



## TOWN COUNCIL STRATEGIC RETREAT

Warrenton Police Department Community Room, 333 Carriage House Ln

Saturday, September 24, 2022 at 9:00 AM

### AGENDA

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

#### **CALL TO ORDER.**

#### **Welcome**

The Philosophy and Science Behind Roles and Responsibilities

1. Council
2. Professional Staff

#### **Communication Tools**

#### **Break for Lunch**

#### **Strategic Priorities**

3. Documented Priorities:
  - The 2019 Strategic Retreat Report
  - The FY23 Adopted Budget
  - The FY23 CARP
  - The FY23 CIP
  - The Warrenton 2040 Comp Plan

4. Emerging Priorities

#### **Next Steps**

#### **ADJOURN.**



# WARRENTON TOWN COUNCIL HANDBOOK

**Town Council 2020-2024**

**H. E. Carter Nevill, Mayor  
Sean M. Polster, At Large  
Renard J. Carlos, At Large  
Heather D. Sutphin, Ward 1  
William T. Semple II, Ward 2  
Brett A. Hamby, Ward 3  
James N. Hartman III, Ward 4,  
Vice Mayor  
John B. "Jay" Heroux III, Ward 5**

**Updated as of September 14, 2022**

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## INTRODUCTION

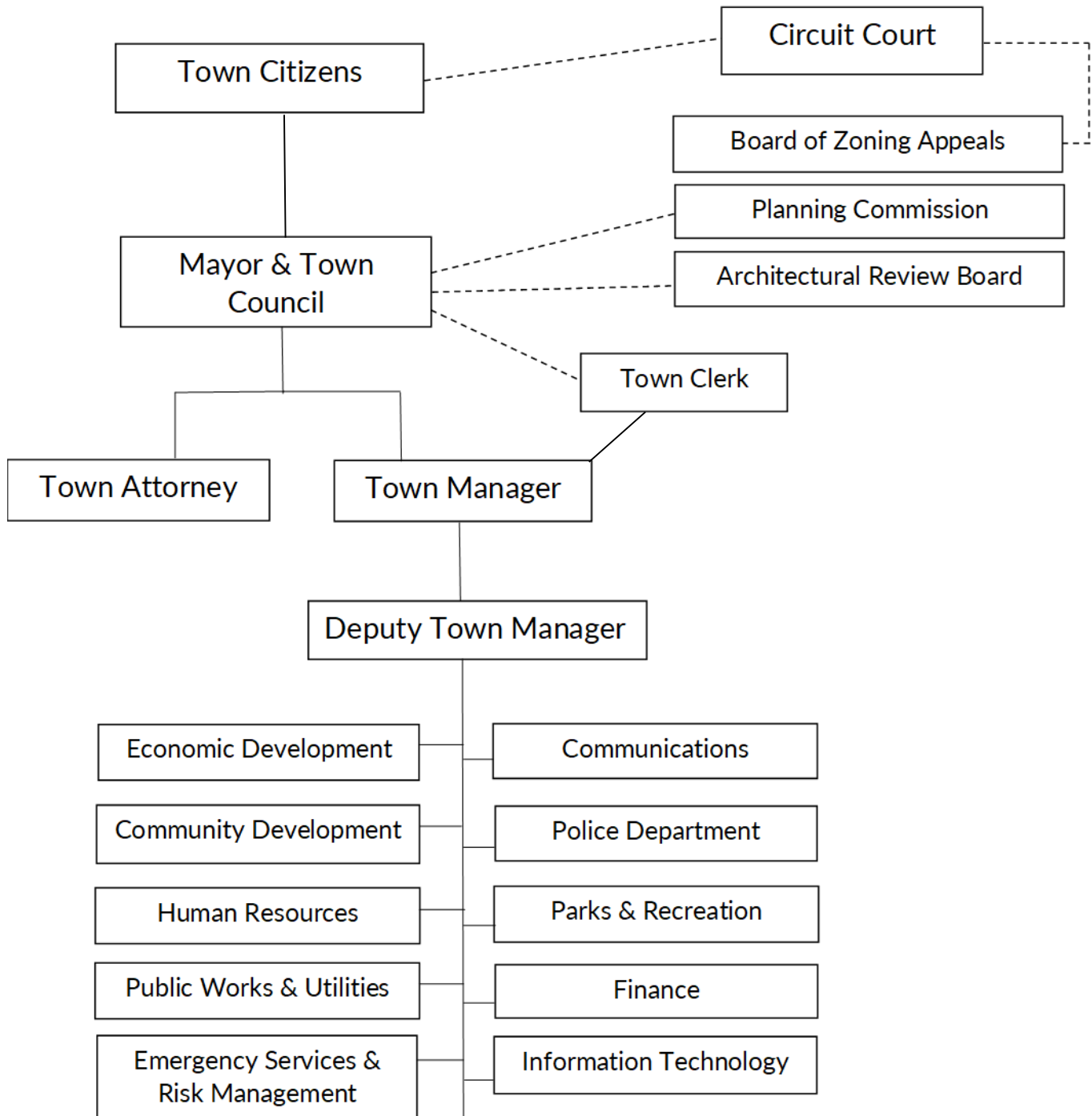
This Handbook was prepared for you and is intended to describe the laws, rules, and practices by which the Warrenton Town Council operates. The Handbook includes excerpts from the Warrenton Town Charter and Code of the Town of Warrenton as well as the Code of the Commonwealth of Virginia, plus excerpts from the Handbook for Virginia Mayors & Council Members. Unless otherwise noted, the text of the Handbook is assumed to be Council established practices and procedures in addition to those established in law. The Handbook serves as a quick reference.

Sources are indicated as follows:

- Charter = Town Charter
- Code = Town Code
- RR = Robert's Rules of Order
- VML = Virginia Municipal League's Handbook for Mayors and Council Members
- VA Code = Code of Virginia

### WARRENTON TOWN COUNCIL OATH OF OFFICE

"I do solemnly swear I will support the Constitution of the United States and the Constitution of the Commonwealth of Virginia and that I will faithfully and impartially discharge and perform all the duties incumbent upon me as a member of the Warrenton Town Council, for a term of four (4) years, according to the best of my ability, so help me God."



\*Departmental organization charts are provided in each budget section

## PART ONE

### TOWN COUNCIL STRUCTURE AND FUNCTIONS

#### I. POWERS OF TOWN COUNCIL

Local Government powers are conferred on the elected Mayor and Town Council by the Commonwealth of Virginia and the people of Warrenton, Virginia. Powers are defined by the Charter of the Town of Warrenton, the Code of Virginia, and the Virginia Constitution. As interpreted by the Dillon Rule, localities are “tenants at will” of the state legislature and depend on the Virginia General Assembly for their operating authority.

#### TOWN CHARTER

##### **Charter Sec. 2.1. - General grant of powers.**

The Town of Warrenton shall have and may exercise all powers which are now or hereafter may be conferred upon or delegated to towns under the Constitution and laws of the Commonwealth of Virginia, as fully and completely as though such powers were specifically enumerated herein, and no enumeration of particular powers by this Charter shall be held to be exclusive, and shall have, exercise and enjoy all the rights, immunities, powers and privileges, and be subject to all the duties and obligations now appertaining to and incumbent on the town as a municipal corporation.

In addition to the general rights and powers conferred on “towns” by the Code of Virginia, the Council has several powers specifically enumerated in its Charter, including the ability to:

- Fill vacant Council seats. Charter Sec.3.5
- Appoint/remove the Town Manager, Town Attorney and Town Clerk. Charter Sec. 6.1, 3.7 and 3.8
- Possess the power of Eminent Domain pursuant to Title 15.2 of the Code of Virginia. Charter 2.5
- Enact a Conflict of Interest Act. Charter 4.6

## II. MAYOR AND VICE MAYOR DUTIES The Mayor

The Mayor is elected every two years by the people of Warrenton. The Mayor shall preside over the meetings of the Council and shall have the same right to speak therein as Councilmen, however he shall not have the right to vote except in the case of a tie, in which event he shall be entitled to cast one vote. He shall be recognized as the head of the Town for all ceremonial purposes, the purposes of military law and the service of civil process. The Mayor serves as the presiding officer at Town Council meetings and performs other duties consistent with the office. The Mayor is recognized as the official head of the Town for:

- Participation in public ceremonies.
- Recognition by the courts for serving civil process.
- Recognition for ceremonial and military purposes.
- Signing and delivering of required or authorized documents and instruments.

Charter Sec.5.2

### The Vice Mayor

The Vice Mayor is chosen by a majority of Councilmembers present at the first meeting of the Council, every two years, to possess the powers of and perform the duties of the Mayor in the absence or disability of the Mayor.

## III. FILLING MAYOR AND COUNCIL VACANCIES

The Charter addresses the filling of a Mayor or Council vacancy however in certain circumstances sections of the Code of Virginia may also apply. Legal counsel from the Town Attorney should be sought regarding this subject. Charter Sec. 3.5.

### **Charter Sec. 3.5. Vacancies on council.**

Vacancies on the Council shall be filled for the unexpired portion of the term by a majority vote of the remaining members of the Council, if such vacancy shall occur two years or less before the date of expiration of such term. If the vacancy shall occur more than two years before the expiration of the term, the vacancy shall be filled by a majority vote of the remaining members of Council only until the next councilman election, at which election the qualified voters shall elect a person to serve as councilman for the remaining two years of the term. (1964, c. 47)

#### IV. COUNCIL-MANAGER GOVERNMENT

Originating in 1908 with Staunton, Virginia's provision by ordinance for the appointment of a general manager, the Council-Manager plan has become the most widely accepted system of local government in the United States.

The plan is modeled after the American corporation, as opposed to the Mayor-Council plan which is modeled after the elected branches of government found in the U.S. Constitution.

In the Council-Manager plan, the governing body is composed of public-spirited citizens serving on a part-time basis to decide major policy issues, much in the same manner as the Board of Directors of a private corporation. The Mayor's role is to preside over Council meetings much like a Chairman of the Board. The Mayor and Councilmembers serve the interests of the citizens who elected them to office -- the stockholders of the corporation.

#### V. THE TOWN MANAGER'S ROLE IN TOWN GOVERNMENT

The Town Manager, who is a professionally trained public administrator charged with implementing the policies and directives of Town Council, is the Town's Chief Administrative Officer. The Town Manager has broad administrative authority with strict rules prohibiting political interference in administrative matters. Likewise, the Town Manager refrains from participating in partisan political activities which would impair professional administration.

Town Council delegates broad administrative power to the Town Manager subject to its continuing review. Qualifications, powers and duties of the Town Manager are provided for in Article VI of the Charter. Delegated duties include the ability to:

- (a) To see that all laws and ordinances are enforced.
- (b) To exercise supervision and control over all administrative departments and divisions.
- (c) To attend all regular meetings of the Council, with the right to take part in the discussion, but having no vote.
- (d) To recommend to the Council for adoption such measures as he may deem necessary or desirable.
- (e) To execute all contracts on behalf of the Town.
- (f) To prepare and submit to the Council the annual budget.
- (g) To keep the Council advised as to the present and future needs of the Town and as to all operations of its government.
- (h) To perform all such other duties as may be prescribed by the Charter or be required of him by the Council. (1964, c. 47)

While the Town Manager, Town Attorney and Town Clerk serve at the pleasure of the Council, all other Town staff are employees of the Town Manager. Thus, neither the Council nor any of its members should direct or request the appointment or removal of officers and employees in the administrative service of the Town.

## **Charter Article VI. The Manager**

### **6-1. Appointment.**

There shall be a Town Manager who shall be the chief executive officer of the Town and shall be responsible to the Council for the proper administration of the Town government. He shall be chosen by the Council without regard to his political beliefs and solely on the basis of his executive and administrative qualifications. He shall be appointed for an indefinite period and shall hold office during the pleasure of the Council. (1964, c. 47)

### **§ 6-2. Employees.**

The Town Manager shall appoint for an indefinite term the heads of all departments and all other officers and employees of the Town. The Manager shall have the power to remove any officer or employee appointed by him. (1964, c. 47)

## **VI. COUNCIL/STAFF RELATIONSHIPS AND COMMUNICATIONS**

Except for the purposes of inquiry and timely communication, the Council and its members should deal with that portion of administrative service for which the Manager is responsible through the Manager, and neither the Council nor any individual member should give orders or direction to any subordinate of the Manager, either publicly or privately. Any violation by a member of the Council should be brought to the immediate attention of the Council as a whole.

Information that would be difficult or time consuming to produce, however, or that relates to a current or future agenda item should be formally requested of the Town Manager, preferably during a Town Council meeting, rather than requested of an individual staff member. Work assignment and policy directions should come from the elected body as a whole and not from individual members. To avoid confusion and conflicting priorities, certain guidelines for Council/staff relationships must be followed. Councilmembers' initiatives generally fall into one of four categories:

### **CATEGORIES OF STAFF INITIATIVES FROM COUNCIL (Department Heads)**

1. Requests for information readily available.
2. Follow-up for a constituent relative to a municipal problem or question.
3. Requests for information not readily available and requiring considerable staff time and research effort.
4. Initiation of a new priority or program.

Normally, Items 1 and 2 can be handled directly between the Town Councilmember and the department head. Items 3 and 4 should be channeled through the Town Manager. In the past, understanding and common sense have guided Council/staff relationships and difficulties have seldom developed.

If a Councilmember is less than satisfied with the channels of communication, he or she should approach the Town Manager who will work to improve the flow of information to and from key staff members.

## **VII. IMPLEMENTING THE WILL OF THE MAJORITY**

Perhaps the most challenging aspect of Town Council/staff relationships arises when an issue lacks Council consensus. Once a vote is taken and the issue decided, however, Town Council speaks to the staff with a single voice. It is sometimes tempting for Councilmembers holding the minority view to pursue their viewpoint, first through staff and later with Council. Nevertheless, the Town staff must respond to the majority view, regardless of whether an individual Councilmember agrees, and regardless of whether or not the staff may agree. While staff may like to be responsive to each individual Councilmember, an impossible situation develops when staff is requested to accommodate a Councilmember apart from the Council-to-Manager-to-staff line of authority.

## **VIII. ROLE OF THE TOWN ATTORNEY**

The Code of Virginia and the Town's Charter require that a Town Attorney be appointed.

### **Sec. 2-112. - Powers and duties generally.**

The town attorney shall have the management, charge and control of all legal affairs of the town and shall be the legal adviser of the town council or any committee thereof, town officers and the several departments of the town government. When required by the mayor or town manager, he shall furnish written or verbal opinions upon any legal affairs of the town.  
(Code 1981, § 2-23)

## **IX. ELECTRONIC COMMUNICATIONS**

The widespread use of the electronic mail system (E-Mail) raises concerns over the appropriate communications among Councilmembers and between Council staff. All E-Mail communications among Councilmembers should be considered open to Freedom of Information Act inquiries. All E-Mail communications to and from staff members should be in accordance with established guidelines for staff inquiries. As the custodian of record, the Town Clerk should be copied on all communications relating to town business.

There are occasions when Councilmembers communicate among themselves electronically. These communications constitute public records under FOIA and are subject to release under FOIA. Communications marked “confidential” are not shared with the general public or any individual not privy to the confidential information. Merely marking a document “confidential,” however, does not guarantee exclusion from FOIA and the document may be considered a public record subject to release under FOIA.

At the start of a Town Councilmember’s term and at the request of the Town Councilmember, the Information Technology Department will provide an iPad for the member to use at home for the purpose of conducting business. In addition to the iPad, the Town will also establish an e-mail address at the Town and Internet access, if necessary.

## **X. COUNCIL REPRESENTATIVES ON VARIOUS COMMITTEES**

The Town Council is represented on a number of committees and groups. These include ad hoc Town committees, VML policy committees, intergovernmental bodies, and various organizations in the community. Such representation is distinct from formal appointments to Boards and Commissions as provided in Part Four of this Handbook.

Representation originates in two main ways. Outside groups often invite the Council to participate in their activities. Alternatively, the Council as a whole, deeming its participation to be important, decides to send a representative to the committee or group.

See Part Four of this document for a current listing of Council representatives on committees.

## **XI. CONFLICT OF INTEREST RULES**

To ensure citizens that the judgment of public officers and employees is not compromised or affected by inappropriate conflicts, the General Assembly adopted the Virginia State and Local Government Conflict of Interest Act. Violation is a criminal offense. To keep standards of conduct uniform throughout the Commonwealth, no local government may regulate conflict of interest more strictly than the Virginia Code. The law requires all Councilmembers to:

- Disclose financial interests when appropriate.
- Refrain from contracting for business with the local government.
- Abstain from voting on items of personal interest that apply solely to the Councilmember or that prevent impartial voting.
- Not engage in unethical conduct, such as accepting anything of value or disclosing confidential information.

The Town Attorney and the local Commonwealth's Attorney are the proper persons to turn to for competent legal advice concerning conflict of interest questions. As a member of a local governing body, Councilmembers are entitled by statute to obtain a formal opinion from the local Commonwealth's Attorney. A Councilmember cannot be prosecuted for violating the Act if he acts based on a written opinion of the Commonwealth's Attorney (assuming full disclosure of all the relevant facts). VML. Provisions of Virginia's Conflict of Interest Act concerning financial disclosure apply to councilmembers of all cities and towns with populations greater than 3,500.

## **XII. STATEMENTS OF ECONOMIC INTERESTS AND DISCLOSURE OF REAL ESTATE HOLDINGS**

Generally, in January of each year, the Town Clerk will supply a Statement of Economic Interests to members of Council and the Town Manager. A Disclosure of Real Estate Holdings is provided to members of boards and commissions as required by State Code. The required forms must be filed by February 1, respectively.

## **XIII. CAMPAIGN FINANCIAL DISCLOSURE ACT**

The Warrenton Town Council adopted the provisions of Chapter 9.3, Campaign Disclosure Act of 2006, Title 24.2, Elections, of the Code of Virginia, making the act apply with necessary changes to all elections for Town offices in the Town and to participants therein. (Warrenton Town Code, Chapter 2 (Administration), Section 2.23 (Campaign Financial Disclosure Act))

### **Code Sec. 2-23 - Campaign Finance Disclosure Act.**

Code of Virginia, Chapter 9.3, Campaign Finance Disclosure Act of 2006, of title 24.2, Elections, as amended, shall be applicable to elections for town offices in the town pursuant to Code of Virginia, § 24.2-945, as amended.

(Ord. No. 2014-04, 12-9-14)

## **XIV. CODE OF ETHICS**

The Town Council has adopted for itself the Code of Ethics. To the extent the Town's Code of Ethics conflicts with Virginia Law (e.g. Virginia State and Local Government Conflict of Interest Act, Virginia Freedom of Information Act), State Law shall prevail. The Town of Warrenton Code of Ethics follows:

## **TOWN OF WARRENTON CODE OF ETHICS**

The Town Council adopted the attached Code of Ethics at its meeting on August 9, 2016. The Code addresses how members will conduct themselves in an ethical manner to earn and maintain the public's full confidence for integrity.

The Code of Ethics is adopted for execution by each elected or appointed member of a Town public body, including the Mayor and Town Council Members, the Planning Commission, Board of Zoning Appeals and Architectural Review Board.

### **Preamble**

The citizens and businesses of Town of Warrenton, Virginia, are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. In keeping with the Town of Warrenton's Commitment to Excellence, the effective functioning of democratic government therefore requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Town of Warrenton Town Council has adopted this Code of Ethics for members of the Council and of the Town's boards, commissions and committees to assure public confidence in the integrity of local government and its effective and fair operation.

### **1. Act in the Public Interest**

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of the Town of Warrenton and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims, and transactions coming before the Town of Warrenton Town Council, boards, commissions, and committees.

## 2. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Town Council, boards, commissions, and committees, the staff or public.

## 3. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the Town Council and boards, committees, and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Town Council by Town staff.

## 4. Conduct of Public Meetings

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

## 5. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

## 6. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the Town Council or boards, committees and commissions, which they may have received from sources outside of the public decision-making process.

## 7. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship that may give the appearance of a conflict of interest.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

## 8. Gifts and Favors

Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office, which are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

## 9. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel or affairs of the Town. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

## 10. Use of Public Resources

Members shall not use public resources that are not available to the public in general, such as Town staff time, equipment, supplies or facilities, for private gain or personal purposes.

## 11. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of the Council shall not appear on behalf of the private interests of third parties before the Town Council or any board, committee, commission or proceeding of the Town, nor shall members of boards, committees or commissions appear before their own bodies or before the Town Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

## 12. Advocacy

Members shall represent the official policies or positions of the Town Council, boards, commissions or committees to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the Town of Warrenton, nor will they allow the inference that they do.

### 13. Policy Role of Members

The Town Council determines the policies of the Town with the advice, information and analysis provided by the public, boards, commissions, and committees, and Town staff. The Town Council delegates authority for the administration of the Town to the Town Manager.

Members therefore shall not interfere with the administrative functions of the Town or the professional duties of Town staff; nor shall they impair the ability of staff to implement Council policy decisions.

In order to prioritize staff time, Members shall not cause Town staff to spend more than one hour of time on any project without the specific approval of all Council Members in a majority vote in an open meeting, unless such time is the result of a closed session discussion involving duly authorized projects such as work on litigation, the sale or purchase of real property, etc. Any project requiring more than one hour by staff shall be brought to the attention of the Town Manager and Mayor who shall place the project for discussion upon the next Town Council meeting's agenda.

### 14. Independence of Board and Commissions

Because of the value of the independent advice of boards, committees and commissions to the public decision-making process, members of the Town Council shall refrain from using their positions to unduly influence the deliberations or outcomes of board, committee or commission proceedings.

### 15. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive work place environment for Town employees and for citizens and businesses dealing with the Town. Members shall recognize their special role in dealings with Town employees and in no way create the perception of inappropriate direction to staff.

## 16. Implementation

As an expression of the standards of conduct for members expected by the Town, the Town of Warrenton Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for the Town Council, applicants to boards, committees and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understood the Town of Warrenton Code of Ethics. In addition, the Town Council, boards, committees and commissions, shall annually review the Code of Ethics and the Town Council shall consider recommendations from boards, committees and commissions to update it as necessary.

## 17. Compliance and Enforcement

The Town of Warrenton Code of Ethics expresses standards of ethical conduct expected of members of the Town Council, boards, committees and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards, committees and commissions and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

The Town Council may impose sanctions on members whose conduct does not comply with the Town's ethical standards, such as reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Where allowed by law, the Town Council also may remove members of Town-appointed boards, committees and commissions from office.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Town Council, board, and committee or commission decision.

## **PART TWO**

### **I. TOWN COUNCIL MEETINGS**

The Warrenton Town Council meets for regular meetings in the Council Chambers at 21 Main Street, Warrenton, Virginia at 6:30 p.m. on the second Tuesday of each month. The Town Council may by resolution prescribe any public place or prescribe a day or time other than those established in this section, for a regular meeting of the Town Council.

Special meetings may be called at any time by the Mayor, the Town Manager, or any four members of the Council, and shall prescribe the method of giving notice thereof, provided such notice shall contain a statement of the specific item or items of business to be transacted, and no other business shall be transacted at such meetings except by the unanimous consent of all the members of Council; provided, however, that a special meeting may be held at any time without notice if all members of the Council attend said meeting or waive notice thereof. (1964, c. 47)

If the day established for a regular meeting falls on a legal holiday, that meeting shall be held on the next duty day at 6:30 p.m. in the Council Chambers Building.

- Public Hearings as required by law or Council policy. Public hearings may cover subjects such as proposed budgets, proposed Comprehensive Plan amendments, rezoning and special exceptions.
- Reports and Recommendations from Town Manager, Town Attorney and departments.
- Ordinances and Resolutions which are legal instruments whereby Council establishes public policy either in the form of local laws (ordinances) or formal statements of fact and intent (resolutions).

### **II. OPEN MEETING LAW**

The Virginia Freedom of Information Act (FOIA), generally requires that all meetings of the Council as well as most other public bodies, such as Planning Commissions, Boards of Zoning Appeals, School Boards, Redevelopment and Housing Authorities, be open to the public. It is important to note that committees appointed by Council or any other public body subject to the FOIA must also be open to the public. Therefore, all committees appointed by Council, whether composed of selected members of Council or of non-council persons or a mixture, and regardless of number are subject to the FOIA's public meeting requirement. Section 2.2-3702. of the Act states that public officials shall read and familiarize themselves with the provisions of the Virginia Freedom of Information Act.

The FOIA provides that in order to constitute a "meeting" a quorum must be present. Therefore, FOIA applies to regular meetings as well as gatherings of three or more Councilmembers where Town business is discussed. Likewise, FOIA also applies to regular meetings as well as gatherings of members of any committee or subcommittee appointed by or from Council where the business of such committee or subcommittee is discussed and

where a quorum of such committee or subcommittee is present. Except in the case of a committee or subcommittee consisting of at least four members (where a quorum would be three members), a meeting or gathering of two or more committee or subcommittee members at which the business of such committee or subcommittee is discussed constitutes a meeting covered by FOIA.

FOIA requires that Council and committees and subcommittees appointed by Council give advance written notice of every meeting to every citizen, including news media, who has requested to receive such notice. Council may require that the requests for notice be renewed annually. In addition, copies of agendas and materials distributed to Council must be simultaneously made available for public inspection. Unless exempted by the FOIA, all materials must be made available to the public. The Town Clerk typically handles the notice requirement to media for Council.

Information packets are posted electronically one week before the council meeting to Councilmembers and are made available to the public and press. Minutes must be kept of all meetings of Council, including work sessions and informal meetings at which no official action is taken. Votes are recorded in the minutes of the meeting. Secret ballots are prohibited by the Code of Virginia.

### **III. CLOSED MEETINGS**

Meetings of the Council shall be open to the public except when the public welfare requires Closed Meetings. A Town Council or committee may go into Closed Meeting and exclude the public for certain stated reasons. More than 20 items are exempted from the Freedom of Information Act and may be discussed in a closed meeting. Closed Meeting issues typically involve:

- Personnel VA Code § 2.2-3711.1
- Property VA Code § 2.2-3711.3
- Legal briefings VA Code § 2.2-3711.7

The procedure for convening a Closed Meeting is as follows:

- (1) While in public session, a majority of Councilmembers must approve a motion to go into Closed Meeting. The motion must include the reason and a citation of the specific code section containing the FOIA exemption allowing the Closed Meeting. Exclusions are located in Section 2.2-3705.1 of the Virginia Code.
- (2) While in the Closed Meeting, Councilmembers may discuss only the subject mentioned in the motion.
- (3) Certify by recorded vote, after Council completes the Closed Meeting and returns to public session, that all the discussion in closed meeting was appropriate under the law. (See Code of Virginia text below.)

**Code of Virginia Section 2.2-3712**

“Now, therefore, be it resolved that the Town Council of Warrenton hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Town Council of Warrenton.”

**IV. SETTING THE MEETING AGENDA**

All meeting agenda items which require formal Council action are placed on the agenda for consideration. The agendas for meetings are finalized and taken public one week prior to the meeting. If an item involves a legal matter, it should be submitted in sufficient time to allow a review by the Town Attorney.

Councilmembers should forward requests for agenda items to the Town Manager and the Mayor at least three weeks prior to a work session. Department directors submit agenda items to the Town Manager at Thursday staff meetings three weeks prior to regular Council meetings. The Town Clerk is responsible for preparing and distributing the agenda. (See samples of information and guidelines sheet and agendas.)

## WELCOME TO THE WARRENTON TOWN COUNCIL MEETING INFORMATION & GUIDELINES FOR PARTICIPATION

Thank you for taking time to participate in your Town Council meeting. The Mayor and Council encourage participation whenever possible to make your voice heard.

### Citizen's Time

Individuals may address the Council on any matter not listed on the agenda as a public hearing, including general and consent items.

### Public Hearings

Individuals are encouraged to participate and present their views, once the Mayor opens the public hearing for comment.

### Time Allotment

Each speaker has up to five minutes to address Council. When called to the podium, speakers should state their name and address for the record. Copies of written statements and supportive materials should be given to the Town Clerk for the record.

### Agendas & video recordings

Meeting agendas and streaming video of Council public hearing meetings are available on the Town's website homepage by clicking on "Government" then "Agendas & Minutes." Individuals not having access to the Town's website may contact the Town Clerk's office at 540-347-1101.

## TYPES OF COUNCIL MEETINGS

**Public Hearings:** Formal proceedings specifically held to hear from the public on specific matters. All proceedings are live via a webcast on the Town's website.

**Work Sessions:** Informal, informational Council proceedings. Individuals may not present comments at work sessions, unless called on by the Mayor.

**Closed Meetings:** In certain instances, the Virginia Freedom of Information Act permits the Town Council to hold a meeting where the public is excluded. Any action taken during a closed meeting must be ratified by a vote in a public session of Council.

**Special Meetings:** The Mayor or any four members of the Council may call a meeting or change the time of a meeting at any time, once notice is given to all Councilmembers and to the press. No business other than that for which the meeting is called may be transacted, unless all members are present in which case this provision may be changed by a majority vote of Council.

## DEFINITIONS

**General items** are not public hearings. You may provide comments during the "Comments from the Audience" portion of the agenda.

A **resolution** indicates Council policy and directs a certain type of action to occur.

An **ordinance** or an **amendment to an ordinance** is a formal and binding type of legislation.



## AGENDA

### COUNCIL OF THE TOWN OF WARRENTON

#### WORKSESSION

Thursday, May 7, 2020

7:00 PM

#### VIDEO

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **WORKSESSION**
  - a. Capital Improvement Project Discussion (add/delete)
  - b. Council Requested Fleet Reductions (add/delete)
  - c. Internal Service Fund Discussion
  - d. State MS4 Fee Discussion
  - e. County Library Fund Discussion
4. **ADJOURN**



## AGENDA

### COUNCIL OF THE TOWN OF WARRENTON

Tuesday, March 10, 2020

7:00 PM

VIDEO

CALL TO ORDER.

PLEDGE OF ALLEGIANCE.

INVOCATION.

APPROVAL OF AGENDA.

CITIZENS TIME.

**Comments should not be directed to Public Hearing items.**

**Citizens wishing to address the Council should provide their name and residential address. Citizens' comments are limited to five (5) minutes unless a large number of citizens wish to address the Council, in which case, the time limit must be reduced to accommodate all who wish to address the Council.**

PROCLAMATIONS AND RECOGNITIONS.

- a. A Proclamation Recognizing The Month Of March 2020 As Youth Art Month
- b. A Proclamation Recognizing The Month Of March 2020 As Women's History Month

PLANNING COMMISSION REPORT.

- a. Presentation of 2019 Planning Commission Annual Report

PUBLIC HEARING.

- a. A Zoning Ordinance Text Amendment to Articles 11 and 12 to Update the Variance Standards and Definition
- b. A Zoning Ordinance Text Amendment to Amend Article 8 Relating to Street

## CONSENT AGENDA.

- a. A Joint Proclamation to Honor and Congratulate Fauquier High School Wrestling Athlete Same Fisher and Head Coach Doug Fisher on Winning Consecutive State Wrestling Championships
- b. Initiation of a Zoning Ordinance Text Amendment to Article 3 Related to the PSP District
- c. Initiation of a Zoning Ordinance Text Amendment to Article 3 Related to the Central Business District (CBD)

### Approval of Council Minutes

- a. Draft Minutes - February 6, 2020
- b. Draft Minutes - February 11, 2020

### Staff Reports

- a. Parks and Recreation Report
- b. Police Department Report
- c. Public Works and Utilities Report
- d. Community Development Report

## UNFINISHED BUSINESS.

- a. NLC Service Line Discussion
- b. Weldon Cooper Center Presentation - Committee Structure

## REPORTS AND COMMUNICATIONS.

- a. Report from Finance Committee
- b. Report from Public Safety and Transportation Committee
- c. Report from Public Works and Utilities Committee
- d. Report from Planning District 9 Representative
- e. Report from Recreation Committee
- f. Report from Liaison Committee

## TOWN MANAGER'S REPORT.

- a. Presentation of 2019 Annual Report

## COUNCILMEMBERS TIME.

## CLOSED SESSION.

- a. A Closed Session pursuant to section 2.2-3711(A)(1) to discuss the annual performance of Town Manager as per the employment contract

## ADJOURN.

## **V. MAYOR AS PRESIDING OFFICER**

The Mayor presides at every meeting of the Council and at the hour appointed, calls the Council to order, provided a quorum is present. The Mayor signs various ordinances and resolutions on behalf of the Council. All legislative actions are certified by the Town Clerk.

The Mayor preserves order and, with the assistance of the Town Attorney, speaks to and decides all points of order. The Mayor has control of the Council Chamber and the connecting halls and corridors. In case of a disturbance or disorderly conduct, the Mayor may order the same to be cleared.

The Vice Mayor presides in the Mayor's absence. Warrenton Town Code Section 2.36.

## **VI. ORDER OF BUSINESS**

1. Call to Order
2. Invocation
3. Pledge of Allegiance to the United States of Virginia
4. Citizen Comments
5. Public Hearings
6. Discussion items
7. Adjournment

## **VII. PUBLIC PARTICIPATION IN COUNCIL MEETINGS**

The public is invited to speak on all public hearing items. The public is also permitted to speak on any topic not listed as a public hearing item during the "Citizens Time" portion of the meeting. The Chair will recognize all speakers, who shall state their name and address for the record; have up to three minutes to address council; and may only address Council once on each topic unless called back by the Chair at the request of Council.

## **VIII. ORDINANCES AND RESOLUTIONS**

A copy of each ordinance or resolution is included in the Warrenton Town Council agendas.

No ordinance can be passed, or resolution adopted that appropriates money, levies taxes and licenses without the majority of Council.

## IX. ELECTRONIC PARTICIPATION

Electronic participation in meetings is governed by VA Code Sec. 2.2-3708.2.

### **Town Policy – Remote electronic participation in meetings.**

It is the policy of the Town Council of the Town of Warrenton that individual Town Council Members may participate in meetings of the Town Council by electronic means as permitted by Virginia Code § 2.2-3708.1. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Whenever an individual member wishes to participate from a remote location, the law requires a quorum of the Town Council to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. The reason that the member is unable to attend the meeting and the remote location from which the member participates must be recorded in the meeting minutes.

#### **Automatic Approval with Vote if Challenged**

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. IF a member's participation from a remote location is challenged, the Town Council of the Town of Warrenton shall vote whether to allow such participation. If the Town Council of the Town of Warrenton votes to disapprove of the member's participation because such participation.

## **X. ORGANIZATIONAL MEETINGS**

The biennial organizational meeting of the Council is traditionally at the first regular meeting in January every other year. The first order of business is for Council to consider a resolution adopting *Robert's Rules of Order* for the purpose of conducting meetings of the Town Council and to consider a resolution electing a vice mayor for the electing term.

## **XI. RULES OF CONDUCT DURING COUNCIL MEETINGS**

Robert's Rules of Order is the classic statement of present-day parliamentary procedure. Familiarity with and use of Robert's Rules provides the means whereby the affairs of the Council can be controlled by the general will of the members. Council meetings can proceed in a controlled and predictable manner, allowing the business of the citizens of Warrenton to be handled in a direct, constructive and democratic manner. The following rules of conduct are adapted from the pages of Henry M. Robert's time-honored book and merit the Council's special attention.

### **PROCEDURES FOR SMALL BOARDS**

Since the Town Council is relatively small compared with other organizations using Robert's Rules, some of the procedural formality can be dispensed with. The following Procedures for Small Boards from Robert's Rules is modified for use by the Warrenton Town Council. Modifications to Robert's Rules for Small Boards are noted in italics.

- While members are required to obtain the floor before making motions or speaking, they may do so while seated. (Text normally reads that members are not required to obtain the floor beforehand.)
- Motions must be seconded. (Text normally reads, "Motions need not be seconded.")
- No limit is placed on the number of times a member may speak to a question. However, motions to close or limit debate may be entertained. (Text normally reads that such motions "should not be entertained.")
- Informal discussion of a subject is permitted while no motion is pending. It is normally expected, however, that discussion will follow a motion on the floor.
- Sometimes when a proposal is perfectly clear to all present, a vote can be taken without a motion having been introduced. Unless agreed to by general consent, however, all proposed actions of a board must be approved by vote under the same rules as other assemblies, except that a vote can be taken initially by a show of hands. Normally, the ayes and nays on any question must be recorded. Code Sec. 2-29.
- The chairman can speak in discussion without rising or leaving the chair, can make motions, and votes on all questions.

## MEMBER CONDUCT

Every member who wishes to speak must first respectfully address the Chair, and not proceed until recognized by the Chair. They will confine themselves to the immediately pending question and avoid mentioning all personalities. No member shall address the Chair out of his place, nor interrupt another without the consent of the member who has the floor, except when making a point of order.

The member upon whose motion is subject to debate is first entitled to the floor and is entitled to close debate after each member who wishes to speak has been allowed to do so.

## COUNCIL VOTING

In most instances, the affirmative vote of a majority of the members elected to Council present at a regular or special meeting at which a quorum is present and voting shall be necessary to adopt any ordinance, resolution, or pass other matters presented to the Council. Four members constitute a quorum. However, some ordinances and resolutions appropriating money, imposing taxes or authorizing the borrowing of money shall only pass by a recorded affirmative vote of a majority of all Councilmembers. In some cases, as prescribed by Code, a super majority of all Councilmembers may be required. Every member present at a Council meeting when a question is put shall give his vote, unless excused by the Chair. All votes are recorded in the minutes of the meeting. Secret ballots are prohibited.

After a vote is announced, no member shall change his vote without the consent of the Council Meeting. The right to change a vote shall be limited to the current meeting and not continue for any subsequent.

## KEY PASSAGES FROM ROBERTS RULES

Several key passages are included to help familiarize Councilmembers with Robert's Rules. The Town Attorney serves as the parliamentarian of the Council, and should be consulted on the proper application of Robert's Rules and applicable laws.

**Obtaining the Floor (RR § 3).** Before a member can make a motion, or address the Council in debate, it is necessary that he should obtain the floor -- that is, he must address the presiding officer by official title, thus, "Madame Mayor, Mayor or Mayor Smith." If the member is entitled to the floor, the chair recognizes him by name.

**Main Motions (RR § 4).** A motion is made by a member obtaining the floor and saying, "I move that," and then stating the proposed action. Typically, no member can make two motions at a time except by general consent. Main motions, which introduce business, take precedent over nothing. That is, they cannot be made when another question is before the assembly. Privileged, incidental, and subsidiary motions may be made while a main motion is pending.

That the motion be stated by the chair for the benefit of the Council and audience. The fact that a motion has been made does not put it before the Council. The chair alone can put a motion before the Council. The chair must either rule the motion out of order or state the question so that all may know the immediately pending question.

**Debate (RR § 7).** After a question has been stated, it is before the Council for consideration and action. All but a few motions are subject to debate. Debate must be limited to the merits of the immediately pending question -- that is the last question stated by the Chair. Speakers must address their remarks to the Chair, be courteous in their language, avoid all personalities, and never allude to the motives of members.

**Amendments (RR § 33).** Amendments may be made on all motions except those listed by Robert's Rules.

The motion to amend is made in a form similar to this: "I move to amend the resolution by inserting (or striking or substituting) the word 'very' before the word 'good';" or simply "I move to insert (or strike or substitute) 'very' before 'good'."

An amendment can be amended itself, but this "amendment to an amendment" cannot be amended. In other words, an amendment of the third degree would be too complicated and is not in order.

An amendment of a pending question requires only a majority vote for its adoption, even though the question to be amended requires higher threshold (ex., two-thirds or unanimous vote).

Robert's Rules lists a number of improper amendments in Section 33, including ones that are not germane to the question being amended, or are identical to questions previously decided.

**Reconsideration of a motion (RR § 36).** A motion to reconsider a previous vote must be made by one who voted with the prevailing side. Normally, a reconsideration motion can only be made on the day that the original vote was taken, or on the day of the next succeeding Council meeting. The motion to reconsider cannot interrupt pending business. However, as soon as the pending item is disposed of, it can be called up with preference over other main motions and general orders.

**Rescind, Repeal, or Annul (RR § 37).** Any vote taken by the Council, except those listed by Robert's Rules, may be rescinded by a majority vote, provided notice has been given at the previous meeting or in the call for this meeting. When no notice is given, a two-thirds vote or majority vote of the elected Council is required.

The motion to rescind can be applied to votes on all main motions. It is itself a main motion without any privilege, and therefore can only be introduced when there is nothing else before the assembly. It may be made by any member, and is debatable.

Among the votes that Robert's Rules specifies cannot be rescinded are ones that occur:

- After something has been done as a result of that vote that the Council cannot undo; or,
- Where it is in the nature of a contract and the other party is informed of the fact; or,
- Where a resignation has been acted upon.

### Quick Reference

	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	✓	✓	✓	Majority	✓
Amend Motion	✓	✓		Majority	✓
Limit Debate	✓		✓	2/3rds	✓
Close Discussion	✓			2/3rds	✓
Recess	✓		✓	Majority	
Adjourn (End meeting)	✓			Majority	
Refer to Committee	✓	✓	✓	Majority	✓
Postpone to a later time	✓	✓	✓	Majority	✓
Table	✓			Majority	
Postpone Indefinitely	✓	✓	✓	Majority	✓

## **PART THREE**

### **TOWN COUNCIL POLICY MAKING PROCESS**

#### **I. BIENNIAL GOAL SETTINGS POLICY AND PROCEDURES**

The Town recognizes the importance of setting specific goals. Goals provide both a means of sorting out priorities, and a standard against which to measure effectiveness. More than any other determinant, stated goals drive the budget. Goal setting is an integral part of the budget process.

The chart included in this section outlining the two-year election cycle fits well with a biennial goal setting cycle.

#### **WARRENTON TOWN COUNCIL**

#### **2035 VISION STRATEGIC**

#### **PLAN**

In the year 2035, Warrenton is an innovative town where history and heritage are respected and where people and their involvement matter. Warrenton's inclusiveness and sense of community foster empowerment in each resident. Its unique character and charm attract and nurture a wide variety of people and businesses. Warrenton is the heart of an expanded community where arts and entertainment enrich the quality of life and bring people together. Our environmental stewardship assures Warrenton's future as a healthy and sustainable town.

*Warrenton thrives in 2035  
by:*

Honoring People

Celebrating Community Spirit

Enriching Lives through Arts and Entertainment

Championing Business and Technology

Cultivating a Sustainable Environment

## **PART FOUR**

### **I. APPOINTMENTS**

**Current as of September 2022**

#### **TERM EXPIRATION**

#### **ARCHITECTURAL REVIEW BOARD**

Four-year term

\*may or may not be a town resident

Steve Wojcik	Town resident	12/31/22
Laura Bartee	Architect *	12/31/22
Virginia Gerrish	Town resident	12/31/25
Karen Lavarnway	Town resident	12/31/25
John Thorsen	Town resident	12/31/25

#### **BOARD OF ZONING APPEALS**

Five-year term

Amos Crosgrave	Town resident	12/31/26
Larry Kovalik	Town resident	12/31/26
Melea Maybach	Town Resident	12/31/26
Betsy Sullivan	Town Resident	12/31/26
Vacant		

#### **PLANNING COMMISSION**

Four-year term

Susan Rae Helander	Town resident	12/31/22
Ali Zarabi	Town resident	12/31/22
James Lawrence	Town resident	12/31/24
Ryan Stewart	Town resident	12/31/24
Steve Ainsworth	Town resident	12/31/24
Gerald Johnston	Town resident	12/31/25
Vacant		



## Strategic Retreat Report

2018-2019

*Prepared by: Brandie Schaeffer, Interim Town Manager*

## EXECUTIVE SUMMARY

The Town Council's Strategic Retreat was held on February 21, 2019 was productive with an overarching observation on the need for more proactive planning on all fronts.

To that end, the summary of this report starts to outline direction for forward movement. Examining the success of adjacent jurisdictions will be important to adding value to the conversation. There are several communities achieving success in a variety of ways, so an understanding of what defines success is needed.

***If we are to start to play a more active role in the outcome of the Town's future; we must plan for the Town's future.***

To date, there has been minimal focus around pro-active Town Land Use Planning. The Town in turn has been at the will of the development community, reacting to their proposals with often out of date codes. Recently there is minor progress towards proactive planning; however, the Town is in a position of playing catch up after the recession with incremental increase in staff and resources within the desire for a balanced budget and no tax increases.

Most of this was understood prior to the Strategic Retreat; however it was made very clear during that process. While the perception is a lot of these topics will be covered during the Comprehensive Plan Update, it is also important to recognize that document is a high level look. The Council appears ready to move forward in a parallel path on the initiatives outlined in the Strategic Retreat's priority list, which includes the

## FACILITATOR SUMMARY

More resources will be needed to accomplish the Council's Strategic Priorities; it can be a combination of both staff and consultants but should be allocated by daily goals balanced with longer term initiatives.

The Council should work to agree upon a future for the Town, what you want your town to be like with specific examples.

This is accomplished by having real resources to do real planning so your pieces come together.

When examining land growth focus on developing specific plans, don't talk in general terms. Show the land and a detailed plan.

A good comprehensive plan will help guide you; don't miss this opportunity.

following:

- 
- *BOUNDARY ADJUSTMENT- FACILITIES*
  - *BRANDING-WHO, WHAT, WHERE*
  - *RECREATION- QUALITY OF LIFE ACTIVITIES*
  - *HISTORIC DISTRICT-BOUNDARIES, GATEWAYS*
  - *HOUSING-INVENTORY, AFFORDABLE*

Further discussion and consideration of these Strategic Priorities is needed within context of existing priorities. To do so, a work plan that includes estimated resources was developed to help facilitate a discussion around the feasibility of completing the Strategic Priorities. The intent is for the Strategic Retreat priorities to be further discussed in tandem with the budget and CIP discussions.

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*BOUNDARY ADJUSTMENT-  
FACILITIES*

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## **BOUNDARY ADJUSTMENT- FACILITIES**

Boundary Adjustment is the process of legally including County land within the corporate limits of the Town. It plays an important role in influencing the economic growth, environmental protection, quality of life, and our municipal fiscal well-being. The Council discussion around Boundary Adjustment centered on two key areas of the County, what is called “the Panhandle” and an area out Meetze Road. The recent opportunity for Lord Fairfax Community College to acquire an additional 50 acres and expand its facilities has spurred interest about the long term boundaries of the Town. The extension of services outside Town boundaries was highlighted by Councilman Carter, and followed up by Councilman Wood, pointing out this has been a discussion for over 20 years with no decision. Councilmen Polster and Kravetz reinforced a need for clear negotiations and a clear benefit to Town, the County, and businesses.

---

### ***Estimated Time Frame for Completion***

Community Development and Public Works can complete an initial review of the Tri-Party Agreement, with a proposed map revision in the next 12 months. This is contingent on the County agreeing to the same time frame and a contract with the consultant being ratified.

---

### ***Estimated Cost for Implementing the Initiatives***

There might be an additional scope expansion on the Comprehensive Plan contract to evaluate a land use build out of the proposed acreage. There will need to be additional GIS services that are contingent on County cooperation. Community Development estimates \$25,000 for scope change and \$10,000.00 for County contracted GIS services. This is contingent on both the consultant being able to take the scope change as well as the County and Town coming to a long term contract agreement on GIS services. This can be accomplished within the existing funding of GIS services and Professional Services. No additional appropriation is anticipated at this time.

---

### ***Estimated Labor Hours Required***

The majority of staff time would come in managing of the project consultant and collaboration with the County. The estimates provided under this section are based on the time allocation on Broadview to date as it is a good comparison on managing the consultant and highlighting the role of overview by senior staff.

#### **Staff Allocation Estimate**

Lead: Community Development

100 Hours. Management

150 Hours. Management/Community Development

150 Hours, Comprehensive Plan Coordination, County Collaboration, Consultant

20 Hours, Zoning District Allocation

15 Hours. Mapping

Economic Development:

20 Hours, Coordination and Review

Public Works:

25 Hours. Map Review, Meetings, Coordination

25 Hours. Map Review, Meetings, Coordination

Administrative:

5 Hours Reports, Printing, Meeting Coordination

5 Hours Reports, Printing, Meeting Coordination

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### ***Existing Initiatives***

Community Development has been working the last year at the direction of the Town Manager and County Administrator to work on a Water-Sewer Master Plan that can be adhered to with the Tri-Party agreement. The goal was to have some overlap with the Comprehensive Plans as the County will undertake an update to the Fauquier County Center District Comprehensive Plan Chapter upon completion of the Town Comprehensive Plan update. Community Development did work to get Urban Development Areas adopted into the Comp Plan last year, which includes discussion around build out analysis. This will be covered in more detail in the Comprehensive Plan Land Use Scenario Planning as well. There are economies of scale with understanding of the existing buildings as well as growth absorption. The County is undergoing significant staff changes in the Community Development Department meaning a lot will depend on their available staff allocations as this is a collaborative effort.

---

### ***Message to the Council:***

A formulated and concise plan for achieving County and citizen support is key to the success of a boundary adjustment. Consider starting with an outlined legal process with a realistic schedule. Concurrently, work on the Water & Sewer Map draft revisions with draft Tri-Party Agreement update; this would likely result in a scope change with Comprehensive Plan consultant to include fiscal changes.

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### ***6 Month Metrics:***

**Legal Process Memo due April 2019**

**Meeting with County- New Community Development Director**

❖ **Update to Council**

**Schedule and Process Memo April 2019**

❖ **Update to Council**

**Draft Maps May 2019**

**Draft Agreement June 2019**

**Next Steps and Recommendation July 2019**

❖ **Update Council**

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# *Branding- Who, What, Where*

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## **BRANDING-WHO, WHAT, WHERE**

Why should we work to set our Town apart from others? The clearest answer is to increase economic opportunities that lead to new residents, businesses, and tourists. Place branding is a growing area for jurisdictions. If we don't tell our story, someone will tell it for us. Branding is the first step in place making and marketing our Town. This is because branding includes a strategic vision built on the Town's unique strengths and characteristics. The development of a strategic vision can be a long complex process as it is often difficult to get consensus.

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### ***Estimated Time Frame for Completion***

There are a series of steps and some initiatives already underway. First thing staff recommends is an audit of the Town brand. How is it viewed and how are our existing programs performing? Having a good idea of where we are now will help to guide us on where we want to go in the future. In addition, at this time staff is recommending an initial roll out of on-line marketing and branding. This is a smaller initiative that will allow for light testing of brands and logos in conjunction with auditing maximizing a level of outreach parallel with the audit. Primarily resources and time will need to be reallocated to produce a digital marketing message and campaign that will set the stage for a larger branding plan as the Comprehensive Plan concludes. The existing scope for the Comprehensive Plan also includes a small branding component that can be a good jumping off point.

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### ***Estimated Cost for Implementing the Initiatives***

Branding is not something that is easily done and can take time to get it right. Additional cost will be proposed in the budget for Council consideration after the initial phase of the digital branding and marketing is complete and the components of branding from the Comprehensive Plan are finalized. Staff would also like to realize any efforts currently underway prior to a new initiative being launched so that the work complements each other, as opposed to competing for resources.

---

### ***Estimated Labor Hours Required***

#### **Staff Allocation Estimate**

Lead: Community Development

50 Hours. Management

Community Development:

50 Hours, Consultant Coordination

Economic Development:

50 Hours, Coordination and Review

Public Works:

15 Hours, Coordination

20 Hours, Coordination, Installation Plan

Administrative:

5 Hours Reports, Printing, Meeting Coordination

5 Hours Reports, Printing, Meeting Coordination

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### ***Existing Initiatives***

There is overlap with the Comprehensive Plan, Capital Improvement Plan Entrance Corridors, and Economic Development Digital Branding. Staff is recommending the entrance corridors be delayed and the Economic Development Digital Branding and Comprehensive Plan are closer to completion before a larger process is undertaken.

---

### ***Message to the Council:***

The key to this strategic priority is patience and getting it right. In speaking with other jurisdictions in the region their efforts have totaled upwards of \$200,000 and taken years to complete. Staff is not proposing anything on this scale at this time; however, Council should understand the breadth of a branding campaign and the time and fiscal obligation. Instead at this time staff is requesting to allow the smaller initiatives already underway to wrap up and then seek Council direction for moving forward with overall branding during the next Strategic Retreat.

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**6 Month Metrics:**

**Digital Audit Initial Findings March 2019-Part of Digital Marketing Campaign**

❖ **Update to Council**

**Comprehensive Plan Demographic Data April 2019**

❖ **Update to Council**

**Digital Marketing Campaign Finalized June 2019**

❖ **Update to Council**

**Comprehensive Plan Branding Initial Findings and Direction June 2019**

❖ **Update Council**

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*Recreation-*  
*Quality of Life Activities*

## RECREATION-QUALITY OF LIFE ACTIVITIES

A key factor in overall quality of life is recognized by the Council are opportunities for additional quality recreation. With limited resources there is also a need to work in a collaborative effort with the private and non-profit sectors. Quality of life is difficult to measure; however, studies prove recreational activities are an important factor for long term economic sustainability. We are uniquely positioned in the metropolitan region to take advantage of the proximity to D.C., as well as the natural amenities of rivers, mountains, and multiple National Parks. Our residents have come to expect a high level of recreational amenities, and furthering that effort increases our competitiveness in the region.

---

### ***Estimated Time Frame for Completion***

There is no completion date for continued focus on recreation and quality of life activities. However, as directed by the feedback from Council, there needs to be a pro-active plan for staff to follow and report back to Council. While some of this guidance will come out in the Comprehensive Plan Update, staff is proposing a Master Parks report outlying existing facilities, services gaps, survey data, and adjacent jurisdiction comparison on private sector partnership. This will likely include proposed changes to the zoning ordinance as well to address level of service needs. Moreover, a discussion on policy with Council on the roles and responsibilities of amenities that are Town owned with associated costs versus privately owned with public access agreements.

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### ***Estimated Cost for Implementing the Initiatives***

Parks and recreation is a key component of the Comprehensive Plan The Parks and Recreation Department will work closely with Community Development to incorporate a long term plan and vision based on the demographic data, building projections, and existing services. This evaluation and data is already included in the Comprehensive Plan Update's scope of work and will not require any additional fiscal allocation. In addition, the Committee on Health, Parks and Recreation is working on a strategic vision and long term visioning.

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### ***Estimated Labor Hours Required***

#### **Staff Allocation Estimate**

Lead: Parks and Recreation

100 Hours, Management

Community Development:

50 Hours, Consultant Coordination, Meetings

15 Hours, Mapping

Administrative:

5 Hours Reports, Printing, Meeting Coordination

5 Hours Reports, Printing, Meeting Coordination

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### ***Existing Initiatives***

There are several initiatives underway in the Parks and Recreation Department. They have been working on developing an inventory of existing park amenities, as well as a Master Plan that will be folded into the Comprehensive Plan. The Master Plan for Parks and Recreation will correspond with the Land Use Build Out analysis to help determine the existing Level of Services for Residents and the anticipated needs. The scenario based development that is contemplated in the Urban Development Areas will include an evaluation of Parks & Recreation amenities. Once staff has developed a thorough inventory and associated Master Plan, Community Development can begin to work with developers to provide amenities in a partnership. To date this has never been done in a coordinated fashion.

---

### ***Message to the Council:***

At this time staff wants to work to gather the pertinent information and bring that back to Council for consideration. Staff does not want to duplicate effort of the Comprehensive Plan so we are proposing a light initiative and further discussion of baseline data with Council at the retreat.

---

**6 Month Metrics:**

**Vision, Mission, Values for Parks and Recreation March 2019**

❖ **Update to Council**

**Playground Construction Completion Rady Park April 2019**

❖ **Update to Council**

**Consultant Project Manager Hired April 2019**

❖ **Update to Council**

**Warf Trail Completion June 2019**

❖ **Update to Council**

**Community Wellness Program Official Kickoff June 2019**

❖ **Update to Council**

**Rain Gardens at Rady Park June 2019**

❖ **Update Council**

**Academy Hill Pickle Park Contract Selected Completed June 2019**

❖ **Update Council**

**Goals and Objectives Summer 2019**

❖ **Update to Council**

**Land Use Scenarios Planning Summer 2019**

❖ **Update to Council**

**Employee Wellness Program Monthly Reports to Council on Metrics**

❖ **Update to Council**

## *Historic District- Boundaries, Gateways*

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## HISTORIC DISTRICT-BOUNDARIES, GATEWAYS

The Historic District is the heart of our community. As such it is an economic driver in both tax revenue per acre, as well as providing that third space. The long term protection of the district ensures the uniqueness of the Town and provides opportunity for identity and quality of life. Few things have been studied more than the Historic District Boundaries and gateways over the past twenty years. Recognizing needs and the commitment to the quality of life, Council funded a position to start mid-year that will serve as a devoted historic preservation planner to the Town. This position will be able to devote dedicated time and commitment to pro-active measures of the district, while also managing the case load for the Architectural Review Board.

---

### ***Estimated Time Frame for Completion***

The recent award of the Department of Historic Resource grant to update the survey and Period of Significance has already kicked off this initiative. Before any expansion can be considered or ratified the National District Register American Town Narrative must be updated with the National Park Service. Staff is proposing the survey wrap up before any new initiatives are outlined. This is scheduled to be completed June 2019.

---

### ***Estimated Cost for Implementing the Initiatives***

There is a 50% match with the DHR grant and Council has already allocated those expenses in fiscal year 2019. The staff position is already funded. As reported to Council, staff is not sure if the grant will cover the whole district survey or just a portion. No additional funds are anticipated at this time, but the RFP for the survey of the district and contact reward will help us to understand any additional cost along with what staff might be able to handle on their own with a dedicated preservation specialist.

---

### ***Estimated Labor Hours Required***

#### **Staff Allocation Estimate**

Lead: Community Development

200 Hours, Management

75 Hours, Management

15 Hours, Mapping

Economic Development:

10 Hours, Coordination and Review

Administrative:

5 Hours Reports, Printing, Meeting Coordination

5 Hours Reports, Printing, Meeting Coordination

---

### ***Existing Initiatives***

There are several initiatives underway that will feed into the strategic goal other than the Department of Historic Resources grant. The role of the Historic District and the adjacent neighborhoods was included in Urban Development Areas that were adopted by Council. The role and boundaries along with housing implications continue to evolve and be discussed as part of the Comprehensive Plan. These discussions and data evaluations will fold in with the Department of Historic Resource grant to build a more complete picture of the appropriate next step for continuing to protect the character of Warrenton as new developments are built.

---

#### ***Message to the Council:***

Staff is requesting at this time that this priority be shifted to allow for the existing initiatives, including the grant, be completed and new staff to be hired before any additional deliverables be developed for Council. There is already existing funding, grant allocation and staffing initiatives underway that recognize this as a priority.

---

**6 Month Metrics:**

**Staff position filled with new Historic Preservation Planner May 2019**

❖ **Update to Council**

**Grant Request For Proposals Award March 2019**

❖ **Update to Council**

**Draft Update of Survey (Pending RFP) June 2019**

❖ **Update to Council; could require additional funding.**

**Next Steps Update After RFP Award and Data October 2019**

❖ **Update Council**

---

*Housing-*  
*Inventory Affordable*

---

## HOUSING-INVENTORY AFFORDABLE

Recognizing it is difficult to make policy decisions without an understanding of the complete picture around housing, Council has directed staff to allocate resources to efforts related to affordable housing. In previous years, the Weldon Cooper Center produced information for towns on housing data. However, recently Weldon Cooper was not granted funding to develop recent data. Without this resource the Town was left with no ability to capture the data without a dedicated GIS staff. Council highlighted affordable housing as a strategic priority as it is multifaceted with the un-permitted conversion of structures and an abundance of individuals living in short term housing found in hotels. Housing affordability is a metropolitan region problem, not one specifically unique to the town.

---

### ***Estimated Time Frame for Completion***

Like other strategic priorities this is an ongoing effort that will need to be chipped away at over time. Staff is proposing a series of collaborative efforts starting with the County. As a Town within the County, joint efforts will have the greatest impact on increasing the availability of affordable housing. However, without private sector collaboration around information sharing and shared initiatives, little can be done by government alone. Previously the Town had a working group, and staff is proposing a collaborative working group with the County and private sector to develop a series of policies that will lead to zoning ordinance changes to make affordability more achievable. It has long been understood that the biggest barrier to affordable housing is often zoning and density restrictions. Changing those long standing policies is never politically palatable, rather a series of smaller steps and a longer term plan is often more successful.

---

### ***Estimated Cost for Implementing the Initiatives***

Staff is proposing a collaborative working group and data gathering in conjunction with existing contracts and Planning District 9. There is no anticipated cost associated with this effort other than meeting materials. If any mapping or data is needed there is opportunity to partner with PD9, Fauquier County, as well as within the scope of the Comprehensive Plan.

---

***Estimated Labor Hours Required***

Lead: Community Development

100 Hours, Management

75 Hours Committee, Mapping, Data Collection/Analysis

Economic Development:

25 Hours, Coordination and Review

Administrative:

5 Hours Reports, Printing, Meeting Coordination

5 Hours Reports, Printing, Meeting Coordination

---

***Existing Initiatives***

Staff became aware a year and half ago that the housing data collected statewide was no longer being collected at the Town level until the General Assembly reallocated the funding of the 2020 US Census becomes available, whichever is first. The Town data was instead found within the County data. This was not helpful considering the Town varies so much from the County and the County is so large and diverse by geography. Staff began to work with both the County and PD9 to gather and divide the data. The Town does not have devoted GIS staff to abstract the census data to produce data and maps directly for the Town. There have been committed attempts to collaborate and have joint work with the County, but that has not come to fruition. While there has been considerable conversation and collaboration on this issue, the hard data has yet to be developed. Some of the data will be mined through the Comprehensive Plan. While there is an existing initiative and effort with the overlap of Comprehensive Plan Land Use section that effort is further out and still being developed.

---

***Message to the Council:***

Staff is proposing to Council a strategic working group over the next year along with an evaluation of data from both the Comprehensive Plan effort and in collaboration with Planning District 9. After the working group wraps up with findings and data is compiled staff will report back to Council on findings and suggested actions along with identified code modifications and a draft schedule. There is an anticipated cost with this effort as there is limited existing data at the Town level. The amount of time to mine the data and create the maps on top of managing the committee is outside what staff can address internally. Likely some consultant support will be needed and helpful to ensure the working group has current and accurate data as well as ensuring the working group is effective and produces feasible recommendations that can filter into the Comprehensive Plan and result in zoning text changes that will effectuate real change.

---

***6 Month Metrics:***

**Economic Base & Trend Modeling February 2019**

❖ **Update to Council**

**Demographic & Housing Analysis February 2019**

❖ **Update to Council**

**Fiscal Impact of Growth and Return on Investment June 2019**

❖ **Update to Council**

**Land Use Scenario Planning June 2019**

❖ **Update Council**

# Appendix

---

*COUNCIL PRIORITY SHEETS WITH DISCUSSION*

*TOP 5 PRIORITIES*

*FACILITATOR FEEDBACK*

## *COUNCIL PRIORITY SHEETS WITH DISCUSSION*

---

# MAYOR NEVILL

## ECONOMIC DEVELOPMENT

TOWN PRIDE IS IDENTITY/OUR CORE

CBD - PLAN

APPRECIATE WHAT WE HAVE

WHY/IDENTITY

\*CBD IMPROVEMENTS USE - NEED PARKING\*

OLD TOWN STRATEGY

WAYFINDING

ADA ISSUES

DRUG PROBLEMS - HOTEL CONVERSION - ZONING

- Polster - street planning
- Wood - public vs. private, transportation on planning congestion

INFRASTRUCTURE - COMPLETE STREET IN EACH WARD

STAFF TIME ALLOCATION/ TECHNOLOGY

- Polster - not just CBD

FISCAL VISION - CIP COMMITTEE, LONG TERM FINANCIAL PLANNING

---

## COUNCILMAN CARLOS

### MAIN STREET SIGNAGE

- Kravetz - enforcement signage code update
- KCarter - way finding
- Hamby - tiered Broadview

### BRANDING - WHO/WHAT/WHY IS WARRENTON

- Hamby - Affordable housing \*allocate locations

### HOUSING - AFFORDABLE, DIVERSE, LONG TERM

- Wood - "workforce?"
- "normal people"
- teacher - 45k
- 30% housing price
- temporary housing; public private
- apartments

### RECREATION - VARIETY - WITH INDUSTRY

### ZONING - OUT OF DATE

# COUNCILMAN POLSTER

## ENGAGED PUBLIC - IDEAS COME HERE TO DIE

- KCarter - sensibility
- Mayor - data centers
- Polster - Broadband

## TECHNOLOGY UPDATED - EFFICIENCY LOST

- Burnett - website not reflective of us; reflects poorly; we look antiquated
- KCarter - permit portals

## STAFF RESOURCES PROVIDED

- Wood/KCarter - Labor pool commuting
- Mayor - market demand

## COMMUTER WORKFORCE PATTERNS - FLEXIBLE BUILDING TYPES

## AGING - YOUTH LEAKAGE - LFCC - 4 YEAR COLLEGE TEACHING HOSPITAL

- Brett's "real plans"
- Sector planning
- \*town property
- KCarter - quality of life
- Polster - take a deep breath

## RECREATION - "NOTHING TO DO"

## WE HAVE QUALITY OF LIFE PLATINUM AWARD

## WHAT WE CONTROL \$; INDOOR RECREATION

- Wood - baseball
- Fiscal impact!

---

## COUNCILMAN WOOD

### WORKFORCE HOUSING

### RECYCLING - OTHER TIMES MORE

- Mayor - tiered system, entrance corridors, dollar general, overlays, Winchester street
- Polster - get out in front of them

### HISTORIC DISTRICT - EXPANSION/REDUCTIONS

- Kravetz - why expansion (Horner Street, Waterloo)
- Burnett - historical tax credits
- ECONOMIC DEVELOPMENT - "no growth sensibility" attraction
- BROADVIEW - west side utilities

### IMPACT FEES/PROFFERS

---

## COUNCILMAN BURNETT

DHR GRANTS - (HISTORIC DISTRICTS)

OUT OF DATE, REHABILITATION

OVERALL COMMUNITY BENEFIT

ECONOMIC DEVELOPMENT/COMP PLAN

BUDGET

OUTSIDE CONTRIBUTIONS; BETTER PLANNING

CLEARER POLICIES (QUICK WIN)- REPORTING (SEND TO COUNCIL)

- Wood - audit tiers
- Carlos - conflict - sitting on boards
- Polster - better announcement, 4% vs. time talking about it
- KCarter - grant - PATH

---

## COUNCILMAN HAMBY

### ROUNDAABOUT

- Polster - Entrance control "negotiate"; always study
- Kravetz - no revenue for us
- Wood - always talk; no progress

### ANNEXATION - PANHANDLE LFCC/ MEETZE

- KCarter - ownership
- Carlos likes this idea
- Kravetz - services

### WASTEWATER TREATMENT - WARRENTON CHASE EXTRA CAPACITY

---

## COUNCILMAN KRAVETZ

BROADVIEW

TRAFFIC SIGNAL GOLD CUP DRIVE

SIGNAGE CODE UPDATE

TOWN BOUNDARIES - LAND PLANNING, MUNICIPAL CENTER, PROPERTY/FACILITY

- KCarter - sports complex
- Mayor - process for evaluation

RECREATION - WARF expansion, indoor sports complex/dome

BUSINESS MATRIX - draft for a year - get done

- Carlos - business portal

## COUNCILMAN CARTER

BROADVIEW PLAN

SIGNAGE CODE UPDATE - TOWN COMPLIANCE

COMP PLAN - RESOURCES AS NEEDED, UPDATE COUNCIL

TOWN FACILITIES - INVENTORY TO COUNCIL; WHAT'S NEEDED, NOT GOOD LANDLORDS

ECONOMIC DEVELOPMENT

HOW WE DO THINGS

LIMITED RESOURCE ALLOCATION

SMALL BUSINESS "HELP" PERMITTING

COUNTY PARTNERSHIP, MORE DAILY HELP

- Wood - budget impact
- Carlos - education outreach
- Law enforcement
- "treatment" collaboration
- enforce/ and treat
- all enforcement supply needed
- not one without the other, \*need BOTH
  - Wood - selling enforcement/compassion for disease
  - Kravetz - proactive outreach to facilities
  - Polster - national problem, treatment, education, enforcement, prevention

## DISCUSSION ITEMS

- Zoning ( out of date codes; signage)
- Broadview ( plan approved built)
- Comp Plan ( updated)
- Facilities Planning ( owned property, plan for town)
- Opioids enforcement ( education; enforcement balance; outreach; proactive; hotel conversions)
- Technology updated ( website; permitting; staff tool/ computers)
- Infrastructure ( complete street implementation)
- Min Street Historic District \*wayfinding\* (branding; signage; wayfinding boundaries; updated codes; PLAN parking)
- Housing ( affordable; diverse; apartments)
- Annexation ( Panhandle; LFCC - Meetze)
- Recreation ( partner w/ industry; more variety)
- Utilities ( Broadview; LFCC) ( wastewater plant)
- Branding Economic Dev ( attraction; sensibilities; what do we want to be - plan)
- Proffers/ impacts fees ( position statement)
- Recycling ( other items added)
- Staff resource allocation ( where; metrics/time more equal; too much time in CBD)
- Commuter workforce ( buildings reallocated; labor pool)
- Aging ( attraction; labor pool)
- Business guide ( portal; how to; permits)
- Fiscal Vision/ CIP ( long term)

# TOP VOTES

1. Boundary Adjustment - plan, process, Meetze, panhandle
  - a. Kravetz, Hamby, Polster, Carter, Wood, Nevill
2. Branding/ what do we want to be?
 

Economic Development - who and where

  - a. Kravetz, Burnett, Nevill, Carter, Carlos
3. Recreation - more variety; expansion
  - a. Kravetz, Polster, Carlos, Wood
4. Historic District - Wayfinding/ Boundaries
  - a. Wood, Carter, Burnett, Nevill
5. Housing
  - a. Hamby, Wood, Carlos, Nevill

Facilities planning

Opioid/ Enforcement

Technology updated/ website/ staff resources

Broadview

Housing - affordable; divers

Staff resources - business guide - commuter data

---

# FACILITATOR OBSERVATIONS

## FRUSTRATION IS APPARENT

- How do we move forward? - seek examples

## TAX STRUCTURE

## PLANNING - YOU NEED A PLAN

- don't do much
- no future planning being done
- what do you want your town to be like?
- more resources are needed to do real planning
- put your pieces together with better planning
- annexation - go with a plan - don't just talk
- show businesses land options
- \*comp plan must be done well.
- \*need more resources to get it done
  - KCarter - consultant vs. staff
  - Cole - you need daily and future. maybe you need a little bit of both



# TOWN OF WARRENTON, VIRGINIA

## FISCAL YEAR 2022 – 2023 PROPOSED BUDGET

OFFICE OF THE TOWN MANAGER  
21 Main Street, Warrenton, Virginia 20186

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April 1, 2022

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

The Town of Warrenton is a great place to live, work and visit and is a community of solid values that come together to support each other, which was evident during the COVID-19 pandemic. The Town navigated the public health emergency over the last two years while conducting long-range projects with uncompromised service levels, and I am pleased to present the budget proposal resulting from a robust effort focused on the Council's priorities.

As we plan for the Fiscal Year 2023, our focus shifts from response to continuing to build a resilient community for all. The Town Council continues to review American Rescue Plan Act funding to determine a spending plan to serve the citizens best. In support of these plans, our focus within the budget is to strengthen government operations that further the goals and vision of the Town Council.

The budget builds on the past few years' success, addresses emerging issues, and maintains core services while bringing Council's policies, plans, and programs to life. To continue to do this, we need to recruit and retain the brightest and most innovative

talent. There is a strong focus on strengthening our current infrastructure and investment in our greatest asset, our employees.

The current economic situation presents challenges of its own, not the least of which is the current rate of inflation. Inflation impacts all aspects of our budget - from the prices we must pay for supplies to the impact on our employees due to increased costs of living. Projected revenues are higher than FY 2022 but remain below pre-pandemic levels. Even though our revenues are below trend, our meals tax revenue has fared better than expected through the pandemic. This reflects the desire of our citizens to patronize local businesses and enjoy their community even during difficult times. Restaurant and retail revenue were bolstered by the Council's commitment to supporting and partnering with businesses with such efforts as RollOutWarrenton!, which opened the streets to pedestrian traffic and provided increased outdoor space.

For FY 2023, the proposed budget for the general fund is \$16.4 million. This represents an increase of only \$70,855. The overall budget is \$32.6 million, a 17.6% percent increase from the adopted FY 2022 budget. This increase is primarily due to an extensive capital program for the Water and Sewer Fund and the addition of an ARPA (American Rescue Plan Act) fund, budgeted for \$2.1 million.

### **Highlights:**

- Strengthening infrastructure is achieved with new technical staff positions funded by ARPA to proactively address deferred maintenance and ensure the water and sewer system's continued reliability.

- A Project Coordinator position to oversee projects supporting Council's quality infrastructure with a commitment to ongoing capital investment.
- Investment in employee retention with a cost-of-living adjustment of 5% for all employees plus a merit-based increase of 0-2% and the inclusion of a hazardous duty supplement within VRS for public safety personnel.
- Increased ease of review with separate documents for the capital asset replacement program and the capital improvement program, further focusing attention on existing obligations.

To adequately fund the Town's operations, we referred to the 2019 Revenue Review conducted by the Town's financial advisors, Davenport & Company. This report analyzed our revenue streams and compared them to a set of benchmark communities. We rely upon this report whenever we evaluate a new position. The 2019 review identified real estate tax and meals tax as two sources of revenue that could be increased to support our operations.

### **Proposed rate increases**

Over the past few years, the Town began proactively quantifying the ongoing impact of repairs and replacements necessary to maintain services provided to citizens. Catching up does not happen overnight and, unfortunately, comes at a cost much higher than what would have been paid over the years if the issues had been addressed at the time. The Town has enjoyed a dedicated workforce with many long-term employees; however, we are facing a time where these long-term employees are now reaching

retirement, and inflation sits at a historic high. This, coupled with the phenomenon of the Great Resignation and unprecedented competition among employers to hire and retain talent, presents us with an undeniable need to increase compensation and benefits. Given these factors, the proposed budget includes the following revenue assumptions:

- Adjust two rates to match neighboring localities:
  - Increase the Meals Tax rate from 4% to 6% to align with others in the region and as proposed by Fauquier County. The increase yields \$1.5 million in the proposed budget to address these needs.
  - Increase the Cigarette Tax rate from \$0.20 to \$0.40 per pack to align with the newly enacted Cigarette Tax for Fauquier County. This will yield approximately \$227,321 in the proposed budget to offset the impact of the elimination of the grocery sales tax at the State level.
- Adjust Water and Sewer Rates based on an update of 2015 rate model performed by our consultant and our financial advisors. This includes utilizing AR funding for qualifying projects. The average increase over the next five years is 7.3%. For fiscal year 2023, that rate increase will be 9.3%.

Emerging from these unprecedented times, the proposed budget continues to provide Warrenton residents and businesses the services they expect while addressing our community's critical needs through strategic capital, community, and workforce investments. There are still many challenges ahead, but new federal Infrastructure Investment and Jobs Act aid is approved and should be focused on rebuilding our economic bases through a hybrid approach of solutions.

In closing, I would like to thank all those who contributed to the proposed budget, including Council, residents, and business owners. I would especially like to thank our Finance Department and our new budget manager for her technical expertise and the positive contributions that she has already made to the process and budget document in her short time here.

I look forward to public input and a robust discussion during the budget process.

Sincerely,



Brandie M. Schaeffer  
Town Manager

## COMBINED BUDGET SUMMARY

The following provides a summary of the budget for Fiscal Year 2022-2023 across all appropriated funds compared to the budget for Fiscal Year 2021-2022. Greater detail is provided for the General Fund, followed by summary totals for the other funds.

Transfers between funds are deducted in order to show the net estimated revenue and appropriations. Revenues and Sources of Funds are shown on this page and Expenditures and Uses of Funds are shown on the next page. The total General Fund increase is \$70,885, or 0.4% over FY 2022. The total increase across all funds compared to the current year adopted budget is \$4,677,606, or 17.6%. The Water and Sewer Operating and Capital funds account for 37.3% of this increase. Further detail is provided throughout the document.

