



AGENDA

COUNCIL OF THE TOWN OF WARRENTON

Tuesday, February 14, 2017

7:00 PM

1. Call to order.
2. Invocation
3. Approval of the agenda.
4. Citizens Time.
 - **Introduction of Police Officers Michael Mawdsley and Christopher Nixon**
 - **Proclamation - February 2017 - Black History Month**

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.

5. Hear from Center District Supervisor
6. Public Hearing
 - a. Saint James' Episcopal Church and School-Special Use Permit 2016-05
7. Consent Agenda.
 - a. Approval of Council Minutes
 - (1) Draft January 10, 2017 Council Minutes
 - b. Staff reports and Board and Commission Minutes
 - (1) Staff Report - Visitor Center
 - (2) Staff Report - Police
 - (3) Staff Report - PW-Utilities
 - (4) Staff Report - Parks and Recreation

- c. PATH Foundation Grant Acceptance
 - d. Request for full release of Public Improvements Bond (No. 104433492) for Home Depot U.S.A., Inc.
 - e. Special Event Permit Request for Molly's Irish Pub 5K, Sunday, March 19, 2017
 - f. December Financial Statements
8. New Business.
- a. Resolution Appropriating Up to \$44,336 for Warrenton Town Limits 2017 and Amending the FY17 General Fund Budget
 - b. Add Auxiliary Officers to Worker's Compensation Coverage
 - c. Real Estate Tax Relief for the Elderly
 - d. Appointment of Members to the Architectural Review Board
9. Reports and Communications.
- a. Report from Town Attorney.
 - b. Report from Finance Committee.
 - c. Report from the Public Safety and Transportation Committee.
 - d. Report from the Public Works and Utilities Committee.
 - e. Report from Planning District 9 representative.
 - f. Report from Recreation Committee.
 - g. Report from Liaison Committee representative.
 - h. Report from Town Manager.
 - Status of Key Projects
10. Councilmembers' time.
- a. Closed Session, as authorized in Section 2.2-3711(A)(1), for the purpose of considering renewal of employment contracts for the Town Manager and the Town Attorney.
11. Adjourn.



**Town Council Meeting Item Number: 4. •
February 14, 2017**

**Agenda Memorandum
Submitted by:**

Issue: **Introduction of Police Officers Michael Mawdsley and Christopher Nixon**

Background:

Discussion:

Financial Impact:

**Recommended
Action:**

Town Manager



**Town Council Meeting Item Number: 4.●
February 14, 2017**

**Agenda Memorandum
Submitted by:**

Issue: Proclamation - February 2017 - Black History Month

Background:

Discussion:

**Financial
Impact:**

**Recommended
Action:**

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Proclamation - Black History Month	Cover Memo	2/10/2017

RESOLUTION

PROCLAIMING AND RECOGNIZING THE MONTH OF FEBRUARY 2017 AS

“BLACK HISTORY MONTH”

WHEREAS, Black History Week was originally initiated in 1926 by Dr. Carter G. Woodson, a native of Buckingham County, Virginia; and

WHEREAS, in 1976 Black History Week was expanded to become a month-long tribute to Black Americans and their contributions to the United States; and

WHEREAS, African Americans have contributed greatly to the heritage, progress, and advancement of the United States of America, the Commonwealth of Virginia, Fauquier County and the Town of Warrenton; and

WHEREAS, the history and culture of African Americans makes up an important part of the history and culture of the United States, the Commonwealth of Virginia and the Town of Warrenton; and

WHEREAS, African Americans such as former Councilwoman Joan Williams and her husband, former Councilman John Williams, former Councilman Bob Walker and former Councilman John Mann have made significant contributions as citizens of the Town of Warrenton, Fauquier County and Commonwealth of Virginia in science, entertainment, politics, business, and all other aspects of day-to-day life; and

WHEREAS, African Americans have made numerous and specific contributions to the Warrenton community in the areas of education, business and commerce, community service, voting rights and professional services;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Warrenton does hereby proclaim the month of February 2017 as **“Black History Month”** in the Town of Warrenton .

Adopted: February 14, 2017

Powell L. Duggan, Mayor



**Town Council Meeting Item Number: 6.a.
February 14, 2017**

**Agenda Memorandum
Submitted by: Brandie Schaeffer**

Issue: Saint James' Episcopal Church and School-Special Use Permit 2016-05

Background: Special Use Permit 2016-05 – Saint James' Episcopal Church and School.

The request, per Article 3-4.11.3 of the Zoning Ordinance, is to expand the existing school facility behind the Church located at 73 Culpeper Street. The parcel is zoned Central Business District and the Comprehensive Plan future land use plan identifies the property as Central Business District. The owner is the Saint James' Episcopal Church Trustees. GPIN: 6984-32-7819-000, 6984-32-8993-000, 6984-33-7061-000, and 6984-33-7089-001.

The applicant is requesting to build a 10,000 square foot, two-story building adjacent to the rear parking lot. Existing buildings include the 1912 Church and 1928 Parish Hall.

The proposal meets all Zoning Ordinance requirements and there are no outstanding issues.

The Planning Commission held a Public Hearing on January 17, 2017. One member of the public spoke for the project, suggesting that the Town make Beckham Street one-way to help with traffic. The Planning Commission voted 8-0-0 to forward with a recommendation of approval with seven (7) conditions, as dated February 14, 2017.

Discussion: Town Council to hold a Public Hearing on SUP 2016-05.

Financial Impact: n/a

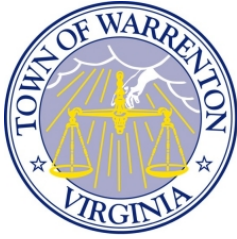
Recommended Action: Planning Commission recommends approval of SUP 2016-05 with conditions.

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
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Saint James' Episcopal Church and School-Special Use Permit 2016-05	Backup Material	2/3/2017
Saint James' Episcopal Church and School-Special Use Permit 2016-05 Statement of Justification	Backup Material	2/3/2017
St. James Plan Sheet	Backup Material	2/3/2017



TOWN OF WARRENTON

18 Court Street, Warrenton, Virginia 20186
(540) 347-2405 - Planning@warrentonva.gov
Internet www.warrentonva.gov

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

Brandie M. Schaeffer
Director of Planning

February 14, 2017

TO: Town Council

FROM: Brandie M. Schaeffer
Director of Planning and Community Development

RE: Special Use Permit 2016-05, Saint James' Episcopal Church and School

I. Summary

- A. Applicant/Owner – Saint James' Episcopal Church Trustees
- B. Representative – Saint James' Episcopal Church and School
- C. Request – The request is for a Special Use Permit (SUP) for an existing school located at 73 Culpeper Street and a new building located adjacent to the rear parking lot, as allowed under Article 3-4.11.3 of the Zoning Ordinance. The plans submitted show a new 10,000 square foot two-story building located adjacent to the rear parking lot and to be accessed from Beckham Street. Currently, Saint James' Episcopal School operates for children ages 2 ½ through 5th grade. No additional students are planned to be accommodated with the proposed expansion.

Saint James' Episcopal Church and School Expansion	Existing	Proposed
SUP/site area	+/- 1.7788 acres	+/- 1.7788 acres
Gross Building Area	30,305 SF	40,305 SF
Main Church Building	16,956 SF	16,956 SF
Parish Hall & School	10,450 SF	10,450 SF
New School Building	0 SF	10,000 SF
Rectory / Garage	3,000 SF / 440 SF	3,000 SF / 440 SF
Students / Employees	225 / 45	225 / 45
Parking	26 spaces	37 spaces (waiver)
Buffer	None	None
Hours of Operation	7:30am – 5:00pm	7:30am – 5:00pm

- D. Site Location – The site is located at 73 Culpeper Street (see maps in Attachment A). The SUP site is identified on County maps as GPINs 6984-33-7061-000, 6984-32-8993-000, 6984-32-

7819-000, and 6984-33-7089-001.

- E. Comprehensive Plan – The site is designated CBD, Central Business District
- F. Zoning – The site is zoned CBD, Central Business District.
- G. Surrounding Land Uses

Direction	Zoning	Current Land Use
North	CBD	Mixed Commercial, Wort Hog Brewery
South	CBD	Parish Rectory
East	CBD	The Depot, Claire's Restaurant
West	PSP, R-6	Public/Institutional, Residential

II. Outstanding Issues

There are no outstanding issues with this request.

III. Overview

- A. Existing Conditions – Located at 73 Culpeper Street, Saint James' Episcopal Church is a stuccoed Gothic Revival church with a crenellated corner tower. Originally built in 1850-1853, the church was rebuilt in 1912 by the Architect Irwin Fleming after being destroyed in 1910 fire. The church is a contributing structure to the national and local historic districts and is a prominent feature of Warrenton's downtown.

The circa 1928 Tudor Revival Style Parish Hall and school are attached to the rear of the 1912 church and were built by W.J. Hanback. This structure is approximately 10,450 square feet. Next to the 1912 church is the circa 1915-1924 rectory, an example of early 20th century Georgian Revival architecture. The rectory is approximately 3,000 square feet and the rectory garage is approximately 440 square feet. The rectory garage currently lies on the intersection of three parcels (GPIN: 6984-32-7819-000, 6984-32-8993-000, 6984-33-7061-000, and 6984-33-7089-001). The site also currently contains an existing recreation area and parking lot, located at the rear of the site. The Saint James' Episcopal Preschool opened in 1982, with four classes. The school added a kindergarten class in 2007 and a first grade class in 2010.

- B. Proposal – The school currently operates within the existing Church parish hall on the first and second floors, using offices and classrooms that the Church would like to reclaim for church use. As such, the request is for a Special Use Permit, under Article 3-4.11.3 of the Zoning Ordinance, in order for the church to expand the existing school facility by constructing a new 10,000 square foot structure behind the Church, attached to the 1960's addition. The proposed building would be two-stories, located adjacent to the rear parking lot, and accessed from Beckham Street with a exit on to South Third Street.

Phase I would include construction of the new building and sidewalk. Phase II would include improvements to the existing parking lot. When Phase I is complete, the school would operate on the first floor of the parish hall, with the upper grades housed within the new facility. The existing recreation area would be relocated to the rear of the Rectory and on the rear portion of an adjacent vacant property, behind Chilton House, which is leased by the Church. According to the

applicant, no increase in the number of students is planned at this time. The new building would be served by existing on site utilities. The existing entrance from Beckman Street would remain, but the existing exit onto South Third Street would be relocated to align with East Franklin Street.

IV. Waivers

A waiver from the parking requirements in Article 7-4 was granted by the Town Council in a letter dated March 16, 2015 (attached). Article 7-2.12 allows the Planning Director the option of granting waivers from total parking requirements for combined uses. Municipal parking lots in the vicinity of the Church also allow an exemption from the parking requirements. The Zoning Ordinance states:

7-13 Proximity to Municipal Parking Lots

Any building or use located within three hundred (300) feet (measured along lines of public access) of an existing municipally-operated parking lot shall be exempt from the provisions of this Article.

V. Planning Commission Review

The Planning Commission held a work session on SUP 2016-05 on December 20, 2016 and a public hearing on January 17, 2017. During the work session the Planning Commission discussed transportation, school size, church activities, neighborhood response, and design with the applicant. At the Public Hearing, one member of the public spoke for the project, suggesting that the Town make Beckham Street one-way to help with traffic. No one spoke against. The Planning Commission discussed the potential for conflicts between trash pick-up and child drop-off, landscaping requirements, and project timeline. The Planning Commission voted 8-0-0 to recommend approval with conditions to the Town Council.

VI. Staff Recommendation

Staff recommends the Town Council approve of SUP 2016-05, subject to the conditions as recommended by Planning Commission.

Staff: Susannah B Smith

VII. Suggested Motions

1. I move that the Town Council approve of SUP 2016-05 subject to the conditions dated February 14, 2017.

OR

2. I move that the Town Council forward SUP 2016-05 to the next Town Council Work Session.

OR

3. I move that the Town Council deny SUP 2016-05 for the following reasons: [Insert].

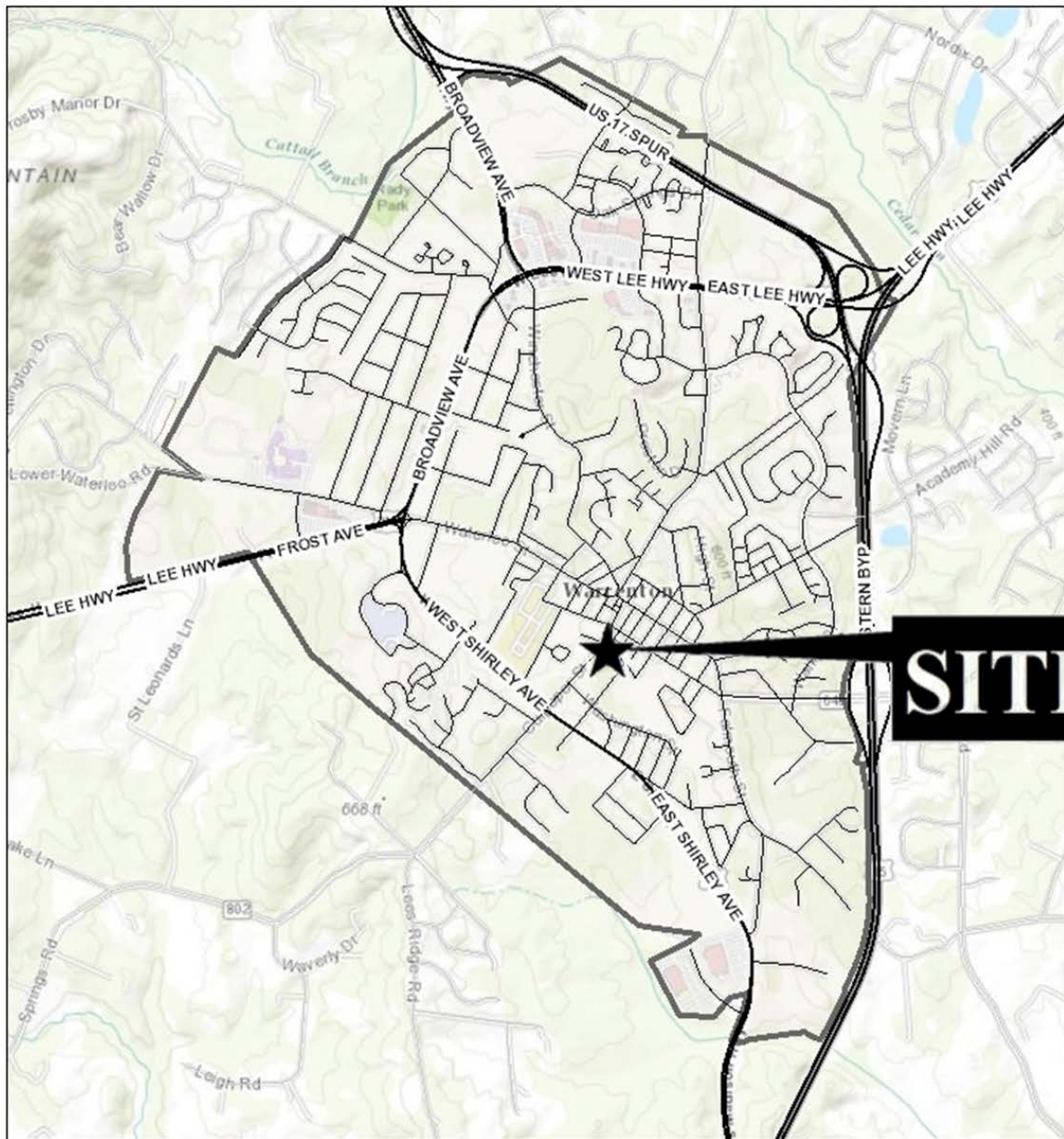
OR

4. I move an alternative motion.

Attachments

- A. Area Maps
- B. SUP Considerations
- C. Proposed Conditions and SUP Plan
- D. Building Elevations

Attachment A - Map VICINITY MAP



January 10, 2017

Major Roads

— <all other values>

—

— COUNTY

— LOCAL

MAJOR

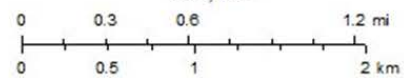
MINOR

PRIVATE

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Town Limits

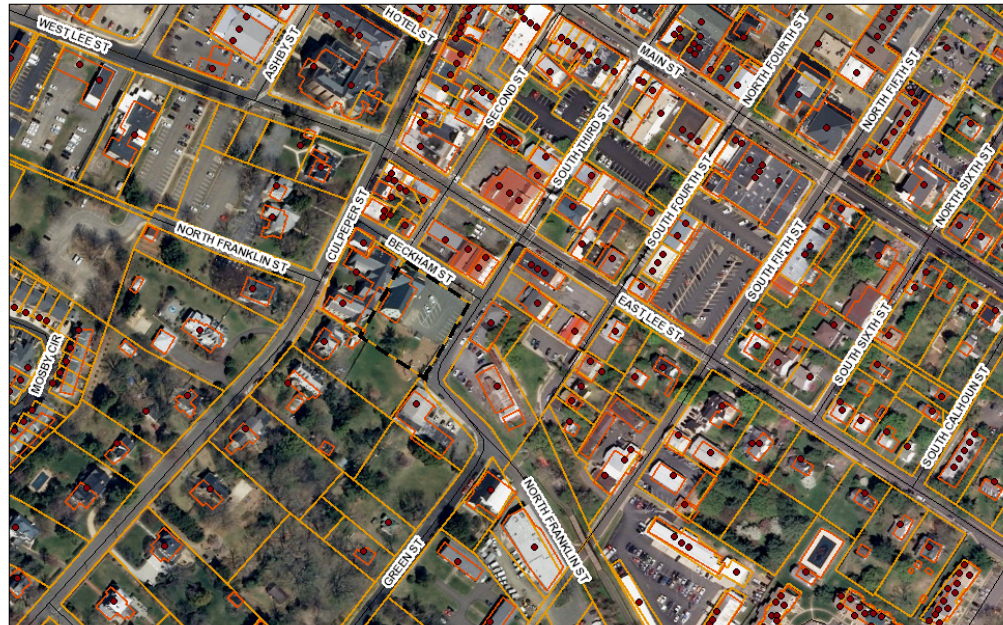
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Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), Swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

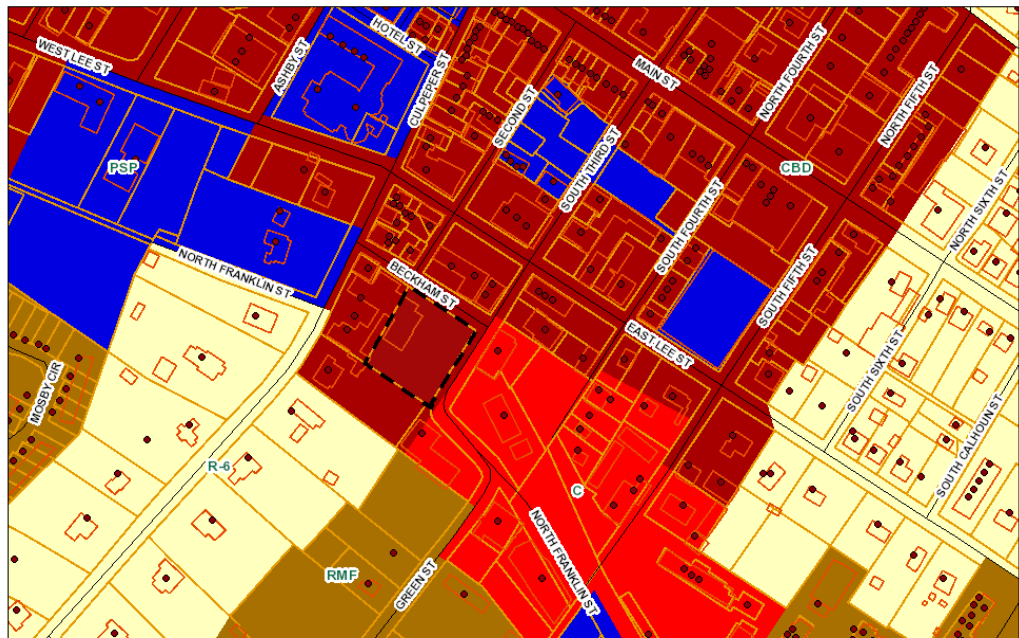
AERIAL MAP

Town of Warrenton, VA WebGIS Parcels - Parcel ID: 6984-32-8993-000

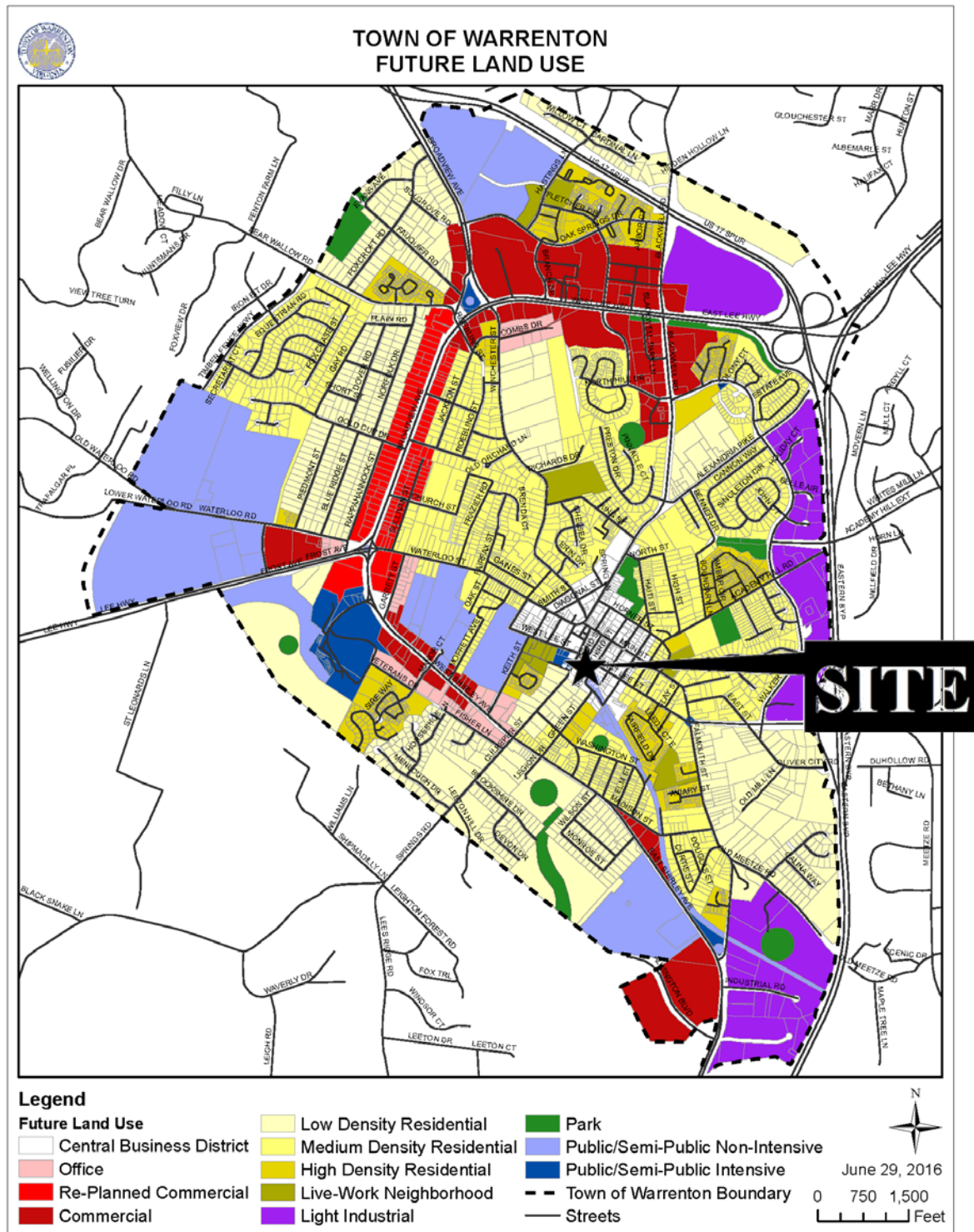


EXISTING ZONING MAP

Town of Warrenton, VA WebGIS Parcels - Parcel ID: 6984-32-8993-000



Attachment A - Map FUTURE LAND USE MAP



Special Use Permit Considerations

Section 11-3.10.3 of the Town of Warrenton Zoning Ordinance states that in considering requests for Special Use Permits (SUP), the following standards should be considered:

Comprehensive Plan

The Property is designated CBD on the Future Land Use Map. *The intent of this district is to provide for orderly development, infill and revitalization of the central business and commerce area of the Town of Warrenton in accordance with objectives, policies, and proposals of the Comprehensive Plan of the Town; and for the logical and timely development of the land for primarily business purposes providing for higher density residential development, especially on the upper floors of structures on Main Street and encouraging a lively retail environment at the street level of Main Street.*

This designation covers the historic, mixed-use downtown area and closely matches the area of the existing CBD zoning district. This category has been designated for the central area of Warrenton which is presently developed as one of the Town's commercial/business areas. Downtown should continue to be a diverse area, offering a wide range of goods, services and activities. Therefore, the downtown is planned for a mix of business, commercial, public-semi-public, and residential uses, mixing the new development with existing uses to create a special and diverse destination for tourists and visitors, as well as a good place to live and work.

Parking continues to be one of the main issues of the downtown. Available spaces must be convenient, safe, and attractive to customers. These parking attributes influence customer choice and affects the character of the downtown and its ability to compete with commercial uses, particularly shopping centers outside of the downtown area. Where onstreet parking can be located, it should be encouraged. Likewise, loading areas should be located as to minimize traffic and sight distance problems.

Public/Semi-Public Uses

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. ...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.

This analysis is based on the relevant Comprehensive Plan action strategies, goals, and policies.

