Settlement Amount.” For purposes of this Section, the term “Final Settlement Amount(s)” shall mean the agreed upon underpayment, if any, to the Franchising Authority by the Franchisee as a result of any such audit. If the parties cannot agree on a “Final Settlement Amount,” the parties shall submit the dispute to a mutually agreed upon mediator within sixty (60) days of reaching an impasse. In the event an agreement is not reached at mediation, either party may bring an action to have the disputed amount determined by a court of law.

7.1.2.3. Any “Final Settlement Amount(s)” due to the Franchising Authority as a result of such audit shall be paid to the Franchising Authority by the Franchisee within thirty (30) days from the date the parties agree upon the “Final Settlement Amount.” Once the parties agree upon a Final Settlement Amount and such amount is paid by the Franchisee, the Franchising Authority shall have no further rights to audit or challenge the payment for that period. The Franchising Authority shall bear the expense of its audit of the Franchisee’s books and records.

7.2. Oversight of Franchise. In accordance with applicable law, the Franchise Authority shall have the right to, at its sole cost and expense and upon reasonable prior written notice and in the presence of Franchisee’s employee, periodically inspect the construction and maintenance of the Cable System in the Franchise Area as necessary to monitor Franchisee’s compliance with the provisions of this Franchise Agreement.

7.3. Technical Standards. The Franchisee shall comply with all applicable technical standards of the FCC as published in subpart K of 47 C.F.R. § 76.601 et seq. To the extent those standards are altered, modified, or amended during the term of this Franchise, the Franchisee shall comply with such altered, modified or amended standards within a commercially reasonable period after such standards become effective. The Franchise Authority shall have, upon written request, the right to obtain a copy of tests and records required to be performed pursuant to the FCC rules. The Town may request that tests and analyses be supervised by a qualified engineer selected by the Town. The cost of any such engineer shall be the responsibility of the Town.

7.4. Maintenance of Books, Records, and Files.

7.4.1. Books and Records. Throughout the term of this Franchise Agreement, the Franchisee agrees that the Franchise Authority may review the Franchisee’s books and records in the Franchise Area as are reasonably necessary to monitor Franchisee’s compliance with the provisions of this Franchise Agreement, upon reasonable prior written notice to the Franchisee pursuant to this

Agreement, at the Franchisee's business office, during Normal Business Hours, and without unreasonably interfering with Franchisee's business operations. All such documents that may be the subject of an inspection by the Franchise Authority shall be retained by the Franchisee for a minimum period of twenty-four (24) months.

7.4.2. File for Public Inspection. Throughout the term of this Franchise Agreement, the Franchisee shall maintain at its business office, in a file available for public inspection during normal business hours, those documents required pursuant to the FCC's rules and regulations.

7.4.3. Proprietary Information. Notwithstanding anything to the contrary set forth in this Section, the Franchisee shall not be required to disclose information which it reasonably deems to be proprietary or confidential in nature. The Franchise Authority agrees to treat any information disclosed by the Franchisee as confidential and only to disclose it to those employees, representatives, and agents of the Franchise Authority that have a need to know in order to enforce this Franchise Agreement and who agree, through the execution of a non-disclosure agreement, to maintain the confidentiality of all such information. The Franchisee shall not be required to provide Customer information in violation of Section 631 of the Cable Act or any other applicable federal or state privacy law. For purposes of this Section, the terms "proprietary or confidential" include, but are not limited to, information relating to the Cable System design, maps, customer lists, marketing plans, financial information unrelated to the calculation of franchise fees or rates pursuant to FCC rules, or other information that is reasonably determined by the Franchisee to be competitively sensitive. Franchisee may make proprietary or confidential information available for inspection, but not copying or removal of information by the Franchise Authority's representative. In the event that the Franchise Authority has in its possession and receives a request under a state "sunshine," public records, or similar law for the disclosure of information the Franchisee has designated as confidential, trade secret or proprietary, the Franchise Authority shall notify Franchisee of such request and cooperate with Franchisee in opposing such request.

7.4.4. Reports. Upon written request no later than thirty (30) days following the end of a calendar year, Franchisee shall provide the Franchise Authority, on or before June 30th, an annual report related to the customer service metrics and standards contained in this Agreement, and the outages that occurred, for the previous year. The Franchise authority recognizes that Franchisee complies with the provisions of Section 58.1-645 *et seq.* of the Code of Virginia, pertaining to the Virginia Communications Sales and Use Tax, as amended, and therefore shall not report an annual statement of gross revenues. Upon written request, such reports shall be signed by a representative of the Franchisee certifying compliance with the customer service metrics and standards contained in this Agreement. Any reports provided under this Franchise shall be considered confidential and proprietary information and shall not be made publicly available by the Town

except in accordance with this Agreement. Franchisee shall have no obligation to submit quarterly reports.

(a) If the annual report certification indicates areas of non-compliance, upon written request, Franchisee shall file with the Franchise Authority a statement indicating areas of non-compliance along with a remedial plan to correct those areas of non-compliance.

7.4.5. Maps. Upon written request no later than thirty (30) days following the end of a calendar year, Franchisee shall provide the Franchise Authority, on or before March 31st, updated strand maps showing the Cable System equipment installed and in place. The maps shall be provided to the Franchise Authority in electronic format if available. The requirements herein shall satisfy all requirements related to the provision of maps to the Town in connection with work completed in relation to the Cable System in the Franchise Area.

7.5. Performance Evaluation Sessions. A performance evaluation session may be held a maximum of once every three (3) years by the Town during the term of this Franchise.

7.5.1. All evaluation sessions shall be open to the public. Franchisee shall receive ninety (90) days prior written notice of an evaluation session. The purpose of said evaluation session shall be to review the Franchisee's compliance with the terms and conditions of the Franchise.

7.5.2. During review and evaluation by the Town, the Franchisee shall fully cooperate with the Town and/or its designee(s), and subject to the confidentiality provisions of this Franchise, produce such documents or other materials relevant to such evaluation as are reasonably requested by the Town. Topics which may be discussed at any evaluation session may include, but are not limited to, compliance with technical standards, construction standards, consumer protection standards, customer service standards and financial reporting.

7.5.3. Within sixty (60) days after the conclusion of such session(s), the Town shall issue a written report with respect to the Franchisee's compliance. If noncompliance is found which could result in a violation of any of the material provisions of the Franchise, in accordance with §11.1, the Franchisee shall respond and propose a plan for implementing any changes or improvements necessary.

7.5.2. All evaluation sessions shall be announced in accordance with the legal notice requirements of similar public meetings in the Town. The Franchisee shall not be required to notice Subscribers on evaluation sessions.

7.6. Rate Regulation. The Town reserves its right to regulate rates to the extent permitted by applicable law.

SECTION 8 - Transfer or Change of Control of Cable System or Franchise

8.1. Neither the Franchisee nor any other Person may transfer the Cable System or the Franchise without prior written notice to the Franchise Authority. No prior notice shall be required, however, for: (i) a transfer in trust, by mortgage, hypothecation, or by assignment of any rights, title, or interest of the Franchisee in the Franchise or in the Cable System in order to secure indebtedness, (ii) a transfer to an entity directly or indirectly owned or controlled by The Franchisee, or (iii) the sale, conveyance, transfer, exchange or release of fifty percent (50%) or less of its equitable ownership. Within thirty (30) days of receiving a notice of transfer, the Franchise Authority may, in accordance with FCC rules and regulations, notify the Franchisee in writing of the additional information, if any, it requires regarding the legal, financial, and technical qualifications of the transferee or new controlling party. The Town shall have no right of first refusal related to any sale of the Cable System.

SECTION 9 - Insurance and Indemnity

9.1. Insurance. Throughout the term of this Franchise Agreement, the Franchisee shall, at its own cost and expense, maintain Commercial General Liability Insurance and provide the Franchise Authority certificates of insurance designating the Franchise Authority and its officers, boards, commissions, councils, elected officials, and employees as additional insureds and demonstrating that the Franchisee has obtained the insurance required in this Section. Such policy or policies shall be in the minimum amount of Three Million Dollars (\$3,000,000.00) per occurrence for bodily injury or property damage. The Franchisee shall provide workers' compensation coverage in accordance with applicable law. All policies of insurance required by this Section shall be placed with companies which are qualified to write insurance in the Commonwealth of Virginia and which maintain throughout the policy term a Rating of "A-VII" as determined by Best Insurance Rating Services. Franchisee shall provide thirty (30) days' notice to the Town in the event of a material change to any policy required under this Section or in the event of cancellation or non-renewal of any such policy, unless a replacement policy is obtained in conformance with this Section. The notice requirement herein shall replace any similar endorsement requirement in such policies.

9.2. Indemnification. The Franchisee shall indemnify, defend and hold harmless the Franchise Authority, its officers and employees acting in their official capacities from and against any liability or claims resulting from property damage or bodily injury (including accidental death) that directly arise out of the Franchisee's construction, operation, maintenance, or removal of the Cable System, including, but not limited to, reasonable attorneys' fees and costs,

provided that the Franchise Authority shall give the Franchisee timely written notice of its obligation to indemnify and defend the Franchise Authority within ten (10) business days of receipt of a claim or action pursuant to this Section. The Franchise Authority agrees that it will take all necessary action to avoid a default judgment and not prejudice the Franchisee's ability to defend the claim or action. If the Franchise Authority determines that it is necessary for it to employ separate counsel, the costs for such separate counsel shall be the responsibility of the Franchise Authority.

9.2.1 Franchisee shall not be required to indemnify the Franchise Authority for negligence or misconduct on the part of the Franchise Authority or its officials, boards, commissions, agents, or employees, including and loss or claims related to PEG access Channels in which the Franchise Authority or its designee participates, subject to applicable law.

SECTION 10 - System Description and Service

10.1. System Capacity. During the term of this Agreement, the Franchisee's Cable System shall be capable of providing Video Programming with reception available to its customers in the Franchise Area in accordance with the Cable Act.

10.2. Cable Service to School Buildings. Upon request, the Franchisee shall provide, at no cost to the Franchise Authority, Basic Cable Service and Standard Installation at one (1) outlet to each public grade school (K-12) building, not including "home schools," located in the Franchise Area within one hundred fifty (150) feet of the Franchisee's distribution cable. No charge shall be made for installation or service, except that Franchisee may charge for installation beyond one hundred fifty (150) feet distance of the cable plant and service for more than one (1) drop in each building. For the purposes of this section, the term "school" means an educational institution that receives funding pursuant to Title I of the Elementary and Secondary Education Act of 1965, 20 U.S.C. § 6301 et seq., as amended, and does not include "home schools."

10.3. Cable Service to Governmental and Institutional Facilities. Upon request, the Franchisee shall provide, at no cost to the Franchise Authority, Basic Cable Service and Standard Installation at one outlet to each Public Building located in the Franchise Area within one hundred fifty (150) feet of the Franchisee's distribution cable. No charge shall be made for installation or service, except that Franchisee may charge for installation beyond one hundred fifty (150) feet distance of the cable plant and service for more than one (1) drop in each building. Public Buildings are those buildings owned or leased by the Franchise Authority for government administrative purposes, and shall not include buildings owned by Franchise Authority but leased to third parties or buildings such as storage facilities at which government employees are not regularly stationed.

10.4. Use of Facilities. Neither the Town or and third parties shall have the right to install and maintain upon any poles or in any conduit owned by the Franchisee any wires, pole fixtures, or other equipment.

SECTION 11 - Enforcement and Revocation Proceedings

11.1. Notice of Violation or Default and Opportunity to Cure. In the event the Franchise Authority believes that the Franchisee has not complied with the material terms of the Franchise, including the certification requirements under Section 7.4.4(a) herein, it shall notify the Franchisee in writing with specific details regarding the exact nature of the alleged non-compliance or default.

11.1.1. Franchisee's Right to Cure or Respond. The Franchisee shall have forty-five (45) days from the receipt of the Franchise Authority's written notice: (i) to respond to the Franchise Authority, contesting the assertion of non-compliance or default; or (ii) to cure such default; or (iii) in the event that, by nature of the default, such default cannot be cured within the forty-five (45) day period, initiate commercially reasonable steps to diligently remedy such default and notify the Franchise Authority of the steps being taken and the projected date that the cure will be completed.

11.1.2. Public Hearings. In the event the Franchisee fails to respond to the Franchise Authority's notice or in the event that the alleged default is not remedied within forty-five (45) days or the date projected by the Franchisee, the Franchise Authority shall schedule a public hearing to investigate the default. Such public hearing shall be held at the next regularly scheduled meeting of the Franchise Authority that is scheduled at a time that is no less than ten (10) business days therefrom. The Franchise Authority shall notify the Franchisee in advance, in writing of the time and place of such meeting and provide the Franchisee with a reasonable opportunity to be heard.

11.1.3. Enforcement. Subject to applicable federal and state law, in the event the Franchise Authority, after such public hearing, determines that the Franchisee is in default of any material provision of the Franchise, the Franchise Authority may: (i) seek specific performance of any provision that reasonably lends itself to such remedy as an alternative to damages, or seek other equitable relief; or (ii) in the case of a substantial default of a material provision of the Franchise, initiate revocation proceedings in accordance with the following:

(a) The Franchise Authority shall give written notice to the Franchisee of its intent to revoke the Franchise on the basis of a pattern of non-compliance by the Franchisee, including two or more instances of substantial non-compliance with a material provision of the Franchise. The notice shall set forth with specificity the exact nature of the non-compliance.

The Franchisee shall have ninety (90) business days from the receipt of such notice to object in writing and to state its reasons for such objection. In the event the Franchise Authority has not received a response from the Franchisee or upon receipt of the response does not agree that the allegations of non-compliance have been or will be resolved, it may then seek revocation of the Franchise at a public hearing. The Franchise Authority shall cause to be served upon the Franchisee, at least thirty (30) days prior to such public hearing, a written notice specifying the time and place of such hearing and stating its intent to request revocation of the Franchise.

(b) At the designated public hearing, the Franchise Authority shall give the Franchisee an opportunity to state its position on the matter, present evidence and question witnesses, in accordance with the standards of a fair hearing applicable to administrative hearings in the Commonwealth of Virginia, after which it shall determine whether or not the Franchise shall be terminated. The public hearing shall be on the record and a written transcript shall be made available to the Franchisee within ten (10) business days. The decision of the Franchise Authority shall be in writing and shall be delivered to the Franchisee by certified mail. The Franchisee may appeal such determination to an appropriate court, which shall have the power to review the decision of the Franchise Authority “de novo” and to modify or reverse such decision as justice may require.

11.2. Technical Violation. The Franchise Authority agrees that it is not its intention to subject the Franchisee to penalties, fines, forfeitures or revocation of the Franchise for so-called “technical” breach(es) or violation(s) of the Franchise, which shall include, but not be limited, to the following:

11.2.1. in instances or for matters where a violation or a breach of the Franchise by the Franchisee was good faith error that resulted in no or minimal negative impact on the Customers within the Franchise Area; or

11.2.2. where there existed circumstances reasonably beyond the control of the Franchisee and which precipitated a violation by the Franchisee of the Franchise, or which were deemed to have prevented the Franchisee from complying with a term or condition of the Franchise.

11.3. No Removal of System. Franchisee shall not be required to remove its Cable System or to sell the Cable System, or any portion thereof as a result of revocation, denial of renewal, or any other lawful action to forbid or disallow Franchisee from providing Cable Service, if the Cable System is actively being used to facilitate any other services not governed by the Cable Act, or any portion thereof [47 U.S.C. §541(b)]. No portion of the Cable System, or any Franchisee’s facilities, shall be considered abandoned if the Cable System is being used to

facilitate Cable Service or any other services not governed by the Cable Act, or any portion thereof.

11.4. Liquidated Damages and Penalties. Prior to assessing any penalties under its cable ordinance, or any liquidated damages under this Agreement, the Franchise Authority shall mail to the Franchisee a written notice by certified or registered mail of the alleged violation and the proposed penalty, specifying the violation at issue. The Franchisee shall have forty-five (45) days from the date of receipt of the written notice to cure or take reasonable steps to commence to cure, as is appropriate depending on the nature of the alleged violation, or to file a written response refuting the alleged violation or explaining why additional time for cure is necessary. In the case of breaches of requirements measured on a monthly, quarterly or longer period (such as customer service standards), Franchisee's cure period shall be no less than one (1) such period.

11.4.1. The Franchise Authority may not assess any penalties or liquidated damages if the Franchisee has reasonably responded to the complaint or cured or taken reasonable steps to commence to cure, as may be appropriate, the violation following receipt of written notice from the Franchise Authority, unless some other cure period is approved by the Franchise Authority. In the event Franchisee fails to cure or to take reasonable steps to commence to cure, or fails to refute the alleged breach, the Franchise Authority may assess penalties or liquidated damages and shall inform Franchisee in writing of the assessment. Franchisee shall have thirty (30) days to pay the penalties.

11.4.2. The first day for which penalties or liquidated damages may be assessed, if there has been no cure after the end of the applicable cure period, shall be the day on which the applicable cure period ends. Franchisee's obligation to pay the penalties or liquidated damages assessed shall be stayed pending resolution of any appeal. To the extent that the Franchise Authority elects to assess penalties or liquidated damages and such penalties or liquidated damages have been paid, such damages shall be the Franchise Authority's sole and exclusive remedy. Nothing in this Section is intended to preclude the Franchise Authority from exercising any other right or remedy with respect to a breach that continues past the time the Franchise Authority stops assessing penalties or liquidated damages for such breach.

11.4.2. With respect to penalties or liquidated damages assessed, all similar violations or failures from the same factual events affecting multiple Subscribers shall be assessed as a single violation, and a violation or a failure may only be assessed under any one (1) of the above-referenced penalty or liquidated damages category. The amount of all penalties and liquidated damages per annum shall not exceed fifty thousand dollars (\$50,000) in the aggregate.

11.4.3. Because it may be difficult to calculate the harm to the Franchise Authority in the event of a breach of this Agreement by Franchisee, the

Parties agree to liquidated damages as a reasonable estimation of the actual damages in the amounts set forth below, subject to annual increase in the amount of the increase in the consumer price index CPI-U from year to year.

(a) For failure to complete Cable System construction or reconstruction in accordance with this Agreement, unless the Franchise Authority approves the delay, the Franchisee shall pay two hundred dollars (\$200.00) per day for each day, or part thereof, the delinquency continues;

(b) For failure to provide, upon written request, data, documents, reports, or information as required under this Agreement, the Franchisee shall pay two hundred dollars (\$200.00) per day for each day, or part thereof, that each violation occurs or continues;

(c) For failure to test, analyze and report on the performance of the Cable System as required under this Agreement, the Franchisee shall pay two hundred dollars (\$200.00) per day for each day, or part thereof, that such noncompliance continues;

(d) For failure to provide in a continuing manner the types of Cable Services set forth in this Agreement, unless the Franchise Authority specifically approves a delay or change, or has agreed to a modification of Franchisee's obligations, the Franchisee shall pay two hundred dollars (\$200.00) per day for each day, or part thereof, that each noncompliance continues;

(e) For failure to comply with operation, maintenance or technical standards set forth in this Agreement, the Franchisee shall pay two hundred (\$200.00) dollars per violation per day for each day, or part thereof, that such noncompliance continues;

(f) For breach of any consumer service standard, as set forth in Section 6.1 or Exhibit A, the Franchisee shall pay two hundred dollars (\$200.00) per day for each day or part thereof, that such noncompliance continues;

(g) For failure to pay any Franchise Fees, taxes, liens, or other amounts due and owing to the Franchise Authority under this Agreement, the Franchisee shall pay two hundred dollars (\$200.00) per day each day or part thereof, that each violation occurs or continues;

(h) For failure to comply with one (1) or more provisions relevant to PEG channels described in Section 13 of this Agreement, the Franchisee shall pay two hundred dollars (\$200) per day each day or part thereof, that each violation occurs or continues;

SECTION 12 - Competitive Equity

12.1. Purposes. The Franchisee and the Franchise Authority acknowledge that there is increasing competition in the video marketplace among cable operators, direct broadcast satellite providers, telephone companies, broadband content providers and others; new technologies are emerging that enable the provision of new and advanced services to residents of the Franchise Area; and changes in the scope and application of the traditional regulatory framework governing the provision of video services are being considered in a variety of federal, state and local venues. To foster an environment where video service providers using the public rights-of-way can compete on a competitively neutral and nondiscriminatory basis; encourage the provision of new and advanced services to residents of the Franchise Area; promote local communications infrastructure investments and economic opportunities in the Franchise Area; and provide flexibility in the event of subsequent changes in the law, the Franchisee and the Franchise Authority have agreed to the provisions in this Section, and they should be interpreted and applied with such purposes in mind.

12.2. Video Service Provider.

12.2.1. Notwithstanding any other provision of this Agreement or any other provision of law, if any Video Service Provider (“VSP”) (i) enters into any agreement with the Franchise Authority to provide video services to subscribers in the Franchise Area, or (ii) otherwise begins to provide video services to subscribers in the Franchise Area (with or without entering into an agreement with the Franchise Authority), the Franchise Authority, upon written request of the Franchisee, shall permit the Franchisee to construct and operate its Cable System and to provide video services to subscribers in the Franchise Area under the same agreement and/or under the same terms and conditions as apply to the VSP. The Franchisee and the Franchise Authority shall enter into an agreement or other appropriate authorization (if necessary) containing the same terms and conditions as are applicable to the VSP within sixty (60) days after the Franchisee submits a written request to the Franchise Authority.

12.2.2. If there is no written agreement or other authorization between the VSP and the Franchise Authority, the Franchisee and the Franchise Authority shall use the sixty (60) day period to develop and enter into an agreement or other appropriate authorization (if necessary) that to the maximum extent possible contains provisions that will ensure competitive equity between the Franchisee and other VSPs, taking into account the terms and conditions under which other VSPs are allowed to provide video services to subscribers in the Franchise Area.

12.3. Subsequent Change in Law. If there is a change in federal, state or local law that provides for a new or alternative form of authorization for a VSP to

provide video services to Subscribers in the Franchise Area, or that otherwise changes the nature or extent of the obligations that the Franchise Authority may request from or impose on a VSP providing video services to subscribers in the Franchise Area, the Franchise Authority agrees that, notwithstanding any other provision of law, upon Franchisee's written request the Franchise Authority shall: (i) permit the Franchisee to provide video services to subscribers in the Franchise Area on the same terms and conditions as are applicable to a VSP under the changed law; (ii) modify this Agreement to comply with the changed law; or (iii) modify this Agreement to ensure competitive equity and parity between the Franchisee and other VSPs, taking into account the conditions under which other VSPs are permitted to provide video services to Subscribers in the Franchise Area. The Franchise Authority and the Franchisee shall implement the provisions of this Section within sixty (60) business days after the Franchisee submits a written request to the Franchise Authority. Notwithstanding any provision of law that imposes a time or other limitation on the Franchisee's ability to take advantage of the changed law's provisions, the Franchisee may exercise its rights under this Section at any time, but not sooner than thirty (30) days after the changed law goes into effect.

12.4. Effect on This Agreement. Any agreement, authorization, right or determination to provide video services to subscribers in the Franchise Area under Sections 12.2 or 12.3 shall supersede this Agreement, and the Franchisee, at its option, may terminate this Agreement or portions thereof, upon written notice to the Franchise Authority, without penalty or damages.

SECTION 13 – Public, Educational and Governmental Access

13.1 PEG Access. Use of channel capacity for Public, Educational and Governmental ("PEG") Access shall be provided in accordance with federal law, 47 U.S.C. 531, and as further set forth below. Franchisee does not relinquish its ownership of or ultimate right of control over a channel by designating it for PEG use. A PEG Access User – whether an individual, educational or governmental user – acquires no property or other interest by virtue of the use of a channel so designated, and may not rely on the continued use of a particular channel number, no matter how long the same channel may have been designated for such use. Franchisee shall not exercise editorial control over any public, educational, or governmental use of channel capacity, except Franchisee may refuse to transmit any public access program or portion of a public access program that contains obscenity, indecency, or nudity pursuant to Section 611 of the Cable Act. The Franchise Authority shall be responsible for developing, implementing, interpreting and enforcing rules for PEG Access Channel use which shall ensure that PEG Access Channel(s) and PEG Access equipment will be available on a first-come, non-discriminatory basis.

13.1.1. PEG Access Channels. Franchisee shall make available to the Franchise Authority, within one hundred eighty (180) days of a written request, the use of one (1) dedicated Public, Educational and Governmental (“PEG”) Access Channel in accordance with Section 611 of the Cable Act. Such PEG Channel shall be used for non-commercial PEG access programming related to educational and/or governmental activities. The County must provide Grantee with written, detailed documentation evidencing the availability of and/or plan to produce such programming along with its request. The Franchise Authority shall have complete control over the content, scheduling, administration and all other programming aspects of the PEG Channel, and may delegate such functions, or a portion of such functions, to an appropriate designee. Franchisee shall not exercise any editorial control over PEG Channel programming except Franchisee may refuse to transmit any program or portion of a public access program that contains obscenity, indecency, or nudity to the extent allowed by applicable law.

13.1.2 PEG Access Support. Upon written request of the Town to activate a PEG channel under Section 13.1.1 of the Franchise Agreement, Franchisee agrees to meet with the Town to discuss the implementation of a fee to be paid to the Town as capital support for PEG access (the “PEG Fee”), provided, however, Franchisee shall not be required to pay a higher PEG Fee than any other wireline video provider in the Town. Payments of any PEG Fee agreed upon shall be made quarterly and shall be due forty-five (45) days after the close of each first, second and third calendar quarter (i.e., May 15, August 15, November 15) and sixty (60) days after the close of the calendar year (last day of February).

Any PEG Fee shall be used by the Town exclusively for capital support of the Town’s PEG Channel. The Town acknowledges that Franchisee has the right under federal law to treat the PEG Fee as an external cost, and to pass that costs through to Subscribers.

Within forty-five (45) days of the end of the fiscal year, the Town shall provide Franchisee with an annual report documenting any use of PEG Access Support during the previous year. In the event that such funds were used in contravention of the limitations herein, Franchisee’s PEG Access Support obligation going forward shall be reduced by an equivalent amount.

13.2. Non-Commercial Use. The Franchise Authority, or its designee, agrees that it will not use its designated PEG Access channel(s), equipment, or other facilities to provide for-profit commercial services which have the effect of competing with Franchisee’s business. Such PEG Channel shall be used for non-

commercial PEG access programming related to educational and/or governmental activities. The PEG Channel may not be used to cablecast programs for profit, political, or commercial fundraising. In addition, any PEG Access Programming produced under the provisions of this Article 6 shall not be commercially distributed to a competing Multichannel Video Programming Distributor without the written consent of Franchisee.

13.3. PEG Access Cablecasting.

13.3.1. Return Lines. In order that PEG Access Programming can be cablecast over Franchisee's downstream PEG Access Channel, all PEG Access Programming shall be modulated, then transmitted from an origination location at the Town of Warrenton Council Chambers, at 18 Court Street, Warrenton, VA 20186, to Franchisee-owned headend or hub-site on a Franchisee-owned upstream channel made available to the Franchise Authority for its use. Upon a written request to activate a PEG channel under Section 13.1.1, Franchisee shall construct a direct fiber link, including equipment capable of transmitting video and audio between one (1) PEG access video origination location and the Franchisee headend such that live programming can originate from this selected location and be distributed via the Cable System to Subscribers in the Town. This fiber link and equipment shall be collectively known as the "Return Line."

13.3.2 Any expenditure made in connection with the construction, relocation, and/or maintenance of the Return Line shall be borne by the Town. The Town and Franchisee further agree that all costs incurred by Franchisee for supporting such PEG Channel may be designated as "costs of franchise requirements" or "external costs" as defined by the FCC and Franchisee reserves its right to pass these costs through to the Subscribers pursuant to federal law.

13.3.3 Franchisee shall be responsible for maintaining the Return Line to the video origination point of the PEG Channel so long as the Town provides Franchisee with access to such location and access to the PEG Channel equipment within such location. Franchisee shall provide, install and maintain in good working order the equipment and the cable necessary for the transmission of PEG signals from a PEG access video origination location to the Franchisee headend for further processing and distribution to Subscribers. Franchisee shall maintain the PEG Channel in accordance with the same FCC technical specifications that are comparable to the specifications used to maintain commercial channels transmitted to Subscribers on the Cable system, except that it shall not be responsible for the technical signal quality of programming produced by any PEG channel programmer.

13.4 The Town or its designee shall be responsible for providing any necessary production or playback equipment, any studio or production facilities, and shall be responsible for securing and supervising any trained/qualified personnel who conduct the operation of any PEG Access production facilities and the PEG channel.

13.5 Fallow Time. In the event the Franchise Authority or other PEG Access User elects not to fully program its Channel(s) with original PEG Access Programming, Franchisee may reclaim any unused time on those channels. Because blank PEG Channels are not in the public interest, in the event the Town elects not to program its PEG Channel for a period of at least seven (7) days, Franchisee may program that Channel thirty (30) days after providing the Town with written notice of its intent to program the Channel, subject to reclamation by the Town upon no less than sixty (60) days' written notice. Franchisee shall relinquish such use no later than sixty (60) days after receipt of written notification from the Town that it requires such channel for educational and/or governmental use.

13.8 Indemnification. The Town shall require all local producers of public access programming to agree in writing to defend and hold harmless Franchisee from and against any and all liability or other injury, including the reasonable cost of defending claims or litigation, arising from or in connection with claims for failure to comply with applicable federal, state or local laws, rules, and/or regulations; for claims of libel, slander, invasion of privacy, or the infringement of common law or statutory copyright; for unauthorized use of any trademark, trade name, or service mark; for breach of contractual or other obligations owing to third parties by the producer or user; and for any other injury or damage in law or equity, which results from the use of an PEG access facility or Channel.

SECTION 14 – Performance

14.1. Performance Bond. In compliance with the surety requirements of the Town Code, within sixty (60) days of the Effective Date of this Agreement, Franchisee shall post a performance bond in the amount of fifty thousand dollars (\$50,000) for the faithful performance and discharge by Franchisee of all obligations imposed by this Franchise Agreement. The performance bond shall remain in force and effect throughout the Term of this Franchise Agreement. If Franchisee fails to timely pay an assessment of liquidated damages, the

Franchising Authority shall give Franchisee twenty (20) business days' notice of its intent to draw the amount owed from the performance bond. The Franchising Authority may not draw from the performance bond while any action, appeal or other process has been instituted by Franchisee to challenge the amount owed.

SECTION 15 – Miscellaneous Provisions

15.1. Force Majeure. The Franchisee shall not be held in default under, or in non-compliance with, the provisions of the Franchise, nor suffer any enforcement or penalty relating to noncompliance or default (including termination, cancellation or revocation of the Franchise), where such non-compliance or alleged defaults occurred or were caused by lightning strike, earthquake, flood, tidal wave, unusually severe rain, ice or snow storm, hurricane, tornado, or other catastrophic act of nature; riot, war, labor disputes, environmental restrictions, failure of utility service or the failure of equipment or facilities not belonging to Franchisee, denial of access to facilities or rights-of-way essential to serving the Franchise Area necessary to operate the Cable System, governmental, administrative or judicial order or regulation or other event that is reasonably beyond the Franchisee's ability to anticipate or control. This provision also covers work delays caused by waiting for utility providers to service or monitor their own utility poles on which the Franchisee's cable or equipment is attached, as well as unavailability of materials or qualified labor to perform the work necessary.

15.2. Notice. All notices shall be in writing and shall be sufficiently given and served upon the other party by electronic or hand delivery, first class mail, registered or certified, return receipt requested, postage prepaid, or by reputable overnight courier service and addressed as follows:

To the Franchise Authority:

Town of Warrenton, Virginia
P.O Box 341
Warrenton, VA 20188-341
Attention: Town Manager

To the Franchisee:

SHENANDOAH CABLE TELEVISION, LLC, D/B/A GLO FIBER

15.3. Entire Agreement. This Franchise Agreement and any exhibits or addendums hereto constitute the entire agreement between the Franchise Authority and the Franchisee and supersedes all prior or contemporaneous agreements, ordinances, representations, or understandings, whether written or oral, of the parties regarding the subject matter hereof. Any agreements, ordinances, representations, promises or understandings or parts of such measures that are in conflict with or otherwise impose obligations different from the provisions of this Franchise Agreement are superseded by this Franchise Agreement.

15.4. Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Franchise Agreement is, for any reason, declared invalid, in whole or in part, by any court, agency, commission, legislative body, or other authority of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent portion. Such declaration shall not affect the validity of the remaining portions hereof, which other portions shall continue in full force and effect.

15.5. Governing Law and Venue. This Franchise Agreement shall be deemed to be executed in the State where the Franchise Area is located, and shall be governed in all respects, including validity, interpretation and effect, and construed in accordance with, the laws of such State, as applicable to contracts entered into and performed entirely within the State. Venue for any litigation arising from this Franchise Agreement shall be in the state courts in and for the County of Fauquier, Virginia, and shall not be removed to the Federal court system.

15.6. Modification. No provision of this Franchise Agreement shall be amended or otherwise modified, in whole or in part, except by an instrument, in writing, duly executed by the Franchise Authority and the Franchisee, which amendment shall be authorized on behalf of the Franchise Authority through the adoption of an appropriate resolution or order by the Franchise Authority, as required by applicable law.

15.7. No Third-Party Beneficiaries. Nothing in this Franchise Agreement is or was intended to confer third-party beneficiary status on any member of the public to enforce the terms of this Franchise Agreement.

15.8. Captions. Captions to sections throughout this Franchise Agreement are solely to facilitate the reading and reference to the sections and provisions of this Franchise Agreement. Such captions shall not affect the meaning or interpretation of this Franchise Agreement.

15.9. No Waiver of Rights. Nothing in this Franchise Agreement shall be construed as a waiver of any rights, substantive or procedural, which Franchisee may have under federal or state law unless such waiver is expressly stated herein.

15.10. Incorporation by Reference

15.10.1. All presently and hereafter applicable conditions and requirements of federal, State and generally applicable local laws, including but not limited to the rules and regulations of the FCC and the State where the Franchise Area is located, as they may be amended from time to time, are incorporated herein by reference to the extent not enumerated herein. However, no such general laws, rules, regulations and codes, as amended, may alter the obligations, interpretation and performance of this Renewal Franchise to the extent that any provision of this Renewal Franchise conflicts with or is inconsistent with such laws, rules or regulations.

15.10.2. Should the State, the federal government or the FCC require Franchisee to perform or refrain from performing any act the performance or non-performance of which is inconsistent with any provisions herein, the Franchise Authority and Franchisee will thereupon, if they determine that a material provision herein is affected, modify any of the provisions herein to reflect such government action.

15.11. Calculation of Time. Where the performance or doing of any act, duty, matter, payment, or operation is required hereunder and the period of time or duration for the performance or doing thereof is prescribed and fixed herein, the time shall be computed so as to exclude the first day and include the last day of the prescribed or fixed period or duration of time. When the last day of the period falls on Saturday, Sunday, or a legal holiday, that day shall be omitted from the computation.

15.12. Annexation. Upon ninety (90) days written notice, any additions of territory to the Franchise Authority, by annexation or other legal means, contiguous to the Franchise Area, shall thereafter be subject to all the terms of this Agreement as though it were an extension made hereunder related to the Cable System located or operated within said territory.

15.13. Authority to Execute. Each party represents to the other that the person signing on its behalf has the legal right and authority to execute, enter into and bind such party to the commitments and obligations set forth herein.

REMAINDER OF PAGE LEFT BLANK UNTIL SIGNATURE PAGE.

IN WITNESS WHEREOF, this Franchise Agreement has been executed by the duly authorized representatives of the parties as set forth below, as of the last date set forth below:

Town of Warrenton, VA:

By: _____

Print Name: _____

Title: _____

Date: _____

SHENANDOAH CABLE TELEVISION, LLC, D/B/A GLO FIBER

By: _____

Print Name: _____

Title: _____

Date: _____

Exhibit A
Customer Service Standards

These standards shall apply to the Franchisee to the extent it is providing Cable Service over the Cable System in the Franchise Area. The Franchisee shall comply in all respects with the customer service requirements established by the FCC.

(1) Cable System Telephone Availability.

(i) The Franchisee will maintain a local, toll-free or collect call telephone access line which will be available to its Subscribers twenty-four (24) hours a day, seven (7) days a week.

(A) Trained Franchisee representatives will be available to respond to Subscriber telephone inquiries during Normal Business Hours.

(B) After Normal Business Hours, the access line may be answered by a service or an automated response system, including an answering machine. Inquiries received after Normal Business Hours must be responded to by a trained Franchisee representative on the next business day.

(ii) Under Normal Operating Conditions, telephone answer time by a customer representative, including wait time, shall not exceed thirty (30) seconds when the connection is made. If the call needs to be transferred, transfer time shall not exceed thirty (30) seconds. These standards shall be met no less than ninety percent (90%) of the time under Normal Operating Conditions, measured on a quarterly basis.

(iii) Under Normal Operating Conditions, the Subscriber will receive a busy signal less than three percent (3%) of the time.

(2) Installations, Outages and Service Calls. Under Normal Operating Conditions, each of the following four (4) standards will be met no less than ninety five percent (95%) of the time measured on a quarterly basis:

(i) Standard installations will be performed within seven (7) business days after an order has been placed, or at a time later at the request of a customer. "Standard" installations are those that are located up to one hundred twenty five (125) feet from the existing distribution system.

(ii) Excluding conditions beyond the control of the Franchisee, the Franchisee will begin working on "service interruptions" or outages promptly and in no event later than twenty four (24) hours after the interruption

becomes known. The Franchisee must begin actions to correct other service problems the next business day after notification of the service problem.

(iii) The "appointment window" alternatives for installations, service calls, and other installation activities will be either a specific time or, at maximum, a four (4) hour time block during Normal Business Hours. The Franchisee may schedule service calls and other installation activities outside of Normal Business Hours for the express convenience of the Subscriber.

(iv) Franchisee may not cancel an appointment with a Subscriber after the close of business on the business day prior to the scheduled appointment.

(v) If a Franchisee representative is running late for an appointment with a Subscriber and will not be able to keep the appointment as scheduled, the Subscriber will be contacted. The appointment will be rescheduled, as necessary, at a time which is convenient for the Subscriber.

(3) Refunds, Credits, and Rebates:

(i) Refunds: Refund checks will be issued promptly, but no later than either:

(A) The Subscriber's next available billing cycle following resolution of the request or thirty (30) days, whichever is earlier, or

(B) The return of the equipment supplied by the Franchisee if service is terminated.

(ii) Credits and Rebates:

(A) Credit and rebates for service will be issued no later than the Subscriber's next available billing cycle following the determination that a credit or rebate is warranted.

(B) Under Normal Operating Conditions, upon request, a Subscribers shall receive a pro rata credit or rebate, on a daily basis, of their Cable Service bill, if they experience a Service Interruption lasting twenty four (24) consecutive hours or longer. In order to qualify for a credit or rebate, the Subscriber must report the problem in a timely fashion and allow the Franchisee to verify the problem. If Subscriber availability is required for repair, a credit or rebate will not be provided for such time, if any, that the Subscriber is not reasonably available.

(C) Franchisee shall provide rebates or credits to Subscribers for missed appointments according to Franchisee policy.

(4) Temporary Drops: Under Normal Operating Conditions, drop wires in underground service areas that are temporarily placed above ground shall be buried within sixty (60) days of the date of any temporary installation.

(5) Planned Interruptions: Franchisee may intentionally interrupt service on the Cable System only for good cause and for the shortest time possible and, except in emergency situations or to the extent necessary to correct Subscribers' Service problems, only after a minimum of forty-eight (48) hours prior notice to Subscribers and the Town of the anticipated service interruption; provided, however, that planned maintenance that does not require more than two (2) hours' interruption of Service shall not require notice and planned maintenance that occurs between the hours of 12:00 midnight and 6:00 a.m. shall not require notice.

(6) Communication with Subscribers: Consistent with § 76.309 of the Rules and Regulations of the FCC, Franchisee shall provide an informational package to all of its Subscribers at the time of installation, at least annually to all Subscribers, and at any time upon request. This information shall include:

- (i) Products and services offered;
- (ii) Prices and options for programming services and conditions of subscription to programming and other services;
- (iii) Installation and service maintenance policies;
- (iv) Instructions on how to use the cable service;
- (v) Channel positions of programming carried on the system; and
- (vi) Billing and complaint procedures, including the address and telephone number of the local franchise authority's cable office.



Office of the Town Manager

Frank Cassidy

STAFF REPORT

Warrenton Town Council

Carter Nevill, Mayor
Heather Sutphin, Ward 1
William Semple, Ward 2
Brett Hamby, Ward 3
James Hartman, Ward 4 Vice Mayor
Jay Heroux, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Item 2.

Council Meeting Date:	May 9 th , 2023
Agenda Title:	Roadway Maintenance
Requested Action:	Public Hearing for DISH Agreement
Department / Agency Lead:	Public Works and Utilities and Town Attorney
Staff Lead:	Frank Cassidy

EXECUTIVE SUMMARY

The Town has provided carriers use of the water tower on Fourth St. via an agreement. DISH is requesting approval of their agreement for space on the Town’s water tower. This equipment will be replacing the Sprint equipment which is being removed.

Additionally, the water tower requires some structural upgrades. Part of this agreement requires DISH to provide a portion of funds to pay for these upgrades. The amount in the DISH agreement is in line with the other agreements currently in place for use of the tower.

This is in line with the Plan 2040 as follows:

CF-6: Identify telecommunications facility locations to ensure a broad range of communications services that also represent character and viewsheds of the Town.

BACKGROUND

The Town water tower on Fourth St. has been used for equipment of utility carriers for years. Spring is in the process of removing their equipment which will provide space for a new carrier. DISH has requested the Town enter into an agreement for their installation and use of the water tower. The process is required in State and Town Code:

Per [Va. Code § 15.2-2101](#):

§ 15.2-2101. Ordinance proposing grant of franchise, etc., to be advertised.

A. Before granting any franchise, privilege, lease or right of any kind to use any public property described in § 15.2-2100 or easement of any description, for a term in excess of five years, except in the case of and for a trunk railway, the city or town proposing to make the grant shall advertise a descriptive notice of the ordinance proposing to make the grant once a week for two successive weeks in a newspaper having general circulation in the city or town. The descriptive notice of the ordinance may also be advertised as many times in such other newspaper or newspapers, published

outside the city, town or Commonwealth, as the council may determine. The advertisement shall include a statement that a copy of the full text of the ordinance is on file in the office of the clerk of the city or town council.

B. The advertisement shall invite bids for the franchise, privilege, lease or right proposed to be granted in the ordinance. The bids shall be in writing and delivered upon the day and hour named in the advertisement and shall be opened in public session and marked for identification by the person designated in the advertisement to receive such bids. The cost of the required advertisement shall be paid by the city or town which shall be reimbursed by the person to whom the grant is made. The city or town shall have the right to reject any and all bids and shall reserve this right in the advertisement.

DISH has been working with staff and the Town Attorney to provide an agreement. The agreement is in line with other existing agreements in place for use of the water tower. A copy is attached.

Per Ordinance, a public hearing must be held to discuss and authorize the agreement.

STAFF RECOMMENDATION

Staff recommends holding the public hearing and receiving bids. If no other bids are received, the Council should award the franchise. If other bids are received, Staff recommends that Council refer them to the Town Manager for evaluation.

Service Level/Policy Impact

This agreement is in line with Plan 2040: staff will monitor the conditions of the agreement.

Fiscal Impact

As per the terms of the agreement.

Legal Impact

The attached agreement has been reviewed and is presented; the process for advertising and conducting the Public Hearing is in line with Town Attorney's recommendations and requirements in Town and State Code.

ATTACHMENTS

1. Copy of the proposed agreement.

LEASE

THIS DEED OF LEASE ("**Lease**") is made and effective as of the date the last Party executes this Lease (the "**Effective Date**"), by and between THE TOWN OF WARRENTON, VIRGINIA, a municipal corporation, PO Drawer 341, 21 Main Street, Warrenton, VA 20188-0341 ("**Lessor**" or "**Town**") and DISH WIRELESS L.L.C., a Colorado limited liability company, with a principal office at 5701 South Santa Fe Dr., Littleton, CO 80120 ("**Lessee**") and together with Town, the "**Parties,**" each a Party).

WITNESSETH:

WHEREAS, town is the owner of the property located at North Fourth Street, Town of Warrenton, Virginia, more particularly described in Exhibit "A" attached hereto and made a part hereof (hereinafter "Property").

WHEREAS, the Property is improved by, among other things, that certain water tower (the "Water Tower") depicted on Exhibit A-1 to this Lease.

WHEREAS, Town desires to lease to Lessee, and Lessee desires to lease from Town that certain space within the Property and upon the Water Tower, said space being more particularly described and shown on Exhibit "B" attached hereto and made a part hereof (hereinafter "Premises").

NOW, THEREFORE, for the covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto covenant and agree as follows:

1. Commencement Term.

- a. Town hereby leases to Lessee, and Lessee leases and takes from Lessor, the Premises for a term of five (5) years commencing on the Commencement Date (defined below) and expiring on the last day of the calendar month in which the fifth (5th) anniversary of the

Commencement Date occurs (the “**Expiration Date**”). The “**Commencement Date**” shall be the earlier to occur of (a) the first day of the calendar month in which the six (6) month anniversary of the Effective Date occurs; or (b) the first day of the calendar month following Lessee’s commencement of construction pursuant to this Lease, whichever first occurs. As used in this paragraph “commencement of construction” shall mean the date on which all permits and approvals to install the Equipment are obtained by Lessee.

- b. Upon the Expiration Date, this Lease shall automatically renew for three (3) successive five (5) year periods each on the same terms and conditions as set forth herein, unless earlier terminated in accordance with the terms and conditions of this Lease.
 - c. Lessee Right to Terminate. Lessee shall have the right to terminate this Lease on the fifth anniversary of the Commencement Date and on each five year anniversary thereafter by providing the Town written notice, delivered at least ninety (90) days prior to such anniversary date of its intention to terminate. Lessee’s termination under this Section 1(b) shall not relieve Lessee of the obligation to remove its equipment and to restore the Premises to their original condition, except reasonable wear and tear and loss due to casualty.
 - d. Town’s Right to Terminate. Commencing on the first (1st) day of the month following the month in which the twentieth (20th) anniversary of the Commencement Date occurs, the Town, upon not less than twelve (12) months prior written notice, shall have the right to terminate this Lease for any reason.
2. **Rent**.
- a. Lessee covenants to pay to the Town without prior notice or demand thereof, and without any deductions or set-offs whatsoever, rent for the Premises (the “Rent”) in the initial annual sum of THIRTY FOUR THOUSAND SEVEN HUNDRED FORTY AND 00/100 DOLLARS

(\$34,740.00) per year, which shall be payable in equal monthly installment of TWO THOUSAND EIGHT HUNDRED NINETY-FIVE AND 00/100 DOLLARS (\$2,895.00) . The first Rent payment shall be made within sixty (60) days of the Commencement Date and shall include all Rent due through the date of payment. On each anniversary of the Commencement Date, the Rent shall be automatically increased by three percent (3%) of the then current Rent. In addition to all other remedies provided in this Lease, if Lessee fails to pay within twenty (20) days of the due date, to Lessor any Rent, additional fees or other payments as hereinafter provided, Lessee shall pay to Lessor, as an additional fee, a late payment fee equal to five percent (5%) of such delinquent payment for each and every month or part thereof that such payment remains unpaid or not paid in full.

- b. Town and Lessee agree that the first monthly installment of Rent shall be paid upon the execution of this Lease by Lessee. Subsequent payments of monthly installments of Rent shall be paid to the Town at Town's address established in Section 17 hereof or to such other person, firm or place as the Town may from time to time designate in writing on or before the fifth (5th) day of each month. Lessee shall require receipt of a validly completed IRS approved W-9 form (or its equivalent) prior to paying any Rent or any other amount(s) due under this Lease.
- c. Lessee, in participation with other lessees of space on the Water Tower, agrees to pay a portion of the costs of structural upgrades to the Water Tower as outlined in the proposal from Tower Engineering Professionals, attached hereto as Exhibit C. It is anticipated that the portion payable by Lessee shall total] which shall be due no later than sixty (60) days after receipt by Lessee of Town's invoice for the same.

3. **Use of and Access to the Premises.**

- a. Lessee agrees to use the Premises for the purposes of installing, operating, maintaining, and removing, communications equipment, described in Exhibit B and listed in Section 5 and made a part hereof (hereinafter referred to as "Equipment"), which will form a part of a communications system licensed by the Federal Communications Commission ("FCC"), and for no other purpose ("**Lessee's Permitted Use**"). In furtherance of the foregoing, Lessee shall have the right, subject to Section 3c and Section 5 below, to access the Premises to replace, repair, add, or otherwise modify Equipment, or any portion thereof and the frequencies over which Equipment operates. Lessee shall operate and maintain the Premises during the Term in compliance with all present and future applicable laws, statutes and regulations imposed by any local, state, or Federal authority having jurisdiction with respect thereto. Town reserves the right to utilize the remaining area of the Property as it so desires unless such use materially interferes with Lessee's Equipment or Lessee's Permitted Use.
- b. Town agrees to cooperate with Lessee, at Lessee's expense, in making, application for and obtaining all licenses, permits and any and all other necessary approvals that may be required for Lessee's intended use of the Premises.
- c. Lessee shall have the right to access the Premises as is reasonably necessary as determined by the Town, for the installation and maintenance of requisite wires, cables, conduits and pipes for the installation, operation, and maintenance of the Equipment. The installation shall be performed in a workmanlike manner with minimal disruption to Town and its tenants. Lessor shall furnish Lessee with necessary means of access to the Property for the purposes of ingress and egress to the site and the Water Tower location. It is agreed, however, that only authorized engineers, employees or properly authorized contractors of Lessee or persons under their direct supervision will be permitted to enter

said Premises. Access shall be conditioned in accordance with any Town policies requiring proper identification of any person gaining access to the Property. No prior notice shall be required for access sought as provided in a maintenance schedule approved in writing and in advance by Lessor, if any; otherwise, access shall be granted only after 24 hours' notice for non-emergency and as much notice as is reasonably practicable in light of the circumstances for emergency maintenance or repair purposes and only under the supervision by Lessor's employee or agent.

4. **Interference.** In the event the Premises need repainting or other maintenance which requires the temporary removal (not to exceed 60 days) of Lessee's antennas, then Lessee agrees to relocate its antennas at its expense upon one hundred twenty (120) days' notice from Town; provided, however, that during such temporary relocation of Lessee's antennas, Town shall provide other ground space on the Premises for Lessee to place a Cell on Wheels (COW) or other support structure for the installation of Lessee's antennas during such temporary relocation. Lessee's obligations to pay rent hereunder shall abate during such temporary relocation and until Lessee's antennas are reinstalled on the original Premises.
 - a. Lessee shall comply with all federal, state, and local regulations governing the installation and operation of its Equipment and shall install and operate its Equipment in a manner which does not cause material interference to pre-existing equipment of Town or other pre-existing tenants of the Property. Lessee shall perform, at Lessee's sole cost and expense, an intermodulation study of Lessee's transmission of signals at the Premises, the results of which shall be given to Town (i) prior to the installation of Lessee's Equipment and (ii) subsequent to said installation, in the event that Lessee changes the frequency at which it operates its Equipment or adds equipment on the Water Tower. Lessee and Town will consult on the location of any future additions to Lessee's Equipment. In the event

that Lessee causes material interference to any pre-existing equipment or Lessee's changes in frequency or additional equipment cause material interference to then existing equipment of Town or other tenants of the Property, Lessee agrees to take all action necessary to eliminate such interference (including, without limitation, reducing the power sufficiently to cease the interference , except for intermittent testing, which testing, shall be coordinated with Town) within seventy two (72) hours of written notice of the same. Should the interference described in this Section 4(a) continue for more than seventy-two (72) hours after notice thereof, Town shall have the right to demand that Lessee turn off power to the interfering equipment until such time as the interference is eliminated.

- b. As of the date of execution of the Lease, Town will use best efforts (which duty shall be met by providing Lessee with details pertaining to installation of equipment by any Future Tenants and affording Lessee reasonable time to respond to same and taking any actions necessary to ensure that any issues raised in Lessee's response are addressed/resolved prior to Future Tenant's installation) to see that the Town, existing tenants and/or other tenants of the Property who in the future take possession of the Town's Property and/or add new equipment thereto (collectively, "Future Tenants") will be permitted to install only such equipment on the Property that is of the type and frequency which will not cause material interference to Lessee's pre-existing Equipment and Town agrees to include and enforce a provision substantially similar to Section 4(a) (including expressly and without limitation Town's right to turn off power to interfering equipment if interference is not eliminated within seventy two (72) hour cure period) in all future agreements for use of the Property. Town shall require Future Tenant(s) to (i) perform an intermodulation study and (ii) provide the results of such study to Lessee for Lessee's

review no less than thirty (30) days prior to the projected installation date of any equipment by Future Tenant. Lessee shall have thirty (30) days from its receipt of such study to review the same and notify Town of any likely interference, Town shall immediately notify the Future Tenant of the same, and Lessee, the Town and the Future Tenant shall thereafter consult on the location and operation of any such Future Tenant's equipment. Town shall not permit any Future Tenant to install equipment, unless Future Tenant has performed an intermodulation study, provided Lessee with the results and Lessee has either confirmed that the proposed installation will not cause interference to Lessee's pre-existing Equipment or has failed to respond to Town within thirty (30) days after Lessee's receipt of the results of the intermodulation study. Should the interference described in this Section 4(b) occur, the Town agrees to use best efforts to cause the interfering party to cease operation of the interfering equipment, except for intermittent testing coordinated with Lessee) within seventy two (72) hours after written notice from Lessee. Should such interference continue for more than seventy two (72) hours despite Town's attempts to eliminate the interference, the Town agrees to turn off power to the interfering equipment (except for intermittent testing coordinated with Lessee) until such time as the interference is cured.

- c. In the event that, despite Town's compliance with the provisions of Section 4(b), there is continuing interference to Lessee by Future Tenant(s) on the Property, the parties agree that, Lessee may terminate this Lease immediately upon notice to Town without further liability to Town and without further liability of Town to Lessee.

5. **Construction by Lessee.**

After obtaining the necessary Government Approvals, as defined hereafter, therefor, Lessee at its sole cost and expense, shall construct and install the following improvements upon the Premises:

- a. An equipment building or pad, to house Lessee's communications equipment.
- b. Up to twelve (12) antennas and related equipment (including but not limited to remote radio reads, overvoltage protectors, etc.), transmission lines, which shall be connected to the equipment building as provided herein. The exact mounting elevations on the Water Tower for Lessee's antennas shall be determined by the parties in conjunction with their respective engineers.
- c. A conduit attached to the Water Tower and one of its legs for enclosure of all cables necessary to connect the antenna with the equipment building. The size, location, color and method of attachment of such conduit shall be reasonably acceptable to the Town and be determined by the parties in conjunction with their respective engineers.
- d. All appurtenant improvements to the foregoing necessary to the operation of the Equipment as shown in Exhibit "B".
- e. The Parties shall work together to ensure that no materials are used in the installation of Lessee's equipment or transmission lines that will cause corrosion or rust or deterioration of the Water Tower structure or its appurtenances. All antennas on the Water Tower must be identified by a marking fastened securely to the bracket(s) therefore on the Water Tower and all transmission lines are to be tagged.

6. **Permits and Approvals.**

- a. The Parties acknowledge and agree that Lessee's ability to lawfully use the Premises is contingent upon Lessee obtaining each of the following: (a) a satisfactory structural analysis showing that the Water Tower is suitable for Lessee's Permitted Use ("Structural Analysis"); and (b) all certificates, permits, approvals and other authorizations that may be required by any Governmental Authority in accordance with Applicable Law, as defined below (collectively, the "Governmental Approvals"). Lessee will endeavor to obtain all

Governmental Approvals promptly following the Effective Date. Town hereby authorizes Lessee to file and submit for Governmental Approvals, at Lessee's sole cost and expense. Town shall: (x) reasonably cooperate with Lessee in Lessee's efforts to obtain such Governmental Approvals; and (y) promptly execute and deliver any and all documents reasonably necessary to obtain and maintain Government Approvals. Prior to the Commencement Date, if: (i) a structural analysis shows that the Water Tower is not suitable for Lessee's Permitted Use; (ii) any application for Governmental Approvals is rejected, conditioned, materially delayed or otherwise not approved for any or no reason; or (iii) Lessee determines, in Lessee's sole and absolute discretion, that such Governmental Approvals cannot be obtained in a timely and commercially reasonable manner, then, following the occurrence of any of the events set forth in clauses (i) through (iii) (collectively, the "Contingencies"), Lessee shall have the right to terminate this Lease immediately upon Notice to Town and without penalty or further obligation to Town, its employees, officers, agents or lenders. If this Lease is terminated in accordance with this Section 6a, this Lease shall be of no further force or effect (except as set forth to the contrary herein). If, following the Commencement Date, and through no fault of Lessee, any Governmental Approval issued to Lessee is canceled, expires, lapses or is otherwise withdrawn or terminated by the applicable Governmental Authority, then Lessee shall have the right to terminate this Lease upon ninety (90) days' written Notice to Town without penalty or further obligation to Town, its employees, officers, agents, or lenders. "Applicable Law" means any applicable federal, state, or local act, law, statute, ordinance, building code, rule, regulation or permit, or any order, judgment, consent or approval of any Governmental Authority having jurisdiction over the Parties or this Lease.

7. **Survey Period.**

After the execution date of this Lease and prior to the Commencement Date, Lessee shall have access to the Premises during, business hours (and at other times, if prearranged with Town) for the purpose of making, necessary engineering surveys, inspections and other reasonably necessary tests relating to Lessee's Permitted Use of the Premises. Lessee shall fully restore to its prior condition any portion of the Premises disturbed by Lessee, reasonable wear and tear and loss due to casualty excepted.

8. **Facilities, Utilities, Access.**

- a. At Lessee's cost and expense and with minimal disruption to Town and its tenants, Lessee has the right to install, erect, maintain and operate the Equipment and supporting structures thereto on the Premises. In connection therewith, Lessee has the right to complete all work necessary to prepare, maintain and alter the Premises for operation of the Equipment; including, but not limited to, installation of transmission lines. Upon ten (10) days' notice, Lessee agrees to reasonably cooperate with Town and other tenants to facilitate routine maintenance and repair. Title to the Equipment and all associated structures, transmission lines, cables, wires, and conduits shall remain with Lessee. All of Lessee's Equipment shall remain Lessee's personal property and are not fixtures.
- b. Lessee shall remove all of the Equipment at its expense within ninety (90) days after the expiration or earlier termination of the Lease and shall make any and all necessary repairs to the Premises and Property, and shall return the Premises to their original condition, reasonable wear and tear and loss due to casualty expected.
- c. At Lessee's expense, Lessee may upgrade the present fiber and electrical service or install new fiber and electrical service on the Premises, including, but not limited to, a portable standby power generator or battery unit, reasonably acceptable to the Town, for Lessee's

exclusive use during times of public emergency when normal electrical service is not available. Lessee may also bring underground fiber and underground electrical lines across the Property in order to service the Premises at locations shown on Exhibit "B". Any enhancements, upgrades, underground lines and alterations are subject to reasonable review and approval by the Town.

- d. Lessee shall pay for the electricity it consumes in its operations at the rate charged by the servicing utility company. Lessee shall have the right to extract electricity and other utilities from the existing utilities on the Property or obtain separate utility service from any utility company that will provide service to the Property (including a standby power generator for Lessee's exclusive use).
 - e. Subject to the terms and conditions of Section 3 and Section 5, Town shall provide to Lessee, Lessee's employees, agents, independent contractors, and subcontractors access over the Property to the Premises 24 hours a day, 7 days a week, at no charge to Lessee.
 - f. Lessee shall be subject to operating restrictions and limitations as set forth in the Town of Warrenton Town Code and Zoning Ordinance and any additional rules and regulations pertaining to access and use of the Water Tower which the Town may promulgate on the basis of health, safety, security and/or welfare, and other state and Federal laws where applicable.
9. **Loss and Damage.**

Town shall not be liable for any damage to property of Lessee located on the Premises or Property, nor for the loss of or damage to any property of Lessee or of others by theft or otherwise unless caused by the negligence or willful misconduct of the Town or its employees, agents, contractors, subcontractors and/or tenants. Town shall not be liable for any injury, death or damage to persons or property resulting from fire, explosion, falling plaster, steam, gas, electricity, water, rain, snow

or leaks from any part of the Premises or Property, or from the pipes, appliances or plumbing works, or from the roof, street or subsurface, or from any other place, or by dampness, or by any other cause unless caused by the negligence of willful misconduct of the Town or its employees, agents, contractors, subcontractors and/or tenants. Town shall not be liable for any such damage, injury or death caused by persons in public, or caused by operations in construction of any private, public or quasi-public work. Town shall not be liable for any patent defect in the Premises or Property or in the building of which they form a part. All property of Lessee kept or stored on the Premises or Property shall be so kept or stored at the risk of Lessee and Lessee shall hold Town, its officers or employees, harmless from any claims arising out of damage to the same, including subrogation claims by Lessee's insurance carrier, unless such damage shall be caused by the negligent act or omission of Town, its officers or employees.

10. Waiver of Town's Lien.

- a. Town waives any lien rights it may have concerning Lessee's Equipment which is deemed Lessee's personal property. Lessee reserves the right to remove it at any time without Town's consent.
- b. The Town acknowledges that Lessee may have entered into a financing arrangement including promissory notes and financial and security agreements for the financing of the Lessee's facilities ("the Collateral") with a third party financing entity. In connection therewith, Town (i) consents to the installation of the Collateral; (ii) disclaims any interest in the Collateral, as fixtures or otherwise, and (ii) agrees that the Collateral shall be exempt from execution, foreclosure, sale, levy, attachment or distress for any rent due or to become due, and that such Collateral may be removed at any time without recourse to legal proceeding.

11. Notification of Hazard.

Lessee and Town shall give immediate notice to the other in case of fire, accident or defect in the Premises or in any property comprising the Premises.

12. Termination.

This Lease may be terminated as follows:

- a. by either party, providing thirty (30) days' prior written notice upon default of any covenant or term of this Lease by the other party, which default is not cured within sixty (60) days of receipt of written notice, provided that the grace period for any monetary default is twenty (20) days from receipt of written notice. Upon default, the nondefaulting party may terminate this Lease and exercise any other remedies it may have under this Lease or at law or equity;
- b. by Lessee, upon providing sixty (60) days prior notice to Town, as follows:
 - i. if after the commencement of the Lease an application by Lessee for a permit, license or approval is rejected or upon cancellation, expiration or lapse of a permit, license or approval necessary for use of the Premises and operation of the Equipment, or
 - ii. if Lessee, in its sole discretion determines, determines that Lessee's Permitted Use of the Premises is obsolete or unnecessary; or
 - iii. by Lessee, if Lessee is unable to occupy and utilize the Premises due to an action of the FCC, including without limitation, a take back of channels or change in frequencies.
 - iv. By Lessee, upon providing thirty (30) days' prior notice if the Premises or Equipment are destroyed or damaged. In such event, all rights and obligations of the parties shall cease as of the date of the damage or destruction.

- v. By Lessee if Town or a third party installs any structure, equipment, or other item on the Water Tower, Property or an adjacent property, which blocks, hinders, limits, or prevents Lessee from being able to use the Equipment for Lessee's Permitted Use.
- c. by Town, upon providing sixty (60) days prior notice to Lessee, as follows:
 - i. By Town upon Lessee's failure to perform any terms of this Lease for more than sixty (60) days after written notice of such failure, shall have been given to Lessee. Upon Lessee's default and after notice and opportunity to cure as provided in the prior sentence, Town shall have the following rights which shall be cumulative, in addition to any rights allowed by general law:
 1. Town may with or without entry or other action, terminate this Lease, and recover possession of the Premises and such damages as Town may then have as a result of the default and termination, and
 2. Lessee shall pay all of the Town's costs, charges and expenses, including reasonable attorneys' fees and the fees of other agents retained by Town, incurred in enforcing Lessee's obligations under this Lease, and
 3. Town shall have all of the rights and remedies accorded by law and equity, including specifically the right to injunctive relief for the enforcement of all of the terms of this Lease.
 - ii. By Town if regulatory requirements for structural integrity of Water Tower no longer supports additional weight of Lessee's equipment and (i) reasonable remedy is not available to bring Water Tower into compliance or (ii) other reasons interfering with the Town's ability to maintain Water Tower for the provision of water to its Citizens.

13. Insurance.

- a. Lessee shall procure, maintain and pay for a public liability policy, with limits of \$1,000,000.00 for bodily injury, \$1,000,000.00 for property damage, \$2,000,000.00 aggregate, with certificate of insurance to be furnished to the Town prior to the Commencement Date and at any other time (but no more frequently than annually) within thirty (30) days of written request therefore. The policy shall provide that termination or cancellation will not occur without at least thirty (30) days prior written notice to the Town and shall name the Town as additional insured. The insurance required to be maintained by Lessee or any agent, contractor, agent or designee of Lessee, shall be primary to any insurance or self-insurance maintained by the Town which policy or policies shall be excess only, and not be required to contribute with it. The insolvency, bankruptcy, or failure of any insurance company carrying insurance for Lessee, or failure of any such insurance company to pay claims accruing, shall not be held to waive any of the provisions of this Lease or relieve Lessee from any obligations under this Lease.
- b. Throughout the Term, Town shall maintain, at Town's sole cost and expense, the following insurance coverage: (i) Commercial General Liability of not less than \$1,000,000 per occurrence; All such policies shall be endorsed to include Lessee as an additional insured. Subject to the policy minimums set forth above in this Section 13(a), the insurance required of Town hereunder may be maintained by a blanket or master policy that includes properties other than the Property.

14. Condemnation/Casualty.

- (a) In the event of damage by fire or other casualty to the Premises that cannot reasonably be expected to be repaired within forty-five (45) days following same or, if the Lessee's right of access to the Premises is damaged by fire or other casualty so that such damage may reasonably

be expected to disrupt Lessee's operations at the Premises for more than forty-five (45) days, then Lessee may at any time following such fire or other casualty, provided Lessor has not completed the restoration or alternative means of access required to permit Lessee to resume its operation at the Premises, terminate this Lease upon fifteen (15) days written notice to Lessor. Any such notice of termination shall cause this Lease to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of this Lease and the parties shall make an appropriate adjustment, as of such termination date, with respect to payments due to the other under this Lease. Notwithstanding the foregoing, provided that the casualty was not caused by the acts or omissions of Lessee, all Rent shall abate during the period following such fire or other casualty in proportion to the degree to which Lessee's use of the Premises is impaired, until the time repairs are complete and Lessee is able to use the Premises in accordance with its intended purposes.

(b) If any governmental, public body or other condemning authority takes, or if Lessor transfers in lieu of such taking, all or part of the Premises, then Lessee may elect to (i) terminate this Lease, effective on the date that title vests in the condemning authority, or (ii) relocate the Equipment to an alternative location on the Property, reasonably acceptable to Lessor. Lessee shall provide written notice of its election within thirty (30) days after receiving actual notice of a taking.

15. Title and Quiet Enjoyment.

Town warrants that (i) the Town owns the Property and (ii) it holds good and marketable title to the Property and that, provided Lessee has made rental payments as required hereunder, Lessee shall have quiet enjoyment of the Premises.

16. Marking and Lighting Requirements.

Town accepts sole responsibility for the Property's compliance with all tower or building marking and lighting regulations promulgated by the Federal Aviation Administration ("FAA") or the FCC, as applicable. Lessee shall be responsible for compliance with such regulations if marking and lighting is required solely due to the addition of Lessee's Equipment. Each party shall hold the other harmless if in the event that the responsible party's failure to comply with applicable regulations results in legal action or administrative proceedings against the other party by the government agency responsible for enforcement of the applicable regulations. Town shall notify Lessee of (i) the location of any new items on the Water Tower, (ii) any change in the location of any items on the Water Tower, and (iii) any changes to the overall height of the Water Tower (including any attachments thereto).

17. Notices.

All notices under this Lease shall be in writing and shall be deemed validly given if personally delivered, sent via overnight courier providing proof of service, or sent by certified or registered mail, return receipt requested, as follows (or any other address that the part to be notified may designate by like notice to the sender):

If to Town:

Town Manager
Town of Warrenton
P.O Drawer 341
21 Main Street
Warrenton, VA 20188

If to Lessee:

DISH Wireless L.L.C.
Attn: Lease Administration
5701 South Santa Fe Dr.
Littleton, CO 80120

Copy To:

Town Attorney
Town of Warrenton
P.O Drawer 341
Warrenton, VA 20188

17.1 DEFAULT

(a) An event of default by Lessee ("Lessee Default") shall be defined as (i) the failure to pay Rent, additional fees or other payments set forth herein for a period of more than twenty (20) calendar days immediately succeeding written notice from Lessor.; (ii) failure to perform any material term, condition or covenant contained herein for a period of more than thirty (30) days immediately succeeding written notice thereof from Lessor; provided, however, it shall be a Lessee Default under this Lease if Lessee fails, within five (5) days after receipt of written notice of breach, to perform an obligation required to be performed by Lessee if the failure to perform such obligation interferes with Lessor's ability to conduct its business at the Property, but provided further that if the nature of Lessee's obligation is such that more than five (5) days after such notice is reasonably required for its performance, then it shall not be a default under this Lease if performance is commenced within such five (5) day period and thereafter diligently pursued to completion. Lessee shall be afforded such additional time to cure any non-monetary Lessee default that cannot reasonably be cured within such five (5) day period or such thirty (30) day period provided, however, that Lessee commences to cure such default within the applicable notice period and diligently pursues such cure.

(b) In the event of a Lessee Default without cure hereunder, then in addition to its remedies for default at law and in equity, Lessor shall be entitled to terminate this Lease upon thirty (30) days written notice to Lessee.

(c) An event of default by Lessor ("Lessor Default") shall be defined as the failure by Lessor to perform any material term, condition or covenant contained herein for a period of more than thirty (30) days immediately succeeding written notice thereof from Lessee; provided, however, it shall be a Lessor Default under this Lease if Lessor fails, within seven (7) days after receipt of written notice of breach, to perform an obligation required to be performed by Lessor if the failure to perform such obligation interferes with Lessee's ability to conduct its business at the Property, but provided further that if the nature of Lessor's obligation is such that more than seven (7) days after such notice is reasonably required

for its performance, then it shall not be a default under this Lease if performance is commenced within such seven (7) day period and thereafter diligently pursued to completion. In the event of a Lessor Default without cure hereunder, then in addition to its remedies for default at law and in equity, Lessee shall be entitled to terminate this Lease upon thirty (30) days written notice thereof to Lessor.

(d) Other Remedies. Upon a default, the non-defaulting Party may at its option (but without obligation to do so), perform the defaulting Party's duty or obligation on the defaulting Party's behalf, including but not limited to the obtaining of reasonably required insurance policies. The costs and expenses of any such performance by the non-defaulting Party shall be due immediately and payable by the defaulting Party upon invoice therefor. In the event of a default by either Party with respect to a material provision of this Lease, without limiting the non-defaulting Party in the exercise of any right or remedy which the non-defaulting Party may have by reason of such default, the non-defaulting Party may terminate the Lease and/or pursue any remedy now or hereafter available to the non-defaulting Party under the laws or judicial decisions of the state in which the Premises are located; provided, however, each party shall use reasonable efforts to mitigate its damages in connection with a default by the other party. If either Party so performs any of the defaulting Party's obligations hereunder, the full amount of the reasonable and actual cost and expense incurred by the non-defaulting Party shall immediately be owing by the defaulting Party, and the defaulting Party shall pay to the non-defaulting Party upon demand the full undisputed amount thereof with interest thereon from the date of payment at the greater of (i) ten percent (10%) per annum, or (ii) the highest rate permitted by applicable Laws. Notwithstanding the foregoing, if Lessor is the defaulting Party and does not pay Lessee the full undisputed amount within thirty (30) days of its receipt of an invoice setting forth the amount due from Lessor, Lessee may offset the full undisputed amount, including all accrued interest, due against all fees due and owing to Lessor until the full undisputed amount, including all accrued interest, is fully reimbursed to Lessee.

18. Assignment and Subletting.

- a. **Rights of Lessee.** Lessee may not sell, assign or transfer this Lease or any interest herein or sublet the premises or any part thereof without the prior written consent of Town, which consent shall not be unreasonably withheld but may be conditioned or delayed based upon the Town's determination that any proposed assignee is capable of meeting Lessee's obligations under the Lease in accordance with the terms and conditions of Section 18(c) below.
- b. **Intercompany Transfer.** Notwithstanding the foregoing paragraph, Lessee upon prior written notice to Town, but without any approval or consent by Town, may assign its rights under this Lease to its parent company or any subsidiary or Affiliate of Lessee or its parent company, or to any successor-in-interest or entity acquiring fifty-one percent (51%) or more of its stock or assets. Affiliate(s) shall mean, with respect to a Party, any person or entity, directly or indirectly, controlling, controlled by, or under common control with such Party, in each case for so long as such control continues. For purposes of this definition, "control" shall mean (i) the ownership, directly or indirectly, or at least fifty percent (50%) of either: (a) the voting rights attached to issued voting shares; or (b) the power to elect fifty percent (50%) of the directors of such entity, or (ii) the ability to direct the actions of the entity.
- c. **Financing.** Notwithstanding anything to the contrary contained in this Lease, Lessee may assign, mortgage, pledge, hypothecate or otherwise transfer without the Town's consent, its interest in this Lease to any financing entity or agent on behalf of any financing entity to whom Lessee (i) has obligations for borrowed money or in respect of guaranties thereof, (ii) has obligations evidenced by bonds, debentures, notes or similar instruments, or (iii) has obligations under or with respect to letters of credit, bankers acceptances and similar facilities in respect of guarantees thereof.

- d. **Sublet.** Except for assignments contemplated pursuant to Section 18(a) above., if Lessee should desire to assign this Lease or sublet the Premises, or any part thereof, and provided that Lessee is not then in default hereunder, Lessee shall give Town written notice at least forty-five (45) days in advance of the date on which Lessee desires to make such assignment or sublease. Town shall then have a period of thirty (30) days following receipt of such notice within which to notify Lessee in writing that Town elects:
- i. to permit Lessee to assign or sublet such space, subject, however, to the subsequent written approval by Town of the instrument of assignment or sublease as to form and substance and of the proposed assignee or subtenant; or
 - ii. to refuse, in Town's reasonable discretion, to consent to Lessee's assignment or subleasing of such space and to continue this Lease in full force and effect as to the entire Premises. If Town should fail to notify Lessee in writing of such election within such thirty (30) day period, Town shall be deemed to have elected option (1) above.
 - iii. **Effect.** Except as may be otherwise expressly set forth to the contrary, no assignment or subletting by Lessee shall relieve Lessee of Lessee's obligations under this Lease. Any attempted assignment or sublease by Lessee in violation of the terms and provisions of this Section 18 shall be void.

Lessor reserves the right to assign, transfer, mortgage or otherwise encumber the Property and its interest in this Lease (collectively, "Lessor Transfer"). In the event of any such Lessor Transfer, Lessor agrees to cause the transferee to accept an assignment and assumption of this Lease and to recognize Lessee and Lessee's rights hereunder, and Lessee shall recognize such transferee provided that the prospective transferee executes and delivers to Lessee a Subordination and Non-Disturbance and Attornment instrument ("SNDA") agreeing to recognize Lessee and to not disturb Lessee's tenancy. If the Lessor Transfer is to a lender to Lessor, Lessee agrees to execute and deliver to such lender an SNDA subordinating this Lease and Lessee's rights hereunder, as may be required by Lessor and such Lender provided the same is reasonably acceptable to Lessee and such lender agrees to recognize Lessee's rights under this Lease so long as there is no default by Lessee, in connection with Lessor's

contemplated transaction. If Lessor, at any time during the Term, decides (i) to sell or transfer all or any part of the Property or the Water Tower or (ii) to grant to a third party by easement or other legal instrument an interest in and to that portion of the Water Tower or Property occupied by Lessee, or a larger portion thereof, for the purpose of operating and maintaining communications facilities or the management thereof, such sale or grant of an easement or interest therein shall be under and subject to this Lease and any such purchaser or transferee shall recognize Lessee's rights hereunder under the terms of this Lease. To the extent that Lessor grants to a third party by easement or other legal instrument an interest in and to that portion of the Water Tower and/or Property occupied by Lessee for the purpose of operating and maintaining communications facilities or the management thereof and in conjunction therewith assigns this Lease to said third party, Lessor shall not be released from its obligations to Lessee under this Lease, and Lessee shall have the right to look to Lessor and the third party for the full performance of this Lease.

19. Liability and Indemnity.

Lessee shall indemnify and hold harmless the Town from any and all claims, suits and/or causes of action, judgment or awards, damages, injuries or loss sustained by any party, person or their property, including any and all claims, demands, suits, and/or causes of action, judgments or awards as a result of the negligence, misfeasance, malfeasance, misconduct of Lessee, its agents, servants or employees occurring at any time after execution of this Lease. This indemnity shall include and not be limited to the acts, commissions and omissions of Lessee, its agents, servants or employees within the demised premises, or the environs surrounding same, incidental to or arising from Lessee's occupancy. Furthermore, Lessee shall defend the Town, at its own expense, and/or be obligated to pay the costs of the defense of the Town, all of which costs, judgements, claims and demands shall be due and payable to Town upon written demand. It is understood and agreed that all property kept and stored or maintained in the demised premises shall be so kept and stored or maintained at the sole risk of Lessee no matter what the cause of the loss, damage or destruction of the Property with the exception of any negligence by Town. The duties described in this Section 19 shall survive any termination of this Lease.