<b>TOTAL ESTIMATED REVENUE – ALL FUNDS</b>					
<u>Revenue / Sources</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>Increase / (Decrease)</u>		
	<u>Adopted</u>	<u>Proposed</u>	<u>(\$)</u>	<u>(%)</u>	
<u>General Fund</u>					
General Property Taxes	\$ 1,414,275	\$ 1,449,235	\$ 34,960	2.5%	
Other Local Taxes	7,452,369	9,675,138	2,222,769	29.8%	
Permits & Fees	180,950	328,065	147,115	81.3%	
Fines & Forfeitures	185,000	139,871	(45,129)	-24.4%	
Use of Money/Property	200,000	128,257	(71,743)	-35.9%	
Charges for Services	695,154	760,877	65,723	9.5%	
Miscellaneous Revenue	223,687	319,771	96,084	43.0%	
State Revenue	3,004,142	2,971,638	(32,504)	-1.1%	
Federal Revenue	-	-	-	-	
Transfers/Proffers	15,000		(15,000)	-100.0%	
Bond Proceeds	-	200,000	200,000	-	
Use of Fund Balance	2,971,653	440,232	(2,531,421)	-85.2%	
<b>General Fund Total</b>	<b>\$ 16,342,229</b>	<b>\$ 16,413,085</b>	<b>\$ 70,855</b>	<b>0.4%</b>	
<u>Other Funds</u>					
Capital Projects	\$ 991,895	\$ 50,000	\$ (941,895)	-95.0%	
Gen. Asset Replacement	1,160,383	150,000	(1,010,383)	-87.1%	
Water & Sewer Operating	6,305,874	6,596,935	291,061	4.6%	
Water & Sewer Capital	2,657,270	4,111,102	1,453,832	54.7%	
Stormwater Management	978,599	1,957,867	979,268	100.1%	
Motor Pool	587,043	640,963	53,919	9.2%	
Information Technology	1,306,333	1,638,011	331,679	25.4%	
ARPA Fund	-	2,101,642	2,101,642	-	
<b>Total All Funds</b>	<b>\$ 30,329,627</b>	<b>\$ 33,659,605</b>	<b>\$ 3,329,978</b>	<b>11.0%</b>	
Less Transfers	(3,826,602)	(2,478,974)	1,347,628	-35.2%	
<b>Total Revenues</b>	<b>\$ 26,503,025</b>	<b>\$ 31,180,631</b>	<b>\$ 4,677,606</b>	<b>17.6%</b>	

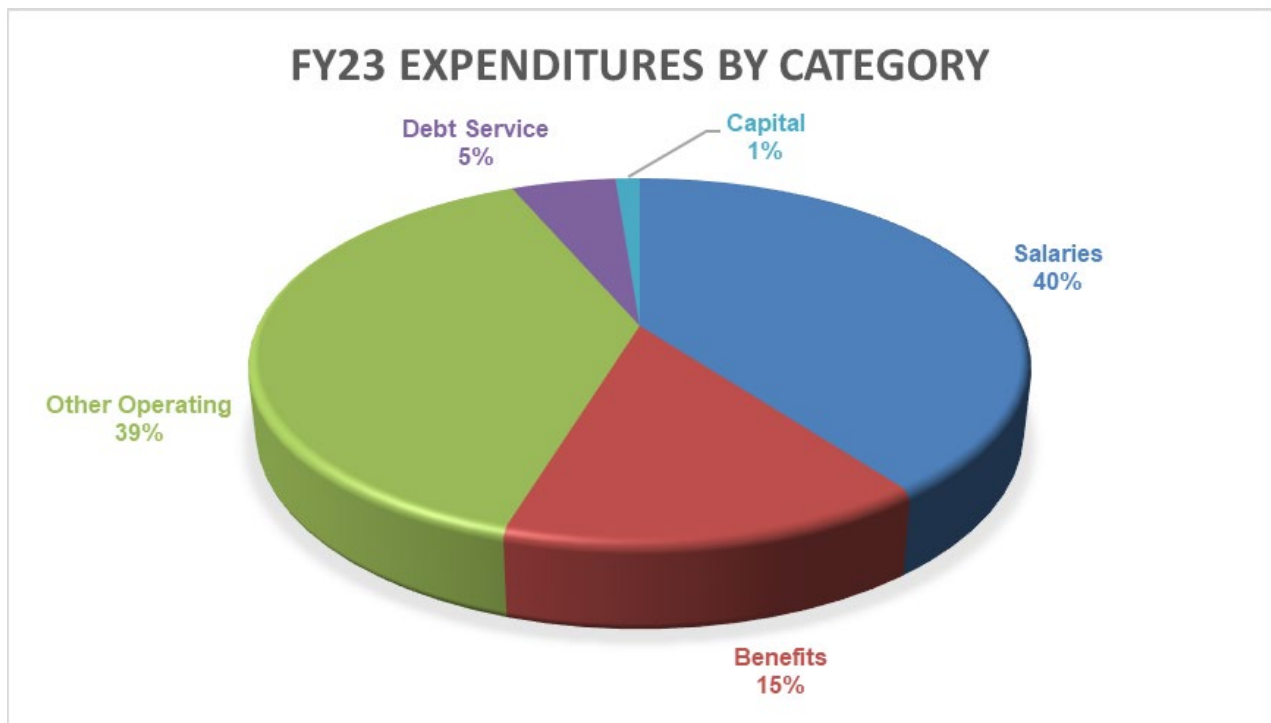
<b>TOTAL APPROPRIATIONS – ALL FUNDS</b>					
<u>Expenditures / Uses</u>	<u>FY 2022</u> <u>Adopted</u>	<u>FY 2023</u> <u>Proposed</u>	<u>Increase / (Decrease)</u>		
			<u>(\$)</u>	<u>(%)</u>	
<u>General Fund</u>					
General Government	\$ 1,885,605	\$ 2,157,328	\$ 271,724	14.4%	
Public Safety	3,873,414	4,255,790	382,376	9.9%	
Public Works	4,058,354	4,568,483	510,129	12.6%	
Parks & Recreation	2,203,492	2,608,455	404,963	18.4%	
Community Development	1,353,175	1,346,411	(6,764)	-0.5%	
Contributions	53,054	68,354	15,300	28.8%	
Nondepartmental	202,645	352,645	150,000	74.0%	
<u>Debt Service</u>	\$ 966,480	\$ 855,618	\$ (110,862)	-11.5%	
<b>General Fund Operating</b>	<b>\$ 14,596,219</b>	<b>16,213,085</b>	<b>1,616,866</b>	<b>11.1%</b>	
<u>Transfer to Capital</u>	1,746,010	\$ 200,000	(1,546,010)	-88.5%	
<b>General Fund Capital</b>	<b>\$ 1,746,010</b>	<b>200,000</b>	<b>(1,546,010)</b>	<b>-88.5%</b>	
<b>General Fund Total</b>	<b>\$ 16,342,229</b>	<b>\$ 16,413,085</b>	<b>\$ 70,856</b>	<b>0.4%</b>	
<u>Other Funds</u>					
Capital Projects	\$ 991,895	\$ 50,000	\$ (941,895)	-95.0%	
General Asset Replacement	1,160,383	150,000	(1,010,383)	-87.1%	
Water & Sewer Operating	6,305,874	6,596,935	291,061	4.6%	
Water & Sewer Capital	2,657,270	4,111,102	1,453,832	54.7%	
Stormwater Management	978,599	1,957,867	979,268	-	
Motor Pool	587,043	640,963	53,919	9.2%	
Information Technology	1,306,333	1,638,011	331,679	25.4%	
ARPA Fund	-	2,101,642	2,101,642	-	
<b>Total All Funds</b>	<b>\$ 30,329,627</b>	<b>\$ 33,659,606</b>	<b>\$ 3,329,979</b>	<b>11.0%</b>	
Less Transfers	(3,826,602)	(2,478,974)	1,347,628	-35.2%	
<b>Total Appropriations</b>	<b>\$ 26,503,025</b>	<b>\$ 31,180,632</b>	<b>\$ 4,677,607</b>	<b>17.6%</b>	

Figures may not be exact due to rounding.

## PERSONNEL AND 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 will issue a Request for Proposal for a consultant to perform a study to review and recommend improvements 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 had planned to award this contract in FY20, but considering the COVID-19 pandemic, the Town thought it prudent not to proceed with the study at that time. The Town of Warrenton will use ARPA funding to pay for this study.

After excluding capital, debt service and interfund transfers, 58.5% of operating expenditures are related to personnel and benefits.



### Highlights of Expenses Related to Personnel

The FY23 budget programs a 5% cost of living increase for all employees. In addition, all employees with at least one year of service are evaluated based on their work performance. A merit increase of up to an additional 2% (based on the results of their performance evaluation) has been budgeted for those employees. As a result of this hybrid approach, Town of Warrenton employees will receive salary increases of between 5-7%. This will aid the Town in remaining marketable to employees in the region.

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 FY23 premiums is 4.99%. The Town chose not to pass any increases onto employees, so the increase to the Town is 5.6%. FY23 cost for health insurance coverage is \$1,656,249 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 FY23 is 10.41% and is budgeted at \$877,813. The group life insurance rate is 1.34% and accounts for \$102,608. 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 \$42,281 for FY23.

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 FY23, FICA is estimated to cost the Town \$752,844.

## Full-Time Equivalents

The following tables show changes in positions that are included in the FY 2023 Budget.

### Part-Time to Full-Time Upgrades

Fund	Position	Department	Notes
General Fund	Town Clerk	Town Council	
General Fund	Customer Service Representative	Finance & Procurement	Revenue neutral
General Fund	Records Clerk	Police	Upgraded in FY 2022
General Fund	Aquatics Supervisor	Parks & Recreation	Revenue neutral
General Fund	Aquatics Programmer	Parks & Recreation	Revenue neutral

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
General Fund	Chief Mechanic to Fleet & Facilities Manager	Facilities, Motor Pool	Upgraded in 2022
General Fund	Officer to Corporal (x4)	Police	

The table above shows a total of five positions that were upgraded for FY23. The Chief Mechanic was upgraded to Fleet and Facilities Manager in FY22 and now manages all facilities services and Motor Pool. This allowed the Town to eliminate the Facilities Manager position. In addition, four Police Officer positions have been upgraded to Corporals for FY23.

### Positions Eliminated

Fund	Position	Department	Notes
GF and W&S	Facilities Manager	Public Works and Utilities	
GF, W&S, SWM	Assistant Director	Public Works and Utilities	Title changed to Engineer
General Fund	Firefighter (x2)	Fire	Transferred to Fauquier County in FY 2022
General Fund	Economic Development Manager	Economic Development	

In addition to the Facilities Manager position mentioned above, two Firefighter positions were eliminated when fire and rescue functions were transferred to the County. The Economic Development Manager, which had been vacant for two years, was also eliminated from the FY23 budget.

The following table shows positions that have been added to the FY 2023 Budget.

### Positions Added

Fund	Position	Department	Notes
GF, W&S, SWM	Engineer	Public Works and Utilities	Title was Assistant Director
CSLFRF	Financial Coordinator	Finance & Procurement	Filled in FY 2022
CSLFRF	Deputy Director	Public Works and Utilities	
CSLFRF	Junior Engineer	Public Works and Utilities	
CSLFRF	Project Coordinator	Public Works and Utilities	
SWM	GIS Technician	SWM	Filled in FY 2022

The Engineer position was swapped for the Assistant Director of Public Works and Utilities. A Financial Coordinator was added to manage the requirements with the American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) compliance and reporting. Due to the increase in Water and Sewer and Public Works projects, a Deputy Director, Junior Engineer, and Project Coordinator were added. These three positions will also be funded by ARPA funds. Finally, a GIS Technician was added to Stormwater Management to manage the mapping requirements of the program.

The following tables shows all full-time and part-time positions for every department and division for the Town of Warrenton.

#### TOWN MANAGER

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Town Manager	1	1	-
Executive Assistant	1	1	-
<b>Total Full-Time Personnel</b>	<b>2</b>	<b>2</b>	<b>-</b>

#### HUMAN CAPITAL

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Human Capital Manager	1	1	-
<b>Total Full-Time Personnel</b>	<b>1</b>	<b>1</b>	<b>-</b>

#### ECONOMIC DEVELOPMENT

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Economic Development Manager	1	-	(1)
<b>Total Full-Time Personnel</b>	<b>1</b>	<b>-</b>	<b>(1)</b>

#### COMMUNICATIONS

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Marketing Coordinator	1	-	(1)
<b>Total Full-Time Personnel</b>	<b>1</b>	<b>-</b>	<b>(1)</b>

#### EMERGENCY SERVICES/ RISK MANAGEMENT

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Emergency Services/ Risk Manager	1	1	-
<b>Total Full-Time Personnel</b>	<b>1</b>	<b>1</b>	<b>-</b>

**FINANCE AND PROCUREMENT**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Director of Finance	1	1	-
Revenue and Collections Manager	1	1	-
Account Coordinator, Tax Administration	1	1	-
Account Coordinator- Payroll	1	1	-
Account Coordinator- A/P	1	1	-
Budget Manager	1	1	-
Procurement Coordinator	1	1	-
Customer Service Representative	1	2	1
Financial Coordinator (ARPA-funded)	-	1	1
<b>Total Full-Time Personnel</b>	<b>8</b>	<b>10</b>	<b>2</b>

**Part-Time Personnel**

Customer Service Representative	1.32	1.05	(0.27)
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**POLICE DEPARTMENT**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Chief of Police	1	1	-
Deputy Chief	1	1	-
Police Lieutenant	2	2	-
Police Corporal	5	9	4
Police Sergeant	5	5	-
Police Officer	16	12	(4)
Sr. Administrative Assistant	1	1	-
Records Clerk	-	1	1
<b>Total Full-Time Personnel</b>	<b>31</b>	<b>32</b>	<b>1</b>

**Part-Time Personnel**

Accreditation Manager	0.73	0.73	-
Parking Enforcement Officer	0.73	0.73	-
Records Clerk	0.73	-	0.73
Intern	1.45	1.45	-

**FIRE DEPARTMENT**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Firefighter	2	-	(2)
<b>Total Full-Time Personnel</b>	<b>2</b>	<b>-</b>	<b>(2)</b>

**PUBLIC WORKS****Administration**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Director of Public Works and Utilities	1	1	-
Assistant Director- Utilities	1	-	(1)
PW/PU Superintendent	1	1	-
Chief Equipment Mechanic/ Facilities Manager	1	1	-
Senior Administrative Assistant	2	2	-
<b>Total Full-Time Personnel</b>	<b>6</b>	<b>5</b>	<b>(1)</b>

**PUBLIC WORKS****Streets Maintenance**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Senior Crew Supervisor	2	2	-
Maintenance Worker	5	4	(1)
Mechanic Equipment Operator 1	4	5	1
Mechanic Equipment Operator 2	2	2	-
<b>Total Full-Time Personnel</b>	<b>13</b>	<b>13</b>	<b>-</b>

**Part-Time Personnel**

Maintenance Worker- Seasonal	2	2	-
Maintenance Worker	2	2	-

**PUBLIC WORKS****Sanitation**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Crew Supervisor	2	2	-
Mechanic Equipment Operator 1	3	3	-
Maintenance Worker	1	1	-
<b>Total Full-Time Personnel</b>	<b>6</b>	<b>6</b>	<b>-</b>

**PUBLIC WORKS****Facilities Maintenance**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Facilities Manager	1	-	(1)
Building Engineer	1	1	-
Traffic Signals/ Sign Maintenance	1	1	-
Cemetery Caretaker	1	1	-
Maintenance Worker	2	3	1
<b>Total Full-Time Personnel</b>	<b>6</b>	<b>6</b>	<b>-</b>

**PARKS AND RECREATION**  
**Administration**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Director of Parks and Recreation	1	1	-
Assistant Director of Parks and Recreation	1	1	-
Operations and Contracts Technician	1	1	-
Facility Services Coordinator	-	1	1
Recreation Programmer	-	1	1
Marketing Coordinator	-	1	1
<b>Total Full-Time Personnel</b>	<b>3</b>	<b>6</b>	<b>3</b>

**Part-Time Personnel**

Recreation Programmer	0.73	-	(0.73)
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**PARKS AND RECREATION**  
**Aquatics Center**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Aquatics Coordinator	1	1	-
Aquatic Supervisor	-	1	1
Facilities Services Coordinator	1	-	(1)
<b>Total Full-Time Personnel</b>	<b>2</b>	<b>2</b>	<b>-</b>

**Part-Time Personnel**

Manager on Duty	0.44	0.44	-
Aquatics Supervisor	1.96	-	(1.96)
Recreation Programmer	1.00	-	(1.00)
Lifeguards	4.25	4.25	-
Fitness Instructor	3.00	3.00	-
Customer Services Specialist	5.68	5.68	-

**COMMUNITY DEVELOPMENT**  
**Planning**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Director, Planning and Community Development	1	1	-
Planning Manager	1	1	-
Planner	1	1	-
<b>Total Full-Time Personnel</b>	<b>3</b>	<b>3</b>	<b>-</b>

**COMMUNITY DEVELOPMENT**  
**Development Services**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Zoning Administrator	1	1	-
Zoning Official	1	1	-
Code Enforcement Officer	2	2	-
Permit Technician	2	2	-
<b>Total Full-Time Personnel</b>	<b>6</b>	<b>6</b>	<b>-</b>

**Visitor's Center****Part-Time Personnel**

Visitor's Center Attendant	1	-	(1)
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**WATER AND SEWER****Meter Reading**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Meter Supervisor	1	1	-
<b>Total Full-Time Personnel</b>	<b>1</b>	<b>1</b>	<b>-</b>

**WATER AND SEWER****Source of Supply**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
WTP/ WWTP Chief Operator	1	1	-
Superintendent, WTP	1	1	-
WTP/WWTP Operator A	2	2	-
WTP/WWTP Operator B	1	1	-
WTP/WWTP Operator Trainee	2	2	-
<b>Total Full-Time Personnel</b>	<b>7</b>	<b>7</b>	<b>-</b>

**WATER AND SEWER****Transmission and Distribution**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Public Utilities Superintendent	1	1	-
Senior Crew Supervisor	1	1	-
Utility Locator	1	1	-
Utility Maintenance Worker	2	1	(1)
Team Lead	-	1	1
Mechanical Equipment Operator 2	1	1	-
Maintenance Worker	2	2	-
<b>Total Full-Time Personnel</b>	<b>8</b>	<b>8</b>	<b>-</b>

**WATER AND SEWER****Wastewater Plant**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
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	3	-
<b>Total Full-Time Personnel</b>	<b>10</b>	<b>10</b>	<b>-</b>

**WATER AND SEWER****Administration**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Deputy Director - Utilities (ARPA-funded)	-	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	-
<b>Total Full-Time Personnel</b>	<b>2</b>	<b>6</b>	<b>4</b>

**INFORMATION TECHNOLOGY**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Information Technology Director	1	1	-
System Administrator	1	1	-
Help Desk Administrator	1	1	-
Administrative Assistant	1	1	-
Audiovisual Specialist	-	1	1
<b>Total Full-Time Personnel</b>	<b>4</b>	<b>5</b>	<b>1</b>

**MOTOR POOL**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Chief Mechanic	1	1	-
Mechanic	2	2	-
<b>Total Full-Time Personnel</b>	<b>3</b>	<b>3</b>	<b>-</b>

**STORMWATER MANAGEMENT**

	FY/2022 BUDGET	FY/2023 BUDGET	CHANGE
<b>PERSONNEL</b>			
Stormwater Administrator	1	1	-
Stormwater Inspector	1	1	-
GIS Technician	-	1	1
<b>Total Full-Time Personnel</b>	<b>2</b>	<b>3</b>	<b>1</b>

The following table shows all full-time and part-time positions and the allocations of funding for each position in the FY 2023 budget.

	General Fund	Water & Sewer Fund	Stormwater Fund	Information Technology	Motor Pool Fund	CSLFRF
<b>TOWN COUNCIL</b>						
Council	100%	-	-	-	-	-
Town Clerk	100%	-	-	-	-	-
<b>TOWN MANAGER</b>						
Town Manager	80%	20%	-	-	-	-
Executive Assistant	80%	20%	-	-	-	-
<b>LEGAL</b>						
Town Attorney	80%	20%	-	-	-	-
<b>HUMAN CAPITAL</b>						
Human Capital Manager	70%	30%	-	-	-	-
<b>EMERGENCY SERVICES/ RISK MANAGEMENT</b>						
Emergency Services/ Risk Manager	50%	50%	-	-	-	-
<b>FINANCE AND PROCUREMENT</b>						
Director of Finance	70%	30%	-	-	-	-
Revenue and Collections Manager	70%	30%	-	-	-	-
Account Coordinator- Tax Administration	75%	-	25%	-	-	-
Account Coordinator- Payroll	60%	40%	-	-	-	-
Account Coordinator- A/P	70%	30%	-	-	-	-
Budget Manager	50%	50%	-	-	-	-
Procurement Coordinator	50%	50%	-	-	-	-
Customer Service Representative	70%	30%	-	-	-	-
Finance Coordinator	-	-	-	-	-	100%
Customer Service Representative (PT)	70%	30%	-	-	-	-
<b>POLICE DEPARTMENT</b>						
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%	-	-	-	-	-
Intern (PT)	100%	-	-	-	-	-
<b>PUBLIC WORKS</b>						
Director of Public Works and Utilities	50%	50%	-	-	-	-
PW/PU Superintendent	100%	-	-	-	-	-
Chief Equipment Mechanic/ Facilities Manager	35%	20%	-	-	45%	-
Senior Administrative Assistant	100%	-	-	-	-	-
Administrative Assistant	75%	25%	-	-	-	-
Senior Crew Supervisor	100%	-	-	-	-	-
Maintenance Worker	100%	-	-	-	-	-
Mechanic Equipment Operator 1	100%	-	-	-	-	-
Mechanic Equipment Operator 2	100%	-	-	-	-	-
Crew Supervisor	100%	-	-	-	-	-
Building Engineer	100%	-	-	-	-	-
Traffic Signals/ Sign Maintenance	100%	-	-	-	-	-
Cemetery Caretaker	100%	-	-	-	-	-

	General Fund	Water & Sewer Fund	Stormwater Fund	Information Technology	Motor Pool Fund	CSLFRF
<b>PARKS AND RECREATION</b>						
Director, Parks and Recreation	100%					
Assistant Director of Parks and Recreation	100%	-	-	-	-	-
Operations and Contracts Technician	100%	-	-	-	-	-
Marketing Coordinator	75%	-	-	-	-	-
Recreation Programmer (PT)	100%	-	-	-	-	-
Facility Services Coordinator	100%	-	-	-	-	-
Aquatic Supervisor	100%	-	-	-	-	-
Manager on Duty (PT)	100%	-	-	-	-	-
Aquatics Supervisor (PT)	100%	-	-	-	-	-
Recreation Programmer (PT)	100%	-	-	-	-	-
Head Lifeguard (PT)	100%	-	-	-	-	-
Fitness Instructor (PT)	100%	-	-	-	-	-
Lifeguard (PT)	100%	-	-	-	-	-
<b>COMMUNITY DEVELOPMENT</b>						
Director, Planning and Community Development	100%	-	-	-	-	-
Planning Manager	100%	-	-	-	-	-
Planner	100%	-	-	-	-	-
Zoning Administrator	100%	-	-	-	-	-
Zoning Official	75%	-	25%	-	-	-
Code Enforcement Officer	100%	-	-	-	-	-
Permit Technician	50%	50%	-	-	-	-
Marketing Coordinator	25%	-	-	-	-	-
Visitor's Center Attendants	100%	-	-	-	-	-
<b>WATER AND SEWER</b>						
Deputy Director- Utilities	-	-	-	-	-	100%
Engineer	20%	50%	30%	-	-	-
Junior Engineer	-	-	-	-	-	100%
Project Coordinator	-	-	-	-	-	100%
Meter Supervisor	-	100%	-	-	-	-
Utility Billing Coordinator	-	100%	-	-	-	-
WTP/ WWTP Chief Operator	-	100%	-	-	-	-
Superintendent, WTP	-	100%	-	-	-	-
WTP/WWTP Operator A	-	100%	-	-	-	-
WTP/WWTP Operator B	-	100%	-	-	-	-
WTP/WWTP Operator Trainee	-	100%	-	-	-	-
Public Utilities Superintendent	-	100%	-	-	-	-
Senior Crew Supervisor	-	100%	-	-	-	-
Utility Locator	-	100%	-	-	-	-
Utility Maintenance Worker	-	100%	-	-	-	-
Mechanical Equipment Operator 2	-	100%	-	-	-	-
Maintenance Worker	-	100%	-	-	-	-
Superintendent, WWTP	-	100%	-	-	-	-
Plant Mechanic	-	100%	-	-	-	-
<b>INFORMATION TECHNOLOGY</b>						
Information Technology Director	-	-	-	100%	-	-
System Administrator	-	-	-	100%	-	-
Audiovisual Specialist	-	-	-	100%	-	-
Help Desk Administrator	-	-	-	100%	-	-
Administrative Assistant	-	-	-	100%	-	-
<b>MOTOR POOL</b>						
Mechanic	-	-	-	-	100%	-
<b>STORMWATER MANAGEMENT</b>						
Stormwater Administrator	-	-	100%	-	-	-
Stormwater Inspector	-	-	100%	-	-	-
GIS Technician	-	-	100%	-	-	-

## Summary of Full-Time Equivalents

The following staffing summary shows changes in full-time equivalent staffing by department from FY 2022 to FY 2023. 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.

Department	FY 2022 FTEs	FY 2023 FTEs	Change
<u>General Government</u>			
Legislative	0.73	1.00	0.28
Town Manager	1.61	1.61	-
Emergency Services	0.50	0.50	-
Economic Development	1.00	-	(1.00)
Communications	1.00	-	(1.00)
Human Capital	0.50	0.50	-
Finance and Procurement	6.32	6.59	0.27
Subtotal, General Government	11.66	10.20	0.60
<u>Public Safety</u>			
Police Department	31.91	32.16	0.25
Fire Department	2.00	-	(2.00)
Subtotal, Public Safety	33.63	32.16	0.73
<u>Public Works</u>			
Administration	4.60	4.60	-
Streets	16.66	16.66	-
Sanitation	6.00	6.00	-
General Properties	7.00	6.73	(0.27)
Subtotal, Public Works	34.26	33.99	(0.27)
<u>Parks and Recreation</u>			
Aquatic Center	19.32	15.37	(3.95)
Parks	0.36	0.36	-
Administration	3.73	5.75	2.02
Subtotal, Parks and Recreation	23.41	21.48	(1.93)
<u>Community Development</u>			
Planning	4.14	4.39	0.25
Development Services	4.72	4.97	0.25
Visitor Center	1.00	1.00	-
Subtotal, Community Development	9.86	10.36	0.50
<u>Capital</u>			
General	0.38	-	(0.38)
Water and Sewer	0.38	-	(0.38)
Subtotal, Capital	0.76	-	(0.76)

Department	FY 2022 FTEs	FY 2023 FTEs	Change
<u>Stormwater Management</u>	2.00	5.10	3.10
<u>Internal Service Funds</u>			
Motor Pool	2.45	2.45	-
Information Technology	4.00	5.00	1.00
Subtotal, Internal Service Funds	4.45	2.00	1.00
<b>Total Full-time Equivalents</b>	<b>151.71</b>	<b>151.99</b>	<b>0.28</b>

## Workforce Trends and Demographics

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

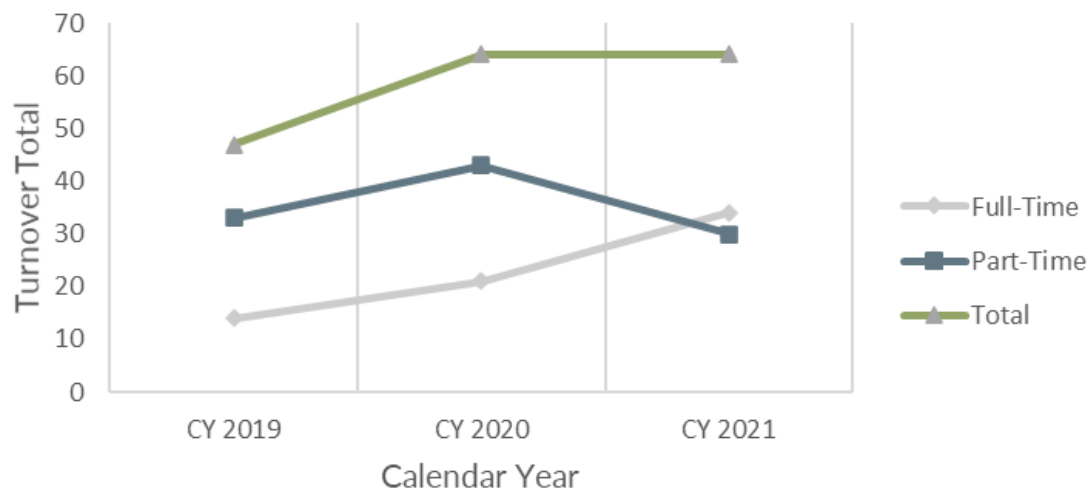
### Calendar Year 2021 Turnover

In Calendar Year (CY) 2021, overall employee turnover was equal to CY 2020 with a total of 64 employees. There were fewer retirements in 2021 (six in CY 2021 compared to ten in CY 2020, but voluntary turnover increased by ten, or 21.3%. There was only one involuntary termination in CY 2021 compared to seven in 2020. The increase in voluntary terminations is likely related to the "Great Resignation" of 2021.

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.

	Full-Time	Part-Time	Overall
Voluntary Termination	28	29	57
Involuntary Termination	1	0	1
Retirement	5	1	6
<b>Total Turnover CY 2021</b>	<b>34</b>	<b>30</b>	<b>64</b>
<b>Total Turnover CY 2020</b>	<b>21</b>	<b>43</b>	<b>64</b>
<b>Total Turnover CY 2019</b>	<b>14</b>	<b>33</b>	<b>47</b>

### EMPLOYEE TURNOVER BY CALENDAR YEAR



## Salary Distribution & Averages

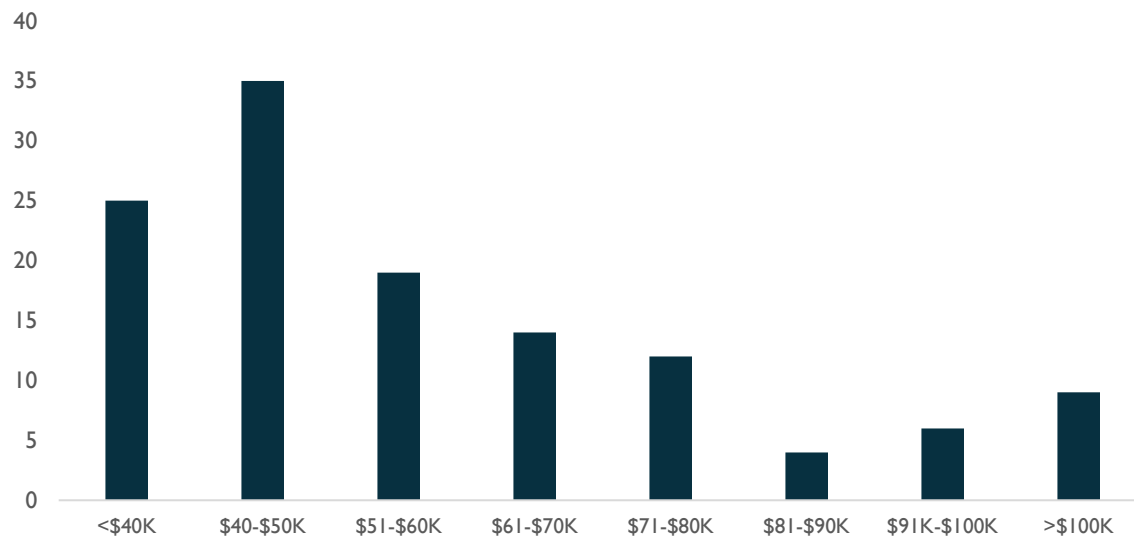
The following table shows the average annual pay for Town full-time and part-time employees:

	2019	2020	2021	% Difference 2020-2021
Full-Time	\$57,377.96	\$57,067.88	\$58,859.61	3.14%
Part-Time	\$15.78*	15.82*	\$16.49*	4.24%

*\*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 (75%) earn between \$26,000 and \$70,000 annually. 38% of full-time employees earn more than the average salary of \$58,860. 20% 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.

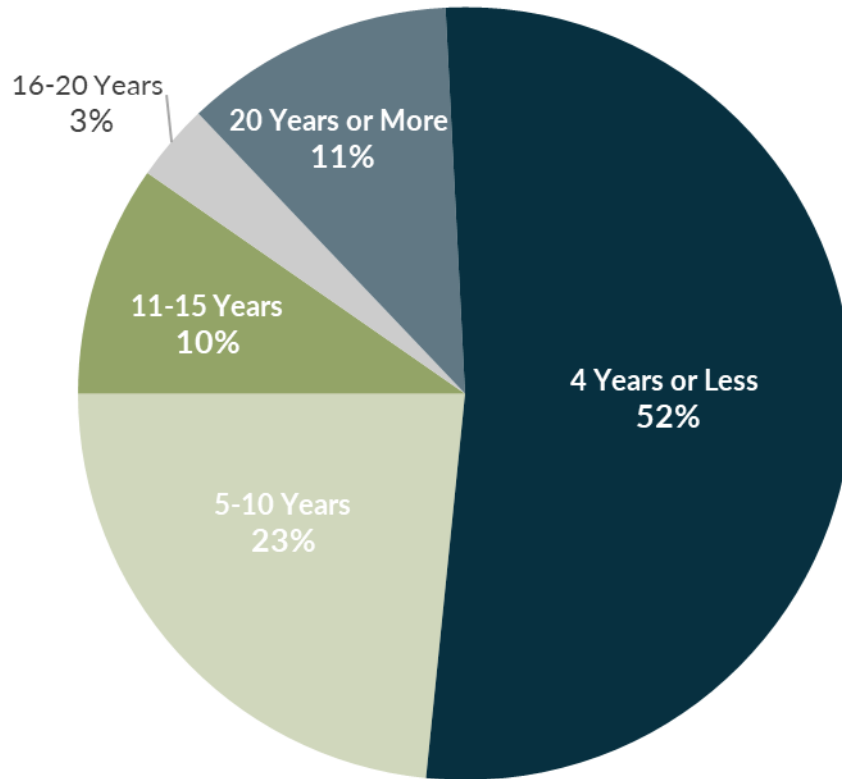
### Full-Time Employees Salary



## Years of Service

More than half of the current Full-Time workforce (75%) has been employed with the Town for 10 years or less; 11% have worked for the Town for 20 years or more. Over half (52%) have been with the Town less than four years.

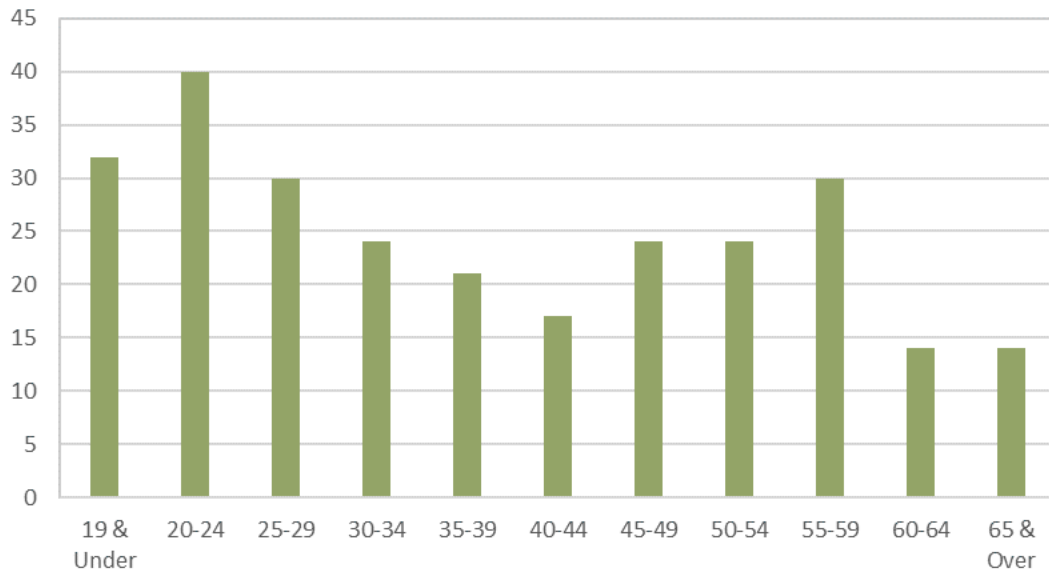
### Full-Time Years of Service



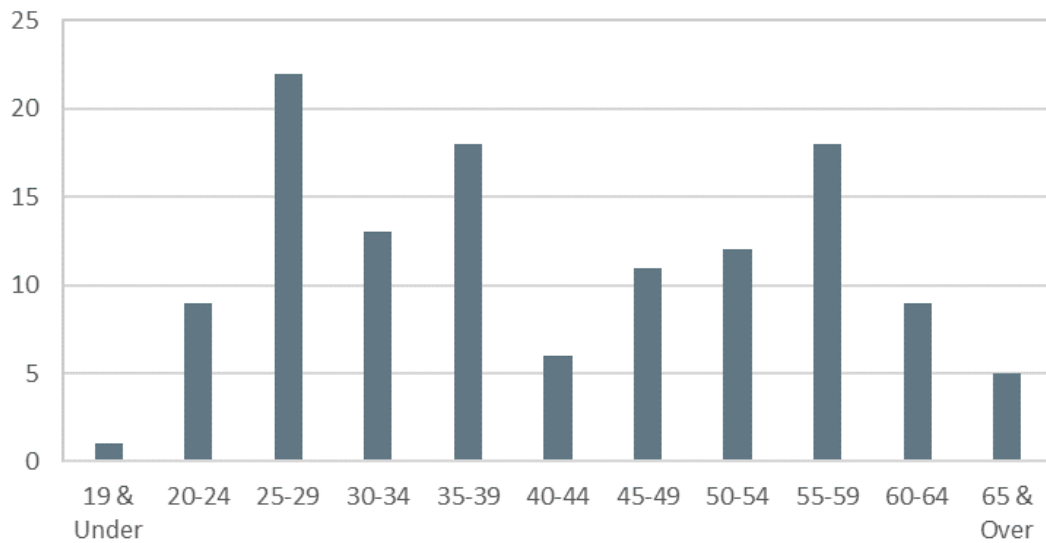
### Employee Demographics

As illustrated by the inverted bell curves in the following graphs, about 68% 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 2023 Budget Calendar

Date	Event
October 2021	Request for Budget Submissions sent to Town Departments and Outside Agencies
December 31, 2021	Fiscal Year 2023 Budget Submissions due to the Budget Manager
January 2022	Budget Submissions compiled by the Budget Manager and forwarded to the Town Manager
January 31, 2022	Outside Organization Funding Requests due to Finance Department
February – March 2022	The Town Manager will review budget requests, studies and reports, and work with the Budget Manager to draft Proposed Budget.
February 22, 2022	Planning Commission Work Session to review the Draft 2023 – 2028 Capital Improvement Plan for consistency with the Comprehensive Plan
March 15, 2022	Planning Commission Public Hearing on the Draft 2023 – 2028 Capital Improvement Plan
April 1, 2022	Delivery of the Town Manager's Proposed Budget to the Town Council
April – May 2022	Work Sessions and Special Meetings held by the Town Council to review the Proposed Budget
May 10, 2022	The Town Council will hold a Public Hearing on the Fiscal Year 2023 Proposed Budget
June 14, 2022	Anticipated Adoption of the Fiscal Year 2023 Budget by the Town Council
July 1, 2023	Beginning of Fiscal Year 2023

### **Basis of Accounting and 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.

## MISSION STATEMENT, ACTION AND VALUE STATEMENT

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

### Mission Statement

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

### Action and Value Statement

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

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

## COMMUNITY

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### 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

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### ~ ELECTED OFFICIALS ~

#### Town Council

Carter Nevill, Mayor

Renard Carlos, At Large

Sean Polster, At Large

Heather Sutphin, Ward 1

William T. Semple II, Ward 2

Brett A. Hamby, Ward 3

James N. Hartman III, Ward 4,

Kevin T. Carter, Ward 5

### ~ APPOINTED OFFICIALS ~

#### Town Manager

Brandie Schaeffer

#### Town Attorney

Martin Crim

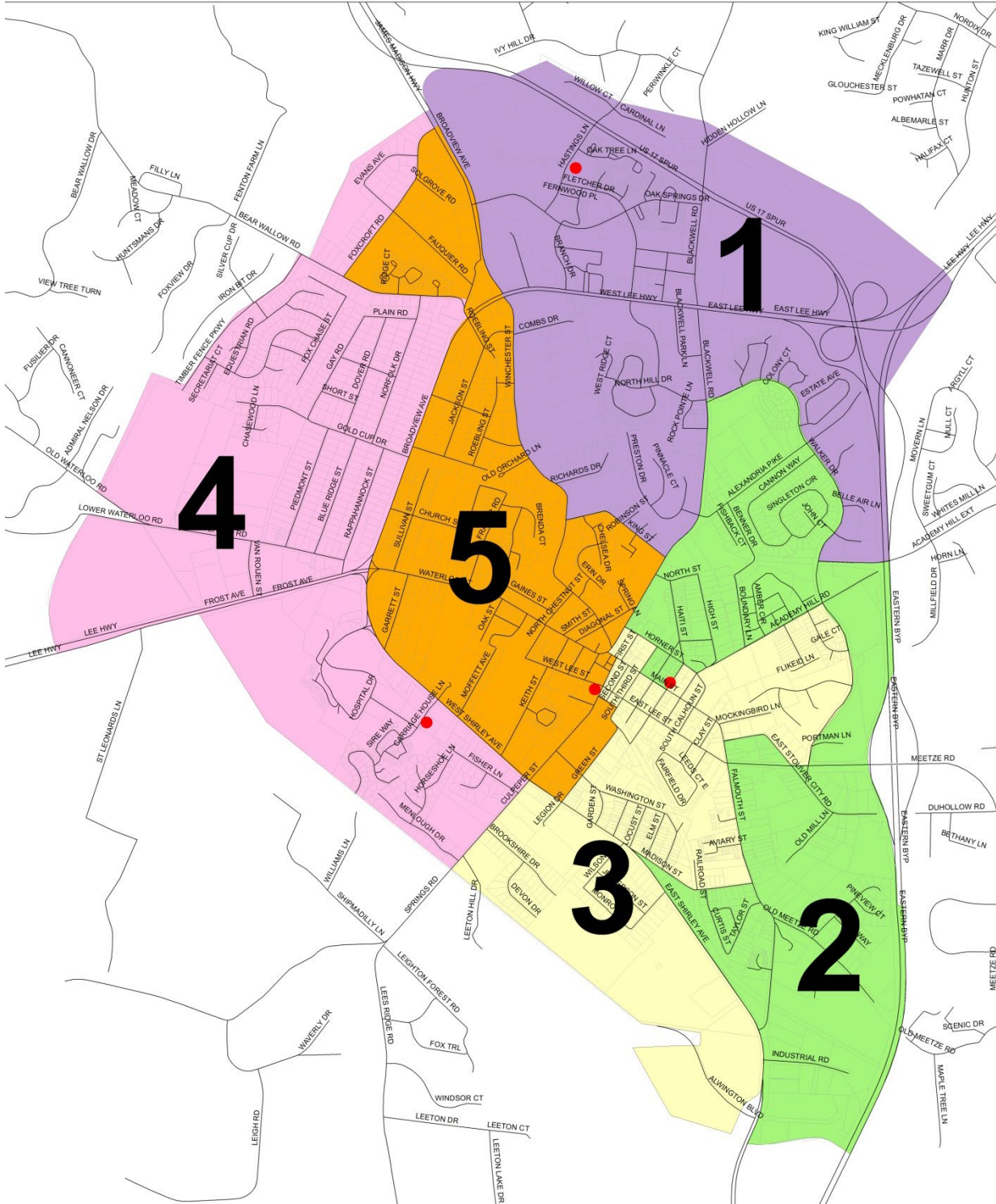
Vanderpool, Frostick & Nishanian

#### Town Clerk

Brandie Schaeffer

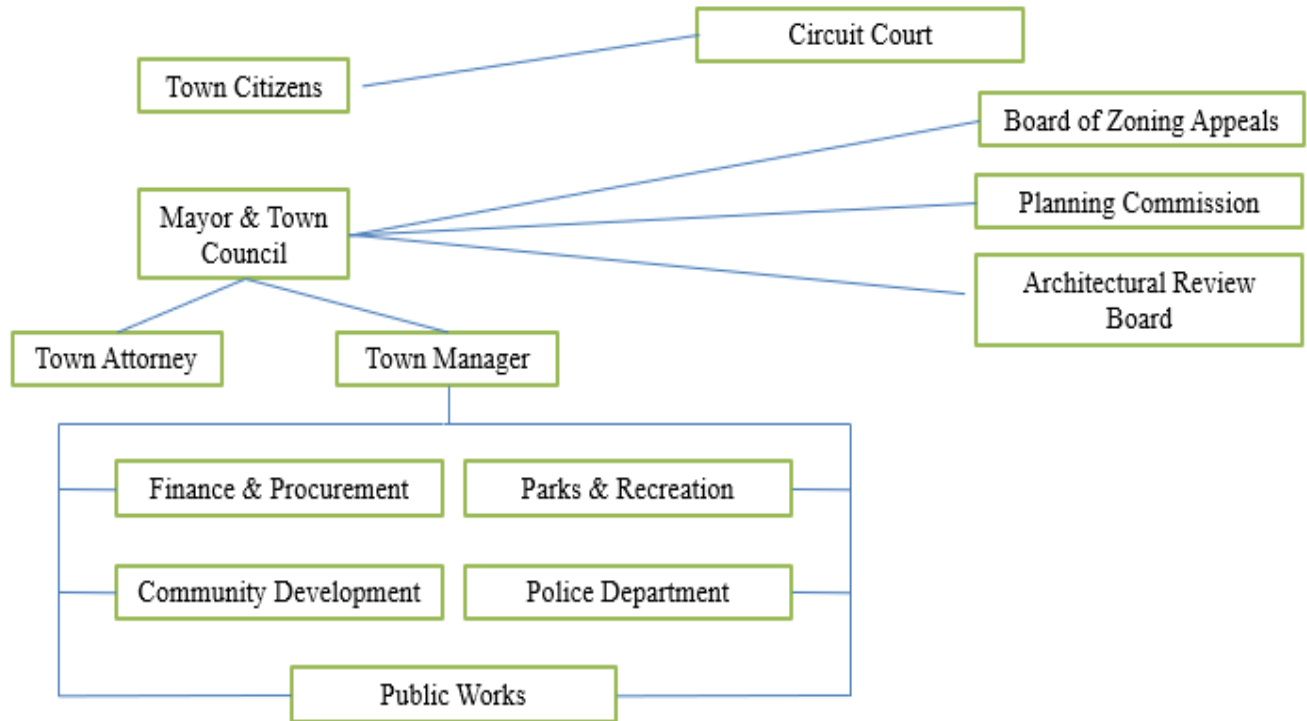


## TOWN OF WARRENTON WARD MAP



## ORGANIZATIONAL CHART

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Departmental organization charts are provided in each budget section.

## FUND STRUCTURE & USES

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

### GOVERNMENTAL FUNDS

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

#### General Fund

This is the government's primary operating fund. This fund accounts for all tax revenues and expenditures such as general government administration, public safety, public works, 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 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 is a new fund that became active for fiscal year 2022.

### **Internal Service Funds**

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

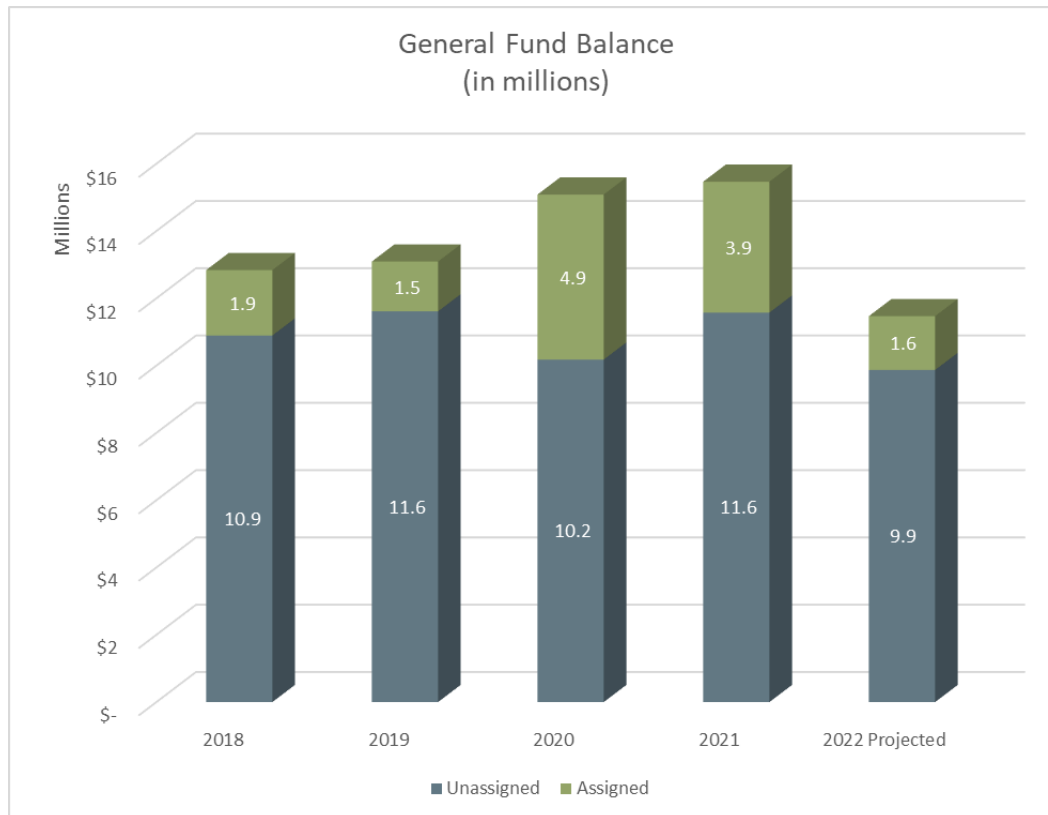
Information Technology – accounts for all expenditures related to information technology needs of Town departments.

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

## 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** represents the amount that is available for spending and can be used as a measure of the overall fiscal health of the Town. 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 being unassigned and available for spending. The Town follows an adopted policy that maintains 50% of general fund operating expenditures in reserve. That amount for the FY22 proposed budget is \$8.1 million, which leaves \$2.73 million available for spending. This budget projects the Town to be at 54% of general fund operating expenditures in reserve by June 30, 2023.

## GENERAL FUND SUMMARY

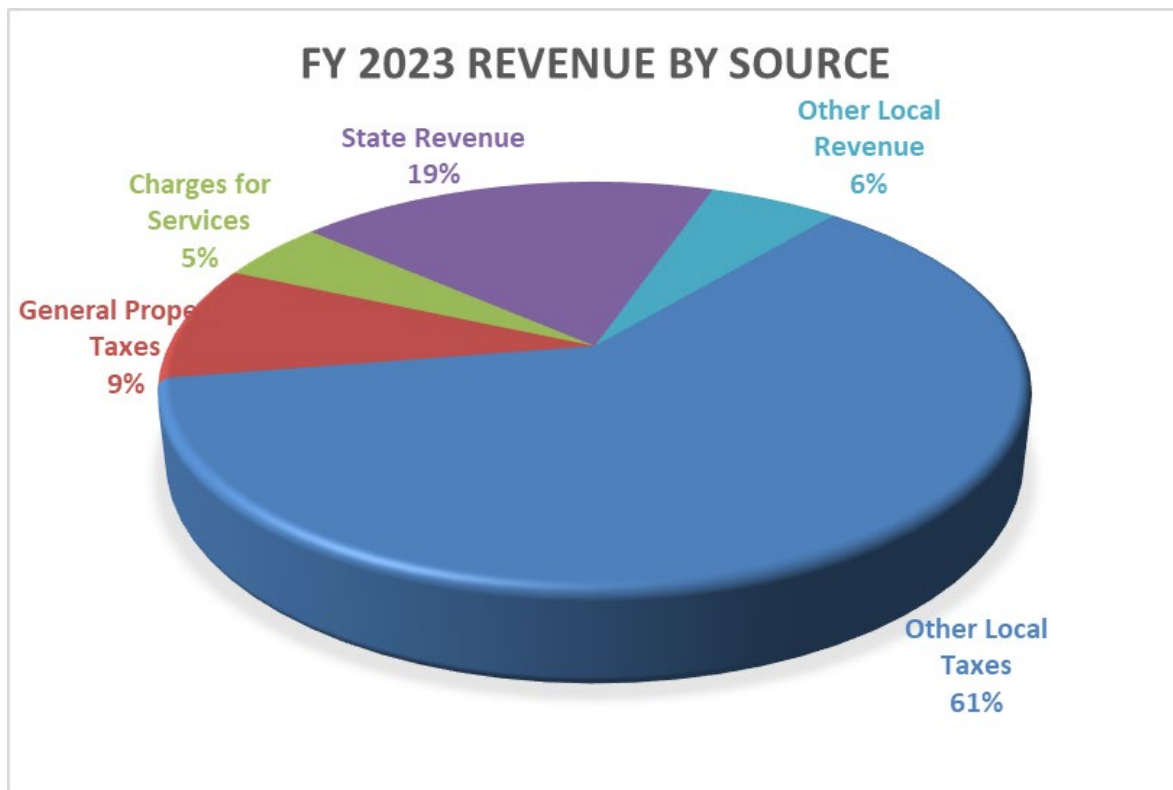
The Town's General Fund serves as the chief operating account for the Town government. All tax revenues and revenues not required to be reported in another fund are accounted for here. Functional expenditures accounted for in the General Fund include general government administration, public safety,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

<u>REVENUE</u>	<u>FY 2022</u> <u>Adopted</u>	<u>FY 2023</u> <u>Proposed</u>	<u>Increase /</u> <u>(Decrease)</u>
General Property Taxes	\$ 1,414,275	\$ 1,449,235	\$ 34,960
Other Local Taxes	7,452,369	9,675,138	2,222,769
Licenses, Permits & Fees	180,950	328,065	147,115
Fines & Forfeitures	185,000	139,871	(45,129)
Use of Money/Property	200,000	128,257	(71,743)
Charges for Services	695,154	760,877	65,723
Miscellaneous Revenue	223,687	319,771	96,084
Non-Categorical Aid	570,150	514,522	(55,628)
Categorical Aid	2,433,992	2,457,116	23,124
Federal Revenue	-	-	-
Transfers/Proffers	15,000	-	(15,000)
Bond Proceeds	-	200,000	200,000
<u>Use of Fund Balance</u>	<u>2,971,653</u>	<u>440,232</u>	<u>(2,531,421)</u>
Total Gen. Fund Revenue	\$ <u>16,342,229</u>	\$ <u>16,413,085</u>	\$ <u>70,855</u>
 <u>EXPENDITURES</u>			
General Government	\$ 1,885,605	\$ 2,157,328	\$ 271,724
Public Safety	3,873,414	4,255,790	382,376
Public Works	4,058,354	4,568,483	510,129
Parks and Recreation	2,203,492	2,608,455	404,963
Community Development	1,353,175	1,346,411	(6,764)
Contributions	53,054	68,354	15,300
Nondepartmental	202,645	352,645	150,000
<u>Debt Service</u>	<u>\$ 966,480</u>	<u>\$ 855,618</u>	<u>\$ (110,862)</u>
Subtotal Operating	\$ 14,596,219	\$ 16,213,085	\$ 1,616,866
 <u>Transfer to Capital</u>	 <u>1,746,010</u>	 <u>200,000</u>	 <u>(1,546,010)</u>
Subtotal Capital	\$ 16,342,229	\$ 16,413,085	\$ 70,856
 Total Gen. Fund Expenditures	 \$ <u>30,938,448</u>	 \$ <u>32,626,170</u>	 \$ <u>1,687,722</u>

*Figures may not be exact due to rounding.*

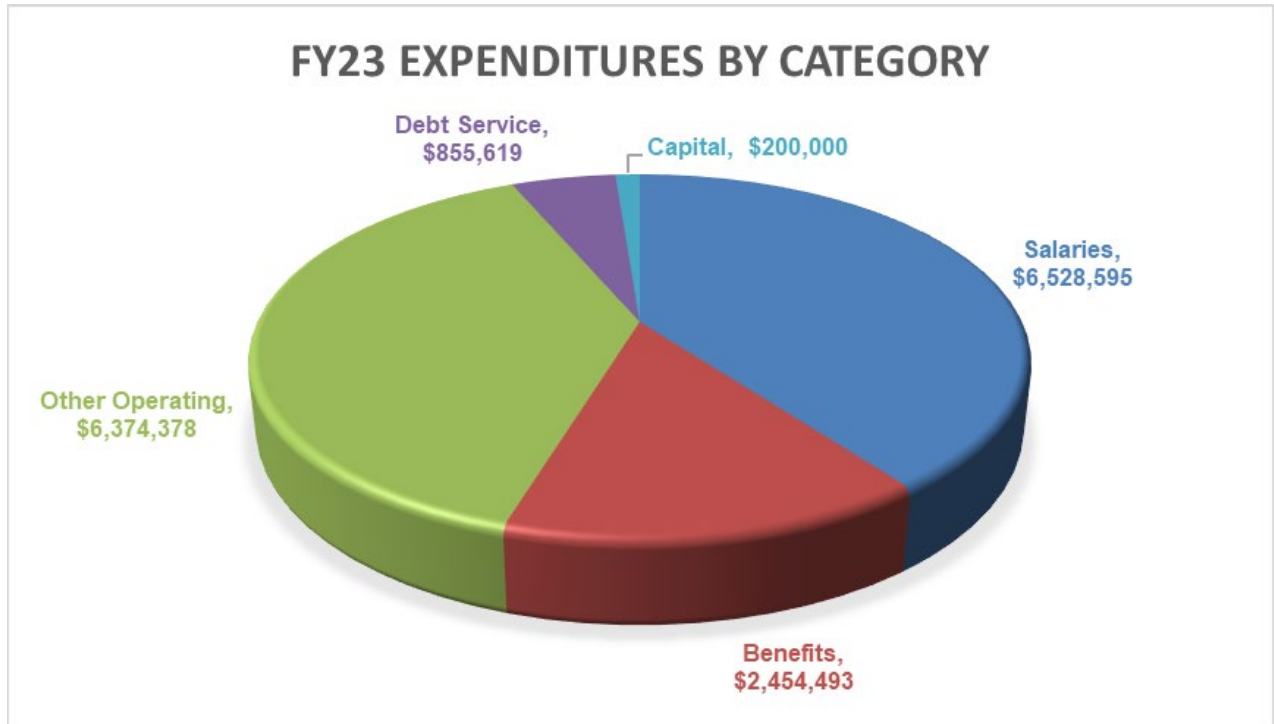
## **General Fund Revenue**

The FY 2023 General Fund Budget includes \$15,772,853 in current year revenue, which is an increase of \$2,417,276, or 18.1%, compared to the FY 2022 Budget. The largest increase is in Other Local Taxes category, which is \$2,222,769, or 29.8% over FY22. Other Local Taxes remains the largest source of revenue for the General Fund at 48.6%. This category includes Meals Tax, Sales Tax, Business, Professional and Occupational License (BPOL) Tax, Lodging Tax, Cigarette Tax, Bank Franchise Tax, Vehicle License Tax and Consumer Utility Tax. Due to the economic impacts of the recovery from the pandemic and high inflation, the FY 2023 assumes an increased rate of taxes for the Meals Tax and Cigarette Tax. Additionally, the budget includes the use of \$534,944 of fund balance. This is a decrease of \$2,436,709 over the prior year budget. The fund balance will be used exclusively to fund capital projects and debt service issued in support of capital this year. Unlike prior years, American Rescue Plan Act CSLFRF (Coronavirus State and Local Fiscal Recovery Funds) funds will be used to fund projects in the Capital Asset Replacement Plan and Capital Improvement Program. Total Revenue of \$16,413,085 represents an increase of 70,885 or 0.4 compared to the FY 2022 Budget. The following chart shows the percentage of General Fund Revenue by source.

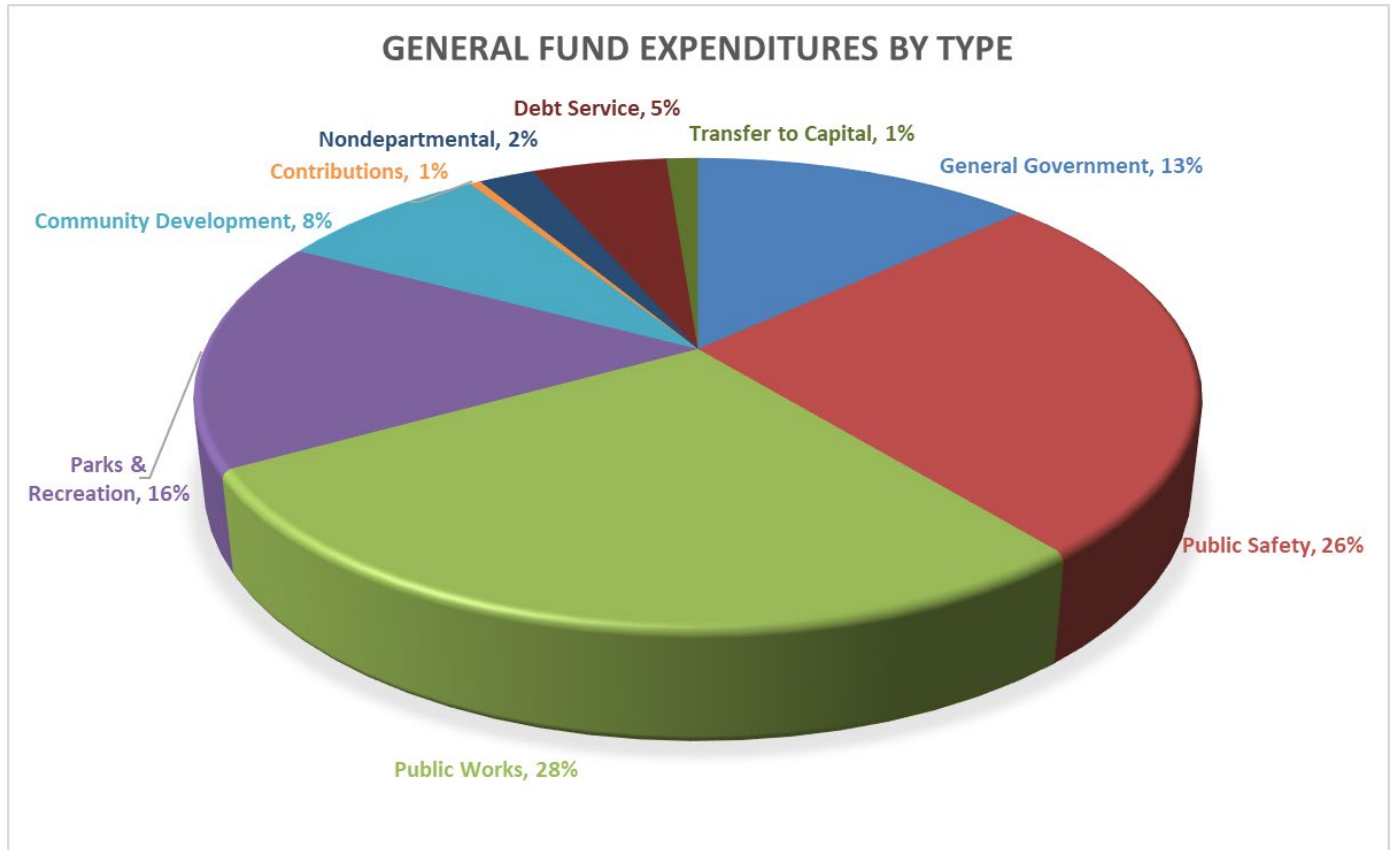


## **General Fund Expenditures**

The following chart illustrates general fund expenditures by category. The largest category of expenditure for the General Fund is salaries at 40%. Over half, 55%, of the general fund budget is related to personnel and benefits.



The chart below provides an overview of general fund expenditures by functional area. In the budget detail for the general fund that follows, departmental expenditures are grouped by functional area (general government, public safety, public works, community development, contributions, transfers, and nondepartmental). 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.

Description	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
<u>Local Revenue</u>					
General Property Taxes	\$ 1,352,863	\$ 1,379,006	\$ 1,414,275	\$ 1,449,235	\$ 34,960
Other Local Taxes	7,384,067	8,733,891	7,452,369	9,675,138	2,222,769
Permits & Other Licenses	226,686	294,301	180,950	328,065	147,115
Fines & Forfeitures	155,478	112,113	185,000	139,871	(45,129)
Use of Money & Property	305,113	22,472	200,000	128,257	(71,743)
Charges for Services	871,185	468,599	695,154	760,877	65,723
Miscellaneous	531,672	245,825	223,687	319,771	96,084
<b>Total Local Revenue</b>	<b>\$ 10,827,064</b>	<b>\$ 11,256,208</b>	<b>\$ 10,351,434</b>	<b>\$ 12,801,215</b>	<b>\$ 2,449,781</b>
	-	-	-	-	-
State Revenue	\$ 2,950,791	\$ 2,970,170	\$ 3,004,142	\$ 2,971,638	\$ (32,504)
Federal Revenue	26,291	1,843	-	-	-
<b>Total State &amp; Federal Revenue</b>	<b>\$ 2,977,082</b>	<b>\$ 2,972,013</b>	<b>\$ 3,004,142</b>	<b>\$ 2,971,638</b>	<b>\$ (32,504)</b>
	-	-	-	-	-
<b>Subtotal - Current Revenue</b>	<b>\$ 13,804,146</b>	<b>\$ 14,228,221</b>	<b>\$ 13,355,576</b>	<b>\$ 15,772,853</b>	<b>\$ 2,417,276</b>
	-	-	-	-	-
Transfers	\$ -	\$ -	\$ 15,000	\$ -	(15,000)
Use of Bond Proceeds	-	-	-	200,000	200,000
Use of Fund Balance	-	-	2,971,653	440,232	(2,531,421)
	-	-	-	-	-
<b>Total General Fund Revenue</b>	<b>\$ 13,804,146</b>	<b>\$ 14,228,221</b>	<b>\$ 16,342,229</b>	<b>\$ 16,413,085</b>	<b>\$ 70,855</b>

### General Property Taxes

General property taxes are estimated to be \$1,449,325 and account for 8.8% of General Fund revenue in FY 2023. The County Commissioner of the Revenue serves as the assessor for parcels located in the Town.

Town real estate taxes are billed in two installments each year – the first half is due June 15 and the second half is due December 15. The County conducts a general real estate reassessment every four years. The values for the 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).

In projecting personal property tax revenues, the Town adds prior years' total assessments and factors in current year estimates based upon historical trends. Since tax year 2007, the Town has received a fixed lump sum payment from the

Commonwealth of \$718,492 in accordance with the Personal Property Tax Relief Act. This enables the Town to continue to provide 100% personal property tax relief to the owners of qualified vehicles.

<b>FY 2023 TAX RATES</b>		
<b>Property Category</b>	<b>Tax Rate (per \$100 assessed valuation)</b>	<b>Assessment Ratio</b>
Real Estate	\$0.0401	100%
Mobile Homes	\$0.00	100%
Tangible Personal Property – General	\$1.00	100%
Tangible Personal Property – Handicapped	\$0.00	100%
Motor Homes, Campers and Boats	\$0.00	100%
Machinery and Tools	\$1.00	100%
Business Personal Property & Computers	\$1.00	100%

## Other Local Taxes

This category represents the largest source of revenue for the General Fund. It is comprised of nine different local taxes, shown in the chart below and described in detail in the subsequent paragraphs. This revenue category was one of the most impacted by the COVID-19 pandemic.

<b>Description</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Proposed</b>	<b>Change</b>
Local Sales Taxes	\$ 781,649	\$ 925,159	\$ 859,814	\$ 670,422	\$ (189,392)
Consumer Utility Taxes	501,058	495,402	504,000	495,419	(8,581)
BPOL	2,103,567	2,438,043	2,002,200	2,272,525	270,325
Utility Consumption Taxes	68,131	61,994	71,230	64,452	(6,778)
Motor Vehicle Licenses	237,352	239,788	225,000	225,000	-
Bank Franchise Taxes	792,547	1,367,587	800,000	800,000	-
Meals Taxes	2,515,019	2,828,431	2,620,500	4,500,000	1,879,500
Cigarette Taxes	202,138	180,437	200,000	427,321	227,321
Transient Occupancy	182,606	197,050	169,625	220,000	50,375
<b>Total Other Local Taxes</b>	<b>\$ 7,384,067</b>	<b>\$ 8,733,891</b>	<b>\$ 7,452,369</b>	<b>\$ 9,675,138</b>	<b>\$ 2,222,769</b>

**Local Sales Taxes** - The Town of Warrenton and Fauquier County levy a 1% local sales tax as allowed by State law. This revenue item is collected by the Commonwealth in conjunction with the State sales and use tax and is returned to the County for distribution. Fauquier County receives 50% of local sales tax collections with the remaining 50% split between the County and Incorporated Towns based on the number

of school aged children in each locality. Revenue estimates are based on prior year's receipts and historical trends. The Town is projecting a decrease in local sales tax revenue based on the anticipated elimination of the Commonwealth's 1.5% sales tax on grocery items. The elimination of the grocery tax will result in an 18% decrease in local sales tax collection for a total sales tax revenue estimate of \$670,420.

**Consumer Utility Taxes** - The Town levies a consumer utility tax on residential and commercial electric and natural gas utilities. The revenue estimate of \$495,419 is based on prior year's revenues. Consumer utility taxes are a consistent source of revenue for the Town and represent 2.7% of General Fund revenues. Tax rates are shown in the following tables.

#### **Electric Consumer Utility Tax**

<b>Class</b>	<b>Rate</b>
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**

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

**Business, Professional and Occupational License (BPOL) Tax** - The Town requires every business located within the corporate limits to pay an annual license tax based upon their prior calendar year gross receipts. Businesses are taxed at varying rates based on classifications developed by the State. In FY 2019, the Town lowered the rates for the two highest categories by ten percent – Professional Services and Business Services.

<b>Business Category</b>	<b>Rate/\$100 Gross Receipts</b>	<b>Maximum Allowed</b>
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¢

<b>Business Category</b>	<b>Rate/\$100 Gross Receipts</b>	<b>Maximum Allowed</b>
Wholesale	4.25¢	5.00¢

With \$2,272,525 projected revenue for FY 2023, this is the second largest local revenue source for the General Fund and represents 13.8% of total revenue.

Utility Consumption Taxes – Effective January 1, 2001, the Commonwealth of Virginia mandated that in addition to consumer utility taxes, purchasers of electric utility services are also subject to a consumption tax. This tax must be charged monthly to consumers by the electric service providers. The tax includes two state components and one local component. Revenue in this category has been fairly level through the years. Estimated to be \$64,452 for FY 2023, it represents 0.4% of the General Fund budget. The local tax rate structure is shown in the following table.

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

Motor Vehicle Licenses - The Town historically required a motor vehicle decal to be purchased annually and placed on all motor vehicles garaged in the Town as proof of payment of personal property taxes. The Town Council voted to eliminate the annual decal requirement as part of the FY 2017 budget process and implement an annual vehicle license fee instead. The vehicle license fee is included on personal property tax bills, due December 15<sup>th</sup>. This category is estimated at \$225,000 for FY 2023 and represents 1.4% of General Fund revenue.

Bank Franchise Taxes - The Town levies a tax on the net capital of all banks located within the corporate limits at the rate of 80% of the State's franchise tax rate. The rate is 80¢ per \$100 of net capital. Revenue in this category spiked during FY 2021 due to a large collection from Capital One, but the projection for the FY 2023 budget is \$800,000 to bring it back in line with its trend. This category accounts for 4.9% of General Fund revenue.

Meals Tax - The Town currently levies a 4% local tax on meals as defined by the model meals tax ordinance adopted in 2000. It is a significant source of revenue, representing 16.6% of the General Fund budget, and is dependent on the regional travel and tourism economy in addition to residents. For FY 2023, the budget assumes an increase to 6% local tax on meals. This would add an additional \$1,500,000 to revenue for a total

estimated amount of \$4,500,000. This tax accounts for 27.4% of General Fund Revenue.

**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 was raised in FY 2019 to 20¢ per packet. First levied in FY 1992, this revenue stream has reflected decreases in recent years, most likely for health reasons. Studies have shown that smoking has increased during the pandemic, likely due to stress, so an increase of 13.7% had been programmed into the budget. In addition, the budget assumes an increase of 20¢ per pack. This added tax would bring in an additional \$227,321 compared to FY 2022. This tax accounts for 2.6% of the General Fund revenue budget.

**Transient Occupancy Tax** – The Town levies a 4% tax on hotel and motel room rentals within the Town. Transient occupancy tax collections have shown modest but steady increases in recent years. The Town is hopeful that a revitalization of Old Town and focus on improving tourism in the area will result in increased revenues in this category. Transient occupancy tax is estimated to be \$220,000 in FY 2023 and accounts for 1.2% of total General Fund revenue. Transient Occupancy Tax revenues have been down due to the COVID-19 pandemic, but the Town is projecting a return to normal occupancy for FY 2023. This tax accounts for 1.3% of the General Fund revenue budget.

## **Permits, Fees & Licenses**

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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, reflecting an increase compared to the FY 2022 budget. At \$328,065, this category represents 2% of the General Fund budget. Fees associated with the Town's Municipal Cemetery are also included in this revenue category.

## **Fines & Forfeitures**

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Revenue in this category is estimated to be \$139,871 for FY 2023, which is a decrease of \$45,129 compared to FY 2022. This category represents 0.9% 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. Parking fine revenue is estimated to be equal to FY 2022.

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. The FY 2023 revenue estimate for this fee is \$12,330.

Revenue in this category accounts for 0.9% of General Fund revenue.

## **Use of Money & Property**

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Interest and investment revenue fluctuate with the general economy and the level of the Town's cash balance. In the fall of 2016, the Town Council amended the Town's Investment Policy to authorize the investment of Town funds in the Virginia Investment Pool. This has resulted in higher earnings in subsequent years. Although the Federal Reserve is expected to raise interest rates for the first time since 2018, interest rates will still remain very low. Because FY 2022 interest and investment revenue are unlikely to meet the \$200,000 budgeted for FY 2022, projections for FY 2023 have been scaled back \$128,257, which represents 0.8% of General Fund revenue.

## **Charges for Services**

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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). Overall revenue for the WARF is projected to be \$760,877, which is \$65,723 more than the estimate for FY 2022. Although revenues have increased as the COVID-19 pandemic wanes, the Town does not anticipate revenues to reach pre-pandemic levels in FY 2023. This category represents 4.6% of General Fund revenue for FY 2023.

## **Miscellaneous Revenue**

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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 (\$50,727), and an annual contribution for the support of the Warrenton Fauquier Visitor's Center from Fauquier County (\$42,600). 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. At \$319,771, this category represents approximately 1.9% of total General Fund.

## 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. Non-categorical aid revenue of \$514,522 represents 3.1% of the General Fund budget and is shown by category below.

Description	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Motor Vehicle Rental Tax	\$ 112,623	\$ 111,148	\$ 115,000	\$ 129,823	\$ 14,823
Rolling Stock Tax	107	112	150	77	(73)
Communications Tax	446,514	396,605	455,000	384,622	(70,378)
Game of Skill Tax	-	5,904	-	-	
<b>Total Non-Categorical Aid</b>	<b>\$ 559,244</b>	<b>\$ 513,769</b>	<b>\$ 570,150</b>	<b>\$ 514,522</b>	<b>\$ (55,628)</b>

**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 equal to FY 2022. The Town anticipates other Categorical items to remain fairly level compared to FY 2022. VDOT Revenue Sharing is reported in the Capital Improvement Program Fund to more accurately match revenues with related expenditures. Categorical Aid accounts for 14.9% of the General Fund budget.

Description	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
VDOT Street & Highway Maintenance	\$ 1,443,028	\$ 1,455,512	\$ 1,450,000	\$ 1,450,000	\$ -
PPTRA Revenue	718,492	718,492	718,492	718,492	-
VDFP Aid to Localities	35,005	36,628	36,000	37,994	1,994
DCJP Section 599 Funds	219,660	237,815	220,000	233,186	13,186
VCA Grant	4,500	-	4,500	4,500	-
Litter Control Grant	5,422	7,355	5,000	6,589	1,589
State Asset Forfeiture	5,296	599	-	6,355	6,355
Other	(39,856)	-	-	-	-
<b>Total Categorical Aid</b>	<b>\$ 2,391,547</b>	<b>\$ 2,455,802</b>	<b>\$ 2,433,992</b>	<b>\$ 2,450,761</b>	<b>\$ 16,769</b>

## Non-Revenue Receipts

Proceeds from Indebtedness – The FY 2023 budget uses \$200,000 from the 2019 GO bond issuance which will be used to fund the capital program.

Use of Fund Balance – The use of fund balance in the amount of \$440,232 is necessary to balance the FY 2022 budget for the General Fund. This represents 2.7% of the total funding sources for the General Fund budget. This amount is used to cover the transfer to the Capital Improvement Program Fund in support of projects identified in the Town's 2023 – 2028 Capital Improvement Plan and debt service for debt issued in support of capital expenditures.

## 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), the Department of Finance and Procurement, Other Organizations, and Elections. Emergency Services, Human Capital, Economic Development, and Communications are divisions of the Office of the Town Manager. Funding for General Government Administration \$2,277,708, or 14.7%, of the general fund.

#### Budget Summary

Department	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Council	\$ 187,698	\$ 212,551	\$ 237,178	\$ 313,001	\$ 75,823
Town Manager	216,723	256,207	320,301	330,904	10,603
Emergency Services	-	26,053	132,998	175,716	42,719
Human Capital	-	-	102,628	143,412	40,784
Communications	-	-	79,088	-	(79,088)
Legal Services	201,482	171,604	212,285	195,747	(16,538)
Finance and Procurement	670,866	671,317	775,834	973,255	197,421
Other Organizations	7,619	7,652	9,342	9,342	-
Elections	13,372	-	15,950	15,950	-
<b>Total</b>	<b>\$ 1,297,760</b>	<b>\$ 1,345,383</b>	<b>\$ 1,885,605</b>	<b>\$ 2,157,327</b>	<b>\$ 271,724</b>
Revenue	\$ 29,531	\$ 28,551	\$ 32,000	\$ 38,520	\$ 6,520
Net Expenditure	\$ 1,268,229	\$ 1,316,832	\$ 1,853,605	\$ 2,118,807	\$ 265,204

Revenue directly related to this function is estimated to total \$38,520, bringing the net expenditure to \$2,239,188.

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

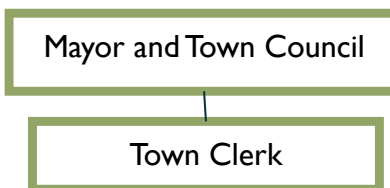
## Legislative

### Program Description

The Council of the Town of Warrenton consists of seven Council members and an independently elected Mayor, each of whom serve four-year overlapping terms. All legislative powers of the Town are vested in the Town Council. The Mayor of Warrenton presides over the meetings of Council but does not vote in the Council meetings except in the case of a tie.

The Council, under the laws of the Commonwealth of Virginia and the Town Charter, determines the needs of the citizenry and the best way to respond to these needs, by establishing ordinances, policies, and adopting budgets which underwrite the kind, manner, and cost of the types of services to be delivered.

### Current Staffing



The Legislative function consists of a seven-member elected Town Council, an elected Mayor, and an appointed Town Clerk.

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 116,291	\$ 120,521	\$ 125,183	\$ 173,320	\$ 48,138
Operating	71,401	92,030	111,996	138,681	26,685
Capital	6	-	-	1,000	1,000
<b>Total</b>	<b>\$ 187,698</b>	<b>\$ 212,551</b>	<b>\$ 237,178</b>	<b>\$ 313,001</b>	<b>\$ 75,823</b>
<b>Staffing Summary</b>					
Full-time equivalents	0.50	0.50	0.73	1.00	0.28

### 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 budget for Town Council is \$313,001, an increase of \$75,823 from the prior fiscal year's budget. The personnel category reflects an increase of \$48,138, due to the upgrade of the Town Clerk from a part-time position to full-time. The operating increase of \$26,685 is due to an increase in charges for Information Technology. On the capital side, \$1,000 was added for furniture and fixtures.

