



## AGENDA

### COUNCIL OF THE TOWN OF WARRENTON

Tuesday, April 11, 2017

7:00 PM

1. Call to order.
2. Invocation
3. Approval of the agenda.
4. Citizens Time.

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

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

5. Hear from Center District Supervisor
6. Consent Agenda.
  - a. Approval of Council Minutes
    - (1) Draft March 14, 2017 Council Minutes
  - b. Staff reports and Board and Commission Minutes
    - (1) Staff Report - PW-Utilities
    - (2) Staff Report - Visitor Center
    - (3) Staff Report - Police
    - (4) Staff Report - Parks & Recreation
  - c. 2017 Father's Day Car Show
  - d. Special Event Permit Request for 2017 Memorial Day Parade and Ceremony
7. New Business.
  - a. February 2017 Financial Statements

- b. Appointment of Members to the Board of Zoning Appeals
  - c. Correspondence to School Board on School Consolidation
  - d. Request from Experience Old Town Warrenton to Disburse Balance of FY17 Main Street Program Appropriation
8. Unfinished Business.
- a. Request from PEC to Appropriate \$6,313 for Greenway Trail Completion
  - b. Use of a Portion of Recreation Proffers for Dog Park Construction
9. Reports and Communications.
- a. Report from Town Attorney.
    - Advertisement of Public Hearing for Town Code Amendment Concerning Solicitors
  - 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 the Committee on Health, Parks & Recreation.
  - g. Report from Liaison Committee representative.
  - h. Report from Town Manager.
    - Project Status Update - April 2017
10. Councilmembers' time.
11. Adjourn.



**Town Council Meeting Item Number: a.(1)**  
**April 11, 2017**

**ATTACHMENTS:**

Description	Type	Upload Date
Draft March 14, 2017 Council Minutes	Cover Memo	3/29/2017

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF WARRENTON  
HELD ON MARCH 14, 2017

The regular meeting of the Council of the Town of Warrenton was held on March 14, 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 Jerry M. Wood, Alec P. Burnett, Robert H. Kravetz and Kevin T. Carter. Both Mr. Polster and Mr. Hamby were not in attendance.

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

**APPROVAL OF THE AGENDA**

Ms. Reynolds noted she wished to add two items to the Council agenda. She moved that under the New Business category that the Town consider providing funding for the library at the location the Board of Supervisors has been studying at a level of up to \$1 million and that the Finance Committee review the amount and provide a recommendation to Council at the April Council meeting under New Business. Mr. Carter seconded the motion. The Town Attorney noted that Town Manager and he would spend time talking with the County concerning logistics tomorrow. Mr. Wood noted that the Finance Committee would review the item at its March 20 meeting.

On a vote of 5-0 (for: Reynolds, Wood, Burnett, Kravetz, Carter, against: none) the motion passed.

Ms. Reynolds moved that discussion of the Mosby House situation be discussed under New Business. Mr. Kravetz seconded the motion and on a Council vote of 5-0 (for: Reynolds, Wood, Burnett, Kravetz, Carter, against: none) the motion passed.

**PROCLAMATION IN MEMORY OF JUDGE H. DUDLEY PAYNE**

Mayor Duggan called the Payne family forward and read the following proclamation in memory of Judge Payne.

**WHEREAS**, on February 20, 2017 our town, and many beyond its borders, suffered a great loss with the passing of Judge Payne; and

**WHEREAS**, as the Reverend Ben Maas put it, Judge Payne's life was not only well-lived but also well-lived for others; and

**WHEREAS**, Always a Marine, he served his country valiantly, leading his men while under fire; and

**WHEREAS**, A lawyer's lawyer, he was known for his instinct, his thorough preparation for trial, his knowledge of the law, his dedication to his clients, his integrity, his ethics, and his exceptional abilities in a court room; and

**WHEREAS**, As a veteran, he was instrumental in establishing the Fauquier Veterans Memorial; and

**WHEREAS,** As a Juvenile and Domestic Relations District Judge, he carried the weight of his decisions, knowing the life-changing impact of them; and

**WHEREAS,** As a mediator, he strove to lessen the pains of divorce, to reduce anger, to protect children, and where reconciliation was possible, to save relationships; and

**WHEREAS,** As one focused on the health of the community and its citizens, he contributed his time in many ways, through behind-the-scenes work as well as serving in leadership positions on many boards; and

**WHEREAS,** As a youth baseball coach, he was a good teacher, not only of the game, but also of character; and

**WHEREAS,** As a father, he loved his three sons: Edward, Strickland and Dudley; and

**WHEREAS,** As a husband, he loved and showed true devotion to Ann; and

**WHEREAS,** As a friend to many, he was generous with his time, a sharer of good stories and eager to connect with joy and laughter. He was attentive to difficulties and always willing to help someone get back on track; and

**WHEREAS,** He was truly unique, genuine and exceptional. His example serves as a challenge.

**NOW, THEREFORE,** with great honor, I, Powell Duggan, Mayor with the Warrenton Town Council and all of the Town's citizens, do hereby declare our heartfelt and deep appreciation for Judge H. Dudley Payne, Jr.'s extraordinary life and service to many.

### **PROCLAMATION – MARCH 2017 – YOUTH ART MONTH**

The Mayor, accompanied by Ms. Reynolds, presented the following proclamation in observance of March 2017 as Youth Art Month to the art teachers.

**WHEREAS,** The study of art leads to a fuller, more meaningful life; and

**WHEREAS,** Art education provides substantial benefits to all elementary, middle and secondary students; and

**WHEREAS,** Art education develops students' creative potential and improves problem-solving and critical thinking skills by reinforcing and bringing to life what students learn in other subjects; and

**WHEREAS,** Art education teaches sensitivity to beauty, order and other expressive qualities, and also gives students a deeper understanding of multi-cultural values and beliefs, and

**WHEREAS,** Art education advances student mastery in art production, art history, art criticism and aesthetics; and

**WHEREAS,** Our national leaders have acknowledged the necessity of including art experiences in all students' education; and

WHEREAS, The National Art Education Association, in conjunction with the Town of Warrenton, strives to improve the well being of our communities by upgrading visual awareness of the cultural strengths of Warrenton, Virginia and the United States as a whole; and

WHEREAS, The residents of the Town of Warrenton, Virginia have joined the National Art Education Association and the Town of Warrenton in supporting the youth of our community in their intellectual development through artistic endeavors, and offering support to our committed art teachers

NOW, THEREFORE, I, Powell L. Duggan, Mayor of the Town of Warrenton do hereby proclaim March 2017 as YOUTH ART MONTH. All residents are urged to gie their full support to quality school arts programs for our youth.

### **RESOLUTION CONGRATULATING JOHN BASLEY ON CLIMB OF MOUNT KILAMANJARO**

WHEREAS, John Beasley, a proud citizen of Warrenton, along with his Army veteran son and a team of friends, successfully ascended the peak of Mount Kilimanjaro in Tanzania, Africa in December 2016; and

WHEREAS, he joins an elite group of hikers with the physical stamina and determination to reach the elevation of nearly 19,000 feet; and

WHEREAS, John's team braved the extreme cold and physically challenging conditions to make the five-day ascent with the constant threat of acute mountain sickness and hypothermia; and

WHEREAS, John's pride in his hometown led him to pack a Town of Warrenton flag for the journey to be photographed along the ascent; and

NOW, THEREFORE, BE IT RESOLVED, by the Warrenton Town Council that it thanks John Beasley for his civic pride and congratulates him for his successful Kilimanjaro climb.

### **PROCLAMATION – LOCAL GOVERNMENT EDUCATION WEEK**

The following proclamation was read by Mayor Duggan:

### **PROCLAMATION APRIL 1-7, 2017 AS LOCAL GOVERNMENT EDUCATION WEEK**

**WHEREAS**, since the colonial period, the Commonwealth of Virginia has closely held the institutions of local government; and

**WHEREAS**, local governments throughout the Commonwealth provide valuable services to the citizens of the communities they serve; and

**WHEREAS**, citizen services such as, law enforcement, public health and safety, recreational opportunities, and educating local children, are most often delivered at the local level; and

**WHEREAS**, in recognition of the work performed by local governments, the Virginia General Assembly, on February 29, 2012, designated the first week in April as Local Government Education Week in Virginia; and

**WHEREAS**, April 2, 1908 was the creation of the Council-Manager form of government in the City of Staunton thereby making the first week in April appropriate for this designation.

**WHEREAS**, the Town of Warrenton strives to reach citizens beyond the walls of Town Hall by direct engagement in workshops, strategic planning sessions and Leadership Fauquier programs, the Town website and other forms of electronic and social media, and teaching young citizens about local government with programming in their youth development clubs and schools, such as the award-winning Student Postcard Project; and

**NOW, THEREFORE, BE IT PROCLAIMED**, by the Warrenton Town Council that April 1-7, 2017 is hereby designated as Local Government Education Week; and

**BE IT FURTHER PROCLAIMED**, that the Town Council will promote civic education and engagement in an effort to educate citizens about their local government, strengthen the sense of community, and engage the next generation of local government managers.

## **CITIZENS TIME**

Mayor Duggan called for citizens wishing to address Council. There were no citizens wishing to speak.

## **HEAR FROM CENTER DISTRICT SUPERVISOR**

Supervisor Chris Granger came forward to update Council. Supervisor Granger reported that the County budget public hearing would be held on March 28 at 7 p.m. He was unsure whether the CIP would be adopted with the budget or not and there was a lot of discussion among the Board concerning a middle school in the Town which may delay the adoption of the CIP. He stated a placeholder may be put in the budget about the school. He said that there is agreement among three Supervisors for inclusion of \$10 million for the library, the library has raised \$200,000 from private investment and have a goal of raising another \$300,000 to \$400,000 more. He stated any assistance that Warrenton could give up to \$1 million would be appreciated. He urged Council to get involved in the middle school discussion. He indicated there may be a large structure, perhaps a school, to be put on Alwington Boulevard which will have significant traffic disruption.

## **PUBLIC HEARING**

### Proposed Roundabout at Falmouth/Shirley Intersection

Mr. Godfrey noted that Council and staff had been considering the roundabout option for the last several months based upon a recommendation from VDOT that it is a design that could handle the level of service approved for the intersection as opposed to a traffic signal. Two designs had been discussed: one with a slip lane on the southbound side of Shirley Avenue in the vicinity of Wal-mart and one without. He stated that it is a mini roundabout with a 75-foot diameter circle. He indicated that there is \$434,000 appropriated in the fiscal year budget for capital projects and half of the amount is from VDOT revenue sharing. The other half will be the Town's responsibility (\$217,000). There is a Wal-mart proffer of \$180,000, which is already in reserves, which will be used toward the \$217,000 Town matching share.

The Town Manager noted that Mr. Nathan Umberger, VDOT Traffic Engineer, was available to answer any questions.

#### Mr. Nathan Umberger

Mr. Umberger came forward and noted that two alternatives were reviewed. One option was without a slip lane and another with one. Mayor Duggan asked him to comment about safety and Mr. Umberger responded that roundabouts are not as mainstream as you would like but worldwide research is established that as far as safety there have been fewer accidents in roundabouts in the U.S. since 2013 than in Fauquier County as a County in 2013. He stated that in 2013 there were zero pedestrian fatalities due to the lower speed nature. Mr. Burnett asked if a roundabout would be safe considering the traffic up and down Falmouth Street. Mr. Umberger was confident in the safety measures through that area. Ms. Reynolds asked about bicyclists in the roundabout and he noted that as far as bicyclists in a roundabout there was a challenge to integrate them but he felt with the lower speed bicyclists would be all right. He stated that once people understand it, it seems to work its way out. Mr. Wood asked about the budget and Mr. Umberger noted that the budget the Town has played itself well into the application.

Mayor Duggan opened the public hearing at 7:34 p.m. and called for citizens to speak for the roundabout. There being no citizens to speak for the roundabout, he called for citizens against to come forward. There being no citizens wishing to speak against, the public hearing was closed at 7:35 p.m.

Mr. Godfrey asked Council to authorize him to complete the design and implement the construction of a mini roundabout. Mr. Carter moved that the Manager complete the design and implement the construction of the mini roundabout. Ms. Reynolds and Council approved on a 5-0 vote (for: Reynolds, Wood, Burnett, Kravetz, Carter, against: none).

#### Ordinance 2017-02, Amending Sec. 3-11-Running at large prohibited

Mr. Godfrey noted that at the Public Safety and Transportation Committee had considered an amendment to Chapter 3, "Animals and Fowl" Section 11 "Running at Large Prohibited" at its January 25 meeting and was recommendation amendment of the Town Code section. There is a requirement for the dog's custodian to have the dog on leash control. The amendment would bring the Town in conformance with the County ordinance and is more common in municipalities that a leash is the way to control the dog.

Mayor Duggan opened the public hearing at 7:36 p.m. and called for citizens to speak for the amendment. There being no citizens to speak for the amendment, he called for citizens against to come forward. There being no citizens wishing to speak against, the public hearing was closed at 7:37 p.m.

On a motion by Mr. Kravetz, seconded by Mr. Carter, Ordinance 2017-02, Amending Sec. 3-11-Running at large prohibited was approved on a 5-0 Council vote (Reynolds, Wood, Burnett, Kravetz, Carter, against: none).

#### Special Use Permit 2016-06 – Chilton House Bed and Breakfast

Ms. Brandie Schaeffer, Director of Planning and Community Development, came forward and gave a Powerpoint presentation on the Special Use Permit request. Her presentation is part of the file. Ms. Schaeffer noted that she had distributed a copy of the new conditions staff was requiring.

Mr. Burnett asked if there were food services conditions had been reviewed and Ms. Schaeffer noted that during a special use permit request only land use implications were reviewed and food service



would be controlled by the Health Department. She stated that when the Town gets into issuing occupancy permits, the Building and Inspections Department works most closely with the Health Department. Mr. Burnett asked if fire safety was addressed. She stated that there was a review of the approach, turning radius, etc, and the building would be considered as a single family home. She stated that the fire department had been notified and they would do a pre-plan and touring the site. The Police Chief will also tour the site to become acquainted with the layout.

Mr. Wood asked if there was a three-year sunset clause and Ms. Schaeffer noted that the Planning Department was not supportive of sunset clauses. She stated that staff encourages Council and Planning Commission to not consider conditions in a sunset since it is often looks like spot zoning. She stated that staff encourages an administrative review with good conditions rather than a sunset. Mr. Wood asked if the Planning Department would follow up on the application at the three-year period and Ms. Schaeffer stated that she had talked with the Town Manager concerning this. She felt it was important that staff maintain the enforcement arm and staff capability and staff had to be careful when drafting conditions that they are very enforceable.

Mayor Duggan opened the public hearing at 7:51 p.m. and called upon the applicant to come forward.

Mr. John McAuliff

Mr. McAuliff came forward and noted that the request to hold weddings and events had been removed. He stated that he had removed photos off of social media but they had reappeared. He deleted them again. He noted his goal was to limit the events while allowing him to retain his rights as a residential owner to have family and friends for social gatherings. He stated that any such gathering would require that he give up a full night of revenue. Mr. McAuliff explained the difference in B&Bs and Airbnbs. He noted that he would like to develop a contract with one of the restaurants in Town to serve meals. He asked for Council approval for him to open a four-bedroom b&b.

The Mayor opened the public hearing at 7:55 p.m. and asked for those to speak in favor to come forward. He asked that comments be kept at three minutes due to the large number of persons wishing to speak.

Ms. Lori Gibson

Ms. Gibson, resident at 6<sup>th</sup> and Lee Street, member of the Fauquier Historical Society and worker on Main Street, came forward. She noted she was deliberate in choosing to reside in Warrenton because you could walk downtown. She did notice that Warrenton did not have a bed and breakfast and said she is embarrassed to send her family to the Hampton Inn when they visit. She said she sends them to Culpeper. She supported the request.

Mr. John Marshall Cheatwood

Mr. Cheatwood stated that he lived at 86 Culpeper Street and he and his father were not opposed to the bed and breakfast. He noted that there was plenty of parking available for use of the bed and breakfast. He explained that he was a past president of the Partnership for Warrenton and for the last 27 years the need for a bed and breakfast has been discussed. He stated that the bed and breakfast would be good for the Town.

Ms. Sheba Shough

Ms. Shough, Executive Director of the Warrenton Regional Chamber of Commerce, came forward and noted that the Board was in support of Mr. McAuliff's application and it would provide much needed accommodations in downtown Warrenton, as well as expanding the tax base. She requested that the Council vote in favor of the request.

Ms. Janet Metzger

Ms. Metzger, business owner at 92 Main Street (Empty Nest) came forward and noted that every Saturday there is at least one couple coming in and asking if there is a bed and breakfast in Warrenton. She supported the request.

Ms. Whitney Petrilli

Ms. Petrilli of 7122 Baldwin Ridge Road came forward noted she was a realtor and she had clients coming from California and she wished there was a bed and breakfast so they could stay downtown. She was in favor of the application.

Mr. James Downey

Mr. Downey, attorney for Mr. McAuliff, came forward and noted that all the conditions had been worked out to make it an acceptable use and he requested Council's favorable support for the application.

Ms. Mary McDonnell

Ms. McDonnell came forward and noted that her mother, Beatrice McDonnell, had wanted to preserve the historical character of the house. She restored the outbuildings and worked to maintain the Williamsburg atmosphere of the house. She stated that her family had been in the Town for ten generations. Ms. McDonnell had worked with Mr. McAuliff to establish a bed and breakfast. She urged support for the application.

Mr. Dan McLinden

Mr. McLinden noted he and his wife were proprietors of Ciao Bello Celebrations. The company performs small weddings and elopements. He could see that the bed and breakfast would complement his business and he and his wife were in support of the application.

Mr. Rome Manette

Mr. Manette noted he was a resident of Ward Three and a Culpeper Street business owner. He was in favor of the application.

Ms. Amelia Stansell

Ms. Stansell, 149 Secretariat Court, came forward and noted she was speaking on behalf of herself and noted she was in favor of the bed and breakfast.