Each party shall be entitled to recover from the other party its actual, direct damages for any breach of this Lease or other act or omission of such party (subject to any applicable sovereign

immunity), but neither party shall be entitled to recover from the other party any special, incidental, indirect or consequential or punitive damages, or to recover for any lost revenue, lost profits, loss of technology, rights or services, loss of data or interruption or loss of use of service, in any case or controversy however arising, even if such party has been advised of the possibility of such damages, and whether arising under theory of contract, tort (including negligence), strict liability or otherwise.

20. Hazardous Substances.

Lessee agrees that it will not use, generate, store or dispose of any Hazardous Material on, under about or within the Property in violation of any law or regulation. Town represents, warrants and agrees (1) that neither Town nor, to Town's knowledge, any third party has used, generated, stored or disposed of, or permitted the use, generation, storage or disposal of, any Hazardous Material on, under, about or within the Property in violation of any law or regulation, and (2) that Town will not, and will not knowingly permit, any third party to use, generate, store, or dispose of any Hazardous Material on, under, about or within the Property in violation of any law or regulation Lessee agrees to defend, indemnify and hold harmless the Town and the other's partners, affiliates, agents and employees against any and all losses, liabilities, claims and/or costs (including reasonable attorneys' fees and costs) arising from any breach of any representation, warranty or agreement contained in this paragraph. As used in this paragraph, "Hazardous Material" shall mean petroleum or any petroleum product, asbestos, and/or any substance, chemical or waste that is identified as hazardous, toxic or dangerous in any applicable federal, state or local law or regulation. This paragraph shall survive the termination of this Lease.

21. Severability.

If any term, covenant or condition of this Lease or the application thereof to any person or circumstance shall to any extent be held invalid or unenforceable, the remainder of this Lease or

the application of such term, covenant and condition of this Lease shall be valid and enforced to the fullest extent permitted by law

22. Entire Agreement.

This instrument embodies the entire agreement between the parties hereto with respect to the subject matter hereof, and there are no agreements, warranties or representations between the parties other than those set forth on provided for herein. No amendment or modification of this Lease shall be valid unless made in writing and signed by the parties hereto.

23. Successor or Assigns.

This Lease and each provision hereof (whether so expressed or not) shall be binding upon and inure to the benefit of the Lessee and Town, and their respective successors, heirs, legatees, executors, personal representatives and assigns.

24. Waiver of Subrogation.

To the fullest extent permitted by law, Town and Lessee for themselves and any and all parties claiming under or through them, including, without limitation, their respective insurers, hereby mutually release and discharge each other and the other's Affiliates, and their respective officers, directors, shareholders, agents, employees, contractors, and/or any other person or entity for whom a Party is legally responsible from any claims for damage to any person or to the Premises or any other real or personal property that are or are claimed to have been caused by or result from risks insured against under any insurance policies carried by the waiving party and in force at the time of such damage and hereby waive any right of subrogation that might otherwise exist in or accrue to any person on account thereof. All policies required to be carried by either Party herein shall contain an endorsement in favor of the other Party waiving the insurance company's right of subrogation against such other Party. THIS RELEASE SHALL APPLY EVEN IF THE LOSS OR DAMAGE IS CAUSED BY THE FAULT OR NEGLIGENCE OF A PARTY HERETO OR BY

ANY PERSON FOR WHICH SUCH PARTY IS RESPONSIBLE. EACH PARTY AGREES TO NOTIFY ITS INSURANCE CARRIER(S) OF THIS PROVISION.

25. Effect of Waiver.

No waiver of any breach of any term contained in this Lease shall waive any succeeding breach of such term.

26. Choice of Law & Forum.

- a. This Lease shall be construed and enforced in accordance with the laws of the Commonwealth of Virginia, and any case or controversy related thereto shall be adjudicated in the state courts of Fauquier County, and shall not be removed to federal court.
- b. Any dispute or controversy arising out of or relating to this Lease, its construction or its actual or alleged breach shall be governed by the Commonwealth of Virginia.

27. Memorandum of Lease.

Town acknowledges that a Memorandum of Lease in the form annexed hereto as Exhibit D will be recorded by Lessee in the official records of the county where the Property is located.

28. Estoppel Letter. Either Lessor or Lessee shall, at any time upon fifteen (15) days prior written notice from the other, execute, acknowledge and deliver to the other a statement in writing (i) certifying that this Lease is unmodified and in full force and effect (or, if modified, stating the nature of such modification and certifying this Lease, as so modified, is in full force and effect) and the date to which the Rent and other charges, if any, are paid in advance, and (ii) acknowledging that there are not, to such party's knowledge, any uncured defaults on the part of the other party, or specifying such defaults if any are claimed. Any such statement may be

conclusively relied upon by any prospective purchaser or encumbrancer of the Premises or the Equipment.

28. Sovereign Immunity/Dillon's Rule

Virginia is a Dillon Rule state, and any attempt to require the Town to indemnify as set forth in the terms and conditions of this Lease is invalid unless authorized by state statute.

[Remainder of the page intentionally left blank. Signature page follows.]

IN WITNESS WHEREOF, the Parties have caused their duly authorized representatives to execute this Lease as of the Effective Date.

[Insert Signature Block]

Exhibit A
Legal Description of Property

Exhibit B
Premises

[Attached]

Exhibit C

Date: February 21, 2022

W. Marshall Knight, II
Kimley-Horn
Marshall.Knight@kimley-horn.com
(443) 938-9930



Tower Engineering Professionals
326 Tryon Road
Raleigh, NC 27603
(919) 661-6351
www.tepgroup.net

Subject: Proposal – Water Tank Modification Construction Proposal - Dish

Site Data: Warrenton, VA 4th Tank Water Tank
34 North 4th Street
Warrenton, VA 20186
139 Foot –8 Column Elevated Water Tank

Mr. Knight,

TEP can perform the below tasks for the following fee: (Proposals are valid for 30 days from the date issued)

Item of Work	Fee (\$)	Notes
New Corral	\$36,680.00	Materials and Labor for new corral
Existing Corral Extension/Modification	\$16,650	Materials and Labor for existing corral modification
New Cable Trays + Catwalk Penetration	\$8,470.00	
Demo Mounts on Tank Bowl	\$9,000.00	Dish (Sprint takeover)
Tank Mods (Materials and Labor)	\$77,443.30	
Interior Paint Touchups	\$5,000.00	Interior Paint Touchups per SSPC
PMI,CWI,PM, PCI	\$5,000	
Total Fee	\$158,243.30	

Notes:

- All material will be shop blasted and coated with a 3 coat system to match tank and meet SSPC Standards. All exterior surfaces that are compromised from the welding will be touched up per SSPC Standards
- Includes tank bowl interior paint touchups per SSPC Specification as well as disinfection.

35% of payment due upon commencement of contract for materials
35% of payment due upon tank modification construction completion
Balance due upon completion of Post-Modification Inspection
Payment terms – Net 30 days upon receipt of invoice

Please feel free to call with any questions or concerns and thank you for the opportunity.

Respectfully Submitted,

Bradley K. Little, P.E., G.C., C.W.I.
Vice President - Construction

Exhibit D

Form of Memorandum of Lease

This Memorandum made this _____ day of _____, 2022 , between the TOWN OF WARRENTON, a municipal corporation with its principal mailing address of _____, hereinafter designated "Lessor" and _____, a _____ with its principal offices at _____, hereinafter designated "Lessee".

1. Lessor and Lessee entered into that certain lease (the "Lease") dated as of the ____ day of _____ 2022 leasing the Premises (as hereinafter defined) to Lessee for a term often (10) years with the right to renew for four (4) additional five (5) year terms.
2. The Lease concerns space on Lessor's certain water tower and that certain parcel of land containing _____ square feet (together with the rights-of way described in the Lease, the "Premises") located on that certain property known as [INSERT ADDRESS] (the "Property") (INSERT GPIN, TAX MAP NUMBER, OR OTHER IDENTIFIER), as more thoroughly described on Exhibit "A" attached hereto and incorporated herein by reference.
3. The term of the Lease shall commence upon full execution of the same by both parties and a copy of the Lease is on file in the offices of Lessor and Lessee. [MODIFY AS NECESSARY]
4. The terms, covenants, and provisions of the Lease of which this is a Memorandum, shall extend to and be binding upon the respective executors, administrators, heirs, successors, and assigns of Lessor and Lessee.

IN WITNESS WHEREOF

[INSERT SIGNATURE BLOCKS AND EXHIBIT]



Office of the Town Manager

Frank Cassidy

STAFF REPORT

Warrenton Town Council

Carter Nevill, Mayor
Heather Sutphin, Ward 1
William Semple, Ward 2
Brett Hamby, Ward 3
James Hartman, Ward 4 Vice Mayor
Jay Heroux, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Item 3.

Council Meeting Date:	May 9 th , 2023
Agenda Title:	Acquisition of Real Property
Requested Action:	Discussion on future Park Land
Department / Agency Lead:	Public Works and Utilities: Facilities Management Division
Staff Lead:	Johnny Switzer/Frank Cassidy

EXECUTIVE SUMMARY

The 9.57-acre historic Warrenton Horse Show Grounds, located off of Shirley Avenue, is home to the country's oldest continuously operating horse show. It has a maximum development potential of 37 divisions, is subject to development pressure, and is located near the greenway trail, schools, existing neighborhoods, and major road arterials. The Town of Warrenton is exploring options to purchase the Horse Show Grounds from the Warrenton Horse Show Association ownership to preserve the unique land and open it to the public year-round while continuing its popular use as an equine recreation facility.

The discussions between the Town and the Warrenton Horse Show Association span over thirty years. In the early 1990s, the Association expressed an interest in leasing the property to the Town while still being able to have the two horse shows annually. The Town and Association would like to bring the collective discussions over the past thirty years to fruition by working with the Warrenton Horse Show Association to enable the Horse Show to continue in its historical location and preserve the land for open space.

BACKGROUND

In 1900, the Warrenton Horse Show Association purchased its grounds off Shirley Avenue, and thus began a tradition that contributed to the Town's unique and valued horse country heritage for over a century. From its Patsy Cline Pavilions to its storied ring, history continues to be made at this property as equestrians, trainers, and breeders gather for the annual Warrenton Horse and Pony Shows. According to comprehensive plans, the "Oldest Pony Show in America" will be maintained for generations to come. The Town Council regards the property as an extraordinary asset, and wishes to ensure its long-term preservation while investing in passive and active recreation opportunities for its residents.

The Warrenton Horse Show grounds consist of two parcels of land totaling 9.57 acres. It is inside the Town of Warrenton and zoned residential with a maximum potential of 37 lots. The appraisal puts the development value of the property at close to \$2 million. The site is proximate to Route 15/29 and Rt 211 along Shirley Avenue, one of the main southern entrances to the Town, and locations to the west, of Route 29. The property is within Warrenton's Ward Three. It is within 0.5 miles from the nearest access to the Warrenton Branch Greenway, and 0.75 miles from the nearest public park.

The Horse Show Grounds typically bring 4000+ visitors per year to Warrenton and are an important link in the economy of Warrenton. The Town is committed to continuing the equine uses of the property. In fact, it would have negative economic impacts, were the Horse Show Grounds to be developed. A recent Weldon Cooper Study of Agriculture in Fauquier County puts the equine industry's impact at \$66 million. The Warrenton Horse Show Grounds has long been a linchpin of this important industry.

The Warrenton Horse Show, throughout the decades, sought a means to relieve itself of property taxes and maintenance of the site. In the early 1990s, the Association expressed an interest in partnering the property with the Town while continuing its tradition of two annual horse shows. Discussions stalled in the late 1990s, though the Town's interest in helping the Association preserve the property's historic legacy and use it as a public space did not waver. The 2002/2013 Comprehensive Plan designated a park open space as it offers locations for potential farmers markets, community events like the Father's Day Car Show, and more. The Town's desire is the property use to become more diversified and used more frequently. It is an integral part of the Town's identity. Without an active Horse Show Grounds, Warrenton will lose a piece of its public character that no number of new private residences can replace.

Since 2020, park usage has increased nationwide by 63% as communities have sought safe places to gather during the pandemic. The Town Council wishes to obligate federal ARPA funds to assist with long-term recovery from the COVID-19 pandemic and provide generational benefits to the Warrenton community. In light of the past three years, supporting residents' high quality of life is crucial, and a park could serve as part of the solution.

Consistent with the open space goals of the Town of Warrenton, additional parks and open space are a priority for the Town. The property located on the East Shirley Avenue corridor also fills a gap: there are no public parks or open spaces south of Main Street in the Town. This allows for a large segment of the Town's population access to the park and its existing and future amenities.

The Town of Warrenton will manage the facility as a public park. The facility has over 120 years of volunteer support for the "Oldest Pony Show in America," and the Town will work collaboratively with volunteers to ensure that the equine values of the property are maintained and enhanced.

The Town will ensure that the grounds are open to the public, which is currently not the case. The park will be part of a larger system of the Greenway Trail that connects to Lord Fairfax Community College and Old Town, Eva Walker Park, the Aquatics Center, historic neighborhoods in the immediate vicinity, and the schools.

STAFF RECOMMENDATION

Staff is providing this presentation for information and discussion. We recommend moving forward with this project for approval on the May Agenda.

Service Level/Policy Impact

This project is in line with the Plan 2040 Goals:

Historic Resources Goals-

- HR-1: Conserve, reuse, and promote historic resources to enhance the Town’s sense of place and grow the economy.
- HR-2: Preserve the authenticity and tell the stories of historic resources for generations to come through documentation.
- HR-4: Enhance the environment through preservation and sustainability best practices.
- HR-5: Protect the rich histories of existing neighborhoods.
- HR-6: Promote asset-based economic development through historic resources.

Open Space and Environment Goals-

- P-1: Preserve, enhance, and protect the environmental, scenic, and natural quality of the Town.
- P-2: The Town of Warrenton’s parks, open space, and environment serve as key elements to the Town’s public health.
- P-3: Infrastructure. All Town residents will have the opportunity to access its recreational assets and natural resources, including public spaces, and recreational amenities.

Our Facilities Division will manage the general maintenance of the park. Maintenance of the horse show appearances and grounds will be the responsibility of the horse show association through a memorandum of understanding.

Fiscal Impact

A fiscal impact figure will depend upon the negotiations between the Town and the Warrenton Horse Show Association. The purchase of the property with the agreement for use and maintenance can be funded at the direction of the council with ARPA funds and the VOF Grant.

Legal Impact

Agreements and contracts that counsel has reviewed will be finalized prior to the purchase of the property.

ATTACHMENTS

1. VA Dept. of Historic Resources Survey
2. WRA Horse Show Observations Presentation
3. WRA Proposal for Grandstand Repair Engineering
4. WRA Proposal for Surveying Property
5. Draft Deed with Virginia Outdoor Foundation Stipulations
6. VOF Notice to Award Grant Letter
7. VOF Program Requirements

Property Information

Property Names

Name Explanation Historic/Current	Name Warrenton Horse Show Association grounds
---	---

Property Evaluation Status

Not Evaluated

Property Addresses

Current - Shirley Avenue

County/Independent City(s): Fauquier (County)

Incorporated Town(s): No Data

Zip Code(s): No Data

Magisterial District(s): No Data

Tax Parcel(s): No Data

USGS Quad(s): WARRENTON

Additional Property Information

Architecture Setting: Town

Acreage: No Data

Site Description:

A slightly undulating landscape which harbors various buildings associated with the grooming and showing of ponies and horses.

The shed-roofed stables were built in the 1930s or 1940s. The frame walls are covered with vertical wood siding while the roof is corrugated metal. They have not been used in ten years.

The gable-roofed stables were erected in the late 1940s or 1950s. It is also a single story, wood frame building with a standing seam metal gable roof. This structure replaced an earlier stable which was located west of the shed-roofed one.

A wood frame pedestrian bridge crosses a small creek near Shirley Avenue. It was rebuilt about 15 years ago.

A vehicular concrete slab bridge crosses the same creek but further south of the property. The abutments are in poor condition and have been recently repaired.

A single-story, frame, gable-roofed building is the toilet house. It was constructed in the 1950s.

The show ring probably dates from when the first horse show was held, 1899. It retains its original form but the planted hedgerow, split rail fence, and light poles are modern additions.

Another ring for practice purposes is situated north and east of the show ring. It occupies space which was once an outdoor or natural course.

Surveyor Assessment:

The Warrenton Horse Show Association (WWSA) is reputedly the earliest stock corporation still in existence in the Commonwealth of Virginia, created on August 8, 1899. On April 18, 1900, the East Virginia Mineral and Warrenton Improvement Company sold to the WWSA "the lot containing 8.74 acres with the buildings hereon, and the desks and furniture in the school building for the sum of \$1950.00". Although an annual event has occurred on this site for nearly 100 years, the buildings and landscape features have been altered to reflect then current trends. For example, a cross-country course, a coach barn, two stables, and a gazebo used to be on the site. The circa 1945 course consisted of solid obstacles intended to provide a more realistic test of a hunter's abilities in "the field." It was removed around 1967. Altered beyond recognition, the practice ring currently occupies a portion of the former area, however, a painted white stone jump which is north and east of the show ring is the only physical reminder of the course. The buildings were demolished during the 1970s. Many of the other remaining buildings have been rebuilt and modernized such as the grandstand and 4-H barn. According to Wayne Eastham, in the summer of 1955, the grandstand was torn down and rebuilt. Last year (1994) the circa 1954 4-H barnpoles were taken down and replaced with new ones. In conclusion, there have been so many character-, setting-, and integrity-reducing alterations to the buildings and the landscape as to render the site ineligible for inclusion in the National Register under criterion C, architecture.

But, however, when criterion A is considered, if the grounds are associated with annual horse and pony shows, then the Warrenton Horse Show property takes on significance. Since 1899, the Warrenton Horse Show has been held here and since 1920, the Warrenton Pony Show, the country's first. This activity ties into the purpose of the WWSA which is "primarily to stimulate better breeding of horses and to educate the public as to the type of horse in greater demand." Kitty Slater defines the Virginia Hunt Country as the countryside around Middleburg, Upperville, The Plains, Warrenton, Leesburg, and beyond the Blue Ridge to Clarke County. During this century, a horse show circuit led owners, exhibitors, and interested persons to Upperville, Manassas, Clarke County, Warrenton, and Berryville in search of the best horses and riders. Today, only two of these sites are still used, Upperville and Warrenton. The remainder of the horse show ground sites have fallen into disuse while the modern facilities at Great Meadow near The Plains provide a central location and spacious accommodations. In conclusion, the Warrenton Horse Show Association grounds is potentially eligible for listing in the National Register under criterion A, association with an event.

Surveyor Recommendation: No Data

Primary Resource Information

Resource Category: Social/Recreational
Resource Type: Stadium
NR Resource Type: Building
Historic District Status: *No Data*
Date of Construction: 1955
Date Source: Written Data
Historic Time Period: The New Dominion (1946 - 1991)
Historic Context(s): Architecture/Landscape
Other ID Number: *No Data*
Architectural Style: Other
Form: *No Data*
Number of Stories: 2.0
Condition: Rebuilt
Threats to Resource: None Known
Cultural Affiliations: *No Data*
Cultural Affiliation Details:
No Data

Architectural Description:

Architecture Summary: This is a two story, frame, gable-roofed building with vertical wood siding and square wood posts. At the rear of the building are square, wooden storage doors. Portable gates are placed here, while the upper floor is used for viewing purposes.

Secondary Resource Information**Secondary Resource #1**

Resource Category: Social/Recreational
Resource Type: Restroom Facility
Date of Construction: *No Data*
Date Source: *No Data*
Historic Time Period: *No Data*
Historic Context(s): Architecture/Landscape
Architectural Style: *No Data*
Form: *No Data*
Condition: *No Data*
Threats to Resource: *No Data*
Cultural Affiliations: *No Data*
Cultural Affiliation Details:
No Data

Architectural Description:

No Data

Number of Stories: *No Data*

Secondary Resource #2

Resource Category: Commerce/Trade
Resource Type: Communications Facility
Date of Construction: *No Data*
Date Source: *No Data*
Historic Time Period: *No Data*
Historic Context(s): Architecture/Landscape
Architectural Style: *No Data*
Form: *No Data*

Condition: *No Data*
Threats to Resource: *No Data*
Cultural Affiliations: *No Data*
Cultural Affiliation Details:
No Data
Architectural Description:
No Data

Secondary Resource #3

Resource Category: Landscape
Resource Type: Gateposts/Entry
Date of Construction: *No Data*
Date Source: *No Data*
Historic Time Period: *No Data*
Historic Context(s): Architecture/Landscape
Architectural Style: *No Data*
Form: *No Data*
Condition: *No Data*
Threats to Resource: *No Data*
Cultural Affiliations: *No Data*
Cultural Affiliation Details:
No Data
Architectural Description:
No Data

Secondary Resource #4

Resource Category: Social/Recreational
Resource Type: Shelter
Date of Construction: *No Data*
Date Source: *No Data*
Historic Time Period: *No Data*
Historic Context(s): Architecture/Landscape
Architectural Style: *No Data*
Form: *No Data*
Condition: *No Data*
Threats to Resource: *No Data*
Cultural Affiliations: *No Data*
Cultural Affiliation Details:
No Data
Architectural Description:
No Data
Number of Stories: *No Data*

Secondary Resource #5

Resource Category: Social/Recreational
Resource Type: Shelter
Date of Construction: *No Data*
Date Source: *No Data*
Historic Time Period: *No Data*
Historic Context(s): Architecture/Landscape
Architectural Style: *No Data*
Form: *No Data*
Condition: *No Data*

Threats to Resource: *No Data***Cultural Affiliations:** *No Data***Cultural Affiliation Details:***No Data***Architectural Description:***No Data***Number of Stories:** *No Data***Secondary Resource #6****Resource Category:** Social/Recreational**Resource Type:** Playing Field**Date of Construction:** *No Data***Date Source:** *No Data***Historic Time Period:** *No Data***Historic Context(s):** Architecture/Landscape**Architectural Style:** *No Data***Form:** *No Data***Condition:** *No Data***Threats to Resource:** *No Data***Cultural Affiliations:** *No Data***Cultural Affiliation Details:***No Data***Architectural Description:***No Data***Secondary Resource #7****Resource Category:** Social/Recreational**Resource Type:** Playing Field**Date of Construction:** *No Data***Date Source:** *No Data***Historic Time Period:** *No Data***Historic Context(s):** Architecture/Landscape**Architectural Style:** *No Data***Form:** *No Data***Condition:** *No Data***Threats to Resource:** *No Data***Cultural Affiliations:** *No Data***Cultural Affiliation Details:***No Data***Architectural Description:***No Data***Secondary Resource #8****Resource Category:** Commerce/Trade**Resource Type:** Office/Office Building**Date of Construction:** *No Data***Date Source:** *No Data***Historic Time Period:** *No Data***Historic Context(s):** Architecture/Landscape**Architectural Style:** *No Data***Form:** *No Data***Condition:** *No Data***Threats to Resource:** *No Data*

Cultural Affiliations: *No Data***Cultural Affiliation Details:**
*No Data***Architectural Description:**
*No Data***Number of Stories:** *No Data***Secondary Resource #9****Resource Category:** Agriculture/Subsistence**Resource Type:** Stable**Date of Construction:** *No Data***Date Source:** *No Data***Historic Time Period:** *No Data***Historic Context(s):** Architecture/Landscape**Architectural Style:** *No Data***Form:** *No Data***Condition:** *No Data***Threats to Resource:** *No Data***Cultural Affiliations:** *No Data***Cultural Affiliation Details:**
*No Data***Architectural Description:**
*No Data***Number of Stories:** *No Data***Secondary Resource #10****Resource Category:** Agriculture/Subsistence**Resource Type:** Stable**Date of Construction:** *No Data***Date Source:** *No Data***Historic Time Period:** *No Data***Historic Context(s):** Architecture/Landscape**Architectural Style:** *No Data***Form:** *No Data***Condition:** *No Data***Threats to Resource:** *No Data***Cultural Affiliations:** *No Data***Cultural Affiliation Details:**
*No Data***Architectural Description:**
*No Data***Number of Stories:** *No Data***Secondary Resource #11****Resource Category:** Transportation**Resource Type:** Bridge**Date of Construction:** *No Data***Date Source:** *No Data***Historic Time Period:** *No Data***Historic Context(s):** Architecture/Landscape**Architectural Style:** *No Data***Form:** *No Data***Condition:** *No Data*

Threats to Resource: *No Data*
Cultural Affiliations: *No Data*
Cultural Affiliation Details:
No Data
Architectural Description:
No Data
Bridge Structure Number: *No Data*
Bridge Type: *No Data*
VDOT Bridge ID: *No Data*
Name of Entity Crossed: *No Data*
Number of Spans: *No Data*
Number of Lanes Crossed: *No Data*
Type of Entity Crossed: *No Data*
Current Use: *No Data*

Secondary Resource #12

Resource Category: Transportation
Resource Type: Bridge
Date of Construction: *No Data*
Date Source: *No Data*
Historic Time Period: *No Data*
Historic Context(s): Architecture/Landscape
Architectural Style: *No Data*
Form: *No Data*
Condition: *No Data*
Threats to Resource: *No Data*
Cultural Affiliations: *No Data*
Cultural Affiliation Details:
No Data
Architectural Description:
No Data
Bridge Structure Number: *No Data*
Bridge Type: *No Data*
VDOT Bridge ID: *No Data*
Name of Entity Crossed: *No Data*
Number of Spans: *No Data*
Number of Lanes Crossed: *No Data*
Type of Entity Crossed: *No Data*
Current Use: *No Data*

Historic District Information

Historic District Name: *No Data*
Local Historic District Name: *No Data*
Historic District Significance: *No Data*

CRM Events

Event Type: Survey:Phase I/Reconnaissance

Project Review File Number: 7029-156-F01, 101, C502
Investigator: VDOT-Ross, Helen P.
Organization/Company: Unknown (DSS)
Photographic Media: *No Data*
Survey Date: 2/10/1995
Dhr Library Report Number: Warrenton Horse Show Grounds
Project Staff/Notes:

No Data

Project Bibliographic Information:

Name: Slater, Kitty
DHR CRM Report Number: The Hunt Country of America
Record Type: Book
Bibliographic Notes: Arco Publishing Co. Inc., New York, NY, revised edition 1987.

Name: Scott, Laurel
DHR CRM Report Number: Warrenton Horse Show Grounds
Record Type: Article
Bibliographic Notes: In Fauquier, volume 6, No. 2, Summer 1993.

Name: Fauquier County
DHR CRM Report Number: Grantee Index
Record Type: Deed
Bibliographic Notes: Deed Book 91, page 357.

Name: Ross, Helen
DHR CRM Report Number: Interview
Record Type: Oral History/Interview
Bibliographic Notes: Wayne Easom, insurance agent, telephone interview, February 8, 1995.

Name: Ross, Helen
DHR CRM Report Number: Interview
Record Type: Oral History/Interview
Bibliographic Notes: Helen Wiley, past president of Warrenton Horse Show, telephone interview, February 10, 1995.

Bibliographic Information

Bibliography:

No Data

Property Notes:

No Data



Legend

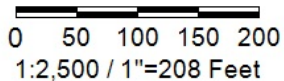
- Architecture Resources
- Architecture Labels
- Individual Historic District Properties
- Archaeological Resources
- Archaeology Labels
- DHR Easements
- USGS GIS Place names
- County Boundaries



Item 3.



Feet



Title: Architecture Labels

Date: 3/8/2022

DISCLAIMER: Records of the Virginia Department of Historic Resources (DHR) have been gathered over many years from a variety of sources and the representation depicted is a cumulative view of field observations over time and may not reflect current ground conditions. The map is for general information purposes and is not intended for engineering, legal or other site-specific uses. Map may contain errors and is provided "as-is". More information is available in the DHR Archives located at DHR's Richmond office.

Notice if AE sites: Locations of archaeological sites may be sensitive the National Historic Preservation Act (NHPA), and the Archaeological Resources Protection (ARPA) and Code of Virginia §2.2-3705.7 (10). Release of precise locations may threaten archaeological sites and historic resources.



June 30, 2022

Denise Harris
Town of Warrenton
PO Box 341
Warrenton, VA 20188

Greetings,

The Virginia Outdoors Foundation (VOF) is pleased to award your proposal, Preserve Warrenton Horse Show Grounds Open Space, submitted to the Preservation Trust Fund-Public Access Program, a grant award of \$100,000. This project will permanently protect land for public use and enjoyment. A grant agreement will be sent for review and signature within the month.

VOF recognizes the merit of access to open space for all citizens, and the funded project will result in this goal. VOF is glad to support Town of Warrenton in the pursuit to make outdoor space more accessible for all.

Warmest regards,

A handwritten signature in black ink that reads "Emily White". The signature is written in a cursive style.

Emily White
Conservation Grant Program Manager



Preservation Trust Fund-Public Access Program Requirements Land Acquisition & Protection

Required Documents Prior to Fund Disbursement:

1. A boundary survey of the property prepared by a Virginia licensed surveyor or professional engineer, preferable in digital form, depicting the metes and bounds of the property unless VOF determines that an adequate legal description of the Property is available.
2. Copies of title work showing grantor's fee simple interest in the property and/or a title insurance policy showing title vested in the grantor as well as any easements, rights, and other encumbrances of record acceptable to VOF.
3. A Phase I Environmental Site Assessment prepared within six months of closing shall be provided.
4. A copy of the draft deed, or the recorded deed, the form of which has been approved by VOF.
 - The property interest must be **held by VOF or a locality** as defined in Virginia Code §10.1-1700
 - The property interest must be **dedicated in perpetuity as open-space land under the Open-Space Land Act** (Virginia Code §§ 10.1-1700 to 10.1-1705). The deed must include the following recitals:
 - Pursuant to Chapter 18, Title 10.1, Section 10.1-1801.1 the Virginia Outdoors Foundation (VOF) has provided an Open-Space Lands Preservation Trust Fund Grant in the amount of \$_____ to Grantee for the protection and enhancement of open space, as more fully described in the Virginia Outdoors Foundation Open-Space Lands Preservation Trust Fund Grant Agreement attached hereto as Exhibit A.
 - When there is acquisition of a property interest by a locality:
 - Grantor is conveying the described property (the "Property") to Grantee to be retained and used by Grantee in perpetuity as open-space land pursuant to Chapter 17, Title 10.1, Section 10.1-1701 of the Code of Virginia (1950), as amended.

OR

 - When property interest is already held by a locality:
 - Grantor is dedicating the described property (the "Property") to be retained and used in perpetuity as open-space land pursuant to Chapter 17, Title 10.1, Section 10.1-1701 of the Code of Virginia (1950), as amended.
 - The deed must include the following restrictions to be imposed in perpetuity:
 - No division
 - A right of public access
 - Only structures allowed are those that enable public use and enjoyment of the property. Impervious surface will be limited/capped. 10% of property is average cap, though up to 50% will be considered for urban areas/community needs.
 - A conversion/diversion clause
 - The deed may include the following restrictions to be imposed in perpetuity:
 - A clause in which VOF must agree that the determination of the public body to convert/divert the public land has met all the requirements of 10.1-1704.
5. Verification of eligible expenditures including, but not limited to: appraisals, settlement statements, copies of invoices, cancelled checks (both sides), survey fees, appraisal fees, legal fees including title reports and insurance, and recordation fees, etc.
6. Contact information for the settlement agent who will be receiving the grant funds for closing and a W-9 for that company at least two weeks before the desired closing date.



March 29, 2023

Mr. Johnny Switzer
Facilities and Fleet Manager
Town of Warrenton
21 Main Street
Warrenton, VA 20186

Re: Warrenton Horse Show Topographic Survey and Boundary Survey

Dear Johnny:

Per our discussions, WRA and Carson Land Consultants will conduct a topographic survey, boundary survey and plat of the Warrenton Horse Show property. The survey will provide the data and graphical information needed for the evaluation and design of improvements to the stream on the east side of the property and improvements to drainage at the paddock adjacent to the stream. The survey will also be available to the Town for use in the engineering of other projects.

The survey will include:

- AutoCAD 2018 or higher based drawings
• Boundary survey and plat
• Horizontal and vertical control
• One-foot contours and spot elevations
• Site utilities
• Building corners
• Other structures such as walls
• Roadway edges
• Stream channel and banks
• Stream culvert inverts and culvert-road top elevations

WRA will oversee the work of Carson Land Consultants and review the survey drawings with the Town. The fee for Carson Land Consultants is \$13,000. WRA's services will include:

- 4 hours of an Associate at \$200/hour = \$800
• Hours of a Senior Designer at \$107.50/hour = \$860

WRA's labor is estimated to be \$1,660 and the total gee for WRA's services, including the survey by Carson Land Consultants is \$14,660.

WRA expects the work to be completed within 4 weeks of Notice to Proceed.

Very truly yours,

Whitman, Requardt and Associates, LLP

Dean Westman
Digitally signed by Dean Westman
DN: cn=Dean Westman, c=US, o=WRA, email=dwestman@wrallp.com
Date: 2023.03.29 09:31:14 -04'00'

Dean C. Westman
Associate



March 27, 2023

Mr. Johnnie Switzer
Facility and Fleet Manager
Town of Warrenton
21 Main Street
Warrenton, VA 20186

Re: Warrenton Horse Show Grandstand - Preliminary Engineering Report

Dear Johnnie:

Whitman, Requardt & Associates, LLP (WRA) is pleased to submit our proposal to furnish a Preliminary Engineering Report (PER) to the Town of Warrenton, herein referred to as the Town, for the evaluation of existing conditions at the Horse Show Grandstand.

BACKGROUND

In March 2023, WRA was contacted by to Town to make initial observations of the Horse Show Grandstand located at 60 E Shirley Ave, Warrenton, VA 20186. The grandstand is believed to have been constructed in the 1920's. The grandstand has a wood superstructure with a metal roof, and bears primarily on exposed concrete piers on an unknown foundation system below grade. The grandstand is part of the Horse Show Grounds which contains two horse rinks, various miscellaneous structures, and a stream. The grounds currently belong to a private entity, but the Town is in discussions to purchase this property. The Town is planning for the facility to become a public park and would like to restore the grandstand due to its historic nature. For this initial task, the town has requested WRA to do a preliminary report to establish the condition of the grandstand for use for the public. The proposal is based on the emailed scope of work sent to WRA on 3/2/2023, an initial site visit on 3/8/23, and a meeting with the Town staff on 3/20/23.

This proposal is for a Preliminary Engineering Report which will include:

- Performing an additional site visit to gather additional information
- Structure Evaluation for the grandstand structure to be brought into a good state of repair for public use
- Preliminary recommendations for the complete replacement of the existing piers with new foundations
- Analysis of the seating area for current loading requirements and recommendations for repair and reinforcement.
- Analysis of the roof for wind uplift and recommendations for reinforcement.
- Recommendations for modifications to the grandstand to meet egress, OSHA, Americans with Disabilities Act (ADA), and Architectural Barriers Act (ABA) requirements

Our proposal is described further as follows:

SCOPE OF SERVICES TO BE PROVIDED BY WRA

Project Meetings

WRA will attend one in-person meeting in the Town following the Draft submission and one virtual meeting following the Final submission of the Preliminary Engineering Report to discuss review comments.

Field Observations

WRA will perform one site visit to gather field data pertinent to the preliminary engineering report.

Preliminary Engineering Report – Draft Submission

WRA will develop the draft preliminary engineering report to include the following:

- Summary of major structural issues with the grandstand structure.
- Summary of additional issues requiring structural work such as replacing and adding stairs for egress that must be addressed before opening the structure to the public.
- Analyze the grandstand structure for updated dead and live loading in the seating area, wind uplift on the overall structure, and loading on the concrete piers.
- Preliminary design concepts for the replacement of all the concrete piers of the grandstand. The new foundation concepts will be designed using the default soil properties as allowed by the International Building Code and by the local jurisdiction. The PER will include conceptual sketches of the new foundations.
- Recommendations for reinforcement or other modifications as required for the seating area. The wood members will be analyzed using conservative historical strengths for the wood framing.
- Recommendations for reinforcement or other modifications as required for the roof framing and other members to withstand wind loading. The wood members will be analyzed using conservative historical strengths for the wood framing.
- Recommendations for replacement or modification of existing egress and evaluation of the requirements for a second potential point of egress.
- Discuss American Disabilities Act requirement for existing grandstand structure.
- If aspects of the existing structure were found to be inadequate from the analysis, recommendations to perform additional services such as materials testing and geotechnical investigation for the next phase of the project.
- A planning level cost estimate for conceptual structural repairs of the substructure will be included.

Preliminary Engineering Report – Final Submission

WRA will develop a final report submission to include all of the components listed in the Draft Preliminary Engineering Report with modifications to address review comments by the Town Project Manager.

ITEMS TO BE PROVIDED BY THE TOWN OF WARRENTON

The Town will assist WRA by providing the following:

- Remove all items in the storage area below the grandstand seating area. No items should remain that would impair WRA from performing observations of the existing piers and wood framing members below the seating area.
- Coordinate with the current property owner and WRA a time and date to perform the site visit.
- The Town will arrange for and participate in meetings and site visits including the site visit for field observations and the submission review meetings.

SCOPE CLARIFICATIONS AND ASSUMPTIONS

- WRA will provide non-destructive field investigation to confirm existing conditions of the area of work. This proposal assumes that authorization to access the areas to perform these services will be obtained through the Town.
- The structural field observations will be limited to the observations of the grandstand and related structural support elements.
- No drawings are available of the existing grandstand. WRA will perform a limited survey to determine dimensions of the structure and typical member sizes for our use in evaluation of the structure.
- Field observations will occur during normal business hours (8:00 a.m. to 5:00 p.m.)
- Observations will be limited to areas that are accessible. No testing or verification of concealed or below-grade conditions is included in the assessment.

- A planning level cost for conceptual structural repairs to the substructure will be developed. Detailed construction cost estimates are not included in this proposal.
- Investigation or testing for hazardous materials is not included in this proposal.
- The deliverables for this project are limited to the Preliminary Engineering Report which will include conceptual sketches. No CAD drawings or other construction documents are included in this proposal.
- The on-site management staff shall provide safe access and personnel to accompany WRA staff during all field work.
- Final design of structures and improvements for access ramp and sitework related to ADA access will be conducted under a separate task order.

DELIVERABLES

Preliminary Engineering Report – Draft Submission
WRA will provide (1) electronic copy of the draft report.

Preliminary Engineering Report – Final Submission
WRA will provide (1) electronic copy of the final report.

SCHEDULE

WRA proposes furnishing services as follows:

Site Visit for Field Observations	Within (3) weeks of Notice to Proceed
Preliminary Engineering Report – Draft Submission	Within (8) weeks after site visit
Preliminary Engineering Report – Final Submission	Within (3) weeks after receipt of review comments

FEE

The estimated fee for the Preliminary Engineering Report is \$24,410.

Very truly yours,

Whitman, Requardt and Associates, LLP



Robert Allison, P.E.
Vice President

Enclosures

cc: Dean Westman, P.E.

Warrenton Horse Show Observations

WHITMAN, REQUARDT AND ASSOCIATES

MONDAY, 3/20/2023

Grandstand



- Grandstand wood structure appears to be in fair condition based on initial observations.
- Significant issues observed at concrete piers.
- Existing wooden structure with metal roof and stone staircase.
- One point of egress on north side of structure.
- Uneven walking surface for seating area.

Pier Issues



- Complete shear failure observed at one pier
- Load carrying capacity is significantly impacted.
- Steel reinforcement most likely not used in construction.
- Quality of concrete is questionable due to smooth aggregate used in mix. Structural concrete uses angular aggregate.
- Not evident how some wood posts are connected to the pier.

Pier Issues



- Wood post connected to pier with metal plate
- The metal has rusted over time and cause expansion.
- The expansion has caused the pier to spall.

Pier Issues



- Metal strap connecting to wood post
- Spalls where the plate was embedded in pier

Pier Issues



- Various pier types
- Posts off center of piers
- Unknown shape and size below grade.
- Connection to pier unknown.

- Further investigation needed:
 - Test pits after storage area has been cleared out.
 - Geotechnical report to establish soil conditions.
 - Recommendations for pier repairs or replacement and construction cost estimate.

Existing Stair



- Existing stair needs to be replaced based on condition and code requirements.
- Stair consists of stone with a concrete parge coat.
- Riser height is too high and is inconsistent.
- The parge coat on the riser surfaces has signs of wear.
- The railing is not up to code. There are not enough vertical posts and there is no mid-height rail.
- Second stair would most likely be required for egress.

Seating Area



- Uneven walking surface.
- Boards and plywood installed as temporary repairs. These protrude and are a tripping hazard.

Seating Area Perimeter Barrier



- Need barrier at perimeter of seating area to be 42” for fall prevention
- Existing barriers are approximately 31” and would need to be extended.

Roof Framing



- Metal roof needs further investigation.
- Lighting may need to be upgraded for egress requirements.
- Modern connections at rafters would be beneficial.

ADA Access



- Based on existing landing height, new ramp would be approximately 55' in length.
- A sidewalk and handicap parking area leading to ramp would be required per ADA requirements.
- As an alternative, a new ADA seating structure could be provided.

Patsy Cline Memorial Pavilion



- Existing structure appears to be in fair condition based on initial observations.
- Current condition of roof slab does not pose any immediate concern as long as roof is not occupied.
- Existing stair and railing do not meet code.
- If desired, roof slab replacement can be performed.
- If stair is to remain in place, a new barrier is recommended for the back of the structure to prevent access to the stair.

Bucky's Ring Erosion







Stream Erosion and Existing Crossings









NOTE TO TITLE EXAMINERS: This deed contains a restriction on use of the property described below, which runs with the land and is applicable to the property in perpetuity.

Prepared by:

Return to: _____

Parcel ID No(s). _____

Exempt from recordation tax under
the Code of Virginia (1950), as amended, Section 58.1-811A.3.

THIS DEED OF CONVEYANCE AND DESIGNATION OF OPEN-SPACE LAND made this ____ day of _____, _____, by and between _____, Grantor, and the Town of Warrenton, Virginia, a political subdivision of the Commonwealth of Virginia, Grantee, whose address is _____, witnesseth:

RECITALS:

R-1. Pursuant to Chapter 18, Title 10.1, Section 10.1-1801.1 the Virginia Outdoors Foundation (VOF) has provided an Open-Space Lands Preservation Trust Fund Grant (“VOF Grant”) in the amount of \$100,000 to Grantee for purchase of the Property, as more fully described in the Virginia Outdoors Foundation Open-Space Lands Preservation Trust Fund-Public Access Grant Agreement attached hereto as Exhibit A.

R-2 Grantor is conveying the below-described property (the “Property”) to Grantee to be retained and used by Grantee in perpetuity as open-space land pursuant to Chapter 17, Title 10.1, Section 10.1-1701 of the Code of Virginia (1950), as amended.

NOW, THEREFORE, in consideration of the sum of Ten Dollars (\$10.00) in hand paid to the party of the first part, at and before the signing, sealing and delivery of this deed, and other good and valuable consideration, receipt whereof is hereby acknowledged, Grantor does hereby grant, bargain, sell, and convey in fee simple with General Warranty and English Covenants of Title the following described real property located in the Town of Warrenton, Fauquier County, Virginia, to-wit:

(Insert legal description and derivation.)

Adhering to the project as described in the VOF grant, it is the intent of Grantee

1. To keep the Property as a single undivided parcel,
2. To allow only those improvements that support the use of the Property as a public park and horse show venue,
3. To allow public access on the Property on a regular basis,
4. To limit total impervious surface to 50% of the total area of the Property. Measurement of impervious surface shall be completed using the Town's standard definitions and methodology.
5. To allow the Property to be used as a public park and to continue to be used as an equine recreation facility.

Grantee, by acceptance of the conveyance of this Property, hereby designates the Property as property to be retained and used for the preservation and provision of open-space land in perpetuity to assist in the shaping of the character, direction, and timing of community development of Grantee pursuant to Chapter 17, Title 10.1, Section 10.1-1701 of the Code of Virginia (1950), as amended.

No part of the Property may be converted or diverted from its open-space use unless such conversion or diversion is determined by Grantee to be in compliance with Section 10.1-1704 of the Open-Space Land Act that does not permit the loss of open space. For a conversion or diversion Grantee must determine that the conversion or diversion is (i) essential to the orderly development and growth of the Town of Warrenton, (ii) is in accordance with the official comprehensive plan for the Town of Warrenton in effect at the time of the conversion or diversion, and (iii) there is substituted other real property which is (a) of at least equal fair market value, (b) of greater value as permanent open-space land than the land converted or diverted, and (c) of as nearly as feasible equivalent usefulness and location for use as permanent open-space land as is the land converted or diverted. Grantee must assure that the property substituted will be subject to the provisions of the Open-Space Land Act.

This conveyance is made subject to all conditions, restrictions, reservations, restrictive covenants, and easements of record, but is not intended to re-impose any of them.

This deed is executed by _____, _____ of the Town of Warrenton, Virginia after having been authorized to act on behalf of the town by resolution duly adopted on _____ by the Town Council of the Town of Warrenton, Virginia.

This deed is approved as to form by _____, Town Attorney, pursuant to Section 15.2-1803 of the Code of Virginia (1950), as amended, as evidenced by his/her signature.

This deed may be executed in one or more counterpart copies, each of which, when executed and delivered, shall be an original, but all of which shall constitute one and the same deed. Execution of this deed at different times and in different places by the parties hereto shall not affect its validity.

WITNESS the following signatures and seals:

[Counterpart signature pages follow]

[Counterpart signature page 1 of 2]

GRANTOR

STATE OF VIRGINIA

CITY/COUNTY of _____, to-wit:

I, the undersigned, a Notary Public in and for the jurisdiction aforesaid, do certify that _____, Grantor herein, whose name is signed to the foregoing deed bearing date of _____, has this day acknowledged the same before me in my jurisdiction aforesaid.

Given under my hand this ____ day of _____, 20__.

My commission expires on _____

Registration Number: _____

NOTARY PUBLIC

(SEAL)

[Counterpart signature page 2 of 2]

APPROVED AND ACCEPTED BY:

THE TOWN OF WARRENTON, VIRGINIA
GRANTEE

By: _____

STATE OF VIRGINIA
CITY/COUNTY of _____, to-wit:

I, the undersigned, a Notary Public in and for the jurisdiction aforesaid, do certify that _____, _____ of The Town of Warrenton, Virginia, Grantee herein, whose name is signed to the foregoing deed bearing date of _____, has this day acknowledged the same before me in my jurisdiction aforesaid.

Given under my hand this ____ day of _____, 20____

My commission expires on _____
Registration Number: _____

NOTARY PUBLIC

(SEAL)

Approved as to form:

By: _____
Town Attorney



May 9th, 2023
Town Council
Regular Meeting

A RESOLUTION DIRECTING THE TOWN MANAGER TO ENTER INTO CONTRACT NEGOTIATIONS FOR THE PURCHASE OF REAL PROPERTY WITHIN TOWN BOUNDARIES: THE WARRENTON HORSE SHOW GROUNDS

WHEREAS, the 9.57-acre historic Warrenton Horse Show Grounds, located off of Shirley Avenue, is home to the country's oldest continuously operating horse show; and

WHEREAS, the Warrenton Horse Show Association ownership approached the Town to purchase the property to preserve the unique land and open it to the public year-round while continuing its popular use as an equine recreation facility; and

WHEREAS, The Town Council has directed Staff to review the property for purchase and identify sources of funding to utilize for the purchase; and

NOW, THEREFORE, BE IT RESOLVED that the Warrenton Town Council hereby directs the Town Manager to enter into contract negotiations with the Warrenton Horse Show Association for the purchase of the Warrenton Horse Show Grounds for the use as a park for no more than \$1.6 Million; and

BE IT FURTHER RESOLVED that the Town Manager return to Town Council with a draft contract for Council approval and appropriation of funds.

ATTACHMENT:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Town Clerk

ATTEST: _____
Town Recorder



Office of the Town Manager

Christopher E. Martino

STAFF REPORT

Warrenton Town Council

Carter Nevill, Mayor

Heather Sutphin, Ward 1

William Semple, Ward 2

Brett Hamby, Ward 3

James Hartman, Ward 4 Vice Mayor

Jay Heroux, Ward 5

Paul Mooney, At Large

David McGuire, At Large

Item 4.

Council Meeting Date:	May 9, 2023
Agenda Title:	Fiscal Year 2024 Proposed Budget Public Hearing: Tax Rates
Requested Action:	Adopt Ordinance 2023-03 to establish Calendar Year 2023 Tax Rates
Department / Agency Lead:	Finance / Budget
Staff Lead:	Stephanie Miller

EXECUTIVE SUMMARY

The Town Manager’s Fiscal Year 2024 Proposed Budget was delivered to Council on March 31, 2023. The budget proposed to:

- **Eliminate the Motor Vehicle License Fee.**
- **Offset the loss of revenue from the elimination of the Motor Vehicle License Fee by increasing the tax rate for all classes of personal property from \$1.00 to \$1.50 per \$100 of assessed value.**

Staff presented two alternatives for the personal property tax rate in conjunction with other budget reductions. The impact of the alternatives is described below.

- **Alternative 1 – reduces the use of fund balance by ~~\$498,899 to \$3,879,909~~ \$214,872 to \$4,163,936**
 - maintain the personal property rate for all classes at \$1.00 per \$100 of assessed value; and
 - maintain the vehicle license fee.
- **Alternative 2 – reduces the use of fund balance by \$166,268 to \$4,212,540**
 - maintain a rate of \$1.00 per \$100 of assessed value for business personal property and machinery and tools; and
 - raise the general tangible personal property class (which includes vehicles) to \$1.50 per \$100 of assessed value; and
 - eliminate the motor vehicle license fee.

BACKGROUND

The Town Manager’s Fiscal Year 2024 Proposed Budget was delivered to Council on March 31, 2023. The budget proposed to:

- **Eliminate the Motor Vehicle License Fee.**
- **Offset the loss of revenue from the elimination of the Motor Vehicle License Fee by increasing the tax rate for all personal property from \$1.00 to \$1.50 per \$100 of assessed value.**
- Dissolve the Information Technology and Motor Pool internal service funds and establish the Information Technology and Fleet Management departments within the General Fund.

- Implement the results of the recently completed Classification and Compensation Study by providing a 10% increase to employees.
- Provide a merit increase ranging from 0-3% to eligible employees, effective January 1, 2024.
- Add seven new positions:
 - Communications Manager
 - Network Engineer
 - Human Capital Generalist
 - Deputy Town Manager
 - Economic Development Manager
 - Building Official
 - Fitness Supervisor

The total estimated appropriation for the FY24 proposed budget is \$40,811,743. Accounting for the dissolution of the internal service funds, the total FY23 appropriation would have been \$31,593,229. This results in an increase from FY23 to FY24 of \$9,218,514, or 29%.

The FY23 General Fund budget, restated for the dissolution of the internal service funds, totals \$16,823,683. The total proposed FY24 General Fund budget is \$23,052,786, or an increase of \$6,227,103, or 37% over FY23. The proposed budget includes year 1 of the capital improvement program. The General Fund transfer to support general capital projects is \$4,416,709, which is a 2108% increase compared to \$200,000 for FY23. It is important to note that in FY23, ARPA funding was used to cover general capital projects and asset replacements. The operating increase from FY23 to FY24 was \$2,010,394, or 12.1%.

As a result of discussions during the April 11 and April 26 budget work sessions, the Town Manager has proposed revisions to the budget to reduce expenses by \$882,695 across all funds. The General Fund reduction is \$546,825. The revisions are summarized below:

- Removed funding for the Deputy Town Manager and Economic Development Manager.
- Adjusted the 10% classification and compensation increase so that it only applies to employees who were employed as of April 1, 2023.
- Updated personnel data to account for changes since initial budget proposal.
- Reduced vacancy savings figure based on changes noted above.
- Removed the purchase of a wheel loader that was to be cost-shared by the General Fund and the Water and Sewer Fund; added back the cost of renting a wheel loader.
- Added potential grant funding for the purchase of one police vehicle.

Additionally, several alternatives related to the proposed personal property tax rate have been generated for Council consideration. As a point of reference to gauge the impact of the versions, the proposed budget included the use of fund balance in the amount of \$4,378,808.

- **Alternative 1 – reduces the use of fund balance by ~~\$498,899 to \$3,879,909~~ \$214,872 to \$4,163,936**
 - maintain the personal property rate for all classes at \$1.00 per \$100 of assessed value; and
 - maintain the vehicle license fee.
- **Alternative 2 – reduces the use of fund balance by \$166,268 to \$4,212,540**
 - maintain a rate of \$1.00 per \$100 of assessed value for business personal property and machinery and tools; and

- raise the general tangible personal property class (which includes vehicles) to \$1.50 per \$100 of assessed value; and
- eliminate the motor vehicle license fee.

STAFF RECOMMENDATION

Staff recommends that Council consider the proposed alternatives for the personal property tax rate for calendar year 2023. Three ordinances have been drafted to reflect the proposed budget and two alternatives. There is no proposed change to the real estate tax rate. To summarize the three options, the impact to the personal property tax rate is:

As proposed: \$1.50 for all classes of personal property
Eliminate the motor vehicle license fee

Alternative 1: \$1.00 for all classes of personal property
Maintain the motor vehicle license fee

Alternative 2: \$1.00 for business personal property and machinery and tools
\$1.50 for other personal property
Eliminate the motor vehicle license fee

Service Level/Policy Impact

The adoption of the ordinance this evening establishes the tax rates for the calendar year and impacts the use of General fund balance for the FY24 Budget.

Fiscal Impact

As outlined above, the decision regarding a tax rate structure will impact the use of General fund balance in the FY24 budget. The use of fund balance for each option is as follows:

- As proposed - \$3,831,983
- Alternative 1 - ~~\$3,879,909~~ \$4,163,936
- Alternative 2 - \$4,212,540

Legal Impact

Per Town Code, the tax rates for the calendar year must be established by May 14th each year.

ORDINANCE 2023-03

**AN ORDINANCE TO ESTABLISH TAX RATES FOR THE
TAX YEAR BEGINNING JANUARY 1, 2023**

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia, that the following tax rates are hereby levied for the tax year beginning January 1, 2023:

Real Property	\$0.0401 per \$100 assessed value
Mobile Homes	\$0.00 per \$100 assessed value
Tangible Personal Property-General	\$1.50 per \$100 assessed value
Tangible Personal Property-Handicapped	\$0.00 per \$100 assessed value
Motor Homes, Campers and Boats	\$0.00 per \$100 assessed value
Machinery and Tools	\$1.50 per \$100 assessed value
Business Personal Property & Computers	\$1.50 per \$100 assessed value
Bank Stock	\$0.80 per \$100 of net capital

Tangible Personal Property as defined in Section 58.1-3504 of the Code of Virginia of 1950, as amended, shall be exempt from taxation under this ordinance.

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TOWN OF WARRENTON, VIRGINIA
Fiscal Year 2024 Proposed Budget

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The Town of Warrenton
P.O. Box 341
Warrenton, VA 20188
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F (540) 349-2414

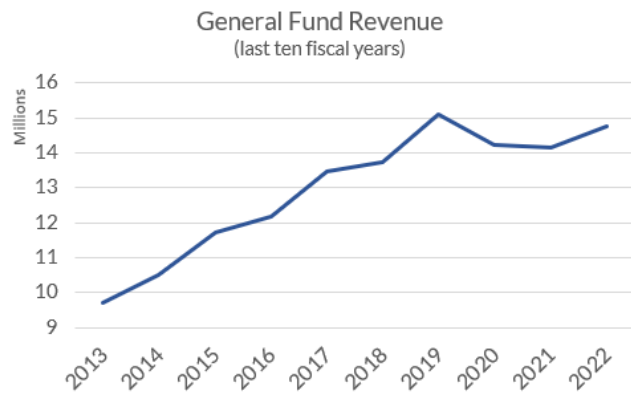
March 31, 2023

Honorable Mayor, Members of Town Council, and Town Residents,

I am pleased to present the Fiscal Year 2024 Proposed Budget, which has been developed in support of the Council’s mission, values, and long-term vision for the Town. During the last six months, Town staff have continued to align our activities with Plan Warrenton 2040 in furtherance of our commitment to delivering quality services to the community.

The proposed budget represents a balancing act between addressing inflationary pressures while acknowledging the lingering economic impact of the pandemic. Projections for Fiscal Year 2023 reflect a positive net change in fund balance; however, this is largely thanks to the use of ARPA funding. Federal funding sources have supported communities across the country through the pandemic but will not be an ongoing factor in our balancing of the budget.

While the Town’s current revenue sources have demonstrated resilience, the Town’s tax rate structure is heavily dependent upon economically sensitive sources. The chart to the right removes Federal stimulus funding to show the trend of regular revenue sources upon which the Town may rely.



Resiliency is a primary focus for the Town, recognizing our core mission to deliver quality, high-level services to Town residents. The Town Council held a Fiscal Retreat on February 25, 2023, to review the Town’s financial condition and trends, receive preliminary results of the Classification and Compensation Study, and to preview the proposed 2024-2029 Capital Improvement Program. The data presented showed that the Town has capacity to address its human capital needs and to provide a balance of cash and debt funding in support of the Town’s infrastructure and capital requirements. The proposed budget addresses those needs.

The total proposed budget for FY 2024 is \$41.2 million to fund governmental and utility operations, and investment in the Town’s capital infrastructure. This is an increase of \$10 million over the FY 2023 budget. The bulk of this change is the capital program, which increased by \$9.1 million. The operating increase across all funds is \$919,607, or 3.7%. The General Fund operating increase is \$788,552, or 4.3% compared to FY23.

HIGHLIGHTS

- Elimination of Motor Vehicle License Tax: The budget proposes to eliminate the Motor Vehicle License Tax. This is a \$25 per vehicle tax that is assessed annually and is not subject to proration. Many taxpayers receive a bill from the Town that only includes this fee, since we continue to offer 100% tax relief on vehicles valued less than \$20,000.
 - This is offset by an **increase in the personal property tax rate from \$1.00 to \$1.50** per \$100 of assessed value to produce neutral revenue. If this change is adopted, many taxpayers who own older vehicles will not receive a personal property tax bill from the Town.
- Internal Service Funds: To enhance transparency, we have dissolved the internal service funds – Information Technology and Fleet (formerly Motor Pool). These are now departments within the General Fund. The Water and Sewer Fund and the Stormwater Management Fund will transfer funds to the General Fund to account for the services provided to their respective functions. The change may distort some of the year over year comparisons in this first year. We have added footnotes to assist in understanding the impact.
- Capital Improvement Program: The Draft 2024-2029 Capital Improvement Program totals \$13.8 million for FY 2024. This includes \$7.9 million for General Fund projects, \$5 million for Water and Sewer projects, and \$0.9 million for Stormwater projects. We have reviewed the capital program with our financial advisors. The Town has the capacity to issue debt to support these intergenerational projects and those issuances will be brought forward to Council as the need for the funding approaches. There is no debt proposed in the FY24 budget; however, debt will need to be issued in the future to support the capital program.
- Water and Sewer Rates: The Town engaged the services of a consultant to conduct a rate study update due to the realignment of the capital program and inflationary concerns. The preliminary results of the rate study have been incorporated. **An average monthly In-Town residential bill (based on 3,000 gallons of consumption) will increase from \$36.19 to \$43.03.** The model assumes the issuance of debt in future years to support the system's capital needs. We continue to work with the consultant and our financial advisors to refine the model and will have a formal presentation at the May work session.
- Human Capital:
 - Classification and Compensation: At the fiscal retreat, Council received the results of the Classification and Compensation Study. The budget includes the recommended 10% across the board adjustment to the pay of current employees to advance them to the correct range on the new pay scale. The last time that a compensation study was

undertaken and partially implemented was 2015, so the adjustment is long overdue. The total impact of this adjustment is \$941,426.

- Merit Program: Another recommendation discussed during the retreat was a modification in the timing of merit increases. Previously, merit increases and cost-of-living (COLA) adjustments were provided on July 1. The merit will now be implemented each year on January 1. The proposed budget includes a proposed merit range of 0-3% with a total impact of \$135,644.
- New positions: The proposed budget includes the addition of seven positions and the upgrade to full-time of four existing part-time Maintenance Workers. The new positions are:
 - Communications Manager
 - Network Engineer
 - Human Capital Generalist
 - Deputy Town Manager
 - Economic Development Manager
 - Building Official
 - Fitness Supervisor

The budget is one of the most important tools that we use to plan the improvements and continued service delivery that make the Town of Warrenton a great place to live. I would like to thank the Council for the opportunity to serve in this capacity and for their vision and support of Town staff in our endeavors. I look forward to our collaboration as we work together to produce the best budget possible.

Sincerely,

Thomas L. Cureton

Tommy Cureton, MS, CPRP, CPP
Acting Town Manager

E X P E R I E N C E

COMBINED BUDGET SUMMARY

The following provides a summary of the budget for Fiscal Year 2023-2024 across all appropriated funds compared to the budget for Fiscal Year 2022-2023. Greater detail is provided for the General Fund, followed by summary totals for the other funds. Further detail is provided throughout the document.

TOTAL ESTIMATED REVENUE ALL FUNDS

	Revenue/Sources	FY 2023 Adopted	FY 2024 Proposed	Variance (\$)	Variance (%)
GENERAL FUND	General Property Taxes	\$1,449,235	\$1,871,670	422,435	29%
	Other Local Taxes	9,675,138	11,113,121	1,437,983	15%
	Permits & Fees	328,065	288,064	(40,001)	-12%
	Fines & Forfeitures	139,871	77,500	(62,371)	-45%
	Use of Money/Property	128,257	500,000	371,743	290%
	Charges for Services	760,877	1,090,439	329,562	43%
	Miscellaneous Revenue	319,771	221,633	(98,138)	-31%
	State Revenue	2,971,638	2,971,638	-	-
	Transfers in	-	539,913	539,913	-
	Bond proceeds	200,000	-	(200,000)	-100%
	Use of Fund Balance	440,232	4,378,808	3,938,576	895%
	GENERAL FUND TOTAL	\$16,413,084	\$23,052,786	6,639,702	40%
OTHER FUNDS	Capital Projects	\$50,000	\$2,770,359	2,720,359	5441%
	General Asset Replacement	150,000	1,646,350	1,496,350	998%
	Water & Sewer Operating	6,596,935	8,082,832	1,485,897	23%
	Water & Sewer Capital	4,111,102	5,466,700	1,355,598	33%
	Stormwater Management	1,957,867	1,479,428	(478,439)	-24%
	Motor Pool	640,963	-	(640,963)	-100%
	Information Technology	1,638,011	-	(1,638,011)	-100%
	ARPA Fund	2,101,642	3,269,910	1,168,268	56%
	OTHER FUNDS TOTAL	\$17,246,520	\$22,715,579	5,469,059	32%
TOTAL ALL FUNDS	\$33,659,604	\$45,768,365	\$12,108,761	36%	
LESS TRANSFERS	(2,478,974)	(4,416,709)	(1,937,735)	78%	
TOTAL ESTIMATED REVENUES	\$31,180,630	\$41,351,656	\$10,171,026	33%	

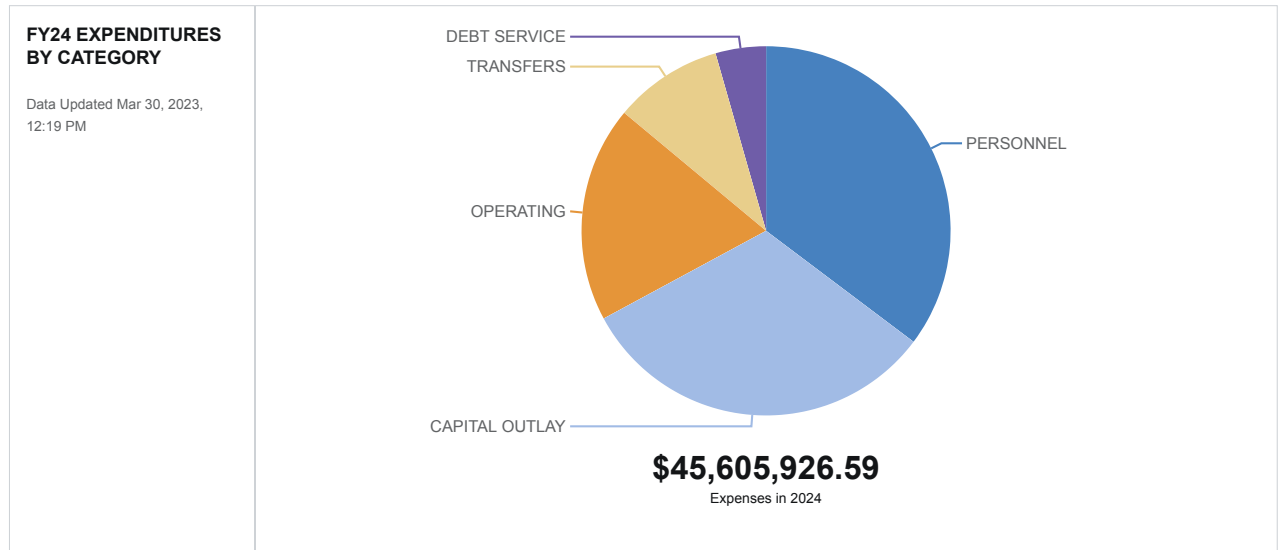
TOTAL APPROPRIATIONS ALL FUNDS

	Expenditures/Uses	FY 2023 Adopted	FY 2024 Proposed	Variance (\$)	Variance (%)
GENERAL FUND	General Government	\$2,157,328	\$4,764,031	2,606,703	121%
	Public Safety	4,255,790	3,791,492	(464,298)	-11%
	Public Works	4,568,483	5,547,571	979,088	21%
	Parks & Recreation	2,608,455	2,466,871	(141,584)	-5%
	Community Development	1,346,411	1,400,225	53,814	4%
	Contributions	68,354	58,954	(9,400)	-14%
	Nondepartmental	352,645	389,666	37,021	10%
	Debt Service	855,618	824,238	(31,380)	-4%
	Transfers out	200,000	3,809,738	3,609,738	1805%
	GENERAL FUND TOTAL	\$16,413,084	\$23,052,786	6,639,702	40%
OTHER FUNDS	Capital Projects	\$50,000	\$2,770,359	2,720,359	5441%
	General Asset Replacement	150,000	1,646,350	1,496,350	998%
	Water & Sewer Operating	6,596,935	8,082,832	1,485,897	23%
	Water & Sewer Capital	4,111,102	5,466,700	1,355,598	33%
	Stormwater Management	1,957,867	1,479,428	(478,439)	-24%
	Motor Pool	640,963	-	(640,963)	-100%
	Information Technology	1,638,011	-	(1,638,011)	-100%
	ARPA Fund	2,101,642	3,269,910	1,168,268	56%
	OTHER FUNDS TOTAL	\$17,246,520	\$22,715,579	5,469,059	32%
	TOTAL ALL FUNDS	\$33,659,604	\$45,768,365	\$12,108,761	36%
LESS TRANSFERS	(2,478,974)	(4,416,709)	(1,937,735)	78%	
TOTAL ESTIMATED APPROPRIATIONS	\$31,180,630	\$41,351,656	\$10,171,026	33%	

INTRODUCTION

PERSONNEL & COMPENSATION SUMMARY

The Town of Warrenton views its workforce as the most valuable asset in creating a vibrant community and delivering quality services to taxpayers. The Town completed an update to its classification and compensation system in FY23. The primary goals of the study are attracting and retaining employees and ensuring employee satisfaction. The Town is currently conducting an organizational staffing study.



HIGHLIGHTS OF EXPENSES RELATED TO PERSONNEL

During the Fiscal Retreat held on March 25, 2023, the Town Council received the results of the recently completed classification and compensation study. Prior to this study, the last classification and compensation adjustment was done in 2015. Additionally, a cost-of-living adjustment was included in only 2 of the last 8 budget cycles. As such, the compensation system has lagged behind those of our peers for many years. The FY24 budget programs the recommended 10% classification and compensation increase to ensure that all employees are on the new pay scale.

A merit increase of up to an additional 3% (based on the results of their performance evaluation) has been budgeted for employees with an effective date of January 1. The merit program partially assists in addressing compression but periodic studies are necessary to fully correct the impact of compression over time.

Health Insurance is always a concern for both employees and employers. The Town is fully insured with The Local Choice (TLC), a pooled program of local governments administered by the Virginia Department of Human Resource Management. The Town's renewal for FY24 premiums reflects a 0% change. The FY24 cost for health insurance coverage is \$1,809,883 across all funds.

Full-time employees accrue annual and sick leave on a monthly basis. Annual leave is capped at a maximum number of hours based on years of service. Employees are eligible for a leave payout when they leave Town employment in good standing with the Town and provide at least two weeks' notice. The expense associated with leave payouts is typically absorbed by salary and benefit savings while attempting to hire a replacement.

The Town is a member of the Virginia Retirement System (VRS), which provides a retirement benefit and group life insurance coverage. All full-time employees are covered by the retirement plan and are required to contribute 5% of their salary to the plan. The Town's rates are set on a biennial basis, based on an actuarial report commissioned by VRS. Group Life Insurance premiums are paid in full by the Town. The Town's retirement contribution rate for FY24 is 10.55% and is budgeted at \$1,094,014. The group life insurance rate is 1.34% and accounts for \$138,955. The Town is also required to pay for short and long-term disability coverage for employees who are covered under the Hybrid VRS plan (those hired after January 1, 2014). This coverage is budgeted at \$34,379 for FY24.

The Federal Insurance Contributions Act (FICA) requires the Town to pay a share of Social Security and Medicare taxes for employees. The current rate for Social Security is 6.20% of wages; for Medicare, the rate is 1.45%. For FY24, FICA is estimated to cost the Town \$869,530.

FULL-TIME EQUIVALENTS

The following tables show changes in positions that are included in the FY 2024 Budget.

NEW POSITIONS

FUND	POSITION	DEPARTMENT	NET COST
General Fund	Maintenance Workers (4)	Public works	\$163,626

Note: the above table shows existing part-time positions that will be upgraded to full-time and absorb more duties.

UPGRADED POSITIONS

FUND	POSITION	DEPARTMENT	NOTES
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POSITIONS ELIMINATED

FUND	POSITION	DEPARTMENT	NOTES
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The following table shows positions that have been requested in the FY 2024 Budget.

POSITIONS ADDED

FUND	POSITION	DEPARTMENT	TOTAL COST
General Fund	Communications Manager	Communications	\$97,770
General Fund	Network Engineer	Information Technology	\$124,433
General Fund	Human Capital Generalist	Human Capital	\$106,464
General Fund	Deputy Town Manager	Executive	\$209,741
General Fund	Economic Development Manager	Community Development	\$160,164
General Fund	Building Official	Community Development	\$135,201
General Fund	Fitness Supervisor	Parks & Recreation	\$72,314
		Computer equipment cost per position = \$6,604	\$46,228
		Total cost	\$952,315

- Per Virginia Code, every local building department shall have a building official as the executive official in charge of the department. This function is currently performed by the Director of Public Works and Public Utilities. The addition of this position will allow for proper alignment of the position within the Department of Community Development.
- The Economic Development Manager has been restored but will report to the Director of Community Development instead of the Town Manager.
- The Deputy Town Manager position functioned well during the past eight months and has been added to enhance the management function.
- The Communications Manager was added to fill an identified need, as the functions are currently being performed by others.
- A Human Capital Generalist was added to perform the daily administrative functions for the Human Capital Department.
- Within the Information Technology department, a Network Engineer was added to aid in supporting the Town's network and the execution of the IT strategic plan. This position is part of the recommendation from an analysis of the Town's information technology function.
- A Fitness Supervisor was added in the Parks and Recreation department to assist with various programs at the WARF.

HEADCOUNT BY DEPARTMENT

The following document shows all full-time and part-time positions for every department and division for the Town of Warrenton. Allocations and Full Time Equivalents are shown in the subsequent tables.

PERSONNEL	FY23 Budget	FY24 Budget	Change
LEGISLATIVE			
Town Clerk	1	1	-
TOTAL FULL-TIME PERSONNEL	1	1	0
TOWN MANAGER			
Town Manager	1	1	-
Deputy Town Manager	-	1	1
Executive Assistant	1	1	-
TOTAL FULL-TIME PERSONNEL	2	3	1
HUMAN CAPITAL			
Human Capital Manager	1	1	-
Human Capital Generalist	-	1	1
TOTAL FULL-TIME PERSONNEL	1	2	1
ECONOMIC DEVELOPMENT			
Economic Development Manager	-	1	1
TOTAL FULL-TIME PERSONNEL	0	1	1
COMMUNICATIONS			
Communications Manager	-	1	1
Marketing Coordinator	-	1	1
TOTAL FULL-TIME PERSONNEL	0	2	2
EMERGENCY SERVICES/ RISK MANAGEMENT			
Emergency Services/Risk Manager	1	1	-
TOTAL FULL-TIME PERSONNEL	1	1	-
FINANCE & PROCUREMENT			
Director of Finance	1	1	-
Revenue & Collections Manager	1	1	-
Account Coordinator, <i>Tax Administrator</i>	1	1	-
Account Coordinator, <i>Payroll</i>	1	1	-
Account Coordinator, <i>A/P</i>	1	1	-
Budget Manager	1	1	-
Accounting Manager	-	1	1
Procurement Coordinator	1	1	-
Customer Service Representative	2	2	-
Financial Coordinator (ARPA-funded)	1	1	-
TOTAL FULL-TIME PERSONNEL	10	11	
PART-TIME PERSONNEL			
Customer Service Representative	1	1	-
TOTAL PART-TIME PERSONNEL	1	1	-
POLICE DEPARTMENT			
Chief of Police	1	1	-
Deputy Chief	1	1	-
Police Lieutenant	2	2	-

Police Corporal	9	8	(1)
Police Sergeant	5	4	(1)
Police Officer	12	13	1
Sr. Administrative Assistant	1	1	-
Records Clerk	1	1	-
TOTAL FULL-TIME PERSONNEL	32	31	(1)
PART-TIME PERSONNEL			
Accreditation Manager	1	2	1
Parking Enforcement Officer	1	1	-
Intern	2	-	(2)
TOTAL PART-TIME PERSONNEL	4	3	(1)
PUBLIC WORKS ADMINISTRATION			
Director of Public Works & Utilities	1	1	-
Assistant Director, Public Works	-	1	1
PW/PU Superintendent	1	-	(1)
Chief Equipment Mechanic/Facilities Manager	1	1	-
Senior Administrative Assistant	1	2	1
TOTAL FULL-TIME PERSONNEL	4	5	1
PUBLIC WORKS STREETS MAINTENANCE			
Senior Crew Supervisor	2	2	-
Maintenance Worker	4	8	4
Motor Equipment Operator 1	5	5	-
Motor Equipment Operator 2	2	1	(1)
Motor Equipment Operator 3	-	1	1
TOTAL FULL-TIME PERSONNEL	13	17	4
PART-TIME PERSONNEL			
Maintenance Worker <i>Seasonal</i>	2	-	(2)
Maintenance Worker	2	2	-
TOTAL PART-TIME PERSONNEL	4	2	(2)
PUBLIC WORKS SANITATION			
Crew Supervisor	2	1	(1)
Motor Equipment Operator 1	3	3	-
Maintenance Worker	1	2	1
TOTAL FULL-TIME PERSONNEL	6	6	-
PUBLIC WORKS FACILITIES MAINTENANCE			
Maintenance Mechanic	-	1	1
Building Engineer	1	1	-
Cemetery Caretaker	1	1	-
Maintenance Worker	3	3	-
Equipment Mechanic	-	2	2
TOTAL FULL-TIME PERSONNEL	5	8	3
PART-TIME PERSONNEL			
Traffic Signals/Sign Maintenance	1	1	-
TOTAL PART-TIME PERSONNEL	1	1	-
INFORMATION TECHNOLOGY			
Director, Information Technology	1	1	-
Information Technology Administrator	1	1	-

Help Desk Administrator	2	2	-
Network Engineer	-	1	1
Administrative Assistant	1	1	-
TOTAL FULL-TIME PERSONNEL	5	6	1
PARKS & RECREATION ADMINISTRATION			
Director of Parks & Recreation	1	1	-
Assistant Director of Parks & Recreation	1	1	-
Operations and Contracts Technician	1	1	-
Facility Services Coordinator	1	1	-
Recreation Programmer	1	1	-
Marketing Coordinator	1	-	-
TOTAL FULL-TIME PERSONNEL	6	5	-
PARKS & RECREATION AQUATICS CENTER			
Aquatics Coordinator	1	1	-
Aquatics Supervisor	1	1	-
Fitness Supervisor	-	1	1
TOTAL FULL-TIME PERSONNEL	2	3	1
PART-TIME PERSONNEL*			
Manager on Duty	0	1	1
Lifeguard	4	11	7
Fitness Instructor	3	4	1
Customer Services Specialist	6	5	(1)
Water Safety Instructor	-	1	1
Aquatics Instructor	-	1	1
TOTAL PART-TIME PERSONNEL	13	23	10
COMMUNITY DEVELOPMENT PLANNING			
Director, Planning & Community Development	1	1	-
Planning Manager	1	1	-
Planner	1	1	-
TOTAL FULL-TIME PERSONNEL	3	3	-
COMMUNITY DEVELOPMENT DEVELOPMENT SERVICES			
Zoning Administrator	1	1	-
Zoning Official	1	1	-
Code Enforcement Officer	2	2	-
Permit Technician	2	2	-
Building Official	-	1	1
TOTAL FULL-TIME PERSONNEL	6	7	1
PART-TIME PERSONNEL			
Visitor's Center Attendant	2	2	-
TOTAL PART-TIME PERSONNEL	2	2	-
WATER & SEWER METER READING			
Meter Supervisor	1	1	-
TOTAL FULL-TIME PERSONNEL	1	1	-
WATER & SEWER SOURCE OF SUPPLY			
WTP/WWTP Chief Operator	1	-	(1)
Superintendent, WTP	1	1	-
WTP/WWTP Operator A	2	3	1

WTP/WWTP Operator B	1	2	1
WTP/WWTP Operator Trainee	2	2	-
TOTAL FULL-TIME PERSONNEL	7	8	1
WATER & SEWER TRANSMISSION & DISTRIBUTION			
Public Utilities Superintendent	1	1	-
Senior Crew Supervisor	1	-	(1)
Utility Locator	1	1	-
Utility Maintenance Worker	1	4	3
Team Lead	1	-	(1)
Mechanical Equipment Operator 2	1	-	(1)
Maintenance Worker	2	-	(2)
Logistics Coordinator	-	1	1
TOTAL FULL-TIME PERSONNEL	8	7	(1)
WATER & SEWER WASTEWATER PLANT			
Superintendent, WWTP	1	1	-
Plant Mechanic	1	1	-
WTP/WWTP Chief Operator	1	1	-
WTP/WWTP Operator A	1	1	-
WTP/WWTP Operator B	3	3	-
WTP/WWTP Operator Trainee	3	4	1
TOTAL FULL-TIME PERSONNEL	10	11	1
PART-TIME PERSONNEL			
WWTP Technician	-	1	1
Extra Help	-	1	1
TOTAL PART-TIME PERSONNEL	0	2	2
WATER & SEWER ADMINISTRATION			
Assistant Director, Utilities	1	1	-
Engineer	1	1	-
Junior Engineer (ARPA Funded)	1	-	(1)
Project Coordinator (ARPA Funded)	1	1	-
Administrative Assistant	1	1	-
Utility Billing Coordinator	1	1	-
TOTAL FULL-TIME PERSONNEL	6	5	(1)
STORMWATER			
Stormwater Inspector	1	1	-
GIS Technician	1	1	-
Stormwater Administrator	1	1	-
TOTAL FULL-TIME PERSONNEL	3	3	-

*Please note that due to the schedule typically worked by part time Parks and Recreation employees, their FY 2024 headcount is determined by the following formula: Headcount = Employee Count x .2.

