



TOWN COUNCIL SPECIAL MEETING

21 Main Street

Wednesday, April 26, 2023 at 6:30 PM

AGENDA

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

I. WORKSESSION - 6:30 PM

A. Acquisition of Real Property- Horse Show Grounds

B. Fiscal Year 2023-2024 Budget Work Session

C. ADJOURNMENT.



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
Paul Mooney, At Large
David McGuire, At Large

Item A.

Council Meeting Date:	April 11, 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	Name
Historic/Current	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

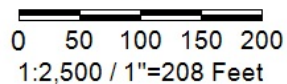


Legend

- Architecture Resources
- Architecture Labels
- Individual Historic District Properties
- Archaeological Resources
- Archaeology Labels
- DHR Easements
- USGS GIS Place names
- County Boundaries



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 Act (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



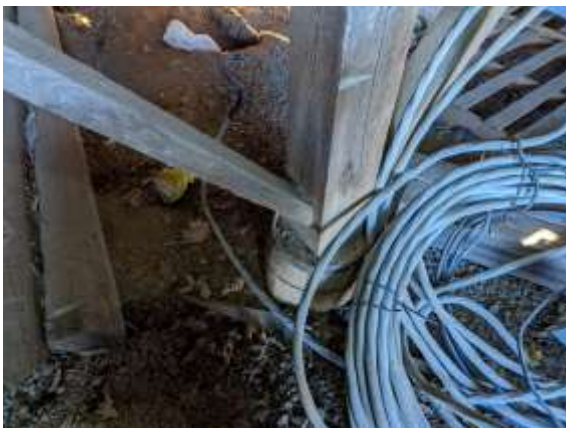
- Wood post connected to pier with metal plate
- The metal has rusted over time and cause expansion.
- The expansion has caused the pier to spall.

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





**Acquisition of Real Parkland
Warrenton Horse Show Grounds
April 26, 2023**

Background

- The 9.57-acre historic Warrenton Horse Show Grounds, is home to the country's oldest continuously operating horse show.
- As directed by Council, Town staff have explored 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 parcel is currently zoned residential (R-10) with a maximum of 37 lots.
- 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.

Warrenton Horse Show Grounds

- The Association hosts two shows annually (May and September).
- 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 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.

Service Level

- The 2002-2025 Comprehensive Plan identified several goals and objectives regarding recreation and park acquisition.
 - VI. Community Facilities and Services, B. Recreation, Objectives
- Plan Warrenton 2040
 - Historic Resource Goals
 - Open Space and Environment Goals
- Since 2020, park usage has increased nationwide by 63%.
- 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.
- Fills a gap as there are no public parks or open spaces south of Main Street in the Town.

Current Fiscal Impact

- 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.
 - \$1.6M ARPA
 - \$100K VOF Grant (applied for and awarded)
- The following requirements exist to continue evaluation of the property for potential purchase:
 - Topographic and Boundary Survey: \$14,660 (initiated)
 - Phase 1 Environmental Site Assessment: \$6,000 (required as part of VOF grant acceptance)
 - Grandstand Preliminary Engineering Report: \$24,410 (discussed during last meeting as a potential cost)

Current State



Potential Future Impacts

- Rezoning of land
 - Currently zoned R-10 Residential (zoning allows for “Parks and Playgrounds” with the approval of a SUP).
 - Steps required to complete rezoning:
 - Approval of a “2232”
 - Comp Plan Amendment
 - SUP
- Operation Costs:
 - Mowing Contract: approximately \$10,920/year (addition to current mowing/landscaping contract for parks)
 - Current per park costs (includes the current mowing/landscaping budget allocation of \$69,259): \$12,463
 - Cost per park is variable depending on amenities within park
 - Porta Johns/Janitorial Supplies/Dumpster (Warrenton Sports Complex)/Zero Waste (pet waste bags)
- Addition of park amenities:
 - Playground: approximately \$150,000
 - Pavilion: approximately \$40,000-\$60,000
 - Paved Parking Lot: TBD

Potential Future State

Item A.



Follow-up Questions

- Potential Number of Special Events site can host:
 - Variable, as one of our larger parks with great access points, the parcel could host things such as Farmer's Market, Cars Shows, rallies, Fall Festivals, Concerts, Movie Nights.
- Grandstand uses beyond horse shows:
 - Seating for any special events, i.e., concerts/movie nights/competitions.
- Additional Personnel Requirements:
 - Currently Public Works staff conduct trash removal from our parks and inspect bathrooms/facilities as a part of daily schedules- no change.
 - Special Events and Recreation Program Coordinator will oversee special events/programs held at the park- no change.

Follow-up Questions Cont.

SPECIAL EVENT FEE SCHEDULE	
PUBLIC SAFETY	
<u>Staff Type</u>	<u>Rate</u>
Police Officers	\$40.00 per hour
Police Corporals and Above	\$50.00 per hour
COMMUNITY DEVELOPMENT	
<u>Type</u>	<u>Rate</u>
Application Fee (due at time of application submission)	\$100.00 flat fee
Building Official*	\$39.00 per hour
Fire Marshal*	\$34.00 per hour
Inspector*	\$29.00 per hour
Permit Renewal / Administrative	\$45.00 per 6 months
Tents ***	\$50.00 1st + \$25.00 each additional
* Estimated Time at event site = 2 hours	
AMUSEMENT DEVICES	
<u>Type</u>	<u>Rate</u>
Small Mechanical ***	\$55.00 flat fee
Circular Ride/Flat Ride less than 20' in height ***	\$75.00 flat fee
Spectacular Ride***	\$100.00 flat fee
Coasters <30' ***	\$200.00 flat fee
All Other Devices ***	\$55.00 flat fee
After Hours Inspection	50% increase of permit fee
PUBLIC WORKS AND UTILITIES	
<u>Staff Type</u>	<u>Rate</u>
Public Works Employee	\$32.00 per hour
Cone/Barricade Rental	\$30.00 flat fee
No Parking Sign Placement*	\$20.00 per hour
* Estimated Time to place signs = 2 hours	
PARKS AND RECREATION STAFF	
<u>Staff Type</u>	<u>Rate</u>
Manager on Duty (MOD)	\$32.00 per hour
Parks and Recreation Staff	\$20.00 per hour
PARK FACILITY FEE SCHEDULE	
<u>Park Pavilion</u>	<u>Rate</u>
(Eva Walker, Rady, Warrenton Sports Complex)	
Half Day Rental 7:30 AM - 2 PM or 2:30 PM - Dusk	\$70.00 flat fee
Full Day Rental	\$95.00 flat fee
<u>Park Amenities</u>	<u>Rate</u>
Sand Volleyball Court (Rady Park)	\$25.00 per hour
Basketball Court (Eva Walker Park)	\$25.00 per hour
Pickleball Court (Academy Hill Park)	\$25.00 per hour
Field Rental (Rady Park or Academy Hill Park)	\$25.00 per hour

Questions

Item A.



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

EXECUTIVE SUMMARY

This memo is an ongoing document through the 2023-2024 Budget season that staff will use to consolidate the Budget questions that come from Council. This Document will have multiple iterations sent to Council with questions that have been made 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 Answers.

02/25/23- Fiscal Retreat Questions

1. **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?**

We have asked Davenport if they can obtain this data and will provide their response to Council when available.

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 in order 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, so staff is still processing the applications received. We will provide updated data once we have worked through those filings.

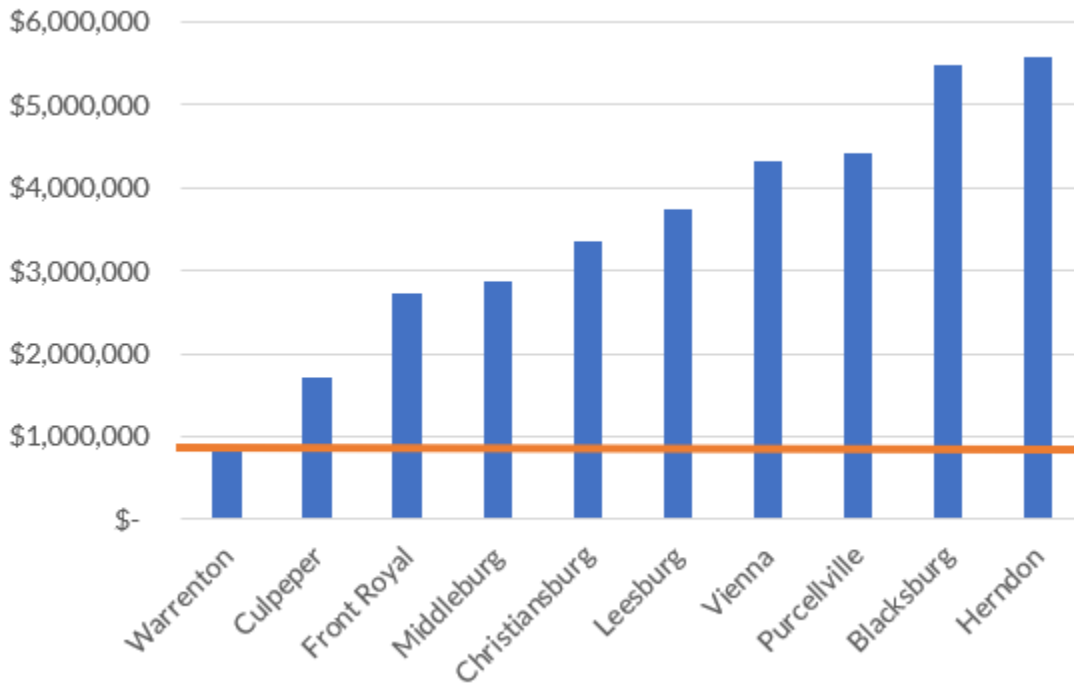
For Meals Tax, the number of businesses that are delinquent in filing returns has remained the same (6 out of 83, with 2 of those businesses having not filed for 2 consecutive months).

- 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:

Rates per \$100 of Gross Receipts		
Business Category	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.**

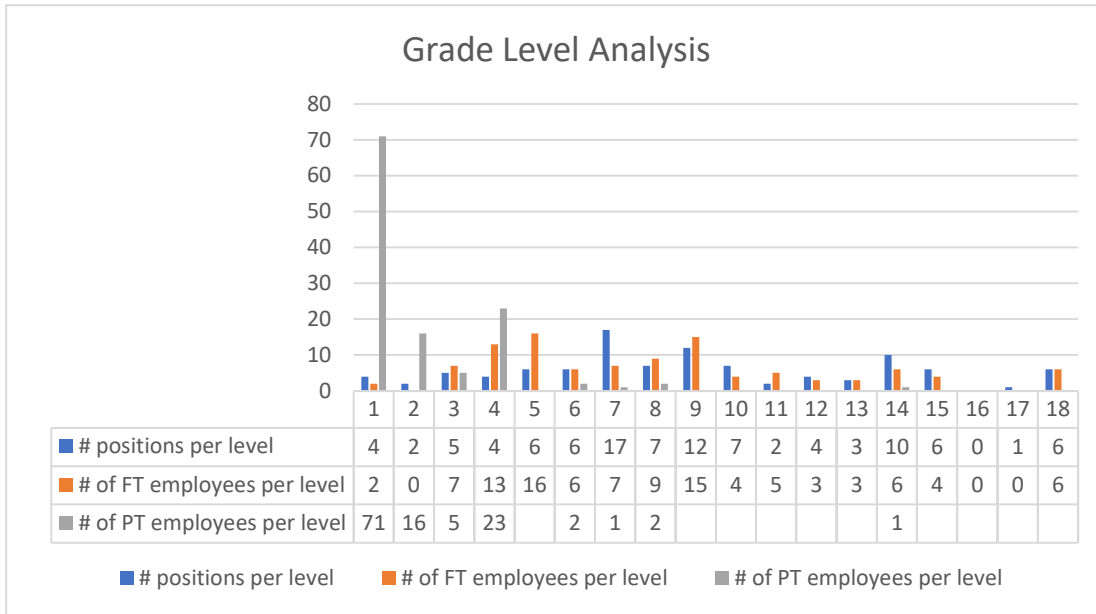
The motor vehicle license fee was estimated to yield \$236,000 in the fiscal year 2023 budget. In talking with the Commissioner of the Revenue, he estimates that our personal property tax base for fiscal year 2024 will decline by approximately 20% due to market corrections in the post-COVID used car 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

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

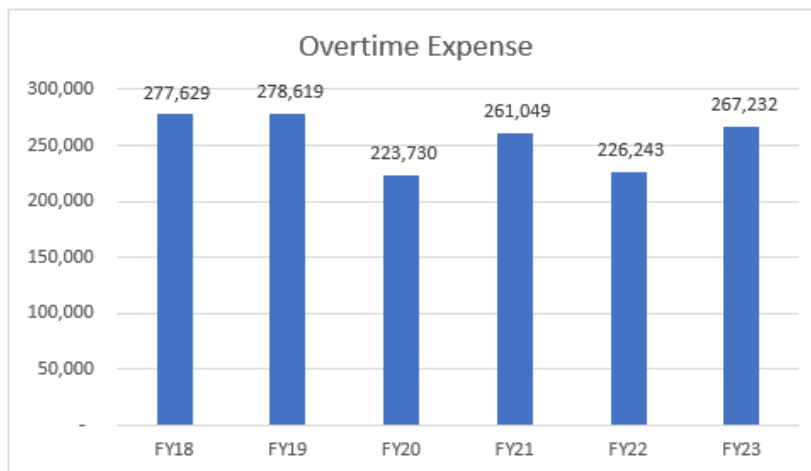


- Data for total compensation. Pay for performance, spot bonus, insurance, etc. Maternity leave, time off, etc. The total package. Minimum vs what the Town does.

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 in May.

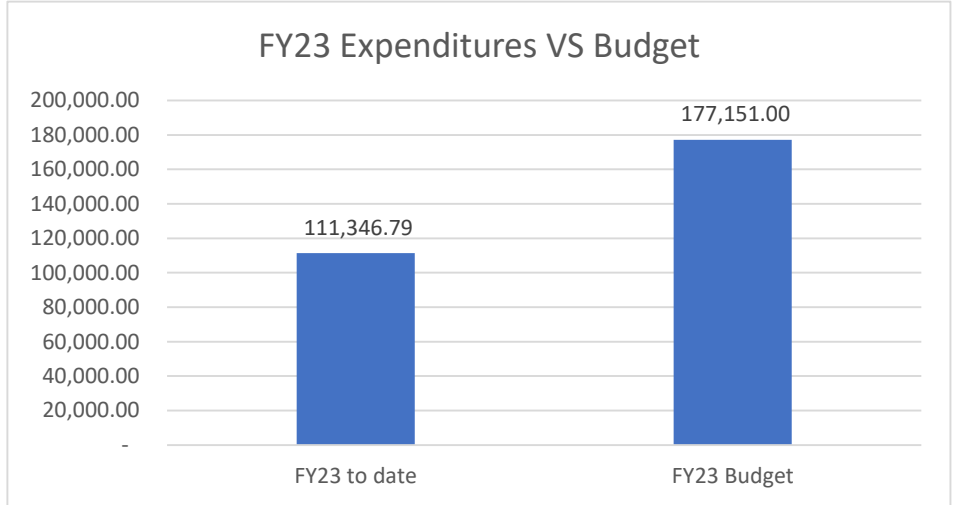
- Show how much each position is making in overtime.

Updated overtime data will be provided in May. [Historical Overtime Expense by Fiscal Year.](#)



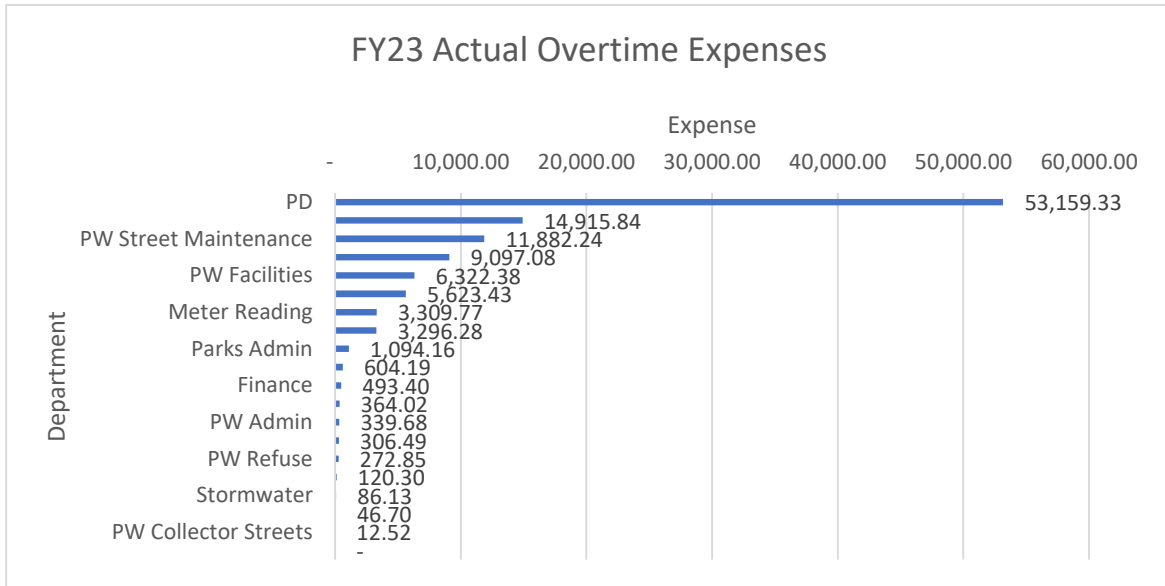
Year	Overtime Expense	Note	YoY Change
FY18	277,629	Per WC File	
FY19	278,619		0.4%
FY20	223,730		-24.5%
FY21	261,049		14.3%
FY22	226,243	Per Bright	-15.4%
FY23	267,232	*Annualized Figure	15.3%
Average	255,751		

FY23 Overtime Budget and Actuals (Through November 2022). We have spent \$111,346 of our budgeted amount OT of \$177,151 across all departments or approximately 63%. Data is as of end of November, or 5 months into FY23. October, September, and July were the months with the highest OT so far in 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. 30 FT members of the police department logged OT in the July to November time frame, meaning that in the first 5 months of FY23 each member has earned approximately \$1,772 in overtime. The average hours worked during the period is 46 hours, or approximately 4 hours per biweekly check.