Standard	Analysis
Whether the proposed Special Use Permit is consistent with the Comprehensive Plan.	The SUP proposes to continue an established use in order to provide a setting for educational, social, and recreational activities that support the residents of the community.
Whether the proposed Special Use Permit will result in the preservation or destruction, loss or damage of any significant topographic or physical, natural, scenic, archaeological or historic feature.	The proposed addition was relocated to accommodate the existing garage, which was identified as significant by the members of the Architectural Review Board, but not a contributing structure.
The effect of the proposed Special Use Permit on environmentally sensitive land or natural features,	The proposed Special Use Permit allows the continued use of an existing site in an expanded footprint. There

Attachment B – SUP Considerations

wildlife habitat and vegetation, water quality and air quality.	are no identified environmentally sensitive features, habitat, or vegetation at this location or that will be impacted by the proposed addition.
The location of any major floodplain and steep slopes.	No major floodplains or steep slopes are on the property.

Zoning

The subject parcel is zoned **CBD**, the legislative intent of the CBD District is the following:

The intent of this district is to provide for orderly development, infill and revitalization of the central business and commerce area of the Town of Warrenton in accordance with objectives, policies, and proposals of the Comprehensive Plan of the Town; and for the logical and timely development of the land for primarily business purposes providing for higher density residential development, especially on the upper floors of structures on Main Street and encouraging a lively retail environment at the street level of Main Street.

Standard	Analysis
The compatibility of the proposed use with other existing or proposed uses in the neighborhood, and adjacent parcels.	The proposed use is compatible with the existing and proposed uses in the neighborhood. Although not a requirement due to the fact that the expansion is less than fifty percent of the area and square footage of the buildings, off-site impacts should be mitigated with the installation of landscaped buffers along the perimeter of the property abutting residential uses.
The location and area footprint with dimensions (all drawn to scale), nature and height of existing or proposed buildings, structures, walls, and fences on the site and in the neighborhood	The new building that is proposed is subject to the review of the Architectural Review Board. Three work sessions have been undertaken to address the changes to the site. Staff and the Board are working with the applicant to assure the applicable standards are met involving the nature and height of the proposed building in relation to the existing structures.
The timing and phasing of the proposed development and the duration of the proposed use.	The school will continue operating during the construction phase, except during the normal summer recess. The applicant would like to time the opening of the new building with the start date of the fall school session. Construction staging is shown on the plan.
Whether, in the case of existing structures proposed to be converted to uses requiring a Special Use Permit, the structures meet all code requirements of the Town of Warrenton.	<p>The existing structures currently being used by the School are older, historic buildings. The new building is intended to replace facilities in current use, including some offices that were converted to classrooms, that are somewhat constrained by location and age. Improvements to the site include a mechanical mezzanine that will update a portion of the facility to current building codes.</p> <p>Sidewalks and stairs, shown on the site plan submitted with the application, will connect parking areas and sidewalks to the buildings. All required handicapped/ADA spaces are provided</p>

Attachment B – SUP Considerations

Standard	Analysis
	directly to the rear of the site.
The location, character, and size of any outdoor storage. The location and use of any anticipated accessory uses and structures.	An existing detached garage on the Rectory parcel is planned to remain in its current location. There is a small shed on the property not noted on the plans. The applicant states the recreational play area to the rear of the school will be relocated to an area behind the Rectory and rented area behind Chilton House. However, this is not shown.
The location and use of any existing non-conforming uses and structures.	The property line that goes through the existing church building will be address through boundary line adjustments.

Transportation

Standard	Analysis
The traffic expected to be generated by the proposed use, the adequacy of access roads and the vehicular and pedestrian circulation elements (on and off-site) of the proposed use, all in relation to the public's interest in pedestrian and vehicular safety, efficient traffic movement and access in case of fire or catastrophe. Whether the proposed use will facilitate orderly and safe road development and transportation.	Traffic is not expected to increase. However, the internal configuration of circulation and parking will change to accommodate the new building. In particular, the pick-up and drop-off areas are planned to extend and to change to two lanes, and are shown on the plans to exit to South Third Street. This generates questions as to how the two lanes will converge prior to exiting, at a point where a third lane will be also converging from the lower parking area. Therefore, the internal configuration and exit point requires further clarification and study by the Applicant and subsequent review by staff.
Whether the proposed Special Use Permit at the specified location will contribute to or promote the welfare or convenience of the public.	The proposed improvements to the internal configuration of the parking, pick-up, and drop-off areas could improve current traffic issues at the site by reducing stacking at the entrance on Beckham Street.
The location and screening of parking and loading spaces and/or areas.	Parking is shown to the rear of the site. No landscaping or screening is shown. Loading areas are not shown.
Refuse and service areas	Dumpsters or other service areas are not shown on the presented plans. There is some question as to where they might be located, given the proposed configuration of the parking, pick up and drop off, and ingress/egress locations.

Public Utilities

Standard	Analysis
Whether the proposed Special Use Permit will be served adequately by essential public facilities, services and utilities.	The site is to be served by public utilities, currently in place, and not planned to be expanded or reconfigured. A new meter will be required.
The location of any existing and/or proposed	Not shown, no changes are proposed.

Attachment B – SUP Considerations

adequate on and off-site infrastructure.	
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Public Safety

Standard	Analysis
Whether the proposed Special Use Permit will adequately provide for safety from fire hazards and have effective measures of fire control.	Fire and police have direct access to the property via Culpeper, Beckham and South Third streets.

Landscaping and Noise Mitigation

Standard	Analysis
The level and impact of any noise emanating from the site, including that generated by the proposed use, in relation to the uses in the immediate area.	The properties will be held to Article 9-14 Performance Standards for all Non-Residential Uses and Town Code provisions relating to disturbing the peace (e.g. Sections 11-19 – Noise; 11-20 – Nuisances; 11-21 – Odors).
The nature and extent of existing or proposed landscaping, screening and buffering on the site and in the neighborhood.	This project will require a Site Development Plan (SDP), which must meet the applicable sections in the Zoning Ordinance. Existing trees and shrubs are shown and are assumed to remain. The applicant states they will request a waiver from landscaping requirements, but there is no process for this in the Zoning Ordinance.

Lighting and Signage

Standard	Analysis
The glare or light that may be generated by the proposed use in relation to uses in the immediate area.	In accordance with the SDP requirements, a lighting plan that meets the current Zoning Ordinance requirements in Article 9-8 is required. None has been provided as part of the SUP Plan and a waiver is requested.
The proposed location, lighting and type of signs in relation to the proposed use, uses in the area, and the sign requirements of this Ordinance.	Any changes in signage will require a zoning permit and a Certificate of Appropriateness. No sign locations are shown on the SUP Plan.

Attachment B – SUP Considerations

Agency Comments

The following agencies have reviewed the proposal and their comments have been summarized in this report. Individual comments are in the case file in the Planning Office:

Kimley-Horn, Town Transportation Consultant
Parks and Recreation Department
Planning and Community Development Department
Police Department
Warrenton Volunteer Fire Department

PROPOSED CONDITIONS

Owner: Saint James' Episcopal Church Trustees
Applicant: Saint James' Episcopal Church and School

Special Use Permit: SUP 2016-05

Address: 73 Culpeper Street

GPIN 6984-32-8993-000, 6984-33-7061-000, 6984-32-7819-000, 6984-33-7089-001 (the "Property")

Special Use Permit Area: +/-1.7788 acres

Zoning: CBD, Central Business District

Date: February 14, 2017

In approving a Special Use Permit, the Town Council may impose such conditions, safeguards and restrictions as may be necessary to avoid, minimize or mitigate any potentially adverse or injurious effect of such special uses upon other properties in the neighborhood, and to carry out the general purpose and intent of this Ordinance. The Council may require a guarantee or bond to ensure that conditions imposed will be complied with. All required conditions shall be set out in the documentation approving the Special Use Permit (SUP).

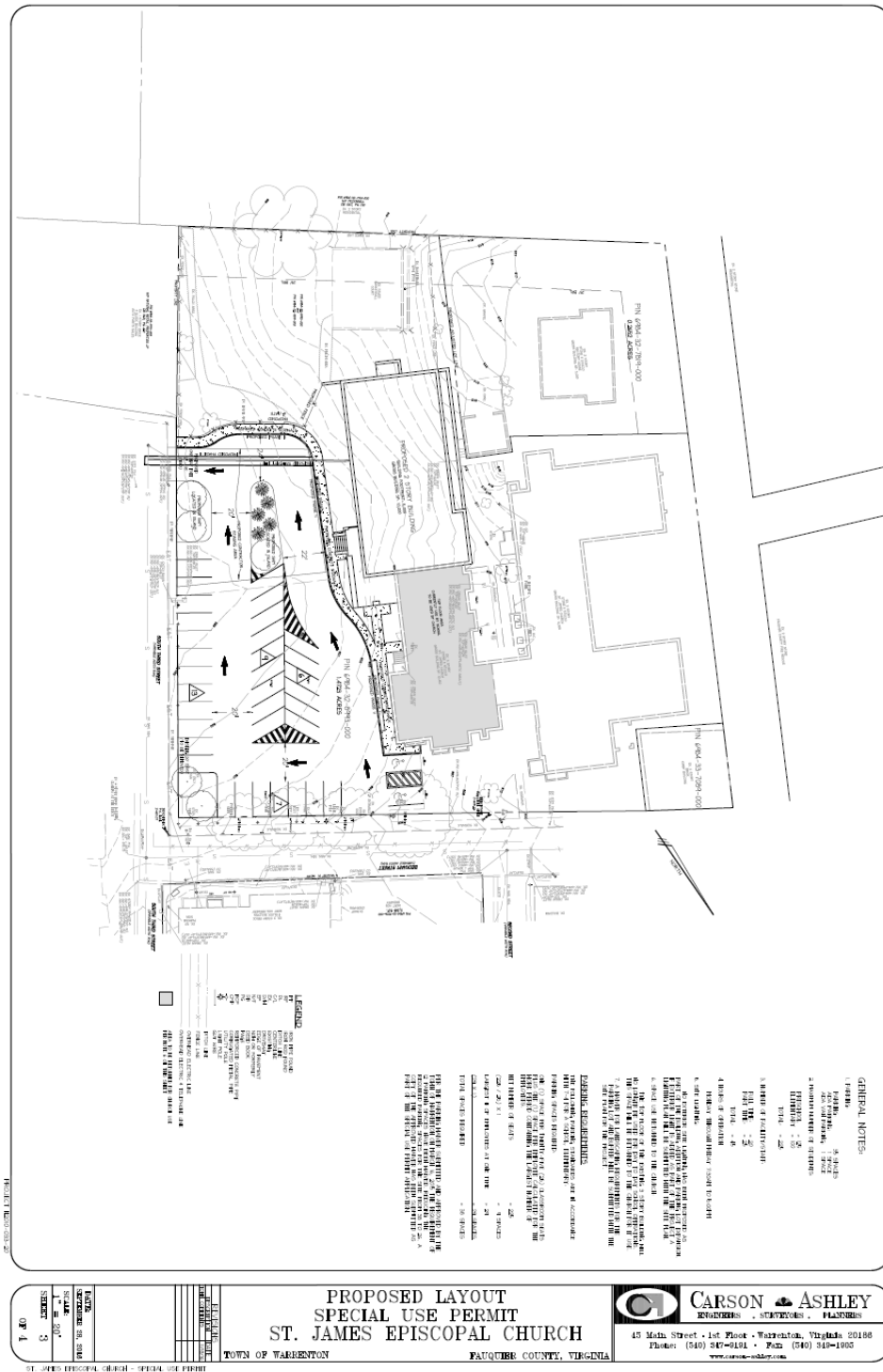
The Applicant shall file a site plan within one (1) year of approval of this Special Use Permit by the Town Council, and shall have up to five (5) years from the date of final site plan approval to commence the proposed use. Issuance of an occupancy permit constitutes commencement of the use.

1. Site Development – The Property shall be developed in general conformance with these conditions and the Special Use Permit Plan, Saint James' Episcopal Church and School Expansion (the "Plan"), dated September 28, 2016, revised through December 23, 2016, and prepared by Carson Land Consultants.
2. Use Parameters
 - a) Special Use Permit Area – The Special Use Permit shall apply to the entire +/-1.7788 acre site.
 - b) Use Limitations – The use shall be limited to a religious institution and related facilities including the church, school, and those accessory uses customarily incidental to the primary uses.
 - c) Maximum Students – The maximum number of students shall be the current number of 225.
3. Refuse Storage Area – Any refuse storage areas shall be screened with a solid enclosure constructed of materials that are compatible with the buildings on the property. The enclosure shall have gates that prohibit viewing this area from adjoining properties and public rights-of-way. The gates shall remain closed when not in use and the trash containers shall be emptied as necessary to prevent odors or infestation by vermin. Compliance with this condition shall be demonstrated on each final site plan(s).
4. Environment – All landscaping shall be native and drought-resistant or other species as may be approved on the final site plan(s).

Attachment C
Conditions dated February 14, 2017

- a) Landscaping – The Applicant shall make all efforts to maintain and preserve the existing mature vegetation and hardwood trees when feasible.
 - b) Minimize Clearing and Grading – The Applicant shall show the limits of clearing and grading for the site on the approved final site plan(s). For portions of buffers located outside the limits of clearing and grading, the existing vegetation shall be preserved and supplemented to meet the intent the buffer as noted above. In addition, existing trees and shrubs shall be incorporated into the landscaping plan. This does not preclude the removal of diseased, noxious and/or invasive vegetation.
 - c) Stormwater Management – The Applicant shall provide one hundred percent (100%) of the required stormwater quality control measures for the site. The locations and specific techniques to be utilized shall be determined at the time of plan review and discussed with Stormwater Management staff prior to submittal of the first final site plan.
5. Lighting – Building-mounted security lighting, which is full cut-off and directed toward the building and in compliance with the Zoning Ordinance, shall be permitted. All other proposed lighting shall be addressed at its plan in accordance with the Zoning Ordinance.
6. Transportation
- a) Vehicular Access – The site shall be accessed from the Beckham Street entrance. Egress shall be controlled via a stop sign traffic control with stop bar at the South Third Street exit. Re-alignment or re-location of this egress shall facilitate the safe stopping, turning, and movement of vehicular traffic into the existing travelway. Phase I and Phase II on the SUP Plan are applicable to construction phasing of the overall project. Final Site Plan approval requires both Phases to be shown.
 - b) Handicapped Parking and Signage – Handicapped parking and signage for shall be provided in accordance with the PFM and the Americans with Disabilities Act.
 - c) Parking Attendant – Egress shall be facilitated by a staff designated parking attendant from 8:00-8:15, or the conclusion of drop-off, whichever occurs first.
7. Water – The site shall continue to be served by public water, with the Applicant bearing all costs associated with providing the expansion with the additional services that will be required. Construction of a new 2-story building with separate access to the outdoors will require a separate water meter, per Town code.

Attachment C – Special Use Permit Plan Dated January 28, 2013, revised December 19, 2014



Attachment D – Building Elevations





Land Planning, Surveying & Site Design

STATEMENT OF JUSTIFICATION
ST. JAMES EPISCOPAL SCHOOL
SPECIAL USE PERMIT – ARTICLE 11

Project Name: St. James Episcopal Church
Property Owner: St. James Episcopal Church, Tees
Applicant: St. James Episcopal Church, Tees
Location: 73 Culpeper Street, Warrenton, VA 20186
Ward: 5
PIN: 6984-32-8993-000 & 6984-32-7819-000
Acreage: 0.6556 acres
Zoning: Central Business District (CBD)
Request: Special Use Permit for continue use of School operations with future expansion.

Introduction

The applicant is requesting approval of a Special Use Permits for the continuing use of their school within a future expansion located at 73 Culpeper Street in The Town of Warrenton, Virginia.

Statement

The St James Episcopal Church wishes to construct a new school building to update and improve their existing school. This expansion will be located along the south wall of the existing school and is planned to be a two-story building addition with mechanical mezzanine on a footprint of 5,000 square feet. The exterior of the expansion will be similar in style, finish and height as the adjacent church structures. The expansion will be served by existing water, sanitary, electrical and storm located in the rights-of-way abutting the property. The hours of operations for the school will remain the same with most public activity occurring at 8:00am, 2:00pm and 3:00pm when children are dropped off and picked up. The existing entrance from Beckham Street would remain the main entrance to the school but the existing exit onto South 3rd Street is proposed to be relocated to align with East Franklin Street. Both the drop-off location for the new building and the improved egress will improve the flow of vehicles and improve the stacking conditions on the adjacent streets. It will also simplify emergency access to the property.

The current open space that is located to the south of the existing school, which is used for outdoor school activities will remain and continue to be use as such. The property currently has mature trees located along the north of the parking lot that are also planned to remain.

The level of noise, light and odors generated by the use of the property will be no greater than current use.

SPECIAL USE PERMIT STANDARDS

The proposed uses is a permissible use in the Central Business District (CBD) zoning district subject to the general standards for Special Use Permits set forth in §3-4.11 of the Town of Warrenton Zoning Ordinance.

The siting of proposed addition will not adversely affect properties which are all commercial uses or desire to be so. Further, as this project primarily consists primarily modernizing of an already established school, there will be no real negative change in the existing conditions with regard to the adjacent properties and, with regard to street congestion, should actually improve with circulation changes that are proposed. As such, it will not inhibit the appropriate development of adjoining properties.

TRAFFIC ASSESSMENT

As noted, the proposed addition is primarily to modernize the school facility and return much of the existing school to traditional church function. As such, there will not be a noticeable increase in school traffic as a result of this addition.

SUMMARY

This application is consistent with its Central Business District (CBD) zoning designation and the character & complexion of the existing commercial uses that are adjacent to the proposed addition. Additionally, we believe the continued prosperity of this long-standing Warrenton institution is good for the Warrenton and this school improvement is an important part of St. James' continuing contribution to the community. We appreciate your consideration of this application and respectfully request your approval of the Special use Permit request.

For the St. James Episcopal Church

By Carson Land Consultants, LLC

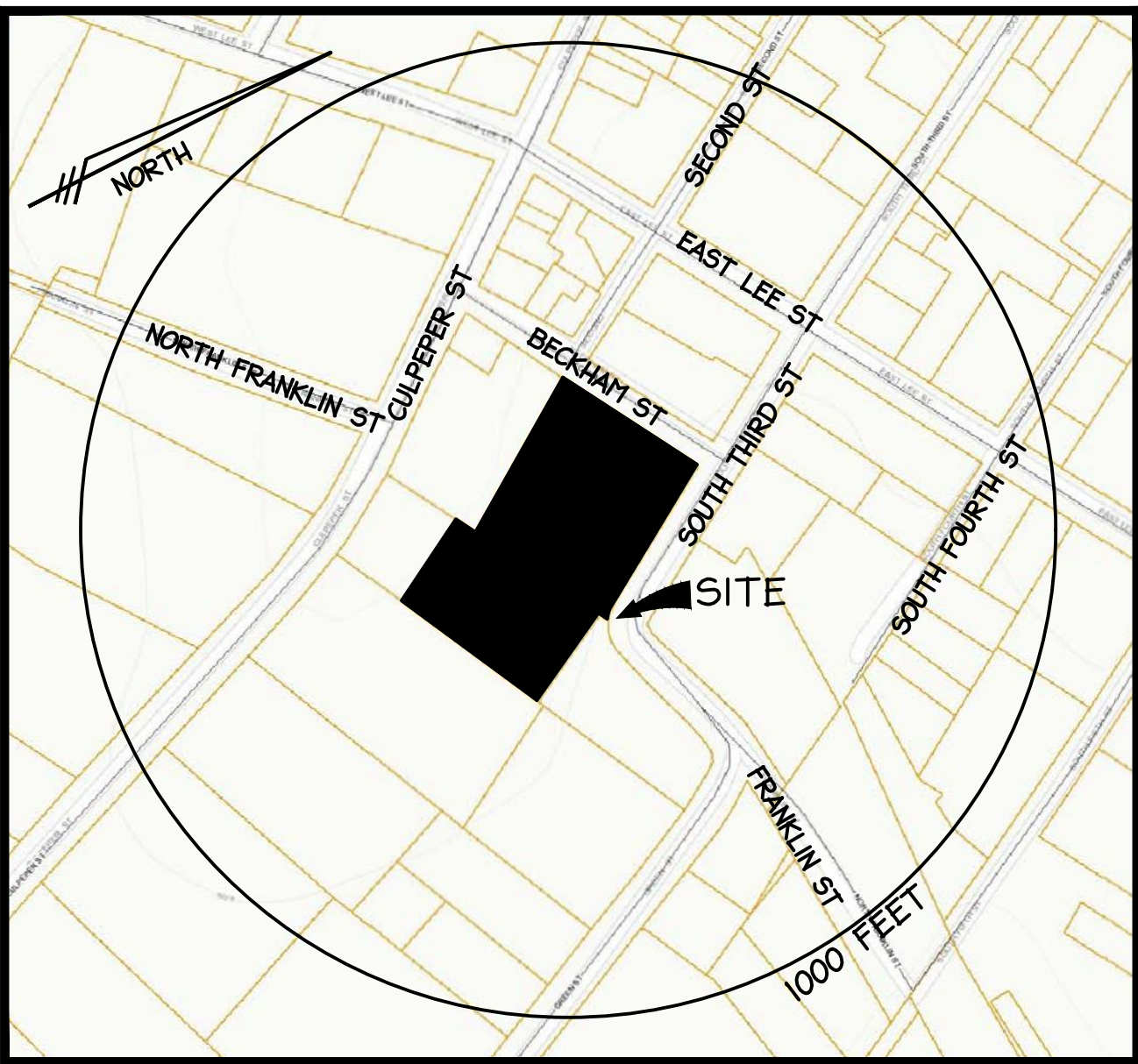
A handwritten signature in blue ink, appearing to read "James A. Carson, Jr.", is written over a horizontal line.

By: James A Carson, Jr., P.E.

SPECIAL USE PERMIT SAINT JAMES CHURCH

TOWN OF WARRENTON
FAUQUIER COUNTY, VIRGINIA
SEPTEMBER 28, 2016
LAST REVISED: FEBRUARY 1, 2017

LEGEND	
	CENTERLINE
	CLEANOUT
	EXISTING
	EDGE OF PAVEMENT
	TELEPHONE
	IRON PIPE SET
	IRON PIPE FOUND
	ELECTRIC TRANSFORMER
	WATER VALVE UNLESS NOTED
	SIGN
	FIRE HYDRANT
	LIGHT OR UTILITY POLE
	PROPERTY OR R/W LINES
	CENTER LINE
	EASEMENT LINE
	EXISTING TRAVEL WAY/ EDGE OF PAVEMENT
	PROPOSED EDGE OF PAVEMENT
	EXISTING CURB AND GUTTER
	PROPOSED CURB AND GUTTER
	FENCE LINE
	ADJACENT PROPERTY OWNERS
	WATERLINE
	SANITARY SEWER LINE
	EXISTING FIRE HYDRANT
	PROPOSED FIRE HYDRANT
	EXISTING OVERHEAD ELECTRIC
	EXISTING POWER OR TELEPHONE POLE
	LIGHT POLE
	EXISTING CONTOUR W/ ELEVATION
	PROPOSED CONTOUR W/ ELEVATION
	EXISTING SPOT ELEVATION
	PROPOSED SPOT ELEVATION
	EARTH DEPRESSION
	DITCH, SHALE, STREAM OR SPRING
	SWAMP OR MARSH AREA
	DRAINAGE DIVIDE
	PATH (DIRT, GRAVEL, CRUSHED STONE, ETC.)
	TREE LINE
	LIMITS OF CLEARING & GRADING
	TREES AND SHRUBS



VICINITY MAP

SHEET INDEX	
SHEET NO.	DESCRIPTION
1	COVER SHEET
2	EXISTING CONDITIONS
3	PROPOSED SITE LAYOUT
4	VEHICLE STACKING
5	ELEVATIONS
5	TOTAL NUMBER OF SHEETS

- GENERAL NOTES:
- REQUESTING APPROVAL OF A SPECIAL USE PERMITS FOR THE CONTINUING USE OF THEIR SCHOOL WITHIN A FUTURE EXPANSION LOCATED AT 73 CULPEPER STREET IN THE TOWN OF WARRENTON, VIRGINIA.
 - PIN: 6984-32-8993-000; BOOK 214, PAGE 498
6984-32-7819-000; BOOK 115, PAGE 14
6984-33-7089-000; BOOK 187, PAGE 189
6984-33-7061-000; BOOK 122, PAGE 105
 - ZONED: CENTRAL BUSINESS DISTRICT (CBD)
 - OWNER:
ST. JAMES EPISCOPAL CHURCH TEES
73 CULPEPER STREET
WARRENTON, VA 20186
 - PARKING:
EXISTING PARKING: 26 SPACES
 - MAXIMUM NUMBER OF STUDENTS:
PRESCHOOL = 125
ELEMENTARY = 100
TOTAL: = 225
 - NUMBER OF FACILITY/STAFF:
FULL TIME: = 20
PART TIME: = 25
TOTAL: = 45
 - HOURS OF OPERATION:
MONDAY THROUGH FRIDAY 7:30AM TO 5:00PM
 - SITE LIGHTING:
THE EXISTING PARKING LOT CURRENTLY DOES NOT HAVE ANY EXTERIOR LIGHTING. EXTERIOR LIGHTING FOR THE PARKING LOT IS CURRENTLY PROVIDED BY STREET LIGHTING ALONG THE RIGHT-OF-WAY. THE EXISTING BUILDING CURRENTLY DOES NOT HAVE ANY EXTERIOR WALL MOUNTED LIGHTING.
 - THE REFUSE STORAGE AREA IS CURRENTLY LOCATED WITHIN AN EXISTING SHED ON THE EAST SIDE OF THE EXISTING SCHOOL BUILDING. THIS SHED WILL CONTINUE AS THE REFUSE STORAGE AREA FOR THE SCHOOL. IT CURRENTLY MEETS AND WILL CONTINUE TO MEET THE REQUIREMENTS OF BEING STORED WITHIN A SOLID ENCLOSURE WITH A DOOR. LOCATION SHOWN WITHIN THIS SPECIAL USE PERMIT PLAN.

PARKING REQUIREMENTS

THE FOLLOWING PARKING STANDARDS ARE IN ACCORDANCE WITH 7-4 FOR A SCHOOL, ELEMENTARY:

PARKING SPACES REQUIRED:

ONE (1) SPACE PER TWENTY-FIVE (25) CLASSROOM SEATS PLUS ONE (1) SPACE PER EMPLOYEE CALCULATED FOR THE WORK PERIOD CONTAINING THE LARGEST NUMBER OF EMPLOYEES.