The Mayor called for others to speak for the request. There being no others to speak for the request, he called for those to speak against.

Ms. Cheryl Shepherd

Ms. Shepherd, architectural historian and lifelong resident of Warrenton, former Planning Commission member for 25 years and Architectural Review Board member for 19 years came forward. She wished to preserve Culpeper Street's residential zoning and was encouraged to attend by the Hitchcock family located at 127 Culpeper Street. She stated that the residential zoning in Warrenton had been reduced to a small spot and indicated that the emergence of a bed and breakfast would likely further encroach on the residential zoning as property owners fear. Ms. Shepherd said that she had been hired by Mrs. Beatrice McConnell in the early 2000's to restore the kitchen, meat house and pigeon house and Mrs. McConnell earned over \$71,000 in tax credits. She felt that parking may be inadequate unless the lot behind the house was used. She stated that it is recommended that planners recommend only two bedrooms be devoted to a b&b initially and that the owner be required to live full time in the b&b. Also that a conditional zoning be required that require no revisions or substantial alterations to the historic house occur, that food service be limited to breakfast, and that a small sign, lighting and landscaping be considered as part of the site plan, that there be screened off-site parking and that there be revocation of the permit should events warrant. She asked that the historical integrity and remaining R-6 zoning on Culpeper Street not be compromised.

Mr. Ron Scullin

Mr. Scullin, 118 Culpeper Street, came forward to oppose the bed and breakfast. He was concerned that the bed and breakfast would set a precedent that would allow other bed and breakfasts to follow. As a result, the residential character of Culpeper Street will change and become a commercial extension of the Town's CBD. He stated that the majority of homeowners on Culpeper Street signed a petition which was presented to the Planning Commission in objection to the bed and breakfast. He asked that Council consider his concern when making their decision.

Ms. Christina Hitchcock

Ms. Hitchcock, resident of Culpeper Street, came forward and noted that Culpeper Street is one of the last residential streets in the Town. She was opposed to the bed and breakfast on the historic residential street.

Mr. Ken Alm

Mr. Alm, resident of 194 Culpeper Street, former Town Planning Commission member and currently County Planning Commission member, noted that at some point the residents on Culpeper Street would sell their homes. He stated that the Town is the body which would maintain the houses in that historic district. He asked the Council to look at 20 years down the road to be sure it would not change the street's character.

There being no one else to speak, the Mayor closed the public hearing at 8:29 p.m.

Mr. Kravetz moved that Special Use Permit 2016-06 – Chilton House Bed and Breakfast be approved with the conditions enumerated. Ms. Reynolds seconded the motion.

Ms. Reynolds appreciated everyone being present and that it was very important for everyone in attendance to know how serious the Council takes this and every decision they make. She stated that she is a world traveler and has been on every continent. She stated that she frequents b&bs on those trips. She thanked staff for the time they had spent on the application. She stated that the conditions are strong. She noted she attended the wine festival at Airlie and met some people from Baltimore who wanted to stay downtown. She stated that they really did not want to stay at the Hampton Inn. Mr. Burnett noted that having been a hotel professional for 35 years and statistics show that the Hampton Inn is a fine brand. He

stated that his question concerned the variance of about 40% and \$13,000 in revenue and noted he would be curious to know what is substantiating that 40%. He stated that he is not concerned whether the business will be successful but whether the Council and business owners have been convinced that he has done his homework to insure success. He stated that he had heard that he wanted to be a b&b owner and wanted to keep the house in the family. Mr. Burnett stated it was a mixed message. He stated that Mr. McAuliff had a lot on his shoulders. Mr. Burnett also noted that the Hampton Inn has 49.2% of the business.

Mr. Wood noted he had a concern for what Mr. McAuliff had on his web page a few weeks ago and stated that just because Council approves this bed and breakfast does not mean he or any Councilmember would be required to support all bed and breakfasts.

Mr. Carter stated that he was generally supportive of the concept and the efforts of Town staff. He stated that the company he works for owns four Hampton Inns and there was room for both in Warrenton. He felt restaurants and shops would benefit from the bed and breakfast.

Ms. Reynolds noted that anyone else who comes before Council for a bed and breakfast in the same area would have to have a special use permit.

On a vote of 4-1 (for: Reynolds, Wood, Kravetz, Carter; against: Burnett) the motion passed.

## **CONSENT AGENDA**

- a. Approval of February 14, 2017 Council Minutes
- b. Staff reports and Board and Commission Minutes
  - (1) Staff report – Visitor Center
  - (2) Staff report – PW-Utilities
  - (3) Staff report – Police
  - (4) February 2017 Parks and Recreation Report
- c. Special Event Permit Request for First Friday Events
- d. Special Event Permit Request for May Day Festival
- e. January 2017 Financial Statements

On a motion by Mr. Kravetz, seconded by Mr. Wood, the Consent Agenda was approved on a 5-0 Council vote (Reynolds, Wood, Burnett, Kravetz, Carter, against: none).

## **NEW BUSINESS**

### Resolution appropriating up to \$40,000 for Dog Park and Amending the FY 17 General Fund Budget

The Manager noted that the Town has had a dog park in its capital improvement plan. He gave a history of the project. The Alwington development had proffered \$30,000, with \$5,000 annually for maintenance, for the project. He indicated that bids received for the project are approximately \$65,000. The Committee on Health, Parks and Recreation looked at additional sources of funding and recommended at their February meeting that the design on the Depot Park project be postponed indefinitely and that the balance of the funding for the Depot Park (\$19,106) be reallocated to funding for

the Dog Park. He indicated that there is \$173,339 reserved in the General Fund for "Recreation Proffers" as noted in the financial statements. If available, the budget could be amended and that the balance of \$40,804, or half, could come from this proffer. The conditions of the recreation proffers are unknown currently. Mr. Robinson noted that he had found a letter from Mr. Robert Sowder indicating that in lieu of a community center that \$1,000 per house in Menlough would be allotted for recreation purposes which would amount to \$173,000. He wanted to look through files to ensure that there were no restrictions. Mr. Wood asked that the matter be forwarded back to the Finance Committee. There was discussion of the Depot Park.

Mr. Wood moved that the matter be referred back to the Finance Committee and Mr. Kravetz seconded the motion. Mr. Kravetz noted that the Finance Committee had already considered the matter and recommended it.

Mr. Carter moved that the \$173,000 be investigated to determine the details of the proffer. Mr. Robinson noted that there was currently a motion on the floor and Mr. Kravetz had seconded the motion. On a vote of 5-0 (for: Reynolds, Wood, Burnett, Kravetz, Carter, against: none) the motion passed.

Mr. Kravetz moved that the Town appropriate up to \$40,000 toward the dog park and amend the FY 2017 General Fund budget. Mr. Carter seconded the motion. Mr. Carter noted that he would like to see that it is moved to a capital fund and then it be adjusted. The Town Attorney noted that it is recommendation that there be two separate motions. One of the motions would be to investigate further where the \$173,000 came from and how to deal with it at that time. The second motion would be to approve \$40,000 to keep the project moving forward. If it is discovered by the Finance Committee that it is unrestricted then it could be revisited at a subsequent date. The Manager noted that the \$40,000 goes to Parks, General Projects and not specifically capital projects. Mayor Duggan noted that the motion was to go ahead and appropriate the amount out of the General Fund and the Finance Committee will review it to see if the amount could be shifted to the restricted General Fund. On a vote of 5-0 the motion passed (for: Reynolds, Wood, Burnett, Kravetz, Carter, against: none) the motion passed.

### Library

Ms. Reynolds noted that discussion of a contribution started in the Liaison Committee with the Town considering a donation toward the County Library. She stated that the County is working on their CIP and she felt the Town should move forward on the matter. She asked that a suggested appropriation of up to \$1 million be referred to the Finance Committee for their recommendation. She said that Supervisor Granger had indicated that the funding could be appropriated in sections. She suggested that the Town Manager talk with the County Administrator to see if the contribution could be divided in various years' budgets.

The Mayor noted that the current Council can only appropriate only in this fiscal year and there had to be advertisement for a budget change. Mr. Godfrey stated that there is a State provision that if a budget is amended by more than one percent of the total budget a public hearing is required. One percent would be \$125,000 and it could only be appropriated for the current year or the year as part of the budget adoption process. Planning for future years could be put in the CIP. Ms. Reynolds noted that when originally discussed the library was supposed to be located on Blackwell/Alexandria Pike. There was even discussion of the Town undergrounding some of the power lines. She stated that there were problems with the property owner so the location was moved. The property on Waterloo Street is owned by the County, close to Old Town and will work with economic development. Mayor Duggan noted that the existing library building had to be addressed. He stated that when it is not used by the County as a library it reverts to the Town and there needs to be an agreement with the County as to what space they need and what the Town needs.

Mr. Robinson noted that although it was being referred to the Planning Commission that he and the Town Manager talked with Mr. McCulla and Mr. Kevin Burke about the matter. Supervisor Granger came forward and noted that the County was appropriating \$10 million in FY 18 for a 35,000 square foot library to move them completely out of the existing building. The current library cost is estimated at \$14 million. The Library Board has been told they need to raise \$4 million and if they want to scale down the project to save money they can. They will be appropriated 85-90% to go to design so they can fundraise.

Supervisor Granger noted that the library is in favor of the Waterloo Street site but it would require cooperation with the Town due to split zoning on the property. Mr. Granger noted that the property is currently zoned R-6 and CBD and the Town may want to rezone to PSP. The Mayor explained that it was his understanding that the County wants to use some of the existing space.

Ms. Reynolds asked if the procedure would be that the Finance Committee consider the donation and forward to Council and then Council vote on the matter in April. Mr. Robinson noted that staff would be directed to set up a public hearing with open discussion.

Ms. Reynolds moved that the suggestion of the Town allocating funds to the Fauquier County Library site at Waterloo be referred to the Finance Committee for consideration and that the recommendation come back to the Council in April. Mr. Kravetz seconded the motion and Council approved on a 5-0 vote (for: Reynolds, Wood, Burnett, Kravetz, Carter, against: none).

### Mosby House

Mr. Kravetz moved to authorize the Town Manager and Town Attorney to advertise for a Public Hearing the sale of the Town property, commonly known as the Mosby House and staff to prepare any other documents and plats necessary to effectuate that sale. Ms. Reynolds seconded the motion.

The Mayor called for discussion. Mr. Kravetz clarified that all the motion does is set up a public hearing. It does not make a determination on what to do with the Mosby House. Mayor Duggan noted that the word "sale" was a bit confusing as to what Council would be doing. Ms. Reynolds asked if the motion was to "list" the property for sale and the Town would not have to accept any offer. The Town Attorney noted that a public hearing is required before the sale of any property. He stated that nothing would be happening to the property at this time other than advertising for a public hearing being held. He further stated that if there is a delineation between the other properties with a side park or anything else if it is leased or sold, where would the Council like the delineation. He reiterated that voting for the motion was not selling the property. Mr. Burnett noted that it went against what he had interpreted and different from what was discussed on Thursday.

Mr. Kravetz repeated his motion: "I move to authorize the Town Manager and the Town Attorney to prepare an advertisement for a public hearing for the possible sale of Town property commonly referred to as "the Mosby House" and for staff to prepare any other documents and plats necessary to effectuate that sale.

Mr. Carter stated that a public hearing would have to be held if that is the route the Town would be going. The Town Attorney stated that if the Town does sell the property, you cannot sell it without having a public hearing. It is a step in that direction but it is not dispositive. Mr. Robinson stated that you advertise for public hearing, but at that point you do not have to sell it. If there is another path going on concurrently then it can go along concurrently. Mr. Burnett noted that it is different from what was discussed at the work session and agreed upon. He also pointed out that two Councilmembers were not in attendance. Mr. Burnett commented that he did not have minutes of the work session to refresh his

recollection. He felt it counter to what was agreed upon collectively. Ms. Reynolds recalled discussion on four avenues which could be taken. Mr. Wood was hopeful that a group would lease the building. Mr. Kravetz noted that the reason to hold a public hearing was that the public could discuss not to sell the property.

The Town Attorney requested clear direction from Council. He explained that is being done in the motion is to direct staff to create an advertisement for public hearing and any related documents for possible potential sale. He stated there still was the option of leasing the property if it is decided not to sell it, but in order to sell the property there had to be a public hearing. He stated that you do not have to go through the public hearing if you are leasing the property unless it is for a term of over five years. The Mayor asked about the urgency of holding a public hearing and it is a decision for all. He stated that things done in the meantime such as the boundaries and if there is space enough in the front to have a nice park and clear direction concerning the visitor center's future. He felt the survey is something which should be done first. Mr. Kravetz withdrew his motion.

The Mayor suggested that the Town Manager and Town Attorney look at the ways the property could be subdivided for sale or lease and next month Council could determine what can be put up for sale and what for lease when all Councilmembers are present. Mr. Carter saw that that motion made more sense. The Town Attorney stated he could put together a plat showing where the line of demarcation will go between them. He asked Council to be very involved in it with perhaps an ad hoc committee or something given the matrix of this particular piece of property so it will be Council driven rather than staff driven. The staff would handle it and take care of it but that Council would be highly involved in the direction it would be going. Mr. Carter stated that he thought the Council should ask staff to look at sale of the property. Mr. Robinson stated or lease. Ms. Robinson felt it important to have a line of demarcation between the properties. Ms. Reynolds felt is important that the Council knows where the lot on the side can go – if it has to go with the house or it could be separated. Mr. Robinson suggested that someone make a motion to direct staff to develop a plat to bring back to Council to review showing the division of the two properties for any reason – sale or lease. Mr. Carter made that motion and Ms. Reynolds seconded it. Mr. Carter noted that his only objection is that as in most things, Council does not move quickly enough. On a Council vote of 5-0 (for: Reynolds, Wood, Burnett, Kravetz, Carter, against: none) the motion passed. Ms. Reynolds suggested that there was an email circulated from the National Trust that all should read.

## **REPORTS AND COMMUNICATIONS**

Mr. Kravetz moved that in light of the time, the Reports and Communications be dispensed with. The Mayor asked that all be dispensed with but the Town Manager's report. The Town Manager highlighted his "Status of Key Projects" report. A copy is part of the file. He also noted that Ms. Heather Stinson was leaving the end of the month. He stated that on March 28 there would be FOIA training from the Planning Commission and Architectural Review Board.

**CLOSED SESSION**, as authorized in Section 2.2-3711(A) (7), for consultation with legal counsel pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body

On a motion by Mr. Kravetz, seconded by Mr. Carter, the meeting was recessed at 9:40 p.m. and a closed session convened on a Council vote of 5-0 (for: Reynolds, Wood, Burnett, 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. Carter and a 5-0 vote (for: Reynolds, Wood, Burnett, Kravetz, Carter; against: none). Mr. Polster was not present during voting.

There being no further business, the meeting adjourned at 10:30 p.m.

Evelyn J. Weimer, Town Recorder





**Town Council Meeting Item Number: b.(1)**  
**April 11, 2017**

**ATTACHMENTS:**

Description	Type	Upload Date
Staff Report - Public Works & Utilities Department	Staff Report	4/7/2017

## **SUMMARY OF ACTIVITIES**

**Town of Warrenton**

**March 2017**

### **PUBLIC UTILITIES DEPARTMENT**

#### Water Leak Repairs on Main Lines and Locations:

- Repaired a 2" galvanized water main line leak in the Warrenton Center off of Broadview Avenue in front of Little Caesars Pizza. A 2" clamp was installed.
- Repaired a 12" cast iron main break on Bear Wallow Road between Foxview Drive and Vale View Drive. This was a longitudinal break and required replacing a 12' section of pipe.

#### Water Leak Repairs on Service Lines and Locations:

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

#### New Water Service Connections and Locations:

- There were no new water connections made by Town staff during 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:

- Checked sanitary sewer problem areas on a weekly basis.
- Inspected sewer relining work on Blue Ridge Street from manhole #46 to #45, on Wilson Street from manhole #430B through #430A to #430 in East Shirley Avenue and work on Piedmont Street to cut off protruding laterals.
- Inspected the installation of a sewer cleanout at the property line on an existing sewer lateral at 327 Dover Road.
- Checked sewer manholes in the Warrenton Lakes area after receiving a report of flooding on the West side of Rt. 29, due to beaver activity. After checking, there were no problems found at this time.
- Dye tested and ran the push camera into the sewer lateral from the house side at 245 Gay Road to determine if they were on Town sewer. It was determined they were not connected to public sewer.

#### Miss Utility Locates:

- Responded to approximately 244 Miss Utility Locate Tickets.

### Fire Hydrant Maintenance:

- Began the annual fire hydrant maintenance program this month and serviced 109 hydrants.

### Other Related Work:

- Flushed water lines on a weekly basis on Turkey Run Drive, Windsor Ridge and Monroe Estates, and on a monthly basis on View Tree Drive, Sycamore Street and Winchester Street.
- Assisted Public Works with snow removal.
- Began the bi-annual water line flushing. The flushing in the fall of 2016 was skipped due to inadequate water supply.
- Put out signs, cones, and sandbags on Horner Street while draining the elevated tank on Fourth Street for service maintenance.
- Patched asphalt on Bear Wallow Road and in the Warrenton Center where water breaks occurred.
- Inspected a flow test performed by Fire Solutions on Carriage House Lane and Veterans Drive.
- Cleaned up tools and equipment as needed.
- Inspected the entire distribution system for broken water valve boxes after the snow plowing, repairing two boxes at Garrett Street and West Shirley Avenue.
- Repaired a sink hole in the earthen dam between Ivy Hill and the Town reservoir.
- Assisted Public Works with a fallen tree on Winchester Street, between Richards Lane and Old Orchard Lane.
- Held the monthly safety meeting at the Town Shop.