If OT continued at this pace through end of the fiscal year, the total cost would be \$267,232 (budget is only 177,151).



4. Analysis of overtaxed positions and understaffed positions.

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

5. 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.

6. 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%
TOTAL FT - TURNOVER %	5.58%	6.48%	7.09%	3.07%
TOTAL PT - TURNOVER %	6.01%	18.72%	10.53%	5.91%

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

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

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

This is being examined and more information will be provided within the FY24 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 applies 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
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:

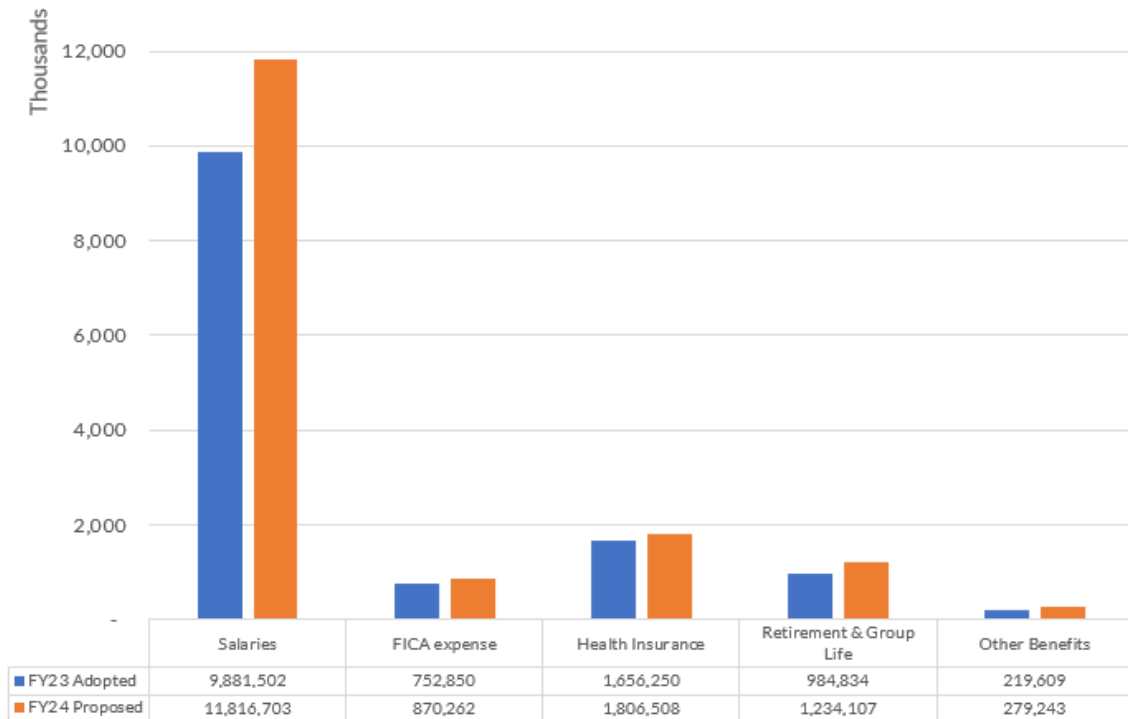
<u>FY23 General Fund Total</u>	16,413,084
Add: Information Technology total	1,638,011
Add: Motor Pool total	640,963
Less: IT allocation to General Fund	(1,327,077)
Less: MP allocation to General Fund	(539,298)
	16,825,683
FY24 General Fund Total	23,052,786
Increase	6,227,103 37.0%

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

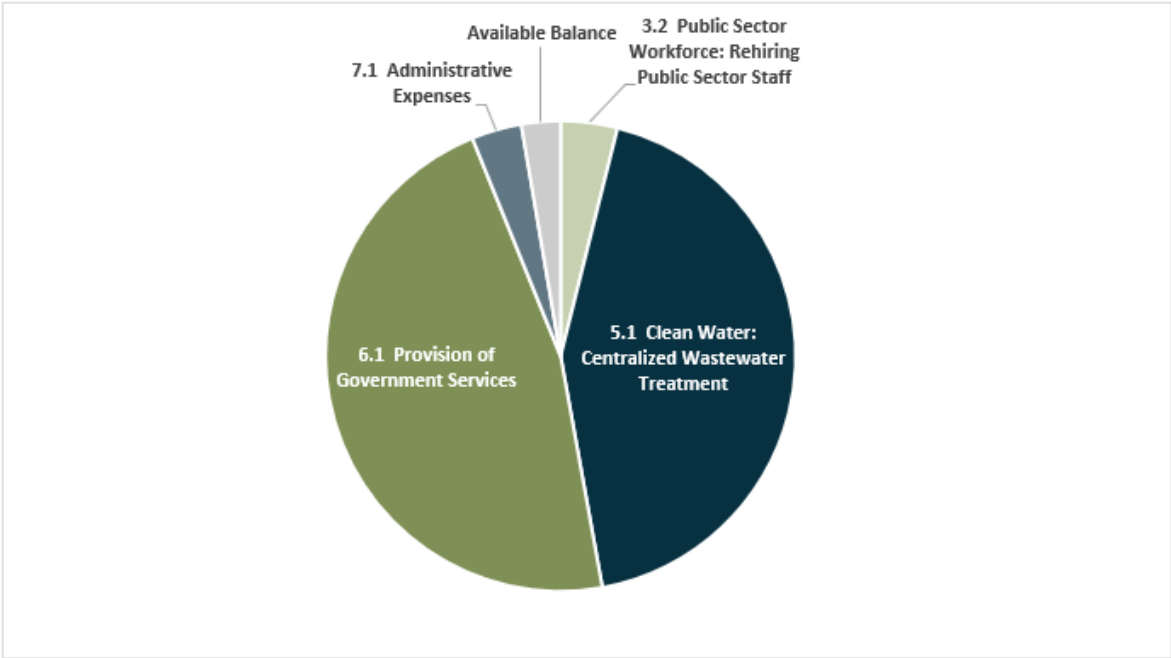
For fiscal year 2024, there are two positions that were funded by ARPA that will now need to be partially funded in the Water and Sewer Operating Fund.

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.



6. Different totals in summary pages -> more detail on what goes into these.

Staff will provide a walk-through of the combined budget summary during the presentation.

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

Asphalt costs have increased by 15% in the past year. Chemical costs increased substantially last year and have risen again in the current fiscal year. Specific data points will be provided during the presentation and updated here once compiled.

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

Job Title	Regular Compensation	Overtime Compensation	Total Compensation	Average Tenure (years)	Average Headcount during FY2024
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

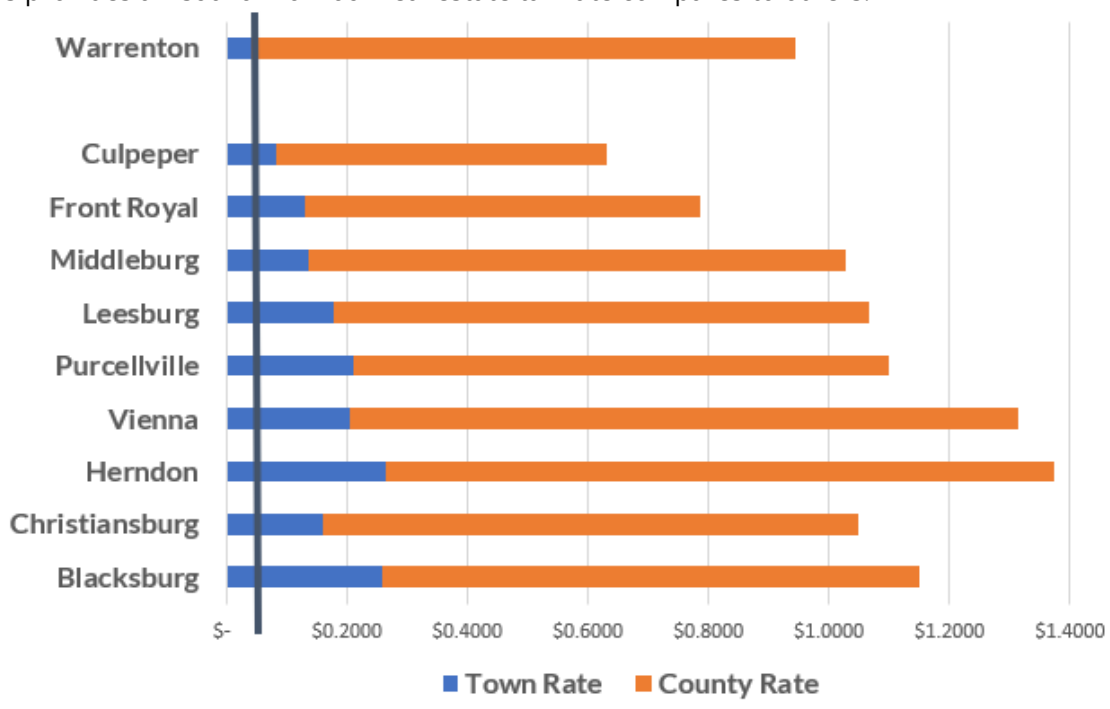
Note: The above table accounts for the 21 paychecks received through 04/07/2023 for fiscal year 2023.

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).

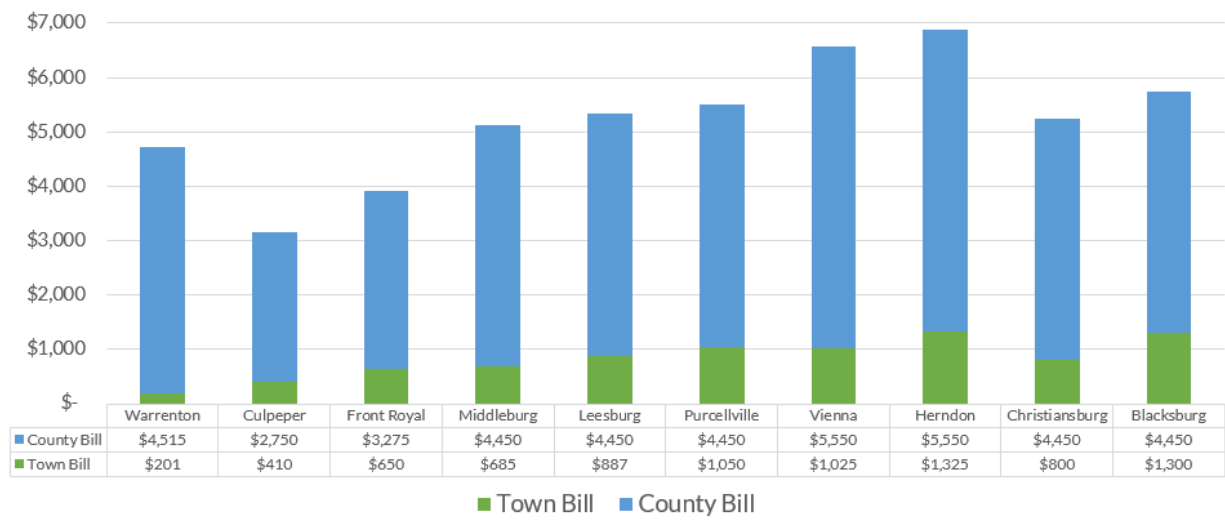
The following chart shows the composite real estate tax rates for our benchmarks, along with the tax bill for various home values:

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.

Please note that other questions have been received from Council members but there was not enough time to include them in this update. Another update will be provided prior to the May meeting.

STAFF RECOMMENDATION

Fiscal Impact

Legal Impact

ATTACHMENTS



TOWN OF WARRENTON, VIRGINIA
Fiscal Year 2024 Proposed Budget

TABLE OF CONTENTS

SECTION	PAGE
INTRODUCTION	
Town Manager's Proposed Budget Transmittal Letter	1
Combined Budget Summary	4
Personnel and Compensation Summary	6
Budget Process, Basis of Accounting & Budgeting	20
Mission Statement, Action, and Value Statement	22
BACKGROUND INFORMATION	
Community	23
Principal Officials	25
Ward Map	26
Organizational Chart	27
Fund Structure and Uses	28
Estimated Fund Balance	30
GENERAL FUND SUMMARY	31
General Fund Revenue	34
General Government Administration	
Overview	39
Legislative	40
Executive	41
Emergency Services and Risk Management	43
Human Capital	45
Information Technology	48
Communications	51
Legal Services	52
Finance and Procurement	53
Other Organizations	56
Elections	57
Public Safety	
Overview	58
Police Department	59
Fire Department	61

(continued on next page)

SECTION	PAGE
Public Works	
Overview	62
Administration	65
Street Maintenance	67
Sanitation (Refuse and Recycling)	71
Fleet	73
Facilities Maintenance	75
Parks and Recreation	
Overview	77
Administration	79
Aquatic & Recreation Facility	80
Parks	81
Community Development	
Overview	82
Planning	85
Development Services	86
Visitor's Center	88
Planning Commission	89
Board of Zoning Appeals	90
Architectural Review Board	91
Contributions	92
NonDepartmental	94
Debt Service	95
Transfers	96
OTHER FUNDS	
Capital Improvement Program Fund	97
General Asset Replacement Fund	100
Water and Sewer Operating Fund	103
Water and Sewer Capital Fund	120
Stormwater Fund	124
American Rescue Plan Act (ARPA) Fund	129



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

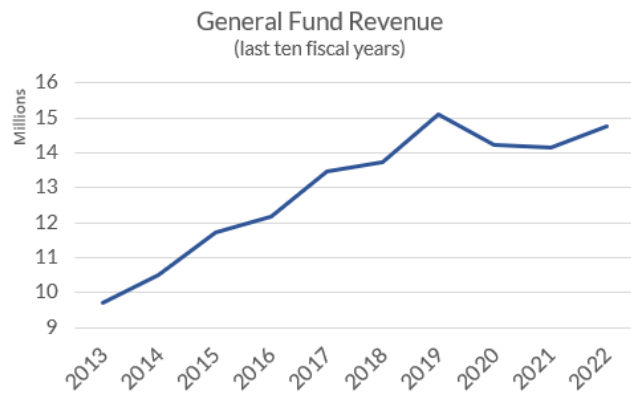
March 31, 2023

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%	

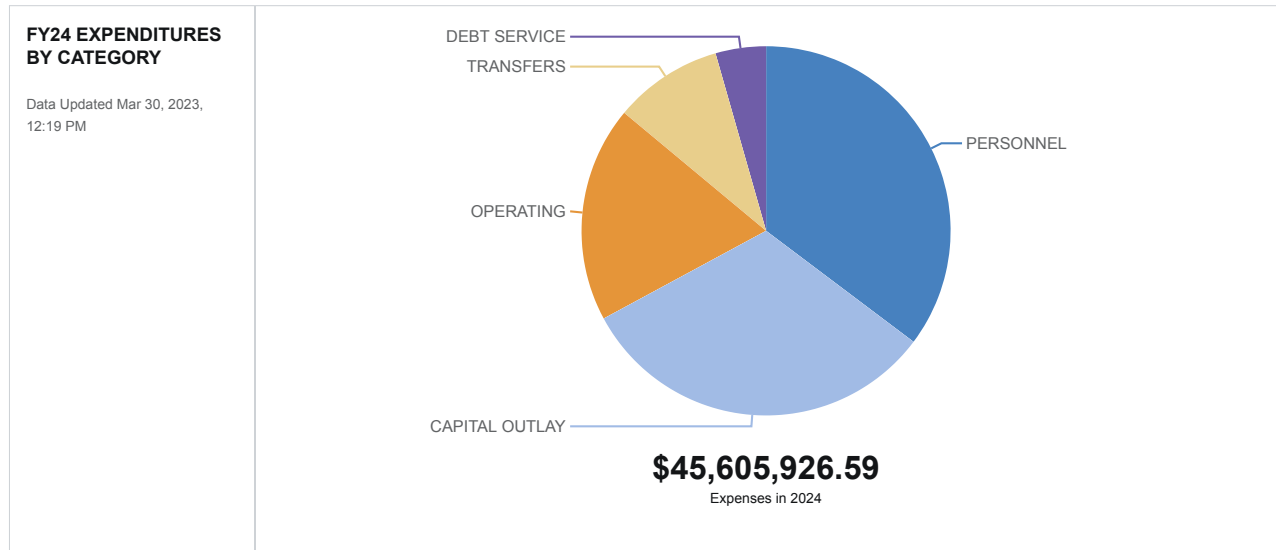
TOTAL APPROPRIATIONS ALL FUNDS

	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
------	----------	------------	-------

POSITIONS ELIMINATED

FUND	POSITION	DEPARTMENT	NOTES
------	----------	------------	-------

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

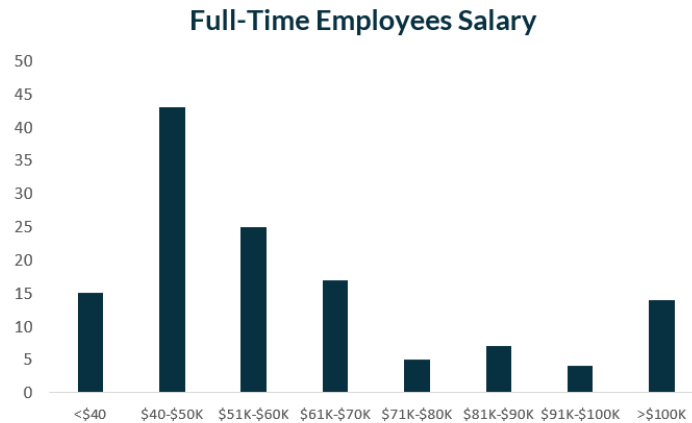
SALARY DISTRIBUTION & AVERAGES

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%

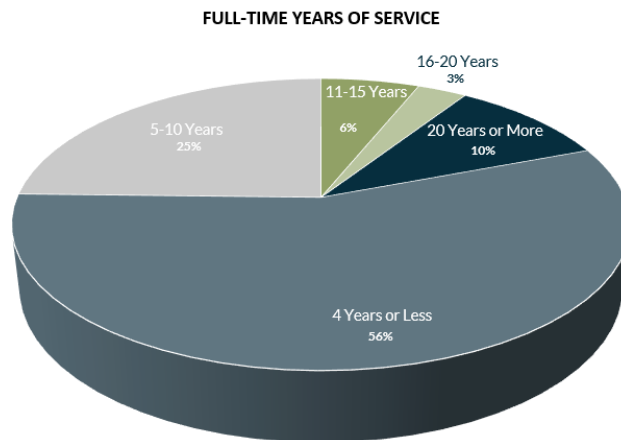
**Due to the nature of part-time work, wages are calculated on an hourly rather than an annual basis.*

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

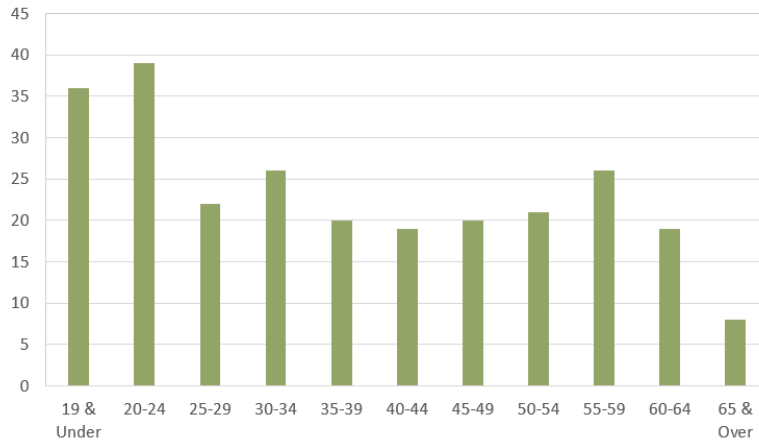
More than half of the current full-time workforce (81%) has been employed with the Town for 10 years or less; 10% have worked for the Town for 20 years or more. Over half (56%) have been with the Town less than four years.