## Executive

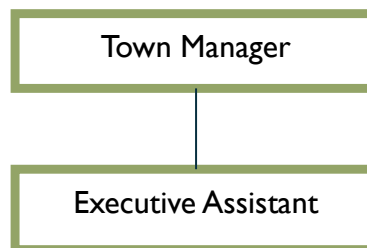
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### Program Description

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 and a full-time Executive Assistant. All Department Directors report to the Town Manager. The Economic Development Manager position, which is currently vacant, was not funded for FY23.

### Goals

- Evaluate and Adjust the Organizational Structure for Improved Customer Service
- Maintain Fiscal Vigilance in response to COVID-19 Pandemic
- Complete Strategic Priorities and Project within budget constraints
- Plan and Implement Capital Improvements
- Continue to improve the use of Technology throughout Organization

## Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 187,640	\$ 208,302	\$ 229,084	\$ 228,125	\$ (959)
Operating	29,083	47,905	91,217	102,779	11,563
Capital	-	-	-	-	-
<b>Total</b>	<b>\$ 216,723</b>	<b>\$ 256,207</b>	<b>\$ 320,301</b>	<b>\$ 330,904</b>	<b>\$ 10,603</b>
<b>Staffing Summary</b>					
Full-time equivalents	1.30	2.35	1.61	1.61	0.00

## Budget Request / Analysis

The FY 2023 budget of \$330,904 reflects an increase of \$10,603, or 3.3%, compared to the current budget. For FY 2023, 80% of the Town Manager's and Executive Assistant's salary is allocated here. The personnel decrease of \$959 reflects the lower amount needed to cover healthcare than in FY22.

The operating category includes items for office equipment leases, memberships and dues, travel and training, subscriptions, and office supplies. The operating increase of \$11,563 is due to the allocation of Information Technology and Motor Pool expenses to departments. All other operating items remain unchanged for FY 2023.

## Emergency Services & Risk Management

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### 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.

### Goals

- Work with all departments to provide targeted safety training programs.
- Reduce the rate of preventable accidents and Occupational Safety and Health Administration (OSHA) reportable workplace injuries/illnesses.
- Collect and track data so that corrective measures can be implemented by Department/Division heads to address trends and reduce liability.
- Develop, maintain, and support partnerships with community-serving organizations, neighborhood groups, and other public agencies to engage the Town's diverse population on emergency preparedness and safety.
- Provide leadership, management, and decision-making before, during, and after any incident, natural or human-made, that may affect the Town government or its citizens.

### FY 2022 Highlights

- Updated the Warrenton Reservoir IAP
- Approved and adopted Continuity of Operations Plan
- Community Water System Emergency Response Plan
- Updated the Special Events Policy and formed the Special Events Task Group
- WARN mutual aid agreement
- OSHA 10 training for Public Works
- Drafted Emergency Operations Plan
- Drafted Illness and Injury Prevention Plan

## Key Projects for FY 2023

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

## Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ -	\$ 22,036	\$ 44,134	\$ 61,904	\$ 17,770
Operating	-	4,017	88,864	105,312	16,449
Capital	-	-	-	8,500	8,500
<b>Total</b>	<b>\$ -</b>	<b>\$ 26,053</b>	<b>\$ 132,998</b>	<b>\$ 175,716</b>	<b>\$ 42,719</b>
<b>Staffing Summary</b>					
Full-time equivalents	0.00	0.50	0.50	0.50	0.00

## Budget Request/ Analysis

The FY 2023 budget for Emergency Services and Risk Management is \$175,716, an increase of \$42,719 over FY 2022. The \$18,197 increase in personnel is primarily due to a change in healthcare election. The \$16,449 increase in operating for FY 2023 is due primarily to a \$10,000 increase for professional services related National Threat and Hazard Identification and Risk Assessment and the Local Capability Assessment for Readiness plan developments and a \$6,449 increase due to the Information Technology allocation. In addition, \$3,500 has been programmed for additional training pertinent to Enterprise Security Risk Management. An increase of \$8,500 has been added for tools in the capital category.

## Goals, Objectives, and Measures

**Mission:** The Division of Emergency Services & Risk Management is responsible for the preparation, planning, and management of the Town's response efforts during emergencies, and risk mitigation for all Town departments.

The following goals and objectives have been identified by the Emergency Services and Risk Management Department. Performance metrics have also been named, but the department will begin to track them in FY23.

Goals	Objectives	Performance Metrics
Independent Emergency Management Agency recognition from the Virginia Department of Emergency Management	• Adoption of the Emergency Operations Plan (EOP) by Town Council	• Resolution
	• State approval of the EOP	• State Validation
Full implementation of the Illness and Injury Prevention Plan	• Assign each department a safety coordinator	• Perform a comparative analysis to previous years in order to chart the success of key performance indicators
	• Formation of the safety committee	
	• Reduce workplace hazards and promote a culture of safety	

## Human Capital

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### 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 staffed by one full-time Human Capital Manager who reports to the Town Manager. This position is split 50/50 between the General Fund and the Water and Sewer Fund.

### Goals

- To promote and recruit the best qualified workforce through strategic, tactical, and community (internal/external) engagement and outreach initiatives.
- To 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.
- To 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
- To empower employees by providing them with the necessary tools and training to perform their daily duties.

### FY 2022 Highlights

- Updated policies and procedures;
- Updated and streamlined operating programs that include performance management program, hiring/separation program, employee relations program, and streamlining of Human Capital and Payroll processes and procedures;
- FY22 Holiday luncheon;
- Implemented new ATS, HRIS, payroll, and T&L system;
- Assisted in preparation for the Town Compensation Study review

### Key Projects for FY 2023

- Compliance Focus: update policies and procedures to meet state/federal guidelines as well as adapt to our culture;
- Enhance existing and create new programs (virtual and in-person) for employees to have better resources, tools, and work/life balances;

- Build a program to be able to track performance metrics (ROIs) on Human Capital goals and objectives;
- Assisted in preparation for the Town Compensation Study review

## Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ -	\$ -	\$ 87,105	\$ 100,640	\$ 13,536
Operating	-	-	15,524	42,772	27,248
Capital	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 102,628</b>	<b>\$ 143,412</b>	<b>\$ 40,785</b>
<b>Staffing Summary</b>					
Full-time equivalents	0.00	0.00	0.50	0.50	0.00

## Budget Request/ Analysis

This was a newly established department in FY 2022. The FY 2023 budget shows an increase of \$27,248 over FY 2022. The \$13,536 increase in personnel is due to the COLA and merit increases for the Human Capital Manager and a small budget of \$6,875 for a wellness program. An increase of \$27,248 in operating expenses is due to an additional \$15,000 programmed for professional services related to human resources programs and an additional \$12,248 for the Information Technology allocation.

## 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. Performance metrics have also been named, but the department will begin to track them in FY23.

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

## Economic Development

### Program Description

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

### Current Staffing

Prior to the FY23 Operating Budget, the Department had one full-time Economic Development Manager budgeted. The position remained vacant and Town Council chose not to fund it for FY23. Non-personnel items will be funded by ARPA in FY23.

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 59	\$ -	\$ 58,165	\$ -	\$ (58,165)
Operating	48,197	42,563	55,374	-	(55,374)
Capital	-	165,112	-	-	-
<b>Total</b>	<b>\$ 48,256</b>	<b>\$ 207,675</b>	<b>\$ 113,539</b>	<b>\$ -</b>	<b>\$ (113,539)</b>
<b>Staffing Summary</b>					
Full-time	1.00	1.00	1.00	0.00	0.00

### Budget Request / Analysis

The budget for FY 2023 for Economic Development is \$0, a decrease of \$113,539, compared to FY 2022. As mentioned above, this department was defunded for FY23, and non-personnel items will be funded by ARPA.

## 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 staffed by one full-time Marketing Coordinator who reported to the Town Manager. This position has been moved to the Department of Parks and Recreation and Community Development for FY23.

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ -	\$ -	\$ 65,414	\$ -	\$ (65,414)
Operating	-	-	13,674	-	(13,674)
Capital	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 79,088</b>	<b>\$ -</b>	<b>\$ (79,088)</b>
<b>Staffing Summary</b>					
Full-time equivalents	0.00	0.00	1.00	0.00	1.00

### Budget Request / Analysis

The FY 2023 budget for Communications totals \$0, a decrease of 79,088 over FY 2022. 75% of the Marketing Coordinator's salary and \$13,674 in operating costs were moved to the Parks and Recreation Administration's FY23 budget. 25% of the Marketing Coordinator's salary has been allocated to Community Development.

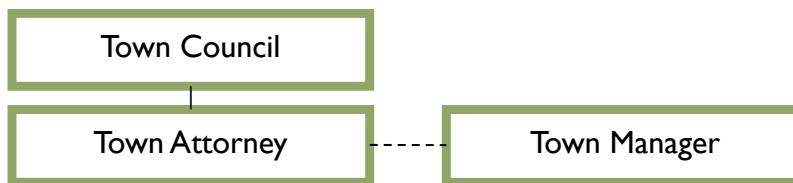
## Legal Services

### Program Description

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

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

### Current Staffing



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

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 21,364	\$ 21,482	\$ 21,788	\$ -	\$ (21,788)
Operating	180,118	150,122	190,497	195,747	5,250
Capital	-	-	-	-	-
<b>Total</b>	<b>\$ 201,482</b>	<b>\$ 171,604</b>	<b>\$ 212,285</b>	<b>\$ 195,747</b>	<b>\$ (16,538)</b>

### 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 2023 reflects a decrease of \$16,538 over the FY 2022 budget. This is due to the arrangement the Town had with the previous Town Attorney in which it provided an annual stipend of \$2,400 and health insurance. Due to the new contract, this funding is no longer required.

## Finance and Procurement

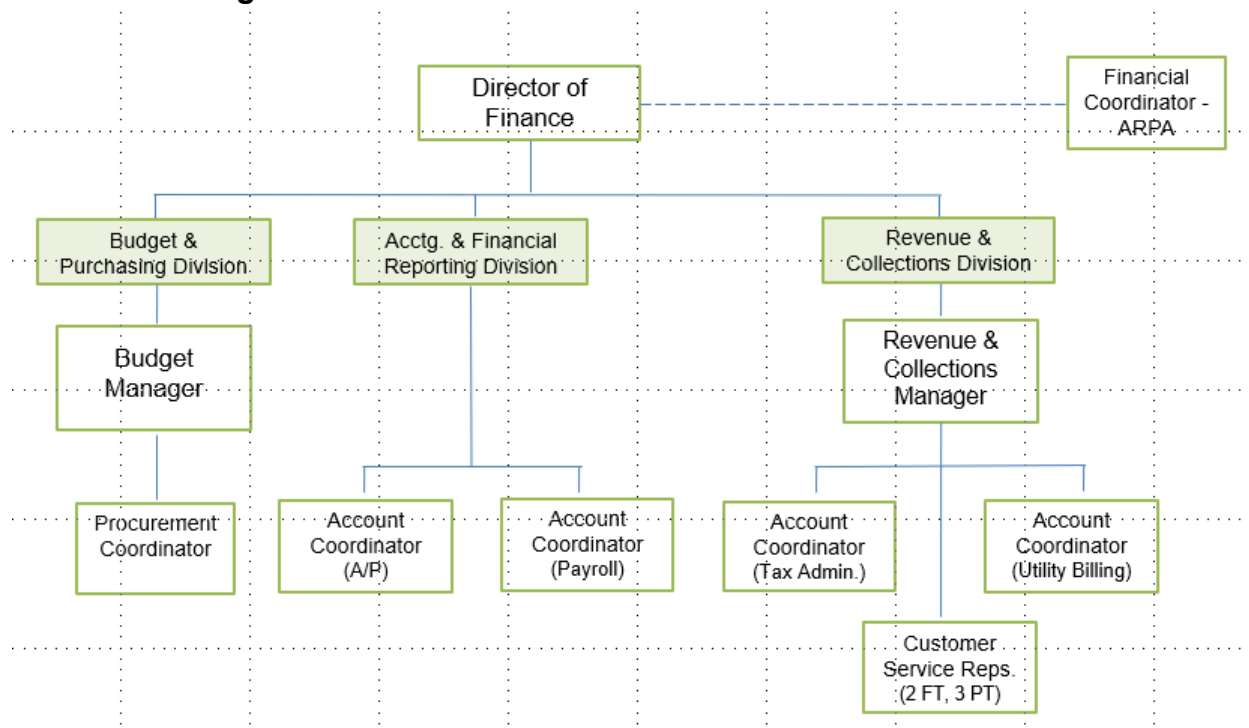
### Program Description

The Department of Finance and Procurement provides overall management of the Town's budgeting, financial reporting, treasury, procurement, taxation and billing operations. The staff also serves as the first point of contact with citizens either personally at Town Hall or through the Town's main phone line and website staff email.

The Town's Comprehensive Annual Financial Report (CAFR) has been awarded the Certificate of Achievement for Excellence in Financial Reporting for the last 26 years. The program was established by the Government Finance Officers Association (GFOA) in 1945 to assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare CAFRs that evidence the spirit of transparency and full disclosure. Reports submitted to the program are reviewed by selected members of the GFOA professional staff and the GFOA Special Review Committee (SRC) which includes individuals with expertise in public sector financial reporting.

Financial information is provided to the Town Council on a monthly basis. At a minimum, this includes Financial Statements and a summary of bills paid for the preceding month. More detailed analysis of revenue is provided when needed.

### Current Staffing



The Department of Finance and Procurement currently has ten full-time employees and three part-time employees. The staffs' wages are allocated between this department and the Water and Sewer Administration department based on the estimated level of support provided to General Fund departments and Water and Sewer departments. For FY 2023, the allocation to this department is 6.59 FTEs, and the allocation to Water and Sewer Administration is 3.35 FTEs for a total of 9.82 FTEs.

### FY 2022 Highlights

- Compiled a set of Comprehensive Financial Policies, adopted by Council in September 2021
- Worked with the Town's financial advisors to refinance all of the Town's outstanding debt to achieve a net present value savings of \$1,669,781.
- Provided guidance to Council on the application of federal stimulus funding
- Assumed responsibility for the capital improvement program and capital asset replacement program

### Key Projects for FY 2023

- Implement a comprehensive business tax auditing program
- Continue to reduce delinquent balances by outsourcing
- Continue to document, improve and streamline policies and procedures
- Strengthen internal controls with a focus on staff training
- Improve annual budget preparation process by implementing new software to enable the Town to submit the document to GFOA in the future for the Distinguished Budget Presentation Award
- Ensure compliance for ARPA and other grant spending

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 492,670	\$ 470,843	\$ 537,343	\$ 657,897	\$ 120,554
Operating	177,926	200,475	238,491	314,858	76,367
Capital	270	-	-	500	500
<b>Total</b>	<b>\$ 670,866</b>	<b>\$ 671,317</b>	<b>\$ 775,834</b>	<b>\$ 973,255</b>	<b>\$ 197,421</b>
<b>Staffing Summary</b>					
Full-time Equivalents	6.47	6.82	6.32	6.59	0.27

## Budget Request / Analysis

The budget of \$973,255 for FY 2023 is an increase of \$197,421, or 25.4% over the FY 2022 budget.

The personnel category reflects an increase of \$120,554. One position upgrade is planned in this department. A part-time Customer Service position will be upgraded to full-time. All positions in this department are split between the General Fund and the Water and Sewer Operating Fund since the department provides administrative support to all Town departments and employees. For FY 2023, the allocation to this department is 7 FTEs, and 5 FTEs to Water and Sewer Administration for a total of 12 FTEs.

The FY 2023 operating budget reflects an increase of \$76,367. Some of this increase is due to the Information Technology internal service fund charge, which shows an increase of \$23,307 from FY 2022. An additional \$17,000 has been programmed in professional services for outside consulting. Increases have been programmed into many of this department's line items due to inflation and increased costs of services. Other operating expenditures accounted for in this department include the cost of printing and mailing tax bills, business license renewal applications, employee award programs, General Fund costs associated with the external auditor, and General Fund bank service charges. The expense associated with being a member of the Northern Virginia Cigarette Tax Board has been budgeted. 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

**Mission:** To accurately and efficiently administer the treasury, budgeting, procurement, accounting and financial reporting functions of the town.

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

Goals	Objectives	Performance Metrics
Improve budgeting process and transparency	• Take over the CIP process from the Planning Department	• Produce a streamlined and easy to read CIP document
	• Create a budget document that meets the criteria for a GFOA Distinguished Budget Presentation Award.	• Apply for and obtain the award
Excellence in accounting and financial reporting for both internal and external stakeholders.	• Continue to receive an unqualified audit opinion and the GFOA Certificate of Achievement for Excellence in Financial Reporting	• FY23 Audit Opinion and certificate
Improve collections	• Reduce the number of delinquent accounts	• Comparison of FY23 and FY22 delinquent accounts
Improve and streamline the procurement process.	• Implement a P-Card program	• Successful implementation of program

## Other Organizations

### Program Description

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

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

The Town is a member of 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

Organization	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Virginia Municipal League	\$ 6,486	\$ 6,494	\$ 6,700	\$ 6,700	\$ -
Virginia Institute of Government	500	-	500	500	-
Fauquier Chamber of Commerce	1,125	1,125	1,025	1,025	-
National League of Cities	-	-	1,117	1,117	-
<b>Total</b>	<b>\$ 8,111</b>	<b>\$ 7,619</b>	<b>\$ 9,342</b>	<b>\$ 9,342</b>	<b>\$ -</b>

### Budget Request / Analysis

The total request for Other Organizations in FY 2023 remains the same as FY 2022.

## Elections

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### Program Description

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

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 4,586	\$ -	\$ 5,000	\$ 5,000	\$ -
Operating	8,786	-	10,950	10,950	-
<b>Total</b>	<b>\$ 13,372</b>	<b>\$ -</b>	<b>\$ 15,950</b>	<b>\$ 15,950</b>	<b>\$ -</b>

### Budget Request / Analysis

Due to a change in state law, all May local elections have been moved to November. Council members whose terms would have expired June 30, 2022, will now serve an additional six months as part of the transition to November elections. Therefore, there were no actual Elections expenses in FY 2022. The same amount of funding has been budgeted for FY 2023.

## 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

Department	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Police Department	\$ 2,894,846	\$ 3,449,161	\$ 3,603,885	\$ 4,255,790	\$ 651,906
Fire & Rescue	235,557	239,241	269,530	-	(269,530)
<b>Total</b>	<b>\$ 3,130,403</b>	<b>\$ 3,688,402</b>	<b>\$ 3,873,414</b>	<b>\$ 4,255,790</b>	<b>\$ 382,376</b>
Revenue	415,439	387,155	441,000	417,407	(23,593)
<b>Net Expenditure</b>	<b>\$ 2,714,964</b>	<b>\$ 3,301,247</b>	<b>\$ 3,432,414</b>	<b>\$ 3,838,384</b>	<b>\$ 405,970</b>

Public Safety represents the largest section of the General Fund budget. Expenditures for this function for FY 2023 total \$4,255,790 and represent 25.7% of the total General Fund budget. The total function shows an increase of \$382,376, or 11.8%, greater than the FY 2022 budget.

Revenue that is directly related to this function totals \$417,407, resulting in a net expenditure of \$3,838,384.

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

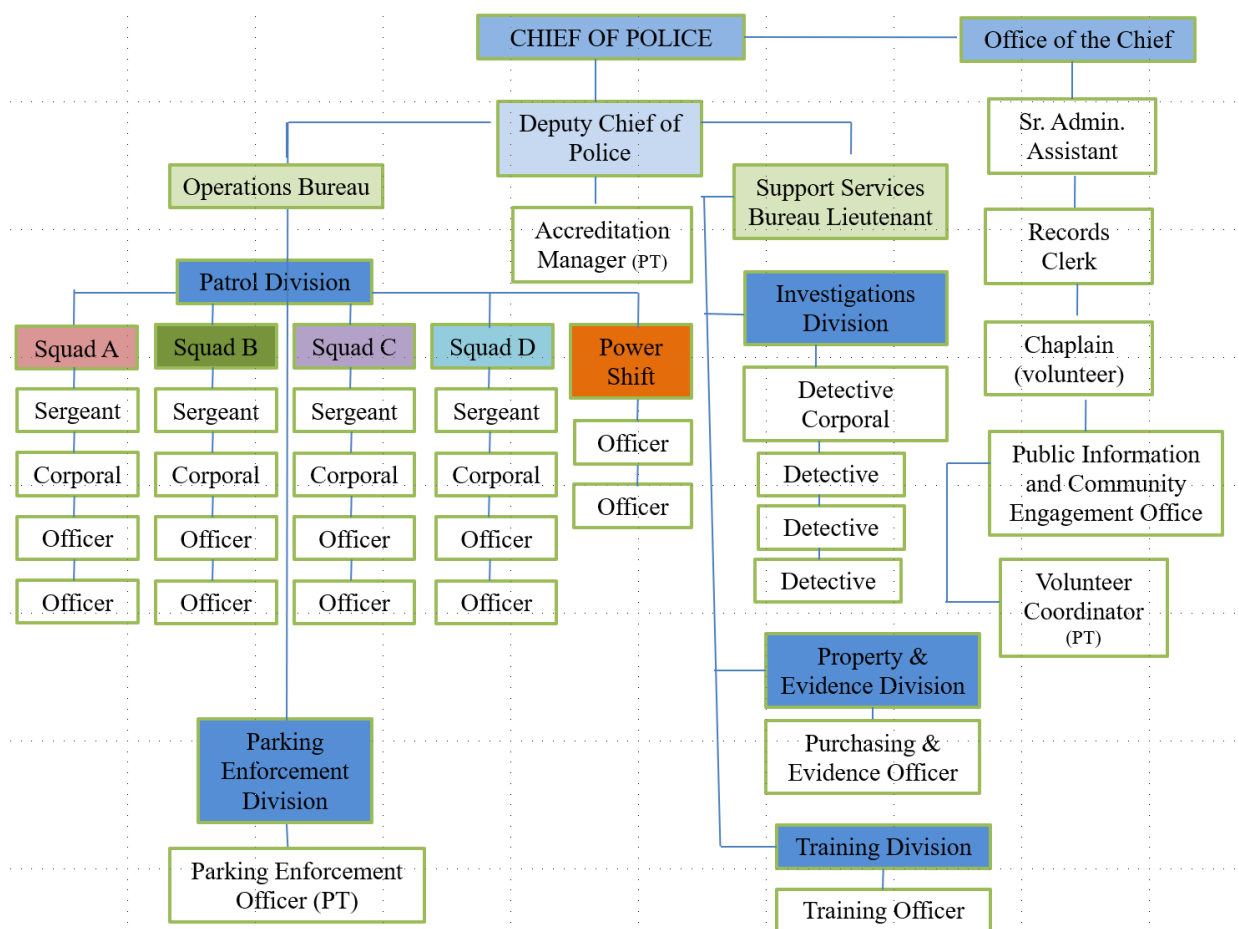
## Police Department

### Program Description

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

The 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



The Police Department is staffed by the following full-time personnel: Chief, Deputy Chief, two Lieutenants, four Sergeants, nine Corporals, twelve Officers, a Senior Administrative Assistant and a Records Clerk. Two part-time staff members provide support in the areas of accreditation and training, and a part-time Parking Enforcement Officer is budgeted in the Police Department as well.

## Goals

- To develop strategies to reduce crime and improve the quality of life for those who reside in and visit Warrenton.
- To build community policing strategies that promote meaningful partnerships and opportunities for productive interactions with the community.
- To develop creative ways to attract and retain qualified candidates from across the country who represent the diverse community we serve.
- To identify, develop, and enhance internal programs.
- To develop and identify strategies for a well-trained workforce.

## FY 2022 Highlights

- Expanded community engagement programs and involved community members in police policy development;
- Maintained VLEPSC Accreditation and began the process of CALEA Accreditation;
- Developed a Community Police Academy;
- Implemented Guardian Score System for citizens to complete a customer satisfaction survey following interactions with Warrenton Police Officers;
- Enhanced public access to Police Department Information and data to include a citizen complaint line.

## Key Projects for FY 2023

- Create an Officer Wellness Strategy;
- Create a succession planning strategy and identify ways to retain employees;
- Create more avenues of communication between the department and the community;
- Develop accountability measures;
- Develop training standards.

## Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 2,238,186	\$ 2,665,047	\$ 2,677,581	\$ 3,085,611	\$ 408,030
Operating	630,863	748,308	925,363	1,169,239	243,876
Capital	25,797	35,806	940	940	-
<b>Total</b>	<b>\$ 2,894,846</b>	<b>\$ 3,449,161</b>	<b>\$ 3,603,885</b>	<b>\$ 4,255,790</b>	<b>\$ 651,906</b>
<b>Staffing Summary</b>					
Full-time equivalents	31.63	31.91	31.91	32.16	0.25

### Budget Request / Analysis

The total budget for the Police Department for FY 2023 is \$4,255,790, which is \$651,906, or 18% over the FY 2022 budget. There is a \$408,030 increase in personnel expenses which is primarily due to the upgrade of the part-time Records Clerk to full-time, promotions of four officers to Corporals, and COLA and merit increases. Health insurance is up \$73,845, 28%, over FY 2022, due to more officers electing coverage for spouses or families over individual coverage.

The operating category shows an increase of \$243,876 compared to the FY 2022 budget. The bulk of the increase is due to charges from the internal service funds, Information Technology (\$129,531) and Motor Pool (\$42,916). A total increase of \$99,209 is budgeted for police officers' mobile phones, iPads, and cradlepoint routers. There is a \$27,917 decrease in maintenance contracts due to those items moving to the Information Technology department.

## Goals, Objectives, and Measures

<b>Mission:</b> The mission of the Warrenton Police Department is to work in partnership with the residents and businesses of our community to provide a safe and secure environment. The following goals and objectives have been identified by the Police Department. Performance metrics have also been named, but the department will begin to track them in FY23.		
Goals	Objectives	Performance Metrics
Develop strategies to reduce crime and improve the quality of life for those who reside in and visit Warrenton.	<ul style="list-style-type: none"> <li>Identify and develop expertise to address current and emerging crime trends to include quality of life concerns.</li> </ul>	<ul style="list-style-type: none"> <li>Identify crime mapping</li> <li>Identify key times for calls</li> <li>Use hot spot policing</li> <li>Reduce traffic crashes by 10%</li> <li>Reduce part 1 crime by 20%</li> </ul>
		<ul style="list-style-type: none"> <li>Create traffic safety program</li> <li>Keep investigations staffed</li> <li>Create a K-9 unit</li> </ul>
	<ul style="list-style-type: none"> <li>Create and update assignments in order to stay current with policing in the</li> </ul>	<ul style="list-style-type: none"> <li>Create business coalition</li> <li>Conduct town hall meetings in each of the towns 5 wards.</li> <li>Assign an officer to each ward</li> <li>Include local business owner in Community Action Team</li> </ul>
		<ul style="list-style-type: none"> <li>Include the Volunteer Program in Community Events</li> <li>Create youth academy</li> </ul>
		<ul style="list-style-type: none"> <li>Develop opportunities for community engagement.</li> </ul>
		<ul style="list-style-type: none"> <li>Develop a recruiting process</li> <li>Identify ways to retain employees</li> <li>Create internal opportunities for growth and oversight</li> </ul>
Develop creative ways to attract and retain qualified candidates from across the country who represent the diverse community we serve.	<ul style="list-style-type: none"> <li>Develop a recruiting process</li> </ul>	<ul style="list-style-type: none"> <li>Write recruiting general order</li> <li>Develop recruiting team and vehicle</li> </ul>
		<ul style="list-style-type: none"> <li>Create annual caps</li> <li>Develop regular morale and welfare events for employees.</li> </ul>
		<ul style="list-style-type: none"> <li>Increase sworn staffing</li> <li>Create a Sergeants Position in Administrative Support Bureau.</li> </ul>
		<ul style="list-style-type: none"> <li>Obtain CALEA Accreditation.</li> <li>Conduct line inspections</li> </ul>
	<ul style="list-style-type: none"> <li>Create succession planning strategy</li> <li>Create an officer wellness strategy</li> </ul>	<ul style="list-style-type: none"> <li>Create a mentorship program</li> <li>Develop a detective in electronic evidence</li> </ul>
		<ul style="list-style-type: none"> <li>Build upon peer support group</li> <li>Create a fitness standard</li> <li>Enforce employees leave caps</li> </ul>
Develop and identify strategies for a well-trained work/ orce.	<ul style="list-style-type: none"> <li>Develop training standards</li> <li>Identify key training</li> </ul>	<ul style="list-style-type: none"> <li>Develop leadership plans</li> <li>Develop training tracs</li> <li>Develop field training Standards for sergeants</li> <li>Identify additional instructors</li> </ul>

## Fire Department

### Program Description

The Town of Warrenton reached an agreement with Fauquier County in FY 2022 to transfer support to the Warrenton Volunteer Fire Company (WVFC) to the County. Therefore, the FY 2023 budget no longer includes operating funding for the Fire Department.

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 182,749	\$ 191,645	\$ 201,807	\$ -	\$ (201,807)
Operating	42,812	47,597	46,239	-	(46,239)
Capital	9,996	-	21,483	-	(21,483)
<b>Total</b>	<b>\$ 235,557</b>	<b>\$ 239,241</b>	<b>\$ 269,530</b>	<b>\$ -</b>	<b>\$ (269,530)</b>
<b>Staffing Summary</b>					
Full-time	2.00	2.00	2.00	0.00	-2.00

### Budget Request / Analysis

The transfer of this function to the County not only saves the Town of Warrenton \$269,530 in operating costs, but it also decreases overall Town headcount by two.

## PUBLIC WORKS and UTILITIES

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### 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 a Superintendent who oversees the related Divisions.

### Public Works

The Public Works Department is responsible for maintaining 93.47 lane miles of roadway and right of way, a significant number of public sidewalks, an 18-acre public cemetery, ten (10) traffic signals, 15.5 miles of storm sewers, 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), which are estimated to total approximately \$1,450,000 in FY 2023.

The budget for FY 2023 for the Public Works function totals \$4,699,125 which represent no significant changes.

A significant portion of the motor pool costs continue to be distributed to the Public Works budget which operates over 60 percent of all Town vehicles and equipment. Staff continues when possible to take advantage of alternative funding sources such as VDOT Revenue Sharing, Primary Road, and SMARTSCALE along with any Stormwater programs.

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.

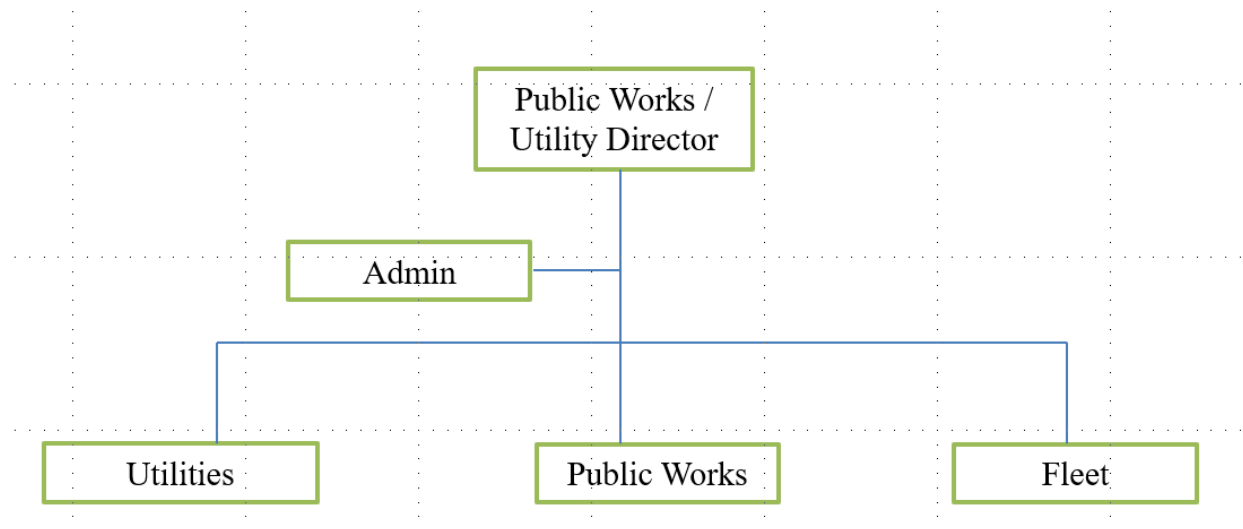
The department does its best to ensure Warrenton's citizens receive the highest level of service possible within the budgetary limits set by the Council.

Public Works has absorbed the responsibilities of the stormwater management and MS4 programs with cost-share of positions, capital project development and street maintenance functions (sweeping and basin cleaning) that provide nutrient reduction credits. The program is entering the third year of its second 5-year permit cycle with DEQ, which requires measurable reductions in nutrient contaminants identified in the Chesapeake Bay Program and to address issues raised during the FY18 audit.

## Utilities

Utilities is discussed in the Utilities section of the Budget document.

## Organizational Structure



## Department of Public Works

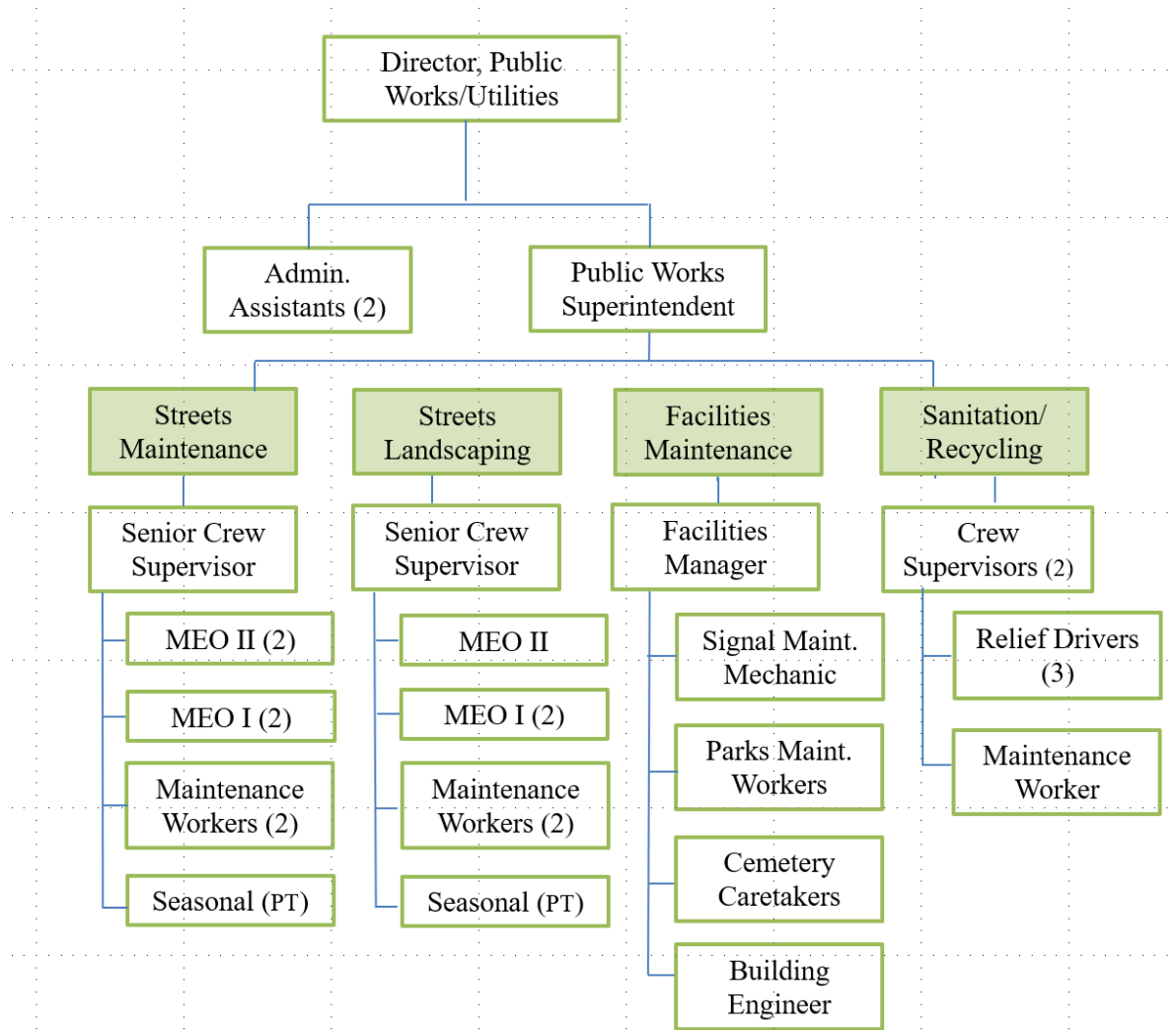
### Budget Summary

Department	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Administration	\$ 665,179	\$ 453,456	\$ 519,709	\$ 626,796	\$ 107,087
Streets	1,550,494	1,373,317	2,153,572	2,286,224	132,652
Sanitation	627,852	595,381	619,397	707,391	87,995
Facilities	397,495	293,526	765,676	948,071	182,395
Parking	42,446	-	-	-	-
Cemetery	118,599	108,668	-	-	-
Stormwater Management	3,000	224,913	-	-	-
<b>Total</b>	<b>\$ 3,405,065</b>	<b>\$ 3,049,261</b>	<b>\$ 4,058,354</b>	<b>\$ 4,568,483</b>	<b>\$ 510,129</b>
Revenue	1,443,028	1,455,512	1,450,000	1,450,000	-
<b>Net Expenditure</b>	<b>\$ 1,962,037</b>	<b>\$ 1,593,750</b>	<b>\$ 2,608,354</b>	<b>\$ 3,118,483</b>	<b>\$ 510,129</b>

The total budget for the Department of Public Works is \$4,568,483, an increase of \$510,129, or 12.6%. Revenue that is directly related to this function totals \$1,450,000, resulting in a net expenditure of \$3,118,483..

Further detail regarding each department is provided in the summaries that follow.

### Organizational Structure



The Department of Public Works has five divisions: Administration, Streets Maintenance, Facilities Maintenance, and Sanitation/ Recycling. These divisions will be discussed in more detail on the following pages.

## 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 Parks and Recreation Department. Performance metrics have also been named, but the department will begin to track them in FY23.

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

## Public Works Administration

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### Program Description

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

The budget supports all costs associated with day-to-day operation and management of the Public Works Department and its varied functions. Expenses within the budget support a wide range of public works functions such as daily citizen contacts, project development and oversight, personnel and financial administration and departmental planning that are needed to maintain the current high level of service for FY 2022.

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 coordinates with Community Development (CD) 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 added the Emergency Services and Risk Manager and created a Facilities Maintenance Division to our Department.

### Current Staffing

The Administration Division is staffed by a Director, an engineer, the Public Works Superintendent, and two Administrative Assistants. The Director also serves as Director of Public Utilities; 50% of the position salary is allocated to the PW department and the other 50% is allocated to the Public Utilities budget. The Engineer/ Project Lead 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.

### Goals

- Develop an atmosphere for staff to participate in cross training, advancing their skills and certifications, and promoting employee retention.

- Develop a system to promote employee advancement.
- Begin to leverage technology to advance efficiencies in operations and reporting.
- Ensure equity for all staff at all levels regarding advancement and opportunities to improve their skills, education, and talents.
- Provide quality services and infrastructure maintenance to the high expectations of Town citizens.
- Begin the process of attaining Accreditation from the American Public Works Association (APWA).
- Pursue VDOT and other grant programs (Revenue Sharing SMARTSCALE, HSIP and Primary Roads) to supplement funding.
- Timely review of site plans.
- Total Maximum Daily Limit (TMDL) Action Plan progress towards meeting the 2023 nutrient removal goals in the DEQ permit.
- Completion of FY21 capital improvement projects by mid-year FY23.
- Minimum budget carryovers at year end.

### **FY 2022 Highlights**

- Continued to work on reorganization while focusing on and establishing strategic priorities;
- RollOutWarrenton! parklets; Special Events;
- Implemented walkability audit in all projects;
- Laid the foundation for a facilities division;
- Refined park maintenance programs to include enhancements;
- Began transitioning to a semi- automated refuse collection service;
- Refined brush pick up;

### **Key Projects for FY 2023**

- Feasibility study for new Town Shop facility
- TMDL Action Plan and MS4 compliance, nutrient targets of 40% reduction.
- Broadview Avenue Project support, review design for quality-of-life enhancements.
- Town Shop Master Planning.
- Pedestrian access and walkability throughout the community, by implementing the Walkability timeline presented to Council.

## Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 552,512	\$ 370,628	\$ 422,885	\$ 463,035	\$ 40,149
Operating	111,261	82,828	95,324	162,262	66,937
Capital	1,406	-	1,500	1,500	-
<b>Total</b>	<b>\$ 665,179</b>	<b>\$ 453,456</b>	<b>\$ 519,709</b>	<b>\$ 626,796</b>	<b>\$ 107,087</b>
<b>Staffing Summary</b>					
Full-time equivalents	5.30	4.60	4.60	4.60	0.00

## Budget Request / Analysis

The FY 2023 budget for the Public Works Administration Division of \$626,796 reflects an increase of \$107,087, an increase of 20.6%

The personnel category reflects an increase of \$40,149, or 9.5%, over FY 2022. This is due to the COLA and merit salary increases and changes in healthcare elections as well. All other personnel expenses remain unchanged. In the operating category, the \$66,937 increase is due primarily to the Information Technology allocation to departments.

## Street Maintenance

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### Program Description

The Street 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, small construction projects and grass cutting functions along the Town's public roadways and rights of way. The Virginia Department of Transportation provides reimbursement, which is accounted for in the categorical aid revenue section of this report, for the maintenance of both Arterial and Collector streets.

### Current Staffing

The Street Maintenance has been divided into two Divisions, Streets and Landscaping. This was done to provide more effective response and better alignment with the organizational chart. Each 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 are supplemented by the Arterial and Collector budgets when work is specifically performed to those classifications of roadways. As the seasons and workloads require, the department uses seasonal part-time employees to supplement staff with summer weed-eating, fall leaf collection and miscellaneous work around Town.

### Goals

- Maintain the Streets, roadways, and sidewalks of the town in a condition that provides motorists with a smooth riding, properly marked, and signed, safe and comfortable pavement.
- Implement and incorporate elements of the Walkability Study into Town wide improvements with a focus on the Walkability timeline.
- Develop an effective street maintenance plan outlining priorities and conditions of streets.
- During inclement weather, keep all traffic corridors open for emergency vehicles and those motorists who must be on the road.
- Continue street beautification programs such as "Tree City USA", "Adopt a Stream", "Adopt A Street", and Green Streets to maintain the high visual appearance of the community for the citizens and those traveling through the community.
- Receive a superior rating from VDOT during the annual inventory and inspection for maintenance payment and provide accurate accounting for the Weldon Cooper Survey to verify stewardship of annual funding.
- Take advantage of VDOT programs for additional funding, particularly Revenue Sharing, SMARTSCALE and Primary Road Repair/State of Good Repair as opportunities arise.

- Quantify street sweeping effectiveness and storm drain cleaning for MS4 nutrient reduction credit.

### FY 2022 Highlights

- Implemented Walkability into all projects;
- RollOutWarrenton;
- Parks improvements to include heaters in restrooms, relocation of the mushrooms, additional dog stations,
- Repaved Railroad Street and added sidewalk to Lee Highway
- Added sidewalk and crosswalk to Walker Dr at Academy Hill;
- Installed bike racks in Old Town;
- Maintained all road ways;
- Snow and ice response;
- Assisted all other divisions as necessary

### Key Projects for FY 2023

- Repaving of roads on list;
- Implement CIP projects as identified and prioritized

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 633,833	\$ 625,843	\$ 712,271	\$ 802,824	\$ 90,553
Operating	327,224	154,834	324,998	296,043	(28,955)
Capital	12,594	10,296	12,000	15,000	3,000
<b>Total</b>	<b>\$ 973,651</b>	<b>\$ 790,972</b>	<b>\$ 1,049,269</b>	<b>\$ 1,113,867</b>	<b>\$ 64,598</b>
<b>Staffing Summary</b>					
Full-time equivalents	15.66	16.66	16.66	16.66	0.00

### Budget Request / Analysis

The FY 2023 Streets budget of \$1,113,867 reflects an increase of \$64,598, or 6.2%, compared to the FY 2022 budget.

The personnel category increased by \$90,553, or 12.7%. Because of rising wages in the area, Public Works has had difficulty filling a number of vacancies in FY 2022. In order to compete in this market, wages for Maintenance Workers were increased. This increase, in addition to the cost-of-living adjustments and healthcare increases, are the drivers for the increase in personnel expenses.

The operating budget reflects a decrease of \$28,955 due to reductions in vehicle maintenance costs for the section with the current vehicle replacement and fleet management plan. Motor pool estimates are allocated to departments based on their

prior year usage. The streets section has the largest number of vehicles that are the most heavily used of any town department. In this budget, the department continues to rely heavily on part-time and seasonal employees (gardener, mowing/weed-eating and general maintenance workers) to supplement full-time staff.

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

## Arterial Street Maintenance

### Program Description

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

### Current Staffing

Staffing for this division is accounted for in the Street Maintenance, both Divisions immediately preceding this section. Street personnel costs are charged to this department when work related to arterial streets is performed.

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 112,190	\$ 124,516	\$ 147,481	\$ 155,554	\$ 8,073
Operating	100,273	129,706	176,300	187,300	11,000
Capital	68,926	36,868	87,500	97,500	10,000
<b>Total</b>	<b>\$ 281,389</b>	<b>\$ 291,090</b>	<b>\$ 411,281</b>	<b>\$ 440,354</b>	<b>\$ 29,073</b>

### Budget Request / Analysis

The personnel charges for Arterial and Collector Street budgets are allocated from the main Street Maintenance division budget. There is an increase of \$29,073, or 7%, in the amount allocated in FY23 for arterial streets.

An increase of 6% has been budgeted for part-time wages. Because Dominion Power rates have increased by 20%, and additional \$7,000 has been programmed for electricity. An additional \$4,000 is budgeted in lease of equipment for additional snow removal equipment as well as other emergency equipment. On the capital side, an additional \$10,000 has also been budgeted for sidewalk, curb, and gutter work to address failing sections and updating ADA issues.

## Collector Street Maintenance

### Program Description

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

Under the division budget, salaries and benefits are drawn down as projects are implemented or as work is carried out, like the Arterial budget. Funds are included under appropriate categories for snow removal, miscellaneous sidewalk curb and gutter repairs, supplies, replacement of damaged and old street signs, and centerline markings.

### Current Staffing

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

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 89,435	\$ 98,142	\$ 122,722	\$ 129,503	\$ 6,781
Operating	132,181	156,203	187,300	209,500	22,200
Capital	73,838	36,909	383,000	393,000	10,000
<b>Total</b>	<b>\$ 295,454</b>	<b>\$ 291,255</b>	<b>\$ 693,022</b>	<b>\$ 732,003</b>	<b>\$ 38,981</b>

### Budget Request / Analysis

The FY 2023 Collector Street Division budget is an increase of \$38,981 over the current year's budget. The personnel charges for Arterial and Collector Street budgets are allocated from the main Street Maintenance division budget. A small increase of \$6,781, or 5%, increase has been programmed in the personnel allocation to the Collector Division for FY 2023.

In operating expenses, an additional \$17,200 in electric current has been programmed due to a twenty percent increase in Dominion Power rates. An additional \$5,000 has been programmed for materials and supplies. An additional \$10,000 has been added to sidewalk, curb, and gutter expenses to address failing sections and updating ADA issues.

The street milling and paving schedule is same as last budget. Paving schedules are tentative and reevaluated at the end of the winter season to verify those in most need of repaving.

The department will continue to investigate interim methods (crack sealing and pavement restoration technologies) to extend pavement life, with a continued focus on subdivisions built in the 2003-to-2008-time frame and earlier, which are subject to more transverse cracking.

## Sanitation

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### Program Description

The Sanitation Function accounts for the expenditures related to refuse collection and the Town's recycling program.

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 Division accounts for all costs associated with the coordination and management of the recycling collection program for the Town of Warrenton. The collection activity of co-mingled household and business glass, metal, and plastics has been a program with the Town for over 27 years. Newspapers and corrugated cardboard are collected one day a week by the Town's refuse crews with leaf and brush collection performed by other Public Works crews on a daily basis.

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

### Current Staffing

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.

### Goals

- Provide quality service to town residents with minimal complaints.
- Better align services with our existing Town Code.
- Provide service except in the case of extreme weather.
- Improve communications to citizens of service schedule changes.
- Work closely with Fauquier County landfill to coordinate efforts during inclement weather.
- Collection of all refuse during the scheduled day of collection.
- Work with Fauquier County to expand the products collected at the County recycling center.
- Collection of recycling materials in a timely manner on Wednesdays.
- Recycle materials collected during the fall and spring cleanup periods.

- Recycle any viable materials from motor pool and maintenance operations.

### FY 2022 Highlights

- Developed outreach and implement programs to better align services with our existing Town Code.
- Refined operations for efficiency and effectiveness with better use of technology.
- Instituted satellite newspaper collection bins in the town to replace curbside collection.

### Key Projects for FY 2023

- Upgrade to semi-automated system of collection.
- Continue to work with Town Council and residents to address ways to collect glass and horticultural refuse.

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 440,203	\$ 454,315	\$ 450,586	\$ 502,054	\$ 51,468
Operating	187,649	141,067	168,811	205,337	36,526
Capital	-	-	-	-	-
<b>Total</b>	<b>\$ 627,852</b>	<b>\$ 595,381</b>	<b>\$ 619,397</b>	<b>\$ 707,391</b>	<b>\$ 87,995</b>
<b>Staffing Summary</b>					
Full-time	6.00	6.00	6.00	6.00	0.00

### Budget Request / Analysis

The FY 2023 budget of \$707,391 is an increase of \$87,995, or 14.2%, compared to the FY 2022 budget.

The personnel category reflects an increase of \$51,468, which is primarily due to cost-of-living and merit-based salary increases and increased healthcare costs. In addition, wages for several motor equipment operators were increased in FY 2022 in order to remain competitive in the job market.

The budget does not include tipping fees to the Fauquier County Landfill for household trash; the budget includes \$20,000 (an increase of \$5,000) for Landfill Operations to cover other fees not associated with household refuse, which have been increasing due to the FC Landfill operating as a transfer station. The increase of \$36,526 in operating expenses over the current year is due to increased Motor Pool costs as two of the refuse trucks reach end of life. Estimates of motor pool charges are allocated to departments based on the most recently completed fiscal year. The refuse and recycling vehicles are used extensively every day with 250-300 stops and starts over their routes. This translates into above average maintenance costs per vehicle. Two of

the refuse trucks are scheduled to be replaced in FY 2023. Information Technology expenses in the Sanitation division have increased as well.

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.

## Facilities Maintenance

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### Program Description

This division was formed in FY 2022 to be dedicated to the maintenance and preservation of all Town-owned properties and appurtenances. It is responsible for the maintenance, repair and custodial functions for Town owned or occupied buildings and grounds. The buildings included are Town Hall, the Public Works Facility, Public Safety Facility, Old Town Hall, the Experience Old Town Warrenton (EOTW)/Warrenton Meeting Place building on 3<sup>rd</sup> Street, the Visitor Center and the Cemetery building with restroom. The grounds include parking lots, public green space, parks grounds and restrooms, and the gateway signage to Warrenton. This budget does not include the Warrenton Aquatic and Recreation Facility building, which is covered in the Parks and Recreation departmental budget, or the two rental houses, which are included in the Water and Sewer Operating Fund budget.

Cemetery Maintenance has been placed under the Facilities Maintenance Division. This does not affect any cemetery operations or staffing. This was an organizational move.

### Current Staffing

The Facilities Maintenance Division is staffed by one Building Engineer, a Traffic Signals/ Signs Maintenance Mechanic, two maintenance workers, two Cemetery staff, and supplemented with street or seasonal help when needed.

### Goals

- Develop a proactive maintenance program for all Town owned properties and structures.
- Maintain and repair town facilities to a level in which there are zero accidents to personnel or the general public.
- Maintain town properties and grounds to a level that the citizens are proud of their community.
- Improve the appearance of parking lots (markings signage, landscaping and tree cover), park grounds, walkways and trails, and all public spaces.

### FY 2022 Highlights

- Began the development of a proactive maintenance program for all Town properties and structures.
- Identified and prepared projects for repair and enhancements for all Town properties.
- As part of the facilities maintenance plan, identified specific facilities improvements to be included in the Capital Improvement Plan.

## Key Projects for FY 2023

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

## Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 76,912	\$ 75,201	\$ 454,216	\$ 438,975	\$ (15,241)
Operating	320,583	218,138	310,460	503,596	193,136
Capital	-	187	1,000	5,500	4,500
<b>Total</b>	<b>\$ 397,495</b>	<b>\$ 293,526</b>	<b>\$ 765,676</b>	<b>\$ 948,071</b>	<b>\$ 182,395</b>
<b>Staffing Summary</b>					
Full-time	1.00	1.00	7.00	6.73	-0.27

## Budget Request / Analysis

The Facilities Maintenance budget shows an overall increase of \$182,395, or 23.8%, over the FY 2022 budget. On the personnel side, there is a decrease of \$15,241, or 3.3%, from FY 2022. This is due to the elimination of the Facilities Manager position and the creation of the Manager of Fleet and Facilities position, which is allocated 35% to the Facilities Maintenance division, 45% to Motor Pool, and 20% to the Water and Sewer fund.

The operating budget shows an increase of \$193,136, or 62.2%, over FY 2022. This large increase is due to aging facilities and deferred maintenance. An increase of \$40,500 has been added to repairs, building and grounds, \$31,600 has been added to cover the expenses of maintenance agreements for alarms, building systems, and HVAC systems that have never been issued, and \$27,000 has been added to contractual repairs due to maintenance that must be addressed. An increase of \$34,400 was added to repairs of parking lots for pavement repairs, striping, patching, and sealcoating. Many parking lots need work before they are too out of spec to crack seal and coat. Electric and fuel prices have increased 20%, so those items show an increase of \$11,300. Janitorial services have increased \$15,000 over the current year, and \$17,000 has been added for professional services for items that may need to be addressed in FY 2023. Finally, \$7,500 was added to professional services for a space study for the Police department. On the capital side, \$4,500 was added for additional landscaping and tree maintenance for the Cemetery.

## PARKS AND 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.

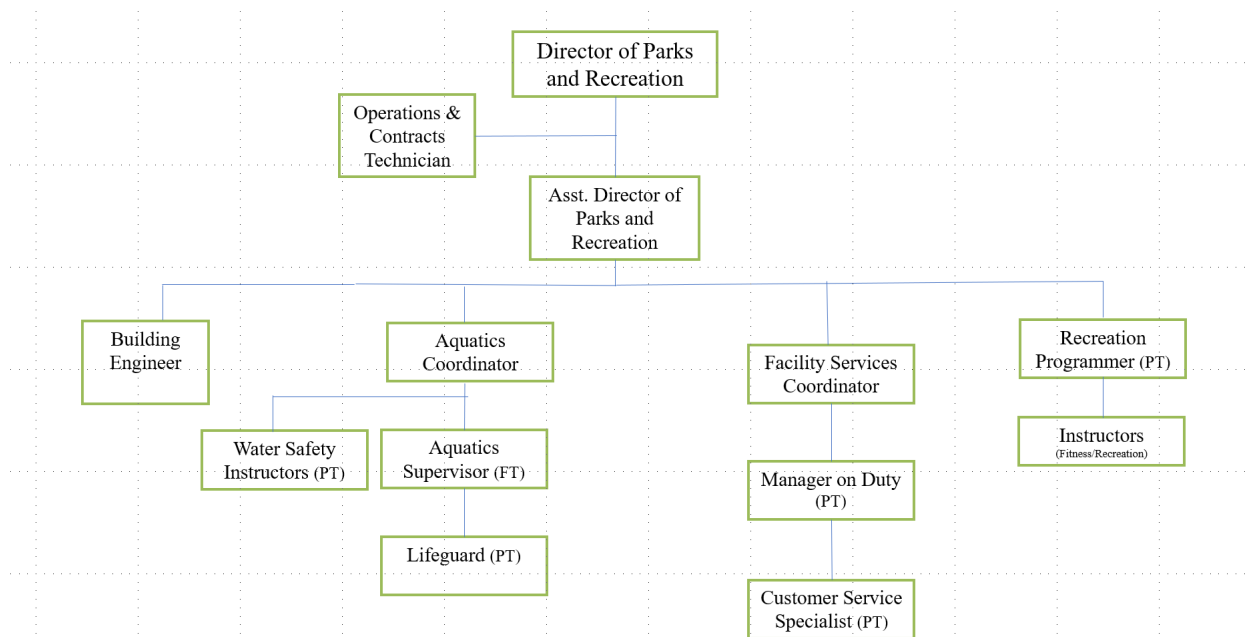
### Budget Summary

Department	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Aquatic Center	\$ 1,237,018	\$ 1,131,100	\$ 1,499,712	\$ 1,643,229	\$ 143,518
Parks	200,839	226,361	263,078	262,086	(992)
Administration	325,289	543,108	440,702	702,891	262,188
<b>Total Parks and Recreation</b>	<b>\$ 1,763,146</b>	<b>\$ 1,900,569</b>	<b>\$ 2,203,492</b>	<b>\$ 2,608,205</b>	<b>\$ 404,713</b>
Revenue	\$ 871,185	\$ 468,599	\$ 695,154	\$ 760,877	\$ 65,723
<b>Net Expenditure</b>	<b>\$ 891,961</b>	<b>\$ 1,431,970</b>	<b>\$ 1,508,338</b>	<b>\$ 1,847,328</b>	<b>\$ 338,990</b>

The Parks and Recreation function accounts for 15.8% of the total General Fund budget. Revenue directly related to this function is estimated to total \$760,877, bringing net expenditure to \$1,847,328.

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

### Current Staffing



## **FY 2022 Highlights**

- The department partnered with George Mason University to conduct the department's first Needs Assessment in July 2021.
- In October 2021, the Parks and Recreation and Police Departments partnered to host Flashlight Candy Hunts at Rady Park with 75 participants and Academy Hill Park with 60 participants. In addition to hunting for candy in the dark, participants also made pumpkin crafts, took their pictures with the police, and played spooky games. The Halloween Parade returned with approximately 200 participants. Councilman Carlos led the parade down Main Street and ended at the Farmers Market, where a costume contest was held with Mayor Nevill, Councilwoman Sutphin, and Councilman Carlos as judges. Additionally, the Parks and Recreation Department sponsored the return of Trunk or Treat in the WARF parking lot with over 25 decorated trunks and an incredible turnout from the community. The department sponsored a Trunk or Treat Event and Halloween Parade. Previous iterations of the event were sponsored by outside organizations.
- The spring will bring our inaugural Glow in the Dark Easter Hunt.
- Timber Fence Trail was completed and opened in December of 2021.
- The department collaborated with the PW Dept to rehabilitate the baseball field at Rady Park.
- Resurfacing of the leisure pool.
- Completion of the Eva Walker Commemorative Garden.

## **Key Projects for FY 2023**

- Resurfacing of the competition pool will take place in August 2022.
- Finalize details with the Human Capital Manager regarding employee wellness initiatives.
- Finalize review of departmental EAP and conduct in-service training.
- Review and update department mission/vision/goals/objectives.

## 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, but the department will begin to track them in FY23.

Goals	Objectives	Performance Metrics
Increase the number of programming amenities offered by the department	<ul style="list-style-type: none"> <li>• Increase program participants by a minimum of 2% annually.</li> </ul>	• 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
Enhance department marketing efforts	<ul style="list-style-type: none"> <li>• Increase public engagement by 5% annually</li> </ul>	• Number of social media
		• Number of news and announcement subscribers
		• Percent growth in followers and subscribers
Establish a viable cost recovery methodology	<ul style="list-style-type: none"> <li>• Provide a wide variety of safe and healthy recreational opportunities at the WARF to achieve target expenditure recovery.</li> </ul>	• 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 Recreation Centers
Increase Park Use	<ul style="list-style-type: none"> <li>• Increase Park visits by 1% annually by properly maintaining facilities and providing diverse recreational opportunities while developing innovative methods to maintain</li> </ul>	• Number of daily park visits
		• Number of pavilion rentals
		• Number of field rentals

## Parks and Recreation - Aquatic and 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 one full-time staff member – the Aquatics Coordinator. The FY 2023 request would increase full-time staffing to two. The facility is comprised primarily of part-time staff, to include the positions of Customer Service Representatives, Managers on Duty, Aquatic Supervisor, Fitness Instructors, and Lifeguards, limited to working no more than 29 hours per week.

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 675,097	\$ 531,428	\$ 681,773	\$ 757,906	\$ 76,133
Operating	551,280	599,166	797,939	865,323	67,384
Capital	10,641	506	20,000	20,000	-
<b>Total</b>	<b>\$ 1,237,018</b>	<b>\$ 1,131,100</b>	<b>\$ 1,499,712</b>	<b>\$ 1,643,229</b>	<b>\$ 143,518</b>
<b>Staffing Summary</b>					
Full-time equivalents	20.32	20.19	19.32	15.37	-3.95

### Budget Request / Analysis

The FY 2023 budget is \$1,643,229, which is an increase of \$143,518, or 9.6%, compared to the FY 2022 budget. The WARF charges for services and sponsorships are presented to show the extent to which they offset the expenditures.

The personnel category reflects an increase of \$76,133. This is due to the upgrade of funding for part-time Aquatics Supervisors to one full-time position. In addition, the Facilities Services Coordinator was transferred to Parks Administration for the FY 2023 budget. Funding for part-time Recreation Programmers was also transferred to Parks Administration to fund a full-time position there. Finally, a six percent salary increase for part-time positions has been programmed into the budget.

The operating category reflects an increase of \$67,384. The largest area of increase is due to cost of electricity and gas has also increased by a total of \$62,000, or 20%, over FY 2022. The Information Technology allocation shows a \$29,134 increase over the current year. Marketing expenses shows a decrease of \$15,000, but those funds were transferred to salaries in this division and Parks Administration to help offset the benefits costs of upgraded positions. A total of \$6,750 in travel and training was transferred to the Administration division.

## Parks and Recreation - Parks

### Program Description

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

### Current Staffing

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

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 110,709	\$ 109,800	\$ 4,306	\$ 4,521	\$ 215
Operating	89,225	116,561	258,772	250,064	(8,708)
Capital	905	-	-	7,500	7,500
<b>Total</b>	<b>\$ 200,839</b>	<b>\$ 226,361</b>	<b>\$ 263,078</b>	<b>\$ 262,086</b>	<b>\$ (992)</b>
<b>Staffing Summary</b>					
Full-time equivalents	2.95	2.82	0.36	0.36	0.00

### Budget Request / Analysis

The Parks budget for FY 2023 of \$262,086 is a decrease of \$992 compared to the FY 2020 budget. The operating category reflects a decrease of \$8,708 compared to the current year budget. This decrease is due to the transfer of funding for materials and supplies to fund playground equipment.

The capital category provides for replacement of playground equipment for \$7,500. There was no funding provided for this in the current year's budget.

## Parks and Recreation - 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, and a Facility Services Coordinator.

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 255,113	\$ 395,427	\$ 354,831	\$ 561,314	\$ 206,483
Operating	70,176	147,681	85,872	141,577	55,705
Capital	-	-	-	-	-
<b>Total</b>	<b>\$ 325,289</b>	<b>\$ 543,108</b>	<b>\$ 440,702</b>	<b>\$ 702,891</b>	<b>\$ 262,188</b>
<b>Staffing Summary</b>					
Full-time equivalents	3.69	3.69	3.73	5.75	2.02

### Budget Request / Analysis

The FY 2023 Parks and Recreation Administration budget of \$702,891 reflects an increase of \$262,188, or 59.5%, over the FY 2022 budget.

The increase of \$206,486 in the personnel category reflects a new full-time position, a salary increase for another position, and the transfer of the Marketing Coordinator position from Communications. The Recreation Programmer was funded in the Aquatics and Recreation Center's budget in FY 2022, and it was upgraded from a part-time position to full-time for the FY 2023 budget. Also, the Facility Services Coordinator's salary was increased in FY 2022. The Marketing Coordinator position is allocated 75% to Parks and Recreation Administration, and 25% to Community Development.

The operating category increased by \$55,705 compared to the FY 2022 budget. This is mainly due to the Information Technology allocation. Funding (\$6,750) was also transferred from the Aquatics and Recreation Center's budget for travel and training.

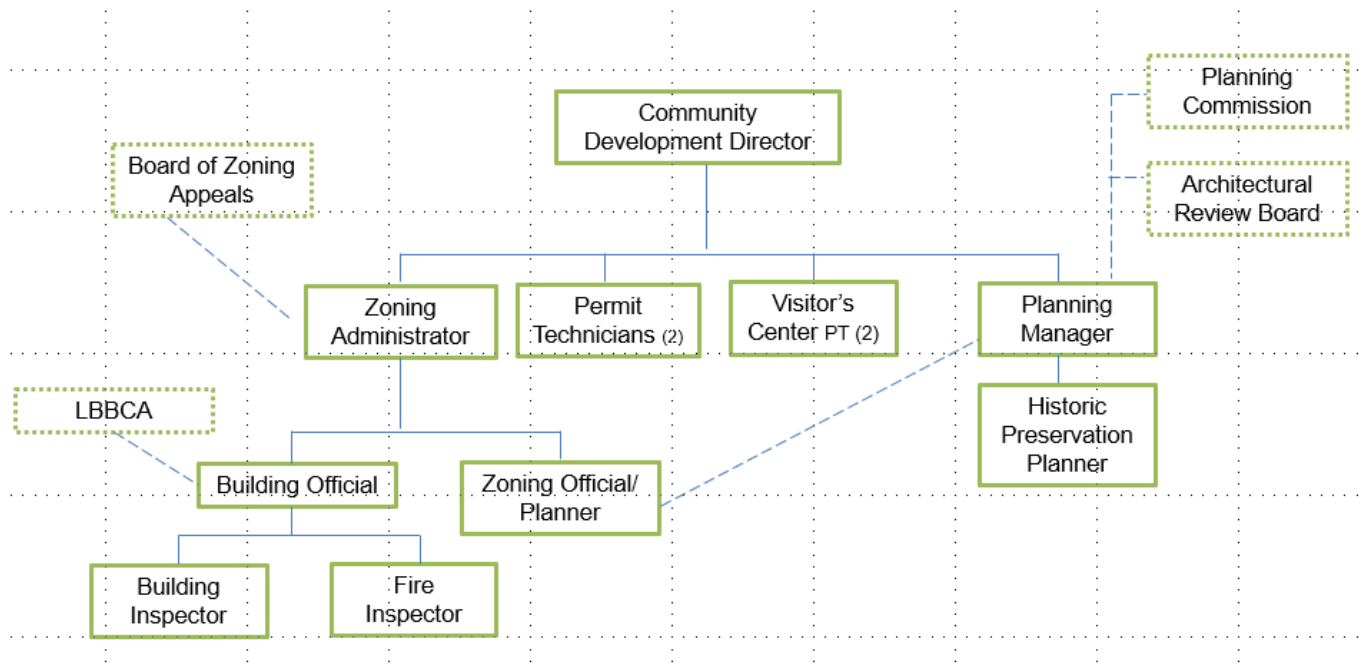
# COMMUNITY DEVELOPMENT

## Function Overview

The Planning and 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



## Budget Summary

Department	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Planning Division	\$ 615,201	\$ 615,201	\$ 557,652	\$ 591,837	\$ 34,185
Development Services	481,361	503,655	581,311	626,686	45,375
Visitors Center	73,501	45,331	68,515	84,431	15,916
Planning Commission	14,060	17,383	21,064	28,071	7,007
Architectural Review Board	0	5,476	8,094	12,385	4,291
Board of Zoning Appeals	914	2,081	3,000	3,000	-
<b>Total</b>	<b>\$ 1,185,037</b>	<b>\$ 1,189,128</b>	<b>\$ 1,239,636</b>	<b>\$ 1,346,411</b>	<b>\$ 106,775</b>
Revenue	\$ 226,686	\$ 336,901	\$ 223,550	\$ 370,665	\$ 147,115
<b>Net Expenditure</b>	<b>\$ 958,351</b>	<b>\$ 852,227</b>	<b>\$ 1,016,086</b>	<b>\$ 975,746</b>	<b>\$ (40,340)</b>

The total budget for this function of \$1,346,411 represents 8.1% of the general fund budget. The function reflects an increase of \$106,775, or 8.6%, compared to the FY 2022 budget. Detail for each of the departments listed above is provided in the following pages.

Revenue directly related to this function is estimated to total \$370,665 in FY 2023, which reduces the net expenditure to \$975,746.

## Goals

- Provide the citizens of the Town of Warrenton with friendly, accurate, timely, high-quality professional service.
- Provide a resident and business-friendly environment.
- Provide the Planning Commission, Architectural Review Board, and Town Council with recommendations on land use applications, policies, and plans that will result in balanced, equitable, orderly growth.
- Ensure recommendations are well informed and legally defensible.
- Be transparent and open to the public.
- Base recommendations on the adopted policy and plans that set forth the vision for the Town.
- Collaborate with adjacent Planning Commissions, agencies, and interested organizations.

## FY 2022 Highlights

- Zoning Ordinance Text Amendments approved by Town Council including "Mixed-Use" and "Data Centers";
- Update the Historic District Guidelines.

### **Key Projects for FY 2023**

- OpenGov Implementation;
- Septic Remediation improvements;
- Various Text Amendments;
- Affordable Housing;
- Waterloo Street and Main Street Planning/Improvements.

## 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"> <li>• Provide a forward facing component to allow for the application of permits online.</li> </ul>	<ul style="list-style-type: none"> <li>• Use of online application portal by residents and contractors.</li> <li>• Ease of use for set-up and tracking of permits.</li> </ul>
	<ul style="list-style-type: none"> <li>• Complete implementation by mid-March.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability for online payments.</li> <li>• Ability to track permits online and communicate with town staff to streamline the permitting process.</li> </ul>
Septic Remediation	<ul style="list-style-type: none"> <li>• Qualify for comprehensive grant to abandon drain fields in Town and have residents hook-up to public sewer.</li> </ul>	<ul style="list-style-type: none"> <li>• Removal of existing drain fields.</li> </ul>
	<ul style="list-style-type: none"> <li>• Mitigate costs as much as possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Use of grants to offset cost to hook-up to public sewer.</li> </ul>
Various Text Amendments	<ul style="list-style-type: none"> <li>• Amend the Town's Zoning Ordinance to agree with State Code changes and to eliminate inconsistencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate batch text amendment by January 2022.</li> <li>• Add flexibility to the C District to aid businesses and property owners.</li> </ul>
	<ul style="list-style-type: none"> <li>• Relax C District regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide additional landscape buffer options to provide flexibility for residential developments.</li> </ul>
	<ul style="list-style-type: none"> <li>• Provide additional landscape buffer options.</li> </ul>	
Affordable Housing	<ul style="list-style-type: none"> <li>• Create more attainable housing opportunities in the Town.</li> </ul>	<ul style="list-style-type: none"> <li>• Form an affordable housing committee.</li> </ul>
		<ul style="list-style-type: none"> <li>• Develop key areas that will create the most impact in creating attainable housing.</li> </ul>
Guide to Historic Resources	<ul style="list-style-type: none"> <li>• Update Historic District Guidelines to reflect changes in national standards and needs of surveyed properties.</li> </ul>	<ul style="list-style-type: none"> <li>• Hold a public meeting to review the new guide.</li> <li>• Obtain final review and approval from the Architectural Review Board.</li> </ul>
	<ul style="list-style-type: none"> <li>• Establish a guide to be utilized Town-wide encouraging preservation beyond the Historic District.</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain final review and approval from Town Council.</li> </ul>
		<ul style="list-style-type: none"> <li>• Submit approved document to DHR for CLG requirements.</li> </ul>

## 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 is staffed by two full-time personnel, 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. In addition, 25% of the Marketing Coordinator's salary is programmed in the Planning Division.

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 608,426	\$ 421,484	\$ 299,031	\$ 333,411	\$ 34,380
Operating	182,838	193,717	258,121	257,427	(694)
Capital	-	-	500	1,000	500
<b>Total</b>	<b>\$ 791,264</b>	<b>\$ 615,201</b>	<b>\$ 557,652</b>	<b>\$ 591,837</b>	<b>\$ 34,185</b>
<b>Staffing Summary</b>					
Full-time equivalents	4.64	4.14	4.14	4.39	0.25

### Budget Request / Analysis

The budget for FY 2023 is \$591,837, which reflects an increase of 34,185, or 6.1%, compared to FY 2022.

The \$34,380, or 11.5%, increase in personnel is due mainly to the 25% allocation of the Marketing Coordinator positions, as well as cost-of-living and merit-based salary increases and health insurance election changes.

The \$694 decrease in the operating budget is primarily due to the lower Information Technology allocation. An increase of \$500 has been added to furniture and fixtures in the capital category.

The annual contribution for membership in the Rappahannock Rapidan Regional Commission, Planning District 9 (PD9), will be \$8,347 for FY 2023. The Town has benefited from participation in the Rural Transportation Committee at PD9. This has identified essential traffic and road issues and enabled the Town to participate in

supplemental funding opportunities for transportation projects. Joint planning activities have been established with Fauquier County Planning for land use and transportation coordination. The Commission also annually requests a contribution from participating localities in support of their role as lead housing agency. The Town's contribution in support of this effort is \$1,937.

## Development Services Division

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### Program Description

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

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

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

### Current Staffing

In prior budget cycles, inspection services were consolidated with Planning. This is reflected in budget allocations where 50% of two Permit Technicians and 25% of the Administrative Assistant and 25% of the salaries for a Building Official and an Inspector are shared with Planning to support permit application intake and zoning inspections for ordinance compliance.

The Zoning Administrator oversees the Development Services function. The Building Official and Zoning Official report to the Zoning Administrator.

## Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 401,276	\$ 434,268	\$ 444,270	\$ 457,443	\$ 13,173
Operating	80,085	69,387	137,041	169,242	32,202
Capital	-	-	-	-	-
<b>Total</b>	<b>\$ 481,361</b>	<b>\$ 503,655</b>	<b>\$ 581,311</b>	<b>\$ 626,686</b>	<b>\$ 45,375</b>
<b>Staffing Summary</b>					
Full-time equivalents	7.23	4.48	4.72	4.97	0.25

## Budget Request / Analysis

The budget for FY 2023 of \$626,686 reflects an increase of \$45,375, or 7.8%, compared to the FY 2022 budget.

The \$13,173 increase in personnel expenses is due mainly to cost-of-living and merit-based salary increases as well as health insurance election changes.

The operating budget reflects an increase of \$32,202. The bulk of this increase is the \$17,481 increase in the allocation from the Information Technology function. Also, an additional \$8,529 have been added due to Motor Pool expenses and \$3,000 was added to wearing apparel.

## Visitor Center

### Program Description

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

### Current Staffing

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

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 58,584	\$ 31,990	\$ 45,641	\$ 45,644	\$ 3
Operating	14,917	13,342	22,874	38,787	15,913
Capital	-	-	-	-	-
<b>Total</b>	<b>\$ 73,501</b>	<b>\$ 45,331</b>	<b>\$ 68,515</b>	<b>\$ 84,431</b>	<b>\$ 15,916</b>
<b>Staffing Summary</b>					
Full-time equivalents	1.37	1.00	1.00	1.00	0.00

### Budget Request / Analysis

The FY 2023 budget reflects an increase of \$15,916 compared with the current fiscal year. In late FY 2020, the Visitor Center reduced the number of days that it was open from seven to five days a week. This resulted in reducing staff from three part-time to two part-time. One part-time employee retired in FY 2022, so the position will likely be filled at a lower entry-level rate which 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.

Operating expenses show an increase of \$15,913. This is mainly due to the allocation of the Information Technology function. A total of \$1,500 was also added to the budget to cover electricity expenses for the Center.

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 2023 of \$41,831.

## 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 Commission consists of a Chairman and six (6) members. A member of Town Council also sits on the Commission as an Ex-Officio member. The Planning Manager serves as staff support for the Commission.

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 9,688	\$ 10,227	\$ 13,564	\$ 13,564	\$ -
Operating	4,372	7,157	7,500	14,507	7,007
<b>Total</b>	<b>\$ 14,060</b>	<b>\$ 17,383</b>	<b>\$ 21,064</b>	<b>\$ 28,071</b>	<b>\$ 7,007</b>

### Budget Request / Analysis

The budget for the Planning Commission for FY 2023 shows a total increase of \$7,007, or 33.6% over the current year. This is due to the allocation of Information Technology expenses as well as \$1,000 added to advertising, to cover the cost of advertising for the Commission. Planning Commissioners receive a monthly stipend of \$125.

## Board of Zoning Appeals

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### Program Description

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

### Current Staffing

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

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Operating	\$ 914	\$ 2,081	\$ 3,000	\$ 3,000	\$ -
<b>Total</b>	<b>\$ 914</b>	<b>\$ 2,081</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>

### Budget Request / Analysis

The budget for the Board of Zoning Appeals is level funded for FY 2023. Operating expenditures include costs for advertising, printing, and professional services.

## Architectural Review Board

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### 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

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 4,844	\$ 4,683	\$ 4,844	\$ 4,844	\$ -
Operating	-	793	3,250	7,541	4,291
<b>Total</b>	<b>\$ 4,844</b>	<b>\$ 5,476</b>	<b>\$ 8,094</b>	<b>\$ 12,385</b>	<b>\$ 4,291</b>

### Budget Request / Analysis

The budget for the Architectural Review Board for FY 2023 shows an increase of \$4,291 over FY 2022. This is due to the Information Technology allocation for the Board of Zoning Appeals. 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

Agency	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Proposed
Aging Together	\$ -	\$ 4,250	\$ 4,250	\$ 4,250
Allegro Community School for the Arts	9,000	9,000	-	-
Bluemont Concert Series	-	-	-	-
Boys & Girls Club	9,000	7,650	7,650	7,650
Comfort and Care Support (aka Hospice)	-	4,250	4,250	4,250
Families4Fauquier	-	-	-	-
Fauquier CADRE	1,800	1,530	-	-
Fauquier Community Action Committee	9,000	7,650	7,650	7,650
Fauquier Community Child Care	4,050	3,443	3,443	3,443
Fauquier Community Food Bank	3,375	2,869	2,869	2,869
Fauquier County Youth Orchestra	-	2,125	1,750	1,750
Fauquier Family Shelter Services	6,030	5,126	5,126	5,126
Fauquier Free Clinic	9,000	7,650	7,650	7,650
Fauquier Habitat for Humanity	-	8,500	-	-
Fauquier Historical Society	9,000	7,650	-	15,300
Gloria Dingus Music Alliance	2,500	2,125	-	-
Leadership Fauquier	2,700	2,295	-	-
Literacy Volunteers	2,700	1,913	1,913	1,913
Lord Fairfax Community College	6,750	5,738	5,738	5,738
Piedmont Dispute Resolution Center	900	765	765	765
Rappahannock Rapidan Regional Commissio	-	-	-	-
<b>Total</b>	<b>\$ 75,805</b>	<b>\$ 84,529</b>	<b>\$ 53,054</b>	<b>\$ 68,354</b>

### Budget Request / Analysis

For FY 2023, the budget for contributions will be level funded. Descriptions of each organization is provided below.