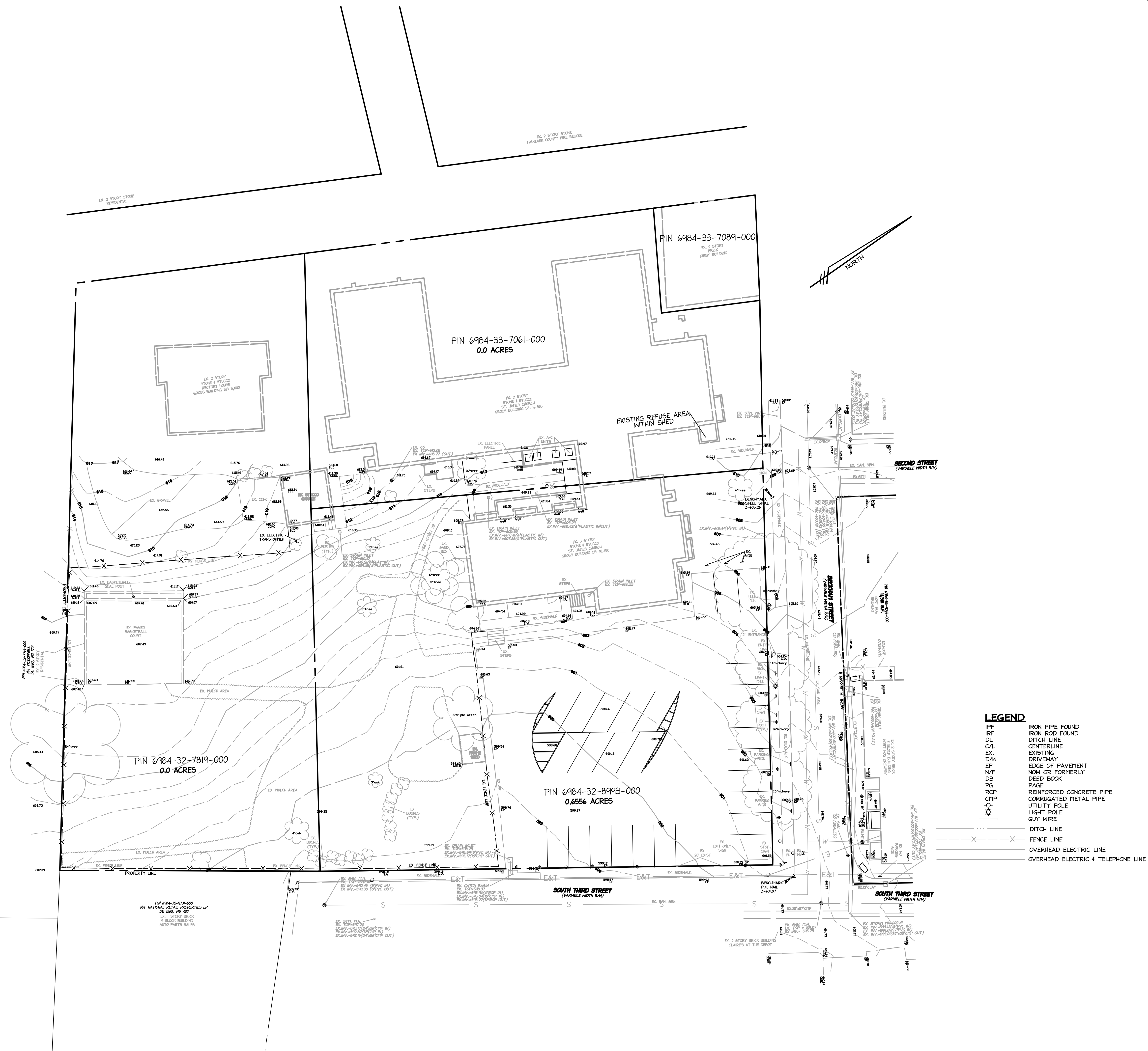
NET NUMBER OF SEATS	= 225
(225 / 25) X 1	= 9 SPACES
LARGEST # OF EMPLOYEES AT ONE TIME	= 29
(29 X 1)	= 29 SPACES
TOTAL SPACES REQUIRED	= 38 SPACES

PER THE PARKING WAIVER SUBMITTED AND APPROVED BY THE TOWN OF WARRENTON ON MARCH 16, 2016 THE REQUIREMENT OF 12 PARKING SPACES HAVE BEEN WAIVED. REDUCING THE REQUIRED PARKING SPACES FOR THE SITE FROM 38 TO 26. A COPY OF THE APPROVED WAIVER HAS BEEN SUBMITTED AS PART OF THE SPECIAL USE PERMIT APPLICATION.

SPECIAL USE PERMIT
SAINT JAMES CHURCH
TOWN OF WARRENTON
FAUQUIER COUNTY, VIRGINIA
SEPTEMBER 28, 2016
LAST REVISED: FEBRUARY 1, 2017

TOWN OF WARRENTON CASE # SUP 2016-05

CARSON
LAND CONSULTANTS
Land Planning, Surveying & Site Design
45 Main Street, 1st Floor ♦ Warrenton VA 20186
Phone: (540) 347-9191 ♦ Fax: (540) 349-1905
www.CarsonLC.com



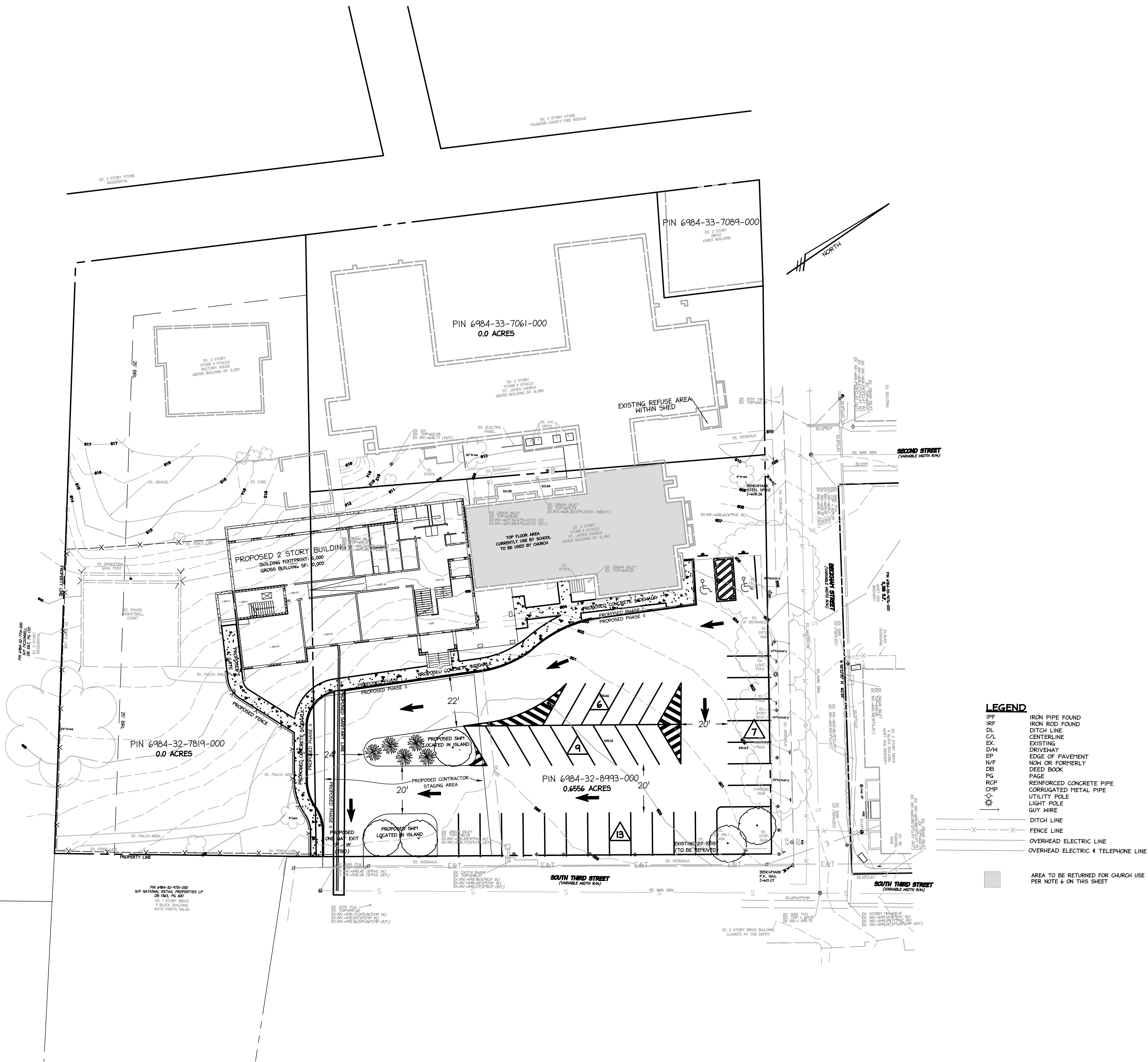
LEGEND

IPF	IRON PIPE FOUND
IRF	IRON ROD FOUND
DL	DITCH LINE
C/L	CENTERLINE
EX	EXISTING
D/W	DRIVENWAY
EP	EDGE OF PAVEMENT
N/F	NOW OR FORMERLY
DB	DEED BOOK
PG	PAGE
RCP	REINFORCED CONCRETE PIPE
CMP	CORRUGATED METAL PIPE
UT	UTILITY POLE
LP	LIGHT POLE
GW	GUY WIRE
---	DITCH LINE
-X-X-	FENCE LINE
---	OVERHEAD ELECTRIC LINE
---	OVERHEAD ELECTRIC & TELEPHONE LINE

EXISTING CONDITION
SPECIAL USE PERMIT
ST. JAMES EPISCOPAL CHURCH

REVISIONS	
DESCRIPTION	DATE
TOWN COMMENTS	10/18/16
TOWN COMMENTS	1/18/17

DATE:
SEPTEMBER 28, 2016
SCALE:
1" = 20'
SHEET 2
OF 5



PROPOSED LAYOUT
SPECIAL USE PERMIT
ST. JAMES EPISCOPAL CHURCH

TOWN OF WARRENTON FAUQUIER COUNTY, VIRGINIA

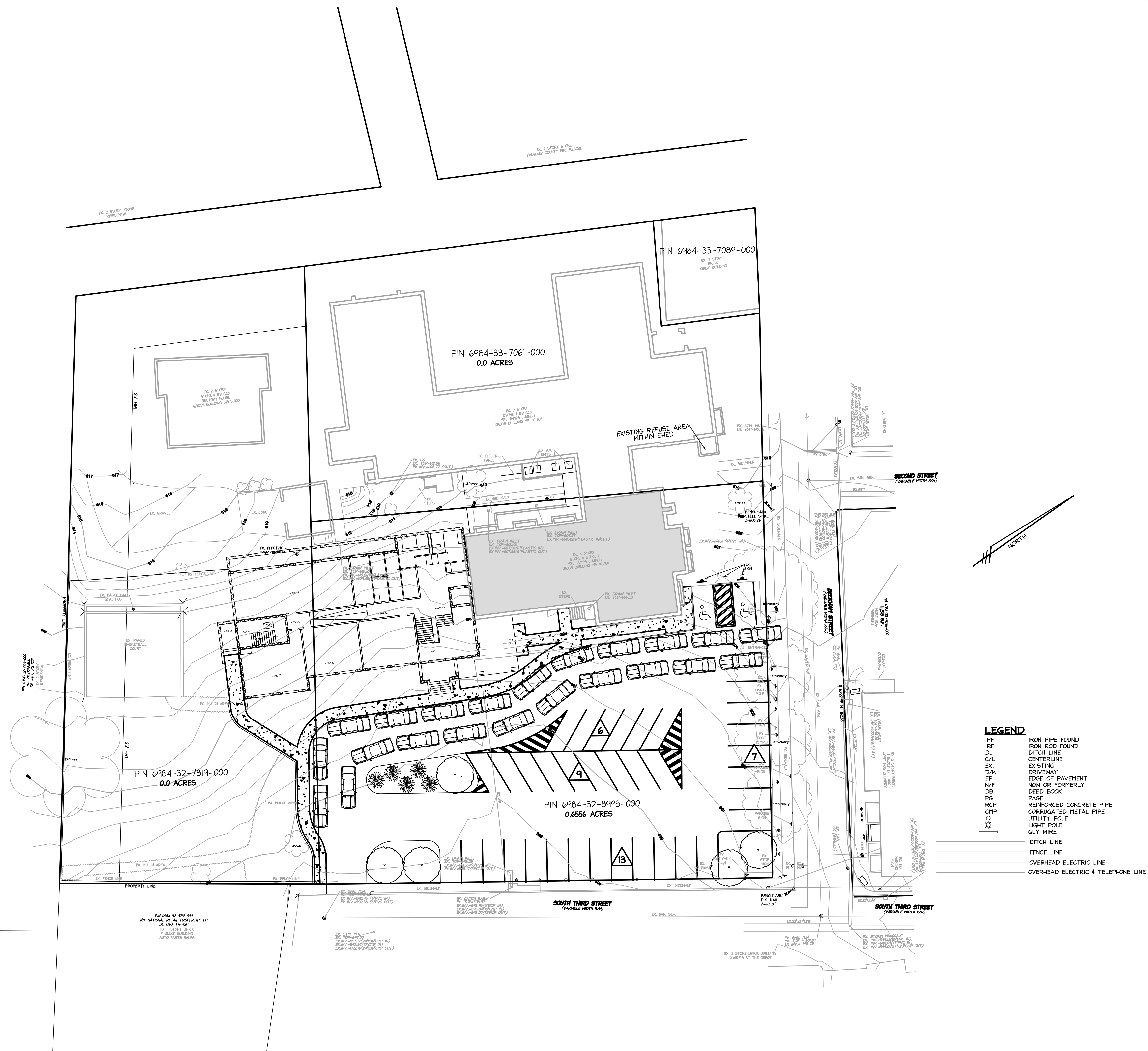
REVISIONS	
DESCRIPTION	DATE
TOWN COMMENTS	11/18/16
TOWN COMMENTS	12/23/16
TOWN COMMENTS	1/18/17

DATE:
SEPTEMBER 28, 2016

SCALE:
1" = 20'

SHEET 3

OF 5



CARSON

LAND CONSULTANTS

Land Planning, Surveying & Site Design

45 Main Street, 1st Floor • Warrenton, VA 20186

Phone: (540) 347-9191 • Fax: (540) 346-1905

www.CarsonLC.com

VEHICLE STACKING
SPECIAL USE PERMIT

ST. JAMES EPISCOPAL CHURCH

FAUQUIER COUNTY, VIRGINIA

REVISIONS	
DESCRIPTION	DATE

DATE:
SEPTEMBER 28, 2016

SCALE:
1" = 20'

SHEET 4

OF 5

PROJECT #2010-033-20

ST. JAMES EPISCOPAL CHURCH - SPECIAL USE PERMIT



SAINT JAMES' EPISCOPAL CHURCH & SCHOOL
73 Culpeper St.,
Warrenton, VA 20186



EXTERIOR VIEWS

DEC 08, 2016

Kerns Group Architects, P.C.
105 N. Maple Ave., Suite 200
Falls Church, Virginia

Copyright 2016 Kerns Group Architects, P.C., All Rights Reserved

REVISIONS	
DESCRIPTION	DATE

DATE:
SEPTEMBER 28, 2016

SCALE:
AS NOTED

SHEET 5

OF 5

CARSON
LAND CONSULTANTS
Land Planning, Surveying & Site Design
45 Main Street, 1st Floor • Warrenton, VA 20186
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BUILDING ELEVATION
ST. JAMES EPISCOPAL CHURCH
TOWN OF WARRENTON FAUQUIER COUNTY, VIRGINIA

ST. JAMES EPISCOPAL CHURCH - SPECIAL USE PERMIT



Town Council Meeting Item Number: a.(1)
February 14, 2017

Agenda Memorandum
Submitted by:

Issue: **Draft January 10, 2017 Council Minutes**

Background:

Discussion:

Financial
Impact:

Recommended
Action:

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
January 10 2017 Council Minutes	Cover Memo	2/9/2017

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF
WARRENTON HELD ON JANUARY 10, 2017

The regular meeting of the Council of the Town of Warrenton was held on January 10, 2017 in the Town Council Chambers and was called to order by Mayor Powell Duggan at 7 p.m.

Councilmembers present: Mayor Powell L. Duggan, presiding, Vice Mayor Sunny Reynolds, Councilmembers Sean M. Polster, Jerry M. Wood, Alec P. Burnett, Brett A. Hamby, Robert H. Kravetz and Kevin T. Carter.

Also present: Brannon Godfrey, Town Manager, Whitson W. Robinson, Town Attorney, and Evelyn J. Weimer, Town Recorder.

Invocation was given by Councilman Jerry M. Wood.

APPROVAL OF THE AGENDA.

Mr. Kravetz moved that consideration of the Rotary Club offer of a clock to the Town be added under Unfinished Business. Mr. Carter seconded the motion and Council approved on a 7-0 Council vote (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter; against: none).

CITIZENS TIME

Mr. Dink Godfrey

Mr. Godfrey, 341 Chappell Street, came forward and commented that it had been 10 years tomorrow since the passing of Mr. Harold Spencer and Council held a moment of silence for him. He felt it would be nice for a moment of silence to be held in his memory on the 10-year anniversary. He was aware that a Code of Ethics had been signed and he felt that the house should be sold. Since all the ventures at the site had failed over 17 years, he suggested the house be marketed and sold. He noted that Wikipedia has houses listed on its site as being in Warrenton but they are actually in Culpeper. He said that by his observation there is a dangerous situation for pedestrians on Third Street since the street directional change due to speed of vehicles and some had turned left. He questioned why the approximate \$185,000 proffered by Walmart for a traffic signal was not a safety issue.

Mrs. Pat White

Mrs. White, 8045 Bentley Lane, Catlett and Chairman of the Fauquier County Library Board thanked Council for the letter of support from the Town. She stated that parking at the current library is a serious problem and is not anywhere what is needed for a 21st century library. He hoped that the Town would continue to support the Board as they continue to keep the item in the CIP for the coming years.

HEAR FROM CENTER DISTRICT SUPERVISOR

Supervisor Granger came forward and noted that Mr. Rick Gerhardt is the new Board of Supervisors Chairman and Mr. Chris Butler is Vice Chairman. He said that the Board had

recommended that there be a consolidated school on the Taylor site. The Board will have a long range planning meeting to talk about the CIP 5-year budget, to include tax rates, the week of January 30.

CONSENT AGENDA

- a. Approval of Council minutes of the regular meeting held on December 13, 2016
- b. Staff reports and Board and Commission minutes.
 - (1) Miscellaneous staff reports
 - (2) Receive minutes of the Planning Commission meeting held on December 20, 2016 and Architectural Review Board on December 22, 2016
- b. Bond Reduction – Cubesmart
- c. Approval of November Financials

Mr. Wood moved that the “Bond Reduction – Cubesmart” item be pulled from the Consent Agenda and Mr. Carter seconded the motion. Council voted 7-0 (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Wood, against: none) for the motion.

Mr. Carter asked that his reference to a staff report from the Economic Development Manager be added to the minutes.

On a motion by Mr. Kravetz, seconded by Mr. Reynolds, the Consent Agenda with Mr. Carter’s correction and minus the Cubesmart item was approved on a 7-0 Council vote (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Wood, against: none).

Mr. Godfrey explained that the total amount of the Cubesmart bond in May 2015 was \$74,752.17 and it would be reduced to \$7,475.22. The amount was primarily for the inspection of the remaining landscaping in the spring.

On a motion by Mr. Wood, seconded by Mr. Kravetz, the Council voted to approve the bond request reduction to \$7,475.22 on a 7-0 Council vote (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Wood, against: none).

UNFINISHED BUSINESS.

Gift of Clock by Rotary Club.

Mr. Kravetz moved that the Town accept the Rotary Club’s gift of a clock to be installed on Town property near the Post Office and the Town let me know and begin the installation process. Mr. Carter seconded the motion. Mr. Polster noted that there had been concerns about mass of scale and the strings that were attached. He also noted that feedback had not been received from merchants. Ms. Reynolds noted that she had had a concern about the electricity. Mr. Godfrey noted that the merchants group would be meeting on February 8 and Mrs. Kelly Anne Richardson would be sending out information on the clock and he had contacted the Partnership for Warrenton Board and they support it.

Mr. Godfrey noted that as far as the electricity it could come off of the street light. Mr. Tucker stated that he had received an email from Mr. Polster asking about the Town property in the area and it is basically back to the stairway and porch and look down toward Carson Ashley. Mayor Duggan stated that the Town Attorney says that it may require ARB approval and Mr. Robinson stated that he would need to think about whether it would be the Rotary Club or the Town who would be the applicant. Mr. Polster asked if a letter of intent could be written and then staff meet with the merchants to see their feelings. Ms. Reynolds felt a marker should be done to see where it would be with the current lights to see how high it would be in relation to the lights. Mr. Godfrey felt that Mr. Polster was indicating a mockup using the photo be prepared.

Mayor Duggan stated that he heard that Mr. Polster would like to make a friendly amendment to Mr. Kravetz's motion. Mr. Polster restated his amendment that a letter of intent be sent to the Rotary Club to begin the process which included the items the Town Manager had included in previous correspondence. Mr. Kravetz accepted the amendment and Mr. Carter seconded the motion as amended. On a vote of 7-0 (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none) the motion passed.

NEW BUSINESS.

Special Use Permit (SUP) 2016-04 – Walker Drive Cross Parking Agreement

Mr. Godfrey noted that it is the request for a SUP for shared parking between OTAC I and II and III. OTAC I and II parking has been in existence for some time and there is an excess of 37 parking spaces between the two building and OTAC III under construction now. He stated that OTAC III has a shortfall of 36 parking spaces and Mr. Michael Forsten, owner of all the properties, was asking for a cross parking agreement. The Planning Commission recommended approval of the SUP.

On a motion by Mr. Carter, seconded by Ms. Reynolds, SUP 2016-04 was approved as submitted on a 7-0 Council vote (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter, against: none).

Appointment of Planning Commissioner

Mr. Polster moved that the matter be tabled for 30 days and Mr. Wood seconded the motion. Mr. Polster stated that he felt it important that a process be established for the Planning Commission, ARB and BZA. Ms. Reynolds felt that the Council should move forward with filling the last vacant seat on the Planning Commission. On a motion of 3-4 (for: Polster, Wood, Burnett and against: Reynolds, Hamby, Kravetz, Carter) the motion failed.

Ms. Reynolds nominated Ryan Stewart for the Planning Commission vacancy and Mr. Hamby seconded the motion. Mr. Wood noted that he had another nomination. Mr. Robinson noted that there was a motion on the floor and there is an opportunity to discuss and if it fails, another motion could be made for a nomination. Mr. Robinson explained Roberts Rules concerning the procedure. Ms. Reynolds noted that she had talked with existing members of the Planning Commission and asked them if they would prefer someone with planning experience serving on the Commission. Mr. Wood felt that the procedure should be reviewed for the future. Mr. Polster pointed out that Ms. Reynolds went directly to the Planning Commission members and the rest of Council was not privy to the same information. He felt that information should have come from the Planning Commission to all Councilmembers so that all would have the same information. Ms. Reynolds felt it the Councilmembers job to talk with Planning Commission members or Planning Director. Mr. Polster noted that he had contacted Mr. Stewart in the past to serve on the Parks and Recreation Board and had

not received a call from him. Mr. Burnett noted that there should be a process and a template developed to establish a baseline for applicants for seats.

Mr. Wood again noted that he wanted to nominate an applicant and he has been involved in many nominations in the past and had never seen one work as this one. Mayor Duggan noted that there was a vote on the floor. He called for those in favor of the motion. The motion failed on a vote of 2-4 (for: Reynolds, Hamby; against: Polster, Wood, Kravetz, Carter).

Mayor Duggan called for nominations. Ms. Reynolds nominated Ryan Stewart and Mr. Wood nominated William D. Ashwell. The Mayor called for a motion that nominations be closed. Mr. Kravetz moved nominations be closed and Ms. Reynolds seconded the motion. Mr. Wood noted that Mr. Ashwell was a native of Fauquier and had moved his family back to the area. Ms. Reynolds noted that she had asked Mr. Ashwell to submit his application some time ago and was a great person. She noted, however, that she is looking for someone with planning experience to fill the vacancy. The Mayor called for Councilmembers voting for Mr. Stewart. Ms. Reynolds, Mr. Hamby, Mr. Kravetz, and Mr. Carter signified they were in favor of Mr. Stewart. Mr. Wood indicated he was in favor of Mr. Ashwell filling the vacancy. Both Mr. Polster and Mr. Burnett abstained from voting. Mr. Carter noted that Mr. Ashwell would be an asset to fill vacancies on any number of the boards that the Town has. He, however, felt that someone with planning experience would give great value to the group.

REPORTS AND COMMUNICATIONS.

Report from Town Attorney

Mr. Robinson indicated he had nothing further to report.

Report from Finance Committee.

Mr. Wood noted that the next Finance Committee meeting is January 23 at 7 p.m.

Report from the Public Safety and Transportation Committee

Mr. Kravetz indicated the next committee meeting is scheduled for January 25, 2017 at 10 a.m.

Report from the Public Works and Utilities Committee

Ms. Reynolds noted that at the last meeting there was discussion of solar panels on municipal buildings. The Manager will be obtaining additional information for the next meeting and the solar company will be in attendance. Mr. Tucker had reported on I/I. Mr. Hamby noted that Mr. Tucker and his staff were working on the out flow to the WWTP and water plant to keep reducing the water being wasted.

Mr. Tucker stated that the staff had been looking at ways to reduce the discharge back to the reservoir. He stated a staff member came up with a solution to economize and maximize. Ms. Reynolds noted that the next meeting will be at 5 p.m. prior to the Council work session.

Report from Planning District 9 Representative

There was no report.

Report from Committee on Health, Parks and Recreation

Mr. Polster noted that the next committee meeting will be on January 11 at 7 p.m. at the WARF.

Report from Liaison Committee representative

Ms. Reynolds noted that no date has been set for the next meeting.