POSITION ALLOCATION

The following summary shows all full-time and part-time positions and the allocations of funding for each position in the FY 2024 budget.

PERSONNEL	General Fund	Water & Sewer Fund	Stormwater Fund	ARPA Fund
LEGISLATIVE				
Town Clerk	100%			
TOWN MANAGER				
Town Manager	80%	20%		
Deputy Town Manager	80%	20%		
Executive Assistant	80%	20%		
HUMAN CAPITAL				
Human Capital Manager	75%	25%		
Human Capital Generalist	100%			
ECONOMIC DEVELOPMENT				
Economic Development Manager	100%			
COMMUNICATIONS				
Communications Manager	100%			
Marketing Coordinator	100%			
EMERGENCY SERVICES/ RISK MANAGEMENT				
Emergency Services/Risk Manager	50%	50%		
FINANCE & PROCUREMENT				
Director of Finance	70%	30%		
Revenue & Collections Manager	70%	30%		
Account Coordinator, <i>Tax Administrator</i>	75%		25%	
Account Coordinator, <i>Payroll</i>	60%	40%		
Account Coordinator, <i>A/P</i>	70%	30%		
Budget Manager	50%	50%		
Accounting Manager	50%	50%		
Procurement Coordinator	50%	50%		
Customer Service Representative	70%	30%		
Financial Coordinator (ARPA-funded)				100%
Customer Service Representative (PT)	70%	30%		
POLICE DEPARTMENT				
Chief of Police	100%			
Deputy Chief	100%			
Police Lieutenant	100%			
Police Corporal	100%			
Police Sergeant	100%			
Police Officer	100%			
Sr. Administrative Assistant	100%			
Records Clerk	100%			
Accreditation Manager (PT)	100%			
Parking Enforcement Officer (PT)	100%			
PUBLIC WORKS ADMINISTRATION				
Director of Public Works & Utilities	50%	50%		
Assistant Director, Public Works	100%			
Chief Equipment Mechanic/Facilities Manager	80%	20%		
Senior Administrative Assistant		100%		
Senior Administrative Assistant	75%	25%		
PUBLIC WORKS STREETS MAINTENANCE				
Senior Crew Supervisor	100%			
Maintenance Worker	100%			

Motor Equipment Operator 1	100%		
Motor Equipment Operator 2	100%		
Motor Equipment Operator 3	100%		
Maintenance Worker (PT)	100%		
PUBLIC WORKS SANITATION			
Crew Supervisor	100%		
Motor Equipment Operator 1	100%		
Maintenance Worker	100%		
PUBLIC WORKS FACILITIES MAINTENANCE			
Maintenance Mechanic	100%		
Building Engineer	100%		
Cemetery Caretaker	100%		
Maintenance Worker	100%		
Equipment Mechanic	100%		
Traffic Signals/Sign Maintenance (PT)	100%		
INFORMATION TECHNOLOGY			
Director, Information Technology	83%	15%	2%
Information Technology Administrator	83%	15%	2%
Help Desk Administrator	83%	15%	2%
Network Engineer	83%	15%	2%
Administrative Assistant	83%	15%	2%
PARKS & RECREATION ADMINISTRATION			
Director of Parks & Recreation	100%		
Assistant Director of Parks & Recreation	100%		
Operations and Contracts Technician	100%		
Facility Services Coordinator	100%		
Recreation Programmer	100%		
PARKS & RECREATION AQUATICS CENTER			
Aquatics Coordinator	100%		
Aquatics Supervisor	100%		
Fitness Supervisor	100%		
Manager on Duty (PT)	100%		
Lifeguard (PT)	100%		
Fitness Instructor (PT)	100%		
Customer Services Specialist (PT)	100%		
Water Safety Instructor (PT)	100%		
Aquatics Instructor (PT)	100%		
COMMUNITY DEVELOPMENT PLANNING			
Director, Planning & Community Development	100%		
Planning Manager	100%		
Planner	100%		
COMMUNITY DEVELOPMENT DEVELOPMENT SERVICES			
Zoning Administrator	100%		
Zoning Official	75%		25%
Code Enforcement Officer	100%		
Permit Technician	75%		25%
Building Official	100%		
Visitor's Center Attendant (PT)	100%		
WATER & SEWER METER READING			
Meter Supervisor		100%	
WATER & SEWER SOURCE OF SUPPLY			
Superintendent, WTP		100%	
WTP/WWTP Operator A		100%	

WTP/WWTP Operator B		100%		
WTP/WWTP Operator Trainee		100%		
WATER & SEWER TRANSMISSION & DISTRIBUTION				
Public Utilities Superintendent		100%		
Utility Locator		100%		
Utility Maintenance Worker		100%		
Logistics Coordinator		100%		
WATER & SEWER WASTEWATER PLANT				
Superintendent, WWTP		100%		
Plant Mechanic		100%		
WTP/WWTP Chief Operator		100%		
WTP/WWTP Operator A		100%		
WTP/WWTP Operator B		100%		
WTP/WWTP Operator Trainee		100%		
WWTP Technician (PT)		100%		
Extra Help (PT)		100%		
WATER & SEWER ADMINISTRATION				
Assistant Director, Utilities		88%		12%
Engineer	20%	50%	30%	
Project Coordinator		72%		28%
Administrative Assistant		100%		
Utility Billing Coordinator		100%		
STORMWATER				
Stormwater Inspector			100%	
GIS Technician			100%	
Stormwater Administrator			100%	

SUMMARY OF FULL-TIME EQUIVALENTS

The following staffing summary shows changes in full-time equivalent staffing by department from FY 2023 to FY 2024. Part-time staff who work for the Town are limited to working no more than 29 hours per week, so the equivalent maximum amount of a part-time employee is 0.725 FTE, rounded throughout this document to 0.73. Part-time employees are the WARF are estimated to be equivalent to .20 FTE as many of the employees work less hours than part-time employees in other departments. It is important to note that in FY23, a part-time WARF employee equated to .13. This accounts for 9.63 of the increase between FY23 and FY24.

PERSONNEL	FY23 Budget	FY24 Budget	Change
GENERAL GOVERNMENT			
Legislative	1.00	1.00	-
Executive	1.61	2.40	0.79
Emergency Services	0.50	0.50	-
Human Capital	0.50	1.75	1.25
Communications	-	2.00	2.00
Finance and Procurement	6.59	7.86	1.27
Information Technology	5.00	5.15	0.15
General Government Subtotal	15.20	20.66	5.46
PUBLIC SAFETY			
Police Department	32.16	33.18	1.02
Public Safety Subtotal	32.16	33.18	1.02
PARKS & RECREATION			
Aquatic Center	15.37	26.00	10.63
Parks & Recreation	0.36	-	(0.36)
Administration	5.75	5.00	(1)
Parks & Recreation Subtotal	21.48	31	9.52
COMMUNITY DEVELOPMENT			
Planning	4.39	2.50	(1.89)
Development Services	4.97	6.75	1.78
Visitor Center	1.00	1.45	0.45
Economic Development	-	1	1
Community Development Subtotal	10.36	11.7	1.34
STORMWATER MANAGEMENT			
Stormwater Management	5.10	4.40	(0.70)
Stormwater Management Subtotal	5.10	4.40	(0.70)
PUBLIC WORKS			
Administration	4.60	3.80	(0.80)
Streets Maintenance	16.66	17.9	1.24
Sanitation	6.00	6.00	-
Facilities	6.73	6.08	(0.65)
Fleet	2.45	2.45	-
Public Works Subtotal	36.44	36.23	(0.21)
WATER & SEWER			
Meter Department	1	1	-
Water Treatment Plant	6.73	7.73	0.99
Transmission and Distribution	8.00	7.00	(1.00)
Wastewater Treatment Plant	10.97	11.82	0.85
Public Utilities Administration	10.00	11.17	1.17
Water & Sewer Subtotal	36.7	38.71	2.01
TOTAL FULL-TIME EQUIVALENTS	157.44	175.89	18.45

INTRODUCTION

WORKFORCE TRENDS & DEMOGRAPHICS

This section of the Personnel and Compensation Summary highlights trends and demographics of the Town’s existing workforce.

CALENDAR YEAR 2022 TURNOVER

In Calendar Year (CY) 2022, overall employee turnover increased over CY 2021 with a total of 84 employees. There were fewer retirements in 2022 (8 in CY 2021 compared to 4 in CY 2022), but voluntary turnover increased by 12, or 19%. There were 4 involuntary terminations in CY 2022 compared to 3 in 2021. The increase in voluntary terminations is likely related to the continued impacts of the “Great Resignation.”

The high turnover rate for part-time is mostly related to the seasonal nature of the operations at the Warrenton Aquatic and Recreation Facility, which employs many school aged individuals. Human Capital has also removed any part-time individuals who had not worked for an extended amount of time (9+ months) from the employee roster, increasing the turnover figure.

CY 22 Employee Turnover Totals

	Full-Time	Part-Time	Overall
Voluntary Termination	27	49	76
Involuntary Termination	1	3	4
Retirement	2	2	4
Total Turnover CY 2022	30	54	84
Total Turnover CY 2021	40	35	75
Total Turnover CY 2020	21	43	64

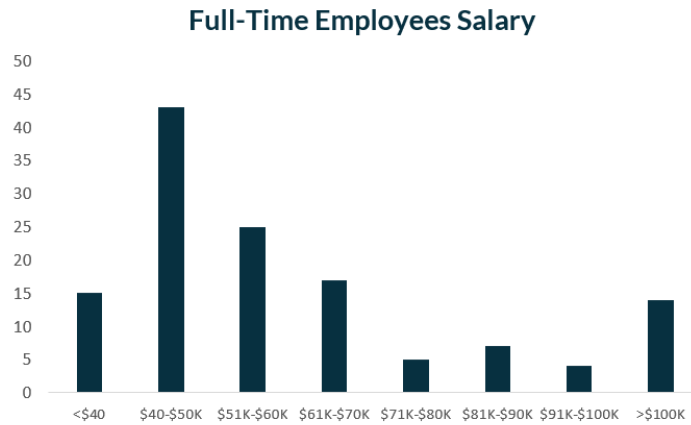
SALARY DISTRIBUTION & AVERAGES

The following table shows the average annual pay for Town full-time and part-time employees:

Average Annual Pay				
	2020	2021	2022	% Difference 2021-2022
Full-Time	\$57,067.88	\$58,859.61	\$61,356.85	4.24%
Part-Time	15.82*	\$16.49*	\$18.02*	7.82%

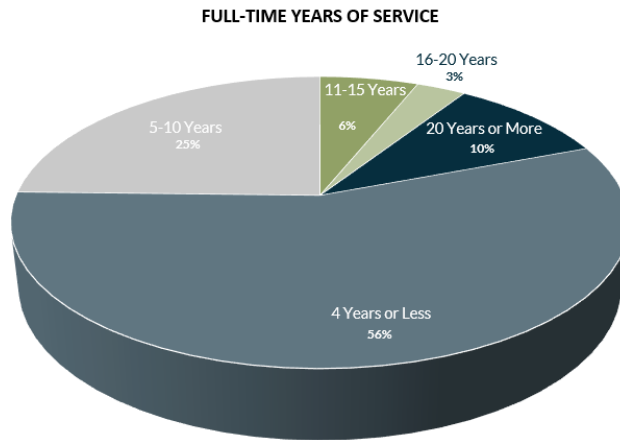
**Due to the nature of part-time work, wages are calculated on an hourly rather than an annual basis.*

The following graph illustrates that the majority of full-time employees (65%) earn between \$40,000 and \$70,000 annually. 36% of full-time employees earn more than the average salary of \$61,357. 12% of full-time employees earn less than \$40,000 per year. It should be noted that these figures do not include the impact of overtime.



FULL-TIME YEARS OF SERVICE

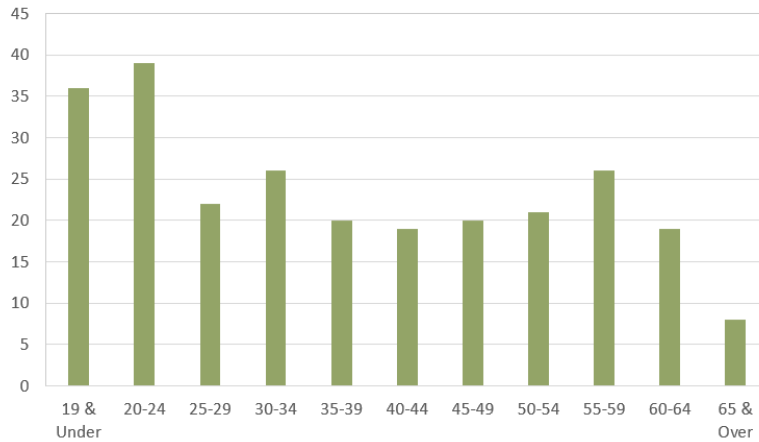
More than half of the current full-time workforce (81%) has been employed with the Town for 10 years or less; 10% have worked for the Town for 20 years or more. Over half (56%) have been with the Town less than four years.



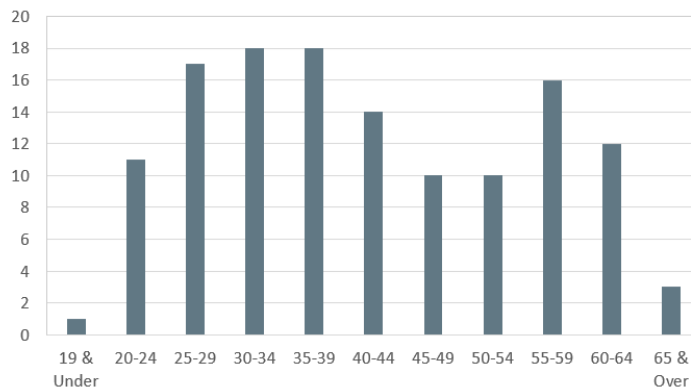
EMPLOYEE DEMOGRAPHICS

As illustrated by the inverted bell curves in the following graphs, about 54% of the Town’s workforce falls under the age of 30 and over the age of 50. As noted earlier, staffing at the Warrenton Aquatic and Recreation Facility is a younger demographic, typically school-aged and part-time. The first graph below shows the demographics for all employees. The second graph focuses only on full-time.

Employees By Age Distribution



Full-Time Employees By Age Distribution



BUDGET PROCESS

FISCAL YEAR 2024 BUDGET CALENDAR

DATE	EVENT
October 2022	Request for Budget Submissions sent to Town Departments and Outside Agencies
December 31, 2022	Fiscal Year 2024 Budget Submissions due to the Director of Finance
January 2023	Budget Submissions compiled by the Director of Finance and forwarded to the Town Manager
January 31, 2023	Outside Organization Funding Requests due to Finance Department
February-March, 2023	The Town Manager will review budget requests, studies and reports, and work with the Director of Finance to draft Proposed Budget.
February 2023	Planning Commission Work Session to review the Draft 2024-2029 Capital Improvement Plan for consistency with the Comprehensive Plan. <i>As needed.</i>
March 2023	Planning Commission Public Hearing on the Draft 2024 – 2029 Capital Improvement Plan. <i>As needed.</i>
April 1, 2023	Delivery of the Town Manager's Proposed Budget to the Town Council
April-May, 2023	Work Sessions and Special Meetings held by the Town Council to review the Proposed Budget
May 9, 2023	The Town Council held a Public Hearing on the Fiscal Year 2024 Proposed Budget
June 13, 2023	Adoption of the Fiscal Year 2024 Budget by the Town Council
July 1, 2023	Beginning of Fiscal Year 2024

BASIS OF ACCOUNTING & BUDGETING

According to the Code of Virginia, the Town is required to have a balanced budget and undergo an annual financial audit by an independent certified public accountant. A balanced budget is one in which all proposed expenditures and other financial uses are fully funded by projected revenues and other financing sources. The Commonwealth of Virginia requires that the town budget be based on fund accounting, which is a system of accounting that matches the sources of revenue (such as taxes or service fees) with the uses (program costs) of that revenue. Therefore, the town budgets and accounts for its revenues and expenditures in various funds. The fund structure and use section provides further detail on this topic.

ACCOUNTING BASIS

Each fund is considered a separate accounting entity, with operations accounted for in a separate set of self-balancing accounts, which comprise assets, liabilities, fund equity, revenues and expenditures, or expenses as appropriate.

Governmental funds, which include the General Fund, Capital Improvement Program Fund, and the Perpetual Care Fund (a permanent fund), are accounted for on the modified accrual basis of accounting. Revenue is considered available and recorded if it is collectible within the current period or within 45 days thereafter to be used to pay liabilities of the current period. Expenditures are generally recorded when the related fund liability is incurred or expended. The basis of accounting and the basis of budgeting is the same for governmental funds.

Proprietary funds use the accrual basis of accounting. Revenue is recognized when earned and expenses are recognized when incurred. In addition, capital purchases are budgeted while depreciation expenses are not budgeted.

As promulgated by the Government Accounting Standards Board in Statement No. 34, the town's basic financial statements include separate fund-based presentations and two basic government-wide financial statements. These two government-wide statements are the statement of net assets and the statement of activities.

BUDGETARY BASIS

Annual budgets spanning the fiscal year (July 1 – June 30) are prepared on a basis consistent with generally accepted accounting principles. For proprietary funds, depreciation expense is not budgeted, but is recorded and reported for financial purposes.

The Town Council adopts an annual appropriations resolution that establishes the funding level for each fund. The legal level of budgetary control is at the fund level. The Town Manager is delegated the authority to approve transfers between departments and agencies as long as aggregated appropriations or estimated revenues are not altered at the fund level. Changes to appropriations at the fund level must be approved by the Town Council.

All appropriations lapse at the end of the fiscal year. Unfinished projects are subject to review and re-appropriation by the Town Council.

INTRODUCTION

MISSION STATEMENT, VISION, AND VALUE STATEMENT

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

MISSION STATEMENT

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

VISION & VALUE STATEMENT

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

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

BACKGROUND INFORMATION

COMMUNITY

BACKGROUND

The Town of Warrenton is located in the north central Piedmont region of Virginia, approximately 45 miles southwest of Washington, D.C. The Town encompasses 4.5 square miles and is the county seat for Fauquier County. The estimate from the U.S. Census Bureau for Warrenton's population for the year 2019 was 10,027 residents. .

HISTORY

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

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

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

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

TOWN GOVERNMENT

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

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

PRINCIPAL OFFICIALS

ELECTED OFFICIALS: TOWN COUNCIL

Carter Nevill
Mayor

Paul Mooney
At Large

David McGuire
At Large

Heather Sutphin
Ward 1

William T. Semple II
Ward 2

Brett A. Hamby
Ward 3

James N. Hartman III
Ward 4

John B. "Jay" Heroux III
Ward 5

APPOINTED OFFICIALS

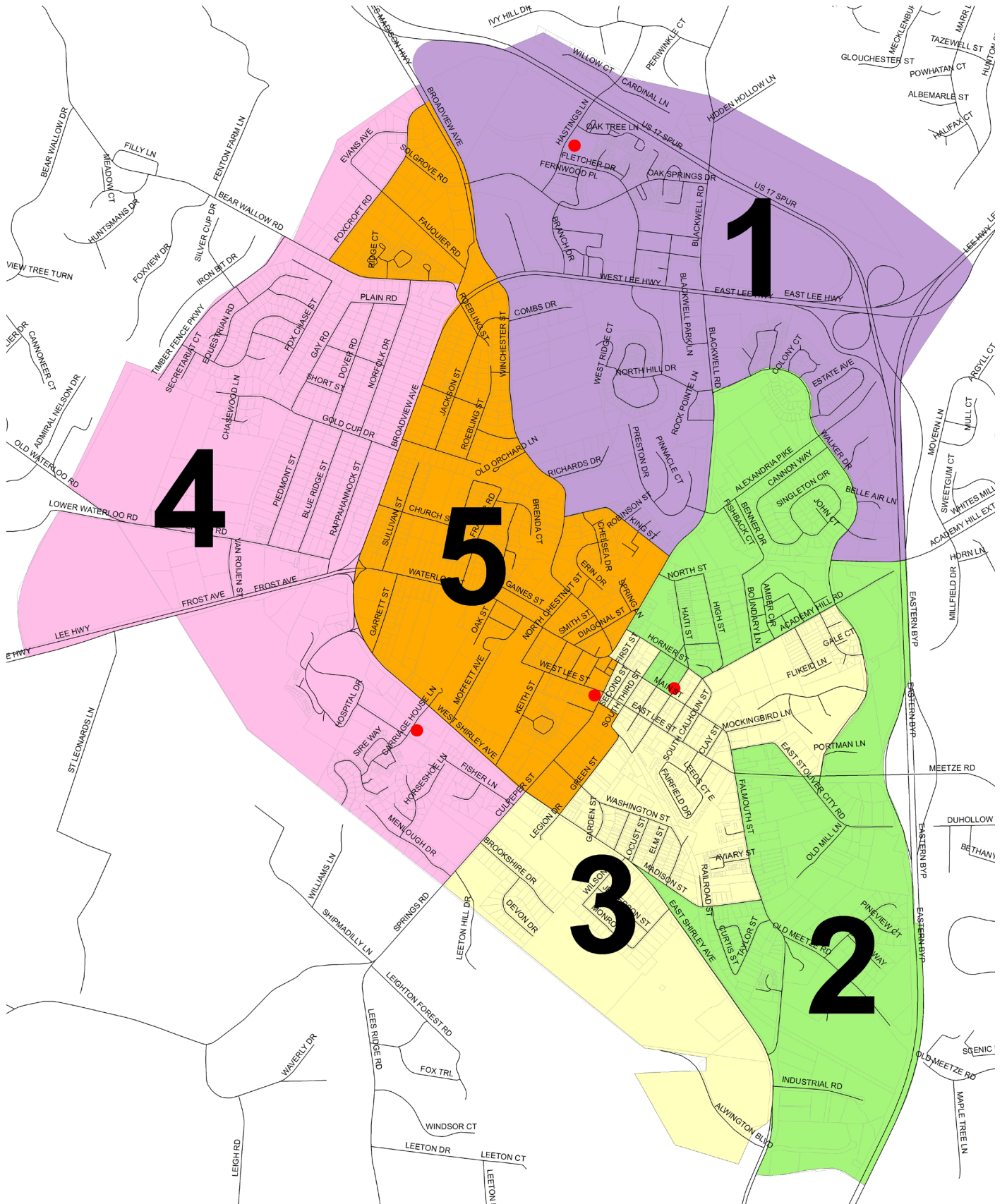
Tommy Cureton
Acting Town Manager

Martin Crim
Vanderpool, Frostick & Nishanian
Town Attorney

Stephen Clough
Town Clerk

WARD MAP

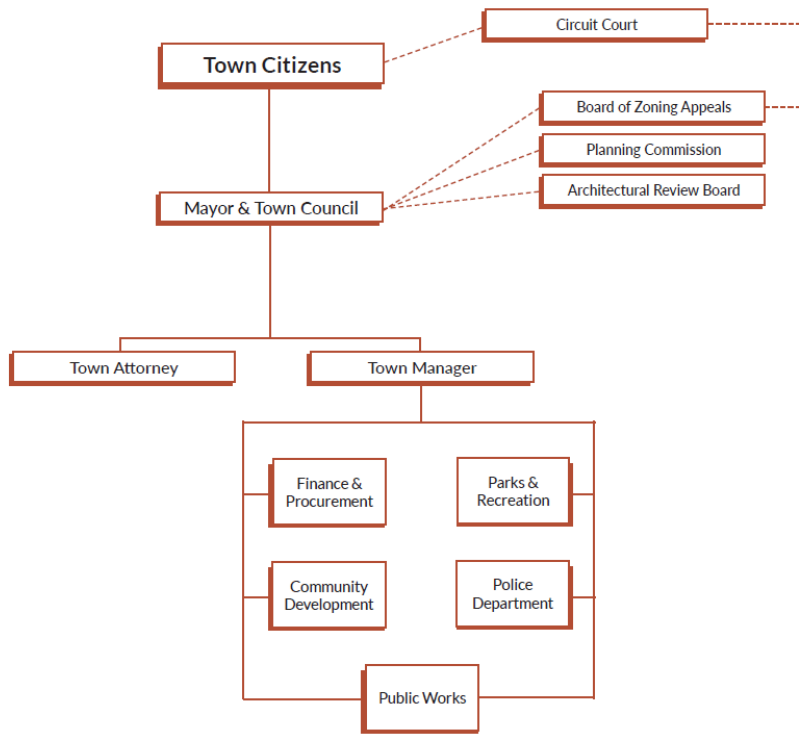
Item 4.



ORGANIZATIONAL CHART

ORGANIZATIONAL CHART

Departmental organization charts are provided in each budget section.



BACKGROUND INFORMATION

FUND STRUCTURE AND USES

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

GOVERNMENTAL FUNDS

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

GENERAL FUND

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

CAPITAL IMPROVEMENT PLAN FUND

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

GENERAL ASSET REPLACEMENT FUND

This fund was established in FY 2021. It serves as a sinking fund for the replacement of existing assets that the Town utilizes to provide services to residents. Such assets include vehicles, network servers and other large repair and replacement projects.

AMERICAN RESCUE PLAN ACT OF 2021 (ARPA) FUND

This is a Special Revenue fund was created to account for the American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. The Town of Warrenton was awarded \$10.4 million to be used for COVID-19 expenditures or negative economic impacts related to the pandemic.

PROPRIETARY FUNDS

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

ENTERPRISE FUNDS

Water & Sewer Operating Fund - accounts for all revenues and expenses related to water production, transmission, distribution and sewage treatment.

Water & Sewer Capital Fund - accounts for all capital outlay and improvements for the water and sewer utility function.

Stormwater Management Fund - accounts for all revenues and expenses related to the State-mandated Stormwater Management program, including capital expenses. This fund became active for fiscal year 2022.

INTERNAL SERVICE FUNDS (No longer used as of FY 2024)

Motor Pool - previously accounted for all expenditures for repair and maintenance of Town vehicles and motorized equipment. These expenses are now accounted for in the Fleet Department of the General Fund.

Information Technology - previously accounted for all expenditures related to information technology needs of Town departments. These expenses are now accounted for in the Information Technology Department of the General Fund.

Note: The Capital Improvement Program Fund and the General Asset Replacement Fund are combined with the General Fund for purposes of financial reporting in the Annual Comprehensive Financial Report.

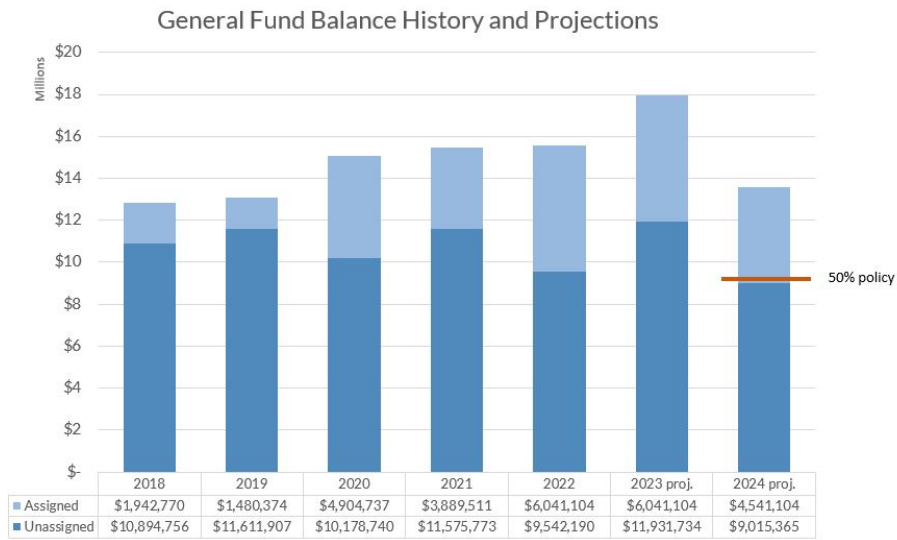
BACKGROUND INFORMATION

ESTIMATED FUND BALANCE

The Town’s main operating fund is the General Fund. The fund balance of the General Fund may be likened to a savings account. In any given year, if revenues are greater than expenditures (sometimes referred to as a surplus) this amount is added to the fund balance of the General Fund. Similarly, if expenditures exceed revenues, then the Town’s obligations are met by utilizing a portion of this fund balance. Fund balance is divided into several categories, which represent what is committed to other uses and what is available to spend.

UNASSIGNED FUND BALANCE

Unassigned Fund Balance represents the amount that is available for spending and can be used as a measure of the overall fiscal health of the Town. The Town maintains adherence to an adopted fund balance policy that maintains the unassigned portion of fund balance at a level equal to 50% of the current General Fund operating budget. The following chart provides a recent history of the Town’s General Fund total fund balance, and the portion that is unassigned.



Since 2018 the Town has maintained a total fund balance in the range of \$12.5M to \$15.7M, with a significant portion of that figure classified as unassigned and available for spending. The projected total ending fund balance for FY23 is \$18.0M. It is important to note that this positive net increase is largely owing to the use of ARPA funding for items that would have otherwise impacted the General Fund.

The Town follows an adopted policy that maintains 50% of General Fund operating expenditures in unassigned fund balance. The 50% policy reserve amount for the FY24 budget is \$9.3M. This budget projects the fund balance will fall below that threshold at 48.3% of General Fund operating expenditures in reserve by June 30, 2024.

GENERAL FUND SUMMARY

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

GENERAL FUND REVENUE

	FY 2023 ADOPTED	FY 2024 PROPOSED
GENERAL PROPERTY TAXES	\$1,449,235	\$1,871,670
OTHER LOCAL TAXES	\$9,675,139	\$11,113,121
PERMITS & FEES	\$328,064	\$288,064
FINES & FORFEITURES	\$139,871	\$77,500
USE OF MONEY/PROPERTY	\$128,257	\$500,000
CHARGES FOR SERVICES	\$760,877	\$1,090,439
MISCELLANEOUS REVENUE	\$319,770	\$221,633
STATE REVENUE	\$2,971,638	\$2,971,638
NON-REVENUE RECEIPTS	\$200,000	\$0
TRANSFERS IN	\$0	\$539,913
USE OF FUND BALANCE	\$440,232	\$4,378,808
TOTAL	\$16,413,083	\$23,052,786

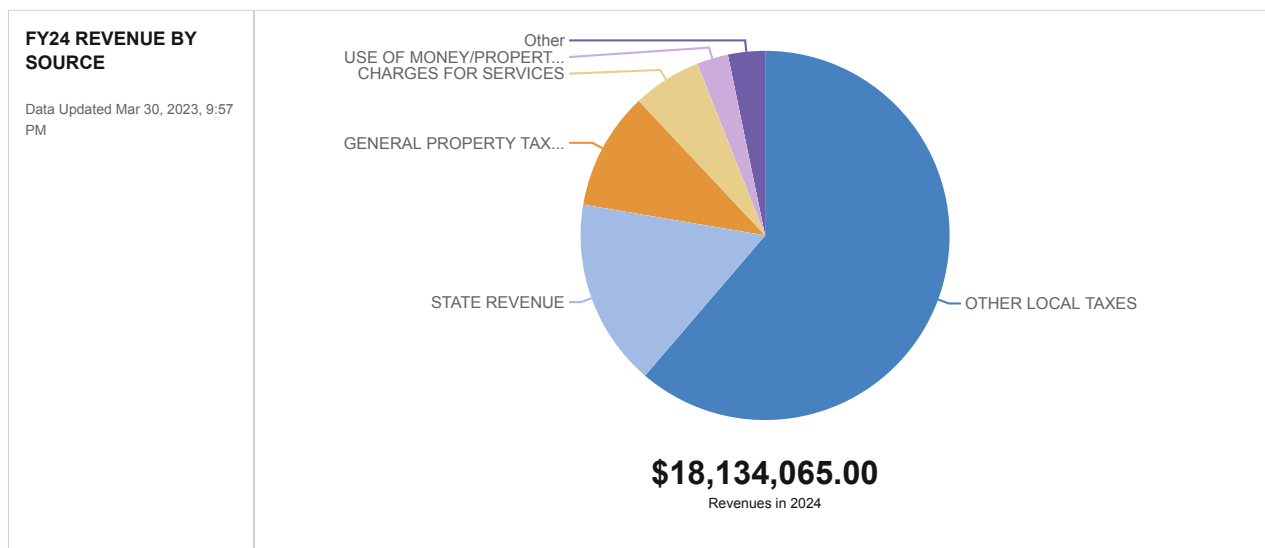
GENERAL FUND EXPENDITURES

	FY 2023 ADOPTED	FY 2024 PROPOSED
GENERAL GOVERNMENT	\$2,157,324	\$4,664,219
PUBLIC SAFETY	\$4,255,792	\$3,791,492
COMMUNITY DEVELOPMENT	\$1,346,411	\$1,556,705
PUBLIC WORKS	\$4,568,483	\$5,547,571
HEALTH & WELFARE	\$323,361	\$361,232
PARKS AND RECREATION	\$2,608,456	\$2,410,203
CONTRIBUTIONS	\$97,638	\$87,388
TRANSFERS	\$200,000	\$3,809,738
DEBT SERVICE	\$855,618	\$824,238
TOTAL	\$16,413,083	\$23,052,786

GENERAL FUND REVENUE

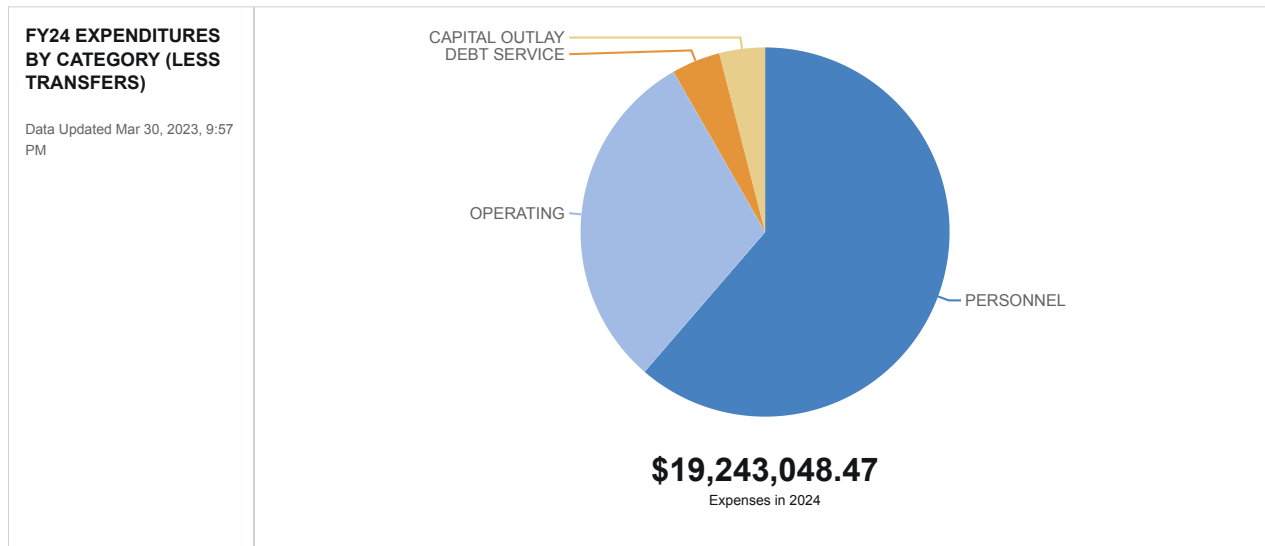
The FY24 General Fund Budget reflects an increase in revenue when compared to the FY23 Budget. The largest increase is in Other Local Taxes category. Other Local Taxes remains the largest source of revenue for the General Fund. This category includes Meals Tax, Sales Tax, Business, Professional and Occupational License (BPOL) Tax, Lodging Tax, Cigarette Tax, Bank Franchise Tax, and Consumer Utility Tax. The FY24 budget proposes to eliminate the motor vehicle license fee. The elimination of this revenue is offset by an increase in the personal property tax rate. Additionally, the budget includes an increased use of fund balance over the prior year budget. The fund balance is used to fund capital projects and covers a small operating deficit. The increase in use of fund balance is due to a larger capital program and the fact that in FY23, American Rescue Plan Act CSLFRF (Coronavirus State and Local Fiscal Recovery Funds) funds were used to fund projects in the Capital Asset Replacement Plan and Capital Improvement Program. Total Revenue also represents an increase compared to the FY23 Budget.

The following chart shows the percentage of General Fund Revenue by source.

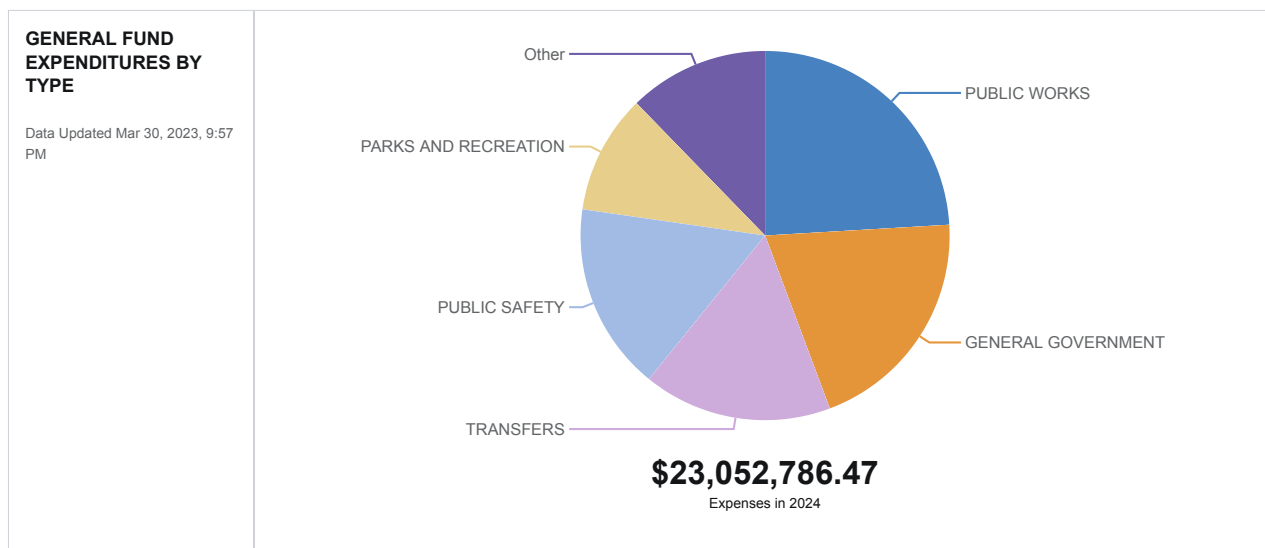


GENERAL FUND EXPENDITURES

The following chart illustrates general fund expenditures by category. The largest category of expenditure for the General Fund is personnel.



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



GENERAL FUND REVENUE

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

LOCAL

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
GENERAL PROPERTY TAXES	\$1,379,006	\$1,456,918	\$1,449,235	\$1,871,670
OTHER LOCAL TAXES	\$8,733,891	\$8,785,869	\$9,675,139	\$11,113,121
PERMITS & FEES	\$294,301	\$207,878	\$328,064	\$288,064
FINES & FORFEITURES	\$112,113	\$76,229	\$139,871	\$77,500
USE OF MONEY/PROPERTY	\$22,472	-\$98,131	\$128,257	\$500,000
CHARGES FOR SERVICES	\$468,599	\$1,075,663	\$760,877	\$1,090,439
MISCELLANEOUS REVENUE	\$245,825	\$427,190	\$319,770	\$221,633
TOTAL	\$11,256,208	\$11,931,617	\$12,801,213	\$15,162,427

STATE & FEDERAL

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
STATE REVENUE	\$2,970,170	\$2,999,607	\$2,971,638	\$2,971,638
FEDERAL REVENUE	\$1,843	\$11,539	\$0	\$0
TOTAL	\$2,972,013	\$3,011,145	\$2,971,638	\$2,971,638

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
USE OF FUND BALANCE	\$0	\$0	\$440,232	\$4,378,808
TOTAL	\$0	\$0	\$440,232	\$4,378,808

GENERAL PROPERTY TAXES

The Fauquier County Commissioner of the Revenue serves as the assessor for both real estate and personal property located in the Town.

General property taxes are estimated to be \$1,871,670 and account for 8.1% of General Fund revenue in FY 2024. The County conducts a general real estate reassessment every four years. The values for the most recent reassessment were effective January 1, 2022. The total value of the Town's parcels increased 22% due to the reassessment, and Town Council chose to equalize the real estate tax rate to \$0.0401 (from \$0.05). Town real estate taxes are billed in two installments each year – the first half is due June 15th and the second half is due December 15th.

In projecting personal property tax revenues, the Town relies on estimates provided by the Commissioner of the Revenue. Since tax year 2007, the Town has received a fixed lump sum payment from the Commonwealth of \$718,492 in accordance with the Personal Property Tax Relief Act. This enables the Town to continue to provide 100% personal property tax relief to the owners of qualified vehicles.

Property Category	Tax Rate	Assessment Ratio
	PER \$100 ASSESSED VALUE	
Real Estate	\$0.0401	100%
Mobile Homes	\$0.00	100%
Tangible Personal Property – General	\$1.50 <i>proposed</i>	100%
Tangible Personal Property – Handicapped	\$0.00	100%
Motor Homes, Campers and Boats	\$0.00	100%
Machinery and Tools	\$1.50 <i>proposed</i>	100%
Business Personal Property & Computers	\$1.50 <i>proposed</i>	100%

OTHER LOCAL TAXES

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

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
MEALS TAX	\$2,828,431	\$3,296,859	\$4,500,000	\$5,500,000
CIGARETTE TAX	\$180,437	\$173,866	\$427,321	\$338,000
BANK FRANCHISE TAX	\$1,367,587	\$1,330,962	\$800,000	\$1,200,000
MOTOR VEHICLE LICENSE	\$239,788	\$219,887	\$225,000	\$0
BUSINESS LICENSE TAXES	\$2,438,043	\$1,964,786	\$2,272,525	\$2,272,525
FRANCHISE LICENSE TAXES	\$61,994	\$60,058	\$64,452	\$63,076
LODGING TAX	\$197,050	\$261,215	\$220,000	\$250,000
CONSUMER UTILITY TAXES	\$495,402	\$499,399	\$495,419	\$490,020
LOCAL SALES AND USE TAXES	\$925,159	\$978,837	\$670,422	\$999,500
TOTAL	\$8,733,891	\$8,785,869	\$9,675,139	\$11,113,121

LOCAL SALES TAXES

The Town of Warrenton and Fauquier County levy a 1% local sales tax as allowed by State law. This revenue item is collected by the Commonwealth in conjunction with the State sales and use tax and is returned to the County for distribution. Fauquier County receives 50% of local sales tax collection with the remaining 50% split between the County and Incorporated Towns based on the number of school aged children in each locality. Revenue estimates are based on prior year’s receipts and historical trends. The Town is projecting an increase in local sales tax revenue based on recent trends.

CONSUMER UTILITY TAXES

The Town levies a consumer utility tax on residential and commercial electric and natural gas utilities. The revenue estimate is based on recent trends, which have remained level. Tax rates are shown in the following tables.

ELECTRIC CONSUMER UTILITY TAX

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

NATURAL GAS UTILITY TAX

Class	Rate
Residential	20% of the minimum monthly charge imposed plus \$0.186 for each CCF delivered. Maximum monthly tax is \$3.00.
Commercial / Industrial	20% of the minimum monthly charge imposed plus \$0.15566 for each CCF delivered. Maximum monthly tax is \$20.00.

BUSINESS, PROFESSIONAL, & OCCUPATION LICENSE (BPOL) TAX

The Town requires every business located within the corporate limits to pay an annual license tax based upon their prior calendar year gross receipts. Businesses are taxed at varying rates based on classifications developed by the State. In FY 2019, the Town lowered the rates for the two highest categories by ten percent – Professional Services and Business Services. This is the second largest local revenue source for the General Fund.

Business Category	Rate/\$100 Gross Receipts	Minimum Allowed
Business, Personal & Repair Services	16.83¢	36.00¢
Contractors	8.50¢	16.00¢
Professional, Financial & Real Estate Services	26.78¢	58.00¢
Retail	10.00¢	20.00¢
Wholesale	4.25¢	5.00¢

UTILITY CONSUMPTION TAXES

Effective January 1, 2001, the Commonwealth of Virginia mandated that in addition to consumer utility taxes, purchasers of electric utility services are also subject to a consumption tax. This tax must be charged monthly to consumers by the electric service providers. The tax includes two state components and one local component. Revenue in this category has been fairly level through the years. The local tax rate structure is shown in the table to the right.

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

MOTOR VEHICLE LICENSES

The Town historically required a motor vehicle decal to be purchased annually and placed on all motor vehicles garaged in the Town as proof of payment of personal property taxes. The Town Council voted to eliminate the annual decal requirement as part of the FY 2017 budget process and implemented an annual vehicle license fee instead. The vehicle license fee is included on personal property tax bills, due December 15th. The FY24 budget proposes to eliminate the motor vehicle license fee by increasing the personal property tax rate by \$0.50 per \$100 of assessed value.

BANK FRANCHISE TAXES

The Town levies a tax on the net capital of all banks located within the corporate limits at the rate of 80% of the State's franchise tax rate. The rate is 80¢ per \$100 of net capital. This category has trended higher in recent years so the budget has been conservatively increased.

MEALS TAX

The Town currently levies a 6% local tax on meals as defined by the model meals tax ordinance adopted in 2000. It is a significant source of revenue for the General Fund budget, and is dependent on the regional travel and tourism economy in addition to residents.

CIGARETTE TAX

As a member of the Northern Virginia Cigarette Tax Board, the Town levies a local tax on all cigarettes sold within the corporate limits. The tax rate is 40¢ per packet. First levied in FY 1992, this revenue stream has reflected decreases in recent years, most likely for health reasons.

PERMITS, FEES, & LICENSES

This revenue source consists primarily of user and permit fees for building or planning related items. Total revenues in this category have been adjusted according to estimates of zoning and building activity. Fees associated with the Town's Municipal Cemetery are also included in this revenue category.

FINES & FORFEITURES

This category represents a small component of the General Fund budget. Court Fines & Forfeitures are traffic, civil and criminal fines received from the Juvenile & Domestic Relations, General District and Circuit Courts. Court fine collection has decreased significantly, partly due to a 2021 law that reduces traffic stops. Parking Fines are those assessed by the Town Police Department and collected by the Town. In 2015, the Town Council passed a resolution authorizing the addition of the E-summons fee to tickets written in the Town. This \$5.00 charge is added to tickets written within the Town limits and is remitted to the Town monthly.

USE OF MONEY & PROPERTY

Interest and investment revenue fluctuate with the general economy and the level of the Town's cash balances. In the fall of 2016, the Town Council amended the Town's Investment Policy to authorize the investment of Town funds in the Virginia Investment Pool. This has resulted in higher earnings in subsequent years. Interest rates are rising, so the estimate in this category has increased compared to prior periods.

CHARGES FOR SERVICES

Revenue in this category includes rentals of pavilions and fields at various parks, and membership and other fees for the use of the Warrenton Aquatic and Recreation Facility (WARF).

MISCELLANEOUS REVENUE

The primary sources of revenue in this category are a contribution from the PATH Foundation in support of a third route for the Circuit Rider, and an annual contribution for the support of the Warrenton Fauquier Visitor's Center from Fauquier County. Additionally, this revenue category includes the sale of surplus property, recycling income, and recovered costs. The sale of burial permits and proffers for traffic control, recreation, fire, and rescue are also accounted for in this category. Revenue estimates are based on historical data.

STATE REVENUE

NON-CATEGORICAL AID

Receipts from the Commonwealth not earmarked for a particular program are included in this category. For the Town, this category includes Motor Vehicle Rental Tax, Rolling Stock Tax, and Communications Sales Tax. A 5% tax on short-term vehicle rentals is collected by the Virginia Department of Motor Vehicles, and then returned to the locality in which the rental took place. Rolling Stock tax is levied by the Commonwealth on railroad lines and motor carriers located within the corporate limits. The Communications Sales Tax is collected by providers and remitted to the State on a monthly basis. Although games of skill are banned in Virginia, a law was enacted in 2020 to tax and regulate games of skills for one year as a response to the COVID-19 pandemic. That law has expired, and games of skill are banned once again.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
COMMUNICATIONS SALES TAX	\$396,605	\$384,948	\$384,622	\$384,622
MOTOR VEHICLE RENTAL TAX	\$111,148	\$143,280	\$129,823	\$129,823
GAME OF SKILL TAX	\$5,904	\$0	\$0	\$0
ROLLING STOCK TAX	\$112	\$53	\$77	\$77
TOTAL	\$513,769	\$528,280	\$514,522	\$514,522

CATEGORICAL AID

This revenue category reflects grants and reimbursements from the Commonwealth that are to be expended by the locality for specific programs. Dollar amounts in this category vary from year to year based upon program availability and established reimbursement rates. Estimates in all categories are based on preliminary estimates from the Commonwealth except for street and highway maintenance, which is based on an actual per mile reimbursement rate for Town maintained arterial and collector streets and will remain level.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
STATE GRANT PD (NOT DCJS)	\$0	\$1,312	\$0	\$0
STATE GRANT	\$237,815	\$219,681	\$233,186	\$233,186
VDOT STREET & HWY MAINT	\$1,455,512	\$1,480,415	\$1,450,000	\$1,450,000
LITTER CONTROL	\$7,355	\$8,795	\$6,589	\$6,589
STATE ASSET FORFEITURE PROCEEDS	\$599	\$3,731	\$6,355	\$6,355
PPTRA REVENUE	\$718,492	\$718,492	\$718,492	\$718,492
VDFP AID TO LOCALITIES	\$36,628	\$38,900	\$37,994	\$37,994
VCA GRANT	\$0	\$0	\$4,500	\$4,500
TOTAL	\$2,456,401	\$2,471,327	\$2,457,116	\$2,457,116

NON-REVENUE RECEIPTS

USE OF FUND BALANCE

The use of fund balance in the amount of \$4,378,808 is necessary to balance the FY 2024 budget for the General Fund. This amount is used to cover the transfer to the Capital Improvement Program Fund, the General Asset Replacement Fund and a small operating deficit.

GENERAL FUND EXPENDITURES

GENERAL GOVERNMENT ADMINISTRATION

FUNCTION OVERVIEW

This functional area accounts for the general administration of Town government. Departments accounted for in this grouping include Legislative (Town Council), Executive (Office of the Town Manager), Legal Services (Town Attorney), Information Technology, the Department of Finance and Procurement, Other Organizations, and Elections. Emergency Services, Human Capital, and Communications are divisions of the Office of the Town Manager.

Information Technology was previously an internal service fund and costs were allocated to departments based upon the number of network users in that department. IT will now be a General Fund department. The Water and Sewer Fund and the Stormwater Management Fund will provide transfers to cover the costs associated with their functions.

Notes:

- For comparison purposes, the IT function had a budget of \$1,638,011 in FY 2023.
- Economic Development is now part of the Department of Community Development.

BUDGET SUMMARY

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

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
LEGISLATIVE ADMINISTRATION	\$212,551	\$204,198	\$313,000	\$253,967
EXECUTIVE ADMINISTRATION	\$256,207	\$259,829	\$330,903	\$446,640
LEGAL SERVICES	\$171,604	\$310,536	\$195,747	\$267,500
HUMAN CAPITAL	\$0	\$102,355	\$143,412	\$289,673
INFORMATION TECHNOLOGY	\$0	\$0	\$0	\$2,149,867
FINANCE AND PROCUREMENT	\$671,317	\$777,350	\$973,254	\$924,241
OTHER ORGANIZATIONS	\$7,652	\$8,030	\$9,342	\$8,625
ELECTORAL BOARD & OFFICIALS	\$0	\$0	\$15,950	\$5,475
EMERGENCY SERVICES	\$26,053	\$101,684	\$175,716	\$135,939
COMMUNICATIONS	\$0	\$60,661	\$0	\$182,292
TOTAL	\$1,345,383	\$1,824,643	\$2,157,324	\$4,664,219

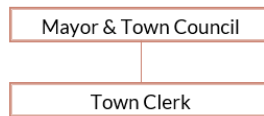
LEGISLATIVE

PROGRAM DESCRIPTION

The Council of the Town of Warrenton consists of seven Council members and an independently elected Mayor, each of whom serve four-year overlapping terms. All legislative powers of the Town are vested in the Town Council. The Mayor of Warrenton presides over the meetings of Council but does not vote in the Council meetings except in the case of a tie. The Council, under the laws of the Commonwealth of Virginia and the Town Charter, determines the needs of the citizenry and the best way to respond to these needs, by establishing ordinances, policies, and adopting budgets which underwrite the kind, manner, and cost of the types of services to be delivered.

CURRENT STAFFING

The Legislative function consists of a seven-member elected Town Council, an elected Mayor, and a Town Clerk, who is appointed by the Town Manager.



BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$120,521	\$114,359	\$173,320	\$178,817
OPERATING	\$92,030	\$89,839	\$138,680	\$75,150
CAPITAL OUTLAY	\$0	\$0	\$1,000	\$0
TOTAL	\$212,551	\$204,198	\$313,000	\$253,967

STAFFING SUMMARY

	FY2021	FY2022	FY2023	FY2024
FTE Amount				
FTE Amount	0.73	0.73	1.00	1.00
FTE AMOUNT	0.73	0.73	1.00	1.00

BUDGET REQUEST / ANALYSIS

The Council budget includes funds for the Mayor and Council members’ salaries and fringe benefits, the Town Clerk, advertising costs for Council-related public hearings, travel expenses for elected officials to attend conferences and other typical operating expenses to support Mayoral and Council activities. The total proposed budget for Town Council decreased from the prior fiscal year’s budget. This savings is largely due to the removal of the Information Technology Allocation, which added \$60,949 to the operating category in FY 2023. 40

EXECUTIVE

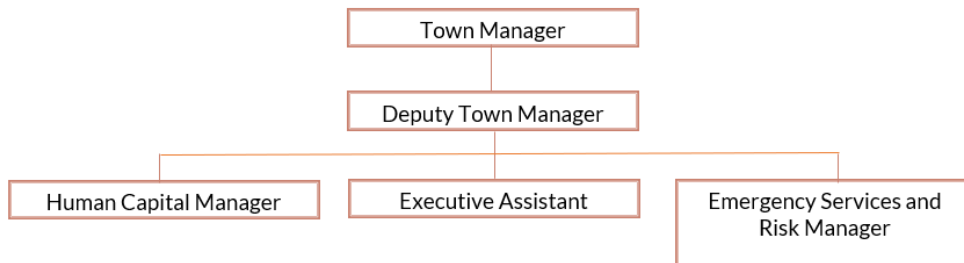
PROGRAM DESCRIPTION

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

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

CURRENT STAFFING

Staffing for this department consists of a full-time Town Manager, a Deputy Town Manager, the Human Capital Manager, the Emergency Services and Risk Manager and a full-time Executive Assistant. All Department Directors report to the Town Manager.



GOALS

1. Evaluate and adjust the organizational structure for improved service.
2. Maintain fiscal vigilance as the Town emerges from the pandemic.
3. Work with Council to complete and execute the Town's strategic plan and vision.
4. Plan and implement capital improvements.
5. Continue to improve the use of technology throughout the organization.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$208,302	\$212,279	\$228,124	\$410,840
OPERATING	\$47,905	\$47,550	\$102,779	\$35,800
TOTAL	\$256,207	\$259,829	\$330,903	\$446,640

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Executive	2.35	1.61	1.61	2.40
FTE AMOUNT	2.35	1.61	1.61	2.40

BUDGET REQUEST / ANALYSIS

The FY 2024 proposed budget reflects an increase compared to the current budget. The increase is driven by the addition of the Deputy Town Manager position. All of the positions are allocated 80% to this department and 20% to the Water and Sewer fund.

The operating category includes items for office equipment leases, memberships and dues, travel and training, subscriptions, and office supplies. The operating decrease of is primarily due to the removal of the allocation of Information Technology and Motor Pool expenses as well as reductions in office equipment leases, travel, and training. All other operating items remain unchanged for FY 2024.

EMERGENCY SERVICES & RISK MANAGEMENT

PROGRAM DESCRIPTION

The Emergency Services and Risk Manager is responsible for ensuring that disaster-related plans are up to date, exercised and meet the applicable State and Federal criteria. The position is responsible for staffing the Emergency Operations Center and coordinating incident response, management, and mitigation. Safety and risk management programs seek to promote safe working environments, conformance to OSHA regulations, and to realize cost savings related to property, workers compensation, and liability insurance.

CURRENT STAFFING

This department is staffed by one full-time Emergency Services and Risk Manager who reports directly to the Town Manager. The position is allocated 50/50 between the General Fund and the Water and Sewer Fund.

FY 2023 HIGHLIGHTS

1. Hazard Communication plan development, implementation, and training
2. Work with departments and the Human Capital Manager to implement safety training during new employee on-boarding
3. Continue to focus on NIM/ICS implementation
4. Threat and Hazard Identification Risk Analysis (THIRA)
5. Local Capability Assessment for Readiness (LCAR)

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$22,036	\$46,806	\$61,905	\$48,039
OPERATING	\$4,017	\$54,877	\$105,311	\$87,900
CAPITAL OUTLAY	\$0	\$0	\$8,500	\$0
TOTAL	\$26,053	\$101,684	\$175,716	\$135,939

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Emergency Services	0.50	0.50	0.50	0.50
FTE AMOUNT	0.50	0.50	0.50	0.50

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for Emergency Services and Risk Management represents a decrease compared to FY 2023. The decrease in operating is primarily due to the removal of the IT and Motor Pool allocation expenses as well as a reduction in professional services costs. Personnel expenses decreased largely due to a change in health insurance election as well as a reduction in worker's compensation projections.

In addition, there is no request for capital expenditures in the current year.

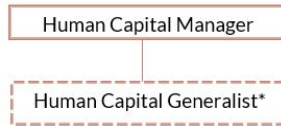
HUMAN CAPITAL

PROGRAM DESCRIPTION

This department’s mission is to deliver thought and servant leadership that meets the needs of our employees (current and prospective), Town residents, the Town Manager, and the Town Council. To achieve maximum efficiency and success, the Human Capital department is broken into four pillars: Recruitment, Benefits, Governance, and Cultivation.

CURRENT STAFFING

This function is currently staffed by one full-time Human Capital Manager who reports to the Town Manager. This position is split 75/25 between the General Fund and the Water and Sewer Fund. There is a request in the FY2024 budget to add a Human Capital Generalist, which is allocated 100% to the General Fund.



*Position Request

FY 2023 HIGHLIGHTS

1. Began updating policies and procedures to meet state/federal guidelines as well as adapt to our culture.
2. Completed Town Class & Compensation Study and began to implement changes based on results.
3. Started Organization Study.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$0	\$76,650	\$100,640	\$269,473
OPERATING	\$0	\$25,706	\$42,772	\$20,200
TOTAL	\$0	\$102,355	\$143,412	\$289,673

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Human Capital	0.00	0.50	0.50	1.75
FTE AMOUNT	0.00	0.50	0.50	1.75

BUDGET REQUEST / ANALYSIS

This department was established in FY 2022. The FY 2024 budget shows an increase over FY 2023. The increase in personnel is due to the requested Human Capital Generalist position as well as expenses related to employee recognition and wellness programs. A decrease of in operating expenses is due to the removal of the IT allocation expense in FY 2024.

Goals, Objectives, and Measures

Mission: To deliver thought and servant leadership that meets the needs of our employees (current and prospective), Town residents, Town Manager, and the Town Council. To achieve maximum efficiency and success, the HC department is broken into four pillars: Recruitment, Benefits, Governance, and Cultivation.

The following goals and objectives have been identified by the Human Capital Department.

Goals	Objectives	Performance Metrics
<p>Promoting and recruiting the best qualified workforce through strategic, tactical, and community (internal/external) engagement and outreach initiatives.</p>	<ul style="list-style-type: none"> • Implement targeted recruitment efforts • Build strong and lasting relationships to promote the Town as the best place to work. • Engage the community through social media, events, and sponsorships 	<ul style="list-style-type: none"> • Track the ROI of recruiting efforts by identifying # of candidates in attendance, # of candidates interviewed, # of candidates hired, and # of candidates retained. • Track # of views to postings to the # of applications to # hires.
<p>Develop, execute, and maintain an agile compensation strategy that incorporates a competitive salary and benefits package through continuous market trends analyses of similar local governments.</p>	<ul style="list-style-type: none"> • Develop and maintain a competitive compensation structure • Implement modernized strategies to enrich our employees through professional development, work/life balance, and rewards and recognition programs. 	<ul style="list-style-type: none"> • Begin to track professional development requests, tuition assistance requests, seminars, etc. to be able to identify costs and to determine best practices for each program/allowance. • Conduct survey on cultivation programs to determine best practices for the Town.
<p>Create, establish, and communicate effective and practical policies and procedures that promote equity and integrity while adhering to Town code of conduct as well as regulatory compliance.</p>	<ul style="list-style-type: none"> • Execute and maintain comprehensive compliance program that provides employee education and continuous monitoring. • Ensure the Town is agile in policy reform and policy and procedure accountability 	<ul style="list-style-type: none"> • Conduct survey on cultivation programs to determine best practices for the Town. • Work with legal counsel on best practices to ensure Town is compliant on all factors. Quarterly check-ins with legal.
<p>Empowering employees by providing them with the necessary tools and training to perform their daily duties.</p>	<ul style="list-style-type: none"> • Continuous improvement of retention programs • Encourage training and development opportunities. • Develop, execute, and maintain a robust performance management program • Motivate employees through a supportive rewards and recognition program • Work with Risk Management officer to promote a safe work environment for all employees 	<ul style="list-style-type: none"> • Conduct survey on training and development program desires within the Town. Track acceptance of program through professional development requests, tuition assistance requests, seminars, etc. • Work with Risk Management to track injury reports and determine if new program guidance and/or communication was a factor in program data.

INFORMATION TECHNOLOGY

PROGRAM DESCRIPTION

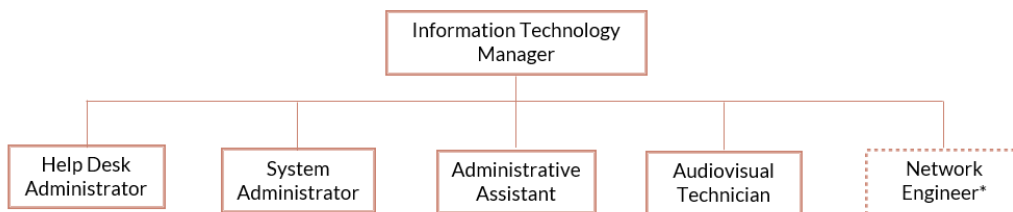
Prior to FY 2024, Information Technology was an Internal Service Fund that included all information technology costs. These costs were allocated to departments based upon the number of network users in that department.

Beginning with FY 2024, Information Technology will be a General Fund department. All information technology costs will be captured in this department, but there will no longer be an allocation to the other departments in the General Fund. The Water and Sewer Fund and the Stormwater Management Fund will transfer funds to the General Fund to account for the services provided to their respective functions.

A comprehensive assessment of the function was completed in FY 2023. That assessment produced a transformation roadmap that will guide the department's operations over the next two years.

CURRENT STAFFING

The Information Technology Department consists of five full time employees. Beginning in FY 2024 each of these employees are allocated 83%, 15%, and 2% to the General Fund, Water and Sewer Operating Fund, and Stormwater Fund, respectively. This allocation represents the services provided to each of these funds from the department employees.



*Position Request

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$250,629	\$602,667	\$1,067,475	\$1,475,397
PERSONNEL	\$352,540	\$403,813	\$518,536	\$618,170
CAPITAL OUTLAY	\$40,730	\$231,786	\$52,000	\$56,300
TOTAL	\$643,898	\$1,238,265	\$1,638,011	\$2,149,867

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Information Technology	4.00	4.00	5.00	5.15
FTE AMOUNT	4.00	4.00	5.00	5.15

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for the Information Technology department has increased compared to the FY 2023 budget. The increase of in Operating is primary due to the effect of the department absorbing all of the Communications and Mobile Devices costs previously allocated to other departments as well as increases in Maintenance Contracts for technology services used by Town Staff. The increase in the personnel category is related to the request for a Network Engineer as well as COLA increases for the current staff. The increase in capital expenditure is related to purchases of computer equipment.

Goals, Objectives, and Measures

Mission: The Information Technology Department strives to provide the technology required for the fulfillment of the Town's mission in an efficient and effective manner. The IT department assists in the technical analysis, design, procurement, implementation, operation and support of computing infrastructure and services.

The following goals and objectives have been identified by the Information Technology Department.

Goals	Objectives	Performance Metrics
Provide a stable, reliable, and secure network to support the town's information technology needs	<ul style="list-style-type: none"> • Provide service to Town employees through a Help Desk 	<ul style="list-style-type: none"> • 1353 Help Desk Tickets created / 1343 resolved (7/1/2022 - 3/26/2023) 8 Months data
	<ul style="list-style-type: none"> • Respond to Cybersecurity Events 	1 incident in 2022 and 1 incident in 2023 - both resolved within 48 hours
Provide excellent customer service to all internal and external information technology customers	<ul style="list-style-type: none"> • Process Help Desk tickets in a timely manner 	On average we respond with 14 minutes to all tickets.
	<ul style="list-style-type: none"> • Equipment uptime and availability 	100% computer uptime through good management and best practice staging of equipment.

COMMUNICATIONS

PROGRAM DESCRIPTION

This division was created in FY 2022 and centralized responsibility for such items as Public Information Officer duties, social media, the Town Crier, and other informational and promotional materials for all Town departments.

CURRENT STAFFING

The Department was previously staffed by one full-time Marketing Coordinator who reported to the Town Manager, then was moved to Parks and Recreation. The FY24 budget includes a request for a Communications Manager. In addition, the Marketing Coordinator will be moved from Parks and Recreation to this department and report to the Communications Manager.



*Position Request

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$0	\$50,233	\$0	\$182,292
OPERATING	\$0	\$10,428	\$0	\$0
TOTAL	\$0	\$60,661	\$0	\$182,292

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Communications	0.00	1.00	0.00	2.00
FTE AMOUNT	0.00	1.00	0.00	2.00

BUDGET REQUEST / ANALYSIS

The FY 2023 budget for Communications was \$0. In FY 2024 the budget is made up of the salary and benefits expense for the Communications Manager position request and Marketing Coordinator position.

LEGAL SERVICES

PROGRAM DESCRIPTION

The line of authority for the Town Attorney and other related legal assistance for the Town of Warrenton is outlined in the Town Code. The attorney is a contracted employee of the Council, serving at Council's discretion.

The Town Attorney advises Council and the Town staff on a wide range of legal issues that arise in the conduct of Town business. The Town Attorney handles police matters, including representing the Town in municipal court twice a month. The Town Attorney also works with the Planning Commission, Architectural Review Board and Board of Zoning Appeals as needed.

CURRENT STAFFING

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



BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$150,122	\$297,547	\$195,747	\$267,500
PERSONNEL	\$21,482	\$12,989	\$0	\$0
TOTAL	\$171,604	\$310,536	\$195,747	\$267,500

BUDGET REQUEST / ANALYSIS

Contractual professional legal fees are split 75% / 25% between the General Fund and the Water and Sewer Operating Fund. The budget request for FY 2024 reflects an increase over the FY 2023 budget. This increase has been projected based on actual billings in the current year.

FINANCE & PROCUREMENT

PROGRAM DESCRIPTION

The mission of the Department of Finance and Procurement is to promote excellence and transparency in the delivery of effective and efficient financial management services to our internal and external customers and stakeholders. This is accomplished by adhering to sound financial management practices, demonstrating integrity in all that we do, and working as a team to support the Town's mission, vision, and values.

The department manages the Town's budgeting, accounting, financial reporting, treasury, procurement, taxation, and billing operations. Department staff also serve as the first point of contact with citizens either personally at Town Hall or through the Town's main phone line and website staff email.

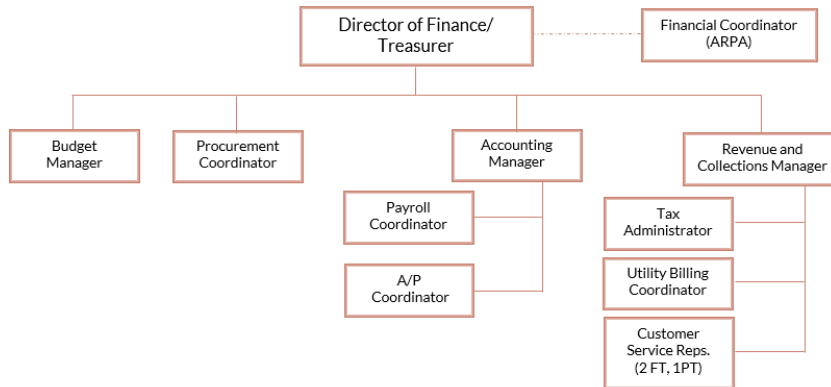
The Town's Annual Comprehensive Financial Report has been awarded the Certificate of Achievement for Excellence in Financial Reporting for the last 27 years. The program was established by the Government Finance Officers Association (GFOA) in 1945 to assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare financial reports that evidence the spirit of transparency and full disclosure. Reports submitted to the program are reviewed by selected members of the GFOA professional staff and the GFOA Special Review Committee, which includes individuals with expertise in public sector financial reporting.

Financial information is provided to the Town Council on a quarterly basis. This includes financial statements, revenue trend analysis, and details regarding collection activities. More detailed analysis regarding projections is provided as needed. As prescribed by the Code of Virginia, the Town Manager's proposed budget is delivered to Council prior to April 1st each year, and the results of the annual external audit are presented to Council in a public session during the month of December.

CURRENT STAFFING

The Department of Finance and Procurement currently has eleven full-time employees and one part-time employee. The staffs' wages are allocated between this department, the Water and Sewer Administration department, and the Stormwater Management fund based on the estimated level of support provided to each fund's departments.

For FY 2024, the allocation to this department is 7.86 FTEs, the allocation to Water and Sewer Administration is 3.62, and the allocation to Stormwater is 0.25; totaling 11.73 FTE. Please note that while the Financial Coordinator is included in the FTE count here, the position is fully funded by ARPA.



FY2023 HIGHLIGHTS

1. Continued to reduce delinquent balances by outsourcing collections and facilitating understanding of taxes through outreach.
2. Improved the annual budget preparation process by implementing new software that produces an easy to read, online document.
3. Facilitated more involvement from departments in the development of the budget and the Capital Improvement Program.
4. Implemented transparency and financial improvements to the Capital Improvement Program.
5. Ensured compliance for ARPA and other grant spending, including timely and accurate reporting.

KEY PROJECTS FOR FY 2024

1. Document all processes for contingency planning and in preparation for a potential ERP conversion.
2. Strengthen internal controls by reviewing processes and identifying opportunities for enhancement.
3. Create a robust analysis and forecasting model.
4. Apply for and obtain the GFOA Distinguished Budget Presentation Award.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$470,843	\$563,790	\$657,895	\$750,156
OPERATING	\$200,475	\$213,560	\$314,859	\$174,085
CAPITAL OUTLAY	\$0	\$0	\$500	\$0
TOTAL	\$671,317	\$777,350	\$973,254	\$924,241

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Finance and Procurement	6.82	6.32	6.59	7.86
FTE AMOUNT	6.82	6.32	6.59	7.86

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for the Finance department has decreased compared to FY 2023. The increase in Personnel expenses is due to the addition of the Accounting Manager position, which was not included in the FY 2023 budget but was added during the year, as well as COLA raises for staff. The decrease in Operating expenses is due to the removal of the expenses related to the Information Technology allocation. This decrease was partially offset by the increase in expenses for professional services such as financial advisors and audit services. There are no capital expenditures in the FY 2024 budget.

The expense associated with being a member of the Northern Virginia Cigarette Tax Board is included. The NVCTB provides administration and enforcement of the tax. Each month, the Town receives a distribution of the tax collected, net of NVCTB's administrative expenses. To truly show the cost of administering the tax, the full amount of revenue is recognized and offset by the reporting of the expense here. The result of budgeting for the recognition of this expense produces no net impact to the general fund (revenue offset by expense).

Goals, Objectives, and Measures		
<p>Mission: To accurately and efficiently administer the treasury, budgeting, procurement, accounting and financial reporting functions of the town.</p> <p>The following goals and objectives have been identified by the Finance Department.</p>		
Goals	Objectives	Performance Metrics
Improve budgeting process and transparency	<ul style="list-style-type: none"> Enhance the Capital Improvement Program (CIP) for transparency and alignment with the annual budget 	<ul style="list-style-type: none"> Produce a streamlined and easy to read CIP document
	<ul style="list-style-type: none"> Create a budget document that meets the criteria for a GFOA Distinguished Budget Presentation Award. 	<ul style="list-style-type: none"> Apply for and obtain the award
Excellence in accounting and financial reporting for both internal and external stakeholders.	<ul style="list-style-type: none"> Continue to receive an unqualified audit opinion and the GFOA Certificate of Achievement for Excellence in Financial Reporting 	<ul style="list-style-type: none"> Continued receipt of unmodified audit opinion and certificate of excellence
Improve collections	<ul style="list-style-type: none"> Reduce the number of delinquent accounts 	<ul style="list-style-type: none"> Comparison of current and prior year delinquent accounts
Improve and streamline the procurement process.	<ul style="list-style-type: none"> Implement a P-Card program 	<ul style="list-style-type: none"> Successful implementation of program (<i>underway in FY23</i>)

OTHER ORGANIZATIONS

PROGRAM DESCRIPTION

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

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

The Town is a member of the Fauquier Chamber of Commerce. The Town frequently partners with the Chamber to obtain feedback from businesses located in Town on certain issues that pertain to the local economy.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OTHER CHARGES				
VIRGINIA MUNICIPAL LEAGUE	\$6,527	\$6,905	\$6,700	\$7,000
VA INSTITUTE OF GOVERNMENT	\$0	\$0	\$500	\$500
FAUQUIER CHAMBER OF COMMERCE	\$1,125	\$1,125	\$1,025	\$1,125
NATIONAL LEAGUE OF CITIES	\$0	\$0	\$1,117	\$0
OTHER CHARGES TOTAL	\$7,652	\$8,030	\$9,342	\$8,625
TOTAL	\$7,652	\$8,030	\$9,342	\$8,625

BUDGET REQUEST / ANALYSIS

The total request for Other Organizations in FY 2024 reflects a decrease of \$717 due to the net effect of removing the budget for membership to the National League of Cities and the increase in price for membership to the Fauquier Chamber of Commerce.

ELECTIONS

PROGRAM DESCRIPTION

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

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OTHER CHARGES	\$0	\$0	\$7,800	\$3,900
MATERIALS AND SUPPLIES	\$0	\$0	\$3,000	\$1,500
CONTRACTUAL SERVICES	\$0	\$0	\$150	\$75
TOTAL	\$0	\$0	\$10,950	\$5,475

BUDGET REQUEST / ANALYSIS

In FY 2023, there were two elections held for the At-Large council seats. In FY2024, there will be one special election held for the Ward 5 seat where a council-appointed member has been serving. As such, expenses have been reduced by half to reflect the cost of only one election.