#### 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; the budgeted contribution is \$4,250.

#### 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; the budgeted contribution is \$7,650.

#### Comfort and Care Support (formerly known as Hospice Support of Fauquier)

Comfort and Care Support 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; the budgeted contribution is \$4,250.

#### 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 \$9,000 contribution; the budgeted contribution is \$7,650.

#### 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 \$5,000 contribution; the budgeted contribution is \$3,443.

#### Fauquier Community Food Bank / Thrift Store

The Fauquier Community Food Bank / Thrift Store provides food and household provisions to residents of Fauquier County living below federal poverty guidelines. The organization requested a \$5,000 contribution; the budgeted contribution is \$2,869.

### Fauquier County Youth Orchestra

The Fauquier County Youth Orchestra is a non-profit educational organization that makes learning and performing music available to our local youth during after-school hours. They meet weekly to rehearse new music, given at the beginning of each semester with a concert performance at the end of the semester. The organization requested a \$1,000 contribution; the budgeted contribution is \$1,750.

### Fauquier Family Shelter Services

Fauquier Family Shelter Services (FFSS) was established in 1988 by concerned individuals and social service agencies to alleviate the pain of poverty and homelessness in Fauquier County. FFSS provides the only emergency shelter in the County and provides an intensive one-year program at nearby Vint Hill to assist families in transitioning from being homeless to maintaining stable and independent living. The organization requested a \$6,030 contribution; the budgeted contribution is \$5,126.

### 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; the budgeted contribution is \$7,650.

### 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 \$20,000 contribution; the budgeted contribution is \$15,300.

### 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. The budgeted contribution is \$1,913.

Lord Fairfax Community College

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. LFCC requested funding of \$7,000. The budgeted contribution is \$5,738.

Piedmont Dispute Resolution Center

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

## NONDEPARTMENTAL

### Program Description

This function includes the funding for principal and interest payments for General Fund lease/purchase agreements and general obligation bonds, transportation services, and the Main Street Program.

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Transportation Services	\$ 112,832	\$ 125,665	\$ 127,795	\$ 127,795	\$ -
Main Street Program	40,000	-	65,000	65,000	-
VCA CCP Program	9,000	9,000	9,000	9,000	-
Warrenton Caboose	2,000	-	850	850	-
WVFD	-	-	-	150,000	150,000
<b>Total</b>	<b>\$ 163,832</b>	<b>\$ 134,665</b>	<b>\$ 202,645</b>	<b>\$ 352,645</b>	<b>\$ 150,000</b>
<b>Associated Revenue</b>					
PATH Foundation	\$ 45,815	\$ 45,815	\$ 45,815	\$ 50,727	\$ 4,912
VCA CCP Grant	5,000	4,500	4,500	4,500	-
<b>Net Expenditure</b>	<b>\$ 113,017</b>	<b>\$ 84,350</b>	<b>\$ 152,330</b>	<b>\$ 297,418</b>	<b>\$ 145,088</b>

### 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 \$127,795. The PATH Foundation has committed \$50,727 to offset the Town's cost-share.

#### Main Street Program

The Main Street Program function is provided by Experience Old Town Warrenton (EOTW), a community non-profit organization committed to building a Main Street District of thriving business, history, and social activities. The Program envisions a vibrant, beautified Old Town Warrenton with a focus on a dynamic, organized district of retail and restaurants that preserves and builds upon our historic character. Such vitality fosters opportunities for growth: economically, socially, and culturally. This vision supports and attracts businesses and visitors, and just as importantly, directly enhances the quality of life for the residents of our community. Support for the Program for Fiscal Year 2023 will remain the same as the FY 2022 level.

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

This program historically funded the Bluemont Summer Concert Series in the Town. As concerts may not be feasible due to the ongoing pandemic, other options are being investigated to utilize this funding.

### Warrenton Caboose

The Warrenton Caboose project seeks to promote and preserve the rich railroad heritage of the Warrenton area. The caboose is located at the trailhead of the Warrenton Greenway. Volunteers purchase various materials and supplies to repair and maintain the caboose, shanty building, the railroad track and the No. 10 switch, the track signal (circa 1930) and the turntable basic (circa 1850). Caboose tours provide visitors an overview of the railroad heritage of Warrenton and Fauquier County. The funding for this year remains at \$850.

### Warrenton Volunteer Fire Department

Until mid-FY 2022, the Town of Warrenton provided support to the Warrenton Volunteer Fire Department 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 Town has transferred Fire and Rescue Services function to Fauquier County, WVFD has requested that the Town continue 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

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Debt Service					
Principal	\$ 541,350	\$ 692,349	\$ 709,050	\$ 506,045	\$ (203,005)
Interest	198,125	275,247	257,430	349,573	92,143
Fiscal Charges	-	-	-	-	-
<b>Total</b>	<b>\$ 739,475</b>	<b>\$ 967,596</b>	<b>\$ 966,480</b>	<b>\$ 855,618</b>	<b>\$ (110,862)</b>

### Budget Request / Analysis

Debt service payments totaling \$855,618 are budgeted for FY 2023, which is a decrease of \$110,861 from FY 2022.

During FY 2022, the Town refunded all outstanding bonds. For the general fund, the outstanding debt consisted of a 2012 Refunding bond, related to the construction of the WARF, and a 2019 GO bond for the purchase and renovation of Town Hall at 21 Main Street. Both bonds were refunded as part of the Virginia Resources Authority Summer pool, resulting in a Series 2021B Refunding Bond. A principal payment of \$475,000 and interest payments totaling \$349,222 will be due in FY 2023.

There is one final payment \$31,397 due under a 2017 capital lease issued to finance the purchase of police department vehicles.

## TRANSFERS

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### Program Description

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

### Budget Summary

Transfer to	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Capital Projects Fund	\$ 1,553,552	\$ 807,564	\$ 585,627	\$ 50,000	\$ (535,627)
General Asset Replacement Fund	-	301,191	1,160,383	150,000	(1,010,383)
<b>Total</b>	<b>\$ 1,553,552</b>	<b>\$ 1,108,755</b>	<b>\$ 1,746,010</b>	<b>\$ 200,000</b>	<b>\$ (1,546,010)</b>

### Budget Request / Analysis

The FY 2023 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

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

<b><u>REVENUE</u></b>	<b><u>FY 2022 Adopted</u></b>	<b><u>FY2023 Proposed</u></b>
Local Revenue	\$ 45,141	\$ -
State Revenue	-	-
Federal Revenue	361,127	-
Proceeds from Indebtedness	-	-
Transfers In	585,627	\$50,000
<b>Total Capital Projects Revenue</b>	<b>\$ <u>991,895</u></b>	<b>\$ <u>50,000</u></b>
 <b><u>EXPENDITURES</u></b>		
Capital Projects	\$ 1,038,206	\$ 50,000
<b>Total Capital Projects Expenditures</b>	<b>\$ <u>1,038,206</u></b>	<b>\$ <u>50,000</u></b>

## Capital Improvement Program Revenue

Budgeted amounts for the Capital Improvement Fund are derived from the first year of the five-year Capital Improvement Program (CIP) document each year. The CIP is updated annually, at which time the schedule and projects are evaluated, and any new projects may be added. The threshold for inclusion is \$10,000. The CIP document is presented to the Planning Commission for comments prior to being forwarded to Council each year. The Planning Commission typically conducts a work session followed by a Public Hearing on the CIP. Their recommendations are considered by the Town Manager in the formulation of the budget for the Capital 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. In FY23, only one project is being funded by the Town's general fund- guardrail replacements for \$50,000. The Town will be using American Rescue Plan funds to fund other capital improvements. Those items will be detailed in the ARPA section on page 163.

### Budget Summary

Description	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Interest Revenue	\$ 15,281	\$ 2,607	\$ -	\$ -	\$ -
Local Revenue	-	45,141	45,141	-	(45,141)
State Revenue	327,839	-	-	-	-
Federal Revenue	-	361,127	361,127	-	(361,127)
Proceeds from Indebtedness	4,100,000	-	-	-	-
Transfers	1,553,552	631,938	585,627	50,000	(535,627)
<b>Total</b>	<b>\$ 5,996,672</b>	<b>\$ 1,040,813</b>	<b>\$ 991,895</b>	<b>\$ 50,000</b>	<b>\$ (941,895)</b>

### Local Revenue

#### Transfers

##### Transfer from General Fund

This is the balance of funding necessary to implement the requirements of the annual CIP program. For FY 2023, this amount is \$50,000. There is a significant reduction in the required transfer in FY 2023 due to projects being offset by ARPA funding.

## Capital Improvement Program Expenditures

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### 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.

Description	FY 2023 Proposed
Guard Rail Replacement	50,000
<b>Total Capital Improvements Fund Expenditures</b>	<b>\$50,000</b>

### Project Descriptions

Guard Rail Replacement (\$50,000): Several guard rails throughout Town are in need of replacement. Guardrail systems are roadside safety features for redirecting errant vehicles from a dangerous path. When guardrail systems are damaged, they may not be able to fully perform their intended functions to protect errant vehicles and sometimes may become hazards themselves. The repair, replacement, and/or upgrade of damaged guardrail systems are critical to the safety of the traveling public.

## GENERAL ASSET REPLACEMENT FUND

This fund was created for Fiscal Year 2021. 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 FY2023, the total General Asset Replacement plan is \$150,000. This amount is funded by a transfer from the General Fund.

### Summary of General Asset Replacement Budget

<u>Revenue</u>	<u>FY 2022 Adopted</u>	<u>FY 2023 Proposed</u>
<u>Transfers</u>	\$ 1,160,383	\$ 150,000
Total General Asset Replacement Revenue	\$ <u>1,160,383</u>	\$ <u>150,000</u>
 <u>Expenditures</u>		
Police Department Assets	\$ 98,262	\$ -
Warrenton Volunteer Fire Company Assets	150,000	-
Public Works Assets	50,000	-
Parks and Recreation Assets	230,000	-
Information Technology Assets	49,500	100,000
Community Development	-	50,000
<u>Fleet Assets</u>	<u>582,621</u>	-
Total General Asset Replacement Expenditures	\$ <u>1,160,383</u>	\$ <u>150,000</u>

### Revenue

Transfers – The funding for the FY 2023 General Asset Replacement Fund will be transferred from the unassigned fund balance in the General Fund.

## Expenditures

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Information Technology Assets – Each year, due to the nature of rapidly changing technology, the IT department must replace a certain number of computers and servers. In addition, this amount will cover the cost of replacing TASERS in the Police Department for FY 2023.

Community Development – There is one item under Community Development in FY 2023:

**Seasonal Beautifications** (\$50,000): Items to beautify facilities and streetscapes which may include lighting, flags, banners, and other enhancements for the benefit of the season.

Warrenton Volunteer Fire Company Assets – Prior to FY 2023, the Town provided a \$150,000 contribution to the Warrenton Volunteer Fire Company that is used to fund their asset replacement program. The Fire and Rescue functions were transferred to Fauquier County in 2022, so the Town will no longer contribute this funding under this category.

The following items, which would normally be funded with by general funds, will be funded by ARPA funds:

- Police Department Assets
- Public Works Assets
- Parks and Recreation Assets
- Community Development
- Fleet Assets

You will see in more detail about the ARPA-funded items on page 163.

## WATER AND SEWER OPERATING FUND

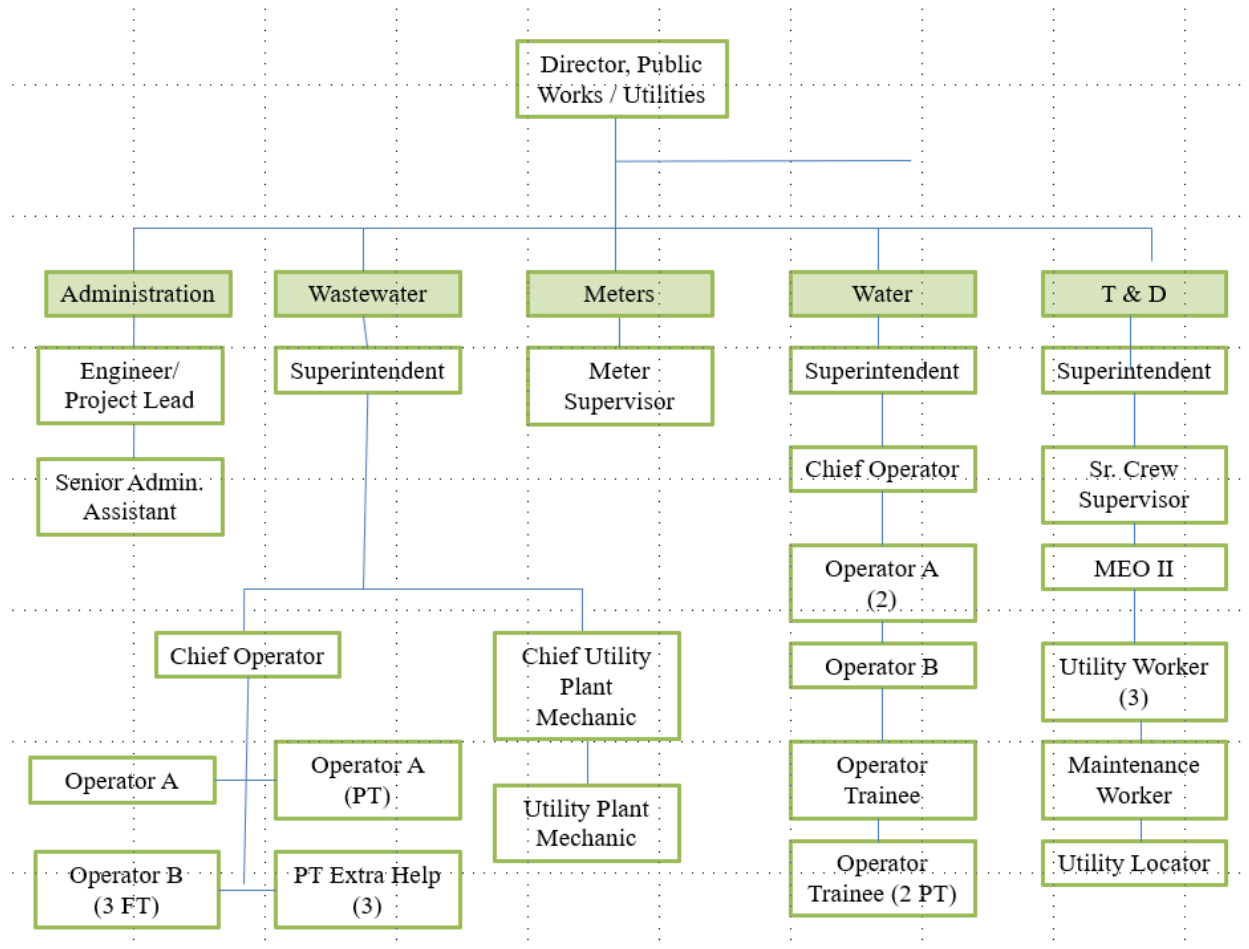
### Overview

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. The service rates included in this budget are based on the results of that study.

#### Summary of Water and Sewer Operating Budget

<b>Revenue</b>	<b>FY 2022 Adopted</b>	<b>FY 2023 Proposed</b>	<b>Increase / (Decrease)</b>
Permits, Fees & Licenses	\$ 10,500	\$ 13,005	\$ 2,505
Use of Money/Property	246,844	125,000	(121,844)
Charges for Services	6,028,530	6,285,144	256,614
Recoveries & Rebates	20,000	20,000	-
Miscellaneous Revenue	-	-	-
Grant Revenue	-	-	-
Non-Revenue Receipts	-	-	-
<u>Transfers &amp; Reserves</u>	-	153,786	153,786
Total W/S Op. Revenue	<u>\$ 6,305,874</u>	<u>\$ 6,596,935</u>	<u>\$ 291,061</u>
<b>Expenses</b>			
Water Supply & Distribution	\$ 2,367,977	\$ 2,662,968	\$ 294,991
Wastewater Treatment	1,994,934	2,193,365	198,432
Administration	983,512	985,413	1,900
<b>Debt Service</b>	772,236	755,189	(17,047)
Subtotal Operations	6,118,658	6,596,935	478,277
<u>Transfers</u>	187,216	-	(187,216)
Total W/S Op. Expenses	<u>\$ 6,305,874</u>	<u>\$ 6,596,935</u>	<u>\$ 291,061</u>

## Current Staffing



## Water and Sewer Operating Revenues

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

Source	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Fees	\$ 11,000	\$ 12,375	\$ 10,500	\$ 13,005	\$ 2,505
Interest Revenue	233,616	164,365	246,844	125,000	(121,844)
Charges for Services*	5,289,792	5,401,493	6,028,530	6,285,144	256,614
Recoveries & Rebates	48,304	36,773	20,000	20,000	-
Grant Revenue	-	28,054	-	-	-
Transfers	-	-	-	153,786	153,786
<b>Total Water &amp; Sewer Revenue</b>	<b>\$ 5,582,712</b>	<b>\$ 5,643,060</b>	<b>\$ 6,305,874</b>	<b>\$ 6,596,935</b>	<b>\$ 291,061</b>

\* 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.

### Local Revenue

Permits, Fees & Licenses – this category includes fees for establishing new service, late fees and reconnection fees. The estimate is based on historical revenue. For FY2023, the revenue in this category is estimated to be \$13,005, which is approximately 23.9% more than in FY 2022. 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 2023 estimate is decreased compared to FY 2022 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, based on the recommended increase in the Water and Sewer rate study conducted by NewGen, is \$6,285,144, or 95.3% of the water and sewer budget.

The rate schedule below is adopted for July 1, 2023. Base charges reflect an increase of 7.9%. This equates to a monthly increase of \$1.39 for minimum usage. The average increase for a median user (3,000 gallons per month) will be 9.3%, or \$3.08 per month.

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

Meter Size	In Town Rates		
	Water	Sewer	Total
5/8	\$ 6.43	\$ 12.56	\$ 18.99
3/4	\$ 9.65	\$ 18.84	\$ 28.49
1	\$ 16.08	\$ 31.40	\$ 47.48
1 1/2	\$ 32.15	\$ 62.80	\$ 94.95
2	\$ 51.44	\$ 100.48	\$ 151.92
3	\$ 112.53	\$ 219.80	\$ 332.33
4	\$ 202.55	\$ 395.64	\$ 598.19
6	\$ 417.95	\$ 816.40	\$ 1,234.35
8	\$ 514.40	\$ 1,004.80	\$ 1,519.20

Out of Town Rates		
Water	Sewer	Total
\$ 9.65	\$ 18.84	\$ 28.49
\$ 14.47	\$ 28.26	\$ 42.73
\$ 24.11	\$ 47.10	\$ 71.21
\$ 48.23	\$ 94.20	\$ 142.43
\$ 77.16	\$ 150.72	\$ 227.88
\$ 168.79	\$ 329.70	\$ 498.49
\$ 303.82	\$ 593.46	\$ 897.28
\$ 626.93	\$ 1,224.60	\$ 1,851.53
\$ 771.60	\$ 1,507.20	\$ 2,278.80

**Commodity Rate, per 1,000 gallons**

Usage	Water	Sewer	Total
>2,000	\$ 7.13	\$ 10.07	\$ 17.20

Water	Sewer	Total
\$ 10.70	\$ 15.11	\$ 25.81

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

Meter Size	In Town Rates		
	Water	Sewer	Total
5/8	\$ 6.43	\$ 12.56	\$ 18.99
3/4	\$ 9.65	\$ 18.84	\$ 28.49
1	\$ 16.08	\$ 31.40	\$ 47.48
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**Commodity Rate, per 1,000 gallons**

Usage	Water	Sewer	Total
>2,000	\$ 7.13	\$ 10.07	\$ 17.20

Water	Sewer	Total
\$ 10.70	\$ 15.11	\$ 25.81

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. The revenue estimate for FY 2023 is \$20,000.

Transfers – Estimates for revenues and expenditures for FY 2023 for the Water and Sewer Operating Fund show a deficit of \$153,786. This requires a transfer from reserves to fully fund the program.

## Water and Sewer Operating Expenses

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During calendar year 2021, 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 of \$6,596,935 is an increase of \$291,061 over FY 2022. Capital outlay, chemicals, and electrical costs for water/sewer treatment continue to be major expenditures.

The water treatment plant is in its eleventh year of operation since the upgrade to 3.4 million gallons per day capacity. Operations continue to be smooth without any significant issues. A new chemical building was completed at the end of 2020 and was the last major facility upgrade. Staff continues to take advantage of the DEQ discharge permit, which allows a significant portion of the filter backwash water to be returned to the reservoir, a double positive impact of reducing flow to the sewer plant and conserving water in the reservoir. Water production for the past four years has remained fairly constant. There is the potential for increase in demand in the coming year with the developments mentioned above.

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

The Transmission and Distribution (T&D) section continues to be on a maintenance related budget with a primary focus on servicing of the extensive and aging water-sewer system and new construction only for minor projects. The program includes more flushing of waterlines, adherence to the established schedule for annual and biannual valve & hydrant inspection and more frequent cleaning of sewer lines to prevent backups. Staff have been employing the CCTV for sewer line inspections and conducting parallel efforts with the Inflow and Infiltration (I&I) rehabilitation contract work to identify inflow and infiltration sources. The meter section has come under the supervision of the T&D superintendent and this year should complete the total integration of Meters and T&D into one division for the next (FY23) budget. The Wastewater Treatment Plant (WWTP) permit requires annual reporting to DEQ on the activities of the collection maintenance and operation maintenance (CMOM)

program by August of each year. This program is being administered by the T&D section. The treatment process at the WWTP was enhanced with the completion of the MBBR project in late 2020.

### Budget Summary

Department	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Meter Reading	\$ 153,221	\$ 182,442	\$ 254,519	\$ 296,343	\$ 41,824
Source of Supply	1,132,942	1,044,258	1,372,055	1,500,223	128,168
Transmission & Distribution	654,394	712,771	741,402	866,401	124,999
Wastewater Treatment	1,762,170	1,810,558	1,994,934	2,193,365	198,432
W&S Administration	713,412	710,841	983,512	985,413	1,900
Debt Service	393,088	382,881	772,236	755,189	(17,047)
Transfer to capital	-	-	187,216	-	(187,216)
Surplus	773,485	799,309	-	-	-
<b>Total Water &amp; Sewer Expenses</b>	<b>\$ 5,582,712</b>	<b>\$ 5,643,060</b>	<b>\$ 6,305,874</b>	<b>\$ 6,596,935</b>	<b>\$ 291,061</b>

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

## 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 Parks and Recreation Department. Performance metrics have also been named, but the department will begin to track them in FY23.

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
	• Establish the timeline for upgrades and expansion	• Engage contractors as needed
		• Establish the phase 2 and 3 projects

## Water and Sewer Operating - Meter Reading

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### Program Description

The Meter Reading Division is responsible for the reading of over 4,940 water meters and providing the data to the Finance Department for billing and revenue collection. In addition, the section provides routine maintenance to all customer meters, to include the thawing of frozen meters due to extreme cold weather, the inspections required under the State's cross connection and backflow prevention programs, periodic calibration and replacement of unserviceable meters. The accuracy of readings is critical and enables the Town to collect the optimum amount of revenue possible with the most reliable meter data. The meter calibration testing frequency depends upon their annual usage, wear and tear and potential for revenue loss or generation. Staff also responds to customer concerns relative to unusually high or low water bills and often assists customers in identifying leaks in their service lines or homes and businesses. Staffing level is being maintained at pre-1990 level in this budget. Staff members are trained and help support public works in snow removal operations when needed and are cross trained to support the Transmission and Distribution Section.

### Current Staffing

The Meter Reading Division is staffed by one full-time employee with supplemental help from T&D section.

### Goals

- Continue to provide a safe work environment with no lost-time accidents.
- To rotate and service bi-annual and tri-annual intermediate commercial water meters within two months of their scheduled rotation.
- Improve system which will reduce the number of door hangers required for notification to customers for delinquent accounts.
- To complete monthly meter readings consistently on the same day each month.
- Notify customers of high usage within one (1) workday of original meter reading.
- Replace dead or low battery meters in a timely manner to limit unaccounted water use within the AWWA standard of less than 11-12%.

### FY 2022 Highlights

- Meter reading;
- Customer connection and service response;
- Replaced defective meter materials

### Key Projects for FY 2023

- Continue meter replacement program;

- Meter reading;
- Customer service response and use assessments;
- Coordinate with T&D compliance strategy for lead pipe identification and decommissioning

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 64,907	\$ 77,020	\$ 70,144	\$ 76,729	\$ 6,584
Operating	88,314	104,708	184,355	219,595	35,240
Capital	-	714	20	20	-
<b>Total</b>	<b>\$ 153,221</b>	<b>\$ 182,442</b>	<b>\$ 254,519</b>	<b>\$ 296,343</b>	<b>\$ 41,824</b>
<b>Staffing Summary</b>					
Full-time	2.00	1.00	1.00	1.00	0.00

### Budget Request / Analysis

The \$296,343 budget for the meter reading division reflects an increase of \$41,824 over FY 2022.

On the operating side, the \$6,584 increase is due to the cost-of-living and merit-based salary increases as well as changes in healthcare elections. No other significant changes have been made to this budget. Operating cost increased \$35,240 over FY 2022 due to increases in the Information Technology and Motor Pool costs, as well as a \$4,470 increase in meters and supplies.

## Water and Sewer Operating - Source of Supply

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### Program Description

The Source of Supply Division is responsible for the safe and efficient operation of the Town's municipal water supply assets, which consist of the water treatment plant, wells and reservoirs. The operation strives to provide safe, aesthetically pleasing, and pleasant-tasting water to meet the demands of the Town's over 5,011 residential and commercial customers. Included in the budget is the continued long-term maintenance and servicing of the three water storage tanks (one 200,000-gallon backwash tank at the treatment plant, the 500,000-gallon elevated tank and the 1,500,000-gallon ground storage tank).

The plant continues to operate 12 to 16 hours per day, 365 days a year. In 2021, the plant and the three operating wells produced an average of 1,234,000 gallons of water a day of good quality, as evidenced by the 2020 annual "Consumer Confidence Report" which was mailed to all customers in June 2021 in accordance with federal law, there were no permit violations or VDH inspection deficiencies during 2020. The calendar year 2021 report is consistent with prior year reports and is being prepared for publication in June 2022. The EPA is constantly evaluating unregulated contaminants for consideration to add to the treatment requirements. Currently, there are no new contaminant requirements.

The plant continues to have the ability to utilize the DEQ Discharge permit to allow between 1.5 and 2.0 million gallons per month of filter backwash water to be returned to the reservoir. This action has a double benefit by recharging the reservoir (particularly during dry conditions) and reducing treatable influent to the wastewater treatment plant, saving on treatment costs and capacity.

### Current Staffing

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

### Goals

- To continue to ensure a safe workplace with no lost time injuries.
- No sampling or reporting violations from required sampling at the water plant, wells or in the distribution system.
- Operate the water plant within budget guidelines, maintaining all public health standards.
- Obtain satisfactory ratings on reoccurring major facility inspections by VDH.
- Implement automated chemical feed systems with the new chemical building.

## FY 2022 Highlights

- Completed construction and integration of the new chemical building;
- Worked with Risk Manager to establish emergency response and safety protocols;
- Continued to operate at high levels providing excellent water to customers.

## Key Projects for FY 2023

- Inspect dams and provide maintenance as required;
- Identify needed upgrades and maintenance and implement as necessary;
- Start construction of new clear wells and pumping station once engineering is completed.

## Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 530,176	\$ 545,313	\$ 595,757	\$ 651,786	\$ 56,029
Operating	582,591	489,997	702,298	774,437	72,139
Capital	20,175	8,949	74,000	74,000	-
<b>Total</b>	<b>\$ 1,132,942</b>	<b>\$ 1,044,258</b>	<b>\$ 1,372,055</b>	<b>\$ 1,500,223</b>	<b>\$ 128,168</b>
<b>Staffing Summary</b>					
Full-time equivalents	5.50	6.45	6.73	6.73	0.00

## Budget Request / Analysis

The FY 2023 budget of \$1,500,223 reflects an increase of \$128,168, or 9.3%, more than the FY 2022 budget.

The personnel category increases by \$56,029, or 9.4%, over current year. This is due to the cost-of-living and merit-based salary increases as well as changes in healthcare elections. No other significant changes have been made to this budget.

The \$72,139 increase in operational costs are due to the twenty percent increase in electricity (\$30,400), an increase in the Information Technology allocation (\$2,424), an increase of \$6,500 for janitorial services, a \$19,000 increase in gasoline, grease and oil, \$5,000 additional for laboratory supplies, and \$5,000 more for repairs.

No increases are budgeted in the capital category.

## Water and Sewer Operating - Transmission & Distribution

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### Program Description

The Transmission and Distribution Division is responsible for the daily maintenance, repair and servicing of over 88 miles of water line and approximately 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 over 751 fire hydrants and valves are serviced annually. To avoid disruption to service due to accidents, the section responded to over 2,600 calls in calendar year 2019 for Miss Utility field locates of water and sewage lines as mandated by law. The disinfection by product rule, and the fact that Warrenton serves a population greater than 10,000, requires a more frequent flushing of the far reaches of the system (especially dead-end lines).

### Current Staffing

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

### Goals

- Insure a safe workplace with no lost time accidents.
- Maintain distribution system to deliver high quality, safe and reliable water service to all customers.
- Complete water line breaks within 8 hours of notification.
- Through systematic maintenance of sewer lines (inspection and flushing), reduce to zero the occurrences of any sewer back-ups on private property due to obstructions in the lines and particularly, any in which the Town would be responsible.
- No Miss Utility violations of rupturing or cutting of other utility lines.

### FY 2022 Highlights

- Waterline leak repairs
- Grease buildup inspection program and sewer line cleaning
- Sewer blockage removals
- Fire hydrant maintenance
- Assistance to WWTP for sludge storage management
- Waterline flushing program
- Waterline and sewer line marking support for miss utility services
- Service line installations

## Key Projects for FY 2023

- Continue with cast iron pipe replacement program;
- Sewer rehabilitation & I&I reduction program continuation and support;
- Lead pipe mapping, identification, confirmation, and replacement program;
- Water and sewer connection program

## Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 514,810	\$ 552,653	\$ 513,855	\$ 616,676	\$ 102,821
Operating	138,384	157,693	203,047	225,225	22,178
Capital	1,200	2,425	24,500	24,500	-
<b>Total</b>	<b>\$ 654,394</b>	<b>\$ 712,771</b>	<b>\$ 741,402</b>	<b>\$ 866,401</b>	<b>\$ 124,999</b>
<b>Staffing Summary</b>					
Full-time	7.00	8.00	8.00	8.00	0.00

## Budget Request / Analysis

The FY 2023 budget of \$866,401 for the Transmission and Distribution (T&D) section reflects an increase of \$124,999, or 16.9%, compared to FY 2022.

The personnel category increase of \$102,821 is due mainly to healthcare elections. There was one less employee included in the FY 2022 salary calculation. Aside from the cost-of-living and merit-based salary adjustments, no other significant changes have been made.

The main drivers for the increase in operating costs are the \$8,920 increase to the Information Technology allocation and the \$13,157 increase in Motor Pool costs.

Expenses in the capital category remain the same.

The section continues to focus in the coming year on the maintenance and servicing of the extensive and aging water-sewer system. The program includes flushing of waterlines, adherence to the established schedule for annual and biannual valve & hydrant inspections and more frequent cleaning of sewer lines to prevent backups. The CCTV will see more use in sewer line inspections. The section is conducting a parallel effort to the Inflow and Infiltration (I&I) rehabilitation contract work to identify inflow and infiltration sources. This is the second year of the CMOM program, which is tied to the WWTP discharge permit, but is primarily administered by the T&D section. The residential sump pump remediation is a major objective for the section. Program involves the identifying of pumps that are connected to the sanitary sewer and to assist the homeowner in disconnection and discharge outside the building.

During the year, the Meter Section will be totally combined with the T&D Section to facilitate and economize the services of both sections by the sharing of resources and cross training of personnel.

## Water and Sewer Operating - Wastewater Treatment

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### Program Description

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

The wastewater plant is rated as a 2.5 MGD Class I facility. Treatment begins at the head works with screening and grit removal, followed by primary sedimentation. The second process involves biological treatment with Rotating Biological Contactors (RBC's), soon to be replaced with Moving Bed Biological Reactors (MBBR). The third phase employs chemical coagulation and flocculation followed by secondary sedimentation. The final stage of treatment includes nutrient removal via deep bed filtration, disinfection with ultraviolet lamps, and post aeration before discharge into the unnamed tributary to Great Run. Sludge that is generated by the treatment process is anaerobically digested, dewatered by a 2-meter belt press, hauled away by an outside contractor and land applied. In addition to the operation of the wastewater treatment plant, the section is also responsible for the operation and maintenance of eight sanitary sewer pump stations.

### Current Staffing

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

### Goals

- To insure a safe workplace with no lost time accidents.
- Operate the plant within the guidelines of the VPDES discharge permit with no notice of violations or warning letters.
- Continue to operate the plant with the minimum staffing of two 8-hour shifts.
- Pass the annual DEQ lab inspection without any "qualifiers".
- Minimize foul odors and complaints received.
- Smooth biological treatment process conversion from RBCs to Moving Bed Biological Reactors (MBBR).
- No by-pass or overflow violations from pump stations or WWTP facility operation.

## FY 2022 Highlights

- Completed construction of the MBBR (Moving Bed Biological Reactor);
- Established outline for maintenance and replacement for all elements of the facility.

## Key Projects for FY 2023

- Support to Transmission and Distribution section and contractor in targeting areas for inflow and infiltration (I&I) rehabilitation/abatement.
- Implement key elements of the recommendations of the WWTP upgrade and expansion report provided by Whitman, Requardt and Associates, LLP

## Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 714,238	\$ 801,172	\$ 812,683	\$ 866,408	\$ 53,725
Operating	1,047,884	1,009,386	1,174,251	1,318,957	144,706
Capital	48	-	8,000	8,000	-
<b>Total</b>	<b>\$ 1,762,170</b>	<b>\$ 1,810,558</b>	<b>\$ 1,994,934</b>	<b>\$ 2,193,365</b>	<b>\$ 198,432</b>
<b>Staffing Summary</b>					
Full-time equivalents	9.97	10.7	10.97	10.97	0.00

## Budget Request / Analysis

The FY 2023 budget of \$2,193,365 represents an increase of \$198,432, or 9.9%, compared to the FY 2022 budget.

The \$53,725 increase in the personnel category reflects only the cost-of-living and merit-based salary increases and healthcare changes. No other changes were made in this category.

The main drivers for the \$144,706 increase in operating expenses are the following: \$55,000 in electricity, \$20,000 in repairs, \$13,073 in the Information Technology allocation, \$20,000 more for repairs and equipment, \$7,500 for janitorial services, and \$15,000 in chemicals and supplies, and \$9,000 additional for payments on contracts..

No changes have been made in the capital category.

## Water and Sewer Operating - Administration

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### Program Description

This Administration Division budget houses costs associated with the Public Utilities Administrative Section. The Director of Public Works/Utilities manages the overall operation of water production and wastewater treatment, water line construction and maintenance, meter reading, and capital projects. This budget also funds the administrative activities at Town Hall associated with the billing for water/sewer services and the accounting for the enterprise fund. The department is responsible for the management and oversight of the other utility budgets. It is the mission of 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 two full-time employees- the Utilities Billing Coordinator and a Senior Administrative Assistant. The Deputy Director – Utilities and . Also included are the allocations of nineteen general government position salaries that support the water and sewer operating fund.

### Goals

- Submit all monthly and re-occurring reports mandated by state and federal agencies with 100% accuracy and on time.
- Refine the Collection Maintenance and Operation Maintenance (CMOM) Program that was initiated in 2018.
- Look for opportunities to integrate utility operations with the MS4 objectives, particularly in the nutrient removal area.
- Maintain fiscal accountability/stewardship of the Town's resources at all times.
- Educate water customers on program policies and procedures as they relate to water and sewer issues by utilizing the Town's newsletter.
- Continue to analyze water losses, investigate new detection methods and pursue any methods, which can help reduce unaccounted for water losses.
- Provide master planning for Capital Improvements to ensure the utility infrastructure stays ahead of the growth of the community and demands of the customers.
- Ensure utility operations remain in compliance with all regulatory agencies (VDH, DEQ, EPA, etc.)

### FY 2022 Highlights

- Reviewed Development Plans involving water and sewer infrastructure;

- Warrenton Dam Permit Renewal- Coordinated with Consultant for submittal to DCR;
- Continued to work with the I&I Rehabilitation Specialist for I&I Reduction;
- Coordinated with consultant for Preliminary Engineering Report for the WWTP Solids Handling Improvements;
- Worked with DEQ for the renewal of the WWTP Permit

### Key Projects for FY 2023

- Dam Improvements Study and permit renewal;
- Preliminary Engineering Report, WWTP Solids Handling & future upgrades;
- Water station construction;
- Water plant improvement planning;
- Continue I&I Reduction Program;
- Support to Planning staff for analysis of utility services to proposed boundary line adjustment

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 533,259	\$ 526,104	\$ 737,582	\$ 727,240	\$ (10,342)
Operating	180,153	184,737	242,931	255,173	12,242
Capital	-	-	3,000	3,000	-
<b>Total</b>	<b>\$ 713,412</b>	<b>\$ 710,841</b>	<b>\$ 983,512</b>	<b>\$ 985,413</b>	<b>\$ 1,900</b>
<b>Staffing Summary</b>					
Full-time equivalents	5.50	4.98	4.98	10.00	5.02

### Budget Request / Analysis

The FY 2023 budget of \$985,413 shows a decrease of \$1,900 over FY 2022. On the personnel side, the \$10,342 decrease is 1.4% lower than FY 2022. This decrease is largely due to the way health insurance has been allocated to departments for FY23. Three positions- Deputy Director, Junior Engineer, and Project Coordinator- are housed in water and Sewer Administration, but they are fully funded by ARPA funding in FY23.

The following table shows all positions Town-wide with a percentage allocation to the Water and Sewer Administration fund:

Position	Department	Fund		
		W&S Fund	General Fund	SWM Fund
Director- Public Works and Utilities	Public Works Admin	50%	50%	0%
Sr. Admin. Assistant	Public Works Admin	100%	0%	0%
Utilities Billing Coordinator	Finance	100%	0%	0%
Engineer	Water and Sewer	50%	20%	30%
Emergency Services/ Risk Manager	Emergency Services	50%	50%	0%
Director- Finance and Procurement	Finance	30%	70%	0%
Budget Manager	Finance	50%	50%	0%
Procurement Coordinator	Finance	30%	70%	0%
Payroll Coordinator	Finance	40%	60%	0%
Accounts Payable Coordinator	Finance	30%	70%	0%
Revenue and Collections Manager	Finance	30%	70%	0%
Customer Service Representative (FT and PT)	Finance	30%	70%	0%
Human Capital Manager	Human Capital	25%	75%	0%
Sr. Admin. Assistant	Public Works Admin	25%	75%	0%
Town Manager	Town Manager	20%	80%	0%
Executive Assistant	Town Manager	20%	80%	0%
Fleet/ Facilities Manager	Public Works Admin	20%	80%	0%

The operating expense category shows a \$12,242 increase due to additional Information Technology expenses.

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. In 2019 the plant easily met the 4 mg/l nitrogen permit limit with an average of less than 3 mg/l which generated nutrient credits to be applied to the MS4 Stormwater Program. Evaluations to improve the WWTP solids handling is a key element of the Adopted program with the dual objective of timely scheduled component replacements and the potential plant capacity increase in the 2021/2022 permit renewal cycle.

Staff continues to evaluate operations to balance production, staffing and demands to better serve the Town. A main objective of staff is to ensure there are adequate utility resources to support community build-out requirements. Staff, working with billing and accounting, continues to seek update meter technology/software for customer service. The professional services line item is for outside consulting assistance to help resolve problems and help with identifying future program requirements primarily for the water and wastewater treatment plant operations.

With the utility service population over 10,000, the water and sewer system is a "medium" category system with the associated regulatory demands and requirements on staff resources. Staff will continue to stay current with the latest operational technology and ahead of regulatory changes, along with positioning the Town to take advantage of any grant funding, as it may become available.

## **Water and Sewer Operating - Debt Service**

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This category includes principal, interest and related charges associated with the issuance of long-term debt for capital improvements. Total debt service for FY 2023 is \$755,189.

In FY 2022, two outstanding bonds were refunded. The Series 2021B bond refunded the outstanding balance of the 2016 GO bond and the Series 2021A bond refunded the outstanding balance of the 2018 GO bond.

In FY 2023, the Series 2021B bond calls for a principal payment of \$140,000 and interest payments totaling \$138,169. Debt service for the Series 2021A bond consists of a principal payment of \$292,000 and interest payments totaling \$185,020.

## **Water and Sewer Operating - Transfers**

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The surplus of operating revenues over expenses is transferred to the Water and Sewer Capital Fund. There is no surplus projected for FY 2023, so no transfer has been programmed into the budget.

## WATER AND 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 Water and Sewer Capital Budget

<b><u>Revenue</u></b>	<b><u>FY 2022 Adopted</u></b>	<b><u>FY 2023 Proposed</u></b>	<b><u>Increase / (Decrease)</u></b>
Interest Revenue	\$ 10,000	\$ 1,000	\$ (9,000)
Availability Fees	708,750	712,294	3,544
Proceeds from Indebtedness	-	1,876,133	1,876,133
<u>Transfers &amp; Reserves</u>	<u>1,938,520</u>	<u>1,521,675</u>	<u>(416,845)</u>
Total W/S Op. Revenue	<u>\$ 2,657,270</u>	<u>\$ 4,111,102</u>	<u>\$ 1,453,832</u>
<b><u>Expenses</u></b>			
Asset Replacement	\$ 1,550,900	\$ 2,763,000	\$ 1,212,100
Capital Projects	1,106,370	1,348,102	241,732
Transfer to Surplus	-	-	-
<u>Debt Service</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total W/S Capital	<u>\$ 2,657,270</u>	<u>\$ 4,111,102</u>	<u>\$ 1,453,832</u>

## Water and Sewer Capital Revenue

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### Interest Revenue

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This category accounts for investment earnings from Water and Sewer funds invested with the Local Government Investment Pool and the Virginia Investment Pool. Estimates in this category were higher for the past few years while the Town was drawing down bond proceeds invested in the Virginia State Non-Arbitrage Program. For FY 2023, \$1,000 is programmed into the budget.

### Availability Fees

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

Non-revenue receipts are difficult to estimate and are directly related to new development or new construction in the Town and within its service area. This category reflects a total of \$712,294 for FY 2023 based on expected activity related to adopted developments. There are a number of potential projects in the initial planning stage, which if accelerated could provide additional revenue. This category represents 17.3% of the water and sewer capital budget.

### Proceeds from Indebtedness

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The Water and Sewer Rate Study assumes the issuance of long-term debt to fund capital improvements. The assumed principal amount for FY 2023 is \$1,913,656, which would make \$1,876,133 available for FY 2023.

### Transfers / Use of Reserves

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For FY 2023, the required transfer from reserves to fund the remainder of the capital program is \$1,521,675.

## Water and 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. The Water and Sewer Capital Budget for FY 2023 is \$4,111,102. Further detail for each category is provided in the Capital Improvement Plan.

### Water and Sewer Capital Expenses

<u>Expense</u>	<u>FY 2023 Proposed</u>
Asset Replacements & Major Repairs	\$ 2,763,000
Capital Projects	1,348,102
<u>Transfer to surplus</u>	-
<b>Total</b>	<b>\$ 4,111,102</b>

### Water and Sewer Asset Replacements/ Major Repairs:

#### Water and Sewer Asset Replacement/Major Repairs

<u>Asset</u>	<u>FY 2023 Proposed</u>
Cast Iron Waterline Replacement Program	\$ 470,000
I&I Reduction Program	500,000
Waterline Replacement-Rappahannock St	450,000
Waterline Replacement Mt Tank	35,000
Warrenton Reservoir Dam	100,000
Post Aeration Tank	25,000
Existing UV Disinfection	300,000
GST Upgrades	350,000
Facilities Physical Security	30,000
Roof Replacement	20,000
Energy Management	25,000
Facilities Asphalt Resurfacing	70,000
Fleet Management Vehicle: Dump Truck	205,000
Fleet Management Vehicle: Skid Steer & UTV	135,000
Fleet Management Vehicle: Compressor	28,000
<u>Fleet Management Vehicle: Message Board</u>	<u>20,000</u>
<b>TOTAL</b>	<b>\$ 2,763,000</b>

## Water and Sewer Capital Projects:

Cast Iron Waterline Program (\$470,000): The Town's water distribution system has 18 miles of cast iron pipe ranging in age from 40-80+ years. Although cast iron 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.

I&I Program (\$500,000): The FY23 project is to build on prior years efforts, focused on finding problem areas and recommending rehabilitation methods with some remediation work completed. This year and beyond is the continuation of that process. FY21 and FY22 was postponed due to the COVID-19 pandemic.

Waterline Replacement- Rappahannock Street (\$450,000): Replace existing watermain on Rappahannock Street 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.

Waterline Replacement- Mountain Tank (\$35,000): Replacement of 1,728 feet of 8-inch cast iron water line from the Town's Mountain Storage Tank to the Silver Cup Development. Present waterline is cast iron pipe. Waterline is to be replaced with new ductile iron pipe, which is more reliable and has a longer life. This project will complete the replacement from the tank to Gold Cup Drive into Town, adding reliability to the water system from the mountain tank to the western area of Town.

Warrenton Reservoir Dam (\$100,000): 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.

Post Aeration Tank Upgrade (\$25,000): Post aeration of effluent to ensure Dissolved Oxygen level meets DEQ Permit Regulations.

UV Disinfection (\$300,000): Replace current outdated ultraviolet disinfection with more modernized technology.

Gravity Sludge Thickener (GST) Upgrades (\$350,000): To ensure solids are thickened prior to Primary Digester.

Facilities Physical Security (\$30,000): Update of the facilities' physical security. These are measures that are designed to deny unauthorized access to facilities, equipment, and resources and to protect personnel and property from damage or harm (such as espionage, theft, or terrorist attacks).

Roof Replacement (\$20,000): Replacement of roofing systems that are at the end of life. FY23 replacements will include one of the rental properties on Blackwell Road.

Energy Management (\$25,000): Formation of an energy management program to address excessive energy consumption of aging buildings' thermal envelopes. The buildings need updates to include, but not limited to, motion lighting, LED lights, energy efficient windows, efficient water heating, updated insulation, air sealing, etc. FY23 projects will include the replacement of four water heating units: two in the General Fund and two in the Water and Sewer fund and windows at the Blackwell Road rental property.

Facilities Asphalt Resurfacing (\$70,000): Resurfacing of asphalt parking and roadways within facilities. FY 2023 will include the water treatment plant.

Fleet Replacement Program (\$388,000) – For FY 2023, the fleet replacement program includes a replacement of a dump truck, a skid steer and UTV, a compressor, and a message board.

## Water and Sewer Capital Projects

### Water and Sewer Capital Projects

<u>Project</u>	<u>FY 2023 Proposed</u>
Sewer Connection & Septic Program	\$ 73,133
Utility Connection Program	20,000
Broadview Waterline Betterment	62,812
WTP Clearwell Project	834,000
Water Fill Station	253,157
Facility Renovation	105,000
<b>TOTAL</b>	<b>\$ 1,348,102</b>

Sewer Connection & Septic Program (\$73,133): Sewer Connection and Septic Program is for citizens to connect to public sewer or water under the Town's current Service Connection Fee Structure. This program is primarily targeted where existing sewer and water infrastructure is in place. Approximately 150 units are not connected Town-wide.

Utility Connection Program (\$20,000): 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.

Broadview Waterline Betterment (\$62,812): 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 (\$834,000): Study, design, and installation of a clearwell at the Water Treatment Plant or storage within the distribution network. This will allow for additional resiliency.

Water Fill Station (\$253,157): Design and installation of an automated bulk water dispensing station for supplying water to pool and landscaping trucks at the Fauquier County Landfill. Project will include ingress and egress access road, small building with control valving and pay station, at the end of the water main serving the landfill.

Facility Renovation (\$105,000): The Water Treatment Plant has old chemical equipment and piping that must be removed before any construction of new areas.

## 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 MS-4, 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.

<b><u>Revenue</u></b>	<b><u>FY 2022 Adopted</u></b>	<b><u>FY 2023 Proposed</u></b>	<b><u>Increase / (Decrease)</u></b>
SWM Fee	\$ 800,000	\$ 788,083	\$ (11,917)
SLAF Grant (State)	-	48,989	48,989
SLAF Grant (Federal)	178,599	1,120,795	942,196
<u>Transfers &amp; Reserves</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total SMW Revenue</b>	<b>\$ 978,599</b>	<b>\$ 1,957,867</b>	<b>\$ 979,268</b>

<b><u>Expenses</u></b>			
Operations	\$ 328,876	\$ 444,114	\$ 115,237
Capital Projects	316,408	943,908	627,500
Transfer to Reserves	333,315	569,845	236,530
<b><u>Debt Service</u></b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total SWM Expenses</b>	<b>\$ 978,599</b>	<b>\$ 1,957,867</b>	<b>\$ 979,267</b>

### Stormwater Management 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:

<b>Tier</b>	<b>Impervious Area (sq. feet)</b>	<b>Fee Per Month</b>
Tier 1	400 – 1,299	\$5.55

Tier 2	1,300 – 4,499	\$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 15<sup>th</sup> and December 15<sup>th</sup>. The fee will generate \$788,083 in FY 2023. The amount is less than what was budgeted for FY 2022 due to the adoption of an ordinance by Council that waives the fee for those in the tax relief for the elderly program.

Grant Revenue – Two capital projects included in the FY 2023 CIP are eligible for grants: the Garrett Street Pond Retrofit and the 5<sup>th</sup> Street Parking Lot Bioswale. The total amount for FY 2023 is \$1,169,784.

## Stormwater Management Fund

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### Current Staffing

This division is staffed by three full-time employees- the Stormwater Administrator, a Stormwater Inspector, and a GIS Technician. In addition, 30% of an Engineer and 25% of the Tax Administrator and Zoning Official are budgeted here.

### Goals

- Pass the annual DEQ program inspection and audit without any qualifiers.
- Obtain additional nutrient credits/ reductions towards the 40% program goal by 2023.
- Take advantage of grant funding opportunities for capital projects.

### FY 2022 Highlights

- Established the first stormwater utility fee;
- Re-established the tree board and gained Tree City USA for another year;
- Met all required Municipal Separate Storm Sewer System (MS4) state reporting and Total Maximum Daily Load (TMDL) limits;
- Met all required Virginia Stormwater Management Program (VSMP) and Construction General Permits (CGP) state reporting;
- Continued searching for grant applications to help the Town's Stormwater Management Program;
- Continued working with volunteers to participate in Town's education and outreach programs.

## Key Projects for FY 2023

- Continue answering drainage issues and SW utility fee questions to citizens;
- Continue maintaining tree board and Tree City USA programs;
- Continue reporting MS4, TMDL, VSMP, and CGP requirements to Virginia Department Environmental Quality (VDEQ);
- Continue working with the community to find new ways to educate citizens about the stormwater and outreach programs;
- Continue building a digital stormwater inventory;
- Execution of stormwater Town's projects and reporting the following reductions to the state.

## Budget Summary

Department	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ -	\$ -	\$ 245,099	\$ 316,943	\$ 71,844
Operating	-	-	83,777	127,171	43,394
Capital	-	-	316,408	943,908	627,500
Transfer to reserves	-	-	333,315	569,845	236,530
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 978,599</b>	<b>\$ 1,957,867</b>	<b>\$ 979,267</b>
<b>Staffing Summary</b>					
Full-time	0.00	0.00	2.00	5.10	0.00

## Budget Request / Analysis

The FY 2023 budget of \$1,957,867 represents an increase of \$979,267, or over 100%, compared to the FY 2022. The \$71,844, a 29.3% increase over FY 2022, is due to the GIS Technician position, which was not funded in FY22.

Asset replacement and capital projects include the following:

### Stormwater Management Asset Replacement

<u>Asset</u>	<u>FY 2023 Proposed</u>
Stormwater Garret St Pond Retrofit	\$ 150,100
<b>TOTAL</b>	<b>\$ 150,100</b>

Stormwater Garrett St. Pond Retrofit (\$150,100): 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. FY23 budget includes initial planning and design work to construct

for future years to retrofit the Town-owned SWM pond at Garrett Street and Shirley Avenue for removal of acquired sediments to the original pond contours, installation of forebay, and planting of wetlands vegetation. Funding to help with this project has been awarded from the NFWF and the Commonwealth's SLAF in the amount of \$129,610.

#### Stormwater Management Capital Projects

<u>Project</u>	<u>FY 2023 Proposed</u>
Stormwater 5th St Parking Lot Bio Swale	\$ 103,498
PW Shop and Yard	265,625
<u>Stream Restoration, Lee Hwy. / Hampton</u>	<u>424,684</u>
<b>TOTAL</b>	<b>\$ 793,807</b>

Stormwater 5<sup>th</sup> St. Parking Lot Bio Swale (\$103,498): As part of a Green Infrastructure project that was designed by the Center for Watershed Protection under a Green Infrastructure Grant, a stormwater collection and treatment Bio-Retention facility is proposed. Funding to help with this project has been awarded from the NFWF in the amount of \$48,989.

Public Works Shop and Yard (\$265,625): 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.

Stream Restoration, Lee Hwy. / Hampton (\$424,684): As part of the Town's MS4 Permit, it is required to develop credits for stream bed improvements as well as 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 Route 29 Bypass. While the Town does not own all this property through which this stream flows, it does offer an opportunity to work in a cooperative manner with those property owners to prepare a stream restoration project that can both enhance the environment and provide credits. The MS4 permit was renewed, and the Town is now in a new five-year cycle that 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 a SLAF grant (\$991,185) to help fund this project.

### 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 Parks and Recreation Department. Performance metrics have also been named, but the department will begin to track them in FY23.

Goals	Objectives	Performance Metrics
Construction of Garret St Pond Retrofit, 5th St Parking Lot Bio Swale, and Public Works Shop and Yard Improvements projects; design of Stream Restoration, Lee Hwy. / Hampton Inn project.	• Reduce pollution generated and minimize potential impact of SW runoff, soil erosion, and flooding	• Design and approval plans.
		• Bid and
		• Construction activities.
		• BMP Maintenance activities.
	• Achieve TMDL reductions for following MS4 reporting periods and future permit cycle.	• State reporting.
	• Utilize grants to mitigate costs as much as possible.	• Search
		• Grant payment submissions.
		• Contractor payment requests.
Stormwater inventory	• Continue building an accurate digital storm sewer system	• New storm inlets located in GIS collector software.
Stormwater and Outreach programs	• Continue working with the community to find new ways to learn about the stormwater.	• Elaborate additional documentation, manuals, and guidance.
	• Stream cleanup events, stormwater medallion program, stormwater pollution poster competition.	• Stream cleanup events.
		• Drain medallions installed.
		• SW poster competition - Winner Released.
	• Utilize grants to mitigate costs as much as possible.	• Search for new grants.
Respond to drainage issues and SW utility fees.	• Use system to receive phone calls/emails and promptly	• Number of complaints annually received.
	• Transfer incident to proper authority and promptly investigate. Ensure all drainage issues and SW utility fee questions are answered.	• Collect appropriate forms/information from staff.
		• % of complaints annually solved.
	• 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.	• Lbs of sediments collected.
		• Miles swept.
		• Number of inspections performed.
		• Elaborate additional documentation, manuals, guidance.

## FLEET/ MOTOR POOL FUND

### Program Description

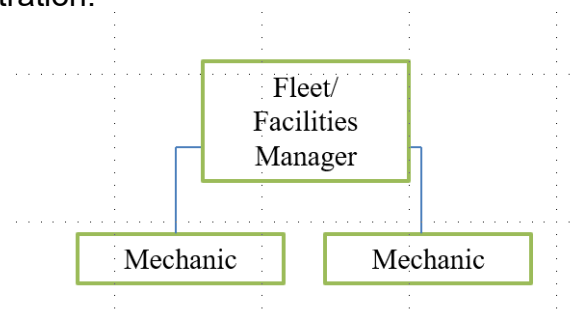
The Fleet/Motor Pool Department has been realigned to report directly to the Public Works and Utilities Director. This is designed to provide better oversight in operations and to ensure equity in all Fleet operations for all Departments.

The Fleet/Motor Pool 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 motor pool staff has responsibility for the maintenance of all Town vehicles and pieces of equipment (approximately 193 total - ranging from police cars to refuse trucks, and other equipment such as backhoes, chain saws and weed eaters).

The Motor Pool Fund is classified as an internal service fund. Internal service funds provide services to Town departments. Expenses incurred by the Motor Pool department are allocated on a regular basis to other Town departments based on actual usage.

### Current Staffing

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



### Goals

- Provide honest, responsive, effective and efficient fleet services to our customers.
- Maintain technical and professional excellence while serving internal & external customers.
- Ensure Motor Pool assets are utilized efficiently and replace high life cycle cost fleet assets to save dollars for the Town.
- Procure & maintain vehicles that are safe, reliable, and environmentally sound, at competitive prices.
- Effectively provide adequate training to keep employees updated with new technology.
- Maintain and update as needed the Town's Fleet Management Program.

## FY 2022 Highlights

- Delivered a complete fleet preventative maintenance and repair program;
- Adapted fleet operations to absorb the facilities maintenance into one cohesive program
- Began the process of creating a Facilities and Fleet Management Division (FFM) within Public Works & Utilities
- Began the implementation of a multi-use swappable truck body system to reduce truck down time.

## Key Projects for FY 2023

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

## Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 212,855	\$ 207,974	\$ 230,372	\$ 275,398	\$ 45,026
Operating	294,187	296,845	349,672	358,565	8,893
Capital	14,912	2,657	7,000	7,000	-
<b>Total</b>	<b>\$ 521,954</b>	<b>\$ 507,476</b>	<b>\$ 587,043</b>	<b>\$ 640,963</b>	<b>\$ 53,919</b>
<b>Staffing Summary</b>					
Full-time	2.45	2.45	2.45	2.45	0.00

## Budget Request / Analysis

The FY 2023 budget for the Motor Pool is \$640,963, which is an increase of \$53,919, or 9.2%, over the FY 2022 budget.

The personnel category shows an increase of \$45,026, which is an 19.5% increase over FY 2022. One of the main drivers for this increase is the upgrade of the Chief Mechanic to Fleet/ Facilities Manager. This employee will now manage all fleet and facilities operations. In addition, salary increases have been budgeted for the two Mechanics. Finally, changes in employee healthcare elections led to a \$14,137 increase over FY 2022.

The operating category has increased by \$8,893 over the FY 2022 budget. This division was able to minimize the effect of the increased costs of tires, tube, and other parts by transferring funding from maintenance contracts.

The capital category shows no increase over FY 2022.

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

Fund	Amount
General Fund	\$539,298
Water and Sewer Operating Fund	101,472
Information Technology	193
<b>Total</b>	<b>\$640,963</b>

## Goals, Objectives, and Measures

**Mission:** The Mission of the Division of Facilities & Fleet Management (FFM) is to support the operations of other Town of Warrenton departments and agencies by providing high-quality and cost-effective asset management and services. FFM ensures the safe and efficient use of the Town of Warrenton's assets through effectively managing the maintenance and repair of vehicles, equipment, and properties occupied by the Town. Our finished products and services shall meet or exceed industry standards, best practices, and the expectations of our user departments.

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

Goals	Objectives	Performance Metrics
Fully automate work order requests and streamline repair process	• Train all user departments to utilize our computerized maintenance management software	• Request online submission rate
	• Deliver real-time updates to user departments	• Percentage of call backs on repair status
	• Respond to all non-urgent work requests within 3-5 working days	• Work order response times
		• Average repair times for all tasks
Expand lifespan of equipment and assets, while also meeting compliance and safety standards	• Review historical data in the CMMS and only replace as-needed	• Number of years each asset's life can be extended
	• Update the CARP to reflect a replacement zone vs a set replacement date/year	• Reduction in replacement costs
	• Provide a complete and comprehensive preventative maintenance program	• Ratio of preventative vs. reactive maintenance
		• Planned maintenance completion rates
Provide a safe and healthy environment at all town owned or operated facilities	• Ensure all restroom's are clean and in order.	• % of complaints annually
		• Facility availability rate
	• Provide consistent building temperature control	• Staff comfort level

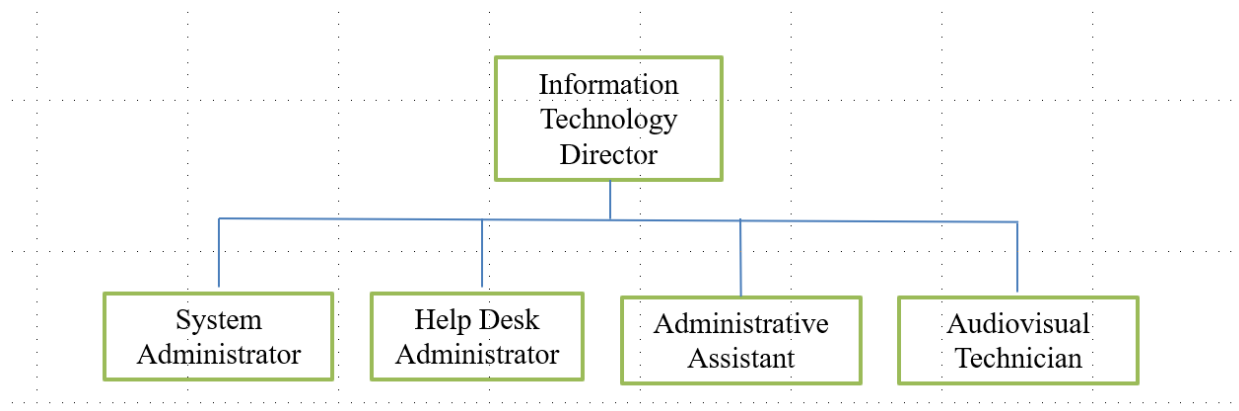
# INFORMATION TECHNOLOGY FUND

## Program Description

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

## Current Staffing

Since 2016, the Town has worked to establish an in-house Information Technology Department with certain functions outsourced to specialists. In FY 2020, the Town hired a full-time System Administrator. In FY 2021, the Town hired a full-time Help Desk Administrator, and the Administrative Assistant position went from a Part-time position to a full-time position. Most recently, a full-time Audiovisual Technician was added mid-year in FY 2022 to handle the increased audio and visual requirements of the Town.



## Goals

- To provide a stable, reliable and secure network to support the Town's information technology needs.
- To provide excellent customer service to all internal and external information technology customers.
- To identify upcoming information technology needs and plan for smooth and cost-effective implementation.

## FY 2022 Highlights

- Redesigned the Town of Warrenton's website to make it more resident- and business- friendly.

- Provided security protocols for Office 365 for best practices on our security framework.
- To offer better accessibility and transparency, the Town selected a vendor to deliver an external website to receive all FOIA requests. The new website allows citizens to submit and track their requests directly.
- Upgraded cemetery software which was end of life
- Increased automation and transparency.
- Upgraded Public Works phone system from analog phone system to a VoIP system

### Key Projects for FY 2023

- Continue to search for solutions that increase transparency and automation;
- Improve business process workflows for both employees and citizens;
- Support the implementation of budgeting system.

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ 201,630	\$ 352,540	\$ 385,184	\$ 518,536	\$ 133,352
Operating	179,151	250,629	874,511	1,067,475	192,964
Capital	41,935	40,730	46,638	52,000	5,362
<b>Total</b>	<b>\$ 422,716</b>	<b>\$ 643,898</b>	<b>\$ 1,306,333</b>	<b>\$ 1,638,011</b>	<b>\$ 331,679</b>
<b>Staffing Summary</b>					
Full-time	1.00	2.73	4.00	5.00	0.00

### Budget Request / Analysis

The FY 2023 budget for the Information Technology Fund is \$1,638,011, an increase of \$331,679, or 25.4%, compared to the FY 2022 budget. This amount will be allocated to the using departments based upon the current number of network users at a rate of \$16,665 per user in FY 2023. The estimated allocation to other funds is shown below:

Fund	Amount
General Fund	\$1,327,077
Water and Sewer Operating Fund	219,510
Motor Pool	45,712
SWM	45,712
<b>Total</b>	<b>\$1,638,011</b>

The personnel category shows an increase of \$133,352. This category reflects the addition of the Audiovisual Specialist, which was approved by Town Council in November of FY 2022. No other significant changes have been made in salaries or benefits for IT employees.

Information Technology is considered an essential function of the Town, which was most recently highlighted by the COVID-19 pandemic which necessitated the move to remote working to the extent possible. The pandemic has also resulted in Information Technology's moves to digitize processes and move many components to the cloud.

The operating category shows an increase of \$192,964, or 22%, over FY 2022. A number of technology items have moved from other departments to be budgeted within Information Technology. These include the following:

- A total of \$94,262 in technology-related to public safety which used to be budgeted in Police. These include TASER, body camera, and fleet camera maintenance, and technology related to investigations.
- A total of \$132,135 in Public Works items, including the fuel management system, GIS software, facility maintenance software, cemetery software, and CAD software.

In addition, the Department has requested additional funding, as well as savings in line items, to fund the following:

- Online payroll and timekeeping system: \$45,000
- Budgeting software: \$33,000
- Document management system and business process automation: \$150,000

The capital category has increased by \$5,362 over FY 2022. This increase will cover the cost of inflation for 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. Performance metrics have also been named, but the department will begin to track

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	• Comparison of Help Desk Tickets created to resolved
	• Establish a Cybersecurity Policy	• Tracker of cybersecurity incidents and responses
Provide excellent customer service to all internal and external information technology customers	• Process Help Desk tickets in a timely manner	• Average resolution time of tickets
	• Provide network and telephone availability at 100%	• Tracker of any network or telephone downtime

## American Rescue Plan Act of 2021 Fund (ARPA)

### 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 use these funds to for four full-time positions in FY23. The ARPA Coordinator was hired in FY22 to handle all the reporting and administration of these funds. A Deputy Director, Junior Engineer, and Project Coordinator 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.

### Budget Summary

Category	FY 2020 Actual	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	Change
Personnel	\$ -	\$ -	\$ -	\$ 506,841	\$ 506,841
Operating	-	-	-	147,350	147,350
Capital	-	-	-	1,447,451	1,447,451
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,101,642</b>	<b>\$ 2,101,642</b>
<b>Staffing Summary</b>					
Full-time	0.00	0.00	0.00	4.00	4.00

### Budget Request / Analysis

The FY 2023 budget for the ARPA fund is \$2,101,642. \$506,841 will be used to fund the salaries and benefits for the four positions outlined above. The \$147,350 budgeted in the Operating category will be used for the following

- \$50,000 for a Class and Compensation Study
- \$42,350 to fund professional services related to economic development
- \$50,000 to update the fuel system
- \$5,000 for fitness class live-streaming

\$1,447,451 will be used to fund several Capital Asset Replacement Program and Capital Improvement Program items. These items will be detailed below.

CSLFRF Capital Projects

<u>Asset</u>	<u>FY 2023 Proposed</u>
Sidewalk Construction	\$ 18,260
Predestrian Crossing- Blackwell & Moorhead	96,236
Pedestrian Crossing- Greenway at Falmouth	25,000
Waterloo Safety Improvements	70,200
ADA Park Replacements	150,000
Timber Fence	50,889
<b>TOTAL</b>	<b>\$ 410,585</b>

Sidewalk Construction (\$18,260): Construction of missing and deteriorated sections of sidewalk at locations in the Town to provide safe pedestrian corridors. FY23 funding will cover the Culpeper Street sidewalk extension from Fisher Drive to Shirley Avenue.

Pedestrian Crossing- Blackwell & Moorhead (\$96,236): This project will improve the safety of pedestrians crossing the busy traffic along Blackwell Road. The existing crossing must be engineered and improved, including additional signage for improved visibility and warning of the crossing.

Pedestrian Crossing- Greenway at Falmouth (\$25,000): This project will improve the safety of pedestrians crossing the busy traffic at the Greenway at Falmouth Street. The existing crossing must be engineered and improved, including additional signage for improved visibility and warning of the crossing.

Waterloo Safety Improvements (\$70,200): 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.

ADA Park Replacements (\$150,000): Replace current playground structures in parks with ADA-compliant structures. FY23 funds will address equipment at Sam Tarr Park.

Timber Fence Trailway (\$50,889): This is a cooperative project between Fauquier County, VDOT, and the Federal Highway Administration for which the County and Town share 20% of the costs. This will fund Phase 2, which includes the connectivity of pedestrian access from the northwestern end of the Town to Waterloo Street, the High School, and the WARF. This funding will cover the Town's share of this project.

CSLFRF Asset Replacement

<u>Project</u>	<u>FY 2023 Proposed</u>
Refuse Trucks	\$ 616,804
Leaf Machine	85,000
Salt Spreaders	68,000
HVAC Replacement	55,000
Police Vehicles	98,262
Fitness and Studio Floor Replacement	60,000
Fitness Equipment Replacement	25,000
Traffic Light Updates	28,800
<b>TOTAL</b>	<b>\$ 1,036,866</b>

Refuse Trucks (\$616,804): Scheduled fleet replacement of two refuse trucks. This will begin the transition to a new semi-automatic program.

Leaf Machine (\$85,000): Scheduled fleet replacement of a leaf vacuum machine. This will entail the replacement of the leaf collection unit as well as the addition of one 14-foot hook mounted leaf collection box.

Salt Spreaders (\$68,000): Scheduled fleet replacement of a leaf vacuum machine. This funding will allow the Town to replace two salt spreaders.

HVAC Replacement (\$55,000): This will fund an assessment and partial replacement of the eight units at the Police Department.

Police Vehicles (\$98,262): Scheduled fleet replacement of two police vehicles. These will be hybrid police explorer units assigned to the patrol division.

Fitness and Studio Floor Replacement (\$60,000): This funding will cover the replacement of the original floors within the fitness center and studio at the WARF.

Fitness Equipment Replacement (\$25,000): This funding will allow for the replacement of weight training equipment, two treadmills, and to refurbish two treadmills.

Traffic Light Updates (\$28,800): This funding will allow for the replacement of hardware and components of the Traffic Signal System. The lights in the system are Blackwell Road, North Hill Drive, Fletcher Drive, Branch Drive, Rt. 17 and Winchester Street, Rt.211, Van Roijen Street, Carriage House Lane, and Culpeper Street. These lights will be replaced over six or more years. Only the first year of funding will be covered by ARPA funds.

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Policy Title: Budget and Expenditure Control  
Effective Date: September 14, 2021

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I. PURPOSE

Governmental budgets serve as annual fiscal plans to allocate scarce resources in support of the government's programs and services and in accordance with the governing body's identified priorities. This policy establishes guidelines for 1) the creation of a balanced annual budget; 2) how adjustments are made to the budget during the course of the fiscal year; and 3) what controls will be used throughout the fiscal year to ensure that expenditures do not exceed appropriations.

II. SCOPE

This policy applies to all Town departments.

III. POLICY

A. Budget Creation

- i. **Balanced Budget** – The Town Manager will consider conservative revenue projections, departmental expenditure requests, capital projects and staffing requests in the formulation of a balanced budget. The goal is to balance expenditures with current revenue. Fund balance may be used to balance the budget, but should be used as outlined in the Town's Fund Balance Policy.
- ii. **Revenue Projections** – Revenue will be conservatively estimated and consider a number of factors, including historical trends, economic conditions and outlook, impending changes in legislation, and any notifications of changes in funding received from State and Federal sources.
- iii. **Departmental Expenditure Requests** – Each department must submit their requested budget for the next fiscal year to the Finance Department by December 31<sup>st</sup>. The request should provide line item estimates and a detailed narrative supporting the amount requested. Justification must be provided for any additional staff requests and capital outlay.

- iv. Capital Improvement Plan (CIP) – The CIP is the Town’s five-year capital planning document. The CIP is reviewed by the Planning Commission to ensure compliance with the Town’s Comprehensive Plan. The Planning Commission then provides its recommendations to the Town Council.
- v. Personnel - The creation of any full-time position requires Town Council approval since it represents an on-going commitment of funds. All part-time positions are considered temporary and may be approved by the Town Manager.
- vi. Time for preparation and approval of budget - As required by Code of Virginia §15.2-2503, the Town Manager shall submit the proposed budget on or before the first day of April each year. The Town Council shall approve the budget no later than the date on which the fiscal year begins. Tax rates for the calendar year must be adopted no later than May 14<sup>th</sup>, as provided for in Town Code.

#### B. Budget Adjustment

During the course of the fiscal year, conditions may arise that necessitate changes to the adopted budget. This may take the form of a transfer or a supplemental appropriation. The authorizations required for each are listed below:

- 1. Supplemental Appropriation – a supplemental appropriation increases or decreases the overall budget appropriation. Funding sources may include grants, unanticipated revenues, inter-Fund transfers or the use of Fund Balance.
  - a. The Town Manager is delegated authority to approve supplemental appropriations for insurance recoveries less than \$50,000.
  - b. All supplemental appropriations other than insurance recoveries as outlined in paragraph a. must be approved by the Town Council.

- c. Code of Virginia §15.2-2507 requires that the Town Council hold a public hearing when a supplemental appropriation exceeds 1% of the total budget.
- 2. Transfers – a transfer involves the movement of a budgetary appropriation within a department or between departments, provided that the transfer does not increase or decrease the budgeted appropriation at the fund level.
  - a. All transfers are to be reviewed by the Finance Department and approved by the Town Manager.
  - b. Transferring appropriations between personnel and non-personnel categories is discouraged and will be allowed on an exception basis only.
  - c. Transfers between funds increase or decrease the total appropriation at the fund level, and as such, require Town Council approval. For purposes of this policy, each fund that is separately identified in the budget and the appropriations resolution, apart from internal service funds, is a distinct fund.

#### C. Expenditure Control

- 1. In accordance with the Town's Purchasing Policy, encumbrances are employed as a measure to avoid overspending a department's budget. The Finance Department will verify that funds are available in a given line item prior to the issuance of purchase orders. Finance will notify the Department Head if a budget transfer is necessary.
- 2. The Finance Department will provide monthly revenue and expenditure reports to department heads. It is the responsibility of the department head to monitor their department's spending to ensure that adequate funding remains for planned expenditures.
- 3. All invoices for goods and/or services should be reviewed for accuracy, approved by the receiving department and forwarded to the Finance department to ensure payment in a timely manner, as prescribed by Code of Virginia §2.2-4350. This also serves to provide accurate and

timely financial information is recorded in the system for the monthly reports.



Policy Title: Fund Balance Policy  
Original Adoption: August 9, 2016

## I. PURPOSE

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

## II. SCOPE

This policy applies to all governmental funds of the Town.

## III. POLICY

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

### A. Fund Balance Classifications

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

Classification	Definition	Examples
Nonspendable	Amounts that cannot be spent because they are either (a) not in	<ul style="list-style-type: none"> <li>• Inventories</li> <li>• Prepaid items</li> </ul>

	spendable form or (b) legally or contractually required to be maintained intact	<ul style="list-style-type: none"> <li>• Long-term receivables</li> </ul>
Restricted	That portion of fund balance upon which constraints are placed on the use of resources (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation	<ul style="list-style-type: none"> <li>• Debt covenants</li> <li>• Revenues restricted by enabling legislation</li> <li>• Grants</li> </ul>
Committed	Used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority	Amounts that the Town Council sets aside by resolution
Assigned	Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed	Authority delegated to the Town Manager
Unassigned	Unassigned fund balance is the residual classification for the General Fund. This accounts for the balance that has not been reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. All other governmental funds would report deficit unassigned fund balance.	

#### B. Minimum Level of General Fund Balance

The Town of Warrenton will maintain a minimum unassigned fund balance in the General Fund equal to 50% of the current annual operating expenditure budget of the General Fund. For purposes of this calculation, this shall be based on the annual adopted budget figures. Fund balance may be maintained at a level higher than this minimum to save for large planned expenditures (i.e. capital projects), emergencies, cash flow issues

related to timing of revenue receipts, and to address economic volatility. Amounts above this minimum may be further identified by Council to be set aside for other purposes (such as capital projects or reserves for contingencies) as further detailed herein. The purpose of establishing a minimum fund balance is to maintain a prudent level of financial resources to protect against the need to either reduce service levels or raise taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures.

#### C. Order of Resource Use for the General Fund

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

#### D. Use of Year-end Operating Surplus

At the end of each fiscal year, all general fund revenues in excess of expenditures, as measured in the Town's annual audited financial statement, will first be allocated according to a waterfall mechanism as follows:

1. Annual surplus revenues will be allocated to the Unassigned Fund Balance until the 50% minimum policy target is met;
2. If the 50% Unassigned Fund Balance minimum policy is met, the remaining annual surplus funds will be allocated as follows:
  - a. Budget Stabilization Fund: 50% of the annual surplus shall be dedicated to a Budget Stabilization Fund until such fund reaches a level equal to at least 10% of current annual operating expenditure budget of the General Fund or \$1 million, whichever is greater. Once this policy has been met no additional contributions to the Budget Stabilization Fund are required although Town Council may elect to make contributions to the Budget Stabilization above the minimum levels.
  - b. Capital Fund: At least 50% of the annual surplus shall be dedicated to a Capital Fund. There is no prescribed maximum funding Amount for the Capital Fund. To the extent that both the

Unassigned Fund Balance and Budget Stabilization Fund policy targets are met the Town may allocate up to 100% of the annual surplus to the Capital Fund.

- c. Additional Surplus for One-Time Priorities or Long-Term Liabilities:  
To the extent that both the Unassigned Fund Balance and Budget Stabilization minimum policy levels are met the Town may elect to utilize additional annual surplus dollars for purposes including: additional contributions to the Unassigned Fund Balance; additional contributions to the Budget Stabilization Fund; priorities of the Town that are one-time in nature; debt paydown; reduction or pre-funding of other long-term liabilities; or, other non-recurring purposes of the Town.