Report from the Town Manager

Mr. Godfrey noted that he had worked with the Novus agenda packet, there would be second review of the packet and then there would be staff training. He indicated that the February Council packet would be on Novus Agenda with a backup on Dropbox. He reported that the walkability audit on Alexandria Pike is scheduled for Friday morning. It will be available to all boards and commissions thereafter when staff is comfortable with it.

The Manager stated that VML Legislative Day is on January 25 and he had reached out to Delegate Webert to meet staff there. Mr. Godfrey noted that he had not heard back from Senator Vogel about her attendance.

He updated Council on the meeting of the Commonwealth Transportation Board and there were two CTB members there, Greg Yates and Mrs. DeTuncq, Mr. Kilpatrick, and other VDOT staff. He stated that the Town made a pitch for the CTB to fund the Town's application for the Broadview Avenue project. Staff requested that the funds be expended which were already reserved and set aside to finish the engineering.

He reported that there would be a preliminary priority list coming at the end of the month. The Manager stated that the meeting has not occurred concerning the property at the 5th Street parking lot. He stated that he had asked the owner to give it to the Town since the Town had maintained it for a long time and they responded that they wanted the Town to pay market value.

COUNCILMEMBERS' TIME

There were no Councilmembers with anything to report.

CLOSED SESSION, as authorized in Section 2.2-3711(A) (1), for the performance evaluation of the Town Manager and performance of the Architectural Review Board.

On a motion by Mr. Kravetz, seconded by Ms. Reynolds, the meeting was recessed and a closed session convened on a Council vote of 7-0 (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter; against: none). Certification of closed meeting is on file.

The Closed Session was adjourned and General Session reconvened on a motion by Mr. Kravetz, seconded by Mr. Wood and a 7-0 vote (for: Reynolds, Polster, Wood, Burnett, Hamby, Kravetz, Carter; against: none).

There being no further business, the meeting adjourned at 9:32 p.m.

Evelyn J. Weimer, Town Recorder



Town Council Meeting Item Number: b.(1)
February 14, 2017

Agenda Memorandum
Submitted by:

Issue: **Staff Report - Visitor Center**

Background:

Discussion:

Financial
Impact:

Recommended
Action:

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Visitor Center Report	Cover Memo	2/8/2017

Warrenton Town Council:

Well, the January weather was certainly a mix of the good and the bad---mostly good days, but a taste of winter tossed in there, just to keep us on our toes!!

The Visitor Center welcomed 186 guests and the meeting rooms were used 20 times.

The meeting room users were very diverse in January:

--We hosted the recertification classes for the water department guys (regional water technicians were included). The instructor loves coming here---very complimentary of our facility and Warrenton's welcoming attitude.

--The Community Band rehearsed here 2 times.

--Fauquier Tourism Director, Catherine Payne, hosted the Virginia Tourism Corporation's Media Specialist, who did a seminar on maximizing your media resources to the PD9-Regional Partnership members and invited any tourism and/or business that wished to attend.

--Warrenton Planner, Denise Harris, had several meetings (long days) here.

Just a sampling of our meeting space users.

We already have fifteen reservations space in February!

Becky Crouch

Warrenton-Fauquier County Visitor Center

33 N. Calhoun St, Warrenton, VA 20186

540-341-0988, 800-820-1021

email: visitorcenter@warrentonva.gov



Town Council Meeting Item Number: b.(2)
February 14, 2017

Agenda Memorandum
Submitted by:

Issue: **Staff Report - Police**

Background:

Discussion:

Financial
Impact:

Recommended
Action:

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Staff Report - Police	Cover Memo	2/9/2017



TOWN OF WARRENTON

POLICE DEPARTMENT

333 Carriage House Lane • Warrenton, Virginia 20186

Telephone (540) 347-1107 • Fax (540) 341-4190



MONTHLY REPORT - JANUARY 2017

TOTAL CALLS FOR SERVICE TO INCLUDE:

SELF INITIATED
DISPATCHED

ACCIDENTS:

REPORTABLE
NON-REPORTABLE (No injury, under \$1500 or
private property)

ARRESTS (CRIMINAL):

FELONY
MISDEMEANOR

TRAFFIC ENFORCEMENT (NON-CRIMINAL):

SUMMONS
PARKING
WRITTEN WARNINGS

DRUG ARRESTS:

FELONY
MISDEMEANOR

HEROIN OVERDOSES:

JAN '16	JAN '17	YTD '16	YTD '17
1404	2188	1404	2188
385	1082	385	1082
1019	1106	1019	1106
44	34	44	34
20	18	20	18
24	16	24	16
1	1	1	1
7	21	7	21
82	130	82	130
24	51	24	51
76	83	76	83
N/A	0	N/A	0
N/A	2	N/A	2
1	2	1	2

REPORTED CRIMES JANUARY 2017

CLASSIFICATION

		JAN '16	JAN '17	YTD '16	YTD '17
1a	Murder and Non-Negligent Manslaughter				
1b	Manslaughter by Negligence				
2	Forcible Rape		1	3	1
3	Robbery		1		1
4	Assault	4	9	4	9
5	Burglary		1	5	1
6	Larceny	23	19	23	19
7	Motor Vehicle Theft				
9	Arson				
10	Forgery and Counterfeiting	1		1	
11	Fraud	3	9	3	9
12	Embezzlement	1	1	1	1
13	Stolen Property: Buy/Receive/Possess	2		2	
14	Vandalism/Graffiti	3	3	3	3
15	Weapons				
16	Prostitution/Vice				
17	Sex Offenses	1	1	1	1
18	Drug Violations	4	3	4	3
19	Gambling				
20	Offenses Against Family	13	10	13	10
21	Driving Under Influence	5	8	5	8
22	Liquor Laws				
23	Drunk in Public	6	4	6	4
24	Disorderly		1		1
25	All Other Offenses				
26	Curfew/Loitering				
27	Runaway				
28	Reckless Driving				
29	Drive suspended/revoked		2		2
30	Contempt of Court				
31	Unauthorized use				
32	Hit & Run	3	5	3	5
33	Contributing to delinquency of minor				
34	False report to police				
35	Abduction/Kidnapping				
36	Shooting into Building				
37	Child Neglect				



Town Council Meeting Item Number: b.(3)
February 14, 2017

Agenda Memorandum
Submitted by:

Issue: **Staff Report - PW-Utilities**

Background:

Discussion:

Financial
Impact:

Recommended
Action:

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Staff Report - PW-Utilities	Cover Memo	2/9/2017

SUMMARY OF ACTIVITIES
Town of Warrenton
January 2017

PUBLIC UTILITIES DEPARTMENT

Water Leak Repairs on Main Lines and Locations:

- Repaired a blow out on a 4" cast iron main line on Goochland Drive.
- Repaired a 6" cast iron main line on Northampton Street.

Water Leak Repairs on Service Lines and Locations:

- There were no repairs on any service lines to report this month.

New Water Service Connections and Locations:

- There were no new water connections made by Town staff this month.

New Sanitary Sewer Connections and Locations:

- There were no new sanitary sewer connections made by Town staff this month.

Sanitary Sewer Problems or Related Work:

- Replaced an old 4" cast iron sewer lateral from the cleanout at the property line to the main line, with new 4" PVC. This was for 179 Broadview Avenue.
- Checked sanitary sewer problem areas on a weekly basis.
- Unstopped a backed up sewer lateral at 423 Falmouth Street, between the cleanout at the property line to the main.
- Inspected the sewer lateral for the Exxon station at Route 17 and Broadview Avenue from the cleanout at the property line out to the main line, after a recent backup. No problems were found.
- Checked a report of a sewer backup at 6423 Halifax Court. The problem was roots in the line between the house and the main line.
- Checked a report of a sewer backup at 193 Norfolk Drive. After checking, this was determined to be on the homeowner's side.
- Cleaned and TV inspected 6,213 feet of sewer main line in the areas of Amber Circle, Roebling Street, Jackson Street, Chappell Street, Broadview Avenue, North 6th Street and Wilson Street
- Assisted Public Works with the vac truck, to clean out a stopped up storm sewer at Hastings Lane and Fletcher Drive.

Miss Utility Locates:

- Responded to approximately 197 Miss Utility Locate Tickets.

Fire Hydrant Maintenance:

- There were no damages or repairs to any fire hydrants this month. All fire hydrants in the distribution system are currently in service.

Other Related Work:

- Met with residents at various locations about water sampling stations to be installed in the near future at ten locations.
- Secured an area of a cave-in on an earthen dam or barrier with safety fence, at the Town reservoir. This will be repaired at a later date.
- Assisted Public Works with picking up Christmas trees.
- Flushed water lines on Windsor Ridge, Turkey Run Drive and Monroe Estates on a weekly basis and on Sycamore Street, Winchester Street and View Tree Lane on a monthly basis.
- All employees attended the monthly safety meeting at the Town Shop.
- Cleaned up tools and equipment as needed.
- Cut water off at 42 Sire Way due to a broken water meter base. This was originally reported as a sewer overflow.
- Checked a report of cloudy water at the new Wort Hog Brewery. This turned out to be air in the line.
- Checked a report of a water leak at Greystone off of Belle Air Lane. This turned out to be run off water from the rain.

TOTAL WATER PUMPED DURING MONTH OF _____ January _____ 2017

Well No. 5 _____ 0 _____ Gallons

Well No. 6 _____ 244,388 _____ Gallons

Filter Plant _____ 33,359,000 _____ Gallons

TOTAL PUMPED (All Sources) _____ 33,603,388 _____ Gallons

Average Gallons per Day _____ 1,083,980 _____

Total Pumped During the same month last year _____ 35,067,110 _____ Gallons

Average Gallons per Day _____ 1,131,197 _____

TOTAL FLOW THROUGH SEWAGE PLANT _____ 48,690,000 _____ Gallons

Average Gallons per Day _____ 1,570,645 _____

Total Flow During the same month last year _____ 64,440,000 _____ Gallons

Average Gallons per Day _____ 2,078,710 _____

Total Rainfall 3.7 inches

Warrenton Reservoir Overflow Elevation 445.3 ft.

Warrenton Reservoir Current Elevation 445.3 ft.

Violations of the Wastewater Treatment Plant's Discharge Permit

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
JANUARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FEBRUARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
MARCH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
APRIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
MAY	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
JUNE	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
JULY	0	0	0	0	0	0	0	0	0	0	0	0	0	2***	0	
AUGUST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SEPTEMBER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
OCTOBER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
NOVEMBER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
DECEMBER	1	0	0	0	1*	1**	0	0	0	0	0	0	0	1****	0	
TOTAL	2	0	0	1	1	1	0	0	0	0	0	0	0	3	0	

DEQ has initiated a new system whereby 4 points must be accrued in a 6 month window before a Notice of Violation will be given by the Department of Environmental Quality.

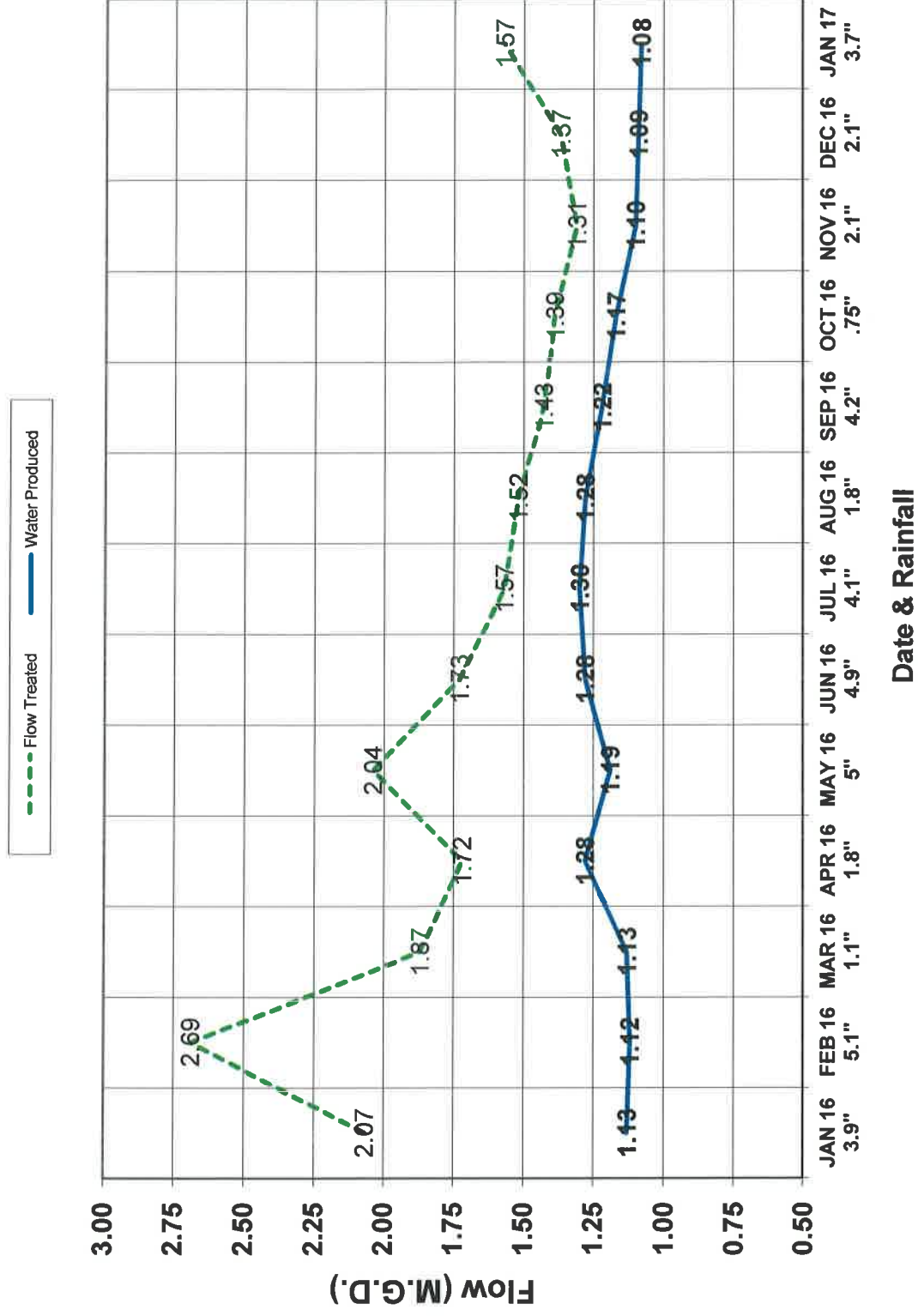
*The Town received one point due to a warning notice from the December-06 lab inspection. Corrective action has been taken.

**The Town received 1 point for 2 chlorine violations (each violation accrued 1/2 a point) that occurred in December-07 which were caused by construction of the Ultra-Violet Disinfection upgrade.

***The Town received two points due to a warning notice from the July-2015 E.Coli CONCAVG violation. Corrective action has been taken.

****The Town received one point due to a warning letter dated December 21, 2015 for failure to submit an Industrial User Survey form. The Town is contesting this point with a rebuttal letter dated December 23, 2015.

Water Produced vs. Flow Treated



I & I DATA

<u>DATE & RAINFALL</u>	<u>FLOW TREATED</u>	<u>WATER PRODUCED</u>
JAN 16 3.9"	2.07	1.13
FEB 16 5.1"	2.69	1.12
MAR 16 1.1"	1.87	1.13
APR 16 1.8"	1.72	1.28
MAY 16 5"	2.04	1.19
JUN 16 4.9"	1.73	1.28
JUL 16 4.1"	1.57	1.30
AUG 16 1.8"	1.52	1.28
SEP 16 4.2"	1.43	1.22
OCT 16 .75"	1.39	1.17
NOV 16 2.1"	1.31	1.10
DEC 16 2.1"	1.37	1.09
JAN 17 3.7"	1.57	1.08

WATER METER DEPARTMENT

Number of cross-connection inspections	0
Number of water connections issued	0
Number of water connections installed*	0(Includes 0 by Town Staff)
Number of sewer connections issued	0
Number of sewer connections installed*	0(Includes 0 by Town Staff)
Number of water and sewer accounts.....	4876
Number of water meters replaced	0
Number of cut-ons and cut-offs	10
Number of check for leaks.....	55

*Primarily new subdivisions, installed by contractors

PUBLIC WORKS DEPARTMENT

Street Department:

- Continued picking up roadside trash throughout town and emptying cans in old Town.
- Continued sweeping roads throughout the town.
- Continued picking up brush and hauling to the farm and the landfill.
- Loaded and hauled several loads of leaves from the lot where the sweeper dumped and hauled to the farm. Also loaded up several loads of dirt and hauled to the farm.
- Took bags to the Visitor Center and Town Hall as needed.
- Continued picking up leaves throughout January 6th and after that, residents were informed they had to bag the leaves and set them out with their refuse.
- Assisted with picking up refuse for two double refuse days after holidays – New Years, and Martin Luther King, Jr. day.
- Took the backhoe to the Wastewater Plant on several occasions and assisted with pushing up the sludge due to their backhoe being down.
- Took down Christmas decorations and put away in storage.
- Worked four small freezing rain/snow events this month. No large accumulations, but chemicals were applied.
- Cleaned up snow removal equipment after each use and checked over.
- Plows and spreaders were installed on Fridays or prior to any weather predictions.
- Picked up Christmas trees starting January 9th. Chipped and hauled to the farm.
- Mixed up salt and sand to have a mixture ready for any snows. Pushed up in bin.
- Checked and cleaned out drains, grates, inlets, etc. throughout town. Cleaned out a drop-inlet on 3rd Street and used the Jet-Vac truck to unclog a storm drain on Hastings Lane.
- Picked up a load of catch-basin block from M.E. Concrete.
- Filled the area around a new cement curb that was installed by a contractor on Fishback Court.
- Filled in around new steps that were installed at Parking Lot E, behind the Post Office.
- Spent several days patching potholes, using Perma-Patch (cold patch).
- Cleaned up around the drainage pond off Sullivan Street, trimming trees, shrubs, weeds, etc. and repaired a section of the fence.
- Cleaned up around the Garrett Street pond.
- Assisted in the garage making minor repairs and cleaning up equipment, etc. Also started going over mowers and tractors getting ready for the mowing season.
- Graded Benner Drive and put gravel down where needed.
- Spent several days working at the Wastewater Plant cleaning out sheds and storage buildings.
- Had several men work in the shop cleaning and painting in the garage.
- Put surge stone down in washed out area on Smith Street.
- Cut down and hauled off a tree by the water tower on N. 4th Street. Also cut one on Lee Street Extd. and one on Railroad Street and hauled away.
- Cleaned up gravel off Lee Street, 6th Street and Benner Drive.
- Cleaned up stump grindings from a tree that was removed on Madison Street.

- Opened and closed 5 graves for burials. Had to trim some trees and shrubs in order to get to one of the sites.

Building Maintenance & Traffic Control:

- Ran errands and made repairs for all depts. –
Town Hall –
- Made daily walk thru checking facility over.
- Picked up recycling.
- Made repairs due to Fire Inspection violations. Started hauling off a large amount of items that had to be removed.
- Disconnected the ballast in the conference room that was defective.
- Picked up a server from Hutch and delivered to Town Hall.
- Closed off two vents on main level which were blowing out cold air.
- Space heaters tripped circuit breakers, reset breakers.
- Had to shut phone system down to re-wire electric problem.
- Repaired back door closure and front door closure to keep from slamming.
- Installed new chair mat in Manager's Office.

Planning/Zoning –

- Replaced emergency light in front of Jan's desk.
- Made repairs due to Fire Inspection violations. Started hauling off a large amount of items that had to be removed.
- Changed two phone cables.
- Cleaned up from water leaking in around windows.
- Cleaned up leaves from outside stairwell.

Shop –

- Hooked up lift safeties on vehicle lifts.
- Repaired back door.
- Cleaned out roof drains.
- Continued working on shop lights.
- Installed plates in door going into the shop.
- Removed and disconnected several items for painting in shop.

Police Dept. –

- Picked up recycling.

Cemetery –

- Assisted with trimming trees.

Visitor Center –

- Replaced blown bulbs in Ladies Room.
- Checked on power outage, called Dominion Power.
- Checked drains and put cleaner down due to smell.

Wastewater Plant –

- Worked on lights by methanol tank.

WARF –

- Replaced 5 blown bulbs in Parking Lot.
- Assisted in taking down Christmas decorations.

- Assisted in setting up the John Barton Payne Bldg. for the Main Street meeting.
- Installed 6' gate on fence around pond on Sullivan Street.
- Replaced blown bulb in light on Main Street.
- Assisted with traffic control on Rt. 17 near the entrance to the shopping center where a power pole broke.

Traffic Control –

- Checked signals, making adjustments, changing blown bulbs, downloading data, resetting clocks, checking cabinets, etc. Received a complaint on the Culpeper Street signal about it not functioning properly; sat and watched for several trips and everything was working correctly.
- Picked up event and sale signs on right-of-ways.

Checked signs, repairing, replacing or installing new as needed –

- Replaced vandalized Stop sign at Gold Cup and Gay Road.
- Replaced Pedestrian sign on Shirley Avenue in front of Taylor Middle School.
- Re-installed Yield sign at Alexandria Pike and Main Street.
- Re-installed knocked down Divided Hwy. sign in front of Wawa.
- Re-skinned several No Parking signs.
- Replaced No Parking Here to Corner sign on Lee Street.
- Replaced No Parking sign on 5th Street.
- Re-aimed radar sign on Bear Wallow Road and replaced battery in radar sign on Falmouth Street.
- Placed traffic counters at S. 3rd Street and Franklin Street.

ENGINEERING & PROJECT STATUS:

Plan Review / Site Development / Misc. Engineering:

- St. James Episcopal Church & School Expansion – SUP 2016-05 – 1/6/17
- Warrenton Auto Service As-Builts – SDP 07-15 – 1/27/17

Project Review Update:

1. VDOT Broadview Avenue Improvements: Town was notified that it made the first cut and is qualified for funding. Next step is the competing with other qualifying projects for the funding allocation. Final Commonwealth Transportation Board (CTB) review and approval is not expected until the June timeframe.
2. Inflow and Infiltration Reduction into the Sanitary Sewer System: Little to report for the month other than flow monitors were placed in the drainage basin. It is anticipated that with the 3.7 inches of rain for the month there should be several rain events to provide the initiation of a rehab plan for the basin. Town staff, performing routine maintenance, identified two areas (Jackson Street and Wilson Street) needing root treatment and candidates for relining. Staff added a fourth task order to the contract to provide additional support for the development of a Capacity, Management, Operation and

Maintenance (CMOM) program for the sewer collection system as directed by DEQ in the Town's current WWTP permit. The CMOM program deadline is August 2018. The current I&I task orders are weather dependent with the winter months primarily preparation for full project activation in the spring.

3. Warrenton Reservoir Dam Spillway: Inundation mapping is completed and Whitman Requardt and Associates is putting the final details into the Department of Conservation and Recreation (DCR) submission. Unless there are some unforeseen issues, this should complete the submission for operating permit renewal with no dam modifications needed. Report to be submitted by mid February.
4. Well #3 Reactivation: Plans and specifications have been completed and the project is being advertised on February 8th with bid opening on March 14th. A pre-bid meeting is scheduled for February 16th.
5. WWTP Rotating Biological Contactors Replacement: Design is progressing on schedule. Surveying was completed in January and soil borings for geotechnical are scheduled for February 8th. Overall design is progressing without any issues to date.
6. WTP Chemical Building: Request For Proposal was developed and advertised on January 11th with proposals due on February 7th. There have been four firms expressing interest in submitting.
7. WWTP Primary Clarifier Rehab: Replacement equipment was delivered the last week of January and is in the process of being installed with completion by mid February.
8. Old Waterloo Road Waterline Connection: Easement request and plat are being presented on Feb 13th for approval by the School Board. The waterline easement request to the FC School Board is for an easement along Old Waterloo Road from the new Stone Crest development and the WARF entrance. This line will complete the loop in that area of town for the system and provide more reliable service.
9. Falmouth and Shirley Intersection: A roundabout concept was briefed at the Public Works Committee meeting in January and the Council work session. Action was deferred until the February meeting to decide whether to continue with a mini-roundabout or a standard traffic signal.
10. Blackwell Road Lee Highway Mast Arm Conversion: A bid opening was conducted on January 10, 2017 with three bids received. The lowest bidder was \$160,000 above the revenue sharing estimate due to the project consisting of 4 signal poles (above the prior design of 2 poles) and changes in VDOT standards. Staff will be reevaluating the design elements for a possible rebidding of the project. Absent a successful rebidding, staff is programming the additional funding in the proposed FY18 capital program budget.

11. Drainage Improvements, E. Shirley Avenue and Parking Lot E: Project is being bid with a bid opening on February 14th. Project consists of replacing the 48-inch failing corrugated metal pipe in the vicinity of Cleveland Street. The pipe has failed twice in the past three years and is a current project in the capital program. Parking lot E consists of installing a new pipe across the lower parking area to prevent ponding and overland flow during storm events. Once drainage is installed, the lower lot will be repaved.

GENERAL COMMENTS:

1. Rainfall amounts in January were normal with 3.7 inches for the month. Warrenton Reservoir has recharged and began overflowing during mid month.
2. Staff continued work on the Public Works and Utility FY18 budget and CIP submissions. Draft budgets were submitted by the end of the month. CIP out year projects were refined and formalized.