TOTAL WATER PUMPED DURING MONTH OF \_\_\_\_\_ March \_\_\_\_\_ 2017

Well No. 5 \_\_\_\_\_ 0 \_\_\_\_\_ Gallons

Well No. 6 \_\_\_\_\_ 248,773 \_\_\_\_\_ Gallons

Filter Plant \_\_\_\_\_ 37,335,000 \_\_\_\_\_ Gallons

TOTAL PUMPED ( All Sources ) \_\_\_\_\_ 37,583,773 \_\_\_\_\_ Gallons

Average Gallons per Day \_\_\_\_\_ 1,212,380 \_\_\_\_\_

Total Pumped During the same month last year \_\_\_\_\_ 35,331,998 \_\_\_\_\_ Gallons

Average Gallons per Day \_\_\_\_\_ 1,139,742 \_\_\_\_\_

TOTAL FLOW THROUGH SEWAGE PLANT \_\_\_\_\_ 49,560,000 \_\_\_\_\_ Gallons

Average Gallons per Day \_\_\_\_\_ 1,598,710 \_\_\_\_\_

Total Flow During the same month last year \_\_\_\_\_ 58,200,000 \_\_\_\_\_ Gallons

Average Gallons per Day \_\_\_\_\_ 1,877,419 \_\_\_\_\_

Total Rainfall 5.4 inches

Warrenton Reservoir Overflow Elevation 445.3 ft.

Warrenton Reservoir Current Elevation 445.6 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	0
MARCH	0	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.

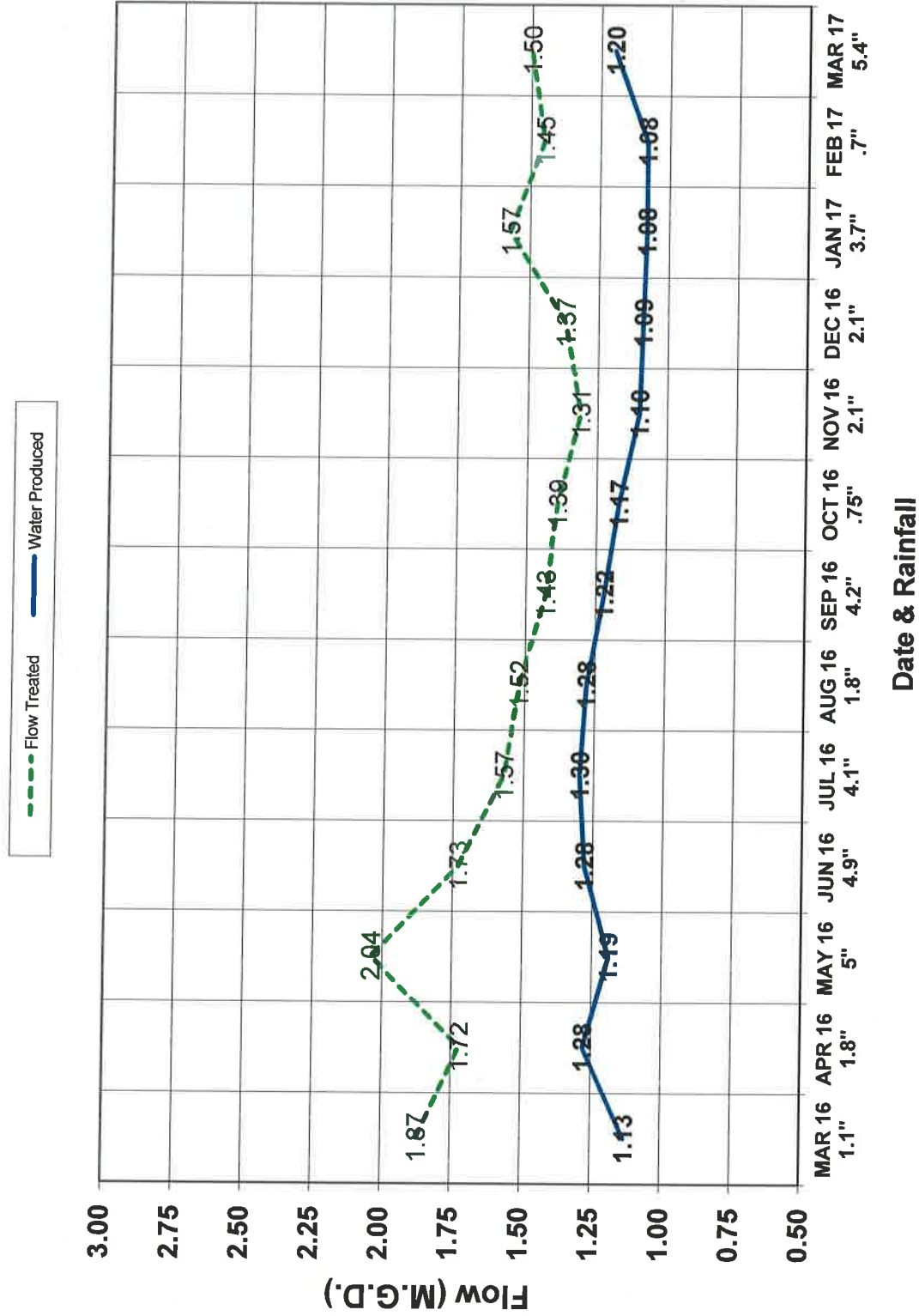
\*The Town received one point due to a warning notice from the December-06 lab inspection. Corrective action has been taken.

\*\*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 &amp; RAINFALL</u>	<u>FLOW TREATED</u>	<u>WATER PRODUCED</u>
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
FEB 17 .7"	1.45	1.08
MAR 17 5.4"	1.50	1.20

## WATER METER DEPARTMENT

Number of cross-connection inspections .....	2
Number of water connections issued .....	2
Number of water connections installed* .....	2(Includes 0 by Town Staff)
Number of sewer connections issued .....	2
Number of sewer connections installed* .....	2(Includes 0 by Town Staff)
Number of water and sewer accounts.....	4890
Number of water meters replaced .....	0
Number of cut-ons and cut-offs .....	26
Number of check for leaks.....	37

\*Primarily new subdivisions, installed by contractors



## PUBLIC WORKS DEPARTMENT

### Street Department:

- Continued assisting in the shop with repairs and servicing trucks.
- Continued picking up roadside trash, sticks and debris throughout town.
- Continued emptying trash cans along Main Street and in Old Town.
- Continued sweeping roads throughout the town.
- Loaded dirt and sweeper debris from the bottom lot and hauled off.
- Swept and/or blew off sidewalks in various locations throughout town.
- Continued picking up whole brush and chipping brush.
- Continued prepping trucks for possible inclement weather, putting on plows and spreaders as needed. Worked one snow event this month, Storm #6. Washed up equipment and checked over after storm.
- Worked in the shop on several occasions making repairs and washing equipment, also started checking over and servicing mowing equipment.
- Took bags to the Visitor Center and Town Hall as needed.
- Continued cleaning up flower beds and putting down new mulch along right of ways and at Town buildings and Town parking lots. Started working on trees in the right of way along the bypass, cleaning up and putting down new mulch. Also mulched trees around the Garrett Street pond.
- Did spring cleaning at the cemetery. Removed old or damaged arrangements, trimmed trees and shrubs to prepare for the upcoming mowing season.
- Made repairs to brick sidewalk on Calhoun Street. Removed a section of bricks that had settled and were lower than others, put more sand down and set bricks back.
- Worked near the soccer fields by the WARF, put down seed and watered in bare spots.
- Cleaned up the empty lot at the corner of E. Shirley Avenue and Alwington Blvd. in front of Walmart. Cut trees and shrubs, bushhogged and hauled off all debris.
- Welded a monument cover down on Main Street. It kept flipping up every time a car ran over it.
- Stacked a load of catch basin block in the back lot.
- Cleaned up debris from a tree that fell on Winchester Street. Also assisted with traffic control for Dominion Power while they repaired a line that came down.
- Patched potholes throughout town on arterial and collector roads.
- Put up temporary No Parking signs along Main Street and several side streets for the Molly's 5 K Run on Sunday – March 19<sup>th</sup>. Closed the roads prior to the race and re-opened them afterwards, emptied trash cans and took down No Parking signs.
- Assisted at the WARF with moving exercise equipment for floor and mat cleaning.
- Worked with the Utility Dept. making asphalt repairs at various locations as a result of leak repairs at Sun Trust Bank, Taylor Street, Calhoun Street, 5<sup>th</sup> Street, Winchester Street and on Bear Wallow Road. The patch on Bear Wallow Road had to be dug out and redone, dug down to good dirt, filled back with 21A stone, compacted and patched back.
- Set up the message board on Lee Highway for the WARF Open House.
- Picked up a boat from the WARF and took to the Garrett Street pond and cleaned out drain.

- Took truck and bags to Haiti Street for Habitat clean-up.
- Put up temporary No Parking signs on Fisher Lane to keep people from parking in the area where the contractor was taking a tree down for the Town. After the work was completed, crews took down the no parking signs and cleaned up debris from the roadway.
- Put shoulder stone down on Lee Hwy. along the turn lane into the Harris Teeter Shopping Center and on E. Shirley Avenue in front of Cecil's Tractor.
- Cut down and cleaned up a tree in front of Fosters Grill.
- Repaired ruts in the median on Rt. 29 past Walmart going out of town.
- Checked and cleaned drains and drop inlets.
- Started mowing and weedeating on arterial roads.
- Hauled a backhoe bucket of sand to the Academy Hill Park at the WARF's request.
- Repaired a hole on Clay Street along the curb line, dug out around hole, put gravel down and compacted then patched over with cold patch.
- Worked in the lower lot at the shop breaking up old asphalt and hauling to the plant for recycling.
- Opened and closed 2 graves for burials.

#### Building Maintenance & Traffic Control:

- Ran errands and made repairs for all departments as needed –  
Town Hall –

- Picked up recycling.
- Put outside light globes in the attic.
- Checked ice machine in refrigerator.
- Hauled off several boxes.
- Modified printer rack.
- Checked drains outside.

#### Planning & Zoning –

- Hung board in Larry's office.
- Hauled off bag of books.
- Met Warrenton Heating & Air to look at condenser in AC unit.
- Removed book case.

#### Police Dept. –

- Picked up recycling.
- Picked up two computer monitors to be thrown away.
- Checked for a leak in the roof and replaced several ceiling tiles.
- Adjusted two doors.

#### Shop –

- Emptied recycling.
- Finished running cable in Wayne's office.
- Worked on wiring and installing outlets in welding bay.
- Made coat rack for welding bay.
- Hung air hose and drill press pads in welding bay.
- Cleaned out three cigarette butt cans.

Wastewater Plant & Water Plant –

- Met with light bulb rep. about lights needing to be replaced.
- Changed lights to LED and replaced several bulbs and ballasts.

Visitor Center –

- Repaired lock on Men's Room door downstairs.

Mosby House –

- Checked over – did walk thru.
- Met two different people and let them in the building (per Mr. Tucker).

Traffic Control –

- Did a drive thru of the town checking traffic signals and making sure they were functioning properly.
- Checked Opticom and cabinets weekly. Set clocks, downloaded data, and made adjustments as needed. Put mouse poison in several signal cabinets. Had to make repairs and adjustments to the pedestrian button/signal at Carriage House Lane and Shirley Avenue due to the pole being struck by a car. Repaired a broken wire at the Blackwell Road/Lee Hwy. traffic signal.

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

- Replaced the Yield sign at the Waterloo Street/Shirley Avenue intersection.
- Replaced the Divided Hwy. sign and post that was hit on W. Shirley Avenue.
- Looked at the damaged Pedestrian sign in the middle of Main Street at the 5<sup>th</sup> Street intersection and ordered the necessary materials so it could be re-installed.
- Straightened No Thru Trucks sign on Falmouth Street near Madison Street.
- Straightened Stop sign on Madison Street at Falmouth Street.
- Straightened Crosswalk sign on Shirley Avenue near Falmouth Street.
- Repaired Stop sign on East Street at Falmouth Street.
- Straightened No Thru Trucks sign on Foxcroft Road.
- Re-installed sign at Town Hall.
- New bases came in for Pedestrian signs. Installed one on Main Street near 5<sup>th</sup> Street.
- Re-installed Yield sign on Old Broadview at Rt. 17.
- Repaired Stop sign on Diagonal Street at Alexandria Pike.
- Replaced broken post to large directional sign on Broadview Avenue in front of Burger King.
- Checked radar speed limit sign on Bear Wallow Road.
- Picked up sale/event signs from right of ways.
- Installed traffic counter on Walker Drive and removed several days later.
- Painted the post for a sign on Main Street.
- Cut down low hanging limbs over Old Meetze Road.
- Made up a new outlet and wiring for a light pole at the corner of Garrett and Shirley Avenue that Dominion Power was replacing. It was given to them to install on the pole and hook up so the Christmas wreath could be plugged in.
- Marked three areas on Lee Hwy. and one area on Falmouth Street for locate tickets where signs will be installed.
- Painted parking/loading spaces on S. 5<sup>th</sup> Street and installed 15 Min. Parking sign.
- Removed large Cres Realty sign out of right of way on Broadview Avenue.

- Hauled several computer monitors and a printer to the landfill.
- Installed new sign post on Lee Hwy. beside White Horse Car Wash for Right Lane Must Turn Right sign.
- Installed new sign post on Lee Hwy. in front of Panera Bread for Stop Ahead sign.

## **ENGINEERING & PROJECT STATUS:**

### Plan Review / Site Development / Misc. Engineering:

- Walker Drive Resubmission – ZMA 2016-01 – 3/28/17
- Popeye's Restaurant – SDP 17-01 – 3/29/ 17
- St. John's Church Addition – SDP 17-01 – 3/30/17

### Project Review Update:

1. VDOT Broadview Avenue Improvements: Staff was informally notified by VDOT that the Highway Safety Improvement Program (HSIP FY2018 funding) application for the Broadview Avenue corridor project did not make the funding cut for the Culpeper District. No change since the last report on the SMART SCALE (FY2022 funding) application.
2. Inflow and Infiltration Reduction into the Sanitary Sewer System: The primary contractor continued to conduct flow monitoring with the rainfall events of the month in preparation for the next phase investigation of smoke testing and video inspection that will begin in the next six weeks with anticipation of identifying areas of rehab for the summer. AM Liner, the sewer line rehab company, relined sewer mains in the Blue Ridge Street area and a section of Wilson Street out to Shirley Avenue. Additional relining is scheduled for S. Fourth Street and North Street in early April.
3. Warrenton Reservoir Dam Spillway: No change since the last report.
4. Well #3 Reactivation: Four bids were received on March 21<sup>st</sup> with the low bidder being E. G. Wade from Mechanicsville, VA. Staff met with the engineer and contractor on March 31<sup>st</sup> to "value engineer" identified aspects of the project to reduce the overall costs. Anticipate final cost agreement and award by mid April.
5. WWTP Rotating Biological Contactors Replacement: Design is progressing on schedule. A 30% design review meeting was held on March 7.
6. WTP Chemical Building: Evaluation of proposals was completed on March 13<sup>th</sup>. RKK was determined the most qualified after interviewing the top three firms. The committee is awaiting final negotiation of the cost proposal for the work.

7. WWTP Primary Clarifier Rehab: Project is 95% completed. Several issues identified earlier have been resolved with final tweaking and adjustments needed to place the clarifier back in service.
8. Old Waterloo Road Waterline Connection: Awaiting final easement approval and signatures by the School Board. Delivery of pipe and appurtenances is expected by mid April with work to start by the end of the month.
9. Falmouth and Shirley Avenue Intersection: With the approval of the mini-roundabout concept at the March Council Meeting, staff met with VDOT on March 21<sup>st</sup> to discuss project administration and questions regarding revenue sharing contracting. Additional surveying needed due to the expanded area for a roundabout vs. a traffic signal was initiated.
10. Blackwell Road Lee Highway Mast Arm Conversion: No change since the last report. Additional funding is included in the proposed FY18 CIP, which was recommended approval by the Planning Commission after their public hearing.
11. Drainage Improvements, E. Shirley Avenue and Parking Lot E: Project was completed on March 30<sup>th</sup>. An unforeseen site condition was encountered at the Shirley Avenue project area requiring the addition of 40 feet of 15-inch concrete pipe and a modification to the headwall.
12. Gold Cup Sidewalk: Project surveying and initial engineering completed. Based on right of way limits and topography, it has been determined that the sidewalk can be installed with limited or no curbing. Associated with the curbing is drainage and inlets, which are costly. Thus the project estimate has been reduced from \$247,000 to \$110,000 in the FY18 proposed CIP.

#### **GENERAL COMMENTS:**

1. Rainfall amounts in March were normal with 5.4 inches for the month. Warrenton Reservoir has been overflowing the entire month. Rainfall received at the last of the month was a good soaking.
2. Water levels are such that the Transmission and Distribution Section has resumed scheduling of semi-annual line flushing to remove sediments and maintain water quality.
3. Staff performed the annual Dam Inspection for the Airlie Dam and submitted to DCR as required.
4. Utility Service Company completed maintenance on the two water tanks (Mountain and Old Town) with inspection, washout, and disinfection.