#### E. Replenishment of General Fund Minimum Fund Balance

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

#### F. Use of General Fund Balance

##### 1. Unassigned Fund Balance

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

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

##### 2. Budget Stabilization Fund

Withdrawals from the Budget Stabilization Fund can only be considered if there is an unexpected General Fund revenue decline or expenditure increase during the current fiscal year. The Town will not

utilize funds from the Budget Stabilization Fund in the development or adoption of the operating budget.

### 3. Capital Fund

Balances in the Capital Reserve Fund are available for pay-as-you-go funding of capital projects and other non-recurring capital related expenditures including debt payoff/paydown or economic development opportunities.




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Policy Title: Water and Sewer Operating Fund Cash Balance Policy  
Effective Date: August 9, 2016

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I. PURPOSE

The purpose of this policy is to establish minimum cash balance levels for the Town's Water and Sewer Operating Fund.

II. SCOPE

This policy applies to the Water and Sewer Operating Fund.

III. POLICY

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

A. Minimum Level of Cash Reserves

The Town of Warrenton will maintain minimum unrestricted cash balances in the Water and Sewer Operating Fund equal to 200 days of the fund's current annual budget. For purposes of this calculation, this amount shall be based on the annual adopted budget figures. Unrestricted cash may be maintained at a level higher than this minimum to save for transfer to the Water and Sewer Capital Fund for large planned expenses (i.e. capital projects), emergencies, cash flow issues related to timing of revenue receipts, and to address economic volatility. The purpose of establishing minimum unrestricted cash balance level is to maintain a prudent level of financial resources to protect against the need to raise fees (outside of normal rate increases) due to temporary revenue shortfalls or unpredicted one-time expenses.

B. Replenishment of Minimum Unrestricted Cash Balance

Should the minimum unrestricted cash balance fall below the 200 days of operating expenses requirement for the Water and Sewer Operating Fund, the Town Council shall approve and adopt a plan to restore this balance to the target level within the next three fiscal year's budget.

## BUDGET RESOLUTIONS AND ORDINANCES

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1. A Resolution to Adopt and Appropriate the Fiscal Year 2023 Budget and the Fiscal Year 2023 – 2028 Capital Improvement Program
2. A Resolution of the Town Council of the Town of Warrenton Establishing the Percentage Relief Granted to Qualifying Personal Use Vehicles Subject to the Town of Warrenton's Personal Property Tax for the 2022 Tax Year
3. Ordinance 2023-02: An Ordinance to Establish Tax Rates for the Tax Year Beginning January 1, 2023
4. Ordinance 2023-03: An Ordinance to Establish Business, Professional and Occupational License Tax Rates for the Tax Year Beginning July 1, 2022
5. Ordinance 2023-04: An Ordinance to Establish Water and Sewer Rates and Service Fees Effective July 1, 2022
6. Ordinance 2023-05: An Ordinance to Establish Stormwater Utility Fees
7. Ordinance 2023-06: An Ordinance to Establish Cigarette Tax
8. Ordinance 2023-07: An Ordinance to Establish Tax on Meals
9. A Resolution of the Town Council of the Town of Warrenton Establishing the Percentage Relief Granted to Qualifying Personal Use Vehicles, Subject to the Town of Warrenton's Personal Property Tax, for the 2023 Tax Year



# **TOWN OF WARRENTON**

## **CAPITAL ASSET REPLACEMENT PROGRAM**

### **2023 - 2028**



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## 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.

**Affirmed by Town Council  
August 28, 2018**

## Vision and Value Statement

**To Achieve Our Mission, We Strive To...**

...

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

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

**Affirmed by Town Council August 28, 2018**



## INTRODUCTION

Item 3.

The Capital Improvement Program (CIP) provides for an orderly implementation of short and long-term plans for construction of Capital Improvement Projects and Land Acquisition. It further provides for the scheduling of the associated expenditures over a period of many years. The first year of the program represents the proposed Capital Budget for the Fiscal Year. In addition, consideration is given to the project's relations to other improvements and plans, and the Town's current and anticipated financial capabilities. The CIP is updated annually, at which time the schedule and the projects are reevaluated, new or deferred projects are added, and the time frame is extended by one additional fiscal year.

The Town of Warrenton continues to enhance the structure of the budget and provide a greater understanding of funding commitments. Projects are presented under topical categories to help the community understand the investments that are being proposed and the tie in to priorities of the Town. Next, a Capital Asset Replacement Program (CARP) includes projects that cover standard operating and maintenance items. Unlike items listed in the capital project and acquisition program, these are items necessary for the ongoing operations of the Town and its facilities. Finally, the Town created dedicated Utilities and Stormwater Funds. These modifications to the CIP help move it towards a clearer document that works in conjunction with the budget and stated needs of the community.

## POLICY

The following policies guide the development of the CIP:

1. The CIP should be realistic relative to the projected source of revenue.
2. A reserve fund should be established, as required, to reduce the fiscal impact of major projects in a single year.
3. Projects undertaken in the Enterprise Fund and Stormwater Fund are to be considered separate from the general Fund.

## BENEFITS

A carefully planned CIP will enable the Town to realize several benefits:

1. Major improvements can be anticipated in advance, rather than addressed at the time the need arises.
2. The implementation strategy of the Comprehensive Plan is used as a guide for future needs and investments.
3. The Town Council and Planning Commission are better able to evaluate the needs of the entire community, instead of special projects.
4. Projects can be scheduled when revenue is available and when the community's anticipated ability to finance is determined.
5. Capital programming improves the Town's ability to vitalize state and federal aid. Applications can be timed to fit the development schedule.

## DEFINING CAPITAL IMPROVEMENT PROJECTS

A capital improvement is defined as a major expenditure, beyond maintenance and operating costs, for the acquisition or construction of a needed facility. Salaries, supplies and other overhead expenditures are considered maintenance and operating costs, not provided for the CIP. Capital improvements include such things as utility systems, public buildings, land acquisitions, streets and sidewalks. The improvements are items that will have a significant impact on the community and are too expensive to be financed in the annual operating budget. Cost and frequency are two criteria that will be used to distinguish between a capital expenditure and a capital asset.

1. **COST** - A capital improvement project shall be \$10,000 or more.
2. **FREQUENCY** - Capital improvement projects should be non-recurring. An interval of three years between expenditures is recommended.

## DEFINING CAPITAL ASSET REPLACEMENT PROGRAM (CARP)

Item 3.

Capital assets, which include property, plant, equipment, and infrastructure assets, are assets with an individual cost of more than \$5,000 and a useful life of more than one year. Infrastructure assets capitalized have an original cost of \$25,000 or more. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

*\* Development of planning and regulatory documents are typically captured in a budget's operating expense; however, Warrenton recognizes these types of documents here as they do not occur annually and can have a substantial impact on the budget.*

## CATEGORIES

Starting the FY22, CIP projects are being classified around stated priorities of the Town. Projects are numbered under specific topical areas. The CIP further states how projects meet the Comprehensive Plan goals and objectives within the individual project sheets. Below is a general description of the categories.

The CIP programs are coded using the following information:

**Economic Development and Tourism (E)** – Economic development and tourism projects position Warrenton to leverage and promote the location of jobs, revenue-generating businesses, and attracting tourism through complementary place-based economic development that encourages local economic growth.

**General Government (G)** – General government projects relate to ensuring the efficiency and needs to run a government that meets the needs of its citizens in a responsive, safe, and transparent fashion.

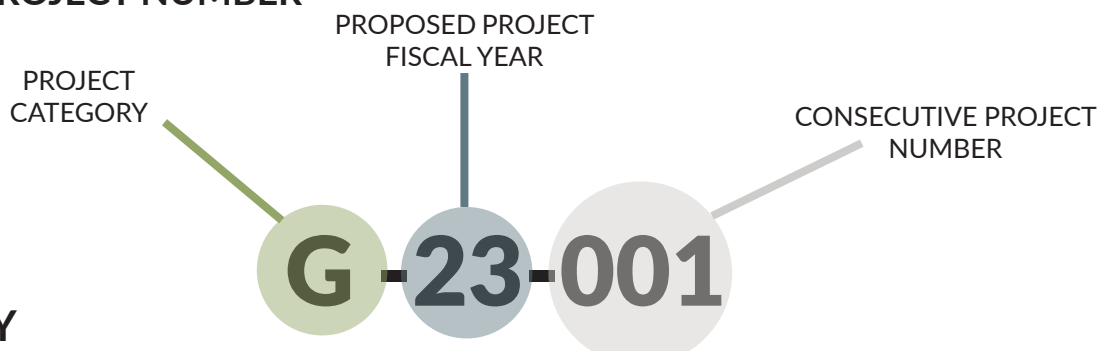
**Public Safety (P)** – Public safety projects relate to the Town of Warrenton's Police Department and Warrenton Volunteer Fire Company needs to ensure the ongoing safety and security of the community.

**Recreation and Quality of Life (R)** – Recreation and quality of life projects are recognized as opportunities for additional cultural, arts, and recreational activities in the Town. These type of investments are an important factor for long term economic sustainability.

**Transportation and Walkability (T)** – Transportation and walkability projects provide for improved multimodal safety by enacting access management strategies, incorporating pedestrian and bike friendly strategies, and deconflicting through-travel and local traffic movements.

**Utilities and Stormwater (U)** – Utilities and stormwater projects locate, maintain, and build community facilities to ensure the service needs of the Town and Federal and state mandates are met.

## EXAMPLE PROJECT NUMBER



## SUMMARY

The CIP is a planning and scheduling document. It does not represent authorization to expend Town funds. It does provide an orderly implementation of proposed short and long range plans for land acquisition and construction. Projects are authorized for implementation only after Town Council adopts and appropriates the Capital Budget. The impact of FY23 capital projects, for both improvement and asset projects, on the Town of Warrenton General Fund is \$1,281,289. The impact of FY23 capital projects, for both improvement and asset projects, on the Town of Warrenton Water and Sewer Fund is \$4,111,102. The impact of the FY23 capital projects on the Stormwater Utility Fund is \$94,918. The Town is also using \$976,500 in ARPA funds on projects in FY23. The CIP is an annual process and requires close review by both the Planning Commission and the Town Council.

# **CAPITAL ASSET REPLACEMENT PROGRAM**

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# Capital Asset Replacement Program

## Five-Year Funding Summary

CATEGORY	FY23	FY24	FY25	FY 26	FY 27	FY28 & Beyond	TOTAL COST
Economic Development & Tourism (E)	\$50,000	\$65,000	\$15,000	\$15,000	\$15,000	\$15,000	\$175,000
General Government (G)	\$924,804	\$180,000	\$885,000	\$840,500	\$846,550	\$103,205	\$3,780,059
Public Safety (P)	\$98,262	\$148,860	\$98,262	\$148,860	\$98,262	\$148,860	\$741,366
Recreation & Quality of Life (R)	\$85,000	\$50,000	\$0	\$0	\$0	\$0	\$135,000
Transportation & Walkability (T)	\$28,800	\$28,800	\$28,800	\$28,800	\$28,800	\$28,800	\$172,800
Stormwater & Utilities (U)	\$2,913,100	\$2,217,000	\$3,220,000	\$4,190,000	\$3,859,400	\$6,635,000	\$23,034,500
<b>TOTAL</b>	<b>\$4,099,966</b>	<b>\$2,689,660</b>	<b>\$4,247,062</b>	<b>\$5,223,160</b>	<b>\$4,848,012</b>	<b>\$6,930,865</b>	<b>\$28,038,725</b>

# Capital Asset Replacement Program

## FY23 Project Funding by Source

PROJECT #	CATE.	PROJECT TITLE	GENERAL FUND	WATER & SEWER FUND	STORM WATER FUND	ARPA	OTHER	TOTAL COST
E-23-001	E	Seasonal Beautifications	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
G-23-001	G	IT Infrastructure	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
G-23-002	G	Fleet Management Vehicle: Refuse Trucks	\$ -	\$ -	\$ -	\$ 616,804	\$ -	\$ 616,804
G-23-003	G	Fleet Management Vehicle: Leaf Machine	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ 85,000
G-23-004	G	Fleet Management Vehicle: Salt Spreaders	\$ -	\$ -	\$ -	\$ 68,000	\$ -	\$ 68,000
G-23-005	G	HVAC Replacement	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ 55,000
P-23-001	P	Fleet Management Vehicle: Police	\$ -	\$ -	\$ -	\$ 98,262	\$ -	\$ 98,262
R-23-002	R	Fitness and Studio Floor Replacement	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000
R-23-003	R	Fitness Equipment Replacement	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
T-23-008	T	Traffic Light Updates	\$ -	\$ -	\$ -	\$ 28,800	\$ -	\$ 28,800
U-23-010	U	Stormwater Garret St Pond Retrofit	\$ -	\$ -	\$ 20,490	\$ -	\$ 129,610	\$ 150,100
U-23-011	U	Cast Iron Waterline Replacement Program	\$ -	\$ 470,000	\$ -	\$ -	\$ -	\$ 470,000
U-23-012	U	I&I Reduction Program	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000
U-23-013	U	Waterline Replacement-Rappahannock St	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ 450,000
U-23-014	U	Waterline Replacement Mt Tank	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
U-23-015	U	Warrenton Reservoir Dam Improvements	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
U-23-016	U	Post Aeration Tank Upgrade	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
U-23-017	U	Ex. UV Disinfection	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000
U-23-018	U	GST Upgrades	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
U-23-019	U	Facilities Physical Security	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
U-23-020	U	Roof Replacement	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
U-23-021	U	Energy Management	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
U-23-022	U	Facilities Asphalt Resurfacing	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000
U-23-023	U	Fleet Management Vehicle: Dump Truck	\$ -	\$ 205,000	\$ -	\$ -	\$ -	\$ 205,000
U-23-024	U	Fleet Management Vehicle: Skid Steer & UTV	\$ -	\$ 135,000	\$ -	\$ -	\$ -	\$ 135,000
U-23-025	U	Fleet Management Vehicle: Compressor	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ 28,000
U-23-026	U	Fleet Management Vehicle: Message Board	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
TOTAL			\$ 150,000	\$ 2,763,000	\$ 20,490	\$ 1,036,866	\$ 129,610	\$ 4,099,966

# Capital Asset Replacement Program

## Five-Year Estimated Projects Summary

PROJECT #	CATE.	PROJECT TITLE	FY23	FY24	FY25	FY26	FY27	FY28 & Beyond	TOTAL COST
E-23-001	E	Seasonal Beautifications	\$ 50,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 125,000
E-24-002	E	Survey of Local Historic District	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
G-23-001	G	IT Infrastructure	\$ 100,000	\$ 50,000	\$ 55,000	\$ 60,500	\$ 66,550	\$ 73,205	\$ 405,255
G-23-002	G	Fleet Management Vehicle: Refuse Trucks	\$ 616,804	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 616,804
G-23-003	G	Fleet Management Vehicle: Leaf Machine	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000
G-23-004	G	Fleet Management Vehicle: Salt Spreaders	\$ 68,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,000
G-23-005	G	HVAC Replacement	\$ 55,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 105,000
G-24-004	G	Sign Replacement	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
G-24-005	G	Zoning Ordinance Update	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 100,000
G-25-001	G	Enterprise Resource Planning System	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ 750,000	\$ -	\$ 2,250,000
P-23-001	P	Fleet Management Vehicle: Police	\$ 98,262	\$ 148,860	\$ 98,262	\$ 148,860	\$ 98,262	\$ 148,860	\$ 741,366
R-23-002	R	Fitness and Studio Floor Replacement	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
R-23-003	R	Fitness Equipment Replacement	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
R-24-003	R	Eva Walker Park Basketball Court Resurface	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
T-23-008	T	Traffic Light Updates	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 28,800	\$ 172,800
U-23-010	U	Stormwater Garret St Pond Retrofit	\$ 150,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,100
U-23-011	U	Cast Iron Waterline Replacement Program	\$ 470,000	\$ 350,000	\$ 640,000	\$ 235,000	\$ 220,000	\$ 150,000	\$ 2,065,000
U-23-012	U	I&I Reduction Program	\$ 500,000	\$ 650,000	\$ 400,000	\$ 200,000	\$ 100,000	\$ 50,000	\$ 1,900,000
U-23-013	U	Waterline Replacement-Rappahannock St	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000
U-23-014	U	Waterline Replacement Mt Tank	\$ 35,000	\$ 217,000	\$ -	\$ -	\$ -	\$ -	\$ 252,000
U-23-015	U	Warrenton Reservoir Dam Improvements	\$ 100,000	\$ 300,000	\$ 1,500,000	\$ 1,500,000	\$ 750,000	\$ 750,000	\$ 4,900,000
U-23-016	U	Post Aeration Tank Upgrade	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
U-23-017	U	Ex. UV Disinfection	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
U-23-018	U	GST Upgrades	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
U-23-019	U	Facilities Physical Security	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
U-23-020	U	Roof Replacement	\$ 20,000	\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 100,000
U-23-021	U	Energy Management	\$ 25,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
U-23-022	U	Facilities Asphalt Resurfacing	\$ 70,000	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 135,000
U-23-023	U	Fleet Management Vehicle: Dump Truck	\$ 205,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 205,000
U-23-024	U	Fleet Management Vehicle: Skid Steer & UTV	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000
U-23-025	U	Fleet Management Vehicle: Compressor	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000
U-23-026	U	Fleet Management Vehicle: Message Board	\$ 20,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
U-24-002	U	Master Drainage Plan	\$ -	\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 300,000	\$ 1,000,000
U-24-003	U	Ex. Plant Pump Station Upgrade	\$ -	\$ 75,000	\$ 150,000	\$ 75,000	\$ -	\$ -	\$ 300,000
U-24-004	U	Ex. Primary Sludge Pump Upgrades	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
U-24-005	U	Ex. Primary Clarifier Upgrade	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
U-24-006	U	Ex. Sec. Sludge Pump Upgrades	\$ -	\$ 25,000	\$ 125,000	\$ -	\$ -	\$ -	\$ 150,000

U-25-004	U	Ongoing BMP Retrofits and New Facilities	\$ -	\$ -	\$ 125,000	\$ 125,000	\$ 125,000	\$ 150,000	\$ 525,000
U-25-005	U	WTP Reliability Measure Updates	\$ -	\$ -	\$ 65,000	\$ 225,000	\$ 225,000	\$ 325,000	\$ 840,000
U-26-004	U	Ex. Sec. Clarifier Upgrades	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000
U-26-005	U	Cedar Run Pump Station Upgrade	\$ -	\$ -	\$ -	\$ 485,000	\$ 1,000,000	\$ 850,000	\$ 2,335,000
U-26-006	U	Ex. Primary Digester Upgrade	\$ -	\$ -	\$ -	\$ 500,000	\$ 1,000,000	\$ 500,000	\$ 2,000,000
U-26-007	U	Filter Control Valves	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000
U-26-008	U	Drainage Upgrade - Sullivan/Broadview	\$ -	\$ -	\$ -	\$ 30,000	\$ 224,400	\$ -	\$ 254,400
U-28-011	U	SW Upgrade/Repair West Lee Hwy. Culvert	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175,000	\$ 175,000
U-28-012	U	Chem Tank Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
U-28-013	U	Digested Sludge Storage Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000
U-28-014	U	Taylor Pump Station Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,025,000	\$ 2,025,000
U-28-015	U	Airlie Drain Valve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000
U-28-016	U	Basin Coating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 205,000	\$ 205,000
U-28-017	U	Raw Water Pumps	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
U-28-018	U	WTP Drain Field	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000
U-28-019	U	WTP Sewer Lines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000

TOTAL	\$ 4,099,966	\$ 2,689,660	\$ 4,247,062	\$ 5,223,160	\$ 4,848,012	\$ 6,930,865	\$ 28,038,725
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# PROJECT SHEETS

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## ECONOMIC DEVELOPMENT & TOURISM



PROJECT NUMBER: E-23-001

PROJECT TITLE: Seasonal Beautifications

CATEGORY (check one):

☒ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☐ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP☐ CIP

**PROGRAM DESCRIPTION**

The Town beautifies its facilities and streetscapes with seasonal enhancements to benefit economic development, tourism, and the quality of life for its residents. Items may include lighting, flags, banners, and other enhancements for the benefit of the season.

**GOAL ADDRESSED**

Plan Warrenton 2040 E-1.3: Leverage the Town's location as a gateway to the Piedmont for tourism and economic development through wayfinding and promotion.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase							\$0
Other	\$50,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$125,000
TOTAL	\$50,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$125,000
FUNDING SOURCES							
General Fund	\$50,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$125,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$50,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$125,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: E-24-002

PROJECT TITLE: Survey of Local Historic District

## CATEGORY (check one):

- ☒ Economic Development & Tourism (E)
 ☐ Recreation & Quality of Life (R)
- ☐ General Government (G)
 ☐ Stormwater & Utilities (U)
- ☐ Public Safety (P)
 ☐ Transportation & Walkability (T)

## PROGRAM TYPE (check one):

- ☒ CARP
 ☐ CIP

## PROGRAM DESCRIPTION

1.) The Town just completed an update to the National Historic Register survey and is in the process of updating the Historic District Guidelines. The next step will be to apply to the Department of Historic Resources for a grant to survey the Local Historic District for inclusion on the National District listing.

2.) Town will complete architectural surveys...assist in providing information necessary to expand the boundaries of the National and Local Historic Districts. Expand the National Historic District to include properties in additional survey work...and prepare necessary documentation...for submission to the U.S. Department of Interior for consideration.

## GOAL ADDRESSED

Plan Warrenton 2040: HR-1.3: Update the Zoning Ordinance to complement Historic District Guidelines and Preservation Plan.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase		\$50,000					\$50,000
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>

## FUNDING SOURCES

General Fund		\$25,000					\$25,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal		\$25,000					\$25,000
Proffer							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>

## OPERATING IMPACT

Ongoing maintenance							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# PROJECT SHEETS

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## GENERAL GOVERNMENT



PROJECT NUMBER: G-23-001	PROJECT TITLE: IT Infrastructure
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CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input checked="" type="checkbox"/> CARP
<input checked="" type="checkbox"/> General Government (G)	<input type="checkbox"/> Stormwater & Utilities (U)	<input type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input type="checkbox"/> Transportation & Walkability (T)	

**PROGRAM DESCRIPTION**  
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.



**GOAL ADDRESSED**  
Plan Warrenton 2040 CF-1.6: Provide efficient, right-sized community facilities that meet identified levels of service.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase							\$0
Other	\$100,000	\$50,000	\$55,000	\$60,500	\$66,550	\$73,205	\$405,255
TOTAL	\$100,000	\$50,000	\$55,000	\$60,500	\$66,550	\$73,205	\$405,255
<b>FUNDING SOURCES</b>							
General Fund	\$100,000	\$50,000	\$55,000	\$60,500	\$66,550	\$73,205	\$405,255
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$100,000	\$50,000	\$55,000	\$60,500	\$66,550	\$73,205	\$405,255
<b>OPERATING IMPACT</b>							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: G-23-002

PROJECT TITLE: Fleet Management Vehicle: Refuse Trucks

## CATEGORY (check one):

- ☐ Economic Development & Tourism (E)
 ☐ Recreation & Quality of Life (R)
- ☒ General Government (G)
 ☐ Stormwater & Utilities (U)
- ☐ Public Safety (P)
 ☐ Transportation & Walkability (T)

## PROGRAM TYPE (check one):

- ☒ CARP
 ☐ CIP

## PROGRAM DESCRIPTION

Scheduled fleet replacements per the adopted fleet replacement plan. The FY23 replacement program has continued with the FY22 re-evaluation and operating efficiencies and increased utilization in mind. All the fleet management vehicles are a continuation of vehicles that were re-evaluated during the COVID - 19 pandemic. Refuse Trucks: Replacement of a 2005 Freightliner M2 106 with 20,000+ hours and a 2007 International Durastar with 17,366 hours and 119,000 miles. Both of these units are well beyond their service life and consistently are OOS for repairs. This will be a transition to the new style semi automated units.



## 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-1.6: Provide efficient, right-sized community facilities that meet identified levels of service.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$616,804						\$616,804
Other							\$0
<b>TOTAL</b>	<b>\$616,804</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$616,804</b>

## FUNDING SOURCES

General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA	\$616,804						\$616,804
Grant- Federal							\$0
Proffer							\$0
Other							\$0
<b>TOTAL</b>	<b>\$616,804</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$616,804</b>

## OPERATING IMPACT

Ongoing maintenance							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

PROJECT NUMBER: G-23-003

PROJECT TITLE: Fleet Management Vehicle: Leaf Machine

## CATEGORY (check one):

- ☐ Economic Development & Tourism (E)
 ☐ Recreation & Quality of Life (R)
- ☒ General Government (G)
 ☐ Stormwater & Utilities (U)
- ☐ Public Safety (P)
 ☐ Transportation & Walkability (T)

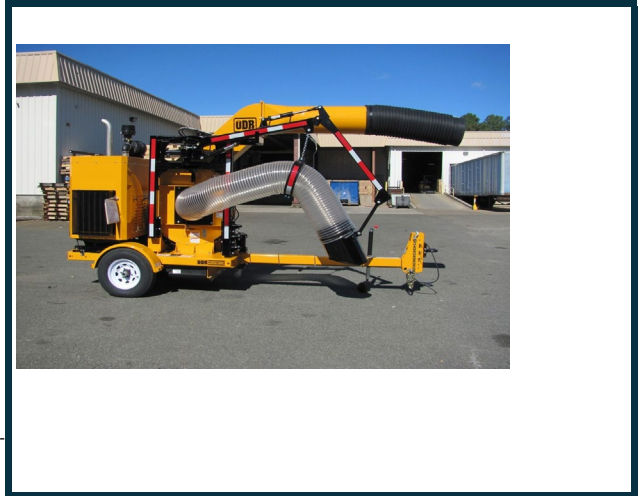
## PROGRAM TYPE (check one):

- ☒ CARP
 ☐ CIP

## PROGRAM DESCRIPTION

Scheduled fleet replacements per the adopted fleet replacement plan. The FY23 replacement program has continued with the FY22 re-evaluation and operating efficiencies and increased utilization in mind. All the fleet management vehicles are a continuation of vehicles that were re-evaluated during the COVID - 19 pandemic.

**Leaf Vacuum Machine: Replacement of a 2005 ODB LCT600 Leaf collection unit and the addition of one 14' hook mounted leaf collection box.**



## 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-1.6: Provide efficient, right-sized community facilities that meet identified levels of service.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$85,000						\$85,000
Other							\$0
<b>TOTAL</b>	<b>\$85,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$85,000</b>
<b>FUNDING SOURCES</b>							
General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA	\$85,000						\$85,000
Grant- Federal							\$0
Proffer							\$0
Other							\$0
<b>TOTAL</b>	<b>\$85,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$85,000</b>
<b>OPERATING IMPACT</b>							
Ongoing maintenance							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

PROJECT NUMBER: G-23-004

PROJECT TITLE: Fleet Management Vehicle: Salt Spreaders

## CATEGORY (check one):

- ☐ Economic Development & Tourism (E)
 ☐ Recreation & Quality of Life (R)
- ☒ General Government (G)
 ☐ Stormwater & Utilities (U)
- ☐ Public Safety (P)
 ☐ Transportation & Walkability (T)

## PROGRAM TYPE (check one):

- ☒ CARP
 ☐ CIP

## PROGRAM DESCRIPTION

Scheduled fleet replacements per the adopted fleet replacement plan. The FY23 replacement program has continued with the FY22 re-evaluation and operating efficiencies and increased utilization in mind. All the fleet management vehicles are a continuation of vehicles that were re-evaluated during the COVID - 19 pandemic. Salt Spreaders: Replacement of two salt spreaders from the 80's. Both units were held to serve on the new hook combination trucks until the projects could be completed and the correct spreader sizes determined. The spreaders will be the same model that was purchased in years past.



## 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-1.6: Provide efficient, right-sized community facilities that meet identified levels of service.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$68,000						\$68,000
Other							\$0
<b>TOTAL</b>	<b>\$68,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$68,000</b>

## FUNDING SOURCES

General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA	\$68,000						\$68,000
Grant- Federal							\$0
Proffer							\$0
Other							\$0
<b>TOTAL</b>	<b>\$68,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$68,000</b>

## OPERATING IMPACT

Ongoing maintenance							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

PROJECT NUMBER: G-23-005

PROJECT TITLE: HVAC Replacement

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☒ General Government (G)

☐ Public Safety (P)

☐ Recreation & Quality of Life (R)

☐ Stormwater & Utilities (U)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP

☐ CIP

**PROGRAM DESCRIPTION**  
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.

**GOAL ADDRESSED**  
Plan Warrenton 2040 CF-3.1: Promote energy efficiency, green infrastructure, pervious surfaces, and healthy building environments in all community facilities and parking lots through a Green Infrastructure and Facilities Program. Leverage green infrastructure and ecosystem services as key economic and health benefits to the Town.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2028-2029	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering	\$5,000						\$5,000
Construction/Purchase	\$50,000	\$50,000					\$100,000
Other							\$0
TOTAL	\$55,000	\$50,000	\$0	\$0	\$0	\$0	\$105,000

FUNDING SOURCES							
General Fund		\$50,000					\$50,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA	\$55,000						\$55,000
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$55,000	\$50,000	\$0	\$0	\$0	\$0	\$105,000

OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: G-24-004

PROJECT TITLE: Sign Replacement

## CATEGORY (check one):

- ☐ Economic Development & Tourism (E)
 ☐ Recreation & Quality of Life (R)
- ☒ General Government (G)
 ☐ Stormwater & Utilities (U)
- ☐ Public Safety (P)
 ☐ Transportation & Walkability (T)

## PROGRAM TYPE (check one):

- ☒ CARP
 ☐ CIP

## PROGRAM DESCRIPTION

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.



## GOAL ADDRESSED

Plan Warrenton 2040 T-1.5: Create an overarching vision for roadway safety through the development and adoption of a traffic safety policy. This safety policy should incorporate Vision Zero strategies with the goal of eliminating traffic fatalities and severe injuries while increasing safe, healthy, and equitable mobility for all.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2028-2029	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase		\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$150,000</b>

## FUNDING SOURCES

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2028-2029	Total
<b>FUNDING SOURCES</b>							
General Fund		\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$150,000</b>

## OPERATING IMPACT

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2028-2029	Total
<b>OPERATING IMPACT</b>							
Ongoing maintenance							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

PROJECT NUMBER: G-24-005

PROJECT TITLE: Zoning Ordinance Update

## CATEGORY (check one):

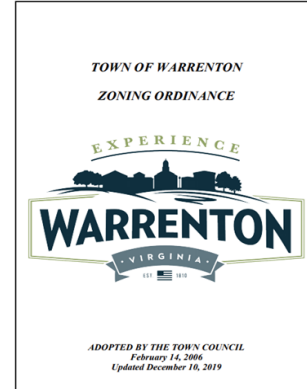
- ☐ Economic Development & Tourism (E)
 ☐ Recreation & Quality of Life (R)
- ☒ General Government (G)
 ☐ Stormwater & Utilities (U)
- ☐ Public Safety (P)
 ☐ Transportation & Walkability (T)

## PROGRAM TYPE (check one):

- ☒ CARP
 ☐ CIP

## PROGRAM DESCRIPTION

The last comprehensive update of the Zoning Ordinance occurred in 2006. While amendments have been pursued throughout the intervening years to stay current with State Code, the zoning ordinance is due a thorough review and update to implement the Town's strategic priorities and vision.



## GOAL ADDRESSED

Plan Warrenton 2020: HR-1.3: Update the Zoning Ordinance to complement Historic District Guidelines and Preservation Plan.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase							\$0
Other		\$50,000	\$50,000				\$100,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>

## FUNDING SOURCES

General Fund		\$50,000	\$50,000				\$100,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>

## OPERATING IMPACT

Ongoing maintenance							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

PROJECT NUMBER: G-25-001	PROJECT TITLE: Enterprise Resource Planning System
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CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input checked="" type="checkbox"/> CARP
<input checked="" type="checkbox"/> General Government (G)	<input type="checkbox"/> Stormwater & Utilities (U)	<input type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input type="checkbox"/> Transportation & Walkability (T)	

**PROGRAM DESCRIPTION**

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



**GOAL ADDRESSED**

Plan Warrenton 2040 CF-1.6: Provide efficient, right-sized community facilities that meet identified levels of service.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase							\$0
Other			\$750,000	\$750,000	\$750,000		\$2,250,000
TOTAL	\$0	\$0	\$750,000	\$750,000	\$750,000	\$0	\$2,250,000
FUNDING SOURCES							
General Fund			\$750,000	\$750,000	\$750,000		\$2,250,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$750,000	\$750,000	\$750,000	\$0	\$2,250,000
OPERATING IMPACT							
Ongoing maintenance						\$100,000	\$100,000
Additional personnel			\$90,000	\$90,000	\$90,000		\$270,000
TOTAL	\$0	\$0	\$90,000	\$90,000	\$90,000	\$100,000	\$370,000

This is a major project that will require a full-time Project Manager to oversee the project and act as a liaison between the Town and the vendor.

# PROJECT SHEETS

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## PUBLIC SAFETY



PROJECT NUMBER: P-23-001

PROJECT TITLE: Fleet Management Vehicle: Police

## CATEGORY (check one):

- ☐ Economic Development & Tourism (E)
 ☐ Recreation & Quality of Life (R)
- ☐ General Government (G)
 ☐ Stormwater & Utilities (U)
- ☒ Public Safety (P)
 ☐ Transportation & Walkability (T)

## PROGRAM TYPE (check one):

- ☒ CARP
- ☐ CIP

## PROGRAM DESCRIPTION

Scheduled fleet replacements per the adopted fleet replacement plan. The FY23 replacement program has continued with the FY22 re-evaluation and operating efficiencies and increased utilization in mind. All the fleet management vehicles are a continuation of vehicles that were re-evaluated during the COVID - 19 pandemic.

**Police Vehicles:** Purchase of two hybrid police explorer units. These units would be assigned to the patrol division.



## GOAL ADDRESSED

Plan Warrenton 2040 CF-2.4: Identify and provide new substation and public safety facilities as new development/redevelopment occurs. CF-1.6: Provide efficient, right-sized community facilities that meet identified levels of service.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$98,262	\$148,860	\$98,262	\$148,860	\$98,262	\$148,860	\$741,366
Other							\$0
<b>TOTAL</b>	<b>\$98,262</b>	<b>\$148,860</b>	<b>\$98,262</b>	<b>\$148,860</b>	<b>\$98,262</b>	<b>\$148,860</b>	<b>\$741,366</b>
<b>FUNDING SOURCES</b>							
General Fund		\$148,860	\$98,262	\$148,860	\$98,262	\$148,860	\$643,104
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA	\$98,262						\$98,262
Grant- Federal							\$0
Proffer							\$0
Other							\$0
<b>TOTAL</b>	<b>\$98,262</b>	<b>\$148,860</b>	<b>\$98,262</b>	<b>\$148,860</b>	<b>\$98,262</b>	<b>\$148,860</b>	<b>\$741,366</b>
<b>OPERATING IMPACT</b>							
Ongoing maintenance							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



# PROJECT SHEETS

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## RECREATION & QUALITY OF LIFE



PROJECT NUMBER: R-23-002PROJECT TITLE: Fitness and Studio Floor Replacement

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ General Government (G)☐ Public Safety (P)

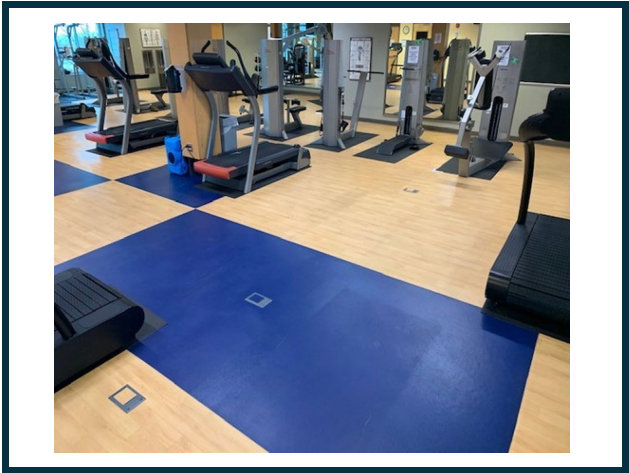
☒ Recreation & Quality of Life (R)☐ Stormwater & Utilities (U)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP☐ CIP

PROGRAM DESCRIPTION  
Replacement of the original floors within the fitness center and studio 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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$60,000						\$60,000
Other							\$0
TOTAL	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA	\$60,000						\$60,000
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: R-23-003PROJECT TITLE: Fitness Equipment Replacement

CATEGORY (check one):

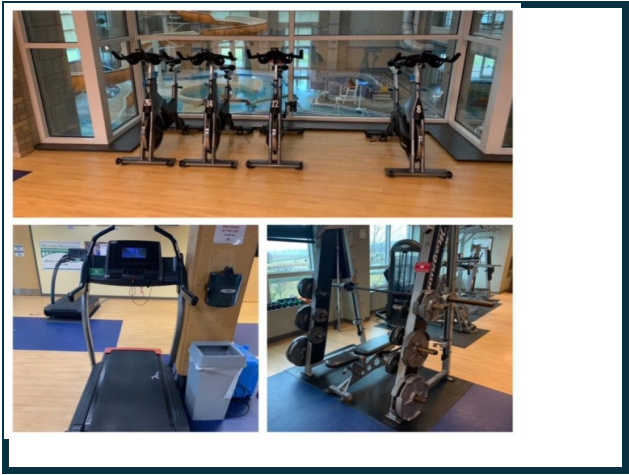
☐ Economic Development & Tourism (E)☒ Recreation & Quality of Life (R)☒ General Government (G)☐ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP☐ CIP

**PROGRAM DESCRIPTION**  
FY23: Replace weight training equipment, replace two treadmills, refurbish two treadmills.  
  
FY24: Replace 14 spin bikes, replace 24 computers for spin bikes.  
  
FY25: Replace 12 spin bikes, replace 2 treadmills, refurbish 2 treadmills.

**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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$25,000						\$25,000
Other							\$0
TOTAL	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA	\$25,000						\$25,000
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: R-24-003

PROJECT TITLE: Eva Walker Park Basketball Court Resurface

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ General Government (G)☐ Public Safety (P)

☒ Recreation & Quality of Life (R)☐ Stormwater & Utilities (U)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP☐ CIP

**PROGRAM DESCRIPTION**  
Resurface the current basketball court at Eva Walker Park.



**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase		\$50,000					\$50,000
Other							\$0
TOTAL	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
FUNDING SOURCES							
General Fund		\$50,000					\$50,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0



# **PROJECT SHEETS**

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## **TRANSPORTATION & WALKABILITY**



PROJECT NUMBER: T-23-008

PROJECT TITLE: Traffic Light Updates

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☒ General Government (G)

☐ Public Safety (P)

☐ Recreation & Quality of Life (R)

☐ Stormwater & Utilities (U)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP

☐ CIP

**PROGRAM DESCRIPTION**  
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 3.5% of the \$90,000 in hardware that each traffic box houses. The lights in the system are: Blackwell Rd, North Hill Dr, Fletcher Dr, Branch Dr, Rt. 17 & Winchester St, Rt. 211, Van Roijen, Carriage House, Culpeper St.



**GOAL ADDRESSED**  
Plan Warrenton 2040 T-1.5: Create an overarching vision for roadway safety through the development and adoption of a traffic safety policy. This safety policy should incorporate Vision Zero strategies with the goal of eliminating traffic fatalities and severe injuries while increasing safe, healthy, and equitable mobility for all.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$28,800	\$28,800	\$28,800	\$28,800	\$28,800	\$28,800	\$172,800
Other							\$0
TOTAL	\$28,800	\$28,800	\$28,800	\$28,800	\$28,800	\$28,800	\$172,800

FUNDING SOURCES							
General Fund		\$28,800	\$28,800	\$28,800	\$28,800	\$28,800	\$144,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA	\$28,800						\$28,800
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$28,800	\$28,800	\$28,800	\$28,800	\$28,800	\$28,800	\$172,800

OPERATING IMPACT							
Ongoing maintenance							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DESCRIPTION OF OPERATING IMPACTS



# PROJECT SHEETS

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## UTILITIES & STORMWATER



PROJECT NUMBER: U-23-010

PROJECT TITLE: Stormwater Garret St Pond

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☒ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP

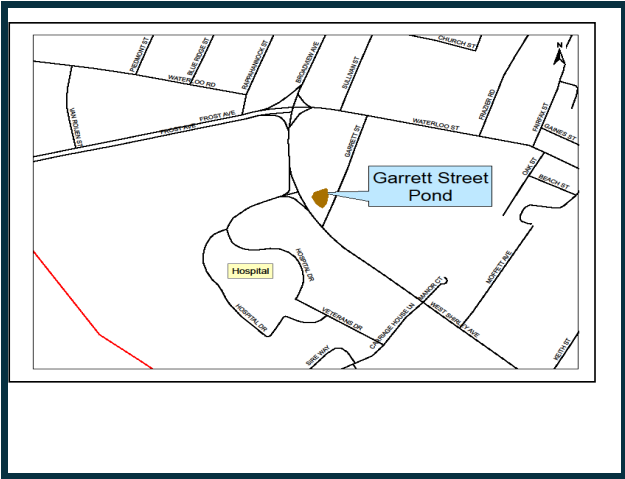
☐ CIP

**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. FY23 budget includes initial planning and design work to construct for future years to retrofit the Town owned SWM pond at Garrett Street and Shirley Avenue for removal of acquired sediments to the original pond contours, installation of forebay, and planting of wetlands vegetation. Funding to help with this project has been awarded from the NFWF and the Commonwealths SLAF in the amount of \$129,610.

**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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering	\$50,100						\$50,100
Construction/Purchase	\$100,000						\$100,000
Other							\$0
TOTAL	\$150,100	\$0	\$0	\$0	\$0	\$0	\$150,100
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund	\$20,490						\$20,490
ARPA							\$0
Grant- Federal	\$129,610						\$129,610
Proffer							\$0
Other							\$0
TOTAL	\$150,100	\$0	\$0	\$0	\$0	\$0	\$150,100
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**PROJECT NUMBER: U-23-011**

**PROJECT TITLE:** Cast Iron Waterline Program

**CATEGORY (check one):**

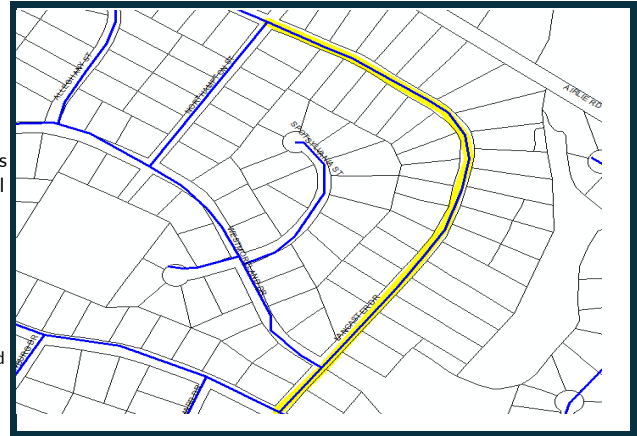
- |                          |                                    |                                     |                                  |
|--------------------------|------------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> | Economic Development & Tourism (E) | <input type="checkbox"/>            | Recreation & Quality of Life (R) |
| <input type="checkbox"/> | General Government (G)             | <input checked="" type="checkbox"/> | Stormwater & Utilities (U)       |
| <input type="checkbox"/> | Public Safety (P)                  | <input type="checkbox"/>            | Transportation & Walkability (T) |

**PROGRAM TYPE (check one):**

- ☒ CARP  
☐ CIP

## 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.



### GOAL ADDRESSED

Plan Warrenton 2040 CF-4.2: Meet the future infrastructure needs through careful planning and acquisition of required permits. CF-5.3: Anticipate and provide community resources where needed.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering	\$60,000	\$100,000	\$40,000	\$35,000	\$20,000		\$255,000
Construction/Purchase	\$410,000	\$250,000	\$600,000	\$200,000	\$200,000	\$150,000	\$1,810,000
Other							\$0
<b>TOTAL</b>	<b>\$470,000</b>	<b>\$350,000</b>	<b>\$640,000</b>	<b>\$235,000</b>	<b>\$220,000</b>	<b>\$150,000</b>	<b>\$2,065,000</b>

## FUNDING SOURCES

FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund	\$470,000	\$350,000	\$640,000	\$235,000	\$220,000	\$150,000	\$2,065,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
<b>TOTAL</b>	<b>\$470,000</b>	<b>\$350,000</b>	<b>\$640,000</b>	<b>\$235,000</b>	<b>\$220,000</b>	<b>\$150,000</b>	<b>\$2,065,000</b>

## OPERATING IMPACT

Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-23-012	PROJECT TITLE: I&I Program
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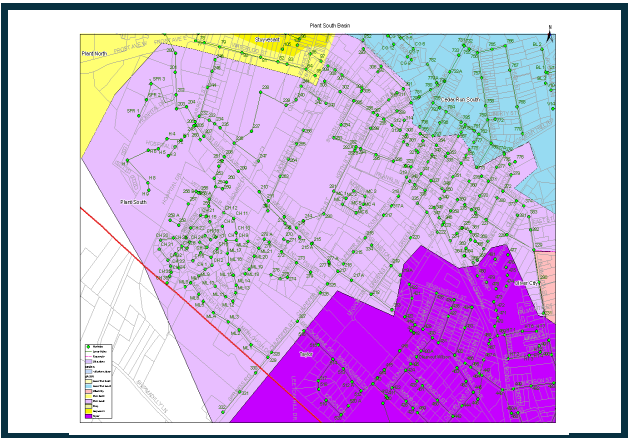
CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input checked="" type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input checked="" type="checkbox"/> Stormwater & Utilities (U)	<input type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input type="checkbox"/> Transportation & Walkability (T)	

**PROGRAM DESCRIPTION**

The FY23 project is to build on prior years efforts, focused on finding problem areas and recommending rehabilitation methods with some remediation work completed. This year and beyond is the continuation of that process. FY21 and FY22 was postponed due to COVID, and hoped to proceed in FY23. The program has shown good results in reducing the intense response to heavy rainfall but more needs to be done. Groundwater levels are higher than they were during the initial flow monitoring program, so now is a good time to plan for additional work in that area to target the rehab focus.

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-4.3: Reduce Infiltration and Inflow (I&I) and promote sustainability within the wastewater infrastructure system.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering	\$100,000	\$50,000				\$50,000	\$200,000
Construction/Purchase	\$400,000	\$600,000	\$400,000	\$200,000	\$100,000		\$1,700,000
Other							\$0
TOTAL	\$500,000	\$650,000	\$400,000	\$200,000	\$100,000	\$50,000	\$1,900,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund	\$500,000	\$650,000	\$400,000	\$200,000	\$100,000	\$50,000	\$1,900,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$500,000	\$650,000	\$400,000	\$200,000	\$100,000	\$50,000	\$1,900,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-23-013

PROJECT TITLE: Waterline Replacement-Rappahannock St

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☒ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP

☐ CIP

**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-4.2: Meet the future infrastructure needs through careful planning and acquisition of required permits. CF-5.3: Anticipate and provide community resources where needed.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering	\$40,000						\$40,000
Construction/Purchase	\$410,000						\$410,000
Other							\$0
TOTAL	\$450,000	\$0	\$0	\$0	\$0	\$0	\$450,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund	\$450,000						\$450,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$450,000	\$0	\$0	\$0	\$0	\$0	\$450,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-23-014

PROJECT TITLE: Waterline Replacement Mt Tank

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☒ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

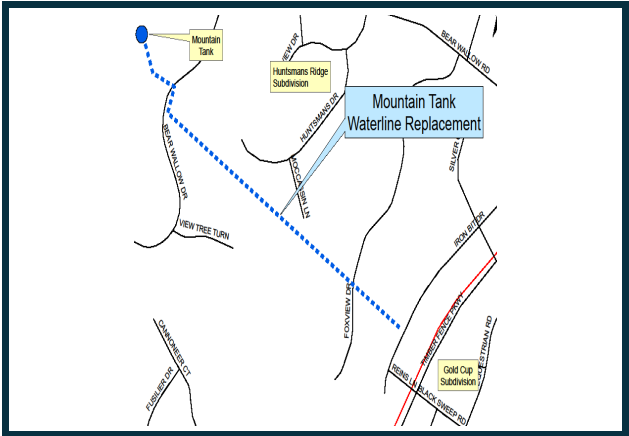
PROGRAM TYPE (check one):

☒ CARP

☐ CIP

**PROGRAM DESCRIPTION**  
Replacement of 1,728 feet of 8-inch cast iron water line from the Town's Mountain Storage Tank to the Silver Cup Development. Present waterline is cast iron pipe. Waterline is to be replaced with new ductile iron pipe, which is more reliable and has a longer life. This line is the major feed line from the 2 MG mountain tank. The construction of the Gold Cup and Silver Cup developments have replaced 1,827 feet of the original 4,318 feet of the line at the developer's expense. An additional 772 feet was replaced by Town staff in coordination with the Huntsman Ridge Development. This project will complete the replacement from the tank to Gold Cup Drive into Town, adding reliability to the water system from the mountain tank to the western area of Town.

**GOAL ADDRESSED**  
Plan Warrenton 2040 CF-4.2: Meet the future infrastructure needs through careful planning and acquisition of required permits. CF-5.3: Anticipate and provide community resources where needed.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering	\$35,000						\$35,000
Construction/Purchase		\$217,000					\$217,000
Other							\$0
TOTAL	\$35,000	\$217,000	\$0	\$0	\$0	\$0	\$252,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund	\$35,000	\$217,000					\$252,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$35,000	\$217,000	\$0	\$0	\$0	\$0	\$252,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-23-015	PROJECT TITLE: Warrenton Reservoir Dam
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CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input checked="" type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input checked="" type="checkbox"/> Stormwater & Utilities (U)	<input type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input type="checkbox"/> Transportation & Walkability (T)	

**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition		\$250,000					\$250,000
Architecture/Engineering	\$100,000	\$50,000					\$150,000
Construction/Purchase			\$1,500,000	\$1,500,000	\$750,000	\$750,000	\$4,500,000
Other							\$0
TOTAL	\$100,000	\$300,000	\$1,500,000	\$1,500,000	\$750,000	\$750,000	\$4,900,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund	\$100,000	\$300,000	\$1,500,000	\$1,500,000	\$750,000	\$750,000	\$4,900,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$100,000	\$300,000	\$1,500,000	\$1,500,000	\$750,000	\$750,000	\$4,900,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-23-016PROJECT TITLE: Post Aeration Tank Upgrade

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☒ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

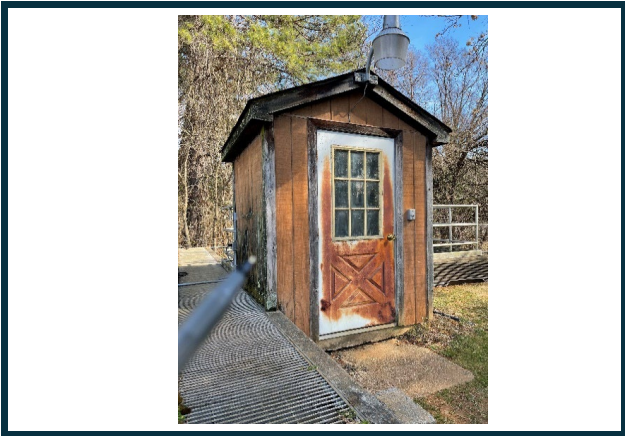
PROGRAM TYPE (check one):

☒ CARP

☐ CIP

PROGRAM DESCRIPTION

Post aeration of effluent to ensure Dissolved Oxygen level meets DEQ Permit Regulations.



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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$25,000						\$25,000
Other							\$0
TOTAL	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund	\$25,000						\$25,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-23-017

PROJECT TITLE: UV Disinfection

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP☐ CIP

PROGRAM DESCRIPTION

Replace current outdated UV Disinfection with more modernized technology.



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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$300,000						\$300,000
Other							\$0
TOTAL	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund	\$300,000						\$300,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-23-018

PROJECT TITLE: GST Upgrades

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☒ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP

☐ CIP

PROGRAM DESCRIPTION

To ensure solids are thickened prior to Primary Digester.

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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$350,000						\$350,000
Other							\$0
TOTAL	\$350,000	\$0	\$0	\$0	\$0	\$0	\$350,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund	\$350,000						\$350,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$350,000	\$0	\$0	\$0	\$0	\$0	\$350,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-23-019

PROJECT TITLE: Facilities Physical Security

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☐ Stormwater & Utilities (U)

☐ Public Safety (P)

☒ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP

☐ CIP

**PROGRAM DESCRIPTION**

Update of the facilities' physical security. These are measures that are designed to deny unauthorized access to facilities, equipment, and resources and to protect personnel and property from damage or harm (such as espionage, theft, or terrorist attacks).



**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$30,000	\$30,000					\$60,000
Other							\$0
TOTAL	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$60,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund	\$30,000	\$30,000					\$60,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$60,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-23-020

PROJECT TITLE: Roof Replacement

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ General Government (G)

☐ Public Safety (P)

☐ Recreation & Quality of Life (R)

☒ Stormwater & Utilities (U)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP

☐ CIP

**PROGRAM DESCRIPTION**  
Replacement of roofing systems that are at the end of life. FY23 replacements will include one of the rental properties on Blackwell road.



**GOAL ADDRESSED**  
Plan Warrenton 2040 CF-4.2: Meet the future infrastructure needs through careful planning and acquisition of required permits.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2028-2029	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$20,000	\$20,000	\$15,000	\$15,000	\$15,000	\$15,000	\$100,000
Other							\$0
TOTAL	\$20,000	\$20,000	\$15,000	\$15,000	\$15,000	\$15,000	\$100,000

FUNDING SOURCES							
General Fund		\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
Water and Sewer Fund	\$20,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$70,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$20,000	\$20,000	\$15,000	\$15,000	\$15,000	\$15,000	\$100,000

OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DESCRIPTION OF OPERATING IMPACTS

PROJECT NUMBER: U-23-021

PROJECT TITLE: Energy Management

## CATEGORY (check one):

- ☐ Economic Development & Tourism (E)
 ☐ Recreation & Quality of Life (R)
- ☐ General Government (G)
 ☒ Stormwater & Utilities (U)
- ☐ Public Safety (P)
 ☐ Transportation & Walkability (T)

## PROGRAM TYPE (check one):

- ☒ CARP
 ☐ CIP

## PROGRAM DESCRIPTION

Formation of an energy management program to address excessive energy consumption of aging building's thermal envelopes. The buildings need updates to include, but not limited to, motion lighting, LED lights, energy efficient windows, efficient water heating, updated insulation, air sealing, etc. FY23 projects will include the replacement of four water heating units: two in the General Fund & two in the Water and Sewer fund and windows at the Blackwell Road rental property.



## GOAL ADDRESSED

Plan Warrenton 2040 CF-3.1: Promote energy efficiency, green infrastructure, pervious surfaces, and healthy building environments in all community facilities and parking lots through a Green Infrastructure and Facilities Program. Leverage green infrastructure and ecosystem services as key economic and health benefits to the Town.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$25,000	\$10,000					\$35,000
Other							\$0
<b>TOTAL</b>	<b>\$25,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>
<b>FUNDING SOURCES</b>							
General Fund		\$10,000					\$10,000
Water and Sewer Fund	\$25,000						\$25,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
<b>TOTAL</b>	<b>\$25,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>
<b>OPERATING IMPACT</b>							
Ongoing maintenance							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

PROJECT NUMBER: U-23-022

PROJECT TITLE: Facilities Asphalt Resurfacing

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☒ General Government (G)

☐ Public Safety (P)

☐ Recreation & Quality of Life (R)

☒ Stormwater & Utilities (U)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP

☐ CIP

**PROGRAM DESCRIPTION**  
Resurfacing of asphalt parking and roadways within facilities. FY23 will include the water treatment plant. FY24 will include the cemetery, pump stations, and Rady Park.



**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$70,000	\$65,000					\$135,000
Other							\$0
TOTAL	\$70,000	\$65,000	\$0	\$0	\$0	\$0	\$135,000
FUNDING SOURCES							
General Fund		\$30,000					\$30,000
Water and Sewer Fund	\$70,000	\$35,000					\$105,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$70,000	\$65,000	\$0	\$0	\$0	\$0	\$135,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-23-023PROJECT TITLE: Fleet Management Vehicle: Dump Truck

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP☐ CIP

**PROGRAM DESCRIPTION**  
Scheduled fleet replacements per the adopted fleet replacement plan. The FY23 replacement program has continued with the FY22 re-evaluation and operating efficiencies and increased utilization in mind. Included is a continuation on the hook lift truck program. We have implemented the interchangeable bodies and will be expanding this to all future HD trucks we purchase. The switching of bodies has proven invaluable to the user departments. All the fleet management vehicles are a continuation of vehicles that were re-evaluated during the COVID - 19 pandemic. This price includes both the snow plow, hitch, and salt spreader.



**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-1.6: Provide efficient, right-sized community facilities that meet identified levels of service.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$205,000						\$205,000
Other							\$0
TOTAL	\$205,000	\$0	\$0	\$0	\$0	\$0	\$205,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund	\$205,000						\$205,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$205,000	\$0	\$0	\$0	\$0	\$0	\$205,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-23-024

PROJECT TITLE: Fleet Management Vehicle: Skid Steer &amp; UTV

## CATEGORY (check one):

- ☐ Economic Development & Tourism (E)
 ☐ Recreation & Quality of Life (R)
- ☐ General Government (G)
 ☒ Stormwater & Utilities (U)
- ☐ Public Safety (P)
 ☐ Transportation & Walkability (T)

## PROGRAM TYPE (check one):

- ☒ CARP
 ☐ CIP

## PROGRAM DESCRIPTION

Scheduled fleet replacements per the adopted fleet replacement plan. The FY23 replacement program has continued with the FY22 re-evaluation and operating efficiencies and increased utilization in mind. All the fleet management vehicles are a continuation of vehicles that were re-evaluated during the COVID - 19 pandemic.

**Skid-Steer and Utility Vehicle: Replacement of a 2003 Gehl SL6635 SXT wheeled skid-steer with a wheeled skid-steer and utility vehicle.**



## 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-1.6: Provide efficient, right-sized community facilities that meet identified levels of service.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$135,000						\$135,000
Other							\$0
<b>TOTAL</b>	<b>\$135,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$135,000</b>
<b>FUNDING SOURCES</b>							
General Fund							\$0
Water and Sewer Fund	\$135,000						\$135,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
<b>TOTAL</b>	<b>\$135,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$135,000</b>
<b>OPERATING IMPACT</b>							
Ongoing maintenance							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

PROJECT NUMBER: U-23-025PROJECT TITLE: Fleet Management Vehicle: Compressor

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☒ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP

☐ CIP

**PROGRAM DESCRIPTION**  
Scheduled fleet replacements per the adopted fleet replacement plan. The FY23 replacement program has continued with the FY22 re-evaluation and operating efficiencies and increased utilization in mind. All the fleet management vehicles are a continuation of vehicles that were re-evaluated during the COVID - 19 pandemic.  
**Tow Behind Air Compressor:** Replacement of a 2003 Ingersoll Ran P185WIR tow behind air compressor and jack hammer.



**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-1.6: Provide efficient, right-sized community facilities that meet identified levels of service.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$28,000						\$28,000
Other							\$0
TOTAL	\$28,000	\$0	\$0	\$0	\$0	\$0	\$28,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund	\$28,000						\$28,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$28,000	\$0	\$0	\$0	\$0	\$0	\$28,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-23-026

PROJECT TITLE: Fleet Management Vehicle: Message Board

## CATEGORY (check one):

- ☐ Economic Development & Tourism (E)
 ☐ Recreation & Quality of Life (R)
- ☒ General Government (G)
 ☒ Stormwater & Utilities (U)
- ☐ Public Safety (P)
 ☐ Transportation & Walkability (T)

## PROGRAM TYPE (check one):

- ☒ CARP
 ☐ CIP

## PROGRAM DESCRIPTION

Scheduled fleet replacements per the adopted fleet replacement plan. The FY23 replacement program has continued with the FY22 re-evaluation and operating efficiencies and increased utilization in mind. All the fleet management vehicles are a continuation of vehicles that were re-evaluated during the COVID - 19 pandemic.

**Message Board: Replacement of a 2008 Wanco Message Board and a 2003 Trafcon Arrow Board.** Both of these units are beyond service life and have been rebuilt multiple times to extend their life.



## 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-1.6: Provide efficient, right-sized community facilities that meet identified levels of service.

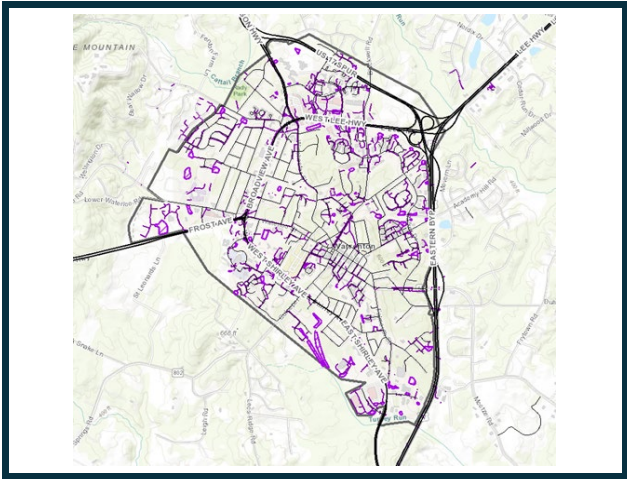
	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$20,000	\$25,000					\$45,000
Other							\$0
<b>TOTAL</b>	<b>\$20,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,000</b>
<b>FUNDING SOURCES</b>							
General Fund		\$25,000					\$25,000
Water and Sewer Fund	\$20,000						\$20,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
<b>TOTAL</b>	<b>\$20,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,000</b>
<b>OPERATING IMPACT</b>							
Ongoing maintenance							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

PROJECT NUMBER: U-24-002	PROJECT TITLE: Master Drainage Plan
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CATEGORY (check one):	PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input checked="" type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	
<input type="checkbox"/> Recreation & Quality of Life (R)	
<input checked="" type="checkbox"/> Stormwater & Utilities (U)	
<input type="checkbox"/> Transportation & Walkability (T)	

**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.

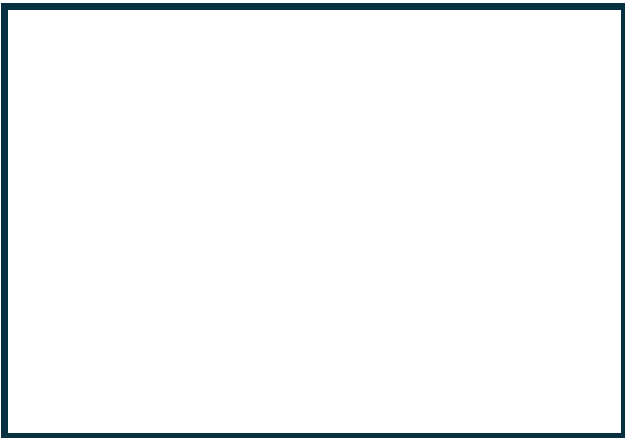


	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering		\$100,000	\$200,000	\$200,000	\$200,000	\$300,000	\$1,000,000
Construction/Purchase							\$0
Other							\$0
TOTAL	\$0	\$100,000	\$200,000	\$200,000	\$200,000	\$300,000	\$1,000,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund		\$100,000	\$200,000	\$200,000	\$200,000	\$300,000	\$1,000,000
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$100,000	\$200,000	\$200,000	\$200,000	\$300,000	\$1,000,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-24-003	PROJECT TITLE: Plant Pump Station
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CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input checked="" type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input checked="" type="checkbox"/> Stormwater & Utilities (U)	<input type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input type="checkbox"/> Transportation & Walkability (T)	

**PROGRAM DESCRIPTION**  
This is the wetwell pump station that provides flow throughout the Wastewater Treatment Plant.



**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering		\$25,000					\$25,000
Construction/Purchase		\$50,000	\$150,000	\$75,000			\$275,000
Other							\$0
TOTAL	\$0	\$75,000	\$150,000	\$75,000	\$0	\$0	\$300,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund		\$75,000	\$150,000	\$75,000			\$300,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$75,000	\$150,000	\$75,000	\$0	\$0	\$300,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-24-004

PROJECT TITLE: Primary Sludge Pump

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☒ Stormwater & Utilities (U)

☐ Public Safety (P)

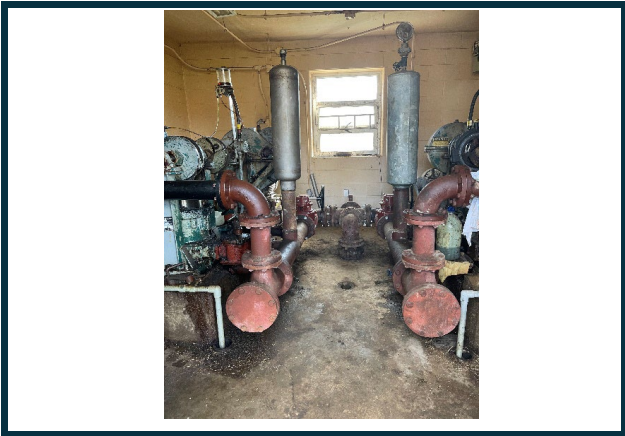
☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP

☐ CIP

**PROGRAM DESCRIPTION**  
Replacement of existing piston sludge pumps at the Primary Clarifiers. Sludge is pumped from the clarifiers to the gravity sludge thickener.



**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase		\$150,000					\$150,000
Other							\$0
TOTAL	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund		\$150,000					\$150,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-24-005

PROJECT TITLE: Primary Clarifier

CATEGORY (check one):

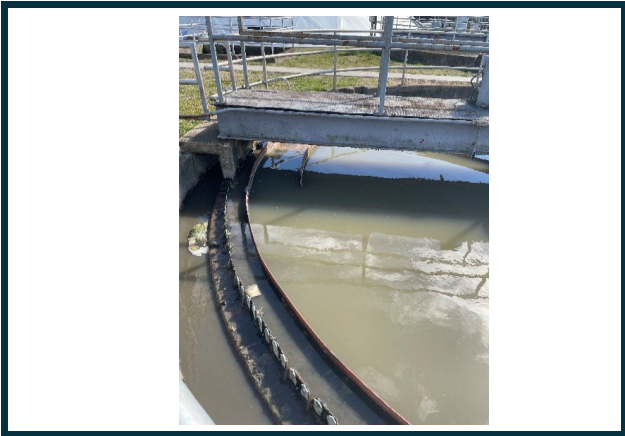
☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP☐ CIP

PROGRAM DESCRIPTION

Repairs to motorized drive units and tank structures and weir assemblies.



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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase		\$200,000					\$200,000
Other							\$0
TOTAL	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund		\$200,000					\$200,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-24-006PROJECT TITLE: Secondary Sludge Pump

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP☐ CIP

**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-5.1: 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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering		\$25,000					\$25,000
Construction/Purchase			\$125,000				\$125,000
Other							\$0
TOTAL	\$0	\$25,000	\$125,000	\$0	\$0	\$0	\$150,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund		\$25,000	\$125,000				\$150,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$25,000	\$125,000	\$0	\$0	\$0	\$150,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-25-004

PROJECT TITLE: BMP Facilities

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☒ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

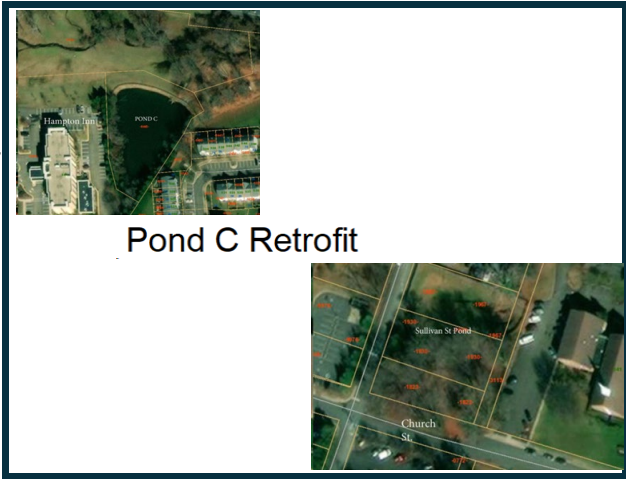
PROGRAM TYPE (check one):

☒ CARP

☐ CIP

**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase			\$125,000	\$125,000	\$125,000	\$150,000	\$525,000
Other							\$0
TOTAL	\$0	\$0	\$125,000	\$125,000	\$125,000	\$150,000	\$525,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund			\$125,000	\$125,000	\$125,000	\$150,000	\$525,000
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$125,000	\$125,000	\$125,000	\$150,000	\$525,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-25-005

PROJECT TITLE: WTP Reliability Measures

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☒ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP

☐ CIP

**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 base 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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering			\$65,000				\$65,000
Construction/Purchase				\$225,000	\$225,000	\$325,000	\$775,000
Other							\$0
TOTAL	\$0	\$0	\$65,000	\$225,000	\$225,000	\$325,000	\$840,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund			\$65,000	\$225,000	\$225,000	\$325,000	\$840,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$65,000	\$225,000	\$225,000	\$325,000	\$840,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-26-004PROJECT TITLE: Secondary Clarifier

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP☐ CIP

PROGRAM DESCRIPTION  
Repairs to motorized drive units and tank structures and weir assemblies.



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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase				\$250,000			\$250,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund				\$250,000			\$250,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-26-005

PROJECT TITLE: Cedar Run Pump Station

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☒ Stormwater & Utilities (U)

☐ Public Safety (P)

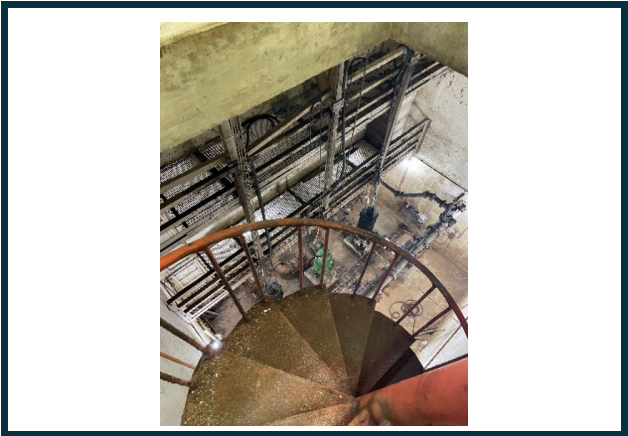
☒ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP

☐ CIP

**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-5.1: 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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering				\$85,000			\$85,000
Construction/Purchase				\$400,000	\$1,000,000	\$850,000	\$2,250,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$485,000	\$1,000,000	\$850,000	\$2,335,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund				\$485,000	\$1,000,000	\$850,000	\$2,335,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$485,000	\$1,000,000	\$850,000	\$2,335,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-26-006PROJECT TITLE: Primary Digester

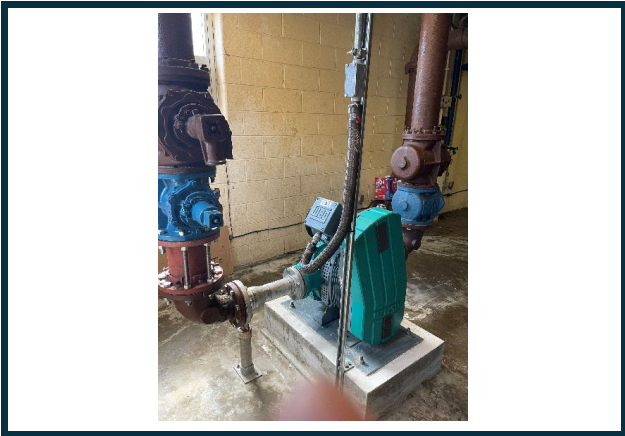
CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP☐ CIP

**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-5.1: 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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering				\$500,000			\$500,000
Construction/Purchase					\$1,000,000	\$500,000	\$1,500,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$500,000	\$1,000,000	\$500,000	\$2,000,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund				\$500,000	\$1,000,000	\$500,000	\$2,000,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$500,000	\$1,000,000	\$500,000	\$2,000,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-26-007PROJECT TITLE: Filter Control Valves

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP☐ CIP

PROGRAM DESCRIPTION  
Replace outdated/failing valves.



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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering				\$50,000			\$50,000
Construction/Purchase				\$300,000			\$300,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$350,000	\$0	\$0	\$350,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund				\$35,000			\$35,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$35,000	\$0	\$0	\$35,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-26-008PROJECT TITLE: Sullivan/Broadview Avenue Drainage

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☒ Stormwater & Utilities (U)

☐ Public Safety (P)

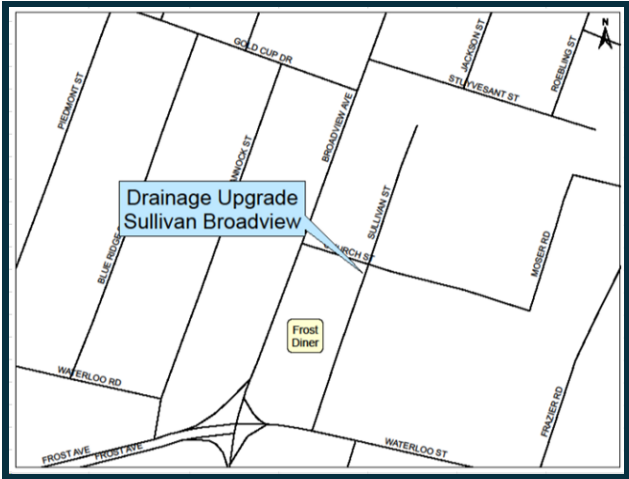
☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP

☐ CIP

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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering				\$30,000			\$30,000
Construction/Purchase					\$224,400		\$224,400
Other							\$0
TOTAL	\$0	\$0	\$0	\$30,000	\$224,400	\$0	\$254,400
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund				\$30,000	\$224,400		\$254,400
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$30,000	\$224,400	\$0	\$254,400
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-011

PROJECT TITLE: West Lee Highway Stormwater Culvert

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☒ Stormwater & Utilities (U)

☐ Public Safety (P)

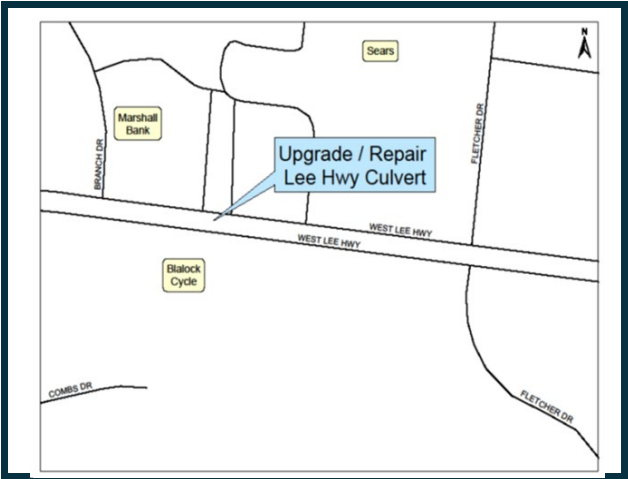
☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP

☐ CIP

**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering						\$25,000	\$25,000
Construction/Purchase						\$150,000	\$150,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$175,000	\$175,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund						\$100,000	\$100,000
ARPA							\$0
Grant- Federal						\$75,000	\$75,000
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$175,000	\$175,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-012PROJECT TITLE: Chem Tank

CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input checked="" type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input checked="" type="checkbox"/> Stormwater & Utilities (U)	<input type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input type="checkbox"/> Transportation & Walkability (T)	

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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase						\$200,000	\$200,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund						\$200,000	\$200,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-013

PROJECT TITLE: Digested Sludge Storage

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP☐ CIP

**PROGRAM DESCRIPTION**  
Secondary digester is utilized for sludge storage prior to belt press dewatering unit.



**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase						\$350,000	\$350,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$350,000	\$350,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund						\$350,000	\$350,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$350,000	\$350,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-014PROJECT TITLE: Taylor Pump Station

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP☐ CIP

**PROGRAM DESCRIPTION**  
Conduct an engineering evaluation of the Taylor Pump Station and maintain as appropriate. Enlarge existing wetwell and improve system hydraulics.



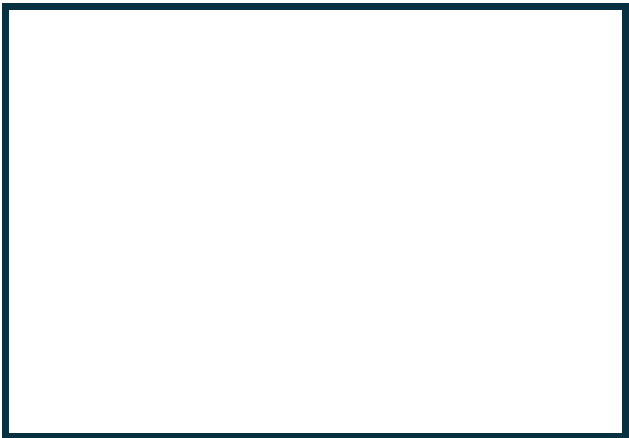
**GOAL ADDRESSED**  
Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet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

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering						\$75,000	\$75,000
Construction/Purchase						\$1,950,000	\$1,950,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$2,025,000	\$2,025,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund						\$2,025,000	\$2,025,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$2,025,000	\$2,025,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-015	PROJECT TITLE: Airlie Drain Valve
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CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input checked="" type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input checked="" type="checkbox"/> Stormwater & Utilities (U)	<input type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input type="checkbox"/> Transportation & Walkability (T)	

**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering						\$100,000	\$100,000
Construction/Purchase						\$200,000	\$200,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund						\$300,000	\$300,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-016PROJECT TITLE: Basin Coating

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP☐ CIP

**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.



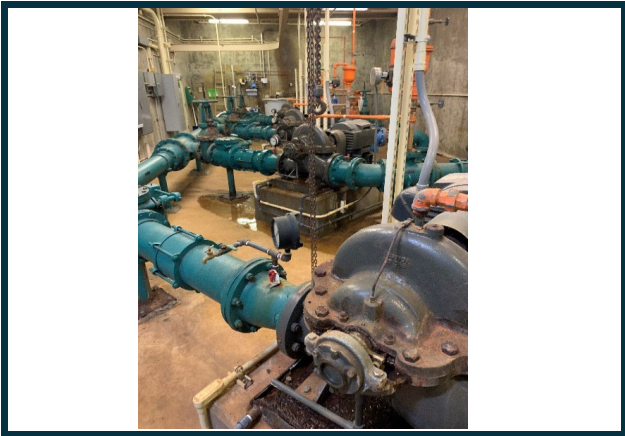
**GOAL ADDRESSED**  
Plan Warrenton 2040 CF-5.1: Implement robust maintenance schedules on community facilities to extend the life of investments. CF-4.1: Maintain a reliable and sufficient quantity of wastewater treatment capacity and a sufficient quantity and quality of public water supply to meet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

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering						\$35,000	\$35,000
Construction/Purchase						\$170,000	\$170,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$205,000	\$205,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund						\$205,000	\$205,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$205,000	\$205,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-017PROJECT TITLE: Raw Water Pumps

CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input checked="" type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input type="checkbox"/> Stormwater & Utilities (U)	<input type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input type="checkbox"/> Transportation & Walkability (T)	

PROGRAM DESCRIPTION  
Replace aging/obsolete RAW water pumps.