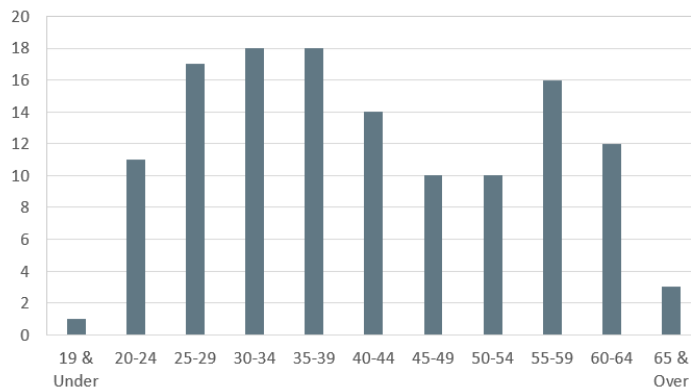
EMPLOYEE DEMOGRAPHICS

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

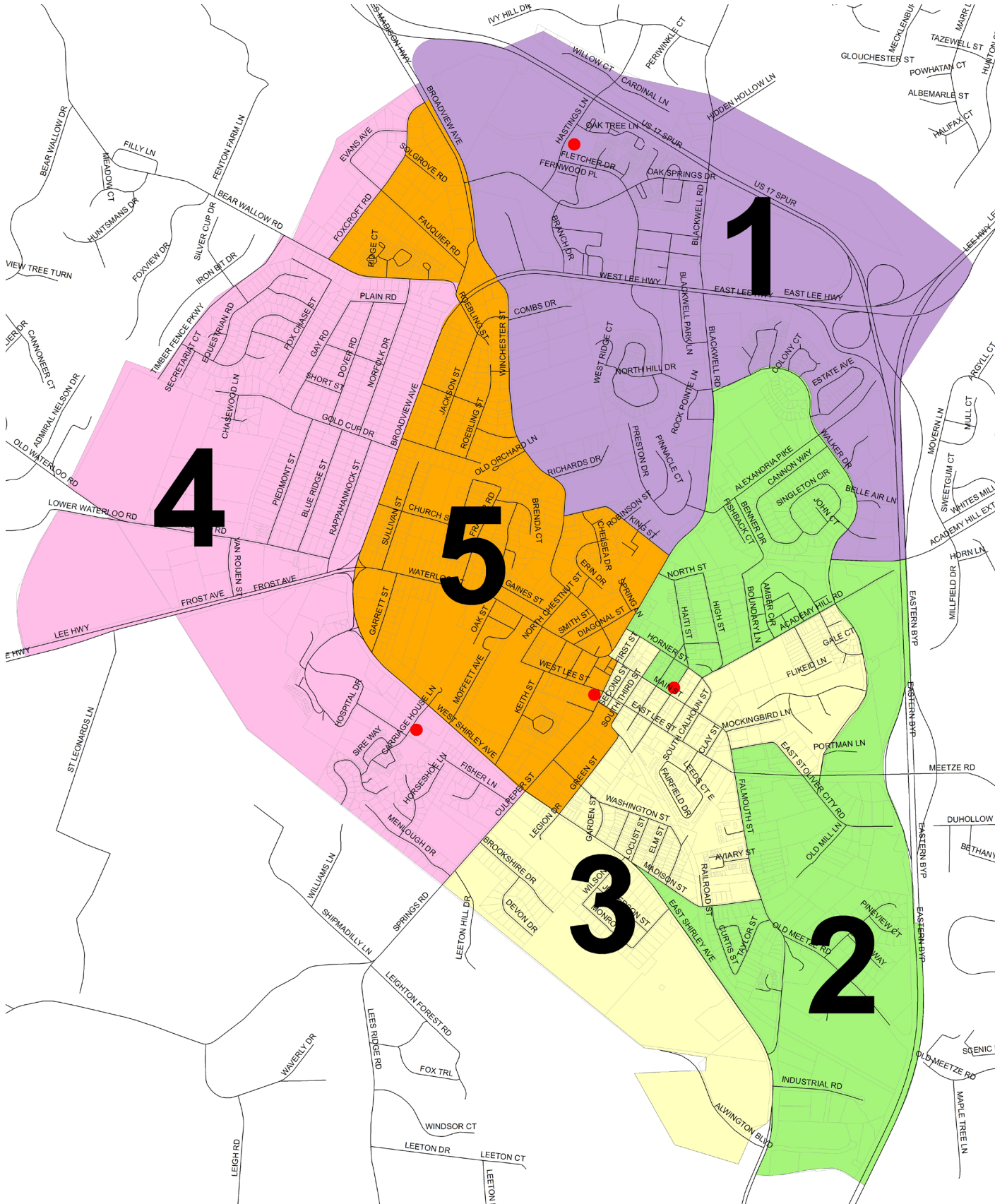
Tommy Cureton
Acting Town Manager

Martin Crim
Vanderpool, Frostick & Nishanian
Town Attorney

Stephen Clough
Town Clerk

WARD MAP

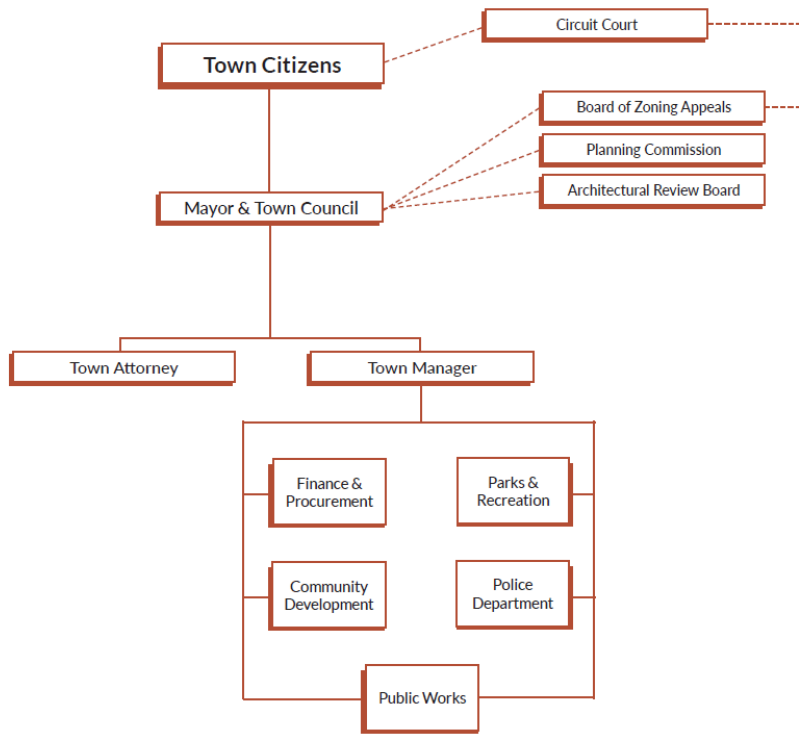
Item B.



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.

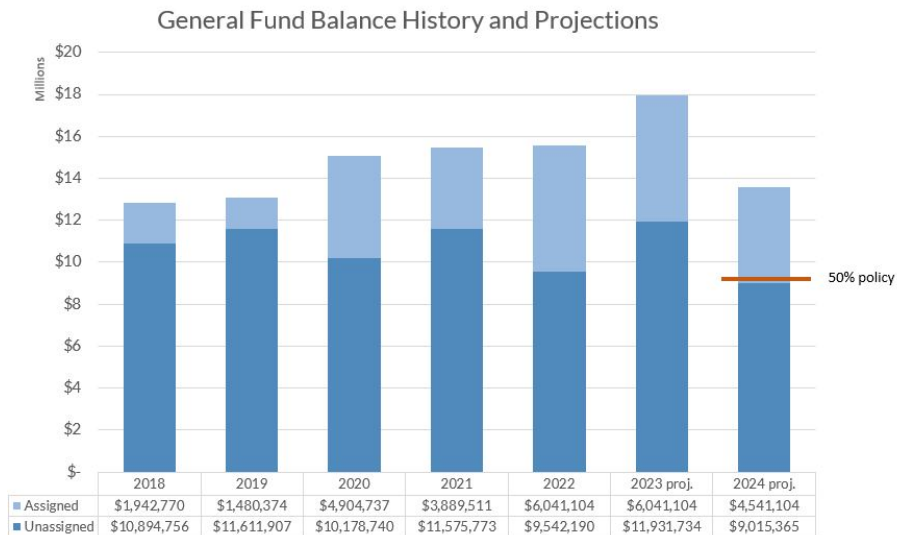
BACKGROUND INFORMATION

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

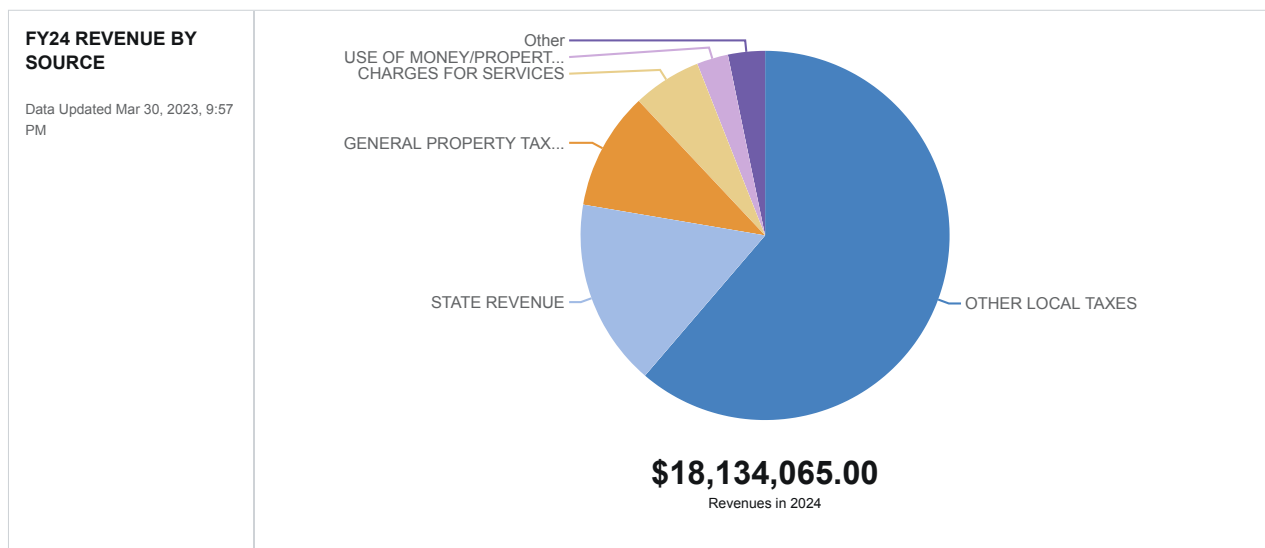
GENERAL FUND EXPENDITURES

	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

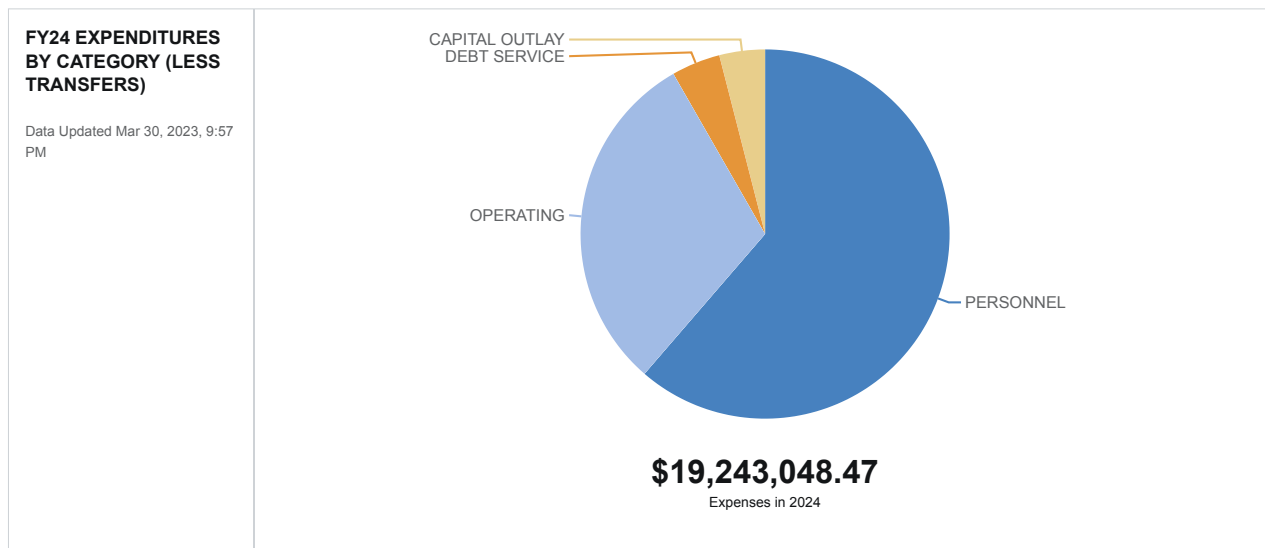
The FY24 General Fund Budget reflects an increase in revenue when compared to the FY23 Budget. The largest increase is in Other Local Taxes category. Other Local Taxes remains the largest source of revenue for the General Fund. This category includes Meals Tax, Sales Tax, Business, Professional and Occupational 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.

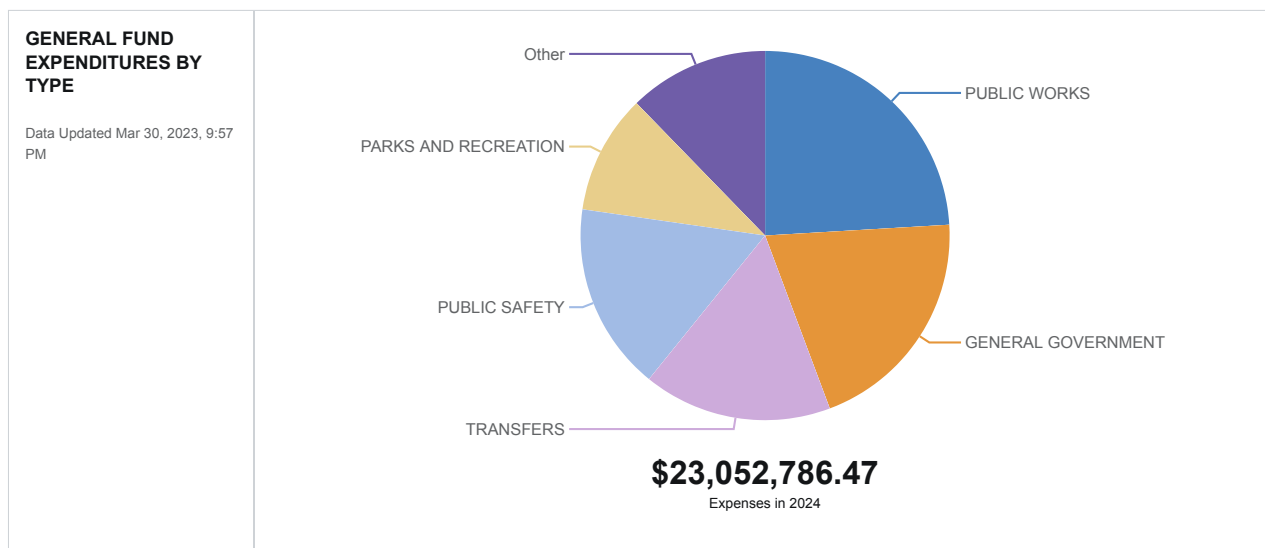


GENERAL FUND EXPENDITURES

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

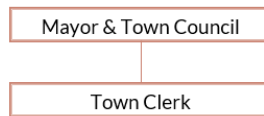
LEGISLATIVE

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

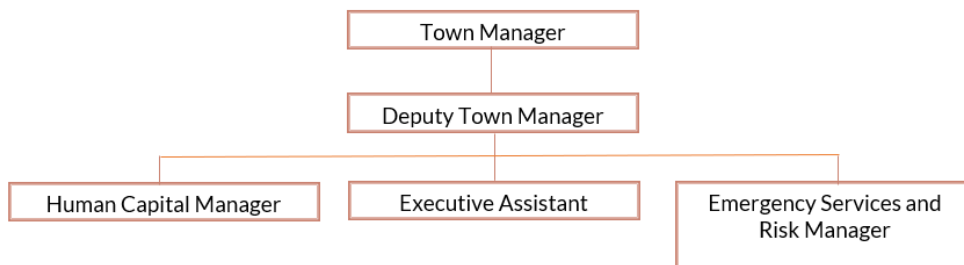
PROGRAM DESCRIPTION

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.

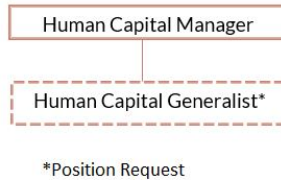
HUMAN CAPITAL

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.