January-17

SPRING / FALL CLEAN UP													COLLECTED IN BLUE BAGS					BLUE BAG TOTALS		TONS							
BLUE BAG		HOUSE		CLEAN UP			CHIPPED		CARD		NEWS		OFFICE		RECY.		STEEL			PLASTIC		TONS		LANDFILL		RECYCLE	
DATE	REFUSE	REFUSE	DEBRIS	TIRES	FREON	METAL	BRUSH	LEAVES	BOARD	PAPER	PAPER	SLUDGE	OIL	GLASS	ALUMIN.	CANS	TOTALS	LANDFILL	RECYCLE	RECYCLE	%	TONS	LANDFILL	RECYCLE	%		
Mon. 2	HOLIDAY																					0.00	0.00	0.00	0%		
Tue. 3	48.16																					0.00	0.00	0.00	0%		
Wed. 4	0.05	0.30					2.75		4.43	1.32	0.02			3.19	0.22	0.34	0.26	4.31	48.16	0.00	48.16	0%					
Thur. 5	12.19						2.77												0.35	12.53	12.88	97%					
Fri. 6	14.46						1.40												12.19	2.77	14.96	19%					
Mon. 9	18.85						5.50												14.46	1.40	15.86	9%					
Tue. 10	17.5																		18.85	5.50	24.35	23%					
Wed. 11	0.02	0.28					2.75		3.78	1.10				2.97	0.20	0.32	0.24	4.01	0.30	11.36	11.66	97%					
Thur. 12	12.92																		12.92	0.00	12.92	0%					
Fri. 13	13.77						3.07												13.77	3.07	16.84	18%					
Mon. 16	HOLIDAY																		0.00	0.00	0.00	0%					
Tue. 17	41.11																		41.11	0.00	41.11	0%					
Wed. 18	0.03	0.27							4.5	1.13				2.86	0.19	0.31	0.23	3.87	0.30	9.23	9.53	97%					
Thur. 19	9.08						5.50												9.08	5.50	14.58	38%					
Fri. 20	12.32																		12.32	0.00	12.32	0%					
Mon. 23	18.64																		18.64	0.00	18.64	0%					
Tue. 24	17.16																		17.16	0.00	17.16	0%					
Wed. 25	0.05	0.25							4.16	1.31				2.63	0.18	0.28	0.21	3.55	0.30	8.77	9.07	97%					
Thurs. 26	12.96						2.75												12.96	2.75	15.71	18%					
Fri. 27	13.93						1.10												13.93	1.10	15.03	7%					
Mon. 30	17.52																		17.52	0.00	17.52	0%					
Tue. 31	16.82																		16.82	0.00	16.82	0%					
TOTAL	297.54	1.10	0.00	0.00	0.00	0.00	27.59	0.00	16.87	4.86	0.02	0.00	0.00	11.65	0.79	1.26	0.94	15.74	298.64	63.98	362.62	18%					



Town Council Meeting Item Number: b.(4)
February 14, 2017

Agenda Memorandum
Submitted by:

Issue: **Staff Report - Parks and Recreation**

Background:

Discussion:

Financial
Impact:

Recommended
Action:

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Staff Report - Parks and Recreation	Backup Material	2/10/2017



**Town of Warrenton
Department of Parks and Recreation
Monthly Report - January 2017**

REVENUE SUMMARY					QUICK FACTS
	FY 2017 Budget	January 2017	FY 2017 Year-to-Date	FY 2016 Year-to-Date	TOTAL NUMBER OF ACTIVE MEMBERS: 1,660
Beginning of period			\$607,255.85	\$552,340.20	
Memberships	\$ 443,000.00	\$88,536.04	\$308,905.89	\$278,587.43	NUMBER OF DAY ADMISSIONS THIS MONTH: 3,605
MVPasses		\$5,298.00	\$23,295.00	\$20,788.00	
Daily Admissions	\$ 269,000.00	\$14,831.00	\$105,829.00	\$86,074.50	TOTAL ATTENDANCE THIS MONTH: 11,622
Gift Cards		\$90.00	\$4,061.25	\$2,638.50	
Child Care	\$ 2,800.00	\$320.00	\$1,596.00	\$1,556.00	NUMBER OF AQUATICS CLASSES HELD THIS MONTH: 111
Programs (Aquatics & Fitness)	\$ 343,000.00	\$10,233.50	\$82,739.46	\$83,243.44	
Rentals	\$ 210,638.00	\$19,060.50	\$135,167.50	\$119,797.00	NUMBER OF GROUP FITNESS CLASSES HELD THIS MONTH: 255
Individual Instruction		\$6,642.00	\$40,638.00	\$42,305.50	
Merchandise	\$ 8,000.00	\$790.25	\$4,260.50	\$3,469.75	
Sponsorship/Grant/ Ad Sales	\$ 75,000.00	\$9,612.68	\$52,561.83	\$44,415.48	
Park Pavilion Rentals	\$ 6,000.00	\$65.00	\$1,375.00	\$3,040.00	
Contract Programs		\$0.00	\$0.00	\$60.00	
Miscellaneous	\$ 4,150.00	\$565.07	\$2,870.46	\$4,336.91	
End of period	\$1,361,588.00	\$156,044.04	\$763,299.89	\$690,312.51	
WARF Operating Expenditures					
	\$ 1,656,167.00	116,590.60	\$ 878,685.97	\$ 864,776.00	
MONTHLY HIGHLIGHTS					
Winter swim lessons are underway at the WARF. Children have registered for a full range of swim classes from Parent and Child up through pre-team programs. The session will end in February.					
January was a busy month at the WARF. Six high school meets and one weekend long US Swim Meet were held during the month; a new fitness schedule was introduced; and the new release of Body Pump was premiered.					
Our January WARF membership special did very well, with revenues 12% higher than January 2016.					



**Town Council Meeting Item Number: c.
February 14, 2017**

**Agenda Memorandum
Submitted by: Chief L. Battle**

Issue: **PATH Foundation Grant Acceptance**

Background: The Warrenton Department applied for and was awarded a grant to provide funding for the Naloxone (NARCAN) Program for FY17.

Discussion: The Warrenton Police Department was awarded a grant of \$2,500 in FY15 from the PATH Foundation for all Police Officers to be trained in, and issued Naloxone (NARCAN) nasal spray.

In 2016, Warrenton Police Officers utilized NARCAN ten (10) times.

Due to use, the Police Department needed funds to replenish its supply of NARCAN.

A second grant of \$2,500 was sought and awarded by the PATH Foundation.

Financial Impact: The FY17 General Fund Budget is increased by \$2,500 to include the PATH Foundation Grant in General Fund Revenue- Local Grant Revenue and the same amount in General Fund Expenditures-Grant Expenditures.

Recommended Action: Authorize the Town Manager to accept the grant from the PATH Foundation in the amount of \$2,500 and amend and appropriate the funds in the FY17 Budget.

On January 23, the Finance Committee reviewed and recommended that Council authorizes the Town Manager to accept the grant from the PATH Foundation in the amount of \$2,500 and amend and appropriate the funds in the FY 17 budget.

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
PATH Foundation Grant	Cover Memo	1/23/2017



PATH FOUNDATION

December 16, 2016

Chief Louis Battle
Warrenton Police Department
333 Carriage House Lane
Warrenton, VA 20186

Dear Chief Battle,

Enclosed please find a check in the amount of \$2,500.00 to Warrenton Police Department for the project entitled REVIVE Renewal. The grant is subject to the terms outlined in the Grant Agreement dated December 15, 2016. Please sign and return the agreement, keeping a copy for your files.

As supporters of your work, we hope you will reach out to us to discuss the project during this grant year. We look forward to following your progress and we wish you every success.

Sincerely,


Elizabeth Henrickson
Director of Administration and Programs



PATH FOUNDATION

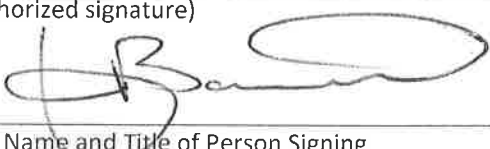
GRANT AGREEMENT PATH FOUNDATION HEALTH PRIORITY GRANT

Grantee	Warrenton Police Department
Project Name	REVIVE Renewal
Grant Dates	Awarded December 15, 2016

Under the terms and conditions of this Agreement, the Grantee agrees to complete the Project as described in the project description and the Fauquier Health Foundation agrees to fund the Project up to the grant amount.

PROJECT DESCRIPTION

Warrenton PD launched a life-saving initiative in April 2016, equipping patrol cars with naloxone to enable law enforcement officers to render emergency anti-overdose medication. There is a strong case for continuing the program in light of the region's cresting heroin epidemic. Funds will be used to ensure a ready supply of the medication for use by law enforcement.

GRANT AMOUNT	\$2,500.00
Warrenton Police Department 333 Carriage House Lane Warrenton, Virginia 20186	PATH Foundation 98 Alexandria Pike, Suite 103 Warrenton, VA 20186
By (authorized signature) 	By (authorized signature) 
Printed Name and Title of Person Signing Louis Battle Chief of Police	Printed Name and Title of Person Signing Christy M. Connolly, President/CEO
Specify how the grant check should be made out Warrenton Police Dept.	
Date Signed: 12/20/16	Date Signed: 12-15-16



**Town Council Meeting Item Number: d.
February 14, 2017**

**Agenda Memorandum
Submitted by: Brandie Schaeffer**

Issue: Request for full release of Public Improvements Bond (No. 104433492) for Home Depot U.S.A., Inc.

Background: The Public Improvements Bond was placed on February 28, 2005 for \$380,000, and was subsequently reduced with the approval of Town Council at their meeting of June 8, 2010, to 15% of the original amount, equal to \$57,000.

The original bond was associated with SDP #04-076 as surety for the construction of water and sewer infrastructure and traffic improvements. The remainder of the bond after reduction was for maintenance consistent with the outstanding elements for the sanitary sewer line reslope portion of the project.

The Town of Warrenton Director of Public Works and Utilities recommends approval of the release of the bond.

Discussion: Teresa P. Brophy, Construction Projects Manager for Home Depot U.S.A., Inc., has officially requested the full release of the bond #104433492. In return for full release, the letter states that Home Depot will issue a check in the amount of \$57,000 payable to the Town of Warrenton, which is the full amount of the bond.

Financial Impact: n/a

Recommended Action: Approval to release the Public Improvements Bond #104433492.

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Request for full release of Public Improvements Bond (No. 104433492) for Home Depot U.S.A., Inc Request Letter	Backup Material	2/3/2017
Request for full release of Public Improvements Bond (No. 104433492) for Home Depot U.S.A., Inc Original Bond	Backup Material	2/3/2017
Request for full release of Public Improvements Bond (No. 104433492) for Home Depot U.S.A., Inc Original Contract	Backup Material	2/3/2017

Request for full release of Public Improvements Bond (No. 104433492) for Home Depot U.S.A., Inc Surety & Letter

Backup
Material

2/3/2017



November 21, 2016

Rick Grigsby
Town of Warrenton Senior Project Inspector
Certified Erosion and Sediment Control Inspector
Va. State Certified Fire Marshal
Certified Combination Residential Building Inspector

Re: Home Depot #8552 bond release request

Dear Mr. Grigsby,

I would like to request the release of bond # 104433492 for Warrenton, Va. In return for the full release of the bond, Home Depot will issue a check in the amount of \$57,000, the cost of the bond, to cover any costs that may remain. If this proposal is acceptable, please let me know. Home Depot is looking forward to continuing its good relationship with the town of Warrenton, and the expeditious and successful completion of the project.

Very truly yours,

HOME DEPOT U.S.A., INC.

A handwritten signature in cursive script that reads "Teresa Brophy".

Teresa Brophy
Construction Project Manager, Home Depot

FEB 23 2005

ATTACHMENT D

PUBLIC IMPROVEMENTS BOND - (Water and Sewer)

FOR TOWN USE ONLY:

Project name: Warrenton Home Depot
Plan number: SDP04-07
Developer: Home Depot U.S.A., Inc.

BOND NUMBER: 104433492

* * * * *

AMOUNT: \$ 380,000.00

BOND

KNOW ALL MEN BY THESE PRESENTS, that we/I Home Depot U.S.A., Inc.,
Travelers Casualty and Surety
as Principal(s), and Company of America, a Connecticut

(place of incorporation) corporation, authorized to do business in the Commonwealth of Virginia,
having its principal office and place of business at Hartford, Connecticut, as

Surety(ies), do hereby give surety bond to and jointly and severally hold and firmly bind
ourselves and our respective successors and assigns unto the Town of Warrenton, Virginia, its

successors and assigns (hereinafter called "Obligee" or "Town") in the full and just sum of
Three Hundred Eighty

Thousand and No/100---DOLLARS (\$ 380,000.00) lawful money of the United States of

America, for the payment of such sum.

THE CONDITION OF THIS OBLIGATION IS SUCH that if the Principal(s) shall in every
respect perform all of the obligations of Principal(s) under a certain Contract between
Principal(s) and the Town, dated 28 FEB., 2006 relating to Town of Warrenton Plan
Number SDP04-07 and a project which is known as Warrenton
Home Depot, in accordance with all of

the terms and conditions of said Contract, at the times and in the manner in said Contract specified, said Contract and all plans, plats, profiles, specifications and other documents and matters incorporated in said Contract by reference being hereby incorporated in this Bond by reference (all of which is hereinafter called the "Contract"), then this obligation shall be void; otherwise, this obligation shall continuously remain in full force and effect until formally released in writing by the Town, subject, however, to the following terms and conditions:

1. By execution of this Bond, Principal(s) and Surety(ies) hereby irrevocably acknowledge that the contract between Principal(s) and the Town has been fully and properly executed by the Principal(s) and by the Town and that the terms, conditions and provisions of the contract are those obtaining at the time of the execution of the Contract by the Town. In so acknowledging, Principal(s) and Surety(ies) hereby expressly waive any and all defenses which it (or they) may have to liability under the Contract and/or this Bond in relation to the matters acknowledged.

2. Surety(ies) hereby further expressly acknowledge that this Bond is submitted as an inducement and as a substantial portion of the consideration to the Town in connection with the Town's Contract with the Principal(s).

3. Surety(ies) hereby grant Principal(s) full authority to agree on Surety(ies)'s behalf to any and all revisions which may be hereafter made to the Contract between the Principal(s) and the Town (including revisions made to the plans, plats, profiles, specifications and/or other documents and matters referred to in the Contract) whether or not such revisions are made in writing, and to that end, and for such purposes, Surety(ies) do hereby appoint Principal(s) and Principal(s)'s representatives do act as agent on Surety(ies)'s behalf, and Surety(ies) hereby

expressly agree that any consent given by Principal(s) or Principal(s)'s representatives to revisions of the Contract shall be effective and binding upon Surety(ies) even though such consent be given by Principal(s) or Principal(s)'s representatives (a) without indication that Principal(s) or Principal(s)'s representative is acting on Surety(ies) behalf in addition to acting on Principal(s)'s behalf, and/or (b) without intent to act on behalf of Surety(ies); provided, however, that no such change(s) or revisions(s) to the Contract shall be binding upon Surety(ies) beyond the extent to which the totality of such changes and revisions increases the costs of performance under the Contract by an amount in excess of twenty percent (20%) of the face amount of this Bond, and provided further that, except as is otherwise expressly provided in this Bond, Surety(ies) shall in no event be liable to the Obligees in a sum in excess of the face amount of this Bond.

Notwithstanding any duty of the Principal(s) to notify Surety(ies) of (a) revisions made to the Contract between the Principal(s) and the Town (including revisions made to the plans, plats, profiles, specifications and/or other documents and matters referred to in the Contract) whether or not such revisions are made in writing, and (b) of any extension of time permitted or allowed, whether actively or passively, the Principal(s) by the Town beyond the period provided for in the Contract for completion of Principal(s)'s obligations under the Contract, Surety(ies) expressly waive any and all rights to be notified of such matters by the Obligees. Surety(ies) hereby further expressly waive any and all rights of Surety(ies) may have to raise any such extensions of time and/or any above-authorized revisions as a defense to Principal(s)'s and/or Surety(ies)'s liability to the Obligees in any litigation which may arise in relation to this Bond.

4. A default may be declared by the Town to have occurred on the part of the

Principal(s) at any time that Principal(s) have failed to complete and/or satisfy any of its obligations under the Contract within the time set forth in the Contract, and furthermore, a default may be declared by the Town to have occurred prior to such time, if, in the sole judgment of the Town Director of Public Works, the Principal(s) are not performing Principal(s)'s obligations in a satisfactory manner or has:

- a. Abandoned the performance of its obligations under the Contract or any revision thereof approved by the Town, or
- b. Renounced or repudiated its obligations under the Contract or any revisions thereof approved by the Town, or
- c. Demonstrated through insolvency or otherwise that Principal(s)'s obligations under the Contract, or any revisions thereof approved by the Town, cannot or will not be completed within the time allotted under the Contract.

5. In the event a default by Principal(s) has been declared by the Town, the Planning Director shall mail or deliver written notice of default to Surety(ies) and shall deliver or mail a copy of same to the Principal(s). In the event such notice is given to Surety(ies), Surety(ies) shall within fifteen (15) days of receipt of the notice of default (a) deliver written notice to the Planning Director and to the Town Manager stating whether or not Surety(ies) will assume responsibility for performance of the obligations of the Principal(s) under the Contract, and (b) commence work on-site in performance of Principal(s)'s obligations under the Contract, if Surety(ies) elect to assume responsibility for performance of the obligations of Principal(s) under the Contract. Should the Town Director of Public Works or the Town Manager fail to receive

written notice from Surety (ies) or should Surety (ies) fail to commence work onsite in performance of Principal's obligations under the Contract within said fifteen (15) day period, the Town may thereafter proceed as though Surety (ies) had elected not to assume the responsibilities of the Principal(s) under the Contract. Should Surety(ies) timely deliver notice stating that Surety(ies) elects to assume responsibility for performance of the obligations of Principal(s) under the Contract and timely commences work on—site, Surety(ies) shall satisfy and complete all of Principal(s)'s obligations under the terms of the Contract and shall be bound by all terms the Contract in like manner as though Surety(ies) were the Developer under the Contract, except that Surety(ies) shall satisfy and complete all of the Principal(s)'s obligations within one hundred eighty (180) days of the Town's receipt of notice from Surety(ies) or within the time allowed under the Contract, whichever is the greater time period. In the event Surety(ies) does perform all of Principal(s)'s obligations under the Contract and such is accomplished within the aforestated applicable time period, Surety(ies) shall have no further liability to the Oblige under this Bond other than to the extent to which the Developer remains liable to the Town under the Contract; provided further, however, that if the Surety(ies) timely elects to assume the obligations of Principal(s) and timely commences work on-site, but thereafter, in the sole judgment of the Town Director of Public Works, fails to faithfully perform all or any part of those obligations or unnecessarily delays in performing any or all of those obligations, then the Town may proceed in like manner as if Surety(ies) had notified the Town of its election not to assume the obligations of the Principal(s) under the Contract.

In the event of untimely notice to the Town of Surety (ies)'s election to assume responsibility for performance of the obligations of Principal(s) under the Contract and/or in the event of Surety

(ies)'s untimely commencement of work on-site, the Town may waive the aforesaid 15 day requirements, but in no circumstance shall the Town be considered required to do so absent strict compliance by Surety (ies) with the 15 day requirements. In the event the Town does waive the 15 day requirements, then Surety(ies)'s notice and commencement of work on-site shall be deemed to have been timely effected on the date notice is actually received by the Planning Director of Surety(ies)'s election to assume responsibility for performance of Principal(s)'s obligations under the Contract . Should Surety (ies) elect not to assume the responsibilities of the Principal(s) under the Contract, the Town may elect to take any of the following actions or any combination thereof:

- a. The Town may terminate any and all rights of Principal(s) and/or Surety (ies) and their respective agents and assigns to perform further work on the subject property and may revoke or suspend any and all permits theretofore issued by the Town permitting development of the property.
- b. The Town may take over and/or re-let all or any part of the work required under the Contract which is not completed and complete the same for the account and at the expense of the Principal(s) and Surety(ies), who shall be jointly and severally liable to the Town for damages determined in accordance with the measure of damages set forth in the Contract and for the Town's reasonable attorney's fees and the Town's costs in connection with any litigation; threatened or instituted, which arises in connection with the Contract or this Bond; provided, however, that Surety(ies)'s liability to the Town shall in no case be greater than the sum of this Bond except to the extent that the Town's reasonable attorney's fees, costs in

connection with litigation, and interest accrued in favor of the Town on the damages sustained by the Town prior to and after judgment, when added to Surety(ies)'s other liability under this Bond, exceed the sum of this Bond; or,

- c. Within the statute of limitations period applicable to this Bond, said period commencing from the Principal(s)'s default or from the time Surety(ies) last performed obligations of the Principal(s) under the Contract, whichever is the latter, the Town may bring suit, action or proceeding to enforce this Bond. In any such action, suit or proceeding, it is expressly agreed that the amount of damages recoverable by the Town shall be determined in accordance with the provisions of subparagraph (b) above (i.e., Subsection (b) of paragraph number 5 of this Bond).

6. Principal(s) hereby irrevocably and expressly agree and authorize Surety(ies), upon notice of default given by the Town, and all personnel of Surety(ies) and all other persons acting on behalf of or under authority or direction of Surety(ies), to enter upon and to remain upon Principal(s)'s property for the purpose of inspecting, evaluating, performing and/or correcting Principal(s)'s performance or non-performance of Principal(s)'s responsibilities, obligations, undertakings or duties under the contract between the Principal(s) and the Town; and Principal(s) hereby further irrevocably and expressly agree not to hinder or obstruct Surety(ies) or any such other persons in accomplishing any such purposes; provided, further, however, that this paragraph shall in no way be construed as limiting in any way any other rights of Surety(ies) and/or of the Town to enter upon, remain upon or perform inspections or work upon Principal(s)'s property.

7. No failure of the Town to declare, or to timely declare, a default shall operate in

any way to release either Principal(s) or Surety(ies) from liability under the contract and/or this Bond so long as legal proceedings brought by the Town in connection with this bond and/or Contract are brought within applicable statutory time periods.

8. The failure or refusal of Obligee to take any action, proceeding or step to enforce any remedy or exercise any right of Obligee under the Contract or this Bond and/or the taking of any action, proceeding or step by Obligee, acting in good faith upon the belief that the same is permitted by the provisions Of the Contract or this Bond or by law, shall not in any way release Principal(s) or Surety(ies), or either of them, or their respective heirs, executors, administrators, successors or assigns from liability under this Bond.

9. No agreement between the Obligee and Surety(ies) , or any of them, or their respective heirs, executors, administrators, successors, or assigns shall in any way release the Principal(s) from any of the Principal(s)'s obligations under the Contract between Principal(s) and Obligee, except to the extent the Surety(ies) have satisfied the obligations of Principal(s) to the Obligee.

10. The Obligee, Principal(s) and Surety (ies) intend that each and every provision of this Bond be valid and binding upon them and expressly agree to abide thereby.

11. If any suit, action or proceeding is initiated in connection with this Bond or any matters related thereto, the venue thereof shall be the County of Fauquier, Commonwealth of Virginia, and it is further understood and agreed that this Bond shall be governed by the law of the Commonwealth of Virginia both as to interpretation and performance.

12. All notices sent to the Principal(s) and Surety (ies) may be sent to the addresses

set forth on the signature page of this Bond unless said Principal(s) and Surety (ies) notify the Planning Director and the Town Manager in writing of a change of address, making specific reference in such notice to this Bond and to the Contract between Obligee and Principal(s). If the addresses of any Principal(s) or Surety (ies) change, the Principal(s) and Surety (ies) shall immediately notify the Planning Director and the Town Manager in writing of such change. Failure to notify the Planning Director and the Town Manager of any change in address is deemed to be a waiver of any requirement of notice by Obligee under this Bond to the Principal(s) and/or Surety (ies). All written notice to the Town required under this Bond shall be sent by certified mail and addressed to the Planning Director and a copy thereof shall also be sent by certified mail to the Town Manager, provided, however, that any notice that may be required pursuant to Section 49-25 of the Code of Virginia shall also be delivered to the Town Attorney and to the Mayor of the Town.

13. Whenever in this Bond reference is made to any person, party, official, body, or other entity, said reference shall be deemed to refer also to the successor(s), assign(s), heir(s), executors, administrators, and/or personal representative(s) of such person, party, official, body or other entity.

14. If any one or more of the provisions, clauses or terms of this Bond or of the Contract are found to be illegal or unenforceable or not valid and binding in any respect or circumstance, this Bond and the Contract shall remain in full force and effect in all other respects and circumstances.

15. Approval of this Bond by the Town shall be deemed acceptance by the Town without further notice to the Principal(s) or to Surety (ies).

IN WITNESS OF ALL OF WHICH the parties hereto have caused this agreement and Bond to be signed and sealed as of this 17th day of February, 2005.

PRINCIPAL:

Home Depot U.S.A., Inc. (SEAL)

[Name]

2455 Paces Ferry Road, N.W.
Atlanta, GA 30339

[Address]

[Name]

David K. Whitley, Vice President

[Address]



____ (SEAL)

[Name]

[Address]

____ (SEAL)

[Name]

[Address]

SURETY:

Travelers Casualty and Surety Company of America

(Name)

4400 North Point Parkway
Alpharetta, GA 30022

(Address)

BY:

Barbara S. MacArthur, Attorney-in-Fact

ATTEST:

Gary D. Eklund, Attorney-in-Fact

(Name and Title)

BY:

XXXXXXXXXXXX

(Signature)

(SEAL)

8

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
TRAVELERS CASUALTY AND SURETY COMPANY
FARMINGTON CASUALTY COMPANY
Hartford, Connecticut 06183-9062

POWER OF ATTORNEY AND CERTIFICATE OF AUTHORITY OF ATTORNEY(S)-IN-FACT

KNOW ALL PERSONS BY THESE PRESENTS, THAT TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA, TRAVELERS CASUALTY AND SURETY COMPANY and FARMINGTON CASUALTY COMPANY, corporations duly organized under the laws of the State of Connecticut, and having their principal offices in the City of Hartford, County of Hartford, State of Connecticut, (hereinafter the "Companies") hath made, constituted and appointed, and do by these presents make, constitute and appoint: Sandra S. Carter, Judy Gay Cera, Gary D. Eklund, Judy S. Fleming, Virginia B. McManus, Barbara S. MacArthur, Edward L. Mitchell, Nancy Nix, Barbara Thompson, Cynthia I. Rodolph, Laurel D. Huss, Chaun Wilson, of Atlanta, Georgia, their true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred to sign, execute and acknowledge, at any place within the United States, the following instrument(s): by his/her sole signature and act, any and all bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking and any and all consents incident thereto and to bind the Companies, thereby as fully and to the same extent as if the same were signed by the duly authorized officers of the Companies, and all the acts of said Attorney(s)-in-Fact, pursuant to the authority herein given, are hereby ratified and confirmed.

This appointment is made under and by authority of the following Standing Resolutions of said Companies, which Resolutions are now in full force and effect:

VOTED: That the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her.

VOTED: That the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary.

VOTED: That any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary, or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority.