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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase						\$200,000	\$200,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund						\$200,000	\$200,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-018PROJECT TITLE: WTP Drain Field

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☒ CARP☐ CIP

**PROGRAM DESCRIPTION**  
Install a second tank to catch the water bypassing the leach field. Install a pump in the tank then run a line to our waste line and send the greywater to the wastewater treatment plant. Note: work can be done in house as time and manpower permits, which can result in cost savings



**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering						\$15,000	\$15,000
Construction/Purchase						\$25,000	\$25,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund						\$40,000	\$40,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-019	PROJECT TITLE: WTP Sewer Lines
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CATEGORY (check one):	PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input checked="" type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	
<input type="checkbox"/> Recreation & Quality of Life (R)	
<input checked="" type="checkbox"/> Stormwater & Utilities (U)	
<input type="checkbox"/> Transportation & Walkability (T)	

PROGRAM DESCRIPTION

Replace detreating/leaking sewer lines inside the Water Treatment Facility.

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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase						\$50,000	\$50,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund						\$50,000	\$50,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0



# **TOWN OF WARRENTON**

## **CAPITAL IMPROVEMENT PROGRAM**

### **2023 - 2028**



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## 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.

**Affirmed by Town Council  
August 28, 2018**

## Vision and Value Statement

**To Achieve Our Mission, We Strive To...**

...

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

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

**Affirmed by Town Council August 28, 2018**



## INTRODUCTION

Item 3.

The Capital Improvement Program (CIP) provides for an orderly implementation of short and long-term plans for construction of Capital Improvement Projects and Land Acquisition. It further provides for the scheduling of the associated expenditures over a period of many years. The first year of the program represents the proposed Capital Budget for the Fiscal Year. In addition, consideration is given to the project's relations to other improvements and plans, and the Town's current and anticipated financial capabilities. The CIP is updated annually, at which time the schedule and the projects are reevaluated, new or deferred projects are added, and the time frame is extended by one additional fiscal year.

The Town of Warrenton continues to enhance the structure of the budget and provide a greater understanding of funding commitments. Projects are presented under topical categories to help the community understand the investments that are being proposed and the tie in to priorities of the Town. Next, a Capital Asset Replacement Program (CARP) includes projects that cover standard operating and maintenance items. Unlike items listed in the capital project and acquisition program, these are items necessary for the ongoing operations of the Town and its facilities. Finally, the Town created dedicated Utilities and Stormwater Funds. These modifications to the CIP help move it towards a clearer document that works in conjunction with the budget and stated needs of the community.

## POLICY

The following policies guide the development of the CIP:

1. The CIP should be realistic relative to the projected source of revenue.
2. A reserve fund should be established, as required, to reduce the fiscal impact of major projects in a single year.
3. Projects undertaken in the Enterprise Fund and Stormwater Fund are to be considered separate from the general Fund.

## BENEFITS

A carefully planned CIP will enable the Town to realize several benefits:

1. Major improvements can be anticipated in advance, rather than addressed at the time the need arises.
2. The implementation strategy of the Comprehensive Plan is used as a guide for future needs and investments.
3. The Town Council and Planning Commission are better able to evaluate the needs of the entire community, instead of special projects.
4. Projects can be scheduled when revenue is available and when the community's anticipated ability to finance is determined.
5. Capital programming improves the Town's ability to vitalize state and federal aid. Applications can be timed to fit the development schedule.

## DEFINING CAPITAL IMPROVEMENT PROJECTS

A capital improvement is defined as a major expenditure, beyond maintenance and operating costs, for the acquisition or construction of a needed facility. Salaries, supplies and other overhead expenditures are considered maintenance and operating costs, not provided for the CIP. Capital improvements include such things as utility systems, public buildings, land acquisitions, streets and sidewalks. The improvements are items that will have a significant impact on the community and are too expensive to be financed in the annual operating budget. Cost and frequency are two criteria that will be used to distinguish between a capital expenditure and a capital asset.

1. COST - A capital improvement project shall be \$10,000 or more.
2. FREQUENCY - Capital improvement projects should be non-recurring. An interval of three years between expenditures is recommended.

## DEFINING CAPITAL ASSET REPLACEMENT PROGRAM (CARP)

Item 3.

Capital assets, which include property, plant, equipment, and infrastructure assets, are assets with an individual cost of more than \$5,000 and a useful life of more than one year. Infrastructure assets capitalized have an original cost of \$25,000 or more. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

*\* Development of planning and regulatory documents are typically captured in a budget's operating expense; however, Warrenton recognizes these types of documents here as they do not occur annually and can have a substantial impact on the budget.*

## CATEGORIES

Starting the FY22, CIP projects are being classified around stated priorities of the Town. Projects are numbered under specific topical areas. The CIP further states how projects meet the Comprehensive Plan goals and objectives within the individual project sheets. Below is a general description of the categories.

The CIP programs are coded using the following information:

**Economic Development and Tourism (E)** – Economic development and tourism projects position Warrenton to leverage and promote the location of jobs, revenue-generating businesses, and attracting tourism through complementary place-based economic development that encourages local economic growth.

**General Government (G)** – General government projects relate to ensuring the efficiency and needs to run a government that meets the needs of its citizens in a responsive, safe, and transparent fashion.

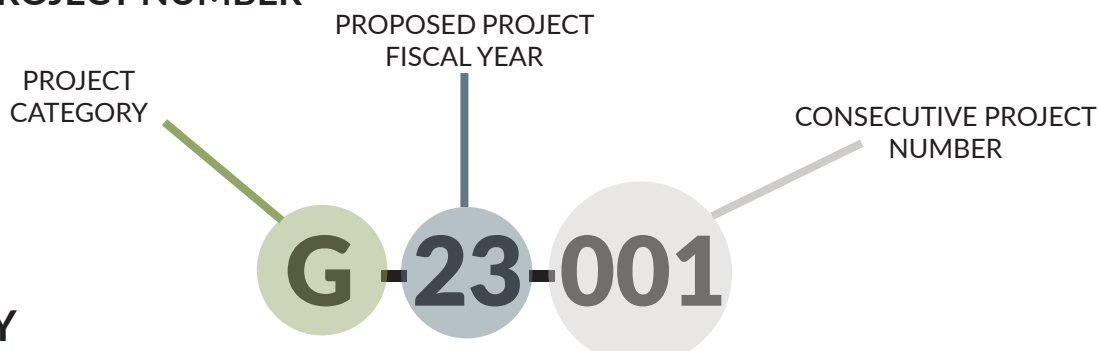
**Public Safety (P)** – Public safety projects relate to the Town of Warrenton's Police Department and Warrenton Volunteer Fire Company needs to ensure the ongoing safety and security of the community.

**Recreation and Quality of Life (R)** – Recreation and quality of life projects are recognized as opportunities for additional cultural, arts, and recreational activities in the Town. These type of investments are an important factor for long term economic sustainability.

**Transportation and Walkability (T)** – Transportation and walkability projects provide for improved multimodal safety by enacting access management strategies, incorporating pedestrian and bike friendly strategies, and deconflicting through-travel and local traffic movements.

**Utilities and Stormwater (U)** – Utilities and stormwater projects locate, maintain, and build community facilities to ensure the service needs of the Town and Federal and state mandates are met.

## EXAMPLE PROJECT NUMBER



## SUMMARY

The CIP is a planning and scheduling document. It does not represent authorization to expend Town funds. It does provide an orderly implementation of proposed short and long range plans for land acquisition and construction. Projects are authorized for implementation only after Town Council adopts and appropriates the Capital Budget. The impact of FY23 capital projects, for both improvement and asset projects, on the Town of Warrenton General Fund is \$1,281,289. The impact of FY23 capital projects, for both improvement and asset projects, on the Town of Warrenton Water and Sewer Fund is \$4,111,102. The impact of the FY23 capital projects on the Stormwater Utility Fund is \$94,918. The Town is also using \$976,500 in ARPA funds on projects in FY23. The CIP is an annual process and requires close review by both the Planning Commission and the Town Council.

# CAPITAL IMPROVEMENT PROJECTS

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# Capital Improvement Projects

## Five-Year Funding Summary

CATEGORY	FY23	FY24	FY25	FY26	FY27	FY28 & Beyond	TOTAL COST
Economic Development & Tourism (E)	\$0	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$350,000
General Government (G)	\$0	\$29,500	\$305,000	\$5,000	\$0	\$0	\$339,500
Public Safety (P)	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Recreation & Quality of Life (R)	\$150,000	\$400,000	\$813,000	\$0	\$265,000	\$300,000	\$1,928,000
Transportation & Walkability (T)	\$2,801,067	\$6,657,661	\$802,258	\$6,110,976	\$12,146,280	\$53,018,708	\$81,536,950
Stormwater & Utilities (U)	\$2,141,909	\$2,388,938	\$2,019,639	\$1,469,297	\$3,931,797	\$27,095,994	\$39,047,576
<b>TOTAL</b>	<b>\$5,092,976</b>	<b>\$9,621,099</b>	<b>\$4,009,897</b>	<b>\$7,655,273</b>	<b>\$16,413,077</b>	<b>\$80,484,702</b>	<b>\$123,277,026</b>

# Capital Improvement Projects

## FY23 Project Funding by Source

Item 3.

PROJECT #	CATE.	PROJECT TITLE	GENERAL FUND	WATER & SEWER FUND	STORM WATER FUND	ARPA	OTHER	TOTAL COST
R-23-001	R	ADA Playground Replacements	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000

T-23-001	T	Broadview Safety Improvement Project	\$ -	\$ -	\$ -	\$ -	\$ 2,032,481	\$ 2,032,481
T-23-002	T	Waterloo Speed/Safety Improvements	\$ -	\$ -	\$ -	\$ 70,200	\$ -	\$ 70,200
T-23-003	T	Walkability: Sidewalk Construction	\$ -	\$ -	\$ -	\$ 18,260	\$ -	\$ 18,260
T-23-004	T	Timber Fence Trailway	\$ -	\$ -	\$ -	\$ 50,889	\$ 458,001	\$ 508,890
T-23-005	T	Walkability Pedestrian Crossing - Blackwell Rd. & Moorhead	\$ -	\$ -	\$ -	\$ 96,236	\$ -	\$ 96,236
T-23-006	T	Guard Rail Replacement - Town Wide	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
T-23-007	T	Walkability Ped. Crossing Improvements-Greenway at Falmouth	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000

U-23-001	U	Stormwater 5th St Parking Lot Bio Swale	\$ -	\$ -	\$ 54,509	\$ -	\$ 48,989	\$ 103,498
U-23-002	U	PW Shop and Yard	\$ -	\$ -	\$ 265,625	\$ -	\$ -	\$ 265,625
U-23-003	U	Stream Restoration, Lee Hwy. / Hampton Inn	\$ -	\$ -	\$ 424,684	\$ -	\$ -	\$ 424,684
U-23-004	U	Sewer Connection & Septic Program	\$ -	\$ 73,133	\$ -	\$ -	\$ -	\$ 73,133
U-23-005	U	Utility Connection Program	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
U-23-006	U	Broadview Waterline Betterment	\$ -	\$ 62,812	\$ -	\$ -	\$ -	\$ 62,812
U-23-007	U	WTP Clearwell Project	\$ -	\$ 834,000	\$ -	\$ -	\$ -	\$ 834,000
U-23-008	U	Water Fill Station	\$ -	\$ 253,157	\$ -	\$ -	\$ -	\$ 253,157
U-23-009	U	Facility Renovation	\$ -	\$ 105,000	\$ -	\$ -	\$ -	\$ 105,000

TOTAL	\$ 50,000	\$ 1,348,102	\$ 744,818	\$ 410,585	\$ 2,539,471	\$ 5,092,976
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# Capital Improvement Projects

## Five-Year Estimated Projects Summary

Item 3.

PROJECT #	CATE.	PROJECT TITLE	FY23	FY24	FY25	FY26	FY27	FY28 & Beyond	TOTAL COST
E-24-001	E	Town Gateway Wayfinding	\$ -	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 420,000

G-24-001	G	Strategic Facilities Plan	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
G-24-002	G	Electric Vehicle Charging Infrastructure	\$ -	\$ 4,500	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 14,500
G-24-003	G	Solar Conversion	\$ -	\$ 10,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 310,000

P-24-001	P	Secure Police Parking Area	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
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R-23-001	R	ADA Playground Replacements	\$ 150,000	\$ 300,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 600,000
R-24-001	R	EWP Basketball Court and Construction	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000
R-24-002	R	Park Restrooms	\$ -	\$ 15,000	\$ 95,000	\$ -	\$ -	\$ -	\$ 110,000
R-25-001	R	Warrior Challenge Course	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000
R-25-002	R	Park Pavilions	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ 80,000
R-25-003	R	Lights and Picnic Tables at Sam Tarr Park	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ 28,000
R-27-001	R	Skatepark Replacement at the WARF	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ -	\$ 225,000
R-28-001	R	Eva Walker Park Natural Amphitheatre Constr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000

T-23-001	T	Broadview Safety Improvement Project	\$ 2,032,481	\$ 5,819,412	\$ -	\$ -	\$ -	\$ -	\$ 7,851,893
T-23-002	T	Waterloo Speed/Safety Improvements	\$ 70,200	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 320,200
T-23-003	T	Walkability: Sidewalk Construction	\$ 18,260	\$ 100,512	\$ 158,508	\$ 63,600	\$ 71,280	\$ -	\$ 412,160
T-23-004	T	Timber Fence Trailway	\$ 508,890	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 508,890
T-23-005	T	Walkability Pedestrian Crossing - Blackwell Rd.	\$ 96,236	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,236
T-23-006	T	Guard Rail Replacement - Town Wide	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
T-23-007	T	Walkability Ped. Crossing Improvements- Gree	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000
T-24-001	T	Walkability Sidewalk HC Ramps	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
T-24-002	T	Benner Lane Paving	\$ -	\$ 61,600	\$ -	\$ -	\$ -	\$ -	\$ 61,600
T-24-003	T	4th to 5th Street Connector	\$ -	\$ 101,137	\$ -	\$ -	\$ -	\$ -	\$ 101,137
T-25-001	T	Route 211/Old Waterloo Area Transportation	\$ -	\$ -	\$ 40,000	\$ 300,000	\$ -	\$ -	\$ 340,000
T-25-002	T	Rev. Sharing - Roundabout Walker/East Lee	\$ -	\$ -	\$ 149,700	\$ 1,250,300	\$ -	\$ -	\$ 1,400,000
T-25-003	T	Walkability Improvements.: Winchester & Ches	\$ -	\$ -	\$ 60,000	\$ 120,000	\$ -	\$ -	\$ 180,000
T-25-004	T	Improvements to Main Street	\$ -	\$ -	\$ 139,050	\$ 1,332,076	\$ -	\$ 4,227,848	\$ 5,698,974
T-25-005	T	East Shirley Street Improvements	\$ -	\$ -	\$ 100,000	\$ 500,000	\$ 7,150,000	\$ -	\$ 7,750,000
T-25-006	T	Walkability Improvements: E. Shirley Avenue	\$ -	\$ -	\$ 80,000	\$ 120,000	\$ -	\$ -	\$ 200,000
T-26-001	T	Winchester Street Improvements	\$ -	\$ -	\$ -	\$ 350,000	\$ 2,000,000	\$ -	\$ 2,350,000
T-26-002	T	Walkability - Blackwell Road/Lee Hwy Intersec	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000	\$ 8,000,000	\$ 12,000,000
T-27-001	T	Signal at Gold Cup/Broadview	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000
T-27-002	T	Walkability - Falmouth Street Improvements	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000
T-28-001	T	Traffic Improvement, Falmouth & E. Lee Stree	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000
T-28-002	T	Parking Garage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000,000	\$ 20,000,000
T-28-003	T	Inters. Improv.: Broadview/W. Lee Hwy/Winch	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,266,295	\$ 7,266,295
T-28-004	T	Route 17 (Broadview) Roebling Roundabout	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,199,565	\$ 7,199,565
T-28-005	T	Bear Wallow Road/ Roebling Intersection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000,000	\$ 6,000,000

U-23-001	U	Stormwater 5th St Parking Lot Bio Swale	\$ 103,498	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103,498
U-23-002	U	PW Shop and Yard	\$ 265,625	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 280,625
U-23-003	U	Stream Restoration, Lee Hwy. / Hampton Inn	\$ 424,684	\$ 738,006	\$ 738,006	\$ 27,164	\$ 27,164	\$ 27,164	\$ 1,982,190
U-23-004	U	Sewer Connection & Septic Program	\$ 73,133	\$ 73,133	\$ 73,133	\$ 73,133	\$ 73,133	\$ 731,330	\$ 1,096,995
U-23-005	U	Utility Connection Program	\$ 20,000	\$ 50,000	\$ 60,000	\$ 55,000	\$ 55,000	\$ 626,000	\$ 866,000
U-23-006	U	Broadview Waterline Betterment	\$ 62,812	\$ 565,299	\$ -	\$ -	\$ -	\$ -	\$ 628,111

U-23-007	U	WTP Clearwell Project	\$ 834,000	\$ 833,000	\$ 833,000	\$ -	\$ -	\$ -	\$ 833,000
U-23-008	U	Water Fill Station	\$ 253,157	\$ -	\$ -	\$ -	\$ -	\$ -	Item 3.
U-23-009	U	Facility Renovation	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,000
U-24-001	U	Stream Retrofit Dog Park to Washington St.	\$ -	\$ 126,500	\$ 212,500	\$ 226,000	\$ 13,500	\$ 13,500	\$ 592,000
U-25-001	U	SWM East Street Drainage	\$ -	\$ -	\$ 30,000	\$ 235,000	\$ -	\$ -	\$ 265,000
U-25-002	U	Sanitary Sewer Improvements to LFCC	\$ -	\$ -	\$ 50,000	\$ 250,000	\$ 2,200,000	\$ 1,800,000	\$ 4,300,000
U-25-003	U	Water Line Improvements: LFCC to Meetze Rd	\$ -	\$ -	\$ 20,000	\$ 100,000	\$ 150,000	\$ 2,355,000	\$ 2,625,000
U-26-001	U	Water Line Improvements: Awington Property	\$ -	\$ -	\$ -	\$ 165,000	\$ 1,285,000	\$ 100,000	\$ 1,550,000
U-26-002	U	Auto Flushers & Sample Stations	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000
U-26-003	U	Mt. Tank Line Power / Generator	\$ -	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ 275,000
U-27-001	U	SWM/Bio Retention Below Shop	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 195,000	\$ 220,000
U-27-002	U	Plant Hydraulics/Piping	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 125,000	\$ 150,000
U-27-003	U	Floc, Sedimentation Basins & Filter	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 2,075,000	\$ 2,150,000
U-28-001	U	Dewatered Sludge Storage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000
U-28-002	U	Digester No. 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000	\$ 5,000,000
U-28-003	U	Primary Clarifiers & Sludge Pump Station	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 3,500,000
U-28-004	U	Secondary Clarifier and Sludge Pump	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 3,500,000
U-28-005	U	Sludge Screen w/Enclosure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000
U-28-006	U	Sludge Dewatering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
U-28-007	U	Turkey Run Pump Station #2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,575,000	\$ 2,575,000
U-28-008	U	Headworks Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000	\$ 1,800,000
U-28-009	U	Warrenton Reservoir Dredging	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,120,000	\$ 1,120,000
U-28-010	U	WTP Solar Conversion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000

		<b>TOTAL</b>	<b>\$ 5,092,976</b>	<b>\$ 9,621,099</b>	<b>\$ 4,009,897</b>	<b>\$ 7,655,273</b>	<b>\$ 16,413,077</b>	<b>\$ 80,484,702</b>	<b>\$ 123,347,026</b>
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PROJECT NUMBER: E-24-001	PROJECT TITLE: Town Gateway Wayfinding
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CATEGORY (check one):		PROGRAM TYPE (check one):
<input checked="" type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input type="checkbox"/> Stormwater & Utilities (U)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input type="checkbox"/> Transportation & Walkability (T)	

**PROGRAM DESCRIPTION**

1.) This project seeks to implement the long standing goal of constructing attractive gateways and a wayfinding system into the Town of Warrenton. Improvements are proposed to be funded for five years. At the conclusion, there will be consistent signage welcoming visitors and residents alike through the town. The five proposed entrances include locations entering the Town and/or the Historic District, including Falmouth and Shirley, East Lee Street and/or Main Street, Broadview Avenue and/or Alexandria Pike, and Route 211 and Broadview Avenue. The project will include design/engineering and implementation. 2.) Create gateway entry points to the Town by identifying, designating and enhancing these areas with urban design. Provide special planning and design attention to the gateways to Warrenton in order to ensure that they convey a sense of the Town's character and scale to travelers and "Identify and designate gateway" entry points to the Town and enhance these with urban design features that provide a sense of arrival.

**GOAL ADDRESSED**

Plan Warrenton 2040 T-2.7 Develop a wayfinding system that is simple, consistent, and intuitive for all users. Wayfinding should direct visitors and residents along preferred routes to local destinations.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
Construction/Purchase		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Other							\$0
TOTAL	\$0	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$350,000

FUNDING SOURCES							
General Fund		\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$350,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$350,000

OPERATING IMPACT							
Ongoing maintenance		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Other							\$0
TOTAL	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000



# PROJECT SHEETS

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## GENERAL GOVERNMENT



PROJECT NUMBER: G-24-001

PROJECT TITLE: Strategic Facilities Plan

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☒ General Government (G)

☐ Public Safety (P)

☐ Recreation & Quality of Life (R)

☒ Stormwater & Utilities (U)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**PROGRAM DESCRIPTION**

Strategic facility planning is the platform upon which to create scenarios and develop potential solutions that will help us sustain our facilities. 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 our facilities master and tactical plans. This project will also help align our CARP projects back to a planned goal.



**GOAL ADDRESSED**

Plan Warrenton 2040 CF-5.3: Anticipate and provide community resources where needed

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering		\$15,000					\$15,000
Construction/Purchase							\$0
Other							\$0
TOTAL	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000

FUNDING SOURCES							
General Fund		\$7,500					\$7,500
Water and Sewer Fund		\$7,500					\$7,500
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000

OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: G-24-002	PROJECT TITLE: Electric Vehicle Charging Infrastructure
--------------------------	---

CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input type="checkbox"/> CARP
<input checked="" type="checkbox"/> General Government (G)	<input type="checkbox"/> Stormwater & Utilities (U)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input type="checkbox"/> Transportation & Walkability (T)	

**PROGRAM DESCRIPTION**  
Partnership with the Virginia Clean Cities Coalition to plan out electric vehicle charging stations. The plan should align with the strategic facilities plan for future expansion of charging infrastructure in town facilities & parking area's.



**GOAL ADDRESSED**  
Plan Warrenton 2040 CF-3.1: Promote energy efficiency, green infrastructure, pervious surfaces, and healthy building environments in all community facilities and parking lots through a Green Infrastructure and Facilities Program. Leverage green infrastructure and ecosystem services as key economic and health benefits to the Town.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering		\$3,500					\$3,500
Construction/Purchase			\$5,000	\$5,000			\$10,000
Other		\$1,000					\$1,000
TOTAL	\$0	\$4,500	\$5,000	\$5,000	\$0	\$0	\$14,500

FUNDING SOURCES							
General Fund		\$4,500	\$5,000	\$5,000			\$14,500
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$4,500	\$5,000	\$5,000	\$0	\$0	\$14,500

OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: G-24-003

PROJECT TITLE: Solar Conversion

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☒ General Government (G)

☐ Public Safety (P)

☐ Recreation & Quality of Life (R)

☐ Stormwater & Utilities (U)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**PROGRAM DESCRIPTION**  
This is a placeholder for a solar conversion of a facility to be named after a study and cost vs. benefit analysis



**GOAL ADDRESSED**  
Plan Warrenton 2040 CF-3.1: Promote energy efficiency, green infrastructure, pervious surfaces, and healthy building environments in all community facilities and parking lots through a Green Infrastructure and Facilities Program. Leverage green infrastructure and ecosystem services as key economic and health benefits to the Town.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering		\$10,000					\$10,000
Construction/Purchase			\$300,000				\$300,000
Other							\$0
TOTAL	\$0	\$10,000	\$300,000	\$0	\$0	\$0	\$310,000
FUNDING SOURCES							
General Fund		\$10,000	\$300,000				\$310,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$10,000	\$300,000	\$0	\$0	\$0	\$310,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0



# PROJECT SHEETS

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## PUBLIC SAFETY



PROJECT NUMBER: P-24-001

PROJECT TITLE: Secure Police Parking Area

## CATEGORY (check one):

- ☐ Economic Development & Tourism (E)
 ☐ Recreation & Quality of Life (R)
- ☐ General Government (G)
 ☐ Stormwater & Utilities (U)
- ☒ Public Safety (P)
 ☐ Transportation & Walkability (T)

## PROGRAM TYPE (check one):

- ☐ CARP
- ☒ CIP

## 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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase		\$75,000					\$75,000
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>
<b>FUNDING SOURCES</b>							
General Fund		\$75,000					\$75,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>
<b>OPERATING IMPACT</b>							
Ongoing maintenance		\$250	\$250	\$250	\$250	\$250	\$1,250
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>	<b>\$1,250</b>



# **PROJECT SHEETS**

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## RECREATION & QUALITY OF LIFE



PROJECT NUMBER: R-23-001

PROJECT TITLE: ADA Playground Replacements

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☒ Recreation & Quality of Life (R)

☐ General Government (G)

☐ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**PROGRAM DESCRIPTION**  
Replace current playground structures in parks with ADA compliant structures.FY23- Sam Tarr Park, FY24- Eva Walker Park, FY24- WARF (Fun for All), FY25- Rady Park.



**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
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	\$600,000
FUNDING SOURCES							
General Fund			\$150,000				\$150,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA	\$150,000	\$300,000					\$450,000
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$150,000	\$300,000	\$150,000	\$0	\$0	\$0	\$600,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: R-24-001

PROJECT TITLE: Eva Walker Park Basketball Court Construction

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☒ Recreation & Quality of Life (R)

☐ General Government (G)

☐ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

PROGRAM DESCRIPTION

Construct a second basketball court at Eva Walker Park.

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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase		\$85,000					\$85,000
Other							\$0
TOTAL	\$0	\$85,000	\$0	\$0	\$0	\$0	\$85,000
FUNDING SOURCES							
General Fund		\$85,000					\$85,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$85,000	\$0	\$0	\$0	\$0	\$85,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: R-24-002

PROJECT TITLE: Park Restrooms

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☒ Recreation & Quality of Life (R)

☐ General Government (G)

☐ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

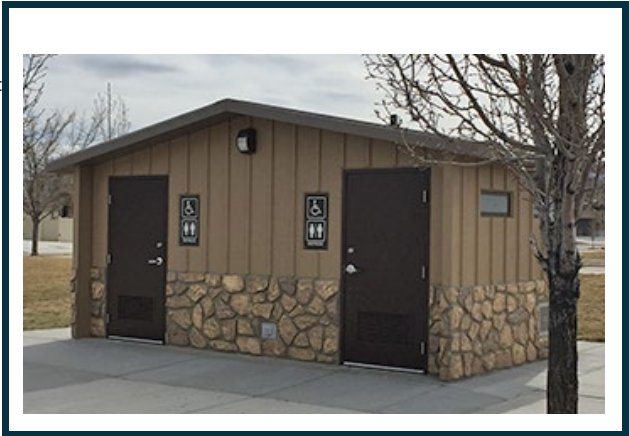
PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2028-2029	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase		\$15,000	\$95,000				\$110,000
Other							\$0
TOTAL	\$0	\$15,000	\$95,000	\$0	\$0	\$0	\$110,000
FUNDING SOURCES							
General Fund		\$15,000	\$95,000				\$110,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$15,000	\$95,000	\$0	\$0	\$0	\$110,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: R-25-001PROJECT TITLE: Warrior Challenge Course

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ General Government (G)☐ Public Safety (P)

☒ Recreation & Quality of Life (R)☐ Stormwater & Utilities (U)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP☒ CIP

**PROGRAM DESCRIPTION**  
Obstacle course designed for ages 13+ that includes physically challenging obstacles, for example: ninja steps, floating boards, U-turn ramp, agility trainer, sway steps, balance walk, traverse wall, or vault wall.

**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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase			\$500,000				\$500,000
Other							\$0
TOTAL	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
FUNDING SOURCES							
General Fund			\$500,000				\$500,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: R-25-002	PROJECT TITLE: Park Pavilions
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CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input checked="" type="checkbox"/> Recreation & Quality of Life (R)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input type="checkbox"/> Stormwater & Utilities (U)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input type="checkbox"/> Transportation & Walkability (T)	

**PROGRAM DESCRIPTION**  
Replace pavilions in parks: FY25- Construct Sam Tarr 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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase			\$40,000		\$40,000		\$80,000
Other							\$0
TOTAL	\$0	\$0	\$40,000	\$0	\$40,000	\$0	\$80,000
FUNDING SOURCES							
General Fund			\$40,000		\$40,000		\$80,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$40,000	\$0	\$40,000	\$0	\$80,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: R-25-003

PROJECT TITLE: Install Lights and Picnic Tables at Sam Tarr Park

CATEGORY (check one):

☐ Economic Development & Tourism (E)☒ Recreation & Quality of Life (R)☐ General Government (G)☐ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP☒ CIP

PROGRAM DESCRIPTION

Install lighting and picnic tables within Sam Tarr Park.

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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase			\$28,000				\$28,000
Other							\$0
TOTAL	\$0	\$0	\$28,000	\$0	\$0	\$0	\$28,000
FUNDING SOURCES							
General Fund			\$28,000				\$28,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$28,000	\$0	\$0	\$0	\$28,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: R-27-001

PROJECT TITLE: Skatepark Replacement at the WARF

CATEGORY (check one):

☐ Economic Development & Tourism (E)☒ Recreation & Quality of Life (R)☐ General Government (G)☐ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP☒ CIP

PROGRAM DESCRIPTION

Replace the current skatepark 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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase					\$225,000		\$225,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$225,000	\$0	\$225,000
FUNDING SOURCES							
General Fund					\$225,000		\$225,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$225,000	\$0	\$225,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: R-28-001

PROJECT TITLE: Eva Walker Park Natural Amphitheatre Construction

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☒ Recreation & Quality of Life (R)

☐ General Government (G)

☐ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

PROGRAM DESCRIPTION

Construct a natural amphitheater at Eva Walker Park.

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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase						\$300,000	\$300,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
FUNDING SOURCES							
General Fund						\$300,000	\$300,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

# PROJECT SHEETS

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## TRANSPORTATION & WALKABILITY



PROJECT NUMBER: T-23-001	PROJECT TITLE: Broadview Safety Improvement Project
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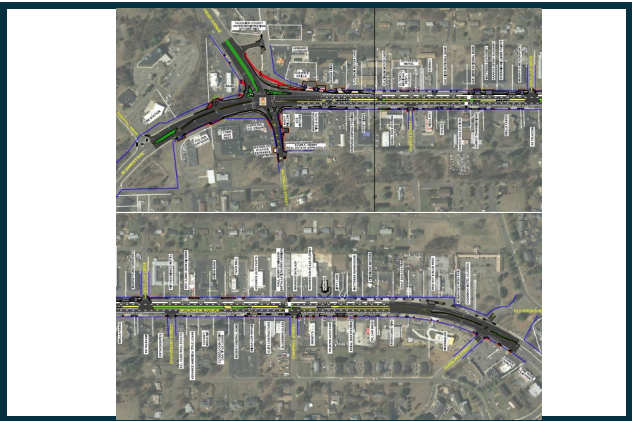
CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input type="checkbox"/> Stormwater & Utilities (U)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input checked="" type="checkbox"/> Transportation & Walkability (T)	

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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & 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	\$7,851,893
FUNDING SOURCES							
General Fund		\$1,000,000					\$1,000,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Commonwealth	\$2,032,481	\$4,819,412					\$6,851,893
Proffer							\$0
Other							\$0
TOTAL	\$2,032,481	\$5,819,412	\$0	\$0	\$0	\$0	\$7,851,893
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-23-002	PROJECT TITLE: Waterloo Speed/Safety Improvements
--------------------------	---

CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input type="checkbox"/> Stormwater & Utilities (U)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input checked="" type="checkbox"/> Transportation & Walkability (T)	

**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.



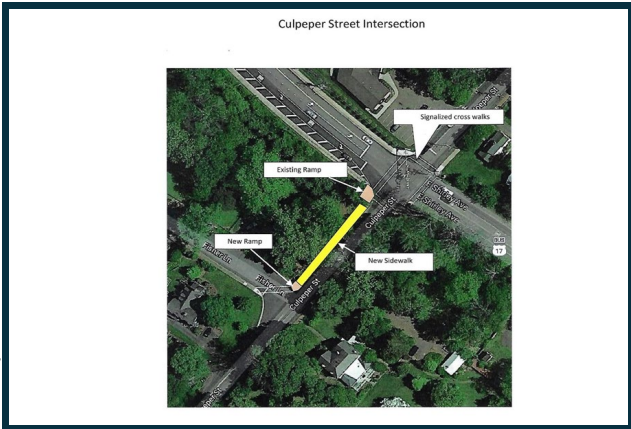
	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering	\$70,200						\$70,200
Construction/Purchase		\$250,000					\$250,000
Other							\$0
TOTAL	\$70,200	\$250,000	\$0	\$0	\$0	\$0	\$320,200
FUNDING SOURCES							
General Fund		\$250,000					\$250,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA	\$70,200						\$70,200
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$70,200	\$250,000	\$0	\$0	\$0	\$0	\$320,200
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-23-003	PROJECT TITLE: Walkability: Sidewalk Construction
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CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input type="checkbox"/> Stormwater & Utilities (U)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input checked="" type="checkbox"/> Transportation & Walkability (T)	

**PROGRAM DESCRIPTION**  
Construction of missing and deteriorated sections of sidewalk at locations in the Town to provide safe pedestrian corridors as follows:  
FY23 Culpeper Street sidewalk extension from Fisher Drive to Shirley Avenue - \$18,260  
FY24 Academy Hill Road sidewalk from High Street to Sterling Court - \$158,508  
FY25 1st Street sidewalk - \$63,600  
FY26 2nd Street sidewalk improvement (will require removing loading zone) - \$71,280

**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.



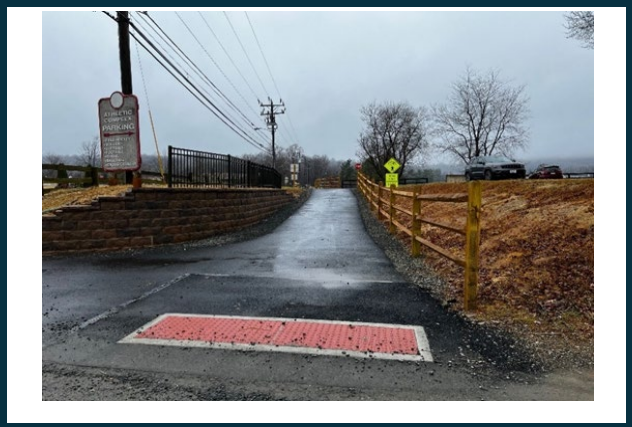
	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$18,260	\$100,512	\$158,508	\$63,600	\$71,280		\$412,160
Other							\$0
TOTAL	\$18,260	\$100,512	\$158,508	\$63,600	\$71,280	\$0	\$412,160
<b>FUNDING SOURCES</b>							
General Fund		\$100,512	\$158,508	\$63,600	\$71,280		\$393,900
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA	\$18,260						\$18,260
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$18,260	\$100,512	\$158,508	\$63,600	\$71,280	\$0	\$412,160
<b>OPERATING IMPACT</b>							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-23-004	PROJECT TITLE: Timber Fence Trailway
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CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input type="checkbox"/> Stormwater & Utilities (U)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input checked="" type="checkbox"/> Transportation & Walkability (T)	

**PROGRAM DESCRIPTION**  
Permitting and construction of Timber Fence Trail, which has been designed and approved in two phases, of which the first phase is complete. This project includes the connectivity of pedestrian access from the northwestern end of the town to Waterloo Road, the High School, and the WARF. It is a cooperative project between Fauquier County, VDOT, and the Federal Highway Administration for which the County and Town share 20% of the costs and the State and Federal Government cover 80%.

**GOAL ADDRESSED**  
Plan Warrenton 2040 P-3.1: Ensure a 10-minute walk to a green space, trail, park, parklet, or pedestrian trail from anywhere within the Town per Trust for Public Land and NPRA guidance. T-4.1: Coordinate the construction of sidewalk and trail connection projects as part of new redevelopment plans.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering	\$65,500						\$65,500
Construction/Purchase	\$443,390						\$443,390
Other							\$0
TOTAL	\$508,890	\$0	\$0	\$0	\$0	\$0	\$508,890

FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA	\$50,889						\$50,889
Grant- Commonwealth	\$407,112						\$407,112
Proffer							\$0
Other	\$50,889						\$50,889
TOTAL	\$508,890	\$0	\$0	\$0	\$0	\$0	\$508,890

OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-23-005

PROJECT TITLE: Walkability Pedestrian Crossing - Blackwell Rd. & Moorhead

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☐ Stormwater & Utilities (U)

☐ Public Safety (P)

☒ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**PROGRAM DESCRIPTION**

As a follow-up to the Walkability Audit, improve the safety of pedestrians crossing the busy traffic along Blackwell Road. The existing crossing needs to be engineered and improved, including additional signage for improved visibility and warning of the crossing.

**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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$96,236						\$96,236
Other							\$0
TOTAL	\$96,236	\$0	\$0	\$0	\$0	\$0	\$96,236
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA	\$96,236						\$96,236
Grant- Commonwealth							\$0
Proffer							\$0
Other							\$0
TOTAL	\$96,236	\$0	\$0	\$0	\$0	\$0	\$96,236
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-23-006

PROJECT TITLE: Guard Rail Replacement - Town Wide

## CATEGORY (check one):

- ☐ Economic Development & Tourism (E)
 ☐ Recreation & Quality of Life (R)
- ☐ General Government (G)
 ☐ Stormwater & Utilities (U)
- ☐ Public Safety (P)
 ☒ Transportation & Walkability (T)

## PROGRAM TYPE (check one):

- ☐ CARP
 ☒ CIP

## PROGRAM DESCRIPTION

Several guard rails throughout Town are in need of replacement. The estimates for the project were done in 2017 and never budgeted. New estimates will be to be obtained, but for this CIP, we are using the estimate from 2017.



## GOAL ADDRESSED

Plan Warrenton 2040 T-1.5: Create an overarching vision for roadway safety through the development and adoption of a traffic safety policy. This safety policy should incorporate Vision Zero strategies with the goal of eliminating traffic fatalities and severe injuries while increasing safe, healthy, and equitable mobility for all.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
Other							\$0
<b>TOTAL</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$300,000</b>
<b>FUNDING SOURCES</b>							
General Fund	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Commonwealth							\$0
Proffer							\$0
Other							\$0
<b>TOTAL</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$300,000</b>
<b>OPERATING IMPACT</b>							
Ongoing maintenance							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

PROJECT NUMBER: T-23-007

PROJECT TITLE: Walkability Ped. Crossing Improvements- Greenway at Falmouth

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☐ Stormwater & Utilities (U)

☐ Public Safety (P)

☒ Transportation & Walkability (T)

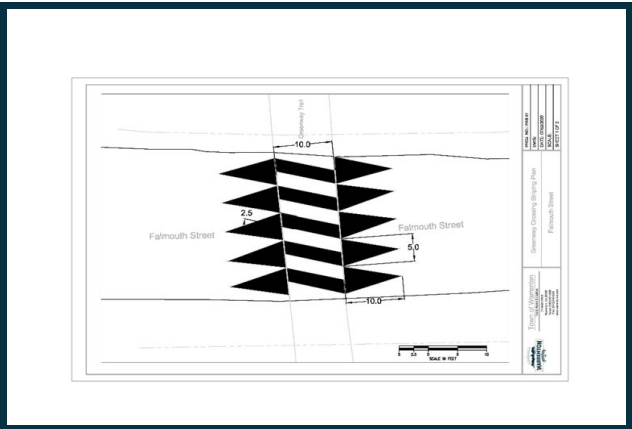
PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**PROGRAM DESCRIPTION**

As a follow-up to the Walkability Audit, improve pedestrian crossings throughout Town on an ongoing basis. This program also includes ongoing monitoring and improvements of all crosswalks in Town.



**GOAL ADDRESSED**

Plan Warrenton 2040 P-2.3: Build connectivity improvements for sidewalks, shared roadways, and trails, including improving access and use of the Greenway Trail. T-2.1: Implement the 5 C's of a walkable community: Connected, Comfortable, Convenient, Convivial, and Conspicuous.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
Other							\$0
TOTAL	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
<b>FUNDING SOURCES</b>							
General Fund		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA	\$25,000						\$25,000
Grant- Commonwealth							\$0
Proffer							\$0
Other							\$0
TOTAL	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
<b>OPERATING IMPACT</b>							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-24-001

PROJECT TITLE: Walkability Sidewalk HC Ramps

## CATEGORY (check one):

- ☐ Economic Development & Tourism (E)
 ☐ Recreation & Quality of Life (R)
- ☐ General Government (G)
 ☐ Stormwater & Utilities (U)
- ☐ Public Safety (P)
 ☒ Transportation & Walkability (T)

## PROGRAM TYPE (check one):

- ☐ CARP
 ☒ CIP

## 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

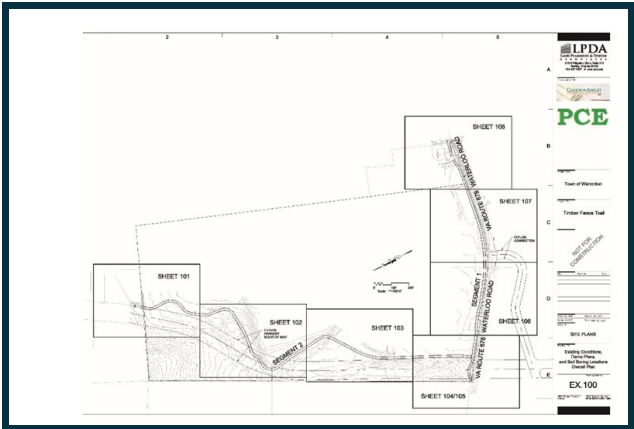
Plan Warrenton 2040 T-3.4: Provide and improve sidewalks, crosswalks, pedestrian signals, lighting, and other amenities to make it safer, easier and more comfortable for people to walk. CF-1.3: Ensure that community facilities are accessible to persons in all stages of life and all abilities.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase		\$250,000					\$250,000
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>
<b>FUNDING SOURCES</b>							
General Fund		\$250,000					\$250,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Commonwealth							\$0
Proffer							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>
<b>OPERATING IMPACT</b>							
Ongoing maintenance							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

PROJECT NUMBER: T-24-002	PROJECT TITLE: Benner Lane Paving
--------------------------	-----------------------------------

CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input type="checkbox"/> Stormwater & Utilities (U)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input checked="" type="checkbox"/> Transportation & Walkability (T)	

**PROGRAM DESCRIPTION**  
Asphalt paving of Benner Lane, which is currently a gravel road, to bring up to a local road standard.



**GOAL ADDRESSED**  
Plan Warrenton 2040 T-1.1: Promote a balanced and multimodal transportation system that serves the mobility needs of all segments of the population. Maximize the capacity of existing streets by investing in Smart Mobility technology.

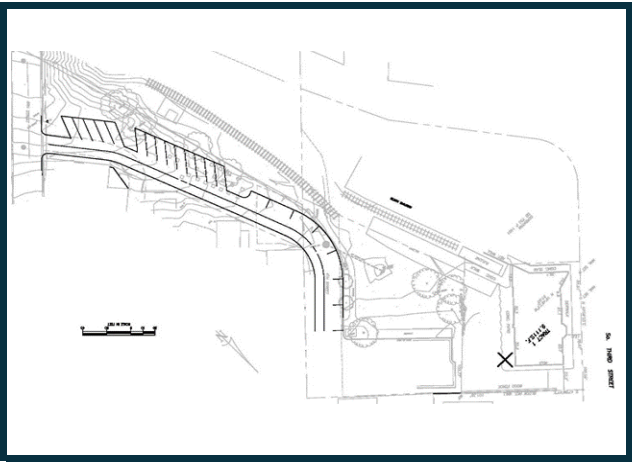
	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase		\$61,600					\$61,600
Other							\$0
TOTAL	\$0	\$61,600	\$0	\$0	\$0	\$0	\$61,600
<b>FUNDING SOURCES</b>							
General Fund		\$61,600					\$61,600
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Commonwealth							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$61,600	\$0	\$0	\$0	\$0	\$61,600
<b>OPERATING IMPACT</b>							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-24-003	PROJECT TITLE: 4th to 5th Street Connector
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CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input type="checkbox"/> Stormwater & Utilities (U)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input checked="" type="checkbox"/> Transportation & Walkability (T)	

**PROGRAM DESCRIPTION**  
Construction of a 15 foot wide connector road from the southern end of S. 4th Street over to S. 5th Street. The connector road will be to accommodate one-way traffic and a loop between the two streets to facilitate vehicle flow. Also constructed will be a parking area for 14+ vehicles adjacent to the Warrenton Branch Trail. The project will include a pedestrian sidewalk/trail connection to 5th Street.

**GOAL ADDRESSED**  
Plan Warrenton 2040 T-1.11: Identify context-sensitive, forward-thinking transportation solutions that incorporate Warrenton's plans for growth through the development and adoption of a long-range transportation plan. 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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase		\$101,137					\$101,137
Other							\$0
TOTAL	\$0	\$101,137	\$0	\$0	\$0	\$0	\$101,137
<b>FUNDING SOURCES</b>							
General Fund		\$101,137					\$101,137
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Commonwealth							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$101,137	\$0	\$0	\$0	\$0	\$101,137
<b>OPERATING IMPACT</b>							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-25-001

PROJECT TITLE: Route 211/Old Waterloo Area Transportation Improvement Project

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☐ Stormwater & Utilities (U)

☐ Public Safety (P)

☒ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering			\$40,000				\$40,000
Construction/Purchase				\$300,000			\$300,000
Other							\$0
TOTAL	\$0	\$0	\$40,000	\$300,000	\$0	\$0	\$340,000
FUNDING SOURCES							
General Fund			\$40,000	\$300,000			\$340,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$40,000	\$300,000	\$0	\$0	\$340,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-25-002

PROJECT TITLE: Rev. Sharing - Roundabout Walker/East Lee

## CATEGORY (check one):

- ☐ Economic Development & Tourism (E)
 ☐ Recreation & Quality of Life (R)
- ☐ General Government (G)
 ☐ Stormwater & Utilities (U)
- ☐ Public Safety (P)
 ☒ Transportation & Walkability (T)

## PROGRAM TYPE (check one):

- ☐ CARP
 ☒ CIP

## 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.

## GOAL ADDRESSED

Plan Warrenton 2040 Transportation and Circulation Near Turn Recommendations page 38.



Updated: 9/20/2021

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering			\$103,700				\$103,700
Construction/Purchase			\$46,000	\$1,250,300			\$1,296,300
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$149,700</b>	<b>\$1,250,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,400,000</b>
<b>FUNDING SOURCES</b>							
General Fund				\$513,719			\$513,719
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Commonwealth			\$75,052				\$75,052
Proffer			\$300,000	\$511,229			\$811,229
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$375,052</b>	<b>\$1,024,948</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,400,000</b>
<b>OPERATING IMPACT</b>							
Ongoing maintenance							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

PROJECT NUMBER: T-25-003	PROJECT TITLE: Walkability Improvements.: Winchester & Chestnut
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CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input type="checkbox"/> Stormwater & Utilities (U)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input checked="" type="checkbox"/> Transportation & Walkability (T)	

**PROGRAM DESCRIPTION**

The Town of Warrenton is interested in continuing improvements for the Town's Pedestrian Access along primary corridors in Town. One key road is Winchester Street from Jennifer Drive to N. Chestnut and then down Chestnut to Waterloo Street. Key design consideration will need to be planned to provide for the change in grade between Winchester and Waterloo, and additional right-of-way will be needed to construct the sidewalk on the east side of Chestnut.

**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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering			\$60,000				\$60,000
Construction/Purchase				\$120,000			\$120,000
Other							\$0
TOTAL	\$0	\$0	\$60,000	\$120,000	\$0	\$0	\$180,000
FUNDING SOURCES							
General Fund			\$60,000	\$120,000			\$180,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$60,000	\$120,000	\$0	\$0	\$180,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-25-004	PROJECT TITLE: Improvements to Main Street
--------------------------	--

CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input type="checkbox"/> Stormwater & Utilities (U)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input checked="" type="checkbox"/> Transportation & Walkability (T)	

**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 Transportation and Circulation Near Turn Recommendations page 38.

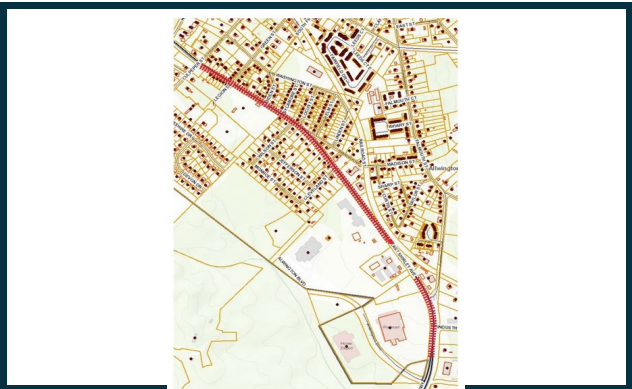
	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering			\$139,050				\$139,050
Construction/Purchase				\$1,332,076		\$4,227,848	\$5,559,924
Other							\$0
TOTAL	\$0	\$0	\$139,050	\$1,332,076	\$0	\$4,227,848	\$5,698,974
<b>FUNDING SOURCES</b>							
General Fund			\$69,525	\$666,038		\$4,227,848	\$4,963,411
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Commonwealth			\$69,525	\$666,038			\$735,563
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$139,050	\$1,332,076	\$0	\$4,227,848	\$5,698,974
<b>OPERATING IMPACT</b>							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-25-005	PROJECT TITLE: East Shirley Street Improvements
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CATEGORY (check one):	PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	
<input type="checkbox"/> Recreation & Quality of Life (R)	
<input type="checkbox"/> Stormwater & Utilities (U)	
<input checked="" type="checkbox"/> Transportation & Walkability (T)	

**PROGRAM DESCRIPTION**  
East Shirley from and including the intersection with Culpeper Street is and 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.  
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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering			\$100,000	\$500,000	\$150,000		\$750,000
Construction/Purchase					\$7,000,000		\$7,000,000
Other							\$0
TOTAL	\$0	\$0	\$100,000	\$500,000	\$7,150,000	\$0	\$7,750,000

FUNDING SOURCES							
General Fund			\$100,000	\$250,000	\$3,575,000		\$3,925,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Commonwealth				\$250,000	\$3,575,000		\$3,825,000
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$100,000	\$500,000	\$7,150,000	\$0	\$7,750,000

OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-25-006

PROJECT TITLE: Walkability Improvements: E. Shirley Avenue

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☐ Stormwater & Utilities (U)

☐ Public Safety (P)

☒ Transportation & Walkability (T)

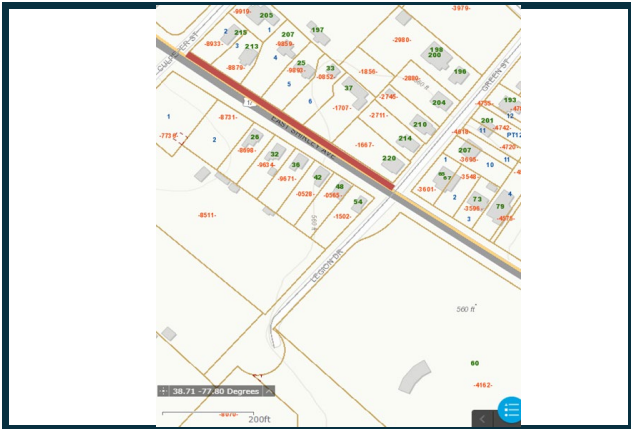
PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**PROGRAM DESCRIPTION**

The Town of Warrenton is interested in continuing improvements for the Town's Pedestrian Access along primary corridors in Town. Particularly, routes to schools for children and where sidewalks do not exist. E. Shirley Avenue from Culpeper Street to Green Street is an important area. Key design consideration will need to be planned to provide for elevation issues on the west side of the road, and potential right-of-way issues.



**GOAL ADDRESSED**

Plan Warrenton 2040 P-2.5: Increase the number of safe routes for pedestrians, including safe routes to schools and parks, homes, and workplaces. Focus on increasing Walk Scores that rate safe active transportation routes.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase			\$80,000				\$80,000
Other				\$120,000			\$120,000
TOTAL	\$0	\$0	\$80,000	\$120,000	\$0	\$0	\$200,000
FUNDING SOURCES							
General Fund			\$80,000	\$120,000			\$200,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Commonwealth							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$80,000	\$120,000	\$0	\$0	\$200,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-26-001	PROJECT TITLE: Winchester Street Improvements
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CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input type="checkbox"/> Stormwater & Utilities (U)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input checked="" type="checkbox"/> Transportation & Walkability (T)	

PROGRAM DESCRIPTION

Winchester Street is likely scheduled for State of Good Repair funds in the next 5-years by VDOT. As part of leveraging those maintenance funds, the corridor needs to be designed for traffic calming and incorporation of the Complete Streets needs. The new Warrenton Knolls development, combined with the increased traffic in the corridor, indicates improvements should be designed and then built in conjunction with the State of Good Repair funds. The project seeks to improve the safety needs of Winchester 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-1.8: Continue implementing traffic-calming measures on local streets, as appropriate, to improve safety, livability, and transportation choices, while meeting land use objectives. T-1.11: Identify context-sensitive, forward-thinking transportation solutions that incorporate Warrenton's plans for growth through the development and adoption of a long-range transportation plan.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering				\$350,000			\$350,000
Construction/Purchase					\$2,000,000		\$2,000,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$350,000	\$2,000,000	\$0	\$2,350,000
FUNDING SOURCES							
General Fund				\$350,000	\$2,000,000		\$2,350,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$350,000	\$2,000,000	\$0	\$2,350,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-26-002

PROJECT TITLE: Walkability - Blackwell Road/Lee Hwy Intersection Improvements

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☐ Stormwater & Utilities (U)

☐ Public Safety (P)

☒ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**PROGRAM DESCRIPTION**

The proposed roundabout at the intersection of Lee Highway and Blackwell Road is part of the VDOT Pipeline Study. In 2022 the Town of Warrenton is applying 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 Section Near Term Recommendations Page 38

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition					\$2,000,000		\$2,000,000
Architecture/Engineering				\$2,000,000			\$2,000,000
Construction/Purchase						\$8,000,000	\$8,000,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$2,000,000	\$2,000,000	\$8,000,000	\$12,000,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Commonwealth				\$2,000,000	\$2,000,000	\$8,000,000	\$12,000,000
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$2,000,000	\$2,000,000	\$8,000,000	\$12,000,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-27-001

PROJECT TITLE: Signal at Gold Cup/Broadview

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☐ Stormwater & Utilities (U)☐ Public Safety (P)☒ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP☒ CIP

**PROGRAM DESCRIPTION**  
Engineer and install a signalized light at the intersection of Gold Cup and Broadview Avenue.

**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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase					\$350,000		\$350,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$350,000	\$0	\$350,000
FUNDING SOURCES							
General Fund					\$350,000		\$350,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$350,000	\$0	\$350,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-27-002

PROJECT TITLE: Walkability - Falmouth Street Improvements

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☐ Stormwater & Utilities (U)

☐ Public Safety (P)

☒ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

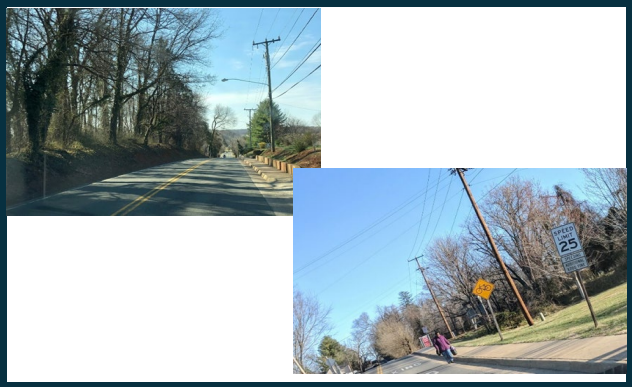
**PROGRAM DESCRIPTION**

1.) Design, engineer, and improve the walkability and transportation system on Falmouth Street.

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 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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering					\$100,000		\$100,000
Construction/Purchase					\$400,000		\$400,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000

FUNDING SOURCES							
General Fund					\$500,000		\$500,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000

OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-28-001

PROJECT TITLE: Traffic Improvement, Falmouth & E. Lee Street

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☐ Stormwater & Utilities (U)

☐ Public Safety (P)

☒ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**PROGRAM DESCRIPTION**  
Installation of an intersection improvement at Falmouth Street and E. Lee for safety of all modes of travel and gateway improvements. This intersection is part of a larger transportation system to be studied by VDOT. Type of improvement will be produced as part of that study.



**GOAL ADDRESSED**  
Plan Warrenton 2040 Transportation and Circulation Near Turn Recommendations page 38.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering						\$250,000	\$250,000
Construction/Purchase							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000
FUNDING SOURCES							
General Fund						\$250,000	\$250,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-28-002	PROJECT TITLE: Parking Garage
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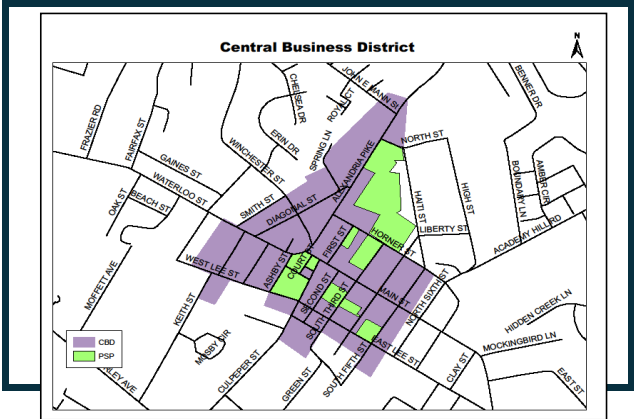
CATEGORY (check one):	PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	
<input type="checkbox"/> Recreation & Quality of Life (R)	
<input type="checkbox"/> Stormwater & Utilities (U)	
<input checked="" type="checkbox"/> Transportation & Walkability (T)	

**PROGRAM DESCRIPTION**

The project is a placeholder consisting of the design and construction of an up to three (3) multi-level parking garage, as originally proposed in the Downtown Public Facility Plan, in the Old Town area. The project concept is based on the recommendation of the Parking Study conducted by Wilbur Smith and Associates in 2000 and presented to Council.

**GOAL ADDRESSED**

Plan Warrenton 2040 L-2.3: Evaluate the feasibility of financing and constructing a structured parking garage that is designed to be compatible T-3.8: Develop an integrated parking system to efficiently manage demand, enforcement, and effectiveness of the historic Town's surface parking.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase						\$20,000,000	\$20,000,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$20,000,000	\$20,000,000

FUNDING SOURCES							
General Fund						\$20,000,000	\$20,000,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$20,000,000	\$20,000,000

OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-28-003	PROJECT TITLE: Inters. Improv.: Broadview/W. Lee Hwy/Winchester
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CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input type="checkbox"/> Stormwater & Utilities (U)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input checked="" type="checkbox"/> Transportation & Walkability (T)	

**PROGRAM DESCRIPTION**  
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. Therefore, the Town is working with VDOT on a "pipeline project" for the Lee Highway corridor. This project will be updated upon completion of the study in spring 2022.

**GOAL ADDRESSED**  
Plan Warrenton 2040 Transportation and Circulation Near Turn Recommendations page 38.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition						\$2,325,000	\$2,325,000
Architecture/Engineering						\$1,299,486	\$1,299,486
Construction/Purchase						\$3,641,809	\$3,641,809
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$7,266,295	\$7,266,295
FUNDING SOURCES							
General Fund						\$7,266,295	\$7,266,295
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$7,266,295	\$7,266,295
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-28-004	PROJECT TITLE: Route 17 (Broadview) Roebling Roundabout
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CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input type="checkbox"/> Stormwater & Utilities (U)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input checked="" type="checkbox"/> Transportation & Walkability (T)	

**PROGRAM DESCRIPTION**  
The intersection at Route 17 (Broadview Avenue) and Roebling Street is subjected to safety issues. As the area around it redevelops, the intersection will need improvements. In 2020 the Town applied for an unsuccessful VDOT SmartScale grant. This application included an assessment of costs associated with a roundabout included below. Therefore, the Town is working with VDOT on a "pipeline project" for the Lee Highway corridor. This project will be updated upon completion of the study in spring of 2022.

**GOAL ADDRESSED**  
Plan Warrenton 2040 Transportation and Circulation Near Turn Recommendations page 38.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition						\$1,987,500	\$1,987,500
Architecture/Engineering						\$1,291,020	\$1,291,020
Construction/Purchase						\$3,921,045	\$3,921,045
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$7,199,565	\$7,199,565
FUNDING SOURCES							
General Fund						\$7,199,565	\$7,199,565
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Commonwealth							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$7,199,565	\$7,199,565
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: T-28-005

PROJECT TITLE: Bear Wallow Road/ Roebling Intersection

## CATEGORY (check one):

- ☐ Economic Development & Tourism (E)
 ☐ Recreation & Quality of Life (R)
- ☐ General Government (G)
 ☐ Stormwater & Utilities (U)
- ☐ Public Safety (P)
 ☒ Transportation & Walkability (T)

## PROGRAM TYPE (check one):

- ☐ CARP
 ☒ CIP

## PROGRAM DESCRIPTION

The intersection at Bear Wallow Road and Roebling Street is subjected to safety issues and an awkward configuration. As the area around it redevelops, the intersection will need improvements. In 2020 the Town applied for an unsuccessful VDOT SmartScale grant. This application included an assessment of costs associated with a roundabout included below.



## GOAL ADDRESSED

Plan Warrenton 2040 Transportation and Circulation Near Turn Recommendations page 38.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition						\$1,200,000	\$1,200,000
Architecture/Engineering						\$1,200,000	\$1,200,000
Construction/Purchase						\$3,600,000	\$3,600,000
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,000,000</b>	<b>\$6,000,000</b>
<b>FUNDING SOURCES</b>							
General Fund						\$6,000,000	\$6,000,000
Water and Sewer Fund							\$0
Stormwater Fund							\$0
ARPA							\$0
Grant- Commonwealth							\$0
Proffer							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,000,000</b>	<b>\$6,000,000</b>
<b>OPERATING IMPACT</b>							
Ongoing maintenance							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



# PROJECT SHEETS

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## UTILITIES & STORMWATER



PROJECT NUMBER: U-23-001

PROJECT TITLE: Stormwater 5th St Parking Lot Bio Swale

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☒ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**PROGRAM DESCRIPTION**

As part of a Green Infrastructure project that was designed by the Center for Watershed Projection under a Green Infrastructure Grant, a stormwater collection and treatment Bio-Retention facility is proposed. Funding to help with this project has been awarded from the NFWF in the amount of \$48,989.



**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering	\$24,000						\$24,000
Construction/Purchase	\$76,498						\$76,498
Other	\$3,000						\$3,000
TOTAL	\$103,498	\$0	\$0	\$0	\$0	\$0	\$103,498
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund	\$54,509						\$54,509
ARPA							\$0
Grant- Federal	\$48,989						\$48,989
Proffer							\$0
Other							\$0
TOTAL	\$103,498	\$0	\$0	\$0	\$0	\$0	\$103,498
OPERATING IMPACT							
Ongoing maintenance	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000		\$15,000
Other							\$0
TOTAL	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$0	\$15,000

PROJECT NUMBER: U-23-002

PROJECT TITLE: PW Shop and Yard

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☒ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

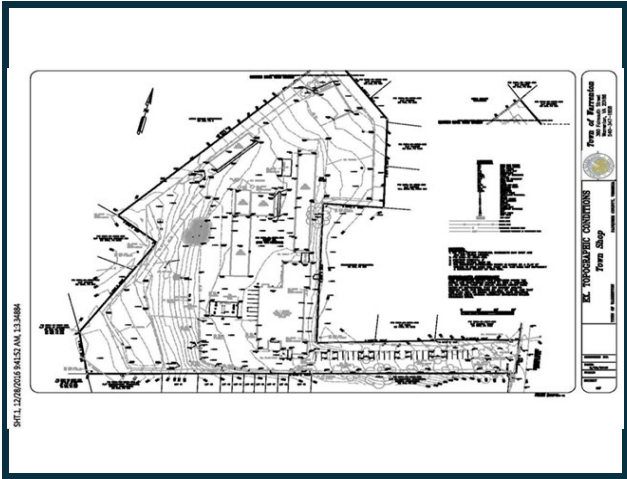
☒ CIP

PROGRAM DESCRIPTION

This project is necessary 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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering	\$45,000						\$45,000
Construction/Purchase	\$220,625						\$220,625
Other		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$15,000
TOTAL	\$265,625	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$280,625
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund	\$265,625	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$280,625
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$265,625	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$280,625
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	\$15,000

PROJECT NUMBER: U-23-003

PROJECT TITLE: Stream Restoration, Lee Hwy. / Hampton Inn

CATEGORY (check one):

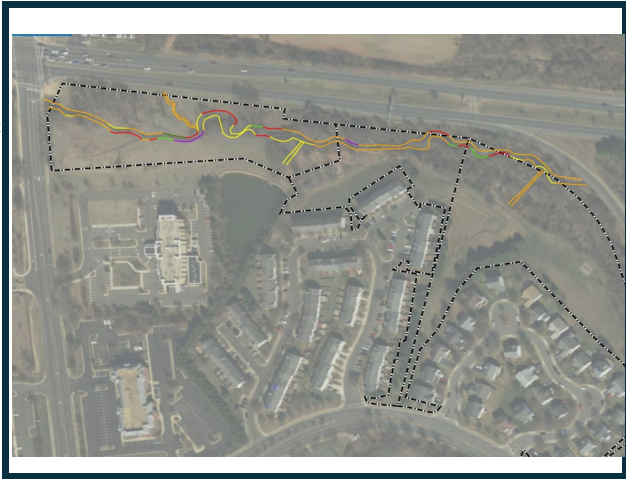
☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP☒ CIP

**PROGRAM DESCRIPTION**

As part of the Town's MS4 Permit, it is required to develop credits for stream bed improvements as well as 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 this property through which this stream flows, it does offer an opportunity to work in a cooperative manner with those property owners to prepare a stream restoration project that can both 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 applied 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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering	\$424,684						\$424,684
Construction/Purchase		\$710,842	\$710,842				\$1,421,684
Other		\$27,164	\$27,164	\$27,164	\$27,164	\$27,164	\$135,822
TOTAL	\$424,684	\$738,006	\$738,006	\$27,164	\$27,164	\$27,164	\$1,982,188
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund	\$424,684	\$738,006	\$738,006	\$27,164	\$27,164	\$27,164	\$1,982,188
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$424,684	\$738,006	\$738,006	\$27,164	\$27,164	\$27,164	\$1,982,188
OPERATING IMPACT							
Ongoing maintenance		\$27,164	\$27,164	\$27,164	\$27,164	\$27,164	\$135,822
Other							\$0
TOTAL	\$0	\$27,164	\$27,164	\$27,164	\$27,164	\$27,164	\$135,822

PROJECT NUMBER: U-23-004

PROJECT TITLE: Sewer Connection & Septic Program

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☐ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

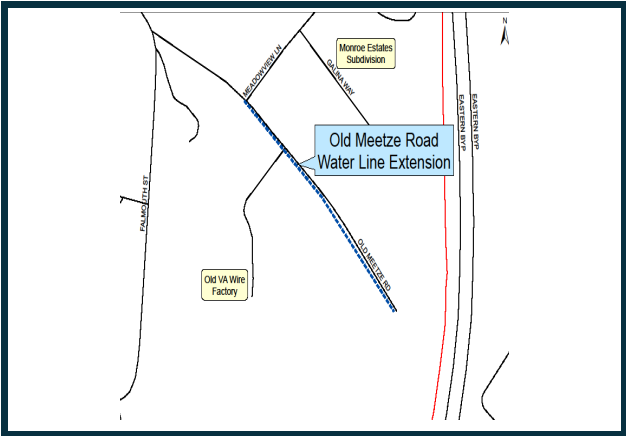
PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**PROGRAM DESCRIPTION**

Sewer Connection and Septic Program is for citizens to connect to public sewer or water under the Town's current Service Connection Fee Structure. This program is primarily targeted where existing sewer and water infrastructure is in place. Approximately 150 units are not connected Town wide.



**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering	\$73,133						\$73,133
Construction/Purchase		\$73,133	\$73,133	\$73,133	\$73,133	\$731,330	\$1,023,862
Other							\$0
TOTAL	\$73,133	\$73,133	\$73,133	\$73,133	\$73,133	\$731,330	\$1,096,995
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund	\$73,133	\$73,133	\$73,133	\$73,133	\$73,133	\$731,330	\$1,096,995
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$73,133	\$73,133	\$73,133	\$73,133	\$73,133	\$731,330	\$1,096,995
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-23-005PROJECT TITLE: Utility Connection Program

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☐ Stormwater & Utilities (U)

☐ Public Safety (P)

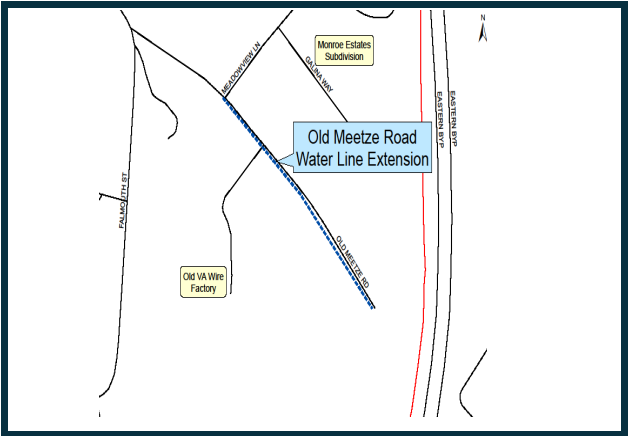
☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering	\$20,000						\$20,000
Construction/Purchase		\$50,000	\$60,000	\$55,000	\$55,000	\$626,000	\$846,000
Other							\$0
TOTAL	\$20,000	\$50,000	\$60,000	\$55,000	\$55,000	\$626,000	\$866,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund	\$20,000	\$50,000	\$60,000	\$55,000	\$55,000	\$626,000	\$866,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$20,000	\$50,000	\$60,000	\$55,000	\$55,000	\$626,000	\$866,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-23-006

PROJECT TITLE: Broadview Waterline Betterment

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☐ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

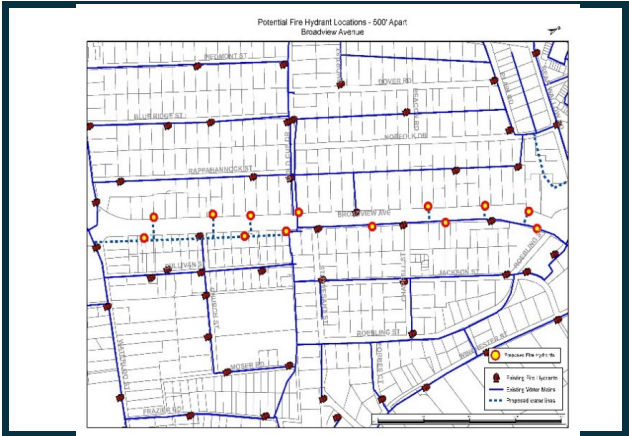
☒ CIP

**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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$62,812	\$565,299					\$628,111
Other							\$0
TOTAL	\$62,812	\$565,299	\$0	\$0	\$0	\$0	\$628,111
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund	\$62,812	\$565,299					\$628,111
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$62,812	\$565,299	\$0	\$0	\$0	\$0	\$628,111
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-23-007

PROJECT TITLE: WTP Clearwell Project

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ General Government (G)

☐ Public Safety (P)

☐ Recreation & Quality of Life (R)

☒ Stormwater & Utilities (U)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$834,000	\$833,000	\$833,000				\$2,500,000
Other							\$0
TOTAL	\$834,000	\$833,000	\$833,000	\$0	\$0	\$0	\$2,500,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund	\$834,000	\$833,000	\$833,000				\$2,500,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$834,000	\$833,000	\$833,000	\$0	\$0	\$0	\$2,500,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-23-008

PROJECT TITLE: Water Fill Station

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ General Government (G)

☐ Public Safety (P)

☐ Recreation & Quality of Life (R)

☒ Stormwater & Utilities (U)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**PROGRAM DESCRIPTION**

Design and installation of an automated bulk water dispensing station for supplying water to pool and landscaping trucks at the Fauquier County Landfill. Project will include ingress and egress access road, small building with control valving and pay station, at the end of the water main serving the landfill.



**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase	\$253,157						\$253,157
Other							\$0
TOTAL	\$253,157	\$0	\$0	\$0	\$0	\$0	\$253,157
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund	\$253,157						\$253,157
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$253,157	\$0	\$0	\$0	\$0	\$0	\$253,157
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-23-009	PROJECT TITLE: Facility Renovation
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CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input checked="" type="checkbox"/> Stormwater & Utilities (U)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input type="checkbox"/> Transportation & Walkability (T)	

**PROGRAM DESCRIPTION**  
This space has old chemical equipment and piping that must be removed before any construction of new areas.



**GOAL ADDRESSED**  
Plan Warrenton 2040 CF-1.6: Provide efficient, right-sized community facilities that meet identified levels of service.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering	\$10,000						\$10,000
Construction/Purchase	\$95,000						\$95,000
Other							\$0
TOTAL	\$105,000	\$0	\$0	\$0	\$0	\$0	\$105,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund	\$105,000						\$105,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$105,000	\$0	\$0	\$0	\$0	\$0	\$105,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-24-001

PROJECT TITLE: Stream Retrofit Dog Park to Washington St.

## CATEGORY (check one):

- ☐ Economic Development & Tourism (E)
 ☐ Recreation & Quality of Life (R)
- ☐ General Government (G)
 ☒ Stormwater & Utilities (U)
- ☐ Public Safety (P)
 ☐ Transportation & Walkability (T)

## PROGRAM TYPE (check one):

- ☐ CARP
 ☒ CIP

## PROGRAM DESCRIPTION

This project includes the restoration of the natural stream that conveys stormwater from the southern portion of the Town south of Main Street down 5th and from across the Greenway from the 5th St. Parking lot through the CFC Farm and Home Center down to Washington Street.

## 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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering		\$126,500					\$126,500
Construction/Purchase			\$212,500	\$212,500			\$425,000
Other				\$13,500	\$13,500	\$13,500	\$40,500
<b>TOTAL</b>	<b>\$0</b>	<b>\$126,500</b>	<b>\$212,500</b>	<b>\$226,000</b>	<b>\$13,500</b>	<b>\$13,500</b>	<b>\$592,000</b>
<b>FUNDING SOURCES</b>							
General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund		\$126,500	\$212,500	\$226,000	\$13,500	\$13,500	\$592,000
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$126,500</b>	<b>\$212,500</b>	<b>\$226,000</b>	<b>\$13,500</b>	<b>\$13,500</b>	<b>\$592,000</b>
<b>OPERATING IMPACT</b>							
Ongoing maintenance				\$13,500	\$13,500	\$13,500	\$40,500
Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,500</b>	<b>\$13,500</b>	<b>\$13,500</b>	<b>\$40,500</b>

PROJECT NUMBER: U-25-001

PROJECT TITLE: SWM East Street Drainage

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☒ Stormwater & Utilities (U)

☐ Public Safety (P)

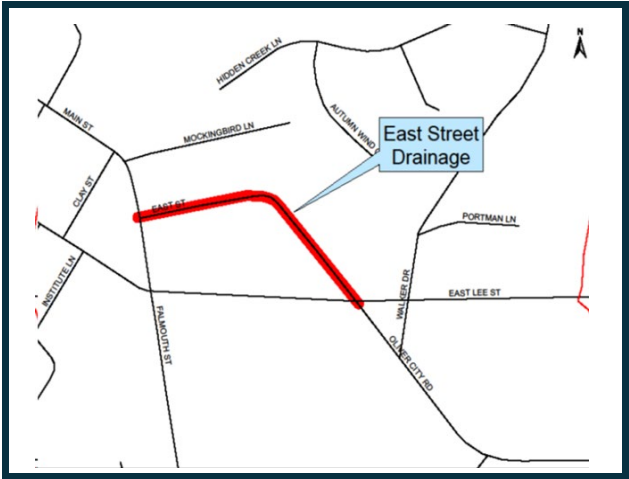
☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase			\$30,000				\$30,000
Other				\$235,000			\$235,000
TOTAL	\$0	\$0	\$30,000	\$235,000	\$0	\$0	\$265,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund			\$30,000	\$235,000			\$265,000
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$30,000	\$235,000	\$0	\$0	\$265,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-25-002

PROJECT TITLE: Sanitary Sewer Improvements to LFCC

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☐ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

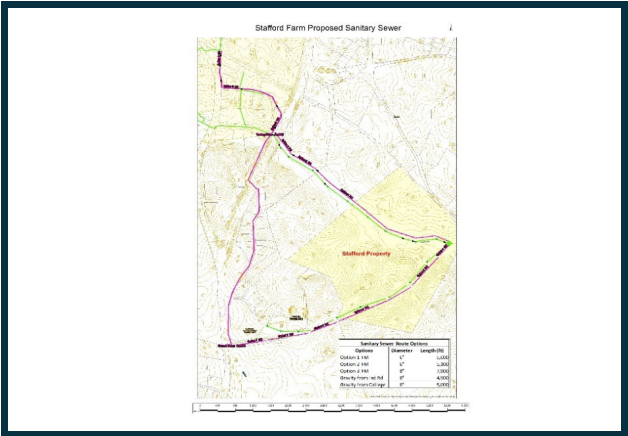
PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**PROGRAM DESCRIPTION**

The Town currently serves Lord Fairfax 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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering			\$50,000	\$250,000			\$300,000
Construction/Purchase					\$2,200,000	\$1,800,000	\$4,000,000
Other							\$0
TOTAL	\$0	\$0	\$50,000	\$250,000	\$2,200,000	\$1,800,000	\$4,300,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund			\$50,000	\$250,000	\$2,200,000	\$1,800,000	\$4,300,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$50,000	\$250,000	\$2,200,000	\$1,800,000	\$4,300,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-25-003

PROJECT TITLE: Water Line Improvements: LFCC to Meetze Road

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☐ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

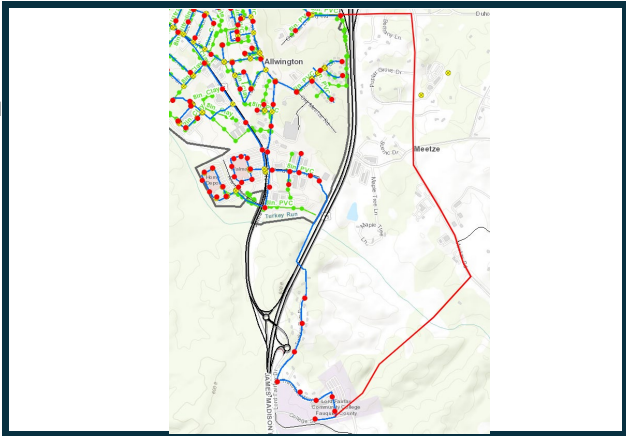
PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**PROGRAM DESCRIPTION**

The Town currently serves Lord Fairfax 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, such as the the loop with Meetze Road.