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

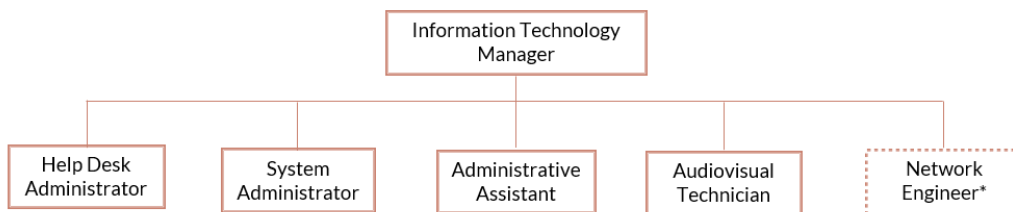
Prior to FY 2024, Information Technology was an Internal Service Fund that included all information technology costs. These costs were allocated to departments based upon the number of network users in that department.

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	• Provide service to Town employees through a Help Desk	• 1353 Help Desk Tickets created / 1343 resolved (7/1/2022 - 3/26/2023) 8 Months data
	• 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	• Process Help Desk tickets in a timely manner	On average we respond with 14 minutes to all tickets.
	• 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.

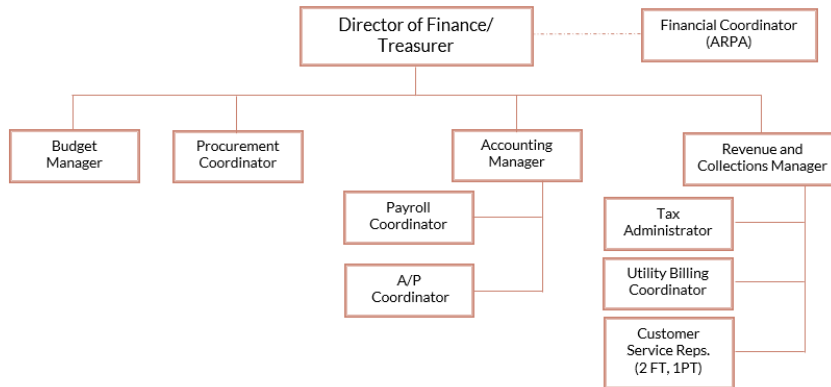
The Town's Annual Comprehensive Financial Report has been awarded the Certificate of Achievement for Excellence in Financial Reporting for the last 27 years. The program was established by the Government Finance Officers Association (GFOA) in 1945 to assist state and local governments to go beyond the 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

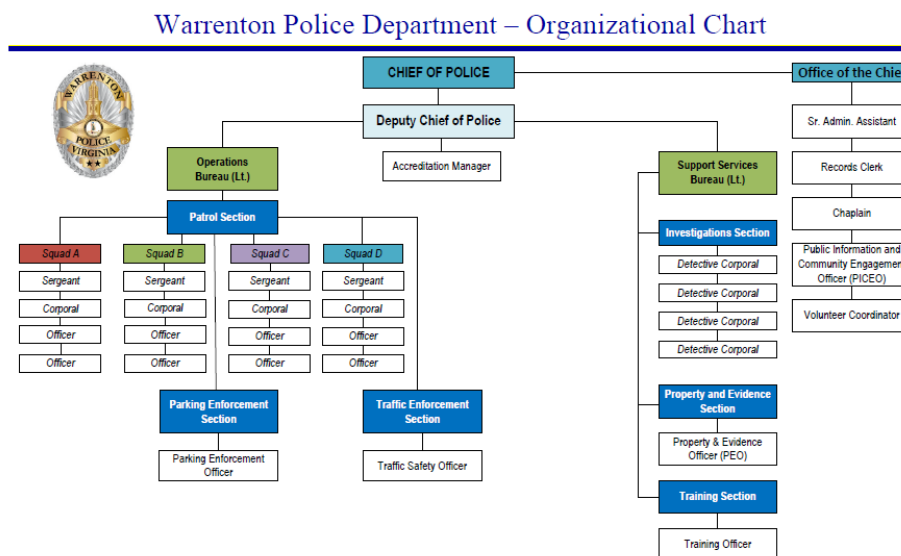
PROGRAM DESCRIPTION

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),

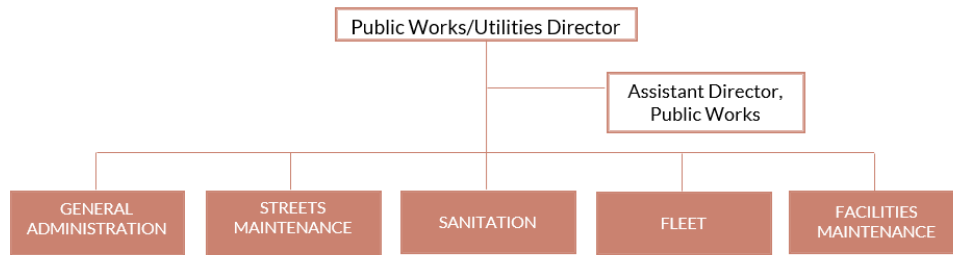
Funding for the numerous budgets within the Public Works Department have enabled the Town to maintain the public street surfaces at a level of quality at /above VDOT standards, as noted by compliments from the VDOT Resident Office. The paving schedule is moderate, based on the current roadway conditions 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	<ul style="list-style-type: none"> Establish outreach for recruitment 	<ul style="list-style-type: none"> Leverage social media
		<ul style="list-style-type: none"> Work with high schools and LFCC
		<ul style="list-style-type: none"> Create an internship program
	<ul style="list-style-type: none"> Continue to refine job descriptions and work towards a compensation study 	<ul style="list-style-type: none"> Define opportunities within work classifications Upgrade pay scales Create internal opportunities for advancement
Continuous Improvement	<ul style="list-style-type: none"> Establish efficiencies in operations 	<ul style="list-style-type: none"> Establish clear lines of responsibility and reporting
		<ul style="list-style-type: none"> Refine and develop equity in organizational structure Empower staff at all levels
	<ul style="list-style-type: none"> Implement daily budgeting review with proper oversight 	<ul style="list-style-type: none"> Ensure supervisory staff understand budgeting Identify best cost practices
Leverage Technology	<ul style="list-style-type: none"> Provide sufficient and proper tools to staff 	<ul style="list-style-type: none"> Mobile and desktops
		<ul style="list-style-type: none"> Use HC forms and processes
		<ul style="list-style-type: none"> Properly equip training room
	<ul style="list-style-type: none"> Training 	<ul style="list-style-type: none"> Work with IT on training for staff Train supervisors on software
		<ul style="list-style-type: none"> Develop processes for paperless functions
	<ul style="list-style-type: none"> GIS 	<ul style="list-style-type: none"> Increase usage of GIS Mapping and route efficiencies
Fiscal responsibility	<ul style="list-style-type: none"> Develop assessment process for costs and expenditures 	<ul style="list-style-type: none"> Develop weekly review with monthly oversight of budgets Develop purchase best practices
		<ul style="list-style-type: none"> Engage all users in vetting Source multi-use equipment Identify outsourcing as needed
	<ul style="list-style-type: none"> Ensure equipment is best for the job 	<ul style="list-style-type: none"> Create divisional accountability
	<ul style="list-style-type: none"> Align finances with tasks 	
Establish a Road repaving/maintenance schedule	<ul style="list-style-type: none"> Prioritize maintenance schedules 	<ul style="list-style-type: none"> Identify 5 year plan to repave and maintain roads
Assist stormwater with facility improvements	<ul style="list-style-type: none"> Work with Stormwater team to identify projects 	<ul style="list-style-type: none"> Create a list of projects Identify credits
		<ul style="list-style-type: none"> Identify and track sediments

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 B.

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 B.

	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 B.

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

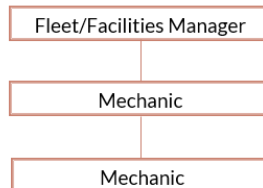
PROGRAM DESCRIPTION

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 B.

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

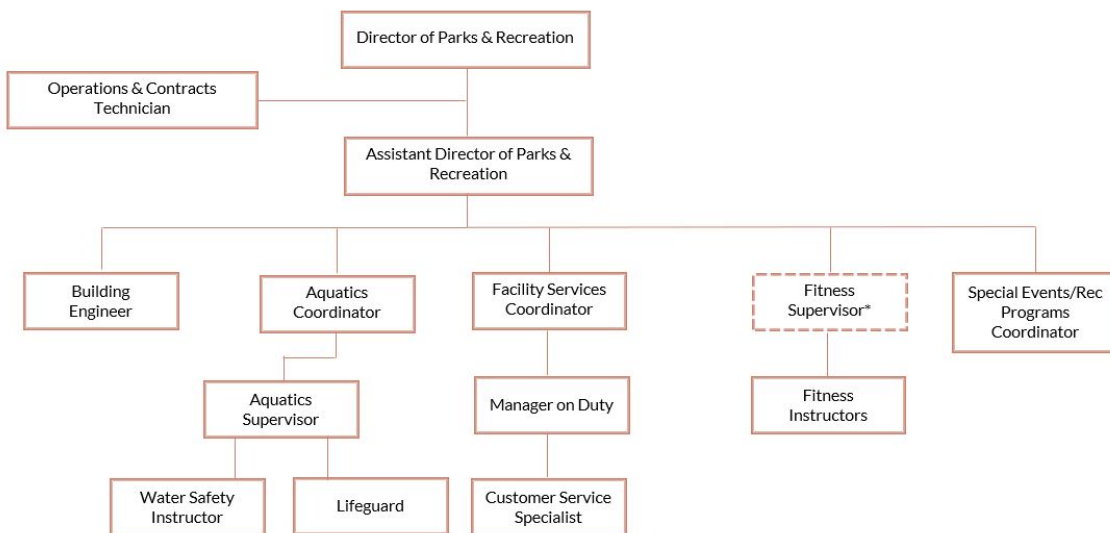
The Town operates Academy Hill Park, Eva Walker Park, Sam Tarr Park, Rady Park, the Skateboard Park, the Fun for All Playground, and the Dog Park in addition to the Warrenton Aquatic and Recreation Facility. In addition, the department manages several large events and competitions throughout the year.

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.

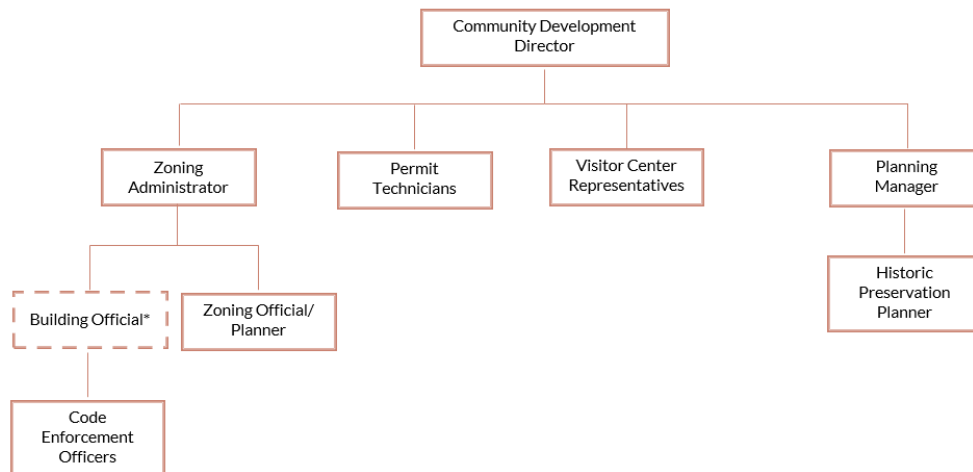
COMMUNITY DEVELOPMENT

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

Item B.

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.

[HOME](#)

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 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 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

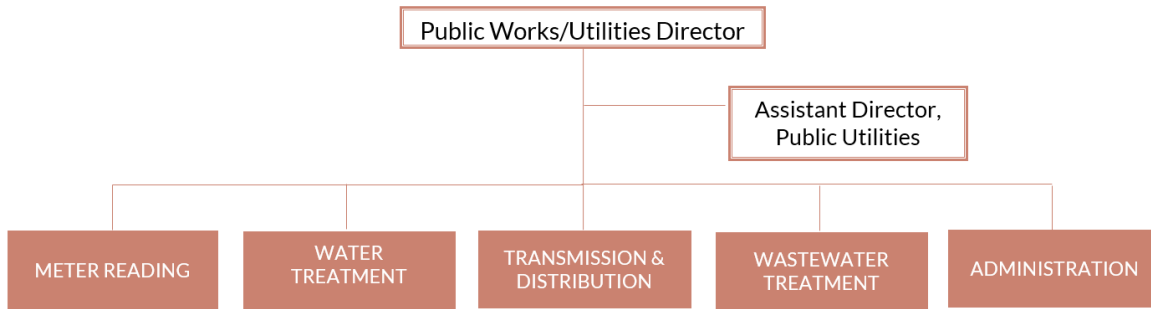
	FY 2023 ADOPTED	FY 2024 PROPOSED
CHARGES FOR SERVICES	\$6,265,142	\$7,012,774
USE OF FUND BALANCE	\$153,786	\$867,053
USE OF MONEY/PROPERTY	\$125,000	\$135,000
MISCELLANEOUS REVENUE	\$40,000	\$55,000
PERMITS & FEES	\$13,005	\$13,005
TOTAL	\$6,596,933	\$8,082,832

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 B.

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	• 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 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 B.

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 B.

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 B.

	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 B.

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 B.

	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 B.

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

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE NO.</u>
Introduction	
Capital Improvement Planning and Policies	1
Debt Planning	2
Impact of the CIP on the Operating Budget	2
Annual Capital Budget	3
Project Categories	3
Guiding Principles	4
Planning for Other Capital	6
Capital Improvement Program Overview	
Fiscal Year 2024 Expenditure and Funding Summary	7
Projects by Fund and Funding Source Summaries	9
General Fund Capital Projects	10
Water and Sewer Fund Capital Projects	12
Stormwater Fund Capital Projects	15
Combined Funding Summary	16
Capital Improvement Project Detail Pages	
General Fund Capital Projects	17
Community Facilities	
CF-001 Secure Police Parking Area	18
CF-002 Public Works Facility Relocation	19
Parks and Recreation	
PR-001 ADA Playground Replacements	20
PR-002 Eva Walker Park Improvements	21
PR-003 Parks and Recreation Master Plan	22
PR-004 Park Pavilions	23
PR-005 Park Restrooms	24
PR-006 WARF Basketball Court Construction	25

<u>SECTION</u>		<u>PAGE</u> <u>NO.</u>
Transportation and Circulation		
TC-001	Broadview Safety Improvement Project	26
TC-002	Waterloo Speed/Safety Improvements	27
TC-003	Main Street Repaving	28
TC-004	Sidewalk Handicap Ramps	29
TC-005	Sidewalk Construction	30
TC-006	East Shirley Street Improvements	31
TC-007	Roundabout Walker/East Lee	32
TC-008	Improvements to Main Street	33
TC-009	Route 211/Old Waterloo Improvement	34
TC-010	Lee Hwy/Blackwell Road Safety Improvement	35
TC-011	W Lee/US17BusN/Winchester Intersection Improvement	36
TC-012	Signal at Gold Cup/Broadview	37
Water and Sewer Capital Projects		38
Water Projects		
W-001	WTP Clearwell Project	39
W-002	Filter Control Valves	40
W-003	Cast Iron Waterline Program	41
W-004	Waterline Replacement-Rappahannock Street	42
W-005	Warrenton Reservoir Dam	43
W-006	Broadview Waterline Betterment	44
W-007	Utility Connection Program	45
W-008	Mountain Tank Line Power	46
W-009	WTP Reliability Measures	47
W-010	High-Rate Filter, Sediment & Flocculation Basin	48
W-011	Water Line Improvements: Laurel Ridge Community College	49
W-012	Warrenton Reservoir Dredging	50
W-013	Raw Water Pumps	51
W-014	Airlie Drain Valve	52
W-015	Basin Coating	53
W-016	Chemical Tank	54

<u>SECTION</u>		<u>PAGE</u> <u>NO.</u>
Sewer Projects		
S-001	Primary Clarifiers & Sludge Pump Station	55
S-002	I&I Reduction	56
S-003	Digester No. 2	57
S-004	Secondary Clarifier	58
S-005	Cedar Run Pump Station	59
S-006	Secondary Clarifier and Sludge Pump	60
S-007	Wastewater Treatment Plant Pump Station	61
S-008	Dewatered Sludge Storage	62
S-009	Secondary Sludge Pump	63
S-010	Primary Digester	64
S-011	Taylor Pump Station	65
S-012	Sludge Dewatering	66
S-013	Sludge Screen with Enclosure	67
S-014	Turkey Run Pump Station #2	68
S-015	Plant Hydraulics/Piping	69
S-016	Sanitary Sewer Improvements to LRCC	70
S-017	Headworks Building	71
Stormwater Management Projects		72
SM-001	Public Works Shop and Yard	73
SM-002	Stream Restoration	74
SM-003	Stream Retrofit Rady Park	75
SM-004	Master Drainage Plan	76
SM-005	BMP Facilities	77
SM-006	East Street Drainage	78
SM-007	Filtterra Systems	79
SM-008	Sullivan/Broadview Avenue Drainage	80
SM-009	West Lee Highway Stormwater Culvert	81
Project Addendum		82
Maintenance Project Summary		83

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.