5. The Planning Commission conducted a public hearing and recommended approval of the Public Works and Utility FY18 CIP.

March-17

BLUE BAG REFUSE		HOUSE DEBRIS		SPRING / FALL CLEAN UP				CLEAN UP				CHIPPED BRUSH				LEAVES		CARD BOARD		NEWS PAPER		OFFICE PAPER		SLUDGE		RECY. OIL		COLLECTED IN BLUE BAGS				BLUE BAG TOTALS		TONS LANDFILL		TONS RECYCLE	
DATE	REFUSE	BAG REFUSE	TIRES	FREON	METAL	CHIPPED BRUSH	LEAVES	CARD BOARD	NEWS PAPER	OFFICE PAPER	SLUDGE	RECY. OIL	GLASS	ALUMIN.	STEEL CANS	PLASTIC	BAG TOTALS	TONS LANDFILL	TONS RECYCLE	GLASS	ALUMIN.	STEEL CANS	PLASTIC	TONS LANDFILL	TONS RECYCLE	GLASS	ALUMIN.	STEEL CANS	PLASTIC	BAG TOTALS	TONS LANDFILL	TONS RECYCLE	%				
Wed. 1	0.05	0.25							4.16	1.07			2.60	0.18	0.28	0.21	3.52	0.30	8.50					0.21	11.76	0.00	8.80	97%									
Thurs. 2	11.76																	11.76	0.00	11.76					11.76	0.00	11.76	0%									
Fri. 3	11.58																								11.58	0.00	11.58	0%									
Mon. 6	19.00					5.76																			19.00	5.76	24.76	23%									
Tue. 7	17.23																								17.23	0.00	17.23	0%									
Wed. 8	0.05	0.26						3.66	1.25				2.71	0.18	0.29	0.22	3.66	0.31	8.31						17.23	0.00	17.23	0%									
Thurs. 9	11.92					2.36																			11.92	2.36	14.28	17%									
Fri. 10	12.12																								12.12	0.00	12.12	0%									
Mon. 13	19.85					0.76																			19.85	0.76	20.61	4%									
Tue. 14	5.74																								5.74	0.00	5.74	0%									
Wed. 15	0.03	0.15						2.64	0.66				1.64	0.11	0.18	0.13	2.21	0.18	5.36						5.36	0.00	5.36	54%									
Thurs. 16	9.39																								9.39	0.00	9.39	0%									
Fri. 17	19.27					0.06																			19.27	0.06	19.33	96%									
Mon. 20	19.47																								19.47	0.00	19.47	0%									
Tue. 21	18.74					0.10																			18.74	0.10	18.84	100%									
Wed. 22		0.31						3.97	1.52				3.32	0.22	0.36	0.27	4.49	0.31	9.67						9.67	0.00	9.67	97%									
Thurs. 23	13.04																								13.04	0.00	13.04	0%									
Fri. 24	12.74																								12.74	0.00	12.74	0%									
Mon. 27	21.42																								21.42	0.00	21.42	0%									
Tue. 28																									0.00	3.99	3.99	100%									
Wed. 29	0.05	0.26				3.99																			0.31	9.36	9.67	97%									
Thurs. 30	12.54							4.7	1.25				2.72	0.18	0.29	0.22	3.67	0.31	9.36						12.54	0.00	12.54	0%									
Fri. 31	14.06					1.57																			14.06	1.57	15.63	10%									
TOTAL	250.05	1.23	0.00	0.00	0.00	14.60	0.00	19.13	5.75	0.00	0.00	0.00	12.99	0.88	1.40	1.05	17.55	251.28	55.80						157	307.08	18%										

March----2017

Monthly Report - Meter Department

Read water meters

Cut-On's .....	10
Cut – Off's .....	17
Read & Transfers .....	39
New Accounts .....	02
Check for Leaks .....	37
Cross Connections Inspections .....	02
Replaced w/ Automated Meters.....	0
Maintenance .....	16
reread.....	11
Frozen Meters .....	0

( Year To Date Totals)

Cut-on's .....	27
Cut- Off's .....	40
Read & Transfers .....	86
New Accounts .....	03
Check for Leaks .....	104
Cross Connection Insp .....	03
Replaced w/ Automated meters .....	0
Maintenance .....	56
Rereads' .....	23
Frozen .....	0

John Samuel   Meter Dept. Superintendent.



# Water/Sewer Billing Report for Month Ending March 31, 2017

Book #	Meters	Consumption	Water	Sewer	Meters	Total
1	483	2,196,850	9,679.49	16,853.55	460	26,533.04
2	50	168,490	702.81	1,311.93	50	2,014.74
3	10	33,690	224.60	416.91	8	641.51
4	137	398,290	1,684.69	3,167.03	134	4,851.72
5	418	1,399,780	5,938.71	9,345.67	375	15,284.38
6	438	1,678,750	7,742.58	13,854.82	418	21,597.40
7	255	900,540	3,831.37	5,962.59	227	9,793.96
8	299	955,270	4,061.67	7,044.79	276	11,106.46
9	532	2,323,210	10,101.25	18,212.90	520	28,314.15
10	113	438,580	2,544.55		0	2,544.55
11	221	1,055,520	5,901.13	10,626.15	221	16,527.28
12	361	1,534,870	7,372.43	11,606.36	315	18,978.79
13	116	388,970	1,620.16	3,026.66	116	4,646.82
14	106	453,080	1,832.84	3,344.73	106	5,177.57
15	91	250,420	965.90	1,873.04	91	2,838.94
16	26	126,060	567.15	1,026.19	26	1,593.34
20	575	2,014,490	11,848.53	18,483.81	488	30,332.34
29	56	1,879,650	8,696.53	18,389.00	51	27,085.53
30	590	9,645,100	51,616.37	84,941.73	561	136,558.10
<b>Totals</b>	<b>4877</b>	<b>27,841,610</b>	<b>\$136,932.76</b>	<b>\$229,487.86</b>	<b>4443</b>	<b>\$366,420.62</b>

**Total Meters Read** 4890

**Total Amount Billed** \$366,420.62

**Total Consumption** 27,841,610

**Sewer Only** 13 \$425.25

**Average Day** 28

**Adjustments for Leaks** 50,807 gallons

**Final Bill Accounts** 35

**Final Bill Usage** 128,950

**Record Only** 1,070,840 \*Included in total consumption above.

## ***Town of Warrenton***

Monthly Report for March 2017

Number of Burial Sites Sold	<u>0</u>
Number of Burial Permits Issued	<u>4</u>
Number of Water Connections Issued	<u>2</u>
Number of Sewer Connections Issued	<u>2</u>
Number of Water Connections Installed	<u>2</u>
Number of Sewer Connections Installed	<u>2</u>
Number of Meters Read	<u>4890</u>
Number of Meters Replaced	<u>0</u>
Number of Cut-ons/Cut-offs	<u>26</u>
Number of Read & Transfer	<u>40</u>
Number of Rereads	<u>56</u>

### ***Taps Committed & Available for Sale:***

(Based on the December 2002 Capacity and Growth Evaluation, Performed by Whitman Requardt & Associates)

#### ***Residential:***

In-Town Water      802.5

In-Town Sewer      778

Out of Town Water      300

Out of Town Sewer      303

\*\*\*Taps Committed for St Leonards Farm – Water & Sewer

Approved 45    Number Purchased to date 0    Number left 45

\*\*\*Taps Committed for Fletcherville – Sewer Only

Approved 44    Number Purchased to date 42    Number left 2

\*\*\*Taps Committed for Millfield – Water & Sewer

Approved 42    Number Purchased to date 40    Number left 2

\*\*\*Taps Committed for Whites Mill – Water & Sewer

Approved 161    Number Purchased to date 159    Number left 2

#### ***Commercial:***

In-Town Water      362

In-Town Sewer      374

Out of Town Water      19

Out of Town Sewer      20.5

Misc Taps Committed to Out of Town from the Town/County master water & sewer agreement:

Water Approved 217    Purchased 139    Left 78

Sewer Approved 250    Purchased 111.5    Left 138.5

## Town of Warrenton FY 2017 Taps Sold

### July 2016

NONE

### August 2016

1 Water	0.58	Fairfax Development Corp	In-town Residential	315 East St
1 Sewer	0.58	Fairfax Development Corp	In-town Residential	315 East St
1 Water	0.58	NVP Inc	Out-of-town Residential	9027 Stonecrest Dr
1 Sewer	0.58	NVP Inc	Out-of-town Residential	9027 Stonecrest Dr
1 Water	0.58	Mihai Hriscu	Out-of-town Residential	Lot 147 Whites Mill
1 Sewer	0.58	Mihai Hriscu	Out-of-town Residential	Lot 147 Whites Mill

### September 2016

1 Water	1.5	Poets Walk #8	In-town Commercial	33 Woodlands Way
1 Sewer	1.5	Poets Walk #8	In-town Commercial	33 Woodlands Way

### October 2016

1 Water	1.5	MLC Property Management	In-town Commercial	41 Beckham St
1 Sewer	1.5	MLC Property Management	In-town Commercial	41 Beckham St

### November 2016

1 Water	1	Walker Drive Investment Group	In-town Commercial	321 Walker Dr
1 Sewer	1	Walker Drive Investment Group	In-town Commercial	321 Walker Dr
1 Sewer	0.58	Sheehy Auto Stores	Out-of-town Commercial	6443 Lee Hwy Bldg B

### December 2016

1 Water	0.58	Arthur Roy Anderson	In-town Residential	Beach St Lot B
1 Sewer	0.58	Arthur Roy Anderson	In-town Residential	Beach St Lot B

### January 2017

NONE

### February 2017

1 Water	0.58	NVP Inc	Out-of-town Residential	9054 Stonecrest Dr
1 Sewer	0.58	NVP Inc	Out-of-town Residential	9054 Stonecrest Dr

### March 2017

1 Water	0.58	NVP Inc	Out-of-town Residential	9043 Stonecrest Dr
1 Sewer	0.58	NVP Inc	Out-of-town Residential	9043 Stonecrest Dr
1 Water	0.58	Fauquier Habitat for Humanity	In-town Residential	110 Haiti St
1 Sewer	0.58	Fauquier Habitat for Humanity	In-town Residential	110 Haiti St

March---2017

Monthly Report - Meter Department

Read water meters

Cut-On's .....	10
Cut - Off's .....	17
Read & Transfers .....	39
New Accounts .....	02
Check for Leaks .....	37
Cross Connections Inspections .....	02
Replaced w/ Automated Meters.....	0
Maintenance .....	16
reread.....	11
Frozen Meters .....	0

( Year To Date Totals)

Cut-on's .....	27
Cut- Off's .....	40
Read & Transfers .....	86
New Accounts .....	03
Check for Leaks .....	104
Cross Connection Insp .....	03
Replaced w/ Automated meters .....	0
Maintenance .....	56
Rereads' .....	23
Frozen .....	0

John Samuel   Meter Dept. Superintendent.

3/31/2017 14:02:03

## SUMMARY CHARGES REPORT

PAGE

1

COM/RES IN/OUT TYPE

COUNT CODE

AMOUNT

USAGE

RES	IN	WATER	3,424	010	WATER - IN .58	56,935.23	13,443,370
RES	IN	WATER	1,133	012	WATER - IN 1	11,107.15	2,039,080
RES	IN	WATER	57	013	WATER - IN 1.5	14,490.54	2,634,300
RES	IN	WATER	44	014	WATER - IN 2	13,264.02	2,305,900
RES	IN	WATER	13	015	WATER - IN 3	5,973.06	1,070,840
RES	IN	WATER	21	060	RECORD - NO RATE	.00	5,018,957
RES	OUT	WATER	1,205	020	WATER - OUT .58	30,805.99	172,050
RES	OUT	WATER	4	022	WATER - OUT 1	1,342.71	259,200
RES	OUT	WATER	4	023	WATER - OUT 1.5	2,093.24	46,500
RES	OUT	WATER	4	024	WATER - OUT 2	550.85	27,400
RES	OUT	WATER	2	025	WATER - OUT 3	458.44	255,200
RES	OUT	WATER	2	026	WATER - OUT 4	2,448.96	0
RES	OUT	WATER	1	060	RECORD - NO RATE	.00	0

\*\* TOTAL \*\*

4,914

139,470.19

28,224,097

RES	IN	UT CREDIT	180	080	UTILITY CREDIT	5,998.08	0
RES	OUT	UT CREDIT	79	080	UTILITY CREDIT	2,751.23	0

\*\* TOTAL \*\*

259

8,749.31

RES	IN	TRAN	18	066	TRANSFER FEE	360.00	0
RES	OUT	TRAN	3	066	TRANSFER FEE	60.00	0

\*\* TOTAL \*\*

21

420.00

RES	IN	SEWER	3,312	030	SEWER - IN .58	101,488.94	13,088,540
RES	IN	SEWER	125	032	SEWER - IN 1	18,993.62	2,026,260
RES	IN	SEWER	54	033	SEWER - IN 1.5	24,503.91	2,629,300
RES	IN	SEWER	42	034	SEWER - IN 2	22,661.71	2,297,900
RES	IN	SEWER	13	035	SEWER - IN 3	10,529.94	951,300
RES	IN	SEWER	12	050	FLAT SEWER ONLY IN TOWN	378.00	0
RES	IN	SEWER	17	061	RECORD - NO RATE SW	.00	732,400
RES	OUT	SEWER	903	040	SEWER - OUT .58	40,994.82	3,679,870
RES	OUT	SEWER	3	042	SEWER - OUT 1	2,183.63	168,210
RES	OUT	SEWER	4	043	SEWER - OUT 1.5	3,530.57	259,200
RES	OUT	SEWER	2	044	SEWER - OUT 2	600.32	29,000
RES	OUT	SEWER	2	045	SEWER - OUT 3	917.74	27,400
RES	OUT	SEWER	2	046	SEWER - OUT 4	4,125.69	240,030
RES	OUT	SEWER	1	055	FLAT SEWER ONLY OUT OF TOWN	47.25	0

\*\* TOTAL \*\*

4,492

230,956.14

26,129,410

RES	IN	PENALTY	576	999	PENALTY	2,880.00	0
RES	OUT	PENALTY	135	999	PENALTY	675.00	0

\*\* TOTAL \*\*

711

3,555.00

RES	IN	DEPOSIT	7	998	DEPOSIT MASK	350.00	0
RES	OUT	DEPOSIT	1	998	DEPOSIT MASK	50.00	0

\*\* TOTAL \*\*

8

400.00

RES	IN	CONN	6	067	RECONNECTION FEE	240.00	0
RES	OUT	CONN	2	067	RECONNECTION FEE	80.00	0

\*\* TOTAL \*\*

8

320.00

\*\* FINAL TOTAL \*\*

10,413

366,372.02

54,353,507

3692 + 1222 = 4914 x 2.35 = 11,548

Water in Town	3692
wer in Town	3575
Water out-of-Town	1222
Sewer out-of-Town	917



**Town Council Meeting Item Number: b.(2)**  
**April 11, 2017**

**ATTACHMENTS:**

Description	Type	Upload Date
Visitor Center Report	Cover Memo	4/5/2017

Warrenton Town Council,

The Visitor Center was a busy place in March!!

Our "visitors" (242 for March 2017) were not as many as last year, but the meeting rooms were hopping!! The meeting rooms were used 23 times--15 groups paid for the space.

A large percentage of the folks attending the meetings end up taking a brochure or ask the staff a question related to tourism or travel, but don't sign the guest book, so we actually served more the book reflects.

Hope everyone is enjoying the many shades of green that spring brings!!

Becky Crouch  
Warrenton-Fauquier County Visitor Center  
33 N. Calhoun St, Warrenton, VA 20186  
540-341-0988, 800-820-1021  
email: [visitorcenter@warrentonva.gov](mailto:visitorcenter@warrentonva.gov)





**Town Council Meeting Item Number: b.(3)**  
**April 11, 2017**

**ATTACHMENTS:**

Description	Type	Upload Date
Staff Report - Police	Cover Memo	4/5/2017



# TOWN OF WARRENTON

## POLICE DEPARTMENT

333 Carriage House Lane • Warrenton, Virginia 20186

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



### MONTHLY REPORT -MARCH 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:

MAR '17	YTD '17	YTD '16
2148	6232	4472
1062	3123	1403
1086	3109	3069
40	122	168
21	62	91
19	60	77
1	5	4
3	36	18
143	373	362
14	88	65
50	169	291
1	1	N/A
0	2	N/A
0	2	1

# REPORTED CRIMES MARCH 2017

## CLASSIFICATION

		MAR '17	YTD '17	YTD '16
1a	Murder and Non-Negligent Manslaughter			
1b	Manslaughter by Negligence			
2	Forcible Rape		1	3
3	Robbery		1	
4	Assault	7	18	9
5	Burglary		2	
6	Larceny	7	37	40
7	Motor Vehicle Theft		1	
9	Arson			
10	Forgery and Counterfeiting		1	3
11	Fraud	6	24	10
12	Embezzlement		2	1
13	Stolen Property: Buy/Receive/Possess	3	3	3
14	Vandalism/Graffiti	1	8	6
15	Weapons		1	
16	Prostitution/Vice			
17	Sex Offenses	4	5	2
18	Drug Violations	6	12	7
19	Gambling			
20	Offenses Against Family	16	39	22
21	Driving Under Influence		10	7
22	Liquor Laws	1	2	1
23	Drunk in Public	6	16	11
24	Disorderly		2	1
25	All Other Offenses			
26	Curfew/Loitering			
27	Runaway	1	1	1
28	Reckless Driving			
29	Drive suspended/revoked		3	3
30	Contempt of Court			
31	Unauthorized use			
32	Hit & Run	4	17	10
33	Contributing to delinquency of minor			
34	False report to police	1	1	
35	Abduction/Kidnapping			
36	Shooting into Building			
37	Child Neglect			



**Town Council Meeting Item Number: b.(4)**  
**April 11, 2017**

**Agenda Memorandum**  
**Submitted by: Margaret Rice, Director of Parks & Recreation**

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

**Background:** The Staff Report is attached.

**Discussion:**

**Financial**  
**Impact:**

**Recommended**  
**Action:**

---

Town Manager

**ATTACHMENTS:**

Description	Type	Upload Date
March 2017 Staff Report	Staff Report	4/10/2017



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

REVENUE SUMMARY					QUICK FACTS	
	FY 2017 Budget	March 2017	FY 2017 Year-to-Date	FY 2016 Year-to-Date	<div>TOTAL NUMBER OF ACTIVE MEMBERS:  1,737</div> <div>NUMBER OF DAY ADMISSIONS THIS MONTH:  3,538</div> <div>TOTAL ATTENDANCE THIS MONTH:  11,742</div> <div>NUMBER OF AQUATICS CLASSES HELD THIS MONTH:  223</div> <div>NUMBER OF GROUP FITNESS CLASSES HELD THIS MONTH:  268</div>	
Beginning of period			\$876,630.52	\$796,775.78		
Memberships	\$ 443,000.00	\$10,663.42	\$348,159.31	\$330,461.78		
MVPasses		\$2,135.00	\$28,006.00	\$26,233.00		
Daily Admissions	\$ 269,000.00	\$14,127.50	\$130,844.00	\$110,742.00		
Gift Cards		\$462.50	\$4,651.25	\$3,173.50		
Child Care	\$ 2,800.00	\$134.00	\$1,886.00	\$1,975.00		
Programs (Aquatics & Fitness)	\$ 343,000.00	\$16,293.58	\$115,518.04	\$123,317.02		
Rentals	\$ 210,638.00	\$16,503.00	\$192,761.00	\$188,851.50		
Individual Instruction		\$10,001.00	\$56,849.00	\$61,731.50		
Merchandise	\$ 8,000.00	\$719.00	\$5,478.25	\$4,561.00		
Sponsorship/Grant/ Ad Sales	\$ 75,000.00	\$6,858.59	\$64,948.10	\$51,895.26		
Park Pavilion Rentals	\$ 6,000.00	\$1,035.00	\$3,015.00	\$4,050.00		
Contract Programs		\$0.00	\$0.00	\$60.00		
Miscellaneous	\$ 4,150.00	\$545.91	\$3,993.07	\$5,512.59		
End of period	\$1,361,588.00	\$79,478.50	\$956,109.02	\$912,564.15		
WARF Operating Expenditures						
	\$ 1,656,167.00	185,644.32	\$ 1,176,097.85	\$ 1,083,357.69		
MONTHLY HIGHLIGHTS						
April 1 was Open House at the WARF. Over 800 visitors came out for this annual event. Guests learned about WARF programs, memberships, and offerings and also got to visit with our sponsors.						
Parks restrooms are open for the season and various projects in the parks are underway. Soccer and hockey leagues have started their Spring seasons.						
Planning for Spring and Summer events is well underway. This season we will have Warrenton Town Limits, Movies in the Park, Bluegrass Jams, Master Gardeners classes at Rady Park, Make Music Day, Fishing Day, Archery Camp, two camps in conjunction with Fauquier County Parks and Recreation at Rady Park, and Crescendo Music camps at WARF. We will also have a full line up of swim lessons, lifeguard classes, WSI certification class, and Junior Lifeguard Classes.						