GENERAL FUND EXPENDITURES

PUBLIC SAFETY

FUNCTION OVERVIEW

The Public Safety budget now only includes the Town Police Department. Prior to FY 2023, it also supported the operations of the Warrenton Volunteer Fire Company. That function was transferred to Fauquier County in FY 2022.

BUDGET SUMMARY

PUBLIC SAFETY EXPENDITURES

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$2,856,691	\$2,544,758	\$3,085,612	\$3,415,690
OPERATING	\$795,905	\$856,408	\$1,169,240	\$374,862
CAPITAL OUTLAY	\$35,806	\$6,758	\$940	\$940
TOTAL	\$3,688,402	\$3,407,925	\$4,255,792	\$3,791,492

PUBLIC SAFETY REVENUE

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
STATE GRANT	\$237,815	\$219,681	\$233,186	\$233,186
COURT FINES & FORFEITURES	\$68,133	\$40,568	\$92,538	\$40,000
VDFP AID TO LOCALITIES	\$36,628	\$38,900	\$37,994	\$37,994
PARKING FINES	\$39,035	\$33,250	\$35,000	\$35,000
E-SUMMONS FEE	\$4,945	\$2,412	\$12,333	\$2,500
STATE ASSET FORFEITURE PROCEEDS	\$599	\$3,731	\$6,355	\$6,355
TOTAL	\$387,155	\$338,542	\$417,406	\$355,035

Public Safety represents one of the largest section of the General Fund budget. Expenditures and revenues for this function have both decreased for FY 2024.

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

POLICE DEPARTMENT

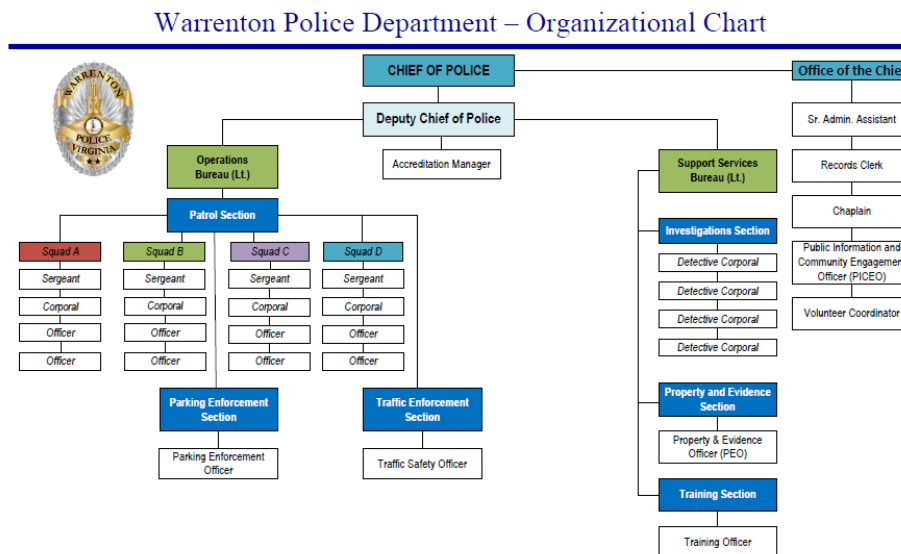
PROGRAM DESCRIPTION

The Police Department provides law enforcement, public safety services, crime prevention, and Neighborhood Watch. Working closely with Town businesses and citizens, the Department's objective is to prevent and/or reduce crimes through a community oriented policing concept. The Department delivers services to businesses and citizens through interaction and community involvement.

The mission of the Warrenton Police Department is to work in partnership with the residents and businesses of the community to provide a safe and secure environment. With community service as the foundation, the Police Department is driven to enhance the quality of life by providing effective law enforcement services through transparent and impartial policing.

CURRENT STAFFING

Police Department staffing can be viewed below:



BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$2,665,047	\$2,384,549	\$3,085,612	\$3,415,690
OPERATING	\$748,308	\$814,583	\$1,169,240	\$374,862
CAPITAL OUTLAY	\$35,806	\$6,758	\$940	\$940
TOTAL	\$3,449,161	\$3,205,891	\$4,255,792	\$3,791,492

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Police Department	31.91	31.91	32.16	33.18
FTE AMOUNT	31.91	31.91	32.16	33.18

BUDGET REQUEST / ANALYSIS

The decreased budget in FY 2024 for the Police Department is mainly driven by the removal of the Motor Pool and Information Technology allocations from the operating category. This decrease is partially offset by an increase in the personnel category related to COLA raises for the department. The capital category has remained flat year over year,

FIRE DEPARTMENT

PROGRAM DESCRIPTION

During FY 2022, the Town's two firefighters transitioned to employment with the Fauquier County Department of Fire, Rescue, and Emergency Management.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$191,645	\$160,209	\$0	\$0
OPERATING	\$47,597	\$41,825	\$0	\$0
TOTAL	\$239,241	\$202,034	\$0	\$0

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Fire Department	2.00	2.00	0.00	0.00
FTE AMOUNT	2.00	2.00	0.00	0.00

BUDGET REQUEST / ANALYSIS

There is no budget for FY2024. The Town continues to provide support through a capital contribution to the Warrenton Volunteer Fire Company. Details on this contribution can be found in the Non-Departmental section of this document.

GENERAL FUND EXPENDITURES

PUBLIC WORKS

FUNCTION OVERVIEW

The Public Works and Utilities Department is responsible for all Town functions involving maintenance of roadways and all appurtenances thereof, maintenance of Town Facilities and resources; maintenance and purchasing of vehicles; supplying quality drinking water; treating and processing waste water; enforcing and overseeing construction projects in right of ways and Town properties; managing stormwater and MS4 programs; and working with all other Town Departments to insure efficient and effective delivery of Town services. The Department is separated into two distinct Departments for proper oversight and management- Public Works and Utilities. Each Department has an Assistant Director who oversees the related Divisions.

PUBLIC WORKS

The Public Works Department is responsible for maintaining 91.87 lane miles of roadway and right of way, a significant number of public sidewalks, an 18-acre public cemetery, ten (10) traffic signals, 40 miles of storm sewers, maintenance of the Town's vehicle and equipment fleets, all parks properties and various public buildings. The department provides curbside refuse collection twice-weekly to households and businesses, provides curbside recycling collection once a week for newsprint, cardboard, plastics and metals and also provides brush and leaf collection on a periodic and as needed basis for the Town's citizens and businesses. The department provides fall and spring cleanups, which allow citizens to clean up and clean out their properties with staff collecting and transporting to the landfill. In addition, the recycling program continues to accept office paper at the Public Works facility. Seven of the nine Public Works divisions are funded through the Town's General Fund. The arterial and collector budgets with a portion of the street budget are funded through annual road maintenance payments from the Virginia Department of Transportation (VDOT),

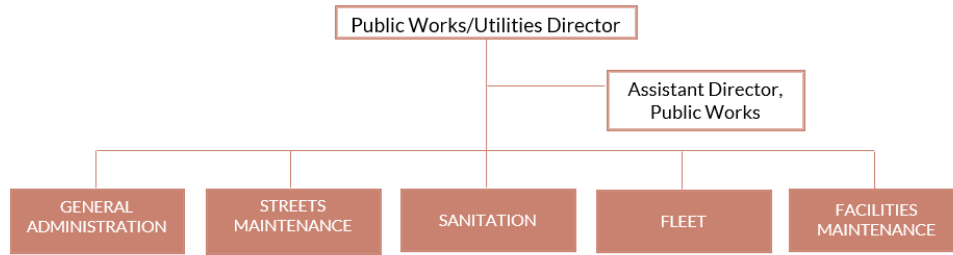
Funding for the numerous budgets within the Public Works Department have enabled the Town to maintain the public street surfaces at a level of quality at /above VDOT standards, as noted by compliments from the VDOT Resident Office. The paving schedule is moderate, based on the current roadway conditions and is adequate to maintain the streets to the high standards expected by the citizens and motoring public. The department does its best to ensure Warrenton's citizens receive the highest level of service possible within the budgetary limits set by the Council.

CURRENT STAFFING

The Department of Public Works has five divisions:

1. General Administration
2. Streets Maintenance
3. Sanitation
4. Fleet
5. Facilities Maintenance

These divisions will be discussed in more detail on the following pages.



BUDGET SUMMARY

The total Public Works Budget has increased for FY 2024. Further detail on each department is provided in the pages that follow.

PUBLIC WORKS EXPENDITURES

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
GENERAL ADMINISTRATION	\$453,456	\$467,428	\$626,796	\$543,230
STREET MAINTENANCE	\$982,363	\$1,043,577	\$1,113,868	\$1,535,875
ARTERIAL STREET MAINTENANCE	\$291,090	\$232,017	\$440,354	\$502,800
COLLECTOR STREET MAINTENANCE	\$291,255	\$257,038	\$732,003	\$687,900
REFUSE COLLECTION	\$439,998	\$512,852	\$548,469	\$451,643
RECYCLING PROGRAM	\$155,749	\$143,422	\$158,921	\$108,854
FLEET	\$0	\$0	\$0	\$582,302
FACILITIES	\$277,802	\$767,011	\$948,072	\$1,127,468
CEMETERY	\$108,668	\$30,734	\$0	\$7,500
TOTAL	\$3,000,381	\$3,454,079	\$4,568,483	\$5,547,571

PUBLIC WORKS REVENUE

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 PROPOSED
VDOT STREET & HWY MAINT	\$1,455,512	\$1,480,415	\$1,450,000	\$1,450,000
TOTAL	\$1,455,512	\$1,480,415	\$1,450,000	\$1,450,000

Goals, Objectives, and Measures

Mission: To deliver exceptional government service; To uphold standards established to protect the Public Health, Safety, and Welfare of all residents, business owners, and visitors; To provide an environment where people enjoy living, working, playing, and investing, while providing responsible management of public resources to meet the challenges of today and tomorrow.

The following goals and objectives have been identified by the Public Works Department.

Goals	Objectives	Performance Metrics
Employee Recruitment and Retention	• Establish outreach for recruitment	• Leverage social media
		• Work with high schools and LFCC
		• Create an internship program
	• Continue to refine job descriptions and work towards a compensation study	• Define opportunities within work classifications
• Upgrade pay scales		
• Create internal opportunities for advancement		
Continuous Improvement	• Establish efficiencies in operations	• Establish clear lines of responsibility and reporting
		• Refine and develop equity in organizational structure
		• Empower staff at all levels
	• Implement daily budgeting review with proper oversight	• Ensure supervisory staff understand budgeting
• Identify best cost practices		
Leverage Technology	• Provide sufficient and proper tools to staff	• Mobile and desktops
		• Use HC forms and processes
		• Properly equip training room
	• Training	• Work with IT on training for staff
		• Train supervisors on software
		• Develop processes for paperless functions
• GIS	• Increase usage of GIS	
	• Mapping and route efficiencies	
Fiscal responsibility	• Develop assessment process for costs and expenditures	• Develop weekly review with monthly oversight of budgets
		• Develop purchase best practices
	• Ensure equipment is best for the job	• Engage all users in vetting
		• Source multi-use equipment
• Align finances with tasks	• Identify outsourcing as needed	
	• Create divisional accountability	
Establish a Road repaving/maintenance schedule	• Prioritize maintenance schedules	• Identify 5 year plan to repave and maintain roads
Assist stormwater with facility improvements	• Work with Stormwater team to identify projects	• Create a list of projects
		• Identify credits
	• Identify and track sediments	• Report to MS4 inspector

PUBLIC WORKS ADMINISTRATION

PROGRAM DESCRIPTION

The Administration Division is responsible for all Public Works functions and services, the development and management of the operational budget, departmental personnel management, development of short- and long-range maintenance and capital improvement programs, management of the vehicle and equipment maintenance and replacement programs, maintenance of streets, streetlights and traffic signals, and for the review and approval of site development plans.

The budget supports all costs associated with day-to-day operation and management of the Public Works Department and its varied functions. Expenses within the budget support a wide range of public works functions such as daily citizen contacts, project development and oversight, personnel and financial administration and departmental planning that are needed to maintain the current high level of service for FY 2024.

Traffic related issues remain a priority and staff will continue to pursue additional VDOT and other grant programs (Revenue Sharing, Primary Road and SMARTSCALE) to supplement funding for future budgets, while remaining flexible with the timing as target dates continue to move out.

Public Works and Utilities combine their efforts and projects in the permitting of development projects under the Virginia Stormwater Management Permit (VSMP) program and has incorporated the implementation of the Municipal Separate Storm Sewer System (MS4) permit under the Virginia Department of Environmental Quality (DEQ). Key assistance is in the development of projects to meet the permit reduction goals in the Total Maximum Daily Limit (TMDL) Action Plan developed in 2018. This year we worked hard to develop a Facilities Division to our Department.

CURRENT STAFFING

The Administration Division is staffed by the Director, an Engineer, the Public Works Assistant Director, and two Administrative Assistants. The Director also serves as Director of Public Utilities; 50% of the Director's salary is allocated to the Public Works department and the other 50% is allocated to the Public Utilities budget. The Engineer is allocated 20% to the Public Works Administration budget, 50% to the Public Utilities Budget, and the remaining 30% to the Stormwater Management Fund. In addition, one of the Administrative Assistants is allocated 75% to the Public Works Administration budget, and 25% to the Public Utilities budget. The Facilities and Fleet Manager is also allocated 35% to this department.

KEY PROJECTS IN FY 2024

Item 4.

1. Continue to work with Human Capital to provide additional training for employee development, retention, and succession planning.
2. Initiate and manage projects for the upgrades and repairs to the WWTP and the WTP as outlined as priorities through the CIP.
3. TMDL Action Plan and MS4 compliance, nutrient targets of 40% reduction.
4. Continued Broadview Avenue Project support, review design for quality-of-life enhancements.
5. Implement a Facilities Master Plan.
6. Continue to apply the philosophy of walkability and complete streets in all operations and improvements.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$370,628	\$400,297	\$463,035	\$491,625
OPERATING	\$82,828	\$65,798	\$162,261	\$50,105
CAPITAL OUTLAY	\$0	\$1,332	\$1,500	\$1,500
TOTAL	\$453,456	\$467,428	\$626,796	\$543,230

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Public Works Administration	4.60	4.60	4.60	3.80
FTE AMOUNT	4.60	4.60	4.60	3.80

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for the Public Works Administration Division reflects an overall decrease over FY2024. The decrease is mainly caused by the removal of the Motor Pool and Information Technology allocations from the Operating Budget. The personnel increase is due to the COLA raises for the department. Capital Outlay has remained flat year over year.

STREET MAINTENANCE

PROGRAM DESCRIPTION

The Street Maintenance Division is responsible for all maintenance and repair activities associated with the 93.47 lane miles of public roads and 15.5 miles of storm sewer within the corporate limits (no change this past year). This section of the Public Works budget appropriates funds used for snow removal, street cleaning, litter control, routine maintenance, repair work, and small construction projects along the Town's public roadways and rights of way.

Landscaping is identified as a separate division within Streets from an operational standpoint to increase efficiencies and effectiveness. This was an organization move to better align tasks and functions within a specific Division of responsibility. This also provided a better organizational structure for reporting, operations, and oversight.

Landscaping is responsible for the maintenance of all right of ways, green space and public ways attached associated with the public roads and storm sewer in Town. This section of the Public Works budget appropriates funds used for snow removal, street cleaning, litter control, routine maintenance, and grass cutting functions along the Town's public roadways and rights of way.

The Virginia Department of Transportation provides reimbursement, which is accounted for in the categorical aid revenue section of this budget, for the maintenance of both Arterial and Collector streets.

CURRENT STAFFING

This Division is staffed with maintenance crews who are responsible with insuring that the appearance of the Town's streets are maintained to the level expected by the Town's citizens. Personnel funds in this budget supplement the Arterial and Collector budgets when work is specifically performed to those classifications of roadways. As the seasons and workloads require, the department uses seasonal parttime employees to supplement staff with summer weed-eating, fall leaf collection and miscellaneous work around Town.

KEY PROJECTS IN FY 2024

1. Traffic Signal Interconnectivity along Lee Highway.
2. Continued improvements incorporating the philosophy of walkability and complete streets into every improvement.
3. Cooperation with Community Development in assisting VDOT with Broadview Avenue Improvements; project review and technical details.
4. Continue sidewalk Improvements.
5. Assess and reassess maintenance of all properties versus use of independent contractors.
6. Continue to assist and collaborate with Facilities Maintenance Division to refine and develop the Division.
7. Continue to refine operations of brush removal and disposal.
8. Work to improve and upgrade the gateways.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$625,843	\$695,891	\$802,824	\$1,423,035
OPERATING	\$346,224	\$335,482	\$296,044	\$87,840
CAPITAL OUTLAY	\$10,296	\$12,203	\$15,000	\$25,000
TOTAL	\$982,363	\$1,043,577	\$1,113,868	\$1,535,875

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Streets	16.66	16.66	16.66	17.90
FTE AMOUNT	16.66	16.66	16.66	17.90

BUDGET REQUEST / ANALYSIS

The FY 2024 Street Maintenance Budget reflects an overall increase from the FY 2023 budget. In the Personnel category, there are 4 part time maintenance workers upgraded to full time and COLA raises for the current staff driving the increase. The upgrade from part time to full time workers will allow the department to more effectively schedule and utilize staff while continuing to provide a high level of service to Town residents.

The decrease in the Operating Category is the result of the net effect of the increase in the cost of many of the materials, supplies, and contractual services and the decrease resulting from the removal of the Motor Pool and Information Technology allocations.

Capital Expenditures have increased to allow for the increased prices of equipment and replacement parts due to inflation.

ARTERIAL STREET MAINTENANCE

PROGRAM DESCRIPTION

The costs associated with the maintenance activities of the 30.39 major street and highway lane miles within the corporate limits are grouped under this budget. Arterial Streets are the most significant roads in the area, serving the major centers of activity, constitute the highest traffic volume corridor and carry the major portion of through traffic in urban areas. The roads that are designated as arterial streets under the Federal Highway System are U.S. 17, U.S. 29 Business, U.S. 211, and U.S. 15 Business.

CURRENT STAFFING

Street Maintenance personnel costs are charged to this department when work related to arterial streets is performed.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$129,706	\$114,510	\$187,300	\$301,600
PERSONNEL	\$124,516	\$102,732	\$155,554	\$14,700
CAPITAL OUTLAY	\$36,868	\$14,775	\$97,500	\$186,500
TOTAL	\$291,090	\$232,017	\$440,354	\$502,800

BUDGET REQUEST / ANALYSIS

The Arterial Streets budget has increased over FY 2023. The personnel charges for Arterial and Collector Street budgets are allocated from the main Street Maintenance division budget. The \$14,700 budgeted here only reflects amounts budgeted for compensation related to snow removal and overtime performed on Arterial Streets.

The Operating portion of the Arterial Streets budget saw the largest increase due to increased projected costs for both raw materials used for repairs completed by Town staff as well as for the cost of contracted services. The department saw bids from vendors double during FY 2023 for striping, cross walks, stop bars, and other associated services and the trend of increased costs is expected to continue into FY 2024.

Rising costs for both materials and vendors as well as efforts to continue to upgrade safety measures such as traffic calming and walkability improvements are the drivers for the increase in Capital Expenditures.

COLLECTOR STREET MAINTENANCE

PROGRAM DESCRIPTION

The Collector Street Maintenance Division budget provides funding for maintenance of the less traveled streets of the Town, as defined by the Virginia Department of Transportation. The Town has 63.08 lane miles of Collector streets. Collector streets provide land access service and traffic circulation within residential, commercial and industrial areas. The collector streets system facilitates traffic flows within the town and provides access to the arterial system, which are the main highway streets through and serving the town.

CURRENT STAFFING

Street Maintenance personnel costs are charged to this department when work related to collector streets is performed.

BUDGET SUMMARY

Item 4.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
CAPITAL OUTLAY	\$36,909	\$60,544	\$393,000	\$403,500
OPERATING	\$156,203	\$137,271	\$209,500	\$273,500
PERSONNEL	\$98,142	\$59,223	\$129,503	\$10,900
TOTAL	\$291,255	\$257,038	\$732,003	\$687,900

BUDGET REQUEST / ANALYSIS

The Collector Streets budget has decreased compared to FY 2023. The personnel charges for Arterial and Collector Street budgets are allocated from the main Street Maintenance division budget. The \$10,900 budgeted here only reflects amounts budgeted for compensation related to snow removal and overtime performed on Collector Streets.

The Operating portion of the Collector Streets budget saw an increase primarily due to increased projected costs for materials and supplies along with increased maintenance efforts as the department works on items that were previously deferred.

Rising costs and increased maintenance efforts also drove the slight increase in capital expenditures year over year.

SANITATION

PROGRAM DESCRIPTION

The Sanitation Function accounts for the expenditures related to refuse collection and the Town's recycling program. This is a separate Division within Public Works however given the workload and level of service provided, it is not a fully standalone operation. The Sanitation Division is staffed by two teams of three staff who report directly to the Public Works Assistant Director.

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

The Recycling operation accounts for all costs associated with the coordination and management of the recycling collection program for the Town of Warrenton. The collection activity of co-mingled household and business materials, metal, and plastics has been a program with the Town for over 27 years. Newspapers and corrugated cardboard are collected one day a week by the Town's refuse crews. This year, glass collection ceased, and options are being considered due to operational changes requiring curbside sorting. Currently Public works does not have the best equipment to manage this approach effectively and efficiently as desired.

The Town's goal relating to the recycling program is to meet the mandated rates for the community, as established by the Commonwealth of Virginia, and to provide a service to the public that protects the environment and reduces tonnage of waste going to the county landfill, while working within the requirements of Town Code and the landfill operational requirements.

CURRENT STAFFING

The Sanitation duties of refuse and recycling collection are handled by six full-time employees. Their time handling those two divisions is allocated 80% to Refuse Collection and 20% to the Recycling Program.

KEY PROJECTS IN FY 2024

Item 4.

1. Develop outreach and implement programs to better align services with our existing Town Code.
2. This year we are expecting delivery of our new trucks. Our goal is to develop new procedures to build the expected efficiencies of these new trucks into our daily operations.
3. Refine operations for efficiency and effectiveness with better use of technology.
4. Develop a semi-automated refuse and recycling program.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$454,315	\$487,898	\$502,053	\$506,168
OPERATING	\$141,433	\$168,377	\$205,337	\$54,328
TOTAL	\$595,747	\$656,274	\$707,390	\$560,496

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Refuse	4.80	4.80	4.80	4.80
Recycling	1.20	1.20	1.20	1.20
FTE AMOUNT	6.00	6.00	6.00	6.00

BUDGET REQUEST / ANALYSIS

The FY 2024 budget reflects an overall decrease when compared to the FY 2023 budget. The personnel category reflects a small decrease related to a reduction projected overtime costs. In Operating expenses there was a decrease due to the net effect of the increase in costs for supplies and services and the decrease related to the removal of the Motor Pool and Information Technology allocations.

The budget does not include tipping fees to the Fauquier County Landfill for household trash; the budget includes \$40,000 (an increase of \$20,000) for Landfill Operations to cover other fees not associated with household refuse, which have been increasing due to the Fauquier County Landfill operating as a transfer station.

Staff continues to promote recycling to individual citizens and businesses. The Town’s recycling numbers are currently incorporated with Fauquier County’s for a combined reporting to DEQ. Staff will continue to make a concerted effort to encourage local business involvement in the recycling program and to provide more accurate accounting of the recycling volume derived from large businesses. Every ton recycled is one less ton sent to a landfill, reducing the cost of landfill operations and extending its capacity.

Overall costs have remained level due to the continued use of the County recycling center at the Fauquier County Landfill, at no cost for handling the material. The County is constantly looking for ways to expand their facilities to accommodate a wider range of recyclable products. Staff continues to work with County staff to keep informed as to new program developments and to be able to adjust the Town program accordingly.

FLEET

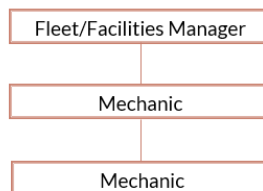
PROGRAM DESCRIPTION

The Fleet Department strives to provide an efficient, complete fleet management program, which responsibly fulfills the vehicle and equipment needs of the various Town departments through cost-effective practices and dedicated personal service. The fleet staff has responsibility for the maintenance of all Town vehicles and pieces of equipment (ranging from police cars to refuse trucks, and other equipment such as backhoes, chain saws and weed eaters).

Prior to FY 2024, Fleet was known as Motor pool and was an Internal Service Fund that captured vehicle-related costs across the Town. These costs were then allocated to departments based upon the actual work performed on the vehicles, plus an overhead charge. Beginning with FY 2024, Fleet will be a General Fund department. All vehicle-related costs will be captured in this department, but there will no longer be an allocation to the other departments in the General Fund. The Water and Sewer Fund and the Stormwater Management Fund will provide transfers to the General Fund to account for the services provided to their respective functions.

CURRENT STAFFING

The Fleet Department is staffed by three full-time employees. The Fleet and Facilities Manager’s salary is allocated 45% to Fleet, 35% to Public Works Administration, and 20% to Public Utilities Administration.



KEY PROJECTS FOR FY 2024

Item 4.

1. Continue implementation of the Facilities & Fleet Division Merger with the addition of industrial staff from our Utility Plants;
2. Address environmental concerns for Facilities by developing policies and procedures pertaining to environmental and sustainable initiatives;
3. Develop a Facilities Strategic and Master plan to guide the division in its daily work;
4. Continue to implement the capital asset replacement plan with improved efficiencies in mind

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$296,845	\$306,570	\$358,565	\$331,974
PERSONNEL	\$207,974	\$207,418	\$275,398	\$241,723
CAPITAL OUTLAY	\$2,657	\$5,160	\$7,000	\$8,605
TOTAL	\$507,476	\$519,148	\$640,963	\$582,302

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Fleet	2.45	2.45	2.45	2.45
FTE AMOUNT	2.45	2.45	2.45	2.45

BUDGET REQUEST / ANALYSIS

The FY 2024 budget shows an overall decrease over FY 2023. The decrease in Operating expenses is due to the net effect of the increase of the cost for materials and supplies and the removal of the expense related to the Information Technology Allocation. The reductions in Personnel expenses is related to the removal of the budget for part-time help in this department. Similar to other departments, Capital expenses have increased due to rising costs of equipment.

FACILITIES MAINTENANCE

PROGRAM DESCRIPTION

Facilities Maintenance is responsible for the maintenance, repair, and custodial functions of Town-owned or occupied buildings and grounds. Facilities included are Town Hall, the Public Works Facility, the Cemetery building with restroom, all Town parks, Town parking lots, 18 Court St., the “old” visitors center on Calhoun St., and all other Town-owned properties. The grounds include parking lots, public green space, traffic lights, all Town-owned signs, trails, and the gateway signage to Warrenton. This budget does not include the Warrenton Aquatic and Recreation Facility, which is covered in the Parks and Recreation departmental budget, or the two rental houses included in the Water and Sewer Operating Fund budget.

CURRENT STAFFING

The Facilities Maintenance Division is staffed by one building engineer, a maintenance mechanic, three maintenance workers, a Cemetery Caretaker. The division is also supplemented with street or part-time help when needed.

KEY PROJECTS FOR FY 2024

1. Design and Implementation of a Strategic Facilities Master Plan (SFP).
2. Continue implementing internal and external maintenance practices and contracts as allowed by staffing and budgetary limitations.
3. Continue to support all facility functions at Town-owned properties.
4. Facilitate communication link for Town traffic lights along Broadview Avenue and Lee Highway
5. Continue gateway upgrades and improvements.
6. Support Way Finding within Tow
7. Develop an actual Facilities Maintenance Division and program to ensure routine maintenance and repairs to all Town-owned properties.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$202,414	\$488,036	\$503,597	\$592,864
PERSONNEL	\$75,201	\$277,975	\$438,975	\$475,604
CAPITAL OUTLAY	\$187	\$1,000	\$5,500	\$59,000
TOTAL	\$277,802	\$767,011	\$948,072	\$1,127,468

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
General Properties	2.73	7.00	6.73	6.08
FTE AMOUNT	2.73	7.00	6.73	6.08

BUDGET REQUEST / ANALYSIS

The FY2024 Facilities Maintenance Budget has shown an overall increase over FY 2023. The increase in Operating expenses is due to increasing costs for supplies and services used by the department including personal protective equipment, repair parts for traffic signals, and town parking lot improvements net of the effect of the removal of Motor Pool and Information Technology expenses previously allocated to this department. Increases in Personnel costs are related to COLA adjustments for the staff of the department as well as health insurance election changes. The increase in capital expenses is due to the department's focus on replacing street and traffic signs throughout Town during FY 2024.

PARKS & RECREATION

FUNCTION OVERVIEW

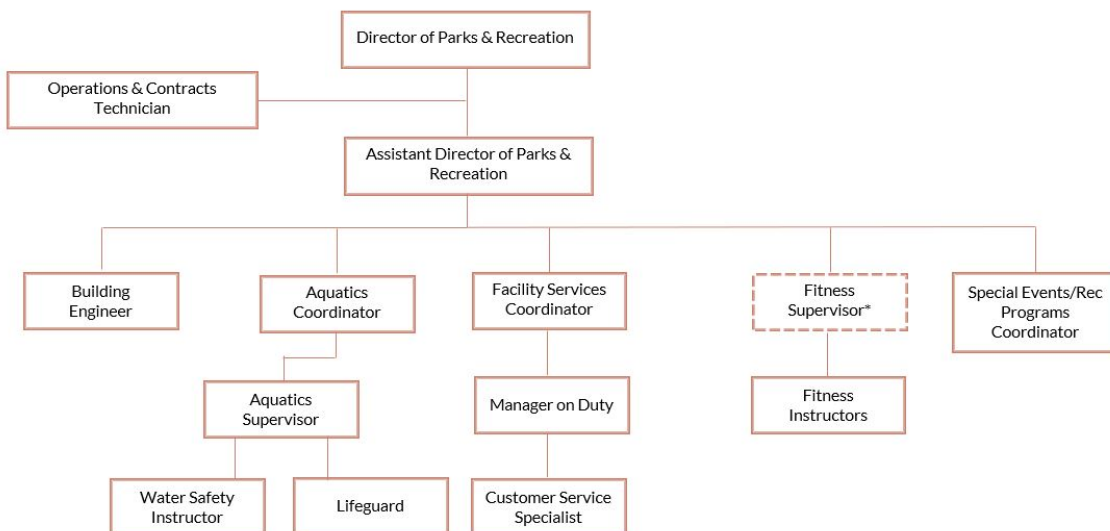
The Town operates Academy Hill Park, Eva Walker Park, Sam Tarr Park, Rady Park, the Skateboard Park, the Fun for All Playground, and the Dog Park in addition to the Warrenton Aquatic and Recreation Facility. In addition, the department manages several large events and competitions throughout the year.

BUDGET SUMMARY

Detailed descriptions of the budgets for each of the departments listed above is provided in the following pages.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
AQUATIC CENTER	\$1,131,100	\$1,602,905	\$1,643,229	\$1,586,588
P&R ADMINISTRATION	\$403,423	\$366,559	\$703,140	\$562,561
MAINTENANCE - PARKS	\$226,361	\$164,656	\$262,087	\$261,054
TOTAL	\$1,760,884	\$2,134,120	\$2,608,456	\$2,410,203

CURRENT STAFFING



*Position Request

Goals, Objectives, and Measures

Mission: The mission of the Town of Warrenton Parks and Recreation Department is to provide leisure and wellness services that will continue to result in personal accomplishment, self-satisfaction, and community and family unity for all citizens. The Department serves all citizens in an equitable fashion regardless of background, ability level, or age. Our mission is to provide programs, facilities, and services that will enhance the quality of life in our community and further perpetuate The Town of Warrenton as an exceptional place to live, work, and play.

The following goals and objectives have been identified by the Parks and Recreation Department. Performance metrics have also been named.

Goals	Objectives	Performance Metrics
Increase the number of programming amenities offered by the department	<ul style="list-style-type: none"> • Increase program participants by a minimum of 2% annually. 	<ul style="list-style-type: none"> • Total number of participants enrolled in Recreation Programs • Annual percent increase in participants • Number of volunteer hours served • Number of programs held • Number of programs meeting 90% utilization • Satisfaction rate of participants
Enhance department marketing efforts	<ul style="list-style-type: none"> • Increase public engagement by 5% annually 	<ul style="list-style-type: none"> • Number of social media followers • Number of news and announcement subscribers • Percent growth in followers and subscribers
Establish a viable cost recovery methodology	<ul style="list-style-type: none"> • Provide a wide variety of safe and healthy recreational opportunities at the WARF to achieve target expenditure recovery. 	<ul style="list-style-type: none"> • Number of hours for facility rental reservations • Percentage of expenses recovered through revenue at the WARF • Total number of annual memberships purchased • Renewal rate of annual memberships • Total number of daily visits to the WARF
Increase Park Use	<ul style="list-style-type: none"> • Increase Park visits by 1% annually by properly maintaining facilities and providing diverse recreational opportunities while developing innovative methods to maintain service levels. 	<ul style="list-style-type: none"> • Number of daily park visits • Number of pavilion rentals • Number of field rentals

ADMINISTRATION

PROGRAM DESCRIPTION

This budget supports all the department’s various programs to make certain they perform and function effectively and efficiently. This administrative effort provides leadership, direction, oversight, management, technical assistance, contract management, and staff training assistance. This department’s workload includes management of the WARF, five parks, the Fun for All Playground, Skateboard Park, Dog Park and the lake feature. The administration coordinates with other Town departments, Town Council and the Town Manager. Policies and procedures are developed, reviewed, revised and implemented.

CURRENT STAFFING

The Administration currently consists of a Director, Assistant Director, an Operations and Contracts Technician, a Facility Services Coordinator, and a Special Events & Recreation Program Coordinator. The Marketing Coordinator still provides support to Parks and Recreation but is programmed now in the Communications Department.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$319,623	\$325,896	\$561,313	\$519,561
OPERATING	\$83,800	\$40,663	\$141,827	\$43,000
TOTAL	\$403,423	\$366,559	\$703,140	\$562,561

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Parks Administration	3.69	3.73	5.75	5.00
FTE AMOUNT	3.69	3.73	5.75	5.00

BUDGET REQUEST / ANALYSIS

The FY 2024 Parks Administration budget reflects a decrease over the FY 2023 budget. Personnel increases are due to COLA raises for the staff of the department. The decrease in Operating expenses is due to the removal of the Motor Pool and Information Technology allocations. There are no capital expenses for this department.

AQUATIC & RECREATIONAL FACILITY

PROGRAM DESCRIPTION

This budget supports all personnel, program activities, building maintenance and operational functions including, repairs/replacements, janitorial, utilities, chemicals and support services for the operation and maintenance of the Warrenton Aquatic and Recreation Facility (WARF). The objective of this facility is to provide land and aquatic-based recreational and fitness programming and activities for youth and adults of the Town of Warrenton and its guests.

CURRENT STAFFING

The WARF currently has two full-time staff members an Aquatic Supervisor and an Aquatic Coordinator. The FY 2024 request for a Fitness Supervisor would increase full-time staffing to three. The facility is comprised primarily of part-time staff, to include the positions of Customer Service Representatives, Managers on Duty, Head Lifeguards, Fitness Instructors, and Lifeguards. Part-time employees at the WARF are estimated to be equivalent to .20 FTE as many of the employees work less hours than part-time employees in other departments. It is important to note that in FY23, a part-time WARF employee equated to .13. This accounts for 9.63 of the FTE increase between FY23 and FY24.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$531,428	\$799,173	\$757,906	\$884,638
OPERATING	\$599,166	\$786,918	\$865,323	\$681,950
CAPITAL OUTLAY	\$506	\$16,815	\$20,000	\$20,000
TOTAL	\$1,131,100	\$1,602,905	\$1,643,229	\$1,586,588

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Aquatic Center	20.19	19.32	15.37	26.00
FTE AMOUNT	20.19	19.32	15.37	26.00

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for the WARF has decreased over the FY 2023 budget. Personnel expenditures are budgeted to increase due to the addition of a Fitness Supervisor as well as COLA increases for existing staff. Operating expenses declined primarily due to the removal of the Motor Pool and Information Technology allocated expenses. Capital expenses remained flat year over year.

PARKS

PROGRAM DESCRIPTION

The goal of this department is to maintain the Town’s park facilities to provide high quality outdoor park facilities, open space, cultural programs and services for Town of Warrenton residents and its guests. The Town maintains Eva Walker Park, Rady Park, Sam Tarr Park, Academy Hill Park, Fun for All Playground, Skateboard Park, the Dog Park, and the lake, grounds, and trails at the WARF complex.

CURRENT STAFFING

The Public Works Department provides staff for the maintenance and upkeep of our park facilities. Maintenance of these spaces is coordinated through a collaborative effort between the Parks and Recreation Director and Public Works Director.

BUDGET SUMMARY

PARKS

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$116,561	\$144,889	\$250,066	\$253,454
PERSONNEL	\$109,800	\$19,767	\$4,521	\$100
CAPITAL OUTLAY	\$0	\$0	\$7,500	\$7,500
TOTAL	\$226,361	\$164,656	\$262,087	\$261,054

BUDGET REQUEST / ANALYSIS

The FY 2024 Parks budget has increased slightly over FY 2023. The increase in Operating expenses was driven by maintenance contracts for portable restrooms and mowing services slightly offset by the removal of the Motor Pool and Information Technology allocations. Personnel are provided by Public Works for Parks Maintenance and therefore, the only Personnel expense is a small allotment for any overtime expenses related to maintenance work at the parks. Capital expenses for playground equipment remain the same year over year.

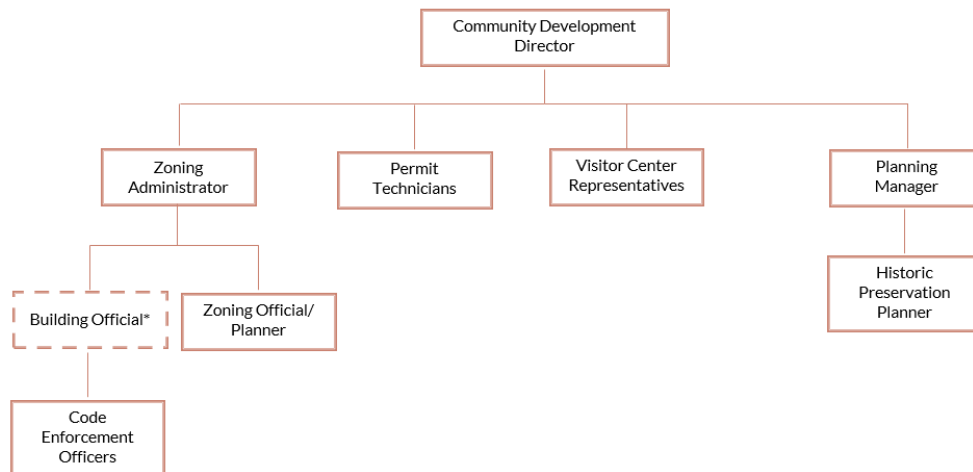
COMMUNITY DEVELOPMENT

FUNCTION OVERVIEW

The Community Development Department oversees the Town’s built and physical environments. The Department is responsible for current planning, long range planning, building and zoning permits, erosion and sediment control, and inspections. The Department enforces the Zoning and Subdivision Ordinance, Building Code, Fire Code, Town Code, and Historic District Guidelines. The Department provides research, data, and staff support for the Town Council, Planning Commission, Board of Zoning Appeals, Architectural Review Board, and acts as a liaison to multiple outside organizations such as Rappahannock-Rapidan Planning District Commission (PD9) and Fauquier County Committees. All land use applications and plans for new construction are reviewed and approved through Community Development along with updates to the Town’s Comprehensive Plan, development review ordinances (Zoning, Subdivision, and Historic District Guidelines) and the Capital Improvement Plan.

The Farmers’ Market continues to operate on the weekends. Although the responsibility for the Farmers’ Market lies with Experience Old Town Warrenton, Community Development continues to oversee and support the market

CURRENT STAFFING



*Position Request

BUDGET SUMMARY

The total budget for this function has increased as compared to FY 2023. Detail for each of the departments listed above is provided in the following pages.

COMMUNITY DEVELOPMENT EXPENDITURES

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
DEVELOPMENT SERVICES	\$503,655	\$498,113	\$626,685	\$757,303
PLANNING	\$615,201	\$494,630	\$591,839	\$517,737
VISITOR CENTER	\$45,331	\$32,818	\$84,431	\$75,076
PLANNING COMMISSION	\$17,383	\$17,905	\$28,071	\$20,126
BOARD OF ZONING APPEALS	\$2,081	\$2,980	\$3,000	\$3,000
ARCHITECTURAL REVIEW BOARD	\$5,476	\$3,325	\$12,385	\$8,094
ECONOMIC DEVELOPMENT	\$207,675	\$102,405	\$0	\$175,369
TOTAL	\$1,396,804	\$1,152,175	\$1,346,411	\$1,556,705

COMMUNITY DEVELOPMENT REVENUE

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Proposed
GENERAL FUND	\$336,901	\$250,478	\$370,664	\$330,664
TOTAL	\$336,901	\$250,478	\$370,664	\$330,664

Goals, Objectives, and Measures

Mission: To provide outstanding customer service and enhance the quality of life for all residents and businesses within the Town.

The following goals and objectives have been identified by Community Development. Performance metrics have also been named, but the department will begin to track them in FY23.

Goals	Objectives	Performance Metrics
Replace GovSense with OpenGov	<ul style="list-style-type: none"> • Provide a forward facing component to allow for the application of permits online. 	<ul style="list-style-type: none"> • Use of online application portal by residents and contractors. • Ease of use for set-up and tracking of permits.
	<ul style="list-style-type: none"> • Complete implementation by mid-March. 	<ul style="list-style-type: none"> • Ability for online payments. • Ability to track permits online and communicate with town staff to streamline the permitting process.
Septic Remediation	<ul style="list-style-type: none"> • Qualify for comprehensive grant to abandon drain fields in Town and have residents hook-up to public sewer. 	<ul style="list-style-type: none"> • Removal of existing drain fields.
	<ul style="list-style-type: none"> • Mitigate costs as much as possible. 	<ul style="list-style-type: none"> • Use of grants to offset cost to hook-up to public sewer.
Processing Applications in a Timely Fashion	<ul style="list-style-type: none"> • Influx of Special Use Permits and Site Development Plans. 	<ul style="list-style-type: none"> • Process applications to completion within 4-6 months. • Building permits processed within 5-10 working days.
	<ul style="list-style-type: none"> • Continue processing large amount of Building Permit Applications. 	<ul style="list-style-type: none"> • Achieve cooperation and abatement of violations as quickly as possible.
	<ul style="list-style-type: none"> • Work with property owners on valid complaints. 	
Affordable Housing	<ul style="list-style-type: none"> • Create more attainable housing opportunities in the Town. 	<ul style="list-style-type: none"> • Form an affordable housing committee.
		<ul style="list-style-type: none"> • Develop key areas that will create the most impact in creating attainable housing.
Guide to Historic Resources	<ul style="list-style-type: none"> • Update Historic District Guidelines to reflect changes in national standards and needs of surveyed properties. 	<ul style="list-style-type: none"> • Submit approved document to DHR for CLG requirements.
	<ul style="list-style-type: none"> • Establish a guide to be utilized Town-wide encouraging preservation beyond the Historic District. 	

PLANNING DIVISION

PROGRAM DESCRIPTION

The Planning division provides support in the areas of current land use, legislative cases, transportation, long-range planning, community development and administration. The Division provides research and support for the Town Council, Planning Commission, Architectural Review Board, and the Transportation Safety Commission. Additionally, the Division is responsible for developing and updating the Town’s Comprehensive Plan, development and review of the Historic District Design Guidelines and the Capital Improvements Program.

CURRENT STAFFING

The Planning Division consists of the Director of Community Development, a Planning Manager and a Historic Preservation Planner. The Director of Community Development, for budgeting purposes, is programmed in this division although the position’s salary is split 50/50 between Planning and Development Services.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$421,484	\$320,238	\$333,412	\$362,878
OPERATING	\$193,717	\$174,392	\$257,427	\$153,859
CAPITAL OUTLAY	\$0	\$0	\$1,000	\$1,000
TOTAL	\$615,201	\$494,630	\$591,839	\$517,737

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Planning	4.14	4.14	4.39	2.50
FTE AMOUNT	4.14	4.14	4.39	2.50

BUDGET REQUEST / ANALYSIS

The budget for FY 2024 reflects an overall decrease when compared to FY 2023. The increase in Personnel expenses is due to COLA raises for staff as well as change in insurance elections. The Planning Division's Operating expenses have remained flat, except for the removal of the Information Technology allocation, which is what drove the decrease in expenses year over year. Capital expenses for furniture and fixtures remain flat.

DEVELOPMENT SERVICES DIVISION

PROGRAM DESCRIPTION

The Development Services Division provides support in the areas of zoning, erosion and sediment control, community development, and administration. The Division enforces the regulations of the Zoning and Subdivision Ordinance, Building Code and the Town Code. The Division also provides research and support for the Town Council, Board of Zoning Appeals, and Architectural Review Board. All plans for new construction, rehabilitation of existing structures and development of properties in the Town are reviewed and approved by the Development Services Division. Additionally, the Division is responsible for development review ordinances, rendering zoning verifications and determinations, addressing, reviewing and updating ordinances; all inspections for the Town to ensure compliance with Federal, State and Local ordinances for the protection of public health and safety with respect to the occupancy and sufficiency of property use and development. Inspection activities include building and fire code compliance, soil and erosion control, site development, utilities and zoning consistency. The Division also enforces the Building Maintenance and Fire Prevention Codes, provides technical advice to citizens, contractors and business owners, aids in the Town execution of public projects, and assists other Town staff members.

The division delivers a high level of service to the public and ensures a minimum standard of compliance with Town ordinances based upon both the mission and value statements adopted by the Town Council. The division strives to keep citizens, contractors, businesses and other staff members up to date on any Zoning Ordinance and Building Code changes.

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

CURRENT STAFFING

The Development Services Division is staffed by two Code Enforcement Officers, a Zoning Administrator, two Permit Technicians (split 75/25 with Stormwater Management fund), and a Zoning Official (split 75/25 with Stormwater Management fund). The Community Development Director's salary is allocated 50/50 between this division and Planning.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$434,268	\$419,015	\$457,444	\$731,553
OPERATING	\$69,387	\$79,098	\$169,241	\$25,750
TOTAL	\$503,655	\$498,113	\$626,685	\$757,303

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Development Services	4.48	4.72	4.97	6.75
FTE AMOUNT	4.48	4.72	4.97	6.75

BUDGET REQUEST / ANALYSIS

The budget for FY 2024 reflects an overall increase over FY 2023. Increases in Personnel expenses are related to a new position added to the budget for a Building Official, as well as COLA raises and increase overtime expenses to account for staff time spent working on committees. The Building Official would be responsible for building inspections and code enforcement, the duties are currently being performed by the Director of Public Works and Utilities.

The decrease in Operation expenses is due to the removal of the Motor Pool and Information Technology allocations from the department. Otherwise, Operating expenses were kept flat year over year.

VISITOR'S CENTER

PROGRAM DESCRIPTION

The Warrenton-Fauquier Visitor's Center is open five days a week to provide tourism and information services to the public about the Town and surrounding area. The Visitor's Center is located at 21 Main Street.

CURRENT STAFFING

The Visitor Center is staffed by two part-time positions.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$31,990	\$22,310	\$45,644	\$67,526
OPERATING	\$13,342	\$10,508	\$38,787	\$7,550
TOTAL	\$45,331	\$32,818	\$84,431	\$75,076

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Visitor Center	1.00	1.00	1.00	1.45
FTE AMOUNT	1.00	1.00	1.00	1.45

BUDGET REQUEST / ANALYSIS

The FY 2024 budget reflects a decrease compared with the current fiscal year. During FY 2023 there was one vacant position, which has now been filled and accounts for the small increase in Personnel expenses. In order to qualify as a Certified Tourist Information Center in Virginia, the Visitor's Center must be open year-round a minimum of five days per week, two of which should be Saturday and Sunday. As such, the Visitor's Center is staffed five days a week.

Operating expenses show a decrease related to the removal of the Information Technology allocation from the department. Other Operating expenses have remained flat year over year.

Funding in the amount of \$42,600 is provided annually by Fauquier County to support the efforts of the Visitors Center. This results in a net expenditure to the Town for FY 2024 of \$32,476.

PLANNING COMMISSION

PROGRAM DESCRIPTION

The Planning Commission is established by Section 2-162 of the Town Code as enabled by §15.2-2210 of the Code of Virginia. The Code of Virginia specifies in §15.2-2221 that the duties of Planning Commissions include the following tasks. To effectuate this chapter, the local planning commission shall:

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

CURRENT STAFFING

The Planning Commission consists of a minimum of five (5) and a maximum of fifteen (15) members. The Planning Manager serves as staff support to the Commission.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$10,227	\$13,495	\$13,564	\$11,626
OPERATING	\$7,157	\$4,410	\$14,507	\$8,500
TOTAL	\$17,383	\$17,905	\$28,071	\$20,126

BUDGET REQUEST / ANALYSIS

The budget for the Planning Commission for FY 2024 shows a decrease as compared to the current year. The decrease is driven by the removal of the Information Technology Allocation from the department. Personnel expenses remained mostly flat, Planning Commissioners receive a monthly stipend of \$125.

BOARD OF ZONING APPEALS

PROGRAM DESCRIPTION

The Board of Zoning Appeals (BZA) is established by the Code of Virginia to hear and decide upon requests for special exceptions and appeals from any order, decision or determination made by an administrative of cer enforcing the Town’s Zoning or Subdivision Ordinance. The Board also interprets the district zoning map where uncertainty exists regarding the location of a district boundary and authorizes variances from the strict terms of the Zoning Ordinance where a clear hardship can be demonstrated. Nominations for the BZA are solicited by Town Council from the general public and are representative of the Town at-large. Recommendations for appointment are made to and approved by the Circuit Court.

CURRENT STAFFING

The Board consists of Chairman, Vice-Chairman and three members. The Zoning Administrator, Town Attorney and a part-time secretary provide staff support. The Board strives to provide quality and timely services to those citizens in need of Board actions. The meetings are regularly scheduled on the first Tuesday of each month.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$2,081	\$962	\$3,000	\$3,000
PERSONNEL	\$0	\$2,019	\$0	\$0
TOTAL	\$2,081	\$2,980	\$3,000	\$3,000

BUDGET REQUEST / ANALYSIS

The budget for the Board of Zoning Appeals is level funded for FY 2024. Operating expenditures include costs for advertising, printing, and professional services.

ARCHITECTURAL REVIEW BOARD

PROGRAM DESCRIPTION

The Architectural Review Board's (ARB) primary function is to review applications for construction, reconstruction, substantial exterior alteration, demolition, relocation and signage within the Town's historic district. In addition, the ARB assists the Town Council, Planning Commission and property owners in matters involving historically significant sites and buildings; advises owners of historic landmarks or contributing structures on preservation efforts; and proposes additions to the historic district. The ARB is supported by Town staff, which prepares reports for their review, schedules meetings and provides general administrative support.

Specific architectural services are obtained on occasion to advise the Board on unique structural details as the need arises. The Board meets monthly on the fourth Thursday and often meets on an as-needed basis to accommodate the needs of Town citizens.

CURRENT STAFFING

The ARB consists of a Chairman, Vice-Chairman and three other members appointed by the Town Council. The Preservation Planner and an Administrative Assistant provides staff support to the Board.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$4,683	\$2,826	\$4,844	\$4,844
OPERATING	\$793	\$499	\$7,541	\$3,250
TOTAL	\$5,476	\$3,325	\$12,385	\$8,094

BUDGET REQUEST / ANALYSIS

The budget for the Architectural Review Board for FY 2024 shows a decrease compared to FY 2023. This is due to the removal of the Information Technology allocation from the department. Members of the board receive a monthly stipend of \$75.

CONTRIBUTIONS TO OUTSIDE AGENCIES

PROGRAM DESCRIPTION

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

BUDGET SUMMARY

DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
Aging Together	\$4,250	\$4,250	\$4,250	\$4,250
Allegro Community School for the Arts	\$9,000	-	-	-
Boys & Girls Club of Fauquier	\$7,650	\$7,650	\$7,650	\$7,650
Fauquier CADRE	\$1,530	-	-	-
Fauquier Community Action Committee	\$7,650	\$7,650	\$7,650	\$7,650
Fauquier Community Child Care	\$3,443	\$3,443	\$3,443	\$3,443
Fauquier Food Bank	\$2,869	\$2,869	\$2,869	\$2,869
Fauquier County Youth Orchestra	\$2,125	\$1,750	\$1,750	-
Fauquier Family Shelter Services	\$5,126	\$5,126	\$5,126	\$5,126
Fauquier Free Clinic	\$7,650	\$7,650	\$7,650	\$7,650
Fauquier Habitat for Humanity	\$8,500	-	-	-
Fauquier Historical Society	\$7,650	-	\$15,300	\$7,650
Gloria Dingus Music Alliance	\$2,125	-	-	-
Hospice Support of Fauquier	\$4,250	\$4,250	\$4,250	\$4,250
Laurel Ridge Community College	\$5,738	\$5,738	\$5,738	\$5,738
Leadership Fauquier	\$2,295	-	-	\$0
Literacy Volunteers	\$1,913	\$1,913	\$1,913	\$1,913
Piedmont Dispute Resolution Center	\$765	\$765	\$765	\$765
Winter Celebration of the Arts	\$4,500	\$0	\$0	\$0
TOTAL	\$89,029	\$53,054	\$68,354	\$58,954

BUDGET REQUEST / ANALYSIS

Aging Together

Aging Together provides programs and services to older adults in Warrenton. The program is a collaborative effort built on an alliance of organizations and individuals who actively participate in one or more County Teams and regional committees and work together across agencies, counties and interest areas. The program exists primarily due to the work of hundreds of volunteers who demonstrate the motivation and passion that make our communities better as we grow older. It has been recognized by state and national organizations as a leader in the field of aging. The organization requested a \$5,000 contribution.

Boys & Girls Club of Fauquier

The mission of the Boys & Girls Club is to help boys and girls of all backgrounds, especially those in need, to build confidence, to develop character and to acquire the skills needed to become productive, civic-minded, responsible adults. The organization requested a \$25,000 contribution. Town Manager has proposed a flat contribution with FY 2023.

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

The Fauquier Community Action Committee (FCAC) Head Start/Bright Stars program provides a quality comprehensive preschool program to children and families of low income in Fauquier County. The program is offered to 3- and 4-year-olds that meet the federal income poverty guidelines. The organization requested a \$7,650 contribution.

Fauquier Community Child Care

The Fauquier Community Child Care (FCCC) program, which provides affordable childcare in concert with Fauquier County Public Schools, provides an important childcare service to Warrenton residents at Brumfield, Bradley and P.B. Smith Elementary Schools. The organization requested a \$4,500 contribution.

Fauquier Community Food Bank / Thrift Store

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

Fauquier Family Shelter Services

Fauquier Family Shelter Services (FFSS) was established in 1988 by concerned individuals and social service agencies to alleviate the pain of poverty and homelessness in Fauquier County. FFSS provides the only emergency shelter in the County and provides an intensive one-year program at nearby Vint Hill to assist families in transitioning from being homeless to maintaining stable and independent living. The organization requested a \$6,100 contribution.

Fauquier Free Clinic

The clinic provides primary medical care to uninsured residents with a special effort to include all children. Local practitioners who volunteer their time and talent provide all medical and dental care. The Town's donation will be used to purchase medications for uninsured residents of the Town and to support operations. The organization requested funding of \$9,000.

Fauquier Historical Society

The Fauquier Historical Society operates the Old Jail Museum, which is centrally located in the Town of Warrenton and open six days a week. The purpose of the organization is to preserve and maintain objects, documents and other memorabilia of historic interest pertaining to the County of Fauquier, the Commonwealth of Virginia, or the United States. The organization requested a \$10,000 contribution. Town Manager has proposed a flat contribution with FY 2021, as FY 2023 consisted of the contribution for both FY 2022 and FY 2023.

Hospice Support of Fauquier

Hospice Support of Fauquier is a non-profit organization with a mission to provide non-medical supportive care to people with chronic disease or life-threatening illness, and their caregivers. Hospice Support of Fauquier has received contributions from the Town in years past. The organization requested a \$5,000 contribution.

Laurel Ridge Community College Foundation

Since 2017, the Town has provided funding to offer two scholarships for one year for Town of Warrenton residents. The program consists of an academic scholarship and a work force scholarship. LRCC requested funding of \$6,000.

Literacy Volunteers of Fauquier County

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

Piedmont Dispute Resolution Center

The staff at the Piedmont Dispute Resolution Center works with the court system and are assigned by the courts to a wide range of mediation responsibilities involving juvenile and domestic abuse, domestic problems, divorce, and juvenile issues. In addition, the Center trains peer mediators for the school system who are often able to resolve issues between students before they escalate into serious problems. The organization requested funding of \$765.

NONDEPARTMENTAL

PROGRAM DESCRIPTION

This function includes the funding for, Transportation Services, the Main Street Program, Virginia Commission for the Arts, and the Warrenton Volunteer Fire Company.

BUDGET SUMMARY

DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED	Change
Transportation Services	\$125,665	\$127,795	\$127,795	\$165,666	\$37,871
Main Street Program	-	\$65,000	\$65,000	\$65,000	-
VCA CCP Program	\$9,000	\$9,000	\$9,000	\$9,000	-
Warrenton Caboose	-	\$850	\$850	-	\$ (850)
Warrenton Volunteer Fire Company	-	-	\$150,000	\$150,000	-
TOTAL	\$ 134,665	\$ 202,645	\$ 352,645	\$ 389,666	\$ 37,021

BUDGET REQUEST / ANALYSIS

Transportation Services

Operated by Virginia Regional Transit (VRT), the Circuit Rider provides access to affordable transportation for Town residents. Federal funding covers 50% of the expenses associated with the program, 32% represents the Town’s share of funding, and the remaining 18% is provided by the State. Although the COVID-19 pandemic hindered many government, nonprofit, and business services provided to residents, Warrenton Circuit Rider routes continued uninterrupted throughout the pandemic. The Town will continue to fund the federally prescribed local match total of \$165,666. The PATH Foundation has committed \$53,429 to offset the Town’s cost-share.

Main Street Program

The Main Street Program function is provided by Experience Old Town Warrenton (EOTW), a community non-profit organization committed to building a Main Street District of thriving business, history, and social activities. The Program envisions a vibrant, beautified Old Town Warrenton with a focus on a dynamic, organized district of retail and restaurants that preserves and builds upon our historic character. Such vitality fosters opportunities for growth: economically, socially, and culturally. This vision supports and attracts businesses and visitors, and just as importantly, directly enhances the quality of life for the residents of our community. EOTW has requested an additional \$10,000 for FY 2024, but flat funding has been proposed by the Town Manager.

Virginia Commission for the Arts (VCA) Creative Communities Partnership Program

This program typically funds a Summer Concert Series in the Town.

Warrenton Volunteer Fire Company

Until mid-FY 2022, the Town of Warrenton provided support to the Warrenton Volunteer Fire Company in the form of funding for two full-time firefighters and a capital allocation of \$150,000 for the maintenance and upgrade of its apparatus. Although the Fire and Rescue Services personnel have transferred to Fauquier County, the Town continues to provide the capital support.

DEBT SERVICE

PROGRAM DESCRIPTION

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

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY2024 PROPOSED
DEBT SERVICE	\$967,596	\$899,701	\$855,618	\$824,238
TOTAL	\$967,596	\$899,701	\$855,618	\$824,238

BUDGET REQUEST / ANALYSIS

Debt service payments totaling \$824,238 are budgeted for FY 2024. This consists of \$500,000 in principal payments and \$324,238 in interest payments. The chart to the right shows the principal and interest requirements in support of each issuance.

Issued for	Principal	Interest	Total
WARF	\$ 385,000	\$ 210,766	\$ 595,766
Town Hall	\$ 115,000	\$ 113,472	\$ 228,472
Total	\$ 500,000	\$ 324,238	\$ 824,238

During FY 2023, the Town made the final payment under the 2017 capital lease, which was issued for the purchase of police vehicles.

TRANSFERS

PROGRAM DESCRIPTION

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

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
TRANSFERS	\$1,108,755	\$1,700,744	\$200,000	\$3,809,738
TOTAL	\$1,108,755	\$1,700,744	\$200,000	\$3,809,738

BUDGET REQUEST / ANALYSIS

The FY 2024 requested transfers to the Capital Improvement Program Fund and Capital Asset Replacement Fund represents the difference between the total estimated costs of the projects budgeted in the Capital Improvement Program and the General Asset Replacement Fund.

CAPITAL IMPROVEMENT PROGRAM FUND

Budgeted amounts for the Capital Improvement Program (CIP) Fund are derived from the first year of the five-year (CIP) document each year. The CIP is updated annually, at which time the schedule and projects are evaluated, and any new projects may be added. The threshold for inclusion is \$100,000 and an estimated useful life of at least 10 years. The CIP document is presented to the Planning Commission for comments prior to being forwarded to Council each year. The Planning Commission typically conducts a work session followed by a Public Hearing on the CIP. Their recommendations are considered by the Town Manager in the formulation of the budget for the Capital Improvement Program Fund. The CIP document may be found under a separate tab in the budget binder.

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

BUDGET SUMMARY

CAPITAL IMPROVEMENT PROGRAM FUND REVENUE

	FY 2023 ADOPTED	FY 2024 PROPOSED
TRANSFERS IN	\$50,000	\$2,770,359
TOTAL	\$50,000	\$2,770,359

CAPITAL IMPROVEMENT PROGRAM FUND EXPENDITURES

	FY 2023 ADOPTED	FY 2024 PROPOSED
CAPITAL OUTLAY	\$50,000	\$2,770,359
TOTAL	\$50,000	\$2,770,359

LOCAL REVENUE

TRANSFERS FROM GENERAL FUND

This is the balance of funding necessary to implement the requirements of the annual CIP program. In FY 2023 there was a significant reduction in the required transfers due to projects being offset by ARPA funding.

CAPITAL IMPROVEMENT PROGRAM EXPENDITURES

PROGRAM DESCRIPTION

The Capital Improvements Fund represents the best efforts of the Town's citizens, Council, staff, and Planning Commission to identify and recommend major construction projects over the next five years for the Town in a manner which allows for long-range fiscal planning utilizing available tax dollars. The first year of the Capital Improvement Plan, as amended during the budget process, is funded in the Town's annual budget. Comparisons to the prior year, apart from overall dollar amount, are not provided as the types of projects from one year to the next vary a great deal.

BUDGET SUMMARY

	FY 2024 PROPOSED
BROADVIEW AVENUE (VDOT)	\$1,000,000
MAIN STREET REPAVING	\$375,000
PUBLIC WORKS FACILITY RELOCATION	\$335,000
CAPITAL PROJECTS CONTINGENCY	\$251,851
SIDEWALK HANDICAP RAMPS	\$250,000
WATERLOO IMPROVEMENTS	\$250,000
SIDEWALK CONSTRUCTION	\$158,508
EVA WALKER PARK IMPROVEMENTS	\$100,000
PARKS AND RECREATION MASTER PLAN	\$50,000
TOTAL	\$2,770,359

PROJECT DESCRIPTIONS

Broadview Avenue (VDOT)

The goal of this project is to improve safety and access management to businesses. The project originated as a VDOT Urban Project which is currently in the design phase with construction grant funding requested under SMART Scale and Highway Safety Improvement programs. Raised medians, landscaping, stormwater management, pedestrian safety and evaluation for potential additional signalization along the corridors between Waterloo Street and Winchester Street intersection. Approximately \$512,000 was provided (and currently held in escrow by VDOT) by Primary Road Paving Funds for Broadview Avenue approved in FY18. The project was approved for funding under SMART Scale Round 2. \$488,000 was allocated in FY22 for this project, and an additional \$1,000,000 was committed by Town Council to address rising costs and supplement Smart Scale funding.

Main Street Repaving

Main Street's pavement is at a critical point. Project TW-010, Improvements to Main Street, calls for sidewalk improvements in conjunction with repaving to the 5th street intersection. Construction for TW-010 is not projected to be completed until FY28. The pavement will not last that long in its current state, necessitating the need to repave it now. The road will be milled 2" and repaved with an SM9.5 asphalt surface. Any crosswalks, curbs, or gutter with hazards will be repaired to specifications. Sidewalks will be evaluated as-needed.

Public Works Facility Relocation

Relocation of the public works facility following the Town's boundary line adjustment. First phase is to fund the completion of engineering study to include the entire area of the proposed layout of the proposed building, geo-technical study, preliminary zoning, and preliminary site plan work.

Capital Projects Contingency

For FY 2024 a contingency is built into the budget for all capital projects. The contingency is set at 10% of total Town funding for each project and ensures that the Capital Improvement Program is budgeted conservatively and takes into account the possibility for project overruns or the identification of additional work needed to complete project goals.

Sidewalk Handicap Ramps

Sidewalk improvements for handicap curb cut ramps are needed throughout Town. This project is an effort to bring sidewalks that are continuing to deteriorate as well as improving sidewalks to better meet Americans with Disabilities Act (ADA) accessibility needs. At this time, an estimate up to 100 curb cut ramps throughout Town will need to be improved at a cost of \$2,500 each.

Waterloo Improvements

Waterloo Street is part of the Walkability Audit analysis to address speeding and safety along the residential corridor. As data collection and assessments continue, next steps are to survey the entire corridor, add vertical treatments, and engineer drainage. Then, as data states what is needed to meet the goals, install next set of safety improvements. Community engagement will continue to be part of the solution process.

Sidewalk Construction

Construction of missing and deteriorated sections of sidewalk at locations in the Town to provide safe pedestrian corridors as follows:

FY24 - Academy Hill Road sidewalk from High Street to Sterling Court.

Eva Walker Park Improvements

The FY24 estimate provides for cost estimations and construction drawings for the total master plan concept in conjunction with site analysis, soils and geotech testing, survey and site investigation. The future year estimate is for construction of a natural amphitheater.

Parks and Recreation Master Plan

Funding will be used to develop a Parks and Recreation Master Plan for the town to guide long term investments.

GENERAL ASSET REPLACEMENT FUND

PROGRAM DESCRIPTION

The purpose of the fund is to plan for the ongoing replacement of the Town’s existing vehicles, equipment, and major systems. By annually updating a five-year asset replacement plan, the Town strives to provide cash funding to cover planned replacements.

The Town adheres to a Fleet Vehicle and Equipment Replacement Policy, which utilizes metrics regarding vehicle maintenance and repair costs in addition to age and mileage to determine when it is more cost-effective to the Town to replace a vehicle. Another large category of expense is the maintenance and replacement of computers, servers and networks. The Information Technology Plan calls for the replacement of such equipment based on the useful life of the assets.

For FY2024 the General Asset Replacement expense amount is funded by a transfer from the General Fund. In FY 2023, ARPA funding was utilized to cover \$1,036,866 in asset replacements.

SUMMARY OF GENERAL ASSET REPLACEMENT BUDGET

GENERAL ASSET REPLACEMENT FUND REVENUE

	FY 2023 ADOPTED	FY 2024 PROPOSED
TRANSFERS IN	\$150,000	\$1,646,350
TOTAL	\$150,000	\$1,646,350

GENERAL ASSET REPLACEMENT FUND EXPENDITURES

	FY 2024 PROPOSED
POLICE DEPARTMENT VEHICLES	\$360,000
FLEET REPLACEMENT PROGRAM	\$330,000
ERP SYSTEM	\$300,000
FACILITIES IMPROVEMENTS	\$115,000
ELEVATOR REPLACEMENT	\$100,000
IT ASSET REPLACEMENT	\$66,200
WARF PARKING LOT	\$55,000
TRAFFIC LIGHT UPDATES	\$52,650
BASKETBALL COURT RESURFACING	\$50,000
HVAC REPLACEMENT	\$50,000
GUARDRAIL REPLACEMENT	\$50,000
SIGN REPLACEMENT	\$45,000
STRATEGIC FACILITIES MASTER PLAN	\$40,000
FITNESS EQUIPMENT REPLACEMENT	\$25,000
RESURFACE TRAILS	\$7,500
TOTAL	\$1,646,350

REVENUE

Transfers

The funding for the FY 2024 General Asset Replacement Fund will be transferred from the unassigned fund balance in the General Fund.

EXPENDITURES

Police Department Vehicles

Purchase of four hybrid police explorer units. These units would be assigned to the patrol division. The current cost of one up-fitted patrol unit has increased to \$60,000 due to materials and vehicle price increases.

Fleet Replacement Program

Scheduled fleet replacements per the adopted fleet replacement plan. Includes trucks, snowplows, and a wheel loader for FY 2024.

Enterprise Resource Planning (ERP) System

In order to meet the needs of the Town's Finance Department, and provide revenue collection services for the citizens and businesses, the Information Technology Department recommends the replacement of our current financial software. Adhering to best practices is key to good governance.

Facilities Improvements

Includes roof replacements, energy management, and asphalt resurfacing for FY 2024.

Elevator Replacement

Replacement of the original elevator in the 21 Main Street Building. This unit is over 50 years old and overdue for a retrofit. The replacement unit will feature non-proprietary parts, unlike our current unit, which is manufacturer specific. The current unit was also out of service for three months while waiting for parts to be fabricated for the unit.

Information Technology Asset Replacement

The Town utilizes various forms of hardware to perform daily functions. That hardware requires replacement within a scheduled time frame. The items to be replaced are desktop computers, laptops, mobile devices, network equipment and servers.

WARF Parking Lot

Repave and restripe parking lot at WARF.

Traffic Light Updates

Replacement of hardware and components of the Traffic Signal System within the town. This project would ensure the success of our aging traffic signal network. There may be an opportunity for fiber integration into the traffic boxes with updates of hardware. The budget is formed based on an annual 6.5% of the \$90,000 in hardware that each traffic box houses. The lights in the system are: Blackwell Road, North Hill Drive, Fletcher Drive, Branch Drive, Rt. 17 & Winchester Street, Rt. 211, Van Roijen St., Carriage House Ln., and Culpeper Street. FY 24 will focus on establishing a communication network between intersections to allow for condition monitoring and outage reporting.

Guardrail Replacement

Several guardrails throughout Town are in need of replacement. The estimates for the project were done in 2017 and never budgeted

Basketball Court Resurfacing

Resurface the current basketball court at Eva Walker Park.

HVAC Replacement

HVAC study & subsequent partial replacement of multiple HVAC systems at the Police Department. The department has eight (8) units that were installed in 2002. All of these units are at/or beyond the end of their useful life. The building struggles with HVAC issues on a frequent basis. A study will need to be conducted to analyze the systems and their application. The building has frequent humidity problems that are contributing to the HVAC issues.

Sign Replacement

Replacement of signs, posts, bases, and hardware. The project will replace out of compliance signs. The list of streets will be available based on the annual condition assessment that is reported by facilities & fleet management. The project will allow a contractor to replace all out of compliance signs in the selected area at once. The first year also covers a reflectometer tool that will assist with inventory of our signs.

Strategic Facilities Master Plan

The strategic facility plan (SFP) is the platform upon which to create scenarios and develop potential solutions that will help us sustain our facilities, land, and associated properties. Facilities are the second largest investment, with the largest being human capital. This means that every decision should be linked back to the SFP. This plan will become the stepping stone leading us into all replacement, modification, and renovation projects. The project will also help align our capital asset replacement projects back to a planned goal adopted by our governing body in conjunction with the comprehensive plan 2040.

Fitness Equipment Replacement

Replace 14 spin bikes, and replace 24 computers for spin bikes.

Resurface Trails

Crack seal repairs and new seal coat for the walking trails at Warrenton Sports Complex.

WATER & SEWER OPERATING FUND

PROGRAM DESCRIPTION

The Town's Water and Sewer Operating Fund, which includes all revenues and expenses for the production and distribution of drinking water, and collection and disposal of sewage in Warrenton and certain areas surrounding the Town, is an Enterprise Fund. Monies used to support this budget are derived via monthly collections for services used by the Town's 5,011 residential and business accounts, plus other miscellaneous charges. The Town conducted a rate study in Fiscal Year 2022 and a small update to that study in Fiscal Year 2023. The service rates included in this budget are based on the results of that study.

SUMMARY OF BUDGET

WATER & SEWER OPERATING FUND REVENUE

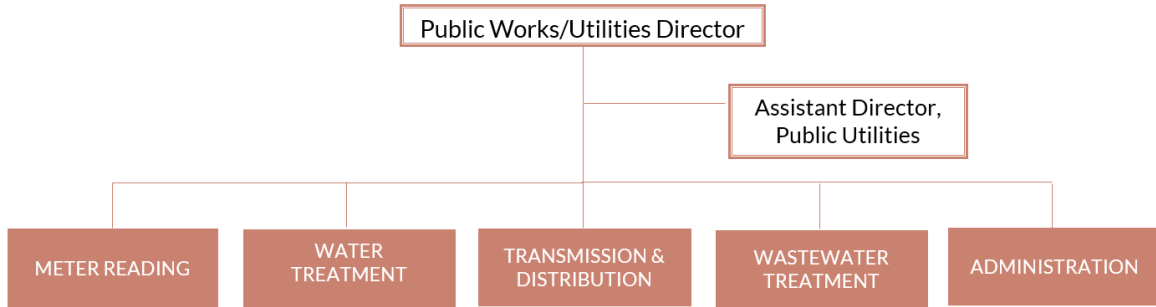
	FY 2023 ADOPTED	FY 2024 PROPOSED
CHARGES FOR SERVICES	\$6,265,142	\$7,012,774
USE OF FUND BALANCE	\$153,786	\$867,053
USE OF MONEY/PROPERTY	\$125,000	\$135,000
MISCELLANEOUS REVENUE	\$40,000	\$55,000
PERMITS & FEES	\$13,005	\$13,005
TOTAL	\$6,596,933	\$8,082,832

WATER & SEWER OPERATING FUND EXPENDITURES

	FY 2023 ADOPTED	FY 2024 PROPOSED
WASTEWATER PLANT OPERATION	\$2,193,364	\$2,443,307
WATER TREATMENT PLANT	\$1,500,224	\$1,411,414
WATER/SEWER ADMINISTRATION	\$985,412	\$1,479,272
DEBT SERVICE	\$755,189	\$1,193,627
TRANSMISSION AND DISTRIBUTION	\$866,401	\$800,716
METER READING	\$296,343	\$263,666
TRANSFERS	\$0	\$490,830
TOTAL	\$6,596,933	\$8,082,831

CURRENT STAFFING

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



WATER & SEWER OPERATING REVENUES

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

The Town conducted a rate study in Fiscal Year 2022. This budget projects a planned increase in rates effective July 1, 2023 based on the results of the study.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERMITS & FEES	\$12,375	\$10,200	\$13,005	\$13,005
USE OF MONEY/PROPERTY	\$164,365	\$256,784	\$125,000	\$135,000
CHARGES FOR SERVICES	\$5,401,590	\$5,527,377	\$6,265,142	\$7,012,774
MISCELLANEOUS REVENUE	\$36,675	\$85,019	\$40,000	\$55,000
FEDERAL REVENUE	\$28,054	\$23,007	\$0	\$0
USE OF FUND BALANCE	\$0	\$0	\$153,786	\$867,053
TOTAL	\$5,643,060	\$5,902,388	\$6,596,933	\$8,082,832

LOCAL REVENUE

Permits & Fees

This category includes fees for establishing new service, late fees and reconnection fees. The estimate is based on historical revenue. For FY2024, the revenue in this category is estimated to be \$13,005, flat with the current year. The following table shows the current fees:

Fee Type	Fee
New Service	\$25
Security Deposit	\$150 residential & commercial
Late Fee	\$5
Reconnection Fee	\$40

Use of Money & Property

The Town owns two residential properties located on the water plant and reservoir grounds. These properties are leased to Town employees at market rates and adjusted annually based on the Consumer Price Index. The Town also generates revenue from leasing space on the Town’s water tower to telecommunications companies. Currently, there are four major carriers.

Interest and investment revenue fluctuate with the general economic conditions and the level of utility fund cash balances. The FY 2024 estimate is increased compared to FY 2023 to reflect the current and projected interest rate environment.

Charges for Services

The Town currently provides water and sewer services to approximately 5,011 residential and commercial customers. The past year has been fairly static, with a net increase of 64 accounts. The estimated revenue for charges for services in the budget is based on preliminary recommendations from the Water and Sewer rate study conducted by NewGen.

The current rate schedule is listed below, followed by the proposed schedule that would be effective July 1, 2023.