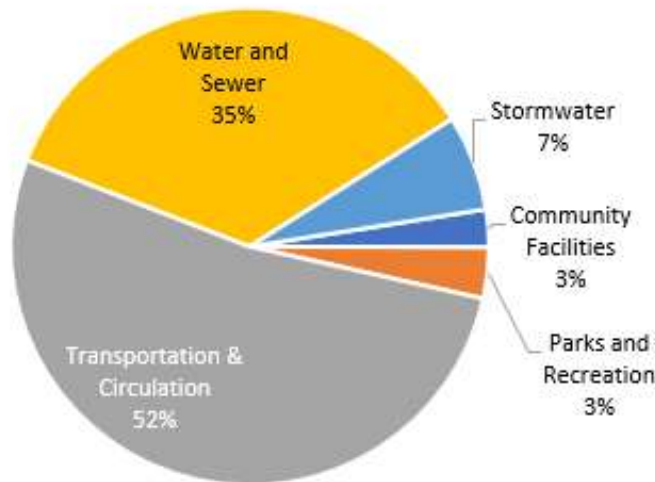
FY 2024 Expenditure by Category

<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>

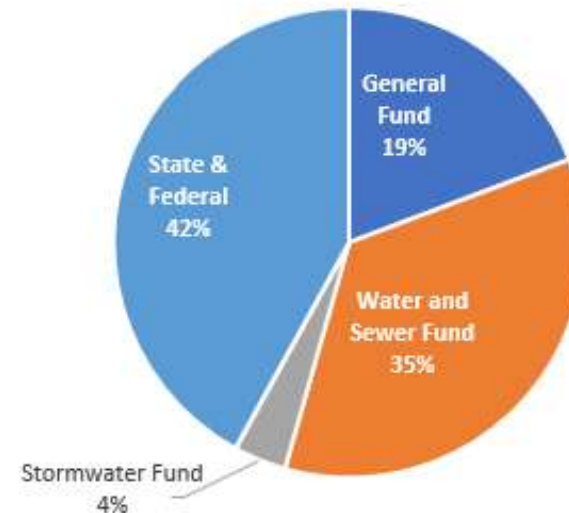
FY 2024 Funding by Source

<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 B.

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 B.

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

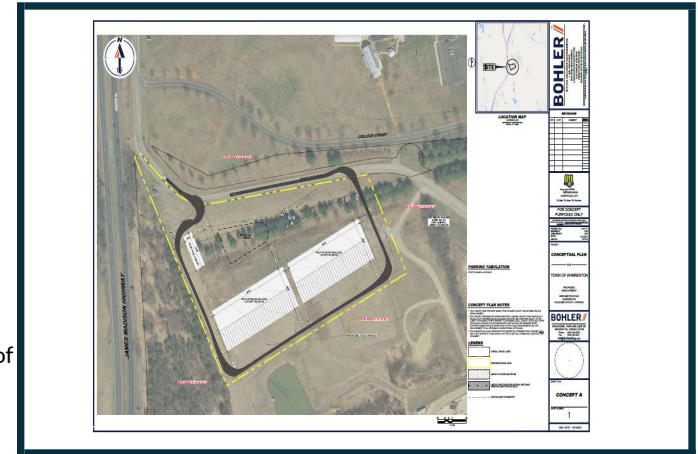
Plan Warrenton 2040 CF-4.2: Meet the future infrastructure needs through careful planning and acquisition of required permits. CF-2.2: Incorporate security measures designed to be unobtrusive but affording protection for citizens and users alike at community built and electronic facilities.

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:

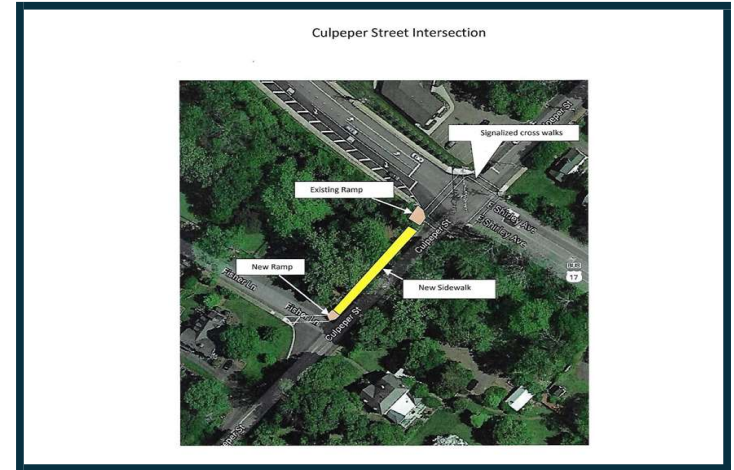
FY24 Academy Hill Road sidewalk from High Street to Sterling Court

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

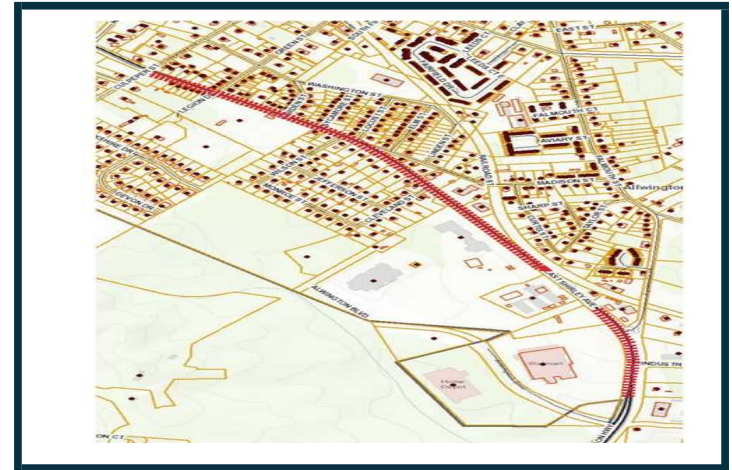
PROJECT NUMBER: TC-006

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

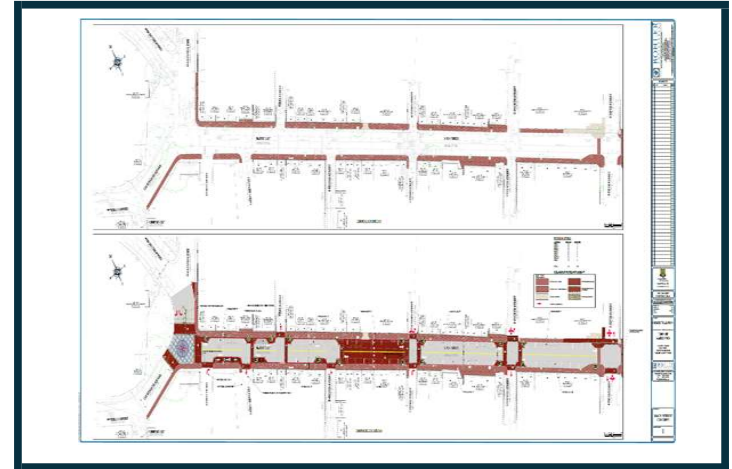
DEPARTMENT: Transportation & Circulation (TC)

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

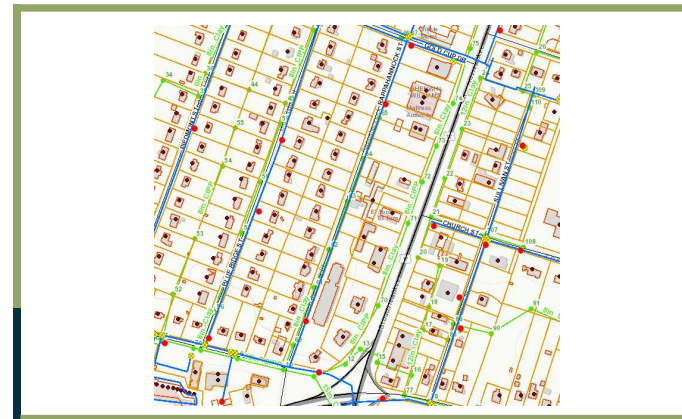
Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected 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

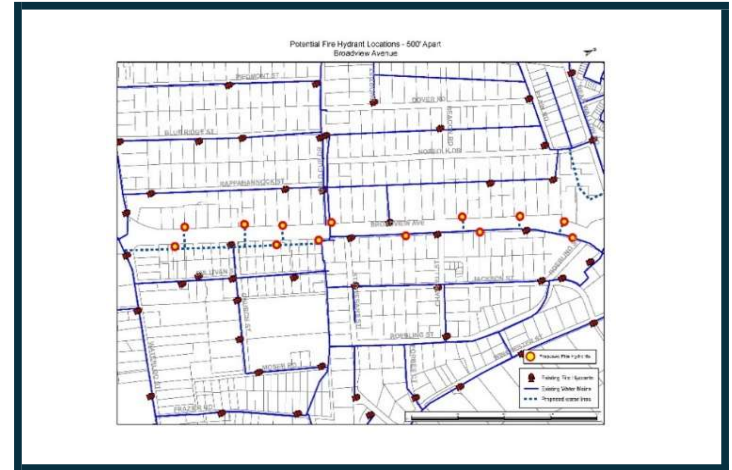
Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet the needs of expected 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

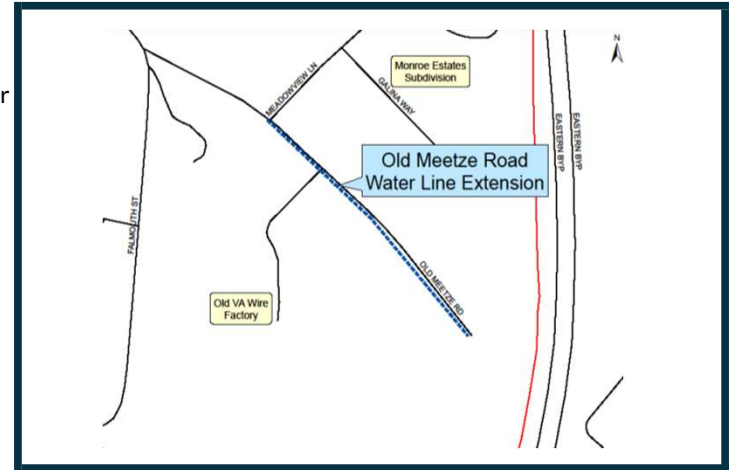
PROJECT NUMBER: W-007

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

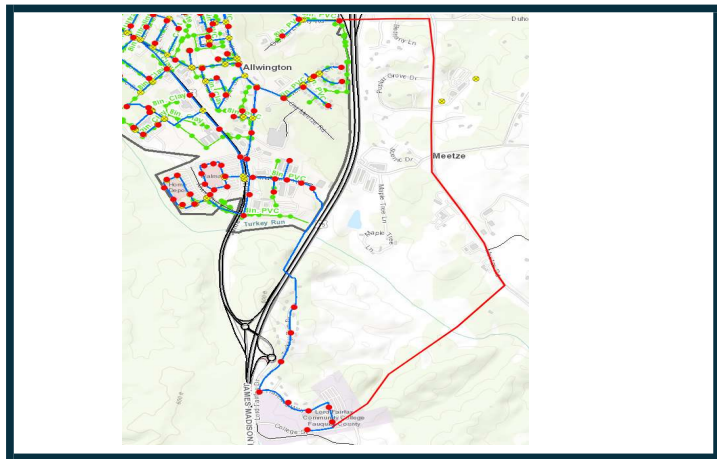
PROJECT NUMBER: W-011

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

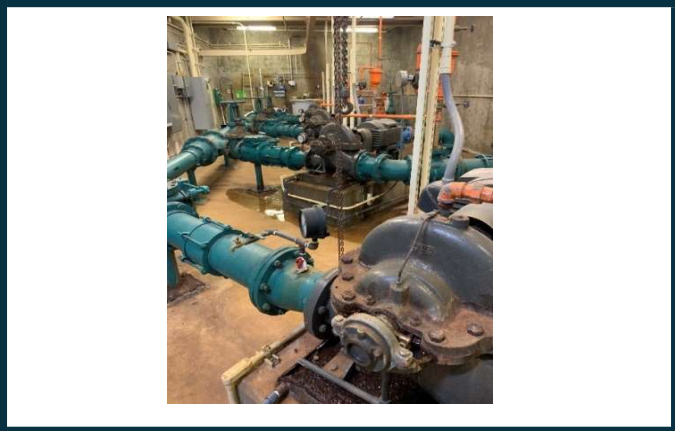
OPERATING IMPACT

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.

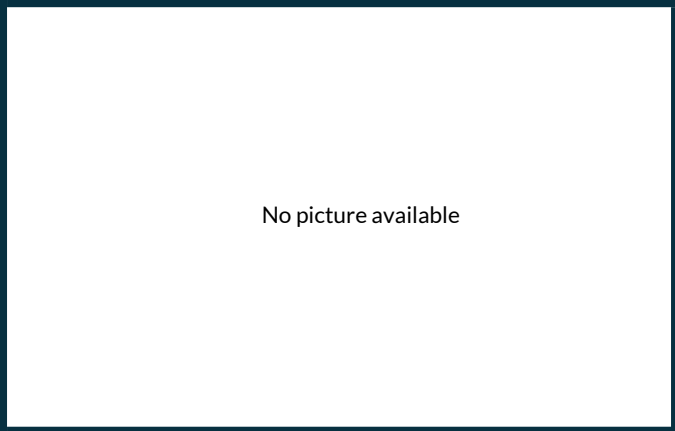
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase						\$467,857		\$467,857
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$467,857	\$0	\$467,857
FUNDING 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.

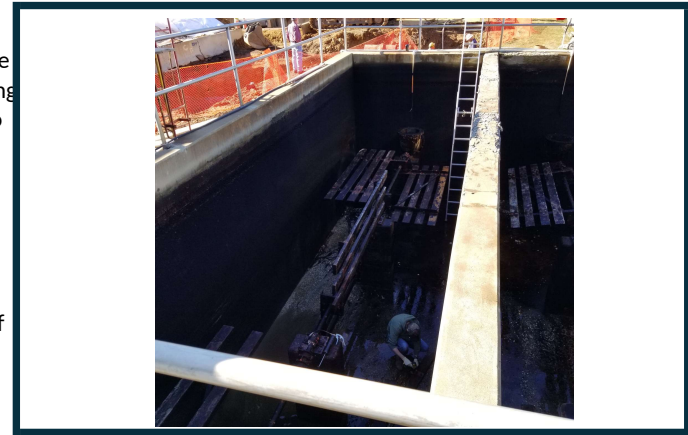
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering						\$116,964		\$116,964
Construction/Purchase						\$233,928		\$233,928
Other								\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$350,893	\$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

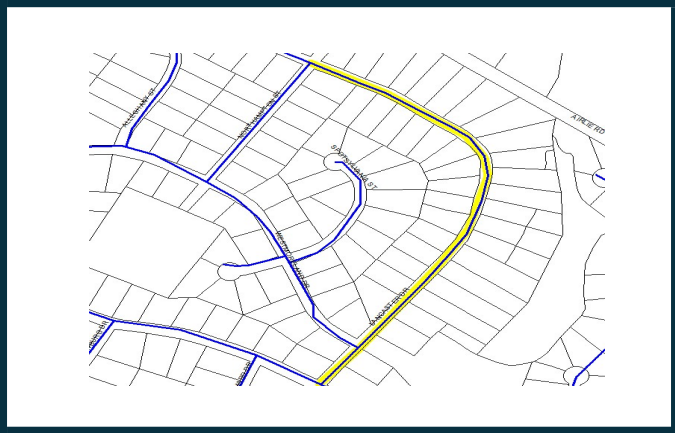
OPERATING IMPACT

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

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.

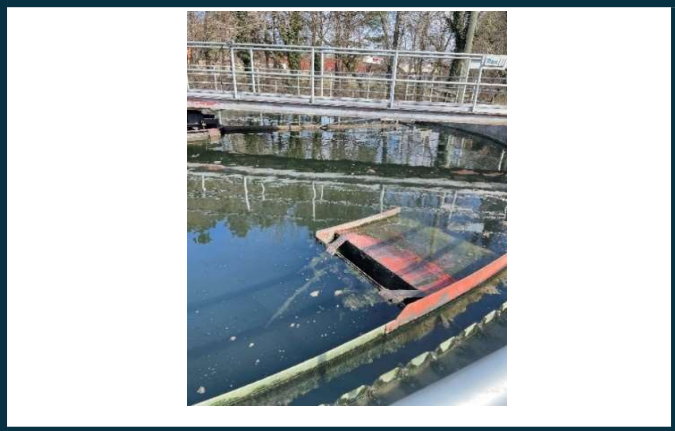
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$292,433	\$350,000						\$642,433
Construction/Purchase				\$6,063,750				\$6,063,750
Other								\$0
TOTAL	\$292,433	\$350,000	\$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.

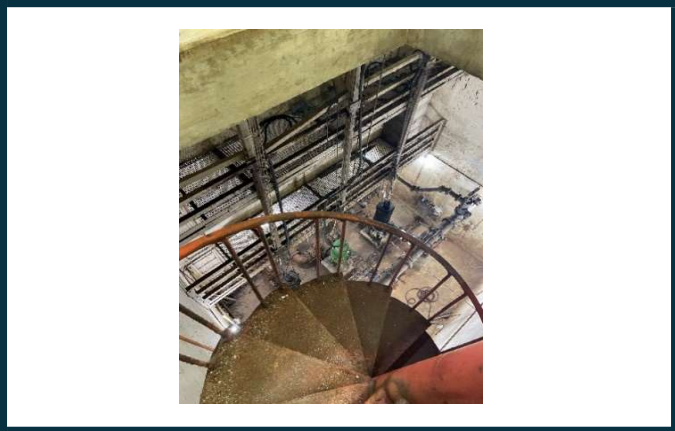
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering								\$0
Construction/Purchase	\$250,000							\$250,000
Other								\$0
TOTAL	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000
FUNDING 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.