**Town Council Meeting Item Number: c.  
April 11, 2017**

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

**Issue:** 2017 Father's Day Car Show

**Background:** This will be the Annual 2017 Father's Day Car Show.

**Discussion:** The Father's Day Car Show is Sunday, June 18, 2017. In order to prepare a safe event and to minimize the impact on businesses, the Town will close the following streets to vehicular traffic, but will remain open to pedestrians, for the Father's Day Car show: A modified Phase II closure.

Main Street will be closed from Alexandria Pike to Fourth Street. Waterloo Street will be closed from John Marshall Street to Ashby Street. Additional closures include Culpeper Street between Lee Street and Main Street, Hotel Street, Court Street, and Ashby Street. Road closures will be in place by 5:00 A.M. to accommodate set up time for the event.

Roads should be open by 4:30 P.M. upon the conclusion of the event and at the discretion of law enforcement.

**Financial Impact:** There is no direct financial impact to the Town. The cost of contributed manpower from the Police Department is estimated at \$1,667.40 and the Public Works Department is \$155.84.

Event expenses are covered with sponsorships and private contributions, with the exception of Town resources.

Police personnel consist of four (4) police personnel for total of 11.5 hours each and two (2) Public Works personnel at a total of four hours each.

**Recommended Action:** Approval of the requested schedule of activities and street closures.

---

Town Manager

**ATTACHMENTS:**

Description	Type	Upload Date
Event Application	Cover Memo	3/7/2017
Event Road Closures	Cover Memo	3/7/2017
Event Receipt	Cover Memo	3/7/2017
Operational Plan	Cover Memo	3/7/2017



# 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

2017 - 42

## APPLICATION FOR PARADE/SPECIAL EVENT PERMIT

Activity Father's Day Car Show Date of Application 2/23/2017  
Sponsored By Warrenton Regional Chamber Location of Event 6 Main St.  
For Profit Non-Profit ☒ Tax Exempt No.

### Organizers/Contact:

Name Brian Roeder Home # 703-798-8308 Work #   
Address 70 Main St. #23 City Warrenton State/Zip VA 20186  
Name Sheba Shough Home # 202-657-3529 Work #   
Address 70 Main St. #23 City Warrenton State/Zip VA 20186

### Description of Event:

Father's Day Car Show

Date of Event 6/18/2017 Rain Date none  
Event Hours 8am - 2:30 pm  
Set Up Time 5:30am Clean Up Time 3:30pm



\*Anticipated attendance (per day) Participants 235 Spectators 10,000

\*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) 8

\*Will there be parking control staff? Yes No ☒ (If yes, how many) \_\_\_\_\_

\*Will you have security on site? Yes No ☒ (If yes, who) \_\_\_\_\_

\*Will any items be left overnight? Yes No ☒ (If yes, what) \_\_\_\_\_

\*Will signs or banners be displayed? Yes ☒ No (If yes, where) on portable tents

\*Will tents be erected? Yes ☒ No (If yes, what size) 12x12

\*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) Main btwn Ashby & 4th also Hotel to Winchester

Name of Insurance Company providing Certificates of Insurance for the Event

Puffenbarger

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 \_\_\_\_\_ or supplies lost or damaged that are stored or otherwise as a result of this event.



Signature

2.2.17

Date

TO BE COMPLETED FOR PARADE REQUEST

\*Projected number of entries: 235

\*Anticipated number of participants: 10,000

\*Will children be involved? ☒ Yes ☐ No

(If yes, how many) 500

\*Will animals be involved? Yes ☒ No ☐

(If yes, how many and what type)

N/A

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

N/A

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

235 Classic Automobiles

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

all parking areas around Main Street

\*Please review enclosed map for parade route.

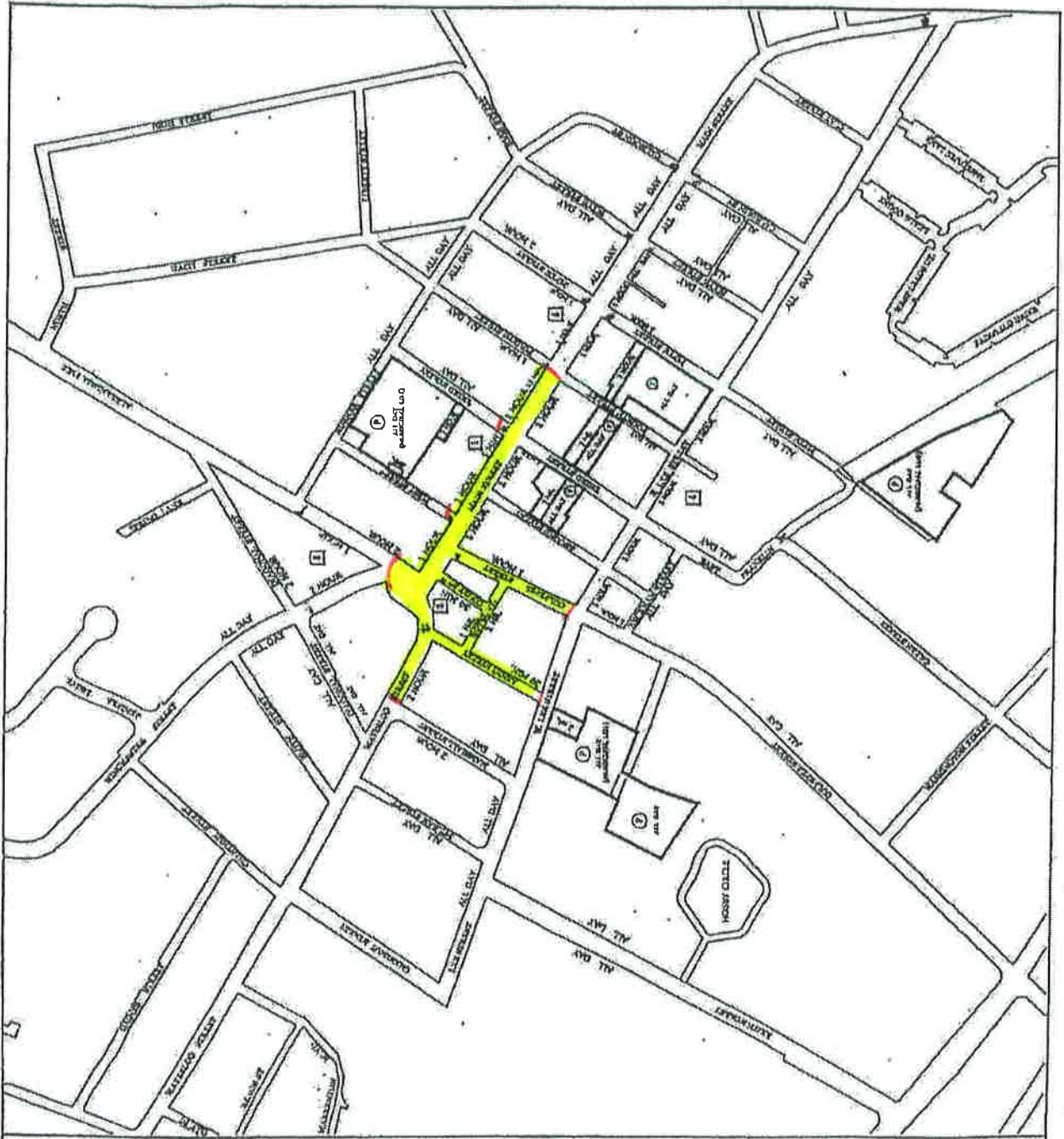
Main Street between Ashby and 4th, and Hotel to Winchester.

POLICE REVIEW:

PUBLIC WORKS REVIEW:

MANAGER'S REVIEW:

PLANNING/ZONING REVIEW:



# TOWN OF WARRENTON GUIDE TO OLD TOWN PARKING

- ROAD CLOSED FOR PARADE
- ROAD CLOSED FOR EVENT
- PARADE LINE-UP
- PARADE STAGING AREA
- CARLAGE ROUTE
- P = PUBLIC PARKING LOTS
- 1 = WARRENTON POST OFFICE
- 2 = OLD COURTHOUSE
- 3 = FAUQUIER CITY LIBRARY
- 4 = GREENWAY TRAIL
- 5 = WARRENTON PRESBYTERIAN CHURCH
- Cones/Signage



**TOWN OF WARRENTON**  
Post Office Drawer 341  
WARRENTON, VIRGINIA 20188  
Phone (540) 347-1101

CUSTOMER'S ORDER NO. <b>2017-42</b>		PHONE		DATE <b>03/06/17</b>	
NAME <b>0 Main Street</b>					
ADDRESS <b>Warrenton Virginia</b>					
CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RET'D.	PAID OUT
<b>20 pm 30</b>					
<b>PAID</b>					
<b>MAR 6 2017</b>					
TAX					
SOLD BY <b>bp</b>	RECEIVED BY				TOTAL <b>25.00</b>

C PRODUCT #09

**205707**

All claims and returned goods MUST be accompanied by this bill.

**Thank You**



# TOWN OF WARRENTON

## POLICE DEPARTMENT



**To:** Mr. Brannon Godfrey, Town Manager, through Chief Louis Battle  
**From:** Lieutenant G.W. Southard, Jr.  
**Date:** March 7, 2017  
**Re:** SPECIAL EVENT – 2017 Father's Day Car Show

---

The 2017 Annual Father's Day Car Show will be held on Sunday, June 18<sup>th</sup>, 2016 from 8:00 A.M. to 2:30 P.M. The event will consist of up to 235 vehicles, consisting of trucks and motorcycles, with participants pre-registering and registering the day of the show and approximately 10,000 spectators. Additional festivities will include food booth(s), sponsor and vendor booth(s).

**Date:** Sunday, June 18, 2017  
**Event:** 8:00 A.M. – 2:30 P.M.  
**Set-up:** 5:30 A.M.  
**Clean-up:** 3:30 P.M. to 4:30 P.M.

**The Public Works Department** will provide necessary cones and road closed signs at their proper locations. On Friday June 16<sup>th</sup>, 2017 public works will place the orange "NO PARKING after 5:00 A.M. on 6-18-17" signs along Main Street from Fourth Street to Alexandria Pike, Culpeper Street from Lee Street to Main Street, Hotel Street and Court Street, and Ashby Street. **Modified Phase II ROAD CLOSURES WILL BE IN PLACE BY 5:00 A.M.** Extra trash receptacles may be necessary and will be maintained by the event staff.

Streets will reopen by 4:30 PM *at the discretion of law enforcement.*

**Modified Phase II Street Closure:**

Main Street @ Fourth Street	Cones and Road Closed Sign
North Third Street @ Main Street	Cones
North First Street @ Main Street.	Cones
Culpeper Street @ Lee Street	Cones and Road Closed Sign
Waterloo Street @ John Marshall Street	Cones and Road Closed Sign
Hotel Street @ Ashby Street	Cones
Ashby Street @ Lee Street	Cones and Road Closed Sign

Cones and detour signs at the intersection of Winchester and Alexandria Pike to allow directional traffic flow from Alexandria Pike to Winchester Street.

**Police Department:** Four police officers. All parked vehicles will be removed from the streets by 6:00 A.M.



**Town Council Meeting Item Number: d.**  
**April 11, 2017**

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

**Issue:** **Special Event Permit Request for 2017 Memorial Day Parade and Ceremony**

**Background:** This will be the Annual 2017 Memorial Day Parade in Old Town Warrenton. This event will attract approximately 80 participants and 100 spectators.

**Discussion:** The parade will begin at 10:00 A.M., at Main Street and Fifth Street and proceed west on Main Street, continuing west on Waterloo Street and turn left onto Chestnut Street where the participants will disperse. Immediately following the parade, a Memorial Day Ceremony will take place at the Warrenton Cemetery beginning at 11:00 A.M. and conclude at 12:00 P.M.

A requirement of Seven (7) police personnel will be needed to monitor the parade and ceremonies at the cemetery. Streets will be opened to pedestrians and closed to motor vehicles according in two Phases: A Modified Phase I road closure that will consist of Main Street being closed between Ashby Street to Falmouth and Lee Street, and will be in place at 8:30 A.M. The modified closure incorporates the staging area of the parade entries between Fifth Street and the Falmouth Street and Lee Street intersection. Phase II closures, that will consist of Waterloo Street being closed from Ashby Street to Chestnut Street, will be in place at 9:30 A.M. The roads will be closed to vehicular traffic but open to pedestrians. At the conclusion of the parade, roads will be open to traffic at the discretion of law enforcement personnel, at approximately 11:30 A.M.

After the participants enter the cemetery, South Chestnut Street will be closed from Waterloo Street to Keith Street until the ceremonies have concluded and the participants have left.

**Financial Impact:** There is no direct financial impact to the Town. The cost of contributed manpower from the Police Department consists of seven (7) police personnel for four hours each, estimated at \$1,035.80. The cost of contributed manpower from Public Works consists of two (2) public works personnel for four hours each, estimated at \$155.84 for the Public Works Department.

Event expenses are covered with sponsorships and private contributions, with the exception of Town resources.

**Recommended Action:** Approval of the requested schedule of activities.

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Town Manager

**ATTACHMENTS:**

Description	Type	Upload Date
2017 Memorial Day Operational Plan	Backup Material	3/24/2017
2017 Memorial Day Event Application	Backup Material	3/24/2017





# 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:** March 22, 2017  
**Re:** SPECIAL EVENT – Memorial Day Parade and Ceremony 2017

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The 2017 Memorial Day Parade and Ceremonies are scheduled for Monday, May 29, 2017 in Warrenton. The center of activities for the ceremony will be conducted outside on the grounds of the Warrenton Cemetery around the flag pole area beginning at 11:00 A.M.

Parade Line-up: 9:00 A.M.  
Parade Start: 10:00 A.M.

**Public Works** will be responsible for providing cones and signs for the road closures. *"NO PARKING AFTER 8:30 A.M. on Monday, May, 29, 2017"* will be posted on Main Street between Alexandria Pike and Clay Street, Ashby Street, and Waterloo Street between John Marshall Street and Ashby Street on Sunday, May 28, 2017. Main Street will be cleared of parked vehicles by law enforcement on the day of the event. The modified Phase I closure incorporates extended closures from Fifth Street to Falmouth Street at Lee Street, which will be the staging area for parade entries that usually go back as far as Mockingbird Lane.

**MODIFIED PHASE I ROAD CLOSURES WILL BE IN PLACE AT 8:30 A.M.**

**PHASE II ROAD CLOSURES WILL BE IN PLACE AT 9:30 A.M.**

### Modified Phase I Road Closures

Lee Street Extended at Falmouth St.	Cones diverting traffic from right turn lane
Falmouth Street at Lee Street	Road Closed Sign and cones
East Street at Falmouth Street	Cones
Mockingbird Lane at Falmouth St.	Cones
Clay Street at Main Street	Cones
North-South Calhoun St. and Main Street	Cones
North-South Sixth St. at Main Street	Cones
South Fifth Street at Lee Street	Road Closed Sign and cones
North Fifth Street at Horner Street	Road Closed Sign and cones
North Fourth Street and Main Street	Cones
North Third Street and Main Street	Cones
First Street and Main Street	Cones
Culpeper Street at Lee Street	Road Closed Sign and cones
Alexandria Pike at Winchester Street	Detour Sign and cones allowing directional traffic to flow onto Winchester Street or Alexandria Pike.
Main Street at Ashby Street	Road Closed Sign and Cones



## **Phase II Road Closures (In Place at 9:30 A.M)**

Ashby Street at Lee Street	Road Closed Sign and cones
John Marshall Street at Lee St.	Road Closed Sign and cones
John Marshall Street at Waterloo Street	Cones
Diagonal Street at Waterloo Street	Cones
Diagonal Street at Winchester Street	Road Closed Sign
Pelham Street at Waterloo Street	Cones
Pelham Street at Lee Street	Road Closed Sign and cones
Waterloo Street at Chestnut Street	Road Closed Sign and cones
Smith Street at Waterloo Street	Cones

- **Police Personnel:** The cost of contributed manpower from the Police Department consists of seven(7) police personnel for four hours each, and is estimated at \$1,035.80. The cost of contributed manpower from Public Works consists of two(2) public works personnel for four hours each, and is estimated at \$155.84 for the Public Works Department. Event expenses are covered with sponsorships and private contributions, with the exception of Town resources.