**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering			\$20,000				\$20,000
Construction/Purchase				\$100,000	\$150,000	\$2,355,000	\$2,605,000
Other							\$0
TOTAL	\$0	\$0	\$20,000	\$100,000	\$150,000	\$2,355,000	\$2,625,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund			\$20,000	\$100,000	\$150,000	\$2,355,000	\$2,625,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$20,000	\$100,000	\$150,000	\$2,355,000	\$2,625,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-26-001PROJECT TITLE: Water Line Improvements: Awington Property to LFCC

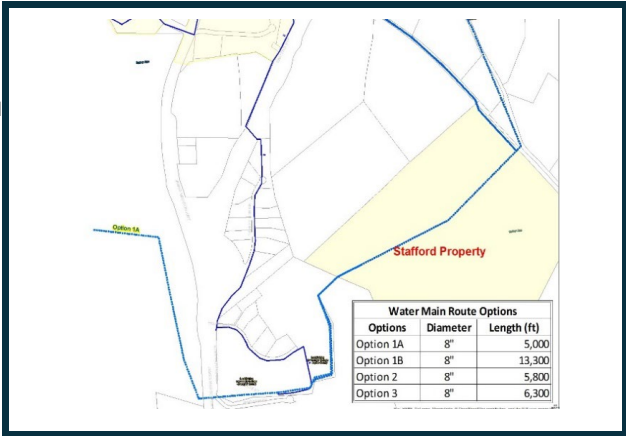
CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☐ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP☒ CIP

**PROGRAM DESCRIPTION**  
The Town currently serves Lord Fairfax 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 with the future Awington 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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering				\$65,000	\$35,000		\$100,000
Construction/Purchase				\$100,000	\$1,250,000	\$100,000	\$1,450,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$165,000	\$1,285,000	\$100,000	\$1,550,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund				\$165,000	\$1,285,000	\$100,000	\$1,550,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$165,000	\$1,285,000	\$100,000	\$1,550,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-26-002

PROJECT TITLE: Auto Flushers & Sample Stations

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☒ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**PROGRAM DESCRIPTION**

Install Automatic Hydrant flushers for dead ends. Relace current Bacteriological Sample stations with State-approved sample stations. Increasing the number of Automatic Flushers would improve water quality system- wide and also to help to remove TTHM's and HAA5's during the 3rd quarter/summer months. Automatic flushers may result in less manpower required to conduct scheduled flushing. Replacing current sample station with state-approved stations would minimize the risk of contamination during bacteriological sampling and also to meet state requirements.



**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
<b>ESTIMATED COSTS</b>							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase				\$60,000			\$60,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000
<b>FUNDING SOURCES</b>							
General Fund							\$0
Water and Sewer Fund				\$60,000			\$60,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000
<b>OPERATING IMPACT</b>							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-26-003

PROJECT TITLE: Mt. Tank Line Power / Generator

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP☒ CIP

**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering				\$275,000			\$275,000
Construction/Purchase							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$275,000	\$0	\$0	\$275,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund				\$275,000			\$275,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$275,000	\$0	\$0	\$275,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-27-001	PROJECT TITLE: SWM/Bio Retention Below Shop
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CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input checked="" type="checkbox"/> Stormwater & Utilities (U)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input type="checkbox"/> Transportation & Walkability (T)	

**PROGRAM DESCRIPTION**  
This project includes the environmental planning, design, and construction of a bio-retention facility on a property that the Town owns that is adjacent to the stream on the other side of the Greenway below the Town Public Works Shop. Placeholder costs will be refined through the environmental planning of 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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering					\$25,000		\$25,000
Construction/Purchase						\$195,000	\$195,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$25,000	\$195,000	\$220,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund							\$0
Stormwater Fund					\$25,000	\$195,000	\$220,000
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$25,000	\$195,000	\$220,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-27-002PROJECT TITLE: Plant Hydraulics/Piping

CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input checked="" type="checkbox"/> Stormwater & Utilities (U)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input type="checkbox"/> Transportation & Walkability (T)	

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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase					\$25,000	\$125,000	\$150,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$25,000	\$125,000	\$150,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund					\$25,000	\$125,000	\$150,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$25,000	\$125,000	\$150,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-27-003PROJECT TITLE: Flocculation Basins & Filter

CATEGORY (check one):		PROGRAM TYPE (check one):
<input type="checkbox"/> Economic Development & Tourism (E)	<input type="checkbox"/> Recreation & Quality of Life (R)	<input type="checkbox"/> CARP
<input type="checkbox"/> General Government (G)	<input checked="" type="checkbox"/> Stormwater & Utilities (U)	<input checked="" type="checkbox"/> CIP
<input type="checkbox"/> Public Safety (P)	<input type="checkbox"/> Transportation & Walkability (T)	

**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering					\$75,000		\$75,000
Construction/Purchase						\$2,075,000	\$2,075,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$75,000	\$2,075,000	\$2,150,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund					\$75,000	\$2,075,000	\$2,150,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$75,000	\$2,075,000	\$2,150,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-001

PROJECT TITLE: Dewatered Sludge Storage

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP☒ CIP

PROGRAM DESCRIPTION

Biosolids Storage



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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase						\$350,000	\$350,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$350,000	\$350,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund						\$350,000	\$350,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$350,000	\$350,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-002PROJECT TITLE: Digester No. 2

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP☒ CIP

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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering						\$800,000	\$800,000
Construction/Purchase						\$4,200,000	\$4,200,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$5,000,000	\$5,000,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund						\$5,000,000	\$5,000,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$5,000,000	\$5,000,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-003

PROJECT TITLE: Primary Clarifiers & Sludge Pump Station

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP☒ CIP

**PROGRAM DESCRIPTION**  
Primary clarifiers capture and remove wastewater solids from the influent flow at the 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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering						\$1,000,000	\$1,000,000
Construction/Purchase						\$2,500,000	\$2,500,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$3,500,000	\$3,500,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund						\$3,500,000	\$3,500,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$3,500,000	\$3,500,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-004

PROJECT TITLE: Secondary Clarifier and Sludge Pump

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP☒ CIP

**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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering						\$500,000	\$500,000
Construction/Purchase						\$3,000,000	\$3,000,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$3,500,000	\$3,500,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund						\$3,500,000	\$3,500,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$3,500,000	\$3,500,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-005PROJECT TITLE: Sludge Screen w/Enclosure

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☒ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase						\$300,000	\$300,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund						\$300,000	\$300,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-006

PROJECT TITLE: Sludge Dewatering

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP☒ CIP

**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.



	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase						\$500,000	\$500,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund						\$500,000	\$500,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL		\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-007PROJECT TITLE: Turkey Run Pump Station #2

CATEGORY (check one):

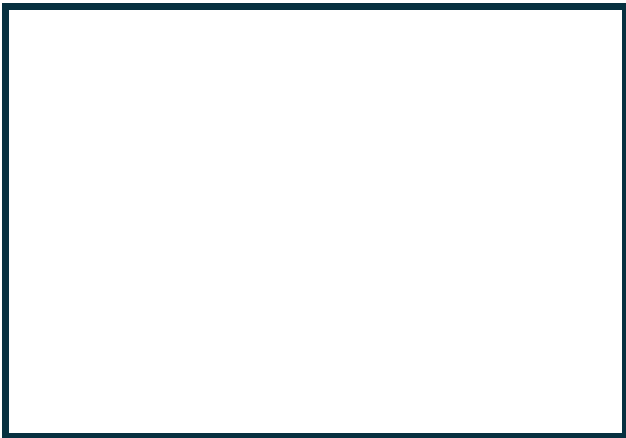
☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP☒ CIP

PROGRAM DESCRIPTION

Conduct an engineering evaluation to create design plans for a pump station at Turkey Run. This will also allow for improved wastewater services to the LFCC 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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase						\$2,575,000	\$2,575,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$2,575,000	\$2,575,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund						\$2,575,000	\$2,575,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$2,575,000	\$2,575,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-008

PROJECT TITLE: Headworks Building

CATEGORY (check one):

☐ Economic Development & Tourism (E)☐ Recreation & Quality of Life (R)☐ General Government (G)☒ Stormwater & Utilities (U)☐ Public Safety (P)☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP☒ CIP

**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 control odors 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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering						\$100,000	\$100,000
Construction/Purchase						\$1,700,000	\$1,800,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$1,800,000	\$1,800,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund						\$1,800,000	\$1,800,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$1,800,000	\$1,800,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-009PROJECT TITLE: Warrenton Reservoir Dredging

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☒ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

PROGRAM DESCRIPTION  
Dredge Warrenton Reservoir.



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.

	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase						\$1,120,000	\$1,120,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$1,120,000	\$1,120,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund						\$1,120,000	\$1,120,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$1,120,000	\$1,120,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PROJECT NUMBER: U-28-010

PROJECT TITLE: WTP Solar Conversion

CATEGORY (check one):

☐ Economic Development & Tourism (E)

☐ Recreation & Quality of Life (R)

☐ General Government (G)

☐ Stormwater & Utilities (U)

☐ Public Safety (P)

☐ Transportation & Walkability (T)

PROGRAM TYPE (check one):

☐ CARP

☒ CIP

**PROGRAM DESCRIPTION**

Installation of solar energy panels on the Water Treatment Plant roof and a ground mounted array field to recover 90-95% of the plant electrical energy demands through "net metering".

**GOAL ADDRESSED**

Plan Warrenton 2040 CF-3: Green infrastructure and sustainability are incorporated community facilities to promote energy efficiency and environmental protections.



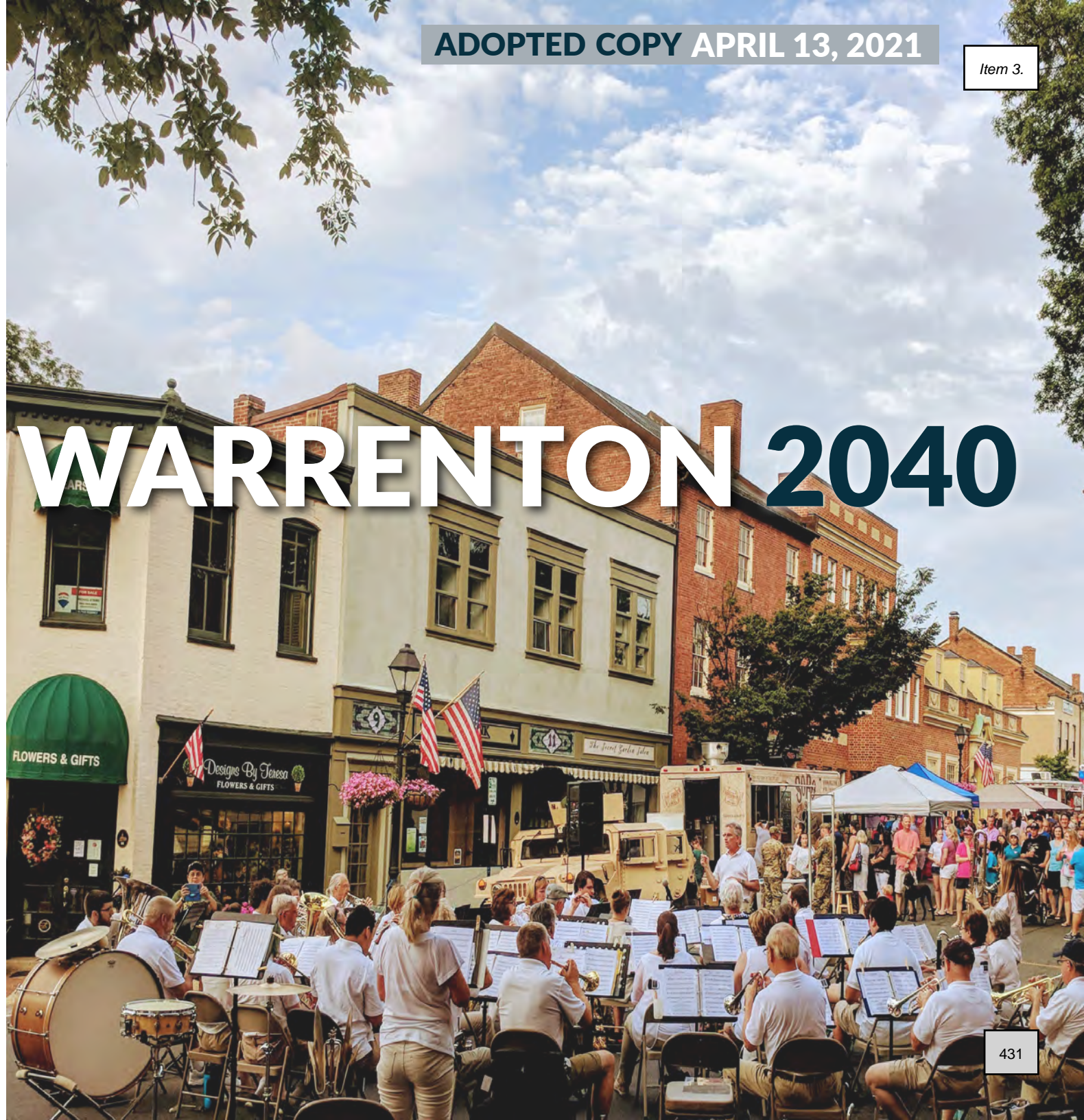
	FY23 2022-23	FY24 2023-24	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 & Beyond	Total
ESTIMATED COSTS							
Land Acquisition							\$0
Architecture/Engineering							\$0
Construction/Purchase						\$400,000	\$400,000
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$400,000	\$400,000
FUNDING SOURCES							
General Fund							\$0
Water and Sewer Fund						\$400,000	\$400,000
Stormwater Fund							\$0
ARPA							\$0
Grant- Federal							\$0
Proffer							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$400,000	\$400,000
OPERATING IMPACT							
Ongoing maintenance							\$0
Other							\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0



ADOPTED COPY APRIL 13, 2021

Item 3.

# PLAN WARRENTON 2040



# ACKNOWLEDGMENTS

The Town of Warrenton would like to acknowledge the dedication and commitment to the individual citizens, students, teachers, business owners, merchants, property owners, non-profits, and community partners who participated in the process of updating the Comprehensive Plan. In addition, the Town would like to thank Fauquier County, the Rappahannock-Rapidan Regional Commission, and the Virginia Department of Transportation for participating in the planning process. Special thanks to the PATH Foundation for their support of the Complete Streets and Walkability Audit components.

## Town Council

Carter Nevill, Mayor  
Renard Carlos, At-Large  
Sean Polster, At-Large  
Heather Sutphin, Ward 1  
William Semple, Ward 2  
Brett Hamby, Ward 3  
James Hartman, Ward 4  
Kevin Carter, Ward 5

## Planning Commission

Susan Rae Helander, Chair  
Ali Zarabi, Vice Chair  
Gerald Johnston  
James Lawrence  
Mark Moore  
Ryan Stewart

## Comprehensive Plan Steering Committee

Chris Coutts  
Doug Larson  
Jim Lawrence  
John W. McCarthy  
Kirsten Dueck  
Marie E. Washington  
Melanee Montalvo  
Fauquier County Community  
Development Staff

## Urban Development Area Steering Group

Roy Anderson  
Trey Austin  
Merle Fallon  
Susan Helander  
Nick Kalis  
Brian Larson  
Joe Martin  
John McAuliff  
Brian Roeder  
Kevin Roop  
Ryan Stewart  
Walter Story  
Pablo Teodoro  
John Thompson

## Town of Warrenton Staff

Brandie Schaeffer, Town Manager  
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Millie Latack, Preservation Planner  
Kelly Machen, Zoning Planner  
Stephanie Miller, Director of Finance and Human Resources  
Paul Bernard, Assist. Public Works / Public Utilities Director  
Michael Kochis, Chief of Police  
Rodney Woodward, Warrenton Volunteer Fire Company  
Timothy Carter, Deputy Chief of Police  
Edward Tucker, Former Public Works / Public Utilities Director  
Margaret Rice, Former Director Parks and Recreation

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# MAYOR'S MESSAGE 2040

*"We are a sum of our past, we are the hope of our future, all rolled into one, and we can see that every day when we walk down the streets of Warrenton. Whether its in Old Town, or going down to the WARF, or walking the streets in our neighborhoods. It is a genuine, sincere community, and it is defined by the people, and the place where we live.*

**THIS IS YOUR TOWN,  
THIS IS YOUR NEIGHBORHOOD,  
AND THIS IS YOUR PLAN."**

**- Mayor Carter Nevill**

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# EXECUTIVE SUMMARY 2040

## Introduction

The Plan Warrenton 2040 was adopted in one of the most challenging years of recent history. The international pandemic of COVID-19 impacted fundamental aspects of personal and community life calling into question how people live, work, go to school, and recreate. It threw into high relief how our communities are designed to support, or fail to support, the needs of a functioning economy through infrastructure and public spaces. Simply, the pandemic exposed our collective community strengths and challenges.

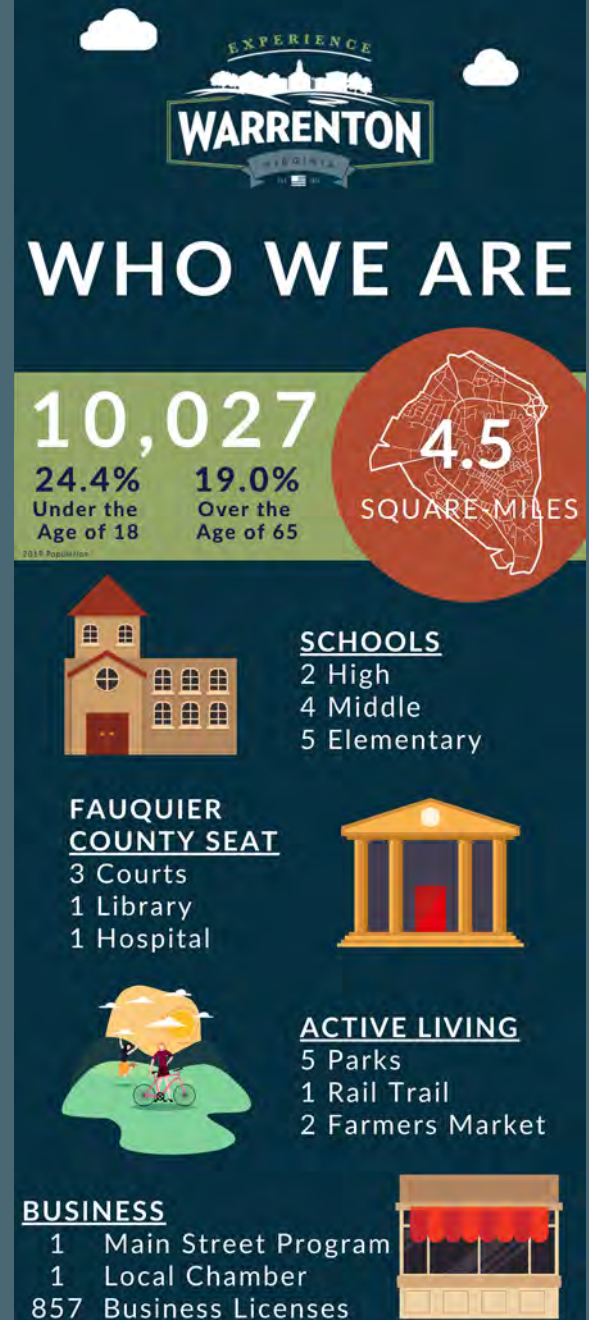
Communities do well if they have the preparedness and flexibility to respond quickly to the changing nature of the environment. Communities who lay the groundwork for strategic investments can weather the many types of unforeseen storms. A comprehensive plan serves its greatest purpose in these instances. Plan Warrenton 2040 begins with recognition of the nexus between planning, economic resiliency, and public health. This plan is built on the premise that the physical, mental, social, and economic health of our community reaches into all aspects of our quality of life. These central themes have already been instilled in our community from the passage of the Healthy Eating Active Lifestyle (HEAL) Resolution by the Town Council in 2015, the Walkability Audit and Complete Streets Guide in 2017, the Fiscal Impact Model of 2019, the Robert Wood Johnson Culture of Health nomination, and the Eva Walker Park Master Plan in 2021.

Plan Warrenton 2040 lays out a vision that enhances these themes and protects the character

of the Town of Warrenton, while it works to anticipate a rapidly changing future due to technological advancements and the prolonged impacts of the pandemic. The plan focuses on the elements of community to maintain a standard of living. Public spaces, a notable goal in previous Comprehensive Plans, are now a necessity for the mental, physical, and social health of our residents. Opening the built environment of the Town's assets and right-of-way is essential for the economic health of our business and food supply. Further necessity of multi-modal, active transportation has become more apparent as people seek a means to safely leave their residences after working from home or learning virtually. The shifting demands on water, sewer, and telecommunications infrastructure become apparent as society begins to reallocate how and where it spends its time. Perhaps most importantly, the design of our community needs to support the needs of all residents and businesses through elements like attainable housing to encourage resident diversity and retention. These elements of community allow Warrenton to positively respond to the needs of its residents, ensuring that even through change we are still Warrenton: a community that deeply cares for all its members.

While no one can yet state with certainty the long-term shifts in behavior the pandemic will have on communities, the goals and objectives remain the same. Plan Warrenton 2040 seeks to capture the community spirit to ensure the Town is the best Warrenton it envisions for itself during the greatest and most trying of times.

Item 3.



## 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

**Jasmine, 17**  
FHS

#### Historic Resources

Preserve the place making features that continue to give the Town its unique identity, its character, and its feeling of home.

**Grace, 17**  
FHS

#### Community Facilities

Strategic investments in accessible community facilities improving health and overall quality-of-life for a diverse community.

**Taylor, 11**  
Brumfield

#### 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.

**Olivia, 17**  
FHS

#### 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.

**Morgan, 17**  
FHS

#### Transportation & Circulation

Strategic investments for a safe, vibrant, and interconnected multi-modal transportation network.

**Nick, 15**  
FHS

#### 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.

**Kayla, 17**  
FHS

#### Land Use & Character Districts

Expand amenity options within character districts and existing neighborhoods to improve quality-of-life and maintain community character.

## HOW COMPREHENSIVE PLANS ARE IMPLEMENTED

Plan Warrenton 2040 sets the overall guidance for informed decisions, while the Virginia State Code identifies several methods for implementation of goals and strategies. Comprehensive plans are to be aspirational to communicate an agreed upon future form for the Town. The implementation tools are developed and updated to carry out the goals of the community. Below are a few of these implementation documents.

### ZONING ORDINANCE

Zoning ordinances regulate the use of land within a locality and provide an official zoning map. This document details the allowable uses properties are entitled to utilize, the specifics to how the built environment will be structured (size, height, area, bulk, location, etc), the requisite areas and dimensions of the land and required elements, and identifies how localities may grant changes to these modifications.

### SUBDIVISION ORDINANCE

The purpose of the Subdivision Ordinance is to establish reasonable and desirable subdivision standards and procedures for the Town of Warrenton. These regulations apply to all divisions of land into parcels or adjustments to the boundaries of parcels within the Town. This document incorporates a Public Facilities Manual that applies to all utilities constructed, including transportation, stormwater, water, and sewer.

### HISTORIC DISTRICT GUIDELINES

The Historic District Guidelines provide the framework for consistent decision-making by elaborating upon the Zoning Ordinance's goal to identify, protect and preserve the buildings within historic district boundaries. The Secretary of Interior's Standards for Treatments of Historic Properties, in conjunction with the goals and strategies of the Comprehensive Plan, provide the framework for this important document.

### CAPITAL IMPROVEMENT PLAN

The Capital Improvement Program (CIP) provides for an orderly implementation of short and long range plans for construction of Capital Improvement Projects and Land Acquisition. It further provides for the scheduling of the associated expenditures over a period of many years. The first year of the program represents the proposed Capital Budget for the upcoming fiscal year.

### TOWN CODE

The Town Code is adopted by localities to enable the codification of ordinances. Related to the goals of Comprehensive Plan it enforces licensing, noise, how business is conducted, and a number of items specific to public streets, water, and sewer.

## OTHER DOCUMENTS

While the Comprehensive Plan provides a “high level” set of goals and strategies, more focused efforts produce site, topical, or area specific objectives. For example, the Eva Walker Park Master Plan speaks to the long term improvements envisioned and specific to that public space. The Broadview Safety Improvement Project contains the engineered design to fulfill the Smartscale grant. Roll Out Warrenton and Warm Out Warrenton serve as examples of providing opportunities that seek to support the business community.

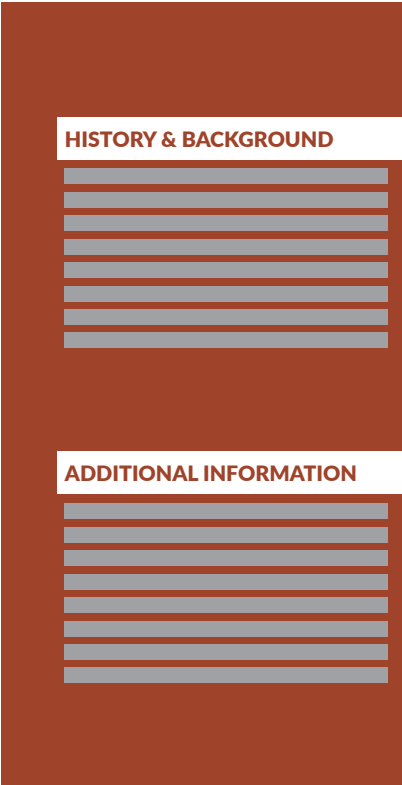
## ADOPTION BY REFERENCE

Plan Warrenton 2040 includes the adoption of documents that were previously developed and produced as part of this process or in the same timeframe. Documents adopted by reference into the Comprehensive Plan include:

- Complete Streets Guidance Report (Toole Design Group, September 2017)
- Walkability Audit Report (Toole Design Group, September 2017)
- Urban Development Areas (Town Council Adopted March 13, 2018)
- Plan Warrenton 2040 Background Report
- Demographic and Housing Analysis White Paper (RKG Associates, February 1, 2020)
- Fiscal Sustainability Analysis White Paper (RKG Associates, February 1, 2020)
- Economic Base White Paper (RKG Associates, February 1, 2020)
- Character Districts Design Guide Book Plan Warrenton 2040 Hyperlink
- Density Bonus Recommendations Plan Warrenton 2040 Hyperlink
- Eva Walker Park Master Plan (Town Council Adopted February 9, 2021)

## HOW TO USE THIS PLAN

Decision makers, staff, and the community should look to this document as a guide for important policies and land use decisions. It serves to inform budgeting and Capital Improvement Plans, regulatory documents, and legislative actions. The vision and goals, with the Future Land Use and Transportation maps, serve to coordinate the harmonious development of the Town’s current and future needs to best promote the prosperity and general welfare of all its residents.



### HYPERLINKS

Each section will have a sidebar like this one to the left. The white bars are clickable hyperlinks that will pull up more information for each title subject.

Any words formatted like the example below are also clickable hyperlinks embed in the text for quick references.

### EXAMPLE

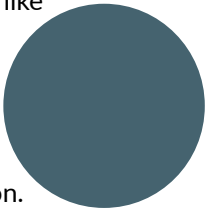
### METRICS

Each section will have a metrics sidebar like below that lists markers to tract progress of Comprehensive Goals with successful implementations in Town.



### ROLLOVERS

If you find a dot that looks like this one, rollover with you mouse for quick information.



## OTHER TOWN PLANS AND RESOURCES

Plan Warrenton 2040 builds upon, and works in conjunction with, many other documents in the Town to support the vision. Throughout this document, hyperlinks are included to allow the reader to do a “deeper dive” into topical areas. Many of these documents are adopted on their own or serve as informational data points that are updated throughout time. They are not adopted in this official plan unless specifically stated. This structure allows for the long-term vision and goals to stay consistent, while the associated regulatory documents, small area plans, and data may be to be updated as needed on sho time horizons.

## PUBLIC INPUT

Plan Warrenton 2040 sought out innovative public outreach while also building upon words the community have spoken throughout previous planning efforts. It began with the simple premise that the adults of today hold our Town's future in trust for our children. Almost 25% of Warrenton's residents are under the age of 18. Yet, as Planning Magazine wrote *"...young people sometimes fly under the radar even though they are a huge part of our communities and have very different needs, perspectives – and tech skills – than their parents and grandparents."* Warrenton decided to correct this in the Student Postcard Project by asking the youth ages 5-18 what they valued today and for the future. The over 1,000 students who participated have different needs and different perspectives, yet the values proved similar to the adults in the community:

- Community Gathering Spots
- Walkability
- Accessibility
- Age Friendly
- Sense of Place

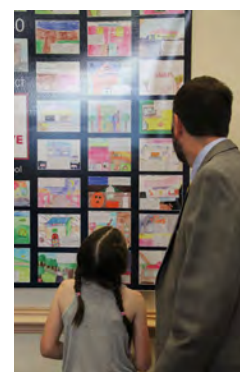
After a reception presenting the voice of the youth, the larger community was invited to contribute to the conversation. The "This is Your Town, Your Neighborhood, Your Plan" video, linked on page 11, encouraged residents and businesses to add their voice to the developing vision and goals. Public outreach was conducted in multiple formats, across multiple groups. Warrentonians provided their unique perspectives by attending meetings, taking surveys, and participating in workshops to help shape the Town's future. Listening to the whole community, across spectrums of age, income, background, gender, and employment, creates a vision to equitably serve the entire community. Plan Warrenton 2040 seeks to ensure ALL its residents are afforded a high quality of life.

## PUBLIC OUTREACH



## 2016 STUDENT POSTCARD PROJECT

Students of Warrenton schools were asked to draw the Town now and what they hoped it would look like in 2040. Throughout the document there will be some of these “postcards” of Warrenton with insight on what our youngest residents find important.



2040

Remember the vacant pink building on Culpeper Street I was talking about in 2016? Well, now that building is occupied and it is mine! I now have my donut shop called Rosemary's and it feels great giving back to the community!



Item 3.

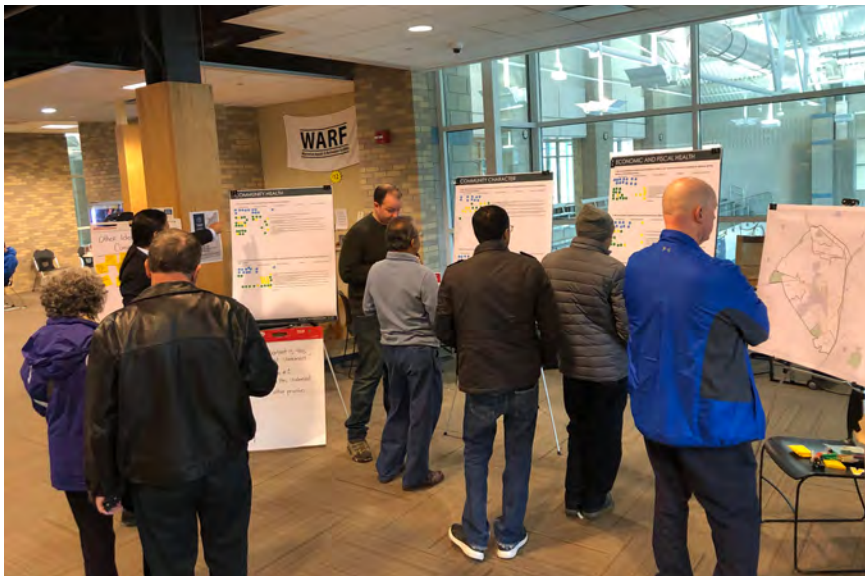
## BACKGROUND REPORT

2018 analysis of the 2002 Warrenton Comprehensive Plan and subsequent planning, including an analysis of existing conditions and external influences outside the Town boundaries.

## PUBLIC COMMENT SURVEYS

Response data from a public survey released in 2019 for community input on Town needs and enhancements.

Produced for the Town of Warrenton 2040 Comprehensive Plan



## Plan Warrenton 2040 Vision : Your Town, Your Neighborhood, Your Plan

Warrenton in 2040 is a vibrant historic town with a strong sense of place. Families, retirees, students, young people just starting out, professionals, and business entrepreneurs live here because we have great pride in our community character, a healthy community and quality of life, and are economically strong and resilient.

Warrenton in 2040 has great neighborhoods, historic character and charm, community facilities and places to gather that reflect distinct architecture, and human-scaled design and housing options to meet people's needs at different stages of life.

Warrenton in 2040 is a healthy community with a thriving arts and cultural scene, well designed parks and open spaces for all citizens, access to local foods, interconnected trails, educational options, and nearby wellness services. Our residents enjoy safe streets and the ability to enjoy a 10-minute walk, bike ride or local bus trip to their favorite Town park, shopping area or other destination. Commercial corridors are thriving economically and support a mix of transportation modes designed to make them walkable and accessible.

Our Town is fiscally sound, and we provide a high level of services and public amenities for our citizens and visitors to enjoy.

Warrenton is recognized nationally as one of the best places to live, work and visit in the Virginia Piedmont region.

We are thriving as the county seat of Fauquier, where we have a clustering of jobs in government services, healthcare, education, tourism, non-profits, high-tech and specialty trades. We attract visitors to our Town that enjoy authentic experiences derived from our historic resources, recreational and wellness assets, local art, and local foods. People visit us for a day or stay for the weekend to escape the hustle and bustle of other parts of the region. We are a place where people want to be in 2040 and for a lifetime.



## 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-3: Educate the community on the value of historic resources.
- 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.

## COMMUNITY FACILITIES GOALS



- 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-2: Public safety services and policies are viewed as amongst the best in similar Virginia towns for the responsiveness, community trust, and effectiveness.
- CF-3: Green infrastructure and sustainability are incorporated into community facilities to promote energy efficiency and environmental protections.
- CF-4: Ensure healthy, safe, adequate water and wastewater services.
- CF-5: To provide a fiscally responsible infrastructure that maintains a high quality of life for residents, supports current businesses, and attracts new employers with a stable tax structure.
- CF-6: Identify telecommunications facility locations to ensure a broad range of communications services that also respect the character and viewsheds of the Town.

## HOUSING GOALS



- H-1: Ensure equitable, attainable housing opportunities across residents of all ages, incomes, and abilities by catering to the needs of a diverse community, including young families, professionals early in their careers, essential workforce, and those entering retirement.
- H-2: Character Districts will accommodate a balance of available housing typologies that are compatible to existing neighborhoods in scale, character, and transition.
- H-3: Preserve existing neighborhoods and promote infill that supports the character and heritage of Warrenton.
- H-4: Create regional partnerships to address and enhance attainable housing supply.

## OPEN SPACE, PARKS, & 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.
- P-4: Create a long-term approach to the development of parks, recreation, and open space in the Town of Warrenton.

## TRANSPORTATION & CIRCULATION GOALS



- T-1:** Improve multi-modal capacity and safety that encourages trips by walking, bicycling, and transit.
- T-2:** Enhance the traveling experience by creating great streets.
- T-3:** Promote livability in the Town by creating great places where residents and visitors feel welcome and safe.
- T-4:** Provide an equitable and connected Multi-Modal Network.

## ECONOMIC & FISCAL RESILIENCE GOALS



- E-1:** Grow a strong, diversified, and resilient economy that supports residents and businesses alike.
- E-2:** Increase the employment base to allow residents to live and work in Warrenton.
- E-3:** Promote Warrenton as a cultural, entertainment, and arts center.
- E-4:** Support Character Districts as unique mixed-use neighborhood centers.
- E-5:** Be proactive in the Town's Economic Development.

## LAND USE & CHARACTER DISTRICTS



- L-1:** Organize Land Use According to Character Districts in select areas and protect existing neighborhoods.
- L-2:** **Old Town Character District:** The Old Town Character District will include a mix of infill and new mixed-use development that is designed to maintain, preserve, reuse, and renovate Old Town's historic character.
- L-3:** **New Town Character District:** The New Town Character District will support the revitalization of the commercial shopping malls with a walkable development pattern that includes a mix of uses, green space and public amenities, as well as provide a location for a major employer.
- L-4:** **Health and Wellness Character District:** The Health and Wellness Character District will support and promote a mix of uses that are health related, such as workforce housing, medical and emergency services and aging in-place related uses.
- L-5:** **Greenway and Makers District Character District:** The Greenway and Makers District will be promoted as the southern gateway into the Town and maintain the critical linkages between education, civic uses, and the surrounding neighborhoods, as well as the remaining industrial uses located in the Town.
- L-6:** **Experience Broadview Character District:** The Experience Broadview Character District will maintain and enhance the existing commercial corridor with mixed use residential nodes to serve as transitions to adjacent neighborhoods.



PLAN WARRENTON 2040

# HISTORIC RESOURCES

Item 3.

"My favorite place in Warrenton is the [Old] Jail Museum. I love historical things. I like hearing what it was like back in the old days." *Brittan, Age 9*



*Main Street, 2019.*

## Vision

In the 21st Century, Warrenton's historic fabric will be the place-making feature that continues to give the Town its unique identity, its character, and its feeling of home. Residents and visitors alike will appreciate the unique and distinctive heritage of this place while understanding the Town's historic fabric is what makes Warrenton, Warrenton.

The Town and property owners will work toward a common goal of preserving the historic built environment for current and future generations, knowing their efforts will strengthen Warrenton's neighborhoods, complement place-based economic development, encourage local economic growth, promote equity of its residents, and conserve natural resources.

Key aspiration related to vision include:

- Conserve, reuse, and promote historic resources to enhance the Town's sense of place and grow the economy through economic activity.

# GOALS

## HR-1: Conserve, reuse, and promote historic resources to enhance the Town's sense of place and grow the economy.

### POLICIES & STRATEGIES

**HR-1.1:** Maintain the Historic District Guidelines to ensure relevant information is available by correlating modern building materials, preservation practices, and other forms of legislation.

**HR-1.2:** Create a Historic Preservation Plan to define the Town's long-range historic resource goals and implementation standards.

**HR-1.3:** Update the Zoning Ordinance to complement Historic District Guidelines and Preservation Plan.

**HR-1.4:** Reward responsible property owners by streamlining the permitting process.

**HR-1.5:** Incentivize investment of responsible property owners through maintenance programs and tax incentive education.

**HR-1.6:** Explore all viable options to preserve and maintain historic resources, regardless of whether in the Local or National Historic District.

## HR-2: Preserve the authenticity and tell the stories of historic resources for generations to come by thorough documentation.

### POLICIES & STRATEGIES

**HR-2.1:** Maintain an accurate inventory of historic resources that stays current with the Period of Significance and integrates with the Town's Geographic Information System (GIS).

**HR-2.2:** Update the National Register of Historic Places nomination to align with the local Historic District boundaries.

**HR-2.3:** Identify potential new historic resources that are eligible under the Period of Significance.

## HR-3: Educate the community on the value of historic resources.

### POLICIES & STRATEGIES

**HR-3.1:** Promote the Architectural Review Board as a resource for the entire community to consult on matters of materials, scale, massing for preservation, and new build best practices.

Item 3.

### TOWN HISTORY & DEVELOPMENT

Outline of the Town development over 200 years and the background related to policies and information for historic resources.

### WARRENTON HISTORIC DISTRICT

Updated information regarding the formation and development of the National and Local Warrenton Historic Districts, their relation to Town wide resources, and community importance.

### VDHR VCRIS DATABASE

External link to the Virginia Department of Historic Resources VCRIS Database listing all Historic District surveys.

### HISTORIC NEIGHBORHOODS

Descriptions of assessed historic neighborhoods with historic background and images where available.

### HISTORIC RESOURCES

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**HR-3.2:** Provide information to the community on federal, state, and local economic incentives available to help finance rehabilitation and restoration.

**HR-3.3:** Raise awareness of cultural and historic resources through awards programs, heritage related signage, events and tours, and training.

## **HR-4: Enhance the Environment Through Preservation and Sustainability Best Practices.**

### **POLICIES & STRATEGIES**

**HR-4.1:** Update the Historic District Guidelines and Zoning Ordinance to keep pace with emerging energy saving technologies promoted by the U.S. Secretary of the Interior.

**HR-4.2:** Encourage adaptive reuse of historic buildings to reduce new carbon footprints and resource consumption.

**HR-4.3:** Educate property owners on LEED Certifications when rehabilitating structures.

## **HR-5: Protect the Rich Histories of Existing Neighborhoods.**

### **POLICIES & STRATEGIES**

**HR-5.1:** Explore a Historic Gateway Corridor Overlay District.

**HR-5.2:** Creation of new local historic districts in appropriate existing neighborhoods within the period of significance to protect from demolition and provide review for by-right new builds.

**HR-5.3:** Help property owners preserve the historic building stock through maintenance programs.

**HR-5.4:** Ensure all infill is context sensitive and respects the existing character of the surrounding area.

## **HR-6: Promote Asset-Based Economic Development Through Historic Resources**

### **POLICIES & STRATEGIES**

**HR-6.1:** Encourage heritage tourism showcasing the Town's unique cultural resources.

**HR-6.2:** Partner with the Town's Main Street organization and other entities to strengthen economic opportunities highlighting the Town's historical, arts, and culinary assets for placemaking events.

**HR-6.3:** Conserve the natural and market-built landscape to encourage investments and job creation in historic resources.

## **METRICS**

1. The creation of a comprehensive survey, including all parcels with both the National and Local historic significance.
2. Submission of a successful National Register of Historic Places district nomination update or expansion, approved by the Virginia Department of Historic Resources and the National Parks Service.
3. Complete a reconnaissance-level survey of historic-age resources throughout the Town.
4. Town sponsorship of one or more cultural resource training event(s) per year.
5. Review, revise, and amend the Warrenton historic preservation ordinance.
6. Initiate the Historic Gateway Corridor Overlay District through a zoning ordinance.
7. The completion of a stand-alone Historic Preservation Plan.

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PLAN WARRENTON 2040

# COMMUNITY FACILITIES

"The [police] are important because if something goes wrong, they will be there. Also, in the mornings they give you free breakfast." *Ashleigh, Age 9*



## Vision

In 2040 Warrenton residents and visitors alike benefit from strategic investments in accessible community facilities located throughout the Town that meet the 2040 vision of providing a high quality of life to a diverse community. Community facilities play an important role in a healthy, safe, and connected community. Recognizing Town residents are also County residents, in 2040 County facilities continue to be integrated into the fabric of the Town of Warrenton, providing economic benefits to reinforce the Town's vibrant small-town appeal, while promoting the Town's health by connecting assets and building on an economic and fiscal resilience strategy.

Key aspirations related to this vision include:

- 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.
- Make responsible and strategic community facility investments that support the Town's vision for a live/work community, sustaining its fiscal well-being and economic resiliency.
- Promote sustainability in all Town-owned facilities.
- Reinforce the role of County community facilities into the Town fabric
- Promote livability through properly located Town services, schools, libraries, courts, and County administrative functions.
- Support the connection of residential dwellings to public water and sewer.
- Provide a high quality of life to capture economic benefits through diverse businesses, employers, and residences.

# GOALS

**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.**

## POLICIES & STRATEGIES

**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-1.2:** Locate in person customer-serving facilities in high-visibility areas and incorporate design elements that speak to the character of the Town. Use technology and electronic capabilities to promote efficiencies for services.

**CF-1.3:** Ensure that community facilities are accessible to persons in all stages of life and all abilities.

**CF-1.4:** Encourage and strengthen a sense of community and the character of Warrenton through the design and appearance of public facilities.

**CF-1.5:** Encourage the use of community facilities and grounds for community events and public functions.

**CF-1.6:** Provide efficient, right-sized community facilities that meet identified levels of service.

**CF-1.7:** Address space needs in a cohesive partnership with the County, courts, and other agencies.

**CF-1.8:** Emphasize the retention of key economic driving facilities such as, County courts, library, school and administration offices, as well as the Post Office.

**CF-1.9:** Continue to promote Fauquier Hospital and Fauquier County as a contributor to the Health and Wellness Character District.

**CF-1.10:** Implement infrastructure improvements that benefit county-owned community facilities.

**CF-1.11:** Identify synergy between the Town's and County's Capital Improvement Programs and the infrastructure priorities in areas that serve Town residents like libraries, schools, and social services.

**CF-1.12:** Encourage schools to retain their presence in Town in walkable, safe, environmentally appropriate locations.

## EXISTING CONDITIONS BACKGROUND

### COMMUNITY FACILITIES (TOWN, COUNTY, & PRIVATE)

Overview of the current facilities owned or provided in the Town boundaries.

### WATER & WASTEWATER

Information on the status of water and wastewater facilities and capacities in and around the Town.

### TELECOMMUNICATIONS & BROADBAND

Capacity and demand analysis for telecommunication in the region.

### CRITICAL FACILITIES (HAZARD MITIGATION)

Emergency services in Town and future needs.

## **CF-2: Public safety services and policies are viewed as amongst the best in similar Virginia towns for the responsiveness, community trust, and effectiveness.**

### **POLICIES & STRATEGIES**

- CF-2.1:** Maintain accepted level of service in terms of staffing and response times.
- CF-2.2:** Incorporate security measures designed to be unobtrusive but affording protection for citizens and users alike at community built and electronic facilities.
- CF-2.3:** Partner with County on their space and operational needs for the Sheriff's Office, Joint Communications, and Fire Rescue and Emergency Management.
- CF-2.4:** Identify and provide new substation and public safety facilities as new development/redevelopment occurs.
- CF-2.5:** Continue cooperative agreements with the County for public safety needs.

## **CF-3: Green infrastructure and sustainability are incorporated into community facilities to promote energy efficiency and environmental protections.**

### **POLICIES & STRATEGIES**

- CF-3.1:** Promote energy efficiency, green infrastructure, pervious surfaces, and healthy building environments in all community facilities and parking lots through a Green Infrastructure and Facilities Program. Leverage green infrastructure and ecosystem services as key economic and health benefits to the Town.
- CF-3.2:** Prioritize energy and water conservation and waste reduction in community facilities.
- CF-3.3:** Promote the use of third-party building certification systems such as Leadership in Energy and Environmental Design (LEED) in the design of public facilities.
- CF-3.4:** Where appropriate, encourage the design of community facilities in a multi-story configuration to reduce building footprints.
- CF-3.5:** Encourage water conservation and adopt new technologies to conserve water in the Town's administrative buildings.
- CF-3.6:** Promote use of native and water-conserving landscaping in the design of community facilities.
- CF-3.7:** All public facilities and utilities should be designed and developed so as to limit environmental degradation and protect the public environment. Safeguard floodplain and environmentally critical areas through the prohibitions against public facility development.
- 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.

## CF-4: Ensure healthy, safe, adequate water and wastewater services.

### POLICIES & STRATEGIES

**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.

**CF-4.2:** Meet the future infrastructure needs through careful planning and acquisition of required permits.

**CF-4.3:** Reduce Infiltration and Inflow (I&I) and promote sustainability within the wastewater infrastructure system.

**CF-4.4:** Ensure that the fee/rate structure is consistent with water and wastewater capital works expenditure to ensure financial operating capacity of the public works department.

**CF-4.5:** Evaluate and update the Town of Warrenton – Fauquier County Master Water and Sewer Plan's Tri-Party Agreement as needed, creating a regional strategy for future needs, and reevaluating the Town boundaries in relationship to its service areas.

**CF-4.6:** Continue installing smart metering systems to identify user demands and optimize the load on the water system.

**CF-4.7:** Explore policies that give credits for development that use water conservation practices and reduce water consumption.

**CF-4.8:** Explore resources to help property owners and promote connection to public water and sewer within the Town boundaries.

## CF-5: To provide a fiscally responsible infrastructure that maintains a high quality of life for residents, supports current businesses, and attracts new employers with a stable tax structure.

### POLICIES & STRATEGIES

**CF-5.1:** Implement robust maintenance schedules on community facilities to extend the life of investments.

**CF-5.2:** Support the Town's current and future population through the provision of timely and comprehensive community facilities.

## METRICS

1. Development and maintenance of community facilities that meet the needs of the existing and future populations.
2. Increase of community facilities provision consistent with the LOS guidelines.
3. County, court, and school buildings that meet space needs while maintaining a Town address.
4. Construction of sustainable LEED-certified projects.
5. Increase patronage and promote greater user value for community facilities.
6. Invest in walkability improvements, transportation accessibility and linkages.
7. Increase in private developer interest in the Town.
8. Number of households or total population served by water and wastewater facilities.
9. Reduce I&I each year.
10. Number of buildings or developments with water conservation techniques or technologies installed.

**CF-5.3:** Anticipate and provide community resources where needed.

**CF-5.4:** Evaluate broadband to provide reliable high-speed broadband service to customers to attract residents and businesses and support civic, social, and educational purposes.

## **CF-6: Identify telecommunications facility locations to ensure a broad range of communications services that also respect the character and viewsheds of the Town.**

### **POLICIES & STRATEGIES**

**CF-6.1:** Survey and determine potential locations of future telecommunication facilities that address needs.

**CF-6.2:** Locate facilities in a manner that is compatible with adjacent and nearby uses and in conformance with federal, state, and county requirements and procedures for review and approval of such facilities.

**CF-6.3:** Prioritize and encourage wireless network deployment in a manner that protects the Town's historic resources, scenic byways, recreational amenities, visual landscape, natural resources.

**CF-6.4:** Prioritize and encourage the collocation of wireless facilities on any existing buildings or structures, such as the water tower.

**CF-6.5:** Develop new wireless structures only if it can be shown that no alternative location or co-location on existing structure is possible, that there is a justified need for service, and if service cannot be provided in any other way.

The hierarchy of preferred new telecommunication facilities, from most desirable to least, is:

- 1) co-location antenna on existing tower
- 2) co-location antenna on existing buildings or structures not a tower
- 3) non-concealed antenna on existing building or structures not a tower
- 4) concealed support structure
- 5) an un-concealed support structure (prohibit guyed and lattice towers)

**CF-6.6:** New telecommunication structures are prohibited in the Historic District.

## **METRICS**

**11. Develop a plan addressing the telecommunications infrastructure and broadband that meets the needs of the community and preserves community character.**

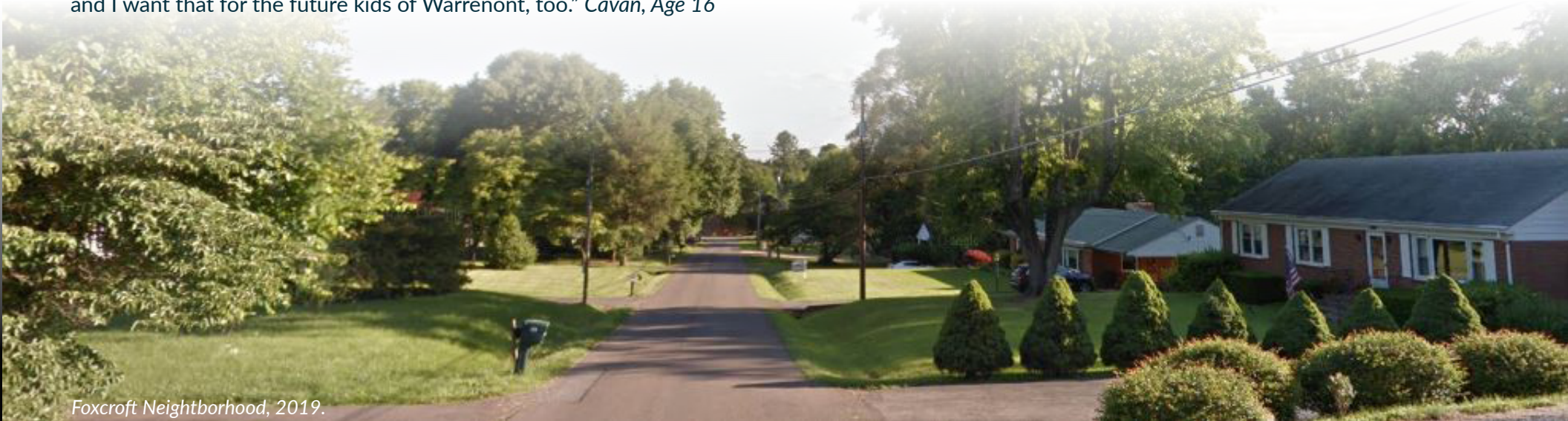
**12. Implementation of Green Infrastructure and Facilities program.**

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# PLAN WARRENTON 2040 HOUSING

"I want Warrenton to be like it is today with a few additions [in 25 years]... Warrenton has become a great place for me to grow up and go to school and I want that for the future kids of Warrenton, too." *Cavan, Age 16*



*Foxcroft Neighborhood, 2019.*

## Vision

In 2040, Warrenton will have inclusive and attainable housing for all ages, incomes, and needs that is compatible with existing Town character to create walkable communities with shared open space and a sense of place.

Existing housing stock is improved and maintained to preserve established residential neighborhoods, while expanding housing options in Character Districts to ensure that the Town supports infill development that contributes to the Town's small town feeling where neighbors know their neighbors.

Key aspirations related to this vision:

- Allow for housing types that cater to the needs of a diverse community: include young families, professionals early in their careers, essential workforce (e.g. teachers and police officers), and those entering retirement.
- Design new housing developments as walkable interconnected communities with shared open spaces, creating a sense of place.
- Promote Character Districts as the place to accommodate a range of housing typologies. Place an emphasis on physical form of the housing (e.g. number of stories, building profile, and appropriate transitions to adjoining neighborhoods), while protecting the character of existing residential neighborhoods.

# Housing Recommendations

When considering implementation, conventional zoning that separates land uses and measures development intensities by dwelling units per acre (DU/AC) is not compatible with a vision of mixed-use, walkable neighborhoods with a range of housing types. The Character Districts use physical form rather than a separation of uses as the organizing

principal, providing a framework for the implementation of middle-range housing. For each Character District, the number of stories, setbacks, and range of design elements (such as exterior materials, terraces, stoops, awnings, etc.) are articulated to provide the Town with options to ensure its small-town character and friendly street frontages are maintained

Middle-range housing types are similar in form and scale to detached, single-family homes, but with more units, they often vary dramatically in their densities, making them impossible to regulate with a traditional dwellings-per-acre density-based system. For example, four (approximately 750 square foot) bungalow court homes cannot become part of a single-family residential zoning district that allows one 2,400 square foot home on a 10,000 square foot lot. The dwelling units per acre would be significantly higher than what is typically allowed in this zoning district. If the density requirements for a zoning district are revised accordingly, the chances are high that a typical multi-family building will be built. Setting district standards based on form (e.g., height, setbacks) rather than density offers flexibility to achieve the middle-range housing types desired by current and potential future residents. Specific zoning recommendations for middle-range housing types are provided in the Goals and Strategies section of this chapter.

## Missing Middle Housing Options



# GOALS

**H-1: Ensure equitable, attainable housing opportunities across residents of all ages, incomes, and abilities by catering to the needs of a diverse community, including young families, professionals early in their careers, essential workforce, and those entering retirement.**

## POLICIES & STRATEGIES

**H-1.1:** Encourage development of the “Missing Middle” housing types beyond traditional single-family homes, townhouses, and apartments by updating the Zoning Ordinance to create a beneficial mix.

### Accessory Dwelling Unit (Carriage House or ADU)

An accessory structure typically located at the rear of a lot providing space for a small residential unit, home office, or other small commercial or service use. This unit could be above a garage or at ground level.

#### Duplex: Side-by-Side

A small to medium-sized structure that consists of two dwelling units, one next to the other, both of which face and are entered from the street.

#### Duplex: Stacked

A small to medium-sized structure that consists of two dwelling units, one on top of the other, both of which face and are entered from the street.

#### Fourplex

A medium-sized structure that consists of four units: typically, two on the ground floor and two above often with a shared entry.

#### Bungalow Court

A series of small, detached structures providing multiple units arranged to define a shared court that is typically perpendicular to the street. The shared court takes the place of a private rear yard and is an important community-enhancing element.

### Courtyard Apartments

A medium to large-sized structure consisting of multiple side-by-side and/or stacked dwelling units accessed from a courtyard or series of courtyards. Each unit may have its own individual entry or up to three units may share a common entry.

### Townhouse

A small to medium-sized structure consisting of two to eight (usually) attached single-family homes placed side by side.

### Multiplex Apartment

A medium structure that consists of five to 10 side-by-side and/or stacked dwelling units, typically with one shared entry or individual entries along the front.

### Live/Work

A small to medium-sized attached or detached structure consisting of one or two dwelling units above or behind a flexible ground-floor space for residential, service, or retail uses. Both the primary ground-floor flex space and the second unit are owned by one entity.

## EXISTING CONDITIONS & BACKGROUND

## WHAT IS ATTAINABLE HOUSING?

## RANGE OF HOUSING TYPES

Frurther definition for what a range in housing type looks like and how it interacts with the community.

## DEMOGRAPHIC & HOUSING ANALYSIS

White Paper analysis identifying demographic and housing information on the Town.

## ZONING RECOMMENDATIONS

## PREVIOUS STUDIES & TOWN INITIATIVES

## REGIONAL HOUSING STUDY

## DENSITY BONUS RECOMMENDATIONS

**H-1.2:** Create a range of housing types that are compatible to existing neighborhoods in scale and character to attract a more diverse demographic.

**H-1.3:** Encourage the development of workforce housing by revising the existing density bonus program.

**H-1.4:** Expand the Accessory Dwelling Unit (ADU) ordinance by updating the Zoning Ordinance to allow for greater lot coverage for development of detached ADUs (i.e. converted garage or granny unit) and set appropriate square footage maximums.

**H-1.5:** Encourage the use of universal design principles for new construction and home renovations to allow residents to age-in-place.

**H-1.6:** Promote aging in place policies and revise the Zoning Ordinance to facilitate multi-generational residential development.

**H-1.7:** Engage community partners and residents to create a committee to address affordability, optimum percentages of housing typology mix, and design.



## H-2: Character Districts will accommodate a balance of available housing typologies that are compatible to existing neighborhoods in scale, character, and transition.

### POLICIES & STRATEGIES

**H-2.1:** Place an emphasis on physical form of the housing (e.g. number of stories, building profile, and appropriate transitions to adjoining neighborhoods) by updating the Zoning Ordinance, while protecting the character of existing residential neighborhoods.

**H-2.2:** Increase opportunities for multi-family and mixed-use residential development by updating the commercial corridors in the Character Districts to allow for appropriate use and scale transitions into existing neighborhoods.

**H-2.3:** Review the Zoning Ordinance minimum lot size, density requirements, setbacks, parking requirements, and open space requirements to realize opportunities to encourage affordability without sacrificing Warrenton's character and place-based, walkable design.

**H-2.4:** Examine allowing fee waivers and tax exemptions relating to lot and building regulations and the creation of Incentive Housing Zones to offer exemptions to regulations.

## H-3: Preserve existing neighborhoods and promote infill that supports the character and heritage of Warrenton.

### POLICIES & STRATEGIES

**H-3.1:** Encourage property owners for both rentals and owned homes to undertake renovations to modernize and maintain the Town's housing stock.

**H-3.2:** Preserve the existing neighborhoods by maintaining and improving existing housing stock for all income levels through financial incentives.

## METRICS

- 1: Measure the total number of net new housing units by type.
- 2: Net new ADUs created by 2040.
- 3: Net new housing in mid-range housing price point and at varying density levels by 2040.
- 4: Total number of net new housing enabled by total DUs per acre by 2040.
- 5: Percentage of housing at price points affordable to households earning between 60 percent and 120 percent of resident AMI.
- 6: Track the number of new and renovated housing units that include universal design principles.
- 7: Measure the number of properties that have been rehabilitated, retained, and improved.
- 8: Measure the number of renovated housing units.

## H-4: Create regional partnerships to address and enhance attainable housing supply.

### POLICIES & STRATEGIES

**H-4.1:** Engage and expand existing partnerships for the rehabilitation and retention of existing affordable housing.

**H-4.2:** Continue working with non-profit partners to acquire at-risk properties to protect, rehabilitate, and retain affordable housing stock.

**H-4.3:** Partner with Commonwealth, County, and regional stakeholders to provide financing tools to defray costs for construction/renovation of accessory dwelling units.

**H-4.4:** Encourage establishment and participate in a Housing Committee to address affordability on a regional level and the recommended qualifications of established Area Median Income.

# HOUSING QUICK STATS

Item 3.

## WARRENTON



AVERAGE  
**6.2**

**New Construction**  
houses built (based on 5-year data)



2017 AVERAGE  
**2.52**  
Household Size

AVERAGE

**61.7%**

**Owner Occupied Housing Unit**  
(based on US Census 2014-2018 data)

**75.3%**

**Single Family**  
(attached and detached dwellings)

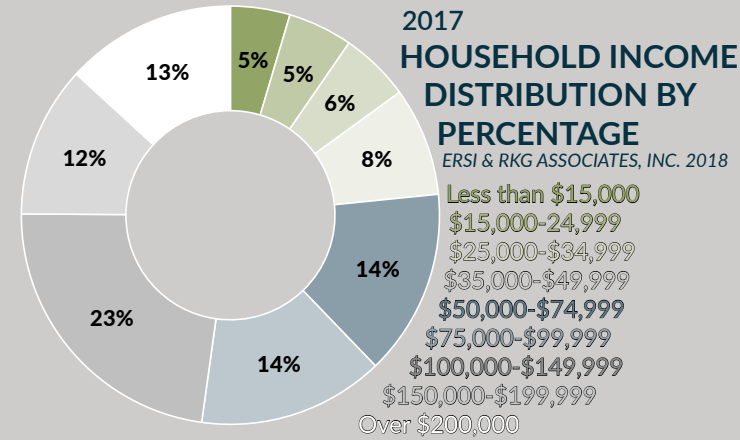
46.8% DETACHED

28.5% ATTACHED

5.4% 2-4 UNITS

18.9% 5+ UNITS

.30% OTHER



## FAUQUIER COUNTY

"Since 1967, the underpinning of the Fauquier County planning goal is to concentrate and guide growth into Service Districts."  
Fauquier County Comprehensive Plan



**4.1**

average new housing permits  
per 1,000 population in Virginia  
(based on 2019 US Census data)

NEW DWELLING PERMITS  
**30%**  
In-Service District

NEW DWELLING PERMITS  
**70%**  
Rural

AVERAGE

**78.2%**

**Owner Occupied Housing Unit**  
(based on US Census 2014-2018 data)

**90%**

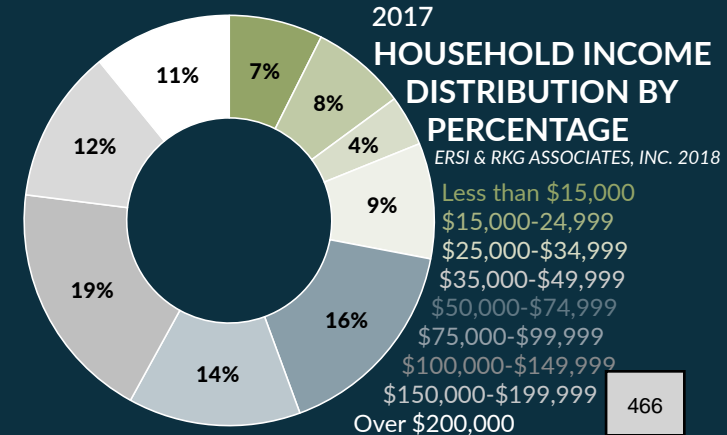
attached and detached single  
family homes in Fauquier County

59.9% SINGLE FAMILY

3.5% MULTI FAMILY

8% GOVERNMENT

28.6% COMMERCIAL/ INDUSTRIAL





## PLAN WARRENTON 2040

# OPEN SPACE, PARKS, & ENVIRONMENT

"In 25 years I wish to have a garden area where people could plant or pick!...I wonder if maybe this will help our town become a more healthy and clean place."

**Economic &  
Fiscal Resilience**

**Community  
Character**

**Community  
Health**

Rady Park, 2017.

## Vision

In 2040, Warrenton will boast an accessible network of active and passive open spaces that contribute to the community's well-being, while protecting the environmental health and unique natural features, to be enjoyed by a diverse mix of residents and visitors. The Town's open space, parks, trails, and rural buffer are just as much part of the aesthetic and image of the community as Old Town and Main Street, providing an important facet to the Town's character.

Key aspirations related to this vision:

- Embrace a long term approach to the development of open space, parks and recreation areas, and environment that provides safe, interconnected spaces that reflect the needs and priorities of the residents of the Town.
- Protect and enhance environmental features that honor the natural beauty of the Town's rolling hills, water features and springs, viewsheds, and native flora and fauna.
- Ensure access to a green space, trail, park, parklet, or pedestrian trail from anywhere within the Town.
- Incorporate green infrastructure and low-impact development into all new facilities.
- Promote a healthy community lifestyle through nature, active mobility, healthy food, and social interactions.
- Recognize that the visitor experience in open space parks is paramount, regardless of the size of the land. The Town will ensure equal consideration will be given throughout the Town for passive and active amenities.
- Aspire for open space access within a 10 minute walk radius.

# GOALS

## P-1: Preserve, enhance, and protect the environmental, scenic, and natural quality of the Town.

### POLICIES & STRATEGIES

- P-1.1:** Create an environmental resources map that includes floodplains, wetlands, perennial streams, steep slopes, soils, Heritage trees, tree cover, and viewsheds. Consider adopting performance measures into the Zoning Ordinance to protect these features.
- P-1.2:** Incorporate green infrastructure and low impact development into new open space and park development and improvements to existing open spaces.
- P-1.3:** Use a nature-based systems approach in development to mitigate stormwater and improve habitat within the Town's open spaces.
- P-1.4:** Protect and enhance environmental features that honor the natural beauty of the Town's rolling hills, water features and springs, viewsheds, and native flora and fauna through policies and development regulations.
- P-1.5:** Minimize the loss of existing tree cover and promote the addition of new trees in the development process to realize air, noise, and water quality benefits as well as habitat preservation, reduced stormwater management costs, carbon sequestration, and energy conservation.
- P-1.6:** Review the landscaping requirements and update as necessary to reflect native species and best practices.

### EXISTING CONDITIONS & BACKGROUND

Information regarding elements of the Town's current environment.

### PARKS FACILITIES & AMENITIES

### OPEN SPACE & NATURAL ENVIRONMENT

### WATERSHEDS & FLOODPLAINS

### SOILS & TYPOLOGY

### CLIMATE

### SOIL MAPPING

Custom Soil Resource Report for the Town of Warrenton.

### WATERS OF WARRENTON

Flood hazard zones and wetlands.

## P-2: The Town of Warrenton's Parks, Open Space and Environment serve as key elements to the Town's public health infrastructure.

### POLICIES & STRATEGIES

- P-2.1:** Provide a dynamic system of safe, interconnected spaces for a variety of public uses that promote healthy, active, recreational activities in spaces throughout the Town. These spaces will reflect the culture, ecology, and natural environment of Warrenton.
- 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.
- P-2.3:** Build connectivity improvements for sidewalks, shared roadways, and trails, including improving access and use of the Greenway Trail.
- P-2.4:** Dedicate Capital Improvement Program funding for land acquisition to create new public parks and open space.
- P-2.5:** Increase the number of safe routes for pedestrians, including safe routes to schools and parks, homes, and workplaces. Focus on increasing Walk Scores that rate safe active transportation routes.
- P-2.6:** Promote and support community gardens that will be managed by committed community groups, such as schools, clubs, and neighborhoods.

### CHARACTER DISTRICT PARK DESIGN ELEMENTS

Guidance on elements of open space, parks, and environment tailored to each Character District. (Please see Land Use & Character District for more information on each Character District.)

### EVA WALKER PARK MASTER PLAN

Complete master plan for Eva Walker Park adopted by Town Council on February 9th, 2021.

## METRICS

1. Track parks, recreation, and open space success through public engagement surveys
2. Measure increasing percentage of residential units within a half mile of trail, green space, park, or parklet, number of linear feet (LF) of new trails and sidewalks built annually.
3. Measure participation in public events.
4. Measure the percentage of residential units within a half mile of a trail, green space, or parklet, and LF of new trails and sidewalks built annually.
5. Measure the number of new permanent, temporary, or pop-up parks.
6. Measure the total number of green infrastructure projects built over time.
7. Measure LF of improvement, Americans with Disabilities Act (ADA) access, and the number of new light fixtures added annually.
8. Measure square footage of garden space and community.
9. LF of new sidewalk and number of new canopy trees planted for each new or retrofitted residential development frontage.
10. Number of trees maintained and new trees planted.

### P-3: All Town residents will have the opportunity to access its recreational assets and natural resources, including public spaces and recreational amenities.

#### POLICIES & STRATEGIES

- P-3.1:** Ensure a 10-minute walk to a green space, trail, park, parklet, or pedestrian trail from anywhere within the Town per Trust for Public Land and NPRA guidance.
- P-3.2:** Acquire additional park and recreation spaces throughout the Town in areas that currently do not have these resources within a 10-minute walk (half mile radius).

### P-4: Create a long-term approach to open space and environment, preserving existing trees and parks in the Town of Warrenton.

#### POLICIES & STRATEGIES

- P-4.1:** Create a Town-wide Tree Plan that promotes the health of the community by increasing the total tree canopy of Warrenton's public open spaces and parks through targeted stewardship.
- P-4.2:** Partner with the County to maintain rural buffers around the Town.
- P-4.3:** Develop a System Parks Master Plan for the Town to guide long term investments.



PLAN WARRENTON 2040

# TRANSPORTATION & CIRCULATION

"I want there to be a quicker road to Prince William County. My dad teaches there and I want him to come home earlier." Tommy, Age 10



Circuit Rider at the Courthouse, photo courtesy of the PATH Foundation

## Vision

In 2040, Warrenton residents and businesses benefit from strategic investments in a safe, vibrant, and interconnected multi-modal transportation network. This network promotes a pleasant travel experience for all modes, creates an accessible business environment, and provides a desirable place for a diversity of residents and their employers, all while preserving the Town's character and established neighborhoods.

Key aspirations related to this vision:

- Improve multimodal safety by enacting access management strategies, incorporating bike-friendly policies into new development standards, and deconflicting through-travel and local traffic movements.
- Enhance the traveling experience into and throughout Town by recognizable gateways, implementing complete street typologies, increasing the attractiveness of public transit, and enacting innovative parking strategies to foster greater economic activity.
- Promote livability in the Town by integrating multi-modal, interconnected transportation solutions with land use development in each mixed-use Character District and applying traffic calming techniques that foster and protect non-vehicular street activities in established residential neighborhoods.
- Require linkages and connectivity that reduces dependence on the car for local trips, enlivens commercial areas, and addresses accessibility gaps and barriers currently limiting mobility.

# Strategies for Implementation

Implementing transportation improvements requires many resources. Smaller towns like Warrenton, which own and maintain their roads often seek grant funding to help support projects. Grants are extremely competitive, requiring the Town to work closely with the Virginia Department of Transportation throughout the process. Below is an outline of the most applicable Federal and state grant funds the Town considers for transportation improvements.

## Highway Funding:

Implementation of the recommended improvements will require the successful identification of funding sources. The VDOT SMART SCALE Program is a process that invests in projects that meet the most critical transportation needs in the State. Projects are evaluated based on improvements in certain categories such as congestion and safety. At the corridor level, more specific strategies and operational improvements can be assessed in studies and implemented using a variety of funding sources, including Federal funding streams such as the Surface Transportation Program (STP), National Highway System (NHS) funds, the Congestion Mitigation and Air Quality Improvement (CMAQ) Program, Revenue Sharing, and the Highway Safety Improvement Program (HSIP), as well as through State or local funding or other discretionary funding sources. For larger projects, particularly capacity-adding projects, demand management and operational strategies should also be analyzed for incorporation in the project as part of the project development process.

## Bicycle/Pedestrian Funding:

- The SMART SCALE program is a competitive application process and scores projects based on an objective, outcome-based process. Bicycle and pedestrian improvements are eligible for SMART SCALE funding.

- The Transportation Alternatives (TA) Set-Asides are intended to improve non-motorized transportation, enhance the public's traveling experience, revitalize communities, and improve quality of life. The program requires a 20 percent local match (80 percent Federal).
- The Revenue Sharing Program provides additional funding for use by a county, city, or town to construct or improve the highway systems within such county, city, or town, with statutory limitations on the amount of State funds authorized per locality. The program requires a 50 percent local match (50 percent State) and a portion of the funds must be expended within 1 year of allocation. Sidewalks and shared-use paths are eligible activities under the Revenue Sharing Program.
- The Highway Safety Improvement Program (HSIP)'s Bicycle and Pedestrian Safety Program (BPSP) provides funds for implementing short-term, low-cost bicycle and pedestrian safety projects in Virginia. This initiative is administered by evaluating each project application on a case-by-case basis and does not require a local match.

Currently, most transportation funds programmed by the State are allocated through VDOT's SMART SCALE process. In accordance with SMART SCALE policies, regions of the State are classified into Area Types that each have unique scoring criteria upon which each project will be evaluated. The Town of Warrenton is currently classified as Area Type D, which scores safety and economic benefit above congestion, accessibility, and environmental quality. The recommended prioritization of the proposed projects and pursuits are aligned with VDOT's

current SMART SCALE ranking criteria. These projects will have the highest potential to receive State funding based on the scoring system. It should also be noted that the Town has proposed multimodal improvements and transit considerations. Those improvements should be evaluated for incorporation into the proposed traffic projects, as transit and multimodal improvements often increase the chance of funding.

VDOT's policy should continue to be followed and local officials are encouraged to coordinate with VDOT staff to maximize scoring when submitting applications. Other funding sources such as HSIP, grants, partnerships, and local funding should be explored for projects that may not be funded under the SMART SCALE program.

Finally, the table above is attached for projects that should be pursued immediately and could be implemented under the SMART SCALE or Revenue Sharing programs based on the current funding cycles and allowed number of submissions by a jurisdiction.

These priorities may shift over time as data and transportation systems adjust with the community. Partnering with the VDOT allows the Town to pursue funding applications that have the best chance for success to benefit the public. The following pages outline additional proposed projects and the 2040 Transportation Map that works in conjunction with the Complete Streets typology map.