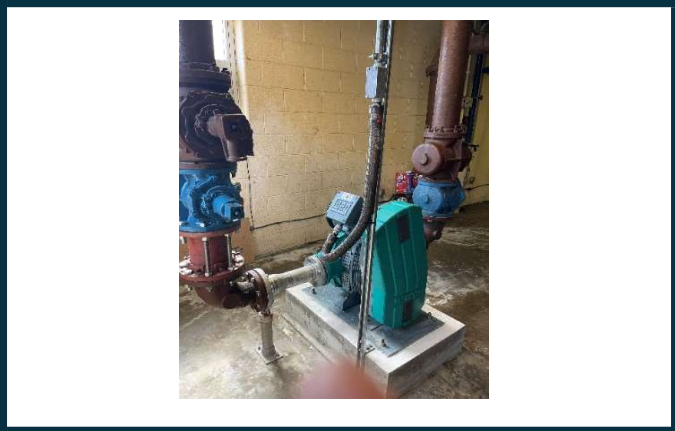
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering		\$25,000						\$25,000
Construction/Purchase			\$131,250					\$131,250
Other								\$0
TOTAL	\$0	\$25,000	\$131,250	\$0	\$0	\$0	\$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

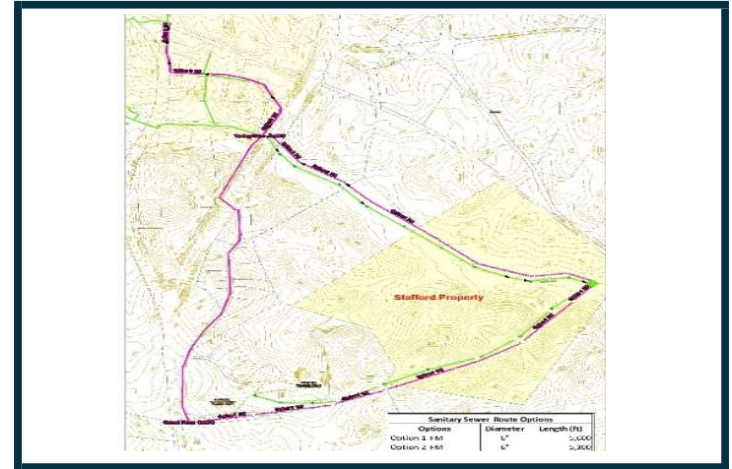
PROJECT NUMBER: S-016

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



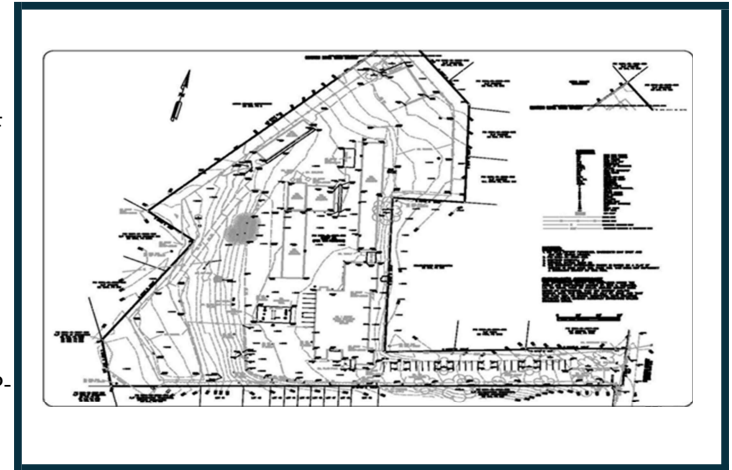
PROJECT NUMBER: SM-001

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.

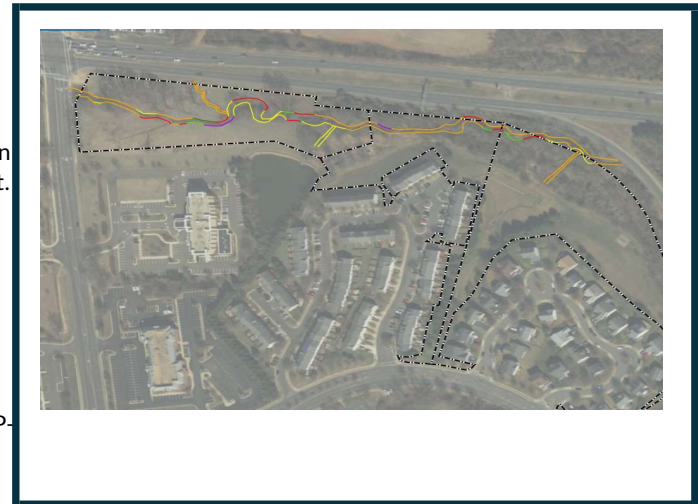
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering	\$45,000							\$45,000
Construction/Purchase	\$220,625							\$220,625
Other								\$0
TOTAL	\$265,625	\$0	\$0	\$0	\$0	\$0	\$0	\$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.



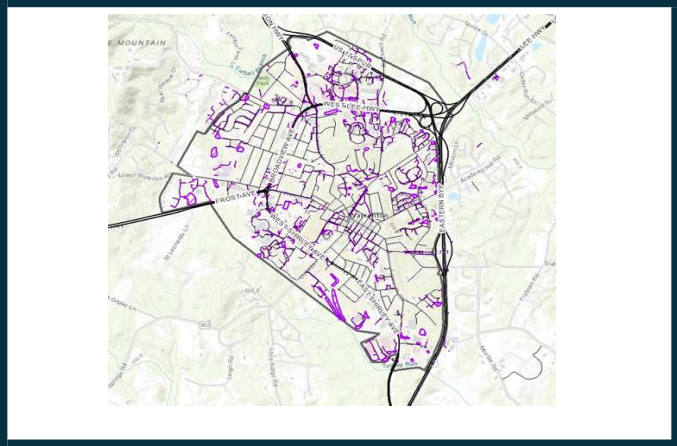
PROJECT NUMBER: SM-004

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

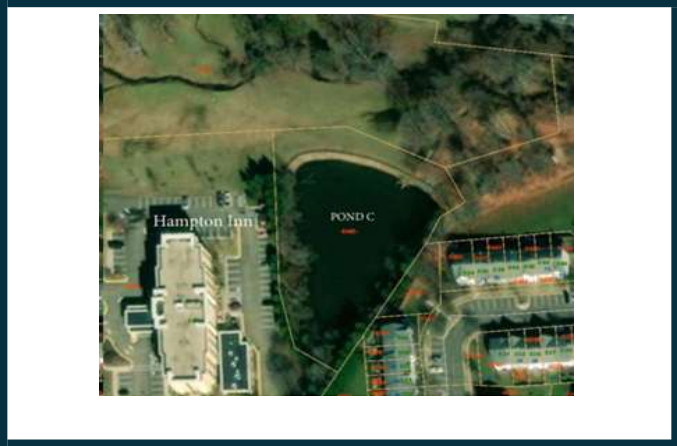
PROJECT NUMBER: SM-005

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

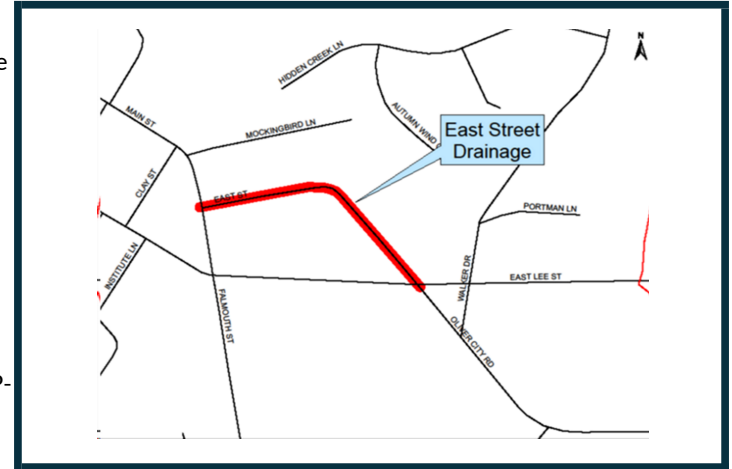
PROJECT NUMBER: SM-006

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

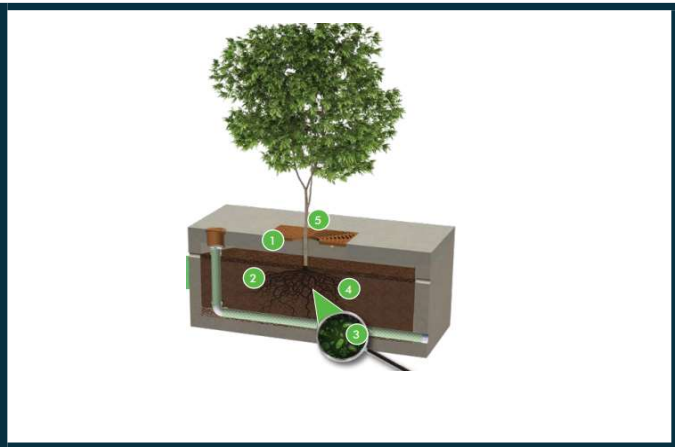
Warrenton was required under the MS4 Permit (Chesapeake Bay TMDL Action Plan 2018-2023) to identify means and methods that may be employed to achieve the necessary second-cycle pollutant reductions, including TP, TN, and TSS reductions. TMDL reduction goals for 40% for the second permit:

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.



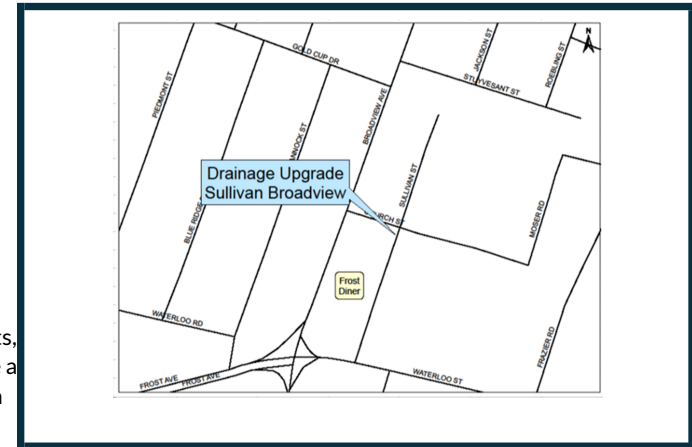
ESTIMATED COSTS	Previous Allocation	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	FY29 & Beyond	Total
Land Acquisition								\$0
Architecture/Engineering			\$15,750					\$15,750
Construction/Purchase				\$55,125				\$55,125
Other								\$0
TOTAL	\$0	\$0	\$15,750	\$55,125	\$0	\$0	\$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

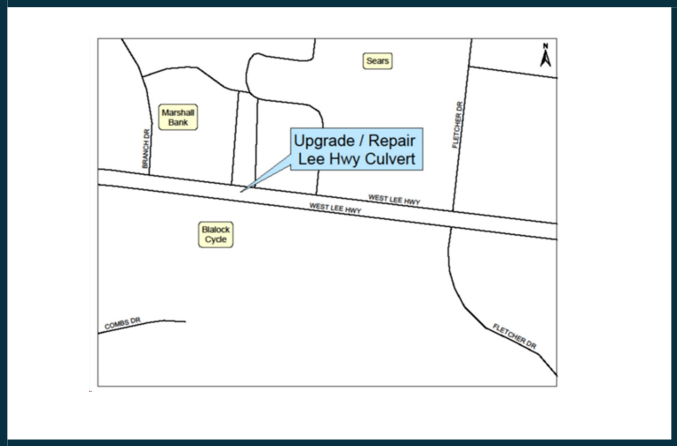
PROJECT NUMBER: SM-009

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
--	------------	--------------	--------------	--------------	------------	------------	-----------	--------------

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

FY24 Position Requests

Proposed FY24 Position	Salary Grade	Salary Range <i>Min - Mid - Max</i>	Reports To
Communications Manager	17	\$99,241 - \$129,013 - \$158,786	Town Manager
Network Engineer	14	\$79,885 - \$103,851 - \$127,816	Director of Information Technology
Human Capital Generalist	12	\$69,127 - \$89,866 - \$110,604	Human Capital Manager
Deputy Town Manager	19	\$114,686 - \$149,091 - \$183,497	Town Manager
Economic Development Manager	17	\$99,241 - \$129,013 - \$158,786	Director of Community Development
Building Official	14	\$79,885 - \$103,851 - \$127,816	Director of Community Development
Fitness Supervisor	4	\$38,760 - \$50,388 - \$62,016	Assistant Director of Parks and Recreation

Position Request:
Communications Manager

Reports to:
Town Manager

COMMUNICATIONS MANAGER

Item B.

Grade: 17
Full time, Exempt
Effective: FY24

GENERAL DEFINITION:

The Communications Manager will manage a wide range of communications, focusing on the Town Manager and Town Council actions and strategic initiatives. This position synthesizes complex information to develop and implement creative and effective communication strategies and initiatives to inform the public about the programs, topics and initiatives that are of interest to and impact to the Town of Warrenton. The Communications Manager will shape development of a wide range of materials, such as newsletters, news releases, graphics, flyers, and web and social media content, for town wide communication channels to ensure impactful, consistent messaging across multiple platforms. This is not a supervisory position.

The successful candidate will be self-motivated, flexible, organized, and creative, while handling multiple priorities simultaneously. This position requires outstanding research, writing and content creation skills, an understanding of local government and its legislative process, the ability to organize information from multiple sources, and a commitment to accuracy and quality.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Communications Manager duties include, but are not limited to:

- Collaborates with the other members of the Senior Leadership Team, Town Manager, and staff in Town departments to support Town priorities, including support for the Town media relations activities and public information campaigns, strategic communication planning, employee communications, and emergency communication.
- Coordinate media relations activities
- Develop and execute public information campaigns.
- Create and implement strategic communication plans
- Leverage social media to inform the public and to manage issues
- Coordinates the communication strategy for public and community events.
- Coordinate photography
- Create and implement relevant marketing initiatives

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge in the field of communication, such as public affairs, public relations, public information, digital communication, community outreach, strategic communications, content production, marketing, journalism, and/or other related areas.

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to a bachelor's degree in Public Relations, Marketing, Advertising, Communications, Journalism or related field; three (3) years of related work experience.
- Proficiency in communication concepts, principles, methodology, and techniques. Skilled in collaborating with multiple stakeholders across different levels of an organization. Experience managing and producing a broad range of communications for a government, non-profit, communications, or other large and diverse organization.
- *PREFERRED QUALIFICATIONS: Master's degree in journalism, public relations, communication, marketing or other related discipline and experience managing communications for a government organization or non-profit. Experience working with senior elected and appointed officials in a communications capacity.*

COMMUNICATIONS MANAGER

Item B.

Grade: 17
Full time, Exempt
Effective: FY24

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. Some bending and stooping required. In addition, this position will require some after-hours work to support routine and emergency meetings and events.

DISCLAIMER:

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job.

GENERAL DEFINITION:

Organized under the Council/Manager form of government, the Town Manager is a proven leader who manages and directs the operations of the town. The Town Manager performs and values complex problem-solving, following the current town vision crafted by the governing body, while working with and directing all department heads to do the same. Guides and assists with policy interpretation, responds to or directs staff to respond to citizen inquiries, complaints, praise, recommendations, etc. Overall, the Town Manager provides effective and ethical leadership while working collaboratively with the community, the Council, and Town staff and Serves as the facilitator of the town vision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Town Manager duties include, but are not limited to:

- Managing the Town under the direction of the Council and performing all duties incident to the Office of the Town Manager as outlined in the Town Charter, Town Code, applicable laws of the Commonwealth of Virginia, and the Personnel Policy and Procedures Manual.
- Meeting with the elected Council members to determine the policies established by the Council and to inform Council members and citizens about the operations of local government.
- Performs liaison activities to other local, state and federal agencies and organization as may be needed. Such as, attends governing body meetings, and may also attend other town meetings, legal hearings, outside agency meetings and others as required; interacts with other public jurisdictions as the official representative of the town's governing body. May be required to speak in front of audiences.
- Develops a long-term strategic plan to implement the Vision, Mission, and Values of the Council and to enable town government to meet the challenges imposed by the impact of the region's rapid growth.
- Performs administrative duties necessary to ensure that the provisions of the Town Charter, Town Code, Personnel Rules and Regulations Manual, Zoning Ordinance and Subdivision Ordinance are enforced, and delegates the responsibility for some of these duties as deemed appropriate. Ultimately, oversees the responsibility for town's compliance with timely legal requirements, such as comprehensive annual financial reports.
- Works with key budget personnel to prepare the town's annual budget. This includes, working closely with Deputy Town Manager, Budget Manager, and departments heads to review all projects for capital improvements and capital assets as well as providing input on improvement and/or change requests. Annually submits budget to the Council for approval, and responsible for implementing new budget once approved.
- Works closely with the Deputy Town Manager on preparing special reports, research reports, official correspondence, press releases, public hearing notices, job announcements, agendas, resolutions, ordinances, agenda information staff reports, etc. as necessary.
- Works alongside the Deputy Town Manager investigating citizen complaints and problems in the town and responsible for making recommendations for changes to the Town Council.
- Management of Town personnel includes, but not limited to, working closely with Deputy Town Manager on the hiring of department directors, administrative personnel, and other employees; supervising top appointees; and for managing equitably and fairly the town workforce. Also, is the leader of empowering staff to explore new ideas and make decisions, while being a facilitator of progress. Encourages employee development.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Function as the chief executive officer of the town, requiring significant internal and external interpersonal skills to effectively communicate and interact with employees, the public and other government jurisdictions; encompasses leadership and motivation, and does not micro-manage.



- Conceive, create and update town policies, strategies and methods to meet the goals of the town, adhering to town policies and vision.
- Motivates to maintain the momentum and positive progress established in the town, while focusing on current vision plan.
- Value problem-solving, adjust quickly and work toward accomplishing complex tasks in a timely manner.
- Assess the organization and identify opportunities to ensure best practices, accountability, streamlining and efficiency in order to guarantee strong customer service and investment in the community.
- Is a team builder, collaborating on all levels; open minded to new ideas, rational, engaging and respectful.
- Effective communicator, equally comfortable addressing all audiences, and able to easily articulate complex information.
- Be apolitical, diplomatic, embrace diversity and possess skills to bridge gaps among a variety of constituencies.
- Read and write English clearly, forcefully and simply, to utilize synthesis data and information such as the Town Code, Code of Virginia, town administrative regulations and other related documents and publications.

EDUCATION AND EXPERIENCE:

Must possess a bachelor's degree in public administration or related field and a minimum of ten (10) years progressively responsible public administration experience, with at least five (5) years as the chief administrative officer, assistant manager, or department head.

SPECIAL REQUIREMENTS:

Membership in ICMA; strong experience in managing municipal services in a growth environment; council-staff relations, managing financial resources and long-term capital improvement projects, organizational change, building consensus among employees and in public forums, and providing strong leadership to the directors and staff.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

DISCLAIMER:

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job.