### **Officer controlled posts:**

**Falmouth Street @ Lee Street  
Main Street @ Fifth Street  
Main Street @ Alexandria Pike  
Waterloo Street @ Chestnut Street  
Winchester Street @ Chestnut Street  
Lee Street @ Keith Street**

**After the parade enters the cemetery for the ceremonies, South Chestnut Street will be closed from Waterloo Street, extending down the portion of Lee Street to Keith Street. Cones and a road Closed Sign will be placed at Waterloo and Chestnut (South bound travel lane) and on Lee Street at Keith Street. This portion of closure will remain in place until the ceremonies in the cemetery have concluded and the attendees have left.**

**Opening the roads to traffic will be at the discretion of police personnel. The parade route will be opened to vehicular traffic by 1100 hrs.**



\*Anticipated attendance (per day)      Participants 80      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)

\*Will there be parking control staff?      Yes      ☒ No      (if yes, how many)

\*Will you have security on site?      Yes      ☒ No      (if yes, who)

\*Will any items be left overnight?      Yes      ☒ No      (if yes, what)

\*Will signs or banners be displayed?      ☒ Yes      No      (if yes, where)

\*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)

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

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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

29 Feb, 2016  
Date

TO BE COMPLETED FOR PARADE REQUEST

\*Projected number of entries: 15

\*Anticipated number of participants: 75

\*Will children be involved?

☒ Yes

No

(if yes, how many )

20 GIRL SCOUTS  
10 BOY SCOUTS

\*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?

NA

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

12 CARS / TRUCKS  
TO CARRY PARTICIPANTS IN THE PARADE  
THERE WILL BE ONE 2 1/2 TON ARMY TRUCK AND TWO ARMY JEeps

\*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:



**Town Council Meeting Item Number: 7.a.  
April 11, 2017**

**Agenda Memorandum  
Submitted by: Stephanie Miller, Director of Finance & Human Resources**

**Issue:** February 2017 Financial Statements

**Background:** On March 20, the Finance Committee reviewed and recommended the February 2017 Financial Statements for approval.

**Discussion:**

**Financial Impact:**

**Recommended Action:** The recommendation of the Finance Committee is to approve the February 2017 Financial Statements.

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Town Manager

**ATTACHMENTS:**

Description	Type	Upload Date
February 2017 Financial Statements	Cover Memo	4/7/2017
Feb 2017 Financial Presentation	Cover Memo	4/7/2017

# FINANCIAL STATEMENTS

as of February 28, 2017



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  
February 28, 2017

	<u>February 29, 2016</u>	<u>February 28, 2017</u>
<b>CASH</b>		
On Hand	\$ 2,010	\$ 2,010
Checking Accounts	1,365,673	2,890,174
Money Market Accounts	253,855	298,916
<b>TOTAL CASH IN BANK</b>	<u>1,621,538</u>	<u>3,191,100</u>
 <b>INVESTMENTS</b>		
Virginia Local Government Investment Pool	15,655,885	12,751,733
Virginia Investment Pool	-	2,001,638
Virginia SNAP	-	4,752,404
<b>TOTAL INVESTMENTS</b>	<u>15,655,885</u>	<u>19,505,775</u>
 <b>TOTAL CASH AND INVESTMENTS</b>	<u><u>\$ 17,277,423</u></u>	<u><u>\$ 22,696,875</u></u>
 <b>CASH BALANCES</b>	 \$ 17,277,423	 \$ 22,696,875
General Fund		
Restricted		
Proffers:		
Highland Street Maintenance Proffer	96,372	96,971
Adelphia Cable Proffer	41,000	41,000
Recreation Proffer	173,339	173,339
Academy Hill Park Recreation Proffer	59,500	59,500
Walmart Proffers	180,000	180,000
Poet's Walk Proffer	-	10,000
Other restricted cash	595	24,063
50% Budget Reserve (15% for prior year)	2,218,553	6,437,009
Encumbrances	1,775,835	934,698
Water & Sewer Fund		
Restricted	303,621	
15% Budget Reserve	827,871	-
Encumbrances	697,046	-
Water & Sewer Operating Fund		
200 Days Budget Reserve	-	3,000,780
Encumbrances	-	429,867
Water & Sewer Capital Fund		5,438,979
Cemetery Perpetual Care	593,722	597,202
Agency Fund	236,918	248,892
Retirement Fund	9,661	9,721
<b>Total Designated Cash</b>	<u>7,214,033</u>	<u>17,682,022</u>
 <b>Total Undesignated Cash Balance</b>	<u><u>\$ 10,063,390</u></u>	<u><u>\$ 5,014,853</u></u>
 General Fund	6,567,911	2,753,933
Water/Sewer Fund	3,675,479	-
Water/Sewer Operating Fund	-	2,260,920
	<u><u>\$ 10,243,390</u></u>	<u><u>\$ 5,014,853</u></u>

# Town of Warrenton, Virginia

## Comparison of Revenues with Estimates for the Period Ending February 28, 2017

Source of Revenue	Estimate	Realized	% ( R )	Unrealized
<b>GENERAL FUND</b>				
General Property Taxes	\$1,229,450	\$825,538	67.15%	\$403,912
Other Local Taxes	6,381,063	2,681,149	42.02%	3,699,914
Permits, Privilege Fees & Licenses	187,100	111,832	59.77%	75,268
Fines & Forfeitures	180,000	71,517	39.73%	108,483
Revenue from Use of Money & Property	22,500	52,010	231.16%	(29,510)
Charges for Services	1,286,588	818,756	63.64%	467,832
Miscellaneous Revenue	180,650	201,091	111.32%	(20,441)
Non-Categorical Aid	680,100	319,012	46.91%	361,088
Categorical Aid	2,302,542	1,555,727	67.57%	746,815
Revenue from Federal Government	335,882	5,498	1.64%	330,384
Non-Revenue Receipts	918,605	0	0.00%	918,605
<b>TOTAL GENERAL FUND</b>	<b>\$13,704,480</b>	<b>\$6,642,131</b>	<b>48.47%</b>	<b>\$7,062,349</b>
<b>CAPITAL PROJECTS FUND</b>				
Revenue from the Commonwealth	\$316,896	\$0	0.00%	\$316,896
Transfers	1,175,419	0	0.00%	1,175,419
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>\$1,492,314</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$1,492,314</b>
<b>WATER &amp; SEWER OPERATING FUND</b>				
Transfer Fees	\$9,000	\$5,740	63.78%	\$3,260
Revenue from Use of Money & Property	154,500	118,142	76.47%	36,358
Charges for Services	5,193,605	3,453,313	66.49%	1,740,292
Recovered Costs	38,799	3,624	9.34%	35,175
Miscellaneous Revenue	5,500	10,132	0.00%	(4,632)
Grant Revenue	0	0	0.00%	0
Transfers	20,268	0		20,268
<b>TOTAL W&amp;S OPERATING FUND</b>	<b>\$5,421,672</b>	<b>\$3,590,951</b>	<b>66.23%</b>	<b>\$1,830,721</b>
<b>WATER &amp; SEWER CAPITAL FUND</b>				
Revenue from Use of Money & Property	\$0	\$18,758	0.00%	(18,758)
Non-Revenue Receipts	1,391,076	360,517	25.92%	1,030,559
Transfers	1,240,819	0	0.00%	1,240,819
<b>TOTAL W&amp;S CAPITAL FUND</b>	<b>\$2,631,895</b>	<b>\$379,275</b>	<b>14.41%</b>	<b>\$2,252,620</b>
<b>TOTAL ALL FUNDS</b>	<b>\$23,250,362</b>	<b>\$10,612,357</b>	<b>45.64%</b>	<b>\$12,638,005</b>
<b>INTERNAL SERVICE FUNDS</b>				
Motor Pool	477,401	464,856	97.37%	12,545
Information Technology	360,029	150,014	41.67%	210,015



# Town of Warrenton, Virginia

## Comparison of Expenditures with Appropriations for the Period Ending February 28, 2017

Function	Appropriation	Expenditure	% (E)	Unexpended
<b>GENERAL FUND</b>				
Legislative Department	\$163,520	\$88,706	54.25%	\$74,814
Executive Department	211,261	142,590	67.49%	68,671
Legal Services	187,376	80,045	42.72%	107,331
Finance Department	532,695	295,396	55.45%	237,299
Other Organizations	10,040	10,040	100.00%	0
Electoral Board	0	0	0.00%	0
Public Safety	3,754,339	2,334,609	62.18%	1,419,730
Department of Public Works	4,086,464	2,708,561	66.28%	1,377,904
Welfare Social Services	116,937	84,611	72.36%	32,326
Parks and Recreation	2,043,253	1,181,101	57.80%	862,152
Cultural Enrichment	67,000	54,000	80.60%	13,000
Community Development	1,018,852	491,464	48.24%	527,389
Transfers	876,153	0	0.00%	876,153
Debt Service	636,590	636,590	100.00%	0
<b>TOTAL GENERAL FUND</b>	<b>\$13,704,480</b>	<b>\$8,107,713</b>	<b>59.16%</b>	<b>\$5,596,767</b>
<b>CAPITAL PROJECTS FUND</b>				
Capital Outlay	\$623,753	\$368,283	59.04%	\$255,470
Capital Projects	868,561	23,428	2.70%	845,133
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>\$1,492,314</b>	<b>\$391,711</b>	<b>26.25%</b>	<b>\$1,100,603</b>
<b>WATER &amp; SEWER OPERATING FUND</b>				
Water Department	\$1,970,674	\$1,115,388	56.60%	\$855,286
Wastewater Department	1,762,696	981,099	55.66%	781,597
Water/ Sewer Administration	812,422	433,764	53.39%	378,659
Debt Service	103,119	103,119	100.00%	(0)
Reserve for Contingencies	0	0	0.00%	0
Transfers	772,761	0	0.00%	772,761
<b>TOTAL W&amp;S OPERATING FUND</b>	<b>\$5,421,672</b>	<b>\$2,633,370</b>	<b>48.57%</b>	<b>\$2,788,302</b>
<b>WATER &amp; SEWER CAPITAL FUND</b>				
Water & Sewer Capital Projects	\$2,631,895	184,098	0.00%	2,447,797
<b>TOTAL W&amp;S CAPITAL FUND</b>	<b>\$2,631,895</b>	<b>\$184,098</b>	<b>6.99%</b>	<b>\$2,447,797</b>
<b>TOTAL ALL FUNDS</b>	<b>\$23,250,362</b>	<b>\$11,316,893</b>	<b>48.67%</b>	<b>\$11,933,469</b>
<b>INTERNAL SERVICE FUNDS</b>				
Motor Pool	477,401	464,856	97.37%	12,545
Information Technology	360,029	215,129	59.75%	144,900

Town of Warrenton  
Investment Report  
Period Ending February 28, 2017

Investment Activity	Beginning of Month	Investments	Redemptions	Investment Income	End of Month
Virginia LGIP	14,742,933	-	(2,000,000)	8,800	12,751,733
Virginia Investment Pool	1,000,000	1,000,000	-	1,638	2,001,638
Virginia SNAP	4,755,945	-	-	3,378	4,759,323
Total Investments	<u>\$20,498,878</u>	<u>\$1,000,000</u>	<u>(\$2,000,000)</u>	<u>\$13,816</u>	<u>\$19,512,694</u>

Portfolio Composition & Yield	Cost	Percent	Annual Percentage Yield	Average Remaining Life Days
Virginia LGIP	12,751,733	65.35%	0.84%	N/A
Virginia Investment Pool	2,001,638	10.26%	1.24%	N/A
Virginia SNAP	4,759,323	24.39%	0.93%	N/A
Total Investments	<u>\$19,512,694</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	\$20,293	\$75,299
Percentage of Interest Received to Date	117.98%	407.02%
Weighted Average Rate of Return	0.40%	0.90%
Benchmarks:		
182 day US Treasury Bill	0.46%	0.64%
LGIP - effective yield	0.40%	0.84%



# **Financial Statement Review**

**For the period ended February 28, 2017**



# Cash and Investments

## Balances

	<u>2/29/2016</u>	<u>2/28/2017</u>
Cash	\$1,621,538	\$3,191,100
Investments	\$15,655,885	\$19,505,775

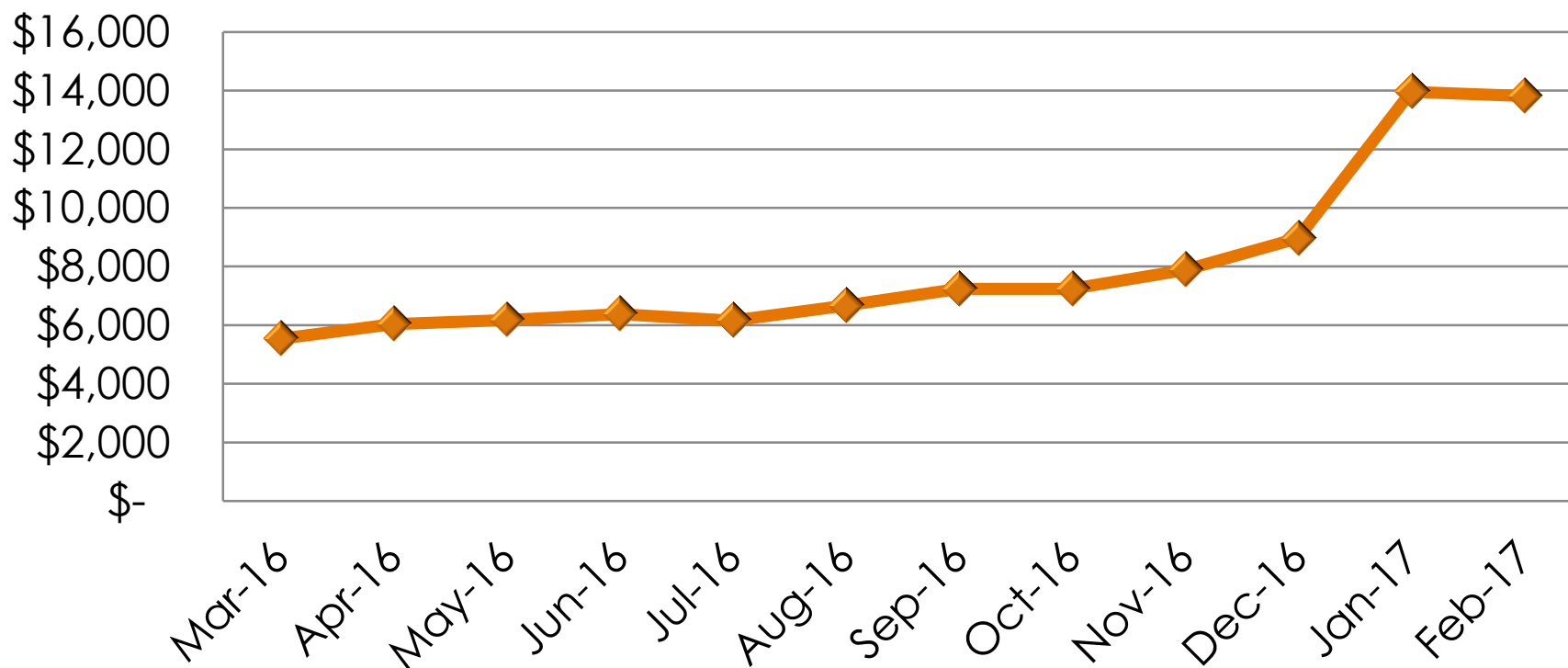
## Investment Performance

	<u>Last Year</u>	<u>This Year</u>
Local Government Investment Pool	0.40%	0.84%
Virginia Investment Pool	n/a	1.24%
Virginia State Non-Arbitrage Program (W/S bond proceeds)	n/a	0.93%



# Investment Performance

## Investment Earnings - Past 12 months





# Budget to Actual

<u>Fund</u>	<u>Budget</u>	<u>Revenue</u>	<u>Expenditures</u>
General Fund	\$13,704,480	\$6,642,131	\$8,107,713
Capital Projects	\$1,492,314	\$0	\$391,711
W/S Operating	\$5,421,672	\$3,597,870	\$2,633,370
W/S Capital	\$2,631,895	\$372,356	\$184,098



# Proffer Summary

PROFFER	AMOUNT
Highland Street Maintenance	\$96,739
Adelphia Cable	41,000
Recreation	173,339
Academy Hill Park Recreation	59,500
Walmart	180,000
Poet's Walk	<u>10,000</u>
TOTAL	\$560,578



**Town Council Meeting Item Number: 7.b.**

**April 11, 2017**

**Agenda Memorandum**

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

**Issue:** **Appointment of Members to the Board of Zoning Appeals**

**Background:** The terms of two current BZA members, Brian Larson and Kendall Asbenson, expired on December 31, 2016.

**Discussion:** The Town advertised these vacancies along with the ARB vacancies earlier this year, but did not receive any applicants for the positions. Mr. Larson and Mr. Asbenson were asked if they were interested in continuing to serve, and both agreed.

**Financial Impact:** There is no direct financial impact.

**Recommended Action:** Nominate and and vote to recommend to the to the Circuit Court appointments to the Board of Zoning Appeals.

---

Town Manager





**Town Council Meeting Item Number: 7.c.**

**April 11, 2017**

**Agenda Memorandum**

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

**Issue:** **Correspondence to School Board on School Consolidation**

**Background:** In 2016, the Fauquier County School Board launched a study period to consider options to address renovation needs at its two middle in Warrenton. The School Board formed a Study Committee of community stakeholders and hired a consultant to facilitate the process and formulate a recommendation.

In January, the consultant recommended consolidating the two schools on into a new 1,000-student school facility to be constructed behind the site of the current Taylor Middle School. The School Board included this recommendation as a capital budget request to the Fauquier County Board of Supervisors.

The Board of Supervisors did not include funding for the new, consolidated school in its capital budget adopted on March 27.