Near-Term Recommendations	Type	Cost Low	Cost High
Lee Hwy between Broadview Ave and U.S. 15/17/29 Interchange	Segment	\$ 5.4M	<b>\$9.0M</b>
Broadview Avenue and Roebling Street	Intersection	\$ 7.2M	<b>\$8.5M</b>
Broadview Ave and Lee Hwy	Intersection	\$ 2.0M	<b>\$8.5M</b>
Bear Wallow Rd and Roebling St	Intersection	\$ 3.0M	<b>\$6.5M</b>
Main Street Improvements	Segment	\$ 1.5M	<b>\$2.5M</b>
Walker Street and East Lee	Intersection	\$ 1.4M	<b>\$2.7M</b>
Shirley Ave between Culpeper St and Falmouth St	Segment	\$ 3.3M	<b>\$8.6M</b>
Shirley Ave between Broadview Ave and Culpeper St	Segment	\$ 5.7M	<b>\$9.6M</b>
Shirley Ave and Culpeper St	Intersection	\$ 3.0M	<b>\$6.5M</b>
U.S. 211 and Van Roijen St	Intersection	\$ 2.0M	<b>\$6.5M</b>
Blackwell Rd and Lee Hwy	Intersection	\$ 2.0M	<b>\$3.5M</b>

	Proposed Projects	Type	Existing Capacity	Future Capacity	Crash History	Economic Development
1	Shirley Ave and Culpeper St	Intersection	HIGH	HIGH	POOR	SIGNIFICANT BENEFIT
2	Shirley Ave between Culpeper St and Falmouth St	Segment	HIGH	HIGH	POOR	SIGNIFICANT BENEFIT
3	Lee Hwy between Broadview Ave and U.S. 15/17/29 Interchange	Segment	HIGH	HIGH	POOR	SIGNIFICANT BENEFIT
4	Blackwell Rd and Lee Hwy	Intersection	HIGH	HIGH	POOR	SIGNIFICANT BENEFIT
5	Falmouth St between Shirley Ave and Old Meetze	Segment	MODERATE	HIGH	GOOD	POTENTIAL BENEFIT
6	Broadview Ave and Lee Hwy	Intersection	MODERATE	HIGH	POOR	SIGNIFICANT BENEFIT
7	James Madison between Falmouth St and Alwington Blvd	Segment	MODERATE	HIGH	POOR	SIGNIFICANT BENEFIT
8	Shirley Ave between Broadview Ave and Culpeper St	Segment	MODERATE	HIGH	POOR	SIGNIFICANT BENEFIT
9	Bear Wallow Rd and Roebling St	Intersection	MODERATE	MODERATE	POOR	SIGNIFICANT BENEFIT
10	U.S. 211 and Van Roijen St	Intersection	LOW	MODERATE	POOR	SIGNIFICANT BENEFIT
11	Roebling St and Broadview Ave	Intersection	MODERATE	HIGH	OBSERVE	SIGNIFICANT BENEFIT
12	Main Street Improvements	Segment	MODERATE	MODERATE	POOR	POTENTIAL BENEFIT
13	Blackwell Rd between Walker Dr and Lee Hwy	Segment	LOW	MODERATE	OBSERVE	SIGNIFICANT BENEFIT
14	Broadview Ave between Roebling St and U.S. 17	Segment	LOW	MODERATE	OBSERVE	SIGNIFICANT BENEFIT
15	Broadview Ave between Roebling St and Lee Hwy	Segment	LOW	MODERATE	OBSERVE	SIGNIFICANT BENEFIT
16	Falmouth St and Lee St	Intersection	MODERATE	MODERATE	OBSERVE	POTENTIAL BENEFIT
17	Walker Dr and Blackwell Rd	Intersection	LOW	MODERATE	GOOD	SIGNIFICANT BENEFIT
18	Blackwell Rd/ Alexandria Pike between Walker Dr and Main St	Segment	LOW	LOW	GOOD	SIGNIFICANT BENEFIT
19	Walker Dr between Blackwell Rd and Lee St	Segment	LOW	LOW	GOOD	SIGNIFICANT BENEFIT
20	Timber Fence Bypass	Segment	LOW	LOW	GOOD	SIGNIFICANT BENEFIT
21	Southern Bypass	Segment	LOW	LOW	GOOD	SIGNIFICANT BENEFIT
22	North Hill Dr Connection to Winchester St	Segment	LOW	LOW	GOOD	SIGNIFICANT BENEFIT
23	Alexandria Pk between Blackwell Rd and Berm at Walker Dr	Segment	LOW	LOW	GOOD	SIGNIFICANT BENEFIT
24	Moser Rd to Frazier Rd	Segment	LOW	LOW	GOOD	SIGNIFICANT BENEFIT
25	Waterloo St between Broadview Ave and Main St	Segment	LOW	LOW	OBSERVE	POTENTIAL BENEFIT
26	Old Waterloo Rd and Van Roijen St	Intersection	LOW	LOW	POOR	MINIMAL BENEFIT
27	Old Waterloo Rd between Broadview and Waterloo Rd	Segment	LOW	LOW	POOR	MINIMAL BENEFIT
28	Winchester St between Rappahannock St and Town Limits	Segment	LOW	LOW	GOOD	POTENTIAL BENEFIT
29	Walker Dr and East Lee St	Intersection	LOW	MODERATE	GOOD	MINIMAL BENEFIT
30	Missing Links (Roebling St, etc.)	Segment	LOW	LOW	GOOD	MINIMAL BENEFIT
31	Connector road between East Lee and Falmouth St	Segment	N/A	N/A	N/A	POTENTIAL BENEFIT
32	Walkability Audit Recommendations	Townwide	N/A	N/A	N/A	SIGNIFICANT BENEFIT

# Recommended Policies and Projects

## Desired Outcome Map

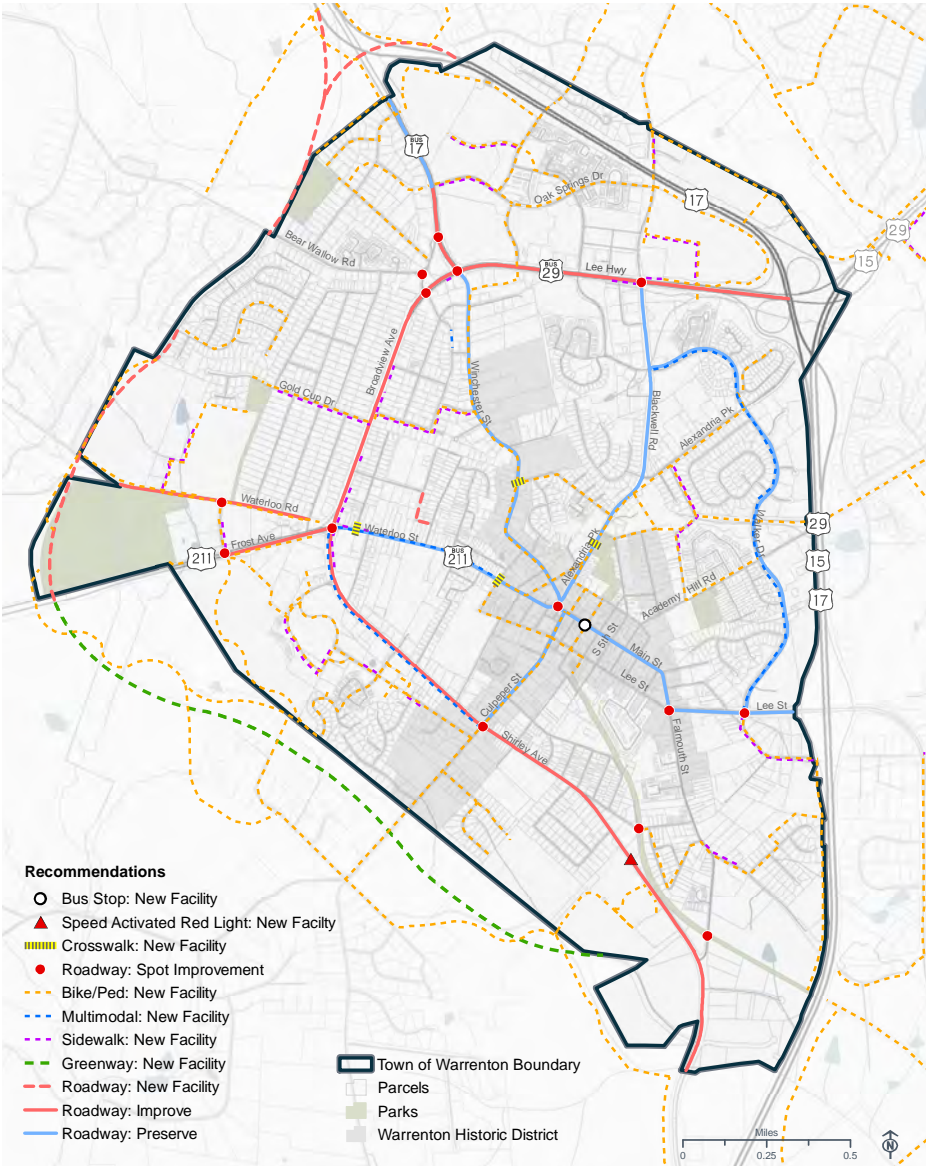


Figure 5-1: Town of Warrenton Transportation Plan map.

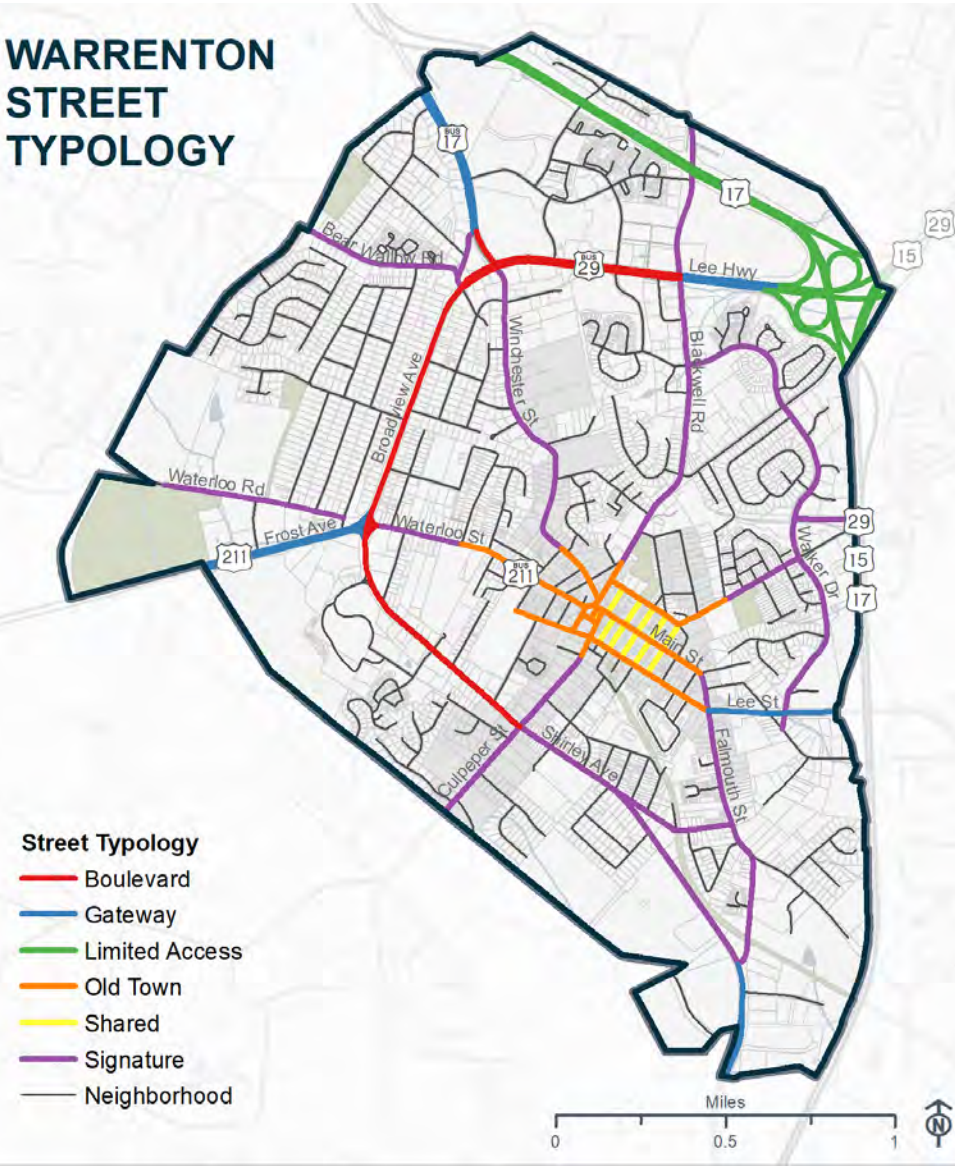


Figure 5-2: Warrenton Street Typology map; a part of the Complete Streets Classification System.

# GOALS

## T-1: Improve Multimodal Capacity and Safety that Encourages trips by walking, bicycling, and transit.

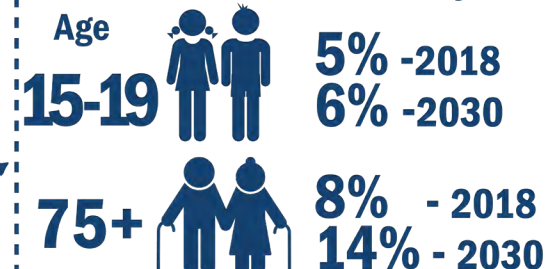
### POLICIES & STRATEGIES

- T-1.1:** Promote a balanced and multimodal transportation system that serves the mobility needs of all segments of the population. Maximize the capacity of existing streets by investing in Smart Mobility technology.
- T-1.2:** Assess the needs for access management strategies and capacity improvements along Warrenton's main corridors and boulevards.
- T-1.3:** Maintain the capacity and safety of Signature Streets by providing multimodal accommodations and incorporating innovative solutions.
- T-1.4:** Prioritize safety improvements for project implementation based on crash rates, congestion levels, and locations adjacent to schools.
- T-1.5:** Create an overarching vision for roadway safety through the development and adoption of a traffic safety policy. This safety policy should incorporate Vision Zero strategies with the goal of eliminating traffic fatalities and severe injuries while increasing safe, healthy, and equitable mobility for all.

### Two Corridors of Statewide Significance meet in Warrenton



### Need for mobility



**35** minutes  
average commute time



**11%**  
of commuters  
carpool



### Two transit routes operate

7:30 am - 6:45 pm  
(Monday - Friday)



Every  
45 minutes

**98%** of the town residents  
own at least  
one vehicle <sup>+1</sup>



**24,550** trips  
are provided  
by Circuit Rider  
annually



**161**  
automobile crashes a year in Warrenton



are made through  
Warrenton  
without stopping

Sources: U.S. Census 2017 Five-year Estimates, Virginia Department of Transportation, Virginia Regional Transit

- T-1.6: Identify and analyze roadways with excessive vehicle speeds for engineering or enforcement countermeasures.
- T-1.7: Work with VDOT to incorporate multimodal and innovative design features as part of any new projects.
- T-1.8: Continue implementing traffic-calming measures on local streets, as appropriate, to improve safety, livability, and transportation choices, while meeting land use objectives.
- T-1.9: Prioritize the monitoring of comfort levels and safety metrics for motorists, bicyclists, and pedestrians at signalized intersections and within the vicinity of schools.
- T-1.10: Analyze locations with significantly higher crash rates to develop projects and programs to reduce the number of crashes and overall crash severity.
- T-1.11: Identify context-sensitive, forward-thinking transportation solutions that incorporate Warrenton's plans for growth through the development and adoption of a long-range transportation plan.

## T-2: Enhance the Traveling Experience by Creating Great Streets

### POLICIES & STRATEGIES

- T-2.1: Implement the 5 C's of a walkable community: Connected, Comfortable, Convenient, Convivial, and Conspicuous.
- 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.
- T-2.3: Create distinguished gateway features along routes leading into the jurisdiction.
- T-2.4: Preserve neighborhood and heritage streets through traffic calming and safety measures.
- T-2.5: Preserve and pursue targeted and demand-driven expansion for the local bus system to meet the transportation needs of the community.
- T-2.6: Increase the number of daily Circuit riders by providing additional features, amenities, and expanded hours for the existing transit service.

Item 3.

### EXISTING CONDITIONS & BACKGROUND

### CORRIDOR OF STATEWIDE SIGNIFICANCE

### REGIONAL TRANSPORTATION DEMAND

### STREET CLASSIFICATION

### BICYCLE & PEDESTRIAN INFRASTRUCTURE/MULTI-MODAL CONNECTIVITY\*

### SAFETY

### TRAFFIC VOLUMES

### TRAFFIC FLOW

### TRUCK ROUTING\*

### PARKING

**T-2.7:** Develop a wayfinding system that is simple, consistent, and intuitive for all users. Wayfinding should direct visitors and residents along the preferred routes to local destinations. Beyond the Town's boundary, wayfinding can help the active transportation network (streets and trail system) connect seamlessly to the county trail networks.

**T-2.8:** Limit through-truck movements on internal Town streets.

**T-2.9:** Reduce lane blockage and double parking, and improve site access with curbside access on internal Town streets.

### **T-3: Promote Livability in the Town by Creating Great Places Where Residents and Visitors Feel Welcome and Safe**

#### **POLICIES & STRATEGIES**

**T-3.1:** Implement Complete Streets within the context of adjacent land uses to improve safety and neighborhood livability.

**T-3.2:** When constructing sidewalks on existing streets, sidewalks will be constructed on both sides of the street.

**T-3.3:** Facilitate new, compact redevelopment in Character Districts to introduce sidewalks and linkages to trails/paths and promote walkability.

**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.

**T-3.5:** Continue to provide more bicycle facilities as part of the road resurfacing program, where possible, by striping bicycle lanes and markings.

**T-3.6:** Continue to seek opportunities to increase the availability of bicycle parking.

**T-3.7:** Increase the availability of bicycle connections and amenities.

**T-3.8:** Develop an integrated parking system to efficiently manage demand, enforcement, and effectiveness of the historic Town's surface parking.

**T-3.9:** Continue to apply flexible transportation mitigation measures within UDAs, and along signature streets, in an effort to promote redevelopment.

#### **MAIN ARTERIALS (TIMBER FENCE & SOUTHERN PARKWAY)**

Information on main thoroughways in Warrenton including Timber Fence and the Southern Parkway.

#### **PUBLIC TRANSIT**

Synopsis on the availability and use of transit in the Town.

#### **OPPORTUNITIES & CHALLENGES**

Inventory of the needs related to the goals and strategies for transportation in the Town.

#### **COMPLETE STREETS GUIDE (2017)**

- T-3.10:** Encourage bicycle-friendly policies in new development standards (on-site showers, bicycle parking, etc.)
- T-3.11:** Explore implementing distinct wayfinding systems to communicate to residents and visitors alike, the unique branding of each Character District.

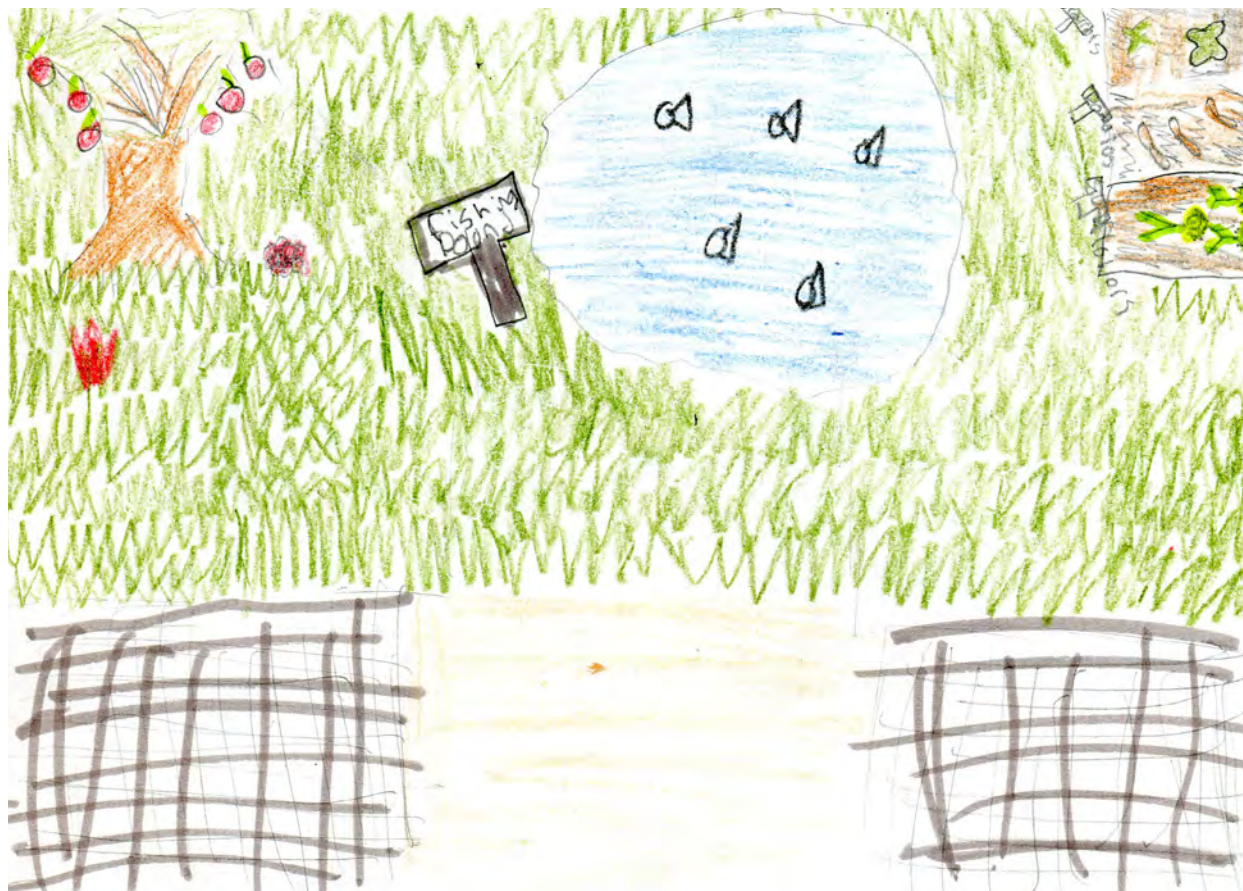
## T-4: Provide an Equitable and Connected Multi-Modal Network

### POLICIES & STRATEGIES

- T-4.1:** Coordinate the construction of sidewalk and trail connection projects as part of new redevelopment plans.
- T-4.2:** Require that the proposed street system for new developments will be designed to provide a network of interconnected streets.
- T-4.3:** In large development parcels, create compact development blocks with internal streets for pedestrian and vehicular circulation to support walk access and decrease auto-trip patterns.
- 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.
- T-4.5:** Connect bike lanes and trails into a cohesive network.
- T-4.6:** Support connectivity by continuing to create new connections, both through new development and by identifying and implementing connectivity opportunities.
- T-4.7:** Identify future multimodal connections by either restoring severed connections or incorporating multimodal features with emergency access lanes.
- T-4.8:** Work with regional partners to best leverage intercity bus, like Virginia Breeze, to serve the Town of Warrenton.
- T-4.9:** Reconfigure and add additional emergency access connections that accommodate bicycle/pedestrian connectivity.

## METRICS

1. Decrease the frequency of rear-end and angle crashes along Broadview Avenue, Frost Avenue, Shirley Avenue, Business U.S. 17, and U.S. 29/211.
2. Decrease delay and queue lengths generated at major intersections.
3. Decrease the travel time between the Town of Warrenton's boundaries on major corridors and boulevards.
4. Reduction of the number of traffic infractions on roadways entering and traveling through the Town of Warrenton such as Alexandria Pike/ Blackwell Road, Winchester Street, and Waterloo Street.
5. Reduction of the number of bicycle- and pedestrian-related crashes.
6. Maintain capacity at or below a VC of 1.00 on signature streets.
7. Reduced speeds within school zones.
8. Reduction in fatalities and injuries for the traveling public across all modes.
9. Increase in transportation projects that have proven safety benefits.
10. Increase in the number of applications for projects that focus on school transit and transportation (Safe Routes to School).
11. Increase in the miles of bicycle and pedestrian facilities of independent utility or that provide access to transit services.



**“My absolute favorite place in Warrenton is the greenway! I always go there when I need fresh air. I enjoy riding my bike or scooter throughout the greenway. If the greenway wasn’t there I would be inside watching television.”** Taylor, Age 11

From the 2016 Student Postcard Project

12. Increase the mileage of walkable facilities along existing roadway networks.
13. Increase the number of existing crossings to incorporate pedestrian and bicycle-friendly improvements.
14. Increase the preventative maintenance of existing and future pedestrian and bicycle markings and signage along Town streets.
15. Increased number of gateway cues and roundabouts.
16. Reduce the number of traffic infractions within neighborhoods.
17. Reduce the number of speed-related and pedestrian crashes within neighborhoods.
18. Increased daily ridership on the Circuit Rider.
19. Increased wayfinding signage installed throughout the Town.
20. Reduced through-truck movements on internal Town streets.
21. Reduced lane blockage and double parking.
22. Reduced number of crashes that involve pedestrians.
23. Increase the amount of sidewalk that is in good condition (not in need of repair).
24. Increase in ADA accessibility features at sidewalk curbs.

## SMART MOBILITY CONCEPTS

*Preparing for next generation technology*

Smart mobility refers to the integration of information and communication technologies among roads, traffic signals, transit vehicles, parking systems, and shared on-demand providers to optimize the performance and convenience of interconnected mobility services.

This comprehensive plan enables Warrenton to proactively plan for emerging and future mobility technologies.

### Potential Applications for Old Town:



Smart Parking - Identifies free spaces, provides pay-by-phone options, and can be used to reserve electric charging spaces.



Robot delivery - Last mile autonomous technology solutions to address short-trip congestion, integrated into shared pedestrian spaces.

### Potential Applications for Corridors and Neighborhoods:



Autonomous shuttles - Connect residential developments and neighborhoods to other transit stops, commercial centers, or park and ride lots.



Intelligent traffic signals - Feature sensors and artificial intelligence to adapt to demand and provide transit priority and emergency vehicle preemption.

- Item 3.
25. Increased bicycle counts on main corridors and trails.
  26. Increased length of continuous demarcated bicycle routes.
  27. Number of bicycle racks, repair and air stations.
  28. Increased bicycle counts on main corridors and trails.
  29. Maximum length of continuous demarcated bicycle routes.
  30. Number of bicycle racks, repair and air stations.
  31. Reduced number of parking violations
  32. Walk score of new developments
  33. First mile/last mile connections and gap closure
  34. Coordination with VDOT and Fauquier County on development proposals in the corridors for Timberfence Parkway and the Southern Gateway.
  35. Increased number of linkages between neighborhoods.
  36. Reduced Volume to Capacity Ratio on main arterials.

# Transportation in Character Districts

Each Character District provides a framework for transportation opportunities that accommodate all modes of travel within the context of each Character District. Strategies applicable to developing Character Districts include connecting pathways for pedestrians and bicycles with existing and planned active transportation improvements, minimizing curb cuts and creating interior circulation streets for access, service, and parking. For Character Districts in more established areas, strategies also include ways to protect existing residential neighborhoods from cut-through traffic and roadway treatments to slow traffic down. The following summaries highlight how each Character District is unique in how the transportation elements are framed, prioritized, and implemented.

## 1. New Town Warrenton (Lee Highway UDA)

Defined by large lots, direct access from Route 29, and high visibility, this gateway district represents a highly desirable location for a potential signature office/jobs center, characterized by mixed-use with strong live, work, and play options. Redevelopment of existing commercial parcels could provide the opportunity for compact development blocks with an interior street grid that includes sidewalks that connect to the adjoining neighborhoods. This district could also provide opportunities to connect new pathways for bicycles and pedestrians with existing and planned pathways. Opportunities exist for mixed-use developments with a park-and-ride facility for commuter service because of its proximity to Route 29 and the large parcel sizes. Finally, the district should focus on innovative solutions along Lee Highway and cohesive street designs within developments that incorporate roundabouts and raised intersections. An existing floodplain could provide an opportunity for a green or public gathering area with development planned around it.

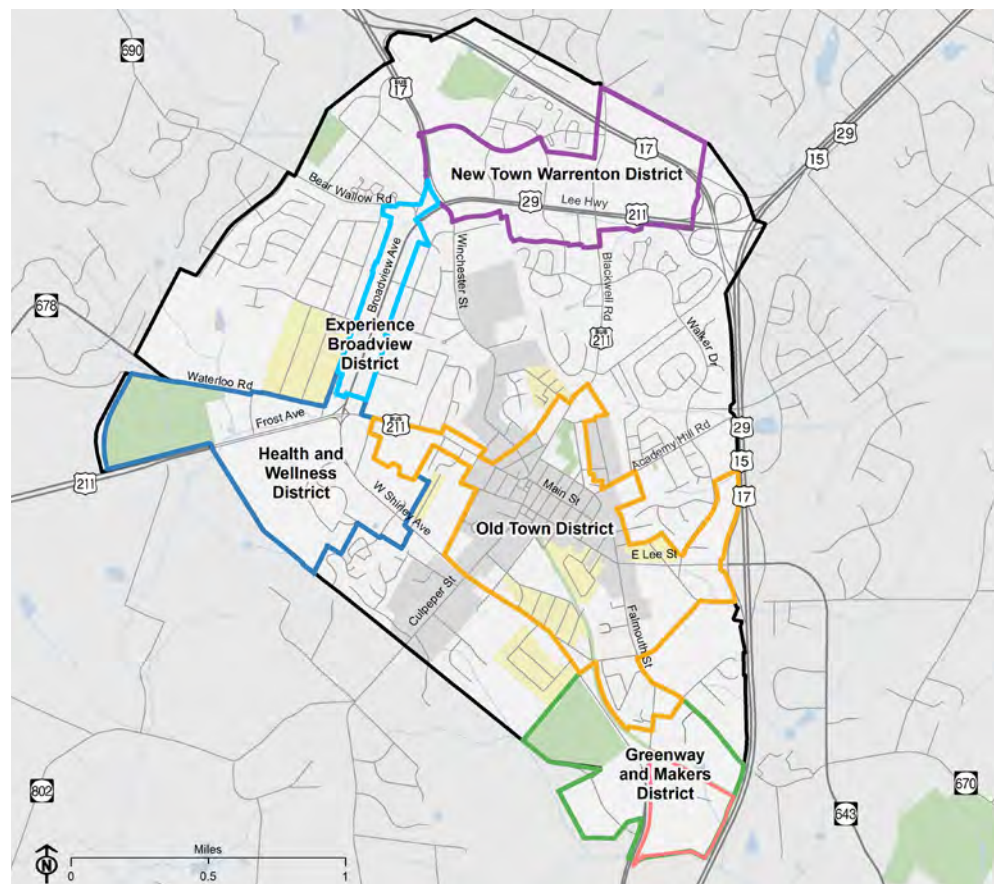


Figure 5-3: Character Districts map.

## 2. Health and Wellness District (Frost and Broadview UDA)

This gateway district is defined by the regional anchors of Fauquier Hospital and the WARF. Opportunities exist for improving all modes of travel, including the provision of safe linkages for pedestrians between the WARF and the hospital, and at the Frost and Broadview intersection.

By creating better access, this district could possibly include a shuttle connecting the hospital with surrounding medical offices, health services, senior housing and care, hotels, and commercial uses. This district serves as the western entrance into Warrenton, and improvement along Route 211 and at key intersections should be prioritized to improve safety.

and provide a gateway. Simple traffic-calming features such as raised intersections, narrower streets, and bulb-outs for safe travel should be incorporated in areas near the hospital.

### 3. Greenway and Makers District (East Shirley UDA)

This district is defined as the southern gateway into the Town of Warrenton. While this district is largely defined by its vehicular movements, over the next 20 years the street design will need to accommodate other modes of travel such as pedestrians and bicyclists. The completion of sidewalks on both sides of Shirley Avenue throughout the district should be an immediate priority. There is also an opportunity for a vertical gateway element to emphasize the area as Warrenton's southern gateway, framing the experience as one enters the Town. The Town should capitalize on the existing roundabout at Shirley Avenue and Falmouth Street, as well as adopting a unified complete streets theme for Shirley Avenue within this District.

### 4. Old Town District (Old Town UDA)

The cultural heart of Warrenton will have more foot traffic over the next 20 years with the gradual infill and adaptive reuse of buildings. Enhancements to street intersection design such as curb bulb outs to facilitate safe street crossing and slow traffic will encourage pedestrian activity. Encouraging on street parking, narrower streets, median refuges, and mini-roundabouts will provide opportunities for safe pedestrian passage and maintaining the lower speeds expected within the Town. The development of a structured parking garage can activate constrained surface parking lots by accommodating required parking in the parking structure. Traffic-calming treatments between the CBD and the older single-family neighborhoods should be considered and the evaluation of through-truck restrictions will help preserve Old Town's character. Adjacent to the main point of entry into Warrenton from U.S. 29, the intersection at East Lee Street and Walker Drive is an exceptional opportunity to provide a Town gateway and improve safety.



Image 5-1: Broadview Avenue, 2019.

### 5. Experience Broadview

With revitalization occurring incrementally over time, new development as mixed use or multi-family anchors will provide opportunities at key nodes along Broadview Avenue to create a consistent street frontage. This would provide the opportunity to create internal connectivity between parcels to minimize curb cuts along Broadview Avenue through the designation of interior streets that provide access to service and parking. In addition, new development brings the opportunity to improve the transitional frontage to adjoining neighborhoods, which would include traffic-calming features to discourage vehicle cut-throughs and speeding. Opportunities to improve safety along Broadview Avenue exist through the consideration of access management strategies including appropriate median treatments. In order to maintain capacity and safety on Broadview Avenue, special focus should be given to intersections at Shirley Avenue, Roebling Street, and Business Route 29.

# Additional Implementation Tools and Techniques

## Curb Management

Curbside management must be involved in the creation of an organized curb layout that improves mobility and safety for all users through prioritized and optimized curb space use. Managing curb space effectively requires a policy for matching regulations and operations for the following purposes:

- **Mobility:** Move people and goods (sidewalks, bike lanes).
- **Access for People/Commerce:** Create Dropoffs, loading zones, or transfer between modes (bus, taxi zones).
- **Activation and Greening:** Develop vibrant social spaces (seating, food trucks) and landscaping (trees).

- **Special Function:** Create spaces for bus layover and reserve space for electric car charging, etc.

### Current issues to solve:

- Address the need for reliable access to freight loading and unloading.
- Avoid blockages to travel lanes due to undesirable stopping.
- Meet the demand for ride-hail passenger loading/unloading space.
- Create space for bike storage and shared mobility devices.

## Access Management

Access management is the proactive management of vehicular access points to land developments surrounding the roadway system to promote safe and efficient use of the transportation network. Balancing property access while preserving the flow of traffic may include the following measures:

- **Access spacing:** Increase the uninterrupted curb distance between access points and intersections.
- **Safe Turning Lanes:** Create dedicated lanes to keep through-traffic flowing and reduce conflict points.
- **Median Treatments:** Create physical separations to channel turning movements to safer and/or controlled locations.

- **Right-of-Way Management:** Preserve space for good sight distance and future access along corridors.

### Current issues to solve:

- Improve safety and driver comfort.
- Improve non-motorized experience along the road.
- Reduce conflict and preserve traffic flow.
- Control turning movements on key locations.

## Parking Management

- **Parking Minimums:** Local laws require private businesses and residences to provide at least a certain number of off-street parking spaces. This policy tends to make infill development less practical, often resulting in idle parking lots except during a few seasonal peaks.
- **Parking Maximums:** Limit parking supply, either at individual sites or in an area in order to encourage more efficient parking management. This approach may be too generalized and ignore context. In reality, occasional uses may benefit from a higher volume of parking maximum.
- **No parking requirements:** Developers and businesses decide how many parking spaces to provide for their customers. Removing parking mandates complements expanding sustainable transportation options and ensures better management of curb parking and loading.



PLAN WARRENTON 2040

# ECONOMIC & FISCAL RESILIENCE

"In 25 years, I hope that Warrenton grows in size, and advances in tech, all while keeping that balance of urban and rural areas. Just expanding, not replacing." *Ethan, Age 12*

Economic &  
Fiscal Resilience

Community  
Health

Community  
Character

Broadview Avenue, 2018

## Vision

In 2040, Warrenton is a live/work community that cultivates and promotes economic and entrepreneurial opportunities and supports its public amenities and overall quality of life, while preserving its unique small-town character. The Town is an integral part of the regional economy with Character Districts that act as economic catalysts in key locations throughout the Town. The Town supports job creation by attracting major new employers through livable amenities and housing diversity to grow and attract a talented workforce. Warrenton in 2040 is a distinct yet integral part of the region, building on its recreational opportunities and enhancing its gateway location to Shenandoah National Park, wine and horse country, and beyond.

Key aspirations related to this guiding vision include:

- Create a robust strategy for housing and employment, become more proactive in business retention and recruitment, and locate major employers within the Town's Character Districts.
- Promote the Town as an integral part of the regional economy that is manageable, maintain small-town character, and reduce the percentage of Town residents commuting for work.
- Promote the Town's Character Districts as the focal point for revitalization to allow for mixed-use and multi-family development at an appropriate scale compatible with the Town's character and existing neighborhoods. Transform aging commercial corridors to vibrant mixed-use neighborhoods.

# GOALS

## E-1: Grow a strong, diversified, and resilient economy that supports residents and businesses alike.

### POLICIES & STRATEGIES

- E-1.1:** Promote locally-owned businesses and restaurants to maintain the unique character of Warrenton.
- E-1.2:** Allow for a range of housing, commercial spaces, and hotels at appropriate heights and square footage to meet market standards, and allow for ranges per Character District with context sensitive transitions into existing neighborhoods.
- E-1.3:** Leverage the Town's location as a gateway to the Piedmont for tourism and economic development through wayfinding and promotion.
- E-1.4:** Preserve Old Town and the Town's historic character to enhance Warrenton's identity.
- E-1.5:** Promote a diverse, equitable stable tax base to maintain a healthy economy.
- E-1.6:** Warrenton's Town Limits will be arrived at in a manner that reflects the Town's best interests to meet its economic, fiscal, and service priorities.

## E-2: Increase the employment base to allow residents to live and work in Warrenton.

### POLICIES & STRATEGIES

- E-2.1:** Partner with local schools, universities, and employers to ensure a competitive workforce for a global economy.
- E-2.2:** Promote Warrenton's high quality of life to attract employers to locate here.
- E-2.3:** Create economic development teams made up of property owners, schools, and local staff to recruit potential employers.
- E-2.4:** Leverage existing employers and location in the region to build upon technology and federal government synergies.
- E-2.5:** Develop a range of housing types and housing assistance programs for employees to live in Warrenton.

## EXISTING CONDITIONS & BACKGROUND

### ECONOMIC BASE ANALYSIS

Documentation of the economic trends shaping the western portion of the Northern Virginia Region

### FISCAL SUSTAINABILITY ANALYSIS

A fiscal impact model to relay the relationship between land use decisions and the change in revenues and expenditures for the Town.

### LABOR FORCE DATA

Tables of data related to labor force evolution in Fauquier County.

### DEMOGRAPHIC & HOUSING ANALYSIS

Analysis identifying demographic and housing information on the Town.

## E-3: Promote Warrenton as a cultural, entertainment, and arts center.

### POLICIES & STRATEGIES

- E-3.1:** Coordinate and partner with local arts groups and business associations to promote artists and cultural events.
- E-3.2:** Market to creative arts and entrepreneurial businesses to locate within appropriate Character Districts.
- E-3.3:** Maximize the Town's public spaces and right-of-way to allow for arts and cultural events to operate, including outdoor dining and gathering places.

## E-4: Support Character Districts as Unique Mixed-Use Neighborhood Centers.

### POLICIES & STRATEGIES

- E-4.1:** Promote business attraction by considering business improvement districts.
- E-4.2:** Evaluate tax increment financing that can be used to fund infrastructure and site improvements.
- E-4.3:** Develop a marketing strategy for each Character District to encourage various types of businesses based on their envisioned unique themes:
  - New Town District: Class A Office, Future University satellite campus, and Employment Center
  - Health and Wellness District: Medical-related office and treatment
  - Greenway and Makers District: Overlay in Industrial zoned area to allow for creation of food and craft.
  - Old Town: Adaptive reuse to encourage tourism, locally owned businesses, and creative services.
  - Broadview District: Redevelopment through parcel consolidation, interparcel connections, and mixed-use at key nodes to create a synergy and investment strategies.
- E-4.4:** Leverage Town assets by exploring public/private partnerships to activate surface parking lots as potential development sites.

## METRICS

1. Growth in the number of employers (health related), senior housing units, medical office square footage, and hotel rooms.
2. Growth in the number housing units, square footage of commercial space, Class A office square feet, and hotel rooms.
3. Businesses relocated to or started in Warrenton.
4. Growth in the square footage of retail and service businesses.
5. Increase in the number and variety of new businesses along Broadview Avenue.
6. BID established, funds raised, and programs and projects developed; Old Town business vacancy rates.
7. Number of gathering spaces and outdoor dining locations.
8. Number of public parking stalls provided, square footage of development produced, and leased parking space.
9. Number events planned, street closure permits, art/gallery space leased, pop-up arts-related ventures, new arts-related space, and hotel rooms added in Warrenton.
10. Tax Increment Financing (TIF) district established, funds raised, and improvements completed.

## E-5: Be proactive in the Town's Economic Development

### POLICIES & STRATEGIES

- E-5.1:** Create an economic development marketing strategy that includes a detailed retail retention and recruitment strategy.
- E-5.2:** Develop a site prospectus book to market properties seeking redevelopment.
- E-5.3:** Coordinate with the County and regional economic development partners to promote the Town.
- E-5.4:** Track industry and market trends to position Warrenton at the forefront.
- E-5.5:** Seek to establish a dedicated resource that is responsible for attracting new businesses with an emphasis on employers possessing the ability to hire multiple employees.



PLAN WARRENTON 2040

# LAND USE & CHARACTER DISTRICTS

"I think that there should be way more places for children and social activity. I don't want my kids to have to be limited to our property... Then maybe we'd get off the devices everyone complains about." *Elizabeth, Age 10*

#lovewarrenton

Warrenton, Virginia 2017.

## Vision

In 2040, Warrenton's sense of place is found in its historical Old Town, existing neighborhoods, and mixed-use Character Districts. Town residents have numerous options to shop, dine, and be entertained within a series of walkable areas and will live within a half-mile radius of a park, green space, trail, or public amenity. There is attainable housing for residents of all age groups that encourage equitable, inclusive, and vibrant neighborhoods. The mix and balance of housing types and employment centers maintains the small-town character, in which people live and work.

Key aspirations related to this guiding vision:

- Create mixed-use Character Districts using appropriate intensities, with specific guidance for form and transition to adjoining neighborhoods.
- Develop Character Districts with places for people to meet, talk, and be neighborly, with gathering places that include parks, plazas, sidewalks, and shops.
- Protect, stabilize, and retain the character of existing neighborhoods while allowing for a diversification of housing types into mixed-use Character Districts.

## CURRENT & FUTURE LAND USE

Warrenton is made up of cherished existing neighborhoods and an Old Town filled with history. Residents value the charm of their community and seek to enhance it. The Land Use and Character District format serves to preserve the existing neighborhoods by providing a guide of how to develop/redevelop subareas of Town that are candidates for revitalization in the coming decades. In 2018 the Town of Warrenton adopted Urban Development Areas (UDAs)\*, thus designating to the state where future growth should be accommodated through a public process. Residents of the Town developed “branding” components to give each district an identity that links current land use functions and the future desires of the community. Warrenton 2040 provides a model on how to get from today’s reality to tomorrow’s vision as developed by the community. The following pages, and hyperlinked Character District Guidebook, provide a path forward on how Warrenton will create, parcel by parcel, a future that preserves its identity while meeting the goals of the overall Comprehensive Plan.

\*“Urban Development Areas” is a Virginia Department of Transportation technical term

## FUTURE LAND USE MAP

The Future Land Use Map is the Town’s visual guide to future planning for 2040. The Future Land Use Map brings together all of the elements of this Comprehensive Plan, such as land use, economic and fiscal health, housing, and transportation. The Future Land Use Map shows how the 2040 Comprehensive Plan foresees appropriate development over the next 20 years.

The following new mixed-use Character Districts with definitions will be added to the Future Land Use Map:

- New Town Warrenton
- Old Town
- Health and Wellness
- Experience Broadview
- Greenway and Makers

### New Overlay Districts guidelines:

#### Broadview Commercial District:

“Experience Broadview” will allow for mixed-use residential at lower density, but nodal development with mixed-use anchors and improved edges to adjacent single-family neighborhoods. Current commercial uses will be maintained.

#### Makers District:

Maintain current light industrial zoned uses, but allow for, and foster, the new creative production economy in order to enable local purveyors to produce the goods they sell and distribute throughout the region. This new district overlay would complement existing light industrial activities and attract small-scale entrepreneurs and larger companies looking to start and expand businesses within Warrenton.

#### Arts and Culture District:

Allows for temporary events, pop-up storefronts that are arts and culture focused along Main and Culpeper streets through a streamlined permitting process.

## FUTURE LAND USE

### Character Districts

- Greenway and Makers District
- Health and Wellness District
- New Town District
- Old Town District
- Broadview Commercial District

### Overlay Districts

- Makers District

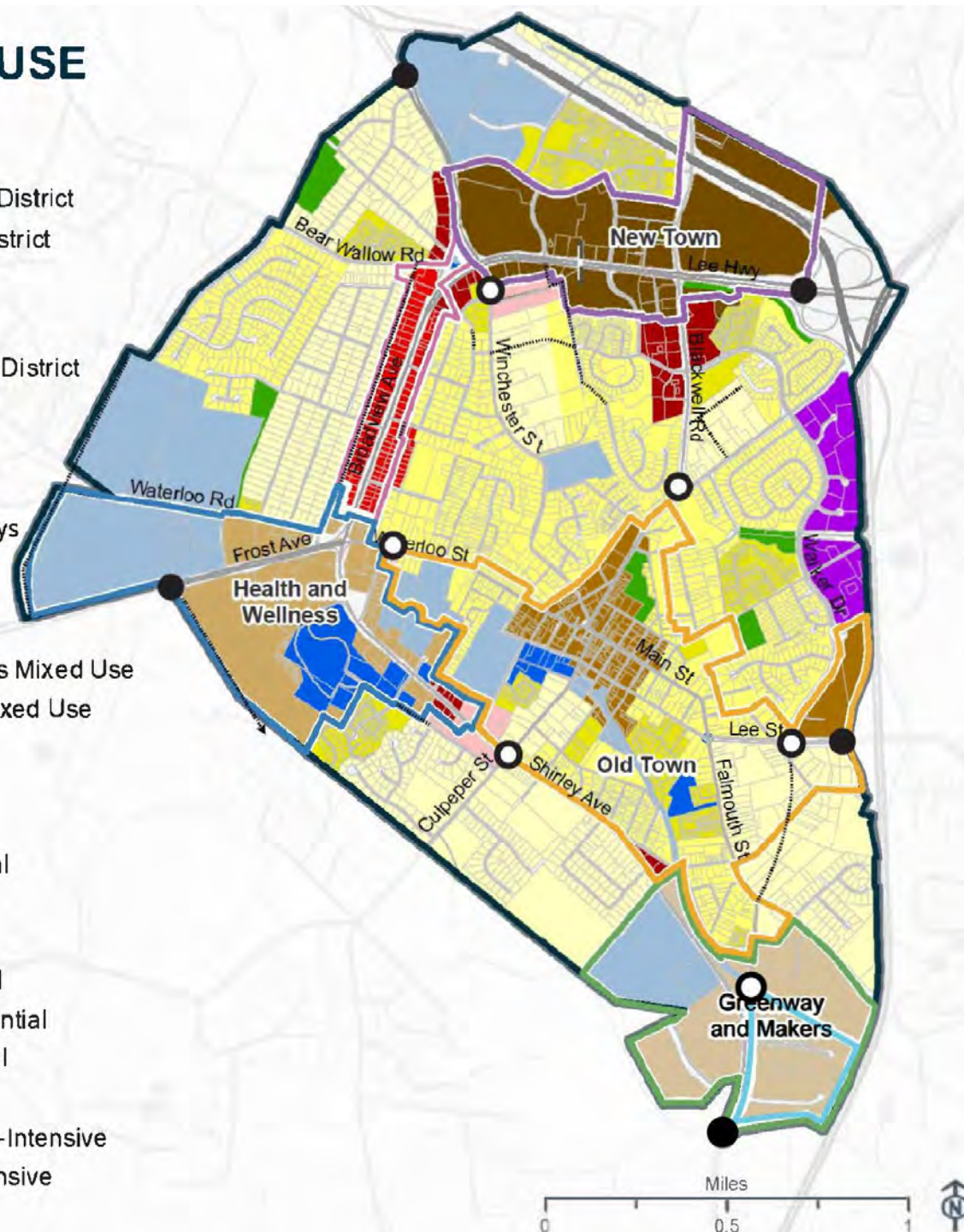
- Gateways

- Historic District Gateways

Sampling of Future Road Connections

### Future Land Use

- Greenway and Wellness Mixed Use
- Health and Wellness Mixed Use
- Old Town Mixed Use
- New Town Mixed Use
- Office
- Re-Planned Commercial
- Commercial
- Light Industrial
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Park
- Public/Semi-Public Non-Intensive
- Public/Semi-Public Intensive



## FUTURE LAND USE DESCRIPTIONS

# CHARACTER DISTRICT SUMMARIES



## New Town Warrenton District

With large lots, direct access from Route 29, and high visibility, this district could be a location for a signature office/jobs center; with greater intensity of mixed use and strong live, work, and play options. A mix of uses could be organized around an internal street network and public amenities, such as civic spaces, parks, green space, and public gathering areas.



## Health and Wellness District

This district could leverage Fauquier Hospital with businesses, services, and housing options that promote aging in place, expanded health and wellness amenities; medical offices, and commercial uses.



## Greenway and Makers District

This district could maximize use of industrial areas for maker space with a food and arts focus, create connective elements to the greenway, and enhance gateway form and function.



## Old Town District

Warrenton will continue to promote Old Town as the signature cultural, social, and historic hub. The Town will encourage infill housing and other adaptive reuse of structures to bring more foot traffic to Old Town, but maintain the historic character and scale.



## Experience Broadview District

Maintain and enhance the existing commercial corridor, but add nodal development with mixed-use residential anchors and improve transitions to adjacent single-family neighborhoods. A Form-Based Transect is the best tool to transform Broadview Avenue to a neighborhood commercial corridor, with a consistent street frontage along Broadview and graceful step-downs in scale adjacent to adjoining neighborhoods.

# THE TEN GUIDING PRINCIPLES FOR CHARACTER DISTRICTS

## *Many parts make a neighborhood.*

*A neighborhood has stores and shops that satisfy everyday needs within an easy walk with safe and friendly streets on which people feel they “belong.” Residential streets should feel public and more like open space than traffic ways. Streets can be a pleasant part of the neighborhood. A great neighborhood has many choices to move by foot, bicycle, transit, and auto. A great neighborhood has places for people to meet, talk, and be neighborly with gathering places that include parks, plazas, sidewalks, and shops. Lastly, a great neighborhood has its own character, shaped by its physical setting, streets, buildings, open spaces, history, and the people who live in it. The following are Ten Guiding Principles to guide development in each of the Character Districts.*



**1. A discernible center.** Every neighborhood should have a discernible center that is walkable within a quarter-mile radius. The center can accommodate programmed or spontaneous events, or simply be a place people relax or meet friends. The center is often a hardscaped plaza or a green or park space; sometimes it can even be a busy street corner or a main street.



**2. Connected sidewalks with a clear pedestrian path, street trees, and lighting.** Streets within the Character District form a connected network, which disperses traffic by providing a variety of pedestrian and vehicular routes to any destination. There is an interconnected street grid network that disperses traffic and eases walking.



**3. Buildings that are placed close to the street to create a sense of place.** All buildings are directly accessible with front doors from the street.



**4. Parking placed behind buildings and away from street frontages.** Interior access roads to services and parking are designed into the site plan.



**5. Complete streets create a balance between cars, pedestrians, and bicyclists.** Complete Streets have no singular design prescription. Each one is unique and responds to its community context; however, complete streets are designed to balance drivers, pedestrians, and bicyclists.



**6. Compact street blocks encourage walking.** Compact street blocks that are 200 to 400 feet wide and up to 600-feet deep provide a comfortable neighborhood scale that facilitates a fine-grain development pattern and walking experience. For blocks that exceed the maximum recommended length of 600 feet, a mid-block pedestrian path is recommended to allow for passage.



**7. A park, trail, or activity center is within a half mile walking radius.** Linkages to pedestrian amenities can be made with continuous sidewalks, street trees, and through-block pedestrian pathways.



**8. A variety of dwelling types accommodates a wide range of family sizes and income levels and commercial activity.** The variety provides synergy among uses and creates an immediate critical mass to sustain retail and commercial uses.



**9. Neighborhood identity connects district wayfinding and identification with a larger marketing effort to bring private investment to the neighborhood.** Neighborhood identity provides the brand and image of the area, and a basis for a marketing strategy to promote businesses, events, and future development opportunities.



**10. The neighborhood edge provides the means of transition from the Character District to adjoining properties.** The edge would transition to adjacent established neighborhoods and future land-use categories and exhibit compatibility in scale, massing, and setback with existing and planned developed on adjacent land.

# RECOMMENDATIONS TO THE EXISTING RESIDENTIAL ZONING DISTRICTS

Refer to Housing Section II for housing definitions.

## R-15 Residential District

Contains low-density, single-family dwellings and other uses that are customarily incidental.

*Recommendation:* Accessory Dwelling Units (ADU) allowed by special permit.

## R-10 Residential District

Single-family, detached homes and limited groups are allowed. Limited service uses are allowed with a special use permit. This zone allows for smaller lot sizes and setbacks than R-15.

*Recommendation:* Bungalow Court to be allowed by-right and ADUs by special permit.

## R-6 Residential District

Allows medium to high concentrations of predominantly residential uses, generally intended to encompass and preserve those residential structures which have developed over the years along the traffic arteries serving the Central Business District (CBD).

*Recommendation:* Bungalow Court to be allowed by-right and ADUs by special permit.

## RT Residential Townhouse District

This district is composed of certain medium concentrations of residential use, often located between lower density residential and commercial areas.

*Recommendation:* Bungalow Court and Duplex to be allowed by-right and ADUs by special permit.

## RMF Residential Multi-family District

Contains higher concentrations of residential uses recommended for those sections of Town in proximity to the CBD, adjacent to existing intensive land uses, used as a transitional area between commercial and lower density residential areas, or need revitalization.

*Recommendation:* Bungalow Courts, Duplex, Fourplex, Courtyard Apartments, and Townhouses to be allowed by-right and ADUs by special permit.

## R-40 Residential District

Allows low-density, single-family dwellings and other selected uses that are compatible with the low-density residential character of the district.

*Recommendation:* ADUs by special permit.

## R-E Residential District

This district is comprised of low-density, single-family dwellings and other selected uses that are compatible with the open and rural character of the district. All commercial activities are prohibited.

*Recommendation:* ADUs allowed by special permit.

## RO Residential Office District

Allows business and professional offices and certain personal service uses. This is a transition area between a commercial area and a residential area.

*Recommendation:* Duplex, Fourplex, Courtyard Apartments, Bungalow Courts, Townhouses, Multiplex, Live/Work, and Mixed-Use Residential to be allowed. ADUs allowed by special permit.

## CBD

The intent of this district is to provide for orderly development, infill, and revitalization of the CBD.

*Recommendation:* Live/Work and Mixed-Use Residential (with commercial at the ground level) to be allowed.

# GOALS

## L-1: Organize Land Use According to Character Districts in Select Areas

### POLICIES & STRATEGIES

- L-1.1:** Create Mixed Use Character Districts, based on the Town's adopted Urban Development Areas.
- L-1.2:** Create and encourage implementation tools to support the individual Character Districts policies.
- L-1.3:** Create the Experience Broadview Overlay to allow for mixed-use or multi-family developments.
- L-1.4:** Redevelopment and new development is encouraged, and each Character District will use the suggested illustrations in the design manual as guidance.
- L-1.5:** Create a Makers District Zoning Overlay in the light-industrial zoned area of the Greenway and Makers Character District (West Shirley UDA) to foster the new creative-production economy.
- L-1.6:** Update the Density Bonus Program.

### EXISTING CONDITIONS & BACKGROUND

#### DENSITY BONUS RECOMMENDATIONS

Suggested updates to the bonus program identified in the Town's Zoning Ordinance to create a more comprehensive approach for desired uses and public amenities within the Town.

#### UDAS/ CHARACTER DISTRICTS

Information about the adopted UDA's and corresponding Character Districts.

#### NEW TOWN

#### HEALTH & WELLNESS

#### GREENWAY & MAKERS

#### OLD TOWN

#### EXPERIENCE BROADVIEW

**L-2: Old Town Character District – The Old Town Character District will include a mix of infill and new mixed-use development that is designed to maintain Old Town’s historic character. ADOPTED MARCH 13, 2018**

**POLICIES & STRATEGIES**

- L-2.1:** Maintain Old Town Historic Character through preservation and protection of contributing historic resources.
- L-2.2:** Create cultural anchors at both ends of Main Street.
- L-2.3:** Evaluate the feasibility of financing and constructing a structured parking garage that is designed to be compatible to the character of the Historic District and is located behind street facing buildings.
- L-2.4:** Evaluate the location, design and feasibility of a Pedestrian Mall.
- L-2.5:** Evaluate the design and feasibility of a traffic circle at the intersection of Culpeper and Shirley streets.
- L-2.6:** Develop revitalization strategies for Lee and Horner Streets
- L-2.7:** Promote the possibility of a Bed and Breakfast concept in appropriate locations.
- L-2.8:** Promote new development typologies and a mix of uses in Old town that includes mixed-use development, adaptive re-use of existing buildings, live-work lofts, restaurants, new infill development on vacant lots and higher density residential development that comport to and maintain the historic character of Old Town.
- L-2.9:** Locate an event space in the Old Town UDA that can be used to accommodate public and private events, festivals of all types appropriate and other opportunities.
- L-2.10:** Develop a marketing and branding strategy for Old Town that promotes business and events.
- L-2.11:** Develop a parking policy that maintains adequate parking supply for businesses, residents, workers, tourists and shoppers.
- L-2.12:** Create a streetscape plan for the Old Town Character District that promotes a consistent walking experience and maintains the historic character of Old Town. The streetscape plan should define specifications for sidewalk, crosswalks, street trees, seating, lighting, bicycle parking and locations for a pocket park, where appropriate.
- L-2.13:** Evaluate traffic calming measures at locations where public safety issues are evident.
- L-2.14:** Develop Traditional Neighborhood Design Guidelines (TND) specific for Old Town, for the design for new buildings, infill development and the adaptive reuse of existing buildings.
- L-2.15:** Develop a Façade Improvement Program that promotes and incentivizes the improvements of facades as well as the potential of a Business Improvement District (BID) that would finance such a program.

**L-3: New Town Character District** – The New Town Character District will support the revitalization of the commercial shopping malls with a walkable development pattern that includes a mix of uses, green space and public amenities, as well as provide a location for a major employer. **ADOPTED MARCH 13, 2018**

## POLICIES & STRATEGIES

- L-3.1:** Evaluate a variety of branding strategies for the New Town Character District as a Town gateway, possible entertainment hub or a mixed-use development integrated with an educational institution, such Virginia Tech, exploring a Campus Business Hub concept.
- L-3.2:** Create a development plan for key sites that plans for the redevelopment of aging big box shopping centers to include mixed-use and infill development with a variety of uses, such as restaurants, entertainment venues, a hotel, breweries and office.
- L-3.3:** Create a streetscape plan for the New Town Character District to support the development plan for key sites, promoting development within a compact street grid that includes a mix of uses, entertainment, and park space, as well as being walkable along the edges and adjacent parcels with sidewalks and striped crosswalks.
- L-3.4:** Evaluate the establishment of a Business Improvement District to promote business development and events within the New Town Character District, and maintain pedestrian amenities, such as public-accessible parks and plazas.
- L-3.5:** Evaluate the design and implementation of roundabouts within this Character District.
- L-3.6:** Evaluate development incentives that stimulate private investment and new development.

## METRICS

1. Square footage of mixed-use developments, and number of residential units
2. Number of contiguous street blocks with street trees, clear pedestrian paths, and street lights
3. Number of new arts, and craft businesses opening in the Makers District
4. Number of projects using the Density Bonus Recommendations

## **L-4: Health and Wellness Character District – the Health and Wellness Character District will support and promote a mix of uses that are health related, such as workforce housing, medical and emergency services and aging in-place related uses.**

**ADOPTED MARCH 13, 2018**

### **POLICIES & STRATEGIES**

- L-4.1:** Evaluate the marketing and development strategy of creating a “Hospital as Hub” concept within the Health and Wellness District that could grow to become a Medical Center Campus or Sustainable Living neighborhood that promotes compatible hospital-related land uses, such as medical offices, senior housing, and other hospital medical-related concepts.
- L-4.2:** Evaluate the concept of a bus circulator system that would connect the hospital with future senior housing, medical offices and mixed-use developments within the Health and Wellness Character District.
- L-4.3:** Develop a streetscape transition at intersection Frost and Broadview Avenue intersection to where the boundary of Old Town starts, for aesthetics and traffic calming.
- L-4.4:** Evaluate development incentives that stimulate private investment and new development.
- L-4.5:** Promote several types of land use within the Health and Wellness Character District, such as hotels, adaptive re-use of existing buildings, senior housing, medical offices, and all levels of care.
- L-4.6:** Create a development plan for large key sites located within the Character District that identify massing and profile, types of uses, and phasing of development, ensuring walkability within the site and to adjacent parcels and neighborhoods.
- L-4.7:** Create a streetscape plan for the Health and Wellness Character District that promotes a consistent walking experience. The streetscape plan should define specifications for sidewalks, crosswalks, street trees, seating, lighting, and bicycle infrastructure.
- L-4.8:** Develop traffic calming measures at locations along East Shirley, Frost, and Broadview avenues where public safety issues are evident.
- L-4.9:** Leverage Conservation Easements south of Town boundary and promote context sensitive viewshed treatments.

**L-5: Greenway and Makers District Character District** – the Greenway and Makers District will be promoted as the southern gateway into the Town and maintain the critical linkages between education, civic uses and the surrounding neighborhoods, as well as the remaining industrial uses located in the Town. **ADOPTED MARCH 13, 2018**

## POLICIES & STRATEGIES

- L-5.1:** The Town, County, and School District properties should be walkable and accessible from the adjoining neighborhoods.
- L-5.2:** Develop a land use strategy that keeps industrial use in the southeast half of the Character District and residential use in the northern half of the Character District.
- L-5.3:** Evaluate a possible pedestrian linkage to Walker Drive from the area to the north east, above the Warrenton Greenway Trail.
- L-5.4:** Evaluate more possibilities for pedestrian access to the Warrenton Greenway Trail from adjacent neighborhoods.
- L-5.5:** Design and implement a vertical gateway feature announcing arrival into the Town of Warrenton at the south end of the Character District along James Madison Highway.
- L-5.6:** Promote a mix of housing in the northern half of the Character District that includes mixed-use residential development, multi-family housing, and affordable housing that uses high quality materials.
- L-5.7:** Create a streetscape plan for the Character District that promotes a consistent walking experience.
- L-5.8:** The streetscape plan should define specifications for sidewalks, crosswalks, street trees, seating, lighting, and bicycle infrastructure.
- L-5.9:** Create development incentives that stimulate private investment and new development.
- L-5.10:** Evaluate locations for a new park space within the Greenway and Markers Character District.

**L-6: Experience Broadview Character District:** The Experience Broadview Character District will maintain and enhance the existing commercial corridor with mixed use residential nodes to serve as transitions to adjacent neighborhoods.

POLICIES & STRATEGIES

- L-6.1:** Implement a consistent street frontage along Broadview with the commercial uses brought closer to the street.
- L-6.2:** Improve and implement interparcel access to encourage linkages between commercial and mixed use sites.
- L-6.3:** Limit new access points and consolidate current entrances off Broadview to improve safety, circulation, and congestion along the corridor.

# DEFINITIONS & DESCRIPTIONS

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# Future Land Use Descriptions

## Greenway and Wellness Mixed Use

The Greenway and Wellness Character District provides policies for this area.

## Health and Wellness Mixed Use

The Health and Wellness Character District provides policies for this area.

## Old Town Mixed Use

This designation covers the historic, mixed-use downtown area and closely matches the area of the existing Central Business District's zoning district. The Old Town Character District provides policies for this area.

## New Town Mixed Use

The New Town Character District provides policies for this area.

## Office

Office land use is incorporated into the character districts, with key acreage being reserved in the New Town Character District for a potential major employer in the future. The remaining few office land uses are found in current areas off of Shirley Avenue and Winchester Street. These are intended to be small scale office buildings to serve as

a transition to between character districts and adjacent residential neighborhoods and to provide locations for the conduct of small shops, studios, and professional offices. Residential uses of low and medium density may be permitted in these areas if they are carefully designed as transitional uses between existing residential neighborhoods and office areas.

In many cases, these areas can be classified as infill development and such development should be compatible with existing uses and likely future uses through appropriate buffering and screening. Controlling vehicular access points so that traffic patterns do not infringe upon adjacent residential areas will also reduce the incompatibility with the adjacent uses. Office uses should be the predominant use in the established districts, whether located within remodeled single-family structures or new structures. Architecturally, new structures should blend in with the architecture of the neighborhood in which its located.

## Re-planned Commercial

The majority of commercial follows the Experience Broadview Character District policies. These are older highway commercial areas which are encouraged to be re-planned to provide pedestrian-oriented streetscapes with parking behind buildings, interparcel connections, access and buffers between neighboring residential neighborhoods and, in certain cases, on-street parking.

## Commercial

The majority of commercial follows the Experience Broadview, New Town, Health and Wellness, or Old Town Character District policies. For the small portion outside of the character district there continues to be retail and service commercial uses which require high-volume truck activity, and should be placed under strict site plan control with particular emphasis on adequate screening, vehicular access, and restrictions on bulk and height of structures. Zoning regulations for the districts that permit these uses should require interparcel connections, limited points of access from major streets and substantial landscaping, as well as discourage large expanses of parking areas that exceed minimum parking regulations while encouraging shared parking.

Commercial expansions should only occur where compatible land uses exist, and the local street system can accommodate the additional traffic demand. In addition, such uses should be designed to fit into the character of the area in which they are located. Any adjacent residential areas should be linked by convenient pedestrian access. Since commercial strip development is discouraged, access to adjacent streets should be restricted, also. Therefore, shared access points should be encouraged to assist in consolidating small parcels in order to limit traffic congestion. Incentives to promote this concept should be provided in order to achieve a well-designed commercial development that coordinates vehicular and pedestrian access,

parking, signage, architecture, and site design.

The commercial uses included in this category are primarily those uses that serve the daily needs of the residents of the Town. They include restaurants, drug stores, personnel services, banks, grocery stores, and general merchandise items.

The future land use map presumes that the commercial pattern of land uses that is already established is generally appropriate for the community. Any change should be evaluated in the context of the change being appropriate to its surroundings and an established need. The following issues should be considered and resolved when development that suggests changes to the future land use map is proposed.

- **Town Services.** All developments must be connected to the Town's public water and sewer system, and the project must demonstrate that it does not exceed the capacity of the water and sewer systems to meet the needs of the development. If the proposal exceeds the capacity or delivery system of either the existing water, sanitary sewer, or storm sewer systems, improvements to meet the increased demand must be provided by the applicant.

- **Traffic Demand and Circulation.** Any new project should maintain a level of service that is in keeping with the surrounding road networks capability. Any level of service that is lower than "D" should be reevaluated, as this is not be an

acceptable level of service. Interparcel access and service roads are encouraged in order to limit access to arterial streets. Where necessary, deceleration lanes should be provided, and where conflicts exist, left turns into and out of a site should be avoided. In order to reduce vehicular traffic, a pedestrian access should be provided on the site, as well as linking it to adjacent neighborhoods and all adjacent commercial uses. The project should also make provisions for bicycle access and parking.

- **Design Guidelines.** All new or redeveloped projects should seek to minimize impacts on surrounding land uses and the public right of way by providing landscaped buffers, placing parking to the side and rear of buildings, coordinating the siting and massing of buildings, using monument signs or signs integrated into the building facades, and using the massing and materials of the buildings to create pedestrian-oriented, human scaled outdoor spaces.

- **Consolidation of smaller properties** is encouraged to provide the opportunity for efficient use and design of the site.

- **Placement of pedestrian areas** near main entrances to buildings, which includes seating, planting, and bicycle facilities should be provided, as well as any other outdoor architectural features.

- **Delivery of services** should occur behind the buildings and screened from

public view. This can be achieved through the use of natural vegetation and/or landscaping buffers. Item 3.

- The site should be well landscaped in order to provide a visual barrier to adjacent non-compatible uses, soften lengthy expanses of buildings and parking lots, and provide shade in the parking areas.

## Light Industrial

The Greenway and Makers Character

District seeks to incorporate previous uses envisioned for Light Industrial. The remaining Light Industrial is located off the east side of Walker Drive. This area includes light manufacturing, flex industrial uses and wholesale commercial uses, and limited office uses with floor area ratios generally not exceeding 0.35 on a single site. These areas have been designed to provide additional types of employment opportunities within the Town in addition to services and commercial retail uses. Industrial land use designations should be limited to light industrial uses that do not generate inordinate amounts of noise, smoke, dust, odors, heat, or electrical disturbances. Environmentally heavy uses that draw significant water, like data centers, are better served in locations not utilizing public water and sewer.

Particular attention should be given to vehicular access and reducing the impact on adjacent properties.

Integrating certain industrial land uses 505

Town will enable residents to live and work in the Town. This concept will encourage the integration of the workplace with residential and commercial land use components already existing in Town. Industrial sites should be co-located or located near one another. Scattered sites or strip sites are strongly discouraged. For business parks, a true campus-style site plan is encouraged.

By creating and expanding these sites, it will reduce the amount of persons commuting towards Northern Virginia, thereby reducing travel time and congestion. The areas proposed for light industrial shown on the future land use map should adhere to the following standards and guidelines:

- Access to industrial areas should not conflict with residential traffic and, therefore, should be separated from other types of traffic. This should be accomplished by a road system that permits separation of uses. The non-residential traffic should be routed to collector roads and highways as quickly as possible.
- Industrial uses should be supported with public utilities. In addition, where other utilities are not available, such as natural gas, electric, and phone, those companies should be encouraged to extend their services into industrial areas.
- A set of performance standards should be established in order to mitigate any potential adverse impacts that may be

emitted by a particular use.

- When designating, and/or developing industrial sites, particular attention should be given to buffering adjacent non-industrial uses, including appropriate landscaping, screening, setbacks, and open space.
- When evaluating new locations for industrial sites, compatibility with adjacent uses should be carefully considered. Industrial uses should be located adjacent to compatible uses.
- Uses should be limited to those providing a variety of light industrial uses that will contribute to the creation of new businesses, as well as retention and expansion of existing businesses. Very limited support for commercial uses will be allowed as integrated elements of the industrial development for the purpose of reducing traffic generation from the site.

### Low Density Residential

This designation includes single family, detached residential dwellings at densities ranging from existing levels of development (no change) up to 2.5 dwellings per net acre, contingent upon adequate pedestrian and vehicular access, compatibility with surrounding properties, and mitigation of potential impacts. Certain areas specified in the text are intended to remain at densities well below 2.5 d.u. per acre and should follow the policies of any corresponding character

district. These include the areas of ex low density historic neighborhoods along Winchester and Culpeper Streets.

The designation of low density residential is generally applied to established residential neighborhoods which should be conserved and/or expanded in a manner similar to, and compatible with, the existing surroundings. Many neighborhoods in these areas have older homes and are characterized by mature vegetation and social interaction between neighbors.

New lots within established subdivisions should contain an area that approximates those existing lots. Neighborhood recreational facilities, small parks or “green space”, and other neighborhood amenities should be provided in compatible locations within such developments.

Although residential infill will sometimes be a slightly higher density than existing lot configurations, any such infill development should be generally similar in density and lot size, and the placement of structures on the lot(s) should be sensitive to the existing structures and lots on neighboring properties. The exterior elevations of the structures should complement and respect the surrounding neighborhood's existing design and architectural elements.

Retaining the high quality of established neighborhoods is a continual challenge. Since the low density areas are a desirable place to live they are becoming attractive for i development. The low density

residential areas are located so as to protect the character of existing neighborhoods and to provide quiet residential areas attractive for single family housing.

Where site characteristics permit, and where negative impact to adjacent properties is minimal, non-residential home occupations and businesses may be permitted as provided for in the Zoning Ordinance. However, neighborhoods should retain their distinctive character, incorporating those characteristics of architecture, mature vegetation, and open spaces appropriate to the character of the neighborhood. Mature vegetation should be retained.

This Plan seeks to preserve the integrity of existing residential neighborhoods by limiting and discouraging incompatible uses in established residential spaces while maintaining and improving neighborhood qualities by eliminating substandard housing. In doing so, this will enhance the physical features that include streets, sidewalks, street lights, and other public improvements.

*Winchester Street:* The larger lots along Winchester Street containing historic houses are important elements of Warrenton's downtown character. The large size of the lots present an opportunity to preserve the majority of each lot, including the frontage along the street as very low density residential, while developing the back portion of the lot with medium density residential uses.

*Culpeper Street:* Like Winchester Street,

the larger lots and historic entryways to the CBD. Many have been incorporated into the policies of the Warrenton's downtown character. Old Town Character District. It is the intent These lots should remain essentially as to protect and enhance these areas, while they are, at very low densities, with only very at the same time permitting changes to carefully designed, small scale infill occur in an effort to ensure that the use of structures that preserve the essential these areas is economically feasible. Since character of the street. the areas adjacent to the CBD consist of

*Falmouth Street:* Like Winchester and Culpeper Street, Falmouth has important buildings that establish the historic character of the entrance to the downtown. The lots with historic buildings, and those adjacent to them, should be maintained as very low density uses, with only very carefully designed, small scale infill structures that preserve the essential character of the street. The designation of medium density residential is also applied to established residential neighborhoods which should be

### Medium Density Residential

This designation includes single family detached residential dwellings at densities up to five dwellings per net acre, contingent upon pedestrian and vehicular access, compatibility with surrounding properties and mitigation of potential impacts. these areas have older homes and are characterized by mature vegetation and social interaction between neighbors. Medium density areas are intended to permit densities of up to five dwelling units per net

Much like the designated low density residential areas, the medium density areas are made up largely of established single family neighborhoods. The neighborhoods are located in many areas of the Town and have access to all Town services. subdivisions should contain an area that approximates the size and configuration of existing lots in the neighborhood. The higher densities should be considered as more appropriate near major thoroughfares and commercial areas. Recreational facilities and other neighborhood amenities should be provided in developments when densities exceed three units per net acre.

Medium density areas are composed of high concentrations of residential uses. The areas that border the Central Business District (CBD) have been developed over the years along the vehicular

New subdivisions and lots within this designation should complement and enhance the area in which it occurs. Residential infill areas should be compatible in density, lot size, and placement of structures on the lots with existing neighboring structures and lots. The exterior elevations of the structures should complement and respect the surrounding neighborhood's existing design and architectural elements.

Retaining the high quality of established neighborhoods is a continual challenge. Since the low density and the medium density areas are a desirable place to live, they are becoming attractive for infill development. The medium density residential areas are located so as to protect the character of existing neighborhoods and to provide quiet residential areas attractive for single family housing. Where site characteristics permit, and where negative impact to adjacent properties is minimal, non-residential, home occupations and businesses may be permitted as provided for in the Zoning Ordinance. Mature vegetation should be retained.

In order to support the goals and objectives of medium density residential areas, the Plan seeks to preserve the integrity of existing residential neighborhoods. In order to do so, the plan limits and discourages incompatible uses in established residential neighborhoods, maintaining and improving neighborhood qualities by eliminating substandard housing and improving its physical features such as, streets, sidewalks, street lights, and other public improvements.

### High Density Residential

These designations include single family attached and/or multi-family dwellings up to 12 dwelling units per net acre, contingent upon adequate pedestrian and vehicular access, compatibility with surrounding properties, and mitigation of potential impacts.

The density in these areas can accommodate townhouses, apartments, and similar residential types. Because these areas provide for more intensive development, they should be carefully integrated into the existing townscape to ensure that the existing character is protected. Further, any such developments should be carefully integrated into the area with attention given to creating spatially defined open space areas such as parks and "greens", trail and sidewalk connections, street connections, recreational facilities, parking, and landscaping. The scale and mass of buildings should be compatible with the historic fabric of the Town as a whole, and neighboring properties in particular.

The high density residential areas can be developed at a density of up to 12 units per net acre. The areas for high density development have been designated for those sections of Town which are adjacent to areas of a similar existing density or similar zoning. Housing types permitted in these areas include single family, two, three, and four family dwellings, townhouses, triplex and quadruplex, and apartments. Higher density developments may function as a transition between commercial and lower

density residential areas and should be located where streets are capable of carrying the expected traffic. These are key areas encouraged for creative development to help fill the "missing middle with attainable, diverse housing types.

Along with the low and medium density areas, the high density residential areas will provide a variety of options for residential housing types in the Town. It further encourages housing types and costs at different levels which will serve the needs of the Town's citizens. As provided in the low and medium density areas, new multi-family residential buildings should be arranged so that the buildings define outdoor spaces, including a human scale streetscape.

### Park

This designation includes public and private parkland and park facilities serving local neighborhoods, passive and/or active. It includes the three Town parks: Eva Walker, Sam Tarr, Academy Hill, and Rady Park, as well as the Warrenton Branch Trail. Additional proposed small parks and "greens" that should be developed in conjunction with new residential neighborhood development are not included as they are addressed in character district and park policies. The specific size, design, function, and configuration of these parks will depend upon the particular needs and attributes of the proposed development and surrounding uses.

## Public/Semi-Public Uses

**Intensive.** This designation includes hospitals, utility plants, government administrative uses, and other uses which have a relatively high degree of development intensity and building coverage.

**Non-Intensive.** Schools which have significant outdoor recreational components, cemeteries, churches, buffer areas, and similar areas of very low intensity development.

A number of areas on the future land use map have been designated as public/semi-public. These designations provide for the maintenance and expansion of existing community facilities. Specific decisions about locating these services should be made in the context of their impact and location on other related decisions which are made by both the Town Council, County Board of Supervisors, and Fauquier County School Board. Therefore, as specified in the Community Facilities section, the Town and County should coordinate their planning and capital programming efforts.

The areas designated for public and semi-public uses include both County and Town facilities, as well as semi-public facilities such as the hospital.

Town residents are also County residents, and receive the same services that the County residents receive. Warrenton has historically been the center of governmental and commercial activity for the County and plans to remain so for the foreseeable future. Thus, the Town is an appropriate location to provide the full range of public and semi-

public services such as a library, schools, and fire and rescue services, as well as various state agencies.

It will be necessary to provide public services to not only the residents of the Town, but to day-time employees, customers, and visitors, as well. This larger population will place additional demands upon the services provided by the Town, including solid waste collection, water and sewer, fire and rescue, and police services. This overall population will continue to grow and increase demands for services.

Specific areas designated for the public/semi-public category include the following:

- The area around and including the Fauquier Hospital, now incorporated into the Health and Wellness Character District. This area should continue to be maintained as the community's medical center. This designation encourages ancillary medical services be located in proximity to the existing hospital, and takes advantage of the proximity of the rescue squad and a public health center. Future complementary development to the hospital should continue, and land for its future expansion reserved.
- Areas that include the Bradley Elementary School, Warrenton Middle School, Brumfield Elementary School, Taylor Middle School, Fauquier High School, the Highland School, St. James Episcopal Church and School, and St. John's Church and School. The land

adjacent to these sites should continue to be maintained and protected for public and semi-public use. Because the public schools are part of the Fauquier County system, the Town has no direct responsibility for them. However, the Town should ensure that adjacent areas are carefully planned and that any new development is compatible with the site. Further, the Town should work closely with the County, or the relevant private organizations, to carefully plan for and utilize schools in conjunction with the Town's growth and development. These schools provide Town and County residents a setting for educational, social, and recreational activities.

- The area in the vicinity of the WARRF, the Virginia Department of Forestry and the Town's Sewage Treatment Facilities off Route 211 and the area adjacent to the National Guard Armory. These areas should be recognized as important elements of the Town and should be fully protected to allow for future expansion. Any future expansion should be carefully planned and screened from adjacent properties.
- These areas include the many churches located within the Town, which are not all mapped specifically, but are planned to remain as churches, including areas for future expansion.
- Town resources that include

Item 3.

Public Works facility and cemetery, as well as Town and County functions in the downtown area that include municipal offices, court buildings, sheriffs office, municipal parking lots, and jail should also be reserved for their continued and expanded use.