Base Charge (for usage <2,000 gallons):						
Meter Size	IN TOWN RATES			OUT OF TOWN RATES		
	Water	Sewer	Total	Water	Sewer	Total
5/8	\$6.43	\$12.56	\$18.99	\$9.65	\$18.84	\$28.49
¾	9.65	18.84	28.49	14.47	28.26	42.73
1	16.08	31.40	47.48	24.11	47.10	71.21
1½	32.15	62.80	94.95	48.23	94.20	142.43
2	51.44	100.48	151.92	77.16	150.72	227.88
3	112.53	219.80	332.33	168.79	329.70	498.49
4	202.55	395.64	598.19	303.82	593.46	897.28
6	417.95	816.40	1,234.35	626.93	1,224.60	1,851.53
8	514.40	1,004.80	1,519.20	771.60	1,507.20	2,278.80

Commodity Rate, per 1,000 gallons						
Usage	Water	Sewer	Total	Water	Sewer	Total
> 2,000	\$7.13	\$10.07	\$17.20	\$10.70	\$15.11	\$25.81

PROPOSED RATES, EFFECTIVE JULY 1, 2023:

Base Charge (for usage <2,000 gallons):						
Meter Size	IN TOWN RATES			OUT OF TOWN RATES		
	Water	Sewer	Total	Water	Sewer	Total
5/8	8.78	13.35	22.13	13.17	20.03	33.20
¾	13.17	20.03	33.20	19.76	30.04	49.80
1	21.95	33.38	55.33	32.93	50.06	82.99
1 1/2	43.90	66.75	110.65	65.85	100.13	165.98
2	70.24	106.80	177.04	105.36	160.20	265.56
3	153.65	233.63	387.28	230.48	350.44	580.92
4	276.57	420.53	697.10	414.86	630.79	1,045.65
6	570.70	867.75	1,438.45	856.05	1,301.63	2,157.68
8	702.40	1,068.00	1,770.40	1,053.60	1,602.00	2,655.60

Commodity Rate, per 1,000 gallons:						
Usage	Water	Sewer	Total	Water	Sewer	Total
> 2,000	10.20	10.70	20.90	15.30	16.05	31.35

Miscellaneous Revenue (Recoveries & Rebates)

Revenues generated in this category are minor in nature and difficult to estimate on other than a historical trend basis. Included are costs expended or incurred, then recovered. This category also includes charges for the sale of meters and other connection materials charged directly to contractors or homeowners. This figure is based on new connections projected for the coming year.

Item 4.

Transfers

Estimates for revenues and expenditures for FY 2024 for the Water and Sewer Operating Fund show a deficit, this requires a transfer from reserves to fully fund the program.

WATER & SEWER OPERATING EXPENSES

During calendar year 2022, the water and wastewater treatment plants continued to operate within treatment parameters as issued by the Virginia Departments of Health and Environmental Quality. The water treatment plant produced an average of 1,185,048 gallons of potable water per day and the wastewater treatment plant treated approximately 1,980,000 gallons of sewage per day. Both numbers are below the 2.5 million gallons per day permitted for the wastewater plant and the 2.3 million gallons per day (MGD) permitted for the water resources.

The overall operating budget is an increase over FY 2023. Capital outlay, chemicals, and electrical costs for water/sewer treatment continue to be major expenditures.

The water treatment plant is in its twelfth year of operation since the upgrade to 3.4 million gallons per day capacity. A new chemical building was completed at the end of 2020 and was the last major facility upgrade. Water production for the past four years has remained fairly constant.

The Meter Reading functions with only one person supplemented by help from the Transmission and Distribution division. Over 90% of the meters are remote or touch read. The remaining manual read meters are being addressed on an individual basis under the operating budget. The metering system is reaching a point that unaccounted water may be due to remote read meters reaching the unit battery life and needing replacement. Thus, the adopted budget includes a significant increase in the section "meters and supplies" line for replacements. New construction units are installed with the latest devices. The material cost of the meter is paid by the builder through the meter fee.

The Transmission and Distribution (T&D) section continues to be on a maintenance related budget with a primary focus on servicing of the extensive and aging water-sewer system and new construction only for minor projects. The program includes more flushing of waterlines, adherence to the established schedule for annual and biannual valve & hydrant inspection and more frequent cleaning of sewer lines to prevent backups.

The wastewater treatment plant permit requires annual reporting to the Department of Environmental Quality on the activities of the collection maintenance and operation maintenance program by August of each year.

BUDGET SUMMARY

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

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
UTILITIES				
METER READING	\$182,442	\$162,769	\$296,343	\$263,666
WATER TREATMENT PLANT	\$1,044,258	\$1,074,607	\$1,500,224	\$1,411,414
TRANSMISSION AND DISTRIBUTION	\$712,771	\$661,796	\$866,401	\$800,716
WASTEWATER PLANT OPERATION	\$1,810,558	\$2,036,536	\$2,193,364	\$2,443,307
WATER/SEWER ADMINISTRATION	\$710,841	\$840,460	\$985,412	\$1,479,272
UTILITIES TOTAL	\$4,460,870	\$4,776,167	\$5,841,744	\$6,398,374
TRANSFERS	\$0	\$688,131	\$0	\$490,830
DEBT SERVICE	\$382,881	\$438,089	\$755,189	\$1,193,627
TOTAL	\$4,843,751	\$5,902,388	\$6,596,933	\$8,082,831

Goals, Objectives, and Measures

Mission: To deliver exceptional government service; To uphold standards established to protect the Public Health, Safety, and Welfare of all residents, business owners, and visitors; To provide an environment where people enjoy living, working, playing, and investing, while providing responsible management of public resources to meet the challenges of today and tomorrow. Provide professional customer service in maintenance and replacement of water and waste water delivery lines and infrastructure.

The following goals and objectives have been identified by the departments in the Water & Sewer Fund.

Goals	Objectives	Performance Metrics
Produce potable water that complies with all state and federal agencies	<ul style="list-style-type: none"> • Increase resiliency 	<ul style="list-style-type: none"> • Able to produce water in all conditions • Ensure all water tests are passed
	<ul style="list-style-type: none"> • Increase Capacity & Quality 	
	<ul style="list-style-type: none"> • Ensure adequate staffing numbers are met 	<ul style="list-style-type: none"> • Able to adapt to increasing Regulations
Ensure all water demands are met	<ul style="list-style-type: none"> • Ensure demands and delivery capabilities are met 	<ul style="list-style-type: none"> • Adequate storage capacity • Infrastructure maintained & in good working order • Ensure adequate chemical stores are on site
Implement the Upgrade and Expansion Report	<ul style="list-style-type: none"> • Develop CIP and CARP to identify and map out improvements 	<ul style="list-style-type: none"> • Gain approval for phase 1 projects • Engage contractors as needed
	<ul style="list-style-type: none"> • Establish the timeline for upgrades and expansion 	<ul style="list-style-type: none"> • Establish the phase 2 and 3 projects

METER READING

PROGRAM DESCRIPTION

The Meter Reading Division is responsible for the reading of an average of 5,000 water meters and providing the data to the Finance Department for billing and revenue collection. In addition, the section provides routine maintenance to all customer meters, to include the thawing of frozen meters due to extreme cold weather, the inspections required under the State's cross connection and backflow prevention programs, periodic calibration, and replacement of unserviceable meters. The accuracy of readings is critical and enables the Town to collect the optimum amount of revenue possible with the most reliable meter data. The meter calibration testing frequency depends upon their annual usage, wear and tear and potential for revenue loss or generation. Staff also responds to customer concerns relative to unusually high or low water bills and often assists customers in identifying leaks in their service lines or homes and businesses. Staff also provide "Locate" services when needed for construction projects and as requested through 811 calls .

CURRENT STAFFING

The Meter Reading Division is staffed by one full-time employee with supplemental help from Transmission and Distribution section.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$104,708	\$97,214	\$219,595	\$170,365
PERSONNEL	\$77,020	\$65,554	\$76,728	\$93,281
CAPITAL OUTLAY	\$714	\$0	\$20	\$20
TOTAL	\$182,442	\$162,769	\$296,343	\$263,666

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Meter Department	1.00	1.00	1.00	1.00
FTE AMOUNT	1.00	1.00	1.00	1.00

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for the Meter Reading Division reflects an increase over FY 2023. Operating expenses decreased due to the removal of the Information Technology and Motor Pool allocations. The decrease was slightly offset due to increases for materials and supplies due to inflation. On the Personnel side, increases are related to COLA raises for staff as well as a change in health insurance election. Capital expenses related to furniture and fixtures remained flat year over year.

WATER TREATMENT PLANT

PROGRAM DESCRIPTION

The Water Treatment Plant Division is responsible for the safe and efficient operation of the Town's municipal water supply assets, which consist of the Water Treatment Plant (WTP), wells and reservoirs. The operation strives to provide safe, aesthetically pleasing, and pleasant tasting water to meet the demands of the Town's over 5,000 residential and commercial customers. Included in the budget is the continued long-term maintenance and servicing of the three water storage tanks (a 200,000 gallon backwash tank at the treatment plant, the 500,000 gallon elevated tank and the 1,500,000 gallon ground storage tank).

Energy and chemicals continue to be major cost elements, fortunately both are projected for cost increases. General maintenance and the replacement of components are on the rise due to age and the rise in costs for parts and instrumentation, but expenditures are held down by staff performing more maintenance in house and only contract out as needed.

The plant continues to operate 12 to 16 hours per day, 365 days a year. There were no permit violations or inspection deficiencies during calendar year 2022. The EPA is constantly evaluating unregulated contaminants for consideration to add to the treatment requirements.

CURRENT STAFFING

The water treatment plant is staffed by one part time and seven full-time employees.

FY 2023 HIGHLIGHTS

1. Inspected dams and provided maintenance as required;
2. Identified needed upgrades and maintenance and implemented as necessary;
3. Continued with engineering for new clear wells and pumping station

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$489,997	\$604,570	\$774,437	\$744,808
PERSONNEL	\$545,313	\$429,901	\$651,787	\$656,256
CAPITAL OUTLAY	\$8,949	\$40,135	\$74,000	\$10,350
TOTAL	\$1,044,258	\$1,074,607	\$1,500,224	\$1,411,414

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Water Treatment Plant	6.73	6.73	6.73	7.73
FTE AMOUNT	6.73	6.73	6.73	7.73

BUDGET REQUEST / ANALYSIS

Item 4.

The FY 2024 budget reflects a decrease when compared to the FY 2023 budget. This is due to the decrease from the removal of the Motor Pool and Information Technology allocations partially offset by the increase in costs for materials and supplies.

Personnel expenses remained relatively flat due to the net effect of COLA increases for staff and a decrease in expenses for extra help for the department. Capital Expenses for FY 2024 are related to the purchase of equipment for the division.

TRANSMISSION & DISTRIBUTION

PROGRAM DESCRIPTION

The Transmission and Distribution Division is responsible for the daily maintenance, repair, and servicing of 89 miles of water line and 69 miles of sewer. Activities include repairing main breaks, replacing old and deteriorated water and sewer lines, maintaining water and sewer line easements, clearing obstructions from clogged sewage lines, collecting data with flow meters to identify high areas of inflow and infiltration in the gravity sewage system. The water system is flushed twice a year to remove sediments and minerals from the main lines. The 751 fire hydrants and valves are serviced annually.

The division continues to focus in the coming year on the maintenance and servicing of the extensive and aging water-sewer system. The program includes flushing of waterlines, adherence to the established schedule for annual and biannual valve and hydrant inspections, and more frequent cleaning of sewer lines to prevent backups. This is a continuing effort of conducting Inflow and Infiltration rehabilitation work to identify inflow and infiltration sources, and make necessary improvements.

CURRENT STAFFING

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

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$552,653	\$480,367	\$616,677	\$622,116
OPERATING	\$157,693	\$181,428	\$225,224	\$154,100
CAPITAL OUTLAY	\$2,425	\$0	\$24,500	\$24,500
TOTAL	\$712,771	\$661,796	\$866,401	\$800,716

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Transmission and Distribution	8.00	8.00	8.00	7.00
FTE AMOUNT	8.00	8.00	8.00	7.00

BUDGET REQUEST / ANALYSIS

Item 4.

The FY 2024 budget reflects a decrease over the current budget. The increase in personnel due to COLA raises was partially offset by the reduction of full time equivalents and personnel expenses allocated to the department. The decrease in Operating expenses is due to the removal of the Motor Pool and Information Technology allocations and was slightly offset by increases in materials and supplies costs due to inflation. Expenses in the capital category remain the same.

WASTEWATER TREATMENT

PROGRAM DESCRIPTION

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

The wastewater plant is rated as a 2.5 million gallons per day (MGD) Class I facility. Treatment begins at the head works with screening and grit removal, followed by primary sedimentation. The second process involves the new Moving Bed Bio Reactors (MBBR). The third phase employs chemical coagulation and flocculation followed by secondary sedimentation. The final stage of treatment includes nutrient removal via deep bed filtration, disinfection with ultraviolet lamps, and post aeration before discharge into the unnamed tributary to Great Run. Sludge that is generated by the treatment process is anaerobically digested, dewatered by a 2 meter belt press, hauled away by an outside contractor and land applied. In addition to the operation of the wastewater treatment plant, this department is also responsible for the operation and maintenance of eight sanitary sewer pump stations.

Costs for chemicals, energy and general repairs continue to be major portions of the budget. The plant is meeting the nutrient reduction goals/limits set by DEQ. The WWTP continues to require identification and prioritization to replace many of the plant components which are at end of life. A major effort this year is to initiate a newly organized CIP project list to address the necessary improvements for the next five years. The priorities of these projects is based on the age of the equipment, the status of the operation of the equipment, the function within the process, the single point failure concerns, and the objective of meeting the target of operational capacity by the year 2030. This capacity target was established in the 2022 Capacity Study recently completed and is being used as a reference for prioritizations of equipment upgrades.

CURRENT STAFFING

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

FY 2023 HIGHLIGHTS

1. Primary clarifier
2. Secondary clarifier
3. Digesters
4. Gravity sludge thickener project completion
5. Sludge drying beds
6. Headworks components

BUDGET SUMMARY

Item 4.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
OPERATING	\$1,009,386	\$1,240,252	\$1,318,956	\$1,360,967
PERSONNEL	\$801,172	\$775,848	\$866,408	\$1,074,340
CAPITAL OUTLAY	\$0	\$20,436	\$8,000	\$8,000
TOTAL	\$1,810,558	\$2,036,536	\$2,193,364	\$2,443,307

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Wastewater Treatment Plant	10.97	10.97	10.97	11.82
FTE AMOUNT	10.97	10.97	10.97	11.82

BUDGET REQUEST / ANALYSIS

The FY 2024 budget reflects an increase over FY 2023. Increases in chemical supplies, contractual services, and laboratory services were partially offset by the removal of the Motor Pool and Information Technology allocations in the Operating category. Personnel expenses increased due to COLA raises and an increase in the amount of overtime requested for the department in order to account for the high volume of capital projects upcoming in FY 2024.

ADMINISTRATION

PROGRAM DESCRIPTION

The Utilities Department is one of two Departments within the Public Works and Utilities Department. Utilities is responsible for all water and wastewater operations, including production, delivery, processing, and maintenance. Utilities is responsible for the operation of the Water Treatment Plant (WTP), the Wastewater Treatment Plant (WWTP), Transmission and Delivery (T&D), Meters and Locate, and Stormwater Management. Day to day operations is overseen by the Assistant Director of Public Utilities.

This Administration Division of Utilities budget houses costs associated with the Public Utilities Administrative operations. This is including several positions shared with Public Works operations and because they are funded through the Utilities fund, must be identified. The positions partially or fully funded by Utilities include the Director, the Assistant Director, and Administrative Assistant and the Engineer.

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

CURRENT STAFFING

The Administration Division is staffed by four full-time employees- the Assistant Director of Public Utilities, the Project Coordinator, the Utilities Billing Coordinator, and a Senior Administrative Assistant. The Director of Public Works and Utilities is also allocated 50% here. Also included are the allocations of twenty three general government position salaries that support the water and sewer operating fund.

KEY PROJECTS FOR FY 2024

1. Wastewater Treatment Plant projects as outlined in the Capital Improvement Program.
2. Water Treatment Plant projects as outlined in the Capital Improvement Program.
3. Continue work on Inflow and Infiltration reduction projects.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$526,104	\$618,094	\$727,239	\$1,240,357
OPERATING	\$184,737	\$222,366	\$255,173	\$235,915
CAPITAL OUTLAY	\$0	\$0	\$3,000	\$3,000
TOTAL	\$710,841	\$840,460	\$985,412	\$1,479,272

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Public Utilities Administration	4.48	4.98	10.00	11.17
FTE AMOUNT	4.48	4.98	10.00	11.17

BUDGET REQUEST / ANALYSIS

The FY 2024 budget is an increase over FY 2023. Increases in Personnel expenses are due COLA raises as well as to the two positions that were funded by ARPA, Assistant Director of Utilities and Project Manager, being brought back into the Water & Sewer Operating fund for the majority of FY 2024. The decrease in Operating expenses is due to the removal of the Motor Pool and Information Technology Allocation which was partially offset by increases in costs of materials and repairs due to inflation. Capital expenditures remain flat year over year.

Staff continues to work with consultants in improving plant operations, identifying infrastructure upgrades and evaluating the water and sewer system impacts of developments on the system’s ability to serve. Staff also continues to monitor and investigate operational improvements to enhance nutrient removal in the WWTP treatment process - the objective being to not just meet the permit limits, but also to generate nutrient credits for the Town’s MS4 Stormwater mandate.

Staff continues to evaluate operations to balance production, staffing and demands to better serve the Town. A main objective of staff is to ensure there are adequate utility resources to support community build-out requirements. Staff, working with billing and accounting, continues to seek update meter technology/software for customer service. The professional services line item is for outside consulting assistance to help resolve problems and help with identifying future program requirements primarily for the water and wastewater treatment plant operations.

With the utility service population over 10,000, the water and sewer system is a “medium” category system with the associated regulatory demands and requirements on staff resources. Staff will continue to stay current with the latest operational technology and ahead of regulatory changes, along with positioning the Town to take

DEBT SERVICE

PROGRAM DESCRIPTION

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

In FY 2024 the total debt service of \$1,193,627 consists of principal payments of \$740,000 and interest payments of \$453,627.

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
DEBT SERVICE	\$382,881	\$438,089	\$755,189	\$1,193,627
TOTAL	\$382,881	\$438,089	\$755,189	\$1,193,627

WATER & SEWER CAPITAL FUND

OVERVIEW

The Town's Water and Sewer Capital Fund is an enterprise fund that accounts for revenue earmarked for capital improvements and the costs associated with those improvements.

SUMMARY OF BUDGET

WATER & SEWER CAPITAL FUND REVENUE

	FY 2023 ADOPTED	FY 2024 PROPOSED
INTEREST REVENUE	\$1,000	\$40,000
SEWER CONNECTION FEES	\$488,430	\$100,000
WATER CONNECTION FEES	\$223,864	\$50,000
PROCEEDS FROM INDEBTEDNESS	\$1,876,133	\$4,000,000
TRANSFER FROM RESERVES	\$1,521,675	\$1,276,700
TOTAL	\$4,111,102	\$5,466,700

WATER & SEWER CAPITAL FUND EXPENDITURES

	FY 2023 ADOPTED	FY 2024 PROPOSED
WATER/SEWER ASSET REPLACEMENTS	\$2,763,000	\$410,000
CAPITAL PROJECTS	\$1,348,102	\$5,056,700
TOTAL	\$4,111,102	\$5,466,700

WATER & SEWER CAPITAL REVENUES

INTEREST REVENUE

This category accounts for investment earnings from Water and Sewer funds invested with the Local Government Investment Pool, the Virginia Investment Pool, and the Virginia State Non-Arbitrage Program (SNAP). Estimates in this category have been increase since the bond issued a \$5.15 million bond for Water and Sewer projects in Fiscal Year 2023. These funds are invested in SNAP.

AVAILABILITY FEES (WATER AND SEWER CONNECTION FEES)

Water and Sewer one-time availability fees for new and rehabilitated construction are recorded in this line item. Non-revenue receipts are difficult to estimate and are directly related to new development or new construction in the Town and within its service area. This category reflects a decrease in revenues for FY 2024 based on expected activity related to adopted developments.

PROCEEDS FROM INDEBTEDNESS

In Fiscal Year 2023, the Town entered into a \$5.15 million loan to finance Water and Sewer capital projects. This amount represents the projected balance available for use in FY 2024.

TRANSFERS / USE OF RESERVES

Item 4.

For FY 2024, the transfers from Reserves are used to fund the remainder of the capital program not covered by the above Revenue streams.

WATER & SEWER CAPITAL EXPENSES

This budget includes funds for replacement and major repair of existing assets and construction of new projects under the Council’s guidelines for capital projects and purchases of new equipment for water and sewer operations.. Further detail for each category is provided in the Capital Improvement Plan.

WATER & SEWER CAPITAL EXPENSES

	FY 2023 ADOPTED	FY 2024 PROPOSED
WATER/SEWER ASSET REPLACEMENTS	\$2,763,000	\$410,000
CAPITAL PROJECTS	\$1,348,102	\$5,056,700
TOTAL	\$4,111,102	\$5,466,700

WATER & SEWER ASSET REPLACEMENTS/ MAJOR REPAIRS

	FY 2023 ADOPTED	FY 2024 PROPOSED
STRATEGIC FACILITIES MASTER PLAN	\$0	\$40,000
WATERLINE REPLACEMENTS	\$955,000	\$0
I&I REDUCTION PROGRAM	\$500,000	\$0
POST AERATION TANK UPGRADE	\$25,000	\$0
UV DISINFECTION	\$300,000	\$0
FACILITIES IMPROVEMENTS	\$145,000	\$95,000
WARRENTON DAM REPAIRS	\$100,000	\$0
GST UPGRADES	\$350,000	\$0
FLEET REPLACEMENT PROGRAM	\$388,000	\$275,000
TOTAL	\$2,763,000	\$410,000

WATER & SEWER ASSET REPLACEMENTS/ MAJOR REPAIRS

Strategic Facilities Master Plan

Strategic facility planning is the platform upon which to create scenarios and develop potential solutions that will help us sustain our facilities, land, and associated properties. Facilities are the second largest investment, with the largest being human capital. This means that every decision should be linked back to the plan. This plan will become the stepping stone leading us into all replacement, modification, and renovation projects. The project will also help align our capital asset replacement projects back to a planned goal adopted by our governing body in conjunction with the comprehensive plan 2040.

Facilities Improvements

For FY 2024 this includes Facilities Physical Security, Roof Replacements, and Asphalt Resurfacing throughout Town Facilities

Fleet Replacement Program

Scheduled fleet replacements per the adopted fleet replacement program. For FY 2024 this includes three trucks and a Wheel Loader.

WATER & SEWER CAPITAL PROJECTS

Item 4.

	FY 2023 ADOPTED	FY 2024 PROPOSED
SECONDARY CLARIFIER & SLUDGE PUMP	\$0	\$150,000
WWTP PUMP STATION	\$0	\$75,000
DEWATERED SLUDGE STORAGE	\$0	\$60,000
SECONDARY SLUDGE PUMP	\$0	\$25,000
CAPITAL PROJECTS CONTINGENCY	\$0	\$459,700
WATERLINE REPLACEMENTS	\$0	\$717,000
WARRENTON DAM REPAIRS	\$0	\$300,000
FILTER CONTROL VALVES	\$0	\$250,000
PRIMARY CLARIFIER & SLUDGE PUMP STN	\$0	\$650,000
I&I REDUCTION PROGRAM	\$0	\$650,000
BROADVIEW WATERLINE BETTERMENT	\$62,812	\$810,000
WTP CLEARWELL PROJECT	\$834,000	\$500,000
WATER FILL STATION	\$253,157	\$0
CONNECTION IMPROVEMENTS	\$93,133	\$60,000
GST UPGRADES	\$105,000	\$0
SECONDARY DIGESTER / HOLDING TANKS	\$0	\$350,000
TOTAL	\$1,348,102	\$5,056,700

Secondary Clarifier & Sludge Pump

Replacement of the secondary clarifier, which captures and removes wastewater solids prior to the denitrification filters.

WWTP Pump Station

Replacement of the wetwell pump station that provides flow throughout the Wastewater Treatment Plant.

Dewatered Sludge Storage

Biosolids Storage. This project will completely rehab the storage structure which is beginning to show severe signs of degradation. Scope of work is also to include adding more square footage to the units to increase the amount of solids able to be stored.

Secondary Sludge Pump

Replacement of existing piston sludge pumps at the secondary clarifiers. Sludge is pumped from the clarifiers to the gravity sludge thickener.

Capital Projects Contingency

For FY 2024 a contingency is built into the budget for all capital projects. The contingency is set at 10% of total Town funding for each project and ensures that the Capital Improvement Program is budgeted conservatively and takes into account the possibility for project overruns or the identification of additional work needed to complete project goals.

Waterline Replacements

For FY 2024, this includes the replacement of Cast Iron piping through the Cast Iron Waterline Program as well as the replacement of the watermain on Rappahannock Street through the Waterline Replacement - Rappahannock St. project.

Warrenton Dam Repairs

Engineering evaluation, design, and future needs for the Warrenton Dam. Considerable study is needed to address feasibility and comply with environmental impact and mitigation. A downstream inundation study from a potential break was conducted in FY17 and a structural analysis is required to determine the needs of the existing dam or if a new dam structure will be required.

Filter Control Valves

Replace outdated/failing valves. The current valves have to be reprogrammed on a daily basis.

Primary Clarifiers & Sludge Pump Station

Primary clarifiers capture and remove wastewater solids from the influent flow at the plant. This project will also include the replacement of the Primary Clarifier sludge pumping station and all associated supporting infrastructure, all of which are well beyond their expected useful lifespan. This upgrade is in route to bring the facilities treatment capacity from 2.5mgd to 3.0mgd.

I&I Reduction Program

This project seeks to reduce inflow and infiltration into the wastewater system from heavy rainfall events and from broken/damaged piping. This project has been underway for several years and has shown positive results in reducing overall I&I and targets the focus of sewer line rehabilitation efforts.

Broadview Waterline Betterment

As part of the Broadview Road Improvements project, the Town is planning to make improvements to the Water Distribution System for improved service to businesses and better fire protection.

WTP Clearwell Project

Study, design, and installation of a clearwell at the Water Treatment Plant or storage within the distribution network. This will allow for additional resiliency.

Connection Improvements

The Utility Connection Program seeks to ensure all residents who desire to hook up to public water and sewer have an available line. For example, a portion of Old Meetze Road, East Street, Richard's Lane, and Broadview Avenue near the Town boundary do not have public waterlines. None of these locations have been surveyed or engineered, so projected budgets are only a placeholder for planning.

Secondary Digester

A new digester will use bacteria to break down wastewater biosolids.

STORMWATER MANAGEMENT FUND

PROGRAM DESCRIPTION

Because stormwater runoff is the most common cause of water pollution, state and federal clean water statutes require localities to have programs related to stormwater runoff and protecting their water resources. The Town of Warrenton is an MS4, or a Municipal Separate Storm Sewer System, and is permitted to levy a stormwater utility fee to pay for the program. The fee was established by ordinance during the FY 2021 budget process, but Council delayed collection due to the COVID-19 pandemic. The collection of this fee began in FY 2022, and the Stormwater Management Fund was established as an enterprise fund to sustain the program.

The Stormwater team works to consistently protect our environment by reducing flooding to protect Town residents and property, supporting healthy streams, and creating a healthier and more sustainable community in compliance with the Town's MS4 Permit administered by the Virginia Department of Environmental Quality (VDEQ).

CURRENT STAFFING

This division is staffed by three full-time employees- the Stormwater Administrator, a Stormwater Inspector, and a GIS Technician. 30% of an Engineer and 25% of the Tax Administrator, two permit Technicians, and Zoning Official are budgeted here. 2% of Information Technology employees have also been allocated here to reflect the services provided to the fund from the IT Department.

KEY PROJECTS FOR FY 2024

1. Complete Stream Restoration Projects as outlined in FY 24 CIP.
2. Continue maintaining tree board and Tree City USA programs.
3. Continue reporting various requirements to the Virginia of Department Environmental Quality (VDEQ).
4. Continue working with the community to find new ways to educate citizens about stormwater and outreach programs.
5. Continue building a digital stormwater inventory.
6. Continue working with Finance Department to clarify stormwater Utility Fee information to be included with bills.

BUDGET OVERVIEW

Item 4.

STORMWATER MANAGEMENT FUND REVENUE

	FY 2023 ADOPTED	FY 2024 PROPOSED
CHARGES FOR SERVICES	\$788,083	\$700,000
STATE REVENUE	\$48,989	\$0
FEDERAL REVENUE	\$1,120,795	\$369,000
USE OF FUND BALANCE	\$0	\$410,428
TOTAL	\$1,957,867	\$1,479,428

STORMWATER MANAGEMENT FUND EXPENDITURES

	FY 2023 ADOPTED	FY 2024 PROPOSED
STORMWATER MANAGEMENT OPERATIONS	\$444,114	\$586,339
CAPITAL PROJECTS	\$943,908	\$844,006
TRANSFERS	\$569,845	\$49,083
TOTAL	\$1,957,867	\$1,479,428

OPERATING REVENUE

STORMWATER MANAGEMENT FEES

This fee is a “fee for service” based on the cost to manage stormwater that runs off impervious surfaces, such as roofs and parking areas. Developed single family residential properties fall into one to three rate tiers based on the total impervious area of the property. Impervious area refers to solid surfaces on a property that will not allow rainwater to seep into the ground (e.g. – building and parking areas). The following table shows the current fees:

Tier	Impervious Area (sq. feet)	Fee Per Month
Tier 1	400 - 1,299	\$5.55
Tier 2	1,300 - 4,4990	\$6.94
Tier 3	4,500 +	\$17.37

Non-residential fees are based on the overall impervious area of a parcel divided by the equivalent residential unit of 2,200 square feet and then multiplied by \$5.55 per month.

The fees are billed twice each year on the Town’s real estate tax bill. The bills are due on June 15th and December 15th. The fee is expected to generate \$700,000 in FY 2024. The amount is less than what was budgeted for FY 2023 and is based on actual billings for the FY 2023.

GRANT REVENUE (STATE AND FEDERAL)

For FY 2024, there is one capital project included in the CIP that is eligible for a grant. The stream restoration project, detailed below, has been approved for a Federal Stormwater Local Assistance Fund (SLAF) Grant.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
PERSONNEL	\$0	\$397,407	\$316,943	\$424,234
OPERATING	\$0	\$54,708	\$230,670	\$77,704
CAPITAL OUTLAY	\$0	\$9,917	\$840,409	\$928,407
TRANSFERS	\$0	\$0	\$569,845	\$49,083
TOTAL	\$0	\$462,033	\$1,957,867	\$1,479,428

STAFFING SUMMARY

Department	FY2021	FY2022	FY2023	FY2024
FTE Amount				
Stormwater Management	3.00	2.00	5.10	4.40
FTE AMOUNT	3.00	2.00	5.10	4.40

BUDGET REQUEST / ANALYSIS

The FY 2024 budget represents a decrease compared to FY 2023. Personnel expenses increased due to COLA raises for staff, changes in health insurance elections, and the addition of the allocation of IT staff expenses discussed above. Operating expenses decreases due to the removal of the Motor Pool and Information Technology allocation. In addition, expenses related to a Bio Swale were included in FY 2023, this project will not incur any operating expenses in FY 2024. There are four capital projects driving the Capital Outlay Category, discussed below. There is a transfer to the general fund equal to the surplus in the Fund.

Asset replacement and capital projects include the following:

STORMWATER MANAGEMENT CAPITAL PROJECTS

	FY 2024 PROPOSED
STREAM RESTORATION	\$738,006
MASTER DRAINAGE PLAN	\$100,000
CAPITAL PROJECTS CONTINGENCY	\$84,401
STREAM RETROFIT RADY PARK	\$6,000
TOTAL	\$928,407

Stream Restoration

As part of the Town's MS4 Permit, it is required to develop credits for stream bed improvements and credits for nutrient reductions. The Town has a significant unnamed tributary to Cedar Run that parallels Lee Highway from Blackwell Rd and flows to the Bypass. While the Town does not own all of the property through which this stream flows, it does offer an opportunity to work with the property owners to prepare a stream restoration project that can enhance the environment and provide credits. The MS4 permit renewed and the Town is now in a new five year cycle that at the end of which will need to have justified 40% of the total nutrient reduction credits, by 2023. 2028 will be the end of the 3rd permit cycle where the Town will need to meet 100% of its target reductions. The Town received approval for a SLAF grant to help fund this project.

Master Drainage Plan

An update to the 1990 Master Drainage Plan (MDP) is needed to take into account improvements completed to date, existing infill projects and their infrastructure, and the impacts of those developments on the existing drainage system. This updated MDP will provide the Town with a listing of high priority drainage improvements needed to the storm drainage infrastructure system to reduce flooding and to improve runoff quality controls.

Capital Projects Contingency

For FY 2024 a contingency is built into the budget for all capital projects. The contingency is set at 10% of total Town funding for each project and ensures that the Capital Improvement Program is budgeted conservatively and takes into account the possibility for project overruns or the identification of additional work needed to complete project goals.

Stream Retrofit Rady Park

This project includes the restoration of 593 Linear Feet of natural stream that conveys stormwater from Fauquier County through Rady Park and back into Fauquier County. It is a badly eroded stream that Parks & Recreation is concerned causes a safety issue for equipment and local park users. This project is a potential benefit for nutrient reduction credits if soil testing shows acceptable parameters. If so, it would be a possible candidate for a SLAF Grant. This is also a possible teaming effort with the County for the portion of the stream that traverses the County.

Goals, Objectives, and Measures

Mission: To deliver exceptional government service; To uphold standards established to protect the Public Health, Safety, and Welfare of all residents, business owners, and visitors; To provide an environment where people enjoy living, working, playing, and investing while providing responsible management of public resources to meet the challenges of today and tomorrow. Manage and implement an effective MS4 and Stormwater program designed for maximum credits and effectiveness.

The following goals and objectives have been identified by the Stormwater Management Department.

Goals	Objectives	Performance Metrics
Continue with identifying, development, and design of Stream Restoration projects, Lee Hwy. / Hampton Inn project; and Rady Park.	<ul style="list-style-type: none"> Reduce pollution generated and minimize potential impact of SW runoff, soil erosion, and flooding 	<ul style="list-style-type: none"> Design and approval plans.
Stormwater inventory	<ul style="list-style-type: none"> Continue building an accurate digital storm sewer system map. 	<ul style="list-style-type: none"> New storm inlets located in GIS collector software.
Stormwater and Outreach programs	<ul style="list-style-type: none"> Continue working with the community to find new ways to learn about the stormwater. 	<ul style="list-style-type: none"> Elaborate additional documentation, manuals, and guidance.
Respond to drainage issues and SW utility fees.	<ul style="list-style-type: none"> Use system to receive phone calls/emails and promptly respond. 	<ul style="list-style-type: none"> Number of complaints annually received.
	<ul style="list-style-type: none"> Transfer incident to proper authority and promptly investigate. Ensure all drainage issues and SW utility fee questions are answered. 	<ul style="list-style-type: none"> Collect appropriate forms/information from staff.
		<ul style="list-style-type: none"> Track % of complaints annually solved.
	<ul style="list-style-type: none"> Develop a strategic plan to minimize SW and drainage complaints. Update website, clean storm drains, sweep streets, pro-active inspections to the storm sewer systems, constructions sites, etc. 	<ul style="list-style-type: none"> Pounds of sediments collected.
		<ul style="list-style-type: none"> Miles swept.
		<ul style="list-style-type: none"> Number of inspections performed.
		<ul style="list-style-type: none"> Elaborate additional documentation, manuals, guidance.

AMERICAN RESCUE PLAN ACT (ARPA) FUND

PROGRAM DESCRIPTION

As part of the American Rescue Plan Act of 2021, the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) delivered \$350 billion to State, Local, and Tribal governments across the country to support their recovery from the COVID-19 public health emergency. The CSLFRF provided for \$19.53 billion to support tens of thousands of Non-Entitlement Units of government (NEUs), which are local governments typically serving a population under 50,000. Allocations for NEUs were sent to states based on population. The Town of Warrenton was awarded \$10,403,180 under this Act. These funds may be used to cover eligible incurred during the period of March 3, 2021 and December 31, 2024.

CURRENT STAFFING

The Town will continue to use ARPA funding for the ARPA Coordinator who was hired in FY22 to handle all the reporting and administration of these funds. A portion of the Assistant Director of Utilities and Project Coordinator salaries will also be funded under this program to assume the increased workload that will come from the additional capital items in the Water and Sewer program. Headcounts for these positions are included in their relevant departments.

BUDGET SUMMARY

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ADOPTED	FY 2024 PROPOSED
CAPITAL OUTLAY	\$0	\$0	\$1,502,449	\$2,900,000
PERSONNEL	\$0	\$47,026	\$506,843	\$169,910
OPERATING	\$0	\$5,000	\$92,350	\$200,000
TOTAL	\$0	\$52,026	\$2,101,642	\$3,269,910

BUDGET REQUEST / ANALYSIS

The FY 2024 budget for the ARPA Fund is less than FY 2023. In FY 2024 the capital outlay is related to accessible playground replacements (see below) and expenses related to a deed provision at the wastewater treatment plant. Personnel expenses have decreased as the Assistant Director of Utilities and Project Coordinator salaries will only be funded for a portion of the year (until each of their one year anniversaries) and the Junior Engineer position is not in the budget for FY 2024. Operating expenses in the FY 2024 budget include funding for a comprehensive update of the Town's zoning ordinance.

ARPA CAPITAL PROJECTS

	FY 2024 PROPOSED
PARK LAND ACQUISITION	\$1,600,000
WWTP CAPITAL PAYMENT	\$1,000,000
ADA PLAYGROUND REPLACEMENTS	\$300,000
TOTAL	\$2,900,000

Park Land Acquisition

This acquisition will serve to provide another park to support Plan Warrenton 2040's open space goals.

Wastewater Treatment Plant Capital Payment

The deed to a portion of the land upon which the wastewater treatment plant calls for an additional payment.

Accessible Playground Replacement

Replace current playground structures in parks with American's with Disabilities Act (ADA) compliant structures. FY24 funds will address equipment at Sam Tarr Park and Rady Park.



TOWN OF WARRENTON, VIRGINIA

Capital Improvement Program

2024-2029

Draft: March 31, 2023

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INTRODUCTION

The **Capital Improvement Program (CIP)** is a multi-year plan for major capital expenditures, such as the construction, reconstruction, renovation, or replacement of a public building or facility or surveys and studies leading to such physical improvements mentioned above. The adoption of the CIP by the Town Council is an indication of its support of both the capital projects that the Town intends to pursue and a plan for the anticipated levels of financing needed to fund these capital projects over the five-year period. The adoption of the CIP is neither a firm commitment to a particular project nor a limitation to a particular cost. It is a basic tool for prioritizing and scheduling anticipated projects and financing, a key element in planning and managing future debt service requirements.

A capital improvement project should have a cost greater than \$100,000 **and** a useful life of at least 10 years. Projects that do not meet the \$100,000 and 10-year useful life criteria are considered to be maintenance capital projects, a summary of which is provided at the end of document. Capital projects generally require significant engineering design and construction, whereas maintenance capital projects (like road paving and sidewalk replacement) require routine upkeep every few years. These projects are not considered to be part of the Five-Year Capital Improvement Program.

The cost estimates in the CIP are intended to capture the entire estimated project cost, including as applicable, land acquisition, design, engineering, and construction. The total request for each project is evaluated and based upon funding, is prioritized to meet the needs of the Town. The CIP is updated annually and is subject to change with each update. Cost escalation factors are included in years 2 through 5 to anticipate financial requirements as accurately as possible. A contingency amount of 10% is included in each category to accommodate unanticipated cost increases that exceed the escalation factor.

CAPITAL IMPROVEMENT PLANNING & POLICIES

The capital improvement program is the result of a detailed planning process. The purpose is to address the Town's immediate and long-term capital needs in a conscious effort to best provide services and facilities to the citizens of Warrenton. To that end, projects are considered in alignment with Plan Warrenton 2040, the Town's Comprehensive Plan and strategic priorities identified by the Town Council.

The process begins in November when departments begin their work on the Department Recommended Five-Year CIP. In January, the Town Manager meets with department staff to discuss their recommended projects. The Town Manager's Recommended CIP is typically presented to the Planning Commission at a work session in February. The Planning Commission provides their recommendation in March. The purpose of the Planning Commission review is to ensure that all projects are in conformance with the Town's Comprehensive Plan.

During this time, the Town Manager works closely with the Finance Department to evaluate the feasibility of funding sources and the impact that projects will have on the operating budget. In April, the Town Manager presents the Town Manager's Proposed Five-Year CIP to the Town Council along with the Proposed Budget. Town Council then hold Budget and CIP work sessions as well as a public hearing during the months of April and May. The CIP is adopted along with the budget in June.

DEBT PLANNING

The Town considers the following guidelines in deciding how much general obligation debt may be issued for the capital improvement program:

- The town will not fund current operations from the proceeds of borrowed funds and will confine long-term borrowing and capital leases to capital improvements, projects, or equipment that cannot be financed from current financial resources.
- When the Town finances capital improvements by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project.
- Tax-supported debt as a percentage of the total assessed value of taxable real property shall not exceed 1.5%.
- Tax supported debt service expenditures as a percent of total governmental fund expenditures shall not exceed 12.0%.
- **Proposed Policy Addition:** The Town strives to allocate 10% of its budget annually for capital investment.

Pursuant to the Constitution of Virginia (the Constitution) and the Town Charter, the Town is authorized to issue bonds secured by a pledge of its full faith and credit and unlimited taxing power. There is no requirement in the Constitution, the Virginia Code, or the Town Charter that the issuance of general obligation bonds be subject to the approval of voters of the Town at referendum. The issuance of general obligation bonds is subject to a constitutional limitation of ten percent (10%) of the assessed value of taxable real property.

IMPACT OF THE CAPITAL IMPROVEMENT PROJECT ON THE OPERATING BUDGET

Debt Service

The annual payment of principal and interest on general obligations bonds used to finance roads and other major projects is included in the operating budget as a required expenditure. The FY 2024 payment for tax-supported debt service is \$824,238. The FY 2024 payment for debt service supported by the fee-based enterprise funds (Water and Sewer and Stormwater) is \$1,193,627.

Current Revenue

Certain CIP projects are funded directly with Town current revenues to avoid the costs of borrowing. These amounts are included in the operating budget as specific transfers to capital project funds.

Other Operating Impacts

The construction of government buildings and facilities usually results in new annual costs for maintenance, utilities, and additional staffing required for facility management and operation. There could also be anticipated savings as a result of a project being completed, such as decreased maintenance costs as a result of a new facility. The project pages published in this document display the estimated operating impacts for individual projects where applicable.

THE ANNUAL CAPITAL BUDGET

The capital budget is appropriated on an annual basis. The first year of the multi-year plan is included in the adopted budget. Funding sources for projects include the general fund, debt, state/ federal funding, stormwater management fees, water and sewer fees, capital reserves, and proffers. A summary of project funding by source is provided in the Capital Improvement Program Overview section.

PROJECT CATEGORIES

Projects are categorized in alignment with Plan Warrenton 2040 to support the Town’s long-term vision. Each project provides a reference to a goal(s) outlined in Plan Warrenton 2040 that it supports.

Community Facilities (CF) – this category calls for strategic investments in accessible community facilities to improve health and overall quality-of-life for a diverse community.

Parks and Recreation (PR) – this category seeks to create a network of open spaces to strengthen community health, protect the natural environment, and maintain the aesthetic and image of Warrenton as a critical element of Town character.

Transportation and Circulation (TC) – this category supports strategic investments for a safe, vibrant, and interconnected multi-modal transportation network.

Water (W) and Sewer (S) – this category supports all elements of Plan 2040 by providing critical water and sewer service to the community.

Stormwater Management (SM) – this category addresses stormwater management throughout the Town as required by the Town’s MS4 permit.



GUIDING PRINCIPLES

The development of the CIP is driven by the Town Council’s Mission, Vision and Values Statements, and Plan Warrenton 2040, the Town’s Comprehensive Plan.

The **Mission Statement and Vision and Values Statements** are shown below.

Mission Statement
In Cooperation With And For Our Citizens...

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

Vision & Value Statement

To Achieve Our Mission, We Strive To...

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

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

Adopted on April 13, 2021, **Plan Warrenton 2040** provides a basis for the Council’s long-term vision for the Town:

WHAT IS A COMPREHENSIVE PLAN?

A Comprehensive Plan is a holistic, aspirational vision to guide future decisions of the Town of Warrenton.

The Code of Virginia §15.2223 states the Comprehensive Plan’s purpose is to guide and accomplish a coordinated, adjusted and harmonious development, keeping in accordance with present and probable future needs and resources, to best promote the health, safety, morals, order, convenience, prosperity and general welfare of the residents, including the elderly and persons with disabilities. The Comprehensive Plan is to be general in nature, in that it designates the general or approximate location, character, and extent of features. Plan Warrenton 2040 serves as the official document tying together community features with the overall vision for its future.

WHAT IS PLAN WARRENTON 2040?

Plan Warrenton 2040 is the outcome of thoughtful conversations throughout the community. It contains a vision of equity for its residents, a high quality of life for the community, and fiscal vibrancy for the businesses. The vision contains three drivers that serve as the backbone of the seven topical elements.

DRIVERS

Community Character

Community Character seeks to preserve and enhance the identity and quality of life in Warrenton as a place for everyone to meet, talk, and be neighborly; as a place that is interconnected, human scaled, and walkable; as a place, historic and new, that combines aesthetic form, development patterns, and amenities that ensure the heritage of the Town is honored for current and future generations.

Community Health

Community Health prioritizes social, physical, environmental, and mental health through policies and equitable investments that promote personal well-being, fiscal strength, and a strong community fabric through a safe, vibrant, and thriving community.

Economic & Fiscal Resilience

Economic and Fiscal Resilience cultivates entrepreneurial opportunities by leveraging community-based assets, in conjunction with integral geographic and regional relationships, to attract high quality investors, creating a resilient multi-faceted fiscal base that provides residents the ability to live and work in the community.

TOPICAL ELEMENTS



Historic Resources

Preserve the place making features that continue to give the Town its unique identity, its character, and its feeling of home.



Community Facilities

Strategic investments in accessible community facilities improving health and overall quality-of-life for a diverse community.



Housing

Preserve established residential neighborhoods, while expanding housing options to ensure inclusive, attainable housing for all ages, incomes, and needs. Create walkable communities with shared open space developments compatible with existing uses in scale and character.



Open Space, Parks, & Environment

Boast a network of open spaces to strengthen community health, protect the natural environment, and maintain the aesthetic and image of Warrenton as a critical element of Town character.



Transportation & Circulation

Strategic investments for a safe, vibrant, and interconnected multi-modal transportation network.



Economic & Fiscal Resilience

Encourage a community where people may choose to live and work with a robust economy that cultivates entrepreneurial opportunities for a diverse and talented workforce.



Land Use & Character Districts

Expand amenity options within character districts and existing neighborhoods to improve quality-of-life and maintain community character.

OTHER CAPITAL PLANNING

PROJECT ADDENDUM

A project addendum is included for projects that have been identified but are not considered a priority at this point in time to achieve the Town's long-term vision. These are presented for consideration but are not a part of the five-year CIP.

MAINTENANCE PROJECT SUMMARY

As part of its ongoing delivery of services to the community, the Town utilizes many different types of assets. These assets require ongoing replacement and major maintenance. A schedule is included on page **83** that outlines the requirements for repair and replacement of these assets. This enables the proper planning for the replacement of existing assets that contribute to the accomplishment of the Town's mission.

CAPITAL IMPROVEMENT PROGRAM OVERVIEW

FISCAL YEAR 2024 EXPENDITURE AND FUNDING SUMMARY

The capital budget summary shown below represents the first year of the five-year capital improvement program. A summary of expenditure by category and funding sources is provided.

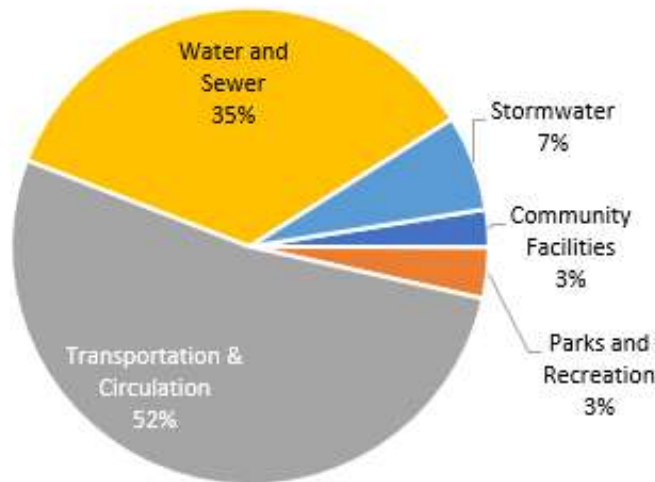
FY 2024 Expenditure by Category

<u>Category</u>	<u>Amount</u>
Community Facilities	335,000
Parks and Recreation	450,000
Transportation & Circulation	6,852,920
Water and Sewer	4,597,000
Stormwater	844,006
Total FY 2024	<u>13,078,926</u>

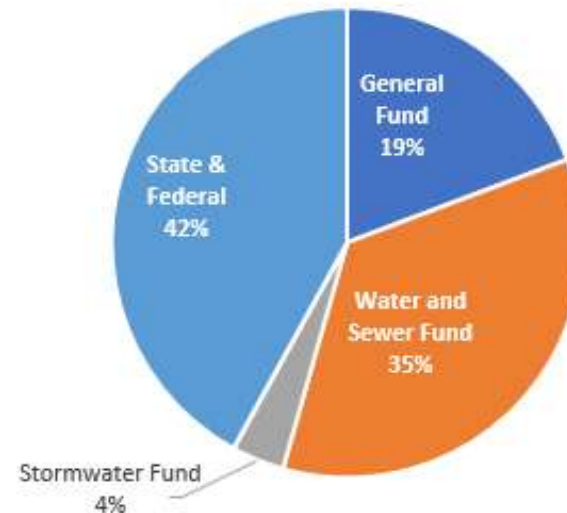
FY 2024 Funding by Source

<u>Source</u>	<u>Amount</u>
General Fund	2,518,508
Water and Sewer Fund	4,597,000
Stormwater Fund	475,003
Debt	-
State & Federal	5,488,415
Total FY 2024	<u>13,078,926</u>

FY24 Expenditure by Category



FY24 Funding by Source



The Town's budget is organized in alignment with the nature of the services provided to its citizens. The presentation of Capital Improvement Projects throughout this document aligns with the structure of the Town's funds as presented in the annual budget. Categories within the General Fund are identified by the aspect of Plan Warrenton 2040 that they support.

- The **General Fund** accounts for general government administration, community development and facilities, public safety, public works, and parks and recreation.
 - Plan Warrenton 2040 Categories
 - Community Facilities
 - Parks and Recreation
 - Transportation and Circulation
- The **Water and Sewer Fund** provides for the efficient and effective delivery of water and sewer services to Town citizens.
- The **Stormwater Management Fund** accounts for the activities necessary to meet the requirements of the Town's Municipal Small Separate Stormwater System (MS4) permit.



PROJECTS BY FUND AND FUNDING SOURCE SUMMARIES



GENERAL FUND CAPITAL PROJECTS

The capital projects planned for the General Fund are summarized by category below. A funding summary by source for all General Fund projects is on the next page. Detailed sources and uses for each project are provided in the project detail pages.

COMMUNITY FACILITIES

Project #	Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
CF-001	Secure Police Parking Area	\$ -	\$ -	\$ -	\$ 82,688	\$ -	\$ -	\$ -	\$ 82,688
CF-002	Public Works Facility Relocation	\$ 100,000	\$ 335,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 435,000
		\$ 100,000	\$ 335,000	\$ -	\$ 82,688	\$ -	\$ -	\$ -	\$ 517,688

PARKS AND RECREATION

Project #	Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
PR-001	ADA Playground Replacements	\$ 150,000	\$ 300,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000
PR-002	Eva Walker Park Improvements	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 400,000
PR-003	Parks and Recreation Master Plan	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
PR-004	Park Pavilions	\$ -	\$ -	\$ 42,000	\$ 44,100	\$ 45,423	\$ -	\$ -	\$ 131,523
PR-005	Park Restrooms	\$ -	\$ -	\$ -	\$ 121,275	\$ -	\$ -	\$ -	\$ 121,275
PR-006	WARF Basketball Court Construction	\$ -	\$ -	\$ -	\$ -	\$ 96,524	\$ -	\$ -	\$ 96,524
		\$ 150,000	\$ 450,000	\$ 192,000	\$ 165,375	\$ 141,947	\$ -	\$ 300,000	\$ 1,399,322

TRANSPORTATION AND CIRCULATION

Project #	Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
TC-001	Broadview Safety Improvement Project	\$ 2,032,481	\$ 5,819,412	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,851,893
TC-002	Waterloo Speed/Safety Improvements	\$ 70,200	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 320,200
TC-003	Main Street Repaving	\$ -	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000
TC-004	Sidewalk Handicap Ramps	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
TC-005	Sidewalk Construction	\$ -	\$ 158,508	\$ 166,433	\$ 70,119	\$ 80,944	\$ -	\$ -	\$ 476,004
TC-006	East Shirley Street Improvements	\$ -	\$ -	\$ 189,000	\$ 683,550	\$ 8,119,361	\$ 5,965,175	\$ -	\$ 14,957,087
TC-007	Roundabout Walker/East Lee	\$ -	\$ -	\$ 157,185	\$ 1,378,456	\$ -	\$ -	\$ -	\$ 1,535,641
TC-008	Improvements to Main Street	\$ -	\$ -	\$ 146,003	\$ 1,468,614	\$ -	\$ -	\$ -	\$ 1,614,616
TC-009	Route 211/Old Waterloo Improvement	\$ -	\$ -	\$ -	\$ 44,100	\$ 340,673	\$ -	\$ -	\$ 384,773
TC-010	Lee Hwy/Blackwell Road Safety Improvement	\$ -	\$ -	\$ -	\$ 2,456,910	\$ -	\$ 2,066,512	\$ 12,133,285	\$ 16,656,707
TC-011	W Lee/US17BusN/Winchester Intersection	\$ -	\$ -	\$ -	\$ 2,156,621	\$ -	\$ 5,563,634	\$ 9,852,227	\$ 17,572,482
TC-012	Signal at Gold Cup/Broadview	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 409,375	\$ -	\$ 409,375
		\$ 2,102,681	\$ 6,852,920	\$ 658,621	\$ 8,258,370	\$ 8,540,978	\$ 14,004,696	\$ 21,985,512	\$ 62,403,777
	Contingency (10% of Town funding)	\$ -	\$ 251,851	\$ 37,593	\$ 190,618	\$ 462,324	\$ 339,196	\$ 30,000	\$ 1,311,583
	TOTAL GENERAL CAPITAL PROJECTS	\$ 2,352,681	\$ 7,889,771	\$ 888,214	\$ 8,697,051	\$ 9,145,249	\$ 14,343,893	\$ 22,315,512	\$ 65,632,370

The following summarizes the funding sources for the General Fund projects.

FUNDING SOURCES	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
General Fund	588,000	2,518,508	208,433	830,102	563,563	409,375	300,000	5,417,981
Debt	-	-	167,501	1,076,082	4,059,681	2,982,588	-	8,285,852
State	1,544,481	4,819,412	246,094	6,378,841	4,059,681	10,612,734	21,985,512	49,646,754
Federal	220,200	300,000	150,000	-	-	-	-	670,200
Other	-	-	78,593	221,408	-	-	-	300,000
	\$ 2,352,681	\$ 7,637,920	\$ 850,621	\$ 8,506,432	\$ 8,682,924	\$ 14,004,696	\$ 22,285,512	\$ 64,320,787
Contingency @ 10%	\$ -	\$ 251,851	\$ 37,593	\$ 190,618	\$ 462,324	\$ 339,196	\$ 30,000	\$ 1,311,583
TOTAL GENERAL CAPITAL PROJECTS	\$ 2,352,681	\$ 7,889,771	\$ 888,214	\$ 8,697,051	\$ 9,145,249	\$ 14,343,893	\$ 22,315,512	\$ 65,632,370



WATER AND SEWER CAPITAL PROJECTS

The Town operates a Water and Sewer Utility that is accounted for in a separate, self-supporting, Enterprise fund. Projects have been broken out between Water (W) and Sewer (S). A combined funding summary for both Water and Sewer projects is provided following the project listings.

WATER PROJECTS

Project #	Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
W-001	WTP Clearwell Project	\$ 929,000	\$ 500,000	\$ 5,775,000	\$ -	\$ -	\$ -	\$ -	\$ 7,204,000
W-002	Filter Control Valves	\$ 750,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
W-003	Cast Iron Waterline Program	\$ 505,000	\$ 567,000	\$ 672,000	\$ 297,675	\$ 828,970	\$ -	\$ -	\$ 2,870,645
W-004	Waterline Replacement-Rappahannock	\$ 450,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000
W-005	Warrenton Reservoir Dam	\$ 183,848	\$ 300,000	\$ 1,575,000	\$ 1,653,750	\$ 851,681	\$ 877,232	\$ -	\$ 5,441,511
W-006	Broadview Waterline Betterment	\$ 62,812	\$ 810,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 872,812
W-007	Utility Connection Program	\$ 20,000	\$ 60,000	\$ 63,000	\$ 69,458	\$ 78,874	\$ 92,255	\$ 111,142	\$ 494,728
W-008	Mt. Tank Line Power	\$ -	\$ -	\$ 100,000	\$ 945,000	\$ -	\$ -	\$ -	\$ 1,045,000
W-009	WTP Reliability Measures	\$ -	\$ -	\$ 68,250	\$ 248,063	\$ 255,504	\$ 380,134	\$ -	\$ 951,951
W-010	High Rate Filter, Sediment & Flocc Basin	\$ -	\$ -	\$ -	\$ 882,000	\$ 6,813,450	\$ 4,678,569	\$ -	\$ 12,374,019
W-011	Water Line Improvements: LRCC	\$ -	\$ -	\$ -	\$ 441,000	\$ 2,271,150	\$ 2,339,285	\$ -	\$ 5,051,435
W-012	Warrenton Reservoir Dredging	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,309,999	\$ -	\$ 1,309,999
W-013	Raw Water Pumps	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 467,857	\$ -	\$ 467,857
W-014	Airlie Drain Valve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,893	\$ -	\$ 350,893
W-015	Basin Coating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,893	\$ -	\$ 350,893
W-016	Chem Tank	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 233,928	\$ -	\$ 233,928
		\$ 2,900,660	\$ 2,637,000	\$ 8,253,250	\$ 4,536,945	\$ 11,099,630	\$ 11,081,044	\$ 111,142	\$ 40,619,670
	Contingency - 10%	\$ -	\$ 263,700	\$ 90,325	\$ 156,020	\$ 116,335	\$ 318,596	\$ 11,114	\$ 956,089
	TOTAL WATER PROJECTS	\$ 2,900,660	\$ 2,900,700	\$ 8,343,575	\$ 4,692,965	\$ 11,215,964	\$ 11,399,639	\$ 122,256	\$ 41,575,760

SEWER PROJECTS

Item 4.

Project #	Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
S-001	Primary Clarifiers & Sludge Pump Station	\$ 6,774,682	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,424,682
S-002	I&I Reduction	\$ 500,000	\$ 650,000	\$ 420,000	\$ 220,500	\$ 113,558	\$ -	\$ -	\$ 1,904,058
S-003	Digester No. 2	\$ 292,433	\$ 350,000	\$ -	\$ 6,063,750	\$ -	\$ -	\$ -	\$ 6,706,183
S-004	Secondary Clarifier	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
S-005	Cedar Run Pump Station	\$ 80,000	\$ -	\$ -	\$ 534,713	\$ 1,135,575	\$ 994,196	\$ -	\$ 2,744,483
S-006	Secondary Clarifier and Sludge Pump	\$ -	\$ 150,000	\$ 420,000	\$ 7,166,250	\$ -	\$ -	\$ -	\$ 7,736,250
S-007	Wastewater Treatment Plant Pump Station	\$ -	\$ 75,000	\$ 157,500	\$ 82,688	\$ -	\$ -	\$ -	\$ 315,188
S-008	Dewatered Sludge Storage	\$ -	\$ 60,000	\$ 577,500	\$ -	\$ -	\$ -	\$ -	\$ 637,500
S-009	Secondary Sludge Pump	\$ -	\$ 25,000	\$ 131,250	\$ -	\$ -	\$ -	\$ -	\$ 156,250
S-010	Primary Digester	\$ -	\$ -	\$ -	\$ 551,250	\$ 1,135,575	\$ 584,821	\$ -	\$ 2,271,646
S-011	Taylor Pump Station	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,368,526	\$ -	\$ 2,368,526
S-012	Sludge Dewatering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 584,821	\$ -	\$ 584,821
S-013	Sludge Screen with Enclosure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,893	\$ -	\$ 350,893
S-014	Turkey Run Pump Station #2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 292,411	\$ 3,102,184	\$ 3,394,594
S-015	Plant Hydraulics/Piping	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,241	\$ 150,591	\$ 179,832
S-016	Sanitary Sewer Improvements to LRCC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 361,419	\$ 361,419
S-017	Headworks Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 361,419	\$ 361,419
		\$ 7,897,115	\$ 1,960,000	\$ 1,706,250	\$ 14,619,150	\$ 2,384,708	\$ 5,204,908	\$ 3,975,614	\$ 37,747,744
	Contingency - 10%	\$ -	\$ 196,000	\$ 170,625	\$ 30,319	\$ 11,356	\$ 333,348	\$ 87,343	\$ 828,991
	TOTAL SEWER PROJECTS	\$ 7,897,115	\$ 2,156,000	\$ 1,876,875	\$ 14,649,469	\$ 2,396,063	\$ 5,538,256	\$ 4,062,957	\$ 38,576,735
	TOTAL WATER AND SEWER PROJECTS	\$ 10,797,775	\$ 5,056,700	\$ 10,220,450	\$ 19,342,433	\$ 13,612,028	\$ 16,937,895	\$ 4,185,213	\$ 80,152,495

The following is a combined funding source summary for both Water and Sewer projects.

FUNDING SOURCES	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
General Fund	-	-	-	-	-	-	-	-
Water and Sewer Fund	3,273,093	4,597,000	2,609,500	1,863,383	1,276,906	6,519,439	984,572	21,123,892
Stormwater Fund	-	-	-	-	-	-	-	-
Debt	3,024,682	-	7,350,000	17,292,713	12,207,431	9,766,513	3,102,184	52,743,522
State	-	-	-	-	-	-	-	-
Federal	4,500,000	-	-	-	-	-	-	4,500,000
Other	-	-	-	-	-	-	-	-
Total Contingency - 10%	\$ -	\$ 459,700	\$ 260,950	\$ 186,338	\$ 127,691	\$ 651,944	\$ 98,457	\$ 1,785,080
TOTAL WATER AND SEWER PROJECTS	\$ 10,797,775	\$ 5,056,700	\$ 10,220,450	\$ 19,342,433	\$ 13,612,028	\$ 16,937,895	\$ 4,185,213	\$ 80,152,495



STORMWATER MANAGEMENT CAPITAL PROJECTS

The other Enterprise Fund for the Town is the Stormwater Management Fund. Projects planned in support of this function are as follows.

STORMWATER MANAGEMENT

Project #	Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
SM-001	Public Works Shop and Yard	\$ 265,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 265,625
SM-002	Stream Restoration	\$ 424,684	\$ 738,006	\$ 738,006	\$ 81,492	\$ -	\$ -	\$ -	\$ 1,982,188
SM-003	Stream Retrofit Rady Park	\$ -	\$ 6,000	\$ 73,500	\$ 771,750	\$ -	\$ -	\$ -	\$ 851,250
SM-004	Master Drainage Plan	\$ -	\$ 100,000	\$ 210,000	\$ 220,500	\$ 227,115	\$ 350,893	\$ -	\$ 1,108,508
SM-005	BMP Facilities	\$ -	\$ -	\$ 131,250	\$ 137,813	\$ 141,947	\$ 175,446	\$ -	\$ 586,456
SM-006	East Street Drainage	\$ -	\$ -	\$ 31,500	\$ 259,088	\$ -	\$ -	\$ -	\$ 290,588
SM-007	Filterra Systems	\$ -	\$ -	\$ 15,750	\$ 55,125	\$ -	\$ -	\$ -	\$ 70,875
SM-008	Sullivan/Broadview Avenue Drainage	\$ -	\$ -	\$ -	\$ 33,075	\$ 254,823	\$ -	\$ -	\$ 287,898
SM-009	West Lee Highway Stormwater Culvert	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 204,687	\$ -	\$ 204,687
		\$ 690,309	\$ 844,006	\$ 1,200,006	\$ 1,558,842	\$ 623,885	\$ 731,026	\$ -	\$ 5,648,074
	Contingency - 10%	\$ -	\$ 84,401	\$ 120,001	\$ 155,884	\$ 62,388	\$ 73,103	\$ -	\$ 495,777
	TOTAL STORMWATER PROJECTS	\$ 690,309	\$ 928,407	\$ 1,320,007	\$ 1,714,726	\$ 686,273	\$ 804,129	\$ -	\$ 6,143,851

FUNDING SOURCES	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
General Fund	-							
Water and Sewer Fund	-							
Stormwater Fund	477,967	475,003	831,003	1,518,096	623,885	731,026	-	4,656,980
Debt	-	-	-	-	-	-	-	-
State	-	-	-	-	-	-	-	-
Federal	212,342	369,003	369,003	40,746	-	-	-	991,094
Other	-	-	-	-	-	-	-	-
Contingency - 10%	\$ -	\$ 84,401	\$ 120,001	\$ 155,884	\$ 62,388	\$ 73,103	\$ -	\$ 495,777
TOTAL STORMWATER PROJECTS	\$ 690,309	\$ 928,407	\$ 1,320,007	\$ 1,714,726	\$ 686,273	\$ 804,129	\$ -	\$ 6,143,851

COMBINED FUNDING SUMMARY- ALL FUNDS

ALL FUNDS: Funding sources for the capital program across all funds are summarized by fiscal year below.

FUNDING SOURCES	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
General Fund	588,000	2,518,508	208,433	830,102	563,563	409,375	300,000	5,417,981
Water and Sewer Fund	3,273,093	4,597,000	2,609,500	1,863,383	1,276,906	6,519,439	984,572	21,123,893
Stormwater Fund	477,967	475,003	831,003	1,518,096	623,885	731,026	-	4,656,980
Debt	3,024,682	-	7,517,501	18,368,795	16,267,112	12,749,101	3,102,184	61,029,375
State	1,544,481	4,819,412	246,094	6,378,841	4,059,681	10,612,734	21,985,512	49,646,754
Federal	4,932,542	669,003	519,003	40,746	-	-	-	6,161,294
Other	-	-	78,593	221,408	-	-	-	300,000
	\$ 13,840,765	\$ 13,078,926	\$ 12,010,127	\$ 29,221,370	\$ 22,791,146	\$ 31,021,674	\$ 26,372,268	\$ 148,336,277
Contingency @ 10%	\$ -	\$ 795,952	\$ 418,544	\$ 532,840	\$ 652,403	\$ 1,064,243	\$ 128,457	\$ 3,592,440
Total Funding	\$ 13,840,765	\$ 13,874,878	\$ 12,428,671	\$ 29,754,211	\$ 23,443,550	\$ 32,085,918	\$ 26,500,725	\$ 151,928,717



General Fund Project Detail Pages



PROJECT NUMBER: CF-001

PROJECT TITLE: Secure Police Parking Area

DEPARTMENT: Community Facilities (CF)

PROGRAM DESCRIPTION

The Police department is requesting a secure area for their officers to park while on-duty. Price includes access control cost estimates that would be needed for the fence operation. On-going costs would be service on the opener systems.



GOAL ADDRESSED

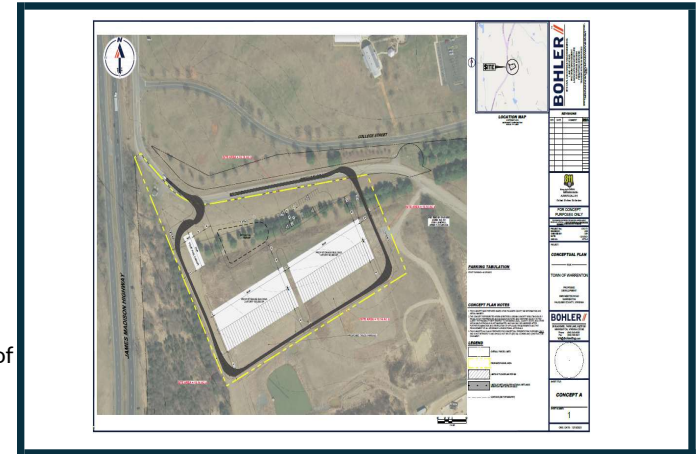
Plan Warrenton 2040 CF-4.2: Meet the future infrastructure needs through careful planning and acquisition of required permits. CF-2.2: Incorporate security measures designed to be unobtrusive but affording protection for citizens and users alike at community built and electronic facilities.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase				\$82,688				\$82,688
Other								\$0
TOTAL	\$0	\$0	\$0	\$82,688	\$0	\$0	\$0	\$82,688
FUNDING SOURCES								
General Fund				\$82,688				\$82,688
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$82,688	\$0	\$0	\$0	\$82,688
OPERATING IMPACT								
Ongoing maintenance		\$250	\$263	\$276	\$284	\$292		\$1,364
Other								\$0
TOTAL	\$0	\$250	\$263	\$276	\$284	\$292	\$0	\$1,364

Description of Operating Impact

PROGRAM DESCRIPTION

Relocation of the public works facility following the Town's boundary line adjustment. First phase is to fund the completion of engineering study to include the entire area of the proposed layout of the proposed building, geo-technical study, preliminary zoning, and preliminary site plan work. Overall construction costs are estimated to be in the area of \$30,000,000.00.



GOAL ADDRESSED

Plan Warrenton 2040 adopted by Council: Community Facilities Goal:

CF-1: "Serve as the central inviting public service center for Town and County residents with a proportionate share of community services provided by other governments, including a fair and reasonable balance in funding sources for community facilities."

CF-5: "To provide a fiscally responsible infrastructure that maintains a high quality of life for residents, supports

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering		\$335,000						\$335,000
Construction/Purchase								\$0
Other	\$100,000							\$100,000
TOTAL	\$100,000	\$335,000	\$0	\$0	\$0	\$0	\$0	\$435,000
FUNDING SOURCES								
General Fund	\$100,000	\$335,000						\$435,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$100,000	\$335,000	\$0	\$0	\$0	\$0	\$0	\$435,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

Replace current playground structures in parks with ADA compliant structures. FY23- WARF(Fun for All), FY24- Sam Tarr and Rady Park, FY25- Eva Walker



GOAL ADDRESSED

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town's service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase	\$150,000	\$300,000	\$150,000					\$600,000
Other								\$0
TOTAL	\$150,000	\$300,000	\$150,000	\$0	\$0	\$0	\$0	\$600,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal	\$150,000	\$300,000	\$150,000					\$600,000
Other								\$0
TOTAL	\$150,000	\$300,000	\$150,000	\$0	\$0	\$0	\$0	\$600,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

The FY24 estimate provides for cost estimations and construction drawings for the total master plan concept in conjunction with site analysis, soils and geotech testing, survey and site investigation. The future year estimate is for construction of a natural amphitheater.



GOAL ADDRESSED

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town's service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future Years	Total
Land Acquisition								\$0
Architecture/Engineering		\$100,000						\$100,000
Construction/Purchase							\$300,000	\$300,000
Other								\$0
TOTAL	\$0	\$100,000	\$0	\$0	\$0	\$0	\$300,000	\$400,000
FUNDING SOURCES								
General Fund		\$100,000					\$300,000	\$400,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$100,000	\$0	\$0	\$0	\$0	\$300,000	\$400,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

Develop a Parks and Recreation Master Plan for the town to guide long term investments.



GOAL ADDRESSED

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town's service requirements and support a high quality of life for the community. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities. P-2 The Town of Warrenton's Parks, Open Space and Environmental serve as key elements to the Town's public health infrastructure. P-4: Create a long-term approach to open space and environment, preserving existing trees and parks in the Town of Warrenton.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase								\$0
Other		\$50,000						\$50,000
TOTAL	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
FUNDING SOURCES								
General Fund		\$50,000						\$50,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

Replace pavilions in parks: FY25- Sam Tarr, FY 26-Rady Park, FY27- Eva Walker.



GOAL ADDRESSED

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town's service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase			\$42,000	\$44,100	\$45,423			\$131,523
Other								\$0
TOTAL	\$0	\$0	\$42,000	\$44,100	\$45,423	\$0	\$0	\$131,523
FUNDING SOURCES								
General Fund			\$42,000	\$44,100	\$45,423			\$131,523
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$42,000	\$44,100	\$45,423	\$0	\$0	\$131,523
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

Addition of restrooms at Academy Hill Park. This park is currently served by portable restroom units. The restrooms would be consistent with the other park restrooms that the town has in operation. FY24 would include any engineering, utility, or electrical work required. FY25 would be restroom construction.



GOAL ADDRESSED

Plan Warrenton 2040 P-2.2: Recognize that the visitor experience in open space parks is paramount, regardless of the size of the land. The Town will ensure equitable consideration will be given throughout the Town for passive and active amenities.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase				\$121,275				\$121,275
Other								\$0
TOTAL	\$0	\$0	\$0	\$121,275	\$0	\$0	\$0	\$121,275
FUNDING SOURCES								
General Fund				\$121,275				\$121,275
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$121,275	\$0	\$0	\$0	\$121,275
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

Construction of a basketball court at the WARF.



GOAL ADDRESSED

Plan Warrenton 2040 CF-1.1: Foster high-quality, equitable, and accessible community facilities that meet the Town's service requirements and support a high quality of life for the community. CF-1.5: Encourage the use of community facilities and grounds for community events and public functions. CF-1.10: Implement infrastructure improvements that benefit county-owned community facilities.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase					\$96,524			\$96,524
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$96,524	\$0	\$0	\$96,524
FUNDING SOURCES								
General Fund					\$96,524			\$96,524
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$96,524	\$0	\$0	\$96,524
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-001

PROJECT TITLE: Broadview Safety Improvement Project

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Broadview Avenue project to improve safety and access management to businesses. The project originated as a VDOT Urban Project which is currently in the design phase with construction grant funding requested under SMART Scale and HSIP programs. Raised medians, landscaping, stormwater management, pedestrian safety and evaluation for potential additional signalization along the corridors between Waterloo Street and Winchester Street intersection. Approximately \$512,000 was provided (and currently held in escrow by VDOT) by Primary Road Paving Funds for Broadview Avenue approved in FY18. The project was approved for funding under SMART Scale Round 2. \$488,000 was allocated in FY22 for this project, and an additional \$1,000,000 was committed by Town Council to address rising costs and supplement Smart Scale funding.



GOAL ADDRESSED

Plan Warrenton 2040 T-2.2: Improve pedestrian and bicycle safety and connectivity to neighborhoods and destinations by implementing the recommendations of the Town of Warrenton Walkability Audit and the Town of Warrenton Complete Streets Recommendations Report.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition	\$2,032,481							\$2,032,481
Architecture/Engineering								\$0
Construction/Purchase		\$5,819,412						\$5,819,412
Other								\$0
TOTAL	\$2,032,481	\$5,819,412	\$0	\$0	\$0	\$0	\$0	\$7,851,893
FUNDING SOURCES								
General Fund	\$488,000	\$1,000,000						\$1,488,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State	\$1,544,481	\$4,819,412						\$6,363,893
Federal								\$0
Other								\$0
TOTAL	\$2,032,481	\$5,819,412	\$0	\$0	\$0	\$0	\$0	\$7,851,893
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-002

PROJECT TITLE: Waterloo Speed/Safety Improvements

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Waterloo Street is part of the Walkability Audit analysis to address speeding and safety along the residential corridor. As data collection and assessments continue, next steps are to survey the entire corridor, add vertical treatments, and engineer drainage. Then, as data states what is needed to meet the goals, install next set of safety improvements. Community engagement will continue to be part of the solution process.



GOAL ADDRESSED

Plan Warrenton 2040 T-2.2: Improve pedestrian and bicycle safety and connectivity to neighborhoods and destinations by implementing the recommendations of the Town of Warrenton Walkability Audit and the Town of Warrenton Complete Streets Recommendations Report.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$70,200	\$250,000						\$320,200
Construction/Purchase								\$0
Other								\$0
TOTAL	\$70,200	\$250,000	\$0	\$0	\$0	\$0	\$0	\$320,200
FUNDING SOURCES								
General Fund		\$250,000						\$250,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal	\$70,200							\$70,200
Other								\$0
TOTAL	\$70,200	\$250,000	\$0	\$0	\$0	\$0	\$0	\$320,200
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-003 **PROJECT TITLE: Main Street Repaving** **DEPARTMENT: Transportation & Circulation (TC)**

PROGRAM DESCRIPTION

Main Street's pavement is at a critical point. Project TW-010, Improvements to Main Street, calls for sidewalk improvements in conjunction with repaving to the 5th street intersection. Construction for TW-010 is not projected to be completed until FY28. The pavement will not last that long in its current state, necessitating the need to repave it now. The road will be milled 2" and repaved with an SM9.5 asphalt surface. Any crosswalks, curbs, or gutter with hazards will be repaired to specifications. Sidewalks will be evaluated as-needed.



GOAL ADDRESSED

Plan Warrenton 2040 Transportation and Circulation Near Turn Recommendations (page 38).

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase		\$375,000						\$375,000
Other								\$0
TOTAL	\$0	\$375,000	\$0	\$0	\$0	\$0	\$0	\$375,000
FUNDING SOURCES								
General Fund		\$375,000						\$375,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$375,000	\$0	\$0	\$0	\$0	\$0	\$375,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-004

PROJECT TITLE: Sidewalk Handicap Ramps

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Sidewalk improvements for handicap curb cut ramps are needed throughout Town. This project is an effort to bring sidewalks that are continuing to deteriorate as well as improving sidewalks to better meet Americans with disabilities accessibility needs. At this time, an estimate up to 100 curb cut ramps throughout Town will need to be improved at a cost of \$2,500 each.