**Discussion:** Prior to the Board of Supervisors' adoption of the FY18 Budget, the Public Safety & Transportation Committee discussed on March 20 the proposed middle school consolidation plan with Brian Gorg, Center District representative and Chairman of the Fauquier County School Board. Although the Town had two members and active participants on the Study Committee last year, the Public Safety & Transportation Committee members determined that it would be appropriate for the Town Council to formally communicate to the School Board and Board of Supervisors its concerns that the consolidated middle school would have on housing, historic resources, transportation, environment and other issues.

A draft of the text for a letter is attached for discussion.

**Financial Impact:** There is no direct financial impact in corresponding with the School Board.

**Recommended Action:** Consider the draft letter.

---

Town Manager

**ATTACHMENTS:**

Description	Type	Upload Date
Draft Letter	Backup Material	4/7/2017

## **DRAFT**

April 5, 2017

Fauquier County School Board  
320 Hospital Drive, Suite 40  
Warrenton, Virginia 20186

Dear Chairman and Members of the Fauquier County School Board:

The Town of Warrenton would like to thank Chairman Gorg for recently attending the Public Safety and Transportation Committee meeting to review the middle school consolidation/renovation discussion. The importance of the location and existence of schools within the Town boundaries to our residents cannot be understated. Like Old Town, the schools serve as community focal points and activity centers essential to the overall health of the Town. As such, the Town deeply appreciates the School Board and Administration for keeping the scope of discussion on the middle schools within Town boundaries.

The welfare of our children does not end at the school boundary lines, and the Town is responsible for the “public health, safety, and welfare” of all its residents, the Town would like to invite the School Board and Administration to consider the Town needs to be enabled to provide services for all its current residents, and accommodate future growth.

In the County’s detailed analysis of school generated seats, it was found that for every new single family home 0.781 students were generated, and for every existing single family home 0.558 students were generated. The last U.S. Census data specific to the Town of Warrenton found 25.6% of the population was under the age of 18. While statistics may be calculated a number of ways, the main take-aways are that Warrenton is a service district with a large family population. Siting and sizing of schools properly will benefit the community and its residents for decades to come.

### **Housing**

The Town of Warrenton staff did a GIS analysis of existing housing within ¼ mile radius of the two existing schools and the proposed school site. **Excluding age restricted housing, commercial/retail, industrial uses, and approved developments yet to be built,** the following was found for existing homes within a ¼ mile radius of the schools.

School	¼ Mile	
	Homes	Population (x 2.47pph)
Warrenton MS	122 SF 9 TH	323.57
Taylor MS	89 SF	219.83
Proposed MS School	26 SF	64.22

This analysis demonstrates that Warrenton Middle School, as the oldest facility, was built to serve as a central location for many exiting neighborhoods. The new site proposes to move a key community asset to the edge of Town and the neighborhoods.

### **Historic Resources**

*“We believe that people seek deep and meaningful connections.” FCPS Strategic Plan*

The Town has a responsibility to look at both its history and long term stewardship. Both buildings are part of the cultural and architectural fabric of the Town. Warrenton Middle School was included in a 2011 Virginia Department of Historic Resources (VDHR) Architectural Survey that determined it eligible by the State Review Board for the National Register. Warrenton Middle School has been used as a high school, a junior high school, a middle school, and an elementary school. **For almost a hundred years it has served generations of Warrentonians in its walkable, central location.**

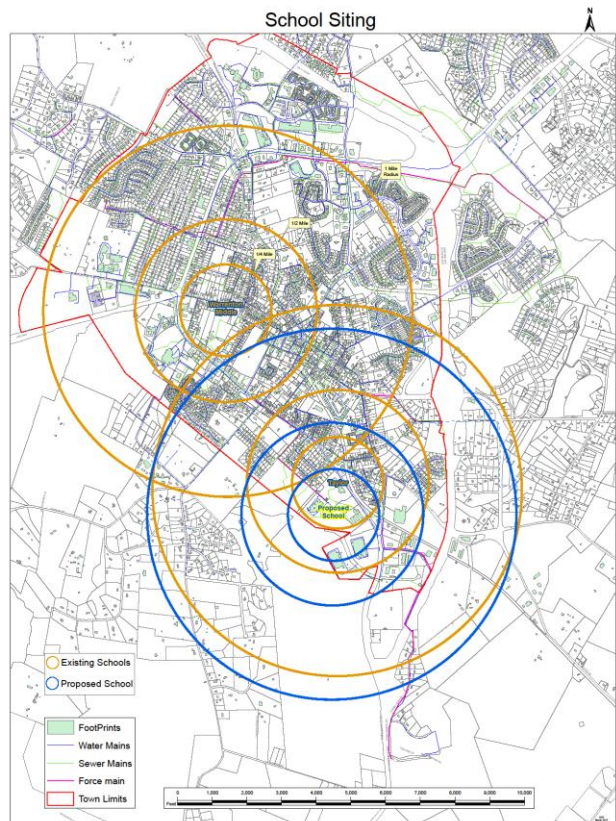
Additionally, as is well known, Taylor Middle School was built during segregation to serve as Fauquier’s high school for black students. While Taylor Middle School has never been surveyed, VDHR stated it is extremely interested *“in recording these highly significant resources connected to African American history. These types of resources are underrepresented in the National Register of Historic Places and have been overlooked in many cases for preservation. Their significance should be looked at as equally important as other similar buildings. In most cases, because many of these resources have been lost, they should be a priority for recordation and preservation.”*

The importance of historic school sites became a national issue in 2000 when the National Trust for Historic Preservation placed historic neighborhood schools on their “America’s 11 Most Endangered List.” The organization alerted the public to threats to these irreplaceable community landmarks. They pointed out the assumptions that “old” is automatically bad while “new” is automatically good and that nationally public school policies discourage the maintenance of existing schools. Meanwhile, The Town and its residents value the preservation of its historic structures. Through community surveys and public outreach, the desire to preserve historic community assets is a recurring theme.

## **Transportation**

*“The decline in walking and bicycling to school over the past years has had an adverse effect on traffic congestion and air quality around schools, as well as pedestrian and bicycle safety. In addition, evidence has shown that children who lead sedentary lifestyles are at risk for a variety of health problems such as obesity, diabetes, and cardiovascular disease.” Cedar Lee Middle School Safe Routes to School FC Agenda Request*

Currently, the Town has a funding application before the state for the improvements of the intersection of Broadview Avenue and Waterloo Street, which is utilized by many students trying to access the WARF, high school, middle school, and commercial center. Additionally the Town is working on the design its first roundabout at Falmouth Street and E. Shirley Avenue.



How the middle schools are sited also results in a direct impact on each and every middle school student's potential personal involvement and social engagement. Currently, both Warrenton and Taylor middle schools are in locations that allows a segment of the population to choose the option to walk. This is important because if these students wish to participate in after school activities there must be an option to walk home if parents are unable to pick them up. *“There is no activity bus at my school,” writes a Northern Virginia teen in a letter to the editor. “If students do any sort of after-school activity, they must drive themselves home, bum rides or wait to be picked up. The inconvenience on parents is immense...My parents are sick of chauffeuring me, and I am sick of begging for rides...”*<sup>1</sup> Many students are hindered by the inability to participate in activities due to reliance on the car.

It is important for the Town to work with the School Board and Administration to understand the potential transportation impacts of the proposed middle school location. As the Town has demonstrated in the past, it is willing to work with the County to find sites more suitable for the bus storage, which would result in the possible relocation of Warrenton Middle School's main access

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<sup>1</sup> October 2002 “Why Johnny Can’t Walk to School” Constance E. Beaumont with Elizabeth G. Pianca. National Trust for Historic Preservation 2<sup>nd</sup> Edition.

off of Shirley Avenue. The goal is to provide a community that is accessible for people of all ages and all abilities.

## **Environment**

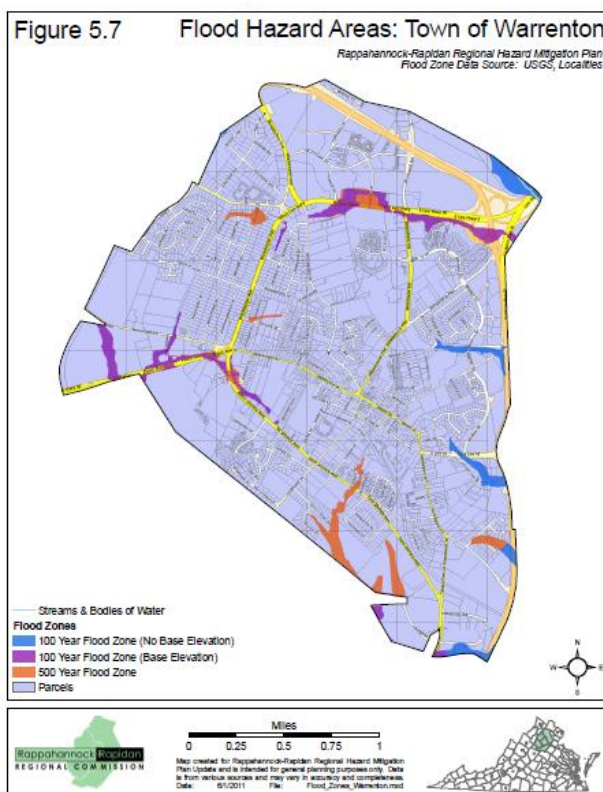
*“We believe that we impact the natural environment; therefore, environmental stewardship is our responsibility.” FCPS Strategic Plan*

The Town of Warrenton has several goals and regulations, as does the state, related to the environment. Town Design goals in the Comprehensive Plan include:

- To maintain and promote a visually pleasing Town environment while preserving and protecting the environment for the Town as new development occurs.
- To preserve the Town’s scenic views, “small town” atmosphere, and landscape character.

The existing schools, especially Warrenton Middle School, have beautiful trees that contribute to the value and aesthetics of the streetscapes. The Schools should be aware that a new building will be subject to state and local stormwater management regulations and erosion and sediment control. Fauquier County, and the Town of Warrenton, were recently designated as MS-4 communities by the state. This means any new building and parking related to impervious surfaces will be required to mitigate surface runoff to pre-existing conditions on-site.

Perhaps most important of all, should the School Board and Administration choose not to take into consideration the population, housing, historic, transportation, and health components of this decision, it must account for the Federal, state, and local environmental regulations related to floodplain and soils. The U.S. Disaster Mitigation Act of 2000 (Public Law 106-390) requires that local and state governments adopt Hazard Mitigation Plans (HMPs). The first Rappahannock-Rapidan Region (PD9) Multi-Jurisdictional All Hazard Mitigation Plan was approved by the Federal Emergency Management Agency (FEMA) in 2005 and subsequently updated in 2012. Both Fauquier County and the Town adopted the plan as required under Code of Virginia §15.2-2223 through §15.2-2231. The purpose of this plan is to:



- Protect life and property, as well as natural systems and historic resources, by reducing the potential for damage and economic losses from natural and human-caused hazards;
- Improve community safety;
- Increase public understanding, support and demand for hazard mitigation;
- Speed response, recovery and redevelopment following disaster events;
- Demonstrate a firm commitment to hazard mitigation principles;
- Comply with state and federal requirements for local hazard mitigation planning; and
- Qualify for grant funding in both the pre- and post-disaster environment.

The plan identifies critical facilities as fire and rescue stations, hospitals, **and schools.** Critical facilities are prohibited from the 500 year floodplain. According to the Executive Director of PD9 potential Federal funding for construction and improvements may be in question for critical facilities built in the 500 year floodplain based on Executive Order 11988 Floodplain Management.

Further, the proposed site for the consolidated school contains, in part, 17B Middleburg Loam soils which are characterized as having “major soil-related problems, many difficult to correct, requiring engineering solutions that may not always be satisfactory. This new location would need to be highly engineered to not only meet the stormwater regulations, but also the soil and floodplain issues.

### **Outstanding Questions**

The National Trust for Historic Preservation speaks to the “Hidden Costs” associated with designing and building a new school. They ask if the costs related to transportation, wetlands, disposing of debris from demolition, rehabbing the remaining structures, and others been incorporated into the design/build figures? The Town of Warrenton has these questions as well as others, including:

- If Warrenton Middle School is abandoned as a school, would it still serve as a community gathering place? Would it need to be renovated and if so, what are the costs associated with the new use and are the uses permissible under the current zoning?
- If the proposed middle school is built on the land in front of Brumfield Elementary, what are the transportation impacts? How will students and residents access the new school? What are the impacts on the students that attend Brumfield in terms of an already difficult transportation circumstance, as well as the lack of usable outdoor space?



- If the proposed site is selected for the new school, how will the environmental issues be engineered?
- Would the School Board be willing to work with the Town and County to explore the best and highest use, as well as design, of the Taylor, Brumfield, and Central sites to best serve the residents?

### **Conclusion**

This letter outlines a number of issues the Town believes need more detailed analysis before a final decision is made concerning the middle schools to fully understand ALL the associated costs. It is important to the Town, and its taxpayers who contribute and utilize the schools in question, that the final decision is one of prudent investment for the long term success of each student and the community at large.

The Town and Fauquier County Schools hold many of the same goals. Both want healthy, engaged, children who are safe in their environment. Yet, these issues do not stop within the boundaries of the school. The Town believes the needs of the whole child, indeed the whole community, need to be reviewed. Study after study has linked social, mental, physical, economic develop, environmental health to the design of our communities. It is important to stop the trend of building our systems in isolation and review our community assets in a collaborative, comprehensive manner.

On behalf of the Town Council, I hope you will take our comments into consideration and welcome further discussion with you.

Sincerely,

Powell L. Duggan, Mayor  
Town of Warrenton

C: Fauquier County Board of Supervisors





**Town Council Meeting Item Number: 7.d.**

**April 11, 2017**

**Agenda Memorandum**

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

**Issue:** **Request from Experience Old Town Warrenton to Disburse Balance of FY17 Main Street Program Appropriation**

**Background:** The Town's Main Street Program, formerly administered by the private non-profit Partnership for Warrenton, has completed a 90-day transition period and has emerged with a new Board of Directors, and new name (Experience Old Town Warrenton), and a new set of goals.

At the Work Session on April 5, members of the Experience Old Town Warrenton (EOTW) Board of Directors briefed Council on the transition plan and outlook for the next year under new leadership.

**Discussion:** The FY17 Budget includes an appropriation of \$20,000 for the Main Street Program. These funds have traditionally be disbursed in installments at the beginning of each quarter. The first two quarters, or \$10,000, was disbursed to the Partnership for Warrenton to support expenses related special events that occurred between July and December 2016. The consensus of Council was not to disburse any further installments until it could assess that new leadership's ability to fulfill the obligations of the Main Street Program.

EOTW requests the use of the funds to commence operations of the Main Street Program as a new corporate entity.

**Financial Impact:** The \$10,000 in unspent funds were appropriated with the adoption of the FY17 Budget. There is therefore no action required to amend or appropriate the Budget.

**Recommended Action:** The recommendation is to authorize the Town Manager disburse the \$10,000 balance of the appropriated Main Street Program funds.

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Town Manager

**ATTACHMENTS:**

Description	Type	Upload Date
EOTW Request Letter April 6 2017	Backup Material	4/7/2017





## BOARD OF TRUSTEES

Bailey Dabney, *Chairman*

Gary Shook, *Vice Chairman*

Marc Bogan, *Treasurer*

Aimee O'Grady, *Secretary*

Hank Day, *Governance*

Carter Nevill, *Past Chair PFWF*  
(*ex-officio*)

### *Directors of Economic Vitality:*

Brannon Godfrey (*ex-officio*)

Gina Clatterbuck

### *Directors of Promotions:*

Lachelle Yoder

Lee Owsley

### *Directors of Design:*

Maggie Lovitt

Sunny Reynolds (*ex-officio*)

### *Directors of Organization:*

Bob Grant

Paula Combs

Walt Story

April 6, 2017

Mr. Brannon Godfrey  
Town of Warrenton  
PO Drawer 341  
Warrenton, VA 20188

Re: Experience Old Town Warrenton

Dear Mr. Godfrey:

This letter is a follow-up to my presentation at the Town Council work session on Wednesday, April 5, 2017 unveiling the new Experience Old Town Warrenton (EOTW) organization that will replace the Partnership for Warrenton Foundation. As part of the presentation, I requested the Town renew the current office lease with EOTW as well as release the final \$10,000 installment from FY17 currently held for the Partnership for Warrenton Foundation to EOTW as we will be replacing the PFWF and assisting with the timely and proper termination of their organization with the Commonwealth and the IRS, per code.

Once disbanded, the Partnership has agreed that EOTW will be their fiscal beneficiary of their remaining funds to carry forth the mission of the organization and the town. We anticipate having their closure complete by June 30<sup>th</sup>. In the meanwhile, the new organization will have start-up costs including filing fees, insurance premiums and costs associated with First Fridays which will need to be addressed prior to receiving the PFWF net proceeds. Your investment will allow us to make the transition process quick and smooth. We appreciate your investment in our Town and will be good stewards of the investment.

Please do not hesitate to contact me with any questions or concerns. I may be reached at 540-878-2810 or [astansell@middleburgbank.com](mailto:astansell@middleburgbank.com).

Respectfully,

Amelia J. Stansell, Organizational Chair  
Experience Old Town Warrenton



**Town Council Meeting Item Number: 8.a.  
April 11, 2017**

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

**Issue:** Request from PEC to Appropriate \$6,313 for Greenway Trail Completion

**Background:** On February 21 2017, the Piedmont Environmental Council requested financial support from the Town in the amount of \$6,313 for the completion of the Warrenton Branch Greenway Trail. Completion of the trail will extend the end of the trail at the eastern Town limits to the Educational Farm and Lord Fairfax Community College.

At its March 10 Work Session, Town Council referred this matter its Finance Committee.

**Discussion:** On March 20, the Finance Committee recommended that Council approve the requested funding and amend the FY17 Budget and appropriate the funds accordingly. The Unassigned Fund Balance in the General Fund is currently \$4,081,339.

**Financial Impact:** The proposed FY17 Budget Amendment will increase General Fund Revenue - Use of Fund Balance by \$6,313 and General Fund Expenditures - Contribution to PEC for Greenway Trail by \$6,313. General Fund Balance will be reduced by \$6,313.