This Power of Attorney and Certificate of Authority is signed and sealed by facsimile (mechanical or printed) under and by authority of the following Standing Resolution voted by the Boards of Directors of TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA, TRAVELERS CASUALTY AND SURETY COMPANY and FARMINGTON CASUALTY COMPANY, which Resolution is now in full force and effect:

VOTED: That the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such power of attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.



IMPORTANT DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

On November 26, 2002, President Bush signed into law the Terrorism Risk Insurance Act of 2002 (the "Act"). The Act establishes a short-term program under which the Federal Government will share in the payment of covered losses caused by certain acts of international terrorism. We are providing you with this notice to inform you of the key features of the Act, and to let you know what effect, if any, the Act will have on your premium.

Under the Act, insurers are required to provide coverage for certain losses caused by international acts of terrorism as defined in the Act. The Act further provides that the Federal Government will pay a share of such losses. Specifically, the Federal Government will pay 90% of the amount of covered losses caused by certain acts of terrorism which is in excess of an insurer's statutorily established deductible for that year. The Act also caps the amount of terrorism-related losses for which the Federal Government or an insurer can be responsible at \$100,000,000,000.00, provided that the insurer has met its deductible.

Please note that passage of the Act does not result in any change in coverage under the attached policy or bond (or the policy or bond being quoted). Please also note that no separate additional premium charge has been made for the terrorism coverage required by the Act. The premium charge that is allocable to such coverage is inseparable from and imbedded in your overall premium, and is no more than one percent of your premium.

IN WITNESS WHEREOF, TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA, TRAVELERS CASUALTY AND SURETY COMPANY and FARMINGTON CASUALTY COMPANY have caused this instrument to be signed by their Senior Vice President and their corporate seals to be hereto affixed this 20th day on May, 2004.

STATE OF CONNECTICUT

)SS. Hartford

COUNTY OF HARTFORD

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
TRAVELERS CASUALTY AND SURETY COMPANY
FARMINGTON CASUALTY COMPANY



By

George W. Thompson
Senior Vice President

On this 20th day on May, 2004 before me personally came GEORGE W. THOMPSON to me known, who, being by me duly sworn, did depose and say: that he/she is Senior Vice President of TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA, TRAVELERS CASUALTY AND SURETY COMPANY and FARMINGTON CASUALTY COMPANY, the corporations described in and which executed the above instrument; that he/she knows the seals of said corporations; that the seals affixed to the said instrument are such corporate seals; and that he/she executed the said instrument on behalf of the corporations by authority of his/her office under the Standing Resolutions thereof.



My commission expires June 30, 2006 Notary Public
Marie C. Tetreault

CERTIFICATE

I, the undersigned, Assistant Secretary of TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA, TRAVELERS CASUALTY AND SURETY COMPANY and FARMINGTON CASUALTY COMPANY, stock corporations of the State of Connecticut, DO HEREBY CERTIFY that the foregoing and attached Power of Attorney and Certificate of Authority remains in full force and has not been revoked; and furthermore, that the Standing Resolutions of the Boards of Directors, as set forth in the Certificate of Authority, are now in force.

Signed and Sealed at the Home Office of the Company, in the City of Hartford, State of Connecticut. Dated this **17th** day of **FEBRUARY**, 2005.



By

Kori M. Johanson
Assistant Secretary, Bond

**TOWN OF WARRENTON
PUBLIC IMPROVEMENTS CONTRACT**

FOR TOWN USE ONLY:

Project name: HOME DEPOT
Project number: SDP#04-07
Letter of Credit Number: _____
OR Bond Number: 104433492, 104433493 & 104433491
Amount: \$380,000; \$2,280,000 & \$60,000
Developer: HOME DEPOT USA, INC.
State of Organization: CONNECTICUT
Type of Entity: TRAVELERS CASUALTY & SURETY Co. of AMERICA
Address: HARTFORD, CONN. 06183-9062
Completion Date: 2/2007

* * * * *

THIS CONTRACT, dated this 28th day of FEB. 2005, by and between the undersigned Developer ("Developer"), and the TOWN OF WARRENTON, VIRGINIA, ("Town").

WITNESSETH:

IN CONSIDERATION of the approval by the Town, through its designee, of a subdivision plat/site plan/construction plan, for the project identified above, hereinafter referred to as the "Plan", the Developer agrees as follows:

1. To construct and install all of the improvements and facilities shown on the approved plans, specifications and profiles, or revisions thereof, all of which are incorporated herein and made a part of this Contract by reference, which are located on land belonging to or to be conveyed to the Town or another public body or in public rights-of-way or easements running to or to run to the Town or another public body or which relate to drainage for the project.

2. That all of the construction and installation of all of the facilities and improvements required by this Contract shall be completed by the Completion Date defined above.


3. To provide and maintain proper grading, drainage, and siltation and erosion control on all of the property to which the Plan relates until such time as all of said property is stabilized; to provide for reforestation of all of the property to which the subdivision Plan relates and of all public properties affected by development of the project, in accordance with all applicable ordinances and regulations of the Town, and to perform all landscaping shown on the Plan, in a manner judged satisfactory by the Town Director of planning or his representative and to promptly restore, repair and/or replace, as is judged appropriate in the discretion of the Town Director of Public Utilities , any and all damage caused to existing Town public utilities in connection with development relating to the above-referenced Plan.

4. That the methods and materials used in the construction and installation of the improvements and facilities and all of the other work required by this Contract will conform to most current Town of Warrenton standards and specifications, to the most current Town design and construction standards (as published and referred to as the Town Public Facilities Manual), and to the Virginia Department of Highways and Transportation road and bridge specifications, all of which are incorporated herein and made a part of this Contract by reference. In case of conflict between those standards and specifications, the Town standards and specifications will control, and if there is no applicable Town standard or specification, the most stringent of those standards and specifications referred to in this paragraph will control.

5. To comply with all applicable Town ordinances, state and federal laws and governmental regulations, all of which are incorporated herein and made a part of this Contract by reference.

6. That all required improvements and facilities and all other work undertaken in connection with this Contract will be constructed, installed, implemented, and maintained in a workmanlike manner.

7. That the Town's decision as to the acceptability of the types, quantities and qualities of materials and the quality of workmanship shall be conclusive and final unless said decisions are in violation of applicable law or are arbitrary and capricious.

8. That the Town has the right to inspect all work performed in connection with this Contract and that Town personnel shall have the right to enter upon and remain upon Developer's property at any time for the purposes of inspection and/or evaluation of Developer's performance under this Contract, and that, in the event of Developer's breach of this Contract, personnel of the Town and every other person(s) acting on behalf of the ^{Town} or acting in connection with work to be performed on the property under the authority or direction of the Town, shall have full authority to enter upon and to remain upon Developer's property for the purposes of inspecting, evaluating, and/or correcting performance and/or nonperformance of Developer's responsibilities, obligations, undertakings and/or duties under this Contract. The Town shall give reasonable notice to the Developer before exercising the authority described in this paragraph. 

9. That changes to the plans, profiles and specifications may be made only by revision of the plans with written approval of either the Town Planning Director or Town Director of Public Works, or their designee, or in accordance with applicable provisions of the Town ordinances. In no event, however, shall the fact that changes acquiesced in or consented to by authorized representatives of the Town be made without such written approval operate to discharge or release or have any other impact upon any letter of credit, bond, surety or any other security or performance guarantee provided the Town in connection with this Contract.

10. That issuers of letters of credit and all others who provide security or performance guarantees in connection with this Contract, excepting sureties providing performance bonds, affirmatively consent to and waive notice of any and all changes to the plans, profiles and specifications and/or to this Contract and to any and all extensions of this Contract in advance. Sureties providing performance bonds in connection with this Contract shall be governed and bound by all other provisions of this Contract and by all other provisions of their bonds provided

in connection with this Contract, and if Developer submits a performance bond as the security or performance guarantee in connection with this Contract, Developer shall be likewise governed and bound.

11. That all changes to the plans, profiles and specifications required by the Town for the purpose of complying with applicable law or for the purpose of attaining standards of the Virginia Department of Highways and Transportation or the Town Public Facilities Manual will be accepted, complied with and performed.

12. To notify the Town Planning Department , in writing, at least three (3) days before the beginning of any construction and to attend a pre-construction meeting between the Developer and Town Staff prior to commencing any construction.

13. To provide adequate supervision on the site at all times that construction or installation of required improvements or facilities is underway and to have a responsible foreman or superintendent and one complete set of approved plans, profiles and specifications, including all revisions thereof, available at the site at all times that work is being performed.

14. To maintain dust control on the site at all times until such time as the entire site has been stabilized.

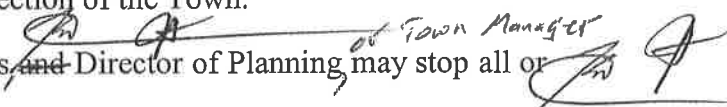
15. To not permit occupancy of any dwelling unit and to not transfer ownership of any dwelling unit to any person(s) anticipating immediate occupancy thereof until the Director of Planning is satisfied that streets, off-street parking and other facilities have been installed to the extent necessary to service the dwelling and until an occupancy permit has been issued by the Zoning Administrator.

16. To provide and maintain clean, safe and adequate vehicular and pedestrian all-weather access including, but not limited to, snow removal, ice control and dust control, from all occupied dwellings to either a Town-maintained street or to a public highway in the primary or secondary highway system.

17. To comply with all requirements of the Town and other governmental units in order that all streets and other improvements and facilities in or on or proposed to be in or on

public properties, rights-of-way or easements will be accepted by the Town of Warrenton or other governmental unit which is to have ultimate responsibility for its maintenance, and, upon completion of the required work, construction, installations, facilities and improvements, to make prompt application for acceptance by the Town and/or other governmental unit which is to have ultimate responsibility for its maintenance. It is agreed that the Town shall have no duty to approve or accept any such work, construction, installations or improvements prior to such time as the Director of Public Works determines, in his sole discretion, that such work, construction, installations or improvements will not be likely to be damaged during the course of other work which is anticipated to be performed in conjunction with proposed development of the property.

18. That with respect to all work and activities undertaken by the Town which the Town would not have undertaken to have performed absent a breach by Developer of this Contract or undertaken by the Town as a consequence or result of Developer's breach of this Contract: a) all Town personnel involved in such work and/or activities shall be deemed to be employees of Developer for purposes of assessing liability for their acts, and to that end Developer agrees to indemnify and/or hold harmless the Town for any and all such damage(s) as may occur, whether such damage(s) be sustained by Developer, the Town, and/or by any other person(s) or entity(ies), and b) the Town shall have no liability to Developer and Developer agrees to indemnify and/or hold harmless the Town with respect to any and all damage(s) sustained by Developer, the Town, and/or any other person(s) or entity(ies) regardless of whether such damage(s) result from activities of or work performed by Town personnel or by other person(s) or entity(ies) acting under the authority or direction of the Town.

19. That the Town Director of Public Works,  of Town Manager, and Director of Planning may stop all or any part of the work at the site at any time that he, in their sole discretion, determines that work is not being performed in accordance with this Contract or that any of the terms of this Contract have not or are not being complied with. Failure of the Town Director of Public Works, Director of Planning, or any other Town Staff to do so shall, however, in no way be construed to imply approval of the work or compliance with or proper performance of this Contract.

20. To be responsible for all maintenance of and correction of deterioration in the work, construction, installations, improvements, and facilities required under this Contract until the improvements and facilities are accepted by the governmental unit(s) which are to have ultimate responsibility for maintenance, and, towards that end, no facility or improvement shall be considered complete until it is accepted by the governmental unit which is to have ultimate responsibility for its maintenance.

21. To execute and file with the Town a properly executed letter of credit, bond or cash escrow identified above, in the amount identified above, in a form which is acceptable to the Town Attorney and secured by a source satisfactory to the Town Council. It is expressly agreed that if such security or performance guarantee is not submitted to the Town within forty-five (45) days of the Town's execution of this Contract, then this Contract shall, at the option of the Town, be rendered null and void in like manner as if this Contract had never been executed by the parties hereto and no agreement had ever been reached by the parties hereto.

22. That notwithstanding approval of the facilities and improvements as built and/or acceptance by the Town of the facilities and improvements, including offsite facilities and improvements, no approval or acceptance by the Town of any facility or improvement, and no release by the Town of any security or performance guarantee supplied to the Town by Developer in connection with this Contract, shall be considered binding upon the Town for the purposes of any determination as to whether Developer has fulfilled Developer's obligations to the Town under this Contract, and that this proviso is for the purpose of assuring, and it is hereby agreed, that the correction of any omissions or defects in the work and/or correction of any work performed in any unworkmanlike or faulty manner or contrary to the terms of this Contract be performed by and at the expense of Developer.

23. That all releases of Developer and any security or performance guarantee provided for by any sureties for the faithful performance of the work required by this Contract shall be governed by the Town ordinances.

24. That failure of Developer to maintain any security or performance guarantee in

full force and effect during the entire term of this Contract or any extensions thereof shall be deemed to be a breach of this Contract at the option of the Town.

25. Whenever in this Contract reference is made to any person, party, official, body, or other entity, said reference shall be deemed to refer also to the successor(s), assign(s), heir(s), executor(s), administrator(s), and/or personal representative(s) of such person, party, official, body, or other entity.

26. That if any clause or portion of this Contract is found not to be valid and binding in any respect or circumstance, this Contract shall continue in full force and effect in all other respects and circumstances.

27. That no other agreement(s) to which the Town is a party shall in any way be construed as impairing or diminishing the obligations and duties to the Town arising under this Contract or arising under any security or performance guarantee provided the Town in connection with this Contract.

28. The Town and Developer both agree that they will be reasonable in their interpretation of this agreement.

29. That, regardless of when a breach of this Contract occurs and subject only to "Attachment A," hereto, ^{B, C and D} the measure of damages recoverable by the Town against Developer and/or surety, issuer of a letter of credit, or other provider of security or other performance guarantee, shall include: a) the costs of completion and/or correction of the work required by this Contract as of the earlier of the following two (2) dates: (i) when the work is actually performed; or (ii) date of trial, b) an additional amount in the sum of ten percent (10%) of the aforesaid costs of completion and/or correction, said sum being to compensate the Town for its resulting increased supervisory and administrative burden, c) costs of maintenance and costs of corrections resulting from deterioration prior to public acceptance of the required facilities and improvements, d) interest accruing at the rate of ten percent (10%) compounded annually on each expense incurred by the Town as a consequence of Developer's breach of this Contract, commencing from the various times such expenses are paid by the Town, plus any and all

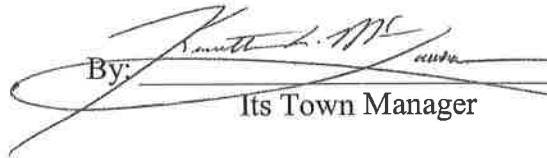
TOWN OF WARRENTON, VIRGINIA

APPROVED AS TO FORM:


Town Attorney

ATTEST:

Town Clerk

By:  (SEAL)
Its Town Manager

COMMONWEALTH OF VIRGINIA
COUNTY OF Fauquier to-wit:

I, Richard M. Hensley, Notary Public in and for the jurisdiction aforesaid, do certify that the foregoing instrument was acknowledged before me this 28th day of February 2005, by Kenneth L. McLanahan of Town of Warrenton, a municipal corporation.

Given under my hand and seal this 28th day of February, 2005.


NOTARY PUBLIC

My commission expires: 11/30/08.
COMMONWEALTH OF VIRGINIA
COUNTY OF _____ to-wit:

I, _____, a Notary Public in and for the jurisdiction aforesaid, do certify that the foregoing instrument was acknowledged before me this _____ day of _____, 200_, by _____, acting in capacity as Town Manager of the Town of Warrenton, Virginia, a municipal corporation.

Given under my hand and seal this _____ day of _____, 200_.

NOTARY PUBLIC

My commission expires: _____.

Attachment A

The following is incorporated by reference in the Town's Public Improvements Contract. With respect to the \$60,000 traffic signal and other traffic-related items:

The \$60,000 portion of the Bond shall be in effect for a period of five years from September 29, 2004, the date of entry of the Order of the Circuit Court approving the boundary line adjustment between the Town and County. If the \$60,000 not utilized by the Town for the purposes set forth in this agreement before September 28, ^{2009 (Set)} ~~2009~~, Home Depot shall have no further responsibility or obligation for payment of the said sum. The \$60,000 may be used for the following purposes:

A. A traffic signal at Falmouth Street and Shirley Avenue, as attributable to the Home Depot Store, based on actual traffic counts, as certified by a traffic consultant, with Home Depot paying only its proportional share of the costs attributable to its traffic impact at that intersection.

B. That the \$60,000 also may be used for "traffic calming devices," as that term is generally understood by transportation civil engineers; for example, speed bumps, lane narrowing, striping, caution signals, signs and the like;

C. The \$60,000 may be used for such devices along Falmouth Street between Falmouth/Lee and Falmouth/Shirley, without regard to pro-rata impacts and without requiring any traffic studies.

D. The provisions of the preceding two paragraphs and subparts apply also to the roadway and intersections between Alwington/Shirley and Culpeper Street/Shirley Avenue.

E. In the event of any conflict between the terms of this agreement and matters previously proffered to the Town by Home Depot, the terms of written proffers shall govern.

J:\HOMEDPOT\351.20 Warrenton\Attachment to Public Improvement Contract-clean.doc

SURETY RIDER



To be attached to and form a part of

Bond No. **104433492**

Type of **Subdivision-Water and Sewer Improvements for Warrenton Home Depot, Store #8552, Warrenton, VA**
Bond:

dated
effective **February 17, 2005**
(MONTH-DAY-YEAR)

executed by **Home Depot U.S.A., Inc.**
(PRINCIPAL)

, as Principal,

and by **Travelers Casualty and Surety Company of America**
(SURETY)

, as Surety,

in favor of **Town of Warrenton**
(OBLIGEE)

in consideration of the mutual agreements herein contained the Principal and the Surety hereby consent to decreasing the bond amount


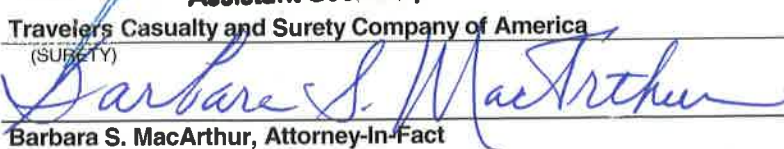
FROM: \$380,000.00

TO: \$57,000.00

Nothing herein contained shall vary, alter or extend any provision or condition of this bond except as herein expressly stated.

This rider is effective **June 10, 2010**
(MONTH-DAY-YEAR)

Signed and Sealed **June 22, 2010**
(MONTH-DAY-YEAR)

By: 
(PRINCIPAL) **James D. Bramlett, Jr.**
Assistant Secretary
Travelers Casualty and Surety Company of America
(SURETY)
By: 
Barbara S. MacArthur, Attorney-In-Fact



POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 222263

Certificate No. 003559038

KNOW ALL MEN BY THESE PRESENTS: That St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company and St. Paul Mercury Insurance Company are corporations duly organized under the laws of the State of Minnesota, that Farmington Casualty Company, Travelers Casualty and Surety Company, and Travelers Casualty and Surety Company of America are corporations duly organized under the laws of the State of Connecticut, that United States Fidelity and Guaranty Company is a corporation duly organized under the laws of the State of Maryland, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Gary D. Eklund, Virginia B. McManus, Barbara S. MacArthur, Chaun M. Wilson, and Michael F. Yadach

of the City of Atlanta, State of Georgia, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 23rd day of March, 2010.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut
City of Hartford ss.

By:

George W. Thompson
George W. Thompson, Senior Vice President

On this the 23rd day of March, 2010, before me personally appeared George W. Thompson, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
My Commission expires the 30th day of June, 2011.



Marie C. Tetreault
Marie C. Tetreault, Notary Public



2455 Paces Ferry Rd. • Atlanta, GA 30339



June 25, 2010

Attn: Sarah A. Sitterle, AICP, CZA
Town of Warrenton
Planning and Community Development
18 Court Street
Warrenton, VA 20186

Re: Home Depot Reduction of Water & Sewer Bond(SDP#04-07)
Public Improvements Bond #104433492

Dear Ms. Sitterle:

Please refer to your letter to Greg Beesch dated June 10, 2010 concerning the referenced public improvements bond. Attached is the Surety Rider issued which reduces the amount of the bond to \$57,000.00 effective June 10, 2010 for the 12 months maintenance period. We will follow up with the formal request for final release of this bond in June 2011.

If you have any questions, please call me at (770) 433-8211, extension 84271.

Very truly yours,

A handwritten signature in blue ink that reads "Cindy A. Thibodaux".

Cindy A. Thibodaux
Risk Services Coordinator

Attachment



This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kori M. Johanson, the undersigned, Assistant Secretary, of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 22nd day of June, 20 10


Kori M. Johanson, Assistant Secretary



To verify the authenticity of this Power of Attorney, call 1-800-421-3880 or contact us at www.travelersbond.com. Please refer to the Attorney-In-Fact number, the above-named individuals and the details of the bond to which the power is attached.

James D. Bramlett, Jr.
Assistant Secretary



**Town Council Meeting Item Number: e.
February 14, 2017**

**Agenda Memorandum
Submitted by: Chief L. Battle**

- Issue:** **Special Event Permit Request for Molly's Irish Pub 5K, Sunday, March 19, 2017**
- Background:** This will be the Annual 2017 Molly's Irish Pub 5K Run in Old Town Warrenton. This event attracts approximately 300 participants and 100 spectators annually.
- Discussion:** The 5K run will begin at 8:00 A.M. on Main Street at Molly's Irish Pub located at 36 Main Street. The participants will proceed east on Main Street and continue on Falmouth Street turning onto the Warrenton Greenway and follow a designated course. The participants will be escorted by police personnel.
- In order to prepare a safe route and to minimize the impact on businesses, the Town will close Main Street in a modified Phase I closure. Main Street will be closed to vehicles, but open to pedestrians, from Ashby Street to Third Street during the event. Road closures will be in place by 6:00 A.M. to accommodate set up time for the event. Main Street should be open to traffic by 10:00 A.M.
- Normally, Main Street would be closed from Ashby Street to Fifth Street. However, this event is occurring on a Sunday, and to accommodate the Warrenton Presbyterian and Baptist Churches, a modified Phase I closure will be implemented. Main Street will be closed from Ashby Street to Third Street. Due to the recent traffic pattern change on South Third Street, traffic traveling west on Main Street will be diverted onto North Third Street only. South Third Street will be closed to traffic at the entrances to Municipal Lots B and C, preventing vehicles from entering Main Street.
- Financial Impact:** There is no direct financial impact to the Town. The cost of contributed manpower from the Police Department is estimated at \$762.92 and Public Works Department is estimated to be \$155.84. Event expenses are covered with sponsorships and private contributions, with the exception of Town resources.
- Recommended Action:** Approval of the requested schedule of activities and street closures to vehicles.

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Molly's Event Application	Backup Material	1/26/2017
Molly's Event Memorandum	Staff Report	1/26/2017

RECEIVED

JAN 24 2017

COMMUNITY DEVELOPMENT
TOWN OF WARRENTON



TOWN OF WARRENTON

POST OFFICE DRAWER 341
WARRENTON, VIRGINIA 20188-0341
www.warrentonva.gov
TELEPHONE (540) 347-1101
FAX (540) 349-2414
TDD 1-800-828-1120

APPLICATION FOR PARADE/SPECIAL EVENT PERMIT

Activity 5K Run/Walk Date of Application 1/23/17
Sponsored By Molly's Irish Pub Location of Event Old Town
For Profit Non-Profit X Tax Exempt No.

Organizers/Contact:

Name CASEY WARD Home # 540-905-5757 Work # 540-349-5300
Address 36c Main St City Warrenton State/Zip VA 20186

Name Home # Work #
Address City State/Zip

Description of Event: Annual 5K Run/Walk. Route will remain the same as previous years

Date of Event 3/19/17 Rain Date None
Event Hours 8am-9am
Set Up Time 2 hours Clean Up Time 30 minutes

PAID

JAN 24 2017

TOWN OF WARRENTON

*Anticipated attendance (per day)

Participants 300

Spectators 100

*Will you need electricity?

Yes

☒ No

(if yes, number of outlets) _____

*Will food be served?

Yes

☒ No

*Will fees for food or merchandise be charged?

Yes

☒ No

*Will admission fees, entry fees or other fees be charged as part, or in association with the activity?

☒ Yes

No

*Will portable restrooms be provided?

☒ Yes

No

(if yes, how many) 2

*Will there be parking control staff?

☒ Yes

No

(if yes, how many) 12 volunteers

*Will you have security on site?

☒ Yes

No

(if yes, who) Volunteers, WPD

*Will any items be left overnight?

Yes

☒ No

(if yes, what) _____

*Will signs or banners be displayed?

☒ Yes

No

(if yes, where) 2nd St Parking lot

*Will tents be erected?

Yes

☒ No

(if yes, what size) _____

*Will water hook-up be needed?

Yes

☒ No

(if yes, what for) _____

*Will there be a parade?

Yes

☒ No

(if yes, complete page 3) _____

*Will any town streets need to be closed?

☒ Yes

No

(if yes, identify) See attached

Name of Insurance Company providing Certificates of Insurance for the Event:

Hanover Insurance, through Hottle & Associates

I agree to indemnify and hold harmless the Town of Warrenton, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this event. I also hold harmless the Town of Warrenton, its employees, and its agents from and against any liability for any equipment or supplies lost or damaged that are stored or otherwise as a result of this event.

Signature

1/23/17
Date

TO BE COMPLETED FOR PARADE REQUEST

*Projected number of entries: _____

*Anticipated number of participants: _____

*Will children be involved? Yes No (if yes, how many) _____

*Will animals be involved? Yes No (if yes, how many and what type) _____

*What special conditions will be required, if any, to accommodate animal participants? _____

*Will motor vehicles be involved? (if yes, how many and what type) _____

*What additional streets or parking lots will be needed, if any? _____

*Please review enclosed map for parade route.