GOAL ADDRESSED

Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk. CF-1.3: Ensure that community facilities are accessible to persons in all stages of life and all abilities.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase		\$250,000						\$250,000
Other								\$0
TOTAL	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
FUNDING SOURCES								
General Fund		\$250,000						\$250,000
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-005

PROJECT TITLE: Sidewalk Construction

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Construction of missing and deteriorated sections of sidewalk at locations in the Town to provide safe pedestrian corridors as follows:

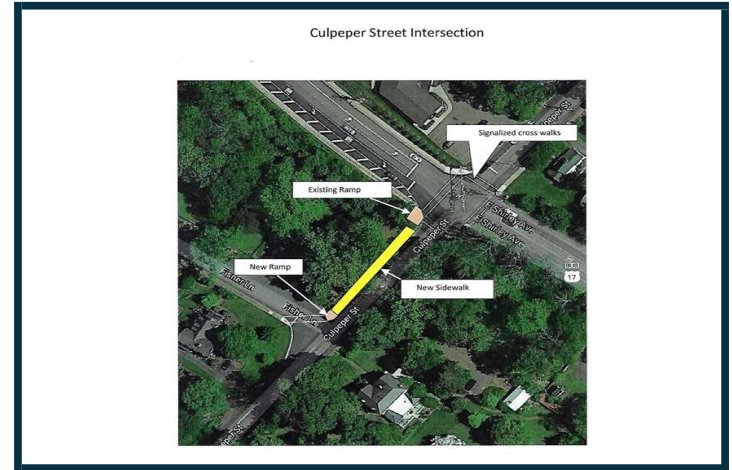
FY24 Academy Hill Road sidewalk from High Street to Sterling Court

FY25 1st Street sidewalk

FY26 2nd Street sidewalk improvement (will require removing loading zone)

GOAL ADDRESSED

Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk.



ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase		\$158,508	\$166,433	\$70,119	\$80,944			\$476,004
Other								\$0
TOTAL	\$0	\$158,508	\$166,433	\$70,119	\$80,944	\$0	\$0	\$476,004
FUNDING SOURCES								
General Fund		\$158,508	\$166,433	\$70,119	\$80,944			\$476,004
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$158,508	\$166,433	\$70,119	\$80,944	\$0	\$0	\$476,004
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

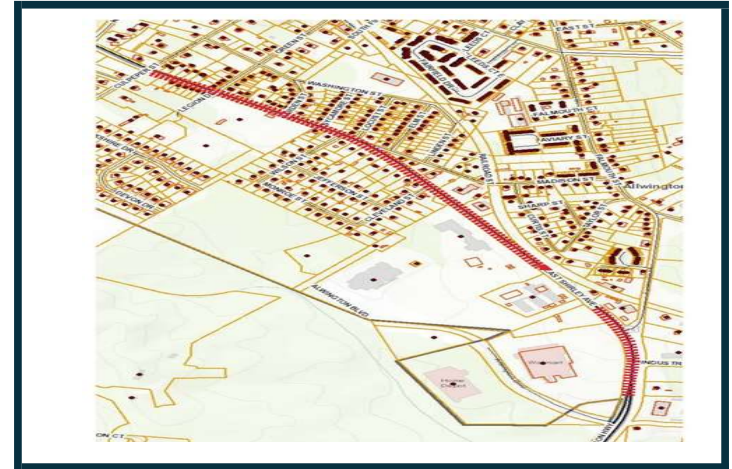
PROJECT NUMBER: TC-006

PROJECT TITLE: East Shirley Street Improvements

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

East Shirley from and including the intersection with Culpeper Street is an excellent opportunity for an application for assistance from VDOT for Revenue Share or State of Good Repair funds. As part of leveraging those funding, the corridor is of Statewide importance as it is the business lanes of Rts. 17/29/15 and for the Town includes Complete Streets needs, Walkability and Economic Development needs. The intersection with Culpeper Street also is an area of congestion during high traffic periods. This makes it a good candidate for VDOT funding opportunities. The project seeks to improve the safety needs of pedestrians along West Shirley as well as at the crossing for Culpeper Street by implementing the Walkability Audit, Complete Street, and other policies like Vision Zero, to ensure the corridor is usable by all modes and all ages.



GOAL ADDRESSED

Plan Warrenton 2040 T-4.4: Work cooperatively with VDOT to ensure that their transportation projects best distribute regional traffic demand within the context of future land use visions.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering			\$189,000	\$683,550	\$170,336			\$1,042,886
Construction/Purchase					\$7,949,025	\$5,965,175		\$13,914,200
Other								\$0
TOTAL	\$0	\$0	\$189,000	\$683,550	\$8,119,361	\$5,965,175	\$0	\$14,957,087
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt			\$94,500	\$341,775	\$4,059,681	\$2,982,588		\$7,478,543
State			\$94,500	\$341,775	\$4,059,681	\$2,982,588		\$7,478,543
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$189,000	\$683,550	\$8,119,361	\$5,965,175	\$0	\$14,957,087
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-007

PROJECT TITLE: Roundabout Walker/East Lee

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Installation of a traffic roundabout at the Walker Drive and East Lee Street intersection. Project is the recipient of a VDOT Revenue Sharing Grant as reflected in the numbers below. However, in the Fall of 2021, the Town worked with VDOT on new cost estimates as there was an escalation to bring the total to \$9.3 million which is beyond the Town's funding abilities. At the time, Council determined to keep the grant allocation and work with VDOT on solutions for the larger transportation system. This remains as a placeholder. The Other funding represents a proffer.



GOAL ADDRESSED

Plan Warrenton 2040 T-1.4: Prioritize safety improvements for project implementation based on crash rates, congestion levels, and locations adjacent to schools.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future Years	Total
Land Acquisition								\$0
Architecture/Engineering			\$108,885					\$108,885
Construction/Purchase			\$48,300	\$1,378,456				\$1,426,756
Other								\$0
TOTAL	\$0	\$0	\$157,185	\$1,378,456	\$0	\$0	\$0	\$1,535,641
FUNDING SOURCES								
General Fund				\$467,820				\$467,820
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State			\$78,593	\$689,228				\$767,820
Federal								\$0
Other			\$78,593	\$221,408				\$300,000
TOTAL	\$0	\$0	\$157,185	\$1,378,456	\$0	\$0	\$0	\$1,535,641
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-008

PROJECT TITLE: Improvements to Main Street

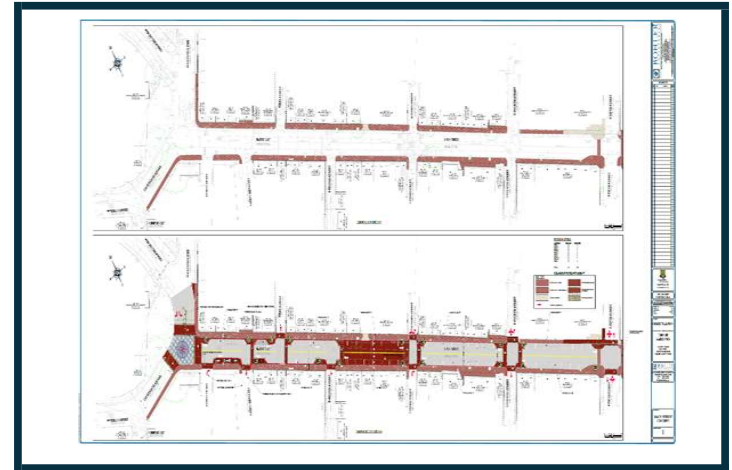
DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

As part of the Town's Main Street Improvement project to enhance the cross-walks and sidewalks. The project is programmed for VDOT Revenue Sharing project with a 50/50 cost share. It is important to note the 2022 General Assembly may approve a budget that allows for the Commonwealth Transportation Board to move funding for Revenue Sharing projects programmed for FY25 and FY26 up one year. If this should happen, the Town can decide if it wants to expedite this project.

GOAL ADDRESSED

Plan Warrenton 2040 T-1.2: Assess the needs for access management strategies and capacity improvements along Warrenton's main corridors and boulevards. T-2.1: Implement the 5 C's of a walkable community: Connected, Comfortable, Convenient, Convivial, and Conspicuous.



ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future Years	Total
Land Acquisition								\$0
Architecture/Engineering			\$146,003					\$146,003
Construction/Purchase				\$1,468,614				\$1,468,614
Other								\$0
TOTAL	\$0	\$0	\$146,003	\$1,468,614	\$0	\$0	\$0	\$1,614,616
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt			\$73,001	\$734,307				\$807,308
State			\$73,001	\$734,307				\$807,308
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$146,003	\$1,468,614	\$0	\$0	\$0	\$1,614,616
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-009

PROJECT TITLE: Route 211/Old Waterloo Improvement

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

1.) The Broadview Improvement Project is due to complete construction in FY 24. The next step is to view the transportation flow, function and safety of the road system for the western entrances into Town to seek how to properly address the increasing demands of this area that includes the WARF, the High School, commuter traffic, Timber Fence Trail, and neighborhoods. This request would provide a design-build option that may be used for future grants and/or funding requests. 2.) To encourage the development of a safe, efficient and balanced transportation system for the movement of people, goods and services, into, out of, and within the Town that is consistent with the land use and is sound in regard to the fiscal consideration of the Town.



GOAL ADDRESSED

Plan Warrenton 2040 L-6.3: Limit new access points and consolidate current entrances off Broadview to improve safety, circulation, and congestion along the corridor. T-1.4: Prioritize safety improvements for project implementation based on crash rates, congestion levels, and locations adjacent to schools.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future Years	Total
Land Acquisition								\$0
Architecture/Engineering				\$44,100				\$44,100
Construction/Purchase					\$340,673			\$340,673
Other								\$0
TOTAL	\$0	\$0	\$0	\$44,100	\$340,673	\$0	\$0	\$384,773
FUNDING SOURCES								
General Fund				\$44,100	\$340,673			\$384,773
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$44,100	\$340,673	\$0	\$0	\$384,773
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-010

PROJECT TITLE: Lee Hwy/Blackwell Road Safety Improvement

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Lee Hwy/Blackwell Road Safety Improvement includes a proposed roundabout with pedestrian enhancements. Lee Highway and Blackwell Road is part of a VDOT "Pipeline Study". In 2022 the Town of Warrenton applied for a VDOT Smart Scale grant to help fund the improvement. Costs to be determined as the grant cycle and study are completed.



GOAL ADDRESSED

Plan Warrenton 2040 Transportation and Circulation Near Turn Recommendations (page 38).

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future Years	Total
Land Acquisition						\$2,066,512		\$2,066,512
Architecture/Engineering				\$2,456,910				\$2,456,910
Construction/Purchase							\$12,133,285	\$12,133,285
Other								\$0
TOTAL	\$0	\$0	\$0	\$2,456,910	\$0	\$2,066,512	\$12,133,285	\$16,656,707
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State				\$2,456,910		\$2,066,512	\$12,133,285	\$16,656,707
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$2,456,910	\$0	\$2,066,512	\$12,133,285	\$16,656,707
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-011

PROJECT TITLE: W Lee/US17BusN/Winchester Intersection Impr

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Intersection Improvements at Broadview/W. Lee Hwy/Winchester. The Town of Warrenton is interested in creating an improvement plan for this important transportation connection between two key arterial corridors. It is also key to the economic development potential of the surrounding area. A subject of a VDOT "Pipeline Study," the Town applied for a VDOT SmartScale grant in 2022 for this project.



GOAL ADDRESSED

Plan Warrenton 2040 Transportation and Circulation Near Turn Recommendations (page 38).

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future Years	Total
Land Acquisition						\$5,563,634		\$5,563,634
Architecture/Engineering				\$2,156,621				\$2,156,621
Construction/Purchase							\$9,852,227	\$9,852,227
Other								\$0
TOTAL	\$0	\$0	\$0	\$2,156,621	\$0	\$5,563,634	\$9,852,227	\$17,572,482
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State				\$2,156,621		\$5,563,634	\$9,852,227	\$17,572,482
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$2,156,621	\$0	\$5,563,634	\$9,852,227	\$17,572,482
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: TC-012

PROJECT TITLE: Signal at Gold Cup/Broadview

DEPARTMENT: Transportation & Circulation (TC)

PROGRAM DESCRIPTION

Engineer and install a signalized light at the intersection of Gold Cup and Broadview Avenue. Future redevelopment in the area will serve as the trigger for this project to move forward.



GOAL ADDRESSED

Plan Warrenton 2040 T-1.2 Assess the needs for access management and capacity improvements along Warrenton's main corridors and boulevards. T-1.4 Prioritize safety improvements for project implementation based on crash rates, congestion levels, and locations adjacent to schools.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future Years	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase						\$409,375		\$409,375
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$409,375	\$0	\$409,375
FUNDING SOURCES								
General Fund						\$409,375		\$409,375
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$409,375	\$0	\$409,375
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

Water and Sewer Fund

Project Detail Pages



PROJECT NUMBER: W-001

PROJECT TITLE: WTP Clearwell Project

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

Study, design, and installation of a clearwell at the Water Treatment Plant or storage within the distribution network. This will allow for additional resiliency.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$95,000	\$500,000						\$595,000
Construction/Purchase	\$834,000		\$5,775,000					\$6,609,000
Other								\$0
TOTAL	\$929,000	\$500,000	\$5,775,000	\$0	\$0	\$0	\$0	\$7,204,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$929,000	\$500,000						\$1,429,000
Stormwater Fund								\$0
Debt			\$5,775,000					\$5,775,000
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$929,000	\$500,000	\$5,775,000	\$0	\$0	\$0	\$0	\$7,204,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: W-002 **PROJECT TITLE: Filter Control Valves** **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION

Replace outdated/failing valves. The current valves have to be reprogrammed on a daily basis.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase	\$750,000	\$250,000						\$1,000,000
Other								\$0
TOTAL	\$750,000	\$250,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund		\$250,000						\$250,000
Stormwater Fund								\$0
Debt	\$750,000							\$750,000
State								
Federal								
Other								\$0
TOTAL	\$750,000	\$250,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

The Town's water distribution system has 18 miles of cast iron (C.I.) pipe ranging in age from 40-80+ years. Although C.I. is serviceable beyond 80 years, staff will evaluate and schedule for replacement of problematic sections of the system that are experiencing increasing breaks and maintenance requirements. These are the first of a multi-year waterline replacement program to replace the older cast iron water mains with ductile iron pipe. Other locations of specific sections of pipe for replacement will be based on most recent break and maintenance records to set priorities. The replacement of the Mountain Tank Waterline was previously listed as a separate project. The funding has been consolidated with this project.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$95,000	\$100,000	\$42,000	\$77,175	\$34,067			\$348,242
Construction/Purchase	\$410,000	\$467,000	\$630,000	\$220,500	\$794,903			\$2,522,403
Other								\$0
TOTAL	\$505,000	\$567,000	\$672,000	\$297,675	\$828,970	\$0	\$0	\$2,870,645
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$505,000	\$567,000	\$672,000	\$297,675	\$828,970			\$2,870,645
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$505,000	\$567,000	\$672,000	\$297,675	\$828,970	\$0	\$0	\$2,870,645
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

Replace existing watermain on Rappahannock St that is Cast Iron with Ductile Iron, which will improve fire flows and reduce pipe breakage repairs. Ductile iron pipe is more resilient and is not as susceptible to main breaks and water loss. An IFB was recently advertised to initiate the planning for this project.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$40,000							\$40,000
Construction/Purchase	\$410,000	\$150,000						\$560,000
Other								\$0
TOTAL	\$450,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$600,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$450,000	\$150,000						\$600,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$450,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$600,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

Engineering evaluation, design, and future needs for the Warrenton Dam. Considerable study is needed to address feasibility and comply with environmental impact and mitigation. A downstream inundation study from a potential break was conducted in FY17 and a structural analysis is required to determine the needs of the existing dam or if a new dam structure will be required.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition		\$250,000						\$250,000
Architecture/Engineering	\$183,848	\$50,000						\$233,848
Construction/Purchase			\$1,575,000	\$1,653,750	\$851,681	\$877,232		\$4,957,663
Other								\$0
TOTAL	\$183,848	\$300,000	\$1,575,000	\$1,653,750	\$851,681	\$877,232	\$0	\$5,441,511
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$183,848	\$300,000						\$483,848
Stormwater Fund								\$0
Debt			\$1,575,000	\$1,653,750	\$851,681	\$877,232		\$4,957,663
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$183,848	\$300,000	\$1,575,000	\$1,653,750	\$851,681	\$877,232	\$0	\$5,441,511
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

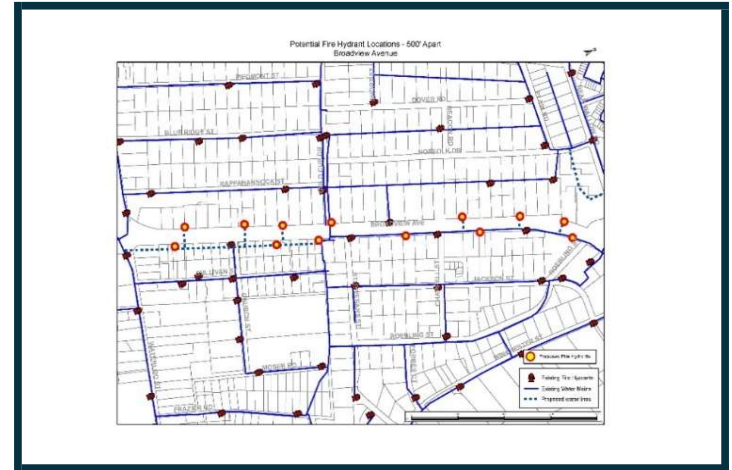
PROJECT NUMBER: W-006

PROJECT TITLE: Broadview Waterline Betterment

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

As part of the Broadview Road Improvements project, the Town is planning to make improvements to the Water Distribution System for improved service to businesses and better fire protection.



GOAL ADDRESSED

Plan Warrenton 2040 CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase	\$62,812	\$810,000						\$872,812
Other								\$0
TOTAL	\$62,812	\$810,000	\$0	\$0	\$0	\$0	\$0	\$872,812
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$62,812	\$810,000						\$872,812
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$62,812	\$810,000	\$0	\$0	\$0	\$0	\$0	\$872,812
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

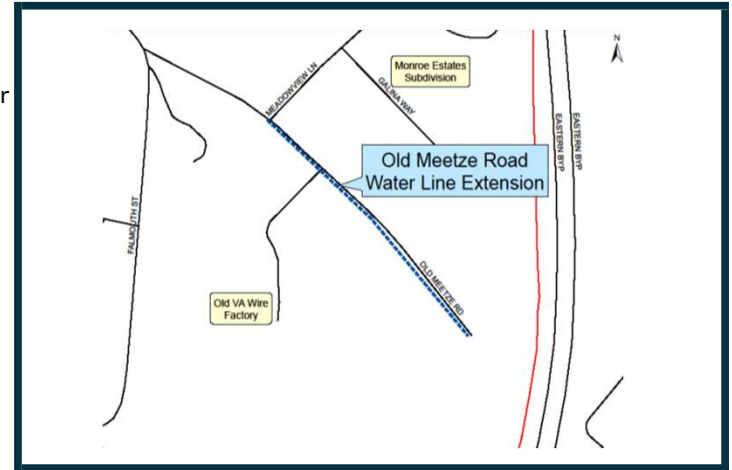
PROJECT NUMBER: W-007

PROJECT TITLE: Utility Connection Program

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

The Utility Connection Program seeks to ensure all residents who desire to hook up to public water and sewer have an available line. For example, a portion of Old Meetze Road, East Street, Richard's Lane, and Broadview Avenue near the Town boundary do not have public waterlines. None of these locations have been surveyed or engineered, so projected budgets are only a placeholder for planning.



GOAL ADDRESSED

Plan Warrenton 2040 CF-4.8: Explore resources to help property owners and promote connection to public water and sewer within the Town boundaries.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 2028-29	Total
Land Acquisition								\$0
Architecture/Engineering	\$20,000							\$20,000
Construction/Purchase		\$60,000	\$63,000	\$69,458	\$78,874	\$92,255	\$111,142	\$474,728
Other								\$0
TOTAL	\$20,000	\$60,000	\$63,000	\$69,458	\$78,874	\$92,255	\$111,142	\$494,728
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$20,000	\$60,000	\$63,000	\$69,458	\$78,874	\$92,255	\$111,142	\$494,728
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$20,000	\$60,000	\$63,000	\$69,458	\$78,874	\$92,255	\$111,142	\$494,728
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: W-008

PROJECT TITLE: Mt. Tank Line Power

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

An increased level of electric power is needed to the Mountain Tank to adequately operate tank mixing and ventilation. This is needed to control the levels of THMs and water stagnation in areas of the tank to maintain water quality limits. Options include running a 3-phase power line from Bear Wallow Road to the tank, which will be very complex, or providing and maintaining a generator on site.

GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering			\$100,000					\$100,000
Construction/Purchase				\$945,000				\$945,000
Other								\$0
TOTAL	\$0	\$0	\$100,000	\$945,000	\$0	\$0	\$0	\$1,045,000

FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund			\$100,000	\$945,000				\$1,045,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$100,000	\$945,000	\$0	\$0	\$0	\$1,045,000

OPERATING IMPACT

Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: W-009 **PROJECT TITLE: WTP Reliability Measures** **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION

Water treatment plant reliability is a critical, on-going process in assessing equipment performance and condition. As a result, operators continually need to assess repairs and needs based on performance and changes in regulations. This includes chemical application, pump, valving, filtration, and electronic control performance.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering			\$68,250					\$68,250
Construction/Purchase				\$248,063	\$255,504	\$380,134		\$883,701
Other								\$0
TOTAL	\$0	\$0	\$68,250	\$248,063	\$255,504	\$380,134	\$0	\$951,951

FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund			\$68,250	\$248,063	\$255,504	\$380,134		\$951,951
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$68,250	\$248,063	\$255,504	\$380,134	\$0	\$951,951

OPERATING IMPACT

Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: W-010

PROJECT TITLE: High Rate Filter, Sediment & Flocc Basin

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

Additional flocculation and sedimentation basins and a new high speed filter to the Water Treatment Process Train.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering				\$882,000				\$882,000
Construction/Purchase					\$6,813,450	\$4,678,569		\$11,492,019
Other								\$0
TOTAL	\$0	\$0	\$0	\$882,000	\$6,813,450	\$4,678,569	\$0	\$12,374,019
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt				\$882,000	\$6,813,450	\$4,678,569		\$12,374,019
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$882,000	\$6,813,450	\$4,678,569	\$0	\$12,374,019
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

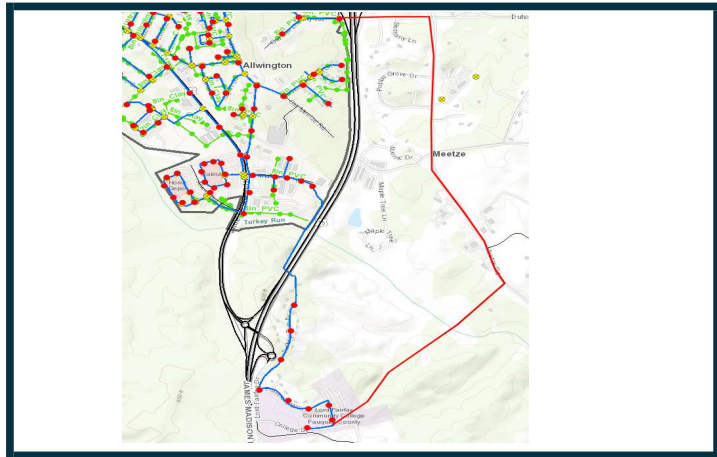
PROJECT NUMBER: W-011

PROJECT TITLE: Water Line Improvements: LRCC

DEPARTMENT: Water (W)

PROGRAM DESCRIPTION

The Town currently serves Laurel Ridge Community College with water. A system that creates a water loop will help with water quality and fire service to the College, which is currently limited. This is a placeholder for planning purposes until the best route and final locations are determined. Potential routes include a loop with Meetze Road or other considerations based on the future Alwington development.



GOAL ADDRESSED

Plan Warrenton 2040 CF-4.8: Explore resources to help property owners and promote connection to public water and sewer within the Town boundaries.

CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering				\$441,000				\$441,000
Construction/Purchase					\$2,271,150	\$2,339,285		\$4,610,435
Other								\$0
TOTAL	\$0	\$0	\$0	\$441,000	\$2,271,150	\$2,339,285	\$0	\$5,051,435
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt				\$441,000	\$2,271,150	\$2,339,285		\$5,051,435
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$441,000	\$2,271,150	\$2,339,285	\$0	\$5,051,435
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: W-012 **PROJECT TITLE: Warrenton Reservoir Dredging** **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION

Dredge Warrenton Reservoir.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase						\$1,309,999		\$1,309,999
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$1,309,999	\$0	\$1,309,999

FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund						\$1,309,999		\$1,309,999
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$1,309,999	\$0	\$1,309,999

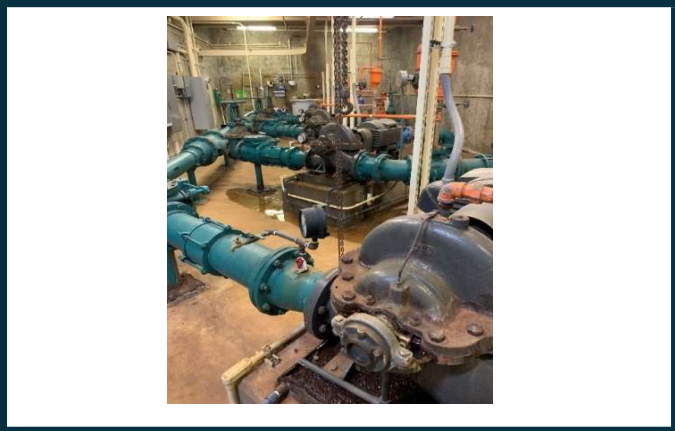
OPERATING IMPACT

Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: W-013 **PROJECT TITLE: Raw Water Pumps** **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION
 Replace aging/obsolete RAW water pumps.



GOAL ADDRESSED
 Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

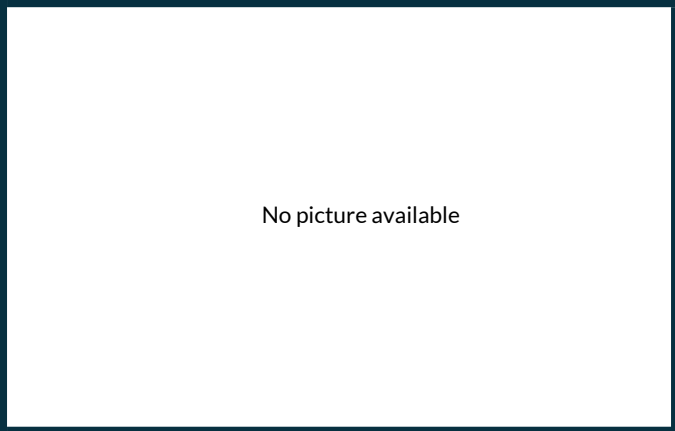
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase						\$467,857		\$467,857
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$467,857	\$0	\$467,857
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$467,857		\$467,857
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$467,857	\$0	\$467,857
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: W-014 **PROJECT TITLE: Airlie Drain Valve** **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION

Replace/Repair Airlie's failing reservoir drain valve.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

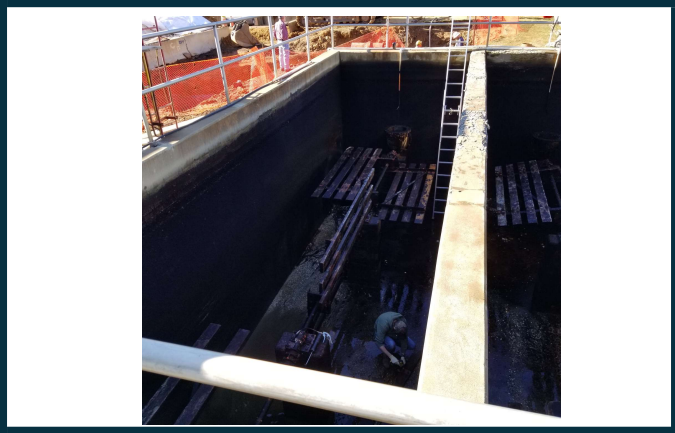
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering						\$116,964		\$116,964
Construction/Purchase						\$233,928		\$233,928
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$350,893	\$0	\$350,893
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$350,893		\$350,893
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$350,893	\$0	\$350,893
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: W-015 **PROJECT TITLE: Basin Coating** **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION

Evaluation, engineering, and design of repair of spalling and deteriorated concrete surfaces and the basin walls of the Water Treatment Plant flocculation basins. Project involves the removal of badly deteriorated concrete and recasting to ensure structural integrity of the basins and prevent continued deterioration due to freeze-thaw and exposure to elements. Walls are to be treated/coated with epoxy coatings to seal and provide long term protection.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering						\$40,937		\$40,937
Construction/Purchase						\$309,955		\$309,955
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$350,893	\$0	\$350,893
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$350,893		\$350,893
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$350,893	\$0	\$350,893
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: W-016 **PROJECT TITLE: Chem Tank** **DEPARTMENT: Water (W)**

PROGRAM DESCRIPTION

Creating a spill containment area around the existing chemical storage tanks.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase						\$233,928		\$233,928
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$233,928	\$0	\$233,928
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$233,928		\$233,928
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$233,928	\$0	\$233,928
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-001

PROJECT TITLE: Primary Clarifiers & Sludge Pump Station

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Primary clarifiers capture and remove wastewater solids from the influent flow at the plant. This project will also include the replacement of the Primary Clarifier sludge pumping station and all associated supporting infrastructure, all of which are well beyond their expected useful lifespan. This upgrade is in route to bring the facilities treatment capacity from 2.5mdg to 3.0mgd.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$474,682							\$474,682
Construction/Purchase	\$6,300,000	\$650,000						\$6,950,000
Other								\$0
TOTAL	\$6,774,682	\$650,000	\$0	\$0	\$0	\$0	\$0	\$7,424,682

FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund		\$650,000						\$650,000
Stormwater Fund								\$0
Debt	\$2,274,682							\$2,274,682
State								\$0
Federal	\$4,500,000							\$4,500,000
Other								\$0
TOTAL	\$6,774,682	\$650,000	\$0	\$0	\$0	\$0	\$0	\$7,424,682

OPERATING IMPACT

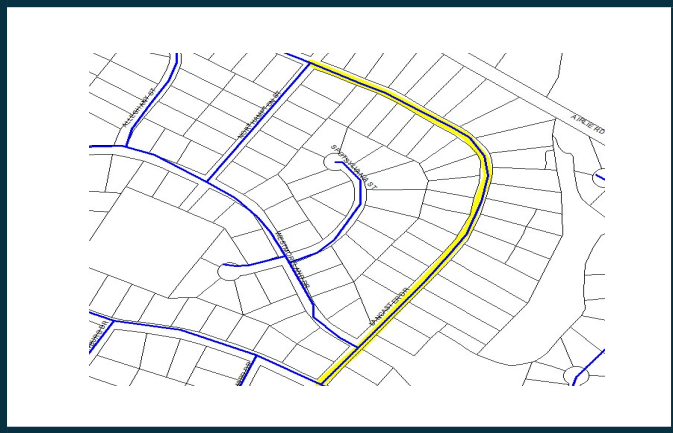
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-002 **PROJECT TITLE: I&I Reduction** **DEPARTMENT: Sewer (S)**

PROGRAM DESCRIPTION

This project seeks to reduce inflow and infiltration into the wastewater system from heavy rainfall events and from broken/damaged piping. This project has been underway for several years and has shown positive results in reducing overall I&I and targets the focus of sewer line rehabilitation efforts.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Architecture/Engineering	\$100,000	\$50,000						\$150,000
Construction/Purchase	\$400,000	\$600,000	\$420,000	\$220,500	\$113,558			\$1,754,058
Other								\$0
TOTAL	\$500,000	\$650,000	\$420,000	\$220,500	\$113,558	\$0	\$0	\$1,904,058
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$500,000	\$650,000	\$420,000	\$220,500	\$113,558			\$1,904,058
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$500,000	\$650,000	\$420,000	\$220,500	\$113,558	\$0	\$0	\$1,904,058
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-003

PROJECT TITLE: Digester No. 2

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

A new digester will use bacteria to break down wastewater biosolids.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

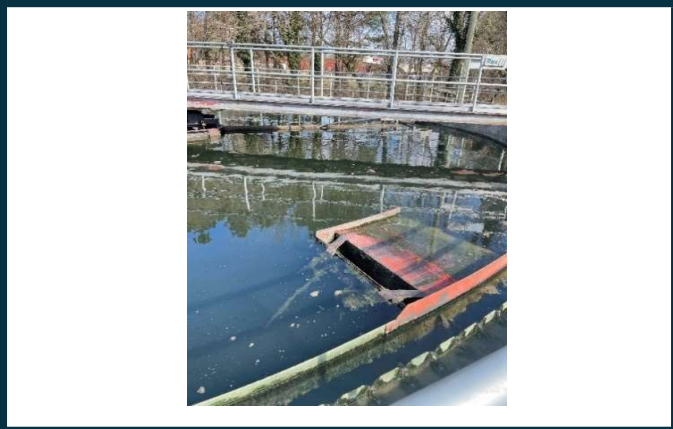
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$292,433	\$350,000						\$642,433
Construction/Purchase				\$6,063,750				\$6,063,750
Other								\$0
TOTAL	\$292,433	\$350,000	\$0	\$6,063,750	\$0	\$0	\$0	\$6,706,183
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$292,433	\$350,000						\$642,433
Stormwater Fund								\$0
Debt				\$6,063,750				\$6,063,750
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$292,433	\$350,000	\$0	\$6,063,750	\$0	\$0	\$0	\$6,706,183
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-004 **PROJECT TITLE: Secondary Clarifier** **DEPARTMENT: Sewer (S)**

PROGRAM DESCRIPTION

Repairs to motorized drive units and tank structures and weir assemblies.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

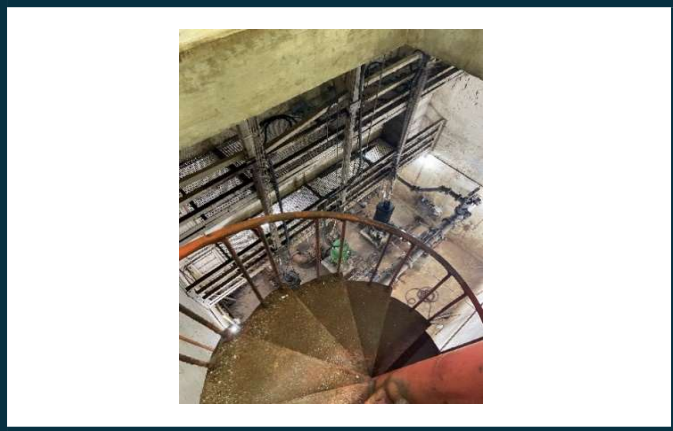
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase	\$250,000							\$250,000
Other								\$0
TOTAL	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$250,000							\$250,000
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-005 **PROJECT TITLE: Cedar Run Pump Station** **DEPARTMENT: Sewer (S)**

PROGRAM DESCRIPTION

Conduct an engineering evaluation of the Cedar Pump Station and maintain. Improve up-front screening, existing wetwell, and improve system hydraulics. Reduce station flooding.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$80,000			\$93,713				\$173,713
Construction/Purchase				\$441,000	\$1,135,575	\$994,196		\$2,570,771
Other								\$0
TOTAL	\$80,000	\$0	\$0	\$534,713	\$1,135,575	\$994,196	\$0	\$2,744,483
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund	\$80,000							\$80,000
Stormwater Fund								\$0
Debt				\$534,713	\$1,135,575	\$994,196		\$2,664,483
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$80,000	\$0	\$0	\$534,713	\$1,135,575	\$994,196	\$0	\$2,744,483
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-006

PROJECT TITLE: Secondary Clarifier and Sludge Pump

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Secondary clarifier captures and removes wastewater solids prior to the denitrification filters.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering		\$150,000	\$420,000					\$570,000
Construction/Purchase				\$7,166,250				\$7,166,250
Other								\$0
TOTAL	\$0	\$150,000	\$420,000	\$7,166,250	\$0	\$0	\$0	\$7,736,250
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund		\$150,000	\$420,000					\$570,000
Stormwater Fund								\$0
Debt				\$7,166,250				\$7,166,250
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$150,000	\$420,000	\$7,166,250	\$0	\$0	\$0	\$7,736,250
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-007 **PROJECT TITLE: Wastewater Treatment Plant Pump Station** **DEPARTMENT: Sewer (S)**

PROGRAM DESCRIPTION

This is the wetwell pump station that provides flow throughout the Wastewater Treatment Plant.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering		\$25,000						\$25,000
Construction/Purchase		\$50,000	\$157,500	\$82,688				\$290,188
Other								\$0
TOTAL	\$0	\$75,000	\$157,500	\$82,688	\$0	\$0	\$0	\$315,188
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund		\$75,000	\$157,500	\$82,688				\$315,188
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$75,000	\$157,500	\$82,688	\$0	\$0	\$0	\$315,188
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-008

PROJECT TITLE: Dewatered Sludge Storage

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Biosolids Storage. This project will completely rehab the storage structure which is beginning to show severe signs of degradation. Scope of work is also to include adding more square footage to the units to increase the amount of solids able to be stored.

GOAL ADDRESSED

Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering		\$60,000						\$60,000
Construction/Purchase			\$577,500					\$577,500
Other								\$0
TOTAL	\$0	\$60,000	\$577,500	\$0	\$0	\$0	\$0	\$637,500

FUNDING SOURCES

General Fund								\$0
Water and Sewer Fund		\$60,000	\$577,500					\$637,500
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$60,000	\$577,500	\$0	\$0	\$0	\$0	\$637,500

OPERATING IMPACT

Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-009 **PROJECT TITLE: Secondary Sludge Pump** **DEPARTMENT: Sewer (S)**

PROGRAM DESCRIPTION

Replacement of existing piston sludge pumps at the secondary clarifiers. Sludge is pumped from the clarifiers to the gravity sludge thickener.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

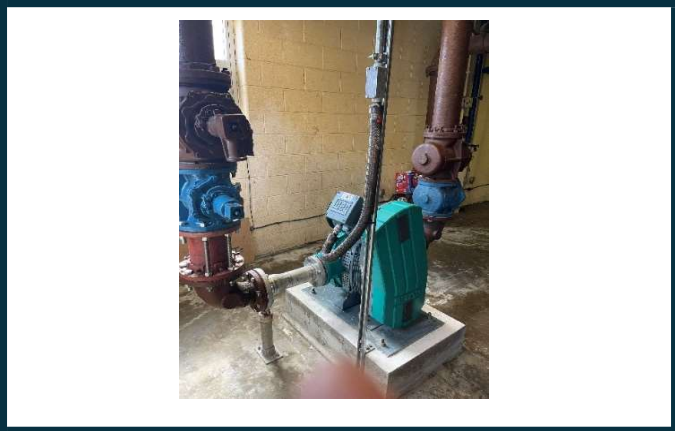
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering		\$25,000						\$25,000
Construction/Purchase			\$131,250					\$131,250
Other								\$0
TOTAL	\$0	\$25,000	\$131,250	\$0	\$0	\$0	\$0	\$156,250
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund		\$25,000	\$131,250					\$156,250
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$25,000	\$131,250	\$0	\$0	\$0	\$0	\$156,250
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-010 **PROJECT TITLE: Primary Digester** **DEPARTMENT: Sewer (S)**

PROGRAM DESCRIPTION

Primary Digester transforms raw sludge into a stabilized state to meet DEQ 503 requirements set forth in the permit



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

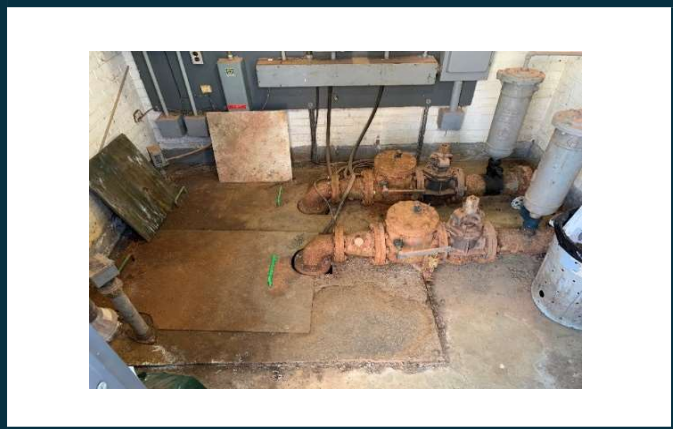
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering				\$551,250				\$551,250
Construction/Purchase					\$1,135,575	\$584,821		\$1,720,396
Other								\$0
TOTAL	\$0	\$0	\$0	\$551,250	\$1,135,575	\$584,821	\$0	\$2,271,646
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt				\$551,250	\$1,135,575	\$584,821		\$2,271,646
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$551,250	\$1,135,575	\$584,821	\$0	\$2,271,646
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-011 **PROJECT TITLE: Taylor Pump Station** **DEPARTMENT: Sewer (S)**

PROGRAM DESCRIPTION

Conduct an engineering evaluation of the Taylor Pump Station and maintain as appropriate. Enlarge existing wetwell and improve system hydraulics.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering						\$87,723		\$87,723
Construction/Purchase						\$2,280,802		\$2,280,802
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$2,368,526	\$0	\$2,368,526
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$2,368,526		\$2,368,526
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$2,368,526	\$0	\$2,368,526
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-012

PROJECT TITLE: Sludge Dewatering

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Install two meter belt filter press. The belt press compresses the water from the biosolids.

GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.



ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase						\$584,821		\$584,821
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$584,821	\$0	\$584,821
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$584,821		\$584,821
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$584,821	\$0	\$584,821
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-013

PROJECT TITLE: Sludge Screen with Enclosure

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Unit to replace the existing aqua guard.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase						\$350,893		\$350,893
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$350,893	\$0	\$350,893
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$350,893		\$350,893
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$350,893	\$0	\$350,893
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-014

PROJECT TITLE: Turkey Run Pump Station #2

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Conduct an engineering evaluation to create design plans for an upgrade to the Turkey Run pump station. This will also allow for improved wastewater services to the LRCC area.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering						\$292,411		\$292,411
Construction/Purchase							\$3,102,184	\$3,102,184
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$292,411	\$3,102,184	\$3,394,594
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund								\$0
Debt						\$292,411	\$3,102,184	\$3,394,594
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$292,411	\$3,102,184	\$3,394,594
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-015

PROJECT TITLE: Plant Hydraulics/Piping

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Required piping for processing in the Wastewater Treatment plant.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase						\$29,241	\$150,591	\$179,832
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$29,241	\$150,591	\$179,832
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund						\$29,241	\$150,591	\$179,832
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$29,241	\$150,591	\$179,832
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

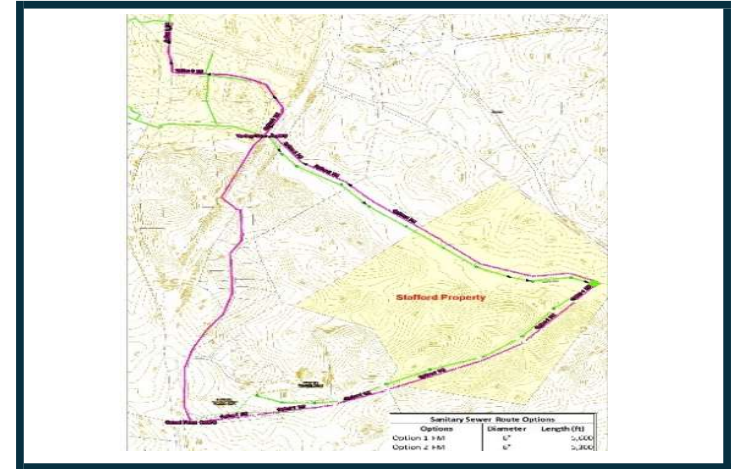
PROJECT NUMBER: S-016

PROJECT TITLE: Sanitary Sewer Improvements to LRCC

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

The Town currently serves Laurel Ridge Community College with sanitary sewer. Long term operational efficiencies are needed, such as potential pump stations and force main work. This will include a functional facility planning exercise is needed to look at the alternatives and benefits prior to surveys and engineering.



GOAL ADDRESSED

Plan Warrenton 2040 CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering							\$361,419	\$361,419
Construction/Purchase								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$361,419	\$361,419
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund							\$361,419	\$361,419
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$361,419	\$361,419
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: S-017

PROJECT TITLE: Headworks Building

DEPARTMENT: Sewer (S)

PROGRAM DESCRIPTION

Headworks building's screen and grit removal. This request is to replace the existing facilities which are outdated and reaching end of life and will odor control during warm weather. This is a priority 2 request as outlined by the WWTP assessment by Whitman, Requardt and Associates, LLP. Hired to asses and provide a road map for maintenance, replacement and upgrades to the WWTP.



GOAL ADDRESSED

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected long-term residential and commercial growth.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering							\$361,419	\$361,419
Construction/Purchase								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$361,419	\$361,419
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund							\$361,419	\$361,419
Stormwater Fund								\$0
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$361,419	\$361,419
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

Stormwater Fund

Project Detail Pages



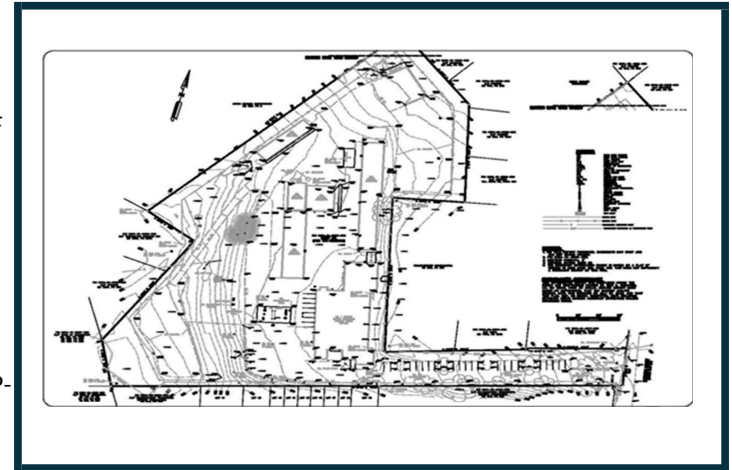
PROJECT NUMBER: SM-001

PROJECT TITLE: Public Works Shop and Yard

DEPARTMENT: Stormwater Management (SM)

PROGRAM DESCRIPTION

In order to comply with the Town's SWPPP for the existing shop facility needs to implement improvements. This project will provide planning and design for site grading, surfacing and drainage improvements to capture runoff and route through new BMP to treat surface water prior to discharge to adequate channel. The Town will apply for SLAF Grant to help fund this project.



GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.

	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
ESTIMATED COSTS								
Land Acquisition								\$0
Architecture/Engineering	\$45,000							\$45,000
Construction/Purchase	\$220,625							\$220,625
Other								\$0
TOTAL	\$265,625	\$0	\$0	\$0	\$0	\$0	\$0	\$265,625
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund	\$265,625							\$265,625
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$265,625	\$0	\$0	\$0	\$0	\$0	\$0	\$265,625
OPERATING IMPACT								
Ongoing maintenance		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000		\$15,000
Other								\$0
TOTAL	\$0	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$0	\$15,000

Description of Operating Impact

PROJECT NUMBER: SM-002 **PROJECT TITLE: Stream Restoration** **DEPARTMENT: Stormwater Management (SM)**

PROGRAM DESCRIPTION

As part of the Town's MS4 Permit, it is required to develop credits for stream bed improvements and credits for nutrient reductions. The Town has a significant unnamed tributary to Cedar Run that parallels Lee Highway from Blackwell Rd and flows to the Bypass. While the Town does not own all of the property through which this stream flows, it does offer an opportunity to work with the property owners to prepare a stream restoration project that can enhance the environment and provide credits. The Town received approval for a SLAF grant to help fund this project.



GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$424,684							\$424,684
Construction/Purchase		\$710,842	\$710,842					\$1,421,684
Other		\$27,164	\$27,164	\$81,492				\$135,820
TOTAL	\$424,684	\$738,006	\$738,006	\$81,492	\$0	\$0	\$0	\$1,982,188
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund	\$212,342	\$369,003	\$369,003	\$40,746				\$991,094
Debt								\$0
State								\$0
Federal	\$212,342	\$369,003	\$369,003	\$40,746				\$991,094
Other								\$0
TOTAL	\$424,684	\$738,006	\$738,006	\$81,492	\$0	\$0	\$0	\$1,982,188
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: SM-003

PROJECT TITLE: Stream Retrofit Rady Park

DEPARTMENT: Stormwater Management (SM)

PROGRAM DESCRIPTION

This project includes the restoration of 593 LF of natural stream that conveys stormwater from Fauquier County through Rady Park and back into Fauquier County. It is a badly eroded stream that Parks & Recreation is concerned causes a safety issue for equipment and local park users. This project is a potential benefit for nutrient reduction credits if soils testing shows acceptable parameters. If so, it would be a possible candidate for a SLAF Grant. This is also a possible teaming effort with the County for the portion of the stream that traverses the County.

GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town’s open spaces.



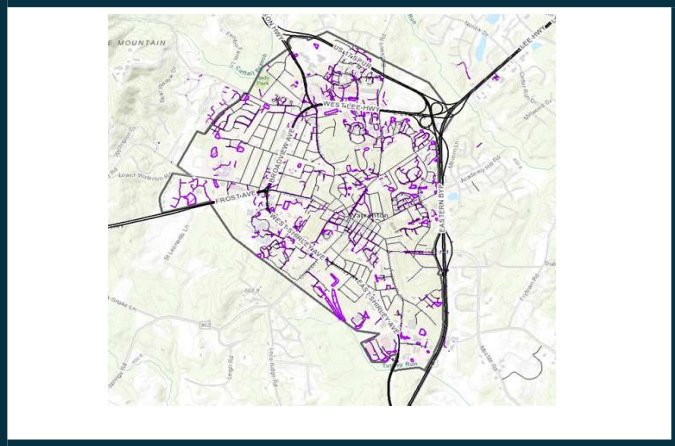
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering		\$6,000	\$73,500					\$79,500
Construction/Purchase				\$771,750				\$771,750
Other								\$0
TOTAL	\$0	\$6,000	\$73,500	\$771,750	\$0	\$0	\$0	\$851,250
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund		\$6,000	\$73,500	\$771,750				\$851,250
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$6,000	\$73,500	\$771,750	\$0	\$0	\$0	\$851,250
OPERATING IMPACT								
Ongoing maintenance				\$14,884	\$15,330	\$15,790	\$16,264	\$62,268
Other								\$0
TOTAL	\$0	\$0	\$0	\$14,884	\$15,330	\$15,790	\$16,264	\$62,268

Description of Operating Impact

PROJECT NUMBER: SM-004 **PROJECT TITLE: Master Drainage Plan** **DEPARTMENT: Stormwater Management (SM)**

PROGRAM DESCRIPTION

An update to the 1990 Master Drainage Plan is needed to take into account improvements completed to date, existing infill projects and their infrastructure, and the impacts of those developments on the existing drainage system. This updated MDP will provide the Town with a listing of high priority drainage improvements needed to the storm drainage infrastructure system to reduce flooding and to improve runoff quality controls.



GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.

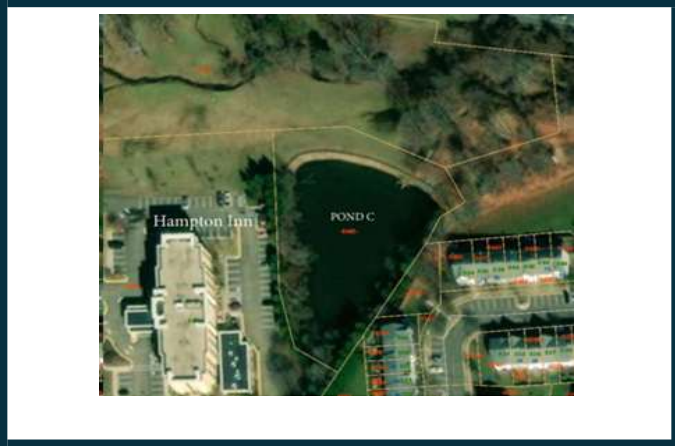
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering		\$100,000	\$210,000	\$220,500	\$227,115	\$350,893		\$1,108,508
Construction/Purchase								\$0
Other								\$0
TOTAL	\$0	\$100,000	\$210,000	\$220,500	\$227,115	\$350,893	\$0	\$1,108,508
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund		\$100,000	\$210,000	\$220,500	\$227,115	\$350,893		\$1,108,508
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$100,000	\$210,000	\$220,500	\$227,115	\$350,893	\$0	\$1,108,508
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: SM-005 **PROJECT TITLE: BMP Facilities** **DEPARTMENT: Stormwater Management (SM)**

PROGRAM DESCRIPTION

Project involves the conversion of existing SWM/BMP structures in the Town to enhance nutrient removal to achieve the goals set in the Total Maximum Daily Load (TMDL) under the DEQ MS4 Stormwater Program. Proposed methods will be the installation of pond fore-bays, modification of intake structures and other approved methods outlined in the BMP clearing house. Project could include Pond C, the pond project at the Methodist Church on Church Street, and Sullivan Street. Garrett Street is being completed under a separate project in FY23.



GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase			\$131,250	\$137,813	\$141,947	\$175,446		\$586,456
Other								\$0
TOTAL	\$0	\$0	\$131,250	\$137,813	\$141,947	\$175,446	\$0	\$586,456
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund			\$131,250	\$137,813	\$141,947	\$175,446		\$586,456
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$131,250	\$137,813	\$141,947	\$175,446	\$0	\$586,456
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

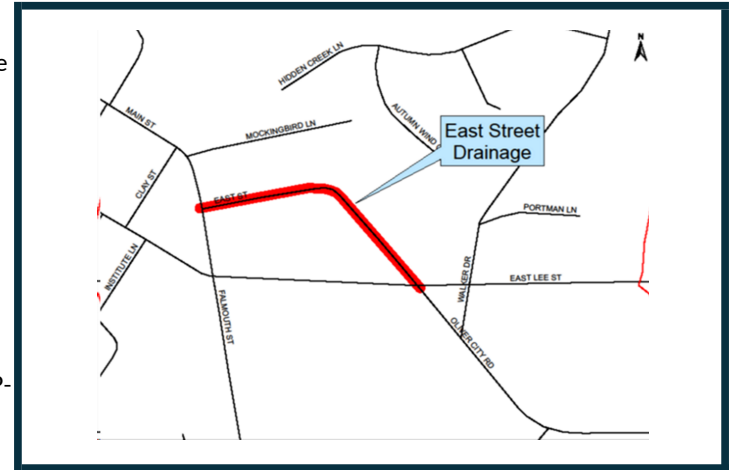
PROJECT NUMBER: SM-006

PROJECT TITLE: East Street Drainage

DEPARTMENT: Stormwater Management (SM)

PROGRAM DESCRIPTION

Install curb and gutter and storm water piping on East Street to alleviate flooding of neighborhood. Project to include curbing on both sides with storm sewer collection and piping into the existing system on East Lee Street. Town will apply for a grant to help fund this project.



GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase			\$31,500					\$31,500
Other				\$259,088				\$259,088
TOTAL	\$0	\$0	\$31,500	\$259,088	\$0	\$0	\$0	\$290,588
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund			\$31,500	\$259,088				\$290,588
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$31,500	\$259,088	\$0	\$0	\$0	\$290,588
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROGRAM DESCRIPTION

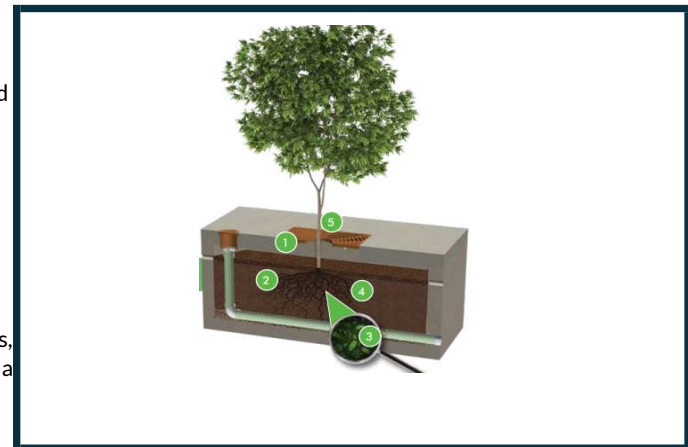
Warrenton was required under the MS4 Permit (Chesapeake Bay TMDL Action Plan 2018-2023) to identify means and methods that may be employed to achieve the necessary second-cycle pollutant reductions, including TP, TN, and TSS reductions. TMDL reduction goals for 40% for the second permit:

Pollutant	Potomac (lbs)	Rappahannock (lbs)	Total (lbs)
Nitrogen	583	122	705
Phosphorus	69	23	92
Total Suspended Solids	57,328	7,889	65,217

Filtterra systems will help meet TMDL nutrient reduction goals (capture suspended solids).

GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.



ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering			\$15,750					\$15,750
Construction/Purchase				\$55,125				\$55,125
Other								\$0
TOTAL	\$0	\$0	\$15,750	\$55,125	\$0	\$0	\$0	\$70,875
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund			\$15,750	\$55,125				\$70,875
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$15,750	\$55,125	\$0	\$0	\$0	\$70,875
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

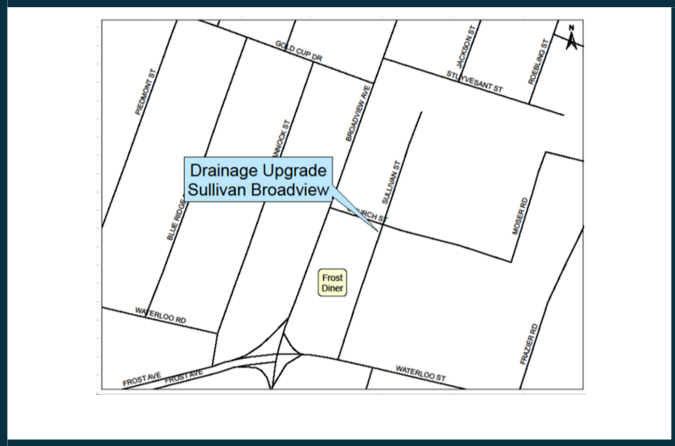
PROJECT NUMBER: SM-008 **PROJECT TITLE: Sullivan/Broadview Avenue Drainage** **DEPARTMENT: Stormwater Management (SM)**

PROGRAM DESCRIPTION

Replace the stormwater drainage system from Sullivan Street to the Broadview Avenue/Waterloo Street intersection.

GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.



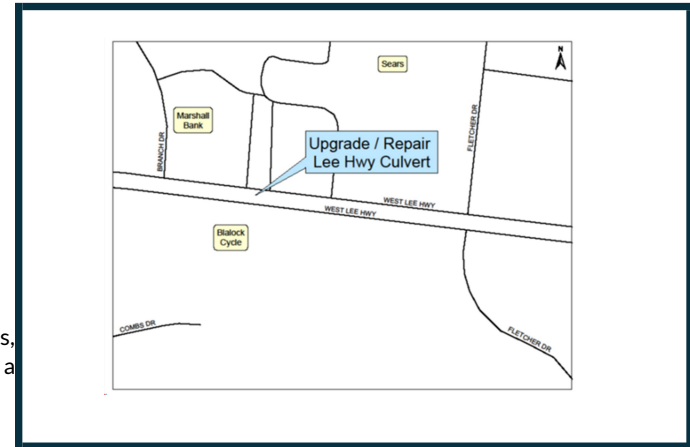
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering				\$33,075				\$33,075
Construction/Purchase					\$254,823			\$254,823
Other								\$0
TOTAL	\$0	\$0	\$0	\$33,075	\$254,823	\$0	\$0	\$287,898
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund				\$33,075	\$254,823			\$287,898
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$33,075	\$254,823	\$0	\$0	\$287,898
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

PROJECT NUMBER: SM-009 **PROJECT TITLE: West Lee Highway Stormwater Culvert** **DEPARTMENT: Stormwater Management (SM)**

PROGRAM DESCRIPTION

Rehabilitation of 4'x6' box culvert under West Lee Highway (between Branch and Fletcher Drive). Reline the culvert walls and base to provide cover to exposed reinforcement and the badly scoured areas.



GOAL ADDRESSED

Plan Warrenton 2040 CF-3.8: Minimize impervious areas in new developments and future road construction projects, thereby reducing stormwater flows and impacts to the Municipal Separate Storm Sewer System program. P-1.3: Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.

ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering						\$29,241		\$29,241
Construction/Purchase						\$175,446		\$175,446
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$204,687	\$0	\$204,687
FUNDING SOURCES								
General Fund								\$0
Water and Sewer Fund								\$0
Stormwater Fund						\$204,687		\$204,687
Debt								\$0
State								\$0
Federal								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$204,687	\$0	\$204,687
OPERATING IMPACT								
Ongoing maintenance								\$0
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Description of Operating Impact

The following projects have either appeared in prior CIPs but are not an identified priority at this time, or they have been discussed but are not ready for inclusion in the CIP.

Community Facilities

- Parking Garage

Transportation and Circulation

- Benner Lane Paving
- 4th to 5th Street Connector
- Winchester and Chestnut
- Falmouth and East Lee Street Traffic Improvement
- Business US 17 / Broadview / Shopping Center Intersection Improvement
- Bear Wallow Road / Broadview Intersection

MAINTENANCE PROJECT SUMMARY

The Town must periodically perform major maintenance or upgrades on the facilities and equipment that is used to deliver services to citizens. This schedule provides a multi-year plan for the necessary upkeep of those items.

As mentioned in the introductory section, these projects are not considered part of the CIP but facilitate financial planning by anticipating the Town’s fiscal requirements on a long-term basis.

GENERAL FUND MAINTENANCE PROJECTS

GENERAL GOVERNMENT

Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future	Total
Strategic Facilities Master Plan	-	40,000	-	-	-	-	-	40,000
HVAC Replacement	55,000	50,000	-	-	-	-	-	105,000
Traffic Light Updates	28,800	52,650	52,650	52,650	52,650	52,650	-	292,050
Sign Replacement	-	45,000	30,000	30,000	30,000	30,000	-	165,000
IT Infrastructure	100,000	50,000	55,000	60,500	66,550	73,205	-	405,255
Enterprise Resource Planning System	-	300,000	840,000	840,000	500,000	100,000	-	2,580,000
	\$ 183,800	\$ 537,650	\$ 977,650	\$ 983,150	\$ 649,200	\$ 255,855	\$ -	\$ 3,587,305

PUBLIC SAFETY

Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future	Total
Fleet Management Vehicle: Police	98,262	180,000	120,000	180,000	120,000	180,000	-	878,262
Additional Police Vehicles	-	180,000	-	-	-	-	-	180,000
	\$ 98,262	\$ 360,000	\$ 120,000	\$ 180,000	\$ 120,000	\$ 180,000	\$ -	\$ 1,058,262

PUBLIC WORKS

Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future	Total
Guard Rail Replacement	50,000	50,000	50,000	50,000	50,000	50,000	50,000	350,000
Facilities Elevator Replacement	-	100,000	-	-	-	-	-	100,000
Roof Replacement	-	10,000	5,000	5,000	5,000	5,000	-	30,000
Energy Management	-	50,000	-	-	-	-	-	50,000
Facilities Asphalt Resurfacing	-	55,000	-	-	-	-	-	55,000
Fleet Management Vehicle: Plow Trucks GF	-	175,000	-	-	-	-	-	175,000
Fleet Management Vehicle: Wheel Loader	-	155,000	-	-	-	-	-	155,000
	\$ 50,000	\$ 595,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 50,000	\$ 915,000

PARKS AND RECREATION

Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future	Total
Fitness Equipment Replacement	25,000	25,000	25,000	-	-	-	-	75,000
Eva Walker Park Basketball Court Resurface	-	50,000	-	-	-	-	-	50,000
Trails at WSC	-	7,500	-	-	-	-	-	7,500
WARF Parking Lot	-	55,000	-	-	-	-	-	55,000
WARF Chiller	-	-	300,000	-	-	-	-	300,000
Waterplay Structure in Leisure Pool	-	-	-	300,000	-	-	-	300,000
	\$ 25,000	\$ 137,500	\$ 325,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 787,500

TOTAL GENERAL FUND MAINTENANCE PROJECTS

	\$ 357,062	\$ 1,630,150	\$ 1,477,650	\$ 1,518,150	\$ 824,200	\$ 490,855	\$ 50,000	\$ 6,348,067
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WATER AND SEWER

Project Name	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Future	Total
Strategic Facilities Master Plan	-	40,000	-	-	-	-	-	40,000
Facilities Physical Security	30,000	30,000	-	-	-	-	-	60,000
Roof Replacement	20,000	10,000	10,000	10,000	10,000	10,000	-	70,000
Energy Management	25,000	-	-	-	-	-	-	25,000
Facilities Asphalt Resurfacing	70,000	55,000	-	-	-	-	-	125,000
Post Aeration Tank Upgrade	-	-	-	25,000	-	-	-	25,000
WTP Drain Field	-	-	-	-	-	40,000	-	40,000
WTP Sewer Lines	-	-	-	-	-	50,000	-	50,000
Fleet Management Vehicle: Pickup Trucks UD	-	120,000	-	-	-	-	-	120,000
Fleet Management Vehicle: Wheel Loader	-	155,000	-	-	-	-	-	155,000
TOTAL WATER AND SEWER MAINTENANCE PROJECTS	\$ 145,000	\$ 410,000	\$ 10,000	\$ 35,000	\$ 10,000	\$ 100,000	\$ -	\$ 710,000



Financial Statements

For the Period Ended March 31, 2023

Table of Contents

- 1 - Cash, Investments and Receivables
- 2 - Budget to Actual - Revenues
- 3 - Budget to Actual - Expenditures

Town of Warrenton, Virginia

Cash, Investment and Receivable Balances

	March 31, 2022	March 31, 2023
<u>CASH</u>		
On Hand	\$ 2,580	\$ 2,580
Checking Accounts	9,567,889	9,837,065
Money Market Accounts	439,388	451,424
TOTAL CASH IN BANK	\$ 10,009,857	\$ 10,291,069
<u>INVESTMENTS</u>		
Virginia Local Government Investment Pool	13,015,460	16,505,376
Virginia Investment Pool	3,815,140	3,707,412
Virginia SNAP	447,007	5,113,663
TOTAL INVESTMENTS	\$ 17,277,607	\$ 25,326,451
 TOTAL CASH AND INVESTMENTS	 \$ 27,287,464	 \$ 35,617,520

Comparison of Yields

Virginia Local Government Investment Pool	0.24%	4.83%
Virginia Investment Pool	0.70%	4.84%
Virginia SNAP	0.45%	5.01%

CASH AND INVESTMENT BALANCES BY FUND

General Fund	\$ 15,071,880	\$ 14,103,148
Water and Sewer Operating	\$ 5,622,520	\$ 5,858,795
Water and Sewer Capital	\$ 1,299,468	\$ 5,047,714
Stormwater Fund	\$ 108,668	\$ 498,256
CSLFRF Fund (ARPA)	\$ 5,184,927	\$ 10,109,608

CASH PROFFER BALANCES

Highland	\$ 103,004	\$ 104,353
Recreation	59,905	59,905
Academy Hill Park	29,260	29,260
	\$ 192,169	\$ 193,518

WATER AND SEWER OPERATING A/R AGING

	March 31, 2022	March 31, 2023	Incr./ (Decr.)
Over 30	63,043	56,706	(6,337)
Over 60	21,352	18,376	(2,976)
<u>Over 90</u>	26,833	14,025	(12,808)
Total	\$ 111,228	\$ 89,107	\$ (22,121)

RESERVE AMOUNTS

	<u>Policy</u>	<u>Calculated Threshold</u>	<u>Reserve Balance</u>
General Fund	50% operating budget	\$ 8,705,642	\$ 8,705,642
-Budget Stabilization	50% of annual surplus, up to 10% operating budget	\$ 1,741,128	\$ 249,909
-Capital Reserve	50% of annual surplus	n/a	\$ 249,909
 Water and Sewer Operating	 200 days	 \$ 3,979,933	 \$ 3,979,933

Town of Warrenton, Virginia

Budget to Actual -- Revenues as of March 31, 2023

Fund / Source of Revenue	Budget		Actual		Budget Remaining
	Full Year	Expected Year-to-Date	Year-to-Date	% of Budget	
GENERAL FUND					
<u>OPERATING</u>					
General Property Taxes	\$ 1,449,235	\$ 1,000,248	\$ 1,232,361	85.04%	\$ 216,874
Local Sales Tax	670,422	502,817	672,427	100.30%	(2,005)
Consumer Utility Tax	495,419	371,564	370,967	74.88%	124,452
BPOL	2,272,525	-	762,559	33.56%	1,509,966
Consumption Tax	64,452	48,339	56,599	87.82%	7,853
Motor Vehicle License Fee	225,000	225,000	195,420	86.85%	29,580
Bank Franchise Tax	800,000	-	54,949	6.87%	745,051
Meals Tax	4,573,645	3,430,234	3,753,130	82.06%	820,515
Cigarette Tax	427,321	320,491	211,878	49.58%	215,443
Lodging Tax	220,000	165,000	196,940	89.52%	23,060
Permits, Privilege Fees & Licenses	328,065	246,049	165,781	50.53%	162,284
Fines & Forfeitures	139,871	104,903	48,803	34.89%	91,068
Use of Money & Property	128,257	96,193	289,429	225.66%	(161,172)
Charges for Services	760,877	570,658	749,094	98.45%	11,783
Miscellaneous Revenue	322,270	241,703	227,407	70.56%	94,863
Non-Categorical Aid	514,522	385,892	428,818	83.34%	85,704
Categorical Aid	2,457,116	1,842,837	2,208,205	89.87%	248,911
Federal Revenue	39,000	29,250	4,500	0.00%	34,500
<u>Use of Fund Balance</u>	<u>1,763,474</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>1,763,474</u>
TOTAL GENERAL FUND	\$ 17,651,471	\$ 9,581,176	\$ 11,629,266	65.88%	\$ 6,022,205
<u>CAPITAL PROJECTS FUND</u>					
<u>Transfers</u>	<u>1,505,805</u>	<u>-</u>	<u>1,334</u>	<u>0.09%</u>	<u>1,504,471</u>
TOTAL CAPITAL PROJECTS FUND	\$ 1,505,805	\$ -	\$ 1,334	0.00%	\$ 1,504,471
<u>ASSET REPLACEMENT FUND</u>					
<u>Transfers</u>	<u>\$ 570,733</u>	<u>\$ -</u>	<u>\$ 34,092</u>	<u>5.97%</u>	<u>\$ 536,641</u>
TOTAL GENERAL CARP FUND	\$ 570,733	\$ -	\$ 34,092	5.97%	\$ 536,641
TOTAL GENERAL FUND	\$ 19,728,009	\$ 9,581,176	\$ 11,664,692	59.13%	\$ 8,063,317

Town of Warrenton, Virginia
Budget to Actual -- Revenues as of March 31, 2023

Fund / Source of Revenue	Budget		Actual		Budget Remaining
	Full Year	Expected Year-to-Date	Year-to-Date	% of Budget	
WATER AND SEWER FUND					
<u>OPERATING FUND</u>					
Transfer Fees	\$ 13,005	\$ 9,754	\$ 5,975	45.94%	\$ 7,030
Use of Money & Property	125,000	93,750	204,675	163.74%	(79,675)
Charges for Services	6,285,142	4,713,857	4,364,776	69.45%	1,920,366
Recovered Costs	20,000	15,000	8,745	43.73%	11,255
Miscellaneous Revenue	-	-	12,211	0.00%	(12,211)
<u>Non-Revenue Receipts</u>	<u>720,733</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>720,733</u>
TOTAL W&S OPERATING FUND	\$ 7,163,880	\$ 4,832,360	\$ 4,596,382	64.16%	\$ 2,567,498
<u>CAPITAL FUND</u>					
Use of Money & Property	\$ 1,000	\$ 750	\$ 7,622	0.00%	\$ (6,622)
<u>Non-Revenue Receipts</u>	<u>9,107,734</u>	<u>6,830,800</u>	<u>78,750</u>	<u>0.86%</u>	<u>9,028,984</u>
TOTAL W&S CAPITAL FUND	\$ 9,108,734	\$ 6,831,550	\$ 86,372	0.95%	\$ 9,022,362
TOTAL WATER AND SEWER FUND	\$ 16,272,614	\$ 11,663,911	\$ 4,682,754	65.11%	\$ 11,589,860
STORMWATER MANAGEMENT FUND					
Local Revenue	\$ 788,083	\$ 591,062	\$ 353,141	44.81%	\$ 434,942
Commonwealth Revenue	48,989	-	35,397	72.26%	13,592
Federal Revenue	1,120,795	-	-	0.00%	1,120,795
<u>Non-Revenue Receipts</u>	<u>293,754</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>293,754</u>
TOTAL SWM FUND	\$ 2,251,621	\$ 591,062	\$ 388,539	17.26%	\$ 1,863,083
CSLFRF FUND (ARPA)					
<u>Federal Revenue</u>	<u>\$ 6,616,648</u>	<u>\$ -</u>	<u>\$ 469,929</u>	<u>7.10%</u>	<u>\$ 6,146,719</u>
TOTAL CSLFRF FUND	\$ 6,616,648	\$ -	\$ 469,929	7.10%	\$ 6,146,719
TOTAL ALL FUNDS	\$ 44,868,892	\$ 21,836,149	\$ 17,205,913	38.35%	\$ 27,662,979
INTERNAL SERVICE FUNDS					
Motor Pool	\$ 640,963	\$ 480,722	\$ -	0.00%	\$ 640,963
Information Technology	\$ 1,728,141	\$ 1,296,106	\$ 682,500	39.49%	\$ 1,045,641

Town of Warrenton, Virginia
Budget to Actual -- Expenditures as of March 31, 2023

Fund/Category	Budget		Year-to-Date	Actual		Budget Remaining
	Full Year	Expected Year-to-Date		Year-to-Date	Encumbered	
GENERAL FUND						
<u>OPERATING</u>						
Council	\$ 345,500	\$ 259,125	\$ 217,475	\$ 9,329	65.65%	\$ 118,695
Town Manager	304,403	228,302	348,828	3,038	115.59%	(47,463)
Legal Services	195,747	146,810	165,810	55,295	112.95%	(25,358)
Human Capital	172,912	129,684	88,494	29,500	68.24%	54,918
Finance	1,062,625	796,969	534,638	7,903	51.06%	520,085
Other Organizations	9,342	7,007	10,009	-	107.14%	(667)
Electoral Board	15,950	11,963	11,213	-	70.30%	4,737
Police	4,273,336	3,205,002	2,747,176	68,638	65.89%	1,457,522
Fire	-	-	42,670	-	0.00%	(42,670)
Emergency Services	175,716	131,787	126,618	0	72.06%	49,098
Public Works	5,497,099	4,122,824	2,655,025	1,107,950	68.45%	1,734,123
Parks and Recreation	2,591,768	1,943,826	1,647,146	140,023	68.96%	804,599
Community Development	1,479,618	1,109,714	766,492	121,613	60.02%	591,513
Contributions	229,004	171,753	217,151	-	94.82%	11,853
Non-departmental	202,645	151,984	116,265	-	57.37%	86,380
Transfers	240,188	180,141	-	-	0.00%	240,188
<u>Debt Service</u>	<u>855,618</u>	<u>641,714</u>	<u>859,119</u>	<u>-</u>	<u>100.41%</u>	<u>(3,501)</u>
TOTAL GENERAL FUND	\$ 17,651,471	\$ 13,238,603	\$ 10,554,129	\$ 1,543,290	68.53%	\$ 5,554,052
<u>CAPITAL PROJECTS FUND</u>						
<u>Capital Projects</u>	<u>\$ 1,505,805</u>	<u>\$ 1,129,354</u>	<u>\$ 97,648</u>	<u>\$ 62,305</u>	<u>10.62%</u>	<u>\$ 1,345,852</u>
TOTAL CAP. PROJECTS FUND	\$ 1,505,805	\$ 1,129,354	\$ 97,648	\$ 62,305	10.62%	\$ 1,345,852
<u>ASSET REPLACEMENT FUND</u>						
<u>Asset Replacements</u>	<u>\$ 570,733</u>	<u>\$ 428,050</u>	<u>\$ 258,365</u>	<u>\$ 181,088</u>	<u>77.00%</u>	<u>\$ 131,280</u>
TOTAL GEN. CARP FUND	\$ 570,733	\$ 428,050	\$ 258,365	\$ 181,088	77.00%	\$ 131,280
TOTAL GENERAL FUND	\$ 19,728,009	\$ 14,796,007	\$ 10,910,141	\$ 1,786,683	64.36%	\$ 7,031,185

Town of Warrenton, Virginia
Budget to Actual -- Expenditures as of March 31, 2023

Fund/Category	Budget		Actual		% of Budget	Budget Remaining
	Full Year	Expected Year-to-Date	Year-to-Date	Encumbered		
WATER AND SEWER FUND						
<u>WATER & SEWER OPERATING FUND</u>						
Water Department	\$ 2,745,340	\$ 2,059,005	\$ 1,548,421	\$ 145,434	61.70%	\$ 1,051,484
Wastewater Department	2,572,732	1,929,549	1,670,566	395,851	80.32%	506,316
Water / Sewer Administration	1,015,529	761,647	686,030	26,363	70.15%	303,136
<u>Debt Service</u>	<u>830,279</u>	<u>622,709</u>	<u>428,432</u>	<u>-</u>	<u>51.60%</u>	<u>401,847</u>
TOTAL W&S OPERATING FUND	\$ 7,163,880	\$ 5,372,910	\$ 4,333,450	\$ 567,648	68.41%	\$ 2,262,783
<u>WATER & SEWER CAPITAL FUND</u>						
Asset Replacements	\$ 3,984,779	\$ 2,988,585	\$ 913,034	\$ 1,068,731	49.73%	\$ 2,003,014
<u>Capital Projects</u>	<u>5,123,955</u>	<u>3,842,966</u>	<u>371,259</u>	<u>1,059,771</u>	<u>27.93%</u>	<u>3,692,924</u>
TOTAL W&S CAPITAL FUND	\$ 9,108,734	\$ 6,831,550	\$ 1,284,293	\$ 2,128,502	37.47%	\$ 5,695,939
TOTAL WATER AND SEWER FUND	\$ 16,272,614	\$ 12,204,461	\$ 5,617,743	\$ 2,696,149	51.09%	\$ 7,958,722
STORMWATER MANAGEMENT FUND						
Operating	\$ 464,110	\$ 348,083	\$ 281,152	\$ 16,104	60.58%	\$ 182,958
Capital Projects	1,217,666	913,250	118,311	524,553	52.79%	574,802
<u>Transfer to Capital Reserve</u>	<u>569,845</u>	<u>427,384</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>569,845</u>
TOTAL SWM FUND	\$ 2,251,621	\$ 1,688,716	\$ 399,463	\$ 540,657	41.75%	\$ 1,852,158
CSLFRF FUND						
<u>Expenditures</u>	<u>\$ 6,616,648</u>	<u>\$ 4,962,486</u>	<u>\$ 469,929</u>	<u>\$ 725,244</u>	<u>18.06%</u>	<u>\$ 5,421,475</u>
TOTAL CSLFRF FUND	\$ 6,616,648	\$ 4,962,486	\$ 469,929	\$ 725,244	18.06%	\$ 5,421,475
TOTAL ALL FUNDS	\$ 44,868,893	\$ 33,651,669	\$ 17,397,276	\$ 5,748,733	51.59%	\$ 21,722,883
INTERNAL SERVICE FUNDS						
Motor Pool	\$ 640,963	\$ 480,722	\$ 425,177	\$ 111,224	83.69%	\$ 104,563
Information Technology	\$ 1,728,141	\$ 1,296,106	\$ 912,547	\$ 204,731	64.65%	\$ 610,863



Department of Finance

Town of Warrenton
21 Main Street
Warrenton, Virginia 20186
(540) 347-1101

TO: Mayor and Town Council

FROM: Stephanie Miller
Finance Director

DATE: May 4, 2023

SUBJECT: Financial review for the period ended March 31, 2023

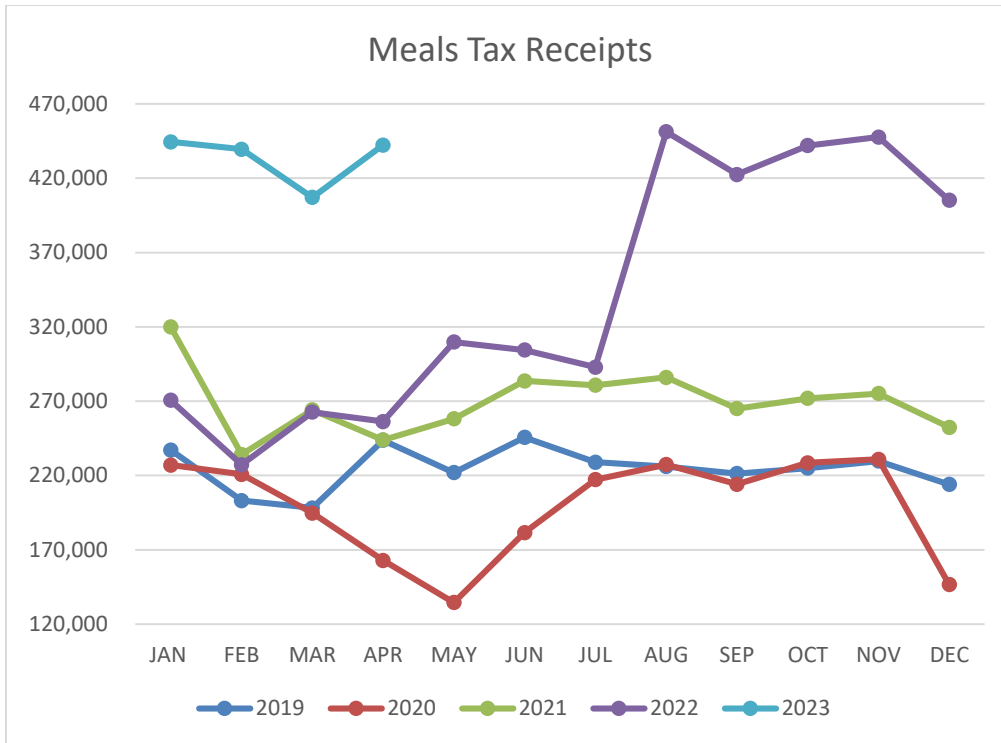
This memorandum is provided to assist the Council in their review of the Financial Statements for the third quarter of FY 2023. This represents 75% of the budget year.