**Recommended Action:** Adopt the attached resolution Amending the FY17 Budget and Appropriating \$6,313 for the Greenway Trail.

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Town Manager

**ATTACHMENTS:**

Description	Type	Upload Date
PEC Request Letter	Backup Material	4/7/2017
Map of Trail Extension	Backup Material	4/7/2017



## PIEDMONT ENVIRONMENTAL COUNCIL

*Safeguarding the landscape, communities and heritage of Virginia's Piedmont by involving citizens in related public policy and land conservation*

February 21, 2017

Brannon Godfrey  
Town Manager  
P.O. Drawer 341  
Warrenton, VA 20188-0341



Dear Brannon:

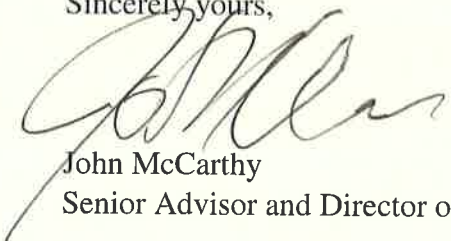
The Warrenton Branch Greenway is a major community asset for Warrenton, providing health and quality of life benefits for residents and economic benefits for local businesses and the Town. As you know, VDOT and Fauquier County are working to extend the Warrenton Branch trail so that it will connect to the trail system from Fauquier Education Farm to Lord Fairfax Community College. This one-mile missing link will create a 7-mile trail network from Lord Fairfax to downtown Warrenton.

The Piedmont Environmental Council is working with the Fauquier Department of Parks and Recreation to raise the \$58,000 needed to acquire the right-of-way needed to complete the trail link. PEC pledged to raise \$30,000 to match \$28,000 from the Fauquier Department of Parks and Recreation. These funds will leverage more than \$420,000 in grants from VDOT to design and build the trail extension. To date, PEC has raised \$23,687.

I am writing to ask the Town of Warrenton to provide the remaining \$6,313 needed to complete this last piece in funding the trail connection. This new link will offer a wide range of benefits to the Town, its residents and businesses. It will connect downtown Warrenton with the Town's elementary and middle schools, the Education Farm and Lord Fairfax Community College. It will help make Warrenton more walkable and bike-able, and attract more bicyclists and other visitors.

Please feel free to contact me with any questions, at 540-347-2334 or [jmccarthy@pecva.org](mailto:jmccarthy@pecva.org). We appreciate the Town of Warrenton's consideration of our request.

Sincerely yours,



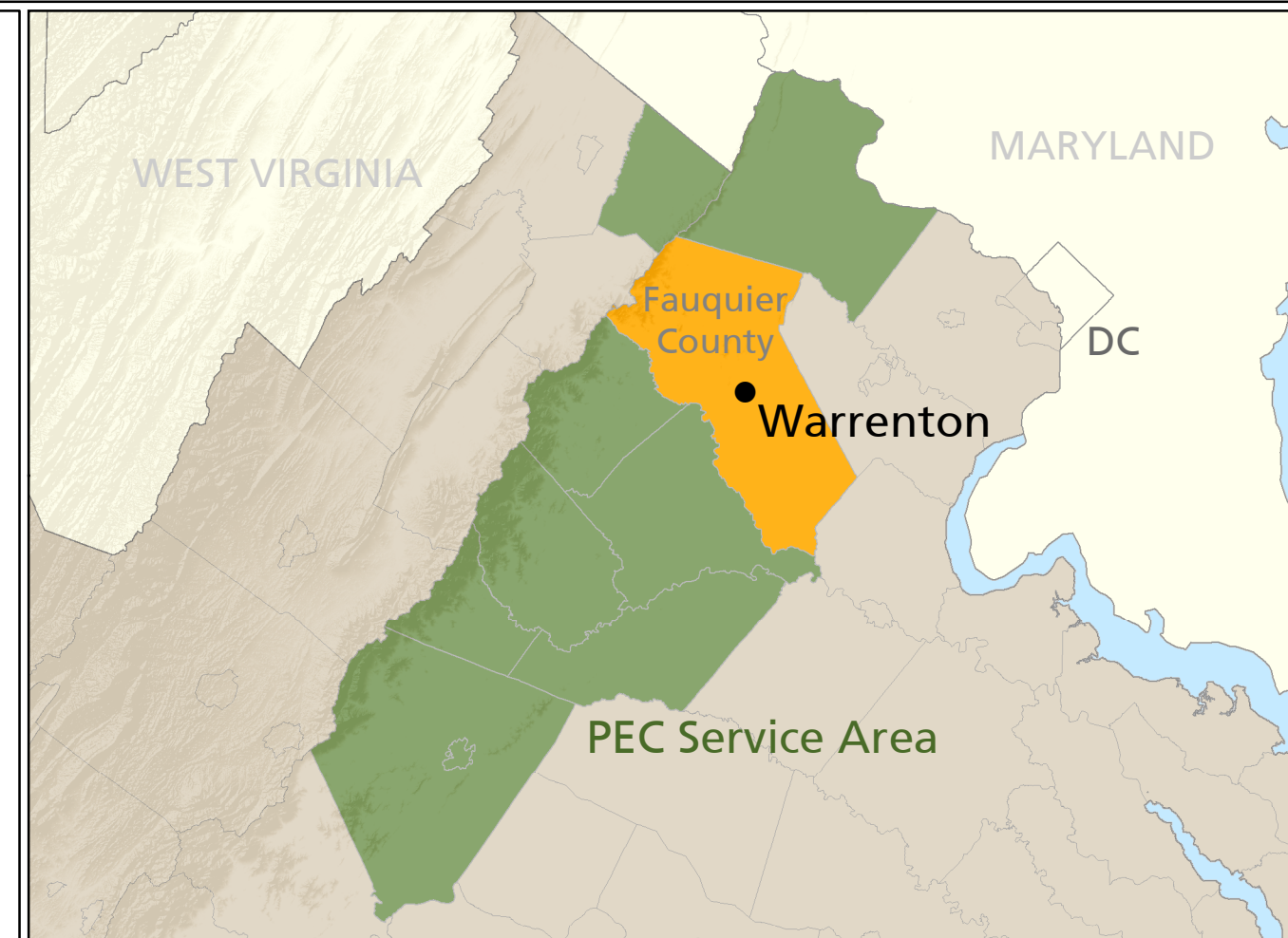
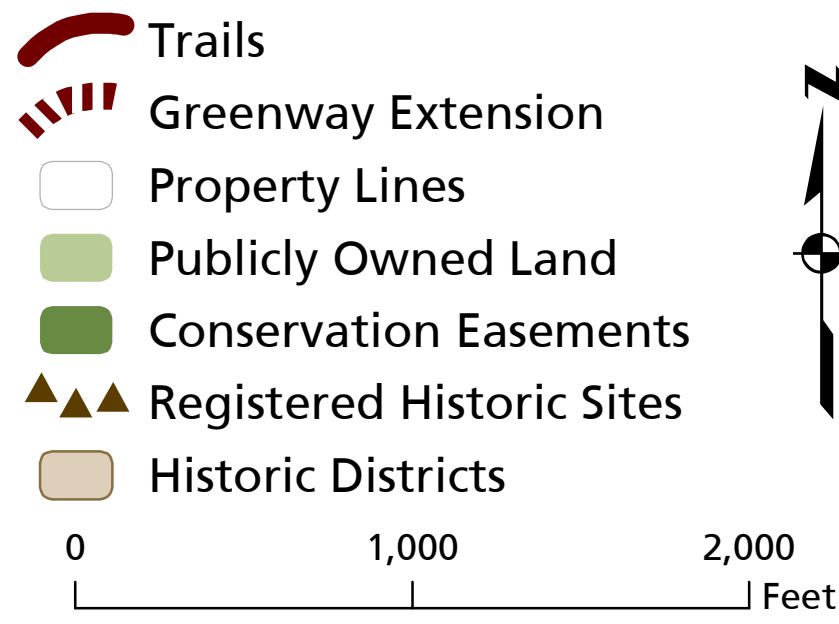
John McCarthy  
Senior Advisor and Director of Strategic Partnerships



# Warrenton Branch Greenway & Extension



Piedmont  
Environmental  
Council







**Town Council Meeting Item Number: 8.b.**

**April 11, 2017**

**Agenda Memorandum**

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

**Issue: Use of a Portion of Recreation Proffers for Dog Park Construction**

**Background:** In the Fall of 2013, the Recreation Committee and the Town Council expressed a desire to develop a dog park in the Town of Warrenton. The FY15 and FY16 budgets included CIP funding for the project - \$3,500 in FY15 for planning and \$40,000 in FY16 for building the dog park, including some safety improvements at Academy Hill Park.

On November 1, 2015, Fauquier County, the Town of Warrenton, and Alwington Farm Developers, LLC entered into a Joint Planning and Water Service Agreement. Under this Agreement, Alwington Farm Developers proffered a dog park for the Town of Warrenton with funding set at \$30,000 for park design and construction and \$5,000 maintenance per year for five years. As such, the Town of Warrenton and Alwington Farm Developers, LLC entered into a Collateral Agreement Regarding the Dog Park, also dated November 1, 2015.

The Collateral Agreement contemplated that the dog park would be located at Rady Park. Since entering into that Agreement, a change was made to locate the dog park on the property owned by the Town and located at the end of the Fifth Street parking lot. Fauquier County agreed to amend the proffer to reflect the change in location. Subsequently, this location was approved for a Planning Commission Permit (#01-2016) on May 17, 2016 and was approved by Town Council on June 14, 2016. This property presents grading and vegetation removal issues not present at Rady Park.

Alwington Farm Developers, via Bowman Consulting, is designing the dog park. Estimates for construction have been received from two firms; both bids are approximately \$65,000.

The proffered amount for the dog park is \$30,000. Staff is working with Bowman and Alwington to find ways to lower costs; however, additional funding is needed to build the dog park.

During the discussion on funding this project in March, the Committee for Health, Parks, and Recreation looked at any additional sources of funding and recommended that design on the Depot Park project be postponed indefinitely, and that the balance of funding from that project be applied to funding the Dog Park.

Also, there is \$173,339 reserved in the General Fund for "Recreation Proffers." After researching the documents related to the Menlough rezoning in 1988 with the Town Attorney, staff confirmed to the Finance Committee at its meeting on March 20, 2017 that

this rezoning was the source of the funds reserved in the General Fund "Recreation Proffers." Further, there are no specific restrictions on the type or location of recreation improvements on which the funds may be used, other than that they be used within the Town.

**Discussion:** As a result of the findings on the available proffers, the Finance Committee voted on March 20, 2017 to recommend to Council that the unfunded balance of the Dog Park of up to \$40,000 be funded as follows:

- \$25,000 of the Recreation Proffer be used for the dog park
- up to \$15,000 of the FY17 Depot Park funds be re-allocated to the dog park, and
- that the remainder (\$4,106) of the Depot Park funds (\$19,106) be used for the portion of the Depot Park adjacent to the Greenway Trail head to accommodate installation of fitness equipment on-hand (by the County).

**Financial Impact:** To comply with the Virginia Procurement Act and to properly account for an expenditure on a new fixed asset, staff recommends that the FY17 Budget be amended to fund the project in full from General Fund - Capital Projects. This means that project expenditures going forward will be paid from this account, and that the unspent balance of the \$30,000 Alwington developer's proffer will be paid to the Town and included as project revenue. Approval of the FY17 Budget amendment will reduce the General Fund Balance by \$25,000 (from the Recreation Proffer) and will reallocate \$15,000 from Parks-Capital Projects - Depot Park funding, plus revenue from the Alwington developer of \$30,000, for a total of \$70,000 to Parks-Capital Projects –Dog Park.

**Recommended Action:** The recommendation is to adopt the attached resolution Amending the FY17 Budget to:

1. Reduce the General Fund Balance by \$25,000 (from the Recreation Proffer), and
2. Reallocate \$15,000 from Parks-Capital Projects - Depot Park funding, for a total of \$40,000 to Parks-Capital Projects –Dog Park, and
3. Increase Capital Projects – Revenue by \$30,000 for the developer's proffer, and
4. Appropriate Funds in Parks-Capital Projects - Dog Park in the amount of \$70,000.

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Town Manager





**Town Council Meeting Item Number: a. •  
April 11, 2017**

**Agenda Memorandum  
Submitted by:**

**Issue:**                   **Advertisement of Public Hearing for Town Code Amendment Concerning Solicitors**

**Background:**

**Discussion:**

**Financial Impact:**

**Recommended  
Action:**

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Town Manager



**Town Council Meeting Item Number: h.●  
April 11, 2017**

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

**Issue: Project Status Update - April 2017**

**Background:**

**Discussion:**

**Financial  
Impact:**

**Recommended  
Action:**

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Town Manager

**ATTACHMENTS:**

Description	Type	Upload Date
April Project Status Report	Backup Material	4/10/2017

## **Town Manager's Report: April 2017 – Status of Key Projects**

***(updates from March are highlighted)***

1. **Technology:** Novus Agendas and Minutes is up and running for Council meetings and Work Sessions. The Planning Commission and ARB meetings are planned for this month. We have obtained pricing for Planning Commission iPads but have not yet purchased them. I have drafted an RFP to purchase and install video equipment to live-stream and record public meetings. It will be issued later this month.
2. **Mosby House:** Staff is reviewing options for subdividing the property from the Visitor Center. Considerations include: 1) The deed limits the number of future subdivisions to one. 2) The property is zoned Public Semi-Public (PSP) and is surrounded by R-6; therefore any rezoning would have to be R-6 and include future uses permitted in residential zone. 3) There is no driveway access and parking is limited to on-street, the Visitor Center parking lot, or a possible easement to use the adjacent private driveway to the east. Staff is scheduling time with a real estate professional to seek input on the boundaries that best position the house for sale or lease. Staff will report back to Council at its May 4 Work Session.
3. **Main Street Program:** The new leadership of Experience Old Town Warrenton (EOTW) has formed and is in the process of assuming full responsibility of managing the Main Street Program. It is applying for new corporate and 501(c)3 status. At the April 5 Work session, EOTW requested disbursement of the unspent portion (\$10,000) of the FY17 appropriation for the Main Street Program. This item is Council's April 11 Agenda.
4. **WARF Fields Management Memorandum of Understanding with WFA:** The Town Manager met with the Director of the Warrenton Fields Association on April 5 to review proposed revisions by the Town for the Agreement. WFA will provide comments after April 18. Revisions include additional responsibilities for bathroom monitoring and maintenance, use of pond and purchased water for irrigation and permission for temporary field lighting.

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 determined that the funds held in the General Fund under "Recreation Proffer" may be used for development of the dog park. The Finance Committee has recommended that Council appropriate up to \$40,000 in addition to the Alwington developer's \$30,000 for the project. Of that \$40,000, \$25,000 would come from the Town's "Recreation Proffer" and \$15,000 would come from unspent Depot Park construction funds of \$19,106. In order to contribute to the construction of this Town asset in compliance with the Virginia Public Procurement Act, the Town will need to appropriate the entire \$70,000 and competitively solicit construction bids.
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 are proceeding with design and construction of a pad site for equipment bike and fitness equipment for the head of the Greenway Trail.
8. **Boundary Adjustment Analysis:** Paul McCulla, Ross D'Urso and I drafted an updated fiscal impact analysis for the boundary adjustment of the panhandle that was presented to the Town/County Liaison committee on February 27. The T/C Liaison Committee asked Paul to approach the Sheriff with the concept of the FCSO continuing to patrol US29/15 in consideration for the County retaining its BPOL tax revenue from the panhandle businesses.
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. We have not received official notification, but we are aware that our alternate application for HSIP funding for the corridor section did not get awarded in this year's cycle.

10. **Parking Study:** The consultant presents the report findings and recommendations at a Special Work Session on April 11.
11. **Comprehensive Plan:** The RFP is ready for issue with proposals due in May. 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:** The Warrenton Postmaster confirmed in February 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:** The Saturday market will open on April 22 with 25 vendors, a 30% increase over 2016. The Wednesday market opens at the WARF this year on May 3 with 16 vendors, a 300% increase over 2016. Vendors have expressed their appreciation for the increased promotion and support from the Town this year.
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. Staff is reviewing the final draft of the report with the consultant and plans to present the findings at the May Public Works & utilities Committee meeting on May 4. Our Strategic Water Supply Plan is due in 2018.
15. **Solar Energy Conversion of Town Buildings:** Staff has executed the MOU with Solar Solutions to complete the analysis of the next four Town-owned

buildings: Water Plant, Wastewater Treatment Plant, Public Works and the Visitors Center.

**16. Economic Development Manager:** The job profile and advertisement was posted on the Town website last week, and should appear next week on the VEDA, IEDC, VML and ICMA job search sites. The closing date for applications is April 15. Heather Stinson's last day was March 24. I meet with Miles weekly in the interim to ensure that active prospect management, existing business assistance and co-op marketing efforts carry on before a new Economic Development Manager is hired.

**17. DGS Property:** The Town Attorney and Town Manager are working with the Virginia Department of General Services (DGS) to negotiate settlement and transfer of the 0.18-acre parcel owned by the State at the entrance to the lower 5<sup>th</sup> Street Town parking lot (Lot "G"). DGS declined our initial offer to transfer it to the Town in exchange for the Town paying all transfer and closing costs.

**18. Office Space:** I am working on a number of options for additional space needed for Planning & Community Development, Finance & Human Resources and Economic Development staff, for which Town Hall is at capacity. The demands on staff are growing, and I have proposed a short-term office space lease to accommodate the additional staff proposed in the FY18 Budget.

**19. Economic Development Business Grant Program:** \$25,000 was appropriated in FY17 as an amount to match \$25,000 each from the County and EDA for small capital incentive grants to existing businesses. The County's match has only recently become available, and therefore the program has not yet been initiated. Instead of funding another \$25,000 for FY18, I will recommend at the regular meeting in May that Council authorize me to transfer the FY17 funds to the EDA to reserve for awarding future grants on an equal share with the County and EDA.

\* \* \*