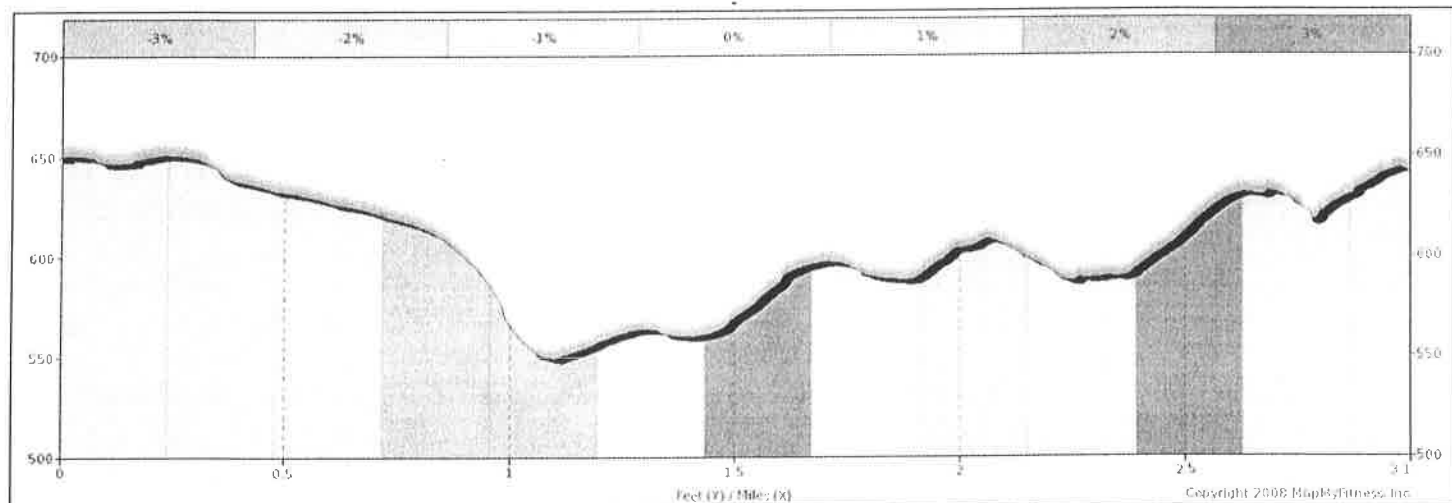
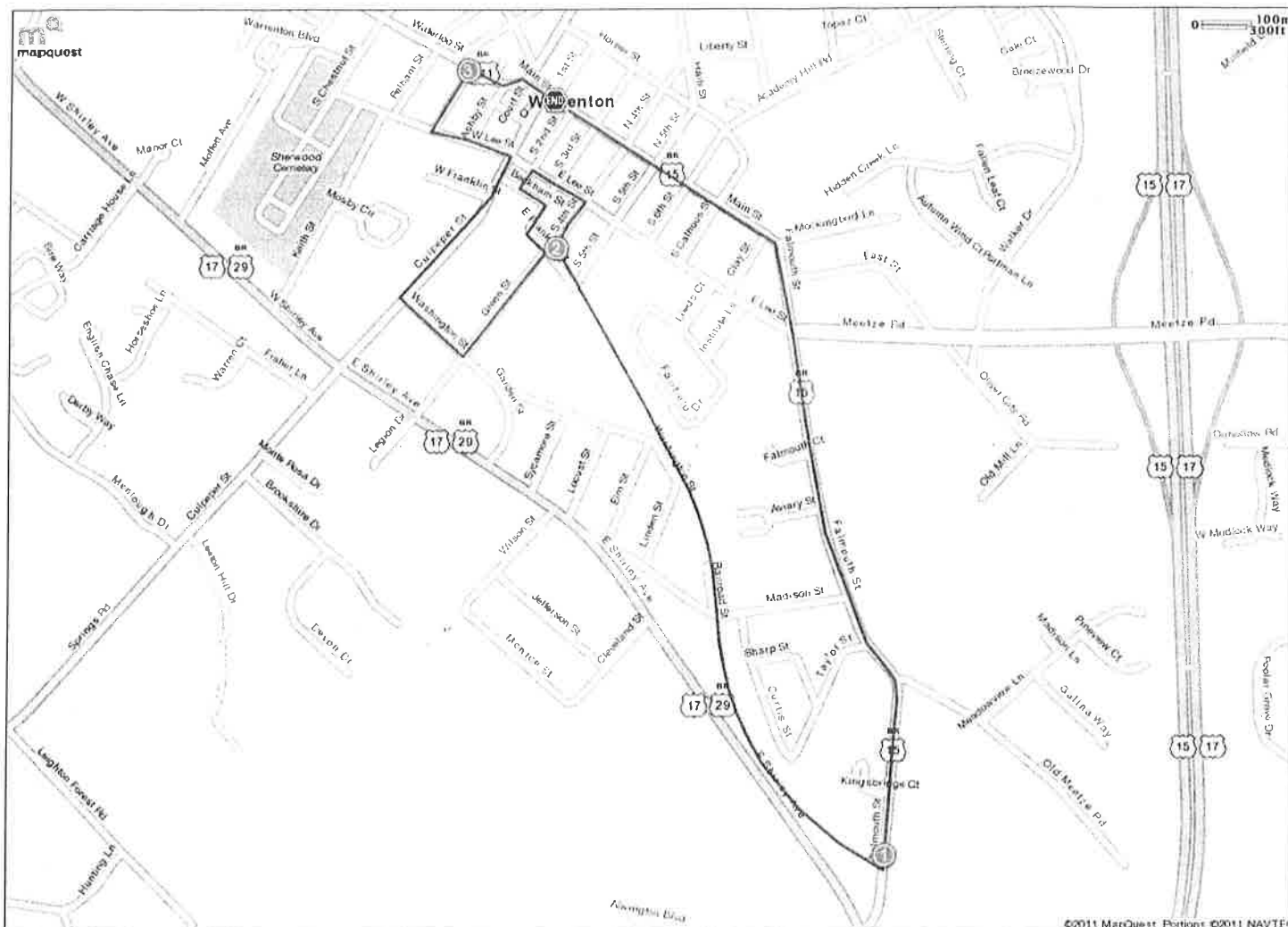
POLICE REVIEW: _____

PUBLIC WORKS REVIEW: _____

MANAGER'S REVIEW: . _____

PLANNING/ZONING REVIEW: _____

ROUTE DESCRIPTION:
 No Description Provided





TOWN OF WARRENTON

POLICE DEPARTMENT



To: Mr. J. Brannon Godfrey, Jr., Town Manager through Chief Louis A. Battle

From: Lieutenant G.W. Southard, Jr.

Date: January 25, 2017

Re: SPECIAL EVENT – Molly's Irish Pub 5K Run

Molly's Irish Pub is sponsoring a 5K Run that is scheduled for Sunday, March 19, 2017. The 5K Run will begin at 8:00 A.M. and conclude at 10:00 A.M. The event will require Main Street to be closed to vehicles but open to pedestrians from Ashby Street to Third Street until the conclusion of the race. A course map is attached.

Public Works: Public works will be responsible for placing "NO PARKING after 6:00 A.M. on 03-19-17" signs on Main Street between Ashby Street and Third Street. No Parking signs will also be placed on Culpeper Street between Lee Street and Main Street, Hotel Street and Court Street. Public Works will place cones and road closed signs at the designated locations. (Modified Phase I Closure) **Road closures will be in place at 6:00 A.M.**

Normally, Main Street would be closed at Fifth Street. However, this event is occurring on a Sunday, and to accommodate the Warrenton Presbyterian and Baptist Churches, a modified Phase I closure will be implemented. Main Street will be closed from Ashby Street to Third Street. Due to the recent traffic pattern change on South Third Street, traffic traveling west on Main Street will be diverted onto North Third Street only. South Third Street will be closed to traffic at the entrances to Municipal Lots B and C, preventing vehicles from entering Main Street.

Main Street at Ashby Street	Road Closed Sign and cones
Alexandria Pike at Winchester Street	Road Closed Sign and cones
Culpeper Street at Lee Street	Road Closed Sign and cones
Main Street at Third Street	Road Closed Sign and cones
South Third Street near Main Street	Road Closed Sign and cones
Main Street at First Street	Cones

The event coordinator, if necessary, will coordinate with the Public Works Department for the use of orange traffic cones and orange safety vests for volunteer flaggers who will be stationed along the course to monitor the participants.

Police Personnel: Five officers will be assigned to the event.



**Town Council Meeting Item Number: f.
February 14, 2017**

Agenda Memorandum

Submitted by: Stephanie Miller, Director of Finance and Human Resources

Issue: December Financial Statements

Background:

Discussion:

Financial Impact:

Recommended Action: The Finance Committee reviewed the December Financial reports at its January 23, 2017 and voted to recommend their approval by Town Council.

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
December Financial Statements	Financial Statement	2/2/2017
December 2016 Bills Paid Report	Financial Statement	2/2/2017

FINANCIAL STATEMENT

as of December 30, 2016



Department of Finance and Human Resources

Page 1 – Finance Director's Accountability Report

Page 2 – State of Revenues

Page 3 – Statement of Expenditures

Page 4 – Investment Report

Town of Warrenton, Virginia
Finance Director's Accountability Report
December 31, 2016

	December 31, 2015	December 31, 2016
CASH		
On Hand	\$ 2,010	\$ 2,010
Checking Accounts	1,312,855	2,032,803
Money Market Accounts	247,073	292,322
Cash held by others	-	4,948,951
TOTAL CASH IN BANK	<u>1,561,938</u>	<u>7,276,085</u>
INVESTMENTS		
Overnight Repurchase Agreement	-	-
Virginia Local Government Investment Pool	16,146,528	15,732,515
Certificates of Deposit	-	-
U.S. Treasury Obligations	-	-
U.S. Government Agencies	-	-
TOTAL INVESTMENTS	<u>16,146,528</u>	<u>15,732,515</u>
TOTAL CASH AND INVESTMENTS	<u>\$ 17,708,466</u>	<u>\$ 23,008,600</u>
CASH BALANCES	\$ 17,708,466	\$ 23,008,600
General Fund		
Designated:		
Prepaid Taxes & Overpayments	1,537	3,432
Highland Street Maintenance Proffer	96,316	96,843
Adelphia Cable Proffer	41,000	41,000
Recreation Proffers	173,339	173,339
Academy Hill Park Recreation Proffers	59,500	59,500
Walmart Proffers	180,000	180,000
Poet's Walk Proffer	-	10,000
50% Budget Reserve	2,218,553	6,437,009
Reserved for Projects	1,869,334	1,803,419
Water & Sewer Fund		
Designated:		
15% Budget Reserve	827,871	-
Reserved for Projects	833,597	-
Warrenton Training Center Maintenance	303,437	-
Water & Sewer Operating Fund		
Designated:		
200 Days Budget Reserve	-	3,000,780
Reserved for Projects	-	555,141
Water & Sewer Capital Fund		
Designated:		
Reserved for Projects	-	4,948,951
Warrenton Training Center Maintenance	-	304,991
Cemetery Perpetual Care	593,398	596,137
Agency Fund	236,481	248,968
Motor Pool Fund	(92,465)	(154,644)
Information Technology Fund	263,080	162,818
Retirement Fund	9,655	9,708
Total Designated Cash	<u>7,614,633</u>	<u>18,477,392</u>
Total Undesignated Cash Balance	<u>\$ 10,093,833</u>	<u>\$ 4,531,209</u>
General Fund	6,511,259	2,560,069
Water/Sewer Fund	3,582,574	-
Water/Sewer Operating Fund	-	1,971,140
Water/Sewer Capital Fund	-	-
	<u>\$ 10,093,833</u>	<u>\$ 4,531,209</u>

Town of Warrenton, Virginia

Comparison of Revenues with Estimates for the Period Ending December 31, 2016

Source of Revenue	Estimate	Realized	% (R)	Unrealized
GENERAL FUND				
General Property Taxes	\$1,229,450	\$796,599	64.79%	\$432,851
Other Local Taxes	6,381,063	1,890,069	29.62%	4,490,994
Permits, Privilege Fees & Licenses	187,100	94,380	50.44%	92,720
Fines & Forfeitures	180,000	53,758	29.87%	126,242
Revenue from Use of Money & Property	22,500	36,567	162.52%	(14,067)
Charges for Services	1,286,588	564,466	43.87%	722,122
Miscellaneous Revenue	180,650	181,985	100.74%	(1,335)
Non-Categorical Aid	680,100	213,229	31.35%	466,871
Categorical Aid	2,302,542	1,555,727	67.57%	746,815
Revenue from Federal Government	335,882	3,570	1.06%	332,312
Non-Revenue Receipts	918,605	0	0.00%	918,605
TOTAL GENERAL FUND	\$13,704,480	\$5,390,351	39.33%	\$8,314,129
CAPITAL PROJECTS FUND				
Revenue from the Commonwealth	\$316,896	\$0	0.00%	\$316,896
Transfers	1,175,419	0	0.00%	1,175,419
TOTAL CAPITAL PROJECTS FUND	\$1,492,314	\$0	0.00%	\$1,492,314
WATER & SEWER OPERATING FUND				
Transfer Fees	\$9,000	\$4,660	51.78%	\$4,340
Revenue from Use of Money & Property	154,500	84,945	54.98%	69,555
Charges for Services	5,193,605	2,615,072	50.35%	2,578,533
Recovered Costs	38,799	3,624	9.34%	35,175
Miscellaneous Revenue	5,500	7,893	0.00%	(2,393)
Grant Revenue	0	0	0.00%	0
Transfers	20,268	0		20,268
TOTAL W&S OPERATING FUND	\$5,421,672	\$2,716,194	50.10%	\$2,705,479
WATER & SEWER CAPITAL FUND				
Revenue from Use of Money & Property	0	11,416	0.00%	(11,416)
Non-Revenue Receipts	1,391,076	\$313,267	22.52%	1,077,809
Transfers	1,240,819	0	0.00%	1,240,819
TOTAL W&S CAPITAL FUND	\$2,631,895	\$324,684	12.34%	\$2,307,212
TOTAL ALL FUNDS	\$23,250,362	\$8,431,228	36.26%	\$14,819,134
INTERNAL SERVICE FUNDS				
Motor Pool	477,401	287,005	60.12%	190,396
Information Technology	360,029	120,011	33.33%	240,018

Town of Warrenton, Virginia

Comparison of Expenditures with Appropriations for the Period Ending December 31, 2016

Function	Appropriation	Expenditure	% (E)	Unexpended
GENERAL FUND				
Legislative Department	\$163,520	\$69,598	42.56%	\$93,922
Executive Department	211,261	103,168	48.83%	108,093
Legal Services	187,376	64,209	34.27%	123,167
Finance Department	532,695	210,793	39.57%	321,903
Other Organizations	10,040	9,015	89.79%	1,025
Electoral Board	0	0	0.00%	0
Public Safety	3,754,339	1,766,310	47.05%	1,988,029
Department of Public Works	4,086,464	2,184,926	53.47%	1,901,538
Welfare Social Services	116,937	56,658	48.45%	60,279
Parks and Recreation	2,043,253	917,249	44.89%	1,126,004
Cultural Enrichment	67,000	51,000	76.12%	16,000
Community Development	1,018,852	375,568	36.86%	643,285
Transfers	876,153	0	0.00%	876,153
Debt Service	636,590	546,215	85.80%	90,375
TOTAL GENERAL FUND	\$13,704,480	\$6,354,707	46.37%	\$7,349,773
CAPITAL PROJECTS FUND				
Capital Outlay	\$623,753	\$368,169	59.02%	\$255,584
Capital Projects	868,561	21,244	2.45%	847,317
TOTAL CAPITAL PROJECTS FUND	\$1,492,314	\$389,413	26.09%	\$1,102,901
WATER & SEWER OPERATING FUND				
Water Department	\$1,970,674	\$833,820	42.31%	\$1,136,854
Wastewater Department	1,762,696	782,076	44.37%	980,620
Water/ Sewer Administration	812,422	319,209	39.29%	493,213
Debt Service	103,119	39,114	37.93%	64,005
Reserve for Contingencies	0	0	0.00%	0
Transfers	772,761	0	0.00%	772,761
TOTAL W&S OPERATING FUND	\$5,421,672	\$1,974,220	36.41%	\$3,447,453
WATER & SEWER CAPITAL FUND				
Water & Sewer Capital Outlay	\$0	\$0	0.00%	0
Water & Sewer Capital Projects	2,631,895	126,231	0.00%	2,505,664
TOTAL W&S CAPITAL FUND	\$2,631,895	\$126,231	4.80%	\$2,505,664
TOTAL ALL FUNDS	\$23,250,362	\$8,844,572	38.04%	\$14,405,791
INTERNAL SERVICE FUNDS				
Motor Pool	447,401	354,805	79.30%	92,596
Information Technology	360,029	146,623	40.73%	213,406

Town of Warrenton
Investment Report
Period Ending December 31, 2016

Investment Activity	Beginning of Month	Investments	Redemptions	Investment Income	End of Month
Overnight Repurchase Agreements	\$0		-	-	\$0
Virginia LGIP	15,723,553	-	-	8,962	15,732,515
Certificates of Deposit	0	-	-	-	0
U.S. Treasury Obligations	0	-	-	-	0
U.S. Government Agencies	0	-	-	-	0
Total Investments	<u>\$15,723,553</u>	<u>\$0</u>	<u>\$0</u>	<u>\$8,962</u>	<u>\$15,732,515</u>

Portfolio Composition & Yield	Cost	Percent	Annual Percentage Yield	Average Remaining Life Days
Overnight Repurchase Agreements	\$0	0.00%	0.00%	N/A
Virginia LGIP	15,732,515	100.00%	0.67%	N/A
Certificates of Deposit	0	0.00%	0.00%	0
U. S. Treasury Obligations	0	0.00%	0.00%	0
U. S. Government Agencies	0	0.00%	0.00%	0
Total Investments	<u>\$15,732,515</u>	<u>100.00%</u>		

Investment Revenue/Average Yield	Last Year	This Year
Interest Revenue Projected	\$17,200	\$18,500
Interest Revenue Received Year to Date	\$11,252	\$43,772
Percentage of Interest Received to Date	65.42%	236.61%
Weighted Average Rate of Return	0.19%	0.67%
Benchmarks:		
182 day US Treasury Bill	0.54%	0.65%
LGIP - effective yield	0.19%	0.67%

TOWN OF WARRENTON, VIRGINIA
BILLS PAID DECEMBER 2016
For FY17

Anthem Blue Cross & Blue Shield - Town Portion of Employee Health Insurance	\$	69,082.28
Atlantic Pump and Equipment - Pump # 2 Replacement - WWTP	\$	8,666.00
Baird Concrete Corp - Concrete Step Construction - PW	\$	7,345.00
Bluemont Concert Series - VCA LGC Pass-Through Grant	\$	5,000.00
Carter Machinery Company - Asphalt Paver & Misc Parts - PW	\$	116,265.83
Columbia Gas - Gas - Various Depts.	\$	11,069.33
Dominion Virginia Power - Electricity - Various Depts.	\$	66,492.65
Evoqua Water Technologies - Chemicals - WWTP	\$	6,379.52
F1 Computer Solutions - Help Desk and Support - Various Depts.	\$	10,282.19
Grainger - Repair and Operational Supplies - Various Depts.	\$	5,360.68
Haley Ford South - 2017 Ford Explorer - PW	\$	27,644.80
Hatchik Supply Company - Accu-Tabs - WARF	\$	6,367.48
Houston Freightliner - Dual Axle Dump Truck - PW	\$	183,350.00
James River Solutions - Gas and Diesel - Various Depts.	\$	14,437.87
Jet Life Services - December Cleaning Service - WARF	\$	5,312.50
Internal Revenue Service - Town Portion of FICA	\$	41,582.24
MLC Property Management - Reimbursement of Water and Sewer Availability Fees (Wort Hog)	\$	79,530.00
Napa Of Warrenton - Auto Parts - Motor Pool	\$	7,610.67
Physio-Control Inc - Preventative Maintenance - PD	\$	7,189.80
Quill Corporation - Office Supplies - Various Depts.	\$	6,463.22
R J Merkel Inc - Asphalt Marking - PW	\$	29,562.30
Rappahannock Regional Criminal Justice Academy - Police Academy Dues - PD	\$	9,437.50
Southern Air - Program Maintenance - WARF	\$	6,475.10
Synagro-WWT Inc - Biosolids Disposal - WWTP	\$	14,028.00
Treasurer of Virginia - VRS Retirement/Group Life Insurance	\$	56,871.16
Trexman II - December Cleaning Service - Various Depts.	\$	5,990.06
Univar - Chemicals - WTP and WWTP	\$	28,774.74
USALCO - Chemicals - WWTP	\$	10,521.89
VACORP - Monthly Disability, Quarterly Property, Liability & Workers' Comp. Ins. Prem.	\$	76,680.52
Verizon - Phone Services - Various Depts.	\$	5,681.56
Whitson W. Robinson PLC - Legal Services	\$	11,477.67
WSG Solutions - Parts for Equipment - WWTP	\$	22,727.96
TOTAL BILLS PAID OVER \$5,000.00	\$	963,660.52
BILLS PAID UNDER \$5,000.00	\$	180,511.93
	\$	<u>1,144,172.45</u>



**Town Council Meeting Item Number: 8.a.
February 14, 2017**

Agenda Memorandum

Submitted by: Margaret Rice, Director of Parks and Recreation

Issue: **Resolution Appropriating Up to \$44,336 for Warrenton Town Limits 2017 and Amending the FY17 General Fund Budget**

Background:

- The Committee for Health, Parks, and Recreation has recommended that Warrenton Town Limits 2017 be held on June 30, 2017.
- As June 30 falls within Fiscal Year 2017, funding is being requested to hold this event.

Discussion:

- Funding for Warrenton Town Limits 2016 was included in the FY17 budget, as the event was held of July 1.
- Prior Committee discussions had been that the event would be held on the First Friday each July. The WTL event was to take the place of the downtown First Friday event and community resources would be funneled toward WTL.
- If that formula had been followed, the 2017 event would be held after July 4. The Committee thought was that this may cause attendance to be low, so the recommendation was made to move the event to the Friday before July 4.
- Approval of this funding will not cause the event to be removed from the FY2018 budget, as WTL2018 would be scheduled for June 29, 2018.
- In 2016, \$5,500 was paid to an event management vendor. That amount was included in the initial budget for the 2017 event, but has now been removed. The functions performed by that vendor will be performed by volunteers.

Financial Impact:

- The approval of the amendment will reduce the General Fund Unassigned Fund Balance by \$44,336 and appropriate \$34,700 in Parks-Special Events; \$5,636 in Police Department Overtime; and \$4,000 in Parks and Recreation Part Time Wages. As of June 30, 2016, the Unassigned Fund Balance was \$11,521,316.

Recommended Action:

- The Committee for Health, Parks, and Recreation recommends approving up to \$44,336 for Warrenton Town Limits 2017 and amending the FY 2017 Adopted Budget by appropriating the funds as detailed in the attached resolution.

Town Manager

ATTACHMENTS:

Description

Type

Upload Date

WTL Budget 2017

Backup
Material

1/24/2017

2017 Warrenton Town Limits...

A Hometown Celebration



	2017 Budget	2016 Actual
Fireworks Innovative Pyrotechnics	\$8,000	\$ 8,000
Dons Johns (<i>Dons Johns</i>)	\$4,250	\$ 4,050
10-handicap units and 40-regular units		
Amusements	\$6,500	\$ 5,749
Bounces and Labor		
Marketing/Event Management		
Premiere Hospitality \$5.5k (2016 only)	\$0	\$ 5,500
T-shirts \$1k	\$1,000	\$ 844
Print media \$2K (directional signs for parking, print materials)	\$2,000	\$ 550
Tent/Stage	\$3,000	\$ 2,886
20'x24' Stage with two sets of stairs, 10'x10' stage, 20'x20' gable end tent, two tent fans, three white par lights, 7-10'x10' tents with one 6' table and two folding chairs in each tent, 40 folding chairs for stage		
Lighting	\$2,500	\$ 1,553
9 - 4,000 Watt four light towers and 25Kw Generator with spyder boxe and 5 cables		
Self-Propelled Vehicles/Golf Carts	\$1,700	\$ 1,550
Shuttle Bus	\$750	\$ 732
VA Rides		
Parking		
Police Explorers	\$500	\$ 500
FHS	\$500	\$ 500
Misc	\$4,000	\$ 1,942
Food, water, supplies, flags, trash cans and liners, web builder		
TOTAL	\$34,700	\$ 34,356
Staffing		
<i>Police Department</i>	\$5,636	\$ 5,616
<i>Parks and Rec Department</i>	\$4,000	\$ 6,880
<i>Public Works</i>	*	\$ 1,331
<i>Fire Department</i>	*	\$ 384
Total Staffing	\$9,636	\$ 14,211
TOTAL REQUESTED	\$44,336	\$ 48,567.23

* Funding for Public Works and Fire Department has not been included in this request as money is available to fund the FY17 celebration in their overtime budgets.

2016 Sponsors

WalMart	\$10,000.00
Country Chevrolet	\$4,000.00
Fauquier Health	\$6,000.00
Appleton Campbell	\$600.00
Puffenbarger	\$600.00
Total	\$21,200.00

In Kind Donations

DC Skydiving	\$4,000.00
Anchor Images	\$2,000.00
Total	\$6,000.00



**Town Council Meeting Item Number: 8.b.
February 14, 2017**

Agenda Memorandum

Submitted by: Stephanie Miller, Director of Finance and Human Resources

Issue: Add Auxiliary Officers to Worker's Compensation Coverage

- Background:**
- The Town of Warrenton Police Department utilizes Auxiliary Police Officers to assist with staffing. These are former employees who are fully trained and able to supplement staffing for special events without compromising safety and effectiveness.
 - Workers' Compensation (WC) is a form of insurance providing wage replacement and medical benefits to employees injured in the course of employment in exchange for mandatory relinquishment of the employee's right to sue his or her employer for the tort of negligence.
 - The Workers' Compensation Act does not automatically provide WC coverage. Council must adopt a resolution in order to extend coverage.

- Discussion:**
- Workers' Compensation provides statutory benefits to covered workers who are injured in the course of their employment.
 - The Town currently has 4 auxiliary police officers who typically work a total of 15 to 20 hours per month.
 - Any resulting claims would provide for a Medical Only award, since auxiliary Police Officers do not receive compensation; however, if the officer is employed elsewhere in a law enforcement position, then there could be a claim for wages. If the claim is serious, it can result in lifetime medical benefits for the injured Auxiliary Police Officer.