This quarter’s financial review provides revenue trends and delinquent account balances. Real Estate Tax, Stormwater Management Fee, Personal Property Tax and Vehicle License Fee have been added to the Delinquent Account Balances section of the analysis, beginning on page 4.

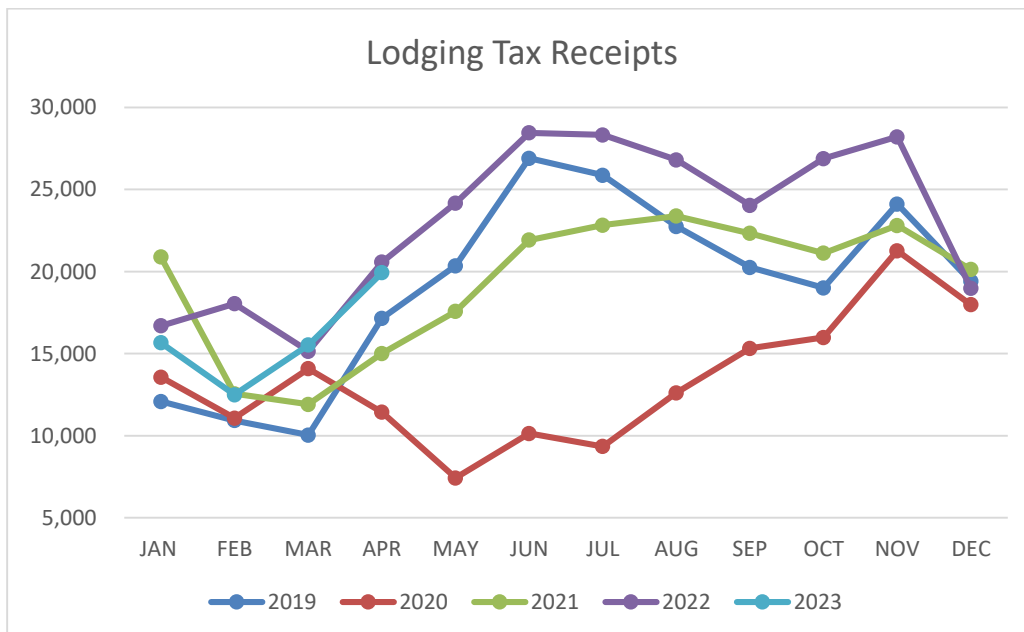
REVENUE TRENDS

A review of monthly revenue categories is provided to assist in understanding how our current receipts compare to prior periods. The data is presented on a cash basis for the current calendar year (2023) and four prior years (2019, 2020, 2021, and 2022). The monthly revenue categories are Meals Tax, Lodging Tax, Local Sales Tax, and Utility Billing Receipts.

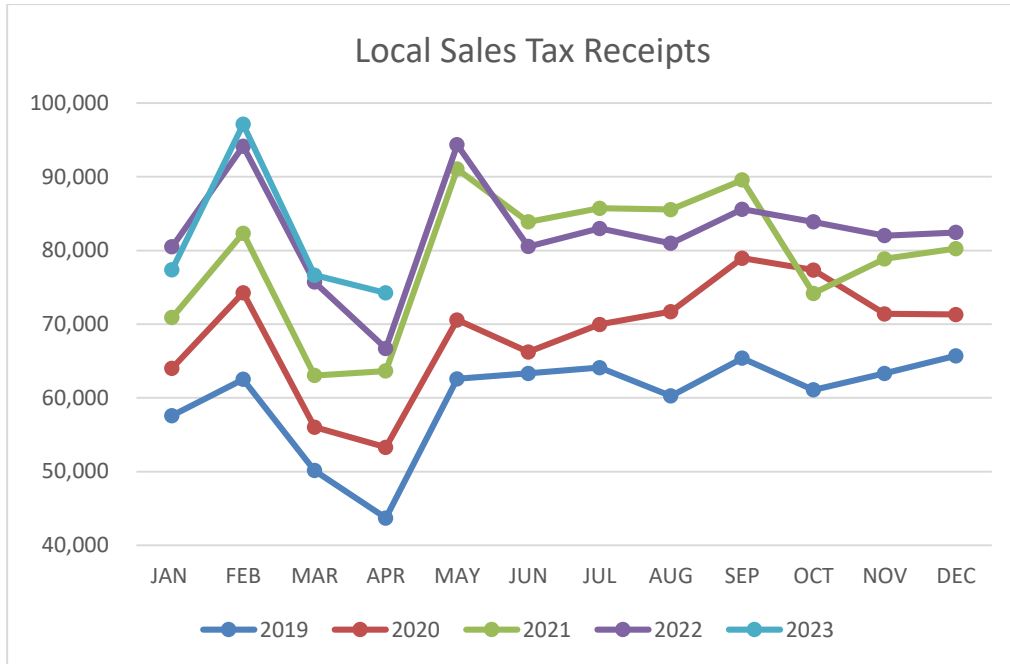
Meals Tax - This is the largest revenue source for the General Fund. Since July 2020, revenue has tracked closely to the data from 2019, apart from January 2020. This was due to mail delivery delays and accounts for the significant increase in January 2021. In April 2021, the revenue in this category matched that received in 2019. Since that time, the revenue has met or exceeded all prior years. The August collections reflect the beginning of the increase in the rate that was adopted in the FY23 budget.



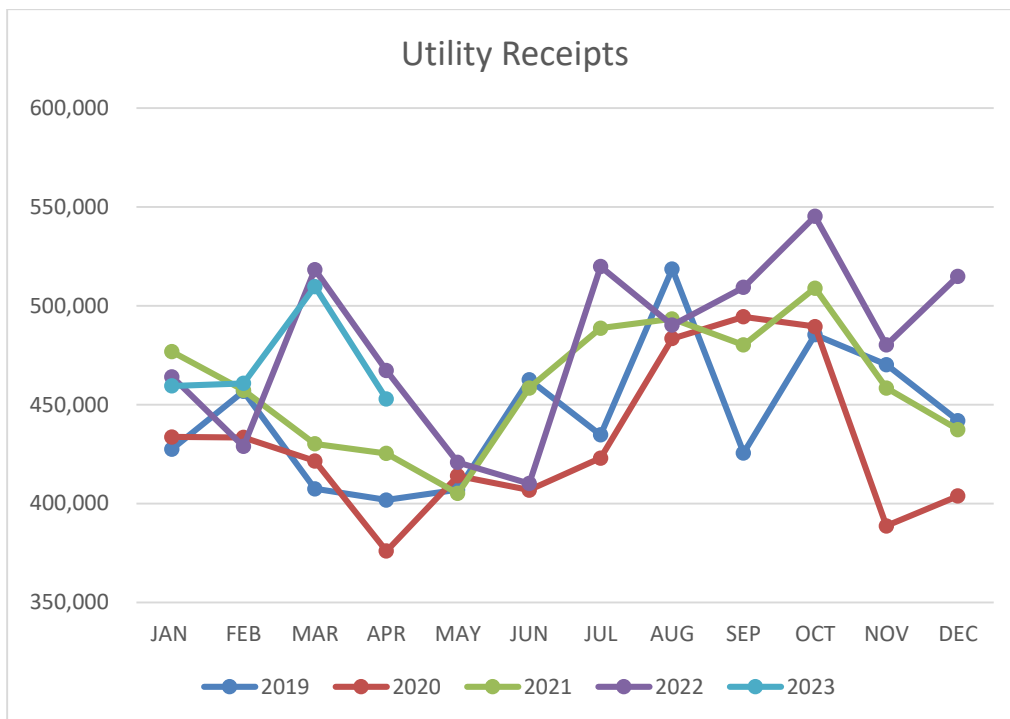
Lodging Tax – This category suffered more severely from the impacts of Covid-19. Revenue dipped in February 2023 but has matched 2022 for March and April 2023.



Local Sales Tax – Sales Tax receipts for January through March are continuing along the same trendlines as 2022. April receipts exceeded the prior year by 11%.



Utility Bills – Receipts in 2023 have generally tracked with those received in the prior year.



DELINQUENT ACCOUNT BALANCES

Real Estate Tax and Stormwater Management Utility Fee

Real Estate tax and the Stormwater Management Utility fee are due twice a year, on June 15th and December 15th. The percent collected and unpaid balances are shown below:

Type	Percent Collected	Unpaid Balance
Real Estate Tax - 1 st half, CY2022	99.0	\$4,004.49
SWM Utility Fee - 1 st half, CY2022	97.3	\$9,510.47
Real Estate Tax - 2 nd half, CY2022	97.5	\$10,463.84
SWM Utility Fee - 2 nd half, CY2022	94.2	\$20,843.31

Personal Property Tax and Vehicle License Fee

Personal Property taxes and vehicle license fees are due once a year on December 15th. The percent collected and unpaid balance for the December 15, 2022 billing is shown below:

Type	Percent Collected	Unpaid Balance
Personal Property Tax	95.9	\$56,732.54
Business Personal Property Tax	90.1	\$44,650.74
Vehicle License Fee	79.0	\$50,470.45

Meals Tax

Meals Tax collectors must file for us to know the amount of tax owed. If they fail to file, we may issue a statutory assessment based on the best available information and pursue collection of that amount.

Filings: The Town has a total of 85 registered Meals Tax collectors. Three businesses have not filed for March 2023, and one of those has not filed for February 2023.

Past Due Amounts: The following businesses have past due Meals Tax balances.

Business	Past Due Amount
Black Bear	\$16,375.95
Fat Tuesday	\$627.09

Lodging Tax

Similar to Meals Tax, businesses must file in order for us to create an assessment. All registered collectors are current in their filings and payments.

Sales Tax

Sales tax is remitted to the State each month based on the County, not the Town, that the business is located in. The local 1% is then sent back to the County. The amount to be distributed to the Towns is determined based on the residency of school-aged children. The County retains 50% of that amount and distributes the remaining 50% to the incorporated Towns based on the percentage of school-aged children residing in each town. There is no information provided by the State regarding delinquent accounts.

Utility Billing

The total delinquent balance is \$22,121 lower than March 2022 with a notable decline in the Over 90 balance.

	<u>March 31, 2022</u>	<u>March 31, 2023</u>	<u>Incr./ (Decr.)</u>
Over 30	63,043	56,706	(6,337)
Over 60	21,352	18,376	(2,976)
<u>Over 90</u>	<u>26,833</u>	<u>14,025</u>	<u>(12,808)</u>
Total	\$ 111,228	\$ 89,107	\$ (22,121)



**Town of Warrenton
Department of Parks and Recreation
FY23 Third Quarter Report**

Revenue Summary								
	FY 2021 Total	FY 2022 3rd Qtr.	FY2022 4th Qtr.	FY2022 Total	FY 2023 1st Qtr.	FY2023 2nd Qtr.	FY 2023 3rd Qtr.	FY 2023 Total
Memberships	\$158,897.04	\$55,937.50	\$79,256.09	\$287,924.14	\$88,400.29	\$58,026.88	\$88,610.12	\$235,037.29
MVPasses	\$38,412.30	\$11,909.00	\$8,361.25	\$43,391.37	\$7,930.50	\$11,976.00	\$13,055.00	\$32,961.50
Daily Admissions	\$44,793.00	\$38,728.00	\$63,140.33	\$180,423.72	\$55,859.05	\$28,006.37	\$42,732.44	\$126,597.86
Programs (Aquatics, Fitness, Recreation)	\$67,815.85	\$43,777.63	\$54,368.13	\$156,799.70	\$21,779.87	\$22,739.00	\$31,997.87	\$76,516.74
Rentals	\$118,193.50	\$110,829.49	\$37,154.25	\$272,185.24	\$30,606.50	\$82,894.00	\$115,697.75	\$229,198.25
Individual Instruction	\$30,077.00	\$29,017.00	\$32,391.00	\$119,670.00	\$21,847.37	\$9,346.50	\$14,568.00	\$45,761.87
Merchandise	\$2,248.44	\$1,147.62	\$1,118.86	\$4,408.79	\$831.98	\$894.67	\$818.72	\$2,545.37
Sponsorship/Grant/ Ad Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Park Rentals and Events	\$6,475.00	\$1,955.00	\$3,287.50	\$9,405.00	\$2,600.00	\$165.00	\$1,082.50	\$3,847.50
Childcare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$713.77	\$244.97	\$242.76	\$612.20	\$384.47	\$186.38	\$354.23	\$925.08
End of period	\$467,625.90	\$293,546.21	\$279,320.17	\$1,074,820.16	\$230,240.03	\$214,234.80	\$308,916.63	\$753,391.46

Monthly Memberships/25 Visit Passes/Admissions Sales Summary								
	FY 2021 Total	FY 2022 3rd Qtr.	FY2022 4th Qtr.	FY2022 Total	FY 2023 1st Qtr.	FY2023 2nd Qtr.	FY 2023 3rd Qtr.	FY 2023 Total
New Annual Memberships	272	97	124	639	175	117	182	292
Renewal Rate	1%	5%	6%	3%	7%	3%	3%	5%
Monthly Memberships	341	222	227	902	178	158	188	336
25 Visit Passes	284	85	62	316	129	86	93	215
Daily Admissions	6,758	6,114	10,413	29,049	7,985	4,237	6,412	12,222
Total Number of Check-ins	42,274	17,232	24,004	79,181	21,627	21,700	25,756	43,327

Monthly Programming Summary								
	FY 2021 Total	FY 2022 3rd Qtr.	FY2022 4th Qtr.	FY2022 Total	FY 2023 1st Qtr.	FY2023 2nd Qtr.	FY 2023 3rd Qtr.	FY 2023 Total
Aquatic Classes Offered	179	85	69	261	71	5	46	122
Number of Participants in Aquatic Classes	N/A	N/A	N/A	N/A	302	17	206	525
Fitness Classes Offered	542	723	747	2681	784	705	738	2227
Number of Participants in Fitness Classes	N/A	4221	4213	16336	4656	4147	5754	14557
Specialty Classes Offered	0	3	3	11	3	3	5	11
Number of Participants in Specialty Classes	0	10	9	41	9	13	14	36
Recreation Programs/Events Offered	0	0	1	3	0	4	0	4
Number of Participants in Recreation Programs/Events	0	N/A	N/A	N/A	0	181	0	181

Rentals								
	FY 2021 Total	FY 2022 3rd Qtr.	FY2022 4th Qtr.	FY2022 Total	FY 2023 1st Qtr.	FY2023 2nd Qtr.	FY 2023 3rd Qtr.	FY 2023 Total
Swim Lanes	N/A	N/A	N/A	N/A	395	2894	3279	6568
Birthday Parties	0	56	59	181	46	71	53	170
Facility Rentals	0	12	59	83	17	81	125	223
Pavilion Rentals	52	8	46	96	28	15	2	45
Field Rentals	1	1	0	6	1	0	0	1



**Quarterly Report
FY23 Third Quarter**

Maintenance

CIP

Roof: The roof repair has been completed. Leak tests were performed to ensure that the work was done properly and fixed all the leaks.

ARPA

Fitness and Studio Floor Replacement: Wellness Solutions was selected as the vendor to complete the replacement of the fitness center floor and multipurpose room floor. Material has been ordered and work is expected to begin at the end of April.

Fitness Equipment Replacement: The following pieces of equipment have been ordered and replaced: Smith machine and a treadmill. The following pieces of equipment were added to the fitness room: a second rowing machine, stair stepper and leg curl/extension machine.

Revenue Highlights

We saw an increase in annual pass holder sales as well as an increase in the purchase of 25 visit pass and daily admissions.

Significant increase in rentals due to swim meets, birthday parties and other facility rentals.

Park Rentals and Events experienced a decline at the beginning of the quarter due to the colder temperatures but began to pick back up with the warmer weather.

Programs

Aquatics

We offered 46 aquatic classes to include group swim lessons, lifeguard classes and water safety instructor classes with over 200 participants total.

Fitness

Additional strictly strength, yoga and Zumba classes were added to the schedule, as well as aqua yoga, aqua Zumba and an align, breath and control class.

Seasonal Programs/Special Events

We partnered with a Shenandoah University Occupational Therapy Doctoral student on their Doctoral Capstone project to bring the Grace Program to the community. The Grace Program was developed by

the student intern to create a more inclusive soccer program for youth with varying abilities in the community. The program included implementation of tasks and activities that helped to improve balance, bilateral integration, and other skills along with emotional regulation and sensory tactics. There were 6 participants in the program, and they met at Academy Hill and the WARF when there was inclement weather. Caregivers and participants of the program reported improvements in various areas to an overall better quality of life.

Rentals

During the 3rd quarter we hosted 53 birthday parties at the WARF, as well as 2 large swim meets, high school swim meets and a regional meet.

Staffing

Due to our active recruiting of lifeguard staff through offering certification courses and social media advertising we have hired 10 new lifeguards and 1 new head guard. We have continued to operate at reduced hours for both the leisure and competition pools but are hopeful that we can return to normal operating hours in the 4th quarter.

Additionally, we have hired 4 additional customer service specialists and 1 manager on duty.

We have also trained and hired 3 additional water safety instructors.

On February 26, we held our quarterly all staff meeting. The quarterly meeting included a review of our Emergency Action Plan, as well as several interactive emergency scenarios for the staff to participate in.



TOWN OF WARRENTON

POLICE DEPARTMENT

333 Carriage House Lane • Warrenton, Virginia 20186
Telephone (540) 347-1107 • Fax (540) 341-4190



Item c.

Police Department Quarterly Report 1st Quarter January 2023 through March 2023

Calls for service:

For the reporting period between January through March of 2023, the Warrenton Police Department handled 4,540 calls for service. Most of these calls for service that involved crimes were for larceny related offenses followed by fraud related offenses, with traffic enforcement accounting for 10% of all sworn officers’ total work time. There was also a healthy number of officer-initiated premise checks (2236) which includes both officer-initiated activity and directed patrols.

The police department continued to experience a significant decrease in quality-of-life (QOF) related offenses, (drunk in public, drug distribution, and noise violations) within the Haiti St. Community. This was due to an enforcement strategy put into place in August 2022 that involved existing relationships with community stakeholders. As a result of this strategy, which included an increased presence combined with officers utilizing procedural justice principles along with evidence-based enforcement strategies, the number of calls for service on Haiti Street declined dramatically from August 2022 to the present, with there being only two calls for service on Haiti Street in March 2023. Of those two calls, none of them were QOF related offenses.

The Police Department is continuing our outreach within the community and continues to see a reduction in calls for service to date.

Special Events:

The first quarter of the year was a slow time for special events. During this period, the Town’s Special Event Task Group worked diligently on completing the Standard Operating Procedures (SOP) for special events in accordance with the Town’s ordinance on Use of Public Grounds.

The following special events were held from January through March 2023:

Date	Event	Sponsor
1/7-3/25/23	BLM Vigil for Action	BLM Vigil for Action
1/22-3/25/23	Winter Market	ToW and EOTW
3/18/23	St. Paddy’s Day Parade	O’Briens’ Irish Pub
3/31/23	RollOut Warrenton	EOTW
1/7-3/25/23	BLM Vigil for Action	BLM Vigil for Action



TOWN OF WARRENTON

POLICE DEPARTMENT

333 Carriage House Lane • Warrenton, Virginia 20186
Telephone (540) 347-1107 • Fax (540) 341-4190



Item c.

Traffic stop data:

The following traffic stop data is compiled by our department daily and forwarded to the Virginia State Police quarterly:

Stops by Race:

January: 109 White; 17 Black; 5 Asian

February: 85 White; 15 Black; 2 Asian

March: 125 White; 20 Black; 3 Asian

Stops by Ethnicity – Hispanic Specific:

January: 68 Summons; 62 Warnings

February: 66 Summons; 37 Warnings

March: 62 Summons; 66 Warnings

From January through March 2023, the Warrenton Police Department conducted 363 traffic stops within the town limits. Traffic Safety Officer Corporal J. Shaver continues to focus his attention on education and enforcement.

Promotions/Transfers:

During the first quarter of 2023, the Warrenton Police Department promoted Lieutenant Andrew Arnold to Deputy Chief of Police (rank of Major). This was following a competitive promotional process involving several members of the Department. The assessment team commented that all of the candidates were strong and that the police department was lucky to have so many individuals with the skills to take on the role, if necessary.

During the same period, Sergeant Kevin Turner accepted a transfer to the position of Property and Evidence Officer/Training Coordinator. Sergeant Turner has a passion for training, already being a general instructor, firearms instructor, and a field training officer, and is excited to initiate new training programs to keep the officers of the Warrenton Police Department up to date with best practices in training and procedures.

Community Development
 Quarterly Report
 2023 – 1st Quarter

Please accept this as the quarterly activity report for Community Development:

Community Development received more land development requests, legislative applications, and zoning/building permits during the 1st quarter of 2023 compared to Q4 of 2022. Over the first three (3) months of 2023, the department processed 23 business license applications, 3 sign permits, 7 zoning permits, 10 land development reviews, 4 pre-application meeting requests, 137 building permit reviews and associated inspections, processing of 29 legislative applications (Special Use Permits, Certificates of Appropriateness). The department continues to process grants, and administer transportation projects. The building inspector, fire inspector and Director handle off-hour emergencies, special event inspections when food vendors and/or amusement devices are anticipated, property maintenance issues and zoning enforcement as needed.

Zoning Applications/Permitting:

- 23 Business Licenses
- 3 Sign Permits
- 7 Zoning Permits
- 6 Zoning Inspections
- 2 Zoning Confirmations
 - Hampton Inn- 501 Blackwell Road
 - 141 W Lee Hwy
- 6 Land Development Projects
 - Amazon Data Center site plan under review
 - Valvoline Site plan under review
 - Oak View Bank site plan under review
 - Sheetz remodel site plan under review
 - Walker Drive Land Bay E site plan under review
 - Fields of Dakota As-Built reviewed
- 4 Other Reviews
 - 320 Culpeper Street boundary line adjustment
 - Dobson Property- Fauquier County application
 - St. John's Church SUP Review
 - Walmart SUP Review
- 4 Pre-Application/Speculative Project Meetings
 - 320 Culpeper Street BLA
 - Warrenton United Methodist Church- Hero's Bridge
 - 124-148 Lee Street SUP
 - 122 Sullivan Street- Existing auto repair shop adding auto sales use
- 11 Special Projects
 - FOIA Requests
 - Special Event Committee
 - Zoning Official attended DCR Floodplain Training

- Zoning Official attended NFIP Floodplain Management Training
- Zoning Official attended Building Code and the NFIP Training through FEMA & DCR
- Zoning Official attended webinar on current permitting software updates
- 4 Meetings with Town residents to discuss proper permitting for short term rentals within their residences
- Zoning & Building staff met on site at 30 S Second Street with Landmark CRE representative to discuss addressing concerns for existing/upcoming tenants
- Staff met with engineer of record to discuss minor changes to the O'Reilly's site plan
- Staff attended a site visit to Winchester Chase property to address concerns related to unfinished work/ bonding
- Zoning and Building staff met with a citizen on Main Street with interest in a street piano

Planning Operations:

Town Council

- SUP 2022-03 Amazon Data Center
- Budget Retreat
- 2022 Planning Commission Annual Report
- Transportation Update
- Horse Show Grounds
- Town County Liaison Meeting

Planning Commission

- January Organizational Meeting
- SUP 2022-06 Chick Fil A Work Session
- 2022 Annual Report Development and Acceptance
- Certified Planning Commissioner Training Special Work Session
- New Planning Commissioner Onboarding Orientation

Architectural Review Board

- January Organizational Meeting
- 12 ARB COAs
- 15 Administrative COAS

Legislative Applications/Pre-Applications

- SUP 22-05 Warrenton Village Pre-Scoping/Meetings
- SUP 23-01 St Johns
- SUP 23-02 Wal Mart
- 121 Broadview Avenue Day Care
- 101 Winchester B&B
- Warrenton United Methodist/Heroes Bridge
- 124-148 East Lee Street
- 87 Moser B&B
- 189 Roebling Street B&B
- 122 Sullivan Street Auto Repair and Sales

Transportation

- Fauquier Transportation Coordination Meetings

- VDOT Project Selection Revenue Sharing/TAP Meeting
- Broadview Safety Improvement Project
- Speed Studies

Special Projects

- FOIA Requests
- Lawsuits
- Job Advertisement/Interviews
- Capital Improvement Program
- Dominion Public Stakeholder Meetings
- Habitat for Humanity Meetings
- Government Day Leadership Fauquier
- APA National Planning Conference
- Fauquier County Arrington Rezoning TIA

Building Review:

- Issued 137 Building Permits

Administrative:

- Hired the Zoning Administrator – Heather Jenkins
- RFP Evaluations
- CIP Discussions
- Paypoint Organizational Meetings
- Fauquier High School – Logistical Meeting
- Tree Board Meeting
- Winchester Chase Bond Discussion
- 187 Linden Discussion
- OpenGov Meeting to discuss software
- Farmer's Market Administration
- Budget Retreat
- Discussions with Venable regarding litigation
- Site Meeting for sidewalk at 86 E. Lee Street



**Public Works and Utilities
Quarterly Report
First Quarter 2023**

Please accept this as the quarterly report for the Public Works and Utilities Departments.

Commendable Achievements

- Three Public Works employees obtained their Commercial Drivers Licenses. They are among the first employees to obtain this through the Towns' E.L.D.T. Program (Entry Level Driving Training).
- The majority of Public Works & Utilities employees completed their Safety Training.
- One Public Works employee completed APWA's Principles of Public Works Training.
- Training from OSHA and FEMA, continues with one staff member having completed both.
- The cemetery team performed their annual Spring clean-up, much to the appreciation of Town residents.
- Winter Road Condition Alert System was designed and implemented by The Senior Admin. Assistants for social media. Admins. have also participated in FEMA and SAFETY training.
- We welcomed one new employee to the Public Works Department.
- PW & U Admins created a week long, Town -Wide employee engagement program for team building purposes.

Public Works:

- Along with regular assignments, the Christmas Tree Collection Pickup for recycling program was successfully completed.
- One lane total of 784' on Bearwallow Road was paved.
- 1,120 pounds of debris was removed from the Blackwell Road.
- The slope on Benner Dr. and at the old Waterplant was re-graded.

- Granite stone around the base of the Cemetery Monument and the Welcome to Warrenton sign on 211 was installed.



- The road to the Mountain Tank water tank was rebuilt.



- Bollards were installed on Second Street at Main Street.



- Staff installed two walk bridges at Rady Park that were built by Fauquier County High School from the Carpentry II class.

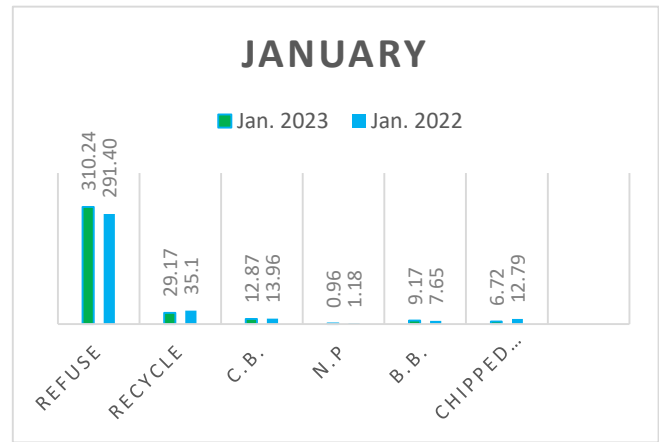


Walkability Study Repairs included:

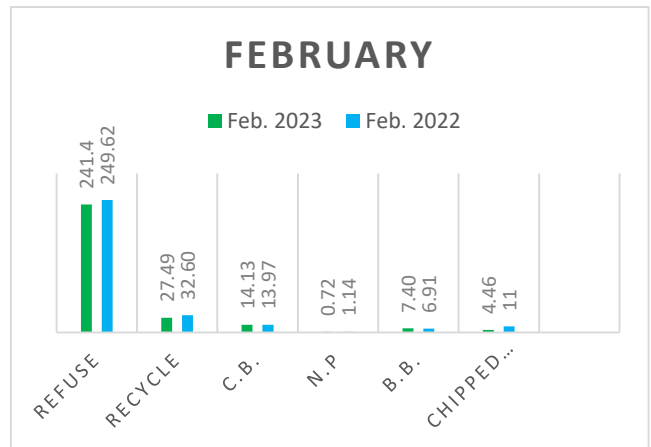
- Grinding tree roots that are hazardous or destructive to property.
- Sidewalk repairs on Alexandria Pike.
- Removing and replacing sidewalk bricks on Bearwallow Road.
- Repairing approximately 30' of sidewalk in the Big Gold Cup.
- Removing a ramp on Carriage House Lane and repairing the sidewalk which allowed for an additional parking spot.

Refuse and Recycling tonnages for the 1st. Quarter of 2023

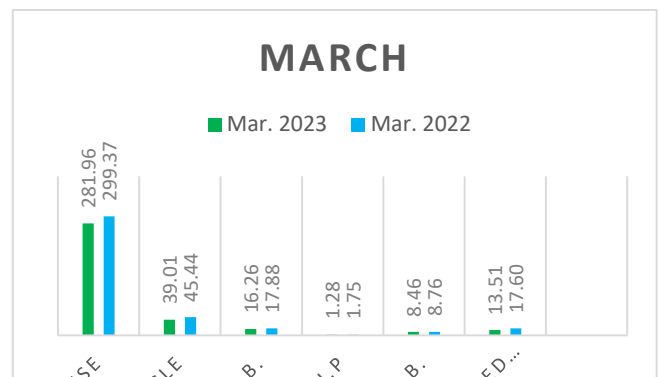
	Jan. 2023	Jan. 2022
Refuse	310.24	291.40
Recycle	29.17	35.1
C.B.	12.87	13.96
N.P	0.96	1.18
B.B.	9.17	7.65
Chipped Brush	6.72	12.79



	Feb. 2023	Feb. 2022
Refuse	241.4	249.62
Recycle	27.49	32.60
C.B.	14.13	13.97
N.P	0.72	1.14
B.B.	7.40	6.91
Chipped Brush	4.46	11



	Mar. 2023	Mar. 2022
--	-----------	-----------



Refuse	281.96	299.37
Recycle	39.01	45.44
C.B.	16.26	17.88
N.P	1.28	1.75
B.B.	8.46	8.76
Chipped Brush	13.51	17.60

Public Utilities:

- Staff responded to 2 after-hours emergency water main breaks.
- In cooperation with the Stormwater Team, staff started removing dirt and debris from the storm sewers.
- The Annual Spring water flushing schedule began. This project is scheduled for completion at the end of April.
- The team repaired a sewer lateral on Culpeper Street between Hotel Street & Lee Street.



- 0 New service lines installed.
- 2 Main lines repaired.
- 0 Sanitary sewer lines Installed 0 Repaired. Total of 0 Feet.

Meter Dept:

- 1 Meter installed. 21 Meters replaced. 67 Read & Transfer.
- 1 Water connections issued.

- 87 Water cut-ons/offers. 63 Non Payment 24 Repairs/Non-Use.
- 113 Meter registers replaced.
- 16 Meter Boxes/Lids Repaired/Uncovered.

Taps Committed & Available for Sale:

(Based on the December 2002 Capacity and Growth Evaluation, Performed by Whitman & Requardt & Associates)

Residential:	Jan.	Feb.	March
In-Town Water	<u>818.5</u>	<u>818.5</u>	<u>818.5</u>
In Town Sewer	<u>705</u>	<u>705</u>	<u>705</u>
Out of Town Water	<u>269</u>	<u>269</u>	<u>269</u>
Out of Town Sewer	<u>276</u>	<u>276</u>	<u>276</u>

***Taps Committed for St. Leonards Farm – Water & Sewer
Approved: 45 Quantity Purchased to date: 0 Quantity available: 45

***Taps Committed for Fletcherville - Sewer Only
Approved: 44 Quantity Purchased to date: 42 Quantity available: 2

***Taps Committed for Millfield – Water & Sewer
Approved: 42 Quantity Purchased to date: 41 Quantity available: 1

***Taps Committed for Whites Mill – Water & Sewer
Approved: 161 Quantity Purchased to date: 158 Quantity available: 1

Commercial:

	Jan.	Feb.	March
In-Town Water	<u>348</u>	<u>348</u>	<u>348</u>
In Town Sewer	<u>362</u>	<u>362</u>	<u>362</u>
Out of Town Water	<u>16</u>	<u>16</u>	<u>16</u>
Out of Town Sewer	<u>16</u>	<u>16</u>	<u>16</u>

Misc. Taps Committed to Out of Town from the Town/County master water & sewer

agreement:

Water Approved: 217 Purchased: 139 Available: 78
Sewer Approved: 250 Purchased: 111.5 Available: 138.5

Water Treatment Plant:

	January	February	March
Total gallons pumped (All Sources):	<u>31,787,500</u>	<u>28,216,807</u>	<u>31,626,000</u>
Average gallons per day:	<u>1,025,403</u>	<u>1,007,743</u>	<u>1,061,522</u>
Total gals. pumped same month last year:	<u>32,179,516</u>	<u>29,556,148</u>	<u>32,368,497</u>
Average gallons per day:	<u>1,038,049</u>	<u>1,055,577</u>	<u>1,044,145</u>

Wastewater Treatment Plant:

	January	February	March
Total gals. flow through the sewage plant:	<u>50,400,000</u>	<u>49,330,000</u>	<u>51,030,000</u>
Average gallons per day:	<u>1,625,806</u>	<u>1,761,786</u>	<u>1,646,129</u>
Total gals. flow during the same month last year:	<u>51,800,000</u>	<u>49,610,000</u>	<u>52,430,000</u>
Average gallons per day:	<u>1,670,968</u>	<u>1,771,786</u>	<u>1,691,290</u>
Total inches rainfall:	<u>2</u>	<u>2.9</u>	<u>2.2</u>

Stormwater (SW) Community Outreach:

- **Stream Clean-Up on March 18, 2023:** Glory Days-CVS to Hampton Inn. Area – Bohler Engineering Volunteers.
- **Stormwater Poster Contest - “Stop the pollution quick, don't make the water sick”:** Each spring, Fauquier County and Town of Warrenton stormwater programs hold a poster contest to increase students' awareness of stormwater pollution and allow them to spread their own pollution prevention message through art. The contest is open to 3rd, 4th, and 5th Grade students in Fauquier County and the Town of Warrenton. Entries are due on April 20, 2023.



Attention all 3rd, 4th, & 5th Grade Artists!

2023 theme is "Stop the pollution quick, don't make the water sick".

STORMWATER POSTER CONTEST

Entry closing date is April 20, 2023
Drop off at Town Hall
21 Main Street, Warrenton, VA
Attn: Stormwater Poster Contest

WARRENTON

STORMWATER POSTER CONTEST

Attention all 3rd, 4th, and 5th grade students! Enter the contest, [click here for details](#).

DETAILS HERE...

- **The Surprising Story of Stormwater:** The Stormwater Team started a new educational activity for third through fifth graders in the Town and Fauquier County schools. The Town provided almost one hundred books to students. Work in progress.

Engineering & Project Status:

Site Plans/Permits Support and Reviews:

- Washington Street, Street Lights
- Amazon Data Center
- Retail Auto Parts
- Valvoline Oil Change Site Plan
- 320 Culpeper Str Subdivision
- Fields of Dakota As-Built
- Country Chevrolet SDP 2022-3
- Warrenton Village Center-SUP2022-05
- Oak Street Subdivision
- St. Johns Church SUP
- Millfield Sections 5 & 6 (Fauquier Co.)

Special Project Update:

- VDOT Broadview Avenue Improvements:
 - a. Right of Way settled- Foster's & Burger King: Legal issues still to be resolved.
 - b. VDOT Pre-Advertisement Committee meeting held March 8th.
 - c. Betterment revisions to be complete in April to coordinate with Rappahannock St. waterline replacement.
- Rappahannock Street Waterline Replacement.
 - a. Engineering review and support of Consultant's design.
- Inflow and Infiltration Reduction for Sanitary Sewer System:
 - a. Investigation to Cedar Run trunk sewer being planned.
- Flow Monitoring Program:
 - a. Water Billing has a systematic approach to correlate water sales in sanitary pump station (PS) service areas.
 - b. Developing method for comparing PS flows to water sales.
- Garrett Street Stormwater Pond Retrofit:
 - a. Assistance in revising plantings for suitability for wetland environment.
 - b. Assist with rock determinations.
 - c. Project proceeding to late Spring/early summer completion.
- 5th Street Parking Lot Bio-Swale Project:
 - a. Bright Construction Group committed to return in April to complete final grading and seeding to meet PW requirements.
- Stream Restoration, Tributary to Cedar Run (Hampton Creek):
 - a. Initial P.O. issued to Consultant/Contractor to initiate permitting & design.
 - b. Coordinating with Property Owners for Easements.
 - c. Grant received from DEQ for \$991,185 from the Local Assistance Fund.
 - d. This covers 50% of the anticipated project costs.
 - e. Coordinating with Town Attorney for Easement Deed Language.

- Automated Water Filling Station, Corral Farms:
 - a. Final paving planned to be complete early April.
 - b. Equipment start-up and training planned next quarter, as early as May 2023
 - c. Project remains within budget.

- Timber Fence Trail, Segment 2:
 - a. Comments being address from VDOT review of final design.
 - b. The easement plat and deed completed and signed by all.
 - c. Advertisement planned in April for Construction Engineering & Inspections.
 - d. Bids for Construction anticipated summer of 2023.

- Cedar Run Pump Station:
 - a. Coordinate kick-off meeting with Consultant and Operations Team.
 - b. Gather and provide historical data for pump station to Consultant.

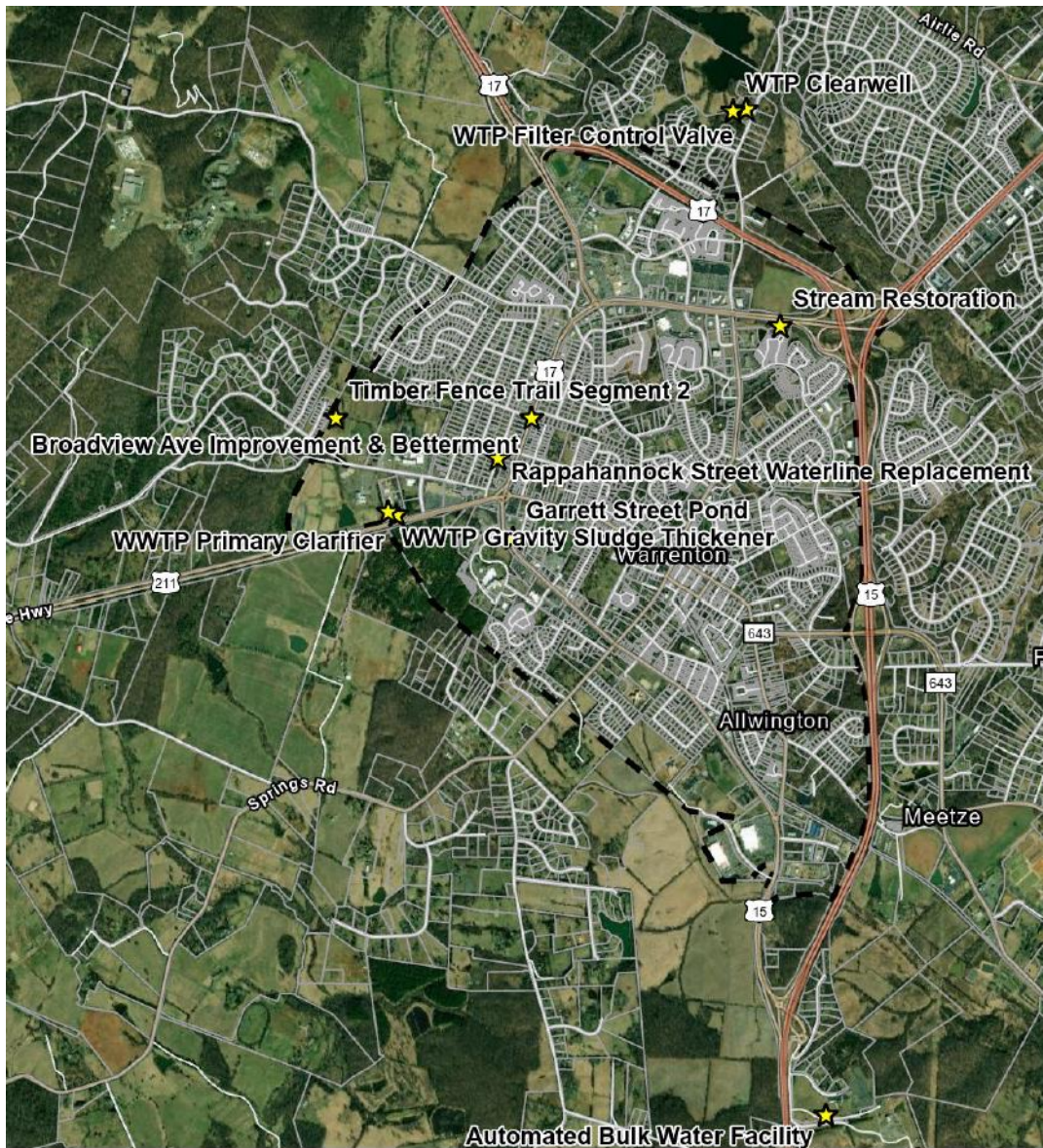
- Fiber Optic Cable
 - a. Coordinate with Fiberlight/ MMI for repairs to damaged cable on Rt. 211.



The Town of Warrenton
P.O. Box 341
Warrenton, VA 20188
P (540) 347-1101
F (540) 349-2414

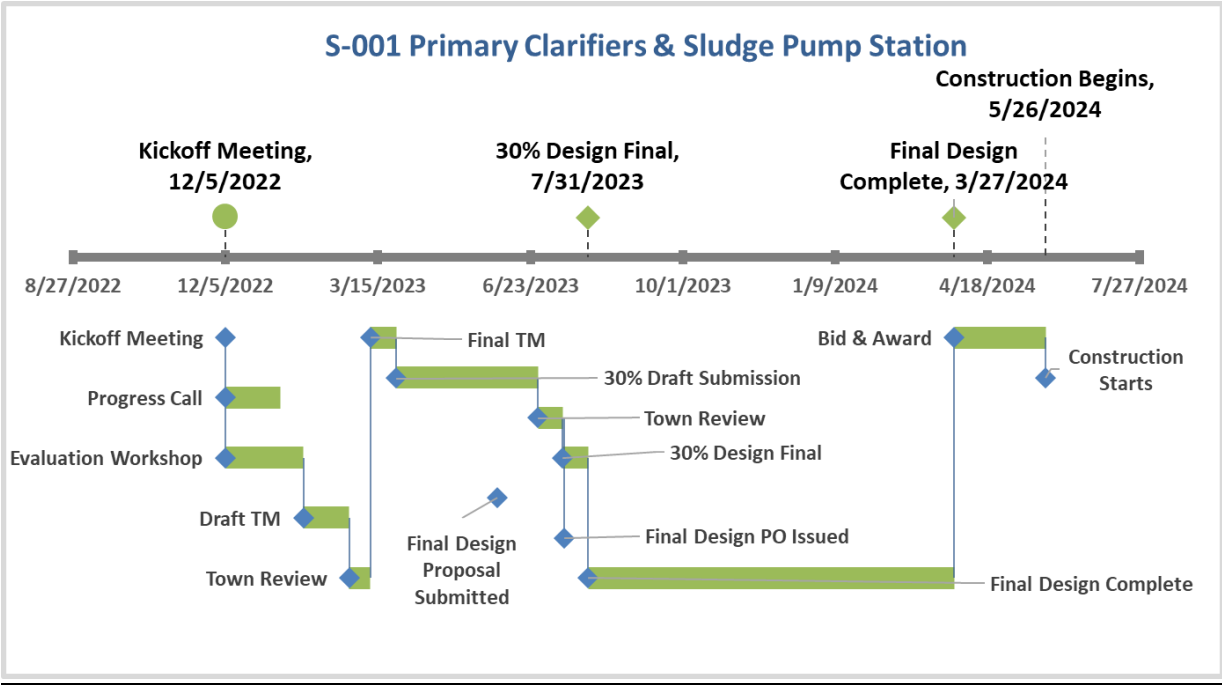
May 2023 Quarterly Report

Capital Improvement Projects



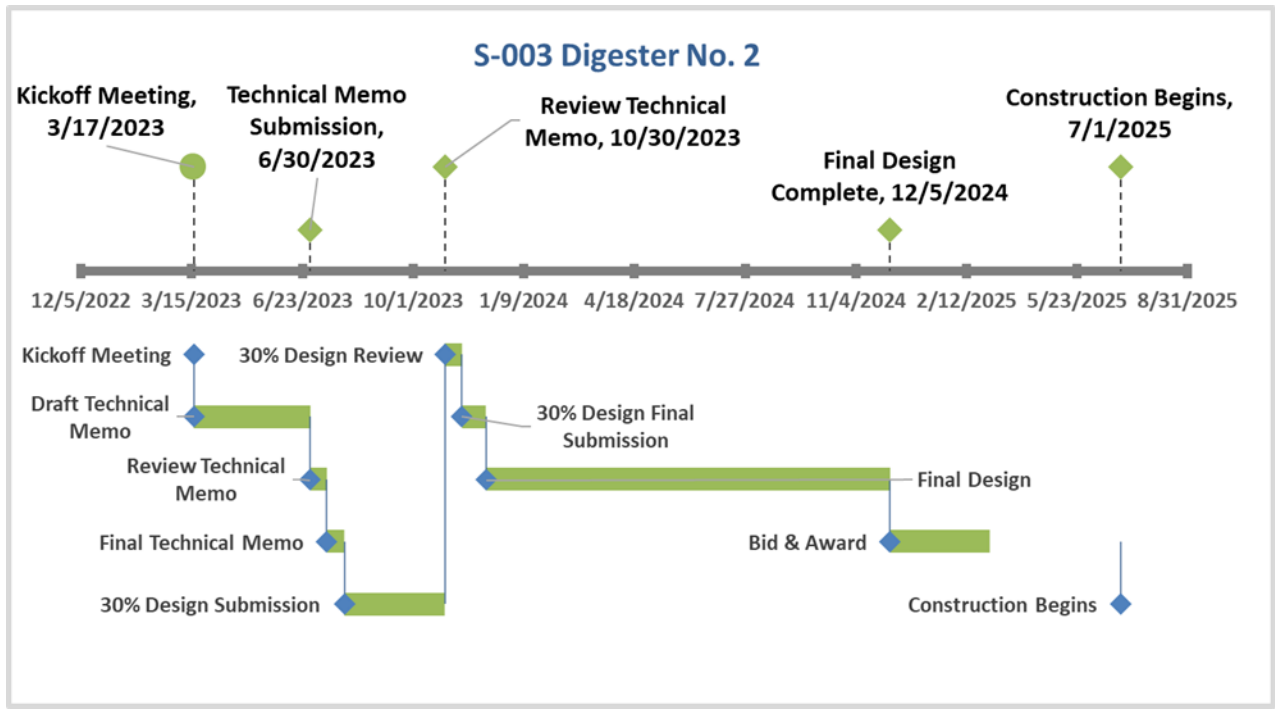
S-001 Primary Clarifiers & Sludge Pump Station

- Project Timeframe and Budget:
 - Preliminary Design-
 - Started December 5, 2022
 - Completion July 31, 2023
 - Final Design-
 - Start August 1, 2023
 - Completion March 27, 2024
 - Project Award-
 - May 26, 2024
 - Construction Phase-
 - Start June 1, 2024
 - Completion June 1, 2026
 - Estimated Cost-
 - Design \$474,682
 - Construction \$6,950,000
 - Funding Source-
 - Debt \$2,274,682
 - Federal \$4,500,000
 - Water and Sewer Fund \$650,000
 -



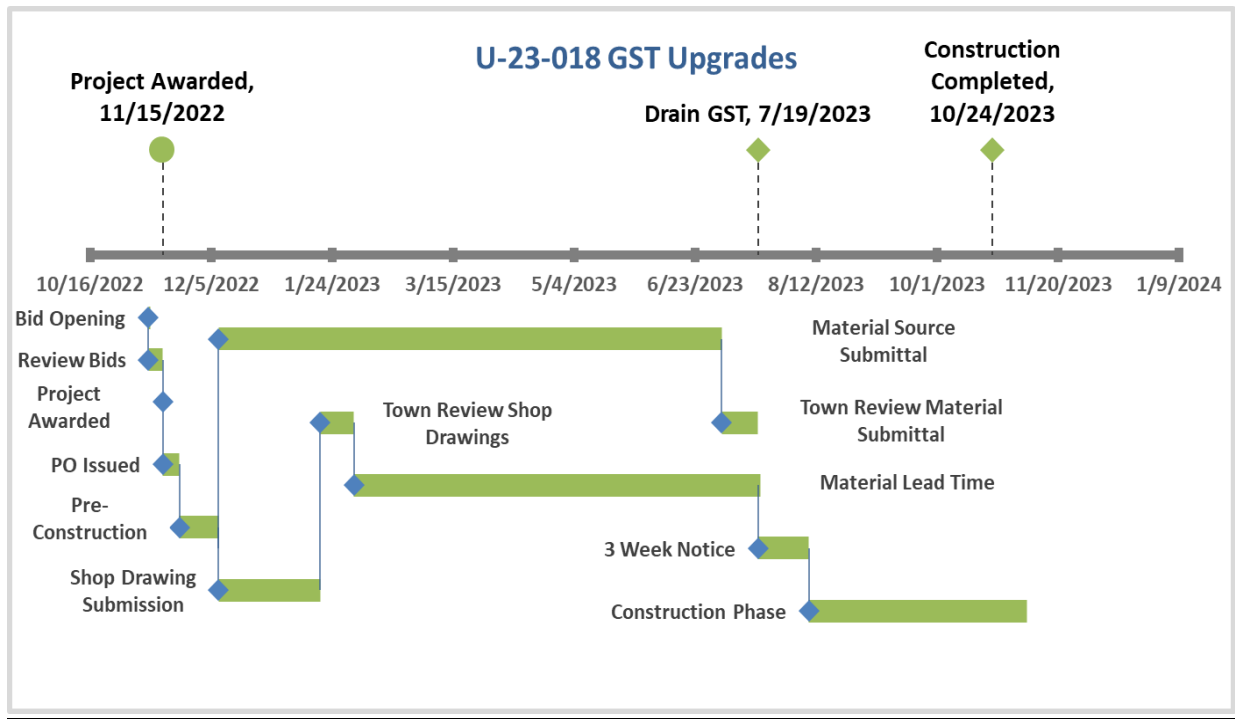
S-003 Digester No. 2

- Project Timeframe and Budget:
 - Preliminary Design-
 - Started March 17, 2023
 - Completion December 6, 2023
 - Final Design-
 - Start December 6, 2023
 - Completion December 2024
 - Estimated Construction Phase-
 - Start July 1, 2025
 - Completion TBD
 - Estimated Cost-
 - Design \$642,433
 - Construction \$6,063,750
 - Funding Source-
 - Water and Sewer Fund \$642,433
 - Debit \$6,063,750



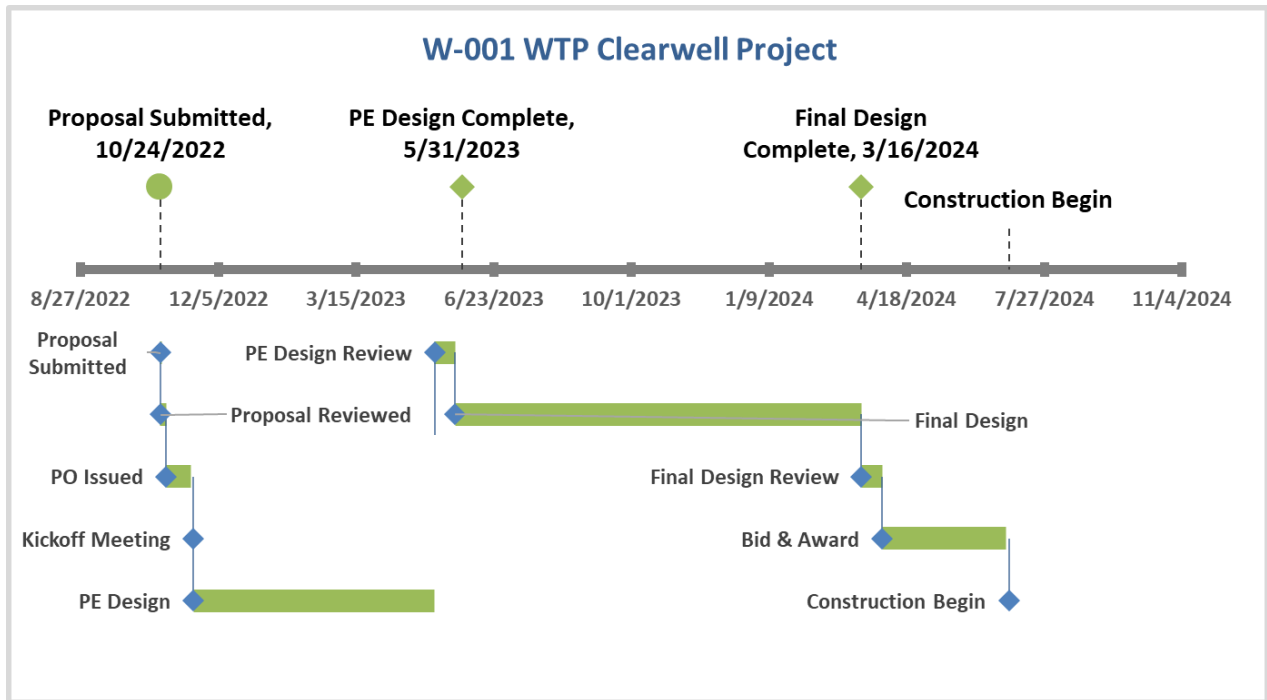
U-23-018 GST Upgrades

- Project Timeframe and Budget:
 - Project Awarded-
 - November 15, 2022
 - Pre-Construction Meeting-
 - December 8, 2022
 - 3-Week Notice-
 - Start July 19, 2023
 - Construction Phase-
 - Start August 9, 2023
 - Completion November 6, 2023
 - Estimated Cost-
 - Construction \$546,844
 - Funding Source-
 - Water and Sewer Fund \$600,000



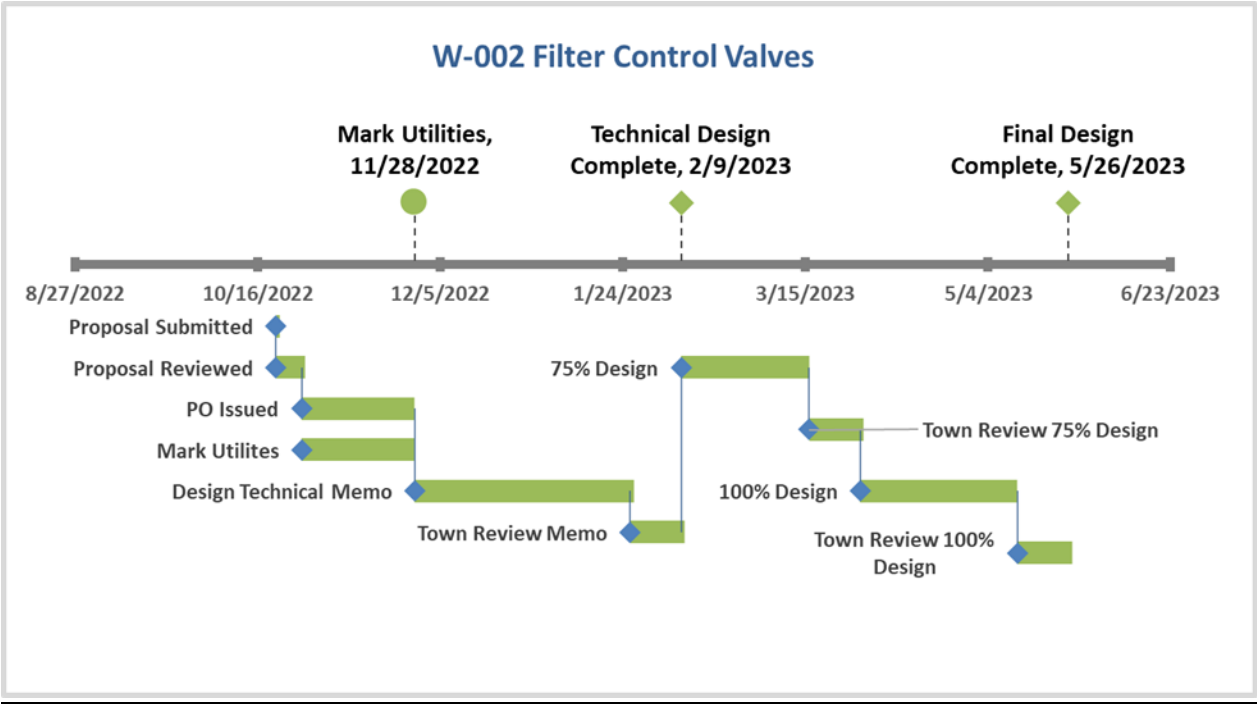
W-001 WTP Clearwell Project

- Project Timeframe and Budget:
 - Preliminary Design-
 - Started October 28, 2022
 - Completion May 11, 2023
 - Final Design-
 - Start May 11, 2023
 - Completion March 1, 2024
 - Project Award-
 - TBD
 - Construction Phase-
 - Start TBD
 - Completion TBD
 - Estimated Cost-
 - Design \$595,000
 - Construction \$6,609,000
 - Funding Source-
 - Water and Sewer Fund \$1,429,000
 - Debit \$5,775,000



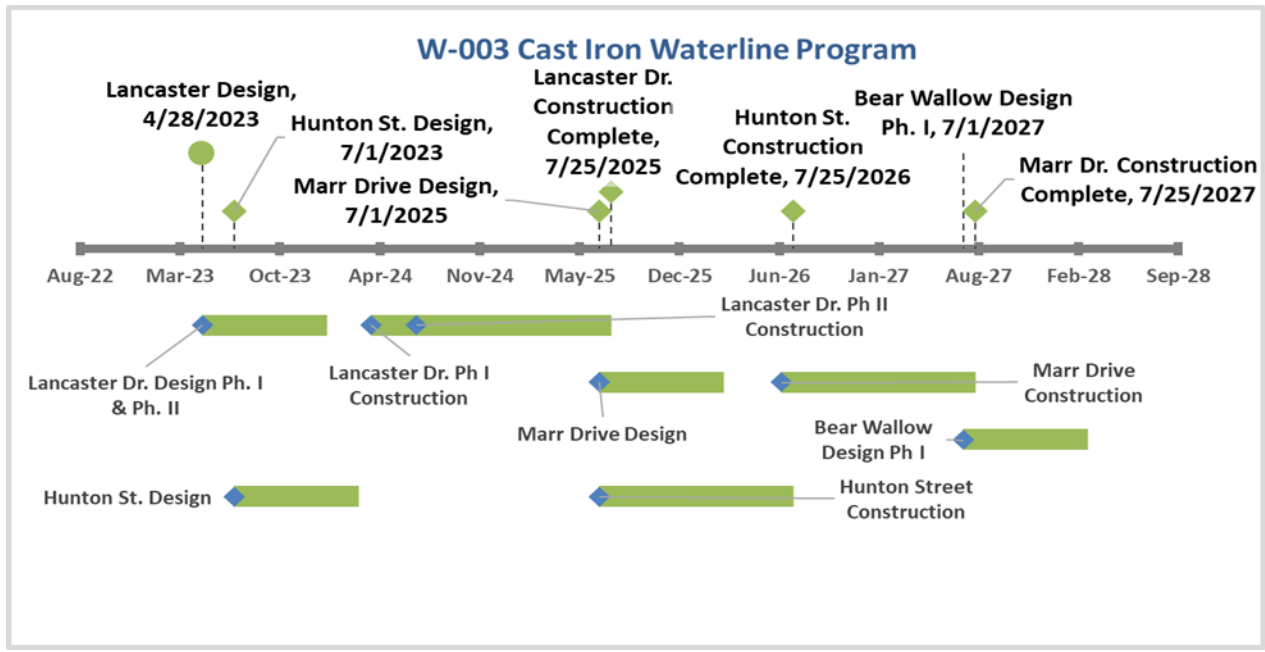
W-002 Filter Control Valves

- Project Timeframe and Budget:
 - Technical Design-
 - Started November 17, 2022
 - Completion February 9, 2023
 - Final Design-
 - Start January 26, 2023
 - Completion May 26, 2023
 - Project Award-
 - September 17, 2023
 - Construction Phase-
 - Start September 17, 2023 (40-to-52-week lead time for valves)
 - Completion December 31, 2024
 - Estimated Cost-
 - Design \$97,763
 - Construction \$1,000,000
 - Funding Source-
 - Debt \$750,000
 - Water and Sewer Fund \$250,000



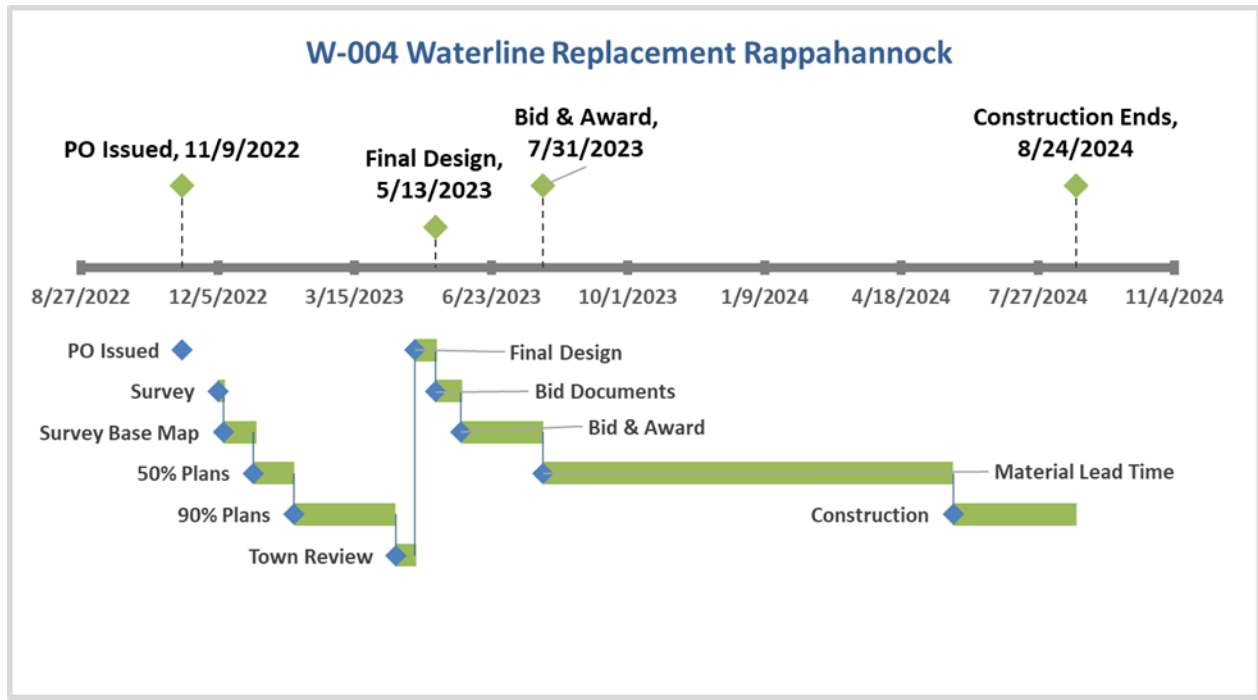
W-003 Cast Iron Waterline Program

- Project Timeframe and Budget:
 - Lancaster Design-
 - Start April 28, 2023
 - Complete January 2024
 - Lancaster Construction Phase I
 - Start April 2024
 - Complete April 2024
 - Hunton Street Design-
 - Start July 2023
 - Complete March 2024
 - Lancaster Construction Phase II
 - Start July 2024
 - Complete July 2025
 - Hunton Construction
 - Start July 2025
 - Complete July 2026
 - Estimated Cost-
 - Design \$348,242
 - Construction \$2,522,403
 - Funding Source-
 - Water and Sewer Fund \$2,870,645



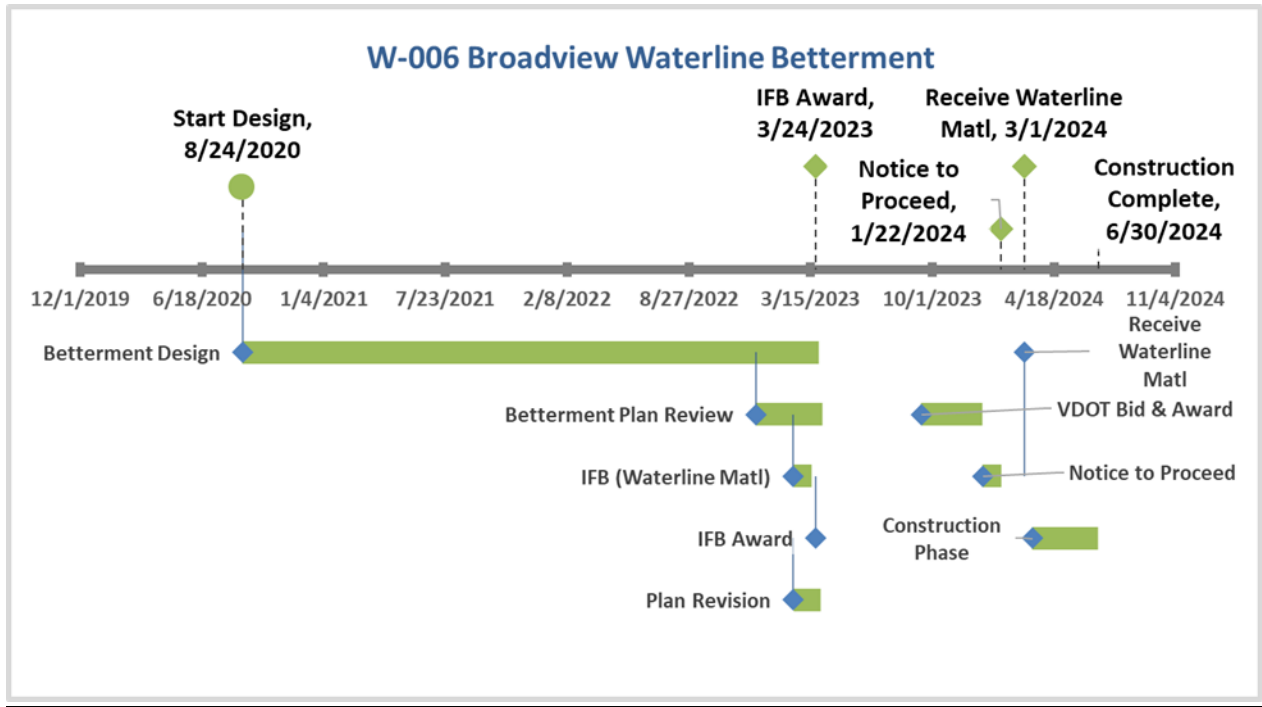
W-004 Waterline Replacement Rappahannock

- Project Timeframe and Budget:
 - Design-
 - Start December 5, 2022
 - Complete May 13, 2023
 - Project Bid & Award-
 - July 31, 2023
 - Construction Phase-
 - Start July 31, 2023 (40-to-52-week lead time for materials)
 - Completion August 24, 2024
 - Estimated Cost-
 - Design \$40,000
 - Construction \$560,000
 - Funding Source-
 - Water and Sewer Fund \$600,000



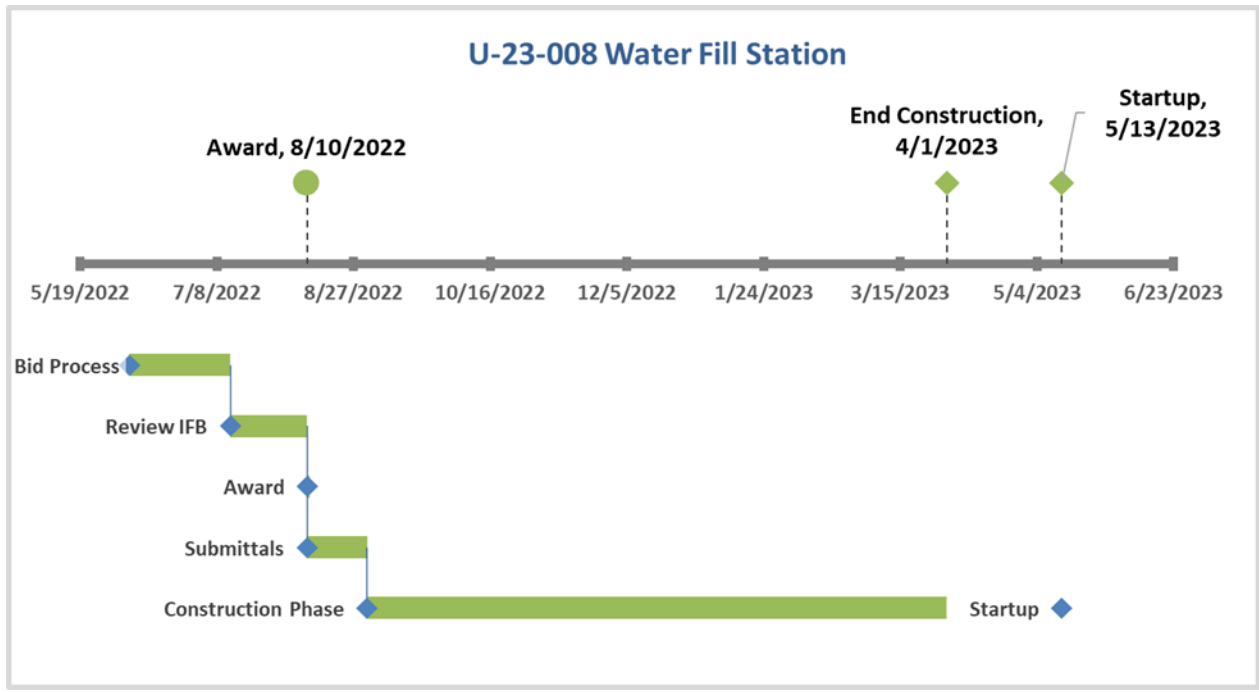
W-006 Broadview Waterline Betterment

- Project Timeframe and Budget:
 - Waterline Design-
 - Start August 24, 2020
 - Completion April 3, 2023
 - VDOT Pre-Advisement-
 - Meeting March 8, 2023
 - Construction Phase-
 - Start January 22, 2024
 - Completion June 30, 2024
 - Estimated Cost-
 - Design \$54,454
 - Construction \$872,812
 - Funding Source-
 - Water and Sewer Fund \$872,812