Position Request:
Network Engineer

Reports to:
Director of Information Technology

GENERAL DEFINITION:

The Network Engineer will be responsible for the IT network infrastructure and IT systems operations. Will play a crucial role in integrating numerous technologies, including Cisco and Aruba devices. Additionally, I will be responsible for maintaining and optimizing Town Firewalls, responding to IT Security Alerts, managing all IT Security Operations, system optimizing, and troubleshooting. Works closely with leadership and team members to meet departmental, Town Manager, Town Council, and organizational deadlines. Works a flexible schedule, including weekends and evenings, as required. Work is performed under the limited supervision of the Director of Information Technology.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Network Engineer duties include, but are not limited to the following:

- Perform technical tasks related to planning, design, maintenance, troubleshooting, issue resolution, additions and upgrades to the network, including LAN, WAN, VoIP, Internet, Wireless and data networks.
- Act as a mid-level engineer, providing support to all IT staff members.
- Support and/or lead the implementation of projects related to the Town Network and associated systems.
- Respond to customer requests in the time frame and manner as defined by the supervisor.
- Perceive, identify, and recommend solutions to customer related issues.
- Identify and escalate situations requiring urgent attention.
- Coordinate acquisition of equipment and track inventory and projects in support of the data network.
- Provide oversight for the installation, inspection, maintenance and repair of all Town networks, accessories and other equipment.
- Assist with policies and procedures and with preventative maintenance activities on all associated equipment.
- Coordinate and/or lead tactical and strategic planning efforts for all customer network related needs including integration and automation of network gear and services.
- Provide regular reports on communications/network systems performance and maintain documentation related to network configuration, design, repairs, requests, actions taken and root cause analysis.
- Performs related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to strategically plan the engineering requirements for systems and associated equipment. Make technical recommendations related to data networks and associated systems. Creative and strategic approaches to problem-solving and an ability to tackle complex issues. Demonstrated excellent customer service skills. Familiarity with Internet, LAN, WAN, VoIP, VPN, and data network routing protocols. Complete understanding of networking technologies at layers 1-4 of the OSI model, including experience with cabling and collaboration with telecommunications vendors. Basic knowledge of information management technologies' principles, practices, and techniques. Basic knowledge of standard office equipment, such as personal computers, laptops, mobile devices, tablets, audio/visual/teleconferencing systems, and VoIP phones. Must be proficient with software applications, such as Microsoft Office Suite. Ability to effectively organize, schedule and plan work assignments; communicate technical information effectively orally and in writing to end users. Ability to establish and maintain effective working relationships with Town employees, vendors, and the general public; ability to follow verbal and written instructions; ability to provide support to users.

EDUCATION AND EXPERIENCE:

Minimum of six (6) year experience in IT Network Support and/or Administration. Minimum high school diploma and adequate experience in Information Technology or related field. Previous government experience is strongly desired. Four (4) year Baccalaureate degree from an accredited four-year college/university in Computer Science is strongly preferred, not required. Strong knowledge of computer software and MS Windows operating system with extensive experience in VMware, Aruba, Fortigate and Microsoft Teams is a must. MS Office experience is required.

SPECIAL REQUIREMENTS:

Must possess satisfactory results of a criminal history background check. Minimum of 3 years in router and switch configuration, CCNA certification is preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 50 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

DISCLAIMER:

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job.

Grade: 18
Full time, Exempt
Effective: 07/2020

GENERAL DEFINITION:

The Director of IT performs responsible, technical, and highly technical network administrative work in the implementation and support of the Town's network infrastructure. Analyzes needs; assists in the design, development and testing of computer systems and programs; provides technical operational support and trains users. Responsibilities include project management, infrastructure support and operational support to the Town's network systems and users. Coordinates with vendors providing services under contract; supervises and/or provides technical leadership to lower-level personnel; provides help desk problem solution assistance; and performs related work as required. Work is performed under general guidance and with minimal supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Director of IT duties, include, but are not limited to:

- Coordinates efforts with internal and outside agencies on information technology personnel in the planning of joint network projects.
- Configures network interface cards, protocols, cabling, routers, bridges, hubs and gateways.
- Researches, evaluates, and tests new technologies for existing and proposed network and/or telecommunication systems.
- Assists with the development, review, and recommendation for award of service-related contracts.
- Assures compliance with contracts and established standards.
- Assists in performing cost/benefits analyses on competing methods of providing data communication links.
- Performs detailed, comprehensive technical and functional requirement studies; evaluating existing or proposed systems to assist in decision making.
- Manages projects to integrate new software and hardware into current and new applications to create more efficient and easier to use systems.
- Assists with coordination between various departments during the implementation of projects to insure both inter-operability and common interfaces.
- Coordinates/conducts in house training sessions and/or coordinates vendor training sessions for users. Assists with in-house training sessions by preparing training guides and supplemental troubleshooting documentation for infrastructure problems.
- Determines the need for changes and enhancements of the Town's internet and intranet websites, along with the need to create databases and interact with databases to support web applications.
- Assists in the preparation of short range and long range automation plans for the Town Government.
- Conducts detailed discussions with representatives of other Town agencies to review, evaluate, and analyze existing manual or computer-based problems; summarizes problem characteristics; defines information processing requirements; suggests procedural and operating improvements when appropriate; defines and prepares needed data processing support.
- Presents oral and written reports concerning results of studies and/or project progress reports.
- Administrative duties include, but are not limited to:
 - Provides administrative support for a multi-domain server network, LAN/WAN server network; coordinates the installation of all necessary cabling and equipment for the provision of telecommunications or data communications support to customers; including support to LAN servers, networked PC's, or setup of internet service; diagnoses and troubleshoots network or communication problems.
 - Plans and implements network security and data administration.
 - Designs and implements data backup strategies.
 - Performs systems design activities for approved computer-based applications.
 - Performs third level technical support for system problems.
- Performs related tasks as required.



KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices, and techniques of information management technologies; thorough knowledge of network software related to the support of the Town's network infrastructure; thorough knowledge of practices and techniques of microcomputers and network operation systems; ability to identify and analyze and resolve routine information systems problems; ability to apply basic programming techniques; ability to install and maintain programs with the ability to design; ability to assist users in solving complex hardware and application related problems; ability to effectively organize, schedule and plan work assignments; ability to plan, schedule, coordinate and manage studies, special assignments; ability to evaluate and make recommendations on different applications and software packages; ability to translate technical terminology into terms understood by management and employees; ability to establish and maintain effective working relationships with Town employees, vendors and the general public; ability to follow instructions both verbally and written; ability to train and provide support to users.

EDUCATION AND EXPERIENCE:

Requires combination of education, training, and experience equivalent to an Associate's degree in computer science or related field; and 10 years network experience in a complex information systems environment or related field; or possession of a Bachelor's degree in computer science, or related field, and 6 years network experience in a complex information systems environment.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

DISCLAIMER:

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job.



Position Request:

Human Capital Generalist

Reports to:

Human Capital Manager

GENERAL DEFINITION:

The Human Capital (HC) Generalist will be responsible for the daily administrative functions of the HC department, to include, but not limited to, recruiting and hiring program, employee onboarding program, administering benefits and leave programs, and data administration of the HRIS. The HC Generalist will work closely with the HC Manager on continually improving efficiencies within the HC department and improving the employee experience. Work is performed under limited supervision. This position reports to the HC Leadership.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

HC Generalist duties include, but are not limited to:

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions. Will collaborate with departmental managers to understand skills and competencies required for openings.
- Prepares paperwork, schedules, and facilitates smooth new hire onboarding process, coordinating with cross-functional departments to deliver an exceptional first day experience.
- Serves as benefits administrator for all employee benefit programs including health insurance, leave, VRS retirement program, Flexible Spending Accounts, and other supplemental benefits programs.
- Works closely with Payroll coordinator in reconciliation of all applicable benefit programs. Includes benefit reconciliation and validation of open enrollment and/or benefit changes.
- Responsible for managing all data within the HC information systems for auditing and compliance. Includes producing and analyzing monthly and quarterly reporting metrics.
- Works closely with the Emergency Services and Risk Manager in the administration of the Training & Development and Risk Management program initiatives.
- Performs exit interviews and processes terminated employee's paperwork.
- Performs additional routine administrative tasks required to administer human capital programs including but not limited to: compensation, disciplinary matters, performance and talent management, recognition and morale, and training and development.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Oversees the establishment and maintenance of all personnel files.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general human capital practices. This includes, but not limited to: recruiting, employee benefits programs administration, employment laws, employee training and development, and basic employee relations principals. General knowledge of principles of governmental organization and administration. Ability to express ideas effectively both orally and in writing. Ability to establish and maintain effective working relationships with departmental supervisors, employees, and the public. Advanced experience with Microsoft Office (such as: Word, Excel, Powerpoint, Outlook), experience with HRIS, ATS, databases strongly desired (Paylocity experience), and experience with benefits management portals desired.

EDUCATION AND EXPERIENCE:

Minimum of one (1) year administrative experience; strongly preferred prior Human Capital experience. Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in human resource management or related field. Preferred small government experience. Professional in Human Resources (PHR) or relevant Human Capital certification preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

DISCLAIMER:

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job.

GENERAL DEFINITION:

The Human Capital Manager will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Capital (HC) department, ensuring legal compliance and implementation of the Town's mission and people strategy. This position reports to the Town Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Human Capital Manager duties include, but are not limited to:

- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human capital compliance and strategy needs.
- Responsible for managing the following programs: talent acquisition, benefits, employee relations, rewards and recognition, compliance (state/federal), policy management, training and development, performance management, and compensation.
- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends. This includes review of reports and metrics from the organizations human resource information system (HRIS) or talent management system.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain federal, state, and local law compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human capital, talent management, and employment law. Applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements departmental budget.
- Facilitates professional development, training, and certification activities for HC staff.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of human resources practices and employment laws, including wage and salary administration, training, employee relations and fringe benefits program; general knowledge of principles of governmental organization and administration; ability to express ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with departmental supervisors, employees and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in human resource management or related field and five (5) years human capital experience; Professional in Human Resources (PHR) certification preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

DISCLAIMER:

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job.

Position Request:

Deputy Town Manager

Reports to:

Town Manager

GENERAL DEFINITION:

The Deputy Town Manager assists the Town Manager in the direction, supervision, and coordination of the town departments and programs. The Town is organized under the Council/Manager form of government, the Town Council is the governing body, which formulates policies for the administration of the town. This position reports directly to the Town Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Deputy Town Manager duties include, but are not limited to:

- Acts for the Town Manager on special assignments or during the Town Manager's absences.
- Represents the Town Manager at conferences and meetings and, if applicable, attends functions and speaks to various civic organizations and governmental groups on the Manager's behalf.
- Responsible for the management of daily operations of the town by completing administrative reports, corresponding by mail, telephone and email, and performing many other duties to meet staff and community needs.
- Performs administrative duties necessary to ensure that the provisions of the Town Charter, Town Code, Personnel Rules and Regulations Manual, Zoning Ordinance and Subdivision Ordinance are enforced, and works with Town Manager on the delegation of the responsibility for some of these duties as deemed appropriate.
- Attends meetings of the Town Council and attends numerous other committee or board meetings and public hearings providing necessary information and recommendations when appropriate.
- Coordinates special projects, prepares research reports, and prepares documents to serve as a basis for action by the Town Manager and/or Town Council.
- Works closely with Town Manager on responding to the Town Council and public inquiries concerning town policies and programs; communicates and interprets administrative policy, instructions and new procedures.
- Works with Budget Manager and Director of Finance in preparing the annual town budget for Town Manager review.
- Works with Town Manager and Director of Finance on the maintenance of an inventory of all real property, easements, and rights-of-way owned by or leased to the Town, so as to show for each item its location, its cost if Town-owned, or its rental if leased to the Town, its current value, the department, office, or agency to which assigned of use, the insurance coverage thereon together with the amount of the annual premium and anniversary date, and the appropriate reference to deeds and leases of record; and if Town-owned property is leased, the name and address of the lessee and the terms of the lease.
- Works with department heads on the management and maintenance of their projects associated within the CIP/CARP.
- Receives citizen requests and complaints and determines action necessary by the appropriate Town employee and/or department; works with citizens and business interest groups, and civic organizations to solve problems and assist with requests.
- Management of Town personnel includes, but not limited to,
 - Empowers staff to explore new ideas and make decisions, while being a facilitator of progress. Encourages employee development.
 - Coordinates, monitors, and controls departmental function to ensure operational efficiency and economical use of all resources.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have significant internal and external interpersonal skills to effectively communicate and interact with employees, the public and other government jurisdictions; encompasses leadership and motivation, and does not micro-manage.
- Motivates to maintain the momentum and positive progress established in the town, while focusing on current vision plan.
- Value problem-solving, adjust quickly and work toward accomplishing complex tasks in a timely manner.
- Assess the organization and identify opportunities to ensure best practices, accountability, streamlining and efficiency in order to guarantee strong customer service and investment in the community.
- Is a team builder, collaborating on all levels; open minded to new ideas, rational, engaging and respectful.
- Effective communicator, equally comfortable addressing all audiences, and able to easily articulate complex information.
- Be apolitical, diplomatic, embrace diversity and possess skills to bridge gaps among a variety of constituencies.
- Read and write English clearly, forcefully and simply, to utilize synthesis data and information such as the Town Code, Code of Virginia, town administrative regulations and other related documents and publications.

EDUCATION AND EXPERIENCE:

Must possess a Bachelor’s degree in public administration or related field and a minimum of seven (7) years progressively responsible public administration experience, with at least three (3) years as a supervisor, manager, and/or department head.

SPECIAL REQUIREMENTS:

Membership in ICMA strongly preferred; strong experience in council-staff relations, managing financial resources and long-term capital improvement projects, organizational change, building consensus among employees and in public forums, and providing strong leadership to staff.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

DISCLAIMER:

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job.



GENERAL DEFINITION:

Organized under the Council/Manager form of government, the Town Manager is a proven leader who manages and directs the operations of the town. The Town Manager performs and values complex problem-solving, following the current town vision crafted by the governing body, while working with and directing all department heads to do the same. Guides and assists with policy interpretation, responds to or directs staff to respond to citizen inquiries, complaints, praise, recommendations, etc. Overall, the Town Manager provides effective and ethical leadership while working collaboratively with the community, the Council, and Town staff and Serves as the facilitator of the town vision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Town Manager duties include, but are not limited to:

- Managing the Town under the direction of the Council and performing all duties incident to the Office of the Town Manager as outlined in the Town Charter, Town Code, applicable laws of the Commonwealth of Virginia, and the Personnel Policy and Procedures Manual.
- Meeting with the elected Council members to determine the policies established by the Council and to inform Council members and citizens about the operations of local government.
- Performs liaison activities to other local, state and federal agencies and organization as may be needed. Such as, attends governing body meetings, and may also attend other town meetings, legal hearings, outside agency meetings and others as required; interacts with other public jurisdictions as the official representative of the town's governing body. May be required to speak in front of audiences.
- Develops a long-term strategic plan to implement the Vision, Mission, and Values of the Council and to enable town government to meet the challenges imposed by the impact of the region's rapid growth.
- Performs administrative duties necessary to ensure that the provisions of the Town Charter, Town Code, Personnel Rules and Regulations Manual, Zoning Ordinance and Subdivision Ordinance are enforced, and delegates the responsibility for some of these duties as deemed appropriate. Ultimately, oversees the responsibility for town's compliance with timely legal requirements, such as comprehensive annual financial reports.
- Works with key budget personnel to prepare the town's annual budget. This includes, working closely with Deputy Town Manager, Budget Manager, and departments heads to review all projects for capital improvements and capital assets as well as providing input on improvement and/or change requests. Annually submits budget to the Council for approval, and responsible for implementing new budget once approved.
- Works closely with the Deputy Town Manager on preparing special reports, research reports, official correspondence, press releases, public hearing notices, job announcements, agendas, resolutions, ordinances, agenda information staff reports, etc. as necessary.
- Works alongside the Deputy Town Manager investigating citizen complaints and problems in the town and responsible for making recommendations for changes to the Town Council.
- Management of Town personnel includes, but not limited to, working closely with Deputy Town Manager on the hiring of department directors, administrative personnel, and other employees; supervising top appointees; and for managing equitably and fairly the town workforce. Also, is the leader of empowering staff to explore new ideas and make decisions, while being a facilitator of progress. Encourages employee development.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Function as the chief executive officer of the town, requiring significant internal and external interpersonal skills to effectively communicate and interact with employees, the public and other government jurisdictions; encompasses leadership and motivation, and does not micro-manage.



- Conceive, create and update town policies, strategies and methods to meet the goals of the town, adhering to town policies and vision.
- Motivates to maintain the momentum and positive progress established in the town, while focusing on current vision plan.
- Value problem-solving, adjust quickly and work toward accomplishing complex tasks in a timely manner.
- Assess the organization and identify opportunities to ensure best practices, accountability, streamlining and efficiency in order to guarantee strong customer service and investment in the community.
- Is a team builder, collaborating on all levels; open minded to new ideas, rational, engaging and respectful.
- Effective communicator, equally comfortable addressing all audiences, and able to easily articulate complex information.
- Be apolitical, diplomatic, embrace diversity and possess skills to bridge gaps among a variety of constituencies.
- Read and write English clearly, forcefully and simply, to utilize synthesis data and information such as the Town Code, Code of Virginia, town administrative regulations and other related documents and publications.

EDUCATION AND EXPERIENCE:

Must possess a bachelor's degree in public administration or related field and a minimum of ten (10) years progressively responsible public administration experience, with at least five (5) years as the chief administrative officer, assistant manager, or department head.

SPECIAL REQUIREMENTS:

Membership in ICMA; strong experience in managing municipal services in a growth environment; council-staff relations, managing financial resources and long-term capital improvement projects, organizational change, building consensus among employees and in public forums, and providing strong leadership to the directors and staff.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

DISCLAIMER:

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job.



Position Request:

Economic Development Manager

Reports to:

Director of Community Development

Economic Development Manager

Item B.