- Financial Impact:**
- The cost per individual is estimated to be \$850 to \$900 annually – approximately \$3,600 per year based on current auxiliary staffing.

- Recommended Action:**
- Approve the attached resolution extending Workers' Compensation coverage to Auxiliary Police Officers.

Town Manager

ATTACHMENTS:

Description

Resolution to Add Auxiliary Police Officers to Workers'
Compensation Coverage

Type

Resolution

Upload Date

2/2/2017

A RESOLUTION TO ADD AUXILIARY POLICE OFFICERS
TO WORKER'S COMPENSATION COVERAGE

BE IT RESOLVED that auxiliary police officers of the Town of Warrenton Police Department are hereby authorized to be included as employees for the purposes of the Workers' Compensation Act of the Commonwealth of Virginia and are entitled to coverage provided under said Act.

ADOPTED this 14th day of February, 2017.



Town Council Meeting Item Number: 8.c.

February 14, 2017

Agenda Memorandum

Submitted by: Stephanie Miller, Director of Finance and Human Resources

Issue: Real Estate Tax Relief for the Elderly

Background:

- The Town and the County offer a real estate tax exemption to residents 65 and older whose income and net worth are below certain thresholds.

	Town of Warrenton	Fauquier County
Total combined net income (owners and owners' relatives residing in the dwelling)	\$30,000	\$58,000
Income exclusion for income of relatives	\$6,500	\$10,000
Net combined financial worth	\$100,000	\$440,000

- The County's ordinance was last updated in 2008; the Town's was last updated in 1997.

Discussion:

- The County Commissioner of the Revenue office serves as the assessor for real estate located within the Town. Each year, they review applications for Tax Relief for the Elderly. Once they approve Town of Warrenton resident applicants for exemption from the County real estate tax, they then must examine the application against the Town of Warrenton guidelines to determine which exemptions should be forwarded to us.
- This past year, 82 residents of the Town were eligible for exemption from County real estate taxes, but did not meet the guidelines for exemption from Town real estate taxes.

Financial Impact:

- At the current assessed values and a tax rate of \$0.05 per \$100 assessed value, the impact for one year of matching the County's guidelines is \$9,431.44.

Recommended Action:

- Approve updating Article IV of the Town of Warrenton Code of Ordinances to adopt the higher thresholds that the County currently has in place.

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Chapter 15, Article IV. Real Estate Tax Relief for the Elderly (track changes)	Backup Material	2/2/2017
Ordinance 2017-01, Tax Relief for the Elderly	Backup Material	2/3/2017

ARTICLE IV. - REAL ESTATE TAX RELIEF FOR THE ELDERLY^[4]

Footnotes:

--- (4) ---

State Law reference— Real estate tax exemptions for elderly and handicapped, Code of Virginia, § 58.1-3210 et seq.

Sec. 15-66. - Definitions.

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Net combined worth. All assets of the owners of the dwelling and the spouse of any owner who resides therein, including equitable interests but excluding the value of the dwelling and the land in an amount not to exceed one (1) acre upon which it is situated.

Permanently and totally disabled. Any person unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment or deformity which can be expected to result in death or can be expected to last for the duration of such person's life.

Total combined income. Gross income from all sources, of the owners of the dwelling residing therein and of any relatives of the owner who reside in the dwelling.

(Code 1981, § 16-13)

State Law reference— "Permanently and totally disabled" defined, Code of Virginia, § 58.1-3217.

Sec. 15-67. - Eligibility for exemption.

Any person sixty-five (65) years of age or older on December 31 of the year immediately preceding the taxable year who owns or partially owns a dwelling as the sole dwelling of that person, or who is sixty-five (65) years of age and resides in a hospital, nursing home, convalescent home or other facility for physical or mental care for extended periods of time, provided such residence is not used or leased to others for consideration or who is determined to be permanently and totally disabled as defined herein, shall be eligible for and may apply for an exemption of real estate taxes on such dwelling and land, in an amount not to exceed one (1) acre on which it is situated; provided that:

- (1) The total combined income during the immediately preceding calendar year from all sources of the owners of the dwelling living therein and of the owners' relatives living in the dwelling does not exceed ~~thirty thousand dollars (\$30,000.00), the first six thousand five hundred dollars (\$6,500.00)~~ fifty-eight thousand dollars (\$58,000), the

first ten thousand dollars (\$10,000) of the income of each relative, other than spouse, of the owner or owners, who is living in the dwelling shall not be included in such total.

- (2) Notwithstanding subsection (1) of this section, if a person has already qualified for an exemption or deferral under this article, and if the person can prove by clear and convincing evidence that after so qualifying the person's physical or mental health has been deteriorated to the point that the only alternative to permanently residing in a hospital, nursing home, convalescent home or other facility for physical or mental care is to have a relative move in and provide care for the person, and if relative does move in for that purpose, then none of the relative's income shall be counted towards the income limit.
- (3) The net combined financial worth, as hereinabove defined, as of December 31 of the immediately preceding year, cannot exceed ~~one hundred thousand dollars (\$100,000.00)~~ four hundred forty thousand dollars (\$440,000).

(Code 1981, § 16-14; Ord. No. 1989-2, 5-2-89; Ord. No. 1992-17, 8-11-92; Ord. No. 1997-07, 6-10-97)

State Law reference— Restrictions and exemptions, Code of Virginia, §§ 58.1-3211, 58.1-3213; absence from residence, Code of Virginia, § 58.1-3214.

Sec. 15-68. - Application for exemption.

First-time applicants for the exemption provided for herein shall make application with the county commissioner of the revenue, on a form prescribed by the commissioner, between January 1 and June 30 of that year for which exemption is sought. In lieu of the filing of an annual application, once a taxpayer is determined to be eligible, an application may be filed on a three-year cycle with an annual certification by the taxpayer that no information contained on the last preceding application filed has changed to violate the limitations and conditions provided in this section. Such annual certification, on a form prescribed by the commissioner, shall be filed no later than March 5 of the taxable year.

The application shall be accompanied by an affidavit, setting forth the names of all persons occupying such dwelling and stating that the total combined income, and the net combined financial worth, do not exceed the limitations set forth in section 15-67. The commissioner of the revenue may require an applicant to answer questions under oath as to his requirements under this article or to produce for inspection certified federal income tax returns for the preceding three (3) years to establish the total combined income or net combined financial worth as hereinbefore defined. If such person is under sixty-five (65) years of age, such form shall have attached thereto a certification by the social security administration, the department of veteran's affairs, or the railroad retirement board, or, if such person is not eligible for certification by any of these agencies, a sworn affidavit by two (2) medical doctors licensed to practice medicine in the commonwealth, or who are military officers on active duty who practice medicine with the United States Armed Forces to the effect that the person is permanently and totally disabled as defined in section 15-66. The affidavit of at least one (1) of the doctors shall be based on a physical examination of the person by such doctor. The affidavit of one (1) of the doctors may be based upon medical information contained in the records of the civil service commission which

is relevant to the standards for determining permanent and total disability as defined in section 15-66. The commissioner of the revenue shall determine that a person meets the test as to being permanently and totally disabled as prescribed in Section 58.1-3217 of the Code of Virginia of 1950, as amended.

(Code 1981, § 16-15; Ord. No. 1992-18, 8-11-92; Ord. No. 1998-11, 8-11-98)

State Law reference— Application for exemption, Code of Virginia, § 58.1-3213.

Sec. 15-69. - Change in status.

Any change in respect to total combined income, net combined financial worth, ownership of the dwelling exempted, or other factors, which occur during the taxable year for which the affidavit is filed, and which has the effect of exceeding or violating the limitations and conditions of this article, receive the exemption or deferral for the portion of the year during which he or she qualifies and lose the exemption or deferral only for the remainder of the year, and the taxable year immediately following. However, change in ownership to a spouse due to the death of the qualified individual will result in a prorated exemption for the then eligible year. Such prorated portion shall be determined by multiplying the amount of the exemption or deferral by a fraction, wherein the number of complete months of the year such property was properly eligible for such exemption or deferral is the numerator and the number of twelve (12) is the denominator.

(Code 1981, § 16-16; Ord. No. 1992-19, 8-11-92)

State Law reference— Similar provisions, Code of Virginia, § 58.1-3215.

Sec. 15-70. - Amount of exemption; proration.

- (a) Real estate described in section 15-67 shall be exempt from real estate taxes under the provision of this article for any year in which proper application is made; provided, that if the ownership of the property for which application for exemption is made is not held solely by the applicant, or jointly with the applicant's spouse, then the amount of the tax exemption hereunder shall be in proportion to the applicant's ownership interest in the subject real property, as that ownership interest may appear.
- (b) A change in ownership to a spouse, when such change results solely from the death of the qualifying individual, or a sale of such property, shall result in a prorated exemption for the then current taxable year. The proceeds of the sale which would result in the prorated exemption or deferral shall not be included in the computation of net worth or income as provided in section 15-67. Such prorated portion shall be determined by multiplying the amount of the exemption or deferral by a fraction wherein the number of complete months of the year such property was properly eligible for such exemption or deferral is the numerator and the number of twelve (12) is the denominator.

(Code 1981, § 16-17; Ord. No. 1992-20, 8-11-92)

Sec. 15-71. - Notification to finance director of eligible persons.

The county commissioner of the revenue shall annually certify to the town finance director those persons who qualify under this article for an exemption and the amount thereof. The finance director shall deduct the amount of exemption from the applicant's real estate tax bill for that year.

(Code 1981, § 16-18)

Secs. 15-72—15-85. - Reserved.

ORDINANCE 2017-01

AN ORDINANCE TO AMEND CHAPTER 15, ARTICLE IV -
REAL ESTATE TAX RELIEF FOR THE ELDERLY
OF THE TOWN OF WARRENTON CODE OF ORDINANCES

BE IT ORDAINED by the Council of the Town of Warrenton, Virginia that the following sections of Chapter 15, Article IV - Real Estate Tax Relief for the Elderly, of the Town of Warrenton Code of Ordinances are hereby modified as follows, effective January 1, 2017:

Sec 15-67 – Eligibility for exemption.

Subparagraph (1):

The total combined income during the immediately preceding calendar year from all sources of the owners of the dwelling living therein and of the owners' relatives living in the dwelling does not exceed fifty-eight thousand dollars (\$58,000), the first ten thousand dollars (\$10,000) of the income of each relative, other than spouse, of the owner or owners, who is living in the dwelling shall not be included in such total.

Subparagraph (3):

The net combined financial worth, as hereinabove defined, as of December 31 of the immediately preceding year, cannot exceed four hundred forty thousand dollars (\$440,000).

ADOPTED this 14th day of February, 2017.



**Town Council Meeting Item Number: 8.d.
February 14, 2017**

**Agenda Memorandum
Submitted by: Evelyn Weimer, Town Recorder**

Issue: **Appointment of Members to the Architectural Review Board**

Background: Council may consider appointing members to fill the unexpired terms of two vacancies on the Architectural Review Board (ARB). The Virginia Department of Historic Resources requires the ARB membership to include one architect and one architectural historian in order for the Town to maintain its Certified Local Government (CLG) status; there are currently no members of the ARB who satisfy these classifications.

Discussion:

Financial Impact:

**Recommended
Action:**

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
ARB Description	Backup Material	2/10/2017
ARB Member Description and Responsibilities	Backup Material	2/10/2017

Warrenton Historic District Background

The Town of Warrenton contains a local Historic District overlay and a larger historic district designated by the National Register of Historic Places (NRHP). The first is governed by the Zoning Ordinance standards. The second designation is honorary, but is required for certain grants, tax credits, and other incentives.

U.S. SECRETARY OF THE INTERIOR

The U.S. Secretary of Interior is responsible for establishing standards for all properties under the Department's authority. This includes advising Federal agencies on the preservation of properties listed in or eligible for listing in the National register of Historic Places. The department publishes standards and guidelines for the preservation and rehabilitation of historic structures. Since property owners of "Certified Historic Structures" may be eligible for Rehabilitation Tax Credits, it is important for localities to follow the Department of Interior's standards.

VIRGINIA DEPARTMENT OF HISTORIC RESOURCES - CERTIFIED LOCAL GOVERNMENT REQUIREMENTS

The Town of Warrenton became a Certified Local Government (CLG) in 1996, which requires the Town to:

- adopt a historic district ordinance that --
 - (a) defines district boundaries,
 - (b) establishes a review board in accordance with state statutes,
 - (c) identifies actions that must be reviewed and standards for review, and
 - (d) in general provides for the protection of local historic resources.
- The CLG's preservation commission or review board must administer its ordinance and work as an advocate for preservation in the locality.
- The CLG must continue to survey its local heritage resources.
- The CLG must promote public participation in its local heritage stewardship program.
- The CLG must annually report on the performance of its CLG responsibilities.

PROGRAM

In addition to the CLG structure requirements, there are also program requirements.

1. A local historic preservation ordinance for the designation and protection of historic properties, containing, among others, provisions for:
 - a. a statement of purpose;
 - b. criteria and procedures for identifying and establishing historic districts; clearly delineated boundaries for districts; and
 - c. review by a review board of all exterior alterations, relocations, or new construction visible from a public right-of-way and any proposed demolition within the district boundaries.
2. A local review board meeting, among others, these requirements:
 - a. all members having a demonstrated interest, competence, or knowledge in historic preservation;
 - b. at least one architect or architectural historian in the membership, (unless this requirement is specifically waived by DHR); and

- c. at least one additional member with professional training or equivalent experience in architecture, history, architectural history, archaeology, or planning (unless this requirement is specifically waived by DHR).
3. Maintenance of a system for survey and inventory of historic and cultural resources, which is coordinated with that of the Department of Historic Resources.
4. Provision for adequate public participation in the local historic preservation program.
5. Satisfactory performance of those responsibilities delegated.

BENEFITS

The CLG program establishes a working relationship between the local government and the State Historic Preservation Office while encouraging local involvement in preservation concerns. In addition, certified local governments:

1. assume a formal role in the identification, evaluation, and protection of the community's historic resources;
2. review National Register nominations for properties in their jurisdictions before those nominations are considered by the Department of Historic Resources;
3. receive technical assistance from the Department of Historic Resources and the National Park Service, and
4. are eligible to apply for matching grants from a 10% share of Virginia's annual federal appropriation which must be set aside specifically for certified local governments. Funds awarded may be used for survey of historic and archaeological resources, preparation of National Register nominations, developing design review guidelines, amending preservation ordinance, preparing preservation plans, testing archaeological sites to determine their significance, and public education programs in historic preservation.

COMPREHENSIVE PLAN

The 2002 Comprehensive Plan provides a detailed analysis of the Historic District in Chapter 3 Analysis and Plan – Section B. In this section, historic district background, current status and major issues, objectives and policies, and goals are discussed. One policy is to maintain the Certified Local Government designation and require annual training for the Architectural Review Board. Last year three members of the ARB attended training conducted at the Preservation for Virginia conference sponsored by the Department of Historic Resources (DHR).

As part of the 2009 Comprehensive Plan update (adopted in 2013), the Architectural Review Board reviewed the Historic District and proposed an expansion to *“protect areas adjacent to the designated District and create new Guidelines for the review of development application in the District.”* Additionally, the ARB proposed the Town consider development of a Corridor Overlay District for the arterials leading in to the Historic District. Page 54 of the 2009 Comprehensive Plan Supplement speaks to the thoughts behind the Corridor Overlay District.

ZONING ORDINANCE

The Town of Warrenton updated its Zoning Ordinance in 2006. Article 3-5. 3 outlines the Historic District legislative intent and regulations. This includes the creation and composition of the Architectural Review Board, their powers and duties, and organizational rules. Specifically, the Zoning Ordinance states the ARB membership shall be comprised of 5 members of which a majority shall be Town residents and have a reasonable knowledge and demonstrated interest in historic and/or architectural development in Town. In addition, the Zoning Ordinance speaks to the Historic District boundaries and regulations. The Historic District is also governed in other Articles of the Zoning Ordinance in regards to zoning, signage, definitions, and other applicable sections.

WARRENTON HISTORIC DISTRICT DESIGN GUIDELINES

The Warrenton Historic District Guidelines flow from the above-related guidance to serve as the foundation for review of historic structures to be granted a Certificate of Appropriateness (COA) prior to building and/or permit issuance. The Architectural Review Process takes into consideration contributing and non-contributing structures as part of the determination for a COA. In addition, there is a mechanism outlined in the Zoning Ordinance that allows for certain types of COAs to be granted administratively.



DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

WARRENTON ARCHITECTURAL REVIEW BOARD

BACKGROUND

Warrenton Historic District

In the early 1980's, a survey to inventory and assess the historic and architectural value of properties central, "Old Town" portion of the Town was conducted. Following a series of public hearings, the Town Council created the Warrenton Historic District and Article 22 of the Zoning Ordinance entitled, "HD-Historic District" in 1982. The Historic District was established as an "overlay zoning district" whereby the existing zoning designations (e.g. Residential 6 or Central Business District) and their regulations remain in place, while additional review procedures and regulations apply due to the secondary overlay designation. The Historic District (HD) regulations are now found in Section 3-5.3 of the Town Zoning Ordinance. The Historic District zoning regulations are intended to protect against deterioration, destruction of, or encroachment upon such areas, structures and premises; to encourage uses which will lead to their continuance, conservation and improvement in an appropriate manner and to assure that new structures and uses within such districts will be in keeping with the character to be preserved and enhanced.

In 1990 and 1996 the Historic District was expanded. The first expansion took place to bring into the district several historically significant properties on the crossroad perimeters. Although these resources were considered noteworthy in a 1977 survey by the Virginia Department of Historic Landmarks, they were excluded from the initial boundary for the preliminary management ease of a more confined district. A second alteration in the district evolved in 1996 when it was determined that the boundary line of the district cut through lots and even some buildings. Therefore, a minor expansion to the district eliminated this problem. However, these revisions to the original National Register District have not yet been nominated to the Virginia Department of Historic Resources or National Park Service for approval in the National Register of Historic Places. The Comprehensive Plan has the nomination of the expansion area as a future objective.

The Warrenton Historic District is characterized by a variety of building types and styles representing the Town's importance as the county seat. The focus of the Historic District is the central business district and its five surrounding residential neighborhoods. Within these boundaries are the Fauquier County Courthouse, the County and Town government buildings, an example of an early jail, churches, and many other architecturally significant buildings. Also included are the homes of a former Virginia Governor, and three prominent figures from the Civil War era.

ORGANIZATION

Architectural Review Board (ARB)

The ARB consists of five Town Council appointed citizen volunteers who must have specialized knowledge and interest in history, historic preservation and/or architecture. Members are appointed for a term of four (4) years. Initial appointments are three (3) members for four (4) years, and remaining

members for two (2) years. The ARB elects from its own membership a chairman and vice-chairman to serve annual terms and may succeed themselves. The Planning Director or designee serves as Secretary to the ARB.

The Board meets on the fourth Thursday of each month at 7:00 P.M at Town Hall. Applications for a Certificate of Appropriateness must be submitted by 4:30 P.M. on the first day of the month or the business day immediately following in order to be reviewed during that month's meeting.

ARB CHARGE

The Architectural Review Board is charged by the Town Council with the review of most exterior alteration on all elevations of buildings, additions, demolitions, relocations, reconstruction, repairs using dissimilar materials, new building construction, walls and fences exceeding three-and-one-half-feet in height, signs, awnings, skylights, HVAC units (except for window air conditioners on residences), exhaust fans and any other major actions which would have a substantial effect on the character of the historic district. With approval, the ARB issues a Certificate of Appropriateness to be displayed on the front of the property during the undertaking. The annually-trained ARB meets once a month as needed. Special meetings are called upon request. Council appoints members who have demonstrated knowledge or interest in historic or architectural development in the Town

BOARDS AND COMMISSION CANDIDATE INFORMATION SHEET

NAME: _____

HOME ADDRESS: _____

ZIP: _____

HOME TELEPHONE: _____

OCCUPATION OR TITLE: _____

PLACE OF BUSINESS: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____

HOW LONG RESIDENT? _____

WARD NO: _____

Residency within the Town of Warrenton is a requirement for most boards and commissions.

CANDIDATE FOR POSITION ON: _____

Why do you wish to serve the Town:

What experience or education have you had relative to this field of concern?

What are your major interests or concerns in the Town's programs?

What other interests or concerns do you have regarding the community?

Please list any previous or present involvement such as Town Council, board or commission members, citizens committee, etc. in Warrenton or elsewhere.

Are you are registered voter? Yes _____ No _____

Date _____

Signature _____

SEND APPLICATION TO: Town Manager's Office, P.O. Box 341, Warrenton, VA 20188

FAX: 540-349-2414

For questions call: 540-347-4505

Via email: eweimer@warrentonva.gov

The Town of Warrenton volunteer positions are open to all persons without regard to race, sex, age, handicap, religion, ethnic background or national origin.



**Town Council Meeting Item Number: h. •
February 14, 2017**

**Agenda Memorandum
Submitted by: Brannon Godfrey, Town Manager**

Issue: Status of Key Projects

Background:

Discussion:

Financial

Impact:

**Recommended
Action:**

Town Manager

ATTACHMENTS:

Description	Type	Upload Date
Project Status Report	Staff Report	2/11/2017

Town Manager's Report: February 2017 – Status of Key Projects

1. **Technology:** Novus agenda is up and running for Council meetings and Work Sessions. We will begin phasing in the agenda tool for the Planning Commission and ARB meetings next, followed by Council Committee meetings. We have obtained pricing for Planning Commission iPads but have not yet purchased them. I am working with a vendor to obtain a budget estimate for installing video equipment to live-stream and record public meetings. We have provided iPhones for Department Heads and who opt to use a town-issued mobile device over a personal one.
2. **Mosby House:** The next step is consideration of four options: 1) continue to keep the building mothballed at an annual cost of \$6,000; 2) subdivide Mosby House and property from the Visitor Center and offer it for sale (using the recent appraisal for pricing); 3) renovate the House and the Visitor Center for office (estimate for MH = \$400,000, + \$200,000 for VC + \$100,000 for site work); or 4) lease it the non-profit foundation to operate a museum.
3. **Main Street Program:** Planning Group has convened the 90-day Transition Committee, who has met three times since January 5 (it meets every 2 weeks). The Transition Committee is organizing the new Board leadership and is focusing on goals in four areas before the new Board assumes control from the former Partnership Board: 1) Branding & Marketing, 2) Organization, 3) Mission Control, and 4) Fundraising. It has chosen a new name: "Experience Old Town Warrenton" which will replace the Partnership for Warrenton name.
4. **WARF Fields Management Memorandum of Understanding with WFA:** The Town Attorney and staff are working on proposed revisions to the MOU with the Warrenton Fields Association including provisions for the use of Town water for irrigation and addressing the request for temporary lighting during the late Fall season.
5. **Timber Fence Trail:** Staff is obtaining engineering cost quotes in order to complete the engineering work this spring before submitting our TAP application to VDOT for the November deadline.

6. **Dog Park:** Staff and the Alwington developer's engineer (Bowman) are cost-engineering the current estimates of \$65,000 in order to bring the budget closer to the proffered amount of \$30,000.
7. **Depot Park:** Staff has met with the adjoining property owner to sell or provide a long-term lease that would allow the project to be developed as conceptually design, which includes site work and the pavilion on a portion of his property. The property owner is unwilling to enter into a long term lease on the strip of land near his building that was previously leased to us for 20 years. He has indicated that he is willing to do a year-to-year lease until he settles some issues. We are currently drafting a year-to-year lease for consideration. We have a purchase order with LPDA for design, which will resume pending approval of the lease agreement. An alternate plan would be to move forward with design for partial park development excluding any elements on private property. Other than the design, there is no money currently appropriated for development of the park.
8. **Boundary Adjustment Analysis:** Paul McCulla, Ross D'Urso and I have met and are drafting an updated fiscal impact analysis for the boundary adjustment of the panhandle to present to the town/County Liaison committee at its February 27 meeting.
9. **Broadview Avenue Project:** On January 17, VDOT staff released their preliminary SmartScale project prioritization list. It includes the Town's requested two parts of the Broadview Ave. improvement project. The Commonwealth Transportation Board will consider the recommendation and award the 2017 project list at its June meeting. Appropriation for construction would occur in FY22. Following approval in June, VDOT will complete the design work. Notification of an award of HSIP funding, which is our alternative funding source for the corridor section, is expected in March; funds would be available in FY18 for construction.
10. **Parking Study:** The parking study is nearing completion and draft report will be available for Council in early March. Walker Parking is preparing an analysis on current capacity, recommendations on parking policies and management, condition analysis, financial plan and recommendations for capital facilities to meet future demand. Mike Connor will present the findings and recommendations at the March 9 Council Work Session.

11. Comprehensive Plan: The RFP will likely go out in March, however there are many elements that are already well underway or nearing completion, including the walkability audits, trails plan, complete streets plan, and urban/village development area designation.

12. Post Office Alley: In a phone call on Thursday, the Warrenton Postmaster confirmed that the alley on the west side of the building is not used for postal deliveries. This contradicts the USPS headquarters' understanding. The Warrenton Post Office does use the back loading dock for deliveries at least four times daily, but this should not interfere with our request for a pedestrian easement on the alley. We will continue to push for the easement with the USPS headquarters in D.C.

13. Farmers Market: I am coordinating a meeting to occur this week with the current chair of the Farmer's Market vendor group and the Economic Development Manager, Planning Director, Police Chief and Public Works & Utilities Director to expand the market space or consider alternate site for the Saturday market. We will also plan to move the Wednesday market from the hospital to the WARF.

14. Water & Sewer Systems Capacity: Our engineering consultant is currently preparing a capacity analysis for the sewer system based on current connections, allocated connections by approved zoning and vested rights, and a future development demand forecast. The draft report is anticipated to be completed in late March. Our Strategic Water Supply Plan is due in 2018.

15. Solar Energy Conversion of Town Buildings: On Thursday, Ben Glenzer of Solar Solutions discussed with the Public Works & Utilities Committee the feasibility and internal rate of return on converting the Town Hall, Police Station, WARF and Fire Station (owned by WVFC, not the Town). Next he will help us with assessing the feasibility of converting the Water Treatment Plant, as well as provide municipalities that his team has worked with in the region for reference. This feasibility analysis is ongoing, with the goal to reduce electricity bills with solar power generation, and where feasible, generate electricity for sale.