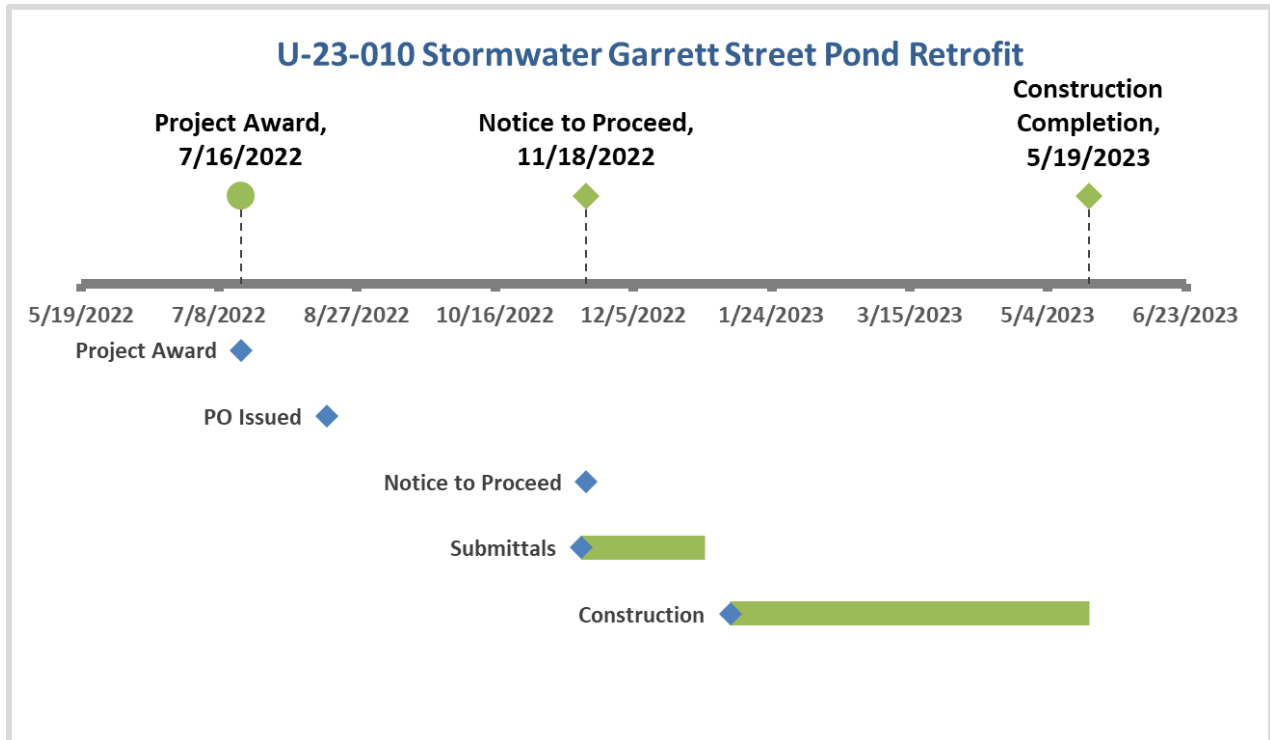
U-23-008 Water Fill Station

- Project Timeframe and Budget:
 - Award-
 - August 10, 2022
 - Submittals-
 - Start August 10, 2022
 - Completion September 1, 2022
 - Construction Phase-
 - Start September 1, 2022
 - **Substantial Completion March 27, 2023**
 - Projected Completion April 1, 2023
 - Estimated Cost-
 - Construction \$407,950
 - **Under Budget \$52,000**
 - Funding Source-
 - Water and Sewer Fund \$407,950



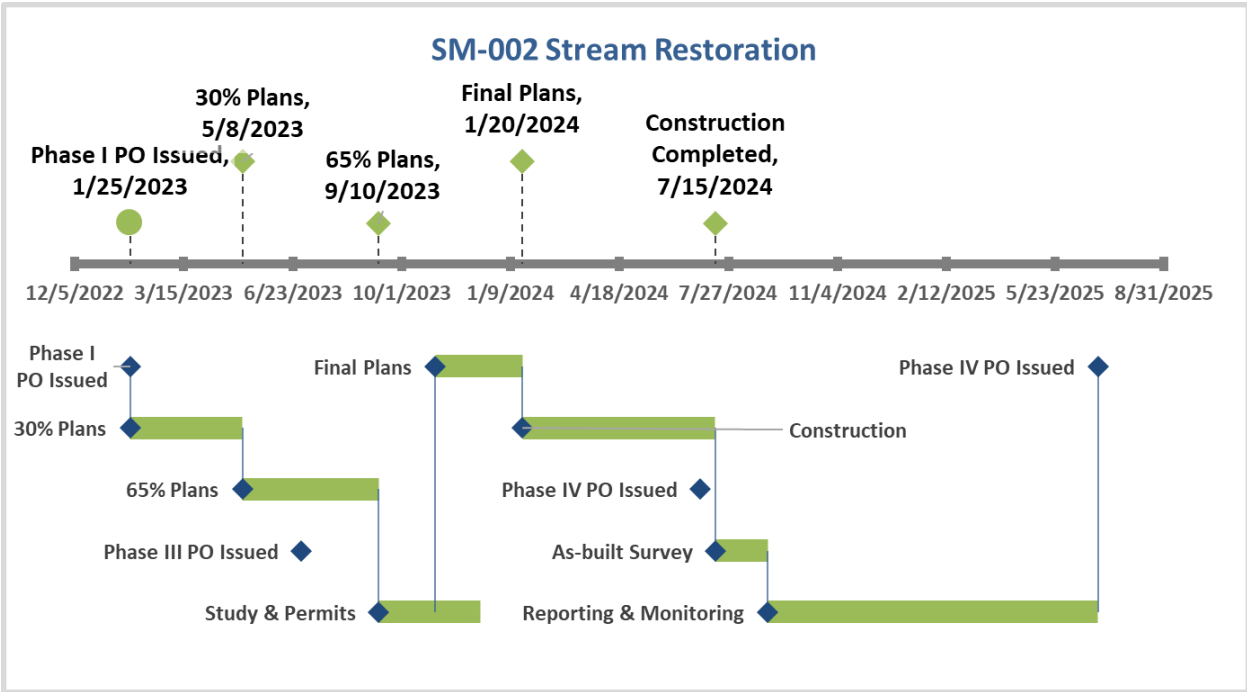
U-23-010 Stormwater Garrett Street Pond Retrofit

- Project Timeframe and Budget:
 - Project Award-
 - July 18, 2022
 - PO Issued-
 - August 16, 2022
 - Notice to Proceed-
 - November 18, 2022
 - Construction Phase-
 - Start January 10, 2023
 - **Substantial Completion April 5, 2023 (6-weeks ahead of schedule)**
 - Projected Completion May 19, 2023
 - Estimated Cost-
 - Construction \$132,655
 - **Under Budget \$122,452**
 - Funding Source-
 - Stormwater Fund \$20,490
 - Federal \$129,610



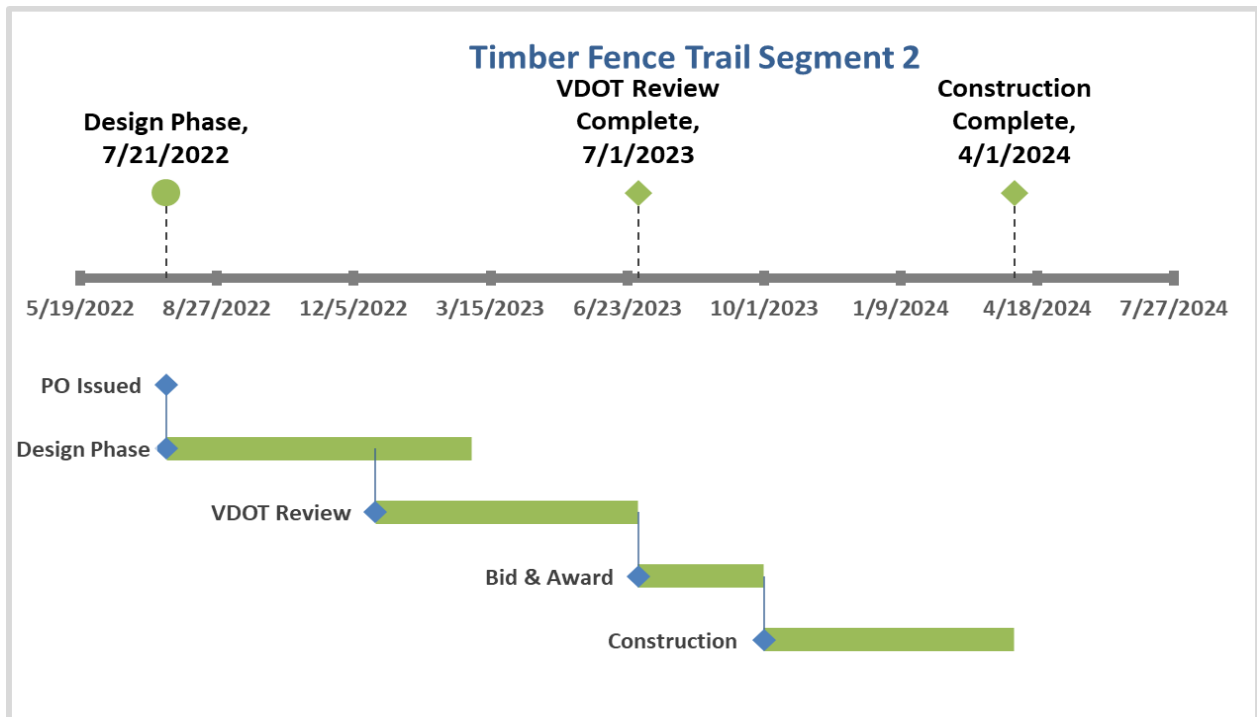
SM-002 Stream Restoration

- Project Timeframe and Budget:
 - Design-
 - Start January 25, 2023
 - Complete January 20, 2024
 - Construction Phase-
 - Start January 20, 2024
 - Completion July 15, 2024
 - Monitoring Phase-
 - Start September 1, 2024
 - Completion September 1, 2029
 - Estimated Cost-
 - Design \$424,684
 - Construction \$1,421,684
 - Other \$ 135,820
 - Funding Source-
 - Stormwater Fund \$991,094
 - Federal \$991,094



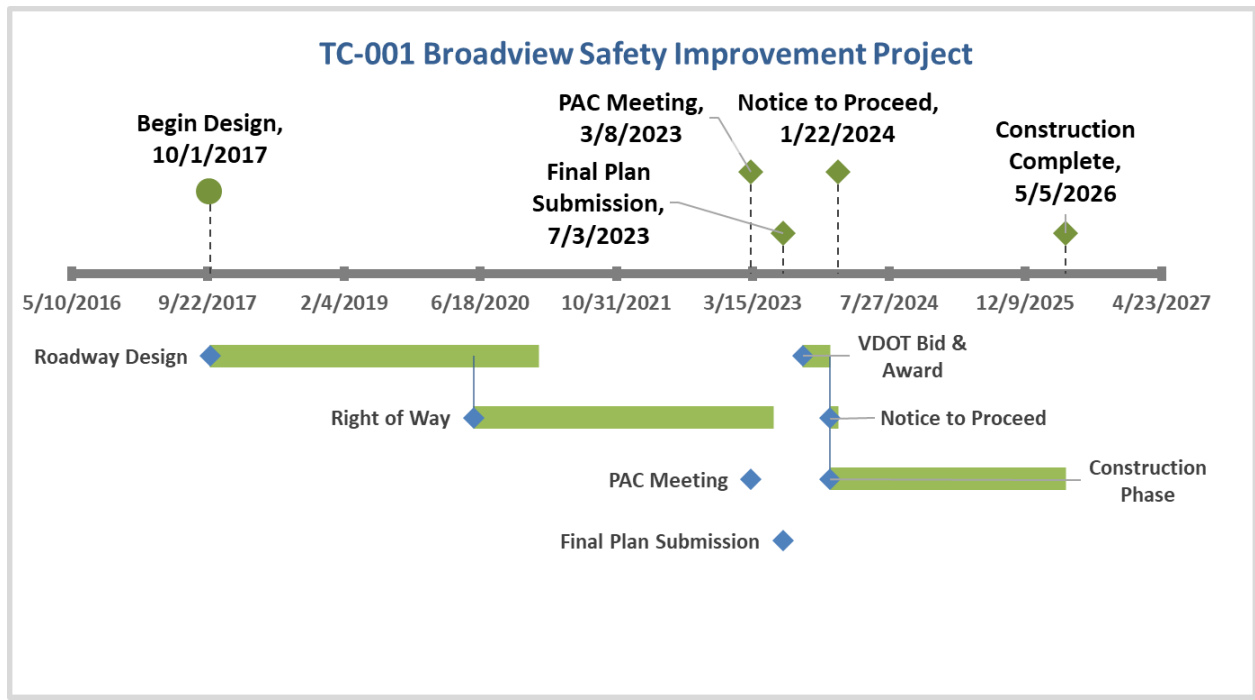
TIMBER FENCE TRAIL SEGMENT 2

- Project Timeframe and Budget:
 - VDOT IFB & CEI Review-
 - Started January 10, 2023
 - Completion June 30, 2023
 - CEI RFP
 - RFP Opened for Proposals April 17, 2023
 - Award CEI RFP June 30, 2023
 - Construction Bid & Award-
 - Start July 1, 2023
 - Completion September 30, 2023
 - Construction Phase-
 - Start October 15, 2023
 - Completion April 1, 2024
 - Estimated Cost-
 - Design \$65,500
 - Construction \$443,390
 - Funding Source-
 - Federal \$50,889
 - Grant-Commonwealth \$407,112
 - Other \$50,889



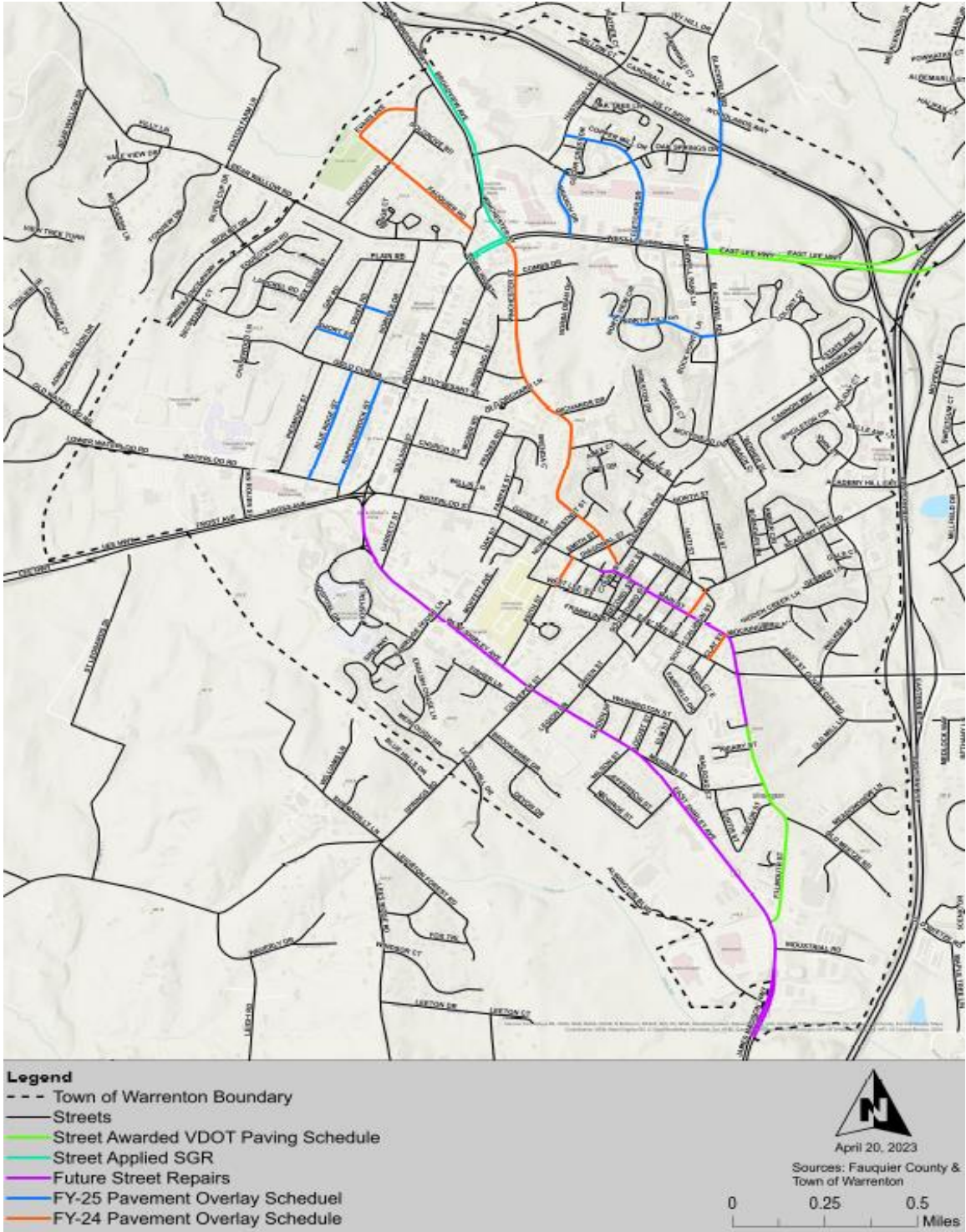
TC-001 Broadview Safety Improvement Project

- Project Timeframe and Budget:
 - Roadway Design-
 - Started October 1, 2017
 - Completion January 20, 2021
 - VDOT Pre-Advisement-
 - Meeting March 8, 2023
 - Construction Phase-
 - Start January 22, 2024
 - Completion May 5, 2026
 - Estimated Cost-
 - Land Acquisition \$2,032,481
 - Construction \$6,692,224
 - Funding Source-
 - General Fund \$1,488,000
 - Water and Sewer Fund \$872,812
 - State \$6,363,893



STREET MAINTENANCE PROGRAM

MAY 2023 QUARTERLY REPORT



VDOT State of Good Repair

- **VDOT State of Good Repair Program- Local Pavement Program**
 - 100% funding from VDOT via FHWA
 - ADA Ramps upgraded to present standards
 - Mill and overlay deteriorated streets

- **Street Awarded for 2023 VDOT Paving Schedule**
 - Resolution Approved by Council on October 11, 2022
 - Falmouth Street- from Shirley Avenue to Falmouth Court
 - ADA Upgrades
 - Started April 18, 2023
 - Completed April 21, 2023
 - Milling and Paving Operation
 - Start July 2023
 - Completed August 2023
 - EBL & WBL Lee Highway- from Blackwell Road to Town Limits
 - Milling and Paving Operation
 - Start July 2023
 - Completed August 2023

- **Street applied for SGR funds in October 2022 for 2024 VDOT Paving Schedule**
 - NBL & SBL Broadview Avenue- from Roebling Street to Town Limits
 - Estimated award date May 2023

- **Future Street that qualifies for State of Good Repair funding**
 - Blackwell Road- from Walker Drive to Lee Highway
 - Main Street- from Courthouse Square to Falmouth Street
 - Falmouth Street- from Main Street to Falmouth Court
 - Shirley Avenue- from Broadview Avenue to Town Limits

Two-Year Pavement Overlay and Concrete Plan

➤ **FY-24 Pavement Overlay Schedule**

- Bid process starts May 8, 2023
- Award July 2023
- Collector Routes
 - Winchester Street
 - Pelham Street
 - Clay Street
 - N. Sixth Street
 - Fauquier Road
 - Evans Avenue
- Fix broken curbs and sidewalks on proposed routes
 - Estimate 35 to 40% replacement
- Total of 5.6 lane miles overlaid

➤ **FY-25 Pavement Overlay Schedule**

- Bid process starts May 2024
- Award July 2024
- Collector Routes
 - Blackwell Road
 - North Hill Drive
 - Fletcher Drive
 - Branch Drive
 - Rappahannock Street
 - Blue Ridge Street
 - Short Street
 - Beacon Street
- Fix broken curbs and sidewalks on proposed routes
 - Estimate 35 to 40% replacement
- Total of 5.2 lane miles overlaid

➤ **Projected Town Funding**

- Projected Budget \$1.2 million for FY-24 & FY-25 collector routes
- Average cost per lane mile to overlay asphalt- \$125,000.00
- Flat budgets- no budget increase for past 6 years
- Create projects on CIP to replace and update sidewalks on collector streets
- Apply to VDOT for Revenue Share or FHWA funding to supplement the Town's total expense.

Pavement Evaluation Program

➤ Pavement Analysis

- Objectives:
 - Create a 5-year and 10-year pavement plan
 - Forecast future funding demands
- Virginia General Assembly mandated all Route within the Commonwealth be collected for Pavement Evaluation
- In 2022 Fugro collected pavement conditions on all primary and collector routes within Town Limits
- The Town engaged Fugro in February 2023, about analyzing the data collected during the 2022 evaluation
- In the process of negotiating a proposal with Fugro to create report on the current condition of collector routes and calculate the deterioration over 10-years
- Will take 5 months to finish the report- estimated completion October 2023
- Report results and plan of action to Council by end of year

Proposed Schedule

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Cost	Timeline											
									2023	Half 1, 2023	Half 2, 2023	Half 1, 2024	Half 2, 2024	Half 1, 2025	Half 2, 2025	Half 1, 2026				
1	🚧	VDOT SGR Program	913 days	Sun 1/1/23	Tue 6/30/26			\$0.00												
2	🚧	Falmouth Street (Shirley to Falmouth)	450 days	Tue 10/11/22	Sun 6/30/24			\$0.00												
3	🚧	Lee Highway (Blackwell to TL)	450 days	Tue 10/11/22	Sun 6/30/24			\$0.00												
4	🚧	Broadview Avenue (Roubling Street to SGR Application Grant Submission)	566 days	Mon 5/1/23	Mon 6/30/25			\$0.00												
5	🚧	Grant Award	1 day	Fri 10/14/22	Fri 10/14/22			\$0.00												
6	🚧	Grant Award	1 day	Mon 5/15/23	Mon 5/15/23			\$0.00												
7	🚧	Falmouth Street (Falmouth Court to Main Street)	717 days	Mon 10/2/23	Tue 6/30/26			\$0.00												
8	🚧	SGR Application Grant Submission	1 day	Mon 10/2/23	Mon 10/2/23			\$0.00												
9	🚧	Grant Award	1 day	Wed 5/15/24	Wed 5/15/24			\$0.00												
10	🚧	Main Street (Falmouth Street to Courthouse Square)	717 days	Mon 10/2/23	Tue 6/30/26			\$0.00												
11	🚧	SGR Application Grant Submission	1 day	Mon 10/2/23	Mon 10/2/23			\$0.00												
12	🚧	Grant Award	1 day	Wed 5/15/24	Wed 5/15/24			\$0.00												
13	🚧	Blackwell Road (Walker Drive to Lee)	717 days	Mon 10/2/23	Tue 6/30/26			\$0.00												
14	🚧	SGR Application Grant Submission	1 day	Mon 10/2/23	Mon 10/2/23			\$0.00												
15	🚧	Grant Award	1 day	Wed 5/15/24	Wed 5/15/24			\$0.00												
16	🚧																			
17	🚧	Town Paving Schedule	585 days	Tue 4/4/23	Mon 6/30/25			\$0.00												
18	🚧	FY-24	325 days	Tue 4/4/23	Mon 7/1/24	1755		\$600,000.00												
19	🚧	Create Bid Document	20 days	Tue 4/4/23	Mon 5/1/23	1755		\$0.00												
20	🚧	Bid & Award	45 days	Tue 5/2/23	Mon 7/3/23	19		\$0.00												
21	🚧	Issue PO	1 day	Tue 7/4/23	Tue 7/4/23	20		\$0.00												
22	🚧	Winchester Road	258 days	Wed 7/5/23	Fri 6/28/24	21		\$0.00												
23	🚧	Pelham Street	258 days	Wed 7/5/23	Fri 6/28/24	21		\$0.00												
24	🚧	Clay Street	258 days	Wed 7/5/23	Fri 6/28/24	21		\$0.00												
25	🚧	N. Sixth Street	258 days	Wed 7/5/23	Fri 6/28/24	21		\$0.00												
26	🚧	Fauquier Road	258 days	Wed 7/5/23	Fri 6/28/24	21		\$0.00												
27	🚧	Evans Avenue	258 days	Wed 7/5/23	Fri 6/28/24	21		\$0.00												
28	🚧	Frazier Road	258 days	Wed 7/5/23	Fri 6/28/24	21		\$0.00												
29	🚧																			
30	🚧	FY-25	326 days	Mon 4/1/24	Mon 6/30/25			\$0.00												
31	🚧	Create Bid Document	20 days	Mon 4/1/24	Fri 4/26/24	3055		\$0.00												
32	🚧	Bid & Award	45 days	Mon 4/29/24	Fri 6/28/24	31		\$0.00												
33	🚧	Issue PO	1 day	Mon 7/1/24	Mon 7/1/24	32		\$0.00												
34	🚧	Blackwell Road	260 days	Tue 7/2/24	Mon 6/30/25	33		\$0.00												
35	🚧	North Hill Drive	260 days	Tue 7/2/24	Mon 6/30/25	33		\$0.00												
36	🚧	Fletcher Drive	260 days	Tue 7/2/24	Mon 6/30/25	33		\$0.00												
37	🚧	Branch Drive	260 days	Tue 7/2/24	Mon 6/30/25	33		\$0.00												
38	🚧	Rappahannock Street	260 days	Tue 7/2/24	Mon 6/30/25	33		\$0.00												
39	🚧	Blue Ridge Street	260 days	Tue 7/2/24	Mon 6/30/25	33		\$0.00												
40	🚧	Short Street	260 days	Tue 7/2/24	Mon 6/30/25	33		\$0.00												
41	🚧	Beacon Road	260 days	Tue 7/2/24	Mon 6/30/25	33		\$0.00												
42	🚧																			
43	🚧	Pavement Analysis Evaluation	143 days	Fri 4/14/23	Tue 10/31/23			\$0.00												
44	🚧	Proposal Submission	1 day	Fri 4/14/23	Fri 4/14/23	4355		\$0.00												
45	🚧	VDOT Review	57 days	Mon 4/17/23	Tue 7/4/23	44		\$0.00												
46	🚧	Town Review	10 days	Mon 4/17/23	Fri 4/28/23	44		\$0.00												
47	🚧	PO Issued	1 day	Wed 7/5/23	Wed 7/5/23	45		\$0.00												
48	🚧	Analysis & Rating Rep	66 days	Thu 7/6/23	Thu 10/5/23	46,47		\$0.00												
49	🚧	Review Report	10 days	Fri 10/6/23	Thu 10/19/23	48		\$0.00												
50	🚧	Final Report	8 days	Fri 10/20/23	Tue 10/31/23	49		\$0.00												



CIP Quarterly Report

Town Council Work Session

May 9, 2023

CIP Quarterly Report

Plan Warrenton 2040

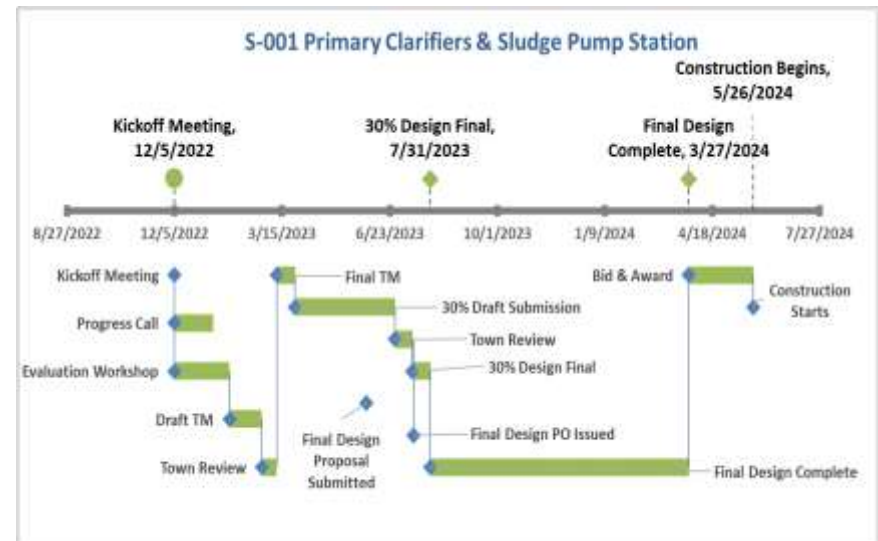
- Community Facilities Goals- CF
- Open Spaces, Parks, and Environmental Goals- P
- Transportation and Circulation Goals- T
- Economic and Fiscal Resiliency Goals- E

Objective

- To introduce and establish a consistent reporting structure for CIP projects
- Provide an overview of CIP projects
 - Currently managed by our Project Coordinator
 - This is NOT a complete list

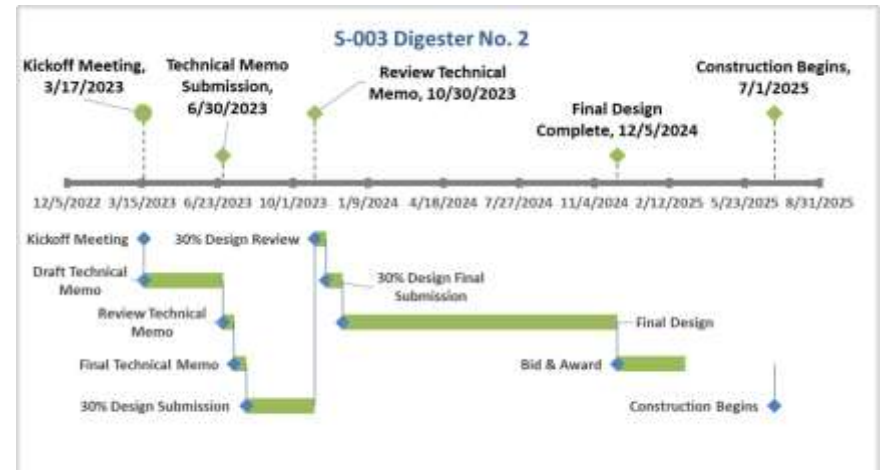
S-001 Primary Clarifiers & Sludge Pump Station

- Project Timeframe and Budget:
 - Preliminary Design-
 - Started December 5, 2022
 - Completion July 31, 2023
 - Final Design-
 - Start August 1, 2023
 - Completion March 27, 2024
 - Project Award-
 - May 26, 2024
 - Construction Phase-
 - Start June 1, 2024
 - Completion June 1, 2026
 - Estimated Cost-
 - Design \$474,682
 - Construction \$6,950,000
 - Funding Source-
 - Debt \$2,274,682
 - Federal \$4,500,000
 - Water and Sewer Fund \$650,000



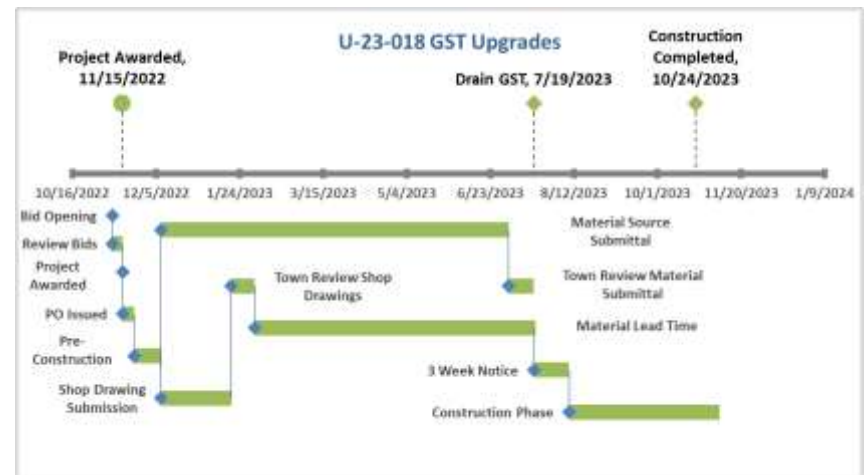
S-003 Digester No. 2

- Project Timeframe and Budget:
 - Preliminary Design-
 - Started March 17, 2023
 - Completion December 6, 2023
 - Final Design-
 - Start December 6, 2023
 - Completion December 2024
 - Estimated Construction Phase-
 - Start July 1, 2025
 - Completion TBD
 - Estimated Cost-
 - Design \$642,433
 - Construction \$6,063,750
 - Funding Source-
 - Water and Sewer Fund \$642,433
 - Debit \$6,063,750



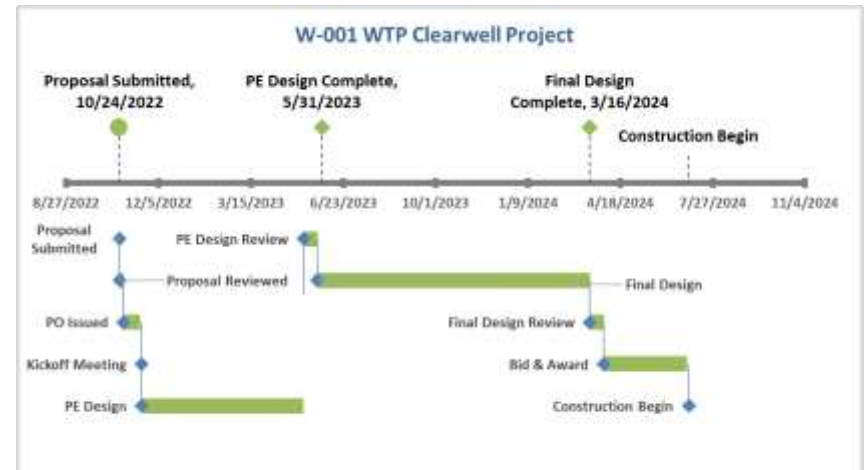
U-23-018 GST Upgrades

- Project Timeframe and Budget:
 - Project Awarded-
 - November 15, 2022
 - Pre-Construction Meeting-
 - December 8, 2022
 - 3-Week Notice-
 - Start July 19, 2023
 - Construction Phase-
 - Start August 9, 2023
 - Completion November 6, 2023
 - Estimated Cost-
 - Construction \$546,844
 - Funding Source-
 - Water and Sewer Fund \$600,000



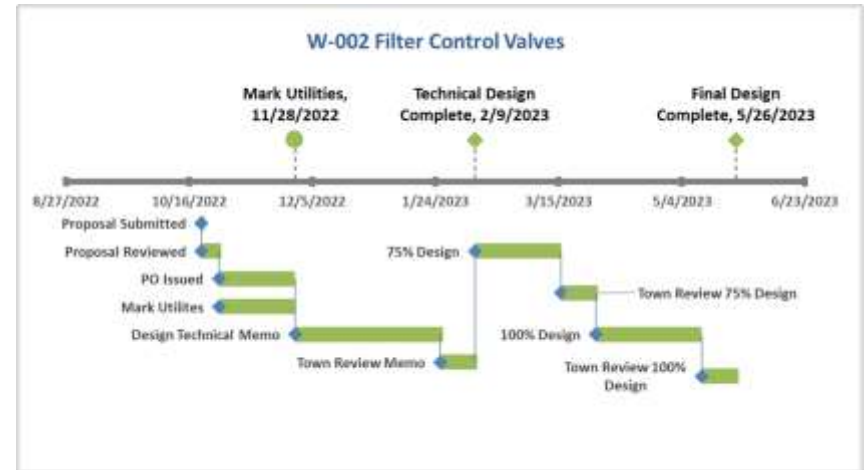
W-001 WTP Clearwell Project

- Project Timeframe and Budget:
 - Preliminary Design-
 - Started October 28, 2022
 - Completion May 11, 2023
 - Final Design-
 - Start May 11, 2023
 - Completion March 1, 2024
 - Project Award-
 - TBD
 - Construction Phase-
 - Start TBD
 - Completion TBD
 - Estimated Cost-
 - Design \$595,000
 - Construction \$6,609,000
 - Funding Source-
 - Water and Sewer Fund \$1,429,000
 - Debit \$5,775,000



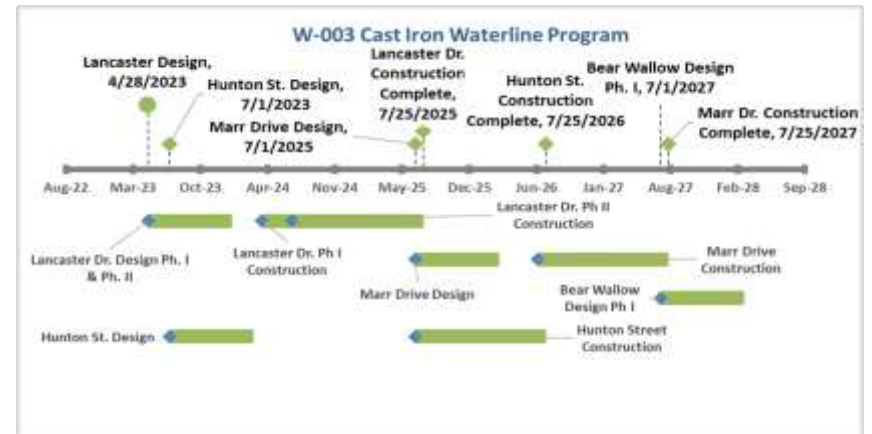
W-002 Filter Control Valves

- Project Timeframe and Budget:
 - Technical Design-
 - Started November 17, 2022
 - Completion February 9, 2023
 - Final Design-
 - Start January 26, 2023
 - Completion May 26, 2023
 - Project Award-
 - September 17, 2023
 - Construction Phase-
 - Start September 17, 2023 (40-to-52-week lead time for valves)
 - Completion December 31, 2024
 - Estimated Cost-
 - Design \$97,763
 - Construction \$1,000,000
 - Funding Source-
 - Debt \$750,000
 - Water and Sewer Fund \$250,000



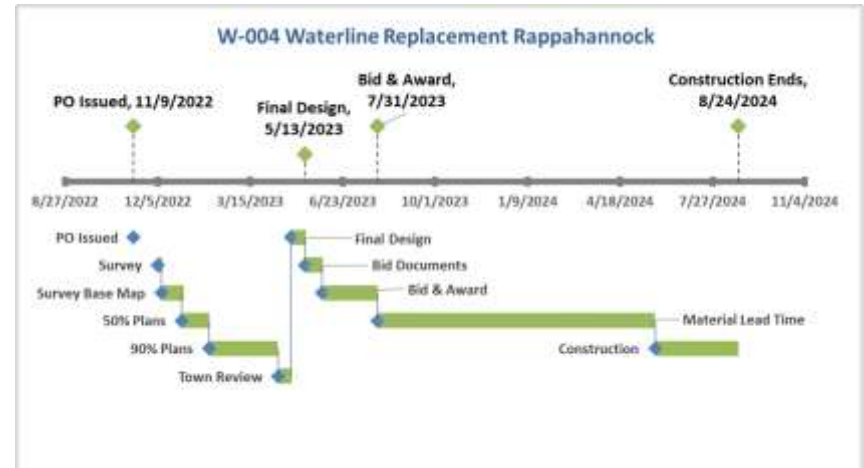
W-003 Cast Iron Waterline Program

- Project Timeframe and Budget:
 - Lancaster Design-
 - Start April 28, 2023
 - Complete January 2024
 - Lancaster Construction Phase I
 - Start April 2024
 - Complete April 2024
 - Hunton Street Design-
 - Start July 2023
 - Complete March 2024
 - Lancaster Construction Phase II
 - Start July 2024
 - Complete July 2025
 - Hunton Construction
 - Start July 2025
 - Complete July 2026
 - Estimated Cost-
 - Design \$348,242
 - Construction \$2,522,403
 - Funding Source-
 - Water and Sewer Fund \$2,870,645



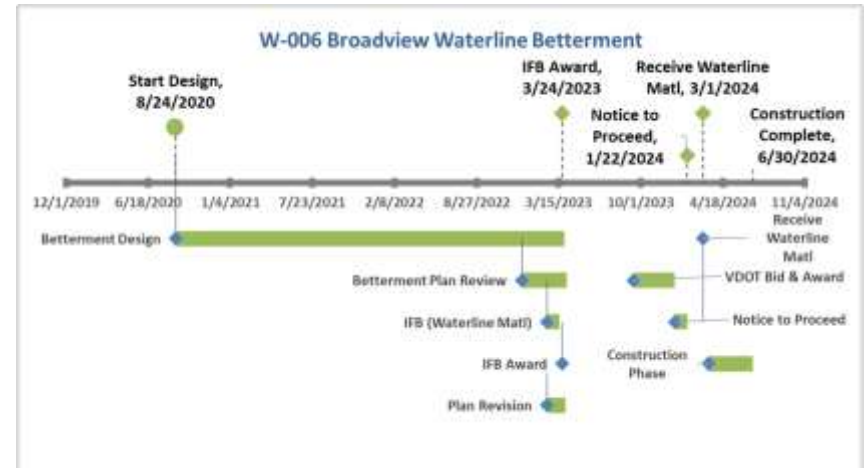
W-004 Waterline Replacement Rappahannock

- Project Timeframe and Budget:
 - Design-
 - Start December 5, 2022
 - Complete May 13, 2023
 - Project Bid & Award-
 - July 31, 2023
 - Construction Phase-
 - Start July 31, 2023 (40-to-52-week lead time for materials)
 - Completion August 24, 2024
 - Estimated Cost-
 - Design \$40,000
 - Construction \$560,000
 - Funding Source-
 - Water and Sewer Fund \$600,000



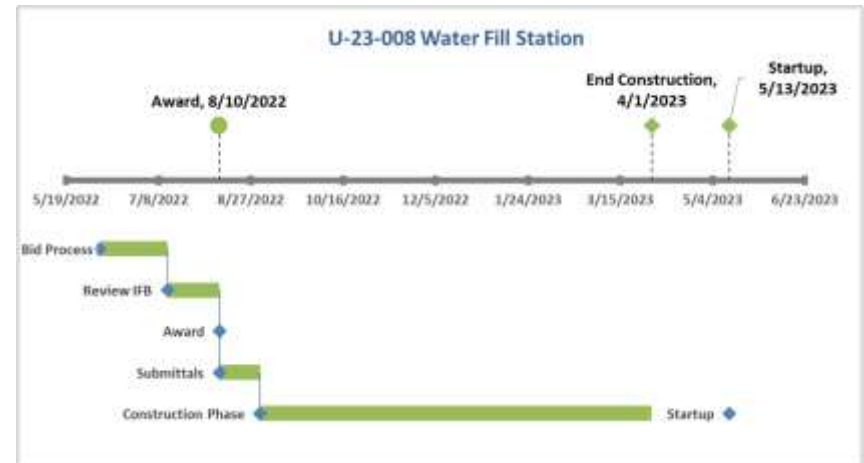
W-006 Broadview Waterline Betterment

- Project Timeframe and Budget:
 - Waterline Design-
 - Start August 24, 2020
 - Completion April 3, 2023
 - VDOT Pre-Advisement-
 - Meeting March 8, 2023
 - Construction Phase-
 - Start January 22, 2024
 - Completion June 30, 2024
 - Estimated Cost-
 - Design \$54,454
 - Construction \$872,812
 - Funding Source-
 - Water and Sewer Fund \$872,812



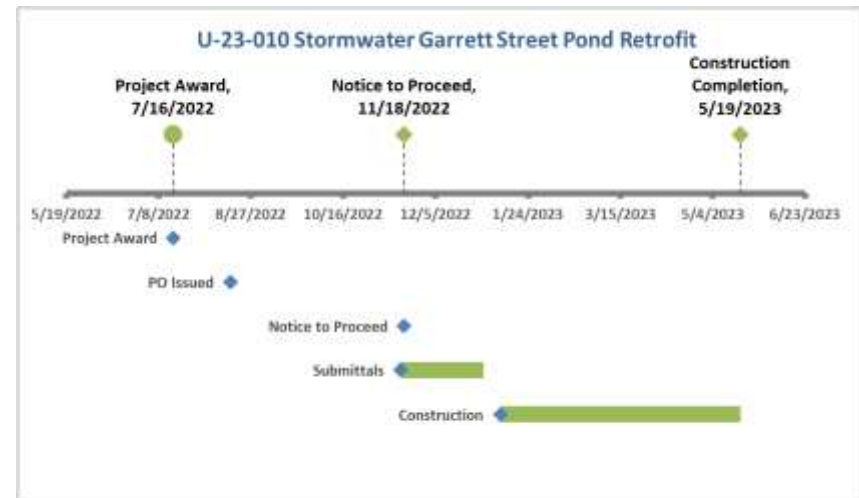
U-23-008 Water Fill Station

- Project Timeframe and Budget:
 - Award-
 - August 10, 2022
 - Submittals-
 - Start August 10, 2022
 - Completion September 1, 2022
 - Construction Phase-
 - Start September 1, 2022
 - **Substantial Completion March 27, 2023**
 - Projected Completion April 1, 2023
 - Estimated Cost-
 - Construction \$407,950
 - **Under Budget \$52,000**
 - Funding Source-
 - Water and Sewer Fund \$407,950



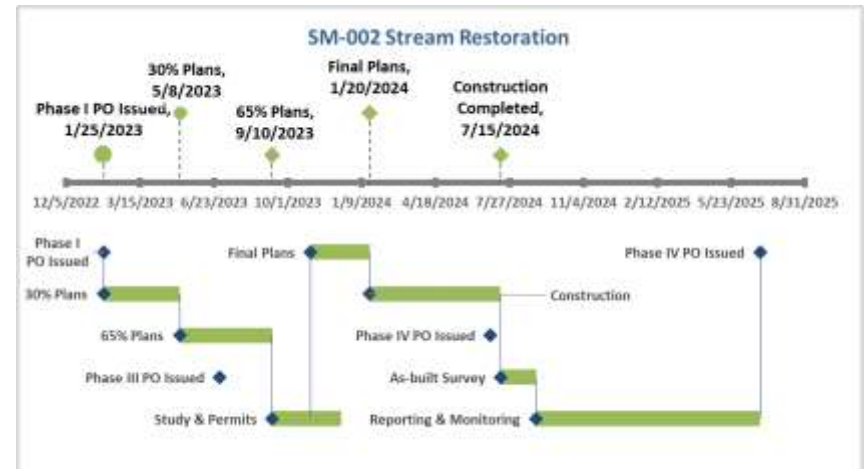
U-23-010 Stormwater Garrett Street Pond Retrofit

- Project Timeframe and Budget:
 - Project Award-
 - July 18, 2022
 - PO Issued-
 - August 16, 2022
 - Notice to Proceed-
 - November 18, 2022
 - Construction Phase-
 - Start January 10, 2023
 - **Substantial Completion April 5, 2023 (6-weeks ahead of schedule)**
 - Projected Completion May 19, 2023
 - Estimated Cost-
 - Construction \$132,655
 - **Under Budget \$122,452**
 - Funding Source-
 - Stormwater Fund \$20,490
 - Federal \$129,610



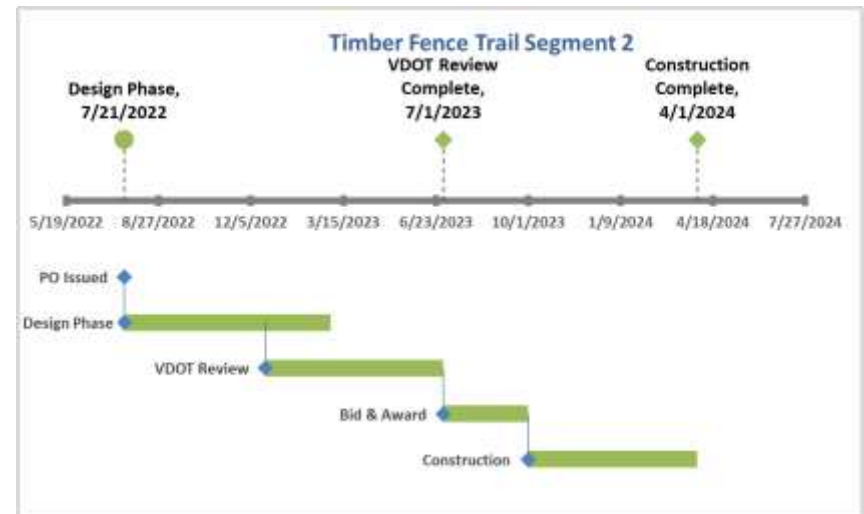
SM-002 Stream Restoration

- Project Timeframe and Budget:
 - Design-
 - Start January 25, 2023
 - Complete January 20, 2024
 - Construction Phase-
 - Start January 20, 2024
 - Completion July 15, 2024
 - Monitoring Phase-
 - Start September 1, 2024
 - Completion September 1, 2029
 - Estimated Cost-
 - Design \$424,684
 - Construction \$1,421,684
 - Other \$ 135,820
 - Funding Source-
 - Stormwater Fund \$991,094
 - Federal \$991,094



TIMBER FENCE TRAIL SEGMENT 2

- Project Timeframe and Budget:
 - VDOT IFB & CEI Review-
 - Started January 10, 2023
 - Completion June 30, 2023
 - CEI RFP
 - RFP Opened for Proposals April 17, 2023
 - Award CEI RFP June 30, 2023
 - Construction Bid & Award-
 - Start July 1, 2023
 - Completion September 30, 2023
 - Construction Phase-
 - Start October 15, 2023
 - Completion April 1, 2024
 - Estimated Cost-
 - Design \$65,500
 - Construction \$443,390
 - Funding Source-
 - Federal \$50,889
 - Grant-Commonwealth \$407,112
 - Other \$50,889



TC-001 Broadview Safety Improvement Project

- Project Timeframe and Budget:
 - Roadway Design-
 - Started October 1, 2017
 - Completion January 20, 2021
 - VDOT Pre-Advisement-
 - Meeting March 8, 2023
 - Construction Phase-
 - Start January 22, 2024
 - Completion May 5, 2026
 - Estimated Cost-
 - Land Acquisition \$2,032,481
 - Construction \$6,692,224
 - Funding Source-
 - General Fund \$1,488,000
 - Water and Sewer Fund \$872,812
 - State \$6,363,893



CIP Quarterly Report

- **Questions?**



June 30, 2022

Denise Harris
Town of Warrenton
PO Box 341
Warrenton, VA 20188

Greetings,

The Virginia Outdoors Foundation (VOF) is pleased to award your proposal, Preserve Warrenton Horse Show Grounds Open Space, submitted to the Preservation Trust Fund-Public Access Program, a grant award of \$100,000. This project will permanently protect land for public use and enjoyment. A grant agreement will be sent for review and signature within the month.

VOF recognizes the merit of access to open space for all citizens, and the funded project will result in this goal. VOF is glad to support Town of Warrenton in the pursuit to make outdoor space more accessible for all.

Warmest regards,

A handwritten signature in black ink that reads "Emily White". The signature is written in a cursive style.

Emily White
Conservation Grant Program Manager



Preservation Trust Fund Program Requirements Land Acquisition & Protection

Required Documents Prior to Fund Disbursement:

1. A boundary survey of the property prepared by a Virginia licensed surveyor or professional engineer, preferable in digital form, depicting the metes and bounds of the property unless VOF determines that an adequate legal description of the Property is available.
2. Copies of title work showing grantor's fee simple interest in the property and/or a title insurance policy showing title vested in the grantor as well as any easements, rights, and other encumbrances of record acceptable to VOF.
3. A Phase I Environmental Site Assessment prepared within six months of closing shall be provided.
4. A copy of the draft deed, or the recorded deed, the form of which has been approved by VOF.
 - The property interest must be **held by VOF or a locality** as defined in Virginia Code §10.1-1700
 - The property interest must be **dedicated in perpetuity as open-space land under the Open-Space Land Act** (Virginia Code §§ 10.1-1700 to 10.1-1705). The deed must include the following recitals:
 - Pursuant to Chapter 18, Title 10.1, Section 10.1-1801.1 the Virginia Outdoors Foundation (VOF) has provided an Open-Space Lands Preservation Trust Fund Grant in the amount of \$_____ to Grantee for the protection and enhancement of open space, as more fully described in the Virginia Outdoors Foundation Open-Space Lands Preservation Trust Fund Grant Agreement attached hereto as Exhibit A.
 - When there is acquisition of a property interest by a locality:
 - Grantor is conveying the described property (the "Property") to Grantee to be retained and used by Grantee in perpetuity as open-space land pursuant to Chapter 17, Title 10.1, Section 10.1-1701 of the Code of Virginia (1950), as amended.

OR

 - When property interest is already held by a locality:
 - Grantor is dedicating the described property (the "Property") to be retained and used in perpetuity as open-space land pursuant to Chapter 17, Title 10.1, Section 10.1-1701 of the Code of Virginia (1950), as amended.
 - The deed must include the following restrictions to be imposed in perpetuity:
 - A right of public access
 - A conversion/diversion clause
 - The deed may include the following restrictions to be imposed in perpetuity:
 - No division
 - Only structures allowed are those that enable public use and enjoyment. Impervious surface will be limited/capped. 10% of property is average cap.
 - A clause in which VOF must agree that the determination of the public body to convert/divert the public land has met all the requirements of 10.1-1704.
5. Verification of eligible expenditures including, but not limited to: appraisals, settlement statements, copies of invoices, cancelled checks (both sides), survey fees, appraisal fees, legal fees including title reports and insurance, and recordation fees, etc.
6. Contact information for the settlement agent who will be receiving the grant funds for closing and a W-9 for that company at least two weeks before the desired closing date.



VIRGINIA OUTDOORS FOUNDATION
OPEN SPACE LANDS PRESERVATION TRUST FUND-PUBLIC ACCESS
GRANT AGREEMENT

Grant Recipient: Town of Warrenton
Project Title: Preserve Warrenton Horse Show Grounds Open Space
Approval Date: June 30, 2022
Project Number: PTFPA2022-021
Project Period: August 2, 2022-August 2, 2024
Project Description: The 9.57 acre historic Warrenton Horse Show grounds in the Town of Warrenton is home to the oldest continuously operating horse show in the country. It has maximum development potential of 37 divisions, is subject to development pressure, located near the greenway trail, schools, existing neighborhoods, and on major road arterials. The Town of Warrenton wishes to purchase the land from private ownership to preserve the unique land and open it to the public year-around, while continuing its popular use as an equine recreation facility. This would create the first public park in Warrenton's Ward three.
Location: 38.70592, -77.79769 Warrenton, VA
Grant Amount: \$100,000.00 (Exhibit A, budget attached)

The Town of Warrenton, in consideration of the grant funds in the amount of \$100,000.00 being provided to it pursuant to this agreement by VOF, agrees to comply to the following terms and conditions:

GRANT POLICIES

Scope of Work

- 1. The following deliverables are included in the grant agreement and are expected to be completed within the grant lifespan:
- Acquisition of 9.57 acres of land, Town of Warrenton parcel identification numbers 6984-31-4162-000 and 6984-30-3598-000
- Conveyance by the Town of Warrenton of a right, interest, or privilege that that will protect, in accordance with Virginia Code § 10.1-1801.1 and § 10.1-1700, approximately 9.57 acres of open space.
- Such right, interest, or privilege shall also convey a permanent right of public access to the property.
2. Any variance from the listed scope of work and deliverables must be approved by VOF.

Schedule

- 3. All components listed above must be completed by August 2, 2024.
4. If no significant progress has been made after the first year of the contract, the grant agreement may be nullified, and funds reassigned.

5. In the case of land acquisition, the land acquisition must be completed before any investment in infrastructure or improvements is made.

Funding

6. Grant funds distributed shall not exceed eligible documented costs incurred, not to exceed the total grant amount of \$100,000.00.
7. Funding may be disbursed only once a real estate interest has been conveyed to VOF or a locality, such as the recordation of an open space easement, the dedication of land to open space, or another mechanism approved by VOF.
8. In the case of land acquisition using grant funds, verification of purchase price is required. Acceptable forms of verification include a settlement statement or deed of conveyance.
9. The general budget is a guide for expenditure. Funds from any item category may be reallocated toward other deliverables in the grant agreement **as long as there is no impact to the scope of work**. The grant recipient should inform VOF regarding line-item changes greater than 5% of the total award.
10. The parties understand that the grant funding hereunder may be subject to rescission by the Virginia General Assembly. In such event, VOF shall have the right to cancel this Agreement without liability thereon.

In the Case of Land Acquisition

11. The recordable deed of conveyance, executed on behalf of the grant recipient, must be previously approved in form and substance by VOF. See Land Protection section below, which must follow acquisition or occur at the time of closing.
12. Should land be acquired using PTF grant funds, the following due diligence items must be provided:
 - a. A survey of the property prepared by a Virginia licensed surveyor or professional engineer, preferable in digital form, depicting the metes and bounds of the property unless VOF determines that an adequate legal description of the Property is available.
 - b. A Phase I Environmental Site Assessment prepared within six months of closing shall be provided.
 - c. Final policy or commitment for owner's title insurance less than ninety (90) days old showing title vested in the seller of the properties and that upon closing of the purchase transactions, Town of Warrenton will hold an unencumbered fee simple interest in the property (subject to easements and other encumbrances of record acceptable to VOF).
 - d. Verification of eligible expenditures related to property acquisition at closing and shown on settlement statement, including, but not limited to survey fees, appraisal fees, legal fees including title reports and insurance, required reports, and recordation fees.
13. Town of Warrenton must provide contact information to the settlement agent who will be receiving the grant funds for closing and must also provide a W-9 for that company at least two weeks before the desired closing date.

14. Town of Warrenton shall work closely with VOF to set up all property closings and must contact VOF at least one month before the desired closing date to ensure that VOF will have sufficient funds available to meet the funding obligations created hereunder.
15. Town of Warrenton must provide copies of all recorded deeds of transfer, open space easements, and right-of-way or trail easements for which VOF monies have been awarded, showing the locality, deed book, page of recordation, and/or instrument number to VOF no later than one month after recordation.

Land Protection

16. A recordable legal instrument reflecting the conveyance of a real estate right, interest, or privilege, such as deed of Open-Space dedication or easement executed on behalf of Grant Recipient, must be previously approved in form and substance by VOF. See Exhibit B: Sample Deed Language for example language that may be included.
17. If the property is being purchased by or is already owned by VOF or a locality, the deed must designate such property as open-space land in accordance with the Open-Space Land Act (Va. Code § 10.1-1700 *et seq.*) including Section 10.1-1701 of the Code of Virginia (1950), as amended. The deed shall include a right of public access and any other restrictions that pertain.
18. If the property is being purchased by or is already owned by any entity other than VOF or a locality, the deed must designate such property as open-space land in accordance with the Open-Space Land Act (Va. Code § 10.1-1700 *et seq.*) including Section 10.1-1701 of the Code of Virginia (1950), as amended and the restrictions outlined below shall be imposed in perpetuity by enforceable restrictions set forth in the deed of conveyance or by restrictions set forth in a deed of easement or other instrument to be granted to VOF or a locality. The decision of whether deed restrictions, a deed of easement or some other instrument thereof shall be used shall be determined by VOF.
 - a. A right of public access
 - b. A conversion/diversion clause
19. Town of Warrenton must provide the following due diligence:
 - a. A survey of the property prepared by a Virginia licensed surveyor or professional engineer, preferable in digital form, depicting the metes and bounds of the property unless VOF determines that an adequate legal description of the Property is available.
 - b. Copies of title work showing grantor's fee simple interest in the property and/or a title insurance policy showing title vested in the grantor as well as any easements, rights, and other encumbrances of record acceptable to VOF.
20. Town of Warrenton must provide contact information to the settlement agent who will be receiving the grant funds for closing and must also provide a W-9 for that company at least two weeks before the desired closing date.
21. Town of Warrenton shall work closely with VOF to set up all property closings and must contact VOF at least one month before the desired closing date to ensure that VOF will have sufficient funds available to meet the funding obligations created hereunder.
22. Town of Warrenton must provide copies of all recorded deeds of transfer, open space easements, and right-of-way or trail easements for which VOF monies have been awarded, showing the locality, deed book, page of recordation, and/or instrument number to VOF no later than one month after recordation.

Reporting

23. Progress reports are required throughout the lifespan of the grant. Reports should be submitted every six months following the signing of the grant agreement. Reports should be submitted through the VOF standardized process. Additionally, a final report is due upon completion of the project. Photo documentation should be included when appropriate.

Media and Publicity

24. The grant recipient will release information to the media informing the community of the grant award to the project and acknowledging that it has received funding from VOF.
25. All press releases and other printed materials and publications, audiovisuals, and signs pertaining to the project should reference the Virginia Outdoors Foundation or include the VOF logo. VOF staff is available to assist with drafting and distributing press releases by request. Please contact Jason McGarvey, communications manager, at jmgarvey@vof.org to coordinate.
26. Each project site will be permanently marked with a VOF sign or signs (as appropriate) in locations reasonably selected or approved by VOF. VOF shall provide such signs at no cost to the property owner. In cases where there are multiple funders this requirement may be fulfilled by including VOF on the sign acknowledging all funding sources.
27. All material submitted as support or documentation of project progress, such as photographs, may be used by VOF to promote the grant program. Any VOF publications will cite the source of the reprinted material. These records will also be deemed public records and subject to Virginia's Freedom of Information Act; however, copyright holders will retain their copyrights.

Contract Authority

28. Modification of this Agreement must be in a writing executed by the parties hereto.
29. The interpretation and performance of this Agreement shall be in accordance with the laws of the Commonwealth of Virginia. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, the remaining provisions shall not be affected thereby.
30. Town of Warrenton shall hold the Commonwealth of Virginia harmless from all legal liability under the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), as amended, 42 U.S.C. §§ 9601 et seq., together with any other federal, state or local law or ordinance related to hazardous substances or hazardous waste.
31. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors.
32. The individuals executing this Agreement on behalf of VOF and Town of Warrenton possess all necessary power and authority to bind the parties hereto and, upon execution, this Agreement shall constitute a legal and valid obligation of the parties hereto.

Termination:

33. VOF reserves the right to reclaim grant funds, or properties purchased with grant funds, or to nullify the grant agreement if recipient fails to meet land transfer deadlines, obtain appropriate open space protection, or provide required documentation regardless of transfer of ownership. Specifically, if no significant progress has been made at the one-year review of the project, the grant agreement may be nullified.

In witness whereof, the parties hereto have executed this contractual agreement as of the dates entered below.

Virginia Outdoors Foundation

By: _____

Date: _____

Leslie Grayson, Deputy Director

Grant Recipient, Town of Warrenton:

By: _____

Date: _____

[Signature]

Please print name here: _____

Title: _____



**VIRGINIA OUTDOORS FOUNDATION
PRESERVATION TRUST FUND-PUBLIC ACCESS PROGRAM**

Exhibit A: General Budget

Grant Recipient: Town of Warrenton
Project Title: Preserve Warrenton Horse Show Grounds Open Space
Project Number: PTFPA2022-021
Grant Amount: \$100,000

ITEM	EXPENSE
Acquisition and permanent protection of approximately 9.57 acres of land, Town of Warrenton PINs 6984-31-4162-000 and 6984-30-3598-000 as open space including associated due diligence costs	\$100,000.00
Total	\$100,000.00

General budget is a guide for expenditure. Funds from any item category may be reallocated toward other deliverables in the grant agreement **as long as there is no impact to the scope of work**. Grant recipient should inform VOF regarding line-item changes greater than 5% of the total award. Grant funds distributed shall not exceed eligible documented costs incurred, not to exceed the total grant amount of \$100,000.

Funding may be disbursed only once a real estate interest has been conveyed to VOF or a locality, such as the recordation of an open space easement, the dedication of land to open space, or another mechanism approved by VOF.



**Preservation Trust Fund-Public Access Program
Grant Agreement Exhibit B: Sample Deed Language**

A draft deed must be approved by VOF and meet the following requirements:

- The property interest, the form of which may be determined by VOF, must be **held by VOF or a locality** as specified in Virginia Code §10.1-1801.1.
- The property interest must be **dedicated in perpetuity as open-space land under the Open-Space Land Act** (Virginia Code §§ 10.1-1700 to 10.1-1705).
- The grant agreement must be recorded as an exhibit to the deed.

Recitals:

- Pursuant to Chapter 18, Title 10.1, Section 10.1-1801.1 the Virginia Outdoors Foundation (VOF) has provided an Open-Space Lands Preservation Trust Fund Grant in the amount of \$_____ to Grantee for the protection and enhancement of public open space, as more fully described in the Virginia Outdoors Foundation Open-Space Lands Preservation Trust Fund-Public Access Grant Agreement attached hereto as Exhibit A.
- When there is acquisition of a property interest by a locality:
 - Grantor is conveying the described property (the “Property”) to Grantee to be retained and used by Grantee in perpetuity as open-space land pursuant to Chapter 17, Title 10.1, Section 10.1-1701 of the Code of Virginia (1950), as amended.

OR

- When property interest is already held by a locality:
 - Grantor is dedicating the described property (the “Property”) to be retained and used in perpetuity as open-space land pursuant to Chapter 17, Title 10.1, Section 10.1-1701 of the Code of Virginia (1950), as amended.

Designation:

- The owner/public body/grantee hereby designates the Property to be retained and used in perpetuity as open-space land to Chapter 17, Title 10.1, Section 10.1-1701 of the Code of Virginia (1950) as amended.

Restrictions:

- The deed **must** include the following restrictions to be imposed in perpetuity:
 - A right of public access
 - A conversion/diversion clause
 - No part of the Property may be converted or diverted from its open-space use unless such conversion or diversion is determined by the owner/public body to be in compliance with the provisions of Section 10.1-1704 of the Open-Space Land Act.
- The deed **may** include the following restrictions to be imposed in perpetuity:
 - No division
 - Only structures allowed are those that support public use of the property. Impervious surface will be limited/capped. 10% of property is average cap.
 - A clause in which VOF must agree that the determination of the public body to convert/divert the public land has met all the requirements of 10.1-1704, such as:
 - No part of the Property may be converted or diverted from its open-space use unless such conversion or diversion is determined by VOF to be in compliance with the provisions of Section 10.1-1704 of the Open-Space Land Act.

May 9, 2023
Town Council
Regular Meeting

A RESOLUTION TO AMEND THE FISCAL YEAR 2023 ADOPTED BUDGET BY \$100,000 TO APPROPRIATE VIRGINIA OUTDOORS FOUNDATION GRANT FUNDS

WHEREAS, the Warrenton Town Council is charged by the Code of Virginia with the preparation of an annual budget for the Town of Warrenton; and

WHEREAS, on June 16, 2022, the Town Council adopted the Town of Warrenton Fiscal Year 2023 Budget; and

WHEREAS, during the fiscal year certain events occur that necessitate amending the budget; and

WHEREAS, the Town seeks to purchase the 9.57 acre parcel commonly referred to as the Warrenton Horse Show grounds; and

WHEREAS, staff applied for and received notice of a grant award in the amount of \$100,000 from the Virginia Outdoors Foundation under the Preservation Trust Fund – Public Access Program to assist with the purchase of said parcel; and

WHEREAS, the terms of the grant agreement require that the Town convey a right, interest or privilege in the property that will protect 9.57 acres of open space and provide for a permanent right of public access to the property; and

WHEREAS, the Town Council desires to move forward with the acquisition of the parcels and to permanently protect the land and convey the open space easement required by the grant; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Warrenton that the Fiscal Year 2023 Budget be, and is hereby, amended to appropriate \$100,000 in general fund - local grant revenue for the acquisition of real estate to be permanently protected for public access;

BE IT FURTHER RESOLVED that the Town Manager is authorized to execute the grant agreement with the Virginia Outdoors Foundation and to take all such necessary actions to fulfill the terms of said agreement.

ATTACHMENT: None

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Parks and Recreation Director

ATTEST: _____
Town Recorder

Town of Warrenton

May 9th, 2023

Budget Amendment Summary

Department	Amount	From	To	Description
General Fund – Parks and Recreation	\$100,000	Local Grant Revenue 3-100-18990-0050	4-100-71600-8100	Appropriates VOF funds for the purchase of the Warrenton Horse Show Grounds



Office of the Town Manager
Frank Cassidy

Warrenton Town Council
Carter Nevill, Mayor
Heather Sutphin, Ward 1
William Semple, Ward 2
Brett Hamby, Ward 3
James Hartman, Ward 4 Vice Mayor
Jay Heroux, Ward 5
Sean Polster, At Large
Renard Carlos, At Large

STAFF REPORT

Council Meeting Date:	May 9, 2023
Agenda Title:	Zoning Ordinance Text Amendment - Assembly Uses in the Industrial District
Requested Action:	Hold a Work Session
Department / Agency Lead:	Community Development
Staff Lead:	Heather Jenkins, Zoning Administrator

EXECUTIVE SUMMARY

Article 3, Section 3-4.12 – *Industrial District* currently permits several uses as by-right Permitted Uses where people gather for social, entertainment, cultural, educational and recreational purposes, such as Conference Centers, Institutional Buildings, and Private clubs, lodges, meeting halls, labor unions, fraternal organizations and sororities. The Building Code classifies Churches as an Assembly use, the same category as Conference Centers, Meeting Halls, Lodges, and other uses listed in the Ordinance as by-right Permitted Uses in the Industrial District. However, Churches are not listed as either a Permitted Use or a Permissible Use in the Industrial District.

The Religious Land Use and Institutionalized Persons Act (RLUIPA) is a federal law that prohibits a locality from imposing undue burdens or restrictions on land use for churches and other religious institutions through zoning regulations. Treating churches or other places of worship differently from other, similar uses, is a recognized claim of discrimination under RLUIPA.

Staff is requesting that the Council consider a text amendment to Section 3-4.12 Industrial District to include Churches as either a Permitted Use (by-right) or a Permissible Use (by special use permit upon approval of the Town Council). Alternatively, Council may consider at text amendment to remove all other assembly uses from the list of Permitted Uses and Permissible Uses.

BACKGROUND

A Church (or place of religious worship) is defined in Article 12 of the Ordinance as:

A building or structure, or group of buildings or structures, which by design and construction are primarily intended for activities that people regularly attend to participate in or hold religious services, meetings, and other activities. The term "church" shall not carry a secular connotation and shall include buildings in which religious services of any denomination are held.

Section 3-4 Requirements for Base Zoning Districts allows Churches in all zoning districts except the Industrial district, as follows:

Ordinance Section	Zoning District	Approval Process
3-4.1	R-15 Residential District	Permissible with the approval of a Special Use Permit
3-4.2	R-10 Residential District	Permissible with the approval of a Special Use Permit
3-4.3	R-6 Residential District	Permitted with administrative approval
3-4.4	RT Residential Townhouse District	Permissible with the approval of a Special Use Permit
3-4.5	RMF Residential Multifamily District	Permissible with the approval of a Special Use Permit
3-4.6	R-40 Residential District	Permissible with the approval of a Special Use Permit
3-4.7	R-E Residential District	Permissible with the approval of a Special Use Permit
3-4.8	RO Residential Office District	Permissible with the approval of a Special Use Permit
3-4.9	PSP Public-Semi-Public Institutional District	Permitted with administrative approval
3-4.10	C Commercial District	Permitted with administrative approval
3-4.11	CBD Central Business District	Permitted with administrative approval
3-4.12	I Industrial District	Not Permitted

The Ordinance currently allows other assembly-type uses in the Industrial District. Section 3-4.12.2 includes Conference Centers, Institutional Buildings, and Private club, lodge, meeting hall, labor union or fraternal organization or sorority as Permitted Uses (by-right), where these uses are classified as assembly uses.

Use categories that are listed as Permitted Uses (by-right) within the Ordinance require administrative approvals prior to commencement of the use. Administrative approvals include approval of a Site Development Plan per Article 10, approval of a Building Permit for any changes to existing structures or construction of new buildings, and approval of a Zoning Permit for any new or altered use within an existing structure.

Staff was approached by a property owner seeking to lease an existing building located within the Industrial district to a group that desire to establish a Church. As the Zoning Ordinance does not list Churches as either a permitted or permissible use in the district, staff is not able to process and approve a change of use permit. Staff has been advised by legal counsel that the Ordinance must be amended to permit a Church within the Industrial district prior to the issuance of any administrative approval to allow the commencement of a Church use.

Initiation of a text amendment to Article 3 by Town Council is the first step in the process to revise the Ordinance as prescribed in Article 11, Section 11-3.9 Zoning Amendments. Should Council move to approve the requested initiation, staff will then prepare a text amendment for review by the Planning Commission as a part of the public hearing agenda for that body. Upon recommendation by the Planning Commission, the text amendment will then be placed on the Town Council agenda for public hearing and final decision.

STAFF RECOMMENDATION

Staff is requesting that Council initiate a text amendment to Article 3, to add Churches to the list of Permitted Uses (by-right), as listed in Ordinance Section 3-4.12.2. Draft Ordinance language has been provided for reference, as well as a Resolution to initiate the requested text amendment.

Service Level / Policy Impact

None

Fiscal Impact

None

Legal Impact

Ordinance Section 3-4.12 Industrial District allows several assembly-type uses as Permitted Uses (by-right) with administrative approval. Treating churches or other places of worship differently from other, similar uses, is a recognized claim of discrimination under the Religious Land Use and Institutionalized Persons Act.

ATTACHMENTS

1. Draft Ordinance Language - Article 3, Section 3-4.12 Industrial District
2. Resolution to Initiate a Text Amendment to Article 3

Article 3 Zoning Districts and Map

**Amended by Town Council: March 11, 2008
February 12, 2013
April 12, 2016
June 14, 2016
August 9, 2016
December 11, 2018
August 11, 2020
August 10, 2021
April 12, 2022
September 13, 2022
_____, 2023**

Contents (Sections)

3-4 Requirements for Base Zoning Districts
3-4.12 I Industrial District

Article 3 Zoning Districts and Map

3-4 Requirements for Base Zoning Districts

3-4.12 I Industrial District

3-4.12.2 Permitted Uses (by-right)

- Accessory buildings
- Active and Passive Recreation and Recreational Facilities
- Banks and savings and loan offices
- Broadcasting studios and offices
- Business and office supply establishments
- Cabinet, upholstery, and furniture shops
- Cafeteria or snack bar for employees
- Churches
- Clinics, medical or dental
- Commercial uses constituting up to 15% of permitted site or building area
- Conference Centers
- Contractor’s office and warehouse without outdoor storage
- Crematory
- Dwellings for resident watchmen and caretakers employed on the premises
- Employment service or agency
- Flex Office and Industrial uses

- Health and Fitness Facilities
- Institutional buildings
- Janitorial service establishment
- Laboratories, research, experimental or testing, but not testing explosives, rockets, or jet engines
- Light manufacturing uses which do not create danger to health and safety in surrounding areas and which do not create offensive noise, vibration, smoke, dust, lint, odor, heat, glare, or electrical impulse than that which is generally associated with light industries
- Mobile Food Vendors subject to Article 9-24
- Monument sales establishments with incidental processing to order but not including shaping of headstones
- Motion picture studio
- Nurseries and greenhouses
- Offices- business, professional, or administrative
- Off-street parking and loading subject to Article 7
- Open space subject to Article 9
- Printing, publishing, and engraving establishment; photographic processing; blueprinting; photocopying; and similar uses
- Private club, lodge, meeting hall, labor union, or fraternal organization or sorority
- Rental service establishment
- Retail or wholesale sales and service incidental to a permitted manufacturing, processing, storing, or distributing use
- Rug and carpet cleaning and storage with incidental sales of rugs and carpets
- Security service office or station
- Sign fabricating and painting
- Signs, subject to Article 6
- Studios
- Transmission and receiving towers of height not exceeding one hundred twenty-five (125) feet
- Utilities related to and necessary for service within the Town, including poles, wires, transformers, telephone booths, and the like for electrical power distribution or communication service, and underground pipelines or conduits for local electrical, gas, sewer, or water service, but not those facilities listed as requiring a special use permit
- Wholesale establishment, storage warehouse, or distribution center. furniture moving

3-4.12.3 Permissible Uses (by special use permit upon approval of the Town Council)

- Automobile body shop
- Automobile and truck repair and service

- Commercial Kennels
- Contractor's storage yard
- Data Center
- Farm equipment, motorcycle, boat and sport trailer sales and service
- Fuel, coal, oil distribution storage yards
- Lumber and building supply with undercover storage.
- Maintenance and equipment shops with screened outside storage
- Outdoor storage of any kind
- Plumbing and electrical supply with undercover storage
- Restaurant or cafeteria, drive-thru or otherwise
- Self-service mini-warehouse
- Temporary fair and show grounds
- Tire and battery sales and service, tire recapping and retreading
- Transmission and receiving towers of height greater than one hundred twenty-five (125) feet.
- Treatment plants, water storage tanks, major transmission lines or pipelines, pumping or regulator stations, communications towers, storage yards and substations, and cable television facilities and accessory buildings

**RESOLUTION PURSUANT TO SECTION 11-3.9.2 OF THE ZONING ORDINANCE OF
THE TOWN OF WARRENTON TO INITIATE A ZONING ORDINANCE TEXT
AMENDMENT TO ARTICLE 3, SECTION 3-4.12 INDUSTRIAL DISTRICT**

WHEREAS, the Town Council may, by ordinance, amend, supplement, or change the regulations of the Zoning Ordinance of the Town of Warrenton whenever the public necessity, convenience, general welfare or good zoning practice may require such an amendment; and

WHEREAS, such an amendment may be initiated by resolution of the Town Council in accord with the procedures and requirements of the Ordinance; and

WHEREAS, the omission of Churches as an allowable use in Article 3, Section 3-4.12 Industrial District, in contrast to other allowed assembly-type uses, has been brought to the attention of staff as a matter that requires an amendment to the Ordinance to resolve the discrepancy; and

NOW THEREFORE BE IT RESOLVED, by the Town Council of Warrenton, Virginia that staff is hereby directed to prepare a draft Ordinance for review by Council in accordance with the procedures set forth in Article 11, Section 11-3.9 Zoning Amendments.

May 9th, 2023
Town Council
Regular Meeting

A RESOLUTION TO APPOINT MARTIN CRIM OF SANDS ANDERSON P.C. AS THE TOWN ATTORNEY FOR THE TOWN OF WARRENTON, VIRGINIA, EFFECTIVE JUNE 1ST, 2023.

WHEREAS, the Warrenton Town Council appointed Martin Crim of Vanderpool, Frostick and Nishanian, P.C. (VF&N) as the Town Attorney at the January 25th, 2022 Special Town Council Meeting; and

WHEREAS, Mr. Crim has been serving the Town diligently since his appointment; and

WHEREAS, Mr. Crim has resigned from Vanderpool, Frostick and Nishanian, P.C. effective May 31st, 2023; and

WHEREAS, Mr. Crim will join the team of Sands Anderson P.C. as of June 1st, 2023; and

WHEREAS, the Town Council wishes to retain Mr. Crim as the Town Attorney and utilize the team of Sands Anderson P.C. for the needs of representation for the Town of Warrenton; and

NOW, THEREFORE, BE IT RESOLVED that the Warrenton Town Council Hereby appoints Martin Crim of Sands Anderson P.C. as the Town Attorney for the Town of Warrenton, Virginia, effective June 1st, 2023.

ATTACHMENT:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Town Clerk

ATTEST: _____
Town Recorder