Grade: 17
Full Time, Exempt
Effective: FY24

GENERAL DEFINITION:

Performs difficult professional and responsible administrative work developing and administering Town economic development activities; does related work as required. Work is performed under the general direction of the Director of Community Development.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The Economic Development Manager duties include, but are not limited to:

- Administering, supervising, and monitoring economic development activities, properties, and projects; ensuring compliance with applicable rules and regulations; maintaining records and files; preparing reports.
- Serves as primary contact for persons inquiring or requesting economic development information or assistance.
- Conducts statistical and subject-related research and other information gathering activities necessary for the creation and maintenance of databases and for the development of special projects.
- Formulates and manages the personal creation and development of key economic development projects. Engages in written, telephone and electronic correspondence in the ordinary conduct of day to day operations. Makes goodwill visits to existing businesses and enterprises under construction.
- Researches, establishes, and maintains inventory of available industrial and business sites. Researches, establishes, and maintains up to date database of demographic/statistical Town info. Conducts site visits for prospective investor clients.
- Counsels inquiring individuals on matters relating to establishing a business in the Town. Serves as liaison to various economic development related organizations.
- Represents the Town at state and regional economic development meetings and conferences. Attends selected workshops and seminars to maintain proficiency in areas of responsibility. Meets with Town Manager and department personnel as necessary and/or directed.
- Creates, prepares, and delivers presentations.
- Participates in Town programs; attends Town Council meetings as required. Meets with advertising, production, and printing firms.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of modern principles and practices of community and economic development; thorough knowledge of the principles and practices of public and business administration; thorough knowledge of management and finance; ability to prepare clear and comprehensive financial and administrative reports; ability to communicate ideas clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with Town and State officials, associates, and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business administration, economic development, or related field and extensive experience in economic development project management and marketing.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Economic Development Manager

Item B.

Grade: 17
Full Time, Exempt
Effective: FY24

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, stooping, crouching, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

DISCLAIMER:

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job.

DIRECTOR OF COMMUNITY DEVELOPMENT

Grade: 18
Full time, Exempt
Effective: 10/12/2015

GENERAL DEFINITION:

Performs complex professional and administrative work in directing the activities of the Town’s Planning and Community Development Department; does related work as required. Work is performed under the limited supervision of the Town Manager. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Director of Community Development duties include, but are not limited to:

- Coordinating and supervising building codes enforcement, zoning, land use ordinances, and environmental code enforcement activities; interpreting ordinances; processing related plans and permits; maintaining records and files; preparing reports.
- Plans, directs, and supervises enforcement, planning, and community development activities and staff; assigns, directs, trains and inspects the work of staff; disciplines, coaches, counsels, and evaluates staff performance; develops staff schedules.
- Provides information and technical assistance on the interpretation and compliance with zoning ordinances, enforcement, and violation notices; oversees the processing of zoning permits and applications.
- Acts as liaison to various boards and community leaders as assigned by the Town Manager; advises the Town Manager, Town Council, Planning Commission, Architectural Review Board, and Board of Zoning Appeals on planning and zoning issues; provides staff assistance as required.
- Reviews subdivision and site plans and coordinates plan review information.
- Analyzes and evaluates land use proposals; reviews and evaluates land disturbance permits.
- Updates, maintains, enforces, and interprets the Town’s Zoning and Subdivision Ordinances and Town Code. Drafts and processes legal advertisements.
- Establishes bond procedures, amounts, and processes bond releases.
- Administers and enforces Federal flood plain management, erosion and sediment control, and solid waste management programs.
- Prepares and administers the departmental budgets and grants; monitors expenditures and prepares budget adjustments.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the advanced principles and practices of municipal planning and community development; comprehensive knowledge of economics, municipal finance and sociology as they apply to planning; thorough knowledge of current literature and recent developments in the field; general knowledge of landscape architecture and traffic engineering; general knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control; general knowledge of CAD and GIS preferred; competent in computer operations and relevant software programs; ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports; ability to establish and maintain effective working relationships with associates, officials, other agencies and the general public.



EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major coursework in urban planning, geography, or related field and extensive experience in professional planning including considerable supervisory experience.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver’s license valid in the Commonwealth of Virginia. Ability to obtain certification as a Zoning Administrator within one year of employment.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, stooping, crouching, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

DISCLAIMER:

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job.



Position Request:

Building Official

Reports to:

Director of Community Development

BUILDING OFFICIAL

Item B.

Grade: 14
Full time, Exempt
Effective: FY24 Update

GENERAL DEFINITION:

Performs difficult skilled technical administrative work participating in the enforcement of building, zoning, fire, and environmental codes; does related work as required. Work is performed under the limited supervision of the Development Services Manager, unless the Building Official is the Development Services Manager; then the position reports directly to the Planning and Community Development Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The Building Official duties include, but are not limited to:

- Participating in residential and commercial building inspection and code enforcement activities; preparing and maintaining appropriate records and files; preparing reports.
- Directly supervises the Senior Inspector and all Inspections division staff.
- Can function as the Fire Official if qualified and designated by the Town Manager.
- Plans, coordinates, and participates in building, electrical, mechanical, plumbing, fire, and erosion control inspection activities with responsibility for enforcing the laws, ordinances, and codes relating to the construction and alteration of buildings within the Town.
- Reviews plans for residential and commercial structures to verify compliance with Town codes.
- Prepares plan review comments with applicable code sections and meets with homeowners, builders, architects and others to explain code requirements and respond to questions.
- Estimates cost of permits for residential and commercial construction.
- Approves, reviews, and processes permit applications; issues Certificates of Occupancy; performs code research.
- Performs inspections or site consultations as necessary.
- Hears and makes investigations of complaints of inspection activities, takes appropriate action.
- Prepares evidence and testifies in court on code violation cases; maintains inspection logs.
- Prepares a variety of reports and correspondence on inspection and code compliance matters.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of building, electrical, plumbing, mechanical, fire, and maintenance code enforcement; thorough knowledge of building, construction, engineering and structural engineering principles and practices; ability to plan and supervise the work of subordinates; ability to present facts and recommendations effectively in oral and written form; firmness and tact in enforcing codes and ordinances; ability to establish and maintain effective working relationships with associates, city, state and federal officials, contractors, builders and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in engineering or related field and considerable experience in building codes enforcement and inspections work.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of State certification as a Building Official within one year of employment. Possession of State certifications as a Fire Marshal within one year of designation by the Town Manager.



Grade: 14
Full time, Exempt
Effective: FY24 Update

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and atmospheric conditions.

DISCLAIMER:

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job.



DIRECTOR OF COMMUNITY DEVELOPMENT

Grade: 18
Full time, Exempt
Effective: 10/12/2015

GENERAL DEFINITION:

Performs complex professional and administrative work in directing the activities of the Town’s Planning and Community Development Department; does related work as required. Work is performed under the limited supervision of the Town Manager. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Director of Community Development duties include, but are not limited to:

- Coordinating and supervising building codes enforcement, zoning, land use ordinances, and environmental code enforcement activities; interpreting ordinances; processing related plans and permits; maintaining records and files; preparing reports.
- Plans, directs, and supervises enforcement, planning, and community development activities and staff; assigns, directs, trains and inspects the work of staff; disciplines, coaches, counsels, and evaluates staff performance; develops staff schedules.
- Provides information and technical assistance on the interpretation and compliance with zoning ordinances, enforcement, and violation notices; oversees the processing of zoning permits and applications.
- Acts as liaison to various boards and community leaders as assigned by the Town Manager; advises the Town Manager, Town Council, Planning Commission, Architectural Review Board, and Board of Zoning Appeals on planning and zoning issues; provides staff assistance as required.
- Reviews subdivision and site plans and coordinates plan review information.
- Analyzes and evaluates land use proposals; reviews and evaluates land disturbance permits.
- Updates, maintains, enforces, and interprets the Town’s Zoning and Subdivision Ordinances and Town Code. Drafts and processes legal advertisements.
- Establishes bond procedures, amounts, and processes bond releases.
- Administers and enforces Federal flood plain management, erosion and sediment control, and solid waste management programs.
- Prepares and administers the departmental budgets and grants; monitors expenditures and prepares budget adjustments.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the advanced principles and practices of municipal planning and community development; comprehensive knowledge of economics, municipal finance and sociology as they apply to planning; thorough knowledge of current literature and recent developments in the field; general knowledge of landscape architecture and traffic engineering; general knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control; general knowledge of CAD and GIS preferred; competent in computer operations and relevant software programs; ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports; ability to establish and maintain effective working relationships with associates, officials, other agencies and the general public.



EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major coursework in urban planning, geography, or related field and extensive experience in professional planning including considerable supervisory experience.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver’s license valid in the Commonwealth of Virginia. Ability to obtain certification as a Zoning Administrator within one year of employment.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, stooping, crouching, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

DISCLAIMER:

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job.



Position Request:
Fitness Supervisor

Reports to:
Assistant Director of Parks and Recreation

GENERAL DEFINITION:

The Fitness Supervisor supports the Parks and Recreation Department by providing health and wellness programming or facility coordination services for health and wellness programs to include but not limited to land and aquatic group fitness classes, small group training and personal training. This position supervises and leads fitness instructors and personal trainers to ensure the safety of patrons in the fitness areas. Works under limited supervision of the designated supervisor.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The Fitness Supervisor duties include, but are not limited to:

- Plan, organize, schedule, coordinate, and implement fitness programs, activities, events, and classes to serve all segments of a diverse population, community education and outreach initiatives;
- Recruit, hire, train, supervise, and evaluate part-time staff, and volunteers to support fitness programming;
- Identify trends and develop new service ideas or programs and assure programs meet citizen expectations and needs;
- Develop marketing materials to promote programs;
- Develop program evaluation standards, methods and tools and incorporate evaluation data into future program planning;
- Oversee maintenance of fitness areas and assist in coordinating scheduled and unscheduled maintenance of machines and equipment;
- Responsible for providing excellent customer service, fields emails, in-person, and phone customer service questions and issues;
- Enforce facility rules and regulations for participant use;
- Adhere to policies and procedures for emergencies, accidents and incidents;
- Assist with and monitor a budget for assigned program area;
- Maintain current knowledge of Town, department, and center programs and accurately relate this information to the general public;
- Effectively utilize automated systems and other software to assure efficient office management;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the theories, principles, practices of health and wellness work; general knowledge of department policies and procedures; general knowledge of community organizations and human service agencies as related to the field of fitness; ability to implement and evaluate programs with an emphasis on community based recreation; essential knowledge of first aid methods and safety precautions; general knowledge of department policies and procedures; ability to use automated systems and equipment for assigned tasks; ability to maintain order in a public facility; ability to supervise and manage the work of other staff and volunteers; ability to perform administrative and supervisory tasks when manager is absent; ability to communicate both orally and in writing in a clear and concise manner; ability to establish and maintain effective working relationships with employees, volunteers, committees, and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a bachelor's degree in recreation, physical education, or related field. Prior supervisory experience is preferred. Preferred certification in the American College of Sports Medicine (ACSM), American Sports and Fitness Association (ASFA) or any other nationally recognized accredited fitness association.



Fitness Supervisor

Item B.

Grade 4
Full Time, Non-Exempt
Effective: FY24

SPECIAL REQUIREMENTS

Must possess satisfactory results of a criminal history background check and CPS Registry check. CPR and First Aid certification required. Must be 18 years or older. Occasionally may be called in to handle program and staff emergencies.

PHYSICAL REQUIREMENTS:

The position requires movement about the facility, requiring the exertion of up to 25 pounds frequently and up to 75 pounds occasionally. Work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; on rare occasion, may be exposed to outdoor weather conditions. Schedule varies and will include early morning, nights, and weekends to meet facility needs.

DISCLAIMER:

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job.



GENERAL DEFINITION:

Performs difficult professional and administrative work assisting with the planning and directing of all recreation and parks activities for the Town; does related work as required. Work is performed under the general direction of the Director, Parks & Recreation. Supervision is exercised over all department personnel in the absence of the Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The Assistant Director duties include, but are not limited to:

- Assisting in planning, developing, implementing and directing recreation and parks programs; planning and administering recreation, park, athletic and aquatic programs; maintaining records and files; preparing reports.
- Develops year-round program of varied recreational, athletic, and aquatic activities and water safety programs for all groups, ages, and interest levels; evaluates community parks and recreation needs.
- Manages indoor aquatic facility including water chemistry, filtration and pump maintenance and operation; oversees opening and closing procedures.
- Assists with the preparation of the annual budget; monitors expenditures; prepares monthly revenue, expenditure, and activity reports for the department.
- Responds to customer inquiries and complaints concerning interpretation of rules, policies, and regulations; provides detailed responses to information requests and registrations about programs and activities.
- Supervises subordinate personnel; assists in the hiring process; assigns and directs the work of staff; conducts performance evaluations; approves timesheets; develops and provides training; provides guidance and conflict resolution; ensures staff adherence to policies and procedures.
- Oversees marketing of programs, activities, and services; secures corporate sponsorship and maintains agreements; sells advertising space.
- Prepares department correspondence, flyers, news releases for the general public; prepares program registration procedures.
- Assists with the development of short-range and long-range plans for future recreation program growth.
- Negotiates, develops, and coordinates contractual agreements with local school districts, community sports organizations and other public and private organizations.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of all phases of community recreation activities and their administration; thorough knowledge of the principles and methods of athletic and recreation program planning and development; ability to develop and execute a program of athletic activities; ability to cooperate with and interpret recreational philosophies to Town officials and private groups and agencies and the general public; ability to communicate complex ideas both orally and in writing; ability to prepare and present detailed reports; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in recreation and park administration or related field and considerable experience in the administration of athletic, recreation and aquatic programs.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Certified Pool Operator, preferred. Must possess satisfactory results of a pre-employment background check.



PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

DISCLAIMER:

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job.



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			

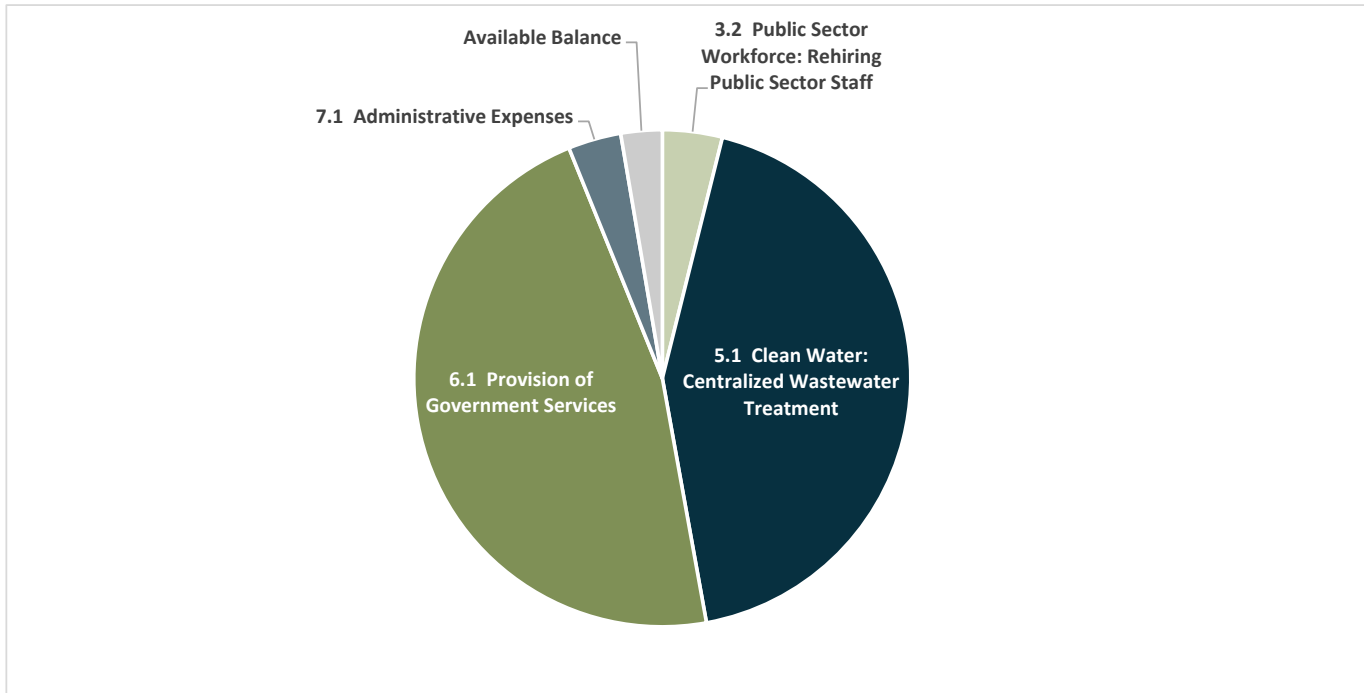
Funding Summary	
Total ARPA funding received	10,403,180
Appropriated	6,611,715
<u>Committed</u>	<u>712,868</u>
Total appropriated/committed	7,324,583
Proposed in FY24 Budget	<u>2,800,000</u>
Balance available	278,597

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)

Fiscal Year 2024 Budget

Town Council Work Session
April 26, 2023





Personal Property Tax Rate

Current Revenue

Current Taxable Value		\$ 142,013,528
Class	Current Rate	Yields
All personal property	\$ 1.00	\$ 1,420,135
Less: PPTRA revenue		\$ (718,492)
Personal property revenue		\$ 701,643
Vehicle license fee	\$ 25.00	\$ 236,100
Total revenue		\$ 937,743





Personal Property Tax Rate

Projected Revenue for Proposed Rate

Current Taxable Value		\$ 142,013,528
Taxable Value @ 80%		\$ 113,610,822
Class	Proposed Rate	Yields
All personal property	\$ 1.50	\$ 1,704,162
Less: PPTRA revenue		\$ (718,492)
Personal property revenue		\$ 985,670



Per Commissioner of the Revenue, projected 20% decrease in taxable value



Personal Property Tax Rate Alternative Rates

Can establish different rates for different classes of personal property

This shows the rate required to get close to neutral revenue but would require us to readvertise a public hearing because the rate is higher than what was proposed.

Taxable Value @ 80% \$ 113,610,822

Class	Rate	Yields
Business Personal Property	\$ 1.00	\$ 757,494
Machinery & Tools	\$ 1.00	\$ 3,622
Vehicles	\$ 2.25	\$ 843,731
		\$ 1,604,848
	Less: PPTRA revenue	\$ (718,492)
	Personal Property revenue	\$ 886,356



Personal Property Tax Rate Alternative Rates

- Could adopt the vehicle rate of \$1.50 and set other classes at \$1.00 or somewhere in between.
- Proposed budget includes revenue estimate of \$985,670 – this would drop that estimate by \$380,558

Taxable Value @ 80%		\$ 113,610,822
Class	Rate	Yields
Business Personal Property	\$ 1.00	\$ 757,494
Machinery & Tools	\$ 1.00	\$ 3,622
Vehicles	\$ 1.50	\$ 562,487
		\$ 1,323,604
	Less: PPTRA revenue	\$ (718,492)
	Personal Property revenue	\$ 605,112



New Positions

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

The budget also includes the upgrade to full-time of 4 existing part-time maintenance workers at a net cost of \$163,626, or \$40,907